

**ROLL CALL ORDER FOR MEETING OF  
April 23, 2020**

**Resnick, Jones, Sprank, Shaw, Roussell, Cavanagh, Buol**

**This meeting will be conducted as a virtual meeting.**

Due to social distancing guidelines related to the COVID-19 pandemic, City Council members and City staff will participate by webinar and will not meet in person. The virtual meeting will be aired live on CityChannel Dubuque (Mediacom cable channels 8 and 117.2), streamed live and archived on the city's website at [www.cityofdubuque.org/media](http://www.cityofdubuque.org/media), and streamed live on the City's Facebook page at [www.facebook.com/cityofdubuque](http://www.facebook.com/cityofdubuque).

The public is invited to provide input prior to, during, and after the regular portion of meeting.

Ways to provide questions or comments include:

- Contact the City Council [www.cityofdubuque.org/councilcontacts](http://www.cityofdubuque.org/councilcontacts)
- City Clerk's Office at [ctyclerk@cityofdubuque.org](mailto:ctyclerk@cityofdubuque.org)
- Prior to or during the meeting, email [budget@cityofdubuque.org](mailto:budget@cityofdubuque.org)
- During the meeting, comment on the live video on the City's Facebook page, [www.facebook.com/CityOfDubuque](http://www.facebook.com/CityOfDubuque)

The City of Dubuque highly encourages people to view and participate in City Council meetings through the virtual options.



**CITY OF DUBUQUE, IOWA  
CITY COUNCIL MEETING**

This meeting will be conducted virtually.

Please see the instructions above for public input,  
viewing and listening options.

**April 23, 2020**

Council meetings are video streamed live and archived at [www.cityofdubuque.org/media](http://www.cityofdubuque.org/media) and on Dubuque's CityChannel on the Mediacom cable system at cable channel 8 and digital 117.2

**SPECIAL SESSION**

**6:30 PM**

**PRESENTATION(S)**

**1. COVID-19 Update**

City staff will provide an update on COVID-19 preparation and response activities.

**CONSENT ITEMS**

The consent agenda items are considered to be routine and non-controversial and all consent items will be normally voted upon in a single motion without any separate discussion on a particular item. If you would like to discuss one of the Consent Items, please go to the microphone and be recognized by the Mayor and state the item you would like removed from the Consent Agenda for separate discussion and consideration.

**1. Dollars and Cents Public Information Brochure**

City Manager providing a draft copy the City's public information brochure regarding the Fiscal Year 2021 recommended Budget and the impact of COVID-19.

**Suggested Disposition: Receive and File**

## PUBLIC HEARINGS

Citizens are invited to address the City Council regarding the following agenda items. Please come to the podium and state your name and address when the item you wish to speak to is being considered.

**1. Adopting the Fiscal Year 2021 Budget Recommendation as Amended**

Proof of publication on notice of public hearing to consider approval of the City of Dubuque Fiscal Year 2021 Annual Budget and Five-Year Capital Improvement Program as amended, and the City Manager recommending approval.

**RESOLUTION** Adopting the City of Dubuque Fiscal Year 2021 Annual Budget

**RESOLUTION** Adopting the City of Dubuque Five-Year Capital Improvement Program

Compilation of written Public Input related to the Fiscal Year 2021 Recommended Budget.

**Suggested Disposition: Receive and File; Adopt Resolution(s)**

**2. Fiscal Year 2021 City of Dubuque Budget Books - Provided for Reference Only**

- Policy Budget Volumes 1-6 by Department;
- Recommended Capital Improvement Program;
- Recommended Residents' Guide.

## ACTION ITEMS

These are items where discussion is held by the City Council - public comments are not allowed except as authorized by the Mayor.

**1. Code of Ordinance Amendment - Title 13 Public Utilities - Fixing Water Rates; Residential, Commercial, Industrial and Other Uses; Fire Sprinkler Service**

**ORDINANCE** Establishing City of Dubuque Code of Ordinances Title 13 Public Utilities, Chapter 1, Water Use and Service, Article C Rates, Section 13-1C-1(A) Fixing Water Rates for Residential, Commercial, Industrial, and All Other Uses

**ORDINANCE** Establishing the City of Dubuque Code of Ordinances Title 13 Public Utilities Chapter 1 Water Use and Service, Article C Rates Section 13-1C-2 Fixing Water Rates for Fire Sprinkler Service

**Suggested Disposition: Receive and File; Motion B; Motion A**

**2. Code of Ordinances Amendment - Title 13 Establishing Sewer Rates**

**ORDINANCE** City of Dubuque Code of Ordinances Title 13 Public Utilities, Chapter 2 Sewers and Sewage Disposal, Article C Rates, Section 13-2C-32 Rates Established for Fiscal Year 2021

**Suggested Disposition: Receive and File; Motion B; Motion A**

**3. Establishing Solid Waste Rates under City of Dubuque Code of Ordinances Section 13-6A-6, Rates and Charges Established; Exceptions**

**Option 1 – Related to the use of mandatory trash carts city-wide where possible.**

**ORDINANCE** Amending City of Dubuque Code of Ordinances Title 13 Public Utilities, Chapter 6 Solid Waste; and Title 13 Public Utilities, Chapter 6 Solid Waste, Article A City or Private Collection Service, Sections 13-6A-1 City Manager's Authority Generally; 13-6A-2 Availability of Collection Services; 13-6A-3 Frequency, Time and Areas of Collection; 13-6A-4 Placement A of Containers for Collection; 13-6A-6 Rates and Charges Established; Exceptions; 13-6-8 Yard Waste and Food Scraps; 13-6A-9 Private Collection Service



**Option 2 – Related to expanded cart sizes for optional cart service city-wide**

**ORDINANCE** Amending City of Dubuque Code of Ordinances Title 13 Public Utilities, Chapter 6 Solid Waste, Sections 13-6-1 Definitions; 13-6-3 Container Requirements; Collection Restrictions; 13-6-6 Storage and Accumulation Restricted; 13-6-7 Hazardous and Prohibited Wastes Regulated; and Title 13 Public Utilities, Chapter 6 Solid Waste, Article A City or Private Collection Service, Sections 13-6A-2 Availability of Collection Services; 13-6A-3 Frequency, Time and Areas of Collection; 13-6A-4 Placement of Containers for Collection; 13-6A-6 Rates and Charges Established; Exceptions; 13-6A-8 Yard Waste and Food Scraps; 13-6A-9 Private Collection Service

**Suggested Disposition: Receive and File; Motion B; Motion A**

**4. Five-Year Street Construction Program for Fiscal Years 2021 - 2025**

**RESOLUTION** Adopting the Five-Year Street Construction Program for Fiscal Years 2021-2025

**Suggested Disposition: Receive and File; Adopt Resolution(s)**

**ADJOURNMENT**

The agenda with supporting documents may be accessed at [www.cityofdubuque.org](http://www.cityofdubuque.org) or at the City Clerk's Office, 50 W. 13th Street, during regular business hours.

This notice is given pursuant to Chapter 21, Code of Iowa, and applicable local regulations of the City of Dubuque, Iowa and/or governmental body holding the meeting.

Written comments regarding the above items may be submitted to the City Clerk's Office, 50 W. 13th St., Dubuque, IA 52001, before or at said time of meeting.

Individuals with limited English proficiency, vision, hearing or speech impairments or requiring special assistance should contact the City Clerk's Office at (563) 589-4100, TDD/TTY (563) 690-6678, [ctyclerk@cityofdubuque.org](mailto:ctyclerk@cityofdubuque.org) as soon as feasible. Deaf or hard-of-hearing individuals can use Relay Iowa by dialing 711 or (800) 735-2942.

## City of Dubuque

## Presentation(s) # 1.

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**ITEM TITLE:**

COVID-19 Update

**SUMMARY:**

City staff will provide an update on COVID-19 preparation and response activities.

**SUGGESTED DISPOSITION:**

## City of Dubuque

## Consent Items # 1.

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**ITEM TITLE:**

Dollars and Cents Public Information Brochure

**SUMMARY:**

City Manager providing a draft copy the City's public information brochure regarding the Fiscal Year 2021 recommended Budget and the impact of COVID-19.

**SUGGESTED DISPOSITION:**

Suggested Disposition: Receive and File

**ATTACHMENTS:****Description**

FY21 Recommended Budget and COVID19  
Publication

**Type**

Supporting Documentation

**APRIL 23 DRAFT**

## CRISIS REVEALS CHARACTER

*The COVID-19 pandemic is a global, national, and local public health and economic crisis. How we respond as a community, state, and nation is the defining challenge of our time.*

The COVID-19 virus has been deadly for tens of thousands of Americans and the critical actions taken to limit the spread of the virus have impacted all Americans. The battle to save lives and contain the virus rages on while the economic impact of the pandemic continues to grow.

The overall financial impact of the pandemic on local governments is devastating and the City of Dubuque has not been spared. Critical revenue sources such as local option sales tax, gaming, and others have decreased. As a result, the City expects to lose \$4.4 million in revenue by the end of June and \$11.9 million in the next fiscal year (July 1, 2020, to June 30, 2021).

The financial impact of COVID-19 is unknown and unprecedented. In Iowa, a record number of workers have filed for unemployment benefits as businesses closed and consumers remained at home. This unprecedented surge in unemployment claims came just weeks after the virus was first detected in Iowa. The U.S. Bureau of Labor Statistics April 23 report on weekly unemployment claims in Iowa was another on a discouraging list of all-time highs. For the week ending Saturday, the total of new unemployment claims was 27,912. That is the fifth most in state history, behind the weeks ending April 11 (46,356), April 4 (64,194) and March 28 (55,966) of this year. The highest weekly total prior to this stretch was 14,201 in December 2000. The 235,380 unemployment claims filed in Iowa over the past five weeks are the most in Iowa history since the Great Depression.

This is the environment in which the City must adopt a balanced budget for FY2021 and submit it to the State of Iowa by April 30, 2020. This amended budget recommendation addresses these fiscal realities while continuing to provide essential city services to residents,

businesses, and stakeholders while minimizing the costs of those services as those groups also experience hardships as a result of the pandemic.

The amended FY2021 budget recommendation continues to reflect the City's vision and mission statements and is responsive to the goals and priorities established by the Mayor and City Council.

### AMENDED BUDGET RECOMMENDATION FEATURES:

- **A DECREASE** in property taxes for the average residential, commercial, and industrial properties
- **A DECREASE** in refuse/trash collection fees
- **NO INCREASE** in City water, sanitary sewer, and stormwater rates
- **NO INCREASE** in pay for City employees

Property Type	Average Property Tax Cost Change from FY2020	Percent Property Tax Cost Change from FY2020
Residential	\$1.09 less	0.14% decrease
Commercial	\$104.45 less	3.30% decrease
Industrial	\$132.61 less	2.81% decrease
Multi-Residential	\$158.73 more	9.13% increase

Current Property Tax Rate	Next Year's Property Tax Rate	% Change
\$10.33144	\$10.1440	1.8% Decrease

# OUR GOAL CONTINUES TO BE TO CREATE AN EQUITABLE COMMUNITY OF CHOICE:

A High-Performance Organization (and Community) with  
Engaged Employees and Residents that is Data-Driven and  
Outcome-Focused built on the four pillars of  
**Resiliency, Sustainability, Equity, and Compassion.**

## DUBUQUE CITY COUNCIL



ROY D. BUOL  
MAYOR



RIC W. JONES  
AT-LARGE



DAVID T. RESNICK  
AT-LARGE



BRETT M. SHAW  
1ST WARD



LAURA J. ROUSSELL  
2ND WARD



DANNY C. SPRANK  
3RD WARD



BRAD M. CAVANAGH  
4TH WARD

Find City Council contact information and ward maps at [www.cityofdubuque.org/citycouncil](http://www.cityofdubuque.org/citycouncil)

### A SOLID FOUNDATION

Before the COVID-19 pandemic, Dubuque was in the now-enviable position of being one of the less than 10 cities in the country with an unemployment rate under two percent. Dubuque was also one of the first 26 cities in the country to come out of the great recession approximately 10 years ago. From 2010-2017, most Iowa counties lost population. Even some of the counties that include some of Iowa's larger cities showed very little growth or an actual decline. Over that seven-year period, Dubuque County's population grew by 3.3 percent and employment grew as well.

Thanks to this strong foundation, we do not expect this financial crisis to be a repeat of the 1980s when Dubuque had the highest unemployment rate in the country at one point and lost nearly 10 percent of its population.

### ACTIONS TAKEN

The City has already taken measures to address the sudden loss of revenues:

- a hiring freeze on most positions vacant in the current fiscal year;
- a hiring freeze on most new positions recommended in FY2021;
- most travel budgets (conferences, education and training, city business travel) for all departments have been frozen;
- equipment purchases are delayed;
- most capital improvement projects are delayed, and
- some maintenance projects are delayed.

The City of Dubuque is already a lean organization. A 2018 staffing level comparison of nine of the largest cities in Iowa revealed that Dubuque had the fifth lowest staffing level. Dubuque's level, 704 full-time equivalent (FTE) employees, was 122 employees lower than the average and 745 lower than the highest.

If the economy improves in time, the City will be able to unfreeze positions, complete capital projects, buy equipment, and maintain programs and services; however, if the economic recovery is delayed, the recommended budget will help the City to delay, and hopefully, avoid mass layoffs and significant programs and service cuts. Additionally, while payments and grants to partner agencies will be delayed with this budget, the City hopes to avoid reducing or eliminating these payments to these partner agencies that depend on funding support from the City to maintain critical services to the most vulnerable in our community while they are experiencing catastrophic personal situations in this economic crisis.

### SHARED SACRIFICES

This amended budget eliminates the planned wages increases for City employees (non-bargaining and bargaining unit employees) in FY2021. The first budget recommendation

included a 1.5% wage increase. This will save the City nearly \$731,000 in FY2021. It is important to note that each of the City's five bargaining units (unions) agreed to this sacrifice even though their previously negotiated contracts included the pay increase.

### NEW REVENUES & SAVINGS

The amended budget recommendation now includes additional general property tax fund revenue of \$310,138 as the result of the negotiation of the Gavilon 7th Street and Gavilon Purina Drive riverfront leases for City property. The City is thankful to Gavilon for ending their current leases two years early, creating an additional revenue source for the City.

Fuel prices have plummeted, driven by the coronavirus pandemic and a price war between producers. The recommended budget has been revised to reflect a 20 percent reduction in fuel expense, a savings of \$301,487.

The amended budget recommendation also includes a reduction of workers' compensation expense of \$94,819 in FY2021 due to savings from switching to fully insured workers' compensation insurance.

The City of Dubuque has been awarded some federal assistance to assist in the pandemic response, including: Federal Transportation Administration CARES Act Section 5307 Funds for \$3,641,599; Community Development Block Grant Coronavirus Funds for \$647,301 provides supplemental funding for community assistance and some percent of which can fund administrative overhead; Housing and Urban Development Housing Choice Voucher administrative funds for \$86,000; Federal Aviation Administration CARES Act Airport grant for \$1,159,773; Police Federal Bureau of Justice Coronavirus Emergency Supplemental Funding for \$68,679; and Ambulance Public Health and Social Services Emergency Fund for \$44,663 restricted to prevent, prepare for, and respond to coronavirus.

## The following table summarizes the total estimated operating revenue loss for all funds related to COVID-19 for Fiscal Year 2020 and Fiscal Year 2021.

Fund	FY20 Estimated Revenue Loss	FY21 Estimated Revenue Loss
General Fund Operating	\$3,118,832	\$5,066,438
General Fund Capital	\$0	\$2,596,808
Road Use Tax Fund	\$538,527	\$2,978,351
Airport Restricted Funds	\$47,832	\$67,500
Parking Fund	\$543,000	\$1,039,542
Water Fund	\$27,513	\$50,000
Sanitary Sewer Fund	\$33,828	\$50,000
Stormwater Fund	\$11,841	\$0
Refuse Fund	\$10,263	\$0
Transit Fund	\$74,916	\$56,000
<b>Total COVID-19 Revenue Loss</b>	<b>\$4,406,552</b>	<b>\$11,904,639</b>

## The City's Leadership Team is answering these 7 questions to guide decisions during the pandemic:

1. What is most important to preserve during the crisis? (reputation, connection with customers, expertise, momentum on a certain project, etc.)
2. What traits or characteristics do you want to display in this crisis?
3. If you look back on the crisis in 10 years, what will make you feel like you managed the crisis well?
4. Are there particular morals or guiding principles that feel important to you at this time?
5. What key relationships do you want to maintain during this crisis?
6. To what do you aspire during this crisis? (calm, courageous, heroic, measured etc.)
7. What would make you feel proud even if the crisis ends badly for you or your business?

## To manage the difficult decisions that are going to need to be made multiple employee work groups will be formed as follows:

CIP & Equipment Team

Operating Budget Team

Purchase of Services & Contracts Team

Grants & Contracts team

Staffing & Vacant Position Review



## PANDEMIC RESPONSE

All City of Dubuque departments and divisions have had to adapt to pandemic-related challenges to continue to deliver the services residents and businesses need. Many City employees are on the “front lines” in our community, continuing to provide essential services such as emergency medical services, public health and safety, water, public transit, sanitary sewer services, trash and recycling collection, and more.

To protect the public and City employees, almost every City department has modified its operations and service delivery practices.

- All employees that are able to are working from home and others are assisting departments most impacted by the pandemic.
- In mid-March, the City temporarily suspended water shut-offs related to past due utility bills. Late fees on past due utility bills were also temporarily suspended and disconnection notices are not being issued.
- Enforcement of parking meter expiration violations is suspended through May 31. During this time parking customers are not required to feed/pay parking meters in Dubuque. All other street parking regulations will continue to be enforced.
- Parking fees associated with City-owned parking lots and ramps are suspended through May 31.



## Frontline City staff continue to deliver essential services

Many City departments and employees are directly involved in the community's pandemic response efforts, including:

- Health Services staff are working closely with Dubuque County staff on the Dubuque County Public Health Incident Management Team to coordinate the countywide public health response to the pandemic. They are collaborating with local healthcare providers and the Iowa Department of Public Health to prepare for all possible scenarios.
- Mayor Roy D. Buol and City Manager's Office staff are working with county, state, and federal elected officials and agencies to identify emergency relief funds to support response and recovery efforts.
- Housing and Community Development, Human Rights, and Neighborhood Development staff are assisting with food resource distribution and have established and will staff a quarantine/isolation shelter.
- Human Rights staff are also involved in an Equity Immersion Team, along with community partners, working to insure that vulnerable groups within the community have access to the assistance they may need during and after this crisis.
- Fire Department staff are supporting both the City of Dubuque and Dubuque County emergency operations centers.



**MARY ROSE CORRIGAN**  
Public Health Specialist

# CITY OF DUBUQUE SPIRIT STATEMENT

SERVICE:	PEOPLE:	INTEGRITY:	RESPONSIBILITY:	INNOVATION:	TEAMWORK:
We Are Responsive	We Care	We Are Honest	We Are Accountable	We Look for Better Ways	We Work Together



## COMMUNITY PARTNERS

The longstanding partnership between the City of Dubuque and Dubuque County has stood the test of time and has been invaluable and critical in the response to the pandemic.

Mayor Roy D. Buol and County Board of Supervisors Chairperson Dave Baker used their leadership roles declare emergencies for the city and county, authorizing staff to take quick actions. They also worked together to encourage residents to stay home as much as possible, including a "Stay Home, Stay Safe" campaign including Gary Dolphin, the voice of the Iowa Hawkeyes.



**DAVE BAKER**  
Dubuque County  
Board of Supervisors

City of Dubuque and Dubuque County staff are also conducting weekly virtual meetings with staff and elected officials from all cities in the county as part of a countywide emergency operations center, coordinated by Dubuque County Emergency Management Coordinator Tom Berger.

City public information staff are supporting the communication efforts of the County Public Health Incident Management Team. A Joint Information Center/System has been established to provide consistent and accurate messaging and includes staff from all local healthcare providers and representatives from business and education.

A wide variety of local agencies, organizations, and businesses are playing critical roles in responding to the numerous challenges the pandemic has created.

The City of Dubuque and Dubuque County are working with state and federal legislators and agencies to advocate for assistance with pandemic response and recovery efforts.

The Dubuque Community School District and multiple groups including new and existing food pantries, Convivium, Project Rooted, the DREAM Center, and others are providing food resources to those in need.

The Community Foundation of Greater Dubuque is partnering with the United Way of Dubuque Area Tri-States to direct funds collected to local nonprofits working with vulnerable local populations.

Greater Dubuque Development Corporation, Northeast Iowa Community College, Dubuque Initiatives, the Dubuque Area Chamber of Commerce, and others are offering support to employers and businesses of all sizes.

Page 10 of this publication includes details on some of the community support and recovery resources available through these efforts.





# CITY BUDGET

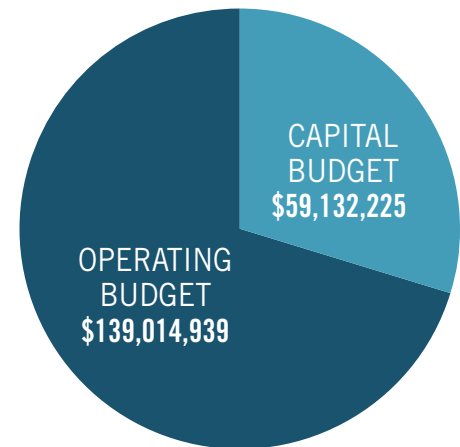
The City's approved budget provides estimated revenues and expenditures for programs and services to be provided during the fiscal year, from July 1, 2019, through June 30, 2020. The budget has two primary components: the operating budget and the capital budget.

The City's total budget for fiscal year 2021 is \$198,147,165, a 3.5 percent increase from FY2020. The operating budget (\$134,272,643) is a 2.5 percent increase from FY2020, while the capital budget (\$57,186,070) represents a 3.4 percent increase from FY2019.

The capital budget funds major improvements to City facilities and infrastructure, and is based on the first year of needs in the five-year Capital Improvements Program (CIP) Plan. The CIP Plan is an annually revised document that guides the City's investments in public facilities and infrastructure during a five-year time horizon. The capital budget is supported through multiple funding sources, including federal and state grants.

The operating budget includes personnel costs and annual facility operating costs. It is funded primarily through local property and sales taxes; revenue transfers between departments; licenses, such as building and development fees; franchise fees for a company's use of the City's rights-of-way; charges for services (like sewer and water); fines; grants; and other smaller sources of revenue such as interest on investments.

## Fiscal Year 2021 City Budget



	Operating	Capital
<b>General Fund</b>	\$66,416,660	\$2,229,339
<b>Water Fund</b>	\$10,280,043	\$2,756,073
<b>Sanitary Sewer Fund</b>	\$10,992,418	\$23,820,597
<b>Stormwater Fund</b>	\$4,441,361	\$10,110,959
<b>Refuse</b>	\$2,990,205	\$269,153
<b>Parking</b>	\$2,747,044	\$160,875

## General Fund

The general fund is the general operating fund of the City for general service departments. The general fund has an operating budget of \$66.4 million and a capital budget of \$2.8 million. This fund encompasses the bulk of activities that are traditionally considered basic governmental services such as public safety, culture & recreation, health & social services, and general government.

## General Fund Reserve Predictions

The City maintains a general fund reserve, or working balance, to allow for unforeseen expenses that may occur. The goal is to have at least a 20% reserve. In Fiscal Year 2017, the City had projected reaching this consistent and sustainable 20% reserve level in Fiscal Year 2022. In fact, the City met the 20% reserve requirement in FY2018, four years ahead of schedule and, with the FY2019 contribution, this is sustainable.

	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024
<b>Contribution</b>	\$1,050,000	\$1,700,000	\$0	\$0	\$0	\$0	\$0
<b>City's Spendable General Fund Cash Reserve Fund Balance</b>	\$16,460,491	\$20,945,090	\$17,054,189	\$17,054,189	\$17,054,189	\$17,054,189	\$17,054,189
<b>% of Projected Revenue</b>	<b>23.81%</b>	<b>29.06%</b>	<b>24.09%</b>	<b>23.91%</b>	<b>24.29%</b>	<b>23.58%</b>	<b>23.32%</b>

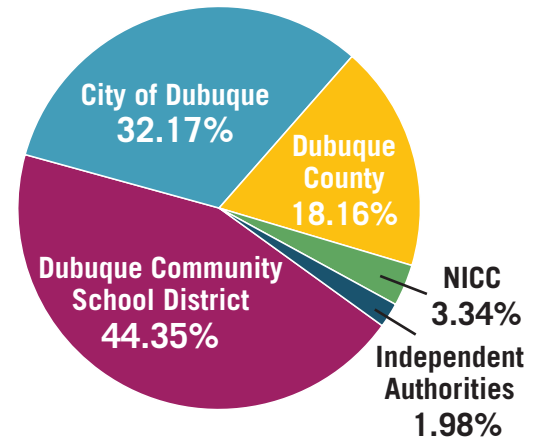
# Recommended FY2021 Rates & Fees

## How Your Property Tax Rate Is Split

FY2020 Consolidated Rate of 32.91592

### Property Tax Rate

- \$10.1440 per thousand dollars assessed value.
- Decrease of 1.81% from FY2020

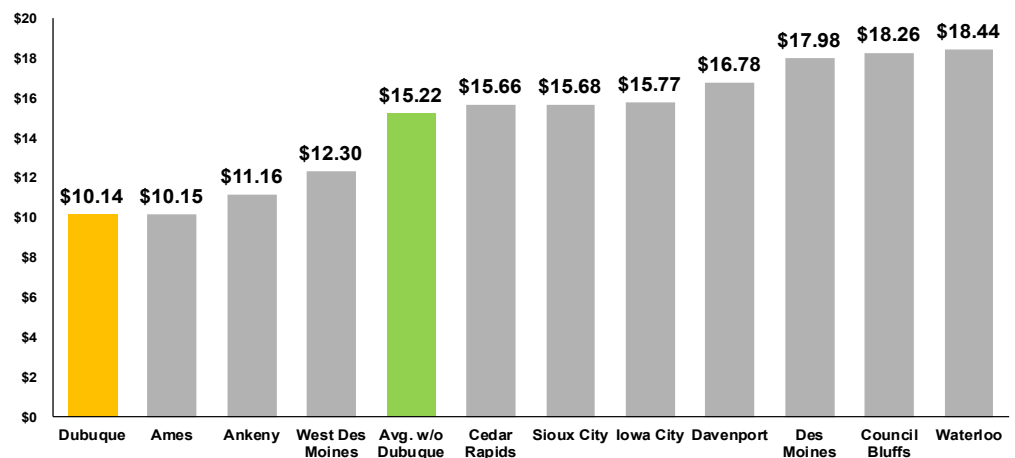


### City Portion of Property Taxes

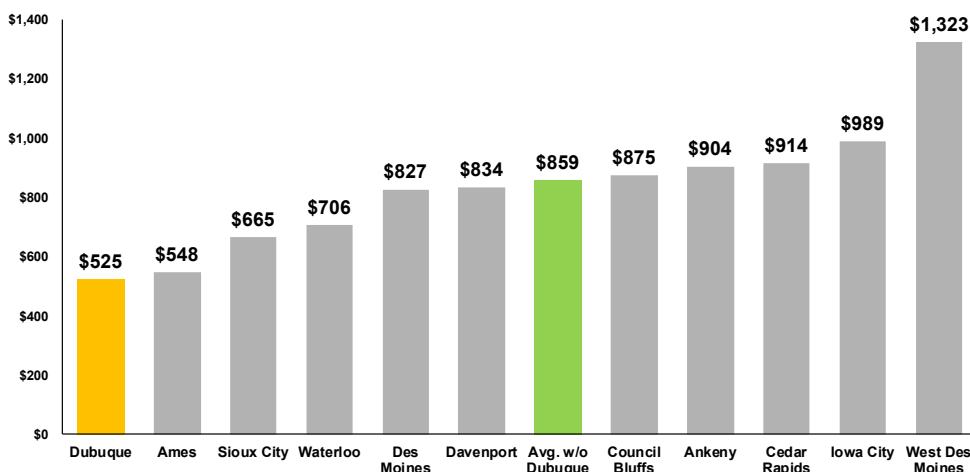
Dubuque has the LOWEST FY2021 property tax rate (\$10.33 per thousand assessed value) of Iowa's 11 cities with populations over 50,000.

- Highest-ranked city (Des Moines, \$18.38) is 78% higher than Dubuque
- Average of other 10 cities (\$15.15) is 47% higher than Dubuque

FY2021 City Property Tax Rate Comparison



FY2021 Taxable Value Per Capita Comparison



Dubuque has the LOWEST FY2021 taxes per capita (\$525) as compared to Iowa's 11 cities with populations over 50,000.

- Highest (West Des Moines) is 152% higher than Dubuque
- Average is 64% higher than Dubuque.

# RECOMMENDED RATES

## Water

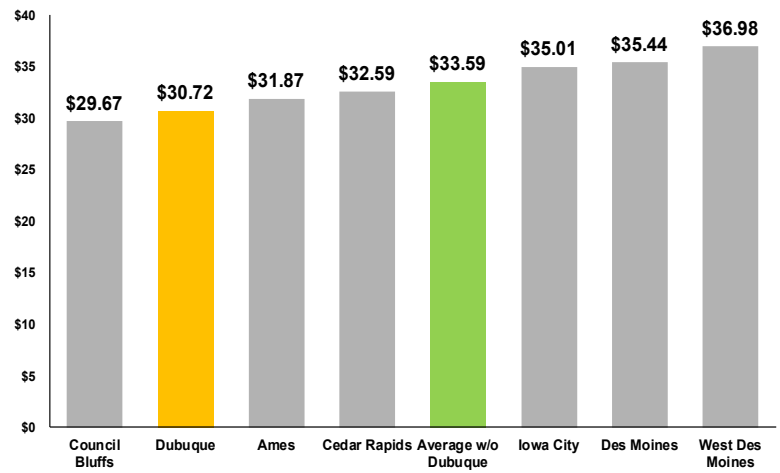
**Avg. Household Rate\* = \$30.72/month**  
(No increase from FY2020)

Dubuque has the SECOND LOWEST FY2021 water rate of Iowa's seven cities with populations over 50,000 and lime softening treatment similar to Dubuque.

- Highest rate (West Des Moines, \$36.98) is 20% higher than Dubuque
- Average of other 6 cities (\$33.59) is 9% higher than Dubuque

*\*Average household rate based on 6,000 gallons per month at \$0.00512 per gallon*

FY2021 Water Rate Comparison



## Sanitary Sewer

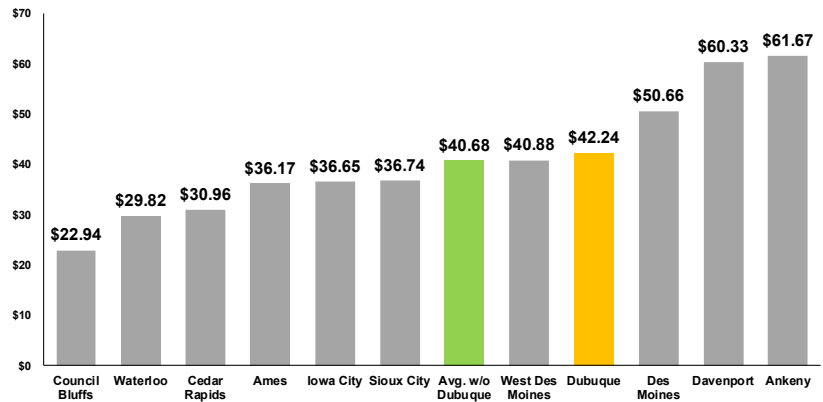
**Avg. Household Rate\* = \$42.24/month**  
(No increase from FY2020)

Dubuque has the FOURTH HIGHEST FY2021 sanitary sewer rate of Iowa's 11 cities with populations over 50,000.

- Highest rate (Ankeny, \$61.67) is 46% higher than Dubuque
- Average of other 10 cities (\$40.68) is 4% lower than Dubuque

*\*Average household rate based on 6,000 gallons per month at \$0.00704 per gallon. The City's wastewater collection and treatment system operates as a self-supporting enterprise fund which means that it is funded only with revenue from user fees.*

FY2021 Sanitary Sewer Rate Comparison



## Stormwater

**Avg. Household Rate\* = \$8.29/month**  
(No increase from FY2020)

Dubuque has the SECOND HIGHEST FY2021 stormwater utility rate of Iowa's 10 cities with populations over 50,000 and a stormwater utility.

- Highest rate (Des Moines, \$14.68) is 77% higher than Dubuque
- Average of other 9 cities (\$5.89) is 29% lower than Dubuque

*\*Monthly rate for majority of Dubuque households based on usage of one single family unit. Stormwater fees are based on the amount of impervious ground coverage on a property. Fees collected are only used for stormwater management activities such as the construction, maintenance and operation of the public stormwater management system.*

FY2021 Stormwater Rate Comparison



## Curbside Collection

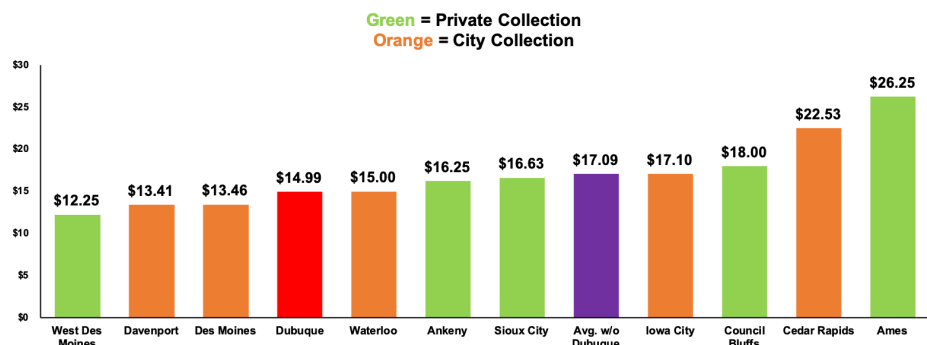
**Avg. Household Rate\* = \$14.99/month**  
(4.03% decrease from FY2019)

Dubuque has the FOURTH LOWEST FY2021 solid waste collection rate of Iowa's 11 cities with populations over 50,000.

- Highest rate (Ames, \$26.25) is 75% higher than Dubuque
- Average of other 10 cities (\$17.08) is 14% higher than Dubuque

*Curbside refuse collection includes one 35-gallon container per week. Weekly curbside recycling is no extra charge.*

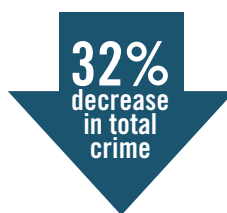
FY2021 Solid Waste Collection Rate Comparison



# General Fund Expenditures

Category	Description	Portion of General Fund
Public Safety	(fire, police, ambulance services, 9-1-1 dispatch, animal control, building inspections, crime prevention, emergency management, flood control, etc.)	<b>41.8%</b>
Culture & Recreation	(AmeriCorps, arts & cultural affairs, civic center, conference center, library, marina, parks, recreation, etc.)	17.6%
General Government	(city attorney & legal services, city clerk, city council, city hall & general buildings, city manager, finance, information services, etc.)	13.5%
Public Works	(airport, maintenance of streets, bridges, and sidewalks; snow removal, street cleaning, street lighting, traffic control, etc.)	9.2%
Community & Economic Development	(economic development, housing and community development, neighborhood development, planning and zoning, etc.)	6.3%
Transfers Out	(to funds other than General Fund)	6.4%
Capital Projects	(City infrastructure improvements or major equipment purchases)	3.0%
Health & Social Services	(community health, health regulation and inspection, human rights, etc.)	1.4%
Debt Service	(government capital projects, tax-increment financing [TIF] capital projects)	0.9%

Dubuque's investment in public safety demonstrates it is a high priority. Of the nine budget categories, public safety represents Dubuque's largest monetary investment of tax dollars, by far, and that investment is yielding positive results.



Since 2015, Dubuque has had a 32% decrease in total crimes against persons and property.  
**2015: 2,218**  
**2019: 1,509**

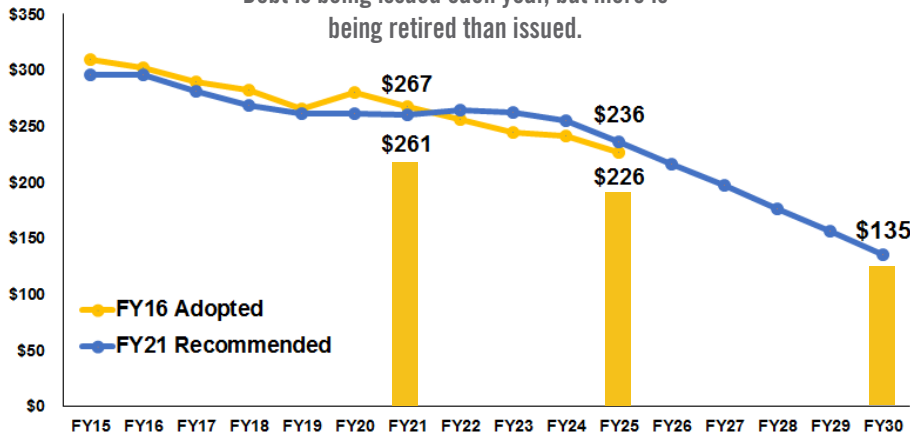
Number of Crimes Against Persons												
	2012	2013	2014	2015	2016	2017	2018	2019	Avg.	2019 % Over/Under 2018	2019 % Over/Under Avg.	2019 % Over/Under Peak Year
<b># of Crimes</b>	186	208	220	265	243	203	190	190	213	0.0%	-10.9%	-28.3%
<b>Murder</b>	2	0	0	5	1	2	1	0	1	-100.0%	-100.0%	-100.0%
<b>Sexual Assault</b>	43	38	61	80	98	90	75	91	72	21.3%	26.4%	-7.1%
<b>Robbery</b>	21	32	20	27	26	16	29	14	23	-51.7%	-39.5%	-56.3%
<b>Aggravated Assault</b>	120	138	139	153	118	95	85	85	117	0.0%	-27.1%	-44.4%

Number of Crimes Against Property												
	2012	2013	2014	2015	2016	2017	2018	2019	Avg.	2019 % Over/Under 2018	2019 % Over/Under Avg.	2019 % Over/Under Peak Year
<b># of Crimes</b>	1,992	1,791	1,662	1,953	1,875	1,667	1,543	1,319	1,725	-14.5%	-23.5%	-28.3%
<b>Burglary</b>	583	431	416	548	420	331	299	205	404	-31.4%	-49.3%	-64.8%
<b>Burglary to Motor Vehicle</b>	298	231	168	106	144	157	145	88	167	-39.3%	-47.3%	-70.5%
<b>Theft</b>	1080	1103	1035	1245	1235	1116	1036	945	1,099	-8.8%	-14.0%	-24.1%
<b>Theft of Motor Vehicle</b>	31	26	43	54	76	63	81	55	55	28.6%	48.3%	-6.6%

# Debt Reduction Plan (Adopted August 2015)

## Total Debt (in millions)

Debt is being issued each year, but more is being retired than issued.



Stormwater improvements

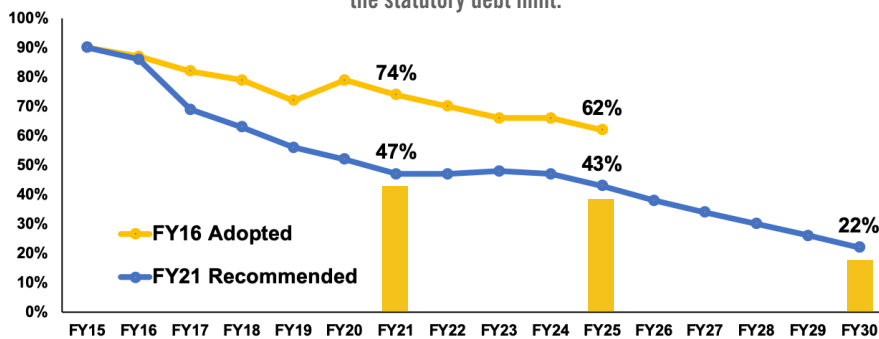


Water & Resource Recovery Center

The City of Dubuque's use of debt can be compared to many average homeowners who borrow to buy their home. The City has borrowed money at low interest rates to invest in infrastructure. Unlike the federal government, the City does not borrow money to cover operating expenses.

## Statutory Debt Limit Used (as of June 30)

This chart shows the percentage of statutory debt limit in the Fiscal Year (FY) 2020 adopted budget. By FY2028, the City will be at 28% of the statutory debt limit.

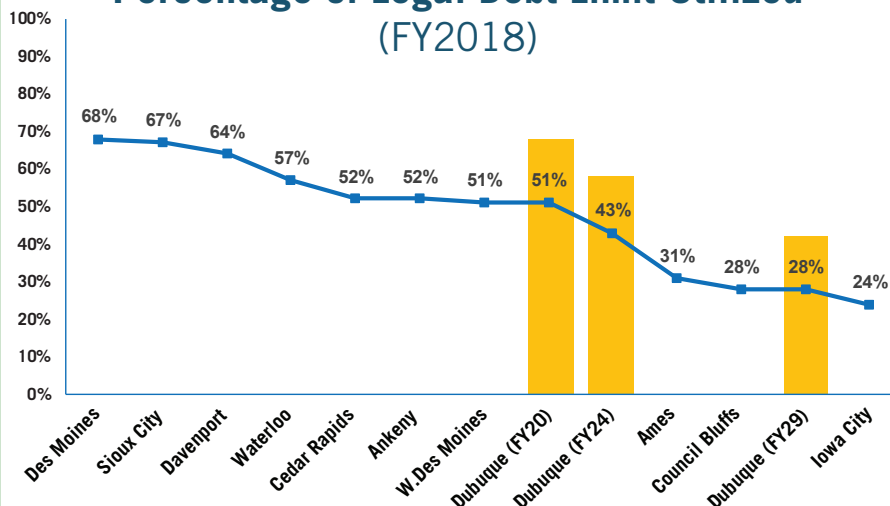


## Top 10 Debt Uses (as of June 30, 2019)

#	Project Description and Amount Outstanding
1	Stormwater Improvements \$73,653,120
2	Water & Resource Recovery Center \$60,077,000
3	Water Improvements \$32,417,569
4	Parking Improvements \$25,019,132
5	Downtown TIF Incentives/Improvements \$22,628,421
6	Sanitary Sewer Improvements \$13,566,522
7	TIF Rebates/Bonds to Businesses \$7,744,839
8	Industrial Park Expansions \$6,250,618
9	Caradco Building Iowa Finance Authority Loan \$3,639,903
10	Street Improvements*
	\$3,298,918
	<b>Total</b> <b>\$248,296,042</b>

\* \$140 million was spent on street improvements from 1997-2019

## Percentage of Legal Debt Limit Utilized (FY2018)





# Community Recovery & Support

The City of Dubuque has compiled and continues to update a webpage with resources for individuals, families, and business to assist during this difficult time. Below are many, but not all examples of resources available. For more detailed information, [www.cityofdubuque.org/COVID19support](http://www.cityofdubuque.org/COVID19support) or call 563-589-4100.

## FOR INDIVIDUALS & FAMILIES

### 2-1-1 Information and Referral

General assistance (in multiple languages) with food, bills, or other essential services is available 24/7. Visit the [www.211.org](http://www.211.org), call the COVID-19 hotline by dialing 2-1-1 from a landline or 800.244.7431 from a cell phone, or text your zip code to 898211.

### Iowa Child Care Resource & Referral

Connect to child care openings or temporary child care at Community Support & Recovery Resources 855.244.5301 or [www.iowaccrr.org/families](http://www.iowaccrr.org/families).

### Free COVID-19 Legal Information Hotline

This is a free service available to Iowans who are experiencing legal issues due to the COVID-19 emergency. Call 800.332.0419 or visit [www.iowalegalaid.org](http://www.iowalegalaid.org).

### Local & State Resources for Food & Necessities

A list of local food pantries, free meal sites, shower locations, and other necessities is available at [www.cityofdubuque.org/COVID19support](http://www.cityofdubuque.org/COVID19support).

### COVID-19 Resources for Underserved Populations

Some populations are more at risk for coronavirus, or impacts of social distancing. Visit the Iowa Department of Public Health website at [www.IDPH.iowa.gov](http://www.IDPH.iowa.gov) for resources and information for people facing additional risk.

### Unemployment Benefits

Call 866.239.0843 or visit [www.iowaworkforcedevelopment.gov/COVID-19](http://www.iowaworkforcedevelopment.gov/COVID-19). Call volume is high so please check the website first if you have access.

### Mental Health and Addiction

IDPH's website [yourlifeiowa.org](http://yourlifeiowa.org) has resources for persons experiencing challenges with alcohol, drugs, gambling, suicide, and mental health.

### Phone, Internet, and Utilities

Many cell phone and internet companies are offering assistance to residents. Alliant, Black Hills, and the City of Dubuque are also offering assistance. Information available on [www.cityofdubuque.org/COVID19support](http://www.cityofdubuque.org/COVID19support).

## FOR BUSINESSES & NON-PROFITS

### CDC Resources for Businesses & Employers

Guidance for businesses and employers to plan and respond to COVID-19. Information can be found at <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html>

### COVID-19 Business Helpline

A service offered by Greater Dubuque Development Corporation and Northeast Iowa Community College to help employers apply for the Small Business Relief Funding and connect them to additional financial resources. Call 563.588.3350 between 8:30 a.m. – 4 p.m., Monday through Friday, or email [sbhelpline@nicc.edu](mailto:sbhelpline@nicc.edu).

### Dubuque Initiatives COVID-19 Funding

Dubuque Initiatives has made \$2 million available to small businesses during the COVID-19 crisis. They plan to distribute "bridge financing" of up to \$10,000 per business for Dubuque companies that employ 50 or fewer workers. Businesses located within the city of Dubuque can apply for assistance by calling the COVID-19 helpline at 563.588.3350. Qualifying businesses will be referred to East Central Intergovernmental Association (ECIA) which will walk them through the application process.

### Employer/Business Resources

For information on federal and state relief, grants, loans, guidance, and other resources, visit [www.greaterdubuque.org/covid19](http://www.greaterdubuque.org/covid19) or call 563.557.9049

### Greater Dubuque Disaster Recovery Fund

The Community Foundation of Greater Dubuque is accepting donations to enable a coordinated response and help people in the Dubuque region most impacted by the COVID-19 pandemic, including seniors and low-income residents. The Community Foundation is partnering with the United Way of Dubuque Area Tri-States to direct funds collected to local nonprofits working with vulnerable local populations. For more information, or to donate, call 563.588.2700 or visit [www.dbqfoundation.org/drf](http://www.dbqfoundation.org/drf).

### Iowa Business Recovery Assistance

Iowa businesses can receive relief assistance for qualifying business concerns. Information can be found at [www.iowaeconomicdevelopment.com/businessrecovery.com](http://www.iowaeconomicdevelopment.com/businessrecovery.com).

### Resources for the Creative Sector

The City of Dubuque's Office of Arts and Cultural Affairs has compiled a list of resources for organizations, businesses, and individuals that work in the creative sector. Visit [www.cityofdubuque.org/ArtsCOVID19](http://www.cityofdubuque.org/ArtsCOVID19) for potential funding opportunities, tips and best practices, and webinars applicable to our local arts and culture community.



*The All-America City Award recognizes communities that leverage civic engagement, collaboration, inclusiveness, and innovation to successfully address local issues.*

# We Need YOU on the STAY HOME, STAY SAFE team.

We all have an important role to play in the fight against the COVID-19 coronavirus. Please do your part to limit the spread of the virus by staying home as much as you can and only going out for essentials.

## COVID-19 Hotlines

**Dubuque Visiting Nurses Association: 563.556.6200**

Available 8 a.m. to 6 p.m. Monday - Sunday. If you need to leave a message, your call will be returned as soon as possible between the hours of 8 a.m. and 6 p.m.

**Iowa COVID-19 Hotline: 2-1-1 or 1-800-244-7431**

Available 24/7 for Iowans with questions about COVID-19.

## TRUSTED INFORMATION SOURCES

[www.cityofdubuque.org/covid19](http://www.cityofdubuque.org/covid19)

[coronavirus.iowa.gov](http://coronavirus.iowa.gov)

[www.idph.gov](http://www.idph.gov)

[www.cdc.gov](http://www.cdc.gov)

## JOIN THE TESTIOWA CHALLENGE

Iowa Governor Kim Reynolds recently announced the launch of TestIowa, a new state-led initiative in partnership with state leaders and private corporations to dramatically increase the rate of COVID-19 testing in Iowa and help stem the spread of COVID-19. Testing through this program will be prioritized for those who currently have symptoms, have interacted with someone who has already tested positive, or have recently visited places where COVID-19 is more widespread. To request a test, Iowans should visit <https://www.testiowa.com/> to complete the assessment to determine testing eligibility.

## What You Can Do To Protect Yourself and Others

**Even if you are young, or otherwise healthy, you are at risk and your activities can increase the risk of others. It is critical that you do your part to slow the spread of COVID-19.**

- Stay home as much as possible.
- Stay at least 6 feet from other people, even when you wear a face covering. Remember that some people without symptoms may be able to spread virus.
- Only go out for essentials like food, medicine, and health care.
- Cover your mouth and nose with a cloth face cover when around others. Everyone should wear a cloth face cover when they have to go out in public, for example to the grocery store or to pick up other necessities. Cloth face coverings should not be placed on young children under age 2 or anyone who has trouble breathing. See CDC guidelines.
- Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- Cover coughs and sneezes with a tissue or your elbow/inside of arm. Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.
- Clean AND disinfect frequently touched surfaces daily.

## City of Dubuque

## Public Hearings # 1.

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**ITEM TITLE:** Adopting the Fiscal Year 2021 Budget Recommendation as Amended

**SUMMARY:** Proof of publication on notice of public hearing to consider approval of the City of Dubuque Fiscal Year 2021 Annual Budget and Five-Year Capital Improvement Program as amended, and the City Manager recommending approval.

**RESOLUTION** Adopting the City of Dubuque Fiscal Year 2021 Annual Budget

**RESOLUTION** Adopting the City of Dubuque Five-Year Capital Improvement Program

Compilation of written Public Input related to the Fiscal Year 2021 Recommended Budget.

**SUGGESTED DISPOSITION:** Suggested Disposition: Receive and File; Adopt Resolution(s)

**ATTACHMENTS:**

<b>Description</b>	<b>Type</b>
FY21 Amended Budget Recommendation-MVM Memo	City Manager Memo
Staff Memo	Staff Memo
FY21 Contracted Services / Purchase of Services Grants (ADDED 4/23/20)	Staff Memo
Staff Memo Attachment I - FY21 Recommended Improvement Packages	Supporting Documentation
Resolution to Adopt Operating Budget	Resolutions
Resolution to Adopt Capital Budget	Resolutions
Public Input - Compilation	Supporting Documentation
Public Input - Del Toro 4//23/20	Supporting Documentation



**TO:** The Honorable Mayor and City Council Members

**FROM:** Michael C. Van Milligen, City Manager

**SUBJECT:** Fiscal Year 2021 Amended Budget Recommendation

**DATE:** April 20, 2020

The following table summarizes the total estimated operating revenue loss for all funds related to COVID-19 for Fiscal Year 2020 and Fiscal Year 2021.

Fund	FY20 Estimated Revenue Loss	FY21 Estimated Revenue Loss
General Fund Operating	\$3,118,832	\$5,066,438
General Fund Capital	\$0	\$2,596,808
Road Use Tax Fund	\$538,527	\$2,978,351
Airport Restricted Funds	\$47,832	\$67,500
Parking Fund	\$543,000	\$1,039,542
Water Fund	\$27,513	\$50,000
Sanitary Sewer Fund	\$33,828	\$50,000
Stormwater Fund	\$11,841	\$0
Refuse Fund	\$10,263	\$0
Transit Fund	\$74,916	\$56,000
<b>Total COVID-19 Revenue Loss</b>	<b>\$4,406,552</b>	<b>\$11,904,639</b>

Between Fiscal Year 2020 and Fiscal Year 2021, the City of Dubuque could lose an estimated \$16.3 million in revenue.

There are just too many unknowns, so I am asking the City Council for the flexibility to make adjustments and I am not advocating for further cutting the FY 21 budget from what I am recommending in this amended budget recommendation. We already have the risk of layoffs, program and service cuts and not being able to meet our obligations to not-for-profits, who will be the tip of the spear of dealing with the personal crisis our residents will be experiencing.

The City policy is 20% General Fund reserves (\$14.5 million). Our Enterprise Funds also have reserves. The City has \$17 million in General Fund reserves. With all that is happening in the current fiscal year (FY 20), I am not anticipating that the \$2.5 million in excess General Fund reserves will survive this fiscal year. The City is implementing

methods to control expenditures, for instance; frozen positions, delays in equipment purchases, putting a hold on certain capital projects, freezing certain travel and training, and delaying payments to not-for-profit partners until we know the money is available. We will try to avoid dipping into the \$14.5 million 20% General Fund reserves, however, that might need to happen in FY 21. If some of the 20% General Fund reserves are used, the City will need to replenish those funds to meet City Council reserve policy and to positively impact the City bond rating which impacts borrowing costs. The City is aware of some federal assistance coming our way, including \$3.6 million in transit funds and over one million dollars for the airport. We are still waiting on word from Governor Reynolds on how she will use the \$1.25 billion the State of Iowa received from the federal assistance package. We are being told by the lobbyist for the Metropolitan Coalition that we should not expect that answer until the legislature reconvenes in June.

In the past, the City has provided a 50% reduction for solid waste collection fees and storm water fees for low income residents. This amended budget recommends extending that 50% discount to the water and sanitary sewer fees for low income residents at an estimated General Fund cost of \$215,377.

Both the water fund and the sanitary sewer fund are dependent on water usage. Some of the largest water users are the Dubuque Community School District, the three colleges and restaurants. All of these are using substantially less water than before the crisis. However, the FY 20 water use projections created in January 2019 for the current year budget had been exceeded through February 2020, so we started this crisis in a good financial position. Numbers for the period since all of the closures occurred are showing a 3% – 6% drop in water usage, which will negatively impact water and sanitary sewer revenues through the remainder of FY 20 and into FY 21. The sanitary sewer budget has a more diverse operating revenue stream (industrial high strength waste deliveries, industrial pretreatment contracts, and sale of BioCNG) than water, so sanitary sewer revenues will be less impacted. I am recommending no increase in either the water fee or the sanitary sewer fee, as opposed to the original recommendation to increase these fees. Vacant positions, equipment purchases and capital projects will be reviewed on a quarterly basis.

The storm water fee is pretty recession proof as homes and businesses will still have impervious surfaces, the basis for the fee calculation. I am recommending no increase in the storm water fee, as opposed to the original recommendation to increase the fee. However, capital projects might be affected because those are more dependent on the share of state sales tax the City receives from the \$98.5 million grant the City received. The City receives a portion of the annual incremental increase in state sales tax collections from City businesses over a 20-year period, and those most certainly will not meet the projections developed long before the Covid-19 crisis. The City is completely dependent on the State of Iowa Department of Revenue for sales tax projections and they have provided no updates. On the positive side, we believe that these federal stimulus packages, those already passed and those yet to come, have some infrastructure stimulus money and our stormwater capital projects are already in the pipeline to receive federal grants, which we think will be attractive funding opportunities

for the federal government to increase those grants. Vacant positions, equipment purchases and capital projects will be reviewed on a quarterly basis.

Probably the most recession proof revenue source the City has is the solid waste collection fee. The City does not collect from commercial (except apartment buildings with 6 units or less) or industrial customers, so we have no exposure to those closures. The City's one financial exposure is related to recycling. If the recycling markets collapse and the City has to pay to get rid of recyclable materials, it could cost over \$80,000 a year according to the current City contracts. The City has no indication there are any significant problems with the recycling markets at this time and this has been verified with the City's private recycling contractor. This is why I feel comfortable in recommending a solid waste collection fee decrease (about 4%) as part of this FY 21 amended budget recommendation.

I believed the following thirteen points from Public Works staff provided a compelling case for the implementation of mandatory refuse carts collected with automated refuse cart arms throughout the community:

- Reduce Lost Workdays - The top 10 worker's compensation claims for solid waste collection employees between 2006 and 2017 had 1,725 lost workdays from injuries.
- Reduce Worker Compensation Claims - The top 10 City of Dubuque injuries for solid waste collection employees between 2006 and 2017 equaled \$1,287,710.
- Reduce Employee Concerns - While the pandemic has highlighted employee concerns about touching the trash, there has always been employee concerns about being exposed to bed bugs and fleas.
- Resiliency Advisory Commission Concerns – The revised proposal addresses the Commission's concern related to cart size. The modifications enhance our efforts to get to zero waste and strengthens the "pay-as-you-throw concept" where the more refuse you put out the more you pay.
- Rate Increase – The revised proposal eliminates the rate increase.
- In 2008, the City started a pilot cart program and has grown that program over the past twelve years and now has over 4,700 carts being used City-wide.
- Customer Convenience - The City will own and maintain the carts.
- Discounted Rate - Low income residents will continue to qualify for a 50% discount on their monthly rate. Discounts will now be subsidized by the General Fund in the same way currently being done with stormwater fees.

- Option Out - There will be customer exceptions made in the community where this will not be implemented because of terrain.
- Frail and Disabled - Exceptions will be made for the frail and disabled who would struggle with a cart.
- Environmental - The cart system will help to keep neighborhoods clean.
- Future Growth – The automated side loaders will create the ability to absorb some future growth without adding employees and equipment.
- Existing Work Force - This recommendation will preserve existing City jobs and will not privatize the system.

However, it has become obvious that this has become a divisive issue and has little chance of approval. While I am abandoning the mandatory refuse carts collected with automated refuse cart arms recommendation, I would like to preserve some of the safety issues that were designed to reduce employee injuries. This amended proposal will allow 100% customer choice to have a cart or not. I believe this is a win-win recommendation because it will eliminate the previously recommended increase in refuse rates, reduce debt (now the City will only be using \$100,000 in debt in Fiscal Year 2025 for solid waste collection activities in this 5-year capital improvement program), preserve pay-as-you-throw recycling incentives, provide for 100% customer choice, preserve a low income customer 50% discount and avoid privatization of an efficiently run system.

This proposal eliminates the request to purchase over the next three years \$120,000 in automated collection arms for City refuse trucks and eliminates the request to purchase \$732,000 in refuse carts. **The only budget approval being asked of the City Council is to purchase one automated collection arm for a City refuse truck for \$40,000 in FY 21.** The other modification is that if a customer decides they want a City-owned and maintained cart at their property, they will have 4 cart choices; 34 gallon, 48 gallon, 64 gallon and 94 gallon, instead of the current two choices of 64 gallon and 94 gallon carts. Several existing City trucks currently have semi-automated tippers (not automated arms), so the more carts in the system the less lifting employees will have to do to empty the trash. While this does not avoid injuries from being struck by vehicles or from slip and falls, it does avoid the strain and minimize potential for injury from heavy lifting. The one truck with the automated collection arm will be assigned to the routes with the most tipper carts, which is currently the downtown alleys where the City has had tipper carts since 2008. Currently there are over 3,400 City-owned and maintained tipper carts out in the community. When a customer does not have a tipper cart, the employee can still empty the can the old fashion way by manually lifting it into the truck. The City currently has \$35,000 a year budgeted in the existing operating budget to purchase tipper carts, so the City will be adding just over 600 carts a year on a completely voluntary basis. This means that at some point in the future, City staff will

be asking for a second tipper cart automated collection arm, providing greater protection from employee injuries.

Now looking at the entire budget recommendation, I am making my budget recommendations in an effort to continue City services and programs and their associated quality, all of which the City Council has said are things the residents should receive. Those programs and services become more critical in a crisis, not less critical. Now if a City Council Member or resident believes there are some City services and programs or payments to outside agencies the City should eliminate, those could be identified at this budget public hearing. If a majority of the City Council wants to consider any further budget changes, City staff can develop a cost savings or increase estimate related to those items. Depending on the complexity of what is requested as far as changes to this amended FY21 budget recommendation, the public hearing might need to be recessed and City staff come back on a date certain, before the April 30 state-mandated deadline, and the City Council could decide if cutting or adding those things is the correct decision.

Right now our Leadership Team (almost 100 employees) is trying to help the City organization stay grounded. We are answering as a group these 7 questions, "How leaders can best set priorities during the coronavirus crisis"

<https://www.fastcompany.com/90486812/how-leaders-can-best-set-priorities-during-the-coronavirus-crisis>

- What is most important to preserve during the crisis? (reputation, connection with customers, expertise, momentum on a certain project etc.)
- What traits or characteristics do you want to display in this crisis?
- If you look back on the crisis in 10 years, what will make you feel like you managed the crisis well?
- Are there particular morals or guiding principles that feel important to you at this time?
- What key relationships do you want to maintain during this crisis? (It is important to think beyond your immediate stakeholders and to also consider relationships with your community and your family.)
- To what do you aspire during this crisis? (calm, courageous, heroic, measured etc.)
- What would make you feel proud even if the crisis ends badly for you or your business?

To manage the difficult decisions that are going to need to be made, I am forming multiple employee work groups. All teams will be assigned to assist the Budget

Department as needed with review of FY 21 projections. This will minimally be quarterly (July 1, 2020, October 1, 2020, January 1, 2021, and April 1, 2021).

Recommendations would be generally based on community impact as follows:

1. Funding source availability
2. Priority values developed by Leadership Team (the 7 questions described above)
3. City Council goals & priorities
4. Does the item influence our ability to provide essential services?
5. All teams will have to interact to determine influence on each other (i.e., if we cut a service, there will be staffing implications)

The work groups are:

1. CIP & Equipment Team (Additional decision criteria: Is project under contract?, Grant-funded?)
2. Operating Budget Team (Programs & Services).
3. Purchase of Services & Contracts Team (Additional decision criteria: equity indicators -- even more important as we think about vulnerable populations).
4. Grants & Contracts team
5. Staffing & Vacant Position Review

After the budget process is done and employees have more time available as they manage through this crisis, I will be directing departments to develop cut back budgets that assume operating at reduced funding levels, so we will be prepared with strategies as the economy and revenues come back at some now unknown pace.

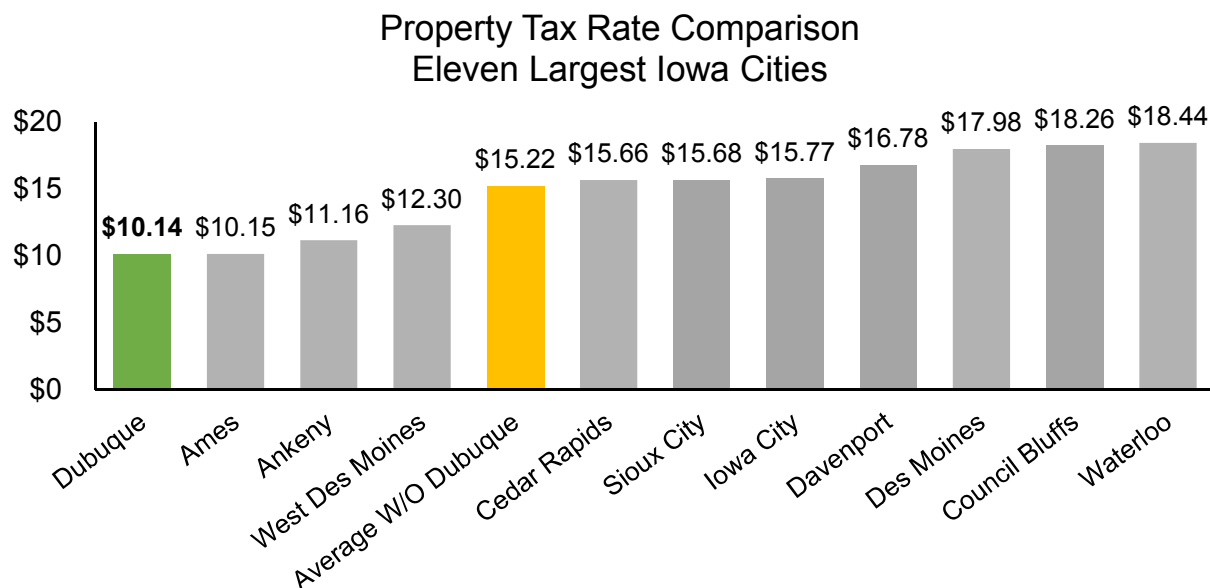
In the short term we are also forming a "Re-entry Team". Best case scenario, we are opening City Hall and other City facilities back up in several weeks and there are a lot of questions to work through.

Some of you might remember the 2004 budget amendment public hearing when I was recommending the elimination of 19 positions and there were over 400 people in the audience, so the meeting was held at the Five Flags Theater. Maybe we were more prepared for that large attendance because people were going door-to-door with petitions to save the jobs, as I was recommending eliminating 19 out of almost 700 City positions (2.7% of the City workforce). It is understandable because employees and members of the community were in pain. We did not have the opportunity to plan for

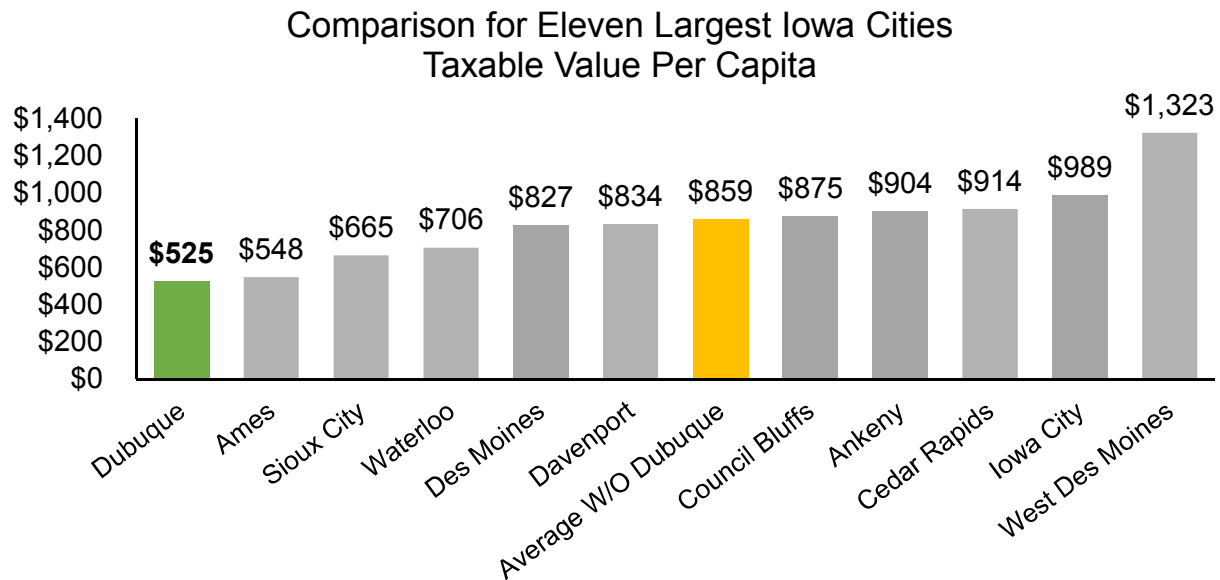
those budget cuts because we did not know the state legislature was going to pass a \$61 million state budget cut eliminating the local government revenue sharing program after the deadline had passed for the cities to adopt their property tax levies for the next fiscal year. This \$1.1 million City of Dubuque revenue cut was combined with a bad health care year where we had a \$1 Million self-insured employee health care shortfall. I am hoping that this pandemic crisis does not create the need for similar difficult decisions.

The potential for a deficit in FY 21 that makes this 2004 \$2 Million budget impact look like a walk in the park concerns me. That is why I am hoping the City Council will support my FY 21 budget recommendation that will have a small decrease in property taxes for the average homeowner (and larger decreases for both commercial and industrial properties) and a slight decrease in the solid waste collection fee, but no increases in the water, sanitary sewer, and storm water fees. Hopefully, the economy will come back quick enough that we will be able to unfreeze positions, complete capital projects, buy equipment, fund not-for-profit partners and maintain programs, but, if it does not, hopefully, we will be able to avoid mass layoffs and significant programs and service cuts, along with possible reductions in payments and grants to outside agencies who will be depending on money from the City to maintain critical services to the most vulnerable in our community while they are experiencing catastrophic personal situations. Fortunately, unlike 2003, the City has some time to plan and prepare for this potentially catastrophic pandemic/economic crisis. Of course, the City Council will decide what they believe is good planning for this potential economic recession.

If you accept my FY 21 amended budget recommendation, the following will be the results:

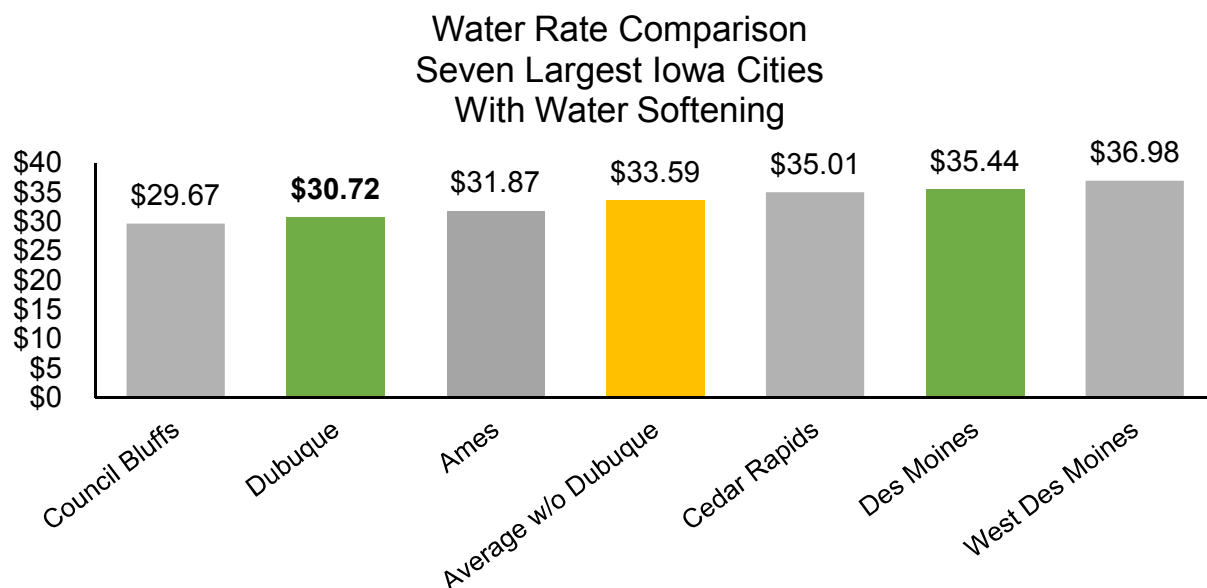


Dubuque has the **LOWEST** property tax rate as compared to the eleven largest cities in the state. The highest rate (Waterloo) is 81.75% higher than Dubuque's rate, and the average is 49.99% higher than Dubuque. Dubuque's recommended FY 2021 property tax is \$10.1440 (decrease of -1.81% from FY 2020).



Dubuque is the **LOWEST** taxes per capita as compared to the eleven largest cities in the state. The highest (West Des Moines) is 152% higher than Dubuque's taxes per capita, and the average is 64% higher than Dubuque.

The Water user rate increase is recommended to decrease from 5.00% to 0% in FY21.

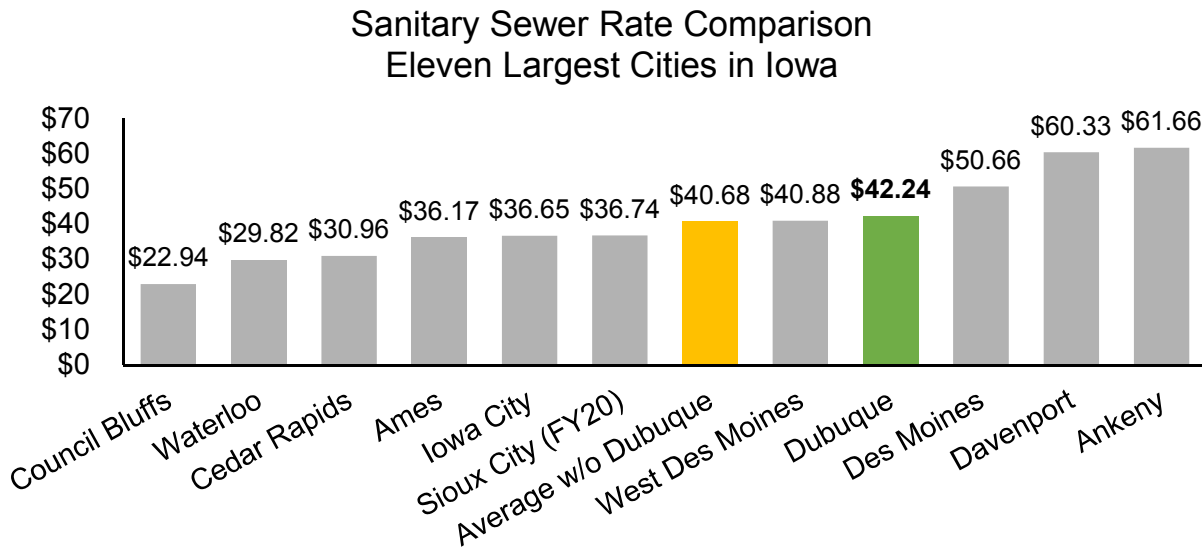


Dubuque's water is some of the best in the world! The highest rate (West Des Moines) is 20% higher than Dubuque's rate, and the average is 9% higher than Dubuque.



**The amended budget recommendation for the Water fund includes no increase to the Water user fee.**

The Sanitary Sewer user rate increase is recommended to decrease from 5.00% to 0% in FY21.

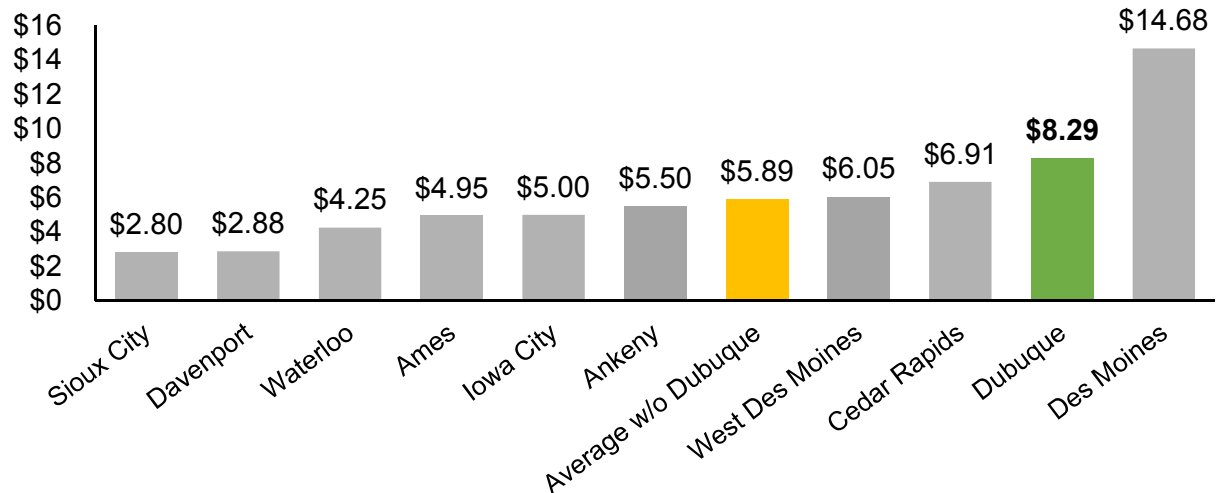


The highest rate (Ankeny) is 46% higher than Dubuque's rate, and the average is 4% lower than Dubuque.

**The amended budget recommendation for the Sanitary Sewer fund includes no increase to the Sanitary Sewer user fee.**

The Stormwater user rate increase is recommended to decrease from 6.83% to 0% in FY21.

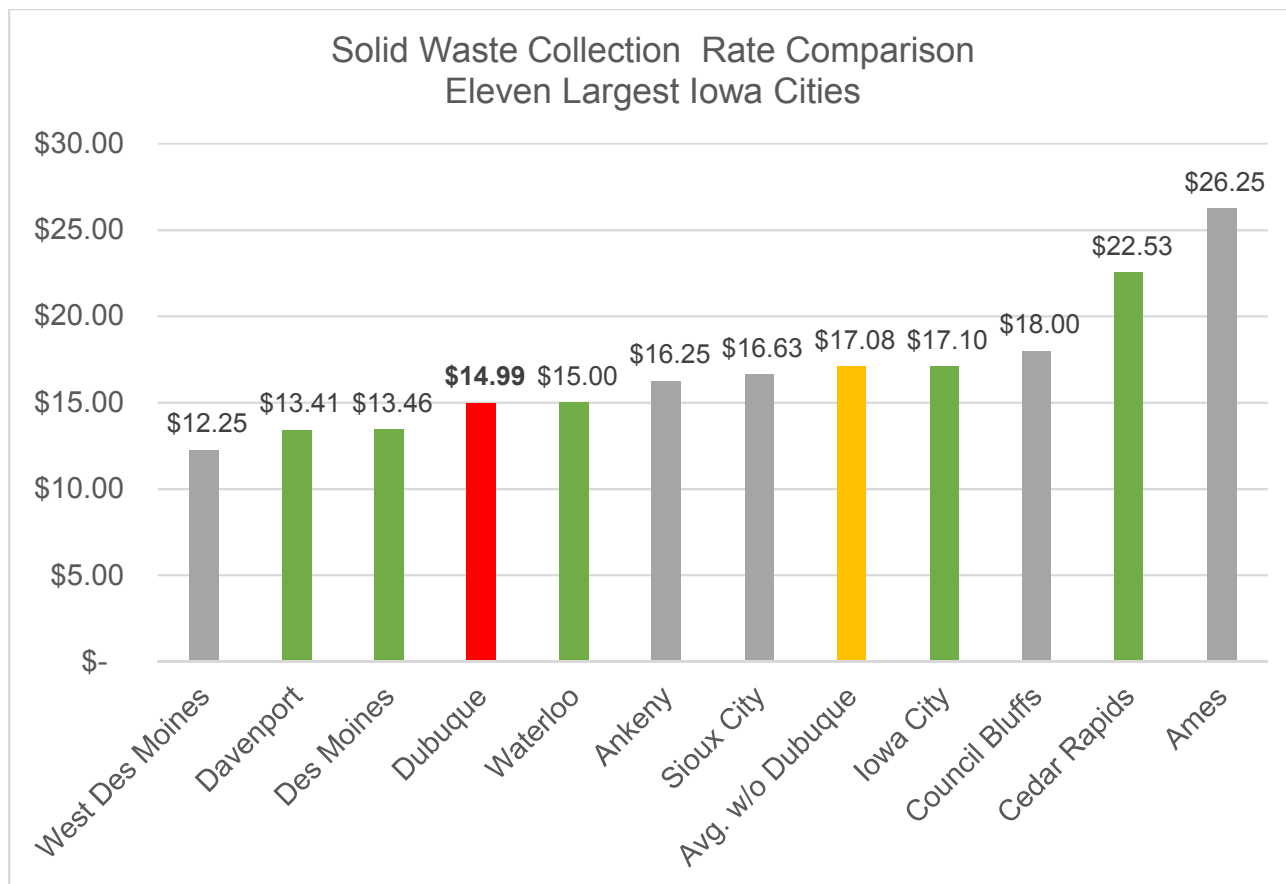
### Stormwater Rate Comparison 10 Largest Cities in Iowa



The highest rate (Des Moines) is 77% higher than Dubuque's rate, and the average is 29% lower than Dubuque.

**The amended budget recommendation for the Stormwater fund includes no increase to the Stormwater user fee.**

The Refuse rate increase is recommended to decrease from 7.68% to -4.03% in FY21. In addition, the Fiscal Year 2021 Budget Recommendation included debt issuances of \$280,000 in FY21, \$280,000 in FY22 and \$280,000 in FY23, all of which have been eliminated in the Amended Fiscal Year 2021 Budget Recommendation. There is one borrowing projected in FY25 for \$100,000 for a truck replacement purchase.



The highest rate (Ames) is 75% higher than Dubuque's rate, and the average is 14% higher than Dubuque.

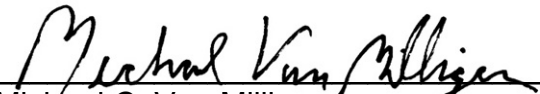
**The amended budget recommendation for the Refuse fund includes a decrease in the Refuse fee of -4.03% and a decrease of debt issued of \$840,000 in Fiscal Year 2021.**

It is important that you are aware that we all owe a debt of gratitude to the City employees who will not be taking their scheduled 1.5% pay raise in Fiscal Year 2021. All of the collective bargaining agreements were voted on by their members to accept this change and the changes were negotiated with their collective bargaining representatives. Thank you for this sacrifice. We are also grateful that Gavilon Grain agreed to forego the last two years of their leases and begin paying a higher market rate lease in advance. Also, thank you to the Human Resources Department who identified and negotiated a change to go fully insured for Worker's Compensation coverage, saving a significant amount. These things and some others allowed the reduced budget recommendations possible and provides more flexibility when the budget picture becomes clearer. And, most certainly, thank you to Finance and Budget Director Jennifer Larson and Budget Analyst Rachel Kilburg as they constructed this amended budget recommendation.

I will follow the direction of a majority of the City Council as we navigate this perilous journey. Unfortunately for me, I had the responsibility to create an amended Fiscal Year 2021 budget recommendation for this budget public hearing. Fortunately for me, I have a great team to work with as we navigate these perilous waters.

I respectfully recommend Mayor and City Council approval of the amended Fiscal Year 2021 budget recommendation with a property tax rate of \$10.1440, a 1.81% decrease from Fiscal Year 2020. This would have the following impact on average on the different classes of property:

Residential	-\$1.09	-0.14%
Commercial	-\$104.43	-3.30%
Industrial	-\$132.62	-2.81%
Multi-residential	+\$158.73	+9.13%

  
Michael C. Van Milligen

MCVM:jh

Attachment

cc: Crenna Brumwell, City Attorney  
Teri Goodmann, Assistant City Manager  
Cori Burbach, Assistant City Manager  
Jennifer Larson, Budget Director

**TO:** Michael C. Van Milligen, City Manager

**FROM:** Jennifer Larson, Director of Finance and Budget

**SUBJECT:** Amended Fiscal Year 2021 Budget Recommendation

**DATE:** April 22, 2020

The Fiscal Year 2021 Budget Recommendation was presented to City Council on February 17, 2020. There have been significant changes that have resulted in an Amended Fiscal Year 2021 Budget Recommendation.

**Coronavirus (COVID-19) Impact**

The financial impact of COVID-19 is unknown and unprecedented. A record number of workers have filed for unemployment benefits in Iowa, as businesses closed and consumers remained at home. The unprecedented surge in unemployment insurance claims comes just weeks after the novel coronavirus was first detected in Iowa. The losses show an instant, deep drop that surpasses even the Great Recession for Iowans. In Iowa, more than 210,000 jobless benefit claims have been filed in the past four weeks – a record level, including a peak of 67,334 claims for the week ending April 4, far exceeding the combined 64,600 jobs it lost from May 2008 to January 2010, the height of the recession.

The City of Dubuque relies on property tax revenue which is less “elastic” in short-term, but over time unemployment increases and the result is a decrease in the real estate market demand. Foreclosures due to unemployment, inability to pay taxes and mortgages, may increase and happen more quickly. Some fees are immediately impacted, such as transit and parking fees, because demand is reduced. Cities that do not significantly rely on sales tax or income tax and do not have a high percent of employment in high-risk industries will realize a decline in revenues more slowly than cities that do rely on sales tax or income tax.

The City of Dubuque’s operating budget is funded as follows:

All Funds Operating Revenue Source	%
Utilities	28.0%
Property Tax	19.2%
Operating Receipts	10.5%
State Grants	8.2%
Federal Grants	6.5%
Tax Increment Financing (TIF)	6.2%
Miscellaneous	4.9%

General Fund Operating Revenue Source	%
Utilities	6.4%
Property Tax	36.9%
Operating Receipts	20.1%
State Grants	2.7%
Federal Grants	1.9%
Tax Increment Financing (TIF)	0.7%
Miscellaneous	1.5%

<b>All Funds Operating Revenue Source</b>	<b>%</b>
<b>Local Option Sales Tax</b>	4.2%
<b>Franchise Fees</b>	3.8%
<b>Dubuque Racing Association Rent</b>	3.8%
<b>Riverfront Leases</b>	2.4%
<b>Hotel/Motel Tax</b>	1.7%
<b>Private Funding</b>	0.6%
<b>Total</b>	<b>100.0%</b>

<b>General Fund Operating Revenue Source</b>	<b>%</b>
<b>Local Option Sales Tax</b>	6.5%
<b>Franchise Fees</b>	7.5%
<b>Dubuque Racing Association Rent</b>	7.2%
<b>Riverfront Leases</b>	4.1%
<b>Hotel/Motel Tax</b>	3.3%
<b>Private Funding</b>	1.2%
<b>Total</b>	<b>100.0%</b>

The FY21 property tax rate is based on 1/1/19 valuations. The 1/1/20 valuations are already complete for the FY22 budget. Most likely the soonest that we would see significant decline in assessed valuations due to a drop in market prices/increase in foreclosures is 1/1/21 which impacts the FY23 budget which begins 7/1/22.

Due to COVID-19, we know that revenues will not be at the current level, however it is not possible to know the definitive revenue loss and how long the loss will continue. The City of Dubuque has been awarded some Federal Assistance such as Federal Transportation Administration CARES Act Section 5307 Funds for \$3,641,599; Community Development Block Grant Coronavirus Funds for \$647,301. Provides supplemental funding for community assistance and some percent of which can fund administrative overhead; Housing and Urban Development Housing Choice Voucher administrative funds for \$86,000; Federal Aviation Administration CARES Act Airport grant for \$1,159,773. The City Manager will work with the Airport Director and Airport Commission on a spending plan; Police Federal Bureau of Justice Coronavirus Emergency Supplemental Funding for \$68,679; and Ambulance Public Health and Social Services Emergency Fund for \$44,663 restricted to prevent, prepare for, and respond to coronavirus.

The following table shows the estimated general fund operating revenue loss related to COVID-19 for Fiscal Year 2020 and Fiscal Year 2021.

<b>General Fund Operating Revenue</b>	<b>FY20 Estimated Revenue Loss</b>	<b>FY21 Estimated Revenue Loss</b>
<b>Property Taxes (1% delinquent in FY21)</b>	\$0	\$267,000
<b>DRA Rent</b>	\$1,111,685	\$1,209,933
<b>Gaming Taxes</b>	\$135,069	\$163,769
<b>Hotel/Motel Tax</b>	\$404,587	\$389,000
<b>Local Option Sales Tax (50% Operating)</b>	\$0	\$997,391
<b>Five Flags Loss in Revenue/Increase in Subsidy</b>	\$201,049	\$0
<b>Electric Franchise Fees</b>	\$0	\$125,000
<b>Gas Franchise Fees</b>	\$0	\$49,518
<b>Investment Earnings</b>	\$0	\$305,038
<b>Police Court Fines</b>	\$142,000	\$247,549
<b>Camping/Pavilion Fees</b>	\$122,000	\$122,000
<b>Recreation Programs/Golf/Marina</b>	\$443,000	\$300,000
<b>Aviation Fuel Net Profit</b>	\$293,000	\$400,000

<b>General Fund Operating Revenue</b>	<b>FY20 Estimated Revenue Loss</b>	<b>FY21 Estimated Revenue Loss</b>
<b>Building Permits</b>	\$126,403	\$315,700
<b>Housing Inspections</b>	\$60,387	\$100,000
<b>Zoning Inspections</b>	\$41,041	\$25,640
<b>Business Licenses</b>	\$38,611	\$48,900
<b>Total General Fund Operating Revenue Loss</b>	<b>\$3,118,832</b>	<b>\$5,066,438</b>

The following table shows the estimated capital revenue loss related to COVID-19 for Fiscal Year 2020 and Fiscal Year 2021.

<b>Capital Revenue</b>	<b>FY20 Estimated Revenue Loss</b>	<b>FY21 Estimated Revenue Loss</b>
<b>DRA Distribution (100% Capital)</b>	\$0	\$1,599,417
<b>Local Option Sales Tax (50% Capital)</b>	\$0	\$997,391
<b>Total General Fund Capital Revenue Loss</b>	<b>\$0</b>	<b>\$2,596,808</b>

The following table shows the estimated Road Use Tax revenue loss related to COVID-19 for Fiscal Year 2020 and Fiscal Year 2021.

<b>Road Use Tax</b>	<b>FY20 Estimated Revenue Loss</b>	<b>FY21 Estimated Revenue Loss</b>
<b>Road Use Tax</b>	\$538,527	\$2,978,351
<b>Total Road Use Tax Revenue Loss</b>	<b>\$538,527</b>	<b>\$2,978,351</b>

The following table shows the estimated Airport restricted revenue loss related to COVID-19 for Fiscal Year 2020 and Fiscal Year 2021.

<b>Airport Restricted Revenue</b>	<b>FY20 Estimated Revenue Loss</b>	<b>FY21 Estimated Revenue Loss</b>
<b>Passenger Facility Charge</b>	\$32,763	\$49,500
<b>Customer Facility Charge</b>	\$15,069	\$18,000
<b>Total Airport Restricted Revenue Loss</b>	<b>\$47,832</b>	<b>\$67,500</b>

The following table shows the estimated enterprise fund operating revenue loss related to COVID-19 for Fiscal Year 2020 and Fiscal Year 2021.

<b>Fund</b>	<b>Revenue Type</b>	<b>FY20 Estimated Loss</b>	<b>FY21 Estimated Revenue Loss</b>
<b>Parking</b>	Parking Meter	\$181,000	\$260,000
<b>Parking</b>	Parking Ticket Fines	\$92,000	\$110,000
<b>Parking</b>	Ramp monthly fees	\$172,000	\$569,006
<b>Parking</b>	Event Rental	\$13,000	\$4,536
<b>Parking</b>	Lot Monthly fees	\$14,000	\$43,000
<b>Parking</b>	Parking - Ramp Daily Fees	\$71,000	\$53,000

<b>Fund</b>	<b>Revenue Type</b>	<b>FY20 Estimated Loss</b>	<b>FY21 Estimated Revenue Loss</b>
Parking	<b>Total Parking Revenue Loss</b>	<b>\$543,000</b>	<b>\$1,039,542</b>
<b>Water</b>	Water User Fees	\$0	\$50,000
<b>Water</b>	Shut-Off Fees	\$2,250	\$0
<b>Water</b>	Late Fees	\$25,263	\$0
Water	<b>Total Water Revenue Loss</b>	<b>\$27,513</b>	<b>\$50,000</b>
<b>Sanitary Sewer</b>	Sanitary Sewer User Fees	\$0	\$50,000
<b>Sanitary Sewer</b>	Shut-Off Fees	\$ 2,250	\$0
<b>Sanitary Sewer</b>	Late Fees	\$31,578	\$0
Sanitary Sewer	<b>Total Sanitary Sewer Revenue Loss</b>	<b>\$33,828</b>	<b>\$50,000</b>
<b>Stormwater</b>	Late Fees	\$11,841	\$0
<b>Stormwater</b>	<b>Total Stormwater Revenue Loss</b>	<b>\$11,841</b>	<b>\$0</b>
<b>Refuse</b>	Late Fees	\$10,263	\$0
Refuse	<b>Total Refuse Revenue Loss</b>	<b>\$10,263</b>	<b>\$0</b>
<b>Transit</b>	Passenger Fares	\$55,613	\$56,000
<b>Transit</b>	Advertising Fees	\$19,303	\$0
Transit	<b>Total Transit Revenue Loss</b>	<b>\$74,916</b>	<b>\$56,000</b>
<b>Total Enterprise Fund Revenue Loss</b>		<b>\$701,361</b>	<b>\$1,195,542</b>

The following table summarizes the total estimated operating revenue loss for all funds related to COVID-19 for Fiscal Year 2020 and Fiscal Year 2021.

<b>Fund</b>	<b>FY20 Estimated Revenue Loss</b>	<b>FY21 Estimated Revenue Loss</b>
<b>General Fund Operating</b>	\$3,118,832	\$5,066,438
<b>General Fund Capital</b>	\$0	\$2,596,808
<b>Road Use Tax Fund</b>	\$538,527	\$2,978,351
<b>Airport Restricted Funds</b>	\$47,832	\$67,500
<b>Parking Fund</b>	\$543,000	\$1,039,542
<b>Water Fund</b>	\$27,513	\$50,000
<b>Sanitary Sewer Fund</b>	\$33,828	\$50,000
<b>Stormwater Fund</b>	\$11,841	\$0
<b>Refuse Fund</b>	\$10,263	\$0
<b>Transit Fund</b>	\$74,916	\$56,000
<b>Total COVID-19 Revenue Loss</b>	<b>\$4,406,552</b>	<b>\$11,904,639</b>

Between Fiscal Year 2020 and Fiscal Year 2021, the City of Dubuque could lose an estimated \$16.3 million in revenue.



The City of Dubuque has also incurred costs related to COVID-19. The following table summarizes the cost through April 16, 2020:

<b>COVID-19 Cost</b>	<b>Amount</b>
<b>Payroll Related to COVID-19 Work</b>	\$216,250
<b>COVID-19 Employee Leave</b>	\$144,877
<b>Five Flags Additional Subsidy Payment</b>	\$120,000
<b>Sanitization of City Hall and Historic Federal Building</b>	\$52,101
<b>Janitorial Products/Translation/Other</b>	\$20,502
<b>Total COVID-19 Cost Through 4/20/20</b>	<b>\$553,730</b>

The following is the course of action being taken to help mitigate the financial burden of COVID-19:

1. Administratively initiate a hiring freeze on most positions vacant in Fiscal Year 2020. Positions will be evaluated by the City Manager on a case-by-case basis as they become vacant, with there being few exceptions to the freeze. This hiring freeze will be reevaluated minimally quarterly (July 1, 2020, October 1, 2020, January 1, 2021, and April 1, 2021). How far into Fiscal Year 2021 vacant positions are frozen will be determined by the revenues. Should this appear to be more of a long-term issue, it will need to be dealt with using a more long-term solution through the Fiscal Year 2022 budget process. When positions were previously frozen in Fiscal Year 2015, the budget was removed related to the frozen positions. This is not the case for the vacant positions being frozen in Fiscal Year 2021, the budget will remain intact for the frozen positions.

The Fiscal Year 2020 savings by fund from vacant positions that is available to help offset the financial impact of the COVID-19 is as follows:

<b>Vacancy Savings by Fund</b>	<b>FY 2020</b>
<b>General Property Tax</b>	\$926,063
<b>Road Use Tax</b>	\$76,614
<b>CDBG</b>	\$28,553
<b>Transit</b>	\$14,317
<b>Sanitary Sewer</b>	\$131,372
<b>Stormwater</b>	\$72,937
<b>Water</b>	\$128,141
<b>Internal Service</b>	\$28,674
<b>Garage Service</b>	\$85,383
<b>Total FY20 Vacancy Savings All Funds</b>	<b>\$1,386,992</b>

In total, there are 26.10 full-time equivalents or 30 vacant positions frozen. The frozen Fiscal Year 2020 vacant positions summarized by department and by type are as follows:

Department	FTE	Type	FY21 Cost	10/01/20 Savings
<b>Building</b>	1.00	Full-time	\$115,864	\$29,281
<b>Economic Dev</b>	0.25	Seasonal	\$7,912	\$1,940
<b>Engineering</b>	2.00	Full-time	\$138,494	\$35,066
<b>Fire</b>	3.00	Full-time	\$229,620	\$51,692
<b>Housing</b>	1.00	Full-time	\$96,580	\$24,410
<b>Library</b>	1.00	Full-time	\$66,462	\$16,793
<b>MFC</b>	0.48	Part-Time	\$20,985	\$5,306
<b>Parks</b>	1.00	Full-time	\$64,280	\$16,240
<b>Planning</b>	0.38	Seasonal	\$9,490	\$2,400
<b>Police</b>	4.00	Full-time	\$336,938	\$81,474
<b>Police</b>	0.62	Part-Time	\$9,603	\$2,429
<b>Public Works</b>	6.00	Full-time	\$368,762	\$92,007
<b>Recreation</b>	1.00	Full-time	\$70,004	\$17,689
<b>Recreation</b>	0.09	Seasonal	\$2,573	\$0
<b>Transit</b>	0.28	Part-Time	\$16,408	\$4,113
<b>Water</b>	2.00	Full-time	\$142,005	\$35,882
<b>W&amp;RRC</b>	2.00	Full-time	\$138,164	\$34,744
<b>Total</b>	<b>26.10</b>		<b>\$1,834,143</b>	<b>\$451,465</b>

The detail of positions that are vacant in Fiscal Year 2020 that will be frozen by fund and by department is as follows:

Department	Fund	FTE	Type	Position	Vacant Date	FY21 Cost	10/01/20 Savings
<b>Building Services</b>	General	1.00	Full-Time	Building Services Manager	4/10/2020	\$115,864	\$29,281
<b>Economic Development</b>	General	0.25	Seasonal	Intern	8/3/2019	\$7,912	\$1,940
<b>Engineering</b>	General	0.87	Full-Time	Traffic Engineer	1/1/2019	\$67,881	\$17,153
<b>Engineering</b>	General	0.90	Full-Time	Engineering Assist II ROW Tech	5/1/2018	\$53,724	\$13,572
<b>Fire</b>	General	1.00	Full-Time	Fire Fighter (FY21)	10/5/2019	\$76,540	\$17,231
<b>Fire</b>	General	1.00	Full-Time	Fire Fighter (FY21)	4/1/2020	\$76,540	\$17,231
<b>Fire</b>	General	1.00	Full-Time	Fire Fighter (FY21)	4/1/2020	\$76,540	\$17,231
<b>Housing</b>	General	0.50	Full-Time	Assistant Director	11/1/2019	\$48,287	\$12,203
<b>Library</b>	General	1.00	Full-Time	User Support Specialist	3/9/2020	\$66,462	\$16,793
<b>MFC</b>	General	0.48	Part-Time	Receptionist	4/1/2020	\$20,985	\$5,306

Department	Fund	FTE	Type	Position	Vacant Date	FY21 Cost	10/01/20 Savings
Parks	General	1.00	Full-Time	Maintenance Worker	7/1/2019	\$64,280	\$16,240
Planning	General	0.38	Seasonal	Intern	1/24/2020	\$9,490	\$2,400
Police	General	1.00	Full-Time	Police Officer	7/1/2019	\$84,234	\$20,368
Police	General	1.00	Full-Time	Police Officer	7/1/2019	\$84,234	\$20,368
Police	General	1.00	Full-Time	Police Officer	7/1/2019	\$84,234	\$20,368
Police	General	1.00	Full-Time	Police Officer	7/1/2019	\$84,234	\$20,368
Police	General	0.62	Part-Time	Records Clerk	9/25/19	\$9,603	\$2,429
Public Works	General	0.02	Full-Time	Equipment Operator II	3/16/2020	\$1,330	\$337
Recreation	General	1.00	Full-Time	Facility Supervisor	7/1/2019	\$70,004	\$17,689
Recreation	General	0.09	Seasonal	Golf Course Laborer	6/30/2019	\$2,573	\$-
<b>General Fund Total</b>						<b>\$1,104,953</b>	<b>\$268,508</b>
Public Works	Road Use Tax	1.00	Full-Time	Equipment Operator II	2/4/2020	\$67,767	\$17,122
Public Works	Road Use Tax	0.16	Full-Time	Equipment Operator II	3/16/2020	\$10,635	\$2,688
Public Works	Road Use Tax	1.00	Full-Time	Equipment Operator I	3/23/2020	\$60,031	\$15,166
Public Works	Road Use Tax	1.00	Full-Time	Utility Worker	4/1/2020	\$55,647	\$14,058
Public Works	Road Use Tax	1.00	Full-Time	Utility Worker	4/1/2020	\$55,647	\$14,058
Public Works	Road Use Tax	0.16	Full-Time	Sanitary Sewer Operator	3/16/2020	\$10,386	\$2,625
<b>Road Use Tax Fund Total</b>						<b>\$260,113</b>	<b>\$65,716</b>
Housing	CDBG	0.25	Full-Time	Assistant Director	11/1/2019	\$24,149	\$6,103
<b>CDBG Fund Total</b>						<b>\$24,149</b>	<b>\$6,103</b>
Housing	Section 8	0.25	Full-Time	Assistant Director	11/1/2019	\$24,145	\$6,103
<b>Section 8 Fund Total</b>						<b>\$24,145</b>	<b>\$6,103</b>
Transit	Transit	0.28	Part-Time	Laborer	8/9/2019	\$16,408	\$4,113
<b>Transit Fund Total</b>						<b>\$16,408</b>	<b>\$4,113</b>
Public Works	Sanitary Sewer	0.72	Full-Time	Equipment Operator II	3/16/2020	\$47,855	\$12,093
Public Works	Sanitary Sewer	0.72	Full-Time	Sanitary Sewer Operator	3/16/2020	\$45,183	\$10,253
WRRC	Sanitary Sewer	1.00	Full-Time	WRRC Operator	6/14/2019	\$60,139	\$15,027
WRRC	Sanitary Sewer	1.00	Full-Time	Laboratory Supervisor	1/10/2020	\$78,025	\$19,717
<b>Sanitary Sewer Fund Total</b>						<b>\$231,202</b>	<b>\$57,089</b>
Public Works	Stormwater	0.12	Full-Time	Equipment Operator II	3/16/2020	\$7,789	\$1,967

Department	Fund	FTE	Type	Position	Vacant Date	FY21 Cost	10/01/20 Savings
<b>Public Works</b>	Stormwater	0.10	Full-Time	Sanitary Sewer Operator	3/16/2020	\$6,492	\$1,641
<b>Stormwater Fund Total</b>						<b>\$14,281</b>	<b>\$3,608</b>
<b>Water</b>	Water	1.00	Full-Time	Water Distrib Main Worker	3/9/2020	\$59,694	\$15,081
<b>Water</b>	Water	1.00	Full-Time	Water Treatment Plant Operator	1/1/2019	\$82,311	\$20,801
<b>Water Fund Total</b>						<b>\$142,005</b>	<b>\$35,882</b>
<b>Engineering</b>	Internal Service	0.13	Full-Time	Traffic Engineer	1/1/2019	\$10,143	\$2,563
<b>Engineering</b>	Internal Service	0.10	Full-Time	Engineering Assist II ROW Tech	5/1/2018	\$6,746	\$1,779
<b>Internal Service Fund Total</b>						<b>\$16,889</b>	<b>\$4,341</b>
<b>Grand Total All Funds</b>						<b>\$1,834,143</b>	<b>\$451,465</b>

- Administratively initiate a hiring freeze on most new positions recommended in Fiscal Year 2021. These positions will be funded in the Fiscal Year 2021 but frozen. This hiring freeze will be reevaluated minimally quarterly (July 1, 2020, October 1, 2020, January 1, 2021, and April 1, 2021). How far into Fiscal Year 2021 new positions are frozen will be determined by the revenues. Should this appear to be more of a long-term issue, it will need to be dealt with using a more long-term solution through the Fiscal Year 2022 budget process.

The following Fiscal Year 2021 new positions are recommended to be frozen:

Department	Fund	FTE	Type	Position	FY21 Cost	10/01/20 Savings
<b>Building Services</b>	General		Full-Time	Custodian	\$56,091	\$14,171
<b>Engineering</b>	General	0.50	Full-Time	Camera systems technician	\$33,278	\$8,319
<b>Fire</b>	General	1.00	Full-Time	Firefighter	\$86,417	\$21,604
<b>Library</b>	General	1.00	Full-Time	Youth Services	\$68,479	\$17,120
<b>Police</b>	General	1.00	Full-Time	School Resource Officer	\$44,761	\$11,190
<b>Public Works</b>	General	1.00	Full-Time	Traffic Signal Tech II	\$91,234	\$22,809
<b>General Fund Total</b>					<b>\$380,260</b>	<b>\$95,213</b>
<b>Engineering</b>	Sanitary Sewer	0.05	Full-Time	Civil Engineer	\$5,403.94	\$1,350.99
<b>Engineering</b>	Stormwater	0.52	Full-Time	Civil Engineer	\$16,992.12	\$4,248.03

Department	Fund	FTE	Type	Position	FY21 Cost	10/01/20 Savings
Engineering	Internal Service	0.43	Full-Time	Civil Engineer	\$45,659.11	\$11,414.78
Engineering	Internal Service	0.50	Full-Time	Camera Systems Technician	\$45,659.11	\$11,414.78
<b>Enterprise Funds Total</b>					<b>\$113,714</b>	<b>\$28,429</b>
<b>All Funds Total</b>					<b>\$493,974</b>	<b>\$123,642</b>

- All travel budgets (conferences, education and training, city business travel) for all departments have been frozen unless the conferences or education are needed to retain job certifications, required for accreditation, the registration has been already paid, the employee is on the Board of Directors, or employee has agreed to make a presentation. The Fiscal Year 2021 travel budgets are funded but frozen.

The following chart shows a summary of travel budgets frozen by fund in Fiscal Year 2020 and Fiscal Year 2021:

Fund	Budget Frozen	FY 2020	FY 2021
General	Travel	\$220,598*	\$570,256*
Road Use Tax	Travel	\$6,911	\$22,138
CDBG	Travel	\$0	\$18,489
Section 8	Travel	\$0	\$19,950
Cable TV	Travel	\$3,745	\$8,580
Transit	Travel	\$3,384	\$15,183
Sanitary Sewer	Travel	\$3,350	\$11,492
Stormwater	Travel	\$10,255	\$13,360
Parking	Travel	\$0	\$5,400
Water	Travel	\$3,945	\$29,348
Refuse	Travel	\$1,767	\$6,934
Internal Service	Travel	\$0	\$390
Garage Service	Travel	\$11,081	\$22,346
Landfill	Travel	\$3,578	\$20,382
<b>Total All Funds</b>	<b>Travel</b>	<b>\$268,614</b>	<b>\$746,248</b>

\*The frozen travel in Fiscal Year 2020 and 2021 does not include the Mayor and City Council conferences and training.

- Equipment replacements have been reviewed for Fiscal Year 2020 and Fiscal Year 2021. The Fiscal Year 2021 equipment replacement budgets are funded but some equipment has been identified to be delayed if necessary.

The following chart shows a summary of equipment replacement delays in Fiscal Year 2020 and Fiscal Year 2021:

<b>Fund</b>	<b>Budget Frozen</b>	<b>FY 2020</b>	<b>FY 2021</b>
<b>General</b>	Equipment	\$309,001	\$509,865
<b>Road Use Tax</b>	Equipment	\$16,702	\$2,000
<b>Sanitary Sewer</b>	Equipment	\$10,000	\$0
<b>Stormwater</b>	Equipment	\$186,361	\$40,000
<b>Parking</b>	Equipment	\$3,000	\$0
<b>Water</b>	Equipment	\$15,840	\$540,000
<b>Refuse</b>	Equipment	\$478,454	\$0
<b>Garage Service</b>	Equipment	\$0	\$25,500
<b>Landfill</b>	Equipment	\$12,000	\$0
<b>Total All Funds</b>	<b>Equipment</b>	<b>\$1,031,358</b>	<b>\$1,117,365</b>

5. All capital projects have been frozen unless the project is already under contract, a grant is associated with the project, the project is part of an agreement, or the project addresses health and safety. The Fiscal Year 2021 capital project budgets are funded but frozen.

The following chart shows a summary of capital project budgets identified by departments that can be frozen by fund in Fiscal Year 2020 and Fiscal Year 2021:

<b>Fund</b>	<b>Budget Frozen</b>	<b>FY 2020</b>	<b>FY 2021</b>
<b>General</b>	Capital	\$96,284	\$0
<b>DRA Distribution</b>	Capital	\$178,207	\$250,000
<b>Road Use Tax</b>	Capital	\$427,126	\$0
<b>Street Construction</b>	Capital	\$1,186,256	\$226,350
<b>Sales Tax Const 20%</b>	Capital	\$1,409,329	\$248,505
<b>General Construction</b>	Capital	\$273,643	\$0
<b>Airport Construction</b>	Capital	\$5,114,600	\$41,000
<b>Transit</b>	Capital	\$409,474	\$100,000
<b>Refuse</b>	Capital	\$56,199	\$0
<b>Sanitary Sewer</b>	Capital	\$1,012,211	\$23,500
<b>Stormwater</b>	Capital	\$81,206	\$796,918
<b>Parking</b>	Capital	\$172,286	\$0
<b>Water</b>	Capital	\$1,862,870	\$1,477,410
<b>Total All Funds</b>	<b>Capital</b>	<b>\$12,279,691</b>	<b>\$3,163,683</b>

6. No wage increases for non-bargaining and bargaining unit employees in Fiscal Year 2021. The Fiscal Year 2021 budget recommendation included a 1.5% wage increase.

The following chart shows the savings by fund if there is no wage increase for both non-bargaining and bargaining unit in Fiscal Year 2021:

<b>Fund</b>	<b>FY21 Savings No Wage Increase Bargaining + Non-Bargaining</b>
<b>General Property Tax Fund</b>	<b>\$508,184</b>
<b>Road Use Tax</b>	<b>\$28,319</b>
<b>Community Development Block Grant</b>	<b>\$6,628</b>
<b>Lead</b>	<b>\$4,801</b>
<b>Section 8</b>	<b>\$9,924</b>
<b>Cable TV</b>	<b>\$5,489</b>
<b>Transit</b>	<b>\$32,924</b>
<b>Sanitary</b>	<b>\$23,249</b>
<b>Storm</b>	<b>\$6,719</b>
<b>Parking</b>	<b>\$8,275</b>
<b>Water</b>	<b>\$28,446</b>
<b>Refuse</b>	<b>\$20,389</b>
<b>Internal Service</b>	<b>\$23,192</b>
<b>Garage</b>	<b>\$12,415</b>
<b>Landfill</b>	<b>\$11,982</b>
<b>Total FY21 No Wage Increase Savings</b>	<b>\$730,934</b>

7. To manage the difficult decisions that are going to need to be made multiple employee work groups will be formed as follows:
  - a) CIP & Equipment Team (Additional decision criteria: Is project under contract? Grant-funded?)
  - b) Operating Budget Team (Programs & Services)
  - c) Purchase of Services & Contracts Team (Additional decision criteria: equity indicators -- even more important as we think about vulnerable populations)
  - d) Grants & Contracts team
  - e) Staffing & Vacant Position Review

All teams will be assigned to assist the budget department as needed with review of FY21 projections. This will minimally be quarterly (July 1, 2020, October 1, 2020, January 1, 2021, and April 1, 2021).

Recommendations would be generally based on community impact as follows:

- a) Funding source availability

- b) Priority values developed by leadership team (the 7 questions described above)
  - c) City Council goals & priorities
  - d) Does the item influence our ability to provide essential services?
- All teams will have to interact to determine influence on each other (ex. if we cut a service, there will be staffing implications)

After the budget process is done and employees have more time available as they manage through this crisis, departments will be directed to develop budget cuts that assume operating at reduced funding levels so that the City will be prepared with strategies to implement as the economy and revenues come back at some unknown pace.

### **Fiscal Year 2021 Amended Budget Recommendation**

The following changes occurred after the Fiscal Year 2021 Budget Recommendation was presented to the Mayor and City Council on February 17, 2020.

#### **General Property Tax Fund**

##### **City Employee Wage Increase**

The Fiscal Year 2021 Budget Recommendation included a 1.5% wage increase for all bargaining and non-bargaining unit employees.

**The amended Fiscal Year 2021 budget recommendation is that non-bargaining unit and bargaining-unit City employees will receive no pay raise. This will be a savings of \$730,934 (\$541,107 general property tax fund).**

##### **City Lease Revenue**

City lease revenue has a net increase of \$310,138 in Fiscal Year 2021 as the result of the negotiation of the Gaviion 7<sup>th</sup> Street and Gaviion Purina Drive riverfront leases.

**The amended budget recommendation now includes additional general property tax fund revenue of \$310,138 in Fiscal Year 2021.**

##### **Workers' Compensation**

The City of Dubuque is fully self-insured for workers' compensation. In January 2020, the City issued a request for proposals for fully insured workers' compensation insurance. The City received one proposal from Iowa Municipalities Workers' Compensation Association (IMWCA). As part of the services provided by IMWCA, the City would receive a minimum of four loss control visits by the Loss Control Manager during the coverage year. In addition, the City would have access to the IMWCA certified HR Specialist to help manage the City's workers' compensation exposures. The premium quoted for Fiscal Year 2021 is \$96,040 less that the amount the City has budgeted to fund the workers' compensation reserve.



**The amended budget recommendation now includes a reduction of workers' compensation expense of \$94,819 (\$39,636 general property tax fund) in Fiscal Year 2021.**

**City Vehicle Fuel Expense**

Gasoline prices are falling fast, driven by the coronavirus pandemic and a price war between Saudi Arabia and Russia. The Fiscal Year 2021 budget has been revised to reflect a 20% reduction in fuel expense from what was originally recommended in the Fiscal Year 2021 budget.

**The amended Fiscal Year 2021 budget recommendation now includes a reduction of fuel expense of \$301,487 (\$195,460 general property tax fund) in Fiscal Year 2021.**

**Refuse 50% Reduction of Monthly Fee for Income Qualified Expense**

The Fiscal Year 2021 Budget Recommendation included the Refuse 50% reduction of the monthly fee for income qualified to be paid from the Refuse Fund. In order to reduce the Refuse Fund fee increase recommended in Fiscal Year 2021, it is recommended that the Refuse 50% reduction of monthly fee for income qualified be paid by the General Fund. This is consistent with best practices and consistent with the subsidy provided to low income for the stormwater fee.

**The amended Fiscal Year 2021 budget recommendation includes an increase in expense in the General Fund for \$43,000 for the Refuse 50% Reduction of Monthly Fee for Income Qualified.**

**Sanitary Sewer 50% Reduction of Monthly Fee for Income Qualified Expense**

Currently, there is not a 50% reduction of the sanitary sewer monthly fee for income qualified residents. In response to the hardship that COVID-19 has caused residents and to be consistent with best practices and the subsidies provided for Refuse and Stormwater, the Fiscal Year 2021 Revised Budget Recommendation includes a 50% reduction of the sanitary sewer monthly fee for income qualified residents. It is recommended that the Sanitary Sewer 50% reduction of monthly fee for income qualified be paid by the General Fund.

**The amended Fiscal Year 2021 budget recommendation includes an increase in expense in the General Fund for \$124,692 for the Sanitary Sewer 50% Reduction of Monthly Fee for Income Qualified.**

**Water 50% Reduction of Monthly Fee for Income Qualified Expense**

Currently, there is not a 50% reduction of the water monthly fee for income qualified residents. In response to the hardship that COVID-19 has caused residents and to be consistent with best practices and the subsidies provided for Refuse and Stormwater, the Fiscal Year 2021 Revised Budget Recommendation includes a 50% reduction of the

water monthly fee for income qualified residents. It is recommended that the Water 50% reduction of monthly fee for income qualified be paid by the General Fund.

**The amended Fiscal Year 2021 budget recommendation includes an increase in expense in the General Fund for \$90,685 for the Water 50% Reduction of Monthly Fee for Income Qualified.**

**Building Services Full-Time Custodian for Multicultural Family Center Expansion**

The colts building remodel will add approximately 11,000 square feet of space, including six new bathrooms, a kitchen, and new office and meeting space. Most of the space will be used as a community center which will have significant custodial requirements. In addition, once the renovation of the Colts building is complete, the hours of the Multicultural Family Center (existing and new) will double. The funding of this position was inadvertently not included in the Fiscal Year 2021 budget recommendation.

**The amended Fiscal Year 2021 budget recommendation now includes funding of \$68,687 for the Building Services full-time Custodian in Fiscal Year 2021.**

**Police Department Additional Overtime**

The funding for the request for additional overtime for Patrol Officers during the summer months of FY 2021, beginning July 1, 2020 and ending June 30, 2021 was inadvertently not included in the Fiscal Year 2021 budget recommendation. The Police department anticipates an increase in scheduled community events that will impact the community by increasing the number of visitors during the summer months, requiring increased police officer presence beyond regularly scheduled shift hours.

**The amended Fiscal Year 2021 budget recommendation now includes funding of \$9,812 for the Police Department additional overtime in Fiscal Year 2021.**

The net reduction in property tax support resulting from these changes is \$749,465. \$749,465 of the reduction in property tax support is recommended to be used to reduce the tax rate from the recommended \$10.43456 to \$10.14400 (a 1.81% decrease from Fiscal Year 2020).

**Enterprise Funds**

**Refuse**

The Fiscal Year 2021 Budget Recommendation included a 7.68% increase in the refuse fee. This fee increase allowed for the implementation of city-wide tipper carts.

Public Works staff provided a compelling case for the implementation of automated refuse carts throughout the community with the following thirteen points:

1. Reduce Lost Workdays - The top 10 worker's compensation claims for solid waste collection employees between 2006 and 2017 had 1,725 lost workdays from injuries.

2. Reduce Worker Compensation Claims- The top 10 City of Dubuque injuries for solid waste collection employees between 2006 and 2017 equaled \$1,287,710.
3. Reduce Employee Concerns - While the pandemic has highlighted employee concerns about touching the trash, there has always been employee concerns about being exposed to bed bugs and fleas.
4. Resiliency Advisory Commission Concerns – The revised proposal addresses the Commission’s concern related to cart size. The modifications enhance our efforts to get to zero waste and strengthens the “pay-as-you-throw concept” where the more refuse you put out the more you pay.
5. Rate Increase – The revised proposal eliminates the rate increase and provides for a rate decrease.
6. In 2008 the City started a pilot cart program and has grown that program over the past twelve years and now has over 4,700 carts being used city wide.
7. Customer Convenience - The City will own and maintain the carts.
8. Discounted Rate - Low income residents will continue to qualify for a 50% discount on their monthly rate. Discounts will now be subsidized by the General Fund in the same way currently being done with stormwater fees.
9. Option Out - There will be customer exceptions made in the community where this will not be implemented because of terrain.
10. Frail and Disabled - Exceptions will be made for the frail and disabled who would struggle with a cart.
11. Environmental - The cart system will help to keep neighborhoods clean.
12. Future Growth – The automated side loaders will create the ability to absorb some future growth without adding employees and equipment.
13. Existing Work Force - This recommendation will preserve existing City jobs and will not privatize the system.

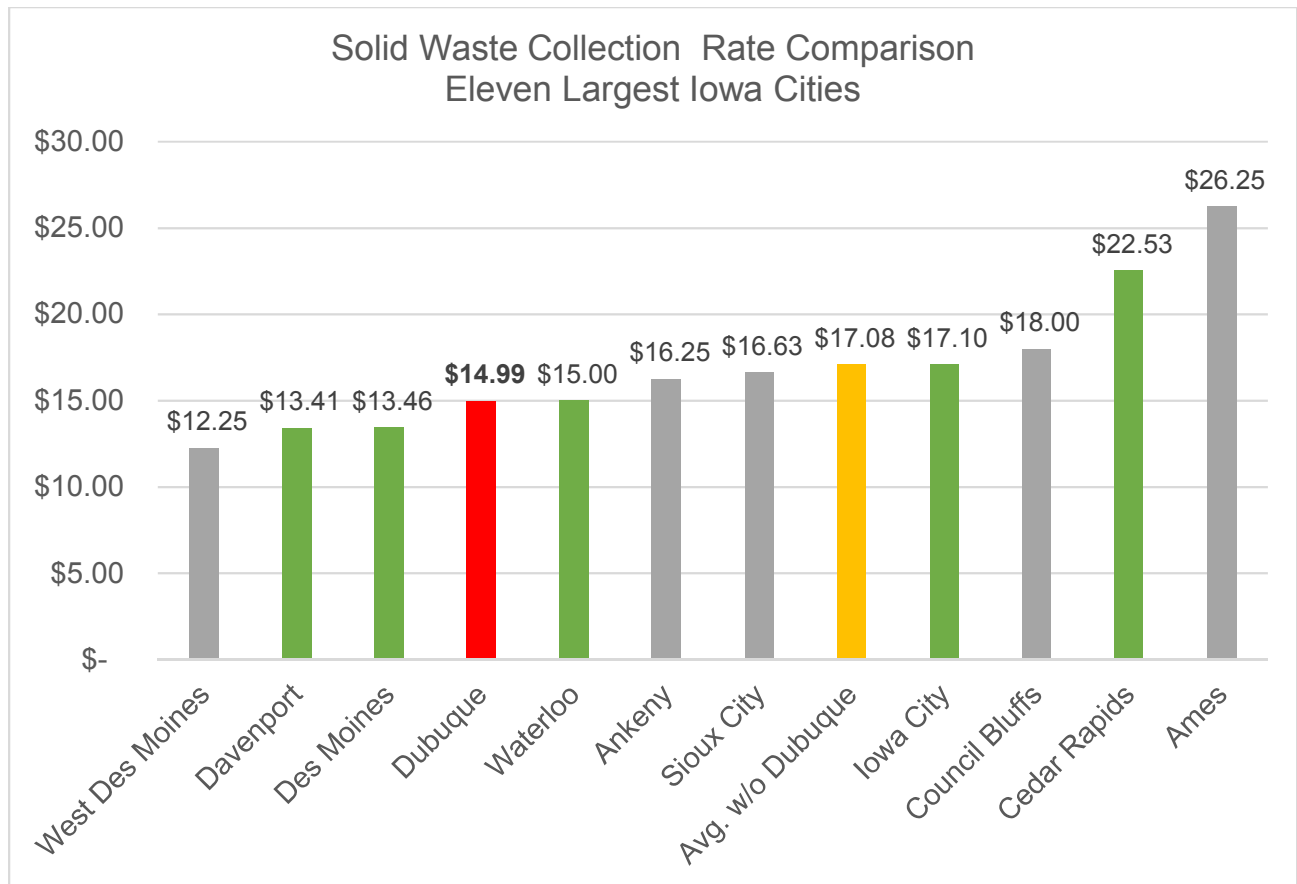
However, it has become obvious that this has become a divisive issue and has little chance of approval. While this recommendation is being abandoned, some of the safety changes that were designed to reduce employee injuries would be preserved. The amended proposal will allow 100% customer choice to have a cart or not. This is a win-win recommendation because it will eliminate the previously recommended increase in refuse rates, reduce debt, preserve pay-as-you-throw recycling incentives, provide for

100% customer choice, preserve a low income customer 50% discount and avoid privatization of an efficiently run system.

This proposal eliminates the request to purchase over the next three years \$120,000 in automated collection arms for City refuse trucks and eliminates the request to purchase \$732,000 in refuse carts. The only budget approval being asked of the City Council is to purchase one automated collection arm for a City refuse truck for \$40,000 in FY 21. The other modification is that if a customer decides they want a City-owned and maintained cart at their property, they will have 4 choices; 34 gallon, 48 gallon, 64 gallon and 94 gallon, instead of the current two choices of 64 gallon and 94 gallon. The City trucks currently have semi-automated tippers (not automated arms), so the more carts in the system the less lifting employees will have to do to empty the trash. While this does not avoid injuries from being struck by vehicles or from slip and falls, it does avoid the strain and potential for injury from heavy lifting. The one truck with the automated collection arm will be assigned to the routes with the most tipper carts, which is currently the downtown alleys where the City has had tipper carts since 2008. Currently there are over 3,400 City-owned and maintained tipper carts out in the community. When a customer does not have a tipper cart, the employee can still empty the can the old fashion way by manually lifting it into the truck. The City currently has \$35,000 a year budgeted in the existing operating budget to purchase tipper carts, so the City will be adding just over 600 carts a year on a completely voluntary basis. This means that at some point in the future City staff will be asking for a second tipper cart automated collection arm, providing greater protection from employee injuries.

Since the FY21 budget recommendation was presented, updated information has been provided. The refuse fund vehicle fuel expense has been reduced by 30% resulting in projected savings of \$59,915 in FY 2021. There is projected savings of \$12,112 in workers' compensation expense due to the City switching from self-insured worker' compensation to fully insured worker's compensation. No employee wage increase in FY21 for bargaining unit and non-bargaining unit employees results in a savings of \$20,389. Updated information on the cost of refuse trucks has been received based on pricing received on refuse trucks purchased in FY20 and only one truck replacement will be made in FY21 instead of two. Updated information from vendors on the cost of the automatic arm equipment has been received. The 50% Refuse reduction of monthly fee for income qualified is funded by the General Fund instead of the Refuse Fund in FY21, which is a savings to the Refuse fund of \$43,000. The optional tipper carts are expected to generate an additional \$130,281 in Fiscal Year 2021.

The Refuse rate increase is recommended to decrease from 7.68% to -4.03% in FY21. This is possible based on the above. In addition, the Fiscal Year 2021 Budget Recommendation included debt issuances of \$280,000 in FY21, \$280,000 in FY22 and \$280,000 in FY23, all of which have been eliminated in the Amended Fiscal Year 2021 Budget Recommendation. There is one borrowing projected in FY25 for \$100,000 for a truck replacement purchase.



The highest rate (Ames) is 75% higher than Dubuque's rate, and the average is 14% higher than Dubuque.

The projected Refuse rate increases from Fiscal Year 2021 through Fiscal Year 2025 are as follows:

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
-4.03%	2.07%	2.16%	2.18%	1.88%

**The amended budget recommendation for the Refuse fund includes a decrease in the Refuse fee of -4.03% and a decrease of debt issued of \$840,000 in Fiscal Year 2021.**

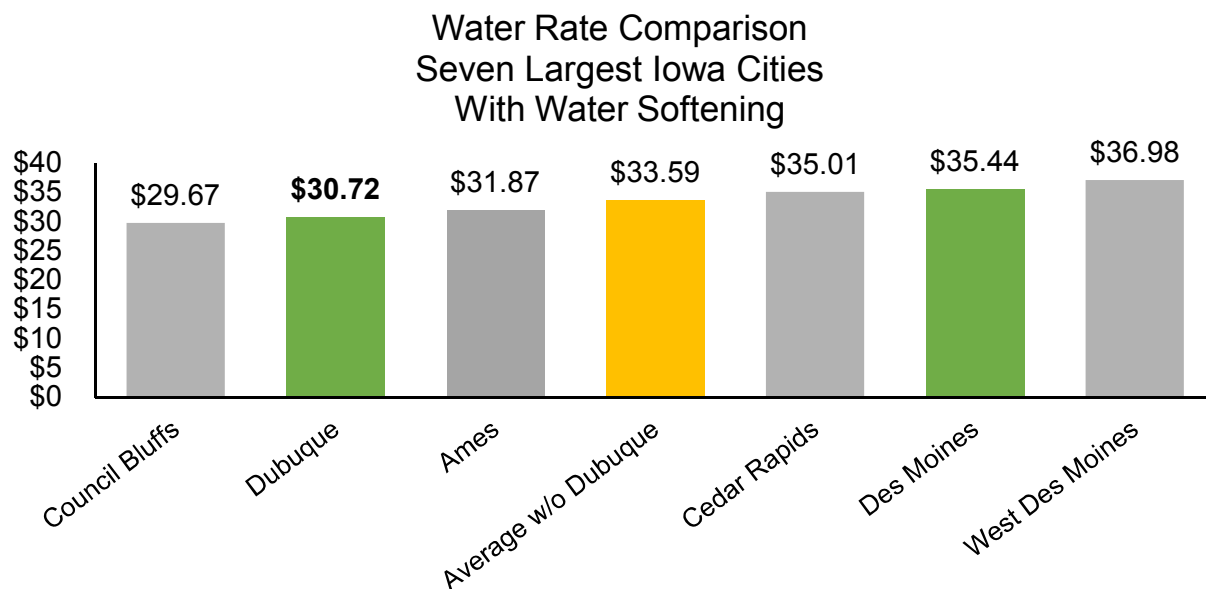
### **Water**

The Fiscal Year 2021 Budget Recommendation included a 5.00% increase in the water user fee.

Since the FY21 budget recommendation was presented, updated information has been provided. The Fiscal Year 2019 Certified Annual Financial Report was completed in March 2020 and water cash flow numbers for FY19 were updated. The FY21 water

revenue budget was based on six months of billed water consumption data which projected a decrease from FY19 billed water consumption data (decrease of 17,507 thousand gallons). An additional two months of billed water consumption data indicates that there is a slight increase in billed consumption (increase of 40,481 thousand gallons). No employee wage increase in FY21 for bargaining unit and non-bargaining unit employees results in a savings of \$28,446. The water fund vehicle fuel expense has been reduced by 20% resulting in projected savings of \$4,925 in FY 2021. There is projected savings of \$9,075 in workers' compensation expense due to the City switching from self-insured worker' compensation to fully insured worker's compensation.

The Water user rate increase is recommended to decrease from 5.00% to 0% in FY21. This is possible based on the above changes.



Dubuque's water is some of the best in the world! The highest rate (West Des Moines) is 20% higher than Dubuque's rate, and the average is 9% higher than Dubuque.

The projected Water rate increases from Fiscal Year 2021 through Fiscal Year 2025 are as follows:

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
0%	6.00%	6.00%	5.50%	3.50%

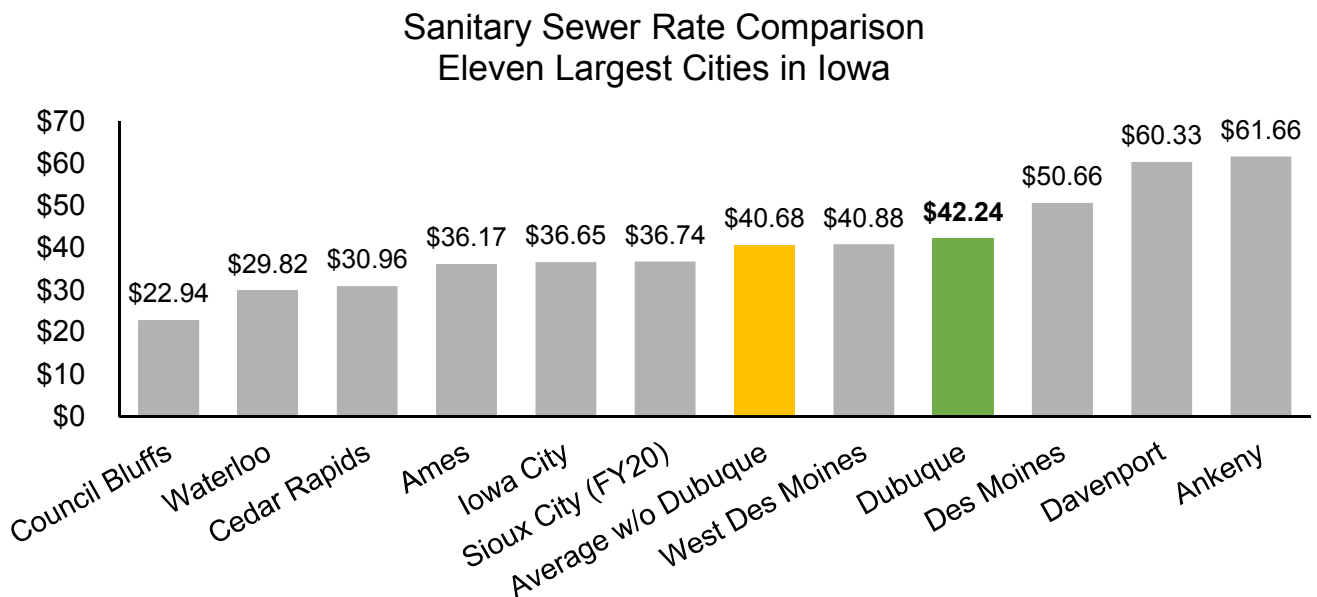
**The amended budget recommendation for the Water fund includes no increase to the Water user fee.**

### **Sanitary Sewer**

The Fiscal Year 2021 Budget Recommendation included a 5.00% increase in the sanitary sewer user fee.

Since the FY21 budget recommendation was presented, updated information has been provided. The Fiscal Year 2019 Certified Annual Financial Report was completed in March 2020 and sanitary sewer cash flow numbers for FY19 were updated. The FY21 sanitary revenue budget was based on six months of billed water consumption data which projected a decrease from FY19 billed water consumption data (decrease of 17,507 thousand gallons). An additional two months of billed water consumption data indicates that there is a slight increase in billed consumption (increase of 40,481 thousand gallons). No employee wage increase in FY21 for bargaining unit and non-bargaining unit employees results in a savings of \$23,249. The sanitary sewer fund vehicle fuel expense has been reduced by 20% resulting in projected savings of \$5,307 in FY 2021. There is projected savings of \$4,132 in workers' compensation expense due to the City switching from self-insured worker' compensation to fully insured worker's compensation.

The Sanitary Sewer user rate increase is recommended to decrease from 5.00% to 0% in FY21. This is possible based on the above changes.



The highest rate (Ankeny) is 46% higher than Dubuque's rate, and the average is 4% lower than Dubuque.

The projected Sanitary Sewer rate increases from Fiscal Year 2021 through Fiscal Year 2025 are as follows:

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
0%	5.00%	5.00%	5.00%	5.00%

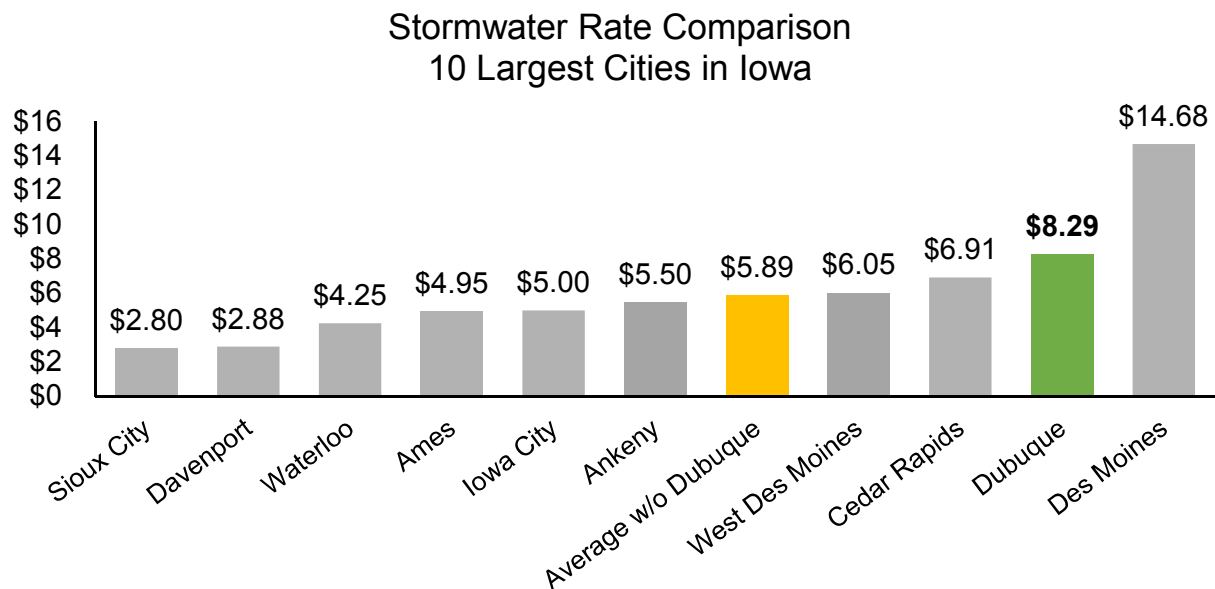
**The amended budget recommendation for the Sanitary Sewer fund includes no increase to the Sanitary Sewer user fee.**

## **Stormwater**

The Fiscal Year 2021 Budget Recommendation included a 6.83% increase in the stormwater user fee.

Since the FY21 budget recommendation was presented, updated information has been provided. The Fiscal Year 2019 Certified Annual Financial Report was completed in March 2020 and stormwater cash flow numbers for FY19 were updated. No employee wage increase in FY21 for bargaining unit and non-bargaining unit employees results in a savings of \$6,719. The stormwater fund vehicle fuel expense has been reduced by 20% resulting in projected savings of \$4,742 in FY 2021. There is projected savings of \$1,151 in workers' compensation expense due to the City switching from self-insured worker's compensation to fully insured worker's compensation.

The Stormwater user rate increase is recommended to decrease from 6.83% to 0% in FY21. This is possible based on the above changes.



The highest rate (Des Moines) is 77% higher than Dubuque's rate, and the average is 29% lower than Dubuque.

The projected Stormwater rate increases from Fiscal Year 2021 through Fiscal Year 2025 are as follows:

FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
0%	1.75%	6.70%	0%	0%

**The amended budget recommendation for the Stormwater fund includes no increase to the Stormwater user fee.**



## **Recommendation**

The amended Fiscal Year 2021 budget recommendation includes funding for all recommended improvement packages including new positions. A complete listing of recommended improvement packages and the impact to the property tax rate and average homeowner is attached (attachment I). Most of the recommended new positions will be frozen in Fiscal Year 2021. This hiring freeze will be reevaluated minimally quarterly (July 1, 2020, October 1, 2020, January 1, 2021, and April 1, 2021). How far into Fiscal Year 2021 the new positions are frozen will be determined by the revenues. Should this appear to be more of a long-term issue, it will need to be dealt with using a more long-term solution through the Fiscal Year 2022 budget process. When positions were previously frozen in Fiscal Year 2015, the budget was removed related to the frozen positions. This is not the case for the new positions being frozen in Fiscal Year 2021, the budget will remain intact for the frozen positions.

The following Fiscal Year 2021 new positions are recommended to be frozen:

Department	Fund	FTE	Type	Position	FY21 Cost	10/01/20 Savings
<b>Building Services</b>	General	1.00	Full-Time	Custodian	\$56,091	\$14,171
<b>Engineering</b>	General	0.50	Full-Time	Camera systems technician	\$33,278	\$8,319
<b>Fire</b>	General	1.00	Full-Time	Firefighter	\$86,417	\$21,604
<b>Library</b>	General	1.00	Full-Time	Youth Services	\$68,479	\$17,120
<b>Police</b>	General	1.00	Full-Time	School Resource Officer	\$44,761	\$11,190
<b>Public Works</b>	General	1.00	Full-Time	Traffic Signal Tech II	\$91,234	\$22,809
<b>General Fund Total</b>					<b>\$380,260</b>	<b>\$95,213</b>
<b>Engineering</b>	Sanitary Sewer	0.05	Full-Time	Civil Engineer	\$5,404	\$1,351
<b>Engineering</b>	Stormwater	0.52	Full-Time	Civil Engineer	\$16,992	\$4,248
<b>Engineering</b>	Internal Service	0.43	Full-Time	Civil Engineer	\$45,659	\$11,415
<b>Engineering</b>	Internal Service	0.50	Full-Time	Camera Systems Technician	\$45,659	\$11,415
<b>Enterprise Funds Total</b>					<b>\$113,714</b>	<b>\$28,429</b>
<b>All Funds Total</b>					<b>\$493,974</b>	<b>\$123,642</b>

If this amended Fiscal Year 2021 budget recommendation is approved with a property tax rate of \$10.144, we will have exceeded the Fiscal Year 2021 budget guidelines adopted by the City Council at the February 4, 2020 City Council meeting.

The City Council adopted a guideline of a property tax increase for the average residential property owner of 2.7%. This recommendation would provide a decrease of 0.14%.

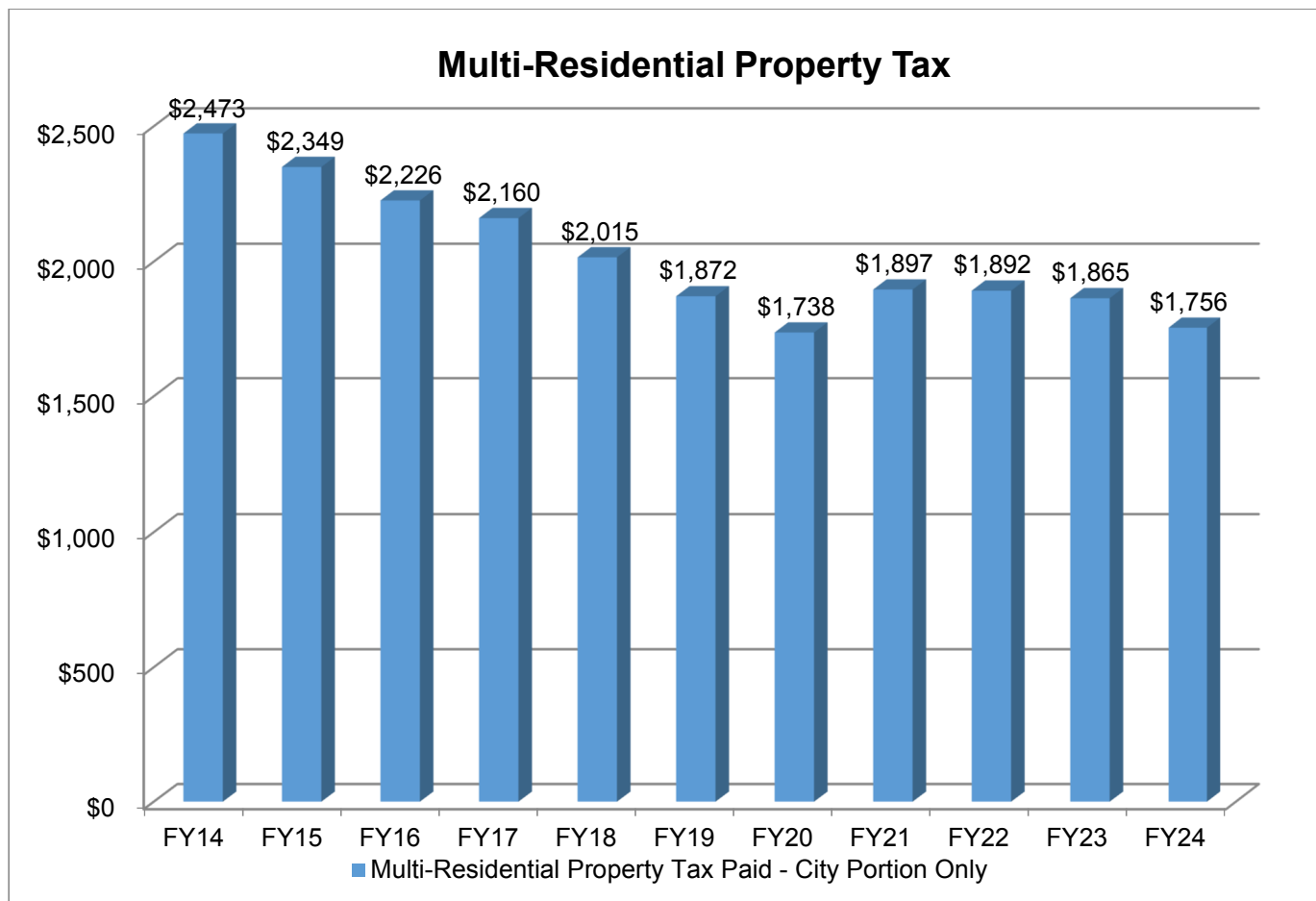
The City Council adopted a guideline of a property tax decrease for the average commercial property of 0.53%. This recommendation would provide a 3.30% decrease.

The City Council adopted a guideline of a property tax decrease for the average industrial property of 0.037%. This recommendation would provide a decrease of 2.81%.

The City Council adopted a guideline of a property tax increase for the average multi-residential property of 12.26%. This recommendation would provide an increase of 9.13%.

Beginning in Fiscal Year 2017 (July 1, 2016), new State legislation created a new property tax classification for rental properties called multi-residential, which requires a rollback, or assessment limitations order, on multi-residential property which will eventually equal the residential rollback. Multi-residential property includes apartments with three or more units. Rental properties of two units were already classified as residential property. The State of Iowa will not backfill property tax loss from the rollback on multi-residential property. The rollback will occur as follows:

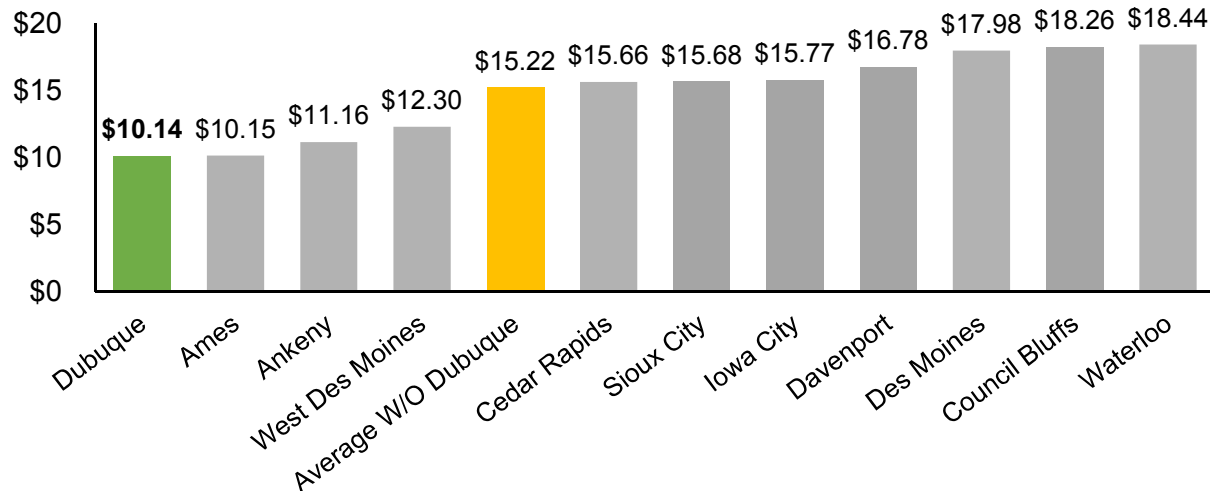
<b>Fiscal Year</b>	<b>Rollback %</b>	<b>Annual Loss of Tax Revenue</b>
FY 2017	86.25%	\$331,239
FY 2018	82.50%	\$472,127
FY 2019	78.75%	\$576,503
FY 2020	75.00%	\$691,640
FY 2021	71.25%	\$1,332,445
FY 2022	67.50%	\$1,189,029
FY 2023	63.75%	\$1,276,899
FY 2024	55.07%	\$1,535,997
Total		\$7,405,879



From Fiscal Year 2014 through Fiscal Year 2020, the assessed value for multi-residential property did not change and the average multi-residential property had an assessed value of \$224,289. In Fiscal Year 2021, a revaluation of multi-residential property was done, and values increased 17%. The average multi-residential property now has an assessed value of \$262,418.

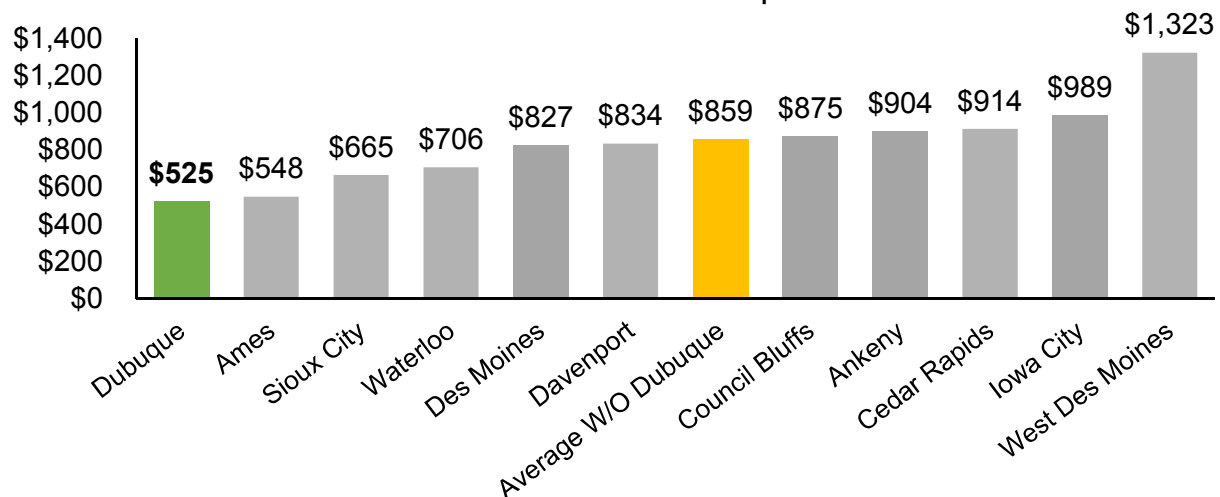
Iowa law requires that all real property be reassessed every two years in the odd numbered years. The Iowa Department of Revenue compares values to a sales assessment ratio study for residential, multi-residential and commercial classed properties. The assessment ratio is the assessed value divided by the sales price. If the assessment by property class is not between 95%-105% of the median sales ratio, the Iowa Department of Revenue adjusts the assessment with an equalization order to reach 100% of actual value. The Dubuque City Assessor's office made adjustment to each class of property for 2019 so that the median sales ratio would be within the parameters required by law. Before revaluation, multi-residential were 78.15% of market value and after the revaluation multi-residential were 97.81% of market value. The assessed valuation for multi-residential property had not been adjusted since prior to Fiscal Year 2014.

### Property Tax Rate Comparison Eleven Largest Iowa Cities



Dubuque has the **LOWEST** property tax rate as compared to the eleven largest cities in the state. The highest rate (Waterloo) is 81.75% higher than Dubuque's rate, and the average is 49.99% higher than Dubuque. Dubuque's recommended FY 2021 property tax is \$10.1440 (decrease of -1.81% from FY 2020).

### Comparison for Eleven Largest Iowa Cities Taxable Value Per Capita



Dubuque is the **LOWEST** taxes per capita as compared to the eleven largest cities in the state. The highest (West Des Moines) is 152% higher than Dubuque's taxes per capita, and the average is 64% higher than Dubuque.

The Fiscal Year 2021 Amended Budget Recommendation as compared to the adopted Fiscal Year 2020 Budget is as follows:

	Adopted FY20	Amended FY21	\$ Difference	% Difference
Property Tax Rate	\$10.33144	\$10.1440	-\$0.1874	-1.8%
Property Tax Asking	\$26,296,081	\$26,202,583	-\$93,498	-0.3%
Taxable Valuation (in Millions)	\$2,542,043	\$2,579,356	+\$37,313	+1.47%
Average Residential Payment	\$770.17	\$769.08	-\$1.09	-0.1%
Average Commercial Payment	\$3,160.71	\$3,056.26	-\$104.45	-3.3%
Average Industrial Property	\$4,713.76	\$4,581.15	-\$132.61	-2.8%
Average Multi-Residential Property	\$1,737.92	\$1,896.65	+\$158.73	+9.1%

The Fiscal Year 2021 Amended Budget Recommendation has changed substantially from when first presented to City Council on February 17, 2020. The following charts summarize the changes made in this amended recommended.

### **Property Tax**

	Recomm'd FY21	Amended FY21	\$ Difference	% Difference
Property Tax Rate	\$10.4346	\$10.1440	-\$0.2906	-2.8%
Property Tax Asking	\$26,952,048	\$26,202,583	-\$749,465	-2.8%
Average Residential Payment	\$791.11	\$769.08	-\$22.03	-2.8%
Average Commercial Payment	\$3,143.82	\$3,056.26	-\$87.56	-2.8%
Average Industrial Property	\$4,712.37	\$4,581.15	-\$131.22	-2.8%
Average Multi-Residential Property	\$1,950.98	\$1,896.65	-\$54.33	-2.8%

### **Utilities**

	Recomm'd FY21	Amended FY21	\$ Difference	% Difference
Avg. Water Monthly Payment	\$32.28	\$30.72	-\$1.56	-4.8%
Avg. Sanitary Sewer Monthly Payment	\$44.35	\$42.24	-\$2.11	-4.8%
Avg. Refuse Monthly Payment	\$16.82	\$14.99	-\$1.83	-10.9%
Avg. Stormwater Monthly Payment	\$8.85	\$8.29	-\$0.56	-6.3%

I respectfully recommend Mayor and City Council approval of the amended Fiscal Year 2021 budget recommendation with a property tax rate of \$10.1440, a 1.81% decrease from Fiscal Year 2020. This would have the following impact on average on the different classes of property:

Residential	-\$1.09	-0.14%
Commercial	-\$104.43	-3.30%
Industrial	-\$132.62	-2.81%
Multi-residential	+\$158.73	+9.13%

JML

Attachment

cc: Crenna Brumwell, City Attorney  
Cori Burbach, Assistant City Manager  
Teri Goodman, Assistant City Manager



**TO:** Michael C. Van Milligen, City Manager

**FROM:** Jennifer Larson, Director of Finance and Budget

**SUBJECT:** Fiscal Year 2021 Contracted Services, Grants and Purchase of Services

**DATE:** April 23, 2020

The following chart shows the amount being recommended for Fiscal Year 2021 Contracted Services and Purchase of Services. These will be subject to the same quarterly review prior to expenditure as other city expenditures in FY21.

Organization	Department	Type	FY21 Recomm'd
Special Event Grants	CMO	Grant	\$ 3,500
Sustainability Collaborative Community Grants	CMO	Grant	\$ 25,000
Arts and Culture Grant Program for Special Projects	CMO	Grant	\$ 35,000
Arts Operating Support Funding	CMO	Grant	\$ 250,000
Community Foundation of Greater Dubuque - Project Hope	Economic Dev	Contracted Service	\$ 75,000
Community Foundation of Greater Dubuque -Inclusive Dubuque	Economic Dev	Contracted Service	\$ 75,000
Dubuque Dream Center	Economic Dev	Contracted Services	\$ 40,000
Dbq Area Labor Management Council	Economic Dev	Contracted Service	\$ 30,000
Dbq Main Street	Economic Dev	Contracted Service	\$ 79,336
Fountain of Youth	Economic Dev	Contracted Service	\$ 40,000
Travel Dubuque	Economic Dev	Contracted Service	\$ 1,145,392
ECIA Prosperity Iowa	Economic Dev	Contracted Service	\$ 5,085
GDDC - Director of Sustainable Innovation	Economic Dev	Contracted Service	\$ 100,000
GDDC - Marketing	Economic Dev	Contracted Service	\$ 40,000
GDDC -Greater Dubuque: Campaign	Economic Dev	Contracted Service	\$ 185,000
GDDC - Operating	Economic Dev	Contracted Service	\$ 95,613



<b>Organization</b>	<b>Department</b>	<b>Type</b>	<b>FY21 Recomm'd</b>
GDDC - Retail Expansion	Economic Dev	Contracted Service	\$ 35,000
GDDC - Workforce Solutions Initiative	Economic Dev	Contracted Service	\$ 125,000
GDDC -Dubuque Works	Economic Dev	Contracted Service	\$ 100,000
GDDC - Dubuque's True North	Economic Dev	Contracted Service	\$ 25,000
GDDC-Access Dubuque.com	Economic Dev	Contracted Service	\$ 8,135
ECIA Transportation Planning	Engineering	Contracted Service	\$ 20,000
Crescent Community Health Center - Pacific Island Health Project	Health	Contracted Service	\$ 50,000
Humane Society	Health	Contracted Service	\$ 135,283
Headstart	Housing	Contracted Service	\$ 50,000
ECIA Continuum Care Grant Administration	Housing	Contracted Service	\$ 40,000
Purchase of Services Grant Pool - CDBG Funded	Housing	Purchase of Service	\$ 37,961
Purchase of Services Grant Pool - General Property Tax Funded	Housing	Purchase of Service	\$ 100,000
Faces & Voices Conference	Human Rights	Purchase of Service	\$ 6,000
Washington Tool Library	Neighborhood Dev	Contracted Service	\$ 15,790
ECIA Membership Dues	Planning	Contracted Service	\$ 31,700
Hills & Dales: Senior Center (previously Lifetime Center)	Recreation	Contracted Service	\$ 18,200
DuRide	Transit	Contracted Service	\$ 30,000
		<b>Total</b>	<b>\$ 3,051,995</b>

JML

# ATTACHMENT I

Dept.	Improvement Package	Net Cost	Property Tax Impact	Tax Rate % Increase	\$ Impact to Avg. Homeowner	% Impact to Avg Homeowner
Airport	Pledged sponsorship support for Great Lakes Chapter of American Assoc. of Airport Execs. Conf.	\$ 8,500	\$ 0.0033	0.03296%	\$ 0.2535	0.03292%
Building	GPS Fleet Management Software	\$ 1,380	\$ 0.0005	0.00535%	\$ 0.0412	0.00534%
Building	Colts Building - FT Custodian	\$ 68,687	\$ 0.0270	0.26637%	\$ 2.0486	0.26599%
CMO	HPG Training/Assessments	\$ 7,401	\$ 0.0029	0.02870%	\$ 0.2207	0.02866%
CMO	Increase CMO Education/Training line item	\$ 3,477	\$ 0.0014	0.01348%	\$ 0.1037	0.01346%
CMO	Annual dept. manager performance eval/professional development program	\$ 30,348	\$ 0.0119	0.11769%	\$ 0.9051	0.11752%
E911	Consulting stipend for physician	\$ 1,600	\$ 0.0006	0.00620%	\$ 0.0477	0.00620%
E911	Fiberglass sound panels in Comms Center	\$ 1,600	\$ 0.0006	0.00620%	\$ 0.0477	0.00620%
E911	Stipends for non-bargaining unit Lead Dispatchers who train staff	\$ 709	\$ 0.0003	0.00275%	\$ 0.0211	0.00275%
Economic Develop.	Arts + Culture Coordinator iPad	\$ 1,040	\$ 0.0004	0.00403%	\$ 0.0310	0.00403%
Economic Develop.	AOTR additional program funds	\$ 2,500	\$ 0.0010	0.00970%	\$ 0.0746	0.00968%
Economic Develop.	Increase Arts Operating Grant funds	\$ 40,000	\$ 0.0157	0.15512%	\$ 1.1930	0.15490%
Economic Develop.	Fountain of Youth operating support	\$ 40,000	\$ 0.0157	0.15512%	\$ 1.1930	0.15490%
Economic Develop.	Dream Center operating support	\$ 40,000	\$ 0.0157	0.15512%	\$ 1.1930	0.15490%
Engineering	FT Camera Systems Tech	\$ 44,077	\$ 0.0173	0.17093%	\$ 1.3146	0.17069%
Engineering	Add automatic vehicle monitoring technology to all department vehicles	\$ 7,440	\$ 0.0029	0.02885%	\$ 0.2219	0.02881%
Engineering	Grant funding to assist LMI with snow clearing	\$ 5,000	\$ 0.0020	0.01939%	\$ 0.1491	0.01936%
Engineering	Fire extinguisher for each dept. vehicle	\$ 840	\$ 0.0003	0.00326%	\$ 0.0251	0.00325%
Engineering	Critical fiber infrastructure management software	\$ 35,840	\$ 0.0141	0.13899%	\$ 1.0689	0.13879%
Finance	Utility Billing camera expansion	\$ 6,209	\$ 0.0024	0.02408%	\$ 0.1852	0.02404%
Finance	Seasonal Intern (20 hour)	\$ -	\$ -	0.00000%	\$ -	0.00000%
Finance	Additoinal UB overtime	\$ -	\$ -	0.00000%	\$ -	0.00000%
Finance	UB education/training funds	\$ 4,490	\$ 0.0018	0.01741%	\$ 0.1339	0.01739%
Finance	City logo shirts	\$ 698	\$ 0.0003	0.00271%	\$ 0.0208	0.00270%
Fire	Add 1 FT firefighter	\$ 87,713	\$ 0.0345	0.34015%	\$ 2.6160	0.33967%
Fire	Accreditation required conferences	\$ 2,000	\$ 0.0008	0.00776%	\$ 0.0596	0.00774%
Fire	Ambulance powerload cot lifting device for fourth ambulance	\$ 28,000	\$ 0.0110	0.10858%	\$ 0.8351	0.10843%
Fire	Patient position devices for CPR devices	\$ 24,000	\$ 0.0094	0.09307%	\$ 0.7158	0.09294%
Fire	Collective Fleet software license	\$ 1,500	\$ 0.0006	0.00582%	\$ 0.0447	0.00581%
Fire	Personnel scheduling software	\$ 5,000	\$ 0.0020	0.01939%	\$ 0.1491	0.01936%
Health	Upgrade PT Animal Control Officer to FT	\$ 26,108	\$ 0.0103	0.10125%	\$ 0.7787	0.10110%

Health	Increase Animal Licensing Fees	\$ (83,370)	\$ (0.0328)	-0.32331%	\$ (2.4865)	-0.32285%
Health	Portable AC Printer	\$ 200	\$ 0.0001	0.00078%	\$ 0.0060	0.00077%
Health	Animal leashes	\$ 650	\$ 0.0003	0.00252%	\$ 0.0194	0.00252%
Health	Tick removal kits	\$ 500	\$ 0.0002	0.00194%	\$ 0.0149	0.00194%
Housing	Dwelling License fee increases	\$ (38,725)	\$ (0.0152)	-0.15018%	\$ (1.1550)	-0.14996%
Human Resources	Dale Carnegie - 10 members of Leadership Team	\$ 8,419	\$ 0.0033	0.03265%	\$ 0.2511	0.03260%
Human Resources	Job classification/wage plan review	\$ 15,894	\$ 0.0063	0.06164%	\$ 0.4740	0.06155%
Human Resources	HR operations consultation	\$ 5,215	\$ 0.0021	0.02022%	\$ 0.1555	0.02020%
Human Resources	EQ training	\$ 33,180	\$ 0.0131	0.12867%	\$ 0.9896	0.12849%
Human Resources	Third party exit interviews	\$ 3,725	\$ 0.0015	0.01445%	\$ 0.1111	0.01443%
Human Resources	Wellness Committee funding	\$ 6,383	\$ 0.0025	0.02475%	\$ 0.1904	0.02472%
Human Rights	Train-the-trainer program for underserved populations community outreach	\$ 3,510	\$ 0.0014	0.01361%	\$ 0.1047	0.01359%
Information Services	40 hour Laserfiche Service Package	\$ 6,400	\$ 0.0025	0.02482%	\$ 0.1909	0.02478%
Information Services	O365 Manager Plus Tools	\$ 3,720	\$ 0.0015	0.01443%	\$ 0.1109	0.01441%
Information Services	Network Transmission Testing Kit	\$ 2,400	\$ 0.0009	0.00931%	\$ 0.0716	0.00929%
Information Services	9 City logo shirts	\$ 500	\$ 0.0002	0.00194%	\$ 0.0149	0.00194%
Legal	Civil Rights Specialist Education + Training funds	\$ 1,987	\$ 0.0008	0.00771%	\$ 0.0593	0.00769%
Library	ILA Conference catering	\$ 2,500	\$ 0.0010	0.00970%	\$ 0.0746	0.00968%
Library	Bicycle Library collection/maintenance support	\$ 3,000	\$ 0.0012	0.01163%	\$ 0.0895	0.01162%
Library	FT Youth Services Position	\$ 69,506	\$ 0.0273	0.26954%	\$ 2.0730	0.26916%
Parks	Staff/maintenance for Vets Memorial Project	\$ -	\$ -	0.00000%	\$ -	0.00000%
Parks	Pet friendly amenities in parks	\$ 15,000	\$ 0.0059	0.05817%	\$ 0.4474	0.05809%
Parks	Chavenelle trail snow removal	\$ 4,000	\$ 0.0016	0.01551%	\$ 0.1193	0.01549%
Parks	Forced-air gas heaters in greenhouse	\$ 6,000	\$ 0.0024	0.02327%	\$ 0.1789	0.02323%
Parks	Washington Park planning consultant	\$ -	\$ -	0.00000%	\$ -	0.00000%
Parks	Increase pavilion fees in all parks	\$ (11,000)	\$ (0.0043)	-0.04266%	\$ (0.3281)	-0.04260%
Planning	Consultant for Collective Impact project manager for Imagine Dubuque	\$ 14,500	\$ 0.0057	0.05623%	\$ 0.4325	0.05615%
Planning	4% increase in dev. Services fees	\$ (1,895)	\$ (0.0007)	-0.00735%	\$ (0.0565)	-0.00734%
Police	Additional Overtime for Special events	\$ 9,812	\$ 0.0039	0.03805%	\$ 0.2926	0.03800%
Public Works	Asst. Public Works Director Laserfiche Conference	\$ 3,600	\$ 0.0014	0.01396%	\$ 0.1074	0.01394%
Public Works	Traffic Signal Techs education/training	\$ 3,500	\$ 0.0014	0.01357%	\$ 0.1044	0.01355%
Public Works	Asst. Public Works Director Data Analytics Certificate Program	\$ 1,600	\$ 0.0006	0.00620%	\$ 0.0477	0.00620%
Public Works	FT Traffic Signal Tech II position	\$ 92,603	\$ 0.0364	0.35911%	\$ 2.7619	0.35861%
Public Works	Field Supervisor iPad	\$ 1,070	\$ 0.0004	0.00415%	\$ 0.0319	0.00414%
Recreation	Arts/Culture programming funds	\$ 22,500	\$ 0.0089	0.08726%	\$ 0.6711	0.08713%

Recreation	Add 50 annual household scholarships	\$	6,250	\$	0.0025	0.02424%	\$	0.1864	0.02420%
Recreation	Bunker Hill Golf Course Fee increases	\$	(18,595)	\$	(0.0073)	-0.07211%	\$	(0.5546)	-0.07201%
Transit	Transportation Analyst smarthphone	\$	974	\$	0.0004	0.00378%	\$	0.0290	0.00377%

Prepared by Finance Department; Address: City Hall, 50 W. 13<sup>th</sup> Street; Telephone: 589-4398

**RESOLUTION NO. -20**

**ADOPTING THE CITY OF DUBUQUE FISCAL YEAR 2021 ANNUAL BUDGET**

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DUBUQUE, IOWA:

Section 1. That the annual budget for the fiscal year ending June 30, 2021, as set forth in the Adoption of Budget and Certification of Taxes and supporting state budget forms showing the revenue estimates and appropriation expenditures and allocations to programs and activities for said fiscal year, is adopted as amended.

Section 2. The City Clerk is directed to make the filings required by law.

Passed, approved and adopted this 23<sup>rd</sup> day of April 2020.

\_\_\_\_\_  
Roy D. Buol, Mayor

Attest:

\_\_\_\_\_  
Kevin Firnstahl, City Clerk

**RESOLUTION NO. -20**

**ADOPTING THE CITY OF DUBUQUE FIVE YEAR CAPITAL IMPROVEMENT PROGRAM**

WHEREAS, a recommended five-year Capital Improvement Program for the period beginning July 1, 2020, and ending June 30, 2025, for the City of Dubuque has been prepared and submitted to the City Council; and

WHEREAS, the five-year Capital Improvement Program describes specific capital improvement projects, provides estimated costs for those projects, proposes sources of funds for each of them, and schedules the year during which each project will be undertaken; and

WHEREAS, the capital improvement projects for the first year are included in the Fiscal Year 2021 budget for the City of Dubuque; and

WHEREAS, the five-year Capital Improvement Program will be reconsidered annually by the City Council and appropriately revised; and

WHEREAS, the adoption of the five-year Capital Improvement Program is a prudent measure to provide continuity of programs and is in the best interest of the City of Dubuque.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DUBUQUE, IOWA:

Section 1. That the five-year Capital Improvement Program for the period beginning July 1, 2020, set out in the Fiscal Year 2021-2025 Recommended Capital Improvement Budget, is hereby approved and adopted as amended allocation of City resources for capital improvements as scheduled in the years shown, subject to annual review and revision.

Passed, approved and adopted this 23<sup>rd</sup> day of April 2020.

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Roy D. Buol, Mayor

Attest:

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Kevin Firnstahl, City Clerk

**DRAFT 9 Solid Waste Collection Budget Comments: Paul Schultz, 2700 Matthew John Dr, President of Green Dubuque**

1. **Pandemic community impacts** should be our #1 concern. Council Priorities, Climate and Resiliency are next in line.
2. A robust Resilient Community Advisory Commission (RCAC) community engagement and planning process was developed for over a year. **Should there not have been such a process for a systemic change as impactful as automated collection, mandatory carts, significant capital costs and ratepayer behavior changes would have?**
3. **Most ratepayers do not identify a need for systemic solid waste collection changes.**
4. The PW proposal was never approved as a Council Top or High Priority during last August's Strategic Planning process. **Therefore, it should not be moved forward toward implementation in FY21 during a Pandemic.**
5. The proposal is out of sequence with the upcoming FY22-FY25 development of a City Comprehensive 10-Year Solid Waste Management Plan. **There is no pressing reason for a commitment to automated to come before this Plan.**
6. RCAC "Resiliency" defined: "ability ...to recover from adverse vulnerabilities while adapting to long-term changes."  
**Solid waste collection needs to be adapted to our ratepayer's long-term Pandemic financial vulnerabilities.**
7. Recycling tonnage has been declining by 3% per year over the last 5 years – more to it than lighter weight materials.
8. Trash tonnage is increasing by 1% per year over the last 5 years as trash carts were exempted from rate increases.
9. This modified proposal insufficiently addresses the Resilient Community Advisory Commission's 3 primary concerns:
  - a. Insufficient structure and commitment shown to aim to reduce waste. Trash carts incentivize Wasting!
  - b. Insufficiency regarding input and choices having no inclusive community outreach or engagement,
  - c. Rushed action proposed before allowing the development of a strategically-aligned and community engaged plan/study to better guide the transition to automated collection.
10. Some steps proposed in the right direction
  - a. Eliminating container options that often are overweight and/or too awkward to manually dump safely.
  - b. Strongly promoting the long standing 50% base-fee discount for low-income ratepayers
  - c. Exempting some ratepayers who would not able to manage setting out a tipper cart for collection
  - d. Offering an additional option of 34-gallon tipper carts
  - e. Not increasing the base-rate 35-gallon can or bag monthly fee in FY21.
11. Some potential steps in the right direction that are not currently proposed:
  - a. Tabling the Public Works FY21 proposal for automated collection, mandatory carts and non-essential capital commitments during the COVID-19 Pandemic.
  - b. Restoring cart cost sharing, common-use options especially helpful for elderly renters in multiplexes
  - c. Supporting non-mandatory 34-gal and 48-gal tipper carts where it makes sense to ratepayers
12. The issue is less about automated collection and is more about fundamental sustainability and resiliency:
  - a. Community input, engagement and partnerships,
  - b. Having a robust, transparent, inclusive and equitable planning process, and,
  - c. Incentivizing ratepayers to generate less waste by more effective fee structures and container options
13. Green Dubuque is also in opposition to making carts mandatory for all ratepayer trash generators. It is also about Fee Structure and why ratepayers should have to pay for non-essential collection elements that they may not ever get, need or want especially during this Pandemic.
14. Solid waste collection operates from a Municipal Utility Enterprise Fund and should not use tax support. Solid Waste Fee revenue of about \$4.00 per customer per month subsidizes the General Fund. It transfers \$1M per year to nine city departments to reduce their need for property taxes.
15. As stated in the City Manager's letter, the Workman's Compensation record for the last 3 years reports 43 lost work days from reportable injuries by 20 frontline Solid Waste Employees. These 14.3 work days per year at an average of \$23 per hour equals \$2,637 injury wages paid in total to employees per year. The \$36,842 of medical costs for those three years is for 20 frontline employees. This is \$12,281 in total medical costs per year for all Work Comp injuries. The total 3-year average is \$12,895 for Work Comp claimed injuries. This is .003% of the FY19 Solid Waste Budget.



16. Green Dubuque has never stated or implied anything in favor of privatizing City solid waste collection. What Green Dubuque has shared publicly is that City collection is not currently competitive with private collection services in surrounding communities.
17. Green Dubuque, as an official City Partner, will collaborate with PW to promote and implement steps to be taken in the right direction. However, during the Pandemic, Green Dubuque continues to recommend tabling this rushed automated collection, mandatory carts and capital investment in FY21 while transitioning into future automated collection considerations.

## Kevin Firnstahl

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**From:** Kevin Firnstahl  
**Sent:** Thursday, April 16, 2020 10:37 AM  
**To:** Kevin Firnstahl  
**Subject:** FW: "Garbage Plan"

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**From:** Mike Van Milligen <ctymgr@cityofdubuque.org>  
**Sent:** Monday, April 13, 2020 9:11 PM  
**To:** Karen Earle <y20newbe20@outlook.com>  
**Subject:** RE: "Garbage Plan"

Thank you for your interest in this topic. Sorry Ms. Earle, but we will need to agree to disagree. I just cannot ignore 1,725 lost days of work and \$1.3 million in Worker's Compensation claims. I can avoid all of this pain and suffering by employees while cleaning up the streets and alleys and creating the opportunity to grow the customer base without additional expense. The design gives a 50% discount to low income people and allows an exemption for the frail and disabled. It supports the city's move to zero waste by enhancing the pay as you throw model. I believe it is the right thing to do.

Mike

---

**From:** Karen Earle <y20newbe20@outlook.com>  
**Sent:** Monday, April 13, 2020 4:29 PM  
**To:** Mike Van Milligen <ctymgr@cityofdubuque.org>  
**Subject:** "Garbage Plan"

Mr. Van Milligan,  
Below you will find a copy of an email I sent to the City Council. This is my second letter to them, and this is something I rarely do. I feel very strongly about this issue and am addressing my same concerns to you that I addressed to them.

### Email to City Council:

I am writing again regarding the "garbage plan" and now the additional info about it in today's TH. I have written to you before regarding this issue and my view of it hasn't changed.

Whether or not the plan would increase our monthly expenses isn't the only issue. Enough money has been spent lately by this council and this unnecessarily adds to that amount. Really, we aren't made of money and many of us live on fixed incomes. The amount of money you want to spend for equipment and other essentials for this plan is money we don't have, money unnecessarily spent, and just ridiculous!

Then there is the issue of the size of these carts, even the 34 gallon ones. We have so little garbage at our house (as do many other couples, I'm sure) that we usually just use plastic garbage bags that weigh almost nothing and are easy to carry. How would you go about giving exemptions to "elderly and disabled residents who would struggle pushing a cart"? How would they qualify for that???

I find it hard to believe there are more workers' compensation claims now than there have been over these past many years so I don't buy that to be the reason for this "plan". Of course I don't like our service people being injured but there are a lot of city jobs that could cause injuries. In fact, I would be interested in hearing from the workers themselves and what their opinions of all of this might be.

There has been strong opposition voiced by a citizen advisory board and many individuals in this town but it appears that these voices aren't being heard. WE are the ones paying salaries and WE are the ones who you should be listening to! To those of you who ARE listening, I thank you very much. To the rest of you I say shame on you for following your own interests.

Thank you,

Karen Earle  
4932 Gabriel Drive  
563-556-3997

Sent from Mail for Windows 10

Click [here](#) to report this email as spam.

## Kevin Firstahl

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**From:** Citizen Support Center <dubuqueia@mycusthelp.net>  
**Sent:** Monday, April 13, 2020 10:53 AM  
**To:** Kevin Firstahl  
**Subject:** "Contact Us" inquiry from City of Dubuque website

### Contact Us

Name: Pam Kress-Dunn

Address: 2791 Balboa Drive

Ward:

Phone: 563-583-0894

Email: Pam2617@yahoo.com

City Department: City Council

Message: I'm dismayed to see that automated trash pickup is back on our agenda. One big issue no one seems to be considering is what happens to all the trash cans we already own. If we have to switch to oversize new ones, where do the old ones go? Will the city recycle them somehow, or donate them to other cities? Or will they all go out to the curb to be picked up by the big new machines, and dumped into the landfill? I hope you will address this issue. There are other reasons to keep things as they are, but this one has not been mentioned.

Click [here](#) to report this email as spam.

## Kevin Firnstahl

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**From:** Citizen Support Center <dubuqueia@mycusthelp.net>  
**Sent:** Monday, April 13, 2020 10:03 AM  
**To:** Kevin Firnstahl  
**Subject:** "Contact Us" inquiry from City of Dubuque website

### Contact Us

Name: Ellen Butler

Address:

Ward:

Phone: 563-582-2717

Email: bbraven@mcnsi.com

City Department: City Council

Message: Please use common sense and vote AGAINST the proposed change in trash recycling. As far as I am concerned this idea is not good for our citizens especially older people who would have trouble handling a larger container. For some reason our city manager doesn't want to be told NO on a bad idea for the citizens of our town!

Click [here](#) to report this email as spam.

## Kevin Firnstahl

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**From:** Citizen Support Center <dubuqueia@mycusthelp.net>  
**Sent:** Tuesday, April 7, 2020 9:18 AM  
**To:** Kevin Firnstahl  
**Subject:** "Contact Us" inquiry from City of Dubuque website

### Contact Us

Name: mike spautz

Address: 740 PERU RD

Ward: 3

Phone: 5635427697

Email: 2503ms6969@gmail.com

City Department: City Council

Message: When is the City going to give the directive to the Police Dept to START enforcing the noise ordinance ?? Anywhere you go in Dubuque the serenity is ruined by excessively noisy vehicles that are allowed to terrorize the streets. EVERY Harley with straight pipes should be given a ticket, as should any other vehicles that are breaking the ordinance. I have done some research on this, the # of tickets issued for noise violations is a joke. Seems we worry about everything else in Dubuque but this ! None of you can honestly tell me that you haven't witnessed this problem 1st hand. Please start enforcing this ordinance, for the good of ALL citizens of Dubuque. Thank you, Mike Spautz

Click [here](#) to report this email as spam.

## Kevin Firnstahl

---

**From:** Roy D. Buol  
**Sent:** Sunday, March 22, 2020 7:02 AM  
**To:** Kevin Firnstahl  
**Subject:** Fwd: Automated trash collection system.

Sent from my iPhone

Begin forwarded message:

**From:** Alvin Pothoff <alpothoff@gmail.com>  
**Date:** March 21, 2020 at 5:47:42 PM CDT  
**To:** "Roy D. Buol" <rdbuol@cityofdubuque.org>  
**Subject:** Automated trash collection system.

I am against the city going to the automated trash collection system for several reasons. One being that I own duplexes that have 1 person in each unit and I have to pay for two collection fees. This already seems unfair and it would be more so to go to the larger cans and higher fees. Also some of my tenants would have a problem maneuvering these cans to and from the curb. Thanks

Sent from my iPhone

Click

[https://www.mailcontrol.com/sr/Bltr6o4ylePGX2PQPomvUrTWOQPRvz4DiQcOrb5w5diOhdMCTdBDaYUW4iEY5IUJz9OPBOhPWNTCP4z\\_bwErJQ==](https://www.mailcontrol.com/sr/Bltr6o4ylePGX2PQPomvUrTWOQPRvz4DiQcOrb5w5diOhdMCTdBDaYUW4iEY5IUJz9OPBOhPWNTCP4z_bwErJQ==) to report this email as spam.



## Kevin Firnstahl

---

**From:** Citizen Support Center <dubuqueia@mycusthelp.net>  
**Sent:** Wednesday, March 11, 2020 7:03 PM  
**To:** Kevin Firnstahl  
**Subject:** "Contact Us" inquiry from City of Dubuque website

### Contact Us

Name: Frank Pothoff

Address: 2126 WINDSOR AVE

Ward: 3

Phone: 563-580-3708

Email: Fpothoff123@gmail.com

City Department: City Council

Message: Please leave the garbage pick up as it is. Thank you!

Click [here](#) to report this email as spam.



## Kevin Firstahl

---

**From:** Kevin Firstahl  
**Sent:** Wednesday, April 15, 2020 4:49 PM  
**To:** Kevin Firstahl  
**Subject:** FW: regarding worker safety

---

**From:** Paul Uzel <[uzeldansen@gmail.com](mailto:uzeldansen@gmail.com)>  
**Sent:** Wednesday, April 15, 2020 15:10  
**To:** John Klostermann <[Jkloster@cityofdubuque.org](mailto:Jkloster@cityofdubuque.org)>  
**Cc:** Roy D. Buol <[rdbuol@cityofdubuque.org](mailto:rdbuol@cityofdubuque.org)>; Ric W. Jones <[rjones@cityofdubuque.org](mailto:rjones@cityofdubuque.org)>; Laura Roussell <[Lroussell@cityofdubuque.org](mailto:Lroussell@cityofdubuque.org)>; David T. Resnick <[dresnick@cityofdubuque.org](mailto:dresnick@cityofdubuque.org)>; Brett Shaw <[bshaw@cityofdubuque.org](mailto:bshaw@cityofdubuque.org)>; Danny Sprank <[Dsprank@cityofdubuque.org](mailto:Dsprank@cityofdubuque.org)>; Brad Cavanagh <[Bcavanagh@cityofdubuque.org](mailto:Bcavanagh@cityofdubuque.org)>; Mike Van Milligen <[ctymgr@cityofdubuque.org](mailto:ctymgr@cityofdubuque.org)>; Craig Reber <[craigreber51@gmail.com](mailto:craigreber51@gmail.com)>; Craig Reber <[craig.reber51@gmail.com](mailto:craig.reber51@gmail.com)>; Dubuque Democratic Socialists <[dubuque.dsa@gmail.com](mailto:dubuque.dsa@gmail.com)>  
**Subject:** regarding worker safety

This is in response to your regular emailing about the work of the SWM authority. However, it goes much beyond it. It also reflects on the style of government current in Dubuque, a City Manager heavy system.

Now that a dramatic move to implement waste pickup automatically by not only obtaining two test vehicles (a move that I and MANY consumers would have supported had you conscientiously sought consumer opinion) but by purchasing enough containers for the entire community whether or not the 'test' goes through has been forced through in a time where democratically more sensitive people, given the COVID-19 crisis, would have put such major actions on hold, have you considered a more relevant means of protection for the workers?

Masks are the PROVEN way of preventing person to person transmission of COVID-19 (and many other illnesses for that matter). They are NOT for the protection of the wearer, but to protect all those who are around the wearer (such as the OTHER PERSON on the crew, the consumer should close interaction take place, etc.) And masks which will work can EASILY

be procured and if the City and the SWM authority really cared about the workers, they would have made this perhaps the VERY FIRST priority, along with the still unavailable testing. Social distancing (including mask use) and testing are the TWO WAYS you can best protect your workers.

Please contact me back WHEN your workers are using these protections, not just the obvious gloves which they SHOULD have been using ALL ALONG.

And if you can forestall the purchase of the vast number of containers until everyone in our society has had a chance to give input like a true democracy would seek, that would be appreciated. This is not a City Manager Autocracy.

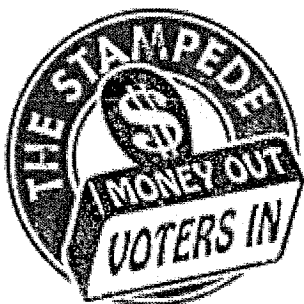
Presumably a democracy will return where ELECTED official can be held accountable for decision made in contravention of established Advisory Committees and without sufficient notice and input from The People.

Additionally, please note that I, personally, am NOT in favor of any privatization of our Solid Waste operations (nor are others, some of whom have been erroneously labeled with this intention.)

Paul Uzel

"The LORD bless you and keep you;  
the LORD make his face to shine upon you and be gracious to you;  
the Lord look kindly on you, and grant you Peace."

Paul



---

**From:** Citizen Support Center <dubuqueia@mycusthelp.net>  
**Sent:** Thursday, April 16, 2020 10:01 AM  
**To:** uzeldansen@gmail.com  
**Subject:** Citizen Support Center Service Request Updated :: W177993-041620  
**Attachments:** Staff\_Memo\_ASF-\_Cart\_FY\_2021\_Revised\_Budget\_Proposal\_4-15-2020.pdf

--- Please respond above this line ---

Mr Uzel

Thank you for contacting the City of Dubuque with your thoughts on the Public Works proposal for the automation of trash collection and the use of trash carts city wide.

I would like to clarify a few points you offered in your email. The program being proposed is not a "test" or pilot program. We have been offering the option of carts to our customers since 2008. Currently we have 4,700 carts in use by our customers every week. The program has continued to grow and have received over 400 requests for cart service since the beginning of 2020.

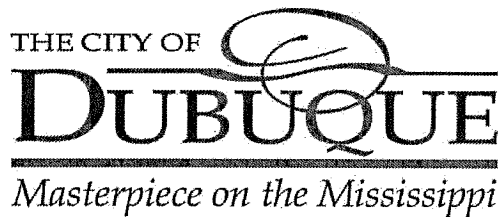
The city-wide cart program has been under development since July of 2018. Stakeholder meetings designed to gain community engagement on several solid waste issues including the use of automated collection were held in September and October 2018. The Dubuque Landlord Association and neighborhood groups were contacted and were provided the survey information. In addition staff engaged the community in person by holding events at Dubuque's Farmers Market, City Expo and two events co-hosted with Green Dubuque. The results of these engagements were highlighted in a study completed in March of 2019 by Foth Infrastructure & Environment. The study results were reviewed in a presentation to the City Council on January 28, 2020.

I have also attached a memorandum which has more details on the proposed program for your review.

I would also like you to be assured that all safety standards related to the protection of our solid waste employees as it relates to COVID-19 are in place. We currently are following guidelines issued from OSHA and the Solid Waste Association of North America (SWANA).

If you have additional questions feel free to contact me, John Klostermann Public Works Director at [jkloster@cityofdubuque.org](mailto:jkloster@cityofdubuque.org) at 563-589-4348.

Click [here](#) to report this email as spam.



**TO:** Michael C. Van Milligen, City Manager  
**FROM:** John Klostermann, Public Works Director *JK*  
Anderson Sainci, Resource Management Coordinator & Supervisor  
**SUBJECT:** Automated Side Loader and City-Wide Mandatory Cart Use  
2021 Budget Revised Proposal  
**DATE:** April 15, 2020

### **Introduction**

The purpose of this memorandum is to provide information related to the Public Works Department Fiscal Year 2021 Revised Budget proposal for the implementation of automated side loader collection and city-wide mandatory use of trash carts.

### **Discussion**

The FY 2021 Public Works Capital Improvement budget has two capital projects related to the collection of solid waste. One is for the replacement of solid waste collection vehicles (CIP# 670-1533). The second is for the purchase of city provided tipper carts (CIP# 670-2843) for the collection of trash only carts which would be issued city wide. Both have been revised since originally submitted in the fall of 2019.

Annually the department provides a five-year schedule for replacement of the solid waste fleet. This is done through the CIP process by identifying the trucks and years they are replaced. Unrelated to this proposed new cart program, two side loader trucks are scheduled for replacement each year in FY 2021 and FY 2022. Some information to the public has in error attributed the costs of the replacement of existing trucks to the new program and it should not be. The \$40,000 per unit related to the purchase of the arm for the automated side loaders is \$120,000, not including the truck chassis and box which were already scheduled for replacement and need to be replaced even if automated refuse collection is not implemented. The second CIP is for the purchase of 18,000 tipper carts for the collection of trash. This project is being phased-in with a revised request to purchase 7,000 carts in FY 2021(\$280,000), 7,000 carts in FY 2021(\$285,600), and 4,000 carts in FY 2023 (\$166,440).

Using only the increased cost for equipment related to the purchase of the arm for the automated side loaders (\$120,000) and the purchase of the carts over the next three years (\$732,040), the total cost of the project is \$852,040.

In FY 2021 the personnel full time equivalent (FTE) will remain the same at 20.75. The revised proposal also has no fee increase in FY 2021. The original fee increase was eliminated by making the following changes to the proposal.

- Revised Estimate - Cost estimates were revised on actual costs received on trucks purchased in 2019 and revised estimates from our vendors for the automated side arm equipment,
- Revised Estimate Related to Carts - The revision was made based on information on the number of customers and carts currently in the system,
- Funding Change – The current low interest rate environment supports using debt for the purchase of the solid waste automated side loaders instead of cash.
- Revised Fuel Costs – The FY 2021 fuel budgets have been reduced by 20% due to anticipated lower fuel prices.
- Revised Workers Compensation Costs – The FY 2021 workers compensation costs for the solid waste activity have been reduced due to expected city wide savings related to the change in the workers compensation insurance plan and the reduction in employee injuries that will be experienced by switching to automated refuse collection with carts.

A major change to the original proposal in deference to the concerns of the Resiliency Advisory Commission is that the cart program will use a 34-gallon cart as the base cart offered to all customers, instead of the original proposal to use a 48 gallon cart as the base rate cart. Customers city-wide will also have the option to subscribe to a 48-gallon, 64-gallon, or 96-gallon cart to meet their individual need.



At a meeting with the Resiliency Advisory Commission on March 24, 2020 the Commission expressed concerns for the lack of a 34-gallon cart in the original proposal. Based on their concern we have revised our original proposal to include a 34-gallon cart to the base rate.

The proposed fee structure would include no fee increase for current services. Below is the fee structure proposed as it relates to the cart program.

- Base fee \$15.62 no fee increase
  - Base fee will include one 34-gallon city owned and maintained cart or current 35-gallon customer owned container for residents not provided a cart in the first or second year of the phased-in distribution of carts
- 48-gallon cart available city wide - \$17.22 (new service city wide/new rate)
- 64-gallon cart - \$20.65 no fee increase
- 94- gallon cart - \$29.00 no fee increase
- 48-gallon alley cart program- \$15.62 no fee increase (current cart holders grandfathered in)
- 64-gallon alley cart program - \$16.26 no fee increase (current cart holders grandfathered in)
- 94-gallon alley cart program - \$24.39 no fee increase (current cart holder grandfathered in)

The recommendation also ends the current option for additional 35 gallon containers and oversized containers. Customers will instead be provided carts of their choice at the subscription cart fee. This recommendation is made to protect our workforce from having to reach in and remove bags from over-sized cans and eliminates the need for repetitive lifting of multiple containers at one stop. This change will effect the following customers;

- Additional 35 gallon container option - 242 customers
- Oversize container option – 616 customers
- Additional Oversize container option – 20 customers

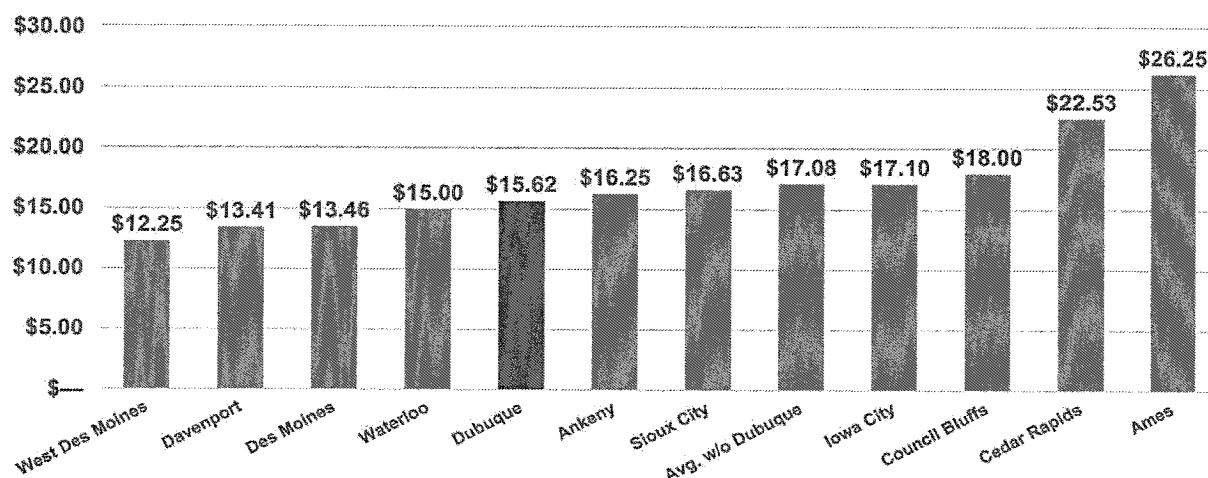
The new system will provide a new special collection service for the frail and disable residents who may not be able to handle the 34-gallon cart. Exceptions will also be made for residents where the use of a cart creates a hardship due to terrain.

Customers will still be able to buy stickers for \$1.50 to be able to put out extra trash when that need arises.



A General Fund subsidy of approximately \$48,800 will be funded from the General Fund to cover the cost related to the 50% fee reduction for low income qualified residents. This policy change is an appropriate way to fund City subsidized programs and is already in place for the stormwater fee.

Dubuque would have the 5<sup>th</sup> lowest rate amongst the 11 cities in Iowa with a population over 50,000. The highest city, Ames, would have a rate (\$26.25) that is 68% higher than Dubuque's rate. Dubuque's proposed base rate of \$15.62 for solid waste services is \$1.46 (9.3%) below the average rate (\$17.08) of the eleven largest Iowa cities.



An impact analysis completed by East Central Intergovernmental Association (ECIA) predicts about 260 new residential units will be built each year over the next ten (10) years directly related to the completion of the Southwest Arterial project. Due to the extension of City infrastructure into this area many of these homes will be built in the City and will require solid waste services. The implementation of automated side loaders where possible throughout the city will provide a safe work environment for our employees and allow the department to plan for future growth related to the Southwest Arterial and other areas delaying the need to add staff.

The collection of refuse and recycling materials is consistently ranked in the top ten of most dangerous jobs in the country based on Bureau of Labor statistics. This is due in part to the time the workers spend each day driving or riding on the truck, in all weather conditions, which increases the risk of transportation related accidents. Fortunately, in the forty-four years that I have been in the department we have never had a fatal injury related to the collection of solid waste. However, Public Works Department statistics show that over the last three years (2017-19) 46.3% of the forty-one (41) department wide City of Dubuque OSHA reportable injuries were related to the collection of solid

waste. During that same time period, the total lost workdays related to injuries to solid waste crew members for the City of Dubuque were 43 and the related medical cost was \$36,842. While most injuries require a short recovery time other injuries are considered permanent and worker's compensation settlements are made for an injury occurring on the job. Between 2006 and 2017, the top ten department employee claims related to the collection of solid waste were settled at a total cost of \$1,287,710. More importantly, these employees lost 1,725 workdays away from work. This not only caused hardship and stress for these employees, but placed additional workloads on the remaining city staff.

The following reasons are being provided to support the revised project.

- Reduce Lost Workdays - The top 10 worker's compensation claims for solid waste collection employees between 2006 and 2017 had 1,725 lost workdays from injuries.
- Reduce Worker Compensation Claims- The top 10 City of Dubuque injuries for solid waste collection employees between 2006 and 2017 equaled \$1,287,710.
- Reduce Employee Concerns - While the pandemic has highlighted employee concerns about touching the trash, there has always been an employee concerns about being exposed to bed bugs and fleas.
- Resiliency Advisory Commission Concerns – The revised proposal addresses the Commission's concern related to cart size. The modifications enhances our efforts to get to zero waste and strengthens the "pay as you throw concept" where the more refuse you put out the more you pay.
- Rate Increase – The revised proposal eliminates the rate increase.
- In 2008 the City started a pilot cart program and has grown that program over the past twelve years and now has over 4,700 carts being used city wide.
- Customer Convenience - The city will own and maintain the carts.
- Discounted Rate - Low income residents will continue to qualify for a 50% discount on their monthly rate. Discounts will now be subsidized by the General Fund in the same way currently being done with stormwater fees.
- Option Out - There will be customer exceptions made in the community where this will not be implemented because of terrain.
- Frail and Disabled - Exceptions will be made for the frail and disabled who would struggle with a cart.

- Environmental - The cart system will help to keep neighborhoods clean.
- Future Growth – The automated side loaders will create the ability to absorb some future growth without adding employees and equipment.
- Existing Work Force - This recommendation will preserve existing city jobs and will not privatize the system.

**Action Step**

This has been provided as informational only, for the review of the revised Public Works Department FY 2021 solid waste budget proposal.

## Kevin Firnstahl

---

**From:** Kevin Firnstahl  
**Sent:** Monday, April 20, 2020 7:40 PM  
**To:** City Council  
**Cc:** Alexis Steger  
**Subject:** Public Input = NAACP Sponsored Friends of Fair Housing comments on Housing Budget

Council Members,  
I've received the following input from Lynn Sutton and Tom LoGuidice.

Thank you.

Kevin S. Firnstahl, City Clerk  
50 W. 13<sup>th</sup> Street  
Dubuque, IA 52001  
[kfirnsta@cityofdubuque.org](mailto:kfirnsta@cityofdubuque.org)  
563-589-4100

**From:** Lynn Sutton <[SuttonLynn@outlook.com](mailto:SuttonLynn@outlook.com)>  
**Sent:** Monday, April 20, 2020 6:53 PM  
**To:** Kevin Firnstahl <[kfirnsta@cityofdubuque.org](mailto:kfirnsta@cityofdubuque.org)>; Tom Lo Guidice <[loguidice@fastmail.fm](mailto:loguidice@fastmail.fm)>  
**Subject:** Re: NAACP Sponsored Friends of Fair Housing comments on Housing Budget

I have received the email. Lynn

---

**From:** Tom Lo Guidice <[loguidice@fastmail.fm](mailto:loguidice@fastmail.fm)>  
**Sent:** Monday, April 20, 2020 6:48:59 PM  
**To:** [kfirnsta@cityofdubuque.org](mailto:kfirnsta@cityofdubuque.org) <[kfirnsta@cityofdubuque.org](mailto:kfirnsta@cityofdubuque.org)>; [kfirnsta@cityofdubuque.org](mailto:kfirnsta@cityofdubuque.org) <[kfirnsta@cityofdubuque.org](mailto:kfirnsta@cityofdubuque.org)>; [loguidice@fastmail.fm](mailto:loguidice@fastmail.fm) <[loguidice@fastmail.fm](mailto:loguidice@fastmail.fm)>; Lynn Sutton <[suttonlynn@outlook.com](mailto:suttonlynn@outlook.com)>  
**Subject:** NAACP Sponsored Friends of Fair Housing comments on Housing Budget

The City Manager has advised that we may use your office to convey our views to the Mayor and City Council during the Public Hearings. We appreciate that this avenue is provided to us during the pandemic. Please respond that you have received this email

Thank you. Be Well.

Tom Lo Guidice  
786 Stone Ridge Place  
Dubuque IA 52001  
Ph 608-642-1269  
[loguidice@fastmail.fm](mailto:loguidice@fastmail.fm)

## Comments to the City Council on Budget Hearings

**To: Mayor and Council Members**

**Re: Comments for Improvement for Five Year Consolidated Plan and Housing and Community Development Department Budget**

**From: Dubuque Branch NAACP sponsored Friends of Fair Housing**

**Tom Lo Guidice and Lynn Sutton (authors of the comments that follow)**

**Date: April 20,2020**

### Preface

**We are generally supportive of the 5-year consolidated plan and the coming fiscal year plan of the Housing and Community Development Department. The presentation by the Department to the Council shows improvements over a draft we read and commented on in February.**

**The comments that follow regarding reservations and improvements could have been enacted to date if the Assistant Director of Housing position was filled.**

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**Our no. 1 recommendation is hire as assistant Director of Housing ASAP.**

**We understand that the Housing Department is taxed as are all services by the current Pandemic. Without an assistant housing director, the office is further taxed.**

**Even in normal times the office is strained to accomplish promised tasks. For example, we have been hearing about the current education effort for Landlords (housing managers) and tenants (residents) for months. The education is described in this five-year plan and yet we are unaware of any accomplishment. This does not seem to be a matter of attitude or difference of opinions between Housing management and the Friends. Indeed, the meeting we have on a monthly basis are congenial and we find ourselves often like-minded. The outcomes are simply disappointing. Again, and again we come to testify to**

**you about why we can't wait and the burden for our fellow citizens by waiting. Hiring an assistant housing director is imperative.**

### **Reservations and Recommendation.**

**We do have some serious reservations about some aspects of the plan and the slow progress in some areas.**

2.. We look for the yearly plans to follow to be much more specific in terms of the area of impact.

The plan needs improvement in the area of data collection for decision making. The end outcomes expressed as goals need to become impact statements. Clear data collection tools and approaches need to be spelled out.

Also, the authors of the plan provide an analysis of impediments (AI) document as an appendix. However, the clear link between goals 1,2,3, & 4 in the analysis and the needs assessment and strategy(ies) could be much clearer. The reader is challenged to determine the links.

We recommend the City Council direct the Housing Department to develop clear measurable impact statements with each yearly plan. Further, the impact statements be clearly linked to the analysis of impediments. No additional costs should be involved in taking this action. An Assistant Housing Director can lead the way.

**3.**The City of Dubuque has an historical problem in the area of discrimination. African-American treatment has been highlighted in the news.

The Analysis of Impediments (AI) Goal 1 item 6 provides a clear suggestion for fair housing testing. It seems imperative to include the testing suggestion in the plan strategies. Beyond the HUD grant the Human Rights and Housing department should explore a “discrimination index” for the target audiences identified and have a plan for data sharing and decision- making.

We recommend that the Housing and Human Rights office work jointly with a consultant to develop a discrimination index process to be presented to the City Council for the next fiscal year. A consultant fee of \$2000 (\$1000 from each budget should be included in the proposed budget).

4. Strategies to change the concentration of voucher housing and low-income African-American concentration is discussed in the plan. The Human Rights Commission and the

Housing commission have recommended a source of income ordinance as one way to address the problem.

Citizen input is vital. Thus far, the commissions are not as involved as they could be, and they could be in valuable in gathering citizen input.

Also, the lack of progress, tends to stipulate, that this is not significant enough and neither are the people involved Whether it is intentional or not the message comes across the same way.

In place of the ordinance the Council voted for education, collection of data from landlords and use of tax incentives. (There is some progress in apartment housing outside the concentration area by 2022)

In the current budget \$25,000 was set aside for “rebranding”.

Strategies by the City Council to provide Renter and Housing Provider Education is briefly discussed but grasping how the education will be done (e.g. Brochures) is not explained. How the changing view of the Voucher program will be viewed by the landlords, the renters, and the community i.e. the impact is not explained.

We recommend that the council to set a deadline for Housing to detail the education plan and measures for the impact of the education. Clear use of the \$25,000 in the current budget should be known by the Council and the public.

We hope the Council shares with us that once a landlord survey is completed and the legislature has acted on a restriction of sources of income ordinance that the Council will consider additional steps to address the concentration of housing vouchers problem.

## **Conclusion**

Inequities are pronounced by the current health crisis. The impact of the pandemic will be affecting us all for the foreseeable future. The modest changes we are requesting can help our city address the current situation as well as the long-term needs. We request your careful consideration.

"What you send out in the world comes back to you" (source unknown)

Tom Lo Guidice

[loguidice@fastmail.fm](mailto:loguidice@fastmail.fm)

Click [here](#) to report this email as spam.



## Kevin Firnstahl

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**From:** Luis Del Toro <DelToro\_Luis@hotmail.com>  
**Sent:** Thursday, April 23, 2020 4:26 PM  
**To:** Kevin Firnstahl; Brett Shaw; Ric W. Jones; Roy D. Buol; David T. Resnick; Laura Roussell; Danny Sprank; bcavanaugh@cityofdubuque.org  
**Subject:** FY21 Budget Input

Good Afternoon,

I hope this email finds you and your families healthy. Thank you all for your service to this community and your leadership during this trying time.

As you prepare to review and approve the FY21 budget, I wanted to take a moment and share some input. It is no secret that the Covid-19 economic impact will be felt for months to come. We simply just don't have any idea of what to expect or how soon we will be able to work ourselves out of this. When we could be facing unemployment rates in the double digits, that means more and more families will be hurting not prospering at this time. To that end, I think it is imperative that the efforts made to reduce the impact to taxpayers not only continues but are expanded.

There are a number of new positions being budgeted and I would hope if those positions will not be filled that you would also not be approving them either within the budget as an open requisition. If positions are in the budget, they must be accounted for and if we have no plans to fill them, then why not further extend relief to the taxpayers by excluding them from this budget rather than having them budgeted for and filled only if things change over the next fiscal year? The relief families need is now, not next FY year. Please reconsider the addition of positions that are being added but have been promised by the city manager will not be filled at this time.

In regards to the automated trash collection - please hold off on this. Its wonderful that we have found a way to not extend rate increases to customers but if we find that savings from injury claims would help pay for it, why was not that the original plan all along? Why did a capital improvement that could pay for itself ever need to be passed on to citizens? I know tax and rate increases may be the easiest options but I hope when alternate funding exists that its the last option. I sat on this council over the prior term and heard many times how much we value and should support commission recommendations. It is true the commission had concerns with the rate increases and other aspects of the proposal and it is also true that work has already gone into addressing many of the concerns raised. However there is still one important one to note. The request to have this tabled so further community discussion could occur. I think pushing this through would be an injustice to the commissions recommendation and there is no justification for rushing this. As a body, you may not agree with the commission recommendations but if you truly value their opinion and near unanimous vote against moving this forward, you will pause and remove this item from the FY21 budget and allow that further discussion to take place.

Overall this FY budget has many positives and I know how much time goes into this from you and city staff.

Thank you for your time, your service and consideration of this input.

Sincerely,  
Luis Del Toro

901 Gilliam St  
Dubuque,IA 52001

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## City of Dubuque

## Public Hearings # 2.

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**ITEM TITLE:** Fiscal Year 2021 City of Dubuque Budget Books -  
Provided for Reference Only

**SUMMARY:**

- Policy Budget Volumes 1-6 by Department;
- Recommended Capital Improvement Program;
- Recommended Residents' Guide.

**SUGGESTED DISPOSITION:**

**ATTACHMENTS:**

Description	Type
2021 Policy Budget Book Volume 1	Supporting Documentation
2021 Policy Budget Book Volume 2	Supporting Documentation
2021 Policy Budget Book Volume 3	Supporting Documentation
2021 Policy Budget Book Volume 4	Supporting Documentation
2021 Policy Budget Book Volume 5	Supporting Documentation
2021 Policy Budget Book Volume 6	Supporting Documentation
2021-2025 Capital Improvement Program - Recommended	Supporting Documentation
Residents' Guide for FY2021 Recommended Budget	Supporting Documentation
2021 Policy Budget Book - Complete Volume	Supporting Documentation

FISCAL YEAR 2021  
**Recommended**  
**Policy And Narrative Budget**  
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Historic Federal Building City Council Chambers

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City Council	115	-
Cable TV	131	-

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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 Pollution Control, Refuse (part of Public Works), Cable TV, Transit, Parking), 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. Battery icons for each KPI visually indicate how well an objective is doing and represent the following:

		
On Track	Improving	Needs Work

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

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

# **Information Services**



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## INFORMATION SERVICES DEPARTMENT

<b>Budget Highlights</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Budget</b>	<b>FY 2021 Requested</b>	<b>% Change From FY 2020 Budget</b>
Expenses				
Employee Expense	698,345	814,626	853,643	4.8 %
Supplies and Services	556,292	672,871	623,387	(7.4)%
Machinery and Equipment	10,610	26,068	106,615	309.0 %
Total	1,265,247	1,513,565	1,583,645	4.6 %
Resources				
Operating Revenue	572,324	556,990	582,867	4.6 %
Total	572,324	556,990	582,867	4.6 %
Property Tax Support	692,923	956,575	1,000,778	44,203
Percent Increase (Decrease)				4.6 %
<b>Personnel - Authorized FTE</b>	9.00	9.00	9.00	

### Improvement Package Summary

#### 1 of 8

This improvement level decision package request is for a 160 hour concierge care package for professional subscriptions that supplement the support provided through the Laserfiche LSAP subscription for two years. Laserfiche is used by the City for electronic file storage and electronic work flows. The City began using Laserfiche in Fiscal Year 2000 and there has not been a system review since initial implementation. The results of an internal survey of departments indicated that additional training is needed and most departments are not fully utilizing Laserfiche. There is a strong desire by departments to increase use of Laserfiche. Future Laserfiche initiatives include developing a city-wide Laserfiche leadership team which would include decision makers from city departments using or desiring to use Laserfiche. Departments would develop their own Laserfiche initiatives that are reviewed and prioritized by the Laserfiche leadership team as part of a city-wide plan. In an effort to facilitate growth in the use of Laserfiche, the concierge care package would be shared by 22 departments, each department receiving 7 hours. The initial concierge care hours would be used for training and understanding how to properly store documents in Laserfiche, and then move to forms and work flows. The concierge care package includes priority support with fast track escalation policy, priority scheduling for service engagements, two software upgrades, and one server move/migration. The package also includes a bank of professional hours offered at a discounted rate that can be used for updates to the file plan, updates to or review of the security system, updates to forms, forms processes and work flows, system audits and upgrade planning, training and documentation, business continuity planning and testing, development and implementation of maintenance plans to ensure system performance, and professional service engagements of less than 25 hours. This request supports the council goal of Financially responsible City Government and High performance Organization.

Related Cost:           \$ 24,000 Tax Funds   Recurring for 2 years  
Property Tax Impact:   \$ 0.0094           0.09%  
Activity: Information Services

**Recommend - No**

## 2 of 8

This improvement level decision package request is for a 40 hour professional service package for Laserfiche. This package would help cover a health check of Laserfiche and fix Laserfiche servers if needed. Internal staff have done most of the upgrades, installed Laserfiche Forms and Workflow prior to OPG-3 taking over support. This improvement would ensure all work has been done correctly and if needed, separate out components on different servers. The City's storing process in Laserfiche will also be reviewed to determine if it is being done correctly. The concierge care package includes priority support with fast track escalation policy, priority scheduling for service engagements, two software upgrades, and one server move/migration. The package also includes a bank of professional hours offered at a discounted rate that can be used for updates to the file plan, updates to or review of the security system, updates to forms, forms processes and work flows, system audits and upgrade planning, training and documentation, business continuity planning and testing, development and implementation of maintenance plans to ensure system performance, and professional service engagements of less than 25 hours. This request supports the council goal of Financially responsible City Government and High performance Organization.

Related Cost:	<u>\$ 6,400</u>	Tax Funds	Non-Recurring	<b>Recommend - Yes</b>
Property Tax Impact:	\$ 0.0025		0.02%	
Activity: Information Services				

## 3 of 8

This improvement level decision package request is for customized training in Microsoft Office365. Based on employee needs, three levels of training will be offered. The estimate is based on the need to instruct approximately 37 employees. Pricing includes customized development and instructional delivery of training and hands-on lab environment for the training and textbooks. The impact on City operations of this improvement item would be providing training for essential skills needed to "move the needle" within departments for effective and efficient "data-driven" operation. This proposal provides for centrally managed training with a consistent skill set, taught to all participants focusing on "real world" examples and needs of the organization. This improvement item supports the Council Goal of Financially Responsible, High-Performance City Organization.

Related Cost:	<u>\$ 25,000</u>	Tax Funds	Recurring	<b>Recommend - No</b>
Property Tax Impact:	\$ 0.0098		0.09%	
Activity: Information Services				

## 4 of 8

This improvement level decision package request is for licensing O365 Manager Plus tools. This software is used for reporting, managing, monitoring, auditing and creating critical real-time alerts as issues happen within the Office365 set of software. The software provides auditing, reporting and over 700 reports. The application would improve monitoring, specifically around activities involving security or intrusion efforts. The application would also aid in compliance standard monitoring for standards such as PCI-DSS, or HIPPA.

Related Cost:	<u>\$ 3,720</u>	Tax Funds	Recurring	<b>Recommend - Yes</b>
Property Tax Impact:	\$ 0.0015		0.01%	
Activity: Information Services				

## 5 of 8

This improvement level decision package request is for design, implementation, custom programming, testing and training assistance for Cartegraph software. In FY2020 the city implemented an enterprise wide licensing model for Cartegraph software. With this model not only are 50 additional licenses available but also access to all of the asset "domains" available within the Cartegraph applications such as Parks and Recreation, Storm Sewer, Signal Networks, Water, Walkability, Facilities Management and Fleet

Management are available. Staff in departments that move forward with implementation of asset management and work orders will need assistance in successfully implementing the applications so they work as intended and are on a fast track to deployment within Cartegraph software. The impact on city operations is in support of financially responsible high performance government goal of easy access to city information.

Related Cost:	<u>\$ 25,000</u>	Tax Funds	Non-Recurring	<b>Recommend - No</b>
Property Tax Impact:	\$ 0.0098		0.09%	
Activity: Information Services				

#### 6 of 8

This improvement level decision package request is for recurring software assistance for the Accela software. As new or updated modules are added such as Code Enforcement and Right of Way Management along with expanded mobile application use for in the field data collection such as inspections, software assistance from a third party source is needed. This improvement package is supported by the Housing and Community Development Department.

Related Cost:	<u>\$ 25,000</u>	Tax Funds	Recurring	<b>Recommend - No</b>
Property Tax Impact:	\$ 0.0098		0.09%	
Activity: Information Services				

#### 7 of 8

This improvement level decision package request is for a Network Transmission Testing Kit. This kit would provide advanced cable troubleshooting including end to end and power meter testing. The kit will provide the City with a ruggedized high quality set of tools for testing both fiber optic and low voltage cabling. The kit primarily addresses a need for first line of support response so issues can be identified quickly. This item has been requested since FY2018 and has not been recommended for funding. Staff continues to have a need for this equipment. This request supports the City Council goal of Financially responsible City Government and High performance Organization.

Related Cost:	<u>\$ 2,400</u>	Tax Funds	Non-Recurring	<b>Recommend - Yes</b>
Property Tax Impact:	\$ 0.0009		0.01%	
Activity: Information Services				

#### 8 of 8

This improvement level decision package request is for 9 polo style shirts and 9 zip long sleeve shirts, one of each, for all staff. They would have the City logo and Information Services Department. This would give departmental identity to the team.

Related Cost:	<u>\$ 500</u>	Tax Funds	Non-Recurring	<b>Recommend - Yes</b>
Property Tax Impact:	\$ 0.0002		—%	
Activity: Information Services				

## Significant Line Items

### Employee Expense

1. FY 2021 employee expense reflects a 1.5% wage package increase.
2. The Iowa Public Employee Retirement System (IPERS) City contribution of 9.44% is unchanged from FY 2020. The employee contribution of 6.29% is unchanged from FY 2020.
3. The City portion of health insurance expense increased from \$921 in FY 2020 to \$1,013 in FY 2021 per month per contract which results in an annual cost increase of \$11,680 or 9.99%.
4. Overtime is unchanged from \$3,513 in FY 2020 to \$3,513 in FY 2021. FY 2019 Actual was \$9,488.
5. 50% Sick Leave Payout increased from \$0 in FY 2020 to \$2,702 in FY 2021 based on FY 2020 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

6. Machinery and Equipment Maintenance decreased from \$48,700 in FY 2020 to \$39,042 in FY 2021. This line item includes server maintenance (\$20,018); network maintenance agreement (\$11,324); and Shoretel hardware and switch maintenance (\$7,700).
7. Education and Training decreased from \$70,060 in FY 2020 to \$12,560 in FY 2021. In FY 2020, there was a non-recurring improvement package for customized Microsoft 365 training for City employees (-\$57,500). This line item represents administrative training for Information Services.
8. The City has eliminated the Internet services contract with Lightedge (-\$18,646). In 2017 the City of Dubuque and ImOn entered into a Master Co-location and Shared Services Agreement to accelerate the deployment of new broadband capacity in Dubuque. Under the agreement, significant capacity has been added to their new Dubuque fiber network as well as construction and sharing of certain conduit and the upgrade of several City broadband assets. The market value achieved through these agreements since 2017 is \$434,360 including fiber optic connectivity to several city-sites including Sutton Pool, Eagle Point Water Plant, Comiskey Park, the 3rd Street Water Tower Data center site and several camera and traffic signal locations. The sharing agreement has also provided shared co-location sites for data center redundancy and a second Internet services provider and point of presence for city users. The twenty year (agreement term) expected value for the agreements is \$3,375,560. The ImOn partnership is part of a Broadband Acceleration Initiative focusing on public/private collaborations and includes a comprehensive strategy to reduce the cost and time required for broadband expansions in Dubuque.
9. Software License expense increased from \$494,588 in FY 2020 to \$505,737 in FY 2021. The software licenses budgeted are as follows:

Software	FY 2020	FY 2021	Change
Office 365	\$ 112,645	\$ 117,021	\$ 4,376
Battery & Environment Monitoring	862	861	(1)
GIS Annual Support	59,940	58,700	(1,240)
PDQ Deploy	6,630	6,750	120
GoToMyPC	8,862	8,688	(174)

Software	FY 2020	FY 2021	Change
GotoMeeting	11,457	11,232	(225) (a)
Microsoft Licensing Servers	44,880	—	(44,880)
Sophos Antivirus	—	31,000	31,000 (b)
VMWare	22,506	24,303	1,797
Aristotle Insight	13,649	13,650	1
Informix 4J's Compiler	1,027	604	(423)
Informix 4J's User	4,819	4,953	134
Laserfiche	52,107	52,106	(1)
Rightfax	1,790	1,808	18
Domain Names/SSL Certificate	1,500	2,171	671
FTP Site	5,337	5,336	(1)
Sophos Firewall Maint.	4,723	4,722	(1)
Novus Agenda	3,876	4,800	924
Retain Email Archive	29,244	33,938	4,694
Solar Winds	1,773	—	(1,773)
Shoretel Maintenance	8,879	8,879	—
Airwatch	10,597	13,061	2,464
GitHub Maintenance	305	306	1
Socrata Licensing & Maintenance	71,400	72,000	600
FreshService Licensing	—	9,348	9,348 (c)
Office 365 Manager Plus	—	3,720	3,720 (d)
Cartegraph Enterprise Licensing	15,780	15,780	—
Total Software	\$ 494,588	\$ 505,737	\$ 11,149

(a) Microsoft Licensing is a four year license that will be renewed in FY 2024 for \$130,000.

(b) Sophos Antivirus is a 3-year license that will be renewed in FY 2021 for \$31,000.

(c) Help desk applications for tracking calls and requests for service approved mid-year 2020

(c) FY21 Recommended Improvement Package

## Machinery & Equipment

- Equipment replacement items include (\$106,615):

Network Switches	\$ 48,490
Telephone Switches	\$ 25,485
<b>Recommended Improvement Packages</b>	<b>\$ 32,640</b>
<b>Total Equipment</b>	<b><u>\$ 106,615</u></b>

## Revenue

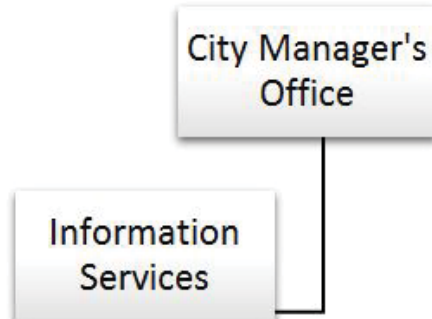
- Specialized services revenue related to department contracts and maintenance recharges increased from \$304,820 in FY 2020 to \$323,793 in FY 2021. Information Services uses a recharging system for end users for network installation, PC set-up, maintenance, trouble-shooting, and repair charges thru optional service agreements that began fiscal year 2000. In addition, departments receive recharges for maintenance agreement costs on City wide software based on the number of users in their department.

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# INFORMATION SERVICES

Information Services 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

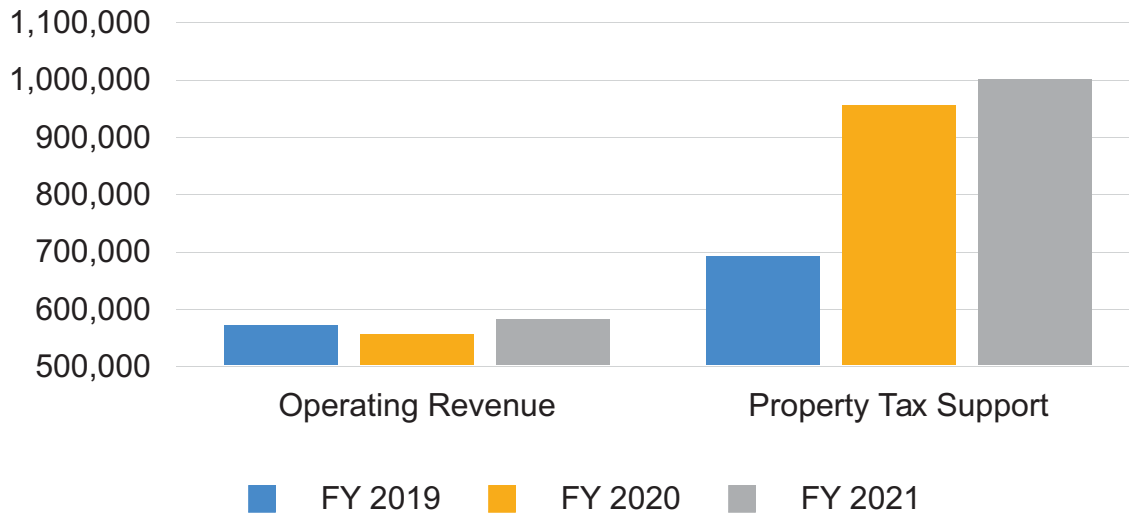




# INFORMATION SERVICES

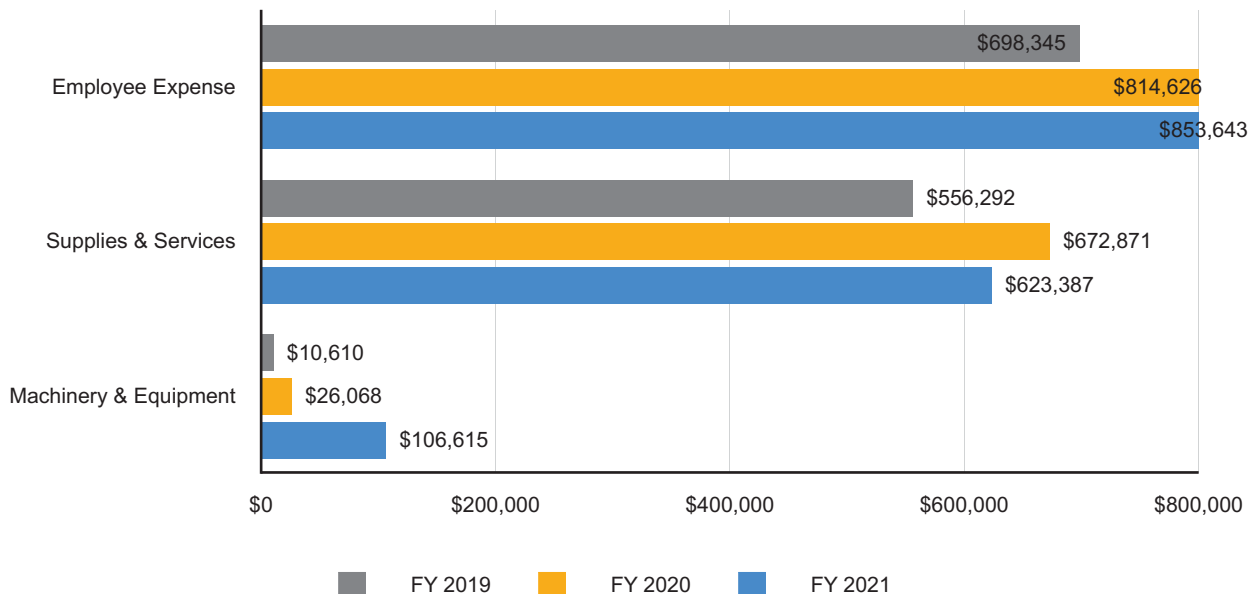
	FY 2019	FY 2020	FY 2021
Full-Time Equivalent	9.00	9.00	9.00

## Resource and Property Tax Support



Information Services is supported by 9.00 full-time equivalent employees, which accounts for 53.90% of the department expense as seen below. Overall, the departments' expenses are expected to increase by 4.63% in FY 2021 compared to FY 2020.

## Expenditures by Category by Fiscal Year



# INFORMATION SERVICES

## Mission & Services

Information Services 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.

- **Infrastructure:** Providing effective and efficient use of technology infrastructure and resources.
- **User Technology Support:** Providing high quality, responsive technical support to the City's 700 users of technology.
- **Security:** Sustaining security and protection of the City's data assets using state-of-the-art threat protection.
- **Print Center:** Maintaining an active Print Center in support of the City's printing and mailing needs.
- **Consultation and Project Management:** Providing consultation and project management to new and updated technology projects and initiatives.



Position Summary	
	FY 2021
Information Services Manager	1.00
Senior Network System Administrator	1.00
Lead Application/Network Specialist	3.00
Information Technology Specialist	1.00
User Technical Support	1.00
Help Desk Technical Support	1.00
Information Services Intern	1.00
<b>Total FT Equivalent Employees</b>	<b>9.00</b>

# INFORMATION SERVICES




## 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	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
% Virtual Servers Updated (% updated of total 75 servers)	100%	90%	93%	95%	
% Overall Up-Time	99% +	99%	99%	99.99%	

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

% storage growth	<20%	25%	19%	15%	
# Training sessions/education provided for employees by IS staff	75	40	50	62	
# Hours planned "down-time" for network maintenance	88	72	78	78	

#### 3 Dept. Objective: Insuring that data assets are safe and continuity of business is insured.

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

## Recommended Operating Revenue Budget - Department Total 77 - INFORMATION SERVICES

Fund	Account	Account Title	FY18 Actual Revenue	FY19 Actual Revenue	FY20 Adopted Budget	FY21 Recomm'd Budget
100	53510	FINANCE-DP SERVICE	22,882	23,602	23,079	23,713
100	53511	PAYROLL-DP SERVICE	20,814	21,465	20,998	21,632
100	53512	PERSONNEL-DP SERVICE	4,137	4,274	4,162	4,162
100	53513	BUDGET-DP SERVICE	1,034	1,068	1,041	1,041
100	53515	ACCTS REC-DP SERVICE	15,642	16,123	15,795	16,429
100	53516	FLEET MAINT-DP SERVICE	1,848	1,847	1,847	1,847
100	53517	PARKING FINES-DP SERVICE	14,633	14,959	14,939	16,859
100	53518	POLICE-UNIX/SYS SUPPLIES	113,490	115,411	115,409	117,742
100	53519	UTIL BILLING-DP SERVICE	53,230	54,879	53,729	55,649
100	53530	SPECIALIZED SERVICES	287,107	317,034	304,820	323,793
100	53605	MISCELLANEOUS REVENUE	846	1,233	846	0
100	53620	REIMBURSEMENTS-GENERAL	12,780	429	325	0
<b>Overall - Total</b>			<b>548,443</b>	<b>572,324</b>	<b>556,990</b>	<b>582,867</b>

## Recommended Operating Expenditure Budget - Department Total 77 - INFORMATION SERVICES

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
100	61010	FULL-TIME EMPLOYEES	529,493	471,294	FTE CI	609,695
100	61030	SEASONAL EMPLOYEES	18,993	25,550	27,144	27,436
100	61050	OVERTIME PAY	4,093	9,488	3,513	3,513
100	61092	VACATION PAYOFF	0	2,969	0	0
100	61096	50% SICK LEAVE PAYOUT	0	0	0	2,702
100	61310	IPERS	49,043	47,269	58,527	60,478
100	61320	SOCIAL SECURITY	39,965	36,990	47,428	49,215
100	61410	HEALTH INSURANCE	111,300	102,556	86,688	98,368
100	61415	WORKMENS' COMPENSATION	2,104	1,735	1,535	1,647
100	61416	LIFE INSURANCE	404	363	458	458
100	61660	EMPLOYEE PHYSICALS	256	131	0	131
<b>61 - WAGES AND BENEFITS</b>			<b>755,651</b>	<b>698,345</b>	<b>814,626</b>	<b>853,643</b>
100	62010	OFFICE SUPPLIES	630	690	630	690
100	62011	UNIFORM PURCHASES	0	0	0	500
100	62030	POSTAGE AND SHIPPING	30	15	31	17
290	62030	POSTAGE AND SHIPPING	3	(10)	0	0
100	62050	OFFICE EQUIPMENT MAINT	453	447	453	456
100	62110	COPYING/REPRODUCTION	151	138	162	138
100	62130	LEGAL NOTICES & ADS	773	1,641	773	300
100	62190	DUES & MEMBERSHIPS	1,080	1,097	1,261	1,119
100	62206	PROPERTY INSURANCE	7,285	9,662	9,662	10,145
100	62208	GENERAL LIABILITY INSURAN	3,664	3,833	4,096	4,025
100	62310	TRAVEL-CONFERENCES	3,066	2,125	2,449	2,449
100	62340	MILEAGE/LOCAL TRANSP	138	275	149	285
100	62360	EDUCATION & TRAINING	16,621	136	70,060	12,560
100	62421	TELEPHONE	7,296	7,114	7,476	7,114
100	62424	RADIO/PAGER FEE	602	617	626	648
100	62436	RENTAL OF SPACE	3,240	2,958	3,240	2,958
100	62611	MACH/EQUIP MAINTENANCE	37,067	39,042	48,700	39,042
100	62663	SOFTWARE LICENSE EXP	419,250	474,564	494,588	505,737
100	62667	DATA SERVICES	1,629	1,881	1,629	1,918
100	62716	CONSULTANT SERVICES	2,031	10,068	26,886	33,286
<b>62 - SUPPLIES AND SERVICES</b>			<b>505,008</b>	<b>556,292</b>	<b>672,871</b>	<b>623,387</b>
100	71123	SOFTWARE	9,647	0	5,000	30,240
100	71124	COMPUTER	23	0	0	0
100	71126	HARDWARE	0	0	5,800	73,975
100	72418	TELEPHONE RELATED	0	10,610	15,268	0
100	72515	TEST EQUIPMENT, OTHER	0	0	0	2,400
<b>71 - EQUIPMENT</b>			<b>9,670</b>	<b>10,610</b>	<b>26,068</b>	<b>106,615</b>
<b>77 - INFORMATION SERVICES TOTAL</b>			<b>1,270,329</b>	<b>1,265,247</b>	<b>1,513,565</b>	<b>1,583,645</b>

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## Recommended Expenditure Budget Report by Activity & Funding Source

### 77 - INFORMATION SERVICES

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#### INFORMATION SERVICES - 77100

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FUNDING SOURCE: CABLE TV

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	10,610	26,068	106,615
SUPPLIES AND SERVICES	556,292	672,871	623,387
WAGES AND BENEFITS	698,345	814,626	853,643
INFORMATION SERVICES	\$1,265,247	\$1,513,565	\$1,583,645

CITY OF DUBUQUE, IOWA  
DEPARTMENT DETAIL - PERSONNEL COMPLEMENT

Re

77 INFORMATION SERVICES DIVISION

FD	JC	WP-GR	JOB CLASS	FY 2019		FY 2020		FY 2021	
				FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
61010 Full Time Employee Expense									
100	9400	GE-41	INFORMATION SERVICES MANAGER	1.00	\$ 117,281	1.00	\$ 119,966	1.00	\$ 121,681
100	8650	GE-35	SENIOR NETWORK/SYSTEMS ADMIN	1.00	\$ 82,530	1.00	\$ 79,908	1.00	\$ 90,291
100	8600	GE-32	LEAD APPLICATIONS/NETWORK	3.00	\$211,837	3.00	\$217,233	3.00	\$222,780
100	8500	GE-30	INFORMATION TECH SPECIALIST	1.00	\$ 63,106	1.00	\$ 64,550	1.00	\$ 65,320
100		GE-27	HELP DESK TECHNICAL SUPPORT	1.00	\$ 7,035	1.00	\$ 44,711	1.00	\$ 45,955
100	490	GE-29	USER TECHNOLOGY SPECIALIST	1.00	\$ 61,567	1.00	\$ 62,965	1.00	\$ 63,668
TOTAL FULL TIME EMPLOYEES				8.00	\$543,356	8.00	\$589,333	8.00	\$609,695
61030 Seasonal Employee Expense									
100	650	NA-38	INTERN-SEASONAL	1.00	\$ 26,540	1.00	\$ 27,144	1.00	\$ 27,436
TOTAL SEASONAL EMPLOYEES				1.00	\$ 26,540	1.00	\$ 27,144	1.00	\$ 27,436
TOTAL INFORMATION SERVICES				9.00	\$569,896	9.00	\$616,477	9.00	\$637,131

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

ACCT	FD	JC	WP-GR	POSITION CLASS	FY 2019		FY 2020		FY 2021		
					FTE	BUDGET	FTE	BUDGET	FTE	BUDGET	
Information Services - General Fund											
10077100	61010	100	9400	GE-41	INFO SERVICES MANAGER	1.00	\$ 117,281	1.00	\$ 119,966	1.00	\$ 121,681
10077100	61010	100	8650	GE-35	SENIOR NETWORK/SYSTEMS ADMIN	1.00	\$ 82,530	1.00	\$ 79,908	1.00	\$ 90,291
10077100	61010	100	8600	GE-32	LEAD APP/NETWORK ANALYST	3.00	\$ 211,837	3.00	\$ 217,233	3.00	\$ 222,780
10077100	61010	100	8500	GE-30	INFO TECHNOLOGY SPECIALIST	1.00	\$ 63,106	1.00	\$ 64,550	1.00	\$ 65,320
10077100	61010	100		GE-27	HELP DESK TECHINICAL SUPPORT	1.00	\$ 7,035	1.00	\$ 44,711	1.00	\$ 45,955
10077100	61010	100	490	GE-29	USER TECHNOLOGY SPECIALIST	1.00	\$ 61,567	1.00	\$ 62,965	1.00	\$ 63,668
Total						8.00	\$ 543,356	8.00	\$ 589,333	8.00	\$ 609,695
Information Services - General Fund											
10077100	61030	100	650	NA-38	INTERN-SEASONAL	1.00	\$ 26,540	1.00	\$ 27,144	1.00	\$ 27,436
Total						1.00	\$ 26,540	1.00	\$ 27,144	1.00	\$ 27,436
TOTAL INFORMATION SERVICES DIVISION						9.00	\$ 569,896	9.00	\$ 616,477	9.00	\$ 637,131



Capital Improvement Projects by Department/Division					
INFORMATION SERVICES					
CIP Number	Capital Improvement Project Title	FY 18 Actual Expense	FY 19 Actual Expense	FY 20 Adopted Budget	FY 21 Recomm'd Budget
1001069	INTERNET,MICROS & PRINTER	—	—	300,000	—
1011069	INTERNET,MICROS & PRINTER	185,098	53,302	118,429	—
1021069	INTERNET,MICROS & PRINTER	248,912	378,985	168,152	405,827
1022683	WORKSTATION/CHAIR REPLACE	4,202	—	—	—
1022684	LASERFICHE FULL USER LICE	14,046	9,707	—	—
1022726	ANNEX 2ND FLR LOW VOLTAGE	17,891	—	—	—
1022727	VMWARE PLUS LICENSING	43,476	—	—	—
1022808	NETWORK SEC RISK ASSESS	—	—	15,000	10,000
1022809	REDUNDANT NETWORK SWITCH	—	—	—	74,000
1022864	RANSOMWARE DEFENDER REC	—	—	—	47,400
2502435	CITY WIDE MULTIFUNC RPL	—	—	—	3,680
2901069	INTERNET,MICROS & PRINTER	—	5,116	3,070	3,070
3001069	INTERNET,MICROS & PRINTER	4,124	4,741	6,900	2,200
3501069	INTERNET,MICROS & PRINTER	—	—	116,483	208,926
3501846	NETWORK SWITCH RPLC	—	—	44,000	—
3502435	CITY WIDE MULTIFUNC RPL	—	—	134,875	91,974
3502565	10 GBE NETWORK CARD CABLE	—	—	—	—
3502628	NOVELL FILE MGMT SUITE	—	—	—	—
3502808	NETWORK SEC RISK ASSESS	—	—	—	12,000
3502862	ENTERPRISE FIREWALL SEC	—	—	—	37,955
3502865	NETWORK MONITORING TROUB	—	—	—	30,240
6001069	INTERNET,MICROS & PRINTER	—	—	16,478	—
6002435	CITY WIDE MULTIFUNC RPL	—	—	—	4,580
6701069	INTERNET,MICROS & PRINTER	5,322	—	4,834	5,368
6702435	CITY WIDE MULTIFUNC RPL	—	—	944	2,547
7101069	INTERNET,MICROS & PRINTER	3,290	41,146	15,434	6,169
7102435	CITY WIDE MULTIFUNC RPL	—	—	945	4,963
7201069	INTERNET,MICROS & PRINTER	829	—	20,584	11,119
7202435	CITY WIDE MULTIFUNC RPL	—	—	944	—
7301069	INTERNET,MICROS & PRINTER	—	—	20,123	—
7302435	CITY WIDE MULTIFUNC RPL	—	—	—	3,070
7401069	INTERNET,MICROS & PRINTER	—	73,312	4,834	569
7402435	CITY WIDE MULTIFUNC RPL	—	—	945	9,620
8101069	INTERNET,MICROS & PRINTER	1,999	1,783	5,950	4,400
8102435	CITY WIDE MULTIFUNC RPL	0	0	0	4,280
9401069	INTERNET,MICROS & PRINTER	2,570	4,661	8,300	2,550
9402435	CITY WIDE MULTIFUNC RPL	0	0	3,290	0
INFORMATION SERVICES TOTAL		531,759	572,753	1,010,514	986,507

PRGRM/ DEPT	PROJECT DESCRIPTION	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	TOTAL	PAGE
<b>INFORMATION SERVICES</b>								
<b>Business Type</b>								
	City-Wide Computer and Printer Replacements	\$ 30,175	\$ 41,150	\$ 58,537	\$ 81,337	\$ 23,450	\$ 234,649	327
	City-Wide Multifunction Replacement	\$ 29,060	\$ —	\$ —	\$ —	\$ —	\$ 29,060	328
<b>General Government</b>								
	City-Wide Computer and Printer Replacements	\$ 620,023	\$1,003,804	\$ 522,097	\$ 598,274	\$ 281,443	\$3,025,641	329
	City-Wide Multifunction Replacement	\$ 95,654	\$ —	\$ —	\$ —	\$ —	\$ 95,654	330
	Network Security Risk Assessment	\$ 22,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ —	\$ 67,000	331
	Layer 2 Redundant Network Switch	\$ 74,000	\$ 75,229	\$ —	\$ —	\$ —	\$ 149,229	332
	Enterprise Firewall Security Gateway Cluster	\$ 37,955	\$ —	\$ —	\$ —	\$ —	\$ 37,955	333
	Ransomware Defender & File Recovery	\$ 47,400	\$ —	\$ —	\$ 3,210	\$ —	\$ 50,610	334
	Network Monitoring & Troubleshooting	\$ 30,240	\$ —	\$ —	\$ —	\$ —	\$ 30,240	335
	Third Street Data Center	\$ —	\$ —	\$ —	\$ 303,000	\$ —	\$ 303,000	336
	<b>TOTAL</b>	<b>\$ 986,507</b>	<b>\$ 1,135,183</b>	<b>\$ 595,634</b>	<b>\$ 1,000,821</b>	<b>\$ 304,893</b>	<b>\$ 4,023,038</b>	

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# Legal

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## LEGAL DEPARTMENT

<b>Budget Highlights</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Budget</b>	<b>FY 2021 Requested</b>	<b>% Change From FY 2020 Budget</b>
<u>Expenses</u>				
Employee Expense	729,485	783,976	810,665	3.4 %
Supplies and Services	267,585	202,703	214,970	6.1 %
Machinery and Equipment	239	9,717	525	(94.6)%
Total	997,309	996,396	1,026,160	3.0 %
<u>Resources</u>				
Administrative Overhead Recharges	456,307	502,196	516,722	2.9 %
Reimbursements	27	—	—	0.0 %
County Revenue	6,791	3,000	3,000	0.0 %
Total	463,125	505,196	519,722	2.9 %
Property Tax Support	534,184	491,200	506,438	15,238
Percent Increase (Decrease)				3.1 %
<b>Personnel - Authorized FTE</b>	<b>4.62</b>	<b>5.62</b>	<b>5.62</b>	

### Improvement Package Summary

#### 1 of 1

This improvement level decision package request is for education and training funds for the Civil Rights Specialist position, which was a newly created position in FY20. Training would assist the Civil Rights Specialist in performing and enhancing her duties of accepting, reviewing and investigating complaints of discrimination in employment, public accommodations, housing, credit, and education, and other areas within the city organization and community at-large, as well as internal and community education activities related to civil rights. This request supports the City Council goal of a "Financially Responsible, High-Performance City Organization."

Related Cost:	\$ 4,000	Tax Funds	Recurring	<b>Recommend - Yes</b>
Related Revenue:	\$ 2,013	Administrative Overhead	Recurring	
Total Cost:	<u>\$ 1,987</u>			
Property Tax Impact:	\$ 0.0008	0.01%		
Activity:	Information Services			

## Significant Line Items

### Employee Expense

1. FY 2021 employee expense reflects a 1.5% wage package increase.
2. The Iowa Public Employee Retirement System (IPERS) City contribution of 9.44% is unchanged from FY 2020 The employee contribution of 6.29% is unchanged from FY 2020.
3. The City portion of health insurance expense increased from \$921 in FY 2020 to \$1,013 in FY 2021 per month per contract which results in annual cost increase of \$5,624 or 9.99%.
4. Overtime expense is unchanged from \$3,000 in FY 2020 to \$3,000 in FY 2021. FY 2019 Actual was \$2,548.
5. Five-Year Retiree Sick leave payout is unchanged from \$14,968 in FY 2020 to \$14,968 in FY 2021.

### Supplies & Services

6. Subscriptions decreased from \$15,695 in FY 2020 to \$15,167 in FY 2021 based on FY 2019 Actual plus 2%.
7. Damage Claims increased from \$91,380 in FY 2020 to \$100,624 in FY 2021 based on a three year average of actual claims paid. The City reimburses Iowa Communities Assurance Pool (ICAAP) up to \$20,000 per claim.
8. Education and Training is unchanged from \$13,500 in FY 2020 to \$13,500 in FY 2021 based on actual estimated cost of conferences.
9. Administrative Judge is unchanged from \$14,724 in FY 2020 to \$14,724 in FY 2021. This line item represents the cost for human rights complaint investigations including the public hearing expense for an administrative law judge.
10. Rental of Space increased from \$24,688 in FY 2020 to \$27,078 in FY 2021 due to an increase of 512 square feet for the additional office for the Civil Rights Specialist. This line item includes parking for the City Attorney, Assistant City Attorney, Senior Counsel, and Civil Rights Specialist (\$2,904) and office rent (\$24,174).

### Machinery & Equipment

1. Purchase of equipment for FY 2021 includes (\$525):

Legal Services	
Desk Chair (1)	\$ 425
Chair Mats (1)	\$ 100
<b>Total Equipment</b>	<b>\$ 525</b>

## **Revenue**

11. Revenue received from Enterprise Funds for administrative overhead charges increased from \$502,196 in FY 2020 to \$516,722 in FY 2021.



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# 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 financially sound City government and citizens getting services and value for their tax dollar.



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

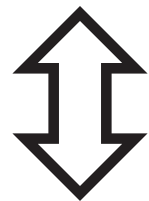
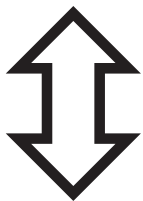
### People

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.



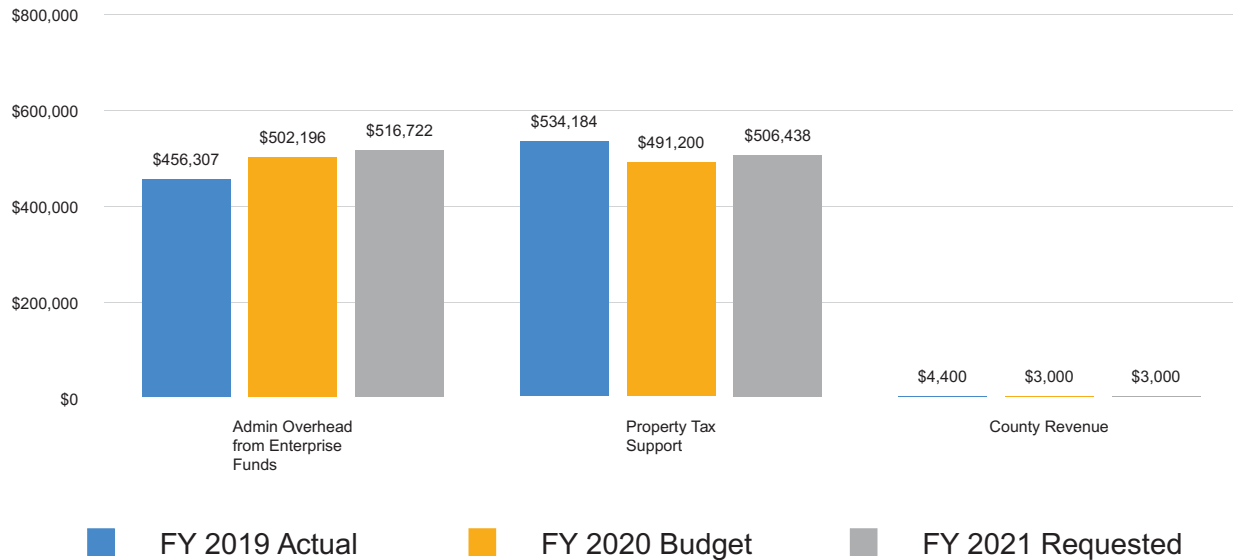
### Partnerships

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

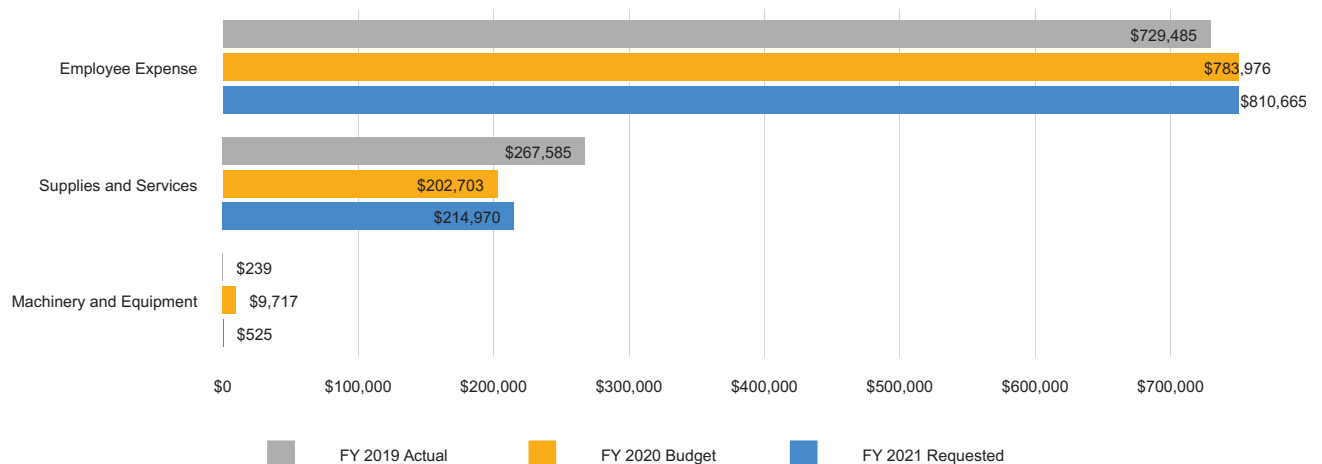
	FY 2019	FY 2020	FY 2021
Full-Time Equivalent	4.62	5.62	5.62

## Resources and Property Tax Support



The City Attorney's Office is supported by 5.62 full-time equivalent employees. Overall, the department's expenses are expected to increase by 3.0% in FY 2021 compared to FY 2020.

## Expenditures by Category by Fiscal Year



# CITY ATTORNEY'S OFFICE

## Mission & Services



The [City Attorney's Office](#) 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 2021
PARALEGAL	2.00
ASSISTANT CITY ATTORNEY	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-Performing Government

**1 Dept. Objective: Provide timely, cost-efficient, quality services to residents and assist businesses and organizations with promoting workplace diversity.**

Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
Human Rights Cases - # of businesses/organizations affected	N/A	12	17	15	
Municipal Infractions - % of Defendants who admit violations	80%	68%	66%	70%	
Claims	N/A	91	94	100	N/A

**2 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	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
Continuing Legal Education - # annual hours attended	100	112	114	110	
Petition Properties - # of properties acquired	4	4	3	4	
Development Agreements	7	5*	8**	7	

**\*FY18 Development Agreements:** 3000 Jackson, LC (Dubuque Brewing & Malting), 3000 Jackson Street-capital investment of \$30M to improve the Property; Medline-purchase price \$2,456,400, capital investment \$18.4M; MetX, 1690 Elm Street-purchase price \$49,887.84, capital investment \$9M; Rouse & Dean, 990 Washington Street-capital investment of \$1.8M to improve the Property; SS Event Center, 101 E. 15<sup>th</sup> Street-capital investment of \$10M to improve the Property

**\*\*FY19 Development Agreements:** CARich Properties, 278 W. 17<sup>th</sup> Street-capital investment of \$400,000; Dupaco Voices, 100 Jackson Street-capital investment of \$38M to improve the Property; Marquette Hall, 222 Queen Street-capital investment of \$6M to improve the Property; Merge, LLC, 5<sup>th</sup> & Bell Streets, purchase price of approximately \$970,000, capital investment \$18M; Prairie Farms, 3510 Central Avenue, capital investment \$8M; Three Amigos, 898 Jackson Street-capital investment of \$750,000 to improve the Property; Walter Development, LLC (Hodge), Chavenelle Road, purchase price of approximately \$1,069,800, capital investment \$9M; Walter Development, LLC (Unison), Chavenelle Road, purchase price of approximately \$840,000, capital investment \$1.4M

**Total purchase price paid to City: \$5,386,087.00      Total capital investments: \$150,750,000.00**

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## Recommended Operating Revenue Budget - Department Total 76 - LEGAL SERVICES

Fund	Account	Account Title	FY18 Actual Revenue	FY19 Actual Revenue	FY20 Adopted Budget	FY21 Recomm'd Budget
100	46205	COUNTY SHARE	4,400	6,791	3,000	3,000
46	LOCAL GRANT AND REIMBURSE - Total		4,400	6,791	3,000	3,000
100	53201	REFUNDS	776	0	0	0
100	53620	REIMBURSEMENTS-GENERAL	529	94	0	0
53	MISCELLANEOUS	- Total	1,305	94	0	0
100	59280	FR SECTION 8 HOUSING	820	0	0	0
100	59290	FR CABLE TV	573	0	0	0
100	59610	FR WPC OPERATING	157,415	159,985	165,986	171,100
100	59620	FR STORMWATER OPERATING	36,268	37,468	45,895	51,330
100	59630	FR PARKING OPERATING	18,111	18,318	21,553	22,243
100	59640	FR WATER UTILITY	9,627	28,797	35,970	27,376
100	59670	FR REFUSE COLLECTION	128,529	131,747	149,802	159,123
100	59940	FR DMASWA	78,707	79,992	82,990	85,550
59	TRANSFER IN AND INTERNAL - Total		430,050	456,307	502,196	516,722
LEGAL SERVICES - Total			435,755	463,192	505,196	519,722

## Recommended Operating Expenditure Budget - Department Total 76 - LEGAL SERVICES

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
100	61010	FULL-TIME EMPLOYEES	417,673	427,496	498,119	507,521
100	61020	PART-TIME EMPLOYEES	111,108	118,637	112,234	113,483
100	61030	SEASONAL EMPLOYEES	—	8,937	—	—
100	61050	OVERTIME PAY	1,770	2,548	3,000	3,000
100	61091	SICK LEAVE PAYOFF	14,968	14,968	14,968	14,968
100	61096	50% SICK LEAVE PAYOUT	—	—	—	1,453
100	61310	IPERS	47,485	51,795	58,483	59,498
100	61320	SOCIAL SECURITY	39,590	39,769	45,656	53,231
100	61410	HEALTH INSURANCE	63,600	57,240	43,560	49,184
100	61415	WORKMENS' COMPENSATION	1,974	1,627	1,511	1,629
100	61416	LIFE INSURANCE	257	257	281	311
100	61655	CAR ALLOWANCE	5,988	6,080	6,164	6,256
100	61660	EMPLOYEE PHYSICALS	—	131	—	131
<b>61 - WAGES AND BENEFITS</b>			<b>704,413</b>	<b>729,485</b>	<b>783,976</b>	<b>810,665</b>
100	62010	OFFICE SUPPLIES	1,063	899	500	1,079
100	62030	POSTAGE AND SHIPPING	639	690	658	759
100	62031	PROCESSING MATERIALS	175	150	175	150
100	62050	OFFICE EQUIPMENT MAINT	226	223	226	228
100	62061	DP EQUIP. MAINT CONTRACTS	4,399	4,326	4,497	4,913
100	62062	JANITORIAL SUPPLIES	—	—	50	50
100	62110	COPYING/REPRODUCTION	1,958	1,513	2,615	1,513
100	62130	LEGAL NOTICES & ADS	—	618	—	150
100	62170	SUBSCRIPTIONS-BOOKS-MAPS	14,042	14,869	15,695	15,167
100	62190	DUES & MEMBERSHIPS	2,851	2,810	2,908	2,866
100	62206	PROPERTY INSURANCE	132	—	—	—
100	62208	GENERAL LIABILITY INSURAN	2,293	1,947	2,079	2,044
100	62211	PROPERTY TAX	6,484	7,236	7,236	7,881
100	62221	DAMAGE CLAIMS	108,231	158,232	91,380	100,624
100	62230	COURT COSTS & RECORD FEES	45	73	45	73
100	62310	TRAVEL-CONFERENCES	4,808	6,200	8,950	8,950
100	62320	TRAVEL-CITY BUSINESS	991	37	1,000	1,000
100	62340	MILEAGE/LOCAL TRANSP	257	273	288	283
100	62360	EDUCATION & TRAINING	12,581	14,764	13,500	13,500
100	62411	UTILITY EXP-ELECTRICITY	1,586	1,441	1,586	1,557
100	62412	UTILITY EXP-GAS	506	493	506	493
100	62421	TELEPHONE	3,574	3,781	4,198	4,405
100	62424	RADIO/PAGER FEE	301	309	313	324
100	62433	CUSTODIAL SERVICES	4,004	4,082	4,160	4,485
100	62436	RENTAL OF SPACE	23,316	23,650	24,688	27,078
100	62663	SOFTWARE LICENSE EXP	47	39	50	41
100	62667	DATA SERVICES	456	403	576	533
100	62713	LEGAL SERVICES	5,489	15,925	—	—
100	62714	ADMINISTRATIVE JUDGE	963	2,600	14,724	14,724
100	62756	EMPLOYEE RECOGNITION	—	—	100	100
<b>62 - SUPPLIES AND SERVICES</b>			<b>201,418</b>	<b>267,585</b>	<b>202,703</b>	<b>214,970</b>
100	71120	PERIPHERALS, COMPUTER	—	—	950	—
100	71123	SOFTWARE	311	—	—	—
100	71124	COMPUTER	—	—	2,275	—
100	71211	DESKS/CHAIRS	—	—	4,350	525

100	72418	TELEPHONE RELATED	1,386	239	2,142	—
<b>71 - EQUIPMENT</b>			<b>\$1,697</b>	<b>\$239</b>	<b>\$9,717</b>	<b>\$525</b>
<b>76 - LEGAL SERVICES TOTAL</b>			<b>\$907,528</b>	<b>\$997,309</b>	<b>\$996,396</b>	<b>\$1,026,160</b>



## Recommended Expenditure Budget Report by Activity & Funding Source

### 76 - LEGAL SERVICES

LEGAL SERVICES	- 76100
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#### FUNDING SOURCE: GENERAL

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	239	9,717	525
SUPPLIES AND SERVICES	267,585	202,703	214,970
WAGES AND BENEFITS	729,485	783,976	810,665
<b>LEGAL SERVICES</b>	<b>997,309</b>	<b>996,396</b>	<b>1,026,160</b>
<b>LEGAL SERVICES TOTAL</b>	<b>\$997,309</b>	<b>\$996,396</b>	<b>\$1,026,160</b>

CITY OF DUBUQUE, IOWA  
DEPARTMENT DETAIL - PERSONNEL COMPLEMENT

76 LEGAL DEPARTMENT

FD	JC	WP-GR	JOB CLASS	FY 2019		FY 2020		FY 2021	
				FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
61010 Full Time Employee Expense									
100	430	GE-29	PARALEGAL	2.00	\$120,201	2.00	\$123,491	2.00	\$125,517
100	600	GE-42	ASSISTANT CITY ATTORNEY	1.00	\$139,787	1.00	\$142,980	1.00	\$144,563
100	625	Contract	CITY ATTORNEY	1.00	\$170,917	1.00	\$174,721	1.00	\$174,054
100	625	GE-32	CIVIL RIGHTS SPECIALIST	0.00	\$ —	1.00	\$ 56,927	1.00	\$ 63,387
TOTAL FULL TIME EMPLOYEES				4.00	\$430,905	5.00	\$498,119	5.00	\$507,521
61020 Part Time Employee Expense									
100	4477	Contract	SENIOR COUNSEL	0.62	\$109,734	0.62	\$112,234	0.62	\$113,483
TOTAL PART TIME EMPLOYEES				0.62	\$109,734	0.62	\$112,234	0.62	\$113,483
TOTAL LEGAL DEPARTMENT				4.62	\$540,639	5.62	\$610,353	5.62	\$621,004

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

						FY 2019		FY 2020		FY 2021	
	ACCT	FD	JC	WP-GR	POSITION CLASS	FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
Legal Services-FT											
10076100	61010	100	625	CONT	CITY ATTORNEY	1.00	\$ 170,917	1.00	\$ 174,721	1.00	\$ 174,054
10076100	61010	100	600	GE-42	ASSISTANT CITY ATTORNEY	1.00	\$ 139,787	1.00	\$ 142,980	1.00	\$ 144,563
10076100	61010	100	3600	GE-29	PARALEGAL	2.00	\$ 120,201	2.00	\$ 123,491	2.00	\$ 125,517
10076100	61010	100		GE-32	CIVIL RIGHTS SPECIALIST	0.00	\$ —	1.00	\$ 56,927	1.00	\$ 63,387
10076100	61010	100	4440	GE-25	LEGAL ASSISTANT	0.00	\$ —	0.00	\$ —	0.00	\$ —
Total						4.00	\$ 430,905	5.00	\$ 498,119	5.00	\$ 507,521
Legal Services - PT											
10076100	61020	100	4477	CONT	SENIOR COUNSEL	0.62	\$ 109,734	0.62	\$ 112,234	0.62	\$ 113,483
Total						0.62	\$ 109,734	0.62	\$ 112,234	0.62	\$ 113,483
TOTAL LEGAL DEPARTMENT						4.62	\$ 540,639	5.62	\$ 610,353	5.62	\$ 621,004

**City Clerk**

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## CITY CLERK

<b>Budget Highlights</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Budget</b>	<b>FY 2021 Requested</b>	<b>% Change From FY 2020 Budget</b>
<u>Expenses</u>				
Employee Expense	303,908	321,711	297,693	-7.5%
Supplies and Services	85,380	91,771	92,491	0.8%
Election Expense	—	40,000	—	0.0%
Code of Ordinances Updates	3,513	9,400	9,400	0.0%
Machinery and Equipment	110	5,950	405	-93.2%
Total	392,911	468,832	399,989	-14.7%
<u>Resources</u>				
Administrative Overhead Recharges	115,677	157,273	127,630	-18.8%
Operating Revenue	146,554	151,399	145,860	-3.7%
Total	262,231	308,672	273,490	-11.4%
Property Tax Support	130,680	160,160	126,499	(33,661)
Percent Increase (Decrease)--w/o election exp & Code of Ordinance Update				5.7%
Percent Increase (Decrease)--w/ election exp & Code of Ordinance Update				-21.0%
<b>Personnel- Authorized FTE</b>	3.31	3.81	3.00	

## Significant Line Items

### **Employee Expense**

1. FY 2021 employee expense reflects a 1.5% wage package increase.
2. The Iowa Public Employee Retirement System (IPERS) City contribution of 9.44% is unchanged from FY 2020 The employee contribution of 6.29% is unchanged from FY 2020.
3. The City portion of health insurance expense increased from \$921 in FY 2020 to \$1,013 in FY 2021 per month per contract which results in annual cost increase of \$16,676 or 9.99%.
4. Overtime is unchanged from \$5,000 in FY 2020 to \$5,000 in FY 2021. FY 2019 Actual was \$3,639.
5. The FY 2021 budget includes the following changes related to the personnel complement:
  - a. -0.31 FTE Seasonal Intern eliminated (-\$8,300)
  - b. -0.50 FTE Limited Term Clerical Assistant eliminated (-\$13,866)

## Supplies & Services

6. Code Supplements unchanged from \$9,400 in FY 2020 to \$9,400 in FY 2021 based on FY 2020 budget. FY 2019 Actual was \$3,513. There are more ordinances being amended that tie directly to other ordinances. Anticipated ordinance amendments include the Electrical Code Board; Mechanical and Plumbing Code Board; Building Code; and Advisory Appeals Board.
7. Civil Service increased from \$15,000 in FY 2020 to \$18,000 in FY 2021 based on FY 2019 actual of \$17,593. Most civil service lists now expire after twelve months, which creates an increase in civil service tests.
8. Legal Notices and Ads decreased from \$15,000 in FY 2020 to \$13,249 in FY 2021 based on FY 2019 Actual of \$13,249. The City Clerk's Office began recharging departments for notices in FY 2016.
9. Printing and Binding increased from \$1,742 in FY 2020 to \$3,120 in FY 2021. This line item has historically included envelopes, letterhead, and business cards (\$335), hard bound City Council proceeding books (\$1,600), and boards and commissions handout (\$185). In FY 2021, translation of City brochures and documents was added (\$1,000). FY 2019 Actual was \$23.
10. Conferences increased from \$5,350 in FY 2020 to \$13,375 in FY 2021 due to adding the Transforming Local Government and Big Ideas Conferences and actual costs of conferences. Conferences budgeted include: International Institute of Municipal Clerks (\$3,800), Laserfiche (\$3,650), Transforming Local Government - Alliance for Innovation (\$2,105), and Big Ideas Conference (\$2,045).
11. Education and Training increased from \$4,445 in FY 2020 to \$4,770 in FY 2021 based on actual cost. Education and Training budgeted include: Clerk's Academy (\$1,510), Iowa Municipal Finance Officers Association (\$2,855), and Iowa Alcoholic Beverages Division (\$405).
12. Election decreased from \$40,000 in FY 2020 to \$0 in FY 2021 and is typically an every other year expense.
13. Refunds unchanged from \$11,500 in FY 2020 to \$11,500 in FY 2021. This line item represents special event deposit refunds and the liquor license refunds. This expense is offset by the events revenue line item.
14. Sister City Program is unchanged from \$9,300 in FY 2020 to \$9,300 in FY 2021. The Sister City program is a five member committee that undertakes activities that promote the vision and mission of the City Council with respect to diversity and global awareness, engage the mission of Sister Cities International, and engage and foster current and future Sister City relationships through communications and delegations while preserving an official relationship with the City and its officials.

## Machinery & Equipment

1. Equipment replacements includes (\$405):

City Clerk	
Smartphone	\$ 405
<b>Total Equipment</b>	<b><u>\$ 405</u></b>

## Revenue

15. Beer/Liquor Combination Licenses decreased from \$117,718 in FY 2020 to \$114,765 in FY 2021 based on FY 2019 actual of \$114,765.
16. Revenue received from Enterprise Funds for administrative overhead charges decreased from \$157,273 in FY 2020 to \$127,630 in FY 2021. Election expense is typically an every other year expense and there is not an election budgeted in FY 2021.



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# CITY CLERK'S OFFICE

The City Clerk's Office is the official record keeper for the City Council. The City Clerk's Office prepares, administers, maintains and distributes records of all City Council actions as well as 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 categorical businesses and activities as set out by ordinance and state law.



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

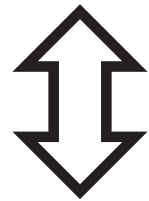
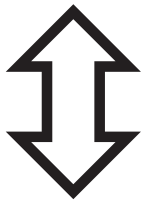
### People

The City Clerk's Office strives to provide courteous and professional service while offering access to official records and services through current web page information, initiation of boards and commissions memberships, City Life and Speaker's Bureau programs, and Sister City relationships.



### Planning

City Clerk staff participate in local, regional, and national efforts that advance the City's mission statement and City Council priorities as well as to help in educating the public on the duties, purpose, and resources of the City Clerk's Office.



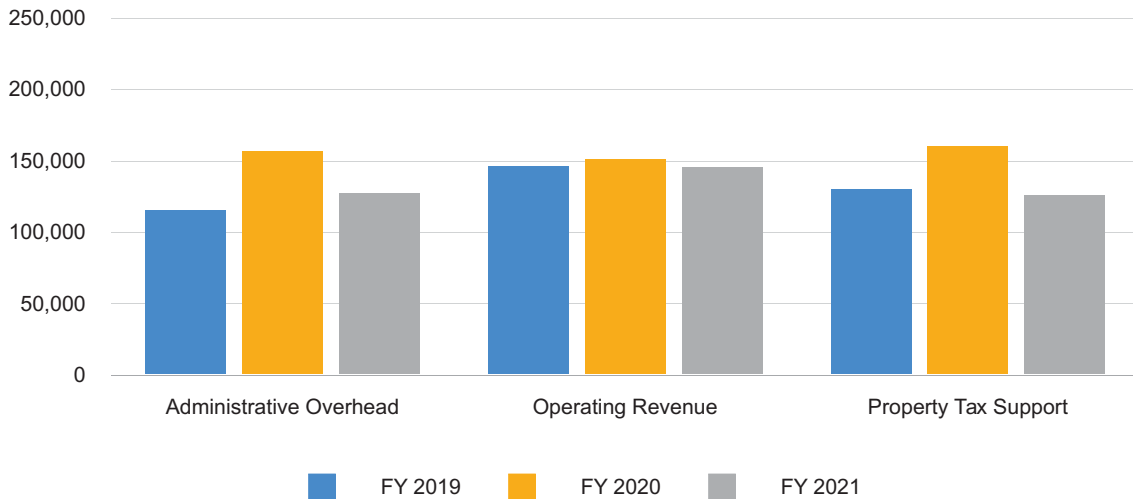
### Partnerships

The City Clerk's Office partners with citizens, staff, multiple local and state agencies and businesses to aid in effectively conducting business by utilizing and sharing knowledge to serve as a resource for general city information. These partnerships include: State Alcohol Beverages Division, Iowa League of Cities, Dubuque Main Street, Greater Dubuque Development Corporation, media outlets, non-profit special event organizers, community service agencies, and Dubuque County offices.

# CITY CLERK'S OFFICE

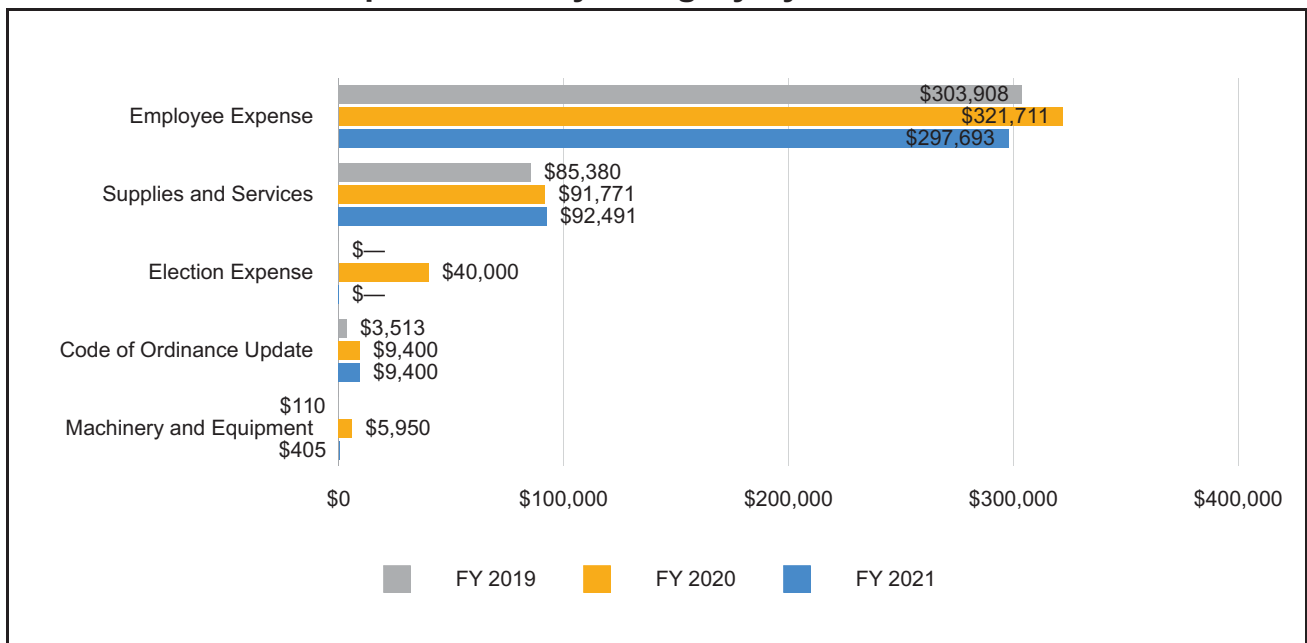
	FY 2019	FY 2020	FY 2021
Full-Time Equivalent	3.31	3.81	3.00

## Resources and Property Tax Support



The City Clerks Department is supported by 3.00 full-time equivalent employees, which accounts for 74.43% of the department expense as seen below. Overall, the departments' expenses are expected to decrease by -14.68% in FY 2021 compared to FY 2020.

## Expenditures by Category by Fiscal Year



# CITY CLERK'S OFFICE

## Mission & Services

The [City Clerk's Office](#) is committed to accurately recording and preserving the actions of the City Council; providing information and support to the Mayor, City Council, City staff, and the public in a timely, courteous, and fiscally responsible manner encouraging a transparent city government. Responsibilities include, but are not limited to, [record management](#), [boards and commissions](#) member enrollment, administration of the [Civil Service Commission](#), administering various [licenses and permits](#), processing [special event applications](#), and acts as the City Liaison for global presence in the [Sister City Relationships Committee](#).




Position Summary	
	FY 2021
City Clerk	1.00
Assistant City Clerk	1.00
Permit Clerk	1.00
<b>Total FT Equivalent Employees</b>	<b>3.00</b>

## Performance Measures

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

#### 1 Department Objective: Provide City services responsive to the community.

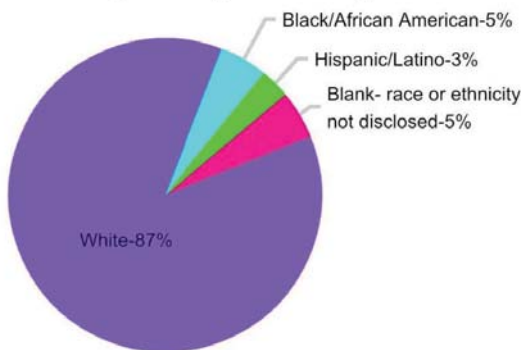
*Since transparency is not a specifically defined action, but rather a cultural expectation. Clerks are crucial to a transparent City. It is not what you do, it is how you do it.*

Performance Measure (KPI)	Target	FY17 Actual	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
Number of callers assisted by the city clerk staff	N/A	31,214	32,774	45,382	N/A	
Number of City Council Agenda & Minutes subscribers (via NotifyMe)	Increase by 2%	525	551	491	501	
Number City Board & Commission Opening Subscribers (via NotifyMe)	Increase by 6%	13	83	78	83	

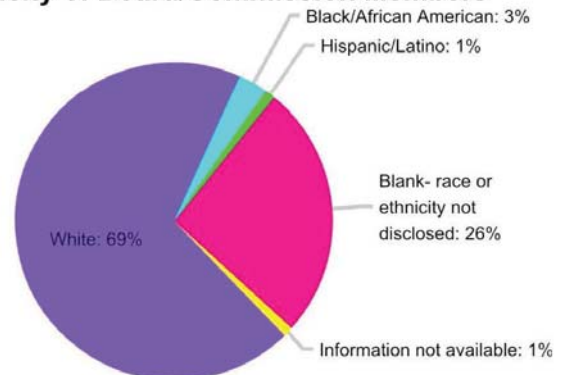
#### 2 Department Objective: To promote [resident engagement](#) in municipal government that is representative of the Dubuque population as a whole by recruiting and retaining a diverse, inclusive and qualified pool of boards and commissions applicants.

Percentage of applicants appointed of total applications received	N/A	N/A	62.6%	77.5%	N/A	N/A
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**Race/Ethnicity of City of Dubuque**



**Race/Ethnicity of Board/Commission Members**



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## Recommended Operating Revenue Budget - Department Total

### 73 - CITY CLERK'S OFFICE

Fund	Account	Account Title	FY18 Actual Revenue	FY19 Actual Revenue	FY20 Adopted Budget	FY21 Recomm'd Budget
100	42105	BUSINESS LICENSES	7,260	6,855	7,260	6,855
100	42110	CIGARETTE LICENSES	7,800	7,625	7,675	7,625
100	42115	BEER/LIQUOR COMB-LICENSE	117,718	114,765	117,718	114,765
100	42130	BICYCLE LICENSES	245	415	245	415
<b>42</b>	<b>LICENSES AND PERMITS</b>	<b>- Total</b>	<b>133,023</b>	<b>129,660</b>	<b>132,898</b>	<b>129,660</b>
100	51965	EVENTS REVENUE	7,500	6,950	8,350	6,950
100	51981	COPY SERVICE CHARGES	0	0	0	0
<b>51</b>	<b>CHARGES FOR SERVICES</b>	<b>- Total</b>	<b>7,500</b>	<b>6,950</b>	<b>8,350</b>	<b>6,950</b>
100	53201	REFUNDS	0	300	0	0
100	53208	SPECIAL EVENT DEPOSIT	10,250	9,250	10,000	9,250
100	53620	REIMBURSEMENTS-GENERAL	595	394	151	0
<b>53</b>	<b>MISCELLANEOUS</b>	<b>- Total</b>	<b>10,845</b>	<b>9,944</b>	<b>10,151</b>	<b>9,250</b>
100	59610	FR WPC OPERATING	44,176	40,557	51,981	42,262
100	59620	FR STORMWATER OPERATING	10,178	9,499	14,373	12,678
100	59630	FR PARKING OPERATING	5,082	4,643	6,751	5,494
100	59640	FR WATER UTILITY	2,702	7,300	11,264	6,762
100	59670	FR REFUSE COLLECTION	36,070	33,399	46,913	39,303
100	59940	FR DMASWA	22,088	20,279	25,991	21,131
<b>59</b>	<b>TRANSFER IN AND INTERNAL</b>	<b>- Total</b>	<b>120,296</b>	<b>115,677</b>	<b>157,273</b>	<b>127,630</b>
<b>CITY CLERK'S OFFICE - Total</b>			<b>271,663</b>	<b>262,231</b>	<b>308,672</b>	<b>273,490</b>

## Recommended Operating Expenditure Budget - Department Total

### 73 - CITY CLERK'S OFFICE

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
100	61010	FULL-TIME EMPLOYEES	209,687	213,511	218,322	202,248
100	61030	SEASONAL EMPLOYEES	0	2,067	19,403	0
100	61050	OVERTIME PAY	2,946	3,639	5,000	5,000
100	61310	IPERS	19,030	20,499	22,769	19,952
100	61320	SOCIAL SECURITY	15,624	16,215	18,878	16,170
100	61410	HEALTH INSURANCE	47,700	42,930	32,508	49,184
100	61415	WORKMENS' COMPENSATION	797	678	599	660
100	61416	LIFE INSURANCE	184	184	183	238
100	61655	CAR ALLOWANCE	3,992	4,054	4,049	4,110
100	61660	EMPLOYEE PHYSICALS	0	131	0	131
<b>61 - WAGES AND BENEFITS</b>			<b>299,960</b>	<b>303,908</b>	<b>321,711</b>	<b>297,693</b>
100	62010	OFFICE SUPPLIES	1,041	1,877	1,400	1,877
100	62030	POSTAGE AND SHIPPING	1,223	1,355	1,260	1,491
100	62031	PROCESSING MATERIALS	288	200	352	200
100	62050	OFFICE EQUIPMENT MAINT	226	223	226	228
100	62061	DP EQUIP. MAINT CONTRACTS	1,395	1,489	1,574	1,557
100	62090	PRINTING & BINDING	1,202	23	1,742	3,120
100	62110	COPYING/REPRODUCTION	616	737	794	737
100	62120	CODE SUPPLEMENTS	5,939	3,513	9,400	9,400
100	62130	LEGAL NOTICES & ADS	10,929	13,249	15,000	13,249
100	62170	SUBSCRIPTIONS-BOOKS-MAPS	535	649	681	687
100	62190	DUES & MEMBERSHIPS	2,435	2,985	2,535	2,575
100	62204	REFUNDS	10,548	11,187	11,500	11,500
100	62208	GENERAL LIABILITY INSURAN	1,375	1,499	1,597	1,574
100	62230	COURT COSTS & RECORD FEES	27	77	50	77
100	62310	TRAVEL-CONFERENCES	3,985	4,738	5,350	13,375
100	62320	TRAVEL-CITY BUSINESS	280	498	2,585	2,695
100	62340	MILEAGE/LOCAL TRANSP	112	68	160	160
100	62360	EDUCATION & TRAINING	5,660	5,817	4,445	4,770
100	62421	TELEPHONE	921	1,330	1,308	1,330
100	62424	RADIO/PAGER FEE	301	309	313	324
100	62436	RENTAL OF SPACE	504	462	504	504
100	62645	SPECIAL EVENTS	2,094	1,648	3,000	3,000
100	62662	SISTER CITY PROGRAM	4	4,763	9,300	9,300
100	62663	SOFTWARE LICENSE EXP	47	39	975	41
100	62667	DATA SERVICES	0	0	120	120
100	62684	CIVIL SERVICE EXPENSE	9,652	17,593	15,000	18,000
100	62698	ELECTION EXPENSES	27,406	0	40,000	0
100	62716	CONSULTANT SERVICES	0	12,565	10,000	0
<b>62 - SUPPLIES AND SERVICES</b>			<b>88,744</b>	<b>88,893</b>	<b>141,171</b>	<b>101,891</b>
100	71120	PERIPHERALS, COMPUTER	0	0	950	0
100	71211	DESKS/CHAIRS	0	0	5,000	0
100	72418	TELEPHONE RELATED	0	110	0	405
<b>71 - EQUIPMENT</b>			<b>0</b>	<b>110</b>	<b>5,950</b>	<b>405</b>
<b>73 - CITY CLERK'S OFFICE TOTAL</b>			<b>388,704</b>	<b>392,911</b>	<b>468,832</b>	<b>399,989</b>

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## Recommended Expenditure Budget Report by Activity & Funding Source

### 73 - CITY CLERK'S OFFICE

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CITY CLERK	- 73100
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FUNDING SOURCE: GENERAL

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	110	5,950	405
SUPPLIES AND SERVICES	88,893	141,171	101,891
WAGES AND BENEFITS	303,908	321,711	297,693
CITY CLERK	392,911	468,832	399,989
CITY CLERK'S OFFICE TOTAL	\$392,911	\$468,832	\$399,989



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

**73 CITY CLERK**

FD	JC	WP-GR	JOB CLASS	FY 2019		FY 2020		FY 2021	
				FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
61010 Full Time Employee Expense									
100	9350	Contract	CITY CLERK	1.00	\$ 103,748	1.00	\$ 106,123	1.00	\$ 88,790
100	8925	GE-29	ASSISTANT CITY CLERK	1.00	\$ 59,221	1.00	\$ 60,567	1.00	\$ 61,242
100	8875	GE-26	PERMIT CLERK	1.00	\$ 50,482	1.00	\$ 51,632	1.00	\$ 52,216
TOTAL FULL TIME EMPLOYEES				3.00	\$ 213,451	3.00	\$ 218,322	3.00	\$ 202,248
61030 Seasonal Employee Expense									
100	2840	NA-28	CLERICAL ASSISTANT	0.00	\$ —	0.50	\$ 11,664	0.00	\$ —
100	2840	NA-38	INTERN-SEASONAL	0.31	\$ 7,680	0.31	\$ 7,739	0.00	\$ —
TOTAL SEASONAL EMPLOYEES				0.31	\$ 7,680	0.81	\$ 19,403	0.00	\$ —
TOTAL CITY CLERK'S OFFICE				3.31	\$ 221,131	3.81	\$ 237,725	3.00	\$ 202,248

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

	ACCT	FD	JC	WP-GR	POSITION CLASS	FY 2019		FY 2020		FY 2021		
						FTE	BUDGET	FTE	BUDGET	FTE	BUDGET	
City Clerks Office - FT General Fund												
	10073100	61010	100	9350	CONT	CITY CLERK	1.00	\$ 103,748	1.00	\$ 106,123	1.00	\$ 88,790
	10073100	61010	100	8875	GE-26	PERMIT CLERK	1.00	\$ 50,482	1.00	\$ 51,632	1.00	\$ 52,216
	10073100	61010	100	8925	GE-29	ASSISTANT CITY CLERK	1.00	\$ 59,221	1.00	\$ 60,567	1.00	\$ 61,242
					Total		3.00	\$213,451	3.00	\$218,322	3.00	\$ 202,248
City Clerks Office-Seasonal General Fund												
	10073100	61030	100		NA-28	CLERICAL ASSISTANT	0.00	\$ —	0.50	\$ 11,664	0.00	\$ —
	10073100	61030	100	2840	NA-38	INTERN - SEASONAL	0.31	\$ 7,680	0.31	\$ 7,739	0.00	\$ —
							0.31	\$ 7,680	0.81	\$ 19,403	0.00	\$ —
TOTAL CITY CLERK'S OFFICE							3.31	\$221,131	3.81	\$237,725	3.00	\$ 202,248

Capital Improvement Projects by Department/Division					
CITY CLERK'S OFFICE					
CIP Number	Capital Improvement Project Title	FY 18 Actual Expense	FY 19 Actual Expense	FY 20 Adopted Budget	FY 21 Recomm'd Budget
1012863	CLERK OFFICE REDESIGN	—	—	—	5,000
CITY CLERK'S OFFICE	TOTAL	—	—	—	5,000

PROGRAM /DEPT	PROJECT DESCRIPTION	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	TOTAL	PAGE
City Clerk								
General Government								
	City Clerk's Office Redesign	\$ 5,000	\$ 25,400	\$ —	\$ —	\$ —	\$ 30,400	324
	<b>TOTAL</b>	<b>\$ 5,000</b>	<b>\$ 25,400</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ 30,400</b>	

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# **Human Resources**

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## HUMAN RESOURCES DEPARTMENT

<b>Budget Highlights</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Budget</b>	<b>FY 2021 Requested</b>	<b>% Change From FY 2020 Budget</b>
<u>Expenses</u>				
Employee Expense	542,836	733,874	686,406	(6.5)%
Supplies and Services	121,373	161,306	291,795	80.9 %
Machinery and Equipment	—	350	350	— %
Total	664,209	895,530	978,551	9.3 %
<u>Resources</u>				
Administrative Overhead Recharges	237,525	265,324	349,086	31.6 %
Misc. Reimbursements	191,818	212,504	191,767	(9.8)%
Total	429,343	477,828	540,853	13.2 %
Property Tax Support	234,866	417,702	437,698	19,996
Percent Increase (Decrease)				4.8 %
<b>Personnel - Authorized FTE</b>	<b>3.63</b>	<b>3.63</b>	<b>4.63</b>	

### Improvement Package Summary

#### **1 of 7**

This improvement package request is to fund ten members of the Leadership Team to attend the Dale Carnegie training course. This request supports the City Council Goal of High Performance City Organization.

Related Cost:	\$16,950	Tax Funds	Non-Recurring	<b>Recommend - Yes</b>
Related Revenue:	\$ 8,531	Administrative Overhead	Non-Recurring	
Net Property Tax Cost:	<u>\$ 8,419</u>			
Property Tax Impact:	\$0.0033	0.03%		
Activity: Human Resources				

#### **2 of 7**

This improvement package request is to provide funding for job classification and wage plan review. The process to conduct the review would include: 1) identification, through Request For Proposals (RFP), of a third-party consultant and 2) for that third-party consultant to review, update and/or create a compensation and classification system for the City that is competitive and equitable and that promotes employee engagement, recruitment and retention of a diverse workforce. A compensation and classification study is an objective process in which an organization reviews its entire compensation and classification plan. It involves job analysis and updating of job descriptions. Employees typically have an opportunity to complete position analysis questionnaires and meet with a consultant; this provides input on essential functions. The analysis promotes internal equity, equal pay for equal work, and gender equity. Differences in pay grade should be based on significant differences in education, knowledge, abilities, and skills. The organization can ensure that it is in compliance with the Fair Standards Labor Act (FLSA), Americans with Disabilities Act (ADA), Equal Employment Opportunity (EEO) laws, and other state and federal laws. The analysis allows the organization to update its classification plan using an objective position evaluation process. The analysis can provide a total review of internal equity and external equity at the same time. One of the most basic functions of business management is to establish a compensation scheme that is competitive and equitable and that promotes employee engagement and high performance. Competitive compensation practices are essential to employee recruitment and retention efforts. The last review of the



City's compensation and classification structure and system occurred in 1989 (over 30 years ago). Outcomes expected from the consultant selected include (1) orientations and training sessions with employees, managers, and officials, (2) job analysis/job audit, (3) position classification through an objective rating and ranking process, (4) pay determination through analysis of the labor market, and (5) administration and reclassification instructions to assist in maintaining the system. Recurring review by best practice should occur every 10 years, but is not as comprehensive and is, therefore, at a lower cost. This request supports the City Council goal of Financially Responsible, High-Performance City Organization.

Related Cost:	\$32,000	Tax Funds	Non-Recurring	<b>Recommend - Yes</b>
Related Revenue:	\$16,106	Administrative Overhead	Non-Recurring	
Net Property Tax Cost:	<u>\$15,894</u>			
Property Tax Impact:	<u>\$0.0063</u>	0.06%		

Activity: Human Resources

### 3 of 7

This improvement package request is for hiring a consultant to conduct an assessment of the Human Resources Department's day-to-day operations and strategic role in the organization to ensure the department is successful in focusing on the entire employee life cycle. Current Human Resources department staffing includes a director, a transactional benefits employee, a recruiter/talent acquisition specialist, and two clerical support persons (one full-time and one part-time). There is no HRIS system and most processes and records are not automated or digitized. The Society for Human Resources Management (SHRM) suggests that there should be one internal full-time HR staff person for every 60 FTE's and that the roles should be divided by function and include specialists for certain functions such as employee relations and benefits since these functions become more complicated with an organizations' size and complexity of services. The consultant would conduct a review of the current HR structure and services and make recommendations for a department structure that is effective, strategic, and has the resources to successfully recruit and retain a high-performing diverse workforce. This request supports the City Council goal of Financially Responsible, High-Performance City Organization.

Related Cost:	\$10,500	Tax Funds	Non-Recurring	<b>Recommend - Yes</b>
Related Revenue:	\$ 5,285	Administrative Overhead	Non-Recurring	
Net Property Tax Cost:	<u>\$ 5,215</u>			
Property Tax Impact:	<u>\$0.0021</u>	0.02%		

Activity: Human Resources

### 4 of 7

This improvement package request is for a full-time Emotional Intelligence (EQ) Coordinator. This improvement package request is directly related to the Emotional Intelligence (EQ) Training improvement package request (request 4-B of 6) and is recommended to be funded in tandem with that request. This full-time EQ Coordinator is an integral part of a three-tiered plan to implement an Emotional Intelligence (EQ) program within the City of Dubuque for the purposes of igniting culture change (succession planning), providing better customer service, improving employee retention (morale), and providing the skills and tools for employees to address problems and resolve problems efficiently and effectively. This program has both an internal focus and external focus with the initial priority being the internal focus. The three tiers of the program include: 1) hiring an EQ Coordinator; 2) certifying practitioners (training the trainers); and 3) certification of assessor-level for three City staff members in conjunction with a resources agreement with a preferred EQ full scope services partner such as 6 Seconds (note: certification costs would be incurred in the Spring of FY2020).

The EQ Coordinator will assume the lead role for the design and deployment of EQ and other empowerment training and ongoing capability development programs which deliver measurable

performance outcomes. The EQ Coordinator will assess talent and skill gaps within the EQ team, develop solutions to address those gaps, and utilize technology to support training and organizational development efforts. The role also manages, develops and implements culture, change, and engagement programs with a specific focus on EQ processes, including but not limited to, leader/team effectiveness, organization culture, change management, employee success in performance management, and talent assessment. This request supports the City Council goal of Financially Responsible, High-Performance Organization.

Related Cost:	\$99,168	Tax Funds	Recurring	<b>Recommend - No</b>
Related Cost:	\$ 3,710	Tax Funds	Non-Recurring	
Related Revenue:	\$49,911	Administrative Overhead	Recurring	
Related Revenue:	\$ 1,867	Administrative Overhead	Non-Recurring	
Net Property Tax Cost:	<u>\$51,100</u>			
Property Tax Impact:	\$0.0201	0.19%		
Activity: Human Resources				

## 5 of 7

This improvement package request is for funding to conduct Emotional Intelligence (EQ) training. This improvement package request is directly related to the Emotional Intelligence (EQ) Coordinator improvement package request (request 4) and is recommended to be funded in tandem with that request. The amount requested includes \$60,000 for three years of EQ practitioner training (sometimes referred to as "train the trainer"), \$1,800 of annually recurring costs for an EQ Assessment Tool, and \$5,000 of annually recurring costs for an agreement with a preferred EQ full-scope service partner such as 6 Seconds.

This training is an integral part of a three-tiered plan to implement an Emotional Intelligence (EQ) program within the City of Dubuque for the purposes of igniting culture change (succession planning), providing better customer service, improving employee retention (morale), and providing the skills and tools for employees to address problems and resolve problems efficiently and effectively. This program has both an internal focus and external focus with the initial priority being the internal focus. The three tiers of the program include: 1) hiring an EQ Coordinator; 2) certifying practitioners (training the trainers); and 3) certification of assessor-level for three City staff members in conjunction with a resources agreement with a preferred EQ full scope services partner such as 6 Seconds (note: certification costs would be incurred in the Spring of FY2020). Research conducted by EQ training provider 6 Seconds has shown such training generates a return on investment to the employee. This is accomplished through reduced complaints (inward and outward), increased morale, increased retention, relationship building, and increased employee engagement. This request supports the City Council goal of Financially Responsible, High-Performance Organization.

Related Cost:	\$ 6,800	Tax Funds	Recurring	<b>Recommend - Yes</b>
Related Cost:	\$60,000	Tax Funds	Non-Recurring	
Related Revenue:	\$ 3,422	Administrative Overhead	Recurring	
Related Revenue:	\$30,198	Administrative Overhead	Non-Recurring	
Net Property Tax Cost:	<u>\$33,180</u>			
Property Tax Impact:	\$0.0131	0.13%		
Activity: Human Resources				

## 6 of 7

This improvement package request is to provide funding for a third party consultant to conduct exit interviews. Multiple studies have shown that conducting exit interviews after an employee leaves and using a 3rd party changes the given reason for leaving 40-63% of the time. Preferably the consultant would use a mixed methodology approach for collecting both quantitative and qualitative data. The

consultant would code and categorize the response to enable the City to measure, capture and report themes that would then drive responsive engagement, retention and communication strategies and activities for the implementation of talent development solutions that create outcomes of a positive workplace culture and increased employee engagement. This request supports the City Council goal of Financially Responsible, High-Performance City Organization.

Related Cost:	\$ 7,500	Tax Funds	Recurring	<b>Recommend - Yes</b>
Related Revenue:	\$ 3,775	Administrative Overhead	Recurring	
Net Property Tax Cost:	<u>\$ 3,725</u>			
Property Tax Impact:	<u>\$0.0015</u>	0.01%		
Activity: Human Resources				

## 7 of 7

This improvement package provides funding for employee wellness programming, education and training for staff and communication regarding wellness activities and information, including incentives for participating in and completing wellness challenges (city logo apparel and wellness items) employee socialization opportunities (city employee family picnic), staff education on employee wellness (attendance for wellness committee members at a local seminar and attendance for an employee at a national wellness conference or training) and half of the wellness challenge registrations (employee and city each contribute 50%.)

The Vision/Mission of the city of Dubuque employee wellness committee is: *To improve the wellness of employees and their families by promoting healthy lifestyle choices.*

Each year, the committee reviews its objectives and completes an operating plan. The objectives include:

- Create a workplace that promotes health and wellness for its employees and their families.
- Develop activities and programs around employee health data to promote health lifestyles.
- Develop policies on environmental changes to promote wellness for city employees.
- Engage Leadership Team in Wellness

Currently, the Wellness committee organizes three wellness challenges throughout the year each designed to improve wellness over a set period of time, usually several weeks. Other activities include promoting community wellness events and opportunities, sponsoring health and wellness seminars, lunch and learns and actively promoting the services of Employee & Family Resources, the city's employee assistance program provider. An employee wellness culture audit, administered by EFR, (survey) was also conducted this past year. The Human Resources Department will be an integral part of the wellness committee through participation, facilitation and oversight along with assisting with wellness activity communication to employees. This request supports the City Council goal of Financially Responsible, High Performance City Organization.

Related Cost:	\$12,850	Tax Funds	Recurring	<b>Recommend - Yes</b>
Related Revenue:	\$ 6,467	Administrative Overhead	Recurring	
Net Property Tax Cost:	<u>\$ 6,383</u>			
Property Tax Impact:	<u>\$0.0025</u>	0.02%		
Activity: Human Resources				

## Significant Line Items

### Employee Expense

- FY 2021 employee expense reflects a 1.5% wage package increase.

2. The Iowa Public Employee Retirement System (IPERS) City contribution of 9.44% is unchanged from FY 2020. The employee contribution of 6.29% is unchanged from FY 2020.
3. The City portion of health insurance expense increased from \$921 in FY 2020 to \$1,013 in FY 2021 per month per contract which results in an annual cost increase of \$4,976 or 9.99%.
4. Insurance Premium decreased from \$203,416 in FY 2020 to \$177,575 in FY 2021 based on FY 2020 actual cost. This line item represents the dental insurance premiums paid which is completely offset by employee payments in dental insurance premium revenue.
5. Administration Costs unchanged from \$27,100 in FY 2020 to \$27,100 in FY 2021. This line item represents flex medical spending plan administrative costs (\$24,000), State of Iowa fee for the 509 (A) certificate (\$100), and Patient Centered Outcomes Research Initiative fee (\$3,000), which are costs that cannot be paid from the self-insurance reserve.
6. Five-Year Retiree Sick leave payout decreased from \$112,000 in FY 2020 to \$11,032 in FY 2021. In FY 2020, the 50% sick leave conversion/pay out policy for full-time non-bargaining unit employees that are over the sick leave cap was implemented. In FY 2020, the city-wide estimated cost was budgeted in the Human Resources department. In FY 2021, each department impacted by the new employee benefit will budget for the 50% sick leave conversion/pay out based on FY 2020 actual. The break-out of 50% Sick Leave Payout by fund city-wide is: General Fund \$102,607 ; CDBG \$1,985; Sanitary Sewer \$3,740; Stormwater \$2,335; and Water \$2,097 (total of \$112,764).
7. 50% Sick Leave Payout increased from \$0 in FY 2020 to \$1,152 in FY 2021 based on FY 2020 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.
8. Parental leave decreased from \$47,015 in FY 2020 to \$0 in FY 2021 based on departments covering parental leave with existing employees and not incurring additional cost for temporary help. Effective March 8, 2019, employees may use Parental leave to take paid time away from work for the birth or the adoption of a child under 18 years old. Eligible employees receive their regular base pay (plus longevity) and benefits for twelve weeks following the date of birth, adoption event or foster-to-adopt placement. If both parents are eligible employees, each receive the leave benefit.
9. The FY 2021 budget includes the following changes related to the personnel complement:
  - a. +1.00 FTE Strategic Workforce Equity Coordinator was moved from Human Rights to the Human Resources Department (+\$97,078).

## **Supplies & Services**

10. Consultant Services increased from \$56,475 in FY 2020 to \$78,775 in FY 2021 based on actual cost of health and prescription drug plan actuarial and benefit services (\$36,500), 509(A) Certificate of Compliance (\$975), Affordable Care Act compliance reporting (\$8,000), Executive Coaching (\$5,000), and GASB 45 actuarial valuation (\$3,500).
11. Criminal Background Check decreased from \$17,370 in FY 2020 to \$16,059 in FY 2021 based on FY 2019 Actual of \$16,334 and actual number of checks done in FY 2020.
12. Education and Training increased from \$28,500 in FY 2020 to \$111,658 in FY 2021. FY 2019 Actual was \$13,358. This line item includes employee safety training (\$2,500), training for staff (\$1,500), and the employee tuition reimbursement program (\$25,000).

13. Conferences increased from \$19,700 in FY 2020 to \$24,000 in FY 2021. This line item includes funding for ten Department Managers to attend the Upper Midwest Employment Law Institute (\$17,000), arbitration and labor institute conference (\$1,250), Human Resources Assistant conferences (\$700), and Human Resources Director conferences (\$1,850).
14. Software License increased from \$9,964 in FY 2020 to \$10,502 in FY 2021. This line item represents the annual maintenance fee for the online job application software and lock down software for the job application computer.

## **Machinery & Equipment**

1. Equipment replacements includes (\$350):

Human Resources	
Smartphone	\$ 350
<b>Total Equipment</b>	
	<b><u>\$ 350</u></b>

## **Revenue**

15. Miscellaneous Reimbursements increased from \$9,088 in FY 2020 to \$14,192 in FY 2021. This line item represents the mid-range of actual employee flex plan forfeitures which partially covers the administrative costs of the employee flex plan (\$27,100).
16. Dental Insurance Premium decreased from \$203,416 in FY 2020 to \$177,575 in FY 2021 based on FY 2020 actual. This line item represents employee paid premiums for Dental Insurance and offsets the expense.
17. Revenue received from Enterprise Funds for administrative overhead charges has increased from \$265,324 in FY 2020 to \$349,086 in

# HUMAN RESOURCES DEPARTMENT

The Human Resources department is committed to providing expertise in attracting, developing and sustaining a high quality workforce committed to excellent services.



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

### People

Improve the productivity and efficiency of operations by continuing organizational development and team building with emphasis on development of supervisory staff, improved intra- and inter-departmental effectiveness through the use of collaborative teams and maintenance of management skills and processes.



### Partnerships

The Human Resources Department works with local partners including United Way, Prescott School, Crescent Community Health Center, Maria House, Multicultural Family Center, the Dubuque Area Labor Management Council and the Road to Success/Bridges Initiative.



### Planning

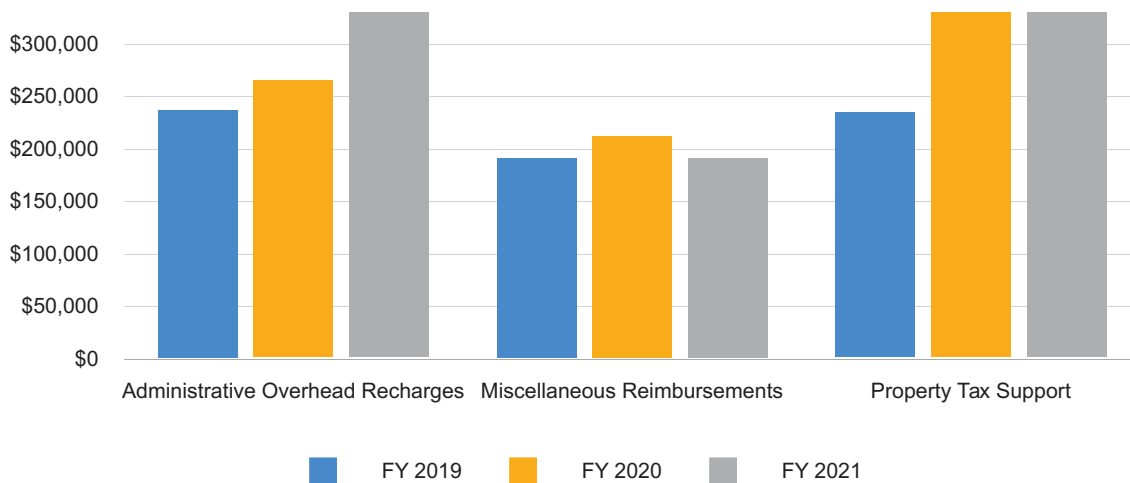
The Human Resources Department works with all City departments to ensure vacancies are filled with engaged, competent, and diverse employees to best carry out City initiatives.



# HUMAN RESOURCES DEPARTMENT

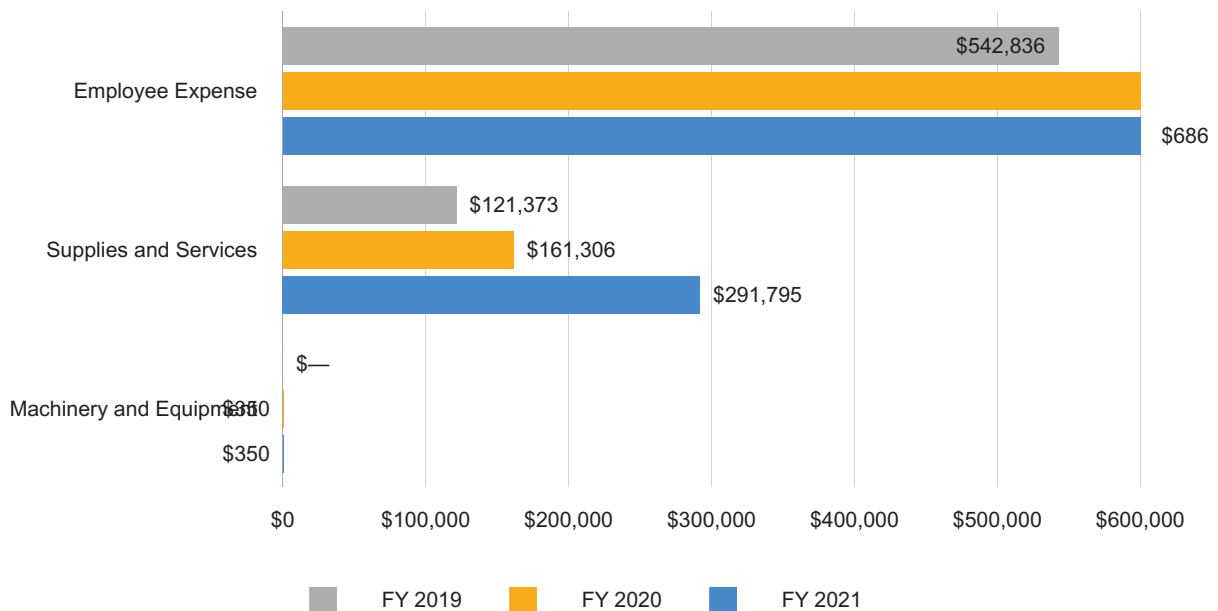
	FY 2019	FY 2020	FY 2021
Full-Time Equivalent	3.63	3.63	4.63

## Resources



The Human Resources Department is supported by 4.63 full-time equivalent employees, which accounts for 70.15% of the department expense as seen below. Overall, the departments' expenses are expected to increase by 9.27% in FY 2021 compared to FY 2020.

## Expenditures by Category by Fiscal Year





# HUMAN RESOURCES DEPARTMENT

## Overview

The City of Dubuque Human Resources Department provides expertise in attracting, developing, and sustaining a high-quality workforce. Responsibilities include:



- Assist departments in talent acquisition, training, and engagement of employees
- Represent the City in collective bargaining with five employee unions and contracts
- Maintain personnel records
- Administer the Employee Manual
- Administer all benefits including health, prescription drug, dental, life, workers' compensation, and disability plans
- Ensure compliance with state and federal employment related laws and regulations

Position Summary	
	FY 2021
Personnel Manager	1.00
Personnel Assistant	1.00
Strategic Workforce Equity Coordinator	1.00
Secretary	1.00
Secretary PT	0.63
<b>Total FT Equivalent Employees</b>	<b>4.63</b>

## Performance Measures

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

- 1 **Dept. Objective: Ensure equal employment opportunities for all employees and applicants for employment.**

Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
Ratio of female:male employees (consistent with City of Dubuque resident make-up)*	<b>51% female to 49% male</b>	37.2% f: 62.7% m	37.5% f: 62.5% m	26.9% f: 63.1% m	
% of non-White applicants of total applicants*	<b>&gt;8% (non-white)</b>	6.3% non-white	6.5% non-white	6.6% non-white	

- 2 **Dept. Objective: Ensure equal employment opportunities for all employees and applicants for employment.**

# Average years of service of retirees	<b>N/A</b>	29.10	32.46	32.5	<b>N/A</b>
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\*Totals include ONLY employees/applicants who responded to optional demographic questionnaire.



# HUMAN RESOURCES DEPARTMENT

## Performance Measures

### Employee Data Tables

#### Employees

Employee Demographics (Fiscal Year 2019)										
Male					Female					Total All Columns
White	Black	Hispanic	Asian or Pacific Islander	American Indian or Alaskan Native	White	Black	Hispanic	Asian or Pacific Islander	American Indian or Alaskan Native	
652	18	16	3	1	380	27	7	—	—	1,104

#### Coming & Going

	FY2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019
Retirements	14	31	19	16	21	22	20	13
Vacancies	90	86	88	82	81	55	114	146
Applications Processed	5,407	5,360	3,761	3,349	4,223	2,547	3,099	4,191
Civil Service Applications	862	1,138	1,085	863	714	702	633	565

#### Applicants

Employment Applications	White	Black	Hispanic	Asian or Pacific Islander	American Indian or Alaskan Native	Unknown	Other
July 2018 through June 2019	3384	286	134	76	10	220	75
New Hires							
July 2018 through June 2019	323	27	6	3	0	0	0

## Recommended Operating Revenue Budget - Department Total

### 67 - PERSONNEL

Fund	Account	Account Title	FY18 Actual Revenue	FY19 Actual Revenue	FY20 Adopted Budget	FY21 Recomm'd Budget
100	53201	REFUNDS	0	50	0	0
100	53550	SELF INSURANCE PREMIUMS	168,999	177,575	203,416	177,575
100	53605	MISCELLANEOUS REVENUE	9,088	14,192	9,088	14,192
100	53620	REIMBURSEMENTS-GENERAL	18	1	0	0
<b>53</b>	<b>MISCELLANEOUS</b>	<b>- Total</b>	<b>178,106</b>	<b>191,818</b>	<b>212,504</b>	<b>191,767</b>
100	59610	FR WPC OPERATING	81,325	83,278	87,694	115,592
100	59620	FR STORMWATER OPERATING	18,738	19,503	24,246	34,677
100	59630	FR PARKING OPERATING	9,356	9,535	11,387	15,030
100	59640	FR WATER UTILITY	4,974	14,990	19,003	18,497
100	59670	FR REFUSE COLLECTION	66,402	68,580	79,145	107,499
100	59940	FR DMASWA	40,663	41,639	43,849	57,791
<b>59</b>	<b>TRANSFER IN AND INTERNAL</b>	<b>- Total</b>	<b>221,458</b>	<b>237,525</b>	<b>265,324</b>	<b>349,086</b>
<b>PERSONNEL - Total</b>			<b>399,564</b>	<b>429,343</b>	<b>477,828</b>	<b>540,853</b>

## Recommended Operating Expenditure Budget - Department Total

### 67 - PERSONNEL

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
100	61010	FULL-TIME EMPLOYEES	231,819	236,517	240,672	329,240
100	61020	PART-TIME EMPLOYEES	23,823	26,980	24,728	27,800
100	61050	OVERTIME PAY	1,520	2,515	0	0
100	61091	SICK LEAVE PAYOFF	0	0	112,000	11,032
100	61095	PARENTAL LEAVE	0	0	47,015	0
100	61096	50% SICK LEAVE PAYOUT	0	0	0	1,152
100	61310	IPERS	22,953	25,111	25,054	33,705
100	61320	SOCIAL SECURITY	18,543	19,161	20,303	28,244
100	61410	HEALTH INSURANCE	47,700	42,930	32,508	49,184
100	61411	INSURANCE PREMIUM	184,924	163,768	203,416	177,575
100	61413	ADMINISTRATION COSTS	24,276	24,836	27,100	27,100
100	61415	WORKMENS' COMPENSATION	927	834	695	863
100	61416	LIFE INSURANCE	184	184	183	311
100	61660	EMPLOYEE PHYSICALS	0	0	200	200
<b>61 - WAGES AND BENEFITS</b>			<b>556,668</b>	<b>542,836</b>	<b>733,874</b>	<b>686,406</b>
100	62010	OFFICE SUPPLIES	2,491	3,765	3,066	3,840
100	62030	POSTAGE AND SHIPPING	2,520	2,887	2,487	3,176
100	62031	PROCESSING MATERIALS	288	200	318	200
100	62061	DP EQUIP. MAINT CONTRACTS	1,403	1,668	1,417	1,755
100	62090	PRINTING & BINDING	0	209	680	224
100	62110	COPYING/REPRODUCTION	1,385	1,956	1,482	2,492
100	62130	LEGAL NOTICES & ADS	0	6,188	500	500
100	62170	SUBSCRIPTIONS-BOOKS-MAPS	1,448	1,356	1,314	1,349
100	62190	DUES & MEMBERSHIPS	1,024	404	949	1,150
100	62208	GENERAL LIABILITY INSURAN	1,918	2,027	2,165	2,128
100	62209	FIDUCIARY LIABILITY	2,904	3,978	3,902	3,902
100	62310	TRAVEL-CONFERENCES	0	139	19,700	24,000
100	62320	TRAVEL-CITY BUSINESS	652	1,436	2,500	19,535
100	62360	EDUCATION & TRAINING	13,581	13,358	28,500	111,658
100	62421	TELEPHONE	873	1,055	827	1,720
100	62436	RENTAL OF SPACE	504	462	528	1,548
100	62660	DATA PROCESSING	4,137	4,274	4,162	4,162
100	62663	SOFTWARE LICENSE EXP	9,550	9,988	9,964	10,502
100	62667	DATA SERVICES	0	0	0	120
100	62697	LABOR RELATIONS	1,161	1,943	3,000	3,000
100	62716	CONSULTANT SERVICES	47,940	47,688	56,475	78,775
100	62717	CRIMINAL BACKGROUND CHECK	14,370	16,334	17,370	16,059
100	62731	MISCELLANEOUS SERVICES	20	57	0	0
<b>62 - SUPPLIES AND SERVICES</b>			<b>108,170</b>	<b>121,373</b>	<b>161,306</b>	<b>291,795</b>
100	71211	DESKS/CHAIRS	1,269	0	0	0
100	72418	TELEPHONE RELATED	291	0	350	350
<b>71 - EQUIPMENT</b>			<b>1,560</b>	<b>0</b>	<b>350</b>	<b>350</b>
<b>67 - PERSONNEL TOTAL</b>			<b>666,399</b>	<b>664,209</b>	<b>895,530</b>	<b>978,551</b>

## Recommended Expenditure Budget Report by Activity & Funding Source

67 - PERSONNEL

### WORKFORCE DEVELOPMENT - 67300

#### FUNDING SOURCE: GENERAL

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	—	—	350
SUPPLIES AND SERVICES	—	—	15,125
WAGES AND BENEFITS	—	—	97,860
<b>WORKFORCE DEVELOPMENT</b>	—	—	<b>113,335</b>
<b>HUMAN RESOURCES - 72700</b>			

#### FUNDING SOURCE: GENERAL

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	0	350	0
SUPPLIES AND SERVICES	121,373	161,306	276,670
WAGES AND BENEFITS	542,836	733,874	588,546
<b>HUMAN RESOURCES</b>	<b>664,209</b>	<b>895,530</b>	<b>865,216</b>
<b>PERSONNEL TOTAL</b>	<b>\$664,208.54</b>	<b>\$895,530.00</b>	<b>\$978,551.00</b>

CITY OF DUBUQUE, IOWA  
DEPARTMENT DETAIL - PERSONNEL COMPLEMENT  
67 HUMAN RESOURCES DEPT.

FD	JC	WP-GR	JOB CLASS	FY 2019		FY 2020		FY 2021	
				FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
61010 Full Time Employee Expense									
100	9300	GE-41	HUMAN RESOURCES DIRECTOR	1.00	\$ 117,281	1.00	\$ 119,966	1.00	\$ 134,301
100		GE-33	STRATEGIC WORKFORCE EQUITY COORD.	0.00	\$ —	0.00	\$ —	1.00	\$ 72,893
100	9100	GE-31	HUMAN RESOURCES ASSISTANT	1.00	\$ 69,642	1.00	\$ 71,235	1.00	\$ 72,018
100	225	GE-25	SECRETARY	1.00	\$ 48,372	1.00	\$ 49,471	1.00	\$ 50,028
TOTAL FULL TIME EMPLOYEES				3.00	\$ 235,295	3.00	\$ 240,672	4.00	\$ 329,240
61020 Part Time Employee Expense									
100	225	GE-25	SECRETARY	0.63	\$ 23,920	0.63	\$ 24,728	0.63	\$ 27,800
TOTAL PART TIME EMPLOYEES				0.63	\$ 23,920	0.63	\$ 24,728	0.63	\$ 27,800
TOTAL HUMAN RESOURCES DEPT				3.63	\$ 259,215	3.63	\$ 265,400	4.63	\$ 357,040

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

						FY 2019		FY 2020		FY 2021	
ACCT	FD	JC	WP-GR	POSITION CLASS		FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
Human Resources - FT General Fund											
10072700	61010	100	225	GE-25	SECRETARY	1.00	\$ 48,372	1.00	\$ 49,471	1.00	\$ 50,028
10072700	61010	100	9300	GE-41	HUMAN RESOURCES DIRECTOR	1.00	\$117,281	1.00	\$ 119,966	1.00	\$134,301
10072700	61010	100	9100	GE-31	HUMAN RESOURCES ASSISTANT	1.00	\$ 69,642	1.00	\$ 71,235	1.00	\$ 72,018
Total						3.00	\$235,295	3.00	\$ 240,672	3.00	\$256,347
Human Resources - PT General Fund											
10072700	61020	100	225	GE-25	SECRETARY	0.63	\$ 23,920	0.63	\$ 24,728	0.63	\$ 27,800
Total						0.63	\$ 23,920	0.63	\$ 24,728	0.63	\$ 27,800
Workforce Development - FT General Fund											
10067300	61010	100		GE-33	STRATEGIC WORKFORCE EQUITY COORD.	0.00	\$ —	0.00	\$ —	1.00	\$ 72,893
						0.00	\$ —	0.00	\$ —	1.00	\$ 72,893
TOTAL HUMAN RESOURCES DEPT.						3.63	\$259,215	3.63	\$ 265,400	4.63	\$357,040

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# **Public Information Office**



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## PUBLIC INFORMATION OFFICE

<b>Budget Highlights</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Budget</b>	<b>FY 2021 Requested</b>	<b>% Change From FY 2020 Budget</b>
<u>Expenses</u>				
Employee Expense	317,957	508,437	533,131	4.9%
Supplies and Services	119,913	172,708	175,932	1.9%
Machinery and Equipment	4,493	2,696	996	-63.1%
Total	442,363	683,841	710,059	3.8%
<u>Resources</u>				
Administrative Overhead Recharges	80,820	104,444	137,162	31.3%
Misc. Reimbursements	569	52	—	0.0%
Stormwater Charges	—	70,313	71,750	2.0%
Cable TV Charges	282,112	319,099	311,282	-2.4%
Total	363,501	493,908	520,194	5.3%
Property Tax Support	78,862	189,933	189,865	-68
Percent Increase (Decrease)				-0.04%
<b>Personnel - Authorized FTE</b>	<b>5.00</b>	<b>6.38</b>	<b>6.50</b>	

### Improvement Package Summary

#### **Geographic Information Systems**

##### **1 of 1**

This improvement level decision package request is for a license of ESRI's Enterprise Advantage Program (EEAP). The EEAP has three components: Technical Advisory Hours, Learning and Service Credits, and baseline EEAP functions of a yearly planning session, technical work plan, and quarterly technology webcasts. The City of Dubuque has a mature and capable team with vision and leadership support, but lacks a strategic plan, the services to support implementation, and guidance to stay on track. An EEAP will help the GIS Office organize and put together a strategy on how to methodically tackle its goals using services and training where needed. This will enable the GIS Office to rely on more robust technical support, tackle tasks quickly and efficiently, and enable the GIS Office to grow and improve the City of Dubuque.

The program includes 50 learning and service credits and 50 technical advisor hours per year. The City of Dubuque will be assigned a Technical Advisor by ESRI. This technical advisor will facilitate a one-day annual planning meeting attended by key ESRI and City of Dubuque stakeholders. The Technical Work Plan is a collaboratively developed document designed to drive the City's implementation through the definition of the City's GIS vision, goals, and objectives. Quarterly technology webcasts include access to webcasts delivered by specialists representing various geospatial technology topics.

Related Cost:	\$52,000	Tax Funds	Recurring	<b>Recommend - No</b>
Related Revenue:	\$21,840	Administrative Overhead	Recurring	
Net Property Tax Cost:	<u>\$30,160</u>			
Property Tax Impact:	<u>\$0.0119</u>	0.11%		
Activity: Geographic Information Services				

## Significant Line Items

### Employee Expense

1. FY 2021 employee expense reflects a 1.5% wage package increase.
2. The Iowa Public Employee Retirement System (IPERS) City contribution of 9.44% is unchanged from FY 2020 The employee contribution of 6.29% is unchanged from FY 2020.
3. The City portion of health insurance expense increased from \$921 in FY 2020 to \$1,013 in FY 2021 per month per contract which results in annual cost increase of \$12,610 or 9.99%.

### Supplies & Services

4. Printing and Binding increased from \$55,915 in FY 2020 to \$55,962 in FY 2021. This line item represents the cost of printing six issues of City Newsletter (\$7,200); printing and distribution of City Focus Magazine which includes mailing costs (\$36,000); various print projects (\$2,000); translating City brochures (\$1,000); business cards (\$47), and Bee Branch Watershed materials (\$9,715).
5. Software License Expense increased from \$56,456 in FY 2020 to \$60,711 in FY 2021 based on FY 2020 actual. Civic Plus Website Hosting increased from \$19,660 in FY 2020 to \$20,842 in FY 2021 (6% increase). WebQA Hosting increased from \$28,517 in FY 2020 to \$31,889 in FY 2021 (12% increase).
6. Postage and Shipping increased from \$13,642 in FY 2020 to \$13,785 in FY 2021. Public Information mailings represent \$285 and Bee Branch Watershed mailings represent \$13,500.
7. Promotion is unchanged from \$10,700 in FY 2020 to \$10,700 in FY 2021. This line item represents advertising and promotion expenses for City Expo and other City services.
8. Conferences increased from \$7,600 in FY 2020 to \$8,000 in FY 2021 based on location of conferences and estimated cost. This line item represents cost of conferences for the Public Information Officer, GIS Coordinator, GIS Applications Specialist, and regional conferences for other Public Information Office staff.

### Machinery & Equipment

9. Equipment replacement items include (\$996):

Smartphones (1)	346
Desk Chair	650
<b>Total Equipment</b>	<b>996</b>

### Revenue

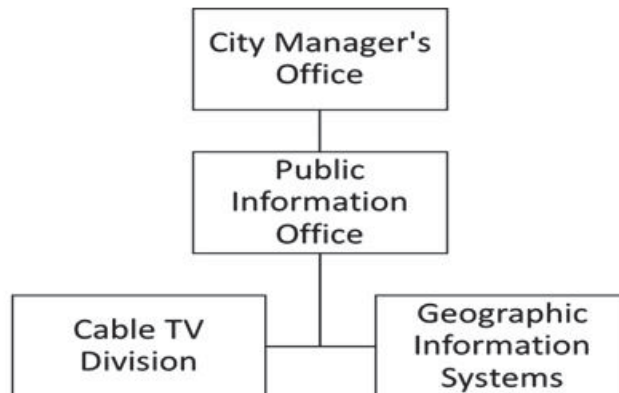
10. Revenue received from Enterprise Funds for administrative overhead charges increased from \$104,444 in FY 2020 to \$137,162 in FY 2021 and represents recharges for Geographic Information Services (GIS).

# PUBLIC INFORMATION OFFICE

The City of Dubuque Public Information Office (PIO) facilitates an accurate and consistent flow of public information to the City's various constituencies to increase public awareness about the activities, programs, and services provided by the City of Dubuque.

## Mission & Services

The Public Information Office communicates the goals and activities of city government to the city's many publics, both internal and external. The Public Information Office oversees the Cable TV Coordinator and Geographic Information System (GIS) Coordinator/Analyst. Services provided by the Public Information Office include publications and graphic design, online presence management, media relations, special events, and Bee Branch Watershed Flood Mitigation Project communications.



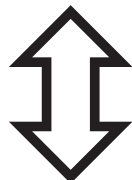
## SUCCESS IS ABOUT PEOPLE, PLANNING AND PARTNERSHIPS LEADING TO OUTCOMES

### PEOPLE

Public Information Office staff serve on Leadership Team, the Employee Recognition Committee, Travel Dubuque Advisory Board, Intercultural Communications Marketing Team, and the Local Emergency Preparedness Committee.

### PLANNING

The Public Information Office supports all departments/divisions in planning activities to promote their programs and activities and assists with promoting engagement opportunities and tools to provide public input into those processes.



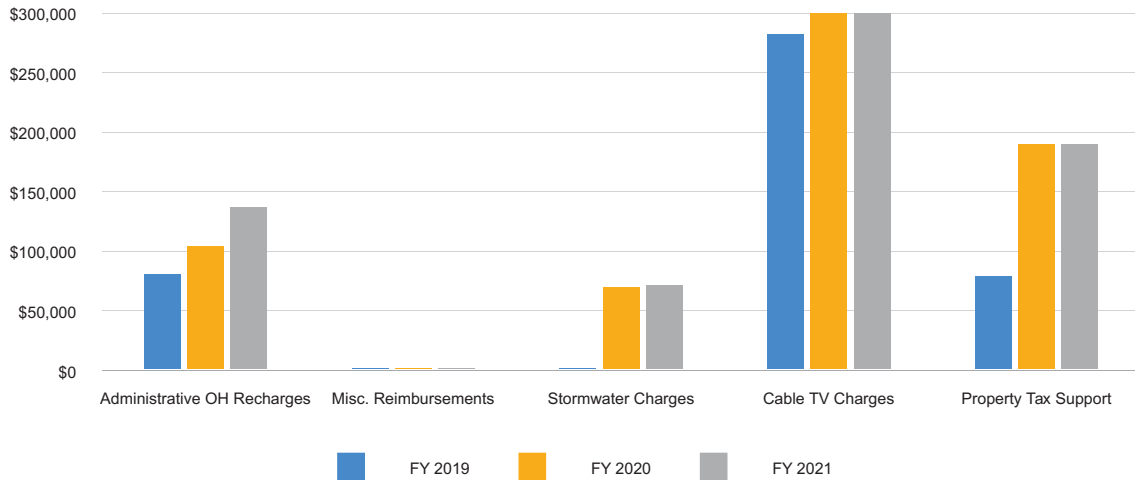
### PARTNERSHIPS

The Public Information Office partners daily with other City departments and divisions and frequently collaborates with Greater Dubuque Development Corporation, the Community Foundation of Greater Dubuque, Travel Dubuque, and other strategic partners.

# PUBLIC INFORMATION OFFICE

	FY 2019	FY 2020	FY 2021
Full-Time Equivalent	2.75	3.63	3.75

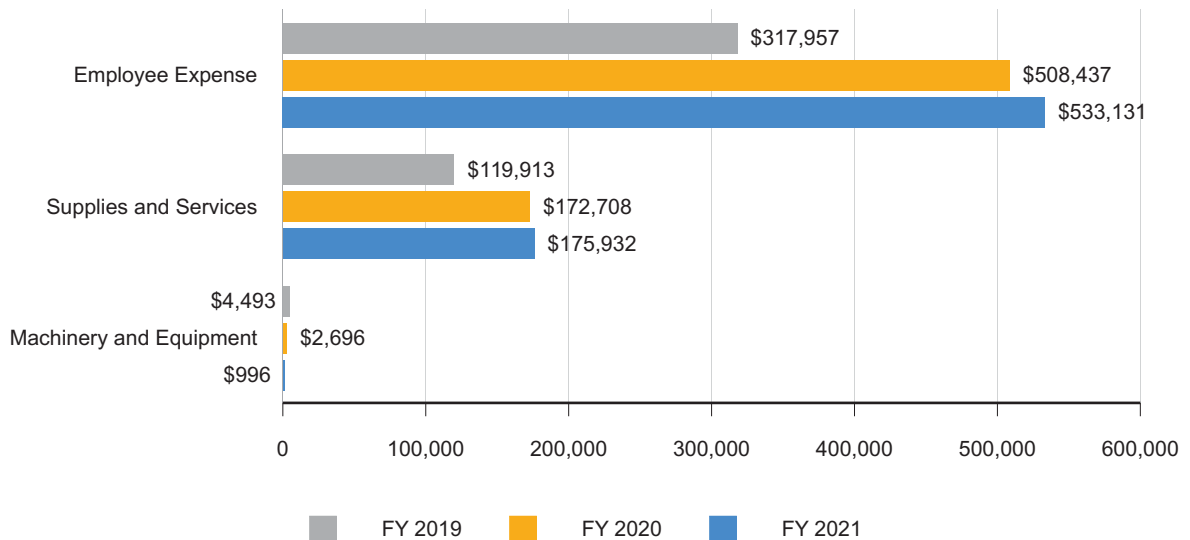
## Resources and Property Tax Support



Includes Public Information Office and Geographic Information Systems.

The Public Information Office is supported by 6.50 full-time equivalent employees, which accounts for 75.08% of the department expense as seen below. Overall, the departments' expenses are expected to increase by 3.83% in FY 2021 compared to FY 2020.

## Expenditures by Category by Fiscal Year








# PUBLIC INFORMATION OFFICE

Position Summary	
	FY 2021
PUBLIC INFORMATION OFFICER	1.00
COMMUNICATIONS SPECIALIST	0.75
COMMUNICATIONS SPECIALIST	0.25
COMMUNICATIONS ASSISTANT	1.00
COMMUNICATIONS SPECIALIST	0.75
<b>Total FT Equivalent Employees</b>	<b>3.75</b>




## Performance Measures

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



- 1 **Dept. Objective: Promote the services, programs, projects, and initiatives of the City through diverse mediums.**

Performance Measure (KPI)	Target	FY17 Actual	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
# of Facebook Followers	+25% annually	1,910	2,738 (+43%)	4,469 (+63%)	5,586 (+25%)	
Facebook Total Reach	+10% annually	NA	439,669	1,325,118 (+201%)	1,457,630 (+10%)	
# of Twitter Followers	+15% annually	3,320	3,800 (+15%)	4,006 (+5%)	4,607 (+15%)	
Tweet Impressions	+10% annually	NA	477,500	422,600 (-12%)	464,860 (+10%)	
# of NotifyMe Subscribers to News Releases	+10% annually	792	810 (+2%)	823 (+2%)	905 (+10%)	

- 2 **Dept. Objective: Maintain an updated, comprehensive, and interactive City website for residents and stakeholders to access information and communicate with City staff and elected officials.**

Homepage Page Views	+2% annually	NA	561,281	586,917 (+5%)	598,655 (+2%)	
# Service Requests processed through WebQA	+2% annually	NA	20,911	22,429 (+7%)	22,878 (+2%)	
% of Service Requests submitted directly by citizens via	+2% annually	NA	15.2%	17% (+2%)	19% (+2%)	

- 3 **Dept. Objective: Provide timely and accurate information related to the Bee Branch Creek Watershed Flood Mitigation Project to residents and businesses directly impacted by the project**

# of Facebook Followers	+10% annually	NA	662	876 (+32%)	964 (+10%)	
# Notify Me subscribers to Bee Branch news	+5% annually	459	541 (+18%)	550 (+2%)	578 (+5%)	

# PUBLIC INFORMATION OFFICE

## Top Search Terms Used on City of Dubuque Website

	FY2017	FY2018	FY2019
#1	CODI	Eagle Point Park	Eagle Point Park
#2	Eagle Point Park	Flora Pool	Housing
#3	Shot Tower	Housing	Parking
#4	Swim Lessons	Shot Tower	Jobs
#5	Housing Choice Voucher	Swim Lessons	Swim Lessons
#6	Bee Branch	Jobs	Garbage
#7	Housing	Parking	Shot Tower
#8	Waiting List	CODI	Bids
#9	Staff Directory	Arrests	Flora Pool
#10	Parking	Hotels	Employment

## Top Pages Visited on City of Dubuque Website (excluding homepage)

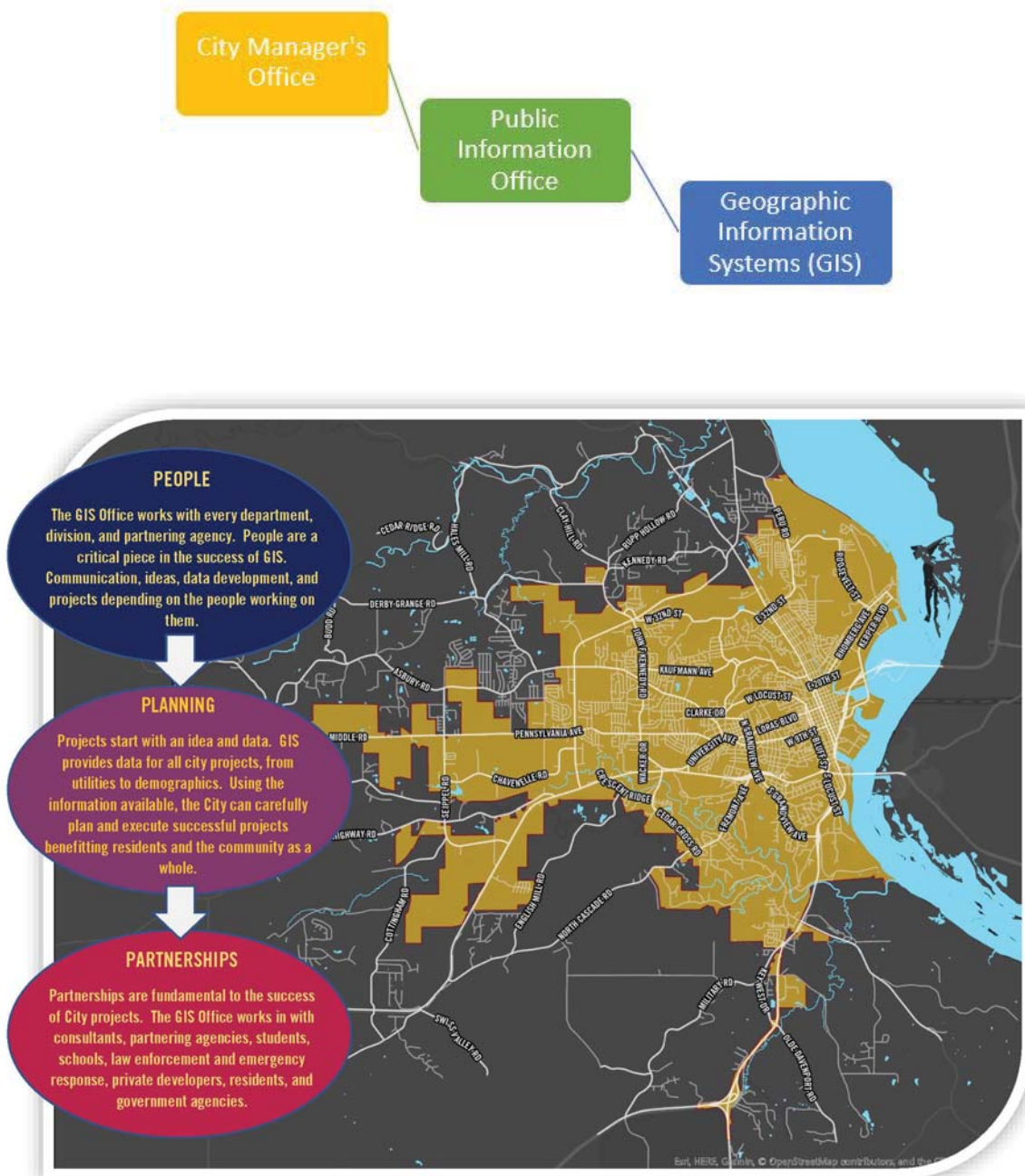
	FY2017	FY2018	FY2019
#1	Leisure Services	Job Opportunities	Leisure Services
#2	Job Opportunities	Leisure Services	Pay a Bill or Fine
#3	Police	Pay a Bill or Fine	Utility Billing
#4	Pay a Bill or Fine	Utility Billing	Dubuque Employment Opportunities
#5	Dubuque Employment Opportunities	Police	Job Opportunities
#6	Utility Billing	The Jule	The Jule
#7	The Jule	Dubuque Employment Opportunities	Police
#8	Citizen Support Center	Miller Riverview Park & Campground	Eagle Point Park
#9	Eagle Point Park	Eagle Point Park	Miller Riverview Park & Campground
#10	Miller Riverview Park & Campground	Flora Park Swimming Pool	Flora Park Swimming Pool

# GEOGRAPHIC INFORMATION SYSTEMS (GIS)

## (Maps & Data)

### Mission & Services

The Geographic Information Systems (GIS) Office is responsible for the supervision, development, use, and maintenance of the City's Geographic Information System, and coordinates these duties with other City departments, partners to City projects, other government groups and private sector businesses. The GIS office provides a large service level to the City organization.





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

<b>1</b>	<b>Dept. Objective: Leverage GIS as a data management software to accurately and consistently tract City assets and community information.</b>					
	<b>Performance Measure (KPI)</b>	<b>Target</b>	<b>FY18 Actual</b>	<b>FY19 Actual</b>	<b>FY20 Estimate</b>	<b>Performance Indicator</b>
	Annual Address Updates	N/A	731	691	560	N/A
	Data, Map, and Application Requests	N/A	166	186	205	N/A
<b>2</b>	<b>Dept. Objective: Assist City departments in GIS application development to streamline workflows, centralize citywide data collection, and collaborate across organization outcomes.</b>					
	Applications in GIS	N/A	N/A	326	400	N/A
	Number of Departments Using GIS as a tool	N/A	N/A	17	19	N/A
<b>3</b>	<b>Dept. Objective: Produce interactive and engaging content to improve customer service.</b>					
	Website hits to zoning map	N/A	1,201	1,590	1,980	N/A
	New public facing web map applications	N/A	1	3	10	N/A

Position Summary	
	<b>FY 2021</b>
GIS APPLICATIONS SPECIALIST	1.00
GIS COORDINATOR	1.00
ARCHITECTURAL INTERN	0.50
GIS INTERN - SEASONAL	0.25
<b>Total FT Equivalent Employees</b>	<b>2.75</b>

## Recommended Operating Revenue Budget - Department Total

### 69 - PUBLIC INFORMATION OFFICE

Fund	Account	Account Title	FY18 Actual Revenue	FY19 Actual Revenue	FY20 Adopted Budget	FY21 Recomm'd Budget
800	53530	SPECIALIZED SERVICES	0	0	70,313	71,750
100	53620	REIMBURSEMENTS-GENERAL	30	505	30	0
290	53620	REIMBURSEMENTS-GENERAL	22	64	22	0
<b>53</b>	<b>MISCELLANEOUS</b>	<b>- Total</b>	<b>52</b>	<b>569</b>	<b>70,365</b>	<b>71,750</b>
100	59610	FR WPC OPERATING	22,847	34,360	41,355	54,429
100	59620	FR STORMWATER OPERATING	5,264	8,047	11,435	16,329
100	59630	FR PARKING OPERATING	2,629	3,934	5,370	7,076
100	59640	FR WATER UTILITY	1,397	6,184	8,961	8,709
100	59670	FR REFUSE COLLECTION	18,655	28,295	37,323	50,619
<b>59</b>	<b>TRANSFER IN AND INTERNAL</b>	<b>- Total</b>	<b>50,792</b>	<b>80,820</b>	<b>104,444</b>	<b>137,162</b>
<b>PUBLIC INFORMATION OFFICE - Total</b>			<b>50,844</b>	<b>81,389</b>	<b>174,809</b>	<b>208,912</b>

## Recommended Operating Expenditure Budget - Department Total

### 69 - PUBLIC INFORMATION OFFICE

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
100	61010	FULL-TIME EMPLOYEES	72,690	96,034	143,205	194,747
290	61010	FULL-TIME EMPLOYEES	95,599	97,042	123,822	95,115
620	61010	FULL-TIME EMPLOYEES	9,392	0	0	0
800	61010	FULL-TIME EMPLOYEES	0	0	30,727	31,189
100	61020	PART-TIME EMPLOYEES	0	0	36,376	0
290	61020	PART-TIME EMPLOYEES	42,704	42,348	22,659	45,477
100	61030	SEASONAL EMPLOYEES	8,977	2,551	34,573	34,964
100	61050	OVERTIME PAY	167	0	0	0
100	61310	IPERS	6,981	9,066	20,216	21,684
290	61310	IPERS	12,378	13,159	13,828	13,272
620	61310	IPERS	839	0	0	0
800	61310	IPERS	0	0	2,928	2,972
100	61320	SOCIAL SECURITY	5,656	6,979	16,384	17,574
290	61320	SOCIAL SECURITY	10,275	10,267	11,206	10,755
620	61320	SOCIAL SECURITY	532	0	0	0
800	61320	SOCIAL SECURITY	0	0	2,351	2,386
100	61410	HEALTH INSURANCE	15,900	25,043	24,381	39,962
290	61410	HEALTH INSURANCE	15,900	14,310	16,362	12,296
620	61410	HEALTH INSURANCE	8,425	10	0	0
800	61410	HEALTH INSURANCE	0	0	8,127	9,222
100	61415	WORKMENS' COMPENSATION	354	301	395	568
290	61415	WORKMENS' COMPENSATION	504	433	365	388
620	61415	WORKMENS' COMPENSATION	180	0	0	0
800	61415	WORKMENS' COMPENSATION	0	0	114	0
100	61416	LIFE INSURANCE	55	74	152	179
290	61416	LIFE INSURANCE	73	73	101	73
620	61416	LIFE INSURANCE	14	0	0	0
800	61416	LIFE INSURANCE	0	0	41	41
100	61660	EMPLOYEE PHYSICALS	128	267	124	267
<b>61 - WAGES AND BENEFITS</b>			<b>307,724</b>	<b>317,957</b>	<b>508,437</b>	<b>533,131</b>
100	62010	OFFICE SUPPLIES	396	448	396	448
290	62010	OFFICE SUPPLIES	25	148	400	148
800	62010	OFFICE SUPPLIES	0	0	105	105
290	62030	POSTAGE AND SHIPPING	138	259	142	285
800	62030	POSTAGE AND SHIPPING	0	0	13,500	13,500
290	62050	OFFICE EQUIPMENT MAINT	0	136	0	139
100	62061	DP EQUIP. MAINT CONTRACTS	2,515	2,572	2,212	1,773
290	62061	DP EQUIP. MAINT CONTRACTS	3,562	3,208	3,367	2,699
100	62090	PRINTING & BINDING	0	44	0	47
290	62090	PRINTING & BINDING	32,611	17,012	46,200	46,200
800	62090	PRINTING & BINDING	0	0	9,715	9,715
100	62110	COPYING/REPRODUCTION	34	109	36	109
290	62110	COPYING/REPRODUCTION	829	263	887	900
800	62110	COPYING/REPRODUCTION	0	0	175	175
100	62130	LEGAL NOTICES & ADS	0	1,190	0	0

## Recommended Operating Expenditure Budget - Department Total

### 69 - PUBLIC INFORMATION OFFICE

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
290	62140	PROMOTION	3,000	17,513	10,000	10,000
800	62140	PROMOTION	0	0	700	700
290	62170	SUBSCRIPTIONS-BOOKS-MAPS	0	1	0	0
290	62190	DUES & MEMBERSHIPS	400	400	390	400
800	62190	DUES & MEMBERSHIPS	0	0	50	50
290	62208	GENERAL LIABILITY INSURAN	1,193	1,261	1,346	1,324
100	62310	TRAVEL-CONFERENCES	2,763	3,356	5,000	5,000
290	62310	TRAVEL-CONFERENCES	605	1,868	2,600	3,000
100	62320	TRAVEL-CITY BUSINESS	0	127	572	572
290	62320	TRAVEL-CITY BUSINESS	0	0	780	150
800	62320	TRAVEL-CITY BUSINESS	0	0	330	330
100	62340	MILEAGE/LOCAL TRANSP	21	0	22	0
290	62340	MILEAGE/LOCAL TRANSP	46	0	50	0
800	62340	MILEAGE/LOCAL TRANSP	0	0	30	0
100	62360	EDUCATION & TRAINING	1,270	1,150	2,500	2,500
290	62360	EDUCATION & TRAINING	280	280	730	730
800	62360	EDUCATION & TRAINING	0	0	60	60
100	62421	TELEPHONE	624	732	624	732
290	62421	TELEPHONE	980	870	714	1,104
800	62421	TELEPHONE	0	0	55	0
290	62424	RADIO/PAGER FEE	301	283	313	310
100	62436	RENTAL OF SPACE	504	462	504	462
290	62436	RENTAL OF SPACE	504	462	504	462
100	62627	CAMERA MAINTENANCE	0	0	360	360
290	62645	SPECIAL EVENTS	3,638	3,081	3,500	3,300
800	62645	SPECIAL EVENTS	0	0	500	500
100	62663	SOFTWARE LICENSE EXP	4,560	4,552	4,788	4,734
290	62663	SOFTWARE LICENSE EXP	49,521	53,290	51,113	55,422
800	62663	SOFTWARE LICENSE EXP	0	0	555	555
100	62667	DATA SERVICES	313	338	313	345
290	62667	DATA SERVICES	120	135	120	137
290	62671	MISC. OPERATING SUPPLIES	20	0	0	0
100	62716	CONSULTANT SERVICES	2,322	563	0	0
290	62716	CONSULTANT SERVICES	115	0	2,000	2,000
290	62736	CATERING SERVICES	5,000	3,600	4,000	4,000
800	62736	CATERING SERVICES	0	0	250	250
290	62785	GIFT CARDS	0	200	200	200
<b>62 - SUPPLIES AND SERVICES</b>			<b>118,210</b>	<b>119,913</b>	<b>172,708</b>	<b>175,932</b>
100	71120	PERIPHERALS, COMPUTER	0	0	950	0
100	71124	COMPUTER	0	3,027	0	0
100	71156	FURNITURE	0	1,257	0	0
290	71211	DESKS/CHAIRS	0	0	0	650
290	71550	MISCELLANEOUS EQUIPMENT	240	209	600	0
290	72417	CAMERA RELATED EQUIPMENT	0	0	800	0
100	72418	TELEPHONE RELATED	300	0	346	0

## Recommended Operating Expenditure Budget - Department Total

### 69 - PUBLIC INFORMATION OFFICE

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
290	72418	TELEPHONE RELATED	291	0	0	346
71 - EQUIPMENT			831	4,493	2,696	996
69 - PUBLIC INFORMATION OFFICE TOTAL			426,764	442,363	683,841	710,059

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## Recommended Expenditure Budget Report by Activity & Funding Source

### 69 - PUBLIC INFORMATION OFFICE

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#### PUBLIC INFORMATION/GIS - 72300

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##### FUNDING SOURCE: CABLE TV

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	4,493	2,696	996
SUPPLIES AND SERVICES	119,913	146,683	149,992
WAGES AND BENEFITS	317,957	464,149	487,321
<b>PUBLIC INFORMATION/GIS</b>	<b>442,363</b>	<b>613,528</b>	<b>638,309</b>
<b>BEE BRANCH COMM SPEC - 72620</b>			

##### FUNDING SOURCE: ENGINEERING SERVICE

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	0	26,025	25,940
WAGES AND BENEFITS	—	44,288	45,810
<b>BEE BRANCH COMM SPEC</b>	<b>—</b>	<b>70,313</b>	<b>71,750</b>
<b>PUBLIC INFORMATION OFFICE TOTAL</b>	<b>442,362.98</b>	<b>683,841</b>	<b>710,059</b>

CITY OF DUBUQUE, IOWA  
DEPARTMENT DETAIL - PERSONNEL COMPLEMENT

69 PUBLIC INFORMATION OFFICE DEPT.

FD	JC	WP-GR	JOB CLASS	FY 2019		FY 2020		FY 2021	
				FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
61010 Full Time Employee Expense									
290	8400	GE-35	PUBLIC INFORMATION OFFICER	1.00	91,971	1.00	94,068	1.00	95,115
800	1950	GE-35	COMMUNICATIONS SPECIALIST	0.75	42,440	0.75	30,727	0.75	31,189
100	1950	GE-35	COMMUNICATIONS SPECIALIST	0.25	14,147	0.25	14,992	0.25	56,898
290	1950	GE-29	COMMUNICATIONS SPECIALIST	0.00	0	0.50	29,754	0.00	0
100		GE-25	COMMUNICATIONS ASSISTANT	0.00	0	0.00	0	1.00	41,739
100		GE-30	GIS APPLICATIONS SPECIALIST	0.50	24,991	1.00	52,295	1.00	61,092
100	8400	GE-33	GIS COORDINATOR	1.00	74,235	1.00	75,918	1.00	76,757
TOTAL FULL TIME EMPLOYEES				3.50	247,784	4.50	297,754	5.00	362,790
61020 Part Time Employee Expense									
100		GE-25	COMMUNICATIONS ASSISTANT	0.00	0	0.75	36,376	0.00	0
290	1950	GE-29	COMMUNICATIONS SPECIALIST	0.75	43,976	0.38	22,659	0.75	23,000
TOTAL PART TIME EMPLOYEES				0.75	43,976	1.13	59,035	0.75	23,000
61030 Seasonal Employee Expense									
100		NA-34	ARCHITECTURAL INTERN	0.50	26,395	0.50	26,996	0.50	27,301
100	2850	NA-37	GIS INTERN - SEASONAL	0.25	7,410	0.25	7,577	0.25	7,663
TOTAL SEASONAL EMPLOYEES				0.75	33,805	0.75	34,573	0.75	34,964
TOTAL PUBLIC INFORMATION OFFICE DEPT				5.00	325,565	6.38	391,362	6.50	420,754

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

ACCT	FD	JC	WP-GR	POSITION CLASS	FY 2019		FY 2020		FY 2021		
					FTE	BUDGET	FTE	BUDGET	FTE	BUDGET	
Public Information - FT Cable TV Fund											
29072300	61010	290	8400	GE-35	PUBLIC INFORMATION OFFICER	1.00	\$ 91,971	1.00	\$ 94,068	1.00	\$ 95,115
29072300	61010	100	1950	GE-29	COMMUNICATIONS SPECIALIST	0.00	\$ —	0.50	\$ 29,754	0.00	\$ —
Total						1.00	\$ 91,971	1.50	\$ 123,822	1.00	\$ 95,115
Public Information - FT General Fund											
10072300	61010	100	8400	GE-35	GIS COORDINATOR	1.00	\$ 74,235	1.00	\$ 75,918	1.00	\$ 76,757
10072300	61010	100	1950	GE-29	COMMUNICATIONS SPECIALIST	0.25	\$ 14,147	0.25	\$ 14,992	0.25	\$ 15,159
10072300	61010	100		GE-25	COMMUNICATIONS ASSISTANT	0.00	\$ —	0.00	\$ —	1.00	\$ 41,739
10072300	61010	100		GE-30	GIS APPLICATIONS SPECIALIST	0.50	\$ 24,991	1.00	\$ 52,295	1.00	\$ 61,092
Total						1.75	\$ 113,373	2.25	\$ 143,205	3.25	\$ 194,747
Public Information - FT Stormwater Fund											
80072620	61010	620	1950	GE-29	COMMUNICATIONS SPECIALIST	0.75	\$ 42,440	0.75	\$ 30,727	0.75	\$ 31,189
Total						0.75	\$ 42,440	0.75	\$ 30,727	0.75	\$ 31,189
Public Information - PT General Fund											
10072300	61020	100		GE-25	COMMUNICATIONS ASSISTANT	0.00	\$ —	0.75	\$ 36,376	0.00	\$ —
Total						0.00	\$ —	0.75	\$ 36,376	0.00	\$ —
Public Information - PT Cable TV Fund											
29072300	61020	100	1950	GE-29	COMMUNICATIONS SPECIALIST	0.75	\$ 43,976	0.38	\$ 22,659	0.75	\$ 23,000
Total						0.75	\$ 43,976	0.38	\$ 22,659	0.75	\$ 23,000
Public Information - Seasonal General Fund											
10072300	61030	100		NA-34	ARCHITECTURAL INTERN	0.50	\$ 26,395	0.50	\$ 26,996	0.50	\$ 27,301
10072300	61030	100	2850	NA-37	GIS INTERN-SEASONAL	0.25	\$ 7,410	0.25	\$ 7,577	0.25	\$ 7,663
Total						0.75	\$ 33,805	0.75	\$ 34,573	0.75	\$ 34,964
TOTAL PUBLIC INFORMATION OFFICE DEPT.						5.00	\$ 325,565	6.38	\$ 391,362	6.50	\$ 379,015



Capital Improvement Projects by Department/Division					
PUBLIC INFORMATION OFFICE					
CIP Number	Capital Improvement Project Title	FY 18 Actual Expense	FY 19 Actual Expense	FY 20 Adopted Budget	FY 21 Recomm'd Budget
1021070	GIS SYSTEM IMPLEMENTATION	—	—	—	—
3501070	GIS SYSTEM IMPLEMENTATION	—	911	—	—
3502624	AUGMENTED DATE SUPPORT SV	20,476	243	—	—
3502625	GEOEVENT PROCESSOR EXT	—	—	—	—
<b>PUBLIC INFORMATION OFFICE TOTAL</b>		<b>20,476</b>	<b>1,154</b>	<b>—</b>	<b>—</b>

# **City Manager**

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## CITY MANAGER'S OFFICE

<b>Budget Highlights</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Budget</b>	<b>FY 2021 Requested</b>	<b>% Change From FY 2020 Budget</b>
<u>Expenses</u>				
Employee Expense	1,085,030	1,167,581	1,230,694	5.4 %
Supplies and Services	272,952	364,981	431,685	18.3 %
Machinery and Equipment	1,642	4,950	1,750	-64.6 %
Total	1,359,624	1,537,512	1,664,129	8.2 %
<u>Resources</u>				
Administrative Overhead Recharges	588,646	684,668	721,224	5.3 %
Sustainability Conference	40,809	39,000	34,000	(12.8)%
Misc. Reimbursements	16,008	8,400	3,468	(58.7)%
CDBG Charges	81,391	98,279	86,028	(12.5)%
Total	726,854	830,347	844,720	1.7 %
Property Tax Support	632,770	707,165	819,409	112,244
Percent Increase (Decrease)				15.9 %
<b>Personnel - Authorized FTE</b>	<b>9.77</b>	<b>9.67</b>	<b>9.67</b>	

## Improvement Package Summary

### 1 of 5

The improvement level decision package request is for trainings and assessments to continue the professional and organizational development work underway to create a more High Performing Organization. In December 2018, the City entered into an Memorandum of Understanding with Cartegraph and completed an employee survey to identify strengths and opportunities for improvement in the six High Performance Organization tenets of effective and innovative teams; efficient processes; measurable, actionable results; clarity & accountability; engaged citizens, and an equitable organization. Since then, a group of approximately 40 High Performing Government Ambassadors have been trained and are implementing process improvement, team building, and other work across the organization. Early results include financial savings, staff time freed up to accomplish other activities, and improved employee morale and customer service. In order to build staff capacity and institutionalize these changes, additional funding is requested as follows: 1) \$6,000 to send one staff to the Leading, Educating and Developing (LEAD) training at the Cooper Center for Public Service at the University of Virginia. The program offers an integrated approach to professional development for local government leaders and managers. It consists of a one-week class with government leaders from many different communities and focuses on developing leadership and management skills. Themes covered include creating a High Performing Organization, cultivating democratic values, facilitated team learning, workforce engagement, emotional intelligence, and micro-business development in local government. 2) \$3,600 to send two staff to the Alliance for Innovation Transforming Local Government conference in order to develop their skills in innovation and change management. City staff have attended both trainings in FY20 and found them highly valuable. 3) \$5,000 to fund additional High Performing Government Ambassador and Leadership Team training in areas identified as opportunities for improvement in the employee survey. 4) \$300 for any new Leadership Team members to take the Strengthsfinder (TM) assessment. The team building and innovation work the High Performance Government Ambassadors have completed is a strengths-based approach to work, and the assessment is key to understanding and improving upon our

Leadership Team members' strengths. This request supports the City Council goal of Financially Responsible, High-Performance City Organization.

Related Cost:	\$14,900	Tax Funds	Non-Recurring	<b>Recommend - Yes</b>
Related Revenue:	\$ 7,499	Administrative Overhead	Non-Recurring	
Net Property Tax Cost:	<u>\$ 7,401</u>			
Property Tax Impact:	<u>\$0.0029</u>	0.03%		

Activity: City Manager's Office

## 2 of 5

This improvement level decision package request is to increase the City Managers Office education & training line item. The line has traditionally been used for training opportunities for only the staff in the City Managers Office. Most recently, the line has also been used to hire outside agencies to conduct various trainings related to compliance and organizational culture, such as the sexual harassment and civility in the workplace training that were offered in FY20. The requested \$7,000 is based off of the actual cost to hire Employee & Family Resources, the City's employee assistance program provider, to conduct one one-hour training for all City employees, but could be used for any training deemed appropriate by the City Manager and Human Resources Director. This request supports the City Council goal of Financially Responsible, High-Performance City Organization.

Related Cost:	\$ 7,000	Tax Funds	Recurring	<b>Recommend - Yes</b>
Related Revenue:	\$ 3,523	Administrative Overhead	Recurring	
Net Property Tax Cost:	<u>\$ 3,477</u>			
Property Tax Impact:	<u>\$0.0014</u>	0.01%		

Activity: City Manager's Office

## 3 of 5

This improvement level decision package request would provide funding to develop an annual performance evaluation and professional development program for department managers. Department managers' responsibilities vary significantly and require a combination of leadership and management skills. 360 evaluations would provide the opportunity for the City Manager, department managers' peers, employees, and partners to provide constructive feedback. The results of the evaluations would be used to develop personalized performance improvement, or coaching, plans for each manager. Coaching or other professional expertise may be identified, based on the needs of the individual. This improvement plan would provide funding for half of department managers (26 total) to complete an evaluation each year and receive coaching or professional development opportunities based on their needs. This request supports the City Council goal of Financially Responsible, High-Performance City Organization.

Related Cost:	\$61,100	Tax Funds	Recurring	<b>Recommend - Yes</b>
Related Revenue:	\$30,752	Administrative Overhead	Recurring	
Net Property Tax Cost:	<u>\$30,348</u>			
Property Tax Impact:	<u>\$0.0119</u>	0.11%		

Activity: City Manager's Office

## 4 of 5

This improvement level decision package request is for outreach, education and empowerment activities related to the Climate Action Plan. This request is to fund capacity building in marginalized communities while addressing City greenhouse gas emissions reduction goal. This funding would allow building engaging, dynamic, cross-cultural collaborations and initiatives to address environmental, economic, and

equity issues outlined in the Climate Action Plan through creative engagement and education strategies. It will build trust and partnerships around climate action while engaging businesses, nonprofits, schools, faith communities and community members as partners to begin implementation of the climate action plan at the community level. The update to the Climate Action Plan will be completed in the Spring 2020. The City will need residents educated and engaged to move the climate action work forward so that momentum is not lost. The City has committed to center equity in all work and needs to educate residents on what the body of work is, why it is important and how to further this work through partnership. The Community Action Plan outreach work will focus on reducing disparities and increasing equity.

Related Cost:	\$25,000	Tax Funds	Non-Recurring	<b>Recommend - No</b>
Related Revenue:	\$12,583	Administrative Overhead	Non-Recurring	
Net Property Tax Cost:	<u>\$12,417</u>			
Property Tax Impact:	\$0.0049	0.05%		
Activity: Sustainability				

## 5 of 5

This improvement level decision package would provide funding for the Washington Neighborhood Community Garden. The Washington Neighborhood is open to all families in the neighborhood, providing a space where they can grow produce and build relationships among one another. Garden coordinators have worked in recent years to establish and sustain more authentic engagement in the neighborhood moving forward. Ideally, more individuals from the neighborhood would be involved with different roles to accomplish the scope of this work, distributing efforts and increasing reach and relationships with those who have not been engaged to date. Funding requested includes \$7,200 for a Garden Manager (30 hrs/month for 12 months) and \$4,500 for an Assistant Manager (25 hrs/month for 9 months) who would plan crops, grant write, coordinate volunteer efforts, manage the garden, and ensure produce is allocated to the volunteers and neighborhood. The request also includes \$5,000 for supplies and plans and \$500 for liability insurance for a total request of \$17,200. This request supports the City Council goal of Livable Neighborhoods & Housing.

Related Cost:	\$17,200	Tax Funds	Recurring	<b>Recommend - No</b>
Property Tax Impact:	\$0.0068	0.07%		
Activity: Neighborhood Development				

## Significant Line Items

### Employee Expense

1. FY 2021 employee expense reflects a 1.5% wage package increase.
2. The Iowa Public Employee Retirement System (IPERS) City contribution of 9.44% is unchanged from FY 2020 The employee contribution of 6.29% is unchanged from FY 2020.
3. The City portion of health insurance expense increased from \$921 in FY 2020 to \$1,013 in FY 2021 per month per contract which results in an annual cost increase of \$8,719 annually or 9.99%.
4. Overtime expense is unchanged from \$3,400 FY 2020 to \$3,400 in FY 2021. FY 2019 Actual was \$10,346.

5. Five-Year Retiree Sick leave payout increased from \$0 in FY 2020 to \$2,636 in FY 2021.
6. 50% Sick Leave Payout increased from \$0 in FY 2020 to \$11,149 in FY 2021 based on FY 2020 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. Conferences increased from \$45,116 in FY 2020 to \$45,187 in FY 2021 based on estimated cost. This line item represents conferences attended by the City Manager, Assistant City Managers, International City/County Management Association Fellow, Office Manager, and Neighborhood Specialist.
8. Employee Recognition Luncheon expense is unchanged from \$17,000 in FY 2020 to \$17,000 in FY 2021. This line item represents both the employee recognition luncheon and SPIRIT awards.
9. Pay to Other Agency is unchanged from \$52,290 in FY 2020 to \$52,290 in FY 2021. This line item includes Special Events Grants \$3,500 ; Sustainable Dubuque Collaborative Community Grants \$25,000 ; GreenCorps Local Match \$8,000, and Washington Tool Library \$15,790.
10. Neighborhood Grants unchanged from \$24,560 in FY 2020 to \$24,560 in FY 2021. This line item represents grants for neighborhood clean up and beautification, communications, neighborhood improvement projects and community building initiatives.
11. Consultant Services is decreased from \$48,000 in FY 2020 to \$35,000 in FY 2021. This line item represents annual goal setting for City Council and department managers (\$35,000) and a bi-annual community survey next scheduled for Fiscal Year 2022 (-\$13,000).
12. City Business Travel is unchanged from \$26,754 in FY 2020 to \$26,754 in FY 2021. This line item represents the travel cost for official City business which includes Northeast Iowa Regional Managers meetings, Washington D.C. and Des Moines legislative trips, and the cost of travel liability insurance of all department and division managers.
13. Speakers/Programs is unchanged from \$34,530 in FY 2020 to \$34,530 in FY 2021. This line item represents the expense for the Growing Sustainable Communities Conference and is mostly offset by the registration fees received for the conference. Net cost to the City is -\$530.
14. Dues and Memberships increased from \$28,442 in FY 2020 to \$29,098 in FY 2021 based on FY 2020 actual.
15. Education and Training is increased from \$15,505 in FY 2020 to \$98,505 in FY 2021. This line item represents Dale Carnegie training for Department Managers, annual training for the Assistant City Managers and Office Manager, and Iowa Women's Leadership Conference registrations for Leadership Team.

## Machinery & Equipment

16. Equipment replacement items include (\$1,750):

Administration	
Smartphones (3)	\$ 700
Desk Chairs (2)	\$ 650
Wireless Headset (1)	\$ 200
Chair Mats (4)	\$ 200
<b>Total Equipment</b>	<b><u>\$ 1,750</u></b>

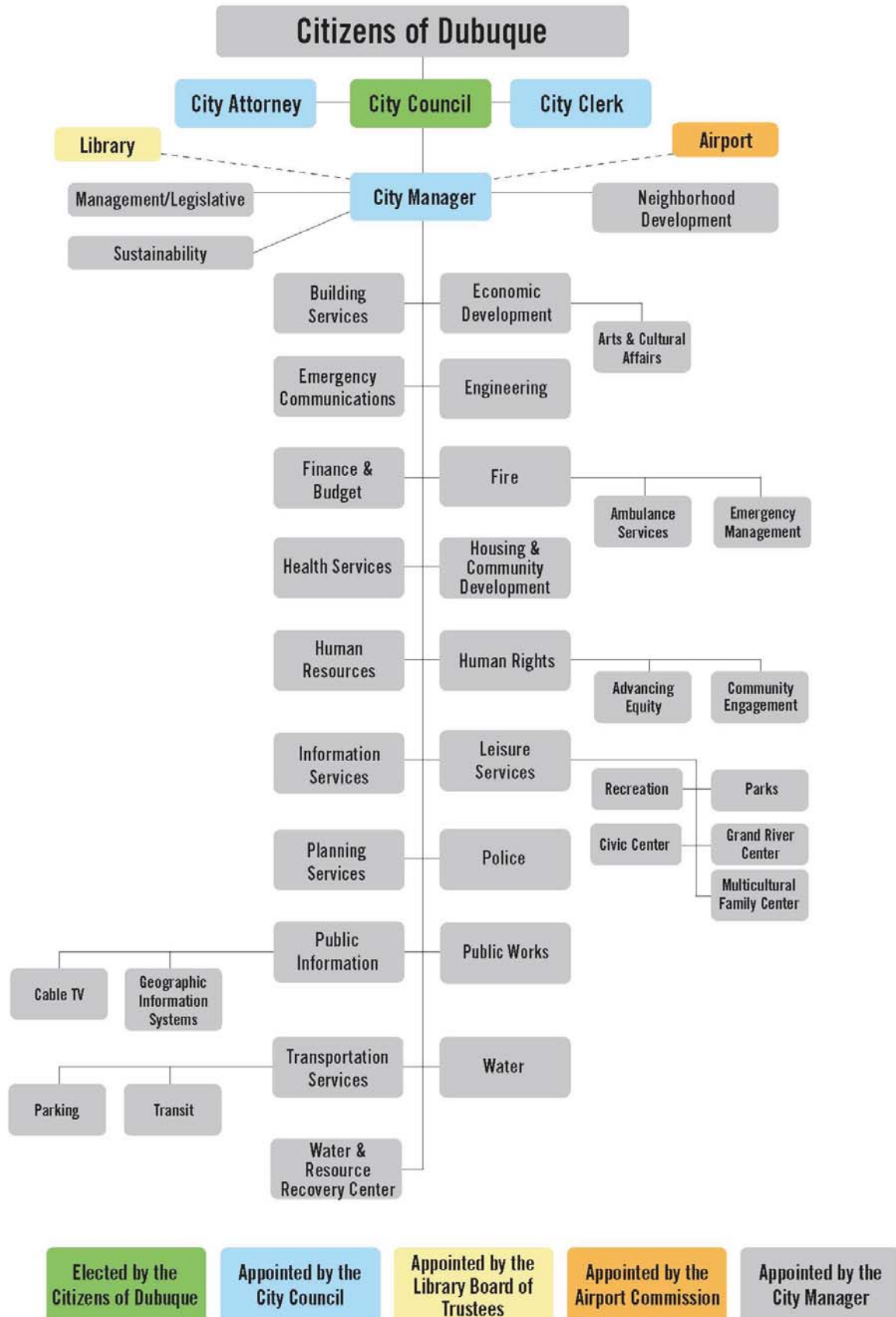
## Revenue

17. Various Program Fees decreased from \$39,000 in FY 2020 to \$34,000 in FY 2021 based on FY 2020 Budget. This line item represents the Growing Sustainable Conference registration fees.

18. Revenue received from Enterprise Funds for administrative overhead charges has increased from \$684,668 in FY 2020 to \$721,224 in FY 2021.



# CITY OF DUBUQUE ORGANIZATIONAL CHART



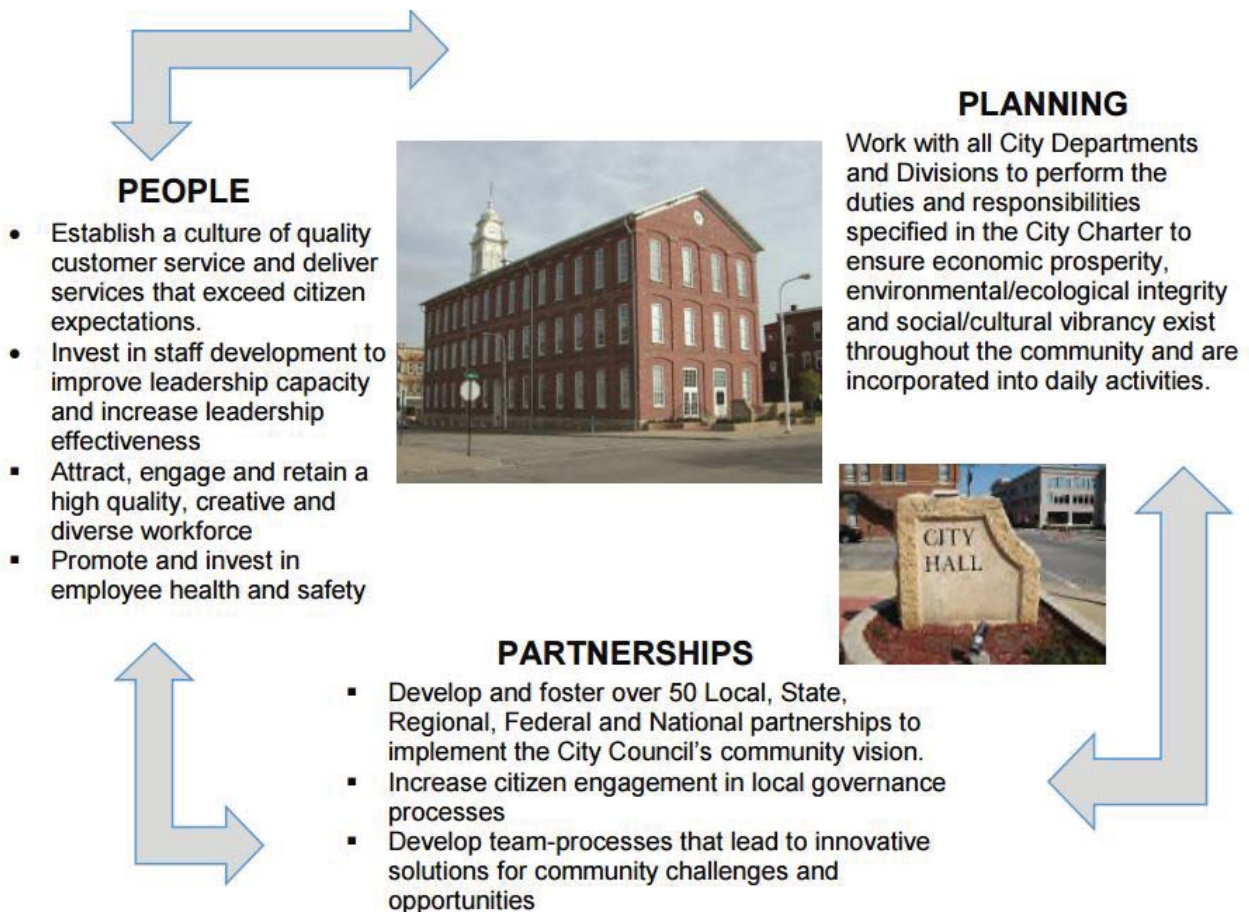
CM004-112519

# 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.



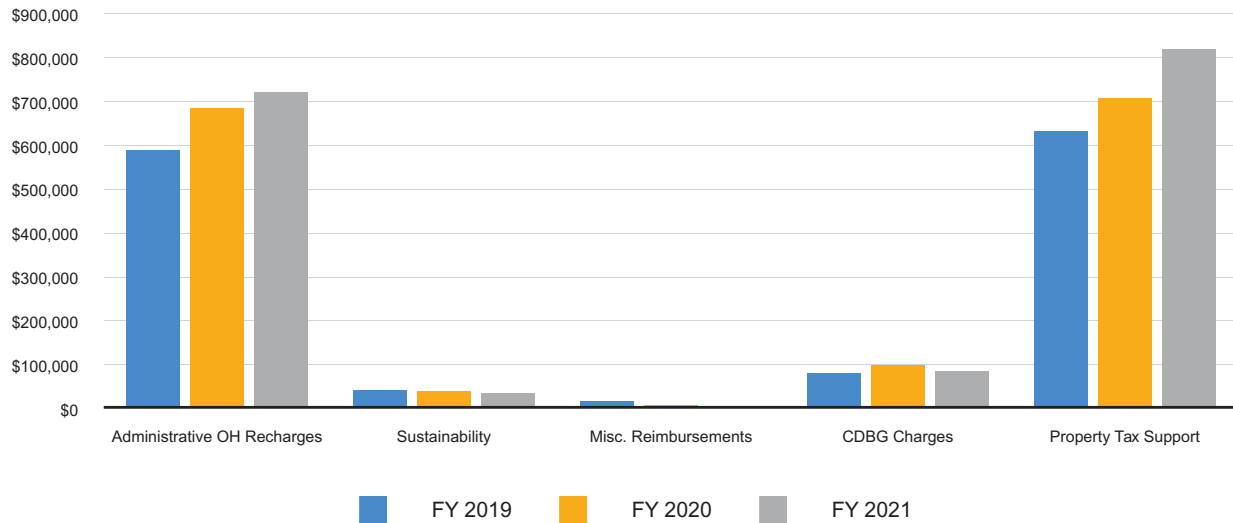
## SUCCESS IS ABOUT PEOPLE, PLANNING AND PARTNERSHIPS LEADING TO OUTCOMES



# CITY MANAGER'S OFFICE

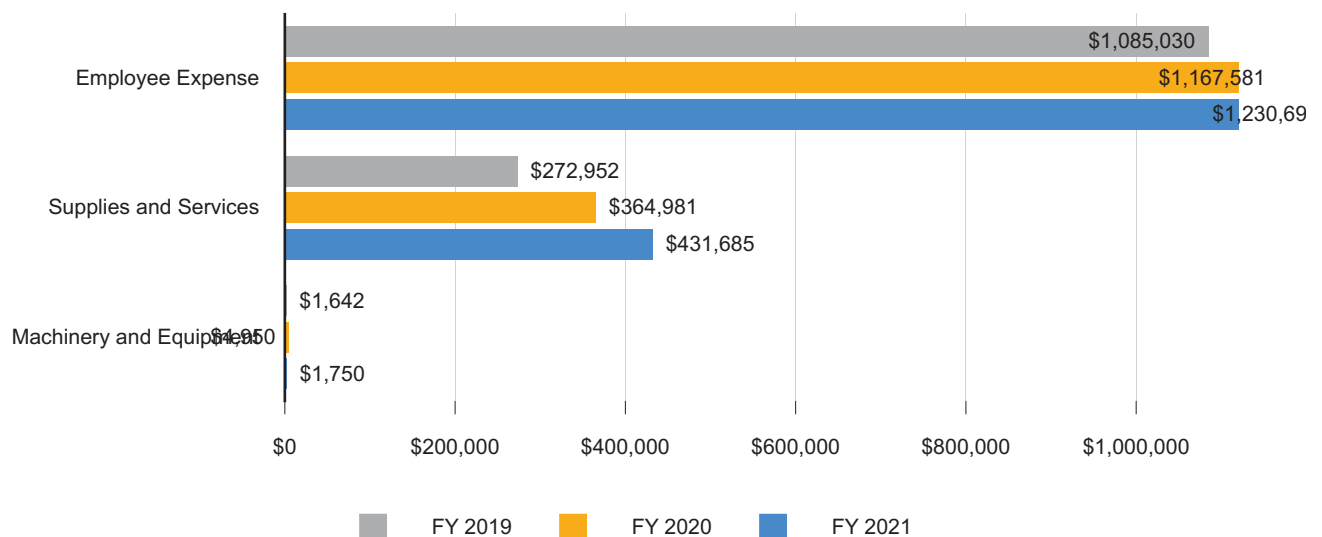
	FY 2019	FY 2020	FY 2021
Full-Time Equivalent	9.77	9.67	9.67

## Resources and Property Tax Support



The City Manager's Office is supported by 9.67 full-time equivalent employees, which accounts for 73.95% of the department expense as seen below. Overall, the departments' expenses are expected to increase by 8.24% in FY 2021 compared to FY 2020.

## 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, enforcements 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 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$1,035,223	\$1,165,661	\$1,275,092
Resources	\$519,611	\$606,294	\$641,806

Management/Administrative/Legislative Position Summary	
	FY 2021
City Manager	1.00
Assistant City Manager	2.00
Office Manager	1.00
Secretary	2.00
Management Intern	1.00
Intern	0.25
<b>Total Full-Time Equivalent Employee's</b>	<b>7.25</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	FY18 Actual	FY19 Actual	FY20 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	2	N/A


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

% budgeted revenue from property taxes	N/A	23%	23%	22%	N/A
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##### 3 Dept. Objective: Maintain an efficient citizen response rate.

% of citizen issues resolved in 10 days or less (All departments)	75%	83%	76%	75%	
# days to resolve citizen issue (CMO)	< 7	9.8	8.7	7	

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

Leadership Team demographics	51% female 8.6% non-white ('18 Census)	41% fem, 8.7% non-w	44% fem, 6.4% non-w	44% fem, 6% non-w	
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# CITY MANAGER'S OFFICE

## Sustainability

### Mission & Services

The Sustainability Office provides education, outreach, and coordination on sustainability issues and activities both within the City organization as well as to the various stakeholders, business and citizen groups that comprise the Dubuque community. The Sustainable Community Coordinator works directly 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 Sustainable Community Coordinator manages the Green Iowa AmeriCorps program, providing energy audits, installation of efficiency products, and education to the community.

Sustainability Funding Summary			
	FY 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$179,058	\$194,389	\$205,921
Resources	\$124,463	\$120,894	\$111,508

Sustainability Position Summary	
	FY 2021
Sustainable Community Coordinator	1.00
Sustainable Dubuque Intern	0.42
<b>Total Full-Time Equivalent Employee's</b>	<b>1.42</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	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
% of grants awarded of total applications received	N/A	74%	71%	52%	N/A


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

- 2 **Activity Objective:** Increase the number of City services/activities adopting a sustainable approach.

Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
# of Pesticide-Free Parks	53	11	15	15	

#### City Council Goal: Sustainable Environment

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

Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
% reduction in GHG emissions in Dubuque	50%	11%	27%	29%	

# CITY MANAGER'S OFFICE

## Neighborhood Development

### Mission & Services

Neighborhood Development works to coordinate and to develop the resources needed to create and maintain a vital community by working closely with citizens to determine the priorities of each neighborhood and to collaborate in finding the best way to meet those priorities. The approach focuses on citizen involvement, leveraging resources, education and outreach, and establishing positive relationships through communication. Develop strong neighborhoods by empowering neighborhood associations, residents, and non-profits to identify and address quality of life partnerships with the City to create stronger, safer, and more resilient neighborhoods.



Neighborhood Development Funding Summary			
	FY 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$142,653	\$164,516	\$152,722
Resources	\$81,391	\$98,279	\$63,818

Neighborhood Development Position Summary	
	FY 2021
Neighborhood Development Specialist	1.00
<b>Total Full-Time Equivalent Employee's</b>	<b>1.00</b>

### Performance Measures



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

##### 1 Activity Objective: Provide resources for neighborhood revitalization and community building.

Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
# of grants awarded for community building and neighborhood improvement projects	30	25	22	28	
% of grantees incorporating an equity analysis in project planning or evaluation	33%	NA	NA	20%	

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

##### 3 Dept. Objective: Promote family-oriented events and activities that bring the community together -- residents meeting residents.

# of community events and neighborhood meetings	80	70	78	80	
# of members on Next Door	6500	4809	6209	6500	

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## Recommended Operating Revenue Budget - Department Total 72 - CITY MANAGER'S OFFICE

Fund	Account	Account Title	FY18 Actual Revenue	FY19 Actual Revenue	FY20 Adopted Budget	FY21 Recomm'd Budget
100	51950	VARIOUS PROGRAM FEES	43,196	40,809	39,000	34,000
<b>51</b>	<b>CHARGES FOR SERVICES</b>	<b>- Total</b>	<b>43,196</b>	<b>40,809</b>	<b>39,000</b>	<b>34,000</b>
100	53102	PRIVATE PARTICIPANT	267	1,344	267	1,344
100	53201	REFUNDS	—	1,020	—	—
100	53605	MISCELLANEOUS REVENUE	10,894	564	5,994	564
100	53620	REIMBURSEMENTS-GENERAL	2,109	13,035	2,109	1,560
260	53620	REIMBURSEMENTS-GENERAL	30	45	30	—
<b>53</b>	<b>MISCELLANEOUS</b>	<b>- Total</b>	<b>13,300</b>	<b>16,008</b>	<b>8,400</b>	<b>3,468</b>
100	59610	FR WPC OPERATING	209,035	206,384	226,389	238,813
100	59620	FR STORMWATER OPERATING	48,161	48,334	62,597	71,613
100	59630	FR PARKING OPERATING	24,050	23,631	29,114	31,048
100	59640	FR WATER UTILITY	12,785	37,149	49,059	38,288
100	59670	FR REFUSE COLLECTION	170,676	169,957	204,315	222,059
100	59940	FR DMASWA	104,518	103,191	113,194	119,403
<b>59</b>	<b>TRANSFER IN AND INTERNAL</b>	<b>- Total</b>	<b>569,225</b>	<b>588,646</b>	<b>684,668</b>	<b>721,224</b>
<b>CITY MANAGER'S OFFICE - Total</b>			<b>625,721</b>	<b>645,463</b>	<b>732,068</b>	<b>758,692</b>



## Recommended Operating Expenditure Budget - Department Total

### 72 - CITY MANAGER'S OFFICE

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
100	61010	FULL-TIME EMPLOYEES	652,551	739,456	842,026	875,041
260	61010	FULL-TIME EMPLOYEES	41,474	42,344	43,047	43,950
100	61020	PART-TIME EMPLOYEES	32,443	18,098	0	6,832
100	61030	SEASONAL EMPLOYEES	1,500	0	18,218	11,658
100	61050	OVERTIME PAY	8,497	10,346	3,400	3,400
100	61071	HOLIDAY PAY-OVERTIME	0	471	0	0
100	61091	SICK LEAVE PAYOFF	0	0	0	2,636
100	61096	50% SICK LEAVE PAYOUT	0	0	0	9,164
260	61096	50% SICK LEAVE PAYOUT	0	0	0	1,985
100	61310	IPERS	58,100	69,000	83,099	85,458
260	61310	IPERS	3,712	3,997	4,102	4,149
100	61320	SOCIAL SECURITY	42,547	49,773	57,449	60,668
260	61320	SOCIAL SECURITY	3,034	3,107	3,293	3,514
100	61410	HEALTH INSURANCE	103,032	98,501	96,419	104,394
260	61410	HEALTH INSURANCE	8,268	6,440	5,526	6,270
100	61415	WORKMENS' COMPENSATION	3,016	2,663	2,133	2,305
260	61415	WORKMENS' COMPENSATION	222	140	101	114
100	61416	LIFE INSURANCE	367	445	521	521
260	61416	LIFE INSURANCE	37	37	28	28
100	61655	CAR ALLOWANCE	7,984	8,107	8,219	8,342
100	61660	EMPLOYEE PHYSICALS	131	265	0	265
100	61680	EMPLOYEE MOVING EXPENSE	0	31,839	0	0
<b>61 - WAGES AND BENEFITS</b>			<b>966,916</b>	<b>1,085,030</b>	<b>1,167,581</b>	<b>1,230,694</b>
100	62010	OFFICE SUPPLIES	2,367	3,738	2,366	3,738
260	62010	OFFICE SUPPLIES	12	2	12	2
100	62011	UNIFORM PURCHASES	0	0	5,200	0
100	62030	POSTAGE AND SHIPPING	452	186	466	205
260	62030	POSTAGE AND SHIPPING	23	25	24	28
100	62031	PROCESSING MATERIALS	288	200	288	200
100	62032	FLAGS	121	160	1,370	163
100	62050	OFFICE EQUIPMENT MAINT	453	583	453	594
100	62061	DP EQUIP. MAINT CONTRACTS	12,869	11,030	11,573	12,785
100	62090	PRINTING & BINDING	3,883	4,643	4,156	4,968
260	62090	PRINTING & BINDING	200	0	214	0
100	62110	COPYING/REPRODUCTION	4,824	4,249	5,162	4,248
260	62110	COPYING/REPRODUCTION	368	220	394	220
100	62130	LEGAL NOTICES & ADS	585	649	21	299
100	62170	SUBSCRIPTIONS-BOOKS-MAPS	1,085	1,225	1,163	1,249
100	62190	DUES & MEMBERSHIPS	20,880	28,250	28,442	29,098
100	62208	GENERAL LIABILITY INSURAN	3,129	3,308	3,532	3,473
100	62310	TRAVEL-CONFERENCES	10,766	27,062	44,096	44,167
260	62310	TRAVEL-CONFERENCES	1,193	0	1,020	1,020
100	62320	TRAVEL-CITY BUSINESS	25,996	16,211	26,604	26,604
260	62320	TRAVEL-CITY BUSINESS	105	73	150	150
100	62340	MILEAGE/LOCAL TRANSP	859	279	911	289

## Recommended Operating Expenditure Budget - Department Total

### 72 - CITY MANAGER'S OFFICE

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
260	62340	MILEAGE/LOCAL TRANSP	96	0	104	0
100	62360	EDUCATION & TRAINING	7,728	27,001	14,465	97,465
260	62360	EDUCATION & TRAINING	0	0	1,040	1,040
100	62421	TELEPHONE	3,136	3,572	2,580	3,571
260	62421	TELEPHONE	364	708	660	708
100	62424	RADIO/PAGER FEE	903	849	939	891
100	62436	RENTAL OF SPACE	2,520	2,310	2,520	2,310
260	62436	RENTAL OF SPACE	278	462	504	462
100	62511	FUEL, MOTOR VEHICLE	670	435	670	688
100	62645	SPECIAL EVENTS	11,189	165	10,000	10,000
100	62661	MISC. OPER. EXPENS	53	0	0	0
100	62663	SOFTWARE LICENSE EXP	815	739	856	768
100	62667	DATA SERVICES	979	1,391	951	1,419
100	62668	PROGRAM EQUIP/SUPPLIES	3,460	1,997	3,409	1,997
100	62713	LEGAL SERVICES	144	5,295	0	0
100	62716	CONSULTANT SERVICES	76,762	27,244	48,000	35,000
100	62734	SPEAKERS/PROGRAMS	37,630	32,247	34,530	34,530
100	62736	CATERING SERVICES	1,826	5,576	4,576	5,776
100	62756	EMPLOYEE RECOGNITION	7,253	9,543	17,000	17,000
100	62761	PAY TO OTHER AGENCY	8,962	22,393	36,500	52,290
260	62761	PAY TO OTHER AGENCY	15,860	14,974	15,790	0
100	62765	GRANTS	2,500	5,249	10,000	10,060
260	62765	GRANTS	0	0	14,560	14,500
260	62834	SERVICES FROM PLANNING	8,710	8,710	7,710	7,710
<b>62 - SUPPLIES AND SERVICES</b>			<b>282,296</b>	<b>272,952</b>	<b>364,981</b>	<b>431,685</b>
100	71110	MISC. OFFICE EQUIPMENT	180	0	400	200
260	71120	PERIPHERALS, COMPUTER	0	150	0	0
100	71123	SOFTWARE	0	525	0	0
100	71156	FURNITURE	6,783	0	0	0
100	71211	DESKS/CHAIRS	505	766	3,300	650
100	72418	TELEPHONE RELATED	1,532	202	1,050	522
260	72418	TELEPHONE RELATED	0	0	0	178
100	72421	HEADSETS	0	0	200	200
<b>71 - EQUIPMENT</b>			<b>9,000</b>	<b>1,642</b>	<b>4,950</b>	<b>1,750</b>
<b>72 - CITY MANAGER'S OFFICE TOTAL</b>			<b>1,258,212</b>	<b>1,359,624</b>	<b>1,537,512</b>	<b>1,664,129</b>

## Recommended Expenditure Budget Report by Activity & Funding Source

### 72 - CITY MANAGER'S OFFICE

#### MANAGEMENT - 72100

#### FUNDING SOURCE: GENERAL

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	9,000	525	4,950	1,050
SUPPLIES AND SERVICES	178,580	166,553	209,303	274,390
WAGES AND BENEFITS	822,020	868,146	951,408	999,652
<b>MANAGEMENT</b>	<b>1,009,600</b>	<b>1,035,223</b>	<b>1,165,661</b>	<b>1,275,092</b>
<b>SUSTAINABLE COMM COORD - 72200</b>				

#### FUNDING SOURCE: GENERAL

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	—	968	—	350
SUPPLIES AND SERVICES	69,379	72,817	88,238	92,281
WAGES AND BENEFITS	34,066	105,274	106,151	113,290
<b>SUSTAINABLE COMM COORD</b>	<b>103,445</b>	<b>179,058</b>	<b>194,389</b>	<b>205,921</b>
<b>GREENCORPS - 72600</b>				

#### FUNDING SOURCE: GENERAL

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	4,992	2,690	12,946	11,065
<b>GREENCORPS</b>	<b>4,992</b>	<b>2,690</b>	<b>12,946</b>	<b>11,065</b>
<b>NEIGHBORHOOD DEVELOPMENT - 72800</b>				

#### FUNDING SOURCE: COMMUNITY DEVELOPMENT

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	—	150	—	350
SUPPLIES AND SERVICES	13,432	15,918	38,704	15,949
WAGES AND BENEFITS	110,830	111,610	110,022	117,752
<b>NEIGHBORHOOD DEVELOPMENT</b>	<b>124,262</b>	<b>127,678</b>	<b>148,726</b>	<b>134,051</b>
<b>NEIGHBORHOOD GRANTS - 72850</b>				

#### FUNDING SOURCE: COMMUNITY DEVELOPMENT

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	—	—	—	22,210
<b>NEIGHBORHOOD GRANTS \$</b>	<b>— \$</b>	<b>— \$</b>	<b>—</b>	<b>22,210</b>
<b>WASHINGTON TOOL LIBR. - 79220</b>				

#### FUNDING SOURCE: COMMUNITY DEVELOPMENT

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	15,860	14,974	15,790	15,790
<b>WASHINGTON TOOL LIBR.</b>	<b>15,860</b>	<b>14,974</b>	<b>15,790</b>	<b>15,790</b>
<b>PCARD CLEARING - 99999</b>				

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**FUNDING SOURCE: GENERAL**

<b>Account</b>	<b>FY18 Actual Expense</b>	<b>FY19 Actual Expense</b>	<b>FY20 Adopted Budget</b>	<b>FY21 Recomm'd Budget</b>
SUPPLIES AND SERVICES	53	—	—	—
PCARD CLEARING CMO	53	—	—	—
CITY MANAGER'S OFFICE TOTAL	\$1,258,212	\$1,359,624	\$1,537,512	\$1,664,129

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

**72 CITY MANAGER'S OFFICE**

FD	JC	WP-GR	JOB CLASS	FY 2019		FY 2020		FY 2021	
				FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
61010 Full Time Employee Expense									
100	9900	Contract	CITY MANAGER	1.00	\$ 271,454	1.00	\$ 277,653	1.00	\$ 280,024
100	9375	GE-44	ASSISTANT CITY MANAGER	2.00	\$ 241,037	2.00	\$ 255,766	2.00	\$ 268,906
260	5100	GE-35	NEIGHBORHOOD DEVELOP SPEC.	0.45	\$ 37,502	0.51	\$ 43,047	0.51	\$ 43,950
100	5100	GE-35	NEIGHBORHOOD DEVELOP SPEC.	0.55	\$ 45,837	0.49	\$ 41,359	0.49	\$ 42,226
100	4670	GE-33	SUSTAINABLE COMMUNITY COORD.	1.00	\$ 58,635	1.00	\$ 69,601	1.00	\$ 74,253
100	3465	NA-44	MANANGEMENT INTERN	0.00	\$ —	1.00	\$ 40,662	1.00	\$ 41,431
100	8825	GE-31	OFFICE MANAGER	1.00	\$ 66,661	1.00	\$68,846	1.00	\$ 69,617
100	225	GE-25	SECRETARY	2.00	\$ 54,228	2.00	\$88,139	2.00	\$ 98,584
TOTAL FULL TIME EMPLOYEES				8.00	\$ 775,354	9.00	\$ 885,073	9.00	\$ 918,991
61020 Part Time Employee Expense									
100	3465	NA-44	MANANGEMENT INTERN	0.60	\$ 3,449	0.00	\$ —	0.00	\$ —
100			SUSTAINABLE DUBUQUE INTERN	0.42	\$ 11,277	0.42	\$ 11,533	0.42	\$ 11,658
100	225	GE-25	COMMUNICATIONS ASSISTANT	0.75	\$ 35,568	0.00	\$ —	0.00	\$ —
TOTAL PART TIME EMPLOYEES				1.77	\$ 50,294	0.42	\$ 11,533	0.42	\$ 11,658
61030 Seasonal Employee Expense									
100		NA-38	INTERN	0.00	\$ —	0.25	\$ 6,786	0.25	\$ 6,832
TOTAL SEASONAL EMPLOYEES				0.00	\$ —	0.25	\$ 6,786	0.25	\$ 6,832
TOTAL CITY MANAGER'S OFFICE				9.77	\$ 825,648	9.67	\$ 903,392	9.67	\$ 937,481

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

						FY 2019		FY 2020		FY 2021	
ACCT	FD	JC	WP-GR	POSITION CLASS		FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
Management-General Fund											
10072100	61010	100	9900	CONT	CITY MANAGER	1.00	\$ 271,454	1.00	\$ 277,653	1.00	\$ 280,024
10072100	61010	100	9250	GE-44	ASSISTANT CITY MANAGER	2.00	\$ 241,037	2.00	\$ 255,766	2.00	\$ 268,906
10072100	61010	100	3465	NA-47	MANAGEMENT INTERN	0.00	\$ —	1.00	\$ 40,662	1.00	\$ 41,431
10072100	61010	100	225	GE-25	SECRETARY	2.00	\$ 54,228	2.00	\$ 88,139	2.00	\$ 98,584
10072100	61010	100	8825	GE-31	OFFICE MANAGER	1.00	\$ 66,661	1.00	\$ 68,846	1.00	\$ 69,617
Total						6.00	\$ 633,380	7.00	\$ 731,066	7.00	\$ 758,562
Sustainable Community - General Fund											
10072200	61010	100	4670	GE-33	SUSTAINABLE COMM. COORD.	1.00	\$ 58,635	1.00	\$ 69,601	1.00	\$ 74,253
Total						1.00	\$ 58,635	1.00	\$ 69,601	1.00	\$ 74,253
Sustainable Community - PT General Fund											
10072200	61020	100		NA-38	SUSTAINABLE DUBUQUE INTERN	0.42	\$ 11,277	0.42	\$ 11,533	0.42	\$ 11,658
Total						0.42	\$ 11,277	0.42	\$ 11,533	0.42	\$ 11,658
Neighborhood Development - CDBG Fund											
26072800	61010	260	5100	GE-35	NEIGHBORHOOD DEVELOP SPEC.	0.45	\$ 37,502	0.51	\$ 43,047	0.51	\$ 43,950
Total						0.45	\$ 37,502	0.51	\$ 43,047	0.51	\$ 43,950
Neighborhood Development - General Fund											
10072800	61010	260	5100	GE-35	NEIGHBORHOOD DEVELOP SPEC.	0.55	\$ 45,837	0.49	\$ 41,359	0.49	\$ 42,226
Total						0.55	\$ 45,837	0.49	\$ 41,359	0.49	\$ 42,226
City Manager - PT General Fund											
10072100	61020	100	3465	NA-47	MANAGEMENT INTERN	0.60	\$ 3,449	0.00	\$ —	0.00	\$ —
10072100	61020	100	225	GE-25	COMMUNICATIONS ASSISTANT	0.75	\$ 35,568	0.00	\$ —	0.00	\$ —
Total						1.35	\$ 39,017	0.00	\$ —	0.00	\$ —
City Manager - Seasonal General Fund											
10072100	61030	100		NA-38	INTERN	0.00	\$ —	0.25	\$ 6,786	0.25	\$ 6,832
Total						0.00	\$ —	0.25	\$ 6,786	0.25	\$ 6,832
TOTAL CITY MANAGER'S OFFICE						9.77	\$ 825,648	9.67	\$ 903,392	9.67	\$ 937,481

Capital Improvement Projects by Department/Division					
CITY MANAGER'S OFFICE					
CIP Number	Capital Improvement Project Title	FY 18 Actual Expense	FY 19 Actual Expense	FY 20 Adopted Budget	FY 21 Recomm'd Budget
1012682	GREEN HOUSE GAS INVENTORY	—	—	100,000	—
1021238	NEIGHBORHOOD GRANTS	4,933	931	—	—
1022317	ALL-AMERICA CITY AWARD	—	—	—	—
2601238	NEIGHBORHOOD GRANTS	9,576	6,561	—	—
3502681	ENRGY EFFICI REVOL FUND	—	—	—	—
3502682	GREEN HOUSE GAS INVENTORY	—	—	—	—
3602807	DT NON-PROFIT WEATHERIZAT	—	—	100,000	100,000
<b>CITY MANAGER'S OFFICE TOTAL</b>		<b>14,510</b>	<b>7,492</b>	<b>200,000</b>	<b>100,000</b>

PRGRM/ DEPT	PROJECT DESCRIPTION	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	TOTAL	PAGE
<b>CITY MANAGERS OFFICE</b>								
<b>General Government</b>								
	Aerial Orthophotography	\$ —	\$ 52,500	\$ —	\$ 55,000	\$ —	\$ 107,500	321
	Municipal Green House Gas Inventory	\$ —	\$ —	\$ 50,000	\$ —	\$ —	\$ 50,000	322
	Downtown Urban Renewal Area Non-Profit Weatherization Assistance	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 500,000	323
	<b>TOTAL</b>	<b>\$100,000</b>	<b>\$152,500</b>	<b>\$150,000</b>	<b>\$155,000</b>	<b>\$100,000</b>	<b>\$657,500</b>	



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# **City Council**

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## CITY COUNCIL

<b>Budget Highlights</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Budget</b>	<b>FY 2021 Requested</b>	<b>% Change From FY 2020 Budget</b>
<u>Expenses</u>				
Employee Expense	83,729	85,802	85,472	-0.4%
Supplies and Services	41,669	62,183	63,077	1.4%
Machinery and Equipment	—	350	—	0.0%
Total	125,398	148,335	148,549	0.1%
<u>Resources</u>				
Reimbursements	1,211	4,564	1,211	-73.5%
Total	1,211	4,564	1,211	-73.5%
Property Tax Support	124,187	143,771	147,338	3,567
Percent Increase (Decrease)				2.5%
<b>Personnel - Authorized FTE</b>	<b>3.50</b>	<b>3.50</b>	<b>3.50</b>	

### Significant Line Items

#### **Employee Expense**

1. The Iowa Public Employee Retirement System (IPERS) City contribution of 9.44% is unchanged from FY 2020. The employee contribution of 6.29% is unchanged from FY 2020.
2. The Fiscal Year hours budgeted increased from 2,096 hours in FY 2020 to 2,088 hours in FY 2021 which decreased employee expense.

#### **Supplies & Services**

3. Conferences is unchanged from \$25,640 in FY 2020 to \$25,640 in FY 2021. This line item includes \$3,090 per City Council member (\$21,630) for conferences, meetings and travel and \$4,800 for the Mayor for conference travel, including attendance at the US Conference of Mayors meetings. It is believed that greater expectations for regional, state and federal cooperation include some level of participation in the following: National League of Cities, Iowa League of Cities, Iowa Department of Economic Development SMART Conference, Iowa League Legislative Days, and other meetings that occur on issues or initiatives throughout the year.
4. City Business Travel is unchanged from \$7,000 in FY 2020 to \$7,000 in FY 2021. This line item is budgeted at \$1,000 per Council Member and represents City business mileage reimbursement.
5. Dues and Memberships increased from \$19,358 in FY 2020 to \$19,782 in FY 2021. This line item is based on the actual cost of the membership to Iowa League of Cities (increased from

\$14,089 in FY 2020 to \$14,513 in FY 2021) and US Conference of Mayors (unchanged from \$5,269 in FY 2020 to \$5,269 in FY 2021).

## **Revenue**

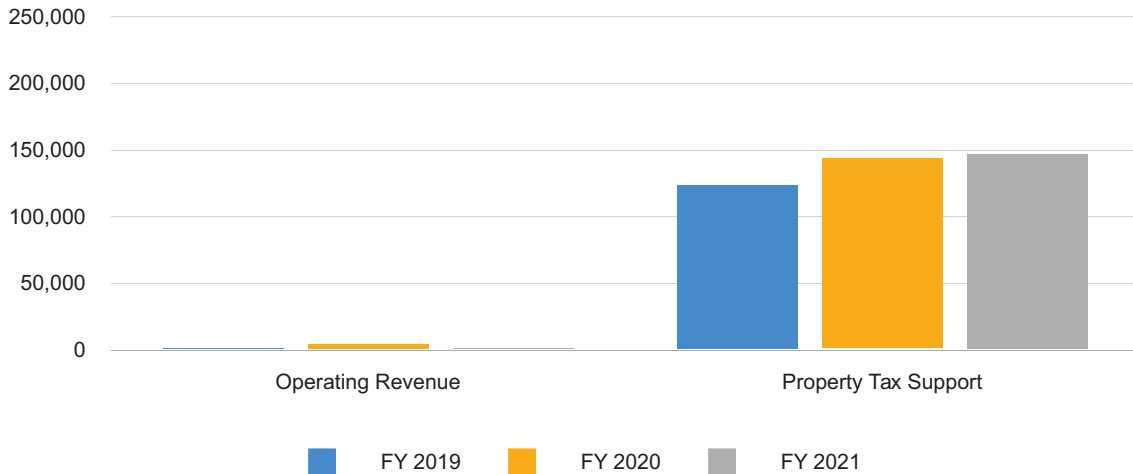
6. Reimbursement Revenue decreased from \$4,564 in FY 2020 to \$1,211 in FY 2021 based on FY 2019 Actual. This line item represents reimbursements for Mayor speaking engagements.

# CITY COUNCIL

Dubuque operates under the council-manager form of local government, which combines the political leadership of elected officials in the form of a city council, with the managerial experience of an appointed local government manager, the city manager.

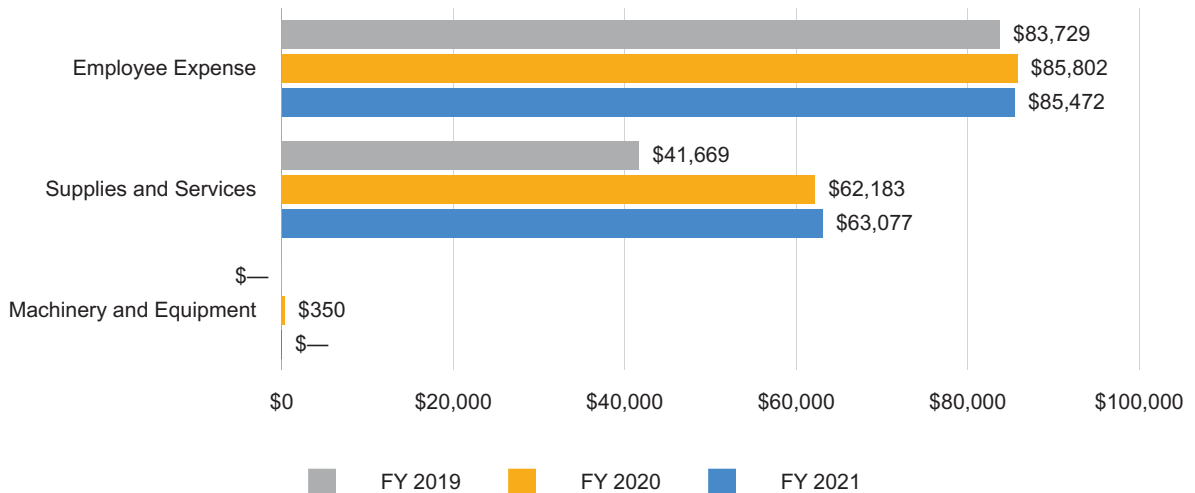
	FY 2019	FY 2020	FY 2021
Full-Time Equivalent	3.50	3.50	3.50

## Resources and Property Tax Support



The City Council is supported by 3.50 full-time equivalent employees, which accounts for 57.54% of the department expense as seen below. Overall, the departments' expenses are expected to decrease by 0.14% in FY 2021 compared to FY 2020.

## Expenditures by Category by Fiscal Year





# 2019

## City Council Goals & Priorities



### City of Dubuque Goals 2024

- Robust Local Economy:** Diverse Businesses and Jobs with Economic Prosperity
- Vibrant Community:** Healthy & Safe
- Livable Neighborhoods & Housing:** Great Place to Live
- Financially Responsible, High-Performance City Organization:** Sustainable, Equitable, and Effective Service Delivery
- Sustainable Environment:** Preserving and Enhancing Natural Resources
- Partnership for a Better Dubuque:** Building Our Community that is Viable, Livable, and Equitable
- Diverse Arts, Culture, Parks, and Recreation Experiences and Activities**
- Connected Community:** Equitable Transportation, Technology Infrastructure, and Mobility

### 2019-2021 POLICY AGENDA

Policy Agenda items are issues that need direction or a policy decision by the City Council, or need a major funding decision by the City Council, or issues that need City Council leadership in the community or with other governmental bodies. The policy agenda is divided into top priorities and high priorities.

#### TOP PRIORITIES (in alphabetical order)

- Dream Center: Facilities & Programs
- Emerald Ash Borer Program
- Human Resources Policies & Handbook Revision
- Imagine Dubuque: Implementation
- Major Street Improvement Plan: Project Priority & Funding
- Parking Ramp Maintenance: Funding

#### HIGH PRIORITIES (in alphabetical order)

- Brain Health Strategy & Action Plan
- Debt Reduction Plan: Re-Affirmation
- Fountain of Youth: Funding
- Four Mounds/HEART Program: Funding
- Street Maintenance Program: Increased Funding
- Transit Vehicle Replacement Funding

### 2019-2021 MANAGEMENT AGENDA

Management agenda items are issues for which the City Council has set the overall direction and provided initial funding, may require further City Council action or funding, or are major management projects that may take multiple years to implement. The management agenda is divided into top priorities and high priorities.

#### TOP PRIORITIES (in alphabetical order)

- Bee Branch Creek Projects: Next Steps
- CHANGE Program: True North Housing Initiative & Bee Branch Healthy Homes Resiliency Program
- Equitable Poverty Prevention: Action Plan
- Industrial Park Development
- Leisure Services Facilities Deferred Maintenance Assessment
- Multi-Tiered Housing Inspection Program
- Park Development Projects for Non-TIF(Tax-Increment Financing), Donated Park Sites
- Traffic Signal Synchronization/STREETS

#### HIGH PRIORITIES (in alphabetical order)

- Dubuque Riverfront Master Plan (Corps of Engineers)
- Citywide Departmental Work Order System Implementation
- Innovation & Entrepreneurial Strategy
- School Resource Officer: Implementation
- Southwest Arterial Business Development
- Water & Resource Recovery Center: Nutrient Trading





## MANAGEMENT IN PROGRESS >>

Items that are underway and budgeted. Staff is implementing and providing updates to City Council.

Projects that are underway and budgeted. Staff is implementing and providing updates to City Council.

## << MAJOR PROJECTS

### Robust Local Economy: Diverse Businesses and Jobs with Economic Prosperity

#### Management in Progress

- Business Development at the Airport: University of Dubuque
- GDDC Retail Attraction Strategy
- Downtown Housing Creation Strategy
- Riverfront Lease Sites
- Federal Opportunity Zones
- Brownfield Grants
- FAA Supplemental Funding
- Air Charters to Leisure Destinations

#### Major Projects

- Demarcation Point Relocation [Phone Line Termination Point]
- Old Air Terminal Demolition

### Vibrant Community: Healthy & Safe

#### Management in Progress

- Police Reaccreditation
- Humane Society Contract Renewal
- WRRC: Certification of Environmental
- CAD Connection to City Cameras Network
- Traffic Camera System
- School Safety and Security Plan and Protocols
- Dispatcher Training Program
- Communication National Quality Assurance
- Healthcare for Residents from Pacific Islands
- Smart 911 Personal and Building Profile Marketing
- Quick Response Pumper
- Fire Accreditation
- Police Officer Recruitment & Retention
- P25 Radio System Building & Implementation
- Panic Button for City Facilities
- Ambulance Staffing Alternatives
- Police Department Transition to New Caliber Weapons

#### Major Projects

- Crescent Community Health Center: Clinic Construction
- Fire Headquarters and Stations ADA Compliance
- Fire Stations HVAC and Lighting Improvements
- Multicultural Family Center Construction

### Livable Neighborhoods & Housing: Great Place to Live

#### Management in Progress

- Barrington Lakes Reservoir Abandonment
- Code Enforcement: Accela Program
- Downtown Commercial Buildings Evaluation & Assessment Project

#### Major Projects

- Lowell Street Retaining Wall Repair: Funding
- Historic Millwork District Parking Lot and Signage



BROWNFIELD CLEAN-UP GRANTS BEAUTIFY OUR COMMUNITY





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

### Management in Progress

- Third St. Data Center
- ADA Compliance Transition
- Aerial Photography & Control Monumentation
- Cartegraph OMS System Asset Management Expansion
- Certified Financial Report Software Conversion
- City Website: Redesign
- Community Resident Survey and Actions
- Diverse Applicants Recruitment Strategy
- Financial Management Software: Study & Draft RFP
- Health Benefits Consulting and Actuarial Services
- High Performing Organization/Outcome-driven Decision-making Strategy

- Indirect Rate for Grants
- Internal Liquor License Approval Process
- InVision Facility Management Software
- I-Net Connection for Remote Site
- Liquor License Process
- New Employee and Promoted Employee Orientation and Support Program
- Paperless Accounts Payable Workflow Development & Implementation
- Workers Compensation Claims Management

### Major Projects

- City Hall Sidewalks Heating System
- City Hall Annex Windows Replacement

## Sustainable Environment: Preserving and Enhancing Natural Resources

### Management in Progress

- Community Climate Action & Resiliency Plan
- Flood Control System: Corps of Engineers Project Approval
- FOG (Fats, Oils, & Greases) Program
- Glass Collection Drop-off Programs
- Growing Sustainable Communities Conference
- Lead & Copper Rule Compliance Water Sampling & Testing
- Public Education on Bikeable/Walkable Dubuque
- Sanitary Sewer System Condition Assessment
- Sewer Infrastructure Asset Management Plan

### Major Projects

- 17th St./W. Locust St. HUD Resiliency Storm Sewer Improvement Project
- 22nd St./Kaufman Ave. HUD Resiliency Storm Sewer Improvement Project
- Bee Branch Culvert Project Under Railroad
- Bee Branch Gates/Pump Station
- Cell 9 Landfill Project: Phase 4
- Fire Hydrants Installation [former Vernon Water System]
- Pressure Reducing Valve Implementation
- Sanitary Forcemain/Riverbank Stabilization Project (US Corps of Engineers)
- SCADA Overhaul: Water
- Roosevelt Street Water Tower Project
- Vernon Well Abandonment
- WRRC Outfall Manhole Reconstruction
- Water Tank Inspection Program & Maintenance
- Water Lines Extension – SW Arterial
- West 3rd St. Generator



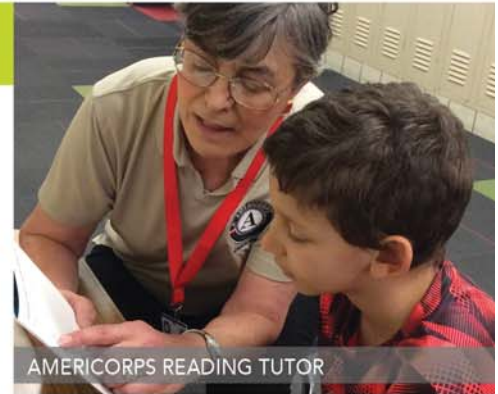
## management in progress and major projects: continued

### Partnership for a Better Dubuque:

Building Our Community that is Viable, Livable, and Equitable

#### Management in Progress

- 2020 Census Complete Count
- Campaign for Grade Level Reading: Community Solution Action Plan
- City Racial Equity Toolkit: Results-based Accountability
- Civic Action Plan & Civic Leaders Program
- Equity Training for City Staff
- My Brother's Keeper
- Welcoming & Connecting with New Residents Program (GDDC)



AMERICORPS READING TUTOR

### Diverse Arts, Culture, Parks, and Recreation Experiences and Activities

#### Management in Progress

- All Community Reads Event
- AmeriCorps
- Changing Lives Through Literature Program
- EB Lyons Center Partnership Development
- Library Marketing Campaign
- Pollinator Habitat in Park System

#### Management in Progress

- Bunker Hill Golf Course Irrigation
- Comiskey Park Renovation
- Eagle Point Park Environmental Restoration Project
- English Ridge & Eagle Valley Subdivision Parks
- Grand River Center: Upgrade Projects
- Miracle League Complex
- Veterans Pond: Dedication

### Connected Community: Equitable Transportation, Technology Infrastructure, and Mobility

#### Management in Progress

- ADA Pads for Bus Stops
- BUILD Grant & Other Grants
- Bus Routes: Update Maps
- Comprehensive Pavement Preservation Plan
- Downtown Parking Ordinance
- Ramps Structural Analysis
- Smart Tool for Integrated Parking Platform
- Smart Technology for Transportation Data Collection
- Transportation Customer App
- WiFi in Fixed Routes
- WiFi in Intermodal & Intermodal Lobby

#### Major Projects

- Chavanelle Road Hike/Bike Trail
- Chavenelle Road Rehabilitation
- Four-laning Southwest Arterial(US52)
- Highway 52 Repaving
- North Cascade Rd. Reconstruction (to Timber Hyrst Subdivision) & Water Main Extension
- Northwest Arterial Upgrade (IDOT)
- Parking Lot Re-striping
- Roundabouts
- Washington Street Improvements (7th to 9th)



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## Recommended Operating Revenue Budget - Department Total

### 70 - CITY COUNCIL

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Fund	Account	Account Title	FY18 Actual Revenue	FY19 Actual Revenue	FY20 Adopted Budget	FY21 Recomm'd Budget
100	53620	REIMBURSEMENTS-GENERAL	4,564	1,211	4,564	1,211
53	MISCELLANEOUS	- Total	4,564	1,211	4,564	1,211
CITY COUNCIL		- Total	4,564	1,211	4,564	1,211



## Recommended Operating Expenditure Budget - Department Total

### 70 - CITY COUNCIL

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
100	61020	PART-TIME EMPLOYEES	73,569	75,600	77,191	76,892
100	61310	IPERS	5,688	6,165	7,288	7,259
100	61320	SOCIAL SECURITY	1,688	1,734	1,117	1,116
100	61415	WORKMENS' COMPENSATION	275	230	206	205
<b>61 - WAGES AND BENEFITS</b>			<b>81,219</b>	<b>83,729</b>	<b>85,802</b>	<b>85,472</b>
100	62010	OFFICE SUPPLIES	24	10	24	10
100	62050	OFFICE EQUIPMENT MAINT	0	272	0	277
100	62061	DP EQUIP. MAINT CONTRACTS	1,959	1,867	2,178	2,020
100	62090	PRINTING & BINDING	75	269	80	288
100	62190	DUES & MEMBERSHIPS	18,550	18,948	19,358	19,782
100	62208	GENERAL LIABILITY INSURAN	1,605	1,783	1,898	1,872
100	62310	TRAVEL-CONFERENCES	12,196	9,805	25,640	25,640
100	62320	TRAVEL-CITY BUSINESS	1,000	5,941	7,000	7,000
100	62340	MILEAGE/LOCAL TRANSP	108	76	117	79
100	62360	EDUCATION & TRAINING	750	140	3,500	3,500
100	62421	TELEPHONE	695	824	695	824
100	62424	RADIO/PAGER FEE	602	566	626	594
100	62662	SISTER CITY PROGRAM	8,109	0	0	0
100	62667	DATA SERVICES	1,067	1,168	1,067	1,191
100	62716	CONSULTANT SERVICES	512	0	0	0
<b>62 - SUPPLIES AND SERVICES</b>			<b>47,254</b>	<b>41,669</b>	<b>62,183</b>	<b>63,077</b>
100	72418	TELEPHONE RELATED	50	0	350	0
<b>71 - EQUIPMENT</b>			<b>50</b>	<b>0</b>	<b>350</b>	<b>0</b>
<b>70 - CITY COUNCIL TOTAL</b>			<b>128,523</b>	<b>125,398</b>	<b>148,335</b>	<b>148,549</b>

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## Recommended Expenditure Budget Report by Activity & Funding Source

70 - CITY COUNCIL

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### LEGISLATION & POLICY - 70100

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FUNDING SOURCE: GENERAL

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	—	350	—
SUPPLIES AND SERVICES	41,669	62,183	63,077
WAGES AND BENEFITS	83,729	85,802	85,472
LEGISLATION & POLICY	125,398	148,335	148,549
CITY COUNCIL TOTAL \$	125,397.71 \$	148,335.00 \$	148,549.00

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

**70 CITY COUNCIL**

FD	JC	WP-GR	JOB CLASS	FY 2019		FY 2020		FY 2021	
				FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
61020 Part Time Employee Expense									
100	175	NA-21	MAYOR	0.50	\$ 13,600	0.50	\$ 13,705	0.50	\$ 13,652
100	12	NA-20	COUNCIL MEMBER	3.00	\$ 63,000	3.00	\$ 63,486	3.00	\$ 63,240
TOTAL PART TIME EMPLOYEES				3.50	\$ 76,600	3.50	\$ 77,191	3.50	\$ 76,892
TOTAL CITY COUNCIL				3.50	\$ 76,600	3.50	\$ 77,191	3.50	\$ 76,892

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

ACCT	FD	JC	WP-GR	POSITION CLASS	FY 2019		FY 2020		FY 2021		
					FTE	BUDGET	FTE	BUDGET	FTE	BUDGET	
City Council-PT											
10070100	61020	100	175	NA-21	MAYOR	0.50	\$ 13,600	0.50	\$ 13,705	0.50	\$ 13,652
10070100	61020	100	12	NA-20	COUNCIL MEMBER	3.00	\$ 63,000	3.00	\$ 63,486	3.00	\$ 63,240
Total						3.50	\$ 76,600	3.50	\$ 77,191	3.50	\$ 76,892
TOTAL CITY COUNCIL						3.50	\$ 76,600	3.50	\$ 77,191	3.50	\$ 76,892



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# **Cable TV Division**

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## CABLE TV DIVISION

<b>Budget Highlights</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Budget</b>	<b>FY 2021 Requested</b>	<b>% Change From FY 2020 Budget</b>
Expenses				
Employee Expense	213,621	219,566	201,836	-8.1%
Supplies and Services	36,677	75,356	76,332	1.3%
Machinery and Equipment	14,618	15,000	15,650	4.3%
Total Cable TV Division Budget	264,916	309,922	293,818	-5.2%
Public Information Office	282,112	319,099	311,282	-2.4%
Total Expenses	547,028	629,021	605,100	-3.8%
Resources				
Franchise Fees & Misc. Rev	583,155	568,333	577,657	1.6%
Annual Operating Balance	36,127	(60,688)	(27,443)	33,245
Beginning Cash Balance	481,650	517,777	457,089	
Ending Cash Balance	517,777	457,089	429,646	
<b>Personnel - Authorized FTE</b>	<b>2.25</b>	<b>2.25</b>	<b>2.25</b>	

### Improvement Package Summary

#### 1 of 1

This improvement package provides for the addition of a full-time Video Producer (GE-30A/B) at 40 hours per week (2,080 hours annually). This position would work afternoon and evening hours to enable coverage of events outside of regular business hours without incurring overtime. This position would also provide coverage for employee leave of absences. This position also makes it possible for additional videos to be produced for dissemination by social media. Since the Cable TV Division helps other City departments and divisions tell their stories, this request supports all City Council goals and priorities. A second video producer enables staff to tell more of those stories. Non-recurring costs include the purchase of a desktop computer for the position.

Related Cost:	\$ 69,879	Cable TV Fund	Recurring	<b>Recommend - No</b>
Related Cost:	\$ 2,200	Cable TV Fund	Non-Recurring	
Total Cost:	<u>\$ 72,079</u>			
Property Tax Impact:	\$ 0.0284	0.27%		
Activity:	Cable TV Division			

## **Significant Line Items**

### **Employee Expense**

1. FY 2021 employee expense reflects a 1.5% wage package increase.
2. The Iowa Public Employee Retirement System (IPERS) City contribution of 9.44% is unchanged from FY 2020. The employee contribution of 6.29% is unchanged from FY 2020.
3. The City portion of health insurance expense increased from \$921 in FY 2020 to \$1,013 in FY 2021 per month per contract which results in annual cost increase of \$2,920 or 9.99%.
4. Overtime expense is unchanged from \$4,000 in FY 2020 to \$4,000 in FY 2021. FY 2019 Actual was \$3,818.

### **Supplies & Services**

5. Data Services decreased from \$22,092 in FY 2020 to \$20,678 in FY 2021 based on FY 2019 Actual plus 10%. This line item represents encoding, hosting online content and live streaming for City Council meetings on the City's website through Granicus. In addition, it includes making the online content mobile device friendly and providing the live stream in high-definition.
6. Processing Materials decreased from \$22,092 in FY 2020 to \$20,678 in FY 2021 based on actual cost. This line item represents non-live closed captioning of select CityChannel Dubuque programming which makes many of the city's locally produced programs accessible to the hearing impaired.
7. Legal Services is increased from \$0 in FY 2020 to \$5,000 in FY 2021. This line item represents legal consultation on a variety of potential telecommunication issues.
8. Consultant Services is unchanged from \$5,000 in FY 2020 to \$5,000 in FY 2021. This line item represents consultant services required for engineering or drone oversight, operation and training.
9. Data Processing Equipment Maintenance Contracts increased from \$4,370 in FY 2020 to \$4,785 in FY 2021. Departments receive recharges for maintenance agreement costs on City wide software based on the number of users in their department.
10. Subscriptions, Books, and Maps is decreased from \$2,500 in FY 2020 to \$225 in FY 2021 based on actual expense. This line item represents subscriptions to trade publications, online workshops hosted by the National Association of Telecommunications Officers and Advisors, software-related books, and books and reference materials related to Cable TV.
11. Education and Training is unchanged from \$2,500 in FY 2020 to \$2,500 in FY 2021 based on actual training attended. This line item represents training on telecommunications regulations, software, and class for the drone/Federal Aviation Administration recertification.

12. Conferences is unchanged from \$2,000 in FY 2020 to \$2,000 in FY 2021. This line item represents the Growing Sustainable Communities conference and Division Manager conferences.
13. Software License is unchanged from \$2,672 in FY 2020 to \$2,672 in FY 2021. This line item represents the cost of two Adobe Creative Cloud licenses (\$1,800), the multifunction copier accounting software (\$47), and closed captioning software (\$825).
14. I-Net is unchanged from \$1,500 in FY 2020 to \$1,500 in FY 2021. This line item represents the consultants hired to route signals at select I-Net sites of the city-wide institutional network.

### **Machinery & Equipment**

15. Purchase of equipment for FY 2021 includes:

\$15,300 for replacement of the TV production and transmission equipment, audiovisual equipment and computer equipment.

Effective June 2020, Mediacom will no longer contribute to the Public, Educational and Governmental Access Cable Grant (PEG) Fund, and after the balance in that fund is expended, the City will be responsible for all City Cable TV equipment replacement costs. Other jurisdictions will need to plan accordingly.

### **Revenue**

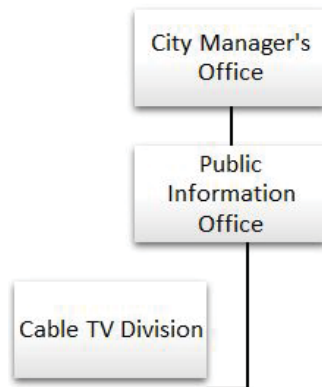
16. Franchise fee revenue increased from \$564,029 in FY 2020 to \$570,000 in FY 2021 based on year-to-date receipts of \$144,940 and FY 2019 actual of \$574,567.

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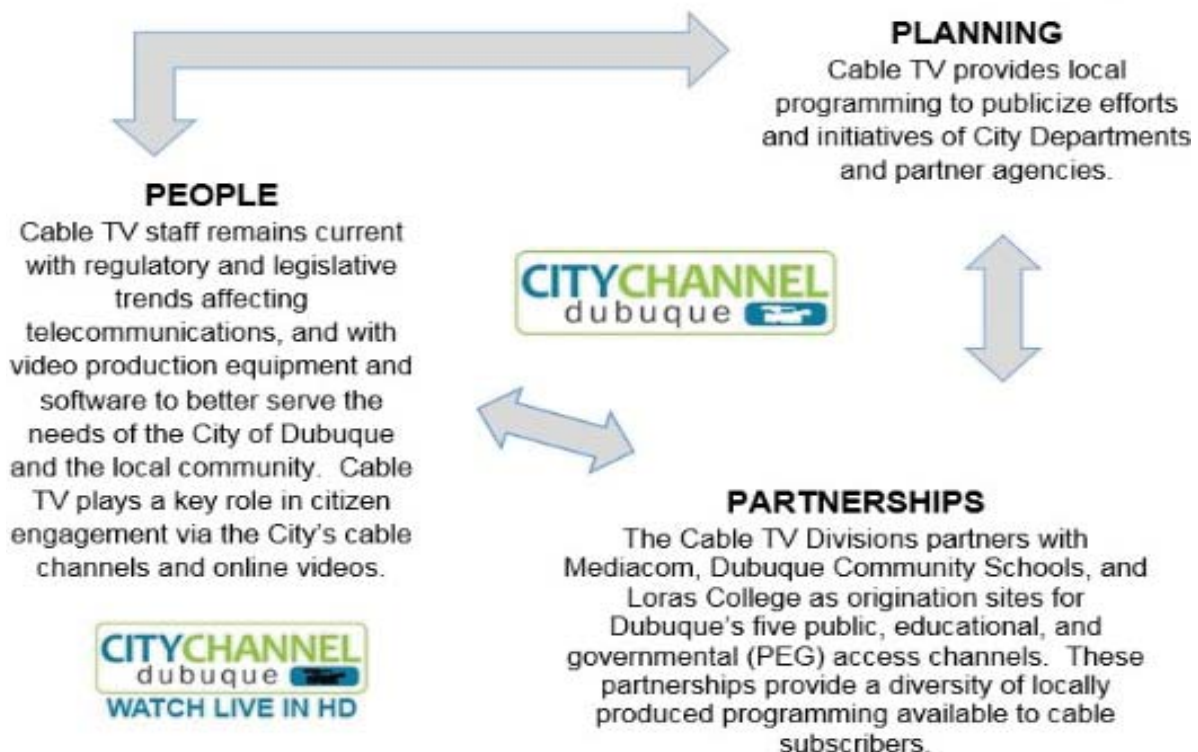
## PUBLIC INFORMATION OFFICE

# CABLE TV DIVISION

The Cable TV Division embraces the Sustainability Principle of Community Knowledge by producing video programs on City initiatives for distribution to the community via the local government access cable channels, the City's website, and social media. The Cable TV Division also supports the local access community through coordination of the various access origination sites and working with the Cable TV Commission to disseminate funding through the Capital Grant for Access Equipment and Facilities. The Cable TV Division also acts as a liaison between local cable subscribers and the cable company.



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

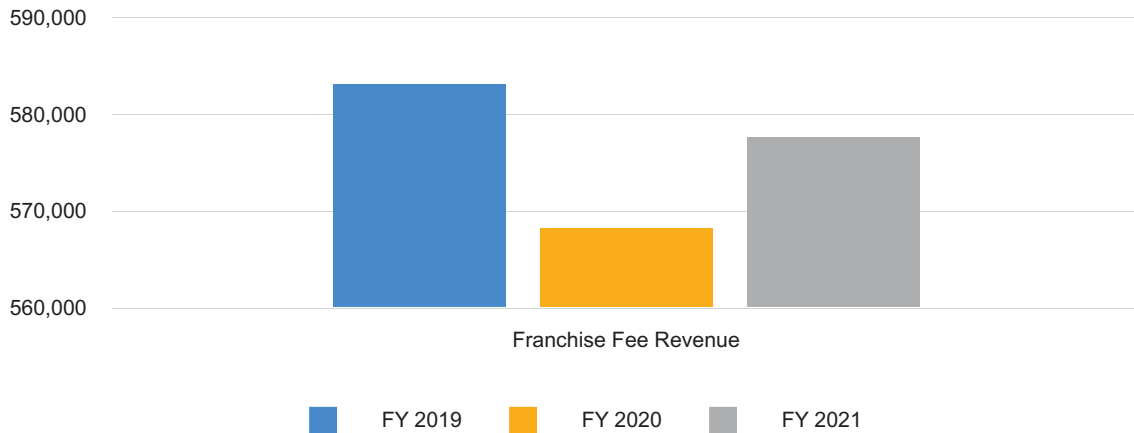




# PUBLIC INFORMATION OFFICE CABLE TV DIVISION

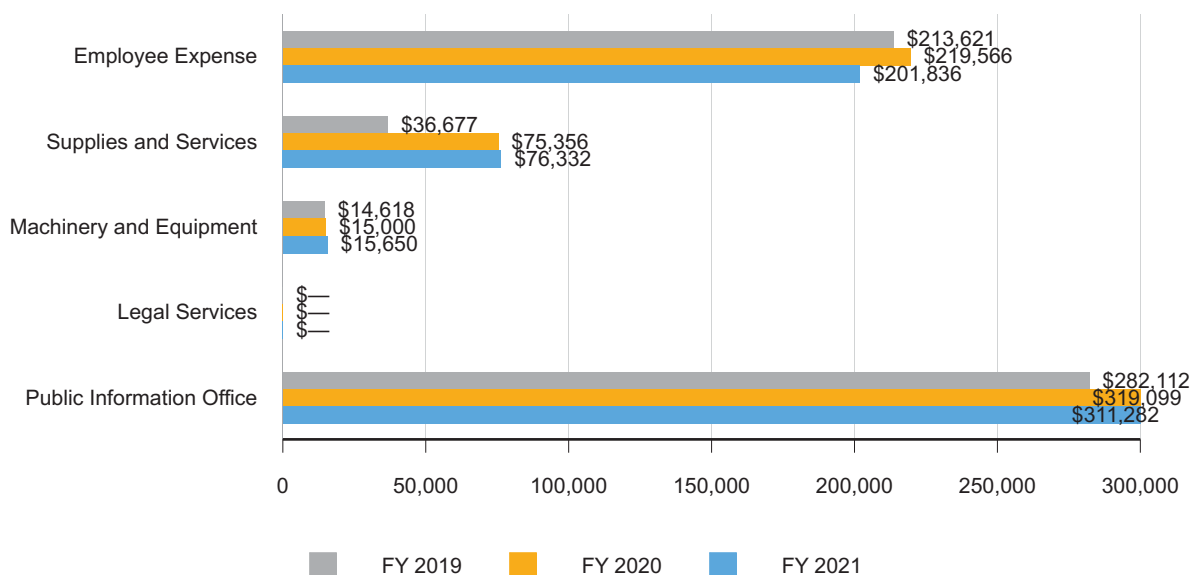
	FY 2019	FY 2020	FY 2021
Full-Time Equivalent	2.25	2.25	2.25

## Revenue



Cable TV is supported by 2.25 full-time equivalent employees, which accounts for 68.69% of the department expense as seen below. Overall, the departments' expenses are expected to decrease by 5.20% in FY 2021 compared to FY 2020.

## Expenditures by Category by Fiscal Year



# PUBLIC INFORMATION OFFICE

## CABLE TV DIVISION

### Mission & Services

Provide information on City services and initiatives to citizens and visitors to Dubuque through local cable access and the Internet and remain current on legal and regulatory trends in telecommunications. The Cable TV Division operates two local government access channels available to local cable subscribers. The primary channel, CityChannel Dubuque, is also streamed live to the Internet via the City's website.


Besides providing coverage of City Council and Zoning Advisory Commission meetings, CityChannel Dubuque produces a variety of informational and cultural programming about local government and Dubuque and provides 24/7 city announcements, updated weather information, and important notices such as winter parking restrictions. The Cable TV Division acts as a liaison between the Cable Company and local cable subscribers. It works with the Cable TV Commission to oversee requests for funding from the Capital Grant for Access Equipment and Facilities to provide local organizations with equipment with which to produce programming for the local community. The Cable TV Division also monitors legal and regulatory matters pertaining to telecommunications that may impact the community.

Position Summary	
	FY 2021
Cable Television Coordinator	1.00
Video Producer	1.00
Intern Video Producer	0.25
<b>Total FT Equivalent Employees</b>	<b>2.25</b>


### Performance Measures

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

- 1 **Dept. Objective: Provide information regarding City initiatives to citizens and visitors through program/video production and multiple channels of dissemination.**

Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
# of meetings broadcast & programs produced	>100	101	107	105	

- 2 **Dept. Objective: Make the City of Dubuque more inclusive and equitable by incorporating closed captions into select videos.**

# of video minutes captioned	>6000	NA	NA	6,200	
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#### City Council Goal: Partnerships for a Better Dubuque

- 3 **Dept. Objective: Facilitate the production of local access programming & distribute funds to local non-profit organizations through the Capital Grant for Access Equipment and Facilities.**

# of funds allocated	N/A	\$138,900	\$125,241		N/A
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## Recommended Operating Revenue Budget - Department Total

### 75 - CABLE TV DIVISION

<b>Fund</b>	<b>Account</b>	<b>Account Title</b>	<b>FY18 Actual Revenue</b>	<b>FY19 Actual Revenue</b>	<b>FY20 Adopted Budget</b>	<b>FY21 Recomm'd Budget</b>
290	42350	CABLE FRANCHISE FEE	564,029	574,567	564,029	570,000
<b>42</b>	<b>LICENSES AND PERMITS</b>	<b>- Total</b>	<b>564,029</b>	<b>574,567</b>	<b>564,029</b>	<b>570,000</b>
290	43110	INVESTMENT EARNINGS	4,761	8,508	4,294	7,657
<b>43</b>	<b>USE OF MONEY AND PROPERTY</b>	<b>- Total</b>	<b>4,761</b>	<b>8,508</b>	<b>4,294</b>	<b>7,657</b>
290	53605	MISCELLANEOUS REVENUE	10	20	10	0
290	53620	REIMBURSEMENTS-GENERAL	0	60	0	0
<b>53</b>	<b>MISCELLANEOUS</b>	<b>- Total</b>	<b>10</b>	<b>80</b>	<b>10</b>	<b>0</b>
<b>CABLE TV DIVISION - Total</b>			<b>568,800</b>	<b>583,155</b>	<b>568,333</b>	<b>577,657</b>

## Recommended Operating Expenditure Budget - Department Total

### 75 - CABLE TV DIVISION

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
290	61010	FULL-TIME EMPLOYEES	151,717	154,512	158,161	140,572
290	61030	SEASONAL EMPLOYEES	0	0	6,786	6,859
290	61050	OVERTIME PAY	3,179	3,818	4,000	4,000
290	61071	HOLIDAY PAY-OVERTIME	154	0	0	0
290	61310	IPERS	13,876	14,946	15,455	13,648
290	61320	SOCIAL SECURITY	10,860	11,075	12,924	11,585
290	61410	HEALTH INSURANCE	31,800	28,620	21,672	24,592
290	61415	WORKMENS' COMPENSATION	608	520	440	452
290	61416	LIFE INSURANCE	129	129	128	128
<b>61 - WAGES AND BENEFITS</b>			<b>212,323</b>	<b>213,621</b>	<b>219,566</b>	<b>201,836</b>
290	62010	OFFICE SUPPLIES	1,465	470	1,465	1,494
290	62030	POSTAGE AND SHIPPING	17	34	18	37
290	62031	PROCESSING MATERIALS	0	321	21,000	19,200
290	62061	DP EQUIP. MAINT CONTRACTS	4,166	4,530	4,370	4,785
290	62110	COPYING/REPRODUCTION	22	73	23	73
290	62140	PROMOTION	0	65	195	195
290	62170	SUBSCRIPTIONS-BOOKS-MAPS	38	220	2,500	225
290	62190	DUES & MEMBERSHIPS	760	760	775	775
290	62206	PROPERTY INSURANCE	3,644	387	387	406
290	62208	GENERAL LIABILITY INSURAN	1,603	1,401	1,488	1,471
290	62310	TRAVEL-CONFERENCES	0	0	2,000	2,000
290	62320	TRAVEL-CITY BUSINESS	0	0	200	200
290	62340	MILEAGE/LOCAL TRANSP	0	0	100	100
290	62360	EDUCATION & TRAINING	889	280	2,500	2,500
290	62420	INET EXPENSE	0	0	1,500	1,500
290	62421	TELEPHONE	1,213	1,383	1,213	1,383
290	62436	RENTAL OF SPACE	787	715	787	715
290	62511	FUEL, MOTOR VEHICLE	520	458	520	534
290	62521	MOTOR VEHICLE MAINT.	207	106	301	108
290	62604	CERTIFICATIONS	305	5	300	160
290	62611	MACH/EQUIP MAINTENANCE	150	1,321	150	1,321
290	62659	LIBRARY VIDEO MATERIALS	511	385	1,000	1,000
290	62663	SOFTWARE LICENSE EXP	167	1,869	2,672	2,672
290	62664	LICENSE/PERMIT FEES	625	640	1,300	1,300
290	62667	DATA SERVICES	16,658	18,754	22,092	20,678
290	62713	LEGAL SERVICES	0	2,500	0	5,000
290	62716	CONSULTANT SERVICES	4,200	0	5,000	5,000
290	62731	MISCELLANEOUS SERVICES	15	0	0	0
290	62747	MACH/EQUIPMENT RENTAL	0	0	1,500	1,500
<b>62 - SUPPLIES AND SERVICES</b>			<b>37,962</b>	<b>36,677</b>	<b>75,356</b>	<b>76,332</b>
290	71123	SOFTWARE	58	0	0	0
290	72412	CABLE TV RELATED EQUIP	7,519	14,450	15,000	15,300
290	72418	TELEPHONE RELATED	0	168	0	350
<b>71 - EQUIPMENT</b>			<b>7,577</b>	<b>14,618</b>	<b>15,000</b>	<b>15,650</b>
290	91100	TO GENERAL	573	0	0	0
<b>91 - TRANSFER TO</b>			<b>573</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>75 - CABLE TV DIVISION TOTAL</b>			<b>258,434</b>	<b>264,916</b>	<b>309,922</b>	<b>293,818</b>

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## Recommended Expenditure Budget Report by Activity & Funding Source

### 75 - CABLE TV DIVISION

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CABLE TV	- 75100
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FUNDING SOURCE: CABLE TV

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	14,618	15,000	15,650
SUPPLIES AND SERVICES	36,677	75,356	76,332
TRANSFER TO	—	—	—
WAGES AND BENEFITS	213,621	219,566	201,836
CABLE TV	264,916	309,922	293,818
CABLE TV DIVISION TOTAL	\$264,916	\$309,922	\$293,818

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

**75 CABLE TV**

FD	JC	WP-GR	JOB CLASS	FY 2019		FY 2020		FY 2021	
				FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
61010 Full Time Employee Expense									
290	8300	GE-37	CABLE TELEVISION COORDINATOR	1.00	\$ 91,971	1.00	\$ 94,068	1.00	\$ 75,252
290	8725	GE-30	VIDEO PRODUCER	1.00	\$ 62,541	1.00	\$ 64,093	1.00	\$ 65,320
TOTAL FULL TIME EMPLOYEES				2.00	\$ 154,512	2.00	\$ 158,161	2.00	\$ 140,572
61030 Seasonal Employee Expense									
290	2875	NA-38	INTERN VIDEO PRODUCER	0.25	\$ 6,635	0.25	\$ 6,786	0.25	\$ 6,859
TOTAL SEASONAL EMPLOYEES				0.25	\$ 6,635	0.25	\$ 6,786	0.25	\$ 6,859
TOTAL CABLE TV				2.25	\$ 161,147	2.25	\$ 164,947	2.25	\$ 147,431

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

ACCT	FD	JC	WP-GR	POSITION CLASS	FY 2019		FY 2020		FY 2021		
					FTE	BUDGET	FTE	BUDGET	FTE	BUDGET	
Cable TV-FT											
29075100	61010	290	8300	GE-37	CABLE FRANCHISE COORDINATOR	1.00	\$ 91,971	1.00	\$ 94,068	1.00	\$ 75,252
29075100	61010	290	8725	GE-30	VIDEO PRODUCER	1.00	\$ 62,541	1.00	\$ 64,093	1.00	\$ 65,320
Total						2.00	\$ 154,512	2.00	\$ 158,161	2.00	\$ 140,572
Cable TV-Seasonal											
29075100	61030	290	2875	NA-38	INTERN VIDEO PRODUCER	0.25	\$ 6,635	0.25	\$ 6,786	0.25	\$ 6,859
Total						0.25	\$ 6,635	0.25	\$ 6,786	0.25	\$ 6,859
TOTAL CABLE TV DIVISION						2.25	\$ 161,147	2.25	\$ 164,947	2.25	\$ 147,431



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FISCAL YEAR 2021  
**Recommended**  
**Policy And Narrative Budget**  
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February 24, 2020  
Historic Federal Building City Council Chambers

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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 Pollution Control, Refuse (part of Public Works), Cable TV, Transit, Parking), 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. Battery icons for each KPI visually indicate how well an objective is doing and represent the following:

		
On Track	Improving	Needs Work

- 6) **Department/Division's Goals and Performance Measures by Activity:** This is a written narrative for each activity that explains the goal, describes the purpose, and explains the service objectives of each activity. Performance measures are included for each activity to evaluate activities and ensure that the approved levels of funding yield the expected results.
- 7) **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.
- 8) **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.
- 9) **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.
- 10) **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.
- 11) **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.
- 12) **Five Year Capital Improvement Program Summary by Department/Division:** This report lists all Capital Improvement Projects budgeted in the new budget year and planned for the next four years.

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

# **Health Services**

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## HEALTH SERVICES DEPARTMENT

<b>Budget Highlights</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Budget</b>	<b>FY 2021 Requested</b>	<b>% Change From FY 2020 Budget</b>
Employee Expense	476,220	508,010	550,974	8.5 %
Supplies and Services	322,983	336,362	345,706	2.8 %
Machinery and Equipment	3,439	1,875	3,200	70.7 %
Total	802,642	846,247	899,880	6.3 %
Operating Revenue	360,088	356,914	465,778	30.5 %
State Grant	7,660	12,099	8,808	(27.2)%
Total	367,748	369,013	474,586	28.6 %
Property Tax Support	434,894	477,234	425,294	(51,940)
Percent Increase (Decrease)				(10.9)%
<b>Personnel - Authorized FTE</b>	<b>5.58</b>	<b>5.86</b>	<b>6.14</b>	

### Improvement Package Summary

#### **1 of 5**

This improvement package would increase one part-time Animal Control Officer to full-time (+0.28 FTE or 582 hours annually), increasing Animal Control staffing by 11 hours. Another full-time Animal Control Officer would provide additional coverage and more timely follow-ups on animal control incidents and complaints. The Fiscal Year 2020 budget funded one part-time animal control officer as full time. The additional full time coverage would reduce the amount of calls Police respond to, increase the number of impounded animals and their subsequent revenue, and provide more prompt and efficient service to residents. This increase in staffing would also provide more coverage for when Animal Control staff is in training, City business, or for personal time. Currently, when one of the Animal Control Officer requires time off, coverage hours are decreased, since the part-time Animal Control Officer cannot go above 29 hours per week or 1,508 hours per year. Annexations have also added travel time and coverage ability for Animal Control. In addition, now that pets are allowed on trails and in some parks, Animal Control can address enforcement for pets in these areas in conjunction with park patrol.

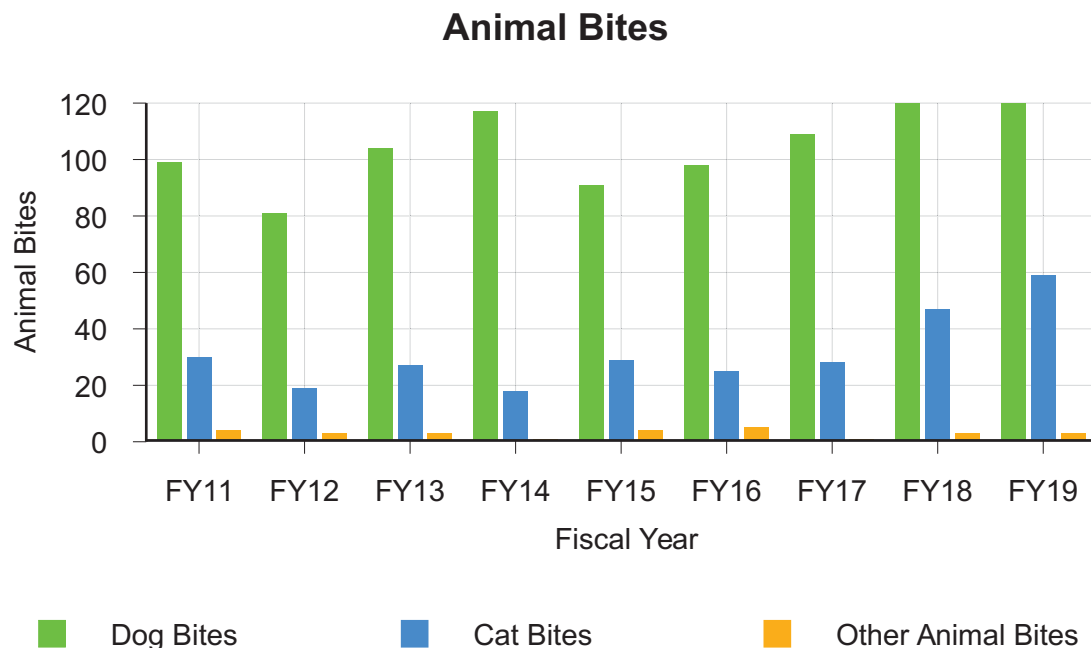
When Animal control is not on-duty, i.e., evenings, nights, weekends, holidays, training, etc., Police cover animal emergencies and complaints. This strains the Police Department, who are not specifically trained in Animal Control. Current staffing levels still do not allow any time for community outreach and education on animal control and responsible pet ownership issues. Increasing the part time Animal Control officer's hours from 29 to 40 per week may allow necessary time to provide education to neighborhood associations, civic organizations, schools and animal organizations, etc.

In addition, the amount of dogs and cats licensed in the city has steadily increased since FY95. This does not account for unlicensed pets, which the American Veterinarian Medical Association estimates 32% of the households owning 1.69 dogs and 27.3% owning 2.19 cats. For the City of Dubuque's 22,560 households, this translates to 12,200 dogs and 13,488 cats. FY19 pet licenses totaled 10,439 or 41% of the estimates. The number of animal control complaints continues to rise, with a 31% increase in the number of complaints/requests from FY18 to FY19.



This improvement package would support City Council Goal 2: "Vibrant Community: Healthy and Safe" by encouraging a sense of safety in the community through increased enforcement as well as ensuring residents feel they are part of a collaborative solution through increased outreach and pet-ownership education efforts.

Police Animal Calls			
FY13: 717	FY15: 569	FY17: 525	FY19: 641
FY14: 854	FY16: 647	FY18: 539	



**Note: Average number of bites each calendar year from 2006 - 2016 is 131. The average number of bites for 2017 - 2019 is 166, a 26% increase.**

In addition, the amount of dogs and cats licensed in the city has steadily increased since FY95. This does not account for unlicensed pets, which the American Veterinarian Medical Association estimates 32% of the households owning 1.69 dogs and 27.3% owning 2.19 cats. For the City of Dubuque's 22,560 households, this translates to 12,200 dogs and 13,488 cats. Recent and proposed annexations have also added travel time and coverage ability.

Fiscal Year	Animal Licenses Sold	Fiscal Year	Animal Licenses Sold
FY95	7,050	FY08	8,675
FY96	6,900	FY09	8,370
FY97	7,110	FY10	8,190
FY98	7,333	FY11	9,055
FY99	7,147	FY12	9,341
FY00	7,294	FY13	9,437

Fiscal Year	Animal Licenses Sold	Fiscal Year	Animal Licenses Sold
FY01	7,792	FY14	9,486
FY02	8,005	FY15	9,897
FY03	7,574	FY16	10,091
FY04	8,036	FY17	10,086
FY05	6,293	FY18	10,309
FY06	7,683	FY19	10,439
FY07	7,990		

This improvement package also includes an increase in fuel (+\$234) and vehicle maintenance (+\$300). In addition, it is expected that animal impoundments fees would increase (+\$1,000), court fines (+\$2,000) and animal licenses (+\$5,000) due to enforcement and outreach.

Related Cost:	\$ 31,833	Tax Funds	Recurring	<b>Recommend - Yes</b>
Related Cost:	\$ 2,275	Tax Funds	Non-Recurring	
Related Revenue:	\$ 8,000	Animal Fees/Fines	Recurring	
Net Cost:	<u>\$ 26,108</u>			
Property Tax Impact:	\$ 0.0103	0.10%		
Activity: Animal Control				

## 2 of 5

This improvement package request is for increasing animal license fees. The history of animal license fee increases includes July 2003 when animal license fees increased to \$10 to spayed/neutered animals and \$25 for non-spayed/non-neutered animals; and 2009 when the license fees increased to \$12 for spayed/neutered animals, and \$30 for non-spayed/non-neutered animals. Additionally, the fee for late licensing has been \$10 since 2009, which is the lowest late fee of the Iowa large cities researched. Increasing the pet license fees to \$14 for spayed/neutered animals, and \$34 for non-spayed/non-neutered animals along with increasing the late fee to \$16 would increase licensing revenue by an estimated \$83,370 from the FY 2019 total of FY 2019 (59%). Currently, unlicensed, impounded dogs and cats that are claimed must be licensed within 10 day of claiming the animal. In 2018, 233 unlicensed pets were returned to owners and 257 are projected for 2019. Many of these licenses are not purchased and end up in the Municipal Infraction/Court process, which is costly and not efficient. Requiring purchase of licensing at the time of claiming the animal is projected to produce an estimated \$6,678 in license revenue (included in the projected increase above.) This provision of purchasing a license when claiming an unlicensed animal requires an ordinance change. License fees are set by the city manager and therefore do not require an ordinance change.

Related Revenue:	<u>\$ 83,370</u>	Animal license fees	Recurring	<b>Recommend - Yes</b>
Property Tax Impact:	<u>\$(0.0328)</u>	(0.31)%		
Activity: Animal Control				

## 3 of 5

This improvement package request is for a portable printer for Animal Control to keep in the Animal Control truck. Animal Control officers use tablets in the field and need to be able to print citations, forms, notices etc while they are personally working with residents. A portable printer alleviates having to go back to the office to prepare notices and other documentation and then mail the documents or make another trip to deliver the documents to the resident.

Related Cost:           \$     200 Tax Funds  
Property Tax Impact:   \$ 0.0001 —%  
Activity: Animal Control

Non-Recurring       **Recommend - Yes**

#### 4 of 5

This improvement package request is for a supply of leashes for animal control to use in the field, educate residents, provide to residents at City Expo and give to residents who do not have a leash. The leashes are printed with animal control's phone number and provide positive reinforcement when Animal Control officers are doing enforcement or education with residents. A supply of several 100 are ordered every few years to get a lower price.

Related Cost:           \$     650 Tax Funds  
Property Tax Impact:   \$ 0.0003 —%  
Activity: Animal Control

Non-Recurring       **Recommend - Yes**

#### 5 of 5

This improvement package would provide funds for tick removal kits to give away at City Expo and Health outreach events. A tick removal kit will contain a special tweezers, instructions and information about tick prevention and the infectious diseases tick carry such as Lyme disease and Rocky Mountain spotted fever.

Related Cost:           \$     500 Tax Funds  
Property Tax Impact:   \$ 0.0002 —%  
Activity: Community Health

Non-Recurring       **Recommend - Yes**

### Significant Line Items

#### **Employee Expense**

1. FY 2021 employee expense reflects a 1.5% wage package increase.
2. The Iowa Public Employee Retirement System (IPERS) City contribution of 9.44% is unchanged from FY 2020 The employee contribution of 6.29% is unchanged from FY 2020.
3. The City portion of health insurance expense increased from \$921 in FY 2020 to \$1,013 in FY 2021 per month per contract which results in annual increase of \$30,947 or 9.99%.
4. Five-Year Sick leave payout decreased from \$3,291 in FY 2020 to \$0 in FY 2021.
5. Overtime expense is unchanged from \$1,500 in FY 2020 to \$1,500 in FY 2021. FY 2019 actual was \$1,841.

#### **Supplies & Services**

6. Court Costs and Record Fees increased from \$18,653 in FY 2020 to \$24,905 in FY 2021 based on FY 2019 actual \$24,905. Beginning January 1, 2016, the court requires the \$85 filing fee for municipal infractions to be paid up front by the City. The Court then enters judgment, and if a defendant is found guilty, the defendant will pay a fine plus \$85 in court costs and the Court will distribute the fine portion and reimburse the City for the filing fee that was paid up front by the City. If a defendant is found not guilty, the City will pay for the court costs using the \$85 filing fee paid upfront instead of deducting the \$85 from the City's judgments, which was the process done by the Court previous to January 1, 2016. Departments that file municipal infractions must budget the upfront filing fee and a portion of the amount is reimbursed to the department going forward. The offsetting revenue is budgeted in Iowa District Court

Fines and is \$28,016 in FY 2021 . Due to time delay of reimbursements, the revenue received is more than the expense.

7. Payments to Other Agencies increased from \$188,691 in FY 2020 to \$191,083 in FY 2021 due to the annual consumer price index increase on the Humane Society contract. The FY 2021 Humane Society contracted budget is \$135,283. Most of these contracted services for animal control are expenses that the City would have within its organization regardless of who provides the services. In addition, there is \$50,000 budgeted for Crescent Community Health Center patient health and wellness programming operating expenses. There is also \$5,800 budgeted for the Visiting Nurse Association to provide medical case management of lead poisoned children, which is funded by the Iowa Department of Public Health grant.
8. Bill Collection Services increased from \$46,238 in FY 2020 to \$47,211 in FY 2021 based on FY 2019 actual \$47,211. This line item represents the amount paid to PetData Services for pet licensing.
9. Consultant Services increased from \$4,172 in FY 2020 to \$10,641 in FY 2021 based on FY 2019 actual \$10,369. This line item represents vet services for after hour veterinarian calls. This line item is also used for vet services for injured dogs or cats when the owner is unknown, rabies confinement of animals when the owner is unknown, wild animal confinement, and neglect cases of animals when being held waiting for a court appearance.
10. Education and Training increased from \$9,889 in FY 2020 to \$11,289 in FY 2021. This line item represents public health and nursing continuing education (\$350); National Animal Care & Control Training for Animal Control Officers (\$6,000); Iowa Department of Inspections and Appeals Training for Sanitarians (\$2,939); and Childhood Lead Poisoning Prevention Training and Lead and Healthy Homes Training (\$2,000) which is covered by a grant.

## Machinery & Equipment

11. Equipment replacement items include (\$3,200):

<u>Administration</u>		
(1) Smart Phone	\$	350
<u>Inspections</u>		
(1) Smart Phone	\$	375
<b>Recommended Improvement Packages</b>		<b>2,475</b>
Total	\$	<u>3,200</u>

## Revenue

12. Dog and cat license revenue increased from \$168,373 in FY 2020 to \$262,923 in FY 2021 based on FY 2019 actual of \$174,554.
13. Business license revenue increased from \$139,950 in FY 2020 to \$150,000 in FY 2021 due to the fee increase approved by the State of Iowa on January 1, 2019. FY 2019 actual was \$130,201.
14. Iowa District Court Fines increased from \$20,849 in FY 2020 to \$28,016 in FY 2021. FY 2019 actual was \$26,017. This revenue represents the reimbursement of the cost of Court Costs and Record Fees for municipal infractions fee paid up front by the City and then reimbursed to the City by the Court. Due

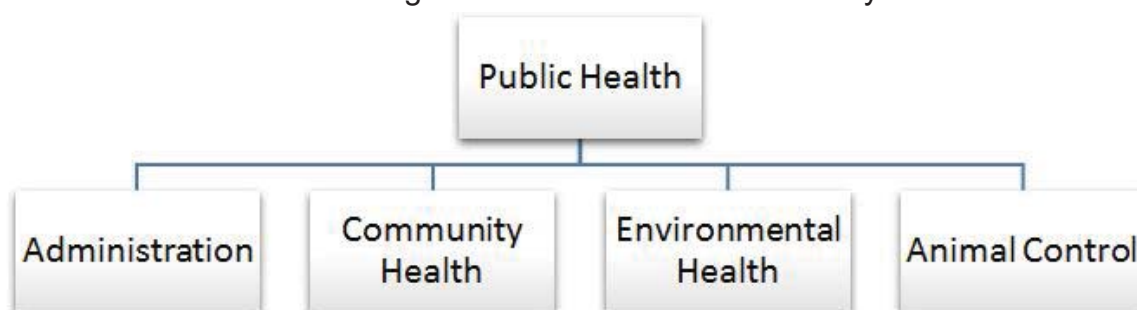
to time delay of reimbursements, the revenue received is more than the expense. A majority of the municipal infractions filed by Health Services are for failure to license a pet.

### **Miscellaneous**

15. The Animal Control activity is 71.3% self-supporting in FY 2021 versus 56.0% self-supporting in FY 2020.
16. The Inspection of Food Establishments activity is 73.9% self-supporting in FY 2021 versus 70.5% self-supporting in FY 2020.

# PUBLIC HEALTH

Public Health provides an effective service to protect, maintain and promote the physical and environmental health and well-being of the citizens of the community.



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

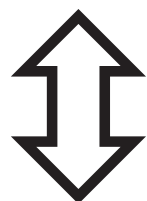
### People

The Health Services Department strives to respond to conditions that affect the overall health of the community in a timely manner.



### Planning

- The Dubuque County Community Health Needs Assessment and Health Improvement plan is a community-wide effort to assess the community's health needs and decide how to meet them.
- The Dubuque County Health Care Preparedness Coalition is a multi-disciplinary partnership that assesses jurisdictional risk and responds cohesively to public health incidents and emergencies.



Green & Healthy Homes Initiative



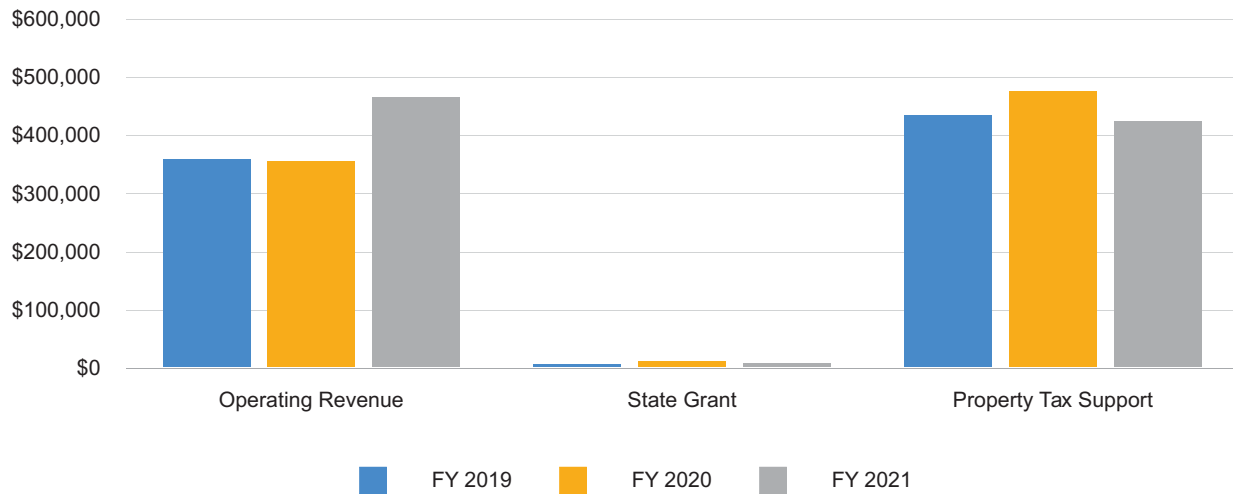
### Partnerships

Partnerships allow public health to perform its activities in an effective, efficient, and inclusive manner. Some partners include the Crescent Community Health Center, Iowa Department of Public Health, Dubuque Community Schools, Dubuque Visiting Nurses Association, Dubuque County Health Department, Mercy Medical Center, Unity Point Health/Finley Hospital, and many others.

# PUBLIC HEALTH

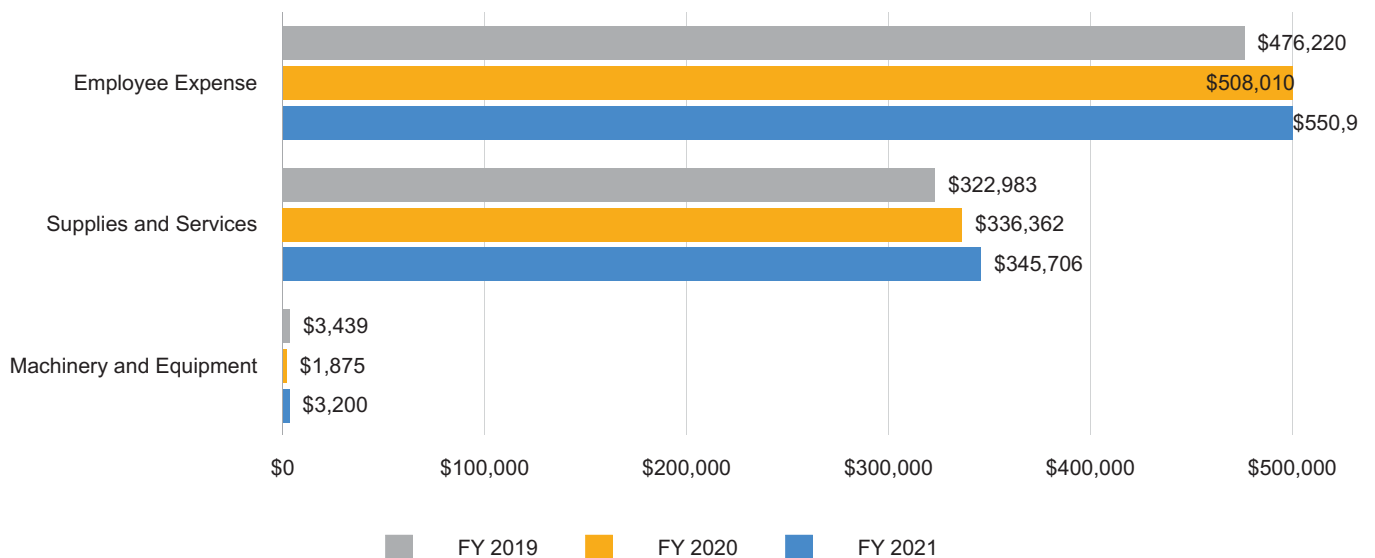
	FY 2019	FY 2020	FY 2021
Full-Time Equivalent	5.58	5.86	6.14

## Resources and Property Tax Support



The Health Department is supported by 6.14 full-time equivalent employees, which accounts for 61.23% of the department expense as seen below. Overall, the departments' expenses are expected to increase by 6.34% in FY 2021 compared to FY 2020.

## Expenditures by Category by Fiscal Year



# PUBLIC HEALTH

## Administration/Community Health

### Mission & Services

Community Health provides assessment, assurance, and policy development to address public health problems and issues in the community. The [Health Services](#) Department works with the [Dubuque County Board of Health](#) to carry out public health essential services necessary for an effective public health system. Responsibilities include evaluating, reviewing, and updating animal, noise, nuisance, sewer, refuse, and food ordinances enforced by the Health Department.




Health Administration/Community Health Funding Summary			
	FY 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$258,245	\$269,468	\$256,111
Resources	\$7,957	\$13,565	\$9,974

Health Administration/Community Health Position Summary	
	FY 2021
Public Health Specialist	1.00
Public Health Intern	0.14
Secretary	1.00
<b>Total Full-Time Equivalent Employees</b>	<b>2.14</b>

### Performance Measures


#### City Council Goal: Vibrant Community: Healthy and Safe

- 1 Dept. Objective: Ensure accessibility and quality of primary care and population-based health services.

Performance Measure (KPI)	Target	2017 Actual	2018 Actual	2019 Estimate	Performance Indicator
Crescent Community Health Center total patients served	8057	6437	6370	6000	
% patients served at or below 100% of poverty level of total demographic in Dubuque	56%	48%	58%	58%	
% of patients served without insurance	30%	33%	48%	48%	


#### City Council Goal: Vibrant Community- Healthy & Safe

- 2 Dept. Objective: Maintain a Childhood Lead Poisoning Prevention Program

% of children with elevated blood lead levels	<1%	1.5%	N/A	1.4%	
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#### City Council Goal: Partnerships for a Better Dubuque

- 3 Dept. Objective: Mobilize community partnerships to identify and investigate public health problems and emerging issues

Annual review, maintenance and demonstration (exercising) of Public Health Emergency Response Plan sections	1 section or exercise/year	Animals in disaster	Communication & notification drill	Risk Communication	
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# PUBLIC HEALTH

## Environmental Health

### Mission & Services

Environmental Health promotes a safe and healthy environment by assuring sanitary conditions and practices in accordance with municipal public health and environmental ordinances, codes and regulations. Responsibilities include responding to complaints, inspecting pools, spas, tanning, and tattoo facilities, and inspecting and licensing food establishments, stands, and mobile units.


Food Inspection/Environmental Health Funding Summary			
	FY 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$219,794	\$224,391	\$224,007
Resources	\$151,998	\$158,116	\$165,494

Food Inspection/Environmental Health Position Summary	
	FY 2021
Environmental Sanitarian	2.00
Total Full-Time Equivalent Employees	2.00

### Performance Measures

#### City Council Goal: Vibrant Community: Healthy & Safe

- 1 **Dept. Objective: Assure safe and sanitary public swimming pools, spas and tattoo facilities by providing a minimum of one inspection per year within Dubuque County.**

Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
# of closures of public pool/spa	0	1	0	0	

- 2 **Dept. Objective: All permanent and temporary food establishments, mobile food units and hotels/motels/inns are inspected and licensed through a contract with the Iowa Department of Inspections & Appeals.**

# of new/change ownership food establishments	N/A	89	68	80	N/A
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# foodborne illness complaints	7	7	4	7	
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- 3 **Dept. Objective: Alleviate improper garbage/refuse storage and disposal and other public nuisances through code enforcement.**

# municipal infractions (MIs) issued for nuisance violations	25	7	23	32	
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# PUBLIC HEALTH

## Animal Control

### Overview

Animal Control enforces the City Animal Ordinance which provides for licensing of all cats and dogs, the prohibition of dogs and cats running at-large within the city, inoculation of all dogs and cats against rabies, investigation of animal bites and assurance of proper rabies confinement, prohibition of harboring a vicious or potentially vicious animal or dangerous animal and prohibition of animals causing serious disturbance or nuisance.

Animal Control Funding Summary			
	FY 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$324,603	\$352,388	\$419,762
Resources	\$207,794	\$197,332	\$299,118



Animal Control Position Summary	
	FY 2021
ANIMAL CONTROL OFFICER	2.00
<b>Total Full-Time Equivalent Employees</b>	<b>2.00</b>

### City Council Goal: Vibrant Community: Healthy & Safe

#### 1 Dept. Objective: Respond to and abate the problems and nuisances of cats and dogs.

Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
# of citations issued for violations of Animal Control ordinance	N/A	44	63	75	N/A

#### 2 Dept. Objective: Control the spread of rabies among and between animals.


# of Pet Licenses sold/rabies licenses	11,000	10,309	10,439	11,439	
# of citations for failure to license a pet	1,700	1,446	1,787	1,850	

#### 3 Dept. Objective: Assess and evaluate animal bites, injuries and attacks for determining potentially vicious and vicious animal declarations.

# of animal bites	N/A	179	182	175	N/A
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### City Council Goal: Partnerships for a Better Dubuque

#### 4 Dept. Objective: Provide shelter for dogs, cats and other animals without homes in Dubuque.

Maintain agreement with Dubuque Regional Humane Society	July 1, 2020	Penalties imposed	Amendment	New agreement	
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## Recommended Operating Revenue Budget - Department Total

### 17 - HEALTH SERVICES

Fund	Account	Account Title	FY18 Actual Revenue	FY19 Actual Revenue	FY20 Adopted Budget	FY21 Recomm'd Budget
100	42105	BUSINESS LICENSES	107,579	130,201	139,950	150,000
100	42120	ANIMAL LICENSES	119,613	126,353	121,113	262,923
100	42125	CAT LICENSES	46,260	48,201	47,260	0
100	42169	TATTOO LICENSES	2,640	3,993	3,070	2,805
100	42235	REFUSE HAULING PERMITS	725	375	725	775
100	42325	SWIMMING POOL INSP. FEES	7,436	9,123	9,533	10,650
100	42330	ANIMAL IMPOUNDMENT FEES	7,350	8,040	8,850	9,040
<b>42</b>	<b>LICENSES AND PERMITS</b>	<b>- Total</b>	<b>291,603</b>	<b>326,286</b>	<b>330,501</b>	<b>436,193</b>
100	45701	STATE GRANTS	5,759	7,660	11,599	8,808
100	45771	FED PASS THRU STATE GRANT	0	0	500	0
<b>45</b>	<b>STATE GRANTS</b>	<b>- Total</b>	<b>5,759</b>	<b>7,660</b>	<b>12,099</b>	<b>8,808</b>
100	51987	WEED CUTTING CHARGES	3,695	4,423	3,695	0
<b>51</b>	<b>CHARGES FOR SERVICES</b>	<b>- Total</b>	<b>3,695</b>	<b>4,423</b>	<b>3,695</b>	<b>0</b>
100	53403	IA DISTRICT COURT FINES	17,814	26,017	20,849	28,016
100	53605	MISCELLANEOUS REVENUE	0	0	300	0
100	53620	REIMBURSEMENTS-GENERAL	668	3,362	669	669
100	53625	REIMBURSEMENTS-TRAINING	457	0	900	900
<b>53</b>	<b>MISCELLANEOUS</b>	<b>- Total</b>	<b>18,940</b>	<b>29,379</b>	<b>22,718</b>	<b>29,585</b>
<b>HEALTH SERVICES - Total</b>			<b>319,996</b>	<b>367,748</b>	<b>369,013</b>	<b>474,586</b>

**Recommended Operating Expenditure Budget - Department Total**  
**17 - HEALTH SERVICES**

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
100	61010	FULL-TIME EMPLOYEES	264,469	272,113	342,082	392,796
100	61020	PART-TIME EMPLOYEES	65,938	73,273	36,910	0
100	61030	SEASONAL EMPLOYEES	2,569	6,303	3,410	0
100	61050	OVERTIME PAY	1,470	1,841	1,500	1,500
100	61070	HOLIDAY PAY	0	0	0	458
100	61091	SICK LEAVE PAYOFF	4,308	4,097	3,291	0
290	61091	SICK LEAVE PAYOFF	211	0	0	0
100	61310	IPERS	29,873	33,011	36,241	37,260
100	61320	SOCIAL SECURITY	24,860	26,260	29,620	30,195
290	61320	SOCIAL SECURITY	15	0	0	0
100	61410	HEALTH INSURANCE	55,650	50,086	48,978	79,925
100	61415	WORKMENS' COMPENSATION	7,662	6,772	5,684	6,210
100	61416	LIFE INSURANCE	239	239	294	404
100	61660	EMPLOYEE PHYSICALS	128	2,225	0	2,226
<b>61 - WAGES AND BENEFITS</b>			<b>457,389</b>	<b>476,220</b>	<b>508,010</b>	<b>550,974</b>
100	62010	OFFICE SUPPLIES	1,146	1,948	1,086	2,059
100	62011	UNIFORM PURCHASES	640	936	1,284	937
100	62030	POSTAGE AND SHIPPING	7,882	6,708	8,168	7,379
100	62033	HAND TOOLS/EQUIPMENT	0	337	0	0
100	62061	DP EQUIP. MAINT CONTRACTS	7,895	8,054	8,053	8,535
100	62063	SAFETY RELATED SUPPLIES	(1)	0	100	0
100	62065	LAB SUPPLIES	0	0	50	0
100	62067	ANIMAL CONTROL SUPPLIES	67	307	200	1,788
100	62090	PRINTING & BINDING	2,038	2,989	3,419	3,506
100	62110	COPYING/REPRODUCTION	799	707	854	707
100	62130	LEGAL NOTICES & ADS	660	317	660	1,029
100	62170	SUBSCRIPTIONS-BOOKS-MAPS	159	20	334	21
100	62190	DUES & MEMBERSHIPS	790	775	1,310	1,371
100	62204	REFUNDS	100	605	0	0
100	62206	PROPERTY INSURANCE	132	0	0	0
100	62208	GENERAL LIABILITY INSURAN	3,210	3,421	3,625	3,593
100	62230	COURT COSTS & RECORD FEES	18,653	24,905	18,653	24,905
100	62310	TRAVEL-CONFERENCES	7,842	6,173	14,369	8,114
100	62320	TRAVEL-CITY BUSINESS	51	153	564	794
100	62340	MILEAGE/LOCAL TRANSP	24	27	300	79
100	62360	EDUCATION & TRAINING	6,541	4,291	9,889	11,289
100	62421	TELEPHONE	3,409	4,072	3,421	4,072
100	62436	RENTAL OF SPACE	2,304	2,112	2,304	2,112
100	62511	FUEL, MOTOR VEHICLE	2,142	2,808	3,086	3,403
100	62521	MOTOR VEHICLE MAINT.	846	794	3,018	1,495
100	62528	MOTOR VEH. MAINT. OUTSOUR	0	0	1,030	1,030
100	62614	EQUIP MAINT CONTRACT	750	890	750	890
100	62663	SOFTWARE LICENSE EXP	142	118	150	123
100	62667	DATA SERVICES	311	424	600	415
100	62668	PROGRAM EQUIP/SUPPLIES	509	558	759	558
100	62671	MISC. OPERATING SUPPLIES	0	100	100	500
100	62683	FIELD OPERATIONS SUPPLIES	596	244	200	244
100	62696	OUTSIDE COLLECTOR EXPENSE	0	29	0	0

## Recommended Operating Expenditure Budget - Department Total

### 17 - HEALTH SERVICES

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
100	62699	CASH SHORT AND OVER	0	(1)	0	0
100	62716	CONSULTANT SERVICES	2,999	10,369	4,172	10,641
100	62725	BILL COLLECTION SERVICES	46,941	47,211	46,238	47,211
100	62727	FINANCIAL SERVICE FEES	630	600	630	600
100	62732	TEMP HELP/CONTRACT SERV.	0	0	2,998	2,998
100	62736	CATERING SERVICES	0	0	225	225
100	62761	PAY TO OTHER AGENCY	172,449	185,250	188,691	191,083
100	62780	HAULING SERVICES	589	1,815	589	2,000
100	62781	LAWN CARE SERVICES	4,483	2,915	4,483	0
<b>62 - SUPPLIES AND SERVICES</b>			<b>297,728</b>	<b>322,983</b>	<b>336,362</b>	<b>345,706</b>
100	71111	DICTATION EQUIPMENT	0	0	400	0
100	71120	PERIPHERALS, COMPUTER	0	2,040	0	200
100	71122	PRINTER	0	495	0	0
100	71124	COMPUTER	0	0	0	2,275
100	71211	DESKS/CHAIRS	0	425	425	0
100	71550	MISCELLANEOUS EQUIPMENT	0	109	0	0
100	72418	TELEPHONE RELATED	873	371	1,050	725
<b>71 - EQUIPMENT</b>			<b>873</b>	<b>3,439</b>	<b>1,875</b>	<b>3,200</b>
<b>17 - HEALTH SERVICES TOTAL</b>			<b>755,990</b>	<b>802,642</b>	<b>846,247</b>	<b>899,880</b>

## Recommended Expenditure Budget Report by Activity & Funding Source

### 17 - HEALTH SERVICES

#### HEALTH SERVICES ADMINISTR- 17100

##### FUNDING SOURCE: CABLE TV

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	—	824	825	350
SUPPLIES AND SERVICES	33,563	9,310	40,297	13,790
WAGES AND BENEFITS	131,528	132,016	127,945	119,395
<b>HEALTH SERVICES</b>	<b>165,090</b>	<b>142,150</b>	<b>169,067</b>	<b>133,535</b>
<b>ANIMAL CONTROL</b>		<b>- 17200</b>		

##### FUNDING SOURCE: GENERAL

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	582	425	700	2,475
SUPPLIES AND SERVICES	208,165	234,238	225,746	242,396
WAGES AND BENEFITS	78,766	89,940	125,942	174,891
<b>ANIMAL CONTROL</b>	<b>287,513</b>	<b>324,603</b>	<b>352,388</b>	<b>419,762</b>
<b>INSP. - FOOD ESTBLMNTS</b>		<b>- 17300</b>		

##### FUNDING SOURCE: GENERAL

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	291	2,190	350	375
SUPPLIES AND SERVICES	27,920	26,717	33,486	27,649
WAGES AND BENEFITS	188,002	190,887	190,555	195,983
<b>INSP. - FOOD ESTBLMNTS</b>	<b>216,213</b>	<b>219,794</b>	<b>224,391</b>	<b>224,007</b>
<b>COMMUNITY HEALTH SERV.</b>		<b>- 17400</b>		

##### FUNDING SOURCE: GENERAL

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	23,451	51,480	27,593	52,792
WAGES AND BENEFITS	59,094	63,378	63,568	60,705
<b>COMMUNITY HEALTH SERV.</b>	<b>82,546</b>	<b>114,857</b>	<b>91,161</b>	<b>113,497</b>
<b>LEAD PAINT PROGRAM</b>		<b>- 17500</b>		

##### FUNDING SOURCE: GENERAL

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	4,628	1,238	9,240	9,079
<b>LEAD PAINT PROGRAM</b>	<b>4,628</b>	<b>1,238</b>	<b>9,240</b>	<b>9,079</b>
<b>HEALTH SERVICES TOTAL</b>	<b>\$755,990</b>	<b>\$802,642</b>	<b>\$846,247</b>	<b>\$899,880</b>

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

**17 HEALTH SERVICES DEPARTMENT**

FD	JC	WP-GR	JOB CLASS	FY 2019		FY 2020		FY 2021	
				FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
61010 Full Time Employee Expense									
100	7700	GE-37	PUBLIC HEALTH SPECIALIST	1.00	94,676	1.00	96,836	1.00	97,912
100	7500	GE-32	ENVIRONMENTAL SANITARIAN	2.00	129,313	2.00	136,293	2.00	141,324
100	7400	GE-29	ANIMAL CONTROL OFFICER	0.00	0	1.00	59,967	2.00	114,270
100	7375	GE-27	ENVIRON.SANITARIAN ASST	0.00	0	0.00	0	0.00	0
100	225	GE-25	CONFIDENTIAL ACCOUNT CLERK	1.00	48,949	1.00	48,986	1.00	39,588
TOTAL FULL TIME EMPLOYEES				4.00	272,938	5.00	342,082	6.00	393,094
61020 Part Time Employee Expense									
100	7400	GE-29	ANIMAL CONTROL OFFICER	1.44	75,970	0.72	36,910	0.00	0
TOTAL PART TIME EMPLOYEES				1.44	75,970	0.72	36,910	0.00	0
61030 Seasonal Employee Expense									
100			PUBLIC HEALTH INTERN	0.14	3,334	0.14	3,410	0.14	0
TOTAL SEASONAL EMPLOYEES				0.14	3,334	0.14	3,410	0.14	0
TOTAL HEALTH SERVICES				5.58	352,242	5.86	382,402	6.14	393,094



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

ACCT	FD	JC	WP-GR	POSITION CLASS	FY 2019		FY 2020		FY 2021		
					FTE	BUDGET	FTE	BUDGET	FTE	BUDGET	
Health Services Administration-General Fund											
10017100	61010	100	225	GE-25	CONFIDENTIAL ACCOUNT	1.00	\$ 48,949	1.00	\$ 48,986	1.00	\$ 39,588
10017100	61010	100	7700	GE-37	PUBLIC HEALTH SPECIALIST	0.50	\$ 47,338	0.50	\$ 48,418	0.50	\$ 48,956
Total						1.50	\$ 96,287	1.50	\$ 97,404	1.50	\$ 88,544
Community Health Services - FT General Fund											
10017400	61010	100	7700	GE-37	PUBLIC HEALTH SPECIALIST	0.50	\$ 47,338	0.50	\$ 48,418	0.50	\$ 48,956
Total						0.50	\$ 47,338	0.50	\$ 48,418	0.50	\$ 48,956
Community Health Services - Seasonal General Fund											
10017400	61030	100			PUBLIC HEALTH INTERN	0.14	\$ 3,334	0.14	\$ 3,410	0.14	\$ —
Total						0.14	\$ 3,334	0.14	\$ 3,410	0.14	\$ —
Inspection of Food Est./Environmental - FT General Fund											
10017300	61010	100	7500	GE-32	ENVIRONMENTAL SANITARIAN	2.00	\$ 129,313	2.00	\$ 136,293	2.00	\$ 141,324
10017300	61010	100	7375	GE-27	ENVIRON.SANITARIAN ASST	0.00	\$ —	0.00	\$ —	0.00	\$ —
Total						2.00	\$ 129,313	2.00	\$ 136,293	2.00	\$ 141,324
Animal Control-FT General Fund											
10017200	61010	100	7400	GE-29	ANIMAL CONTROL OFFICER	0.00	\$ —	1.00	\$ 59,967	2.00	\$ 114,270
Total						0.00	\$ —	1.00	\$ 59,967	2.00	\$ 114,270
Animal Control-PT General Fund											
10017200	61020	100	7400	GE-29	ANIMAL CONTROL OFFICER	1.44	\$ 75,970	0.72	\$ 36,910	0.00	\$ —
Total						1.44	\$ 75,970	0.72	\$ 36,910	0.00	\$ —
TOTAL HEALTH SERVICES DEPT.						5.58	\$ 352,242	5.86	\$ 382,402	6.14	\$ 393,094

# **Human Rights**

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	FY 2019 Actual	FY 2020 Budget	FY 2021 Requested	% Change From FY 2020 Budget
<b>Budget Highlights</b>				
<u>Expenses</u>				
Employee Expense	368,672	495,954	398,621	(19.6%)
Supplies and Services	44,762	106,162	92,474	(12.9%)
Machinery & Equipment	625	350	—	0.0%
Total	414,059	602,466	491,095	(18.5%)
<u>Resources</u>				
Case Processing ICRC	400	2,400	2,400	0.0%
Miscellaneous	1,100	1,500	1,125	(25.0%)
Total	1,500	3,900	3,525	(9.6%)
Property Tax Support	412,559	598,566	487,570	(110,996)
Percent Increase (Decrease)				(18.5%)
<b>Personnel - Authorized FTE</b>	<b>5.00</b>	<b>5.00</b>	<b>4.00</b>	

1 of 1

This improvement package would fund a train-the-trainer program to develop a culturally appropriate leadership development project to engage communities of color and other underrepresented communities to actively participate in civic life. Funds would be used to cover the costs of bringing two trainers to Dubuque for a two-day training program. The training would be offered to a combination of City staff who are involved in City Life and in training Board and Commission members, along with partners from local colleges. Tools and approaches learned in this training would then be adapted to be used for a variety of engagement purposes, including City Life, the potential establishment of a City Life 2.0 program for alumni of City Life, training for Board and Commission members, and/or training for community members engaged with local colleges and/or other partner institutions.

Related Cost:	<u>\$ 3,510</u>	Tax Funds	Non-Recurring	<b>Recommend - Yes</b>
Property Tax Impact:	\$ 0.0014	0.01%		
Activity: Human Rights				

## Employee Expense

1. FY 2021 employee expense reflects a 1.5% wage package increase.
2. The Iowa Public Employee Retirement System (IPERS) City contribution is unchanged from 9.44% in FY 2020. The employee contribution is unchanged from 6.29% in FY 2020.
3. The City portion of health insurance expense increased from \$921 in FY 2020 to \$1,013 in FY 2021 per month per contract which results in annual increase of -\$5,860 or 9.99%.
4. The FY 2021 budget includes the following changes related to the personnel complement:

- a. -1.00 FTE Strategic Workforce Equity Coordinator was moved from Human Rights to the Human Resources Department (-\$97,078).

## **Supplies & Services**

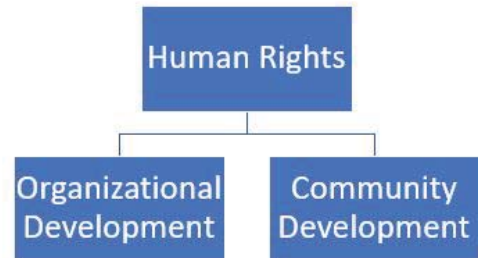
5. Education and Training decreased from \$44,062 in FY 2020 to \$30,962 in FY 2021. This line item represents Annual Fair Housing Training (\$10,000); Strategic Workforce Development Coordinator training including Intercultural Competency Training of City Staff (\$0); and general Human Rights training including equity core team development, National Association for the Advancement of Colored People (NAACP) events, community engagement training, and the Martin Luther King, Jr. Breakfast (\$20,962).
6. Conferences increased from \$8,015 in FY 2020 to \$12,596 FY 2021. This line item represents the actual cost to attend the National League of Cities Conference in Tampa, FL, the Government Alliance on Race and Equity conference in Oakland, CA, Sustainable Communities Conference. This line item increase is caused by shifting funds which were previously funded in Education & Training and conference/travel budgeting for the Strategic Workforce Development Coordinator and Community Engagement Coordinator positions which were unfrozen in FY20.
7. Speakers and Programs decreased from \$14,540 in FY 2020 to \$12,040 in FY 2021. The Dispute Resolution Center Operating expense decreased from \$1,892 in FY 2020 to \$1,742 in FY 2021. The remaining budget represents two City Life programs and an interpretation service at City Life Programs in FY 2021 (\$7,958); interpreters for commission functions (\$340) and the Dubuque Community Police Relations Committee (\$2,000).
8. Pay to Other Agency is unchanged from \$12,000 in FY 2020. This line item includes \$6,000 for Faces and Voices Human Relations Event that currently is the annual the Reverend Doctor Martin Luther King Breakfast and \$6,000 for VISTA cost share. The VISTA cost share is unchanged from \$6,000 in FY 2020.
9. Printing and Binding is unchanged from \$5,967 in FY 2020 to \$5,967 in FY 2021. This line item provides for the printing of the Annual Report, brochures, training materials, and mailing materials.

## **Revenue**

10. Case processing revenue in FY 2021 is based on 12 employment cases reimbursed at \$200 per case (\$2,400) by the Iowa Civil Rights Commission.
11. General reimbursement revenue decreased from \$1,500 in FY 2020 to \$1,125 in FY 2021 based on FY 2019 actual of \$1,100. This revenue line reflects the reimbursement for Intercultural Competency training materials for four-day workshops.

# HUMAN RIGHTS DEPARTMENT

**Department Goal:** Human Rights partners to advance equity in City services and civic engagement through City and community partnerships. In all efforts, compliance with current civil rights laws is considered the bare minimum required, not the end goal.



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

### PEOPLE

We **engage** traditionally marginalized communities to strengthen relationships, expand participation, and advance equity in City services.



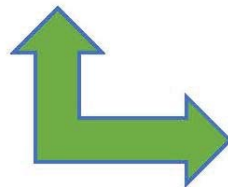
### PLANNING

We **facilitate and consult** on Department and partner efforts to develop and implement equity plans.



INCLUSIVE  
INCLUSIVE  
INCLUSIVE  
dubuque

Connecting People • Strengthening Community



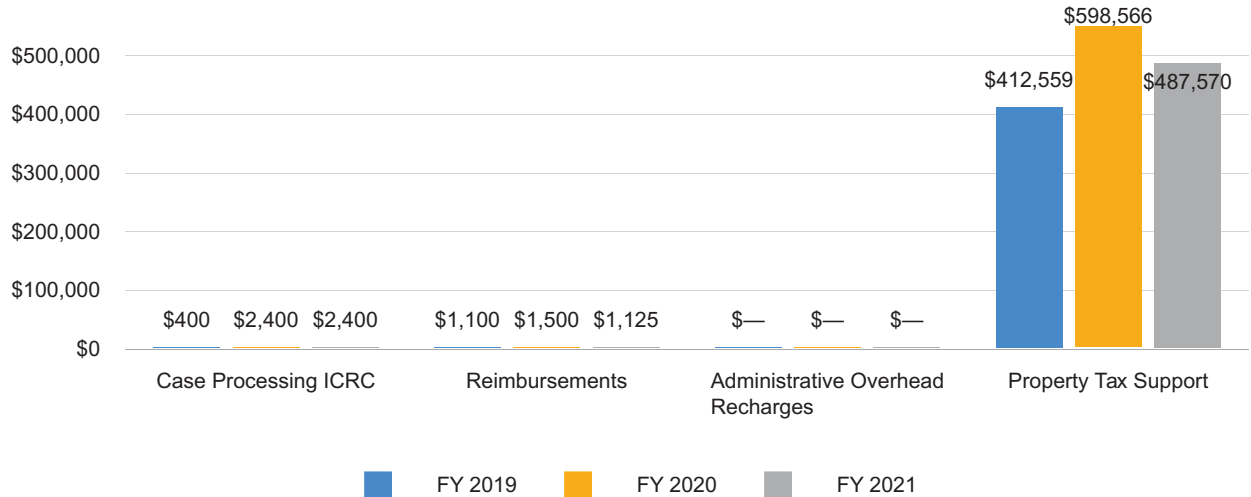
### PARTNERSHIPS

We **educate** individuals and **facilitate and consult** on cross-sector efforts to collectively advance equity.

# HUMAN RIGHTS DEPARTMENT

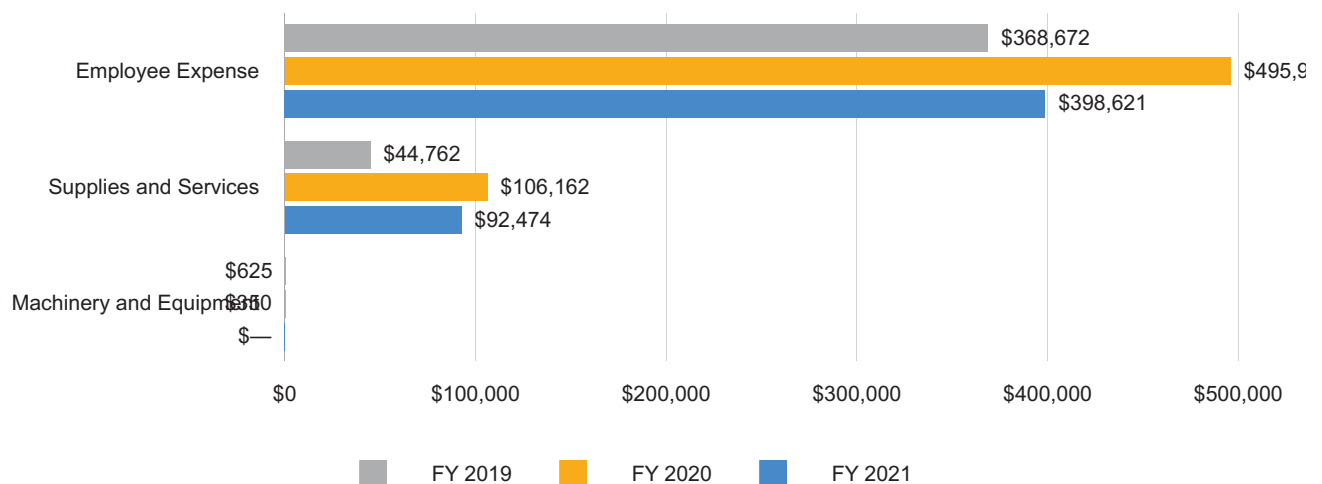
	FY 2019	FY 2020	FY 2021
Full-Time Equivalent	5.00	5.00	4.00

## Resources and Property Tax Support



The Human Rights Department is supported by 4.00 full-time equivalent employees, which accounts for 81.17% of the department expense as seen below. Overall, the departments' expenses are expected to decrease by -18.49% in FY 2021 compared to FY 2020.

## Expenditures by Category by Fiscal Year



# HUMAN RIGHTS DEPARTMENT

## Organizational Development

### Mission & Services

The Human Rights Department partners with other City Departments to advance equity understanding and actions amongst our employees, through service delivery, community engagement efforts, and grants and contracts.



Organization Development Funding Summary			
	FY19 Budget	FY20 Budget	FY 2019 Requested
<b>Expenditures</b>	\$36,372	\$96,496	\$0
<b>Resources</b>	\$11	\$0	\$0

Organization Development Position Summary	
	FY 2021
Community Engagement Coordinator	0.25
Director	0.50
Intake Specialist	0.50
Organizational Equity Coordinator	0.75
<b>Total FT Equivalent Employees</b>	<b>2.00</b>


### Performance Measures

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

- 1 **Activity Objective: Facilitate Equity Teams, consult on department equity plans, and develop organizational framework for collectively advancing equity.**

Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimat	Performance Indicator
% of departments with completed equity plans	100%	26%	39%	74%	
% of departments working on an equity plan or self-assessment	100%	13%	43%	26%	

- 2 **Activity Objective: Educate staff on developing intercultural skills and applying equity tools in service delivery and community engagement.**

% staff indicating improved understanding of importance of intercultural skills, equity, and inclusion.	90%	86%	83%	95%	
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- 3 **Activity Objective: Facilitate/Consult on Improvements in Access, Usage, or Life Circumstances for Residents Most Impacted by Inequities**

% of departments reporting improvements in workforce, service delivery and/or community engagement with residents most impacted by inequities	20%	n/a	n/a	20%	N/A
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# HUMAN RIGHTS DEPARTMENT

## Community Development

### Mission & Services

Community Development involves partnering with various groups and organizations within the community to address inequities in economic opportunity, health, housing, education, transportation, and safety.


Community Development Funding Summary			
	FY 2019 Actual	FY 2020 Budget	FY 2021 Requested
<b>Expenditures</b>	\$ 376,520	\$ 495,970	\$ 481,095
<b>Resources</b>	\$ 1,488	\$ 3,900	\$ 3,525

Community Development Position Summary	
	FY 2021
Organizational Equity Coordinator	.25
Community Engagement Coordinator	.75
Director	.50
Intake Specialist	.50
<b>Total FT Equivalent Employee's</b>	<b>2.00</b>


### Performance Measure

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

- 1 **Activity Objective: Educate/Facilitate non-profit institutions, private businesses, educational institutions in contributing towards advancing equity through the Imagine Dubuque plan.**

Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
% partners indicating improved understanding of importance of intercultural skills, equity, and inclusion.	95%	92%	94%	95%	
% of partners reporting improvements in quality of life measures and/or community engagement with residents most impacted by inequities	20%	n/a	n/a	20%	N/A

- 2 **Activity Objective: Engage communities most impacted by inequities in the governance process.**

% racial/ethnic minorities serving on Boards and Commissions	10%	n/a	5%	5%	
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## Recommended Operating Revenue Budget - Department Total

### 16 - HUMAN RIGHTS DEPARTMENT

Fund	Account	Account Title	FY18 Actual Revenue	FY19 Actual Revenue	FY20 Adopted Budget	FY21 Recomm'd Budget
100	51918	CASE PROCESSING ICRC	3,375	400	2,400	2,400
<b>51</b>	<b>CHARGES FOR SERVICES</b>	<b>- Total</b>	<b>3,375</b>	<b>400</b>	<b>2,400</b>	<b>2,400</b>
100	53201	REFUNDS	40	0	0	0
100	53620	REIMBURSEMENTS-GENERAL	2,953	1,100	1,500	1,125
<b>53</b>	<b>MISCELLANEOUS</b>	<b>- Total</b>	<b>2,993</b>	<b>1,100</b>	<b>1,500</b>	<b>1,125</b>
<b>HUMAN RIGHTS DEPARTMENT - Total</b>			<b>6,368</b>	<b>1,500</b>	<b>3,900</b>	<b>3,525</b>

## Recommended Operating Expenditure Budget - Department Total

### 16 - HUMAN RIGHTS DEPARTMENT

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
100	61010	FULL-TIME EMPLOYEES	224,548	266,599	375,641	297,403
100	61092	VACATION PAYOFF	0	2,426	0	0
100	61310	IPERS	20,097	25,142	35,515	28,074
100	61320	SOCIAL SECURITY	16,394	19,777	28,736	22,751
100	61410	HEALTH INSURANCE	47,700	53,663	55,044	49,184
100	61415	WORKMENS' COMPENSATION	1,111	726	725	837
100	61416	LIFE INSURANCE	184	206	293	238
100	61660	EMPLOYEE PHYSICALS	0	134	0	134
<b>61 - WAGES AND BENEFITS</b>			<b>310,034</b>	<b>368,672</b>	<b>495,954</b>	<b>398,621</b>
100	62010	OFFICE SUPPLIES	151	1,212	2,330	2,337
100	62030	POSTAGE AND SHIPPING	51	103	53	113
100	62061	DP EQUIP. MAINT CONTRACTS	4,550	4,450	4,204	4,652
100	62090	PRINTING & BINDING	469	535	5,967	5,967
100	62110	COPYING/REPRODUCTION	794	763	1,385	706
100	62130	LEGAL NOTICES & ADS	0	6,486	100	100
100	62170	SUBSCRIPTIONS-BOOKS-MAPS	538	812	986	979
100	62190	DUES & MEMBERSHIPS	1,811	1,480	2,462	1,550
100	62206	PROPERTY INSURANCE	129	0	0	0
100	62208	GENERAL LIABILITY INSURAN	2,293	2,334	2,498	2,451
100	62310	TRAVEL-CONFERENCES	1,885	4,419	8,015	12,596
100	62320	TRAVEL-CITY BUSINESS	630	232	1,925	1,629
100	62340	MILEAGE/LOCAL TRANSP	113	68	114	71
100	62360	EDUCATION & TRAINING	18,057	13,192	44,062	30,962
100	62421	TELEPHONE	1,537	2,111	2,780	2,121
100	62436	RENTAL OF SPACE	1,080	1,440	2,160	1,620
100	62663	SOFTWARE LICENSE EXP	95	79	101	191
100	62667	DATA SERVICES	241	381	480	389
100	62734	SPEAKERS/PROGRAMS	2,032	665	14,540	12,040
100	62761	PAY TO OTHER AGENCY	11,400	4,000	12,000	12,000
<b>62 - SUPPLIES AND SERVICES</b>			<b>47,853</b>	<b>44,762</b>	<b>106,162</b>	<b>92,474</b>
100	71211	DESKS/CHAIRS	0	289	0	0
100	72418	TELEPHONE RELATED	0	336	350	0
<b>71 - EQUIPMENT</b>			<b>0</b>	<b>625</b>	<b>350</b>	<b>0</b>
<b>16 - HUMAN RIGHTS DEPARTMENT TOTAL</b>			<b>357,887</b>	<b>414,058</b>	<b>602,466</b>	<b>491,095</b>

## Recommended Expenditure Budget Report by Activity & Funding Source

### 16 - HUMAN RIGHTS DEPARTMENT

#### HUMAN RELATIONS - 16100

##### FUNDING SOURCE: GENERAL

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	—	457	350	—
SUPPLIES AND SERVICES	32,403	29,970	74,878	76,474
WAGES AND BENEFITS	310,034	342,093	414,742	398,621
<b>HUMAN RELATIONS</b>	<b>342,436</b>	<b>372,520</b>	<b>489,970</b>	<b>475,095</b>
<b>WORKFORCE DEVELOPMENT - 16300</b>				

##### FUNDING SOURCE: GENERAL

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	—	168	—	—
SUPPLIES AND SERVICES	8,154	9,625	15,284	—
WAGES AND BENEFITS	—	26,579	81,212	—
<b>WORKFORCE DEVELOPMENT</b>	<b>8,154</b>	<b>36,372</b>	<b>96,496</b>	<b>—</b>
<b>VISTA COST SHARE - 16400</b>				

##### FUNDING SOURCE: GENERAL

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	6,000	4,000	6,000	6,000
<b>VISTA COST SHARE</b>	<b>6,000</b>	<b>4,000</b>	<b>6,000</b>	<b>6,000</b>
<b>HUD VOLUNTARY COMP AGREE - 16600</b>				

##### FUNDING SOURCE: GENERAL

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	1,297	1,167	10,000	10,000
<b>HUD VOLUNTARY COMP AGREE</b>	<b>1,297</b>	<b>1,167</b>	<b>10,000</b>	<b>10,000</b>
<b>HUMAN RIGHTS DEPARTMENT TOTAL</b>	<b>\$357,887</b>	<b>\$414,058</b>	<b>\$602,466</b>	<b>\$491,095</b>

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

**16 HUMAN RIGHTS DEPARTMENT**

FD	JC	WP-GR	JOB CLASS	FY 2019		FY 2020		FY 2021	
				FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
61010 Full Time Employee Expense									
100	9150	GE-40	HUMAN RIGHTS DIRECTOR	1.00	\$ 108,984	1.00	\$ 111,462	1.00	\$ 112,693
100	4730	GE-33	STRATEGIC WORKFORCE EQUITY	1.00	\$ 19,395	1.00	\$ 59,967	0.00	\$ —
100	610	GE-32	EQUITY OUTREACH COORD	1.00	\$ 62,563	1.00	\$ 62,563	1.00	\$ 62,563
100		GE-33	COMMUNITY ENGAGEMENT COORD	1.00	\$ 19,395	1.00	\$ 59,967	1.00	\$ 63,340
100	1640	GE-27	INTAKE SPECIALIST	1.00	\$ 55,430	1.00	\$ 56,693	1.00	\$ 57,331
			TOTAL FULL TIME EMPLOYEES	5.00	\$ 265,767	5.00	\$ 350,652	4.00	\$ 295,927
			TOTAL HUMAN RIGHTS DEPT.	5.00	\$ 265,767	5.00	\$ 350,652	4.00	\$ 295,927

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

ACCT	FD	JC	WP-GR	POSITION CLASS	FY 2019		FY 2020		FY 2021		
					FTE	BUDGET	FTE	BUDGET	FTE	BUDGET	
Human Rights-FT											
10016100	61010	100	9150	GE-40	HUMAN RIGHTS DIRECTOR	1.00	\$ 108,984	1.00	\$ 111,462	1.00	\$ 112,693
10016300	61010	100	4730	GE-33	TRAINING & WKFCE DEV COORD	1.00	\$ 19,395	1.00	\$ 59,967	0.00	\$ —
10016100	61010	100	1965	GE-33	COMMUNITY ENGAGEMENT COORD	1.00	\$ 19,395	1.00	\$ 59,967	1.00	\$ 63,340
10016100	61010	100	2680	GE-32	HUMAN RELATIONS SPECIALIST	0.00	\$ —	0.00	\$ —	0.00	\$ —
10016100	61010	100	2372	GE-33	EQUITY OUTREACH COORD	1.00	\$ 62,563	1.00	\$ 62,563	1.00	\$ 62,563
10016100	61010	100	1640	GE-27	INTAKE SPECIALIST	1.00	\$ 55,430	1.00	\$ 56,693	1.00	\$ 57,331
Total						5.00	\$ 265,767	5.00	\$ 350,652	4.00	\$ 295,927
TOTAL HUMAN RIGHTS DEPARTMENT						5.00	\$ 265,767	5.00	\$ 350,652	4.00	\$ 295,927

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# Library



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## LIBRARY DEPARTMENT

<b>Budget Highlights</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Budget</b>	<b>FY 2021 Requested</b>	<b>% Change From FY 2020 Budget</b>
<u>Expenses</u>				
Employee Expense	2,448,218	2,489,015	2,617,002	5.1%
Supplies and Services	1,063,778	1,124,760	1,119,826	-0.4%
Machinery and Equipment	123,848	90,586	77,720	-14.2%
Subtotal	3,635,844	3,704,361	3,814,548	3.0%
Debt Service	224,162	223,767	223,463	-0.1%
Total Requirements	3,860,006	3,928,128	4,038,011	
<u>Resources</u>				
Library Gift Trusts	132,152	157,580	80,374	-49.0%
Sales Tax 20% for Debt Abatement	21,112	20,967	21,063	0.5%
TIF Revenue for Debt Abatement	203,050	202,800	202,400	-0.2%
Operating Revenue	89,546	41,450	40,125	-3.2%
Total Revenue	445,860	422,797	343,962	-18.6%
Property Tax Support	3,414,146	3,505,331	3,694,049	188,718
Percent Increase (Decrease)				5.4%
Percent Self Supporting	3.5%	2.6%	1.2%	
<b>Personnel - Authorized FTE</b>	<b>34.14</b>	<b>34.14</b>	<b>35.14</b>	

### Improvement Package Summary

#### 1 of 7

This improvement request is for the purchase of software to support the library's marketing campaign to increase awareness and use of the library, as well as funding to support the monthly fees for Hot Spots. The library began a marketing campaign during the last quarter of 2018. At the close of FY 19, checkouts increased 4%, 466 new library cards had been issued, the number of visitors increased by 3,351, the number of visitors to the Maker Space increased 52%, digital checkouts increased by 55%, and 12 out of 17 informational databases realized a significant increase in use. This has taken place during a time when the majority of libraries have experienced flat or slight decreases in use. Marketing was conducted with digital media using everything from e-mail to Facebook to the library's website to Twitter. Management of the campaign was achieved through social media platform management software such as Zoho (\$300 annually), Ad Espresso, which manages social media advertisements (\$1,854 annually) and MailChimp, which manages email (\$1,140 annually). Hot Spots (\$1,800 annually) were introduced through a grant in FY 19 and 15 are available for checkout. Since they were introduced the waiting list consistently averages 14. Hot Spots provide the Internet access to citizens that would not have it otherwise. This request supports the City Council Goal of Diverse Arts, Culture, Parks, and Recreation Experiences and Activities.

Related Cost: \$ 5,094 Tax Funds Recurring  
 Property Tax Impact: \$ 0.002 0.02%  
 Activity: Library Administration

**Recommend - No**

## 2 of 7

This improvement request is for catering for the Iowa Library Association (ILA) Conference in October, 2020 at a reception hosted by Carnegie-Stout Public Library. The ILA Conference is expected to attract over 500 during the three days it is held. The host library typically has a reception during the evening on the first day of the conference. This request supports the City Council Goal for Diverse Arts, Culture, Parks, and Recreation Experiences and Activities.

Related Cost:           \$ 2,500 Tax Funds   Non-Recurring

**Recommend - Yes**

Property Tax Impact: \$ 0.001 0.01%

Activity: Library Administration

## 3 of 7

This improvement request is for a part-time employee in the Information Technology (IT) Activity. Currently this activity has two FTEs and two interns. The interns each work 10 hours per week. This activity also provides support for the Multicultural Family Center (averages about 2.5 calls per month). This position would be responsible for providing public service directly to library visitors by answering questions, troubleshooting their devices used to access library materials, and to provide classes, which were discontinued due to time constraints. This person would be responsible for responding to at least half of the IT tickets requesting support, which number over 4,600 annually. Additionally, this position would troubleshoot equipment in the library that is used by the public. This person would be able to have permissions and take on added responsibilities that the interns cannot currently have. This responsibility will provide for support with server maintenance, firewalls, switches, door/elevator access software, security cameras, as well as meeting rooms and program setups that require IT assistance (270 annually). This request supports the City Council Goal for Diverse Arts, Culture, Parks, and Recreation Experiences and Activities.

Related Cost:           \$ 24,512 Tax Funds   Recurring

**Recommend - No**

Property Tax Impact: \$ 0.0096 0.09%

Activity: Information Technology

## 4 of 7

This improvement level decision package request is to add four hours per week (208 hours annually) to the Confidential Account Clerk position in Library Administration. Changes in processes have increased the workload in Library Administration. Purchase card processing requires an average of 11 hours per month. This work was absorbed into the existing position. Additional processing of accounts payable (example of completing check batches) results in more time required for this task. The library averages 1,000 purchase orders a year and it is possible to receive up to 10 invoices for one purchase order. The average increase in work per week for the Confidential Account Clerk is 1.5 hours. This request supports the City Council goal of Financially Responsible, High-Performance Organization.

Related Cost:           \$ 3,398 Tax Funds   Recurring

**Recommend - No**

Property Tax Impact: \$ 0.0013 0.01%

Activity: Library Administration

## 5 of 7

This improvement request is for collection and maintenance support for the Bicycle Library. The Bicycle Library was purchased with grant funds in 2018. The grant covered the cost of the bike and after-sale items such as an umbrella, uniform, maintenance, and a collection of popular materials. The Bicycle Library is out in the community four to five times a week May through October. The Bike Peddler interacted with 3,411 people during 4 1/2 months in FY19. The Bicycle Library is an outreach program intended to meet people where they are - everywhere from the Farmers' Market to the Arboretum, and Jackson Park to the River Walk. The Bicycle Library is stocked with the newest material that is in high demand for all ages and for which there is likely a waiting list in the library building. Funding of this

improvement request will make it possible to purchase copies of the most current titles for the collection to keep it up to date. This request supports the City Council Goal for Diverse Arts, Culture, Parks, and Recreation Experiences and Activities.

Related Cost:            \$ 3,000 Tax Funds    Recurring  
Property Tax Impact: \$ 0.0012 0.01%  
Activity: Adult Services, Maintenance Services

**Recommend - Yes**

#### **6 of 7**

This improvement request is for the purchase of one laptop computer for the Circulation Activity. There is one computer in the Activity for 18 staff members and volunteers to work at during off-desk hours. This computer is also used as a second station to check in materials during busy times. The need for a computer by so many results in a backlog, which a laptop can mitigate. A laptop computer is preferred as it can also be used for outreach purposes. When the library has off-site library card sign-up programs (about one every six weeks) a laptop computer for the public is used, leaving one less for a library patron to check out. This request supports the City Council goal of Diverse Arts, Culture, Parks, and Recreation Experiences and Activities.

Related Cost:            \$ 2,800 Tax Funds    Non-Recurring  
Property Tax Impact: \$ 0.0011 0.01%  
Activity: Circulation Services

**Recommend - No**

#### **7 of 7**

This improvement request is for a full-time position in the Youth Services Activity to focus on service to teens. The Children's Services Activity oversees the Teen/Young Adult collection and plans programs for this audience. The focus of Children's Services is early literacy and it serves teens on a part-time basis, approximately 20 hours a week. The library has a beautiful space and collection for teens, but the service desk in this area has never been staffed. Teens are in the unattended space and often become disruptive. The situation is worsened when library staff intervene because the contact that they have with staff is usually negative. The teens using the library most often are those within walking distance of the library and is comprised disproportionately with those of a lower socio-economic status. A full-time library aide would work in this space exclusively, and the employee would build relationships with teens who visit as well as plan outreach programs and seek partnerships to grow attendance. To begin the position will offer five outreach programs and a minimum of two programs in the library per month. The library aide can offer after school activities and recreational programs while providing a safe space. Additionally, this position would free up 20 hours for staff in Youth Services, which would be used for more programming and outreach. At least 24 more education and enrichment programs for preschool and school age children would be created for the community and outreach to schools and area childcare agencies would be expanded. This request supports the City Council's Goal of Diverse Arts, Culture, Parks, and Recreation Experiences and Activities as well as being a High Performance City Organization.

Related Cost:            \$ 69,506 Tax Funds    Recurring  
Property Tax Impact: \$ 0.0273 0.26%  
Activity: Children Services

**Recommend - Yes**

### Significant Line Items

#### Employee Expense

1. FY 2021 employee expense reflects a 1.5% wage package increase.
2. The Iowa Public Employee Retirement System (IPERS) City contribution of 9.44% is unchanged from FY 2020. The employee contribution of 6.29% is unchanged from FY 2020.
3. The City portion of health insurance expense increased from \$921 in FY 2020 to \$1,013 in FY 2021 per month per contract which results in annual increase of \$27,740 or 9.99%.
4. 50% Sick Leave Payout increased from \$0 in FY 2020 to \$5,814 in FY 2021 based on FY 2020 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.
5. Overtime is unchanged from \$27,299 in FY 2020 to \$27,299 in FY 2021. FY 2019 actual was \$18,262.

#### Supplies & Services

6. Data Processing Equipment Maintenance Contracts increased from \$94,654 in FY 2020 to \$98,382 in FY 2021. FY 2019 actual was \$80,875. The items included are as follows:

Contract	Fiscal Year 2020 Budget	FY 2021 Requested	% Change From FY 2020 Budget
Overdrive Platform for Digital Material	\$ 6,120	\$ 6,120	— %
WebSense Spam Filter (65 Licenses)	\$ 1,625	\$ 1,625	— %
Talking Tech Maintenance	\$ 4,500	\$ 4,500	— %
Techlogic Hardware & Software	\$ 8,514	\$ 2,350	(72.40)% (a)
Sophos Firewall Maintenance	\$ 3,051	\$ 3,051	— %
Bywater ILS Support & Development	\$ 28,600	\$ 28,600	— %
Catalog Updates	\$ 2,112	\$ 2,112	— %
Security System Patches/Updates	\$ 2,631	\$ 2,631	— %
Globalcom Security Contract	\$ 1,200	\$ 1,200	— %
GO Daddy Accounts	600	600	— %
Envisionware Internet Management	3,300	4,025	21.97 % (b)
VM Ware	\$ 4,870	\$ 4,870	— %
Network Support - Alpha G-Deep Freeze	\$ 6,936	\$ 8,623	24.32 % (c)
Website Maintenance	\$ 5,600	\$ 5,744	2.57 % (d)
Infrastructure Switches Support	\$ 9,360	\$ 16,696	78.38 % (e)
Various Small Contracts	\$ 1,086	\$ 1,086	— %
Symantec Backup Solution	\$ 1,468	\$ 1,468	— %
Envisionware Credit Card Fees	\$ 1,188	\$ 1,188	— %
Meraki Wireless Gateway	\$ 1,818	\$ 1,818	— %
GoToMyPC License	\$ 75	\$ 75	— %
Total	\$ 94,654	\$ 98,382	3.94 %

(a) Techlogic Hardware and Software decrease based on renegotiating the contract and dropping maintenance fees on a few products no longer needed.

(b) Envisionware Internet Management increase due to mobile printing.

(c) Network Support - Alpha G-Deep Freeze due to fully funding Evanced in FY 2021.

(d) Website Maintenance contract was renegotiated at a lower price in FY 2020 with a small increase in FY 2021.

(e) Infrastructure switches support increased due to the SAN support annual contract, this budget for this hardware was supported under a three year maintenance contract when the SAN was first purchased, once that expired last year the additional cost was added to the FY 2021 budget. This contract will expire when the SAN is upgraded in FY 2022 and maintenance contract will be purchased with this budget.

7. Office Supplies increased from \$17,517 in FY 2020 to \$18,917 in FY 2021 based on FY 2019 actual. FY 2019 actual was \$18,784.
8. Postage increased from \$12,381 in FY 2020 to \$19,362 in FY 2021. FY 2019 actual was \$12,582 due to moving \$5,522 from the Bill Collection Services line item due to the Library changing to fine-free service. The collections for past due items has changed and there was an increase in notifications by letters when an account is frozen, and an invoice is sent as final notice. This has increased the need for postage.
9. Electricity increased from \$60,090 in FY 2020 to \$64,897 in FY 2021 based on FY 2019 actual plus 8%.
10. Gas decreased from \$26,129 in FY 2020 to \$23,363 in FY 2021 based on FY 2019 actual.
11. Speakers and Programs increased from \$17,146 in FY 2020 to \$17,229 in FY 2021. FY 2019 actual was \$18,307. This line item represents adult, families and children educational, recreational, and cultural programs
12. Property Maintenance increased from \$27,208 in FY 2020 to \$33,812 in FY 2021 based on FY 2019 actual. Increase due to boiler repairs.
13. HVAC Maintenance decreased from \$22,918 in FY 2020 to \$19,127 in FY 2021 based on FY 2019 actual.
14. Library Video Materials increased from \$63,138 in FY 2020 to \$66,470 in FY 2021 based on FY 2019 actual and moving \$2,550 from the processing materials line item.
15. Data Processing increased from \$26,635 in FY 2020 to \$28,049 in FY 2021 based on FY 2019 actual \$26,873 plus 4%.
16. Online Information Service increased from \$51,001 in FY 2020 to \$53,494 in FY 2021 based on FY 2019 actual plus 6.2% (Library Trade Almanac). This line item includes subscriptions to informational databases, online newspapers and periodicals, one subscription to Ingram Library Service software to assist with the selection and acquisition of new material, and one subscription to the homework help database "Tutor.com."
17. Library materials, excluding materials purchased by Library trust funds, increased from \$391,236 in FY 2020 to \$420,895 in FY 2021. Library materials are budgeted as follows:

Library Materials	FY 2019 Actual	Fiscal Year 2019 Budget	Fiscal Year 2020 Budget	FY 2021 Requested	% Change From FY 2020
Books	\$ 190,824	\$ 185,593	\$ 202,276	\$ 213,639	5.62%
Book Club	\$ 2,958	\$ 1,900	\$ 2,114	\$ 2,130	0.76%
Audiobooks	\$ 58,974	\$ 55,979	\$ 71,580	\$ 81,557	13.94%
e-Books	\$ 54,942	\$ 27,716	\$ 46,083	\$ 51,792	12.39%
Continuations	\$ 14,635	\$ 31,061	\$ 33,187	\$ 33,776	1.77%
Periodicals	\$ 34,625	\$ 35,886	\$ 35,979	\$ 37,996	5.61%
Total	356,958	338,135	391,219	420,890	7.58%

The library reviews the total materials budget when purchasing and budgeting for the various formats of material and allocates the funds to meet demand. The Library and Trade Book Almanac and School Library Journal publishes a library materials price index each year. The library evaluates the information and selects the increase/decrease that is the lowest of the two indexes depending on whether the price is associated with Adult, Children's or the Teen collection. In planning for Fiscal Year 2021, hardcover books are projected to increase 1.5% to 6.14%, mass market paperback books are projected to increase 0.2%, trade paperback books are projected to increase 4.5%, library binding is projected to increase 25.74%, e-Books are projected to increase 0.7%, CD audio books are projected to increase 14.1% to 16.68%, serials/continuations are projected to increase 1.5% to 3.0%, periodicals are projected to increase 5.8%, and graphic novels/comics are projected to decrease 3.08%.

18. General Library Trust expense decreased from \$157,580 in FY 2020 to \$80,374 in FY 2021. The balance of the Expendable Library Gift Trust Fund as of October 31, 2019 was \$1,152,171. The breakout of the balance by each Expendable Library Gift Trust Fund is as follows:

Library Gift Trust	10/31/2019 Balance
General Gift Trust	\$ 119,364
Walton Gift Trust	\$ 9,581
Mutschler Gift Trust	\$ 1,023,226
Total	\$ 1,152,171

Library Trust expenses budgeted include:

Library Trust Fund Budget	FY 2020	FY 2021
Part-Time Marketing Coordinator	\$ 38,600	\$ 40,600 *
Workers Compensation	\$ —	\$ 88
Office Supplies	\$ 1,050	\$ 657
Printing & Binding	\$ 1,000	\$ 2,305
Copying	\$ 3,000	\$ —
Program Supplies	\$ 3,500	\$ 5,500
Education & Training	\$ 2,500	\$ —
e-Books	\$ 15,000	\$ —
Speakers/Programs	\$ 8,000	\$ 8,000
Promotion	\$ 6,000	\$ 6,000



Library Trust Fund Budget	FY 2020	FY 2021
Online Info Service	\$ 8,000	\$ 6,000
Library Books	\$ 1,000	\$ 1,000
Property Maintenance	\$ 2,000	\$ 3,000
Marketing Consultant	\$ 43,000	\$ —
Contractor Services	\$ 5,000	\$ 5,000
Gift Cards	\$ 1,000	\$ —
Software	\$ 500	\$ —
Computer	\$ 2,500	\$ —
Scanner	\$ 2,500	\$ —
Misc. Equipment	\$ 1,000	\$ —
Construction	\$ 10,000	\$ —
Catering	\$ 2,000	\$ 2,000
Sales Tax	\$ 430	\$ 224
Total	\$ 157,580	\$ 80,374

**\* Part-time Marketing Coordinator is a two-year position thru Fiscal Year 2021. After Fiscal Year 2021, a decision will need to be made in regard to the part-time position.**

## Machinery & Equipment

19. Equipment replacement items include (\$77,720):

<u>Administration</u>	
(2) Desk phones	\$500
<u>Children Services</u>	
Book Carts (2)	\$ 400
<u>Circulation Services</u>	
Self Check Machine	\$ 11,000
<u>Information Technology</u>	
Security Cameras (7) and DVR	\$ 6,475
Coin Op - Copy Machine	\$ 8,190
<u>Technical Services</u>	
Book Carts (2)	\$ 800
<u>Maintenance Services</u>	
Carpet Cleaner	\$ 2,670
Riding Vacuum	\$ 8,600
Lighting Equipment (151)	\$ 2,775
Sump Pump	\$ 500
Water Cooler	\$ —
Van	\$ 26,520
Side Chairs	\$ 9,290
Total Equipment	<u>\$ 77,720</u>

## Debt Service



20. FY 2021 annual debt service includes the following (\$223,463)

Amount	Debt Series	Source	Purpose	Final Payment	Call Date
\$ 202,400	2016B	GDTIF	Library Renovation	2023	2023
\$ 4,283	2019C	Sales Tax 20%	Library Improvements	2022	2022
\$ 16,780	2012E	Sales Tax 20%	Library Improvements	2027	2019
\$ 223,463	Total Library Annual Debt Service				

## Revenue

21. Book Fines increased from \$0 in FY 2020 to \$400 in FY 2021. FY 2019 actual was \$47,463. This line item represents reserved items not picked up (\$0.50 fine) and fines for items returned through the book drop that must be returned to a Library Clerk.

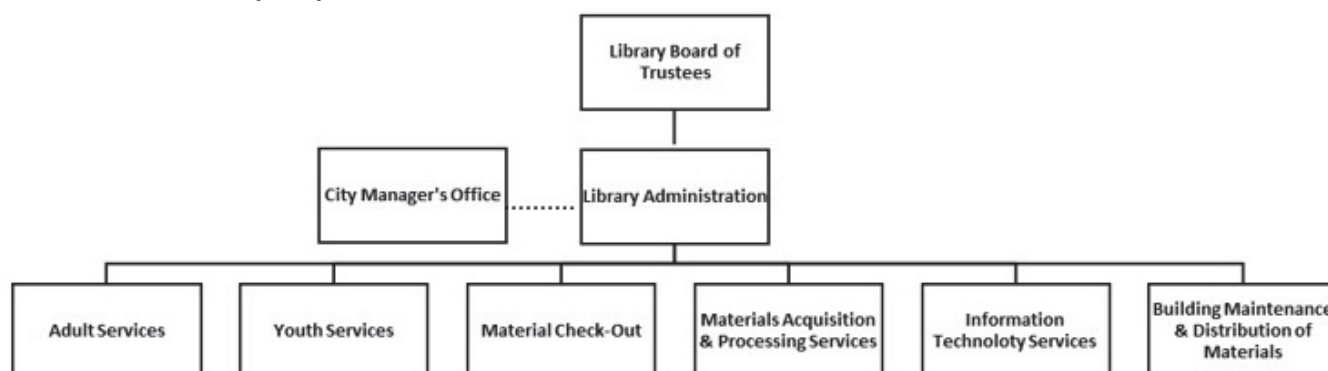
22. Nonresident Fees increased from \$12,825 in FY 2020 to \$19,000 in FY 2021 based on FY 2019 actual.

## Miscellaneous

23. The Library is 1.2% self-supporting in FY 2021 as compared to 2.6% self-supporting in FY 2020.

# CARNEGIE-STOUT PUBLIC LIBRARY

The Carnegie-Stout Public Library strives to improve the quality of life by providing resources that enhance and contribute to individual enjoyment, enlightenment and knowledge and that enhance the literacy of youth.



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

**People:** Library staff members provide outreach through the delivery of materials to homebound residents, residential care facilities, nursing homes, Elm Street Correctional facility, and through the Bicycle Library. Services are provided at the Boys and Girls Club, Jefferson, Washington, and Eleanor Roosevelt Middle Schools, the Multicultural Family Center, and at pop-up locations via the Bike Library.

**Planning:** The Library Board will create a new strategic plan, which will be implemented in FY 2021

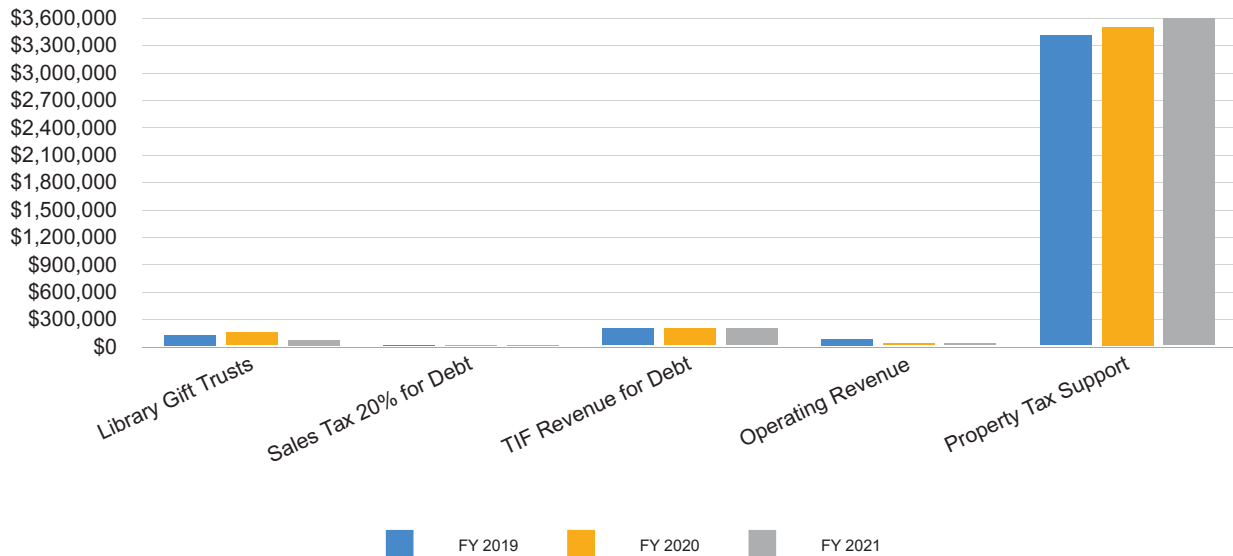
### Partnerships:

- Educational organizations: Dubuque Community School District, local colleges and universities and the public libraries in Dubuque County.
- Community non-profit organizations: Boys and Girls Club, Family History Center, AmeriCorps, AARP Foundation, Iowa Workforce Development, Quilts of Valor Foundation, Parents as Teachers, and more.
- Local businesses: Hy-Vee grocery stores, Kennedy Mall, KDTH Radio, Sedona Staffing, local credit unions and banks, and many retail businesses.

# CARNEGIE-STOUT PUBLIC LIBRARY

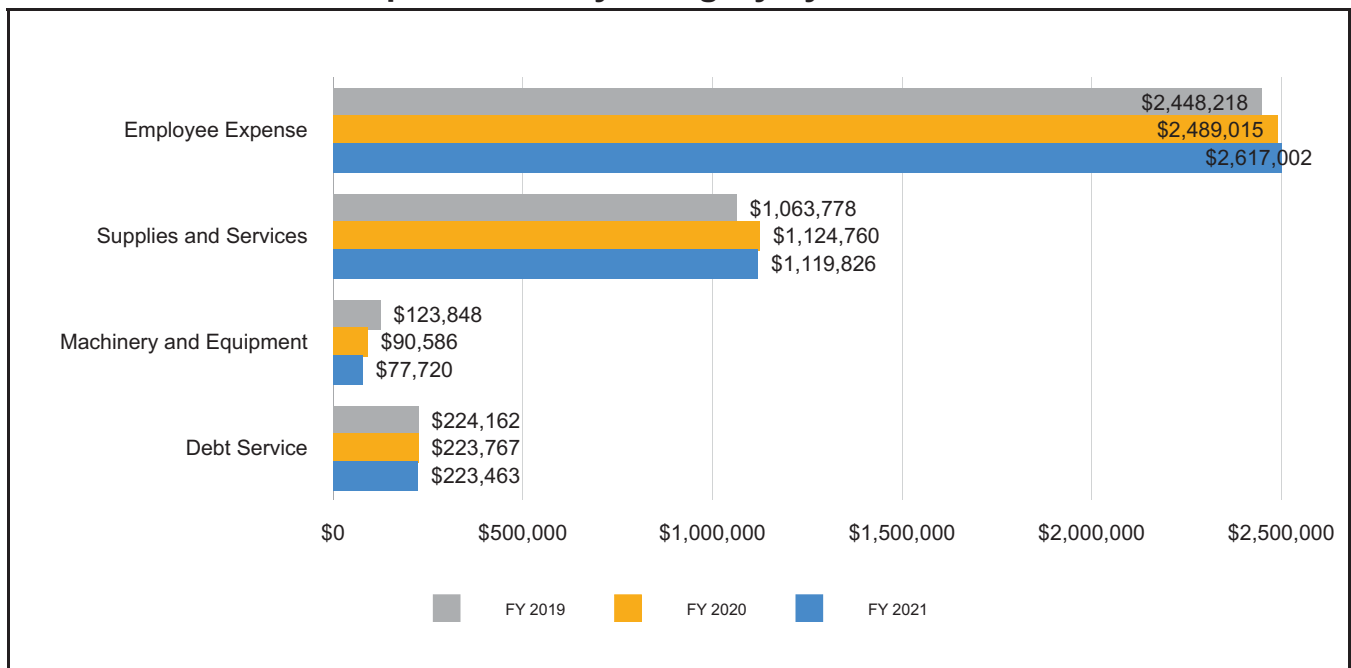
	FY 2019	FY 2020	FY 2021
Full-Time Equivalent	34.14	34.14	35.14

## Revenue and Property Tax Support



The Carnegie-Stout Public Library is supported by 35.14 full-time equivalent employees, which accounts for 64.81% of the department expense as seen below. Overall, the department expenses are expected to increase by 2.80% in FY 2021 compared to FY 2020.

## Expenditures by Category by Fiscal Year



# CARNEGIE-STOUT PUBLIC LIBRARY

## Adult Services

### Mission & Services

Provides and promotes Library services and collections for adult citizens of Dubuque for the purpose of supplying information, encouraging recreational reading, listening and viewing, and enhancing intellectual development.



Adult Services Funding Summary			
	FY 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$1,368,622	\$1,420,695	\$1,755,029
Resources	\$3,796	\$9,354	\$1,400

Adult Services Position Summary	
	FY 2021
Librarian I - FT	4.00
Librarian I - PT	0.07
Library Director	1.00
Librarian II	1.00
Library Aide - FT	4.00
Library Aide - PT	1.00
ADMINISTRATIVE ASSISTANT	1.00
CLERICAL ASSISTANT	0.25
Confidential Account Clerk	0.63
<b>Total FT Equivalent Employees</b>	<b>12.95</b>

### Performance Measures




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

- 1 **Activity Objective: Provide users with convenient access to information, services, and entertainment through technology.**

Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
# of electronic informational resources accessed	95,000	74,849	85,873	95,000	
Total internet and wireless use	108,000	105,085	107,583	108,000	

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

- 2 **Activity Objective: Provide materials that are relevant to the needs and interests of library users and the community + a wide range of informational/recreational programs to interest adults.**

% increase in check out of digital materials (e-books, e-audio, streaming video, music)	25%	22%	55%	15%	
# of attendees to programs	4,600	3,350	4,604	4,300	
# of programs held for adults	130	123	138	136	

# CARNEGIE-STOUT PUBLIC LIBRARY

## Youth Services

### Mission & Services

Provides and promotes Library services and collections for youth ages 0-17 to enhance early childhood literacy, encourage lifelong reading, and meet the informational and recreational needs for children and young adults.



Youth Services Funding Summary			
	FY 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$498,923	\$531,494	\$619,860
Resources	\$0	\$0	\$0

Youth Services Position Summary	
	FY 2019
Librarian II	1.00
Administrative Assistant	1.00
Library Assistant	0.00
Library Aide - FT	2.00
Library Aide - PT	0.69
Library Clerk	2.57
<b>Total FT Equivalent Employees</b>	<b>7.26</b>

### Performance Measures



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

- 1 **Activity Objective: Provide new informational and recreational material to youth to increase enjoyment of reading while maintaining and enhancing literacy skills.**

Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
# of children's items checked out	145,000	137,607	139,870	145,645	
# of young adult materials checked out	13,500	13,018	11,072	13,000	

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

- 2 **Activity Objective: Partner with other agencies to bring library programs to underserved youth.**

# of programs provided to area child care centers through Americorps	160	208	165	150	
# of programs delivered for Leadership Enrichment After-School Program (LEAP)	24	12	21	24	

# CARNEGIE-STOUT PUBLIC LIBRARY

## Materials Check-Out and Distribution

### Mission & Services

Enable residents of Dubuque to apply for and receive a library card and to borrow materials in an atmosphere of courteous and friendly attentiveness, maintain the borrower records for the Library, and provide outreach to facilities with home-bound residents.




Materials Check-Out Funding Summary			
	FY 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$750,153	\$733,872	\$894,375
Resources	\$85,749	\$32,096	\$38,725

Materials Check-Out Position Summary	
	FY 2021
Circulation Manager	1.00
Library Lead Assistant	0.63
Custodian - FT	1.00
Custodian - PT	0.13
Clerical Assistant	0.25
Library Assistant	6.30
Library Clerk	1.00
<b>Total FT Equivalent Employees</b>	<b>10.31</b>



### Performance Measures

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

- 1 **Activity Objective: Accurately maintain library materials and records so every library user may fully enjoy all available resources & improve on-time returns.**



Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
# of items available for library users	255,000	239,985	254,057	255,000	
# of registered borrowers (as % of population)	41,000 (71%)	41,068 (71%)	44,205 (77%)	41,000	
% of checked out items returned late	18%	N/A	19%	20%	

- 2 **Activity Objective: Outreach and material delivery to nursing homes, residential care facilities, and remote drop-off and pick-up sites for residents unable to visit the library.**

# of visits to nursing homes/residential care facilities	9	13	9	9	
# of deliveries to homebound residents	170	N/A	128	158	

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

- 3 **Activity Objective: Provide users with access to a wealth of current information.**

# of times visitors accessed informational databases	90,000	74,849	85,873	90,000	
# of issues of archived Telegraph Herald newspapers viewed	167,000	118,000	163,000	167,000	

# CARNEGIE-STOUT PUBLIC LIBRARY

## Information Technology Services

### Mission & Services

Information Technology Services provides a knowledgeable and competent staff offering direction and support for the entire scope of technology in the library and online for enhanced patron access. This scope includes the Maker Space, desktop support, database programming, network administration, and server maintenance.



Information Technology Services Funding Summary			
	FY 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$867,523	\$837,830	\$441,143
Resources	\$0	\$0	\$0

Information Technology Services Position Summary	
	FY 2021
Lead Application Network Analyst	1.00
User Support Specialist	1.00
Maintenance Worker	1.00
Librarian I	0.00
Library Assistant	0.00
Library Aide - FT	0.00
Library Aide - PT	0.00
Library Clerk	0.00
Information Services Intern	0.50
<b>Total FT Equivalent Employees</b>	<b>3.50</b>

### Performance Measures

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

- 1 **Activity Objective: Provide users with convenient access to information, services, and entertainment through technology.**

Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
# of one-on-one technology-based classes offered	90	N/A	70	90	
# of technology troubleshooting sessions with individual library patrons	225	N/A	223	67	

**MakerSpace:** Did you know you can check out the following from MakerSpace in the library? iPads | Macbook Pro | 3D Printers | Apple TVs | Chromecast | Button Maker | Virtual Reality | VHS to DVD Converter | Slide & Film to DVD Converter | GoPro Cameras | Video Cameras | Makey Makey Controllers | Ozobots | Snap Circuits | Green Screen | Cricut Machine | Cuddlebug | Sewing Machines | Embroidery Machine | Adobe Creative Cloud Software | Raspberry Pi Mini-Computers | Crafting Supplies | Jewelry-Making Equipment | Kindles | Retro Gaming System | Hot Spots | Projector | Microphones | Digital Cameras | WhisperRoom...and more!

## Recommended Operating Revenue Budget - Department Total

### 36 - LIBRARY

Fund	Account	Account Title	FY18 Actual Revenue	FY19 Actual Revenue	FY20 Adopted Budget	FY21 Recomm'd Budget
295	43110	INVESTMENT EARNINGS	11,922	19,590	10,826	0
550	43110	INVESTMENT EARNINGS	187	324	0	0
43	USE OF MONEY AND PROPERTY - Total		12,109	19,914	10,826	0
100	46115	COUNTY PAYMENT - LIBRARY	2,393	2,324	2,300	2,300
46	LOCAL GRANT AND REIMBURSE - Total		2,393	2,324	2,300	2,300
100	51921	INTERLIBRARY LOAN FEES	11,748	3,909	9,175	2,220
100	51922	NONRESIDENT FEES-LIBRARY	12,825	19,668	12,825	19,000
100	51924	RESIDENT FEES-LIBRARY	327	684	327	300
295	51949	ART FEES	7,004	7,013	7,004	0
100	51953	MEETING ROOM FEES	2,925	3,447	3,200	3,447
100	51981	COPY SERVICE CHARGES	13,485	11,885	13,000	12,000
51	CHARGES FOR SERVICES - Total		48,313	46,606	45,531	36,967
295	53101	LIBRARY TRUST	(37,866)	0	0	0
295	53103	CONTRIBUTIONS	1,139	467	1,139	0
100	53201	REFUNDS	354	(122)	354	180
295	53201	REFUNDS	87,391	105,084	87,391	0
550	53201	REFUNDS	248	65	0	0
100	53406	BOOK FINES	69,058	47,463	0	400
100	53605	MISCELLANEOUS REVENUE	269	278	269	278
100	53620	REIMBURSEMENTS-GENERAL	3,644	9	0	0
53	MISCELLANEOUS - Total		124,238	153,244	89,153	858
400	54210	GO BOND PROCEEDS	0	395	0	0
400	54220	BOND DISCOUNT	0	18	0	0
54	OTHER FINANCING SOURCES - Total		0	413	0	0
400	59240	FR DOWNTOWN TIF	201,450	203,050	202,800	202,400
295	59295	FR EXPEND LIBRARY GIFT TR	10,000	0	0	0
400	59350	FR SALES TAX CONSTRUCTION	20,980	21,112	20,967	21,063
59	TRANSFER IN AND INTERNAL - Total		232,430	224,162	223,767	223,463
LIBRARY - Total			419,483	446,663	371,577	263,588



## Recommended Operating Expenditure Budget - Department Total

### 36 - LIBRARY

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
100	61010	FULL-TIME EMPLOYEES	1,211,521	1,252,971	1,303,643	1,379,303
100	61020	PART-TIME EMPLOYEES	533,869	547,110	575,521	576,483
295	61020	PART-TIME EMPLOYEES	0	8,867	33,000	34,650
100	61030	SEASONAL EMPLOYEES	20,662	16,046	0	0
100	61050	OVERTIME PAY	16,101	18,262	27,299	27,299
100	61091	SICK LEAVE PAYOFF	4,527	1,725	0	0
100	61092	VACATION PAYOFF	3,205	4,708	0	0
100	61096	50% SICK LEAVE PAYOUT	0	0	0	5,814
100	61310	IPERS	157,697	171,366	179,584	186,988
295	61310	IPERS	0	837	3,000	3,200
100	61320	SOCIAL SECURITY	131,383	134,503	145,852	150,782
295	61320	SOCIAL SECURITY	0	678	2,600	2,750
100	61410	HEALTH INSURANCE	302,099	271,890	205,884	233,624
100	61415	WORKMENS' COMPENSATION	16,222	13,764	11,459	11,674
295	61415	WORKMENS' COMPENSATION	0	0	0	88
100	61416	LIFE INSURANCE	1,042	1,065	1,173	1,210
100	61417	UNEMPLOYMENT INSURANCE	0	2,316	0	1,158
100	61660	EMPLOYEE PHYSICALS	1,543	1,978	0	1,979
295	61660	EMPLOYEE PHYSICALS	0	134	0	0
<b>61 - WAGES AND BENEFITS</b>			<b>2,399,870</b>	<b>2,448,218</b>	<b>2,489,015</b>	<b>2,617,002</b>
100	62010	OFFICE SUPPLIES	16,452	18,784	17,517	18,917
295	62010	OFFICE SUPPLIES	3,432	6,872	1,050	657
100	62011	UNIFORM PURCHASES	257	288	257	288
100	62030	POSTAGE AND SHIPPING	12,128	12,582	12,381	19,362
295	62030	POSTAGE AND SHIPPING	149	0	0	0
100	62031	PROCESSING MATERIALS	15,922	15,726	15,472	18,276
100	62050	OFFICE EQUIPMENT MAINT	503	335	503	540
100	62051	RADIO BATTERY/REPAIR	0	1,612	0	0
100	62060	O/E MAINT CONTRACTS	6,110	6,085	6,110	6,110
100	62061	DP EQUIP. MAINT CONTRACTS	71,840	80,875	94,654	98,382
100	62062	JANITORIAL SUPPLIES	4,940	4,681	4,940	4,940
100	62070	OFFICE EQUIP RENTAL	604	863	865	863
100	62090	PRINTING & BINDING	7,245	11,222	8,173	14,215
295	62090	PRINTING & BINDING	5,642	2,154	1,000	2,305
100	62091	LIBRARY BINDING	625	588	625	937
100	62110	COPYING/REPRODUCTION	6,154	6,252	6,585	6,486
295	62110	COPYING/REPRODUCTION	0	0	3,000	0
100	62130	LEGAL NOTICES & ADS	11,100	8,048	11,100	10,763
100	62140	PROMOTION	11,825	11,030	12,131	12,131
295	62140	PROMOTION	2,032	3,978	6,000	6,000
100	62190	DUES & MEMBERSHIPS	3,564	3,233	3,400	3,507
100	62206	PROPERTY INSURANCE	33,356	23,555	26,368	24,733
100	62207	BOILER INSURANCE	0	0	139	139
100	62208	GENERAL LIABILITY INSURAN	9,137	11,480	12,126	12,055
295	62210	SALES TAX	430	224	430	224
100	62310	TRAVEL-CONFERENCES	12,632	11,673	15,229	16,804
100	62320	TRAVEL-CITY BUSINESS	1,743	1,617	1,921	2,356
100	62340	MILEAGE/LOCAL TRANSP	441	124	898	897

## Recommended Operating Expenditure Budget - Department Total

### 36 - LIBRARY

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
100	62360	EDUCATION & TRAINING	14,350	8,373	13,425	13,425
295	62360	EDUCATION & TRAINING	0	0	2,500	0
100	62411	UTILITY EXP-ELECTRICITY	60,090	70,830	60,090	64,897
100	62412	UTILITY EXP-GAS	26,129	23,363	26,129	23,363
100	62421	TELEPHONE	3,880	4,467	3,905	4,467
100	62431	PROPERTY MAINTENANCE	27,208	33,812	27,208	33,812
295	62431	PROPERTY MAINTENANCE	1,385	4,479	2,000	3,000
100	62433	CUSTODIAL SERVICES	2,166	2,448	2,166	2,756
100	62434	HVAC MAINTENANCE	22,918	19,127	22,918	19,127
100	62435	ELEVATOR MAINTENANCE	2,356	2,427	1,933	2,427
100	62436	RENTAL OF SPACE	504	462	504	504
100	62511	FUEL, MOTOR VEHICLE	950	1,047	950	1,076
100	62521	MOTOR VEHICLE MAINT.	1,044	858	3,542	375
100	62605	E-BOOKS	48,703	54,942	46,083	51,792
295	62605	E-BOOKS	3,505	904	15,000	0
100	62611	MACH/EQUIP MAINTENANCE	32	375	233	1,125
100	62614	EQUIP MAINT CONTRACT	3,135	5,207	5,713	5,713
100	62650	BOOK CLUB BOOKS	2,958	2,148	2,131	2,135
100	62651	LIBRARY BOOKS	167,405	190,824	202,276	213,639
295	62651	LIBRARY BOOKS	6,168	7,093	1,000	1,000
100	62652	LIBRARY AUDIO/VISUAL	54,506	58,974	71,580	81,557
295	62652	LIBRARY AUDIO/VISUAL	921	532	0	0
100	62653	LIBRARY PERIODICALS	33,117	34,625	35,979	37,996
295	62653	LIBRARY PERIODICALS	264	277	0	0
100	62654	LIBRARY CONT/SERIALS	13,787	14,635	33,187	33,776
100	62655	ON LINE INFO SERVICE	66,449	73,471	51,001	53,494
295	62655	ON LINE INFO SERVICE	0	661	8,000	6,000
100	62656	INTERLIBRARY LOAN	393	739	769	769
100	62659	LIBRARY VIDEO MATERIALS	56,846	60,139	63,138	66,470
295	62659	LIBRARY VIDEO MATERIALS	1,985	5,130	0	0
100	62660	DATA PROCESSING	24,886	26,873	26,635	28,049
100	62664	LICENSE/PERMIT FEES	2,235	2,071	2,393	2,202
100	62666	CREDIT CARD CHARGE	1,728	1,770	2,531	1,770
100	62667	DATA SERVICES	10,982	10,994	10,980	10,980
295	62668	PROGRAM EQUIP/SUPPLIES	2,168	4,607	3,500	5,500
100	62699	CASH SHORT AND OVER	0	4	0	0
295	62710	CONTRACTOR SERVICES	0	0	5,000	5,000
100	62713	LEGAL SERVICES	749	0	0	0
100	62716	CONSULTANT SERVICES	0	11,000	0	0
295	62716	CONSULTANT SERVICES	55,021	14,479	43,000	0
100	62725	BILL COLLECTION SERVICES	5,989	3,490	6,522	0
400	62731	MISCELLANEOUS SERVICES	0	191	0	0
100	62732	TEMP HELP/CONTRACT SERV.	3,260	13,645	18,837	18,837
100	62734	SPEAKERS/PROGRAMS	13,407	18,307	17,146	17,229
295	62734	SPEAKERS/PROGRAMS	20,586	18,410	8,000	8,000
100	62736	CATERING SERVICES	6,107	5,905	7,575	10,270
295	62736	CATERING SERVICES	1,186	2,833	2,000	2,000
100	62740	MICROFORMS	3,041	2,700	3,407	3,407

## Recommended Operating Expenditure Budget - Department Total

### 36 - LIBRARY

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
100	62785	GIFT CARDS	255	0	0	0
295	62785	GIFT CARDS	0	250	1,000	0
<b>62 - SUPPLIES AND SERVICES</b>			<b>1,013,014</b>	<b>1,063,778</b>	<b>1,124,760</b>	<b>1,119,826</b>
100	71110	MISC. OFFICE EQUIPMENT	27,644	13,361	2,745	8,190
100	71112	TYPEWRITERS	1,309	0	900	0
100	71115	MICROFILM EQUIPMENT	9,434	10,300	0	0
100	71118	PROJECTOR/CAMERA	0	14,432	11,695	0
100	71120	PERIPHERALS, COMPUTER	0	0	0	11,000
295	71120	PERIPHERALS, COMPUTER	2,804	2,334	0	0
295	71123	SOFTWARE	3,303	4,221	500	0
100	71124	COMPUTER	0	15,326	0	0
295	71124	COMPUTER	8,821	1,254	2,500	0
295	71129	SCANNER	0	0	2,500	0
100	71156	FURNITURE	811	2,527	0	0
295	71156	FURNITURE	0	2,999	0	0
100	71212	SIDE CHAIRS	0	0	0	9,290
100	71215	STORAGE CABINETS	0	0	21,000	0
100	71221	CARTS	1,791	0	3,875	1,200
295	71222	WORKSTATIONS	0	18,190	0	0
295	71225	SHELVING	7,223	0	0	0
100	71312	VAN/PICKUP/WAG REPL	0	0	0	26,520
100	71517	LIGHTING EQUIPMENT	7,838	2,775	2,775	2,775
295	71517	LIGHTING EQUIPMENT	1,785	0	0	0
100	71520	HVAC	0	0	0	500
100	71550	MISCELLANEOUS EQUIPMENT	0	0	1,200	0
295	71550	MISCELLANEOUS EQUIPMENT	33,217	277	1,000	0
100	71610	CUSTODIAL EQUIPMENT	0	0	7,200	11,270
100	72416	VIDEO EQUIPMENT	7,400	16,375	7,400	6,475
295	72416	VIDEO EQUIPMENT	1,245	0	0	0
100	72417	CAMERA RELATED EQUIPMENT	443	0	0	0
100	72418	TELEPHONE RELATED	0	0	500	500
100	72421	HEADSETS	0	0	2,496	0
<b>71 - EQUIPMENT</b>			<b>115,069</b>	<b>104,371</b>	<b>68,286</b>	<b>77,720</b>
100	73210	CONST CONTRACT-BLDG	0	0	12,300	0
295	73210	CONST CONTRACT-BLDG	0	19,477	10,000	0
<b>73 - CIP EXPENDITURES</b>			<b>0</b>	<b>19,477</b>	<b>22,300</b>	<b>0</b>
400	74111	PRINCIPAL PAYMENT	186,236	191,786	197,093	201,106
400	74112	INTEREST PAYMENT	36,197	32,377	26,674	22,357
<b>74 - DEBT SERVICE</b>			<b>222,432</b>	<b>224,162</b>	<b>223,767</b>	<b>223,463</b>
295	91295	TO LIBRARY	10,000	0	0	0
<b>91 - TRANSFER TO</b>			<b>10,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>36 - LIBRARY TOTAL</b>			<b>3,760,386</b>	<b>3,860,007</b>	<b>3,928,128</b>	<b>4,038,011</b>

## Recommended Expenditure Budget Report by Activity & Funding Source

### 36 - LIBRARY

**LIBRARY ADMIN. - 36100**

#### FUNDING SOURCE: GENERAL

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
CIP EXPENDITURES	—	12,300	—
EQUIPMENT	—	500	500
SUPPLIES AND SERVICES	59,166	51,676	66,010
WAGES AND BENEFITS	274,059	281,400	383,029
<b>LIBRARY ADMIN.</b>	<b>333,225</b>	<b>345,876</b>	<b>449,539</b>
<b>ADULT SERVICES</b>	<b>- 36200</b>		

#### FUNDING SOURCE: GENERAL

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	10,300	2,150	—
SUPPLIES AND SERVICES	419,008	434,547	464,074
WAGES AND BENEFITS	606,090	638,122	841,416
<b>ADULT SERVICES</b>	<b>1,035,398</b>	<b>1,074,819</b>	<b>1,305,490</b>
<b>CHILDREN SERVICES</b>	<b>- 36210</b>		

#### FUNDING SOURCE: GENERAL

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	—	1,570	400
SUPPLIES AND SERVICES	144,232	150,011	156,158
WAGES AND BENEFITS	354,691	379,913	463,302
<b>CHILDREN SERVICES</b>	<b>498,923</b>	<b>531,494</b>	<b>619,860</b>
<b>CIRCULATION SERVICES</b>	<b>- 36220</b>		

#### FUNDING SOURCE: GENERAL

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	13,959	5,296	11,000
SUPPLIES AND SERVICES	17,948	22,329	18,729
WAGES AND BENEFITS	346,885	332,494	477,016
<b>CIRCULATION SERVICES</b>	<b>378,792</b>	<b>360,119</b>	<b>506,745</b>
<b>LIBRARY RENOVATION DEBT</b>	<b>- 36240</b>		

#### FUNDING SOURCE: DEBT SERVICE

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
DEBT SERVICE	21,112	20,967	21,063
SUPPLIES AND SERVICES	191	—	—
<b>DEBT SERVICE</b>	<b>21,303</b>	<b>20,967</b>	<b>21,063</b>
<b>MAINTENANCE SERVICES</b>	<b>- 36300</b>		

#### FUNDING SOURCE: GENERAL

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	4,704	32,175	50,355
SUPPLIES AND SERVICES	189,516	184,246	186,360

## Recommended Expenditure Budget Report by Activity & Funding Source

### 36 - LIBRARY

WAGES AND BENEFITS	177,142	157,332	150,915
<b>MAINTENANCE SERVICES</b>	<b>371,361</b>	<b>373,753</b>	<b>387,630</b>
<b>YOUTH SERVICES</b>	<b>- 36400</b>		

**FUNDING SOURCE: GENERAL**

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	18,280	22,890	23,767
<b>YOUTH SERVICES</b>	<b>18,280</b>	<b>22,890</b>	<b>23,767</b>
<b>INFORMATION TECHNOLOGY</b>	<b>- 36440</b>		

**FUNDING SOURCE: GENERAL**

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	46,133	19,695	14,665
SUPPLIES AND SERVICES	91,165	104,380	108,434
WAGES AND BENEFITS	190,344	190,875	256,180
<b>INFORMATION TECHNOLOGY</b>	<b>327,642</b>	<b>314,950</b>	<b>379,279</b>
<b>GENERAL GIFT TRUST</b>	<b>- 36480</b>		

**FUNDING SOURCE: EXPENDABLE LIBRARY GIFTS**

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
CIP EXPENDITURES	19,477	10,000	—
EQUIPMENT	29,275	6,500	—
SUPPLIES AND SERVICES	51,958	64,480	32,229
TRANSFER TO	—	—	—
<b>GENERAL GIFT TRUST</b>	<b>100,710</b>	<b>80,980</b>	<b>32,229</b>
<b>WALTON PRESERVATION TRUST-</b>	<b>36490</b>		

**FUNDING SOURCE: EXPENDABLE LIBRARY GIFTS**

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	1,683	—	1,800
<b>WALTON PRESERVATION TRUST</b>	<b>1,683</b>	<b>—</b>	<b>1,800</b>
<b>JAMES MUTSCHLER TRUST</b>	<b>- 36496</b>		

**FUNDING SOURCE: EXPENDABLE LIBRARY GIFTS**

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	14,479	35,000	—
WAGES AND BENEFITS	10,516	38,600	40,688
<b>JAMES MUTSCHLER TRUST</b>	<b>24,995</b>	<b>73,600</b>	<b>40,688</b>
<b>TECHNICAL SERVICES</b>	<b>- 36500</b>		

**FUNDING SOURCE: EXPENDABLE LIBRARY GIFTS**

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	—	—	—
SUPPLIES AND SERVICES	4,764	3,000	5,657

## Recommended Expenditure Budget Report by Activity & Funding Source

### 36 - LIBRARY

<b>SPACE MAKER OPERATIONS</b>	<b>4,764</b>	<b>3,000</b>	<b>5,657</b>
EQUIPMENT	0	400	800
SUPPLIES AND SERVICES	51,389	52,201	56,608
WAGES AND BENEFITS	488,492	470,279	4,456
<b>TECHNICAL SERVICES \$</b>	<b>539,881 \$</b>	<b>522,880.00 \$</b>	<b>61,864.00</b>
<b>LIBRARY RENOVATION DEBT - 36600</b>			

#### FUNDING SOURCE: DEBT SERVICE

<b>Account</b>	<b>FY19 Actual Expense</b>	<b>FY20 Adopted Budget</b>	<b>FY21 Recomm'd Budget</b>
DEBT SERVICE	203,050	202,800	202,400
<b>LIBRARY RENOVATION DEBT</b>	<b>203,050</b>	<b>202,800</b>	<b>202,400</b>
<b>LIBRARY TOTAL</b>	<b>\$3,860,007</b>	<b>\$3,928,128</b>	<b>\$4,038,011</b>

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

**36 LIBRARY DEPARTMENT**

FD	JC	WP-GR	JOB CLASS	FY 2019		FY 2020		FY 2021	
				FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
61010 Full Time Employee Expense									
100	8200	GE-41	LIBRARY DIRECTOR	1.00	\$ 113,930	1.00	\$ 116,538	1.00	\$ 118,230
100	8100	GE-34	LIBRARIAN II	2.00	\$ 155,040	2.00	\$ 158,560	2.00	\$ 160,931
100		GE-32	LEAD APPL/NETWORK ANALY	1.00	\$ 68,856	1.00	\$ 70,530	1.00	\$ 75,252
100	8020	GE-32	LIBRARIAN I	5.00	\$ 346,048	5.00	\$ 359,159	4.00	\$ 288,187
100		GE-33	CIRCULATION MANAGER	1.00	\$ 60,281	1.00	\$ 64,663	1.00	\$ 69,001
100	7900	GE-30	LIBRARY AIDE	5.00	\$ 299,682	5.00	\$ 310,275	7.00	\$ 438,156
100	475	GE-30	ADMINISTRATIVE ASSISTANT	1.00	\$ 63,780	1.00	\$ 65,241	1.00	\$ 65,960
100	2200	GE-27	MAINTENANCE WORKER-LIBRARY	1.00	\$ 53,318	1.00	\$ 54,533	1.00	\$ 55,693
100	1400	GE-25	CUSTODIAN-LIBRARY	1.00	\$ 47,898	1.00	\$ 48,986	1.00	\$ 50,028
100	3345	GE-26	USER SUPPORT SPECIALIST	1.00	\$ 51,095	1.00	\$ 55,158	1.00	\$ 59,016
TOTAL FULL TIME EMPLOYEES				19.00	\$1,259,928	19.00	\$1,303,643	20.00	\$1,380,454
61020 Part Time Employee Expense									
100	8020	GE-32	LIBRARIAN I	0.07	\$ 4,136	0.07	\$ 4,241	0.07	\$ 4,162
100	7900	GE-30	LIBRARY AIDE	1.63	\$ 83,735	2.19	\$ 116,385	1.69	\$ 88,451
100	1400	GE-26	CUSTODIAN-LIBRARY	0.13	\$ 5,355	0.13	\$ 5,657	0.13	\$ 5,844
100		GE-25	LEAD LIBRARY ASSISTANT	1.00	\$ 40,089	1.00	\$ 44,813	0.63	\$ 30,205
100	7850	GE-25	LIBRARY ASSISTANT	6.99	\$ 286,179	6.43	\$ 268,531	7.30	\$ 313,536
100	4440	GE-25	LIBRARY SECRETARY	0.63	\$ 25,180	0.00	\$ —	0.00	\$ —
100		GE-25	CONFIDENTIAL ACCOUNT CLERK	0.00	\$ —	0.63	\$ 26,000	0.63	\$ 27,417
100		NA-38	INFORMATION SERVICES INTERN	0.50	\$ 13,270	0.50	\$ 13,572	0.50	\$ 13,718
100		NA-28	CLERICAL ASSISTANT	0.25	\$ 6,490	0.25	\$ 6,639	0.25	\$ 6,713
100	7750	NA-24	LIBRARY CLERK	3.95	\$ 83,435	3.95	\$ 89,683	3.95	\$ 86,437
TOTAL PART TIME EMPLOYEES				15.14	\$ 547,869	15.14	\$ 575,521	15.14	\$ 576,483
TOTAL LIBRARY				34.14	\$ 1,807,797	34.14	\$ 1,879,164	35.14	\$ 1,956,937

CITY OF DUBUQUE, IOWA  
ACTIVITY PERSONNEL COMPLEMENT SUMMARY

ACCT	FD	JC	WP-GR	POSITION CLASS	FY 2019		FY 2020		FY 2021		
					FTE	BUDGET	FTE	BUDGET	FTE	BUDGET	
Library Administration-FT											
10036100	61010	100	8200	GE-41	LIBRARY DIRECTOR	1.00	\$ 113,930	1.00	\$ 116,538	1.00	\$ 118,230
10036100	61010	100		GE-30	LIBRARY AIDE	0.00	\$ —	0.00	\$ —	1.00	\$ 67,241
10036100	61010	100	475	GE-30	ADMINISTRATIVE ASSISTANT	1.00	\$ 63,780	1.00	\$ 65,241	1.00	\$ 65,960
Total						2.00	\$ 177,710	2.00	\$ 181,779	3.00	\$ 251,431
Library Administration-PT											
10036100	61020	100		GE-25	LIBRARY SECRETARY	0.63	\$ 25,180	0.00	\$ —	0.00	\$ —
10036100	61020	100	3,300	GE-25	CONFIDENTIAL ACCOUNT CLERK	0.00	\$ —	0.63	\$ 26,000	0.63	\$ 27,417
10036100	61020			NA-28	CLERICAL ASSISTANT	0.25	\$ 6,490	0.25	\$ 6,639	0.25	\$ 6,713
Total						0.88	\$ 31,670	0.88	\$ 32,639	0.88	\$ 34,130
Adult Services-FT											
10036200	61010	100	7900	GE-30	LIBRARY AIDE	1.00	\$ 52,216	1.00	\$ 57,848	3.00	\$ 194,199
10036200	61010	100	8020	GE-32	LIBRARIAN I	4.00	\$ 273,747	4.00	\$ 285,102	4.00	\$ 288,187
10036200	61010	100	8100	GE-34	LIBRARIAN II	1.00	\$ 77,520	1.00	\$ 79,280	1.00	\$ 80,159
Total						6.00	\$ 403,483	6.00	\$ 422,230	8.00	\$ 562,545
Adult Services-PT											
10036200	61020	100	8070	GE-32	LIBRARIAN I	0.07	\$ 4,136	0.07	\$ 4,241	0.07	\$ 4,162
10036200	61020	100		NA-24	LIBRARY CLERK	0.00	\$ —	0.00	\$ —	0.38	\$ 8,410
10036200	61020	100	7900	GE-30	LIBRARY AIDE	0.50	\$ 27,830	1.00	\$ 54,847	1.00	\$ 51,109
Total						0.57	\$ 31,966	1.07	\$ 59,088	1.45	\$ 63,681
Youth Services-FT											
10036210	61010	100	8100	GE-34	LIBRARIAN II	1.00	\$ 77,520	1.00	\$ 79,280	1.00	\$ 80,772
10036210	61010	100	7900	GE-30	LIBRARY AIDE	2.00	\$ 119,907	2.00	\$ 121,524	3.00	\$ 176,716
Total						3.00	\$ 197,427	3.00	\$ 200,804	4.00	\$ 257,488
Youth Services-PT											
10036210	61020	100	7800	GE-25	LIBRARY ASSISTANT	0.06	\$ 2,845	0.00	\$ —	0.00	\$ —
10036210	61020	100	7900	GE-30	LIBRARY AIDE	0.63	\$ 31,489	0.69	\$ 36,802	0.69	\$ 37,342
10036210	61020	100	7750	NA-24	LIBRARY CLERK	2.57	\$ 54,181	2.57	\$ 55,262	2.57	\$ 56,588
Total						3.26	\$ 88,515	3.26	\$ 92,064	3.26	\$ 93,930
Circulation Services-FT											
10036220	61010	100		GE-33	CIRCULATION MANAGER	1.00	\$ 60,281	1.00	\$ 64,663	1.00	\$ 69,001
Total						1.00	\$ 60,281	1.00	\$ 64,663	1.00	\$ 69,001
Circulation Services-PT											
10036220	61020	100	7750	NA-24	LIBRARY CLERK	1.00	\$ 21,121	1.00	\$ 26,106	1.00	\$ 21,439
10036220	61020	100		NA-24	LEAD LIBRARY ASSISTANT	1.00	\$ 40,089	1.00	\$ 44,813	0.63	\$ 30,205
10036220	61020	100	7850	GE-25	LIBRARY ASSISTANT	3.13	\$ 122,568	3.43	\$ 133,708	6.30	\$ 269,218
Total						5.13	\$ 183,778	5.43	\$ 204,627	7.93	\$ 320,862
Technical Services-FT											
10036500	61010	100	7900	GE-30	LIBRARY AIDE	2.00	\$ 127,559	2.00	\$ 130,903	0.00	\$ —
10036500	61010	100		GE-32	LIBRARIAN I	1.00	\$ 72,301	1.00	\$ 74,057	0.00	\$ —
Total						3.00	\$ 199,860	3.00	\$ 204,960	0.00	\$ —
Technical Services-PT											
10036500	61020	100		NA-24	LIBRARY CLERK	0.38	\$ 8,133	0.38	\$ 8,315	0.00	\$ —
10036500	61020	100	7850	GE-25	LIBRARY ASSISTANT	3.80	\$ 160,766	3.00	\$ 134,823	0.00	\$ —
10036500	61020	100	7900	GE-30	LIBRARY AIDE	0.50	\$ 24,416	0.50	\$ 24,736	0.00	\$ —
Total						4.68	\$ 193,315	3.88	\$ 167,874	0.00	\$ —
Information Technology-FT											
10036440	61010	100		GE-32	LEAD APPL/NETWORK ANALY	1.00	\$ 68,856	1.00	\$ 70,530	1.00	\$ 75,252
Total						1.00	\$ 68,856	1.00	\$ 70,530	1.00	\$ 75,252



CITY OF DUBUQUE, IOWA  
ACTIVITY PERSONNEL COMPLEMENT SUMMARY

ACCT	FD	JC	WP-GR	POSITION CLASS	FY 2019		FY 2020		FY 2021		
					FTE	BUDGET	FTE	BUDGET	FTE	BUDGET	
Information Technology-PT											
10036440	61020	100		NA-38	INFORMATION SERVICES INTERN	0.50	\$ 13,270	0.50	\$ 13,572	0.50	\$ 13,718
10036440	61020	100		GE-26	USER SUPPORT SPECIALIST	1.00	\$ 51,095	1.00	\$ 55,158	1.00	\$ 59,016
10036440	61020	100		GE-25	LIBRARY ASSISTANT	0.00	\$ —	0.00	\$ —	1.00	\$ 44,318
Total						1.50	\$ 64,365	1.50	\$ 68,730	2.50	\$ 117,052
Maintenance-FT											
10036300	61010	100	2200	GE-27	MAINTENANCE WORKER-LIBRARY	1.00	\$ 53,318	1.00	\$ 54,533	1.00	\$ 55,693
10036300	61010	100	1400	GE-25	CUSTODIAN-LIBRARY	1.00	\$ 47,898	1.00	\$ 48,986	1.00	\$ 50,028
Total						2.00	\$ 101,216	2.00	\$ 103,519	2.00	\$ 105,721
Maintenance-PT											
10036300	61020	100	1400	GE-25	CUSTODIAN-LIBRARY	0.13	\$ 5,355	0.13	\$ 5,657	0.13	\$ 5,844
Total						0.13	\$ 5,355	0.13	\$ 5,657	0.13	\$ 5,844
TOTAL LIBRARY DEPARTMENT						34.14	\$ 1,807,797	34.14	\$ 1,879,164	35.14	\$ 1,956,937

Capital Improvement Projects by Department/Division					
LIBRARY					
CIP Number	Capital Improvement Project Title	FY 18 Actual Expense	FY 19 Actual Expense	FY 20 Adopted Budget	FY 21 Recomm'd Budget
1022652	LIBRARY GENERATOR	30,032	150	—	—
1022712	REPLACE WATER LINE LIBRAR	36,923	48,667	142,200	71,835
2952691	C-SPL MAKER SPACE	7,654	—	—	—
3501187	LIBRARY ROOF REPLACEMENT	—	—	120,029	—
3501681	REPLACE SIDEWALK & STEPS	—	40,953	—	—
3501787	LIBRARY HVAC MAINT	—	—	37,408	—
3502006	LIBRARY LANDSCAPING	—	—	—	100,202
3502521	HVAC HANDLING UNITS	—	—	—	—
3502652	LIBRARY GENERATOR	60,000	—	—	—
3502712	REPLACE WATER LINES	—	26,033	—	—
3502743	LIMESTONE OVERHANG E&R	—	1,500	—	—
3502835	UNDERGROUND TANK LIBRARY	0	0	0	59,379
<b>LIBRARY</b>	<b>TOTAL</b>	<b>134,609</b>	<b>117,303</b>	<b>299,637</b>	<b>231,416</b>

PROGRAM/ DEPT	PROJECT DESCRIPTION	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	TOTAL	PAGE
<b>LIBRARY</b>								
<b>Culture and Recreation</b>								
	Replace Water Piping - Phase 4	\$ 71,835	\$ —	\$ —	\$ —	\$ —	\$ 71,835	96
	Landscaping and Plaza Redesign	\$ 100,202	\$ —	\$ —	\$ —	\$ —	\$ 100,202	97
	Removal of Underground Oil Tank	\$ 59,379	\$ —	\$ —	\$ —	\$ —	\$ 59,379	98
	<b>TOTAL</b>	<b>\$ 231,416</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ 231,416</b>	

# Airport

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## AIRPORT DEPARTMENT

<b>Budget Highlights</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Budget</b>	<b>FY 2021 Requested</b>	<b>% Change From FY 2020 Budget</b>
<u>Expenses</u>				
Employee Expense	1,485,327	1,499,643	1,505,966	0.4 %
Supplies and Services	2,800,171	2,539,391	2,815,747	10.9 %
Machinery and Equipment	229,931	166,700	176,811	6.1 %
Total	4,515,429	4,205,734	4,498,524	7.0 %
Abated Debt	359,149	356,266	316,183	(11.3)%
Total Expense	4,874,578	4,562,000	4,814,707	5.5 %
<u>Resources</u>				
Passenger Facility Charge	202,034	199,134	201,334	1.1 %
Sales Tax	95,010	94,046	114,849	22.1 %
Operating Revenue	4,044,717	3,572,021	4,092,754	14.6 %
Total Revenue	4,341,761	3,865,201	4,408,937	14.1 %
Total Property Tax Support	532,817	696,799	405,770	(291,029)
Percent Decrease				(41.8)%
Percent Self Supporting	91.6%	87.4%	90.0%	
<b>Personnel - Authorized FTE</b>	<b>17.96</b>	<b>19.16</b>	<b>19.16</b>	

### Improvement Package Summary

#### 1 of 4

This improvement request is for the Airport's direct financial sponsor support to the Great Lakes Chapter of the American Association of Airport Executives conference budget. The Dubuque Airport is hosting this conference in August of 2020. The Great Lakes Chapter is a not-for-profit professional organization which includes approximately 400 airports and industry-related members representing twelve Midwestern states and two provinces of Canada. The Chapter conducts an annual conference in one of the states or provinces that it represents. Those states are Nebraska, Iowa, Minnesota, Missouri, Michigan, Wisconsin, Illinois, North Dakota, South Dakota, Ohio, Indiana, Kentucky, and Ontario and Manitoba. The conference program includes a variety of topics covering items of current interest, sessions on federal programs, subjects of interest to Airport Boards and Commissions members and informational discussion sessions. This funding will relate to the City Council goal of generating additional tourism/consumer spending.

Related Cost:	<u>\$ 8,500</u>	Tax Funds	Non-Recurring	<b>Recommend - Yes</b>
Property Tax Impact:	<u>\$ 0.0033</u>	0.03%		
Activity: Administration				

## 2 of 4

This improvement package request is for Customer Experience/Customer Service Training Program for all airport employees and tenants. This will involve providing access to an outside trainer for employee proficiency development such as, professional communication abilities, consistency in "people skills", and help with supporting the Airport's "brand". This program is being initiated at the request of Greater Dubuque Development Corporation after discussions they have had with local businesses regarding Airport services and conveyed in their Existing Businesses Quarterly Report.

Related Cost:	<u>\$ 11,200</u>	Tax Funds	Recurring	<b>Recommend - No</b>
Property Tax Impact:	<u>\$ 0.0044</u>	0.04%		
Activity: Administration				

## 3 of 4

This improvement package request is for air service development studies used for "pitching" to airlines. The Airport needs to be prepared with research, statistics, analysis and planning reports. True Market Studies and Pro Formas will be used when meeting with prospective airlines and when writing grants for additional air service. These studies are industry standards and are well known and recognized by airlines and aviation officials. This additional funding will relate to the City Council goal of generating additional tourism/consumer spending through air service. This additional funding will relate to the City Council goal of generating additional tourism/consumer spending through air service.

Related Cost:	<u>\$ 19,000</u>	Tax Funds	Recurring	<b>Recommend - No</b>
Property Tax Impact:	<u>\$ 0.0075</u>	0.07%		
Activity: Administration				

## 4 of 4

This improvement request is for a digital cutting machine. Each piece of Airport equipment and machinery, such as tractors, trucks and vehicles are marked with an asset number. Each hangar is also marked with a number. This machine would provide for those needs and would also be capable of cutting metal and gaskets for equipment.

Related Cost:	<u>\$ 1,500</u>	Tax Funds	Non-Recurring	<b>Recommend - No</b>
Total Cost:	<u>\$ 1,500</u>			
Property Tax Impact:	<u>\$ 0.0006</u>	0.01%		
Activity: FBO Operations				

### Significant Line Items

#### Employee Expense

1. FY 2021 employee expense reflects a 1.5% wage package increase.
2. The Iowa Public Employee Retirement System (IPERS) City contribution of 9.44% is unchanged from FY 2020 The employee contribution of 6.29% is unchanged from FY 2020.
3. The City portion of health insurance expense increased from \$921 in FY 2020 to \$1,013 in FY 2021 per month per contract which results in annual cost increase of \$17,520 or 9.99%.

4. Five-Year Retiree Sick leave payout decreased from \$2,611 in FY 2020 to \$0 in FY 2021.
5. Overtime expense is \$134,775 and unchanged from FY 2020. FY 2019 actual was \$113,442.

### Supplies & Services

6. Property Maintenance decreased from \$61,119 in FY 2020 to \$58,242 in FY 2021 based on FY 2019 actual.
7. Electricity increased from \$137,240 in FY 2020 to \$143,694 in FY 2021 based on FY 2019 actual plus 8%.
8. General Liability increased from \$69,106 in FY 2020 to \$70,723 in FY 2021.
9. Contractor Services increased from \$55,000 in FY 2020 to \$70,000 in FY 2021 due to the need to replace airfield runway painting. This line item also represents the annual runway/taxiway painting.
10. Motor Vehicle Fuel decreased from \$379,523 in FY 2020 to \$357,149 in FY 2021 based on FY 2019 actual. Motor Vehicle Fuel expense includes fuel purchased for Airport vehicle usage and Airport tenant fuel sales and is mostly offset by Motor Vehicle Fuel revenue received from tenants. In FY 2019 there was a net fuel cost of \$41,608; in FY 2020 there is projected net fuel revenue of \$19,586; and in FY 2021 there is projected net fuel cost of \$41,609. FY 2021 estimated usage is as follows: Airport Administration 200 gallons; Airport Operations and Maintenance 6,601 gallons; and FBO Operations 126,919 gallons (includes fuel sold to Airport tenants).
11. Aviation Fuel expense increased from \$1,280,381 in FY 2020 to \$1,512,009 in FY 2021 based on FY 2019 actual of 505,043 gallons sold. The purchase of Aviation Fuel is offset by Aviation Fuel Sales. FY 2019 actual Aviation Fuel Sales was \$2,422,736 with a net revenue of \$910,727; FY 2020 budgeted Aviation Fuel Sales is \$2,023,008 with projected net revenue of \$742,627; and FY 2021 budgeted Aviation Fuel Sales is \$2,422,736 with projected net revenue of \$910,727.
12. Promotion is \$91,793 in FY 2021 and is unchanged from FY 2020. FY 2019 actual was \$122,581. Fixed Base Operations promotion of \$2,877 is unchanged from FY 2020.

The history of promotion spending is as follows:

Fiscal Year	Property Tax	Air Service Development Program*	Total Promotion
2021	\$ 91,793	\$ —	\$ 91,793
2020	\$ 91,793	\$ 35,000	\$ 126,793
2019	\$ 75,151	\$ 15,000	\$ 90,151
2018	\$ 115,960	\$ 28,000	\$ 143,960
2017	\$ 95,250	\$ 25,000	\$ 120,250
2016	\$ 92,990	\$ —	\$ 92,990
2015	\$ 115,730	\$ —	\$ 115,730



Fiscal Year	Property Tax	Air Service Development Program*	Total Promotion
2014	\$ 119,669	\$ —	\$ 119,669
2013	\$ 105,026	\$ —	\$ 105,026
2012	\$ 130,090	\$ —	\$ 130,090
2011	\$ 134,147	\$ 20,000	\$ 154,147
Total Promotion	\$ 1,075,806	\$ 123,000	\$ 1,198,806

\*In FY2020 the name of this grant changed from the Air Service Sustainment Grant to the Air Service Development Program.

13. Aviation Fuel Flow increased from \$126,261 in FY 2020 to \$159,787 in FY 2021 based on FY 2019 actual.

### Machinery & Equipment

13. Equipment Replacements for FY 2021 includes (\$176,811):

<u>Airport Administration</u>	
Smart Phone (3)	\$ 1,215
<u>Fixed Base Operations</u>	
Smart Phone (1)	\$ 405
Aircraft Towbars	\$ 1,500
Handheld Radios	\$ 1,800
Safety Equipment	\$ 220
Shop Equipment	\$ 200
<u>Airport Operations</u>	
John Deere 4720 Tractor	\$ 45,350
Smartphones (3)	\$ 1,215
Shop Equipment	\$ 3,000
Snow V Push Blade	\$ 7,200
Airfield Signage	\$ 5,000
Safety Equipment	\$ 1,000
Handheld Radios	\$ 500
Security Cameras and Terminal Monitors	\$ 15,000
Zero Turn Mower and Mower for 4720 Tractor	\$ 40,816
<u>Terminal Building Maintenance</u>	
Shop Equipment	\$ 150
Emergency Generator	\$ 12,240
Terminal Deice Truck Burner Chamber	\$ 40,000
Total	<u>\$176,811</u>

## Debt Service

14. FY 2021 annual debt service includes the following (\$316,183):

Amount	Debt Series	Source	Purpose	Final Payment	Call Date
\$ 26,043	2017A	Sales Tax 20%	Airport Improvements	2030	2025
\$ 153,878	2012C	PFC	New Terminal	2032	2019
\$ 10,480	2012C	Sales Tax 20%	Airport Improvements	2032	2019
\$ 60,863	2014B	Sales Tax 20%	Airport Improvements	2029	2021
\$ 42,828	2016C	PFC	Terminal Roads/Apron	2036	2024
\$ 8,942	2020	Sales Tax 20%	Runway Lighting	2040	
\$ 13,149	2020	Sales Tax 20%	Snow Removal Equip	2040	
<u>\$ 316,183</u>	Total Airport Annual Debt Service				

## Revenue

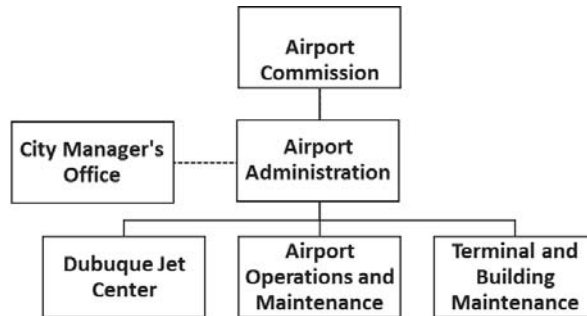
15. TSA Rent increased from \$49,419 in FY 2020 to \$49,495 in FY 2021 based on FY 2019 actual.
16. Car Rental increased from \$95,000 in FY 2020 to \$102,421 in FY 2021 based on FY 2019 actual.
17. FAA Office rent decreased from \$25,127 in FY 2020 to \$0 in FY 2021 due to the FAA no longer being located in the terminal building.
18. American Eagle is unchanged from \$79,000 in FY 2020 to \$79,000 in FY 2021.
19. Aircraft Service fees decreased from \$79,000 in FY 2020 to \$72,000 in FY 2021 based on FY 2019 actual of \$72,000.
20. Aviation Fuel Sales increased from \$2,023,008 in FY 2020 to \$2,422,736 in FY 2021 based on FY 2019 actual and is offset by Aviation Fuel expense.
21. Auto Gas Fuel Sales increased from \$359,937 in FY 2020 to \$398,758 in FY 2021 based on FY 2019 actual and is offset by Motor Vehicle Fuel expenses.
22. Farm Land Rent increased from \$100,526 in FY 2020 to \$125,782 in FY 2021 based on FY 2019 actual of \$125,782. In FY2019 the Airport bid this out and the three-year contract increased.
23. Army Reserve Center lease is \$45,000 and unchanged from FY 2020.
24. University of Dubuque lease increased from \$116,000 in FY 2020 to \$133,000 in FY 2021 due to the University occupying new building.
25. Fuel flow increased from \$126,261 in FY 2020 to \$159,787 in FY 2021 based on FY 2019 actual and is offset by Aviation Fuel Flow expense.

**Miscellaneous**

26. The Airport Department budget with abated debt is 90% self-supporting in FY 2021 versus 87% self-supporting in FY 2020.

# DUBUQUE REGIONAL AIRPORT

The Dubuque Regional Airport provides quality, viable, competitive Airport services and facilities while promoting sustainable economic development within the region.



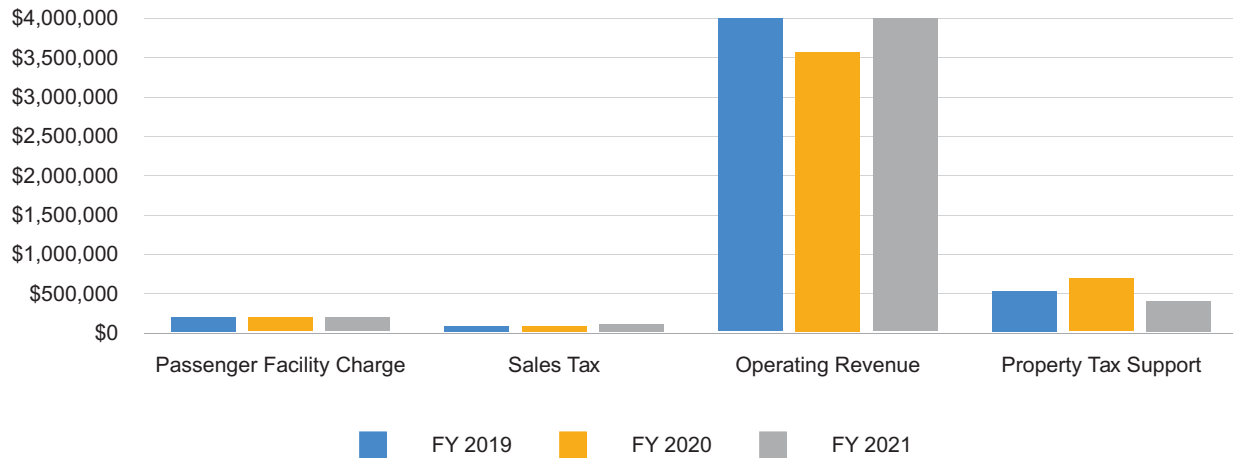
## SUCCESS IS ABOUT PLANNING, PARTNERSHIPS AND PEOPLE LEADING TO OUTCOMES



# DUBUQUE REGIONAL AIRPORT

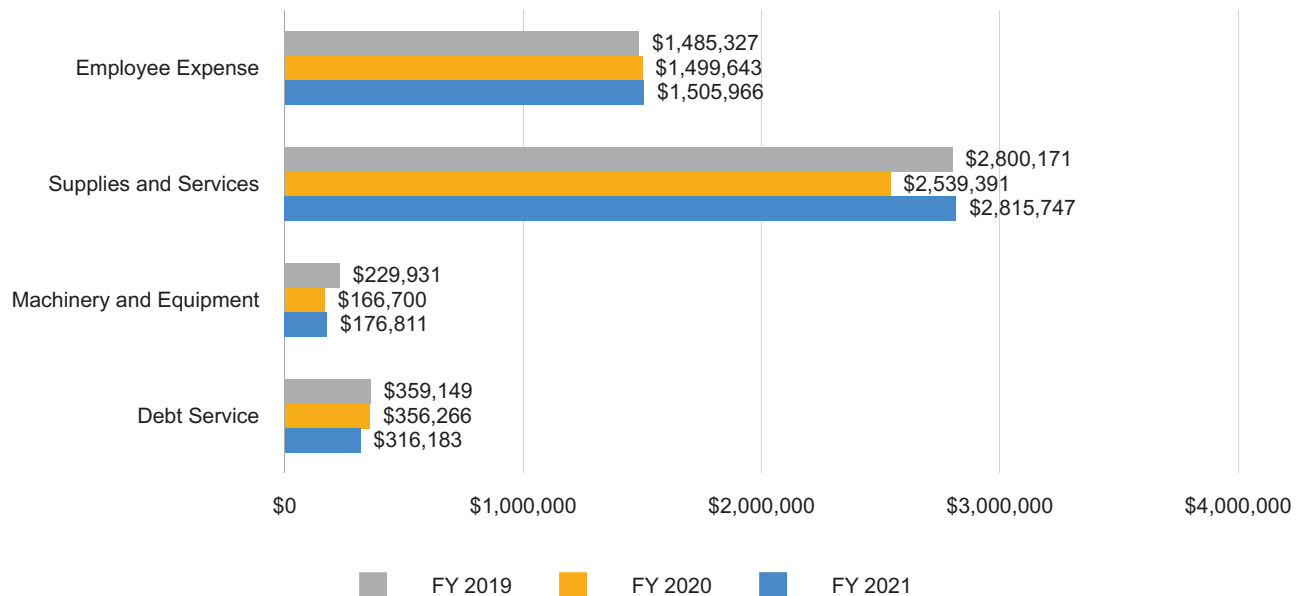
	FY 2019	FY 2020	FY 2021
Full-Time Equivalent	17.96	19.16	19.16

## Resources and Property Tax Support



The Airport is supported by 19.16 full-time equivalent employees, which accounts for only 31.28% of the department expense as seen below. Overall, the departments' expenses are expected to increase by 5.54% in FY 2021 compared to FY 2020.

## Expenditures by Category by Fiscal Year



# DUBUQUE REGIONAL AIRPORT

## Airport Administration

### Mission & Services

The Dubuque Regional Airport is owned by the City of Dubuque and is operated and managed by an Airport Commission as a department of the City of Dubuque. Responsibilities include management and control of all Airport employees, facilities, property and legislative priorities.

The Airport tenants include commercial airline service with American Airlines providing regional jet service through Chicago O'Hare International Airport and leisure flights with Sun Country Airlines to Laughlin, NV and Gulfport/Biloxi, MS. The University of Dubuque fields a fleet of approximately 26 light aircraft and 5 helicopters for their aviation program. Multiple local companies base their corporate aircraft fleet at the Airport while other smaller general aviation aircraft are based locally and have aircraft maintenance services provided by a privately-owned company.

Administration Funding Summary			
	FY 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$543,701	\$506,544	\$498,621
Resources	\$795,251	\$762,644	\$804,148

Administration Position Summary	
	FY 2021
Airport Director	1.00
Assistant Airport Director	1.00
Accountant	0.75
Marketing Coordinator	0.70
<b>Total Full-Time Equivalent Employee's</b>	<b>3.45</b>

### Performance Measures

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

- 1 **Activity Objective: Promote the high-quality of Airport services and expand the number of Airport outreach events to large groups.**

Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
# of Attendees at Open House/July 3rd Aircraft Viewing-weather dependent	N/A	2,000	3,000	3,000	N/A
# of Attendees at University of Dubuque Breakfast-weather dependent	N/A	325	375	450	N/A
# of Attendees at Experimental Aviation Aircraft Breakfast-weather dependent	N/A	1264	565	1000	N/A
# of Attendees at University of Dubuque Fun Run on the Runways-weather dependent	N/A	-	367	400	N/A

**City Council Goal: Connected Community**

- 1 **Activity Objective: Continue to stabilize and expand commercial airline service for the Tri-State region to meet existing and future passenger traffic needs.**

Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
# of Commercial Airline Meetings	N/A	5	8	7	N/A
# of Commercial Airline Passenger Enplanements	N/A	37,351	36,592	36,750	N/A

**City Council Goal: Robust Local Economy**

- 1 **Activity Objective: Continue to stabilize and expand corporate and business aircraft facilities for customer needs.**

Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
# of Large Corporate Hangars	N/A	14	14	15	N/A
% of Occupancy of Large Corporate Hangars	N/A	100%	100%	100%	N/A

# DUBUQUE REGIONAL AIRPORT

## Dubuque Jet Center

### Mission & Services

The Airport Commission operates the Dubuque Jet Center which offers a Fixed Based Operation (FBO) to assist with all general aviation needs. The FBO normally operates 17 hours a day (24 hours with notice) providing sales of aviation fuel, ground handling, hangaring and concierge services for general aviation, corporations, and the commercial airlines. The FBO makes arrangements for catering, car rental, hotels, chartering services, recommends places to visit, restaurants to dine, directions to local facilities and attractions, as well as calls for reservations and shuttles.

Dubuque Jet Center Funding Summary			
	FY 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$2,641,540	\$2,370,702	\$2,594,153
Resources	\$3,062,277	\$2,620,781	\$3,076,478

Dubuque Jet Center Position Summary	
	FY 2021
Fixed Base Operations Supervisor	1.00
Asst. fixed Base Operations Supervisor	1.00
Accountant	0.25
Line Service Worker	4.05
Receptionist	0.75
Customer Service Rep	0.75
<b>Total Full-Time Equivalent Employees</b>	<b>7.05</b>

### Performance Measures

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

##### <sup>1</sup> Activity Objective: Continue to be financially responsible by increasing yearly aviation fuel sales

Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
Gallons of Aviation Fuel Sold	N/A	505,043	565,800	565,800	N/A



# DUBUQUE REGIONAL AIRPORT

## Airport Operations and Maintenance

### Overview

Dubuque Regional Airport Operations and Maintenance Staff provide an airport which is open to the flying public year-round by ensuring Airport safety and compliance and is responsible for meeting FAA Part 139 compliance standards for all the runways, taxiways, navigational aids, fueling agents, firefighting, parking areas and roadways, as well as ensuring compliance with EPA, OSHA, DNR, FCC, NFPA, Spill Prevention Control Program and Storm Water Pollution Prevention Plan, ADA, and TSA requirements.

24-hour coverage is provided by three Operations Specialists whose duties include aircraft rescue and firefighting services (ARFF), medical first responder and security services for certified air carriers. Airport Maintenance is responsible for maintaining the Airport in an operationally safe, secure, and efficient manner by providing for the maintenance of runways and taxiways, parking lots, entrance road, supervision of farm lease operations, weed and grass control, snow/ice removal on both landside and airside areas including all Airport owned buildings, aircraft hangars and the Commercial Airline Terminal.

The Airport is required to have an annual FAA inspection for Part 139 compliance. This incorporates everything the Airport can control such as pavement conditions, maintenance, emergency procedures, lighting, navigational aids, and equipment to maintain these items as well as all the buildings necessary to house equipment and staff. The Airport is unable to control outside influences such as aircraft arrivals and departures.

Operations and Maintenance Funding Summary			
	FY 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$1,095,133	\$1,080,576	\$1,104,287
Resources	\$187,189	\$188,596	\$212,128

Operations and Maintenance Position Summary	
	FY 2021
Airport Operations Specialist	3.00
Mechanic	1.00
Maintenance Worker	3.00
Line Serviceworker	0.68
Laborer	0.23
<b>Total FT Equivalent Employees</b>	<b>7.91</b>

### Performance Measures

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

- 1 Activity Objective: Promote the high-quality of Airport services and expand the number of Airport facilities tours to Tri-State area Preschools, Schools, Boy/Girl Scouts and other groups.

Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
# of Airport Tours Given	N/A	56	62	65	N/A

## Recommended Operating Revenue Budget - Department Total

### 51 - AIRPORT

Fund	Account	Account Title	FY18 Actual Revenue	FY19 Actual Revenue	FY20 Adopted Budget	FY21 Recomm'd Budget
252	43110	INVESTMENT EARNINGS	1,834	2,589	1,734	2,330
100	43236	ADVERTISING DISPLAYS	11,000	0	0	0
100	43238	AIRCRAFT SERVICE FEE	77,335	71,855	79,000	72,000
100	43242	RENT, FARM LAND	100,526	100,526	100,526	125,782
100	43251	RENTS & CONCESSIONS	14,482	13,429	14,482	14,482
100	43253	PROMOTION ITEMS	75	101	75	75
100	43255	VENDING MACH COMMISSION	2,244	3,745	1,326	3,745
100	43257	RENTAL, TRAILER LOT	2,420	2,676	2,420	2,640
100	43270	ARMY RESERVE RENT	0	41,256	45,000	45,000
100	43271	T HANGAR RENT	76,374	74,421	76,229	75,000
100	43272	TSA RENT	49,419	49,467	49,419	49,495
100	43274	NORTH FARM HOUSE RNT	3,850	0	0	0
100	43275	CAR RENTAL	89,877	102,421	95,000	102,421
100	43276	FAA OFFICE RENT	25,077	25,077	25,127	0
100	43278	A.Y. MCDONALD	5,194	5,335	5,300	5,335
100	43279	UNIVERSITY OF DUBUQUE	77,962	87,584	116,000	133,000
100	43280	LANDING FEES	10,916	15,873	10,916	15,873
100	43282	SECURITY GATE FEES	0	20	0	0
100	43283	AIRLINE STORAGE/UPLIFT	18,183	31,720	17,742	31,720
100	43285	AMERICAN EAGLE	75,252	68,511	79,000	79,000
100	43286	HANGARING, GEN.AVIATION	94,773	104,281	94,773	104,281
100	43287	MAINT HANGAR RENT	19,010	19,438	19,010	20,000
100	43290	CORPORATE HANGAR	80,713	80,716	80,713	80,716
100	43291	COMMERCIAL LAND RENT	14,605	15,029	14,605	15,300
<b>43</b>	<b>USE OF MONEY AND PROPERTY - Total</b>		<b>851,123</b>	<b>916,070</b>	<b>928,397</b>	<b>978,195</b>
100	45701	STATE GRANTS	0	28,000	0	0
<b>45</b>	<b>STATE GRANTS - Total</b>		<b>0</b>	<b>28,000</b>	<b>0</b>	<b>0</b>
100	51178	CREDIT CARD FEE	(13,022)	(14,096)	0	0
100	51215	LATE PAYMENT PENALTY	0	427	0	0
100	51340	LONG-TERM PARKING FEES	270	360	270	270
100	51505	PUBLIC SAFETY	78,450	79,125	80,000	79,800
100	51510	AVIATION FUEL SALES	2,023,008	2,422,736	2,023,008	2,422,736
100	51515	AUTO GAS FUEL SALES	359,937	398,758	359,937	398,758
100	51520	OIL	1,399	1,544	1,399	1,544
100	51525	FUEL FLOW	144,173	159,787	126,261	159,787
252	51535	RENTAL CAR FEE	57,801	60,630	57,801	60,630
100	51540	CHARTERS GROUND HANDLING	32,643	38,800	32,643	38,800
100	51926	PILOT SUPPLIES	134	67	134	67
100	51963	CATERING	10,255	6,333	10,255	6,333
<b>51</b>	<b>CHARGES FOR SERVICES - Total</b>		<b>2,695,048</b>	<b>3,154,471</b>	<b>2,691,708</b>	<b>3,168,725</b>
100	53201	REFUNDS	0	902	0	0
100	53605	MISCELLANEOUS REVENUE	45	(300)	45	0
100	53620	REIMBURSEMENTS-GENERAL	40,765	8,794	11,406	8,794
<b>53</b>	<b>MISCELLANEOUS - Total</b>		<b>40,810</b>	<b>9,396</b>	<b>11,451</b>	<b>8,794</b>
100	54107	VEHICLE SALES	1	0	0	0
<b>54</b>	<b>OTHER FINANCING SOURCES - Total</b>		<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>
400	59100	FR GENERAL	52,556	62,105	63,086	0
400	59350	FR SALES TAX CONSTRUCTION	96,930	95,010	94,046	114,849
400	59391	FR PASSENGER FACILITY	204,934	202,034	199,134	201,334
<b>59</b>	<b>TRANSFER IN AND INTERNAL - Total</b>		<b>354,420</b>	<b>359,149</b>	<b>356,266</b>	<b>316,183</b>
<b>AIRPORT</b>	<b>- Total</b>		<b>3,941,402</b>	<b>4,467,086</b>	<b>3,987,822</b>	<b>4,471,897</b>

## Recommended Operating Expenditure Budget - Department Total

### 51 - AIRPORT

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
100	61010	FULL-TIME EMPLOYEES	737,744	751,389	763,493	740,878
100	61020	PART-TIME EMPLOYEES	196,179	212,621	204,565	209,081
100	61030	SEASONAL EMPLOYEES	5,995	5,723	30,937	31,276
100	61050	OVERTIME PAY	112,279	113,442	134,775	134,775
100	61071	HOLIDAY PAY-OVERTIME	839	652	0	0
100	61091	SICK LEAVE PAYOFF	7,228	4,882	2,611	0
100	61096	50% SICK LEAVE PAYOUT	0	0	0	6,889
100	61310	IPERS	94,198	101,870	107,030	105,352
100	61320	SOCIAL SECURITY	77,765	79,641	86,930	85,904
100	61410	HEALTH INSURANCE	190,798	171,720	130,032	147,552
100	61415	WORKMENS' COMPENSATION	48,580	40,399	37,937	39,361
100	61416	LIFE INSURANCE	621	621	733	733
100	61645	TOOL ALLOWANCE	200	200	200	200
100	61655	CAR ALLOWANCE	0	0	0	1,800
100	61660	EMPLOYEE PHYSICALS	1,842	2,165	400	2,165
<b>61 - WAGES AND BENEFITS</b>			<b>1,474,267</b>	<b>1,485,327</b>	<b>1,499,643</b>	<b>1,505,966</b>
100	62010	OFFICE SUPPLIES	633	544	633	688
100	62011	UNIFORM PURCHASES	2,484	3,333	3,364	3,333
100	62013	UNIFORM MAINTENANCE	348	319	221	319
100	62030	POSTAGE AND SHIPPING	337	496	346	546
100	62032	FLAGS	270	2,285	1,040	1,269
100	62060	O/E MAINT CONTRACTS	0	6,643	17,000	22,500
100	62061	DP EQUIP. MAINT CONTRACTS	16,291	9,984	14,857	12,174
100	62062	JANITORIAL SUPPLIES	11,243	7,948	11,243	8,108
100	62064	ELECTRICAL SUPPLIES	2,744	13,530	2,744	8,642
100	62090	PRINTING & BINDING	933	133	998	143
100	62110	COPYING/REPRODUCTION	913	1,335	977	1,181
100	62130	LEGAL NOTICES & ADS	872	45	872	45
100	62140	PROMOTION	126,635	122,581	91,793	91,793
100	62170	SUBSCRIPTIONS-BOOKS-MAPS	3,567	3,695	8,336	6,286
100	62190	DUES & MEMBERSHIPS	3,205	3,973	3,269	3,969
100	62206	PROPERTY INSURANCE	29,379	26,601	29,779	27,932
100	62208	GENERAL LIABILITY INSURAN	64,641	67,355	69,106	70,723
100	62210	SALES TAX	17	0	0	0
100	62211	PROPERTY TAX	1,962	2,012	1,962	2,092
100	62230	COURT COSTS & RECORD FEES	0	12	0	12
100	62240	MISCELLANEOUS	2,890	0	0	0
100	62310	TRAVEL-CONFERENCES	18,956	9,289	7,217	7,217
100	62320	TRAVEL-CITY BUSINESS	3,259	7,509	3,326	3,326
100	62340	MILEAGE/LOCAL TRANSP	2,604	1,117	2,812	1,157
100	62360	EDUCATION & TRAINING	22,765	6,609	20,616	8,166
100	62411	UTILITY EXP-ELECTRICITY	137,240	133,050	137,240	143,694
100	62412	UTILITY EXP-GAS	27,360	25,709	27,360	25,709
100	62418	UTILITY EXP-REFUSE	4,300	4,300	4,459	4,471
100	62421	TELEPHONE	8,446	8,834	8,446	8,833
100	62431	PROPERTY MAINTENANCE	78,752	58,241	61,119	58,242
100	62436	RENTAL OF SPACE	4,626	7,561	4,626	7,581
100	62438	FIRE SUPPRESSION	0	3,424	8,025	10,424
100	62511	FUEL, MOTOR VEHICLE	379,524	357,150	379,523	357,149
100	62514	FUEL, AVIATION	1,280,381	1,512,009	1,280,381	1,512,009
100	62515	FUEL, AVIATION - FLOW	144,173	159,787	126,261	159,787
100	62516	FUEL, AVIATION - STORAGE	2,497	2,811	2,215	2,508
100	62521	MOTOR VEHICLE MAINT.	45,544	14,414	20,890	18,927
100	62528	MOTOR VEH. MAINT. OUTSOUR	3,922	14,913	2,718	2,718
100	62611	MACH/EQUIP MAINTENANCE	41,925	42,293	38,874	42,293
100	62614	EQUIP MAINT CONTRACT	232	1,854	232	1,854
100	62615	MACH/EQUIP MAINT. OUTSOUR	5,069	991	5,069	991

## Recommended Operating Expenditure Budget - Department Total

### 51 - AIRPORT

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
100	62627	CAMERA MAINTENANCE	2,847	2,448	2,847	2,448
100	62636	DE-ICING PRODUCTS	36,392	54,359	37,392	54,728
100	62642	FOOD PRODUCTS	10,145	4,968	10,145	6,969
100	62647	AMMUNITION	210	0	210	0
100	62649	BEVERAGE/ICE	2,365	2,376	2,365	2,376
100	62664	LICENSE/PERMIT FEES	162	207	862	207
100	62667	DATA SERVICES	3,167	2,344	3,167	2,025
100	62681	LUBRICATION PRODUCTS	1,239	1,272	1,239	1,272
100	62691	AIR SHOW EXPENSE	1,691	1,891	1,691	1,891
100	62692	LANDFILL FEES	104	0	104	0
100	62710	CONTRACTOR SERVICES	53,467	57,360	55,000	70,000
100	62713	LEGAL SERVICES	2,259	4,162	0	0
100	62717	CRIMINAL BACKGROUND CHECK	0	0	6,000	3,000
100	62726	AUDIT SERVICES	5,700	2,600	2,500	2,600
100	62733	CONTRACT CUSTODIAL	27,232	800	3,500	3,500
100	62734	SPEAKERS/PROGRAMS	0	0	0	8,500
100	62747	MACH/EQUIPMENT RENTAL	385	695	420	420
100	62761	PAY TO OTHER AGENCY	9,000	20,000	12,000	12,000
100	62767	ENVIRON. TESTING/MON.	15,695	0	0	5,000
<b>62 - SUPPLIES AND SERVICES</b>			<b>2,652,996</b>	<b>2,800,171</b>	<b>2,539,391</b>	<b>2,815,747</b>
100	71120	PERIPHERALS, COMPUTER	6,000	0	0	0
100	71156	FURNITURE	249	0	0	0
100	71227	SIGNAGE	4,968	8,335	5,000	5,000
100	71310	AUTO/JEEP REPLACEMENT	21,981	0	23,530	0
100	71313	TRACTOR-REPLACEMENT	60,675	31,847	0	45,350
100	71314	TRUCK-REPLACEMENT	20,772	32,399	70,000	0
100	71410	SHOP EQUIPMENT	6,159	7,664	3,350	3,350
100	71416	PLOWS	0	0	0	7,200
100	71511	PUMPS	13,227	0	0	0
100	71550	MISCELLANEOUS EQUIPMENT	0	145,673	3,000	52,240
100	71610	CUSTODIAL EQUIPMENT	0	0	15,000	0
100	71611	MOWING EQUIPMENT	18,175	0	0	40,816
100	71615	LEAF BLOWER	0	525	0	0
100	71616	SNOW BLOWER	2,604	0	0	0
100	71619	OTHER MAINT. EQUIPMENT	780	0	1,500	1,500
100	72113	OTHER SAFETY EQUIPMENT	4,088	236	24,220	1,220
100	72310	CONCESSION EQUIPMENT	6,880	0	0	0
100	72410	PAGER/RADIO EQUIPMENT	3,052	986	1,100	2,300
100	72417	CAMERA RELATED EQUIPMENT	5,603	0	20,000	15,000
100	72418	TELEPHONE RELATED	493	2,267	0	2,835
<b>71 - EQUIPMENT</b>			<b>175,706</b>	<b>229,931</b>	<b>166,700</b>	<b>176,811</b>
400	74111	PRINCIPAL PAYMENT	247,443	258,343	261,043	211,078
400	74112	INTEREST PAYMENT	106,977	100,806	95,223	105,105
<b>74 - DEBT SERVICE</b>			<b>354,420</b>	<b>359,149</b>	<b>356,266</b>	<b>316,183</b>
252	91390	TO AIRPORT CONSTRUCTION	8,984	0	0	155,000
<b>91 - TRANSFER TO</b>			<b>8,984</b>	<b>0</b>	<b>0</b>	<b>155,000</b>
<b>51 - AIRPORT TOTAL</b>			<b>4,666,373</b>	<b>4,874,578</b>	<b>4,562,000</b>	<b>4,969,707</b>

## Recommended Expenditure Budget Report by Activity & Funding Source

### 51 - AIRPORT

**AIRPORT ADMIN. - 51100**

**FUNDING SOURCE: GENERAL**

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	493	890	—	1,215
SUPPLIES AND SERVICES	168,918	171,477	130,536	142,219
WAGES AND BENEFITS	370,728	371,334	376,008	355,187
<b>AIRPORT ADMIN.</b>	<b>540,138</b>	<b>543,701</b>	<b>506,544</b>	<b>498,621</b>
<b>FBO OPERATION</b>		<b>- 51200</b>		

**FUNDING SOURCE: GENERAL**

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	19,411	72,311	41,050	4,125
SUPPLIES AND SERVICES	1,987,671	2,145,920	1,909,638	2,154,682
WAGES AND BENEFITS	419,593	423,308	420,014	435,346
<b>FBO OPERATION</b>	<b>2,426,675</b>	<b>2,641,540</b>	<b>2,370,702</b>	<b>2,594,153</b>
<b>AIRPORT OPERATIONS</b>		<b>- 51300</b>		

**FUNDING SOURCE: DEBT SERVICE**

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
DEBT SERVICE	354,420	359,149	356,266	316,183
<b>AIRPORT OPERATIONS</b>	<b>354,420</b>	<b>359,149</b>	<b>356,266</b>	<b>316,183</b>
<b>AIRPORT OPERATIONS</b>		<b>- 51400</b>		

**FUNDING SOURCE: CUSTOMER FACILITY CHARGE**

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	144,331	156,226	125,500	119,081
SUPPLIES AND SERVICES	263,112	271,453	278,524	297,199
TRANSFER TO	8,984	—	—	155,000
WAGES AND BENEFITS	672,904	667,455	676,552	688,007
<b>AIRPORT OPERATIONS</b>	<b>1,089,331</b>	<b>1,095,133</b>	<b>1,080,576</b>	<b>1,259,287</b>
<b>TERMINAL, BLDG MAINT.</b>		<b>- 51700</b>		

**FUNDING SOURCE: GENERAL**

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	11,471	504	150	52,390
SUPPLIES AND SERVICES	233,296	211,321	220,693	221,647
WAGES AND BENEFITS	11,042	23,230	27,069	27,426
<b>TERMINAL, BLDG MAINT.</b>	<b>255,809</b>	<b>235,055</b>	<b>247,912</b>	<b>301,463</b>
<b>AIRPORT TOTAL</b>	<b>\$4,666,373</b>	<b>\$4,874,578</b>	<b>\$4,562,000</b>	<b>\$4,969,707</b>

CITY OF DUBUQUE, IOWA  
DEPARTMENT DETAIL - PERSONNEL COMPLEMENT  
51 AIRPORT DEPARTMENT

FD	JC	WP-GR	JOB CLASS	FY 2019		FY 2020		FY 2021	
				FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
61010 Full Time Employee Expense									
100	3250	GE-41	AIRPORT MANAGER	1.00	\$ 113,932	1.00	\$ 116,538	1.00	\$ 107,881
100	1995	GE-35	OPER/MAINT.SUPERVISOR	1.00	\$ 84,163	1.00	\$ 86,060	1.00	\$ 67,589
100	1875	GE-33	FBO SUPERVISOR	1.00	\$ 74,878	1.00	\$ 76,662	1.00	\$ 77,510
100		GE-30	ASSISTANT FBO SUPERVISOR	1.00	\$ 63,779	1.00	\$ 64,608	1.00	\$ 65,320
100	460	GE-30	ACCOUNTANT	1.00	\$ 65,017	1.00	\$ 66,508	1.00	\$ 67,241
100	2525	GD-10	MECHANIC	1.00	\$ 57,818	1.00	\$ 58,365	1.00	\$ 58,142
100	2205	GD-06	MAINTENANCE WORKER	3.00	\$ 162,932	3.00	\$ 166,509	3.00	\$ 167,518
100	1875	NA-13	AIRPORT OPER SPECIALIST	3.00	\$ 124,604	3.00	\$ 128,243	3.00	\$ 129,677
TOTAL FULL TIME EMPLOYEES				12.00	\$ 747,123	12.00	\$ 763,493	12.00	\$ 740,878
61020 Part Time Employee Expense									
100		NA-44	RECEPTIONIST	1.50	\$ 50,380	0.75	\$ 28,107	0.75	\$ 28,423
100		NA-44	CUSTOMER SERVICE REP	0.00	\$ —	0.75	\$ 22,684	0.75	\$ 23,418
100	236	GE-28	MARKETING COORDINATOR	0.70	\$ 38,951	0.70	\$ 39,849	0.70	\$ 40,296
100	1,927	NA-27	LINE SERVICEWORKER	3.53	\$ 92,428	4.73	\$ 137,043	4.73	\$ 140,315
TOTAL PART TIME EMPLOYEES				5.73	\$ 181,759	6.93	\$ 227,683	6.93	\$ 232,452
61030 Seasonal Employee Expense									
100	896	NA-11	LABORER	0.23	\$ 5,298	0.23	\$ 7,819	0.23	\$ 7,905
TOTAL SEASONAL EMPLOYEES				0.23	\$ 5,298	0.23	\$ 7,819	0.23	\$ 7,905
TOTAL AIRPORT				17.96	\$ 934,180	19.16	\$ 998,995	19.16	\$ 981,235

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

ACCT	FD	JC	WP-GR	POSITION CLASS	FY 2019		FY 2020		FY 2021		
					FTE	BUDGET	FTE	BUDGET	FTE	BUDGET	
Airport Administration-FT											
10051100	61010	100	3250	GE-41	AIRPORT MANAGER	1.00	\$ 113,932	1.00	\$ 116,538	1.00	\$ 107,881
10051100	61010	100	460	GE-30	ACCOUNTANT	0.75	\$ 48,763	0.75	\$ 49,881	0.75	\$ 50,430
10051100	61010	100	1995	GE-35	OPER/MAINT.SUPERVISOR	1.00	\$ 84,163	1.00	\$ 86,060	1.00	\$ 67,589
Total						2.75	\$ 246,858	2.75	\$ 252,479	2.75	\$ 225,900
Airport Administration-PT											
10051100	61020	100	236	GE-28	MARKETING COORDINATOR	0.70	\$ 38,951	0.70	\$ 39,849	0.70	\$ 40,296
Total						0.70	\$ 38,951	0.70	\$ 39,849	0.70	\$ 40,296
Airport Operations-FT											
10051400	61010	100	2525	GD-10	MECHANIC	1.00	\$ 57,818	1.00	\$ 58,365	1.00	\$ 58,142
10051400	61010	100	2205	GD-06	MAINTENANCE WORKER	3.00	\$ 162,932	3.00	\$ 166,509	3.00	\$ 167,518
10051400	61010	100	1875	NA-13	AIRPORT OPER SPECIALIST	3.00	\$ 124,604	3.00	\$ 128,243	3.00	\$ 129,677
Total						7.00	\$ 345,354	7.00	\$ 353,117	7.00	\$ 355,337
Airport Operations-Seasonal and Part-Time											
10051400	61030	100	892	NA-03	LABORER	0.23	\$ 5,298	0.23	\$ 7,819	0.23	\$ 7,905
Total						0.23	\$ 5,298	0.23	\$ 7,819	0.23	\$ 7,905
FBO Operation-FT											
10051200	61010	100	1875	GE-33	FBO SUPERVISOR	1.00	\$ 74,878	1.00	\$ 76,662	1.00	\$ 77,510
10051200	61010	100	460	GE-30	ACCOUNTANT	0.25	\$ 16,254	0.25	\$ 16,627	0.25	\$ 16,811
		100		GE-30	ASSISTANT FBO SUPERVISOR	1.00	\$ 63,779	1.00	\$ 64,608	1.00	\$ 65,320
Total						2.25	\$ 154,911	2.25	\$ 157,897	2.25	\$ 159,641
FBO Operation-PT											
10051200	61020	100	1927	NA-27	LINE SERVICEWORKER	3.53	\$ 92,428	4.05	\$ 113,925	4.05	\$ 116,944
10051200	61020	100	2070	NA-44	CUSTOMER SERVICE REP	0.00	\$ —	0.75	\$ 22,684	0.75	\$ 23,418
10051200	61020	100		NA-44	RECEPTIONIST	1.50	\$ 50,380	0.75	\$ 28,107	0.75	\$ 28,423
Total						5.03	\$ 142,808	5.55	\$ 164,716	5.55	\$ 168,785
Terminal Maintenance-PT											
10051700	61020	100	1927	NA-27	LINE SERVICEWORKER	0.00	\$ —	0.68	\$ 23,118	0.68	\$ 23,371
Total						0.00	\$ —	0.68	\$ 23,118	0.68	\$ 23,371
TOTAL AIRPORT DEPARTMENT						17.96	\$ 934,180	19.16	\$ 998,995	19.16	\$ 981,235

Capital Improvement Projects by Department/Division					
AIRPORT					
CIP Number	Capital Improvement Project Title	FY 18 Actual Expense	FY 19 Actual Expense	FY 20 Adopted Budget	FY 21 Recomm'd Budget
2522447	RESTRICTED TERMINAL PROJ	280,583	—	—	—
3901060	PAVEMENT CONDITION INDEX	46,505	—	—	50,200
3901439	AIRPORT APRON	—	—	5,000,000	—
3901448	FBO IMPROVEMENTS	21,017	—	—	—
3901488	AIRPORT MASTER PLAN	—	75	—	—
3901489	SNOW BROOM AND BLOWER	5,716	18,399	230,000	—
3901497	AIRPORT FENCING/HAZARD ST	1,993	2,471	—	—
3901503	ADDTL FUEL STORAGE TANK	—	—	—	54,050
3901691	RUNWAY SENSOR UPDATE	—	—	1,564,000	—
3901723	AIRPORT IMPROVEMENTS	—	—	—	—
3902008	HANGER REPAIRS/REPLACE	21,595	23,052	—	41,000
3902009	TERMINAL SITEWORK	1,103,804	—	—	—
3902011	ONSITE WATER & WASTEWATER	4,020	—	—	—
3902125	PAINT HANGAR EXTERIORS	—	—	—	—
3902126	TERMINAL BOILER REPLACE	—	13,975	—	—
3902214	OLD AIRLINE TERM ASSESS	—	35,286	190,000	—
3902215	REPLACE RUNWAY REGULATORS	—	—	—	—
3902282	AIRPORT GIS	—	—	559,930	—
3902316	NEW TERM FAC - RDS & APRN	997,045	—	—	—
3902475	NEW TERM PARKING 1 & 2	132,408	—	—	—
3902531	NEW TERM FURNISH EQUIP	7,615	—	—	—
3902532	NEW TERM PASSENGER BRIDGE	4,721	—	—	—
3902534	NEW TERM GUIDANCE SIGNAGE	431	—	—	—
3902535	NEW TERM LANDSCAPING	2,341	10,578	—	—
3902602	ELECT FUEL TANK GUAGE SYS	55,178	26,726	—	—
3902660	DECOMMISS AIRPORT LAGOON	25,871	—	—	—
3902661	FBO RESTROOM UPDATE	—	15,167	—	—
3902662	AIRPORT STORM DRAIN IMPRO	—	—	—	—
3902664	AIRPORT ASPHALT REPAIR	30,615	—	—	—
3902715	REPLACE GARAGE DOORS JUF	15,644	37,348	—	—
3902716	NEW TERM ENTRANCE SIGN	100,714	156,359	—	—
3902731	AIRPORT CAR RENTAL LOT	8,422	—	—	—
3902751	AIRPORT CAP OLD WELLS	—	12,749	—	—
3902752	AIRPORT JET CENTER DOORS	—	—	—	—
3902753	AIRPORT WIRELESS NETWORK	—	616	—	—
3902788	AIRPORT CAR WASH	0	0	72,750	227,750
3902842	REHAB TAXIWAY A	0	0	0	350,000
39151900	AIRPORT CAPITAL IMPR.	204,934	202,034	199,134	201,334
<b>AIRPORT</b>	<b>TOTAL</b>	<b>3,071,171</b>	<b>554,835</b>	<b>7,815,814</b>	<b>924,334</b>



<b>PROGRAM/DEPT</b>	<b>PROJECT DESCRIPTION</b>	<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>TOTAL</b>	<b>PAGE</b>
<b>AIRPORT</b>								
<b>Public Works</b>								
	Replace DJC Hangar Floor Coating	\$41,000	\$—	\$—	\$—	\$—	\$41,000	133
	Terminal Automated Vehicle Wash Facility	\$227,750	\$—	\$—	\$—	\$—	\$227,750	134
	Rehabilitate Taxiway A	\$350,000	\$4,702,500	\$5,152,300	\$2,475,000	\$—	\$12,679,800	135
	Aviation Fueling Facilities NFPA Update	\$54,050	\$—	\$—	\$—	\$—	\$54,050	136
	Pavement Condition Study	\$50,200	\$—	\$—	\$53,272	\$—	\$103,472	137
	Asphalt Pavement Repair	\$—	\$150,000	\$—	\$—	\$—	\$150,000	138
	Perimeter Fence Improvements	\$—	\$10,000	\$—	\$—	\$—	\$10,000	139
	Corporate Hangar Facilities Maintenance	\$—	\$20,000	\$—	\$20,000	\$—	\$40,000	140
	Storm Drain Improvements	\$—	\$—	\$—	\$20,000	\$—	\$20,000	141
	Extend Runway 18/36	\$—	\$—	\$—	\$—	\$268,000	\$268,000	142
	<b>TOTAL</b>	<b>\$723,000</b>	<b>\$4,882,500</b>	<b>\$5,152,300</b>	<b>\$2,568,272</b>	<b>\$268,000</b>	<b>\$13,594,072</b>	

# Finance

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## FINANCE DEPARTMENT

<b>Budget Highlights</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Budget</b>	<b>FY 2021 Requested</b>	<b>% Change From FY 2020 Budget</b>
<u>Expenses</u>				
Employee Expense	1,543,306	1,504,748	1,673,822	11.2%
Supplies and Services	689,686	796,473	786,958	-1.2%
Electric and Gas Utility Franchise Fee Rebates	596,127	704,706	639,895	-9.2%
Investment Mgr / Custodial & Financial Service Fees	94,123	95,000	105,000	10.5%
Machinery and Equipment	46,371	3,600	26,874	646.5%
Non-Expense Accounts	(5,636)	(8,356)	(7,955)	-4.8%
Total	2,963,977	3,096,171	3,224,594	4.1%
Abated Debt - Franchise Fee Litigation	205,306	202,606	199,906	-1.3%
Total Expense	3,169,283	3,298,777	3,424,500	3.8%
<u>Resources</u>				
Miscellaneous Revenue	78,683	53,130	57,615	8.4%
Electric and Gas Utility Franchise Fees	801,433	907,312	839,801	-7.4%
Overhead & Utility Billing Recharges to Enterprise Funds	1,487,614	1,592,008	1,704,079	7.0%
Water Meter Service Recharges	1,801	—	—	0.0%
Total revenue	2,369,531	2,552,450	2,601,495	1.9%
Property Tax Support	799,752	746,327	823,005	76,678
<b>Personnel - Authorized FTE</b>	<b>18.94</b>	<b>18.24</b>	<b>20.00</b>	

### Improvement Package Summary

#### **1 of 7**

This improvement level decision package request would provide funding for an expanded camera system in the first floor hallway and the new Utility Billing cashier area in the Finance Department. This request would include 8 cameras. The Finance Department will be remodeled winter/spring 2020 to address employee safety, security, and more efficient space use. The proposed design changes the layout of the customer counter for the cashiers. The additional cameras will help cashiers and other members of the Finance Department monitor activity in the first floor hallway and allow the cashiers to be able to see customers approaching their windows. The first year of camera maintenance cost is included in the purchase of the camera. Estimated camera maintenance in Fiscal Year 2022 is \$1,181.

Related Cost:	\$ 12,500	Tax Funds	Non-Recurring	<b>Recommend - Yes</b>
Related Revenue:	\$ 6,291	Administrative Overhead	Non-Recurring	
Net Cost:	<u>\$ 6,209</u>			
Property Tax Impact:	\$ 0.0024	0.02%		
Activity: Accounting				

## 2 of 7

This improvement level decision package request would provide funding for a seasonal twenty hour per week (0.51 FTE) Finance Intern (NA-38F). The Finance Department currently has one twenty hour per week intern (0.49 FTE). The intern assists the accountants to perform a wide variety of tasks including auditing accounts payable, auditing purchasing card statements, preparation of audit workpapers, scanning, and various monthly reporting and reconciliations. The second Finance Intern would also become involved in Utility Billing. The Finance Department has been successful in partnering with the local colleges to find highly qualified intern candidates. Interns provide low-cost options for reducing employee workload, improving unseen processes, and finding great talent. An additional seasonal intern would open possibilities to new and unique talent that is not found through traditional hiring methods, help reduce overall accountant workload, provide mentoring and management experience for the accountants supervising the intern position, and provide the Finance Department with a fresh perspective and a new way to solve problems. The 2015 National Association of Colleges and Employers (NACE) Internship & Co-op Survey found that more than half of employers had a higher five-year retention rate from employees that were hired through internship programs. Interns are eager to learn, ready to work, and most want the chance to prove their value. The non-recurring expenses include a computer and a desk phone.

Related Cost:	\$ 16,147	Tax Funds	Recurring	<b>Recommend - Yes</b>
Related Cost:	\$ 2,525	Tax Funds	Non-Recurring	
Related Revenue:	\$ 16,147	Enterprise Funds	Recurring	
Related Revenue:	\$ 2,525	Enterprise Funds	Non-Recurring	
Net Cost:	<u>\$ —</u>			
Property Tax Impact:	\$ —	—%		
Activity: Accounting				

## 3 of 7

This improvement level decision package request would provide funding for additional overtime for Utility Billing staff meetings. This request is to fund one hour staff meeting per month (twelve staff meetings) for seven Utility Billing employees. The staff meetings for Utility Billing must be held prior to or after business hours in order to include all staff members. Regular staff meetings are important and have a positive impact on the department. Staff meetings help keep everyone informed and up to date, allow staff to collaborate as a team by providing feedback, sharing ideas and asking questions. When staff is included in discussions and decisions of certain issues, it is good for morale and motivation. The purpose of the Utility Billing staff meetings are to share goals and make sure every team member follows policies and procedures and knows the strategy of the department. In addition, the staff meetings may be used for training opportunities.

Related Cost:	\$ 2,283	Tax Funds	Recurring	Recommend - Yes
Related Revenue:	\$ 2,283	Enterprise Funds	Recurring	
Net Cost:	<u>\$ —</u>			
Property Tax Impact:	<u>\$ —</u>	—%		
Activity: Utility Billing				

## 4 of 7

This improvement level decision package request would provide funding for an increase in the education and training budget for both accounting and utility billing staff. The current budget for education and training is \$3,600 for Accounting and \$2,700 for Utility Billing. An organization that invests in training shows their employees that they care about continual development and progress. In turn this makes employees more engaged in the organization and therefore more motivated. Employees then become more efficient and better equipped to deal with the challenges of their jobs. To determine what training should be provided, a training needs assessment would be completed. Initial training in Utility Billing

would focus on customer service training. Specific customer service training programs focus on improving communication, listening, problem-solving and organizational skills. Training employees on the same set of competencies gives them a standard process to deal with customers and creates a sense of team spirit. The increased motivation and engagement coupled with the new skills creates improved customer service in the organization. Through effective training, customer service representatives increase their ability to resolve issues and decrease the number of return calls. Often, trained employees are able to address the concern at the first point of contact, which greatly increases customer satisfaction. The improved manner that employees interact with customers leads to the customer feeling appreciated and respected. Accounting staff training would focus on preparation of the Certified Annual Financial Report (CAFR), general accounting skills, theoretical and practical understanding of data and analytics, strong written and oral communication skills, how to manage numbers and people, and integration of technology into business processes.

Related Cost:	\$ 3,000	Tax Funds	Recurring	<b>Recommend - Yes</b>
Related Cost:	\$ 3,000	Enterprise Funds	Recurring	
Related Revenue:	\$ 1,510	Administrative Overhead	Recurring	
Net Cost:	<u>\$ 4,490</u>			
Property Tax Impact:	\$ 0.0006	0.01%		
Activity: Accounting and Utility Billing				

## 5 of 7

This improvement request is for an e-signature software application. The City would use the e-signature software application tools to build systems of agreement, which digitize the creation, signing and management of legal documents. These systems integrate with existing digital processes, so when a citizen submits a form via a website, for example, that form can be automatically routed to the appropriate staff for approval, with legally binding signatures collected digitally. The system also has workflow management to track where the document is waiting for approval, even if the document is waiting for a user action outside of the organization. The system can then notify the citizen, track fees owed and paid, and keep all relevant information updated. Such systems improve service to individuals, who can be approved for applications more quickly, for example, and business owners, who will find it easier to apply for licenses and respond to RFPs. Meanwhile, staff have more time to serve residents and address business processes, rather than deal with the management of paper approvals and filing. Based on studies of governments that utilize e-signature software applications, the typical savings is \$35.16 per document, including dollar cost savings, productivity gains and additional revenue or tax dollars received. The average reduction in turnaround time is nine days. There is also a 92 percent reduction in errors, such as missing or incorrect information.

Related Cost:	\$ 30,000	Tax Funds	Recurring	<b>Recommend - No</b>
Related Revenue:	\$ 15,099	Administrative Overhead	Recurring	
Net Cost:	<u>\$ 14,901</u>			
Property Tax Impact:	\$ 0.0059	0.06%		
Activity: Accounting				

## 6 of 7

This improvement level decision package request would provide funding for the purchase of two uniform shirts with the City of Dubuque logo for all members of the Finance Department. The Finance Department provides customer service for Utility Billing and for internal departments. In addition, Finance, Budget and Utility Billing participate in community outreach throughout the year. Finance employees who dress alike are easily identified as employees in the department. Uniform shirts promote a sense of team spirit and a sense of belonging. This, in turn, can improve worker productivity. Uniform shirts help instill a sense of pride and responsibility and can convert employees into ambassadors outside the actual workplace.

Related Cost:	\$ 700	Tax Funds	Recurring	<b>Recommend - Yes</b>
Related Cost:	\$ 350	Enterprise Funds	Recurring	
Related Revenue:	\$ 352	Administrative Overhead	Recurring	
Net Cost:	<u>\$ 698</u>			
Property Tax Impact:	\$ 0.0001	—%		
Activity: Accounting and Utility Billing				

## 7 of 7

This improvement level decision package request is for the creation of an Office of Innovation, which would be a division of the Finance Department. This request would fund a full-time Chief Innovation Officer (GE-40B) and a full-time Senior Performance and Management Specialist (GE-36B). The Office of Innovation would identify improvements in the efficiency and effectiveness of City services and business processes. The primary focus of this group is to improve City operations at less cost. The team would be comprised of experienced professionals who are trained in process improvement methodologies and have diverse backgrounds. The team would serve as internal consultants to City departments and work closely with senior management to recommend strategies for improvement. The essential job functions of the Office of Innovation include developing an annual innovation work plan focused on improving the delivery of municipal services; analysis of policies, practices, system, procedures, workload standards, and organizational structures; design of benchmark surveys and quantitative techniques to improve the productivity and quality of operations and build an effective workforce; recommendation of innovative management strategies and complex departmental turnaround plans; inspections of business processes and service delivery methods to help identify efficiencies and reduce cost; analytical research and recommendation of alternatives on various public administrative functions and service delivery activities; evaluation of staffing requests and recommendation of staffing levels to ensure the efficient and effective utilization of human resources; and organizational improvement recommendations. The tools that would be used by the Office of Innovation include performance audits, staff interviews and on-site observation, project management, best practice research and surveys, strategic planning and prioritization, process mapping, empathy mapping/voice of the customer, and trend analysis, cost analysis and forecasting. This improvement package supports the City Council goal of Financially Responsible, High Performance City Organization: Sustainable, Equitable and Effective Service Delivery - Financially Sound and responsible City government and Service Value for taxes and fees. The recurring cost represents the employee cost of the two full-time positions as well as the monthly data plan for the two tablets and monthly phone plan. The non-recurring cost represents the purchase of two computers, two tablets, one smartphones, two desk phones, two desks and chairs, and office space construction or rental. The Office of Innovation would need to be located outside the Finance Department due to the space constraints in the department.

Related Cost:	\$118,543	Tax Funds	Recurring	<b>Recommend - No</b>
Related Cost:	\$ 39,075	Tax Funds	Non-Recurring	
Related Revenue:	\$ 59,663	Administrative Overhead	Recurring	
Related Revenue:	<u>\$ 19,666</u>	Administrative Overhead	Non-Recurring	
Net Cost:	<u>\$ 78,289</u>			
Property Tax Rate Impact	\$ 0.0308	0.30%		
Activity: Office of Innovation				

## Significant Line Items

### Employee Expense

1. FY 2021 employee expense reflects a 1.5% wage package increase.

2. The Iowa Public Employee Retirement System (IPERS) City contribution of 9.44% is unchanged from FY 2020 The employee contribution of 6.29% is unchanged from FY 2020.
3. The City portion of health insurance expense increased from \$921 in FY 2020 to \$1,013 in FY 2021 per month per contract which results in annual cost increase of \$48,766 or 9.99%.
4. Overtime is increased from \$6,000 in FY 2020 to \$6,900 in FY 2021. FY 2019 actual was \$3,133.
5. 50% Sick Leave Payout increased from \$0 in FY 2020 to \$1,768 in FY 2021 based on FY 2020 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.
6. During FY 2020, the following personnel changes were approved:
  - a. -1.0 FTE Full-Time Budget Manager position eliminated (-\$110,696)
  - b. +1.0 FTE Full-Time Budget/Financial Analyst position focused on budget added (+\$86,712)
  - c. +1.0 FTE Full-Time Budget/Financial Analyst position focused on grants added (+\$86,712)
  - d. -0.75 FTE Part-Time Confidential Account Clerk position eliminated (-\$40,009)
  - e. +1.0 FTE Full-Time Confidential Account Clerk position added (+\$69,157)

### **Supplies & Services**

7. Electric Franchise Fee Refund decreased from \$650,166 in FY 2020 to \$590,850 in FY 2021 based on FY 2019 actual \$547,083 plus 8%.
8. Gas Franchise Fee Refund decreased from \$54,540 in FY 2020 to \$49,045 in FY 2021 based on FY 2019 actual \$49,045.
9. Postage and Shipping decreased from \$134,698 in FY 2020 to \$129,342 in FY 2021 based on FY 2019 actual \$117,668 plus 10%.
10. Data Processing increased from \$77,814 in FY 2020 to \$80,393 in FY 2021. This line item represents the recharge of Information Services staff time related to processing checks, system back-ups and daily production for the Superior financial software.
11. Software License increased from \$212,359 in FY 2020 to \$231,926 in FY 2021. This line item includes Central Square Financial Software (\$56,633); eCivis Grant Software (\$33,000); Creditron (\$5,085); Workiva Wdesk (\$40,850); Balancing Act (\$5,500), Multifunction Copier Accounting Software (\$108); Budget and Planning Integration (\$75,000), and Indirect Cost Software (\$15,750).
12. Investment Management Fees decreased from \$136,000 in FY 2020 to \$75,000 in FY 2021 based on FY 2019 Actual of \$66,969.
13. Programming increased from \$36,828 in FY 2020 to \$38,071 in FY 2021. This line item represents the recharge of Information Services staff time related to the maintenance the Central Square financial software.
14. Credit Card Charge increased from \$30,000 in FY 2020 to \$51,000 in FY 2021 based on FY 2019 of \$60,087. The credit card vendor charges a \$4.95 per transaction fee directly to the utility billing customer for online and phone payments and retains the fee as part of their contract. The City does not receive a convenience charge related to credit card transactions. In addition, the City absorbs a \$0.25 per e-check transaction for online and phone utility bill payments. When customers pay in person, the City must absorb the credit card transaction fee.



## Machinery & Equipment

15. Equipment replacement items at the maintenance level include (\$26,874):

<u>Accounting/Payroll/Treasury</u>	
Chairs	\$ 7,475
Desk Phone	\$ 250
Smartphone	\$ 350
<u>Budget</u>	
Desk Phone	\$ 250
<u>Utility Billing/Parking Tickets</u>	
Chairs	\$ 2,925
Calculator	\$ 350
Desk Phone	\$ 250
Recommended Improvement Package	\$ 15,024
Total	<u>\$ 26,874</u>

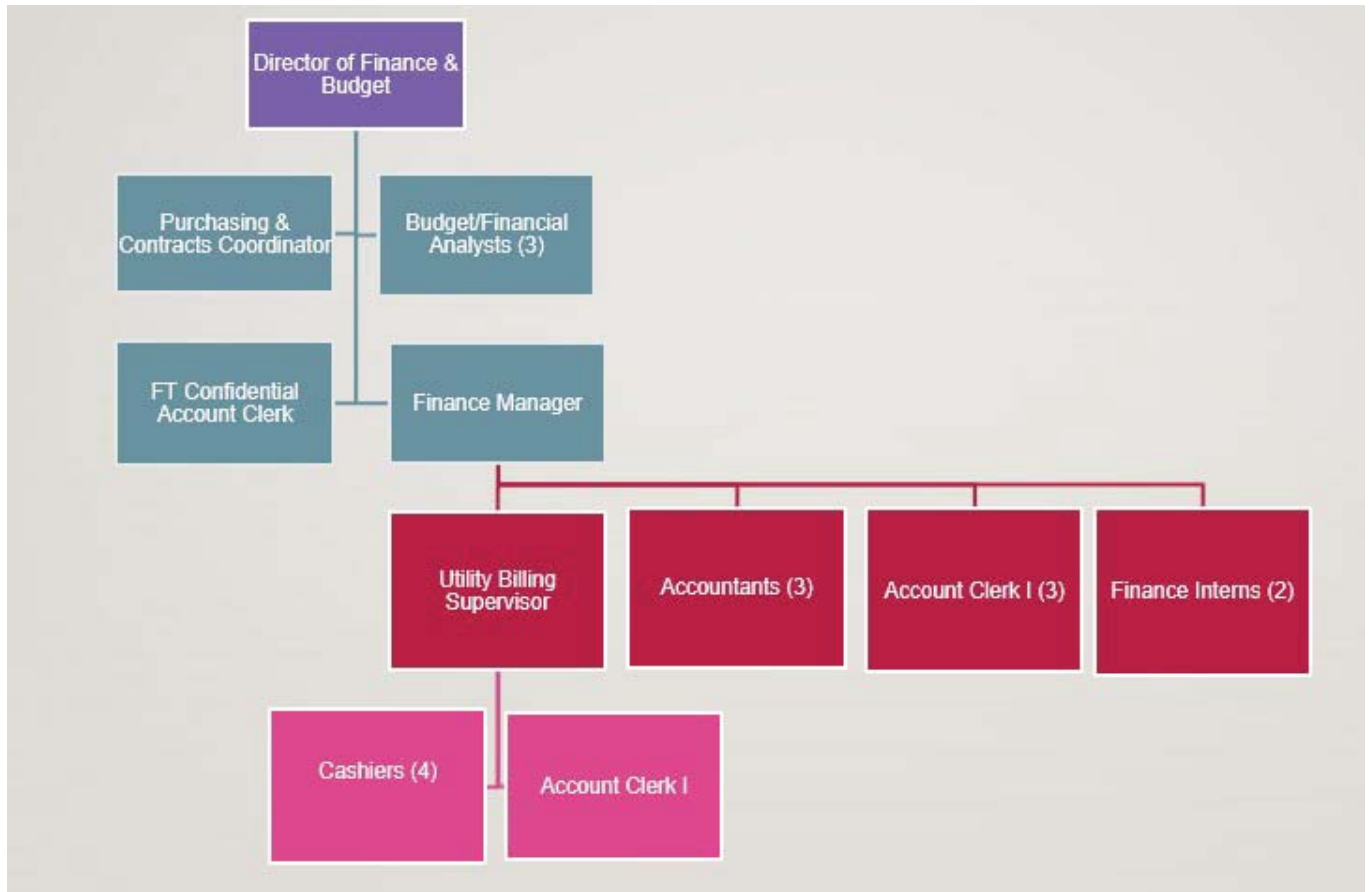
## Debt Service

16. Annual debt service payment includes the following (\$199,906):

Amount	Debt Series	Source	Purpose	Final Payment	Call Date
\$ 199,906	2016A G.O.	Debt Levy	Franchise Fee Settlement	2035	2024
\$ 199,906	Total Finance Debt Service				

## Revenue

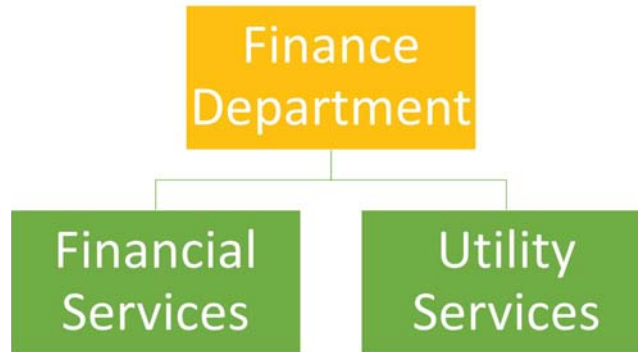
17. Franchise Fees increased from \$4,794,979 in FY 2020 to \$5,398,786 in FY 2021 based on FY 2019 actual of \$5,360,429 plus 1%.
18. Penalties increased from \$19,590 in FY 2020 to \$22,115 in FY 2021 based on FY 2019 actual of \$22,213 which represents administrative collection fees and administrative fees for tax liens.
19. Credit Card Fee increased from \$10,000 in FY 2020 to \$12,000 in FY 2021 based on FY 2019 actual of \$11,443. The credit card vendor charges a \$4.95 per transaction fee directly to the utility billing customer for online and phone payments and retains the fee as part of their contract. The City does not receive a convenience charge related to credit card transactions. In addition, the City absorbs a \$0.25 per e-check transaction for online and phone utility bill payments. When customers pay in person, the City must absorb the credit card transaction fee.
20. Revenue received from Enterprise Funds for Utility Billing and administrative overhead charges increased from \$1,592,008 in FY 2020 to \$1,704,079 in FY 2021.



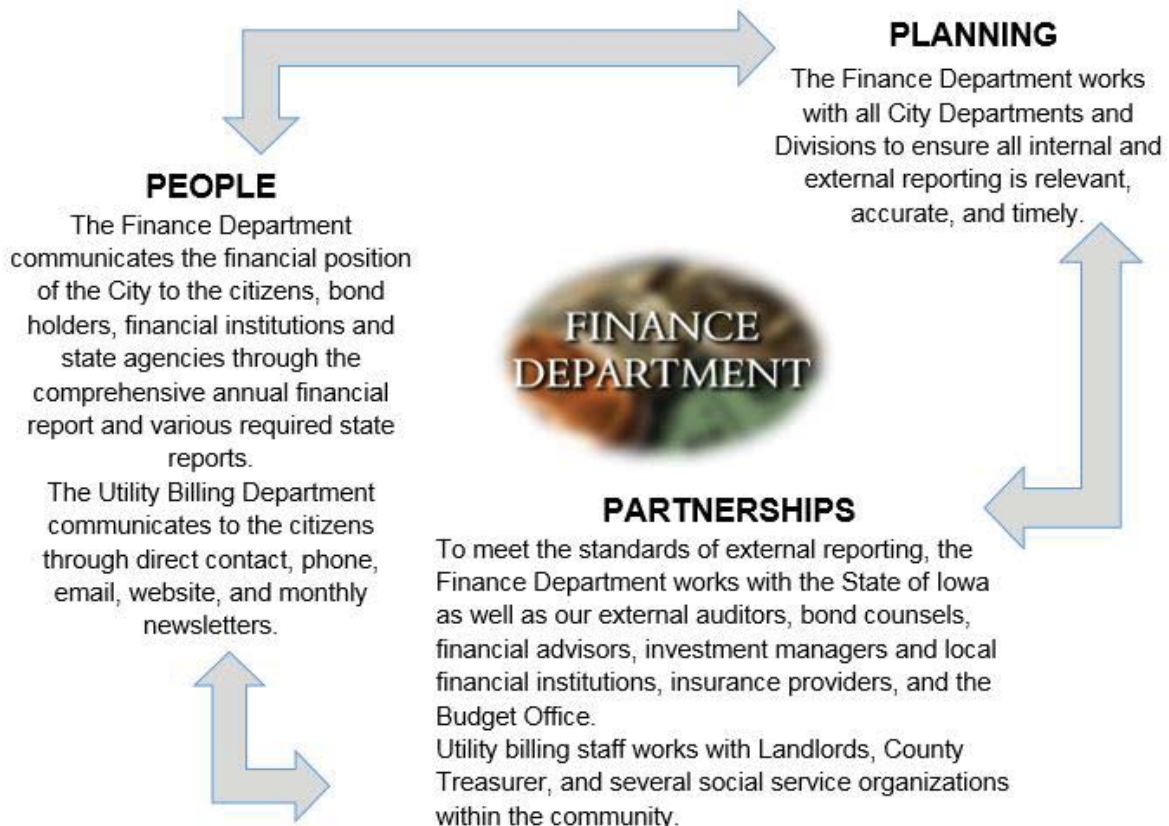
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# FINANCE DEPARTMENT

The Finance Department provides the City Council, City Manager, City Departments, Boards and Commissions, other governmental agencies, vendors and the public with reports and financial data that is accurate, timely and meaningful and which satisfies the need for sound fiscal policy formulation, efficient City financial management and full disclosure of City finances.



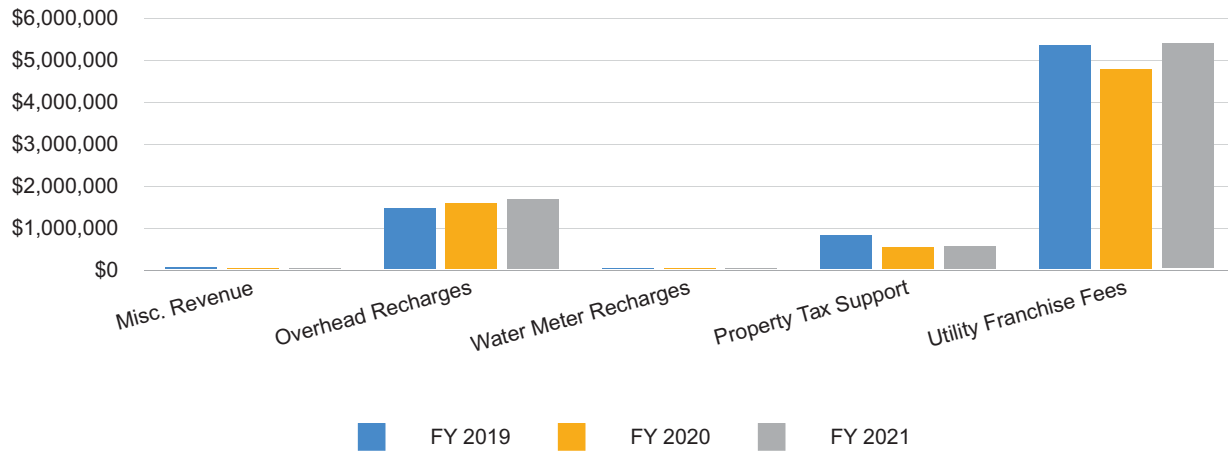
## SUCCESS IS ABOUT PEOPLE, PLANNING AND PARTNERSHIPS LEADING TO OUTCOMES



# FINANCE DEPARTMENT

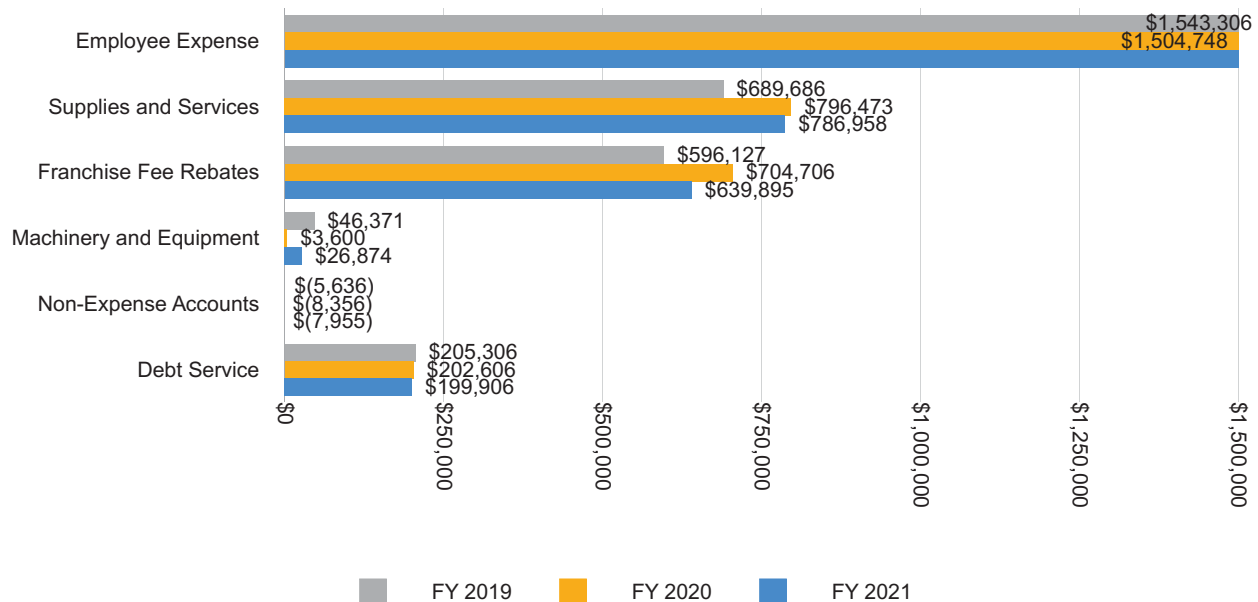
	FY 2019	FY 2020	FY 2021
Full-Time Equivalent	18.94	18.24	20.00

## Resources and Property Tax Support



The Finance Department is supported by 20.00 full-time equivalent employees, which accounts for 48.88% of the department expense as seen below. Overall, the departments' expenses are expected to increase by 3.81% in FY 2021 compared to FY 2020.

## Expenditures by Category by Fiscal Year



# FINANCE DEPARTMENT

## Financial Service

### Mission & Services

Financial Services preserve the City's strong financial condition through responsible financial strategies and effective management of City resources. Responsibilities include financial policy, cash management, debt management, accounting, payroll, accounts payable, purchasing, risk management, grant assistance, auditing and reporting for the City of Dubuque.


Financial Service Funding Summary			
	FY 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$1,736,994	\$1,684,324	\$1,873,036
Resources	\$5,883,963	\$5,345,965	\$6,030,599

Financial Service Position Summary	
	FY 2021
DIRECTOR FINANCE/BUDGET	1.00
FINANCE MANAGER	1.00
PURCHASING/CONTRACT COORD	1.00
CONFIDENTIAL ACCOUNT CLERK	1.00
ACCOUNT CLERK I	2.00
PAYROLL ACCOUNTANT	1.00
ACCOUNTANT	1.50
FINANCE INTERN-SEASONAL	0.49
<b>Total FT Equivalent Employees</b>	<b>8.99</b>

### Performance Measures

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

- 1 Activity Objective: Provide transparency of City finances through the Comprehensive Annual Financial Report (CAFR).

Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
Receive the Certificate of Excellence in Financial Reporting	✓	✓	✓	✓	

# FINANCE DEPARTMENT

## Utility Services

### Mission & Services

Utility Services is responsible for maintaining positive customer relations for over 24,000 customers. Utility services include water, sewer, stormwater and refuse. Utility Billing staff work with customers answer questions, schedule service, solve problems and collect payments. The billing activity manages the customer data base and depository for all utility billing and parking violations. Bills are computed and issued, and monies are received and recorded. Staff is available to address customer's service needs and billing inquiries.




Utility Services Funding Summary			
	FY 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$843,746	\$841,100	\$915,814
Resources	\$843,746	\$841,100	\$915,814

Utility Services Position Summary	
	FY 2021
Utility Billing Supervisor	1.00
Accountant	0.50
Account Clerk 1	2.00
Cashier	4.00
<b>Total FT Equivalent Employees</b>	<b>7.50</b>

### Performance Measures

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

- 1 Activity Objective: Improve utility billing processes and procedures and service delivery through the use of technology.

Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
% of City water customers using the WaterSmart water management portal	50%	6%	21%	35%	
% of UB customers using e-billing	20%	8%	9%	10%	
% of UB customers using direct deposit	30%	25%	25%	26%	

# FINANCE DEPARTMENT

## Budget

### Mission & Services

The Budget Office is responsible for the preparation, development, reconciliation, compliance, and implementation of the City's annual operating and five-year capital budgets. Included in this work is the development of all budget reporting guidelines, debt issuance, and compliance with Local and State reporting requirements.

In addition, the Budget Office coordinates with various City departments with reporting and filing obligations of alternative funding sources such as grants and user fees. Maintenance of the five-year financial plan is critical in providing decision makers with strategic financial information. Budget staff regularly monitor and report on operating and capital budget activities, as well as report on debt-related activities.



Budget Funding Summary			
	FY 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$317,268	\$570,747	\$435,744
Resources	\$240,345	\$239,302	\$0

Budget Position Summary	
	FY 2021
Budget & Financial Analyst	3.00
Total FT Equivalent Employees	3.00



### Performance Measures

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

##### 1 Activity Objective: Engage and empower residents to provide input and participate in the budget process.

Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
# of resident budgets submitted on <a href="#">Balancing Act</a> Budget Simulation*	100	N/A	125	32	
# of individuals reached through budget public engagement sessions	+10 Annually	17	321	195	

##### 2 Activity Objective: Promote transparency and communicate budget information to residents in a user-friendly and understandable way.

# page views: Balancing Act Budget Simulation Tool*	+2% Annually	N/A	870	430	
GFOA Special Recognition Awards Received (Resident's Guide)	Capital & Performance	Capital	Capital	Capital Performance	

\*Balancing Act was launched in Fiscal Year 2019



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## Recommended Operating Revenue Budget - Department Total

### 74 - FINANCE DEPARTMENT

Fund	Account	Account Title	FY18 Actual Revenue	FY19 Actual Revenue	FY20 Adopted Budget	FY21 Recomm'd Budget
100	42335	MAQ VALLEY ELEC FRANCHISE	70,079	66,158	73,914	66,158
100	42340	GAS FRANCHISE FEE	1,147,459	1,153,753	1,210,259	1,153,753
100	42345	ELECTRIC FRANCHISE FEE	3,328,630	4,140,518	3,510,806	4,178,875
<b>42</b>	<b>LICENSES AND PERMITS</b>	<b>- Total</b>	<b>4,546,168</b>	<b>5,360,429</b>	<b>4,794,979</b>	<b>5,398,786</b>
100	51178	CREDIT CARD FEE	29,458	11,443	10,000	12,000
100	51215	LATE PAYMENT PENALTY	19,169	22,213	19,590	22,115
<b>51</b>	<b>CHARGES FOR SERVICES</b>	<b>- Total</b>	<b>48,628</b>	<b>33,656</b>	<b>29,590</b>	<b>34,115</b>
100	53201	REFUNDS	4,348	197	2,040	0
100	53530	SPECIALIZED SERVICES	3,000	3,000	3,000	3,000
100	53605	MISCELLANEOUS REVENUE	1,569	645	500	500
100	53620	REIMBURSEMENTS-GENERAL	16,903	18,442	18,000	20,000
<b>53</b>	<b>MISCELLANEOUS</b>	<b>- Total</b>	<b>25,820</b>	<b>22,284</b>	<b>23,540</b>	<b>23,500</b>
100	59610	FR WPC OPERATING	374,070	367,615	364,662	411,864
100	59620	FR STORMWATER OPERATING	232,598	233,063	238,139	270,891
100	59630	FR PARKING OPERATING	86,909	84,989	87,173	61,053
100	59640	FR WATER UTILITY	201,487	223,540	227,682	242,697
100	59670	FR REFUSE COLLECTION	340,338	336,604	347,612	397,767
100	59940	FR DMASWA	91,912	87,851	87,438	100,694
<b>59</b>	<b>TRANSFER IN AND INTERNAL</b>	<b>- Total</b>	<b>1,327,314</b>	<b>1,333,662</b>	<b>1,352,706</b>	<b>1,484,966</b>
<b>FINANCE DEPARTMENT - Total</b>			<b>5,947,930</b>	<b>6,750,031</b>	<b>6,200,815</b>	<b>6,941,367</b>

## Recommended Operating Expenditure Budget - Department Total

### 74 - FINANCE DEPARTMENT

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
100	61010	FULL-TIME EMPLOYEES	784,523	826,437	780,584	1,190,428
640	61010	FULL-TIME EMPLOYEES	46,507	0	0	0
100	61020	PART-TIME EMPLOYEES	72,316	66,710	33,664	0
640	61020	PART-TIME EMPLOYEES	41,663	16	0	0
100	61030	SEASONAL EMPLOYEES	19,022	18,616	13,300	27,235
100	61050	OVERTIME PAY	1,509	2,907	6,000	6,900
640	61050	OVERTIME PAY	2,095	226	0	0
640	61071	HOLIDAY PAY-OVERTIME	692	0	0	0
100	61091	SICK LEAVE PAYOFF	1,377	0	0	0
640	61091	SICK LEAVE PAYOFF	468	0	0	0
100	61092	VACATION PAYOFF	0	21,550	0	0
640	61092	VACATION PAYOFF	6,223	0	0	0
100	61096	50% SICK LEAVE PAYOUT	0	0	0	1,768
100	61310	IPERS	77,033	85,267	78,686	115,602
640	61310	IPERS	8,113	23	0	0
100	61320	SOCIAL SECURITY	60,519	66,381	63,768	93,814
640	61320	SOCIAL SECURITY	7,146	17	0	0
100	61410	HEALTH INSURANCE	222,598	200,340	151,704	233,626
640	61410	HEALTH INSURANCE	31,800	0	0	0
100	61415	WORKMENS' COMPENSATION	3,293	2,844	2,435	2,984
640	61415	WORKMENS' COMPENSATION	6,452	0	0	0
100	61416	LIFE INSURANCE	691	676	789	1,064
640	61416	LIFE INSURANCE	48	0	0	0
100	61660	EMPLOYEE PHYSICALS	262	534	180	401
<b>61 - WAGES AND BENEFITS</b>			<b>1,394,350</b>	<b>1,292,543</b>	<b>1,131,110</b>	<b>1,673,822</b>
100	62010	OFFICE SUPPLIES	4,912	5,377	4,507	5,551
640	62010	OFFICE SUPPLIES	3	0	0	0
100	62011	UNIFORM PURCHASES	0	0	0	1,050
640	62011	UNIFORM PURCHASES	96	0	0	0
100	62030	POSTAGE AND SHIPPING	130,748	117,584	134,670	129,342
100	62031	PROCESSING MATERIALS	289	200	780	843
640	62033	HAND TOOLS/EQUIPMENT	553	0	0	0
100	62034	REPAIR PARTS/SUPPLIES	58	0	58	0
100	62035	COURIER FEES	3,817	3,795	3,960	3,800
100	62050	OFFICE EQUIPMENT MAINT	2,308	2,027	2,308	2,068
100	62061	DP EQUIP. MAINT CONTRACTS	6,374	5,898	5,385	5,921
100	62070	OFFICE EQUIP RENTAL	34,636	34,636	34,636	35,735
100	62090	PRINTING & BINDING	24,447	22,029	25,314	23,258
100	62110	COPYING/REPRODUCTION	2,171	1,998	2,235	3,669
830	62110	COPYING/REPRODUCTION	1,678	866	1,795	866
100	62130	LEGAL NOTICES & ADS	7,378	12,886	7,378	9,400
100	62140	PROMOTION	3,068	2,090	3,068	3,068
100	62170	SUBSCRIPTIONS-BOOKS-MAPS	597	1,252	442	751
100	62190	DUES & MEMBERSHIPS	1,446	1,664	1,475	3,416
100	62202	OFFICERS BOND	0	8,392	8,390	8,810
830	62204	REFUNDS	(208)	0	0	0
100	62206	PROPERTY INSURANCE	429	0	0	0
100	62208	GENERAL LIABILITY INSURAN	5,974	7,309	7,802	7,855
640	62208	GENERAL LIABILITY INSURAN	1,788	0	0	0
100	62214	ELEC FRANCHISE FEE REFUND	920,635	547,083	650,166	590,850
100	62215	GAS FRANCHISE FEE REFUND	54,540	49,045	54,540	49,045
100	62240	MISCELLANEOUS	0	(86)	0	0

## Recommended Operating Expenditure Budget - Department Total

### 74 - FINANCE DEPARTMENT

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
100	62310	TRAVEL-CONFERENCES	4,406	5,078	7,300	11,520
100	62320	TRAVEL-CITY BUSINESS	14	569	880	1,190
100	62340	MILEAGE/LOCAL TRANSP	4	2	4	0
100	62360	EDUCATION & TRAINING	4,956	2,536	6,300	17,500
100	62421	TELEPHONE	1,516	2,014	1,516	2,022
640	62421	TELEPHONE	744	230	0	0
830	62421	TELEPHONE	6,561	7,089	6,561	7,089
100	62436	RENTAL OF SPACE	1,680	1,848	1,680	2,856
640	62436	RENTAL OF SPACE	480	120	0	0
640	62511	FUEL, MOTOR VEHICLE	3,364	763	0	0
640	62521	MOTOR VEHICLE MAINT.	1,036	306	0	0
640	62614	EQUIP MAINT CONTRACT	885	0	0	0
100	62660	DATA PROCESSING	76,075	78,441	76,773	80,393
100	62663	SOFTWARE LICENSE EXP	68,926	80,924	105,906	231,926
100	62666	CREDIT CARD CHARGE	69,376	60,087	30,000	51,000
100	62667	DATA SERVICES	120	172	120	480
640	62667	DATA SERVICES	240	101	0	0
100	62669	PROGRAMMING	36,493	37,628	36,828	38,071
100	62671	MISC. OPERATING SUPPLIES	3,333	0	0	0
100	62699	CASH SHORT AND OVER	(203)	(11)	0	0
100	62710	CONTRACTOR SERVICES	60	0	0	0
100	62713	LEGAL SERVICES	553	3,653	328	0
100	62716	CONSULTANT SERVICES	21,312	14,500	20,500	16,000
100	62722	INVESTMENT MGMT FEES	71,631	66,969	68,000	75,000
100	62723	INVEST-CUSTODIAL FEE	26,994	27,153	27,000	30,000
100	62726	AUDIT SERVICES	35,230	46,380	35,230	50,000
100	62727	FINANCIAL SERVICE FEES	2,945	3,008	2,935	3,008
100	62732	TEMP HELP/CONTRACT SERV.	12,159	0	0	0
100	62736	CATERING SERVICES	0	0	0	3,500
100	62785	GIFT CARDS	31	31	0	0
<b>62 - SUPPLIES AND SERVICES</b>			<b>1,658,655</b>	<b>1,263,635</b>	<b>1,376,770</b>	<b>1,506,853</b>
100	62724	BOND PAYING AGENT FEE	16,400	18,350	22,300	25,000
<b>627 - CONTRACTUAL SERVICES</b>			<b>16,400</b>	<b>18,350</b>	<b>22,300</b>	<b>25,000</b>
830	63110	STORES-OFFICE	502,100	549,987	425,160	425,561
830	63111	LESS STORES-OFFICE	(526,808)	(555,624)	(433,516)	(433,516)
<b>63 - ADMIN/OVERHEAD/STORES GAR</b>			<b>(24,708)</b>	<b>(5,636)</b>	<b>(8,356)</b>	<b>(7,955)</b>
100	71110	MISC. OFFICE EQUIPMENT	0	176	0	0
100	71113	CALCULATORS	0	0	350	350
100	71120	PERIPHERALS, COMPUTER	0	2,310	0	0
100	71123	SOFTWARE	4,006	37,601	0	0
100	71124	COMPUTER	0	0	0	2,524
100	71156	FURNITURE	0	1,080	0	0
100	71211	DESKS/CHAIRS	239	883	2,400	10,400
100	72417	CAMERA RELATED EQUIPMENT	0	0	0	12,500
100	72418	TELEPHONE RELATED	248	279	850	1,100
<b>71 - EQUIPMENT</b>			<b>4,493</b>	<b>42,329</b>	<b>3,600</b>	<b>26,874</b>
400	74111	PRINCIPAL PAYMENT	130,000	135,000	135,000	135,000
400	74112	INTEREST PAYMENT	72,906	70,306	67,606	64,906
<b>74 - DEBT SERVICE</b>			<b>202,906</b>	<b>205,306</b>	<b>202,606</b>	<b>199,906</b>
<b>74 - FINANCE DEPARTMENT TOTAL</b>			<b>3,252,097</b>	<b>2,816,528</b>	<b>2,728,030</b>	<b>3,424,500</b>

## Recommended Expenditure Budget Report by Activity & Funding Source

### 74 - FINANCE DEPARTMENT

#### ACCTNG/PAYROLL/TREAS - 74100

#### FUNDING SOURCE: GENERAL

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
CONTRACTUAL SERVICES	16,400	18,350	22,300	25,000
EQUIPMENT	4,493	39,881	1,975	20,575
SUPPLIES AND SERVICES	1,292,555	953,805	1,066,789	993,365
WAGES AND BENEFITS	689,147	724,957	593,260	834,096
<b>ACCTNG/PAYROLL/TREAS</b>	<b>2,002,595</b>	<b>1,736,994</b>	<b>1,684,324</b>	<b>1,873,036</b>
<b>STORES INVENTORY - 74110</b>				

#### FUNDING SOURCE: STORES/PRINTING

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
ADMIN/OVERHEAD/STORES GAR	(12,569)	(633)	—	—
<b>STORES INVENTORY</b>	<b>(12,569)</b>	<b>(633)</b>	<b>—</b>	<b>—</b>
<b>CENTRALIZED MULTIFUNCTION- 74120</b>				

#### FUNDING SOURCE: STORES/PRINTING

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
ADMIN/OVERHEAD/STORES GAR	(8,223)	(866)	(8,356)	(7,955)
SUPPLIES AND SERVICES	7,700	7,955	7,779	7,955
<b>CENTRALIZED MULTIFUNCTION</b>	<b>(524)</b>	<b>7,089</b>	<b>(577)</b>	<b>0</b>
<b>CENTRALIZED PHONE RECHRG - 74130</b>				

#### FUNDING SOURCE: STORES/PRINTING

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
ADMIN/OVERHEAD/STORES GAR	(1,000)	(15,752)	—	—
SUPPLIES AND SERVICES	540	—	577	0
<b>CENTRALIZED PHONE RECHRG</b>	<b>(461)</b>	<b>(15,752)</b>	<b>577</b>	<b>—</b>
<b>CENTRALIZED POSTAGE - 74140</b>				

#### FUNDING SOURCE: STORES/PRINTING

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
ADMIN/OVERHEAD/STORES GAR	(2,915)	11,614	—	—
SUPPLIES AND SERVICES	(208)	—	—	—
<b>CENTRALIZED POSTAGE</b>	<b>(3,123)</b>	<b>11,614</b>	<b>—</b>	<b>—</b>
<b>BUDGET - 74400</b>				

#### FUNDING SOURCE: GENERAL

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
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## Recommended Expenditure Budget Report by Activity & Funding Source

### 74 - FINANCE DEPARTMENT

EQUIPMENT	—	1,700	—	250
SUPPLIES AND SERVICES	—	925	—	156,068
WAGES AND BENEFITS	—	25,537	—	279,426
<b>BUDGET</b>	<b>—</b>	<b>28,162</b>	<b>—</b>	<b>435,744</b>
<b>UTILITY BILL/PARKING TKTS- 74700</b>				

#### FUNDING SOURCE: GENERAL

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	—	747	1,625	6,049
SUPPLIES AND SERVICES	348,880	299,431	301,625	349,465
WAGES AND BENEFITS	553,997	541,767	537,850	560,300
<b>UTILITY BILL/PARKING TKTS</b>	<b>902,877</b>	<b>841,945</b>	<b>841,100</b>	<b>915,814</b>
<b>METER READS/SERVICE - 74710</b>				

#### FUNDING SOURCE: WATER UTILITY OPERATION

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	9,189	1,519	—	—
WAGES AND BENEFITS	\$ 151,207	\$ 282.00	\$ —	—
<b>METER READS/SERVICE</b>	<b>160,396</b>	<b>1,801</b>	<b>—</b>	<b>—</b>
<b>DEBT SERVICE - 74720</b>				

#### FUNDING SOURCE: DEBT SERVICE

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
DEBT SERVICE	202,906	205,306	202,606	199,906
<b>DEBT SERVICE</b>	<b>202,906</b>	<b>205,306</b>	<b>202,606</b>	<b>199,906</b>
<b>FINANCE DEPARTMENT TOTAL</b>	<b>\$3,252,097</b>	<b>\$2,816,528</b>	<b>\$2,728,030</b>	<b>\$3,424,500</b>

CITY OF DUBUQUE, IOWA  
DEPARTMENT DETAIL - PERSONNEL COMPLEMENT

74 FINANCE DEPARTMENT

FD	JC	WP-GR	JOB CLASS	FY 2019		FY 2020		FY 2021	
				FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
61010 Full Time Employee Expense									
100	2379	GE-44	DIRECTOR OF FINANCE/BUDGET	0.00	\$ —	1.00	\$ 136,848	1.00	\$ 138,370
100	2380	GE-42	FINANCE DIRECTOR	1.00	\$ 119,628	0.00	\$ —	0.00	\$ —
100	9250	GE-42	BUDGET DIRECTOR	1.00	\$ 119,986	0.00	\$ —	0.00	\$ —
100		GE-39	FINANCE MANAGER	0.00	\$ —	1.00	\$ 82,750	1.00	\$ 98,877
100		GE-39	BUDGET MANAGER	0.00	\$ —	1.00	\$ 82,750	0.00	\$ —
100	1360	GE-37	ASSISTANT FINANCE DIRECTOR	1.00	\$ 78,944	0.00	\$ —	0.00	\$ —
100	1215	GE-36	SENIOR BUDGET ANALYST	1.00	\$ 85,446	1.00	\$ 70,530	0.00	\$ —
100		GE-34	BUDGET/FINANCIAL ANALYST	0.00	\$ —	0.00	\$ —	3.00	\$ 206,339
100		GE-25	CONFIDENTIAL ACCOUNT CLERK	0.00	\$ —	0.00	\$ —	1.00	\$ 49,047
100	4860	GE-33	UTILITY BILLING SUPERVISOR	1.00	\$ 74,235	1.00	\$ 75,918	1.00	\$ 76,757
100	4160	GE-33	PURCHASING/CONTRACTS COOR.	1.00	\$ 62,041	1.00	\$ 67,509	1.00	\$ 76,005
800	2630	GE-31	GRANT ADMINISTRATOR	1.00	\$ 65,354	0.00	\$ —	0.00	\$ —
100	1060	GE-30	ACCOUNTANT	2.00	\$ 122,558	2.00	\$ 128,583	2.00	\$ 108,891
100		GE-30	PAYROLL ACCOUNTANT	0.00	\$ —	1.00	\$ 51,121	1.00	\$ 65,960
100	1020	OE-06	ACCOUNT CLERK I	3.00	\$ 142,428	4.00	\$ 194,561	4.00	\$ 192,283
100	1760	OE-05	CASHIER (FINANCE)	5.00	\$ 218,887	4.00	\$ 180,142	4.00	\$ 177,899
TOTAL FULL TIME EMPLOYEES				17.00	\$1,089,507	17.00	\$1,070,712	19.00	\$1,190,428
61020 Part Time Employee Expense									
100	3780	GE-28	PAYROLL SPECIALIST	0.70	\$ 38,963	0.00	\$ —	0.00	\$ —
100	4440	GE-25	CONFIDENTIAL ACCOUNT CLERK	0.75	\$ 32,880	0.75	\$ 33,664	0.00	\$ —
TOTAL PART TIME EMPLOYEES				1.45	\$ 71,843	0.75	\$ 33,664	0.00	\$ —
61030 Seasonal Employee Expense									
100	2840	NA-38	FINANCE INTERN-SEASONAL	0.49	\$ 13,005	0.49	\$ 13,300	1.00	\$ 27,437
TOTAL SEASONAL EMPLOYEES				0.49	\$ 13,005	0.49	\$ 13,300	1.00	\$ 27,437
TOTAL FINANCE DEPARTMENT				18.94	\$ 1,174,355	18.24	\$ 1,117,676	20.00	\$ 1,217,865

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

ACCT	FD	JC	WP-GR	POSITION CLASS	FY 2019		FY 2020		FY 2021		
					FTE	BUDGET	FTE	BUDGET	FTE	BUDGET	
Accounting/Payroll/Treasury-FT General Fund											
10074100	61010	100		GE-44	DIRECTOR FINANCE/BUDGET	0.00	\$ —	1.00	\$ 136,848	1.00	\$ 138,370
10074100	61010	100	2380	GE-42	FINANCE DIRECTOR	0.90	\$ 107,666	0.00	\$ —	0.00	\$ —
10074100	61010	100		GE-39	FINANCE MANAGER	0.00	\$ —	1.00	\$ 82,750	1.00	\$ 98,877
10074100	61010	100	1360	GE-37	ASSISTANT FINANCE DIRECTOR	1.00	\$ 78,944	0.00	\$ —	0.00	\$ —
10074100	61010	100	4160	GE-33	PURCHASING/CONTRACT COORD	1.00	\$ 62,041	1.00	\$ 67,509	1.00	\$ 76,005
10074100	61010	100	1020	OE-06	ACCOUNT CLERK I	2.00	\$ 95,159	2.00	\$ 97,521	2.00	\$ 95,494
10074100	61010	100		GE-30	PAYROLL ACCOUNTANT	0.00	\$ —	1.00	\$ 51,121	1.00	\$ 65,960
10074100	61010	100	1060	GE-30	ACCOUNTANT	1.50	\$ 90,729	1.50	\$ 95,962	1.50	\$ 81,129
10074100	61010	100	4440	GE-25	CONFIDENTIAL ACCOUNT CLERK	0.00	\$ —	0.00	\$ —	1.00	\$ 49,047
Total						6.40	\$ 434,539	7.50	\$ 531,711	8.50	\$ 604,882
Accounting/Payroll/Treasury-PT General Fund											
10074100	61020	100	3780	GE-28	PAYROLL SPECIALIST	0.70	\$ 38,963	0.00	\$ —	0.00	\$ —
10074100	61020	100	4440	GE-25	SECRETARY	0.75	\$ 32,880	0.75	\$ 33,664	0.00	\$ —
Total						1.45	\$ 71,843	0.75	\$ 33,664	0.00	\$ —
Accounting/Payroll/Treasury-Seasonal General Fund											
10074100	61030	100	2840	NA-38	FINANCE INTERN-SEASONAL	0.49	\$ 13,005	0.49	\$ 13,300	0.49	\$ 13,444
Total						0.49	\$ 13,005	0.49	\$ 13,300	0.49	\$ 13,444
Budget-General Fund											
10074400	61010	100	9250	GE-42	BUDGET DIRECTOR	1.00	\$ 119,986	0.00	\$ —	0.00	\$ —
10074400	61010	100		GE-39	BUDGET MANAGER	0.00	\$ —	1.00	\$ 82,750	0.00	\$ —
10074400	61010	100	1215	GE-36	SENIOR BUDGET ANALYST	1.00	\$ 85,446	1.00	\$ 70,530	0.00	\$ —
10074400	61010	100		GE-34	BUDGET/FINANCIAL ANALYST	0.00	\$ —	0.00	\$ —	3.00	\$ 206,339
Total						2.00	\$ 205,432	2.00	\$ 153,280	3.00	\$ 206,339
Utility Billing/Parking Tickets- FT General Fund											
10074700	61010	100	2380	GE-42	FINANCE DIRECTOR	0.10	\$ 11,962	0.00	\$ —	0.00	\$ —
10074700	61010	100	4860	GE-33	UTILITY BILLING SUPERVISOR	1.00	\$ 74,235	1.00	\$ 75,918	1.00	\$ 76,757
10074700	61010	100	1060	GE-30	ACCOUNTANT	0.50	\$ 31,829	0.50	\$ 32,621	0.50	\$ 27,762
10074700	61010	100	1760	OE-05	CASHIER (FINANCE)	5.00	\$ 218,887	4.00	\$ 180,142	4.00	\$ 177,899
10074700	61010	100	1020	OE-06	ACCOUNT CLERK I	1.00	\$ 47,269	2.00	\$ 97,040	2.00	\$ 96,789
Total						7.60	\$ 384,182	7.50	\$ 385,721	7.50	\$ 379,207
Utility Billing/Parking Tickets- Seasonal General Fund											
10074700	61030	100	2840	NA-38	FINANCE INTERN - SEASONAL	0.00	\$ —	0.00	\$ —	0.51	\$ 13,993
						0.00	\$ —	0.00	\$ —	0.51	\$ 13,993
TOTAL FINANCE DEPARTMENT						18.94	\$ 1,174,355	18.24	\$ 1,117,676	20.00	\$ 1,217,865



Capital Improvement Projects by Department/Division					
FINANCE DEPARTMENT					
CIP Number	Capital Improvement Project Title	FY 18 Actual Expense	FY 19 Actual Expense	FY 20 Adopted Budget	FY 21 Recomm'd Budget
1002811	DEPARTMENT REMODEL	—	—	100,000	—
1022053	COMMUNITY PLUS UPGRADE	6,300	—	—	—
1022166	FINANCE PLUS UPGRADE	6,300	—	—	—
1022601	REPLACEMENT OF RADIOS	—	—	—	—
3501025	COMPUTER SYSTEM UPGRADE	—	—	—	250,000
<b>FINANCE DEPARTMENT</b>	<b>TOTAL</b>	<b>12,600</b>	<b>—</b>	<b>100,000</b>	<b>250,000</b>

PRGRM/ DEPT	PROJECT DESCRIPTION	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	TOTAL	PAGE
<b>FINANCE DEPARTMENT</b>								
<b>General Government</b>								
	General Ledger Software	\$ 250,000	\$ 750,000	\$ —	\$ —	\$ —	\$ 1,000,000	325
	<b>TOTAL</b>	<b>\$250,000</b>	<b>\$750,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,000,000</b>	

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FISCAL YEAR 2021  
**Recommended**  
**Policy And Narrative Budget**  
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February 26, 2020  
Historic Federal Building City Council Chambers

<u>DEPARTMENT/DIVISION</u>	<u>OPERATING BUDGET PAGE</u>	<u>CIP PAGE</u>
Housing	1	304
Planning	39	319
Economic Development	61	282
Transportation Services	95	295

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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 Pollution Control, Refuse (part of Public Works), Cable TV, Transit, Parking), 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. Battery icons for each KPI visually indicate how well an objective is doing and represent the following:

		
On Track	Improving	Needs Work

- 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

# **Housing And Community Development**



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## HOUSING AND COMMUNITY DEVELOPMENT DEPARTMENT

### DEPARTMENT SUMMARY

<b>Budget Highlights</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Budget</b>	<b>FY 2021 Requested</b>	<b>% Change From FY 2020 Budget</b>
<u>Expenses</u>				
Employee Expense	1,886,846	2,348,218	2,620,709	11.6 %
Supplies and Services	888,380	973,348	839,398	(13.8)%
Assisted Housing Assistance Payments	4,806,166	5,352,062	5,363,334	0.2 %
Machinery and Equipment	71,488	77,702	56,298	(27.5)%
Federal Building Recharge	246,303	227,850	235,529	3.4 %
Total Expenses	7,899,183	8,979,180	9,115,268	1.5 %
<u>Resources</u>				
Rental Housing Revenues	348,498	537,689	622,774	15.8 %
Gaining Opportunities Initiative	31,754	39,500	27,400	(30.6)%
Gaining Opportunities - Restricted Private Donations	6,561	20,212	8,850	(56.2)%
Emergency Guardian Angel - Restricted	3,689	—	—	— %
Escrow Deposits	10,144	12,185	10,000	(17.9)%
Miscellaneous	2,144	850	1,250	47.1 %
Federal Building Lease Revenue	337,839	338,961	331,028	(2.3)%
Housing TIF	—	—	93,951	— %
RRP Repayments/HOME Grant	—	3,000	3,000	— %
Continuum of Care Grant	82,411	82,411	84,739	2.8 %
HUD Resiliency Grant	18,443	60,713	43,482	(28.4)%
Lead Paint Grant	231,040	427,465	472,230	10.5 %
Family Self Sufficiency Restricted Escrow	—	61,053	42,022	(31.2)%
Assisted Housing	5,477,874	6,049,003	5,977,587	(1.2)%
CDBG Charges	543,645	570,547	468,028	(18.0)%
Total Resources	7,094,042	8,203,589	8,186,341	(0.2)%
<b>Property Tax Support</b>	<b>805,141</b>	<b>775,591</b>	<b>928,927</b>	153,336 19.8 %
Percent Self Supporting	89.81%	91.36%	89.81%	
<b>Personnel - Authorized FTE</b>	<b>23.82</b>	<b>27.30</b>	<b>29.00</b>	

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**SAFE AND HEALTHY HOMES SUMMARY**

<b>Budget Highlights</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Budget</b>	<b>FY 2021 Requested</b>	<b>% Change From FY 2020 Budget</b>
<u>Expenses</u>				
Employee Expense	631,480	903,716	1,016,289	12.5 %
Supplies and Services	221,823	220,438	215,408	(2.3)%
Machinery and Equipment	55,729	58,819	25,400	(56.8)%
Total Expenses	909,032	1,182,973	1,257,097	6.3 %
<u>Resources</u>				
Rental Housing Revenues	348,498	537,689	622,774	15.8 %
Lead Paint Grant Charges	231,040	427,465	472,230	10.5 %
CDBG Charges	129,178	52,623	4,373	(91.7)%
Total Resources	708,716	1,017,777	1,099,377	8.0 %
Property Tax Support	200,316	165,196	157,720	(4.5)%
Percent Self Supporting	78.0%	86.0%	87.5%	
<b>Personnel - Authorized FTE</b>	<b>7.02</b>	<b>10.45</b>	<b>11.20</b>	

**\* Includes Code Enforcement; Housing Inspections; Fees & Licensing; Lead Hazard Reduction; Vacant and Abandoned Buildings; and Problem Properties Maintenance**

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**NEIGHBORHOOD REVITALIZATION SUMMARY**

<b>Budget Highlights</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Budget</b>	<b>FY 2021 Requested</b>	<b>% Change From FY 2020 Budget</b>
<u>Expenses</u>				
Employee Expense	316,158	416,708	422,826	1.5 %
Supplies and Services	42,479	55,536	56,089	1.0 %
Machinery and Equipment	5,862	606	5,250	766.3 %
Total Expenses	364,499	472,850	484,165	2.4 %
<u>Resources</u>				
Escrow Deposits	10,144	12,185	10,000	(17.9)%
Housing TIF	—	—	93,951	— %
CDBG Charges	313,876	356,796	284,969	(20.1)%
HUD Resiliency Grant	18,443	60,713	43,482	(28.4)%
RRP Repayments/HOME Grant	—	3,000	3,000	— %
Total Resources	342,463	432,694	435,402	0.6 %
Property Tax Support	22,036	40,156	48,763	21.4 %
Percent Self Supporting	94.0%	91.5%	89.9%	
<b>Personnel - Authorized FTE</b>	<b>4.50</b>	<b>4.14</b>	<b>4.15</b>	

**\* Includes Homeowner Rehabilitation; HOME Workshop; Northend Neighborhood; and HUD Resiliency.**

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## SUSTAINABLE LIVING SUMMARY

<b>Budget Highlights</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Budget</b>	<b>FY 2021 Requested</b>	<b>% Change From FY 2020 Budget</b>
<u>Expenses</u>				
Employee Expense	794,798	796,361	868,058	9.0 %
Supplies and Services	291,472	361,102	336,153	(6.9)%
Assisted Housing Assistance Payments	4,798,121	5,352,062	5,363,334	0.2 %
Machinery and Equipment	8,476	18,277	10,805	(40.9)%
Total Expenses	5,892,867	6,527,802	6,578,350	0.8 %
<u>Resources</u>				
Gaining Opportunities - Grant	31,754	39,500	27,400	(30.6)%
Gaining Opportunities - Restricted Private Donations	6,561	20,212	8,850	(56.2)%
Emergency Guardian Angel - Restricted	3,689	—	—	— %
Continuum of Care Grant	82,411	82,411	84,739	2.8 %
Section 8 Moderate Rehab	93,317	88,634	97,456	10.0 %
Family Self Sufficiency Coordinator Grant	133,518	140,613	45,650	(67.5)%
Family Self Sufficiency Program Voucher	75,696	62,608	67,475	7.8 %
Family Self Sufficiency Restricted Escrow	—	61,053	42,022	(31.2)%
Assisted Housing Assistance Payments	4,614,007	5,192,686	5,193,234	— %
Assisted Housing Administration Fee	544,349	555,561	566,504	2.0 %
Assisted Housing Miscellaneous Revenue	16,987	8,901	7,268	(18.3)%
Total Resources	5,602,289	6,252,179	6,140,598	(1.8)%
Property Tax Support	290,578	275,623	437,752	58.8 %
Percent Self Supporting	95.1%	95.8%	93.3%	
<b>Personnel - Authorized FTE</b>	<b>10.3</b>	<b>10.05</b>	<b>10.50</b>	

**\* Includes Assisted Housing; Continuum of Care; Family Self-Sufficiency; and Gaining Opportunities (Previously Circles)**

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## HOUSING ADMINISTRATION

<b>Budget Highlights</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Budget</b>	<b>FY 2021 Requested</b>	<b>% Change From FY 2020 Budget</b>
<u>Expenses</u>				
Employee Expense	144,410	231,433	313,536	35.5 %
Supplies and Services	192,550	169,824	78,011	(54.1)%
Machinery and Equipment	1,421	—	5,243	— %
Total Expenses	338,381	401,257	396,790	(1.1)%
<u>Resources</u>				
Miscellaneous	2,144	850	1,250	47.1 %
CDBG Charges	100,591	161,128	178,686	10.9 %
Total Resources	102,735	161,978	179,936	11.1 %
Property Tax Support	235,646	239,279	216,854	(9.4)%
Percent Self Supporting	30.4%	40.4%	45.3%	
<b>Personnel - Authorized FTE</b>	<b>2.00</b>	<b>2.25</b>	<b>2.75</b>	
<b>* Includes Housing Director (excluding Assisted Housing allocation), Assistant Housing Director and CD Specialist.</b>				

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## HISTORIC FEDERAL BUILDING MAINTENANCE SUMMARY

<b>Budget Highlights</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Budget</b>	<b>FY 2021 Requested</b>	<b>% Change From FY 2020 Budget</b>
<u>Expenses</u>				
Supplies and Services	148,100	166,448	153,737	(7.6)%
Machinery and Equipment	—	—	9,600	— %
Federal Building Recharge	246,303	227,850	235,529	3.4 %
Total Expenses	394,403	394,298	398,866	1.2 %
<u>Resources</u>				
Historic Fed. Bldg Leases	337,839	338,961	331,028	(2.3)%
Total Resources	337,839	338,961	331,028	(2.3)%
Federal Building Surplus (Deficit)	(56,564)	(55,337)	(67,838)	22.6 %
Percent Self Supporting	85.7%	86.0%	83.0%	

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## Improvement Package Summary

### 1 of 1

This improvement package would increase dwelling license fees by \$5, increase rooming unit license by \$5, and decrease structure license by \$5. A single family rental would have no change, a duplex would have a 6% increase, tri-plex would have a 10% increase, 4-plex would have a 12% increase, 12-plex would have a 17% increase, and 10 rooming units would have a 25% increase from the current annual licensing fees.

Related Revenue:	\$ 38,725	Tax Funds	Recurring	<b>Recommend - Yes</b>
Property Tax Impact:	\$ (0.0152)	(0.15)%		
Activity:	General Housing Inspection			

## Significant Line Items

### Employee Expense

1. FY 2021 employee expense reflects a 1.5% wage package increase.
2. The Iowa Public Employee Retirement System (IPERS) City contribution of 9.44% is unchanged from FY 2020. The employee contribution of 6.29% is unchanged from FY 2020.
3. The City portion of health insurance expense increased from \$921 in FY 2020 to \$1,013 in FY 2021 per month per contract which results in an annual cost increase of \$49,892 or 9.99%.
4. 50% Sick Leave Payout increased from \$0 in FY 2020 to \$1,250 in FY 2021 based on FY 2020 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.
5. The Lead-Based Paint Hazard Control Grant Program was awarded in FY19. An increase in full-time equivalents relating to this grant are as follows:
  - a. +0.25 FTE Grants Supervisor (+\$26,396)
6. During Fiscal Year 2020, the following personnel changes were approved (net change +1.70 FTE):
  - a. -1.0 FTE Resiliency Grant Administrator position eliminated (-\$90,868)
  - b. +1.0 FTE Resiliency Coordinator position added (+\$89,767)
  - c. +1.0 FTE Assistant Housing Director position added (+\$111,632)
  - d. +1.0 FTE Nuisance Specialist position added (+68,513)
  - e. -0.30 FTE Seasonal Inspector I position eliminated (-\$11,067)
7. The Fiscal Year 2021 budget includes the following changes in the funding allocation of positions:
  - a. Inspector I Position
    - i. +0.20 FTE to Section 8 Fund (+\$18,006)
    - ii. -0.20 FTE from General Fund (-\$18,006)
  - b. Inspector I Position Upgraded to Inspector II Position (+\$5,477)
    - i. +1.00 FTE to General Fund (+\$95,218)
    - ii. -1.00 FTE from CDBG Fund (-\$95,218)
  - c. Family Self-Sufficiency Coordinator (2 Positions)
    - iii. -1.00 FTE to Section 8 Fund (-\$75,503)
    - iv. +1.00 FTE from General Fund (+\$75,503)
  - d. General Housing Specialist
    - i. +0.80 to CDBG Fund (+\$76,842)
    - ii. -0.80 from General Fund (-\$76,842)

## Supplies & Services

8. Mainstream Vouchers Housing Assistance Payments increased from \$168,912 in FY 2020 to \$180,228 in FY 2021. FY 2019 actual was \$165,032. This line item represents special vouchers for disabled households only and is based on 40 vouchers that are available to be used. The revenue is based on Fiscal Year 2019 actual housing assistance paid and actual vouchers utilized.
9. Port-Out Voucher Housing Assistance Payments decreased from \$640,284 in FY 2020 to \$363,648 in FY 2021 based on 26 units per month (52 units in FY20). FY 2019 actual was \$438,469. Housing and Urban Development regulations require port outs to other areas when requested unless there is a freeze on the housing assistance payment subsidy amounts. Other housing authorities are absorbing the housing assistance payments as they have not done in the past and the cost is double of what it is in Dubuque.
10. Tenant Protection Housing Assistance Payments decreased from \$27,480 in FY 2020 to \$21,084 in FY 2021 based on 6 units per month (8 units in FY 2020). FY 2019 actual was \$26,479.
11. Homeowner Housing Assistance Payments decreased from \$42,600 in FY 2020 to \$38,952 in FY 2021 based on 10 units per month (13 units in FY 2020). FY 2019 actual was \$38,469. This line item represents assistance for a Assisted Housing participants to buy a house.
12. Port-in Voucher Assistance Payments decreased from \$6,261 in FY 2020 to \$0 in FY 2021. FY 2019 actual was \$0. The City is absorbing vouchers to increase utilization which decreases this line item but increased the HUD Administrative Fee revenue line item. This line item is the projected housing assistance payments for administering other Housing Agencies' vouchers within the City of Dubuque. The City of Dubuque is not reimbursed by the other Housing Agencies because the vouchers are absorbed into the City's Housing Choice Voucher Program as soon as ported in.
13. Housing Assistance Payments increased from \$4,411,433 in FY 2020 to \$4,696,818 in FY 2021. FY 2021 is based on 793 vouchers and FY 2020 was based on 779 vouchers. FY 2019 actual was \$4,081,951. These housing assistance payments exclude any payments for mainstream, port-out, port-in, tenant protection, and homeowner assistant payments which are budgeted in separate line items.
14. In total for all types of vouchers, the City is authorized to use 1,072 vouchers and is at 902 vouchers as of October 2019 and has budgeted for 892 vouchers in FY 2021.
15. Family Self-Sufficiency Payments decreased from \$130,306 in FY 2020 to \$115,654 in FY 2021 based on the projected amount earned and to be paid out to participants from HUD housing assistance payments. FY 2019 actual was \$98,614. Family Self-Sufficiency contracts are for a term of five years and there are several contracts that are at the end of their term and the participants will graduate from the program and will earn the Family Self-Sufficiency escrow.
16. The budgeted administrative cost of the Housing Choice Voucher Program increased from \$807,237 in FY 2020 to \$928,187 in FY 2021. Administrative revenue of the Housing Choice Voucher Program decreased from \$710,099 in FY 2020 to \$625,360 in FY 2021. The resulting Housing Choice Voucher Program deficit increased from \$97,138 in FY 2020 to \$302,827 in FY 2021. This deficit is funded by property taxes.

## Machinery & Equipment

17. Equipment replacement items include (\$56,298):

<u>Housing Equipment Replacements</u>	
<u>General Housing Administration</u>	
Smart Phone (.25)	\$ 88
Projector	\$ 1,700
Conference Room Chairs (4)	\$ 1,000
Lobby Furniture (3)	\$ 1,500
<u>CDBG Housing Administration</u>	
Smart Phone (.50)	\$ 175
<u>CDBG Rehab</u>	
Computer (2.00)	\$ 4,550
Smart Phone (1.00)	\$ 350
<u>CDBG Monitoring</u>	
Laptop (1.30)	\$ 780
<u>Section 8 Administration</u>	
Smart Phones (0.25)	\$ 88
Desks/Chairs	\$ 585
<u>Assisted Housing</u>	
Smart Phones (1.00)	\$ 350
Desktop (7.00)	\$ 9,782
<u>General Housing Inspection</u>	
Smart Phones (3.20)	\$ 1,400
<u>Federal Building Maintenance</u>	
Custodial Equipment	\$ 9,600
<u>Vacant Abandoned Property</u>	
Relocations	\$ 4,950
<u>Lead Hazard Control Grant</u>	
Relocations	\$ 18,000
Smartphones (3.00)	\$ 1,050
<u>HUD Resiliency</u>	
Smart Phone	\$ 350
Total Equipment	<u>\$ 56,298</u>



## Revenue

18. Federal Building Leases decreased from \$338,961 in FY 2020 to \$331,028 in FY 2021. The detail of the lease revenue is as follows:

Tenant	FY 2021
Juvenile Court	\$ 62,700
Bellstar Media	\$ 2,100
Dubuque Area Labor Management Council	\$ 8,928
Dubuque County Task Force	\$ 18,900
United States Post Office	\$ 238,400
Total	<u>331,028</u>

19. The Lead Hazard Control Program was awarded \$2,999,968 million for lead hazard reduction and \$581,000 for health and safety repairs and remediation's from HUD in FY 2019. The City and partner match is \$648,454. The grant performance period is 42 months from April 1, 2019 through September 30, 2022. In this performance period, 120 units will have Lead Hazard Control and Healthy Home interventions completed.
20. HUD Resiliency grant funds of \$43,482 will be received in FY 2021 for the Resiliency Coordinator employee expense. In FY 2021, \$48,140 in administrative expenses will need to be covered by the General Fund.
21. Community Development Block Grant (CDBG) revenue is received annually from the U.S. Department of Housing and Urban Development (HUD). The FY 2021 allocation is expected to be \$1,080,989 based on the FY 2020 actual. CDBG is used to fund eligible operating and capital improvement programs. CDBG requirements separate dollars under three categories of spending: Administration, Public Service and Uncapped. The only category that affects the general fund is spending for administration.
22. HUD Voucher Administration Fee increased from \$566,697 in FY 2020 to \$578,599 in FY 2021. FY 2019 actual was \$544,349. Housing administrative fees increased due to HUD increasing the percentage of the administrative fee funded. In calendar year 2018, HUD funded 79% of the administrative fee and in calendar year 2019 HUD funded 81%.
23. HUD Housing Assistance Payments increased from \$5,192,686 in FY 2020 to \$5,193,234 in FY 2021. FY 2019 actual was \$4,614,007. These revenues are based on the number of vouchers budgeted for all types of vouchers, which is 892 in FY21 Budget. The FY 2020 budget was based on 909 vouchers. In calendar year 2019, the City is at 902 vouchers.
24. Family Self-Sufficiency Program participant escrow paid by HUD increased from \$60,204 in FY 2020 to \$63,936 in FY 2021 based on calendar year May - September 2019 averages. FY 2019 actual was \$75,696. There are 71 participants currently enrolled in the FSS program and one or two additional participants signing contracts in December. In calendar year 2017, there were 90 participants served and to-date in calendar year 2018 there were 81 participants served. When a participant increases household income their HUD housing assistance payment is reduced and put into an escrow for the participant.

25. The following chart shows the changes in inspection revenue (FY 2021 budget based on FY 2020 budget and FY 2019 actual):

	FY 2019 Actual	FY 2020	FY 2021	Change
Rental Licenses	\$ 270,860	\$ 354,650	\$ 393,375	\$ 38,725
Dwelling Inspection Fee	\$ 36,190	\$ 134,060	\$ 134,060	\$ —
Complaint Inspection Fee	\$ 1,275	\$ 2,000	\$ 1,275	\$ (725)
Penalties	\$ 11,441	\$ 22,480	\$ 22,480	\$ —
Court Costs	\$ 23,684	\$ 24,374	\$ 33,684	\$ 9,310
Total Inspection Revenues	\$ 308,325	\$ 490,710	\$ 528,710	\$ 47,310

### Miscellaneous

26. General Housing Inspection is 90.1% self-supporting in FY 2021 versus 84.9% self-supporting in FY 2020.

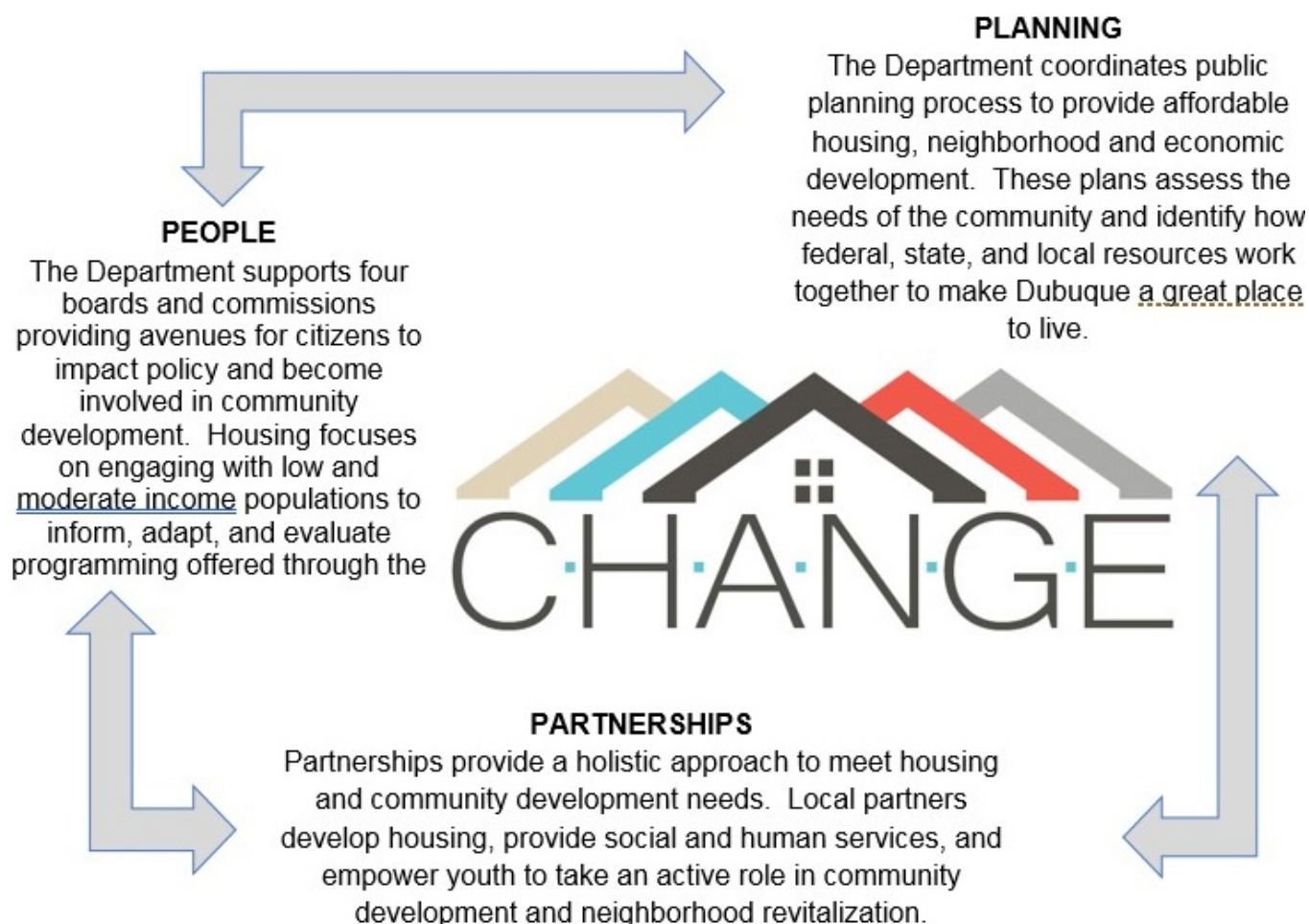
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# HOUSING AND COMMUNITY DEVELOPMENT

The Housing and Community Development Department creates safe, healthy, affordable housing for all that promotes strong, sustainable, and inclusive communities.



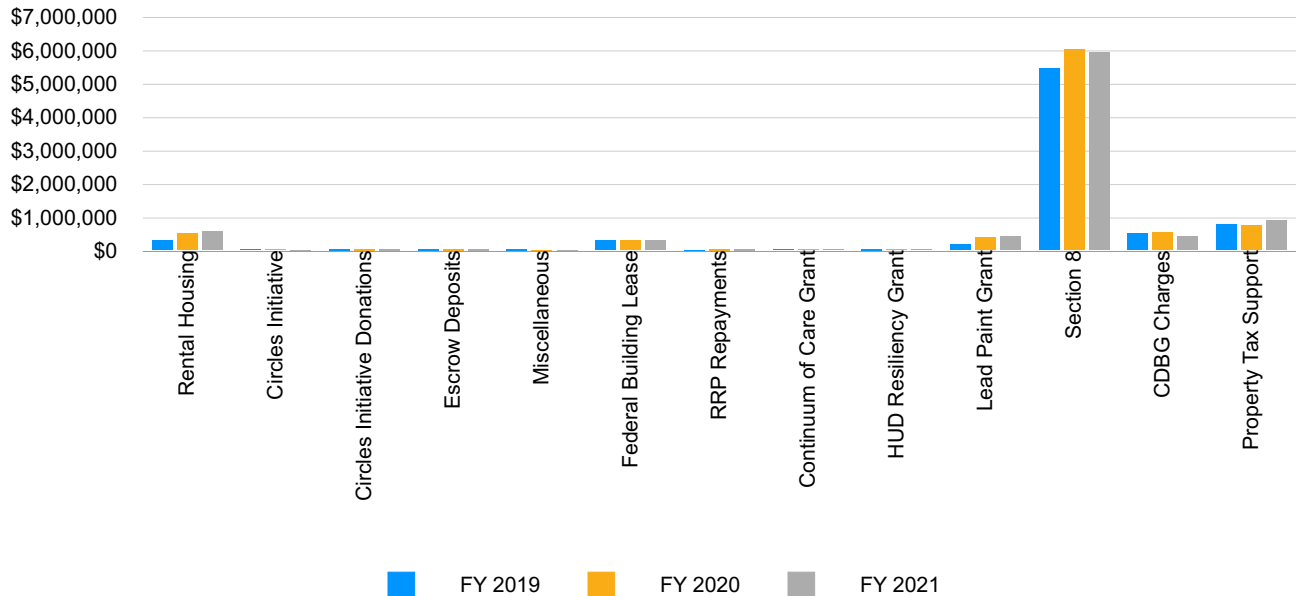
## SUCCESS IS ABOUT PLANNING, PARTNERSHIPS AND PEOPLE LEADING TO OUTCOMES



# HOUSING AND COMMUNITY DEVELOPMENT

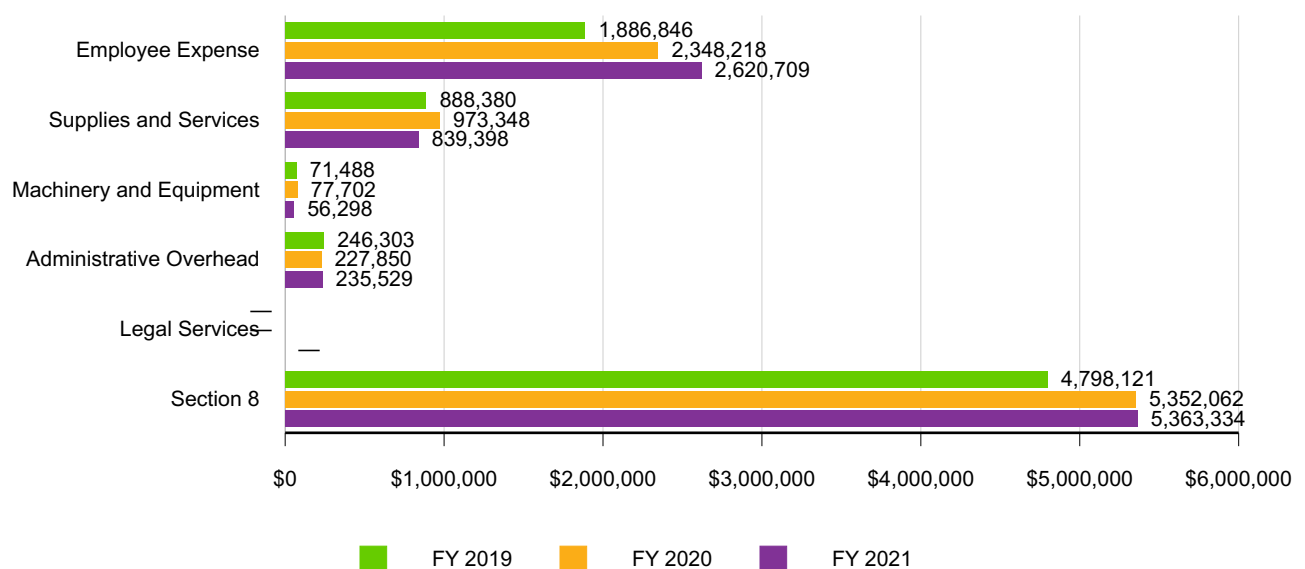
	FY 2019	FY 2020	FY 2021
Full-Time Equivalent	23.82	27.30	29.00

## Resources and Property Tax Support



The Housing Department is supported by 29.00 full-time equivalent employees, which accounts for only 28.75% of the department expense as seen below. Overall, the departments' expenses are expected to increased by 1.52% in FY 2021 compared to FY 2020.

## Expenditures by Category by Fiscal Year



# HOUSING AND COMMUNITY DEVELOPMENT

## Administration and Community Development

### Mission & Services







Housing & Community Development staff work closely with residents, non-profits, neighborhood groups, businesses, resident, and neighborhood partners to coordinate local, state, and federal resources to meet community needs. We strive to create a more viable community by providing safe, affordable housing and while expanding economic opportunities for residents in all neighborhoods. The Department supports several boards and commissions working to advance the goals of the City of Dubuque. Through the boards and commissions, citizens can provide input on the policies that shape the City's housing and community development strategies.

Administration and Community Development Funding Summary			
	FY 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$ 338,380	\$ 401,257	\$ 396,790
Resources	\$ 102,735	\$ 161,978	\$ 179,936

Administration and Community Development Position Summary	
	FY 2021
Housing/Community Development Director	0.25
Housing/Community Development Director CDBG	0.50
Housing/Community Development Director Sec 8	0.25
Asst. Housing Services Director - CDBG	0.25
Asst. Housing Services Director - Sec 8	0.25
Asst. Housing Services Director	0.50
Community Dev. Specialist	0.25
<b>Total Full-Time Equivalent Employees</b>	<b>2.25</b>

### Performance Measures

#### City Council Goal: Livable Neighborhoods and Housing

	Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
1	<b>Activity Objective: Address hazardous housing units through rehabilitation and reparation programs in the C.H.A.N.G.E. Initiative</b>					
	# of units participating in Homeowner Rehabilitation Loan Program	14+	30	14	15	
	# of units participating in Homebuyer Loan Program	18+	64	16	20	
	# of units participating in the Marginal Properties Rehabilitation & Resale Program	15+	26	12	20	
	# units remediated through the Lead Hazard Control & Healthy Homes Program	50	123	27	28	
	# of units completed in the Bee Branch Healthy Homes Stormwater Resiliency Program (Cumulative)	275	57	62	160	
	# of total problem units addressed since January 1, 2016 (FY18 shows total since 2016)	739 units by 2021	300	131	243	

# HOUSING AND COMMUNITY DEVELOPMENT

## Neighborhood Revitalization

### Mission & Services

Neighborhood Revitalization staff assists [homeowners](#) and rental property owners in rehabbing properties to comply with all code regulations, rehabilitation standards, weatherization, beautification, accessibility and lead-based paint removal. Federal, state and local funds are utilized for rehabilitation of housing to revitalize neighborhoods and create affordable housing for new and existing homeowners and rental property owners. Projects range from minor home improvements to large-scale housing rehabilitation to preserve the historic character of the neighborhood. Staff also assist [homebuyers](#) with initiatives to help purchase a home. The [HOME Workshop](#) is a requirement of all rehabilitation programs and is facilitated by staff.





Neighborhood Revitalization Funding Summary			
	FY 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$345,499	\$373,433	\$297,969
Resources	\$342,463	\$373,177	\$297,969

Neighborhood Revitalization Position Summary	
	FY 2021
Rehabilitation Supervisor	0.50
CDBG Specialist	0.75
Inspector	0.50
Housing Financial Specialist	1.75
Secretary	0.00
Total Full-Time Equivalent Employee's	3.50




### Performance Measures

#### City Council Goal: Robust Local Economy

##### 1 Activity Objective: Increase homeownership opportunities by encouraging citizen participation through education, financial counseling, outreach and incentive programs

Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
# of homeowners through Washington Neighborhood Homebuyers Program	9+	10	5	10	
# of homeowners through First Time Homebuyer Program	10	8	11	10	
# of Washington Neighborhood rental units converted to homeowners	9+	4	3	10	
# of other rental units converted to homeowners	9+	N/A	9	10	

##### 2 Activity Objective: Improve properties through financial assistance to revitalize neighborhoods and increase outreach and marketing efforts to promote neighborhood revitalization

# of participants in the HOME workshop	48+	59	47	50	
% of HOME workshop participants who became 1st time homebuyers	40%<	37.3%	26%	40%	
# of total outreach efforts to neighborhood associations and other activities	21+	14	21	22	

# HOUSING AND COMMUNITY DEVELOPMENT

## Safe & Healthy Housing

### Mission & Services


Housing code enforcement and grant-funded programs provide specialized services to ensure the City's residents have safe, healthy, and resilient affordable housing options. Through the adoption of the International Property Maintenance Code in 2016, the minimum housing standards for rental properties are more clear and consistent, and require more skillful repairs for code violations. Federal funding through grants totaling over \$11 million allows private home owners and property owners with rentals to make their units lead-safe, eliminate healthy homes deficiencies, and to ensure the home is resilient to heavy rain events. Funds are disbursed through forgivable loans, easing the cost-burden for low-income individuals and families. Activities include: [rental licensing, inspections](#) and code enforcement, the [Lead and Healthy Homes Program](#), and the [Bee Branch Healthy Homes Resiliency Program](#).

Safe and Healthy Housing Funding Summary			
	FY 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$867,089	\$1,182,973	\$1,252,724
Resources	\$682,621	\$1,017,777	\$1,095,004


### Performance Measures

#### City Council Goal: Sustainable Environment




- Activity Objective: Reduce the number of lead-poisoned children, work and school absenteeism, hospital and emergency visits, and occurrence of medical problems by performing inspections that identify and correct safety and health hazards in a residential unit.**

Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
% Children with Elevated Blood Level (EBL) (national average is 1.6%)*	<1%	Not Published	1.4%	1.2%	

- Activity Objective: Promote sustainable, safe, healthy, resilient, efficient and affordable housing and neighborhoods.**

# of dwellings visited by inspection staff	2,760	2,072	2,050	1,855	
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- Activity Objective: Increase the number of resilient households through the Bee Branch Healthy Homes Program**

# of applications approved (Cumulative)	280	20	70	180	
# of unit repairs completed (Cumulative)	275	17	62	160	
# of advocacy assessments (Cumulative)	220	13	59	153	

\*The Centers for Disease Control and Prevention now recognizes a reference level of greater than 5 ug/dl to identify children with higher than average blood lead levels. The 2007 Iowa Department of Public Health shows 78.1% of children under the age of 6 with a confirmed EBL > 5 ug/dl. This lower value will allow children with lead exposure to receive earlier action to reduce detrimental effects.



# HOUSING AND COMMUNITY DEVELOPMENT

## Assisted Housing

### Mission & Services





Assisted Housing Programs improve the lives of people living in poverty by building community partnerships and creating a community where all have the opportunity to contribute and succeed. Housing stability is provided from US Department of Housing and Urban Development (HUD) funding for [rental assistance](#). Activities include the Housing Choice Voucher Program, Project-Based Assisted Housing Programs, Continuum of Care Homeless Assistance.

Assisted Housing Funding Summary			
	FY 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$5,754,585	\$6,330,847	\$6,452,636
Resources	\$5,566,140	\$6,137,269	\$6,068,181

Assisted Housing Position Summary	
	FY 2021
Secretary	1.00
Assisted Housing Specialist	3.00
Assisted Housing Supervisor	1.00
Assisted Housing Coordinator	1.00
Inspector I	1.00
<b>Total Full-Time Equivalent Employee's</b>	<b>7.00</b>

### Performance Measures

#### City Council Goal: Livable Neighborhoods & Housing

	Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
<b>1</b>	<b>Activity Objective: Ensure implementation of programs that are accessible and free from discrimination</b>					
	% of voucher participant households that are elderly and/or disabled	50% +	50%	48%	49%	
	# of voucher participant households in homeownership	11	13	10	11	
<b>2</b>	<b>Activity Objective: Promote freedom of housing choice while integrating lower income and minority persons into the community</b>					
	Performance Measure (KPI)	Target	CY18 Actual	CY19 (as of 10/1/19)	CY20 Estimate	Performance Indicator
	% of in-kind match of total HUD grant dollars provided by community partners through Continuum of Care Homelessness Assistance Program	25% Required	70%	77%	80%	
	# of Landlords participating in Housing Choice Voucher Program	275	243	225	250	

# HOUSING AND COMMUNITY DEVELOPMENT

## Gaining Opportunities

### Mission & Services



Gaining Opportunities is a new program that focuses on community development and self-sufficiency. The core curriculum is based on the goals of self-sufficiency which are; Meaningful Employment, Education/Training for the Workplace, Financial Stability, Accessibility to Essential Needs, Social Capital and the Ability to Navigate Systems. Programs include the [Family-Self Sufficiency Program](#) and [Getting Ahead in the Workplace](#).

Gaining Opportunities (Circles Initiative) Funding Summary			
	FY 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$128,033	\$176,743	\$116,864
Resources	\$31,754	\$39,500	\$27,400





Gaining Opportunities Position Summary	
	FY 2021
Self-Sufficiency Coordinator	1.00
<b>Total Full-Time Equivalent Employee's</b>	<b>1.00</b>

### Performance Measures

#### City Council Goal: Livable Neighborhoods & Housing

	Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
1	<b>Activity Objective: Encourage self-sufficiency of low-income families by increasing participation in self-sufficiency programs.</b>					
	# of graduates in FSS program	6	8	6	4	
	\$ Difference in avg. earned annual income for participants from the start of the FSS program to FSS graduation	30,000+	27,039	32,906	25,000	

#### City Council Goal: Robust Local Economy

2	<b>Activity Objective: Educate and empower community members to be financially responsible and build wealth and equity.</b>					
	# of new participants in Dupaco Money Match Program	2	N/A	2	2	
	# of participants attending asset building workshops	10	6	10	10	
3	<b>Activity Objective: Bridge gaps and build skills so community members can succeed in their education and employment goals.</b>					
	# of participants in Getting Ahead in the Workplace class	30	17	27	25	
	# of graduates in Getting Ahead in the Workplace class	25	11	21	18	

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## Recommended Operating Revenue Budget - Department Total

### 61 - HOUSING & COMMUNITY DEV

Fund	Account	Account Title	FY18 Actual Revenue	FY19 Actual Revenue	FY20 Adopted Budget	FY21 Recomm'd Budget
100	42145	MULTI DWELLING-LICENSES	7,350	0	0	0
100	42155	RENTAL LICENSES	160,511	270,860	354,650	393,375
100	42160	DUPLEX DWELLING-LICENSES	5,244	0	0	0
100	42165	ABANDONED BLDG LICENSES	0	0	0	37,800
100	42322	DWELLING UNIT INSPECT FEE	32,376	36,190	134,060	134,060
100	42324	COMPLAINT INSPECT FEE	1,325	1,275	2,000	1,275
<b>42</b>	<b>LICENSES AND PERMITS - Total</b>		<b>206,806</b>	<b>308,325</b>	<b>490,710</b>	<b>566,510</b>
270	43105	INTEREST, LOANS	12,249	24,953	3,000	3,000
280	43110	INVESTMENT EARNINGS	4,368	8,084	4,481	8,085
100	43310	FEDERAL BUILDING LEASES	331,780	337,839	338,961	331,028
260	43410	HOMEOWNER LOAN REPAYMENTS	201,685	156,549	201,685	156,500
260	43415	RENTAL LOAN REPAYMENTS	38,458	22,070	38,458	22,000
260	43420	INFILL-LOAN REPAYMENTS	55,907	4,827	5,590	5,000
270	43430	HOME-LOAN REPAYMENTS	31,294	62,108	31,294	16,000
260	43435	1ST TIME HOMEOWNER LOAN	73,532	61,422	69,532	61,422
100	43450	ESCROW DEPOSITS HOUSING	10,446	10,144	12,185	10,000
<b>43</b>	<b>USE OF MONEY AND PROPERTY - Total</b>		<b>759,719</b>	<b>687,996</b>	<b>705,186</b>	<b>613,035</b>
100	44170	FEDERAL GRANTS-MISC	78,691	82,411	82,411	84,739
260	44205	CD BLOCK GRANT	1,068,242	1,109,708	1,073,776	1,080,989
280	44215	FSS COORDINATOR GRANT	132,996	133,518	140,613	45,650
280	44220	PORTABLE ADMINISTRATION	741	120	533	0
275	44310	HUD PAYMENTS	381,152	175,909	427,465	472,230
280	44310	HUD PAYMENTS	4,808,785	4,706,618	5,263,390	5,278,595
280	44311	HUD ADM FEE REIMBURSEMENT	529,824	544,229	566,697	578,599
280	44325	PORTABLE HAP REIMBURSEMENT	6,261	706	6,261	0
<b>44</b>	<b>INTERGOVERNMENTAL - Total</b>		<b>7,006,692</b>	<b>6,753,220</b>	<b>7,561,146</b>	<b>7,540,802</b>
100	51916	APPEALS BOARD APPL FEE	125	100	125	100
100	51950	VARIOUS PROGRAM FEES	0	31,754	39,500	27,400
100	51984	FOOD CLASS FEES	850	850	850	1,250
<b>51</b>	<b>CHARGES FOR SERVICES - Total</b>		<b>975</b>	<b>32,704</b>	<b>40,475</b>	<b>28,750</b>
100	53102	PRIVATE PARTICIPANT	5,025	1,175	0	0
266	53102	PRIVATE PARTICIPANT	10,000	0	0	0
269	53102	PRIVATE PARTICIPANT	5,419	2,679	5,000	850
280	53102	PRIVATE PARTICIPANT	3,927	182	2,312	500
100	53201	REFUNDS	0	700	0	0
275	53201	REFUNDS	115	430	0	0
280	53201	REFUNDS	37	0	0	0
275	53206	TENANT DEPOSITS	250	250	0	0
100	53403	IA DISTRICT COURT FINES	15,245	23,684	24,374	33,684
100	53408	INSPECTION PENALTY	14,580	11,441	22,480	11,441
800	53530	SPECIALIZED SERVICES	0	0	59,517	43,482
100	53605	MISCELLANEOUS REVENUE	0	200	0	0
275	53605	MISCELLANEOUS REVENUE	388	404	0	0
280	53605	MISCELLANEOUS REVENUE	70,082	72,157	60,204	63,936
100	53610	INSURANCE CLAIMS	1,581	0	0	0
100	53620	REIMBURSEMENTS-GENERAL	13,032	4,166	0	0
260	53620	REIMBURSEMENTS-GENERAL	5,225	4,109	5,217	4,500
269	53620	REIMBURSEMENTS-GENERAL	0	0	1,000	0
270	53620	REIMBURSEMENTS-GENERAL	0	12	0	0
280	53620	REIMBURSEMENTS-GENERAL	5,888	12,259	4,512	2,222
<b>53</b>	<b>MISCELLANEOUS - Total</b>		<b>150,794</b>	<b>133,848</b>	<b>184,616</b>	<b>160,615</b>
260	54104	SALE OF ASSETS OTHER	0	0	80,000	0
<b>54</b>	<b>OTHER FINANCING SOURCES - Total</b>		<b>0</b>	<b>0</b>	<b>80,000</b>	<b>0</b>
280	59100	FR GENERAL	229,559	184,681	97,138	344,849
100	59215	TRANSFER FROM N CASCADE	0	0	0	93,951
<b>59</b>	<b>TRANSFER IN AND INTERNAL - Total</b>		<b>229,559</b>	<b>184,681</b>	<b>97,138</b>	<b>438,800</b>
<b>HOUSING &amp; COMMUNITY DEV - Total</b>			<b>8,354,545</b>	<b>8,100,774</b>	<b>9,159,271</b>	<b>9,348,512</b>

## Recommended Operating Expenditure Budget - Department Total

### 61 - HOUSING & COMMUNITY DEV

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
100	61010	FULL-TIME EMPLOYEES	378,528	370,592	576,905	716,974
260	61010	FULL-TIME EMPLOYEES	341,185	305,993	366,971	295,460
264	61010	FULL-TIME EMPLOYEES	23,999	10,411	0	0
275	61010	FULL-TIME EMPLOYEES	220,540	101,356	242,434	277,438
280	61010	FULL-TIME EMPLOYEES	475,352	489,903	479,041	573,514
800	61010	FULL-TIME EMPLOYEES	0	0	42,779	31,746
100	61030	SEASONAL EMPLOYEES	0	1,806	9,350	0
260	61030	SEASONAL EMPLOYEES	0	524	0	0
280	61030	SEASONAL EMPLOYEES	1,800	0	0	0
100	61050	OVERTIME PAY	154	1,358	0	0
260	61050	OVERTIME PAY	0	2,533	0	0
275	61050	OVERTIME PAY	862	0	0	0
280	61050	OVERTIME PAY	0	2,260	0	0
100	61091	SICK LEAVE PAYOFF	7,220	841	0	0
100	61092	VACATION PAYOFF	0	8,280	0	0
260	61092	VACATION PAYOFF	0	1,225	0	0
275	61092	VACATION PAYOFF	124	536	0	0
280	61092	VACATION PAYOFF	55	607	0	0
100	61096	50% SICK LEAVE PAYOUT	0	0	0	1,250
100	61310	IPERS	33,985	35,039	55,345	67,682
260	61310	IPERS	30,505	29,116	34,642	27,892
264	61310	IPERS	2,148	983	0	0
275	61310	IPERS	19,793	9,588	19,072	26,190
280	61310	IPERS	42,544	46,460	45,221	54,139
800	61310	IPERS	0	0	4,038	2,997
100	61320	SOCIAL SECURITY	27,786	26,003	44,845	55,944
260	61320	SOCIAL SECURITY	24,545	21,889	28,072	22,602
264	61320	SOCIAL SECURITY	1,555	671	0	0
275	61320	SOCIAL SECURITY	15,720	7,254	18,545	21,224
280	61320	SOCIAL SECURITY	33,509	34,425	36,646	43,873
800	61320	SOCIAL SECURITY	0	0	3,273	2,429
100	61410	HEALTH INSURANCE	99,289	107,053	96,264	127,756
260	61410	HEALTH INSURANCE	83,411	73,872	60,233	52,996
264	61410	HEALTH INSURANCE	4,476	3,162	0	0
275	61410	HEALTH INSURANCE	63,600	25,566	54,154	54,103
280	61410	HEALTH INSURANCE	131,970	110,238	88,969	116,812
800	61410	HEALTH INSURANCE	0	0	7,073	4,918
100	61415	WORKMENS' COMPENSATION	14,901	11,244	11,676	16,552
260	61415	WORKMENS' COMPENSATION	9,863	8,714	9,361	7,702
264	61415	WORKMENS' COMPENSATION	0	2,283	175	0
275	61415	WORKMENS' COMPENSATION	9,224	7,935	7,955	7,766
280	61415	WORKMENS' COMPENSATION	1,910	1,542	1,271	1,270
800	61415	WORKMENS' COMPENSATION	0	0	2,319	1,370
100	61416	LIFE INSURANCE	304	301	481	575
260	61416	LIFE INSURANCE	278	234	360	246
264	61416	LIFE INSURANCE	18	10	0	0
275	61416	LIFE INSURANCE	197	89	269	242
280	61416	LIFE INSURANCE	448	458	444	523

## Recommended Operating Expenditure Budget - Department Total

### 61 - HOUSING & COMMUNITY DEV

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
800	61416	LIFE INSURANCE	0	0	35	22
100	61417	UNEMPLOYMENT INSURANCE	0	12,206	0	6,103
275	61417	UNEMPLOYMENT INSURANCE	0	3,663	0	0
100	61660	EMPLOYEE PHYSICALS	0	398	0	265
275	61660	EMPLOYEE PHYSICALS	0	134	0	134
280	61660	EMPLOYEE PHYSICALS	128	288	0	0
<b>61 - WAGES AND BENEFITS</b>			<b>2,101,924</b>	<b>1,879,043</b>	<b>2,348,218</b>	<b>2,620,709</b>
100	62010	OFFICE SUPPLIES	1,782	2,489	2,531	3,212
260	62010	OFFICE SUPPLIES	1,408	1,235	1,787	1,235
275	62010	OFFICE SUPPLIES	273	112	500	900
280	62010	OFFICE SUPPLIES	2,701	1,930	2,775	3,008
100	62011	UNIFORM PURCHASES	0	563	550	1,103
260	62011	UNIFORM PURCHASES	134	61	92	135
275	62011	UNIFORM PURCHASES	175	302	300	302
280	62011	UNIFORM PURCHASES	152	227	250	270
100	62030	POSTAGE AND SHIPPING	7,093	5,558	7,459	7,885
260	62030	POSTAGE AND SHIPPING	533	410	850	615
269	62030	POSTAGE AND SHIPPING	0	2	200	0
275	62030	POSTAGE AND SHIPPING	2,585	1,497	1,000	1,646
280	62030	POSTAGE AND SHIPPING	9,082	9,340	9,354	10,275
100	62031	PROCESSING MATERIALS	296	375	297	374
260	62031	PROCESSING MATERIALS	159	211	284	211
275	62031	PROCESSING MATERIALS	148	135	0	135
280	62031	PROCESSING MATERIALS	455	621	825	625
100	62033	HAND TOOLS/EQUIPMENT	137	0	0	0
280	62050	OFFICE EQUIPMENT MAINT	164	0	164	0
100	62061	DP EQUIP. MAINT CONTRACTS	13,898	7,309	7,395	7,708
260	62061	DP EQUIP. MAINT CONTRACTS	5,987	13,606	13,768	6,637
280	62061	DP EQUIP. MAINT CONTRACTS	13,578	14,280	14,454	15,052
100	62062	JANITORIAL SUPPLIES	5,329	3,873	7,600	5,601
275	62063	SAFETY RELATED SUPPLIES	292	0	300	0
260	62070	OFFICE EQUIP RENTAL	0	0	0	30
280	62070	OFFICE EQUIP RENTAL	0	0	0	845
100	62090	PRINTING & BINDING	2,359	908	3,604	2,753
260	62090	PRINTING & BINDING	428	408	657	608
269	62090	PRINTING & BINDING	0	0	500	0
275	62090	PRINTING & BINDING	119	107	200	250
280	62090	PRINTING & BINDING	934	1,099	999	1,176
100	62110	COPYING/REPRODUCTION	1,445	985	2,513	2,087
260	62110	COPYING/REPRODUCTION	1,308	1,991	1,807	1,653
275	62110	COPYING/REPRODUCTION	692	258	300	258
280	62110	COPYING/REPRODUCTION	2,986	3,200	3,195	3,200
100	62130	LEGAL NOTICES & ADS	4,084	7,191	5,229	6,698
260	62130	LEGAL NOTICES & ADS	228	3,179	667	3,177
275	62130	LEGAL NOTICES & ADS	3,482	1,233	2,400	2,400
280	62130	LEGAL NOTICES & ADS	0	29	24	30
100	62140	PROMOTION	2,618	2,910	3,250	3,250
269	62140	PROMOTION	0	110	500	0

## Recommended Operating Expenditure Budget - Department Total

### 61 - HOUSING & COMMUNITY DEV

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
100	62170	SUBSCRIPTIONS-BOOKS-MAPS	71	75	353	76
260	62170	SUBSCRIPTIONS-BOOKS-MAPS	142	240	265	245
280	62170	SUBSCRIPTIONS-BOOKS-MAPS	843	847	921	866
100	62190	DUES & MEMBERSHIPS	173	372	762	613
260	62190	DUES & MEMBERSHIPS	1,027	155	2,288	2,308
280	62190	DUES & MEMBERSHIPS	225	275	375	299
100	62204	REFUNDS	1,602	0	0	0
260	62204	REFUNDS	0	68	0	0
100	62206	PROPERTY INSURANCE	19,862	22,851	25,908	23,994
260	62206	PROPERTY INSURANCE	364	0	0	0
280	62206	PROPERTY INSURANCE	733	0	0	0
100	62208	GENERAL LIABILITY INSURAN	4,016	7,616	3,876	8,967
260	62208	GENERAL LIABILITY INSURAN	2,974	3,836	4,098	2,681
264	62208	GENERAL LIABILITY INSURAN	0	923	1,021	0
275	62208	GENERAL LIABILITY INSURAN	2,622	2,753	14,813	16,000
280	62208	GENERAL LIABILITY INSURAN	5,097	118	4,131	124
100	62211	PROPERTY TAX	17,806	17,444	18,316	18,142
100	62230	COURT COSTS & RECORD FEES	8,695	11,575	10,560	11,575
260	62230	COURT COSTS & RECORD FEES	5,600	4,342	6,000	4,342
100	62310	TRAVEL-CONFERENCES	7,341	12,430	13,190	18,370
260	62310	TRAVEL-CONFERENCES	160	2,305	10,795	10,795
275	62310	TRAVEL-CONFERENCES	2,576	2,009	13,566	8,000
280	62310	TRAVEL-CONFERENCES	140	794	8,595	8,895
100	62320	TRAVEL-CITY BUSINESS	38	1,110	970	970
260	62320	TRAVEL-CITY BUSINESS	526	178	929	929
275	62320	TRAVEL-CITY BUSINESS	142	788	0	0
280	62320	TRAVEL-CITY BUSINESS	1	0	1,110	1,955
100	62340	MILEAGE/LOCAL TRANSP	43	17	75	117
260	62340	MILEAGE/LOCAL TRANSP	105	252	163	321
275	62340	MILEAGE/LOCAL TRANSP	0	63	0	150
280	62340	MILEAGE/LOCAL TRANSP	0	72	15	75
100	62360	EDUCATION & TRAINING	13,038	15,271	21,976	15,996
260	62360	EDUCATION & TRAINING	3,271	6,614	10,225	10,225
269	62360	EDUCATION & TRAINING	32	200	2,500	0
275	62360	EDUCATION & TRAINING	10,364	13,684	4,000	4,500
280	62360	EDUCATION & TRAINING	17,400	17,229	13,240	14,100
100	62411	UTILITY EXP-ELECTRICITY	50,330	37,757	50,330	40,777
100	62412	UTILITY EXP-GAS	19,955	20,842	19,955	20,842
100	62415	UTILITY EXPENSE STORMWATR	1,168	1,252	1,327	1,428
100	62421	TELEPHONE	6,737	6,698	6,689	6,899
260	62421	TELEPHONE	1,050	2,076	2,822	1,525
275	62421	TELEPHONE	1,169	1,295	780	1,000
280	62421	TELEPHONE	3,048	3,269	3,047	3,274
100	62431	PROPERTY MAINTENANCE	48,817	69,082	51,757	56,552
100	62436	RENTAL OF SPACE	5,231	3,997	4,821	5,689
260	62436	RENTAL OF SPACE	1,932	1,607	2,530	1,724
275	62436	RENTAL OF SPACE	1,944	1,083	1,692	1,692
280	62436	RENTAL OF SPACE	2,053	1,812	1,912	2,120

## Recommended Operating Expenditure Budget - Department Total

### 61 - HOUSING & COMMUNITY DEV

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
100	62511	FUEL, MOTOR VEHICLE	2,880	2,001	2,881	2,959
260	62511	FUEL, MOTOR VEHICLE	399	116	399	410
275	62511	FUEL, MOTOR VEHICLE	542	483	200	850
100	62521	MOTOR VEHICLE MAINT.	1,936	985	1,685	1,005
260	62521	MOTOR VEHICLE MAINT.	125	0	691	180
275	62521	MOTOR VEHICLE MAINT.	1,358	412	185	1,000
100	62522	VEHICLE MAINT., ACCIDENT	0	2,137	0	0
280	62606	HOMEOWNER HAP	42,845	38,469	42,600	38,952
280	62607	PBV HAP	43,439	47,721	55,092	62,604
280	62608	MAINSTREAM VOUCHERS HAP	147,075	165,032	168,912	180,228
280	62609	PORT OUT VOUCHER HAP	657,595	438,469	640,284	363,648
280	62610	PORTOUT VOUCHER ADMIN FEE	25,669	17,043	25,567	12,989
100	62611	MACH/EQUIP MAINTENANCE	12,371	9,095	14,093	14,093
100	62614	EQUIP MAINT CONTRACT	1,557	699	1,557	699
100	62641	HOSPITALITY EXPENSE	115	0	115	1,550
269	62641	HOSPITALITY EXPENSE	1,562	3,304	1,562	0
100	62645	SPECIAL EVENTS	3,927	1,324	3,927	2,400
269	62645	SPECIAL EVENTS	91	0	1,000	0
280	62645	SPECIAL EVENTS	2,237	843	2,237	1,100
100	62663	SOFTWARE LICENSE EXP	18,503	20,005	19,380	20,080
260	62663	SOFTWARE LICENSE EXP	2,647	22,226	2,881	3,041
280	62663	SOFTWARE LICENSE EXP	30,148	36,296	33,555	36,300
100	62666	CREDIT CARD CHARGE	132	795	132	795
100	62667	DATA SERVICES	1,057	1,470	1,670	1,773
260	62667	DATA SERVICES	684	769	1,060	888
275	62667	DATA SERVICES	0	30	0	200
280	62667	DATA SERVICES	301	385	247	438
100	62668	PROGRAM EQUIP/SUPPLIES	1,508	524	1,508	950
260	62668	PROGRAM EQUIP/SUPPLIES	0	60	0	60
275	62668	PROGRAM EQUIP/SUPPLIES	656	0	0	0
269	62669	PROGRAMMING	27	526	300	850
275	62671	MISC. OPERATING SUPPLIES	7	0	0	0
280	62688	PORT-IN VOUCH ASSIST PYMT	6,261	0	6,261	0
280	62689	TENANT PROTEC ASSIST PYMT	22,364	26,479	27,480	21,084
100	62694	HOUSING ASST. PAYMENT	78,691	78,807	82,411	84,739
280	62694	HOUSING ASST. PAYMENT	3,549,931	4,003,144	4,329,022	4,612,079
100	62696	OUTSIDE COLLECTOR EXPENSE	506	0	506	0
275	62713	LEGAL SERVICES	41	0	0	0
280	62716	CONSULTANT SERVICES	1,900	1,955	2,016	2,070
100	62717	CRIMINAL BACKGROUND CHECK	12	0	0	100
280	62717	CRIMINAL BACKGROUND CHECK	1,730	2,390	2,606	2,400
260	62726	AUDIT SERVICES	0	0	3,200	0
275	62726	AUDIT SERVICES	3,200	0	0	0
280	62726	AUDIT SERVICES	4,500	1,300	4,500	4,500
280	62727	FINANCIAL SERVICE FEES	446	414	446	415
260	62729	DUST WIPE TESTING	58	694	2,300	1,300
275	62729	DUST WIPE TESTING	18,557	9,654	10,000	10,000
280	62729	DUST WIPE TESTING	0	0	1,200	0



## Recommended Operating Expenditure Budget - Department Total

### 61 - HOUSING & COMMUNITY DEV

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
100	62731	MISCELLANEOUS SERVICES	3,577	0	0	0
266	62731	MISCELLANEOUS SERVICES	1,140	3,689	0	0
280	62732	TEMP HELPCONTRACT SERV.	32,075	9,222	0	0
269	62734	SPEAKERS/PROGRAMS	368	0	2,000	0
100	62737	CONTRACT ADM SERVICE	39,000	33,969	40,000	41,300
100	62741	BUILDING DEMOLITION	0	5,000	31,817	32,453
100	62758	ESCROW PAYMENTS HOUSING	12,185	12,212	12,185	10,000
100	62761	PAY TO OTHER AGENCY	65,280	171,756	139,756	50,000
269	62761	PAY TO OTHER AGENCY	0	0	500	0
275	62761	PAY TO OTHER AGENCY	16,796	2,448	16,800	16,800
280	62761	PAY TO OTHER AGENCY	0	0	750	750
260	62764	LOANS	0	26,095	0	0
270	62764	LOANS	0	0	3,000	3,000
269	62765	GRANTS	0	2,000	10,000	8,000
100	62773	GA PARTICIPANT STIPENDS	0	0	0	10,200
280	62774	FSS, PARTICIPATE PAYMENTS	168,293	98,614	130,306	115,654
100	62785	GIFT CARDS	100	0	100	1,250
269	62785	GIFT CARDS	1,150	420	1,150	0
280	62785	GIFT CARDS	0	0	100	100
<b>62 - SUPPLIES AND SERVICES</b>			<b>5,387,059</b>	<b>5,686,501</b>	<b>6,325,410</b>	<b>6,202,732</b>
100	63311	ADMIN. OVERHEAD	241,077	246,303	227,850	235,529
<b>63 - ADMIN/OVERHEAD/STORES GAR</b>			<b>241,077</b>	<b>246,303</b>	<b>227,850</b>	<b>235,529</b>
100	71110	MISC. OFFICE EQUIPMENT	0	0	0	1,700
100	71120	PERIPHERALS, COMPUTER	0	1,759	1,052	0
260	71120	PERIPHERALS, COMPUTER	0	1,700	0	0
280	71120	PERIPHERALS, COMPUTER	0	3,290	760	0
280	71123	SOFTWARE	0	2,790	0	0
100	71124	COMPUTER	0	0	2,275	0
260	71124	COMPUTER	0	4,942	0	5,330
275	71124	COMPUTER	0	4,301	0	0
280	71124	COMPUTER	0	2,306	15,925	9,782
100	71211	DESKS/CHAIRS	0	324	1,242	2,500
280	71211	DESKS/CHAIRS	0	0	0	585
100	71310	AUTO/JEEP REPLACEMENT	0	15,709	32,192	0
100	71610	CUSTODIAL EQUIPMENT	0	0	0	9,600
100	72418	TELEPHONE RELATED	299	1,731	350	1,838
260	72418	TELEPHONE RELATED	291	168	350	525
275	72418	TELEPHONE RELATED	0	150	0	1,050
280	72418	TELEPHONE RELATED	199	90	350	438
100	72614	LADDER	0	0	256	0
<b>71 - EQUIPMENT</b>			<b>790</b>	<b>39,259</b>	<b>54,752</b>	<b>33,348</b>
100	73112	RELOCATIONS	0	106	4,950	4,950
275	73112	RELOCATIONS	49,182	32,123	18,000	18,000
<b>73 - CIP EXPENDITURES</b>			<b>49,182</b>	<b>32,229</b>	<b>22,950</b>	<b>22,950</b>
280	91100	TO GENERAL	820	0	0	0
<b>91 - TRANSFER TO</b>			<b>820</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>61 - HOUSING &amp; COMMUNITY DEV TOTAL</b>			<b>7,780,853</b>	<b>7,883,335</b>	<b>8,979,180</b>	<b>9,115,268</b>

## Recommended Expenditure Budget Report by Activity & Funding Source

### 61 - HOUSING & COMMUNITY DEV

#### ADMINISTRATION - 61100

#### FUNDING SOURCE: COMMUNITY DEVELOPMENT

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	—	1,651	—	4,551
SUPPLIES AND SERVICES	56,708	94,572	66,739	19,261
WAGES AND BENEFITS	181,139	132,668	158,736	281,805
<b>ADMINISTRATION</b>	<b>237,847</b>	<b>228,892</b>	<b>225,475</b>	<b>305,617</b>
<b>HEALTH HOMES GRANT</b>		<b>- 61135</b>		

#### FUNDING SOURCE: GENERAL

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	105	137	—	137
<b>HEALTH HOMES GRANT</b>	<b>105</b>	<b>137</b>	<b>—</b>	<b>137</b>
<b>FEDERAL BUILDING MAINT. - 61150</b>				

#### FUNDING SOURCE: GENERAL

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
ADMIN/OVERHEAD/STORES GAR	241,077	246,303	227,850	235,529
EQUIPMENT	—	—	—	9,600
SUPPLIES AND SERVICES	151,314	148,100	166,448	153,737
<b>FEDERAL BUILDING MAINT.</b>	<b>392,391</b>	<b>394,404</b>	<b>394,298</b>	<b>398,866</b>
<b>LEAD PAINT ABATEMENT - 61200</b>				

#### FUNDING SOURCE: COMMUNITY DEVELOPMENT

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	—	26,115	—	0
<b>LEAD PAINT ABATEMENT</b>	<b>—</b>	<b>26,115</b>	<b>—</b>	<b>0</b>
<b>LEAD PAINT ABATEMENT 2011- 61211</b>				

#### FUNDING SOURCE: LEAD PAINT GRANT

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
CIP EXPENDITURES	49,182	32,123	18,000	18,000
EQUIPMENT	0	4,451	0	1,050
SUPPLIES AND SERVICES	67,739	38,325	67,036	66,083
WAGES AND BENEFITS	330,061	156,121	342,429	387,097
<b>LEAD PAINT ABATEMENT 2011</b>	<b>446,983</b>	<b>231,020</b>	<b>427,465</b>	<b>472,230</b>
<b>TRUE NORTH</b>		<b>- 61215</b>		

#### FUNDING SOURCE: GENERAL

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
WAGES AND BENEFITS	—	—	—	94,574
<b>TRUE NORTH</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>94,574</b>

## Recommended Expenditure Budget Report by Activity & Funding Source

### 61 - HOUSING & COMMUNITY DEV

#### HUD RESILIENCY - 61264

#### FUNDING SOURCE: ENGINEERING SERVICE

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	—	—	—	350
SUPPLIES AND SERVICES	0	1,099	0	5,598
WAGES AND BENEFITS	—	17,902	99,417	85,674
<b>HUD RESILIENCY</b>	<b>—</b>	<b>19,001</b>	<b>99,417</b>	<b>91,622</b>
<b>REHAB. PROGRAM</b>		<b>- 61300</b>		

#### FUNDING SOURCE: COMMUNITY DEVELOPMENT

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	—	5,862	606	4,900
SUPPLIES AND SERVICES	38,201	40,457	51,515	47,491
WAGES AND BENEFITS	305,947	280,736	317,116	242,578
<b>REHAB. PROGRAM</b>	<b>344,148</b>	<b>327,055</b>	<b>369,237</b>	<b>294,969</b>
<b>HOUSING LHAP GRANT</b>		<b>- 61320</b>		

#### FUNDING SOURCE: STATE RENTAL REHAB

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	—	—	3,000	3,000
<b>HOUSING LHAP GRANT</b>	<b>—</b>	<b>—</b>	<b>3,000</b>	<b>3,000</b>
<b>MODERATE REHAB. - 005</b>		<b>- 61530</b>		

#### FUNDING SOURCE: SECTION 8 HOUSING

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	68,962	77,986	76,965	85,361
<b>MODERATE REHAB. - 005</b>	<b>68,962</b>	<b>77,986</b>	<b>76,965</b>	<b>85,361</b>
<b>SECTION 8 VOUCHER</b>		<b>- 61600</b>		

#### FUNDING SOURCE: GENERAL

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	199	7,906	18,277	10,717
SUPPLIES AND SERVICES	157,813	128,890	135,171	129,534
TRANSFER TO	820	—	—	0
WAGES AND BENEFITS	644,516	653,413	617,476	726,027
<b>SECTION 8 VOUCHER</b>	<b>803,348</b>	<b>790,208</b>	<b>770,924</b>	<b>866,278</b>
<b>VOUCHER HAP</b>		<b>- 61601</b>		

#### FUNDING SOURCE: SECTION 8 HOUSING

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	4,470,630	4,713,485	5,252,890	5,244,952
<b>VOUCHER HAP</b>	<b>4,470,630</b>	<b>4,713,485</b>	<b>5,252,890</b>	<b>5,244,952</b>

## Recommended Expenditure Budget Report by Activity & Funding Source

### 61 - HOUSING & COMMUNITY DEV

#### FSS PROGRAM VOUCHER - 61640

##### FUNDING SOURCE: SECTION 8 HOUSING

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	98,211	26,457	70,102	63,936
<b>FSS PROGRAM VOUCHER</b>	<b>98,211</b>	<b>26,457</b>	<b>70,102</b>	<b>63,936</b>
<b>GENERAL HOUSING INSP. - 61700</b>				

##### FUNDING SOURCE: COMMUNITY DEVELOPMENT

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
CIP EXPENDITURES	0	106	0	0
EQUIPMENT	299	19,050	35,869	1,400
SUPPLIES AND SERVICES	76,130	103,055	88,902	81,474
WAGES AND BENEFITS	404,941	467,556	561,287	555,306
<b>GENERAL HOUSING INSP.</b>	<b>481,370</b>	<b>589,767</b>	<b>686,058</b>	<b>638,180</b>
<b>VACANT ABANDONED PROPERTY- 61720</b>				

##### FUNDING SOURCE: COMMUNITY DEVELOPMENT

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
CIP EXPENDITURES	—	—	4,950	4,950
SUPPLIES AND SERVICES	32,113	46,146	64,500	67,714
WAGES AND BENEFITS	—	—	—	73,886
<b>VACANT ABANDONED PROPERTY</b>	<b>32,113</b>	<b>46,146</b>	<b>69,450</b>	<b>146,550</b>
<b>CDBG ADMIN/MONITORING - 61800</b>				

##### FUNDING SOURCE: COMMUNITY DEVELOPMENT

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	291	340	—	780
SUPPLIES AND SERVICES	4,263	2,528	16,768	11,928
WAGES AND BENEFITS	69,260	44,510	106,813	95,835
<b>CDBG ADMIN/MONITORING</b>	<b>73,814</b>	<b>47,377</b>	<b>123,581</b>	<b>108,543</b>
<b>HUD RESILIENCY - 61850</b>				

##### FUNDING SOURCE: HUD DISASTER RELIEF

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	—	923	1,021	0
WAGES AND BENEFITS	32,195	17,520	175	0
<b>HUD RESILIENCY</b>	<b>32,195</b>	<b>18,443</b>	<b>1,196</b>	<b>0</b>
<b>SHELTER PLUS CARE GRANT - 61915</b>				

##### FUNDING SOURCE: GENERAL

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	113,691	111,804	122,411	124,739
<b>SHELTER PLUS CARE GRANT</b>	<b>113,691</b>	<b>111,804</b>	<b>122,411</b>	<b>124,739</b>
<b>BRIDGES OUT OF POVERTY - 61920</b>				

##### FUNDING SOURCE: GENERAL

## Recommended Expenditure Budget Report by Activity & Funding Source

### 61 - HOUSING & COMMUNITY DEV

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	70	75	70	0
<b>BRIDGES OUT OF POVERTY</b>	<b>70</b>	<b>75</b>	<b>70</b>	<b>0</b>
<b>GAINING OPPORTUNITIES - 61922</b>				

#### FUNDING SOURCE: CIRCLES PRIVATE DONATIONS

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	32,188	25,902	52,116	47,787
WAGES AND BENEFITS	133,867	108,617	144,769	77,927
<b>GAINING OPPORTUNITIES</b>	<b>166,055</b>	<b>134,519</b>	<b>196,885</b>	<b>125,714</b>
<b>SR OF PRESENTATION - 61923</b>				

#### FUNDING SOURCE: EMERGENCY GUARDIAN ANGEL

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	1,140	3,689	—	0
<b>EMERGENCY ASSISTANCE</b>	<b>1,140</b>	<b>3,689</b>	<b>—</b>	<b>0</b>
<b>HAWKEYE AREA COMM ACTION - 79170</b>				

#### FUNDING SOURCE: GENERAL

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	\$17,780	\$96,756	\$89,756	\$50,000
<b>HAWKEYE AREA COMM ACTION</b>	<b>\$17,780</b>	<b>\$96,756</b>	<b>\$89,756</b>	<b>\$50,000</b>
<b>HOUSING &amp; COMMUNITY DEV TOTAL</b>	<b>\$7,780,853</b>	<b>\$7,883,335</b>	<b>\$8,979,180</b>	<b>\$9,115,268</b>

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

**61 HOUSING AND COMMUNITY DEV. DEPT.**

FD	JC	WP-GR	JOB CLASS	FY 2019		FY 2020		FY 2021	
				FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
61010 Full Time Employee Expense									
100	7625	GE-41	HOUSING SERVICES DIRECTOR	0.50	\$ 56,364	0.50	\$ 53,401	0.50	\$ 56,991
260	7625	GE-41	HOUSING SERVICES DIRECTOR	0.25	\$ 28,182	0.25	\$ 26,700	0.25	\$ 28,496
280	7625	GE-41	HOUSING SERVICES DIRECTOR	0.25	\$ 28,182	0.25	\$ 26,700	0.25	\$ 28,496
100		GE-38	ASSISTANT HOUSING DIRECTOR	0.00	\$ —	0.00	\$ —	0.50	\$ 41,833
260		GE-38	ASSISTANT HOUSING DIRECTOR	0.00	\$ —	0.00	\$ —	0.25	\$ 20,917
280		GE-38	ASSISTANT HOUSING DIRECTOR	0.00	\$ —	0.00	\$ —	0.25	\$ 20,917
260		GE-28	HOUSING FINANCIAL SPECIALIST	0.00	\$ —	2.00	\$ 111,949	2.00	\$ 116,285
100	9200	GE-35	CDBG/HCV SUPERVISOR	0.25	\$ 20,430	0.00	\$ —	0.00	\$ —
260	9200	GE-35	CDBG/HCV SUPERVISOR	0.50	\$ 40,861	0.00	\$ —	0.00	\$ —
280	9200	GE-35	CDBG/HCV SUPERVISOR	0.25	\$ 20,430	0.00	\$ —	0.00	\$ —
100		GE-33	COMMUNITY DEV. SPECIALIST	0.00	\$ —	0.25	\$ 16,710	0.25	\$ 19,001
260		GE-33	COMMUNITY DEV. SPECIALIST	0.00	\$ —	0.75	\$ 50,131	0.75	\$ 56,439
100	4368	GE-35	RENTAL INSPECT/LICENSE SUPV	1.00	\$ 76,752	1.00	\$ 83,578	1.00	\$ 84,503
100	4372	GE-34	RESILIENCY COORDINATOR	0.00	\$ —	0.25	\$ 19,491	0.40	\$ 31,746
275	4372	GE-34	RESILIENCY COORDINATOR	0.00	\$ —	0.00	\$ —	0.20	\$ 15,873
800	4372	GE-34	RESILIENCY COORDINATOR	1.00	\$ 71,558	0.00	\$ —	0.40	\$ 31,746
260	4365	GE-33	REHABILITATION SUPERVISOR	1.00	\$ 75,690	1.00	\$ 77,574	1.00	\$ 79,014
280	8775	GE-35	ASSISTED HOUSING SUPV	1.00	\$ 75,690	1.00	\$ 77,406	1.00	\$ 87,013
100	2590	GE-32	GENERAL HOUSING SPECIALIST	1.00	\$ 70,331	0.80	\$ 56,988	0.80	\$ 57,614
275	2590	GE-32	GENERAL HOUSING SPECIALIST	0.00	\$ —	0.20	\$ 14,106	0.20	\$ 14,404
275		GE-34	GRANTS SUPERVISOR	0.38	\$ 26,464	0.75	\$ 58,473	1.00	\$ 80,159
800		GE-31	GRANT ADMINISTRATOR	0.00	\$ —	0.64	\$ 42,779	0.00	\$ —
100		GE-31	GRANT ADMINISTRATOR	0.00	\$ —	0.16	\$ 10,695	0.00	\$ —
275		GE-31	GRANT ADMINISTRATOR	0.00	\$ —	0.20	\$ 13,368	0.00	\$ —
275		GE-30	LEAD PAINT INSPECTOR	0.76	\$ 42,523	2.00	\$ 107,986	2.00	\$ 109,436
100		GE-29	CIRCLES COORDINATOR	1.00	\$ 48,693	0.00	\$ —	0.00	\$ —
280		GE-29	ASSISTED HOUSING COORD	1.00	\$ 60,980	1.00	\$ 62,366	1.00	\$ 63,061
100		GE-27	FAMILY SELF-SUFFICIENCY COORD	0.00	\$ —	1.00	\$ 68,672	1.00	\$ 53,528
280		GE-27	FAMILY SELF-SUFFICIENCY COORD	0.00	\$ —	0.00	\$ —	2.00	\$ 108,164
260	4360	GE-27	REHABILITATION SPECIALIST	1.00	\$ 53,318	0.00	\$ —	0.00	\$ —
280	8750	GE-27	ASSISTED HOUSING SPECIALIST	4.00	\$ 207,664	4.00	\$ 207,678	3.00	\$ 149,941
100	8750	GE-27	ASSISTED HOUSING SPECIALIST	0.00	\$ —	1.00	\$ 52,612	0.00	\$ —
100	8875	GE-26	PERMIT CLERK	1.00	\$ 52,481	1.00	\$ 53,677	1.00	\$ 54,284
275	5400	GE-26	LEAD PAINT ASSISTANT	0.38	\$ 18,993	1.00	\$ 48,501	1.00	\$ 57,566
100		GE-30	NUISANCE SPECIALIST	0.00	\$ —	0.00	\$ —	0.94	\$ 48,597
260		GE-30	NUISANCE SPECIALIST	0.00	\$ —	0.00	\$ —	0.06	\$ 3,102
260	225	GE-25	SECRETARY	1.00	\$ 42,452	0.00	\$ —	0.00	\$ —
280	225	GE-25	SECRETARY	1.00	\$ 46,044	1.00	\$ 48,501	1.00	\$ 49,047
100		NA-52	CIRCLES COACH	1.00	\$ 43,371	0.00	\$ —	0.00	\$ —
100	5400	OE-17	INSPECTOR I	1.18	\$ 72,069	2.75	\$ 180,721	2.50	\$ 158,065
260	5400	OE-17	INSPECTOR I	2.02	\$ 130,104	1.45	\$ 100,617	0.50	\$ 30,714
280	5400	OE-17	INSPECTOR I	0.80	\$ 55,128	0.80	\$ 56,390	1.00	\$ 66,875
100		GE-34	INSPECTOR II	0.00	\$ —	0.00	\$ —	1.00	\$ 71,305
TOTAL FULL TIME EMPLOYEES				23.52	\$1,464,754	27.00	\$1,727,770	29.00	\$1,895,132

**61030 Seasonal Employee Expense**

100	NA-11	INSPECTOR I	0.16	\$	4,876	0.30	\$	9,350	0.00	\$	—
260	NA-11	INSPECTOR I	0.14	\$	4,266	0.00	\$	—	0.00	\$	—
<b>TOTAL SEASONAL EMPLOYEES</b>			0.30	\$	9,142	0.30	\$	9,350	0.00	\$	—
<b>TOTAL HOUSING &amp; COMM. DEVL. DEPT.</b>			<b>23.82</b>	<b>\$</b>	<b>1,473,896</b>	<b>27.30</b>	<b>\$</b>	<b>1,737,120</b>	<b>29.00</b>	<b>\$</b>	<b>1,895,132</b>

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

ACCT	FD	JC	WP-GR	POSITION CLASS		FY 2019		FY 2020		FY 2021	
						FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
Housing & Comm. Dev. Administration-FT CDBG Fund											
26061100	61010	260	79700	GE-40	HOUSING SERVICES DIRECTOR	0.50	\$ 56,364	0.25	\$ 26,700	0.25	\$ 28,496
26061100	61010	260		GE-38	ASST. HOUSING SERVICES DIRECTOR	0.00	\$ —	0.00	\$ —	0.25	\$ 20,917
Total						0.50	\$ 56,364	0.25	\$ 26,700	0.50	\$ 49,413
Housing Administration-FT Section 8 Fund											
28061100	61010	280		GE-35	CDBG/HCV SUPERVISOR	0.25	\$ 20,430	0.00	\$ —	0.00	\$ —
28061100	61010	260	79700	GE-40	HOUSING SERVICES DIRECTOR	0.25	\$ 28,182	0.25	\$ 26,700	0.25	\$ 28,496
28061100	61010	280		GE-38	ASST. HOUSING SERVICES DIRECTOR	0.00	\$ —	0.00	\$ —	0.25	\$ 20,917
Total						0.50	\$ 48,612	0.25	\$ 26,700	0.50	\$ 49,413
Housing Administration-FT General Fund											
10061100	61010	100		GE-35	CDBG/HVC SUPERVISOR	0.25	\$ 20,430	0.00	\$ —	0.00	\$ —
10061100	61010	100	7625	GE-40	HOUSING SERVICES DIRECTOR	0.25	\$ 28,182	0.50	\$ 53,401	0.50	\$ 56,991
10061100	61010	100		GE-38	ASST. HOUSING SERVICES DIRECTOR	0.00	\$ —	0.00	\$ —	0.50	\$ 41,833
10061100	6010	100		GE-33	COMMUNITY DEV. SPECIALIST	0.00	\$ —	0.25	\$ 16,710	0.25	\$ 19,001
Total						0.50	\$ 48,612	0.75	\$ 70,111	1.25	\$ 117,825
Section 8-Voucher Program-FT											
28061600	61010	280	225	GE-25	SECRETARY	1.00	\$ 46,044	1.00	\$ 48,501	1.00	\$ 49,047
28061600	61010	280		GE-29	ASSISTED HOUSING COORD	1.00	\$ 60,980	1.00	\$ 62,366	1.00	\$ 63,061
28061600	61010	280	8750	GE-27	ASSISTED HOUSING SPECIALIST	4.00	\$ 207,664	4.00	\$ 207,678	3.00	\$ 149,941
28061600	61010	280	8775	GE-35	ASSISTED HOUSING SUPERVISOR	1.00	\$ 75,690	1.00	\$ 77,406	1.00	\$ 87,013
28061600	61010	280		GE-27	FAMILY SELF-SUFFICIENCY COOR	0.00	\$ —	0.00	\$ —	2.00	\$ 108,164
28061600	61010	280	5400	OE-17	INSPECTOR I	0.80	\$ 55,128	0.80	\$ 56,390	1.00	\$ 66,875
Total						7.80	\$ 445,506	7.80	\$ 452,341	9.00	\$ 524,101
General Housing Inspection- FT General Fund											
10061700	61010	100	5400	OE-17	INSPECTOR I	1.18	\$ 72,069	2.75	\$ 180,721	2.00	\$ 127,351
10061700	61010	100		GE-34	INSPECTOR II	0.00	\$ —	0.00	\$ —	1.00	\$ 71,305
10061700	61010	100	2590	GE-32	GENERAL HOUSING SPECIALIST	1.00	\$ 70,331	0.80	\$ 56,988	0.80	\$ 57,614
10061700	61010	100	4368	GE-35	RENTAL INSPECT/LICENSE SUPV	1.00	\$ 76,752	1.00	\$ 83,578	1.00	\$ 84,503
10061700	61010	100	8875	GE-26	PERMIT CLERK	1.00	\$ 52,481	1.00	\$ 53,677	1.00	\$ 54,284
Total						4.18	\$ 271,633	5.55	\$ 374,964	5.80	\$ 395,057
General Housing Inspection-Seasonal General Fund											
10061700	61030	100	5400	OE-17	INSPECTOR I	0.16	\$ 4,876	0.30	\$ 9,350	0.00	\$ —
Total						0.16	\$ 4,876	0.30	\$ 9,350	0.00	\$ —
General Housing Inspection-CDBG Fund											
26061700	61010	260	5400	OE-17	INSPECTOR I	1.02	\$ 61,195	0.45	\$ 29,439	0.00	\$ —
Total						1.02	\$ 61,195	0.45	\$ 29,439	0.00	\$ —



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

ACCT	FD	JC	WP-GR	POSITION CLASS	FY 2019		FY 2020		FY 2021		
					FTE	BUDGET	FTE	BUDGET	FTE	BUDGET	
General Housing Inspection-Seasonal CDBG Fund											
26061700	61030	100	5400	OE-17	INSPECTOR I	0.14	\$ 4,266	0.00	\$ —	0.00	\$ —
					Total	0.14	\$ 4,266	0.00	\$ —	0.00	\$ —
Lead Paint Grant - Lead Fund											
27561211	61010	275		GE-34	GRANTS SUPERVISOR	0.38	\$ 26,464	0.75	\$ 58,473	1.00	\$ 80,159
27561211	61010	275		GE-26	LEAD PAINT ASSISTANT	0.38	\$ 18,993	1.00	\$ 48,501	1.00	\$ 57,566
27561211	61010	275		GE-31	GRANT ADMINISTRATOR	0.00	\$ —	0.20	\$ 13,368	0.00	\$ —
27561211	61010	275	4,372	GE-34	RESILIENCY COORDINATOR	0.00	\$ —	0.00	\$ —	0.20	\$ 15,873
					GENERAL HOUSING SPECIALIST	0.00	\$ —	0.20	\$ 14,106	0.20	\$ 14,404
27561211	61010	275		GE-30	LEAD PAINT INSPECTOR	0.76	\$ 42,523	2.00	\$ 107,986	2.00	\$ 109,436
					Total	1.52	\$ 87,980	4.15	\$ 242,434	4.40	\$ 277,438
Rehab Program-FT CDBG											
26061300	61010	260	5400	OE-17	INSPECTOR I	1.00	\$ 68,909	1.00	\$ 71,178	0.50	\$ 30,714
26061300	61010	260	4365	GE-33	REHABILITATION SUPERVISOR	1.00	\$ 75,690	1.00	\$ 77,574	0.50	\$ 39,507
26061300	61010	260	225	GE-25	SECRETARY	1.00	\$ 42,452	0.00	\$ —	0.00	\$ —
26061300	61010	260		GE-28	HOUSING FINANCIAL SPECIALIST	0.00	\$ —	1.50	\$ 82,916	1.75	\$ 101,605
26061300	61010	260	4360	GE-27	REHABILITATION SPECIALIST	0.50	\$ 26,659	0.00	\$ —	0.00	\$ —
					Total	3.50	\$ 213,710	3.50	\$ 231,668	2.75	\$ 171,826
Community Dev. Block Grant Admin./Monitoring											
26061800	61010	260	4360	GE-27	REHABILITATION SPECIALIST	0.50	\$ 26,659	0.00	\$ —	0.00	\$ —
26061800	61010	260	2665	GE-28	HOUSING FINANCIAL SPECIALIST	0.00	\$ —	0.50	\$ 29,033	0.25	\$ 14,680
26061800	61010	260		GE-35	COMMUNITY DEV. SPECIALIST	0.00	\$ —	0.75	\$ 50,131	0.75	\$ 56,439
26061800	61010	260	9200	GE-34	CDBG/HVC SUPERVISOR	0.50	\$ 40,861	0.00	\$ —	0.00	\$ —
					Total	1.00	\$ 67,520	1.25	\$ 79,164	1.00	\$ 71,119
HUD Resiliency Grant Coordination - FT General Fund											
10061264	61010	100	4372	GE-34	RESILIENCY COORDINATOR	0.00	\$ —	0.25	\$ 19,491	0.40	\$ 31,746
10061264	61010	100	2630	GE-31	GRANT ADMINISTRATOR	0.00	\$ —	0.16	\$ 10,695	0.00	\$ —
					Total	0.00	\$ —	0.41	\$ 30,186	0.40	\$ 31,746
HUD Resiliency Grant Coordination											
80061264	61010	800	4372	GE-34	RESILIENCY COORDINATOR	1.00	\$ 71,558	0.00	\$ —	0.40	\$ 31,746
80061264	61010	800	2630	GE-31	GRANT ADMINISTRATOR	0.00	\$ —	0.64	\$ 42,779	0.00	\$ —
					Total	1.00	\$ 71,558	0.64	\$ 42,779	0.40	\$ 31,746
True North - FT General Fund											
10061215	61010			OE-17	INSPECTOR I	0.00	\$ —	0.00	\$ —	0.50	\$ 30,714
10061215	61010			GE-33	REHABILITATION SUPERVISOR	0.00	\$ —	0.00	\$ —	0.50	\$ 39,507
					Total	0.00	\$ —	0.00	\$ —	1.00	\$ 70,221
Vacant/Abandoned Buildings - FT General Fund											
10061720	61010			GE-30	NUISANCE SPECIALIST	0.00	\$ —	0.00	\$ —	0.94	\$ 48,597
					Total	0.00	\$ —	0.00	\$ —	0.94	\$ 48,597
Vacant/Abandoned Buildings - FT CDBG											
26061720	61010			GE-30	NUISANCE SPECIALIST	0.00	\$ —	0.00	\$ —	0.06	\$ 3,102
					Total	0.00	\$ —	0.00	\$ —	0.06	\$ 3,102
Gaining Oportunities - FT											
10061922	61010	100	9200	NA-52	CIRCLES COACH	1.00	\$ 43,371	0.00	\$ —	0.00	\$ —
10061922	61010	100		GE-27	ASSISTED HOUSING SPECIALIST	0.00	\$ —	1.00	\$ 52,612	0.00	\$ —

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

ACCT	FD	JC	WP-GR	POSITION CLASS	FY 2019		FY 2020		FY 2021	
					FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
10061922	61010	100	GE-27	FAMILY SELF-SUFFICIENCY COOR	0.00	\$ —	1.00	\$ 68,672	1.00	\$ 53,528
10061922	61010	100	GE-29	CIRCLES COORDINATOR	1.00	\$ 48,693	0.00	\$ —	0.00	\$ —
<b>Total</b>					2.00	\$ 92,064	2.00	\$ 121,284	1.00	\$ 53,528
<b>TOTAL HOUSING SERVICES &amp; COMM. DEVL. DEPT</b>					<b>23.82</b>	<b>\$1,473,896</b>	<b>27.30</b>	<b>\$1,737,120</b>	<b>29.00</b>	<b>\$1,895,132</b>

Capital Improvement Projects by Department/Division					
HOUSING & COMMUNITY DEV					
CIP Number	Capital Improvement Project Title	FY 18 Actual Expense	FY 19 Actual Expense	FY 20 Adopted Budget	FY 21 Recomm'd Budget
1002180	NBHD STABILIZATION GRANT	—	—	—	—
1011595	HOMEOWNERSHIP GRANTS-TARG	10,000	—	—	—
2601065	RESIDENTIAL REHAB PROGRAM	201,050	146,145	75,000	125,000
2601231	PURCHASE/RESALE/REHAB	174,816	391,830	80,000	45,000
2601232	LEAD PAINT ABATEMENT PROG	102,913	35,147	40,000	104,166
2601233	RENTAL REHAB UNIT	—	—	245,000	50,000
2601234	FIRST TIME HOMEBUYER PROG	45,000	45,000	20,000	50,000
2601237	HISTORIC PRESERVATION GRA	5,000	—	—	—
2602689	SALVIA HOUSE ELEVATOR	—	—	—	—
2602732	BEE BRANCH LEAD WATER/SEW	—	—	—	—
2642690	HUD RESILIENCY	3,363,902	2,046,524	2,718,000	2,718,000
2681021	HTF - WASHINGTON NEIGHBOR	315,100	104,268	211,283	211,283
2701065	RESIDENTIAL REHAB PROGRAM	57,019	70,294	30,000	30,000
2701250	HOME-RENTAL FIVE POINTS	—	—	—	—
2752429	LEAD HZRD REDUC PRG	739,426	440,897	550,000	800,000
3601595	HOMEOWNERSHIP GRANTS-TARG	40,361	1,078	276,238	566,485
3602573	CHI	125,000	175,000	150,000	—
3602766	NORTH END NEIGH REINVEST	0	150,000	300,000	300,000
HOUSING & COMMUNITY DEV TOTAL		5,179,587	3,606,182	4,695,521	4,999,934

PRGRM/ DEPT	PROJECT DESCRIPTION	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	TOTAL	PAGE
<b>HOUSING AND COMMUNITY DEVELOPMENT</b>								
<b>Community and Economic Development</b>								
	Homeownership Assistance	\$ 566,485	\$ 816,595	\$ 1,050,140	\$ 1,664,664	\$ 1,864,354	\$ 5,962,238	304
	Lead Based Paint Hazard Control	\$ 800,000	\$ 800,000	\$ —	\$ —	\$ —	\$ 1,600,000	306
	Lead Based Paint Hazard Control Grant Match	\$ 104,166	\$ 102,332	\$ —	\$ —	\$ —	\$ 206,498	308
	Neighborhood Reinvestment Partnership	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ —	\$ 1,200,000	310
	Washington Neighborhood Home Purchase Program	\$ 211,283	\$ 211,283	\$ 211,283	\$ 211,283	\$ 211,283	\$ 1,056,415	312
	Homeowner Rehabilitation Program	\$ 155,000	\$ 205,000	\$ 210,000	\$ 210,000	\$ 210,000	\$ 990,000	313
	Purchase/Rehab/Resale	\$ 45,000	\$ 175,000	\$ 180,000	\$ 180,000	\$ 180,000	\$ 760,000	315
	First-Time Home Buyer Program	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000	316
	Rental Dwelling Rehabilitation Programs	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000	317
	Bee Branch Healthy Homes Resiliency Grant	\$ 2,718,000	\$ 674,000	\$ —	\$ —	\$ —	\$ 3,392,000	318
	<b>TOTAL</b>	<b>\$ 4,999,934</b>	<b>\$ 3,384,210</b>	<b>\$ 2,051,423</b>	<b>\$ 2,665,947</b>	<b>\$ 2,565,637</b>	<b>\$ 15,667,151</b>	

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# **Planning Services**

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## PLANNING SERVICES DEPARTMENT SUMMARY

<b>Budget Highlights</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Budget</b>	<b>FY 2021 Requested</b>	<b>% Change From FY 2020 Budget</b>
<u>Expenses</u>				
Employee Expense	716,324	703,486	741,693	5.4 %
Supplies and Services	150,150	213,123	129,179	(39.4)%
Machinery and Equipment	3,427	1,000	24,816	2,381.6 %
Total	869,901	917,609	895,688	(2.4)%
<u>Resources</u>				
Administrative Overhead Recharges	327,983	361,570	401,643	11.1 %
Operating Revenue	59,957	63,738	59,640	(6.4)%
Total	387,940	425,308	461,283	8.5 %
Property Tax Support	481,961	492,301	434,405	(57,896)
Percent Increase (Decrease)				
Percent Self Supporting	44.6%	46.3%	51.5%	
<b>Personnel - Authorized FTE</b>	<b>8.38</b>	<b>8.38</b>	<b>8.38</b>	

### Improvement Package Summary

#### 1 of 4

This improvement request is for upgrading the Zoning Enforcement Officer's vehicle from a compact car to a sport utility vehicle (SUV). Poor traction, low clearance and lack of all-wheel drive hinders ability to perform field inspection duties for code enforcement staff. This vehicle must drive in alleys in all areas of the city in all weather conditions. A larger, all-wheel drive vehicle is a better, safer choice and will enable staff to better perform field inspections in inclement weather conditions. Building Services requested and purchased vehicle upgrades to SUVs in 2019 for the same reason. The City's Equipment Maintenance Supervisor performed an inspection of the 2009 Ford Focus SE and approved replacement of the vehicle. The amount requested is for the cost difference to upgrade to an SUV. This improvement package supports the City Council's goal of financially responsible, high-performance city organization.

Related Cost:	\$ 11,690	Tax Funds	Non-Recurring	<b>Recommend - No</b>
Related Revenue:	\$ 4,910	Administrative Overhead	Non-Recurring	
Net Cost:	<u>\$ 6,780</u>			
Property Tax Impact:	\$0.0027	0.03%		
Activity: Development Services				



## 2 of 4

This improvement request is for a three-year contract with Teska Associates to continue to serve as the collective Impact project manager, data manager, and facilitator for Imagine Dubuque: Implementation, which is a Top Priority on the City Council's 2019-2021 Policy Agenda. Creating and managing Collective Impact requires a separate organization and staff with a very specific set of skills to serve as the backbone for the entire initiative. Coordination takes time and none of the participating organizations or City departments have the time needed to dedicate to this. The expectation that collaboration can occur without a supporting infrastructure is one of the most frequent reasons for failure. Having served as the project manager for creation of Imagine Dubuque 2037: A Call to Action, the 2017 Comprehensive Plan, and then leading the Collective Impact initiative for Imagine Dubuque: Implementation, Teska Associates is best qualified to continue in this role to maintain community momentum and empowerment. The contract would incur an expense of \$25,000 per year for three years. This improvement package supports the City Council's goal of engage contracted and purchased services partners in advancing Council goals and community betterment.

Related Cost:	\$25,000	Tax Funds	Recurring for 3 years	<b>Recommend - Yes</b>
Related Revenue:	\$10,500	Administrative Overhead	Recurring for 3 years	
Net Cost:	<u>\$14,500</u>			
Property Tax Impact:	\$0.0057	0.05%		
Activity:	Planning/Historic Preservation			

## 3 of 4

This request is for an innovation partnership contract with Creative Adventure Lab of Dubuque to create a Community Empowerment process to engage stakeholders in actionable solutions and implementation strategies to support Imagine Dubuque: Implementation, a Top Priority on the City Council's 2019-2021 Policy Agenda. The City Council has a unique opportunity to inspire continued activity and engagement within the City organization and among community stakeholders, many of whom helped create Imagine Dubuque 2037: A Call to Action, the 2017 Comprehensive Plan. This innovation partnership will identify and execute a successful strategy that both encourages productive community participation and results in community empowerment to move forward with the Call to Action to realize the Plan's recommendations. This process will involve a series of innovation sessions engaging a diverse mix of community participants - City staff, nonprofits, residents, etc. – working collaboratively on specific recommendations in key focus areas of the Plan. The amount requested would provide for a one-year contract based on the proposal. This improvement package supports the City Council's goal of engage contracted and purchased services partners in advancing Council goals and community betterment.

Related Cost:	\$25,000	Tax Funds	Non-Recurring	<b>Recommend - No</b>
Related Revenue:	\$10,500	Administrative Overhead	Non-Recurring	
Net Cost:	<u>\$14,500</u>			
Property Tax Impact:	\$ (0.005)	(0.05)%		
Activity:	Planning/Historic Preservation			

## 4 of 4

This improvement request is for a 4% increase in Development Services fees to reflect actual processing costs based on FY2021 wages and benefits. Planning Services staff reviewed the fees charged for applications processed for the Zoning Advisory Commission, Zoning Board of Adjustment, and Historic Preservation Commission, and reviewed by Planning Services staff. The 4% increase is

based on an average 2% annual increase over 2 years, since fees were last raised in FY2019. With the 4% fee increase, annual revenue is estimated to increase by \$1,896. As an equity measure, fees for Special Exceptions and Design Reviews continue to be set at 50% of actual costs because most customers are from low to moderate income neighborhoods. This request supports the City Council's goal of financially responsible, high-performance City organization.

<b>Development Services</b>	<b>Current</b>	<b>FY 2021 Proposed 4% Fee Increase</b>	<b>Increase Amount</b>
Variance	\$360 + \$2/notice	\$374 + \$2/notice	\$14
Conditional Use Permit	\$360 + \$2/notice	\$374 + \$2/notice	\$14
Appeal	\$72	\$75	\$3
Special Exception	\$144	\$150	\$6
Text Amendment	\$287	\$298	\$11
Minor Subdivision Plat	\$287	\$298	\$11
Preliminary Plat/Major Subdivision	\$575	\$598	\$23
Final Plat/Major Subdivision	\$287	\$298	\$11
Rezoning	\$431 + \$2/notice	\$448 + \$2/notice	\$17
New Planned District (PUD)	\$719 + \$2/notice	\$748 + \$2/notice	\$29
Amended Planned District (PUD)	\$431 + \$2/notice	\$448 + \$2/notice	\$17
Sign Permit Reviews	\$39	\$41	\$2
Extension of Subdivision Bonding	\$39	\$41	\$2
Billboard Inspection Fee	\$54 billboard/year	\$56 billboard/year	\$2
Electronic Message Site Inspection Fee	\$54 sign/year	\$56 sign/year	\$2
Simple Site Plan	\$72	\$75	\$3
Minor Site Plan	\$183	\$190	\$7
Major Site Plan	\$327	\$340	\$13
Limited Setback Waiver	\$72	\$75	\$3
Flood Plain Permit	\$144	\$150	\$6
Flood Way Permit	\$719	\$748	\$29
Simple Subdivision-Staff Review	\$50	\$52	\$2
Simple Subdivision-Council Action Required	\$287	\$298	\$11
Waiver from Site Design Standards	\$360	\$374	\$14
Maps and Ordinances	\$10-\$30 /document	\$10-\$30 /document*	\$0
Temp. Use Permit: Off-Premise Retail	\$58	\$60	\$2
Temp. Use Permit: On-Premise Seasonal	\$123	\$128	\$5

<b>Historic Preservation</b>	<b>Current</b>	<b>FY 2021 Proposed 4% Fee Increase</b>	<b>Increase Amount</b>
Design Review (Including Economic Non-Viability & Demolition)	\$144	\$150	\$6

Note: Maximum Fee Cap of \$1,000 still applies to rezonings and amended PUDs.

Maximum Fee Cap of \$2,000 still applies to new PUDs.

\*No Fee Increase

Related Revenue: \$ 1,895 Development Services Fees Recurring  
Property Tax Impact: \$(0.0007) (0.01)%  
Activity: Development Services

**Recommend - Yes**

### **Significant Line Items**

#### **Employee Expense**

1. FY 2021 employee expense reflects a 1.5% wage package increase.
2. The Iowa Public Employee Retirement System (IPERS) City contribution of 9.44% is unchanged from FY 2020 The employee contribution of 6.29% is unchanged from FY 2020.
3. The City portion of health insurance expense increased from \$921 in FY 2020 to \$1,013 in FY 2021 per month per contract which results in annual cost increase of \$11,680 or 9.99%.
4. Five-Year Retiree Sick leave payout increased from \$0 in FY 2020 to \$14,718 in FY 2021.
5. 50% Sick leave payout increased from \$0 in FY 2020 to \$3,713 in FY 2021 based on FY 2020 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**

6. Software License expense increased from \$13,736 in FY 2020 to \$14,856 in FY 2021 based on FY 2020 plus 8%.
7. Pay to Other Agency increased from \$30,548 in FY 2020 to \$31,700 in FY 2021 for East Central Intergovernmental Association (ECIA) annual dues.
8. Travel Conferences increased from \$6,500 in FY 2020 to \$8,400 in FY 2021 based on actual cost for staff to attend state-wide preservation conferences, the American Planning Association conference, and the National Preservation conference. The National Preservation conference is a biannual conference held in Fiscal Year 2021.
9. Data Processing Equipment Maintenance Contracts increased from \$9,459 in FY 2020 to \$10,068 in FY 2021. Departments receive recharges for maintenance agreement costs on City wide software based on the number of users in their department.
10. General Liability Insurance decreased from \$4,520 in FY 2020 to \$4,450 in FY 2021.
11. Court Costs and Record Fees decreased from \$3,990 in FY 2020 to \$3,321 in FY 2021 based on FY 2019 Actual. Beginning January 1, 2016, the court requires the \$85 filing fee for municipal infractions to be paid up front by the City. The Court then enters judgment, and if a defendant is found guilty, the defendant will pay a fine plus \$85 in court costs and the Court will distribute the

fine portion and reimburse the City for the filing fee that was paid up front by the City. If a defendant is found not guilty, the City will pay for the court costs using the \$85 filing fee paid upfront instead of deducting the \$85 from the City's judgments, which was the process done by the Court previous to January 1, 2016. Departments that file municipal infractions must budget the upfront filing fee and a portion of the amount is reimbursed to the department going forward. The offsetting revenue is budgeted in Iowa District Court Fines and is \$1,069 in FY 2021 . Due to time delay of reimbursements, the revenue received is less than the expense.

## **Machinery and Equipment**

12. The total equipment requested is as follows (\$24,816):

<u>Administration</u>	
Smart Phone	350
Chairs/Desks	322
<u>Development Services</u>	
Smart Phone	\$ 350
Projector	\$ 500
Chairs/Desks	1,290
Vehicle Replacement	20,536
<u>City Planning/Historic Preservation</u>	
Projector	\$ 500
Chairs/Desks	\$ 968
Total	<u>\$ 24,816</u>

## **Revenue**

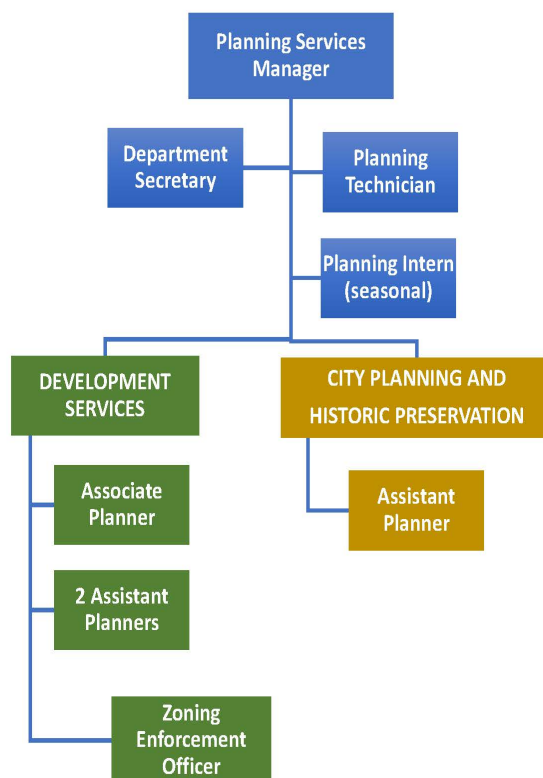
13. Zoning administrative fees decreased from \$31,027 in FY 2020 to \$29,896 in FY 2021 based on FY 2019 actual.
14. Revenue received from Enterprise Funds for administrative overhead charges increased from \$361,570 in FY 2020 to \$401,643 in FY 2021.

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# 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.



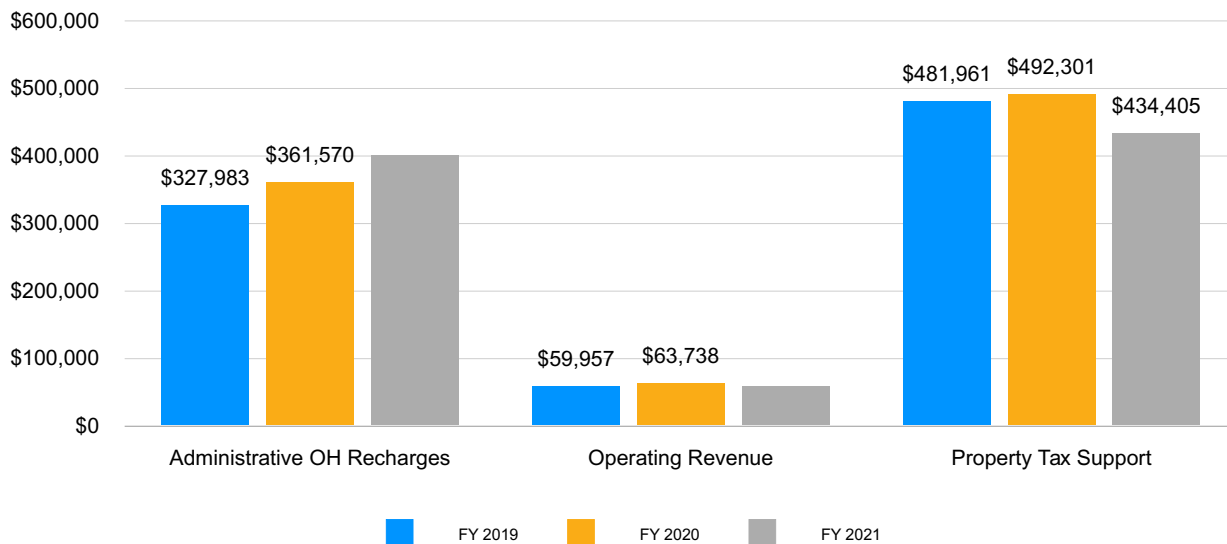
### PARTNERSHIPS

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

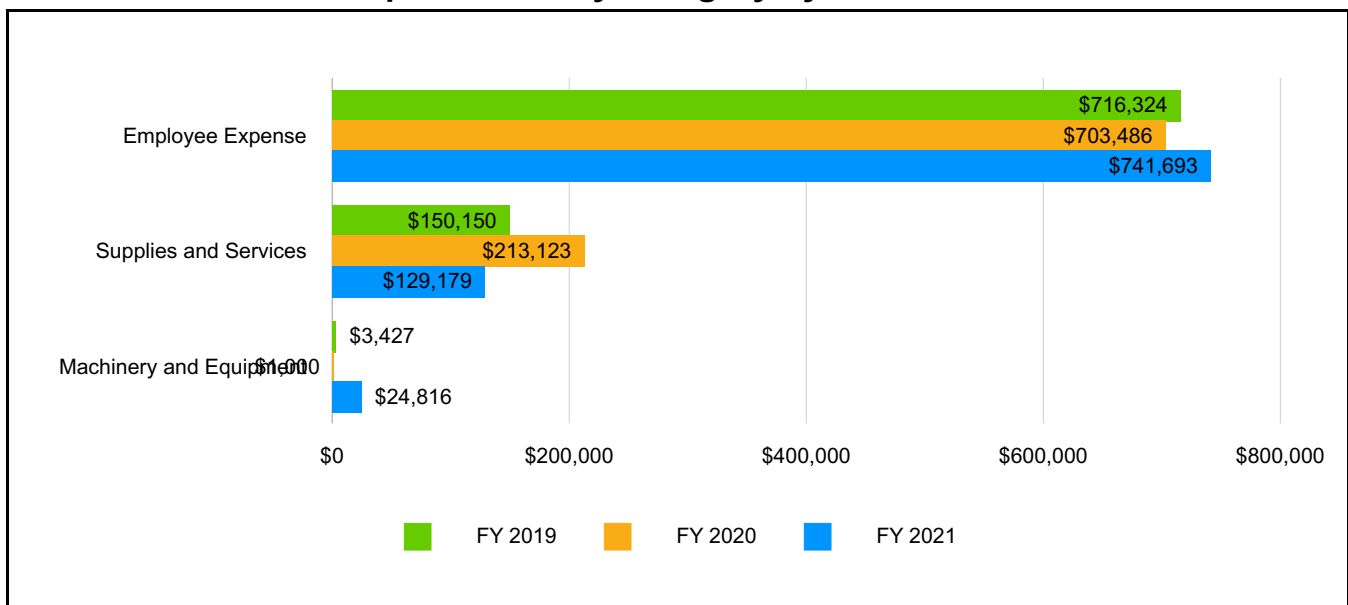
	FY 2019	FY 2020	FY 2021
Full-Time Equivalent	8.38	8.38	8.38

## Resources and Property Tax Support



The Planning Services Department is supported by 8.38 full-time equivalent employees, which accounts for 82.81% of the department expense as seen below. Overall, the department's expenses are expected to decrease by (2.39)% in FY 2021 compared to FY 2020.

## 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 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$514,573	\$415,347	\$477,106
Resources	\$56,130	\$61,578	\$57,394



Development Service Position Summary	
	FY 2021
Associate Planner	1.00
Assistant Planner	2.00
Zoning Enforcement Officer	1.00
Secretary	0.40
<b>Total Full-Time Equivalent Employees</b>	<b>4.40</b>

### Performance Measures

#### City Council Goal: Robust Local Economy

	Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
1	<b>Activity Objective: Provide effective customer service, knowledge of development regulations, and department efficiency to encourage voluntary compliance and effectively serve the community.</b>					
	# of square feet of approved development (combined commercial, industrial, and institutional)	200,000	174,956	135,915	300,000	
	% average score (out of 100) awarded by customers via ongoing Planning Department customer service survey.	100%	98.3%	100%	100%	
	# of inspections conducted to bring properties into compliance	1,460	1,495	1,424	1,460	

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

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

# PLANNING SERVICES

## City Planning

### 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](#).

City Planning Funding Summary			
	FY 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$355,327.37	\$502,262	\$418,582
Resources	\$331,809.48	\$363,730	\$403,889

City Planning Position Summary	
	FY 2021
Planning Services Manager	1.00
Assistant Planner	1.00
Planning Technician	1.00
Secretary	0.60
Planning Intern	0.38
<b>Total Full-Time Equivalent Employees</b>	<b>3.98</b>

### Performance Measures

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

Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
<b>1 Activity Objective: Begin implementation of the Imagine Dubuque 2037 Plan.</b>					
# of Imagine Dubuque Technical Team Meetings	6	—	3	6	

# PLANNING SERVICES

## Historic Preservation

### Mission & Services

[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.



Historic Preservation Funding Summary			
	FY 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$355,327.37	\$502,262	\$418,582
Resources	\$331,809.48	\$363,730	\$403,889

Historic Preservation Position Summary	
	FY 2021
Planning Services Manager	1.00
Assistant Planner	1.00
Planning Technician	1.00
Secretary	0.60
Planning Intern	0.38
<b>Total Full-Time Equivalent Employees</b>	<b>3.98</b>

### Performance Measures

#### City Council Goal: Vibrant Community

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

Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
# Avg. days Historic Preservation review and approval time from application deadline	17.5	17.5	17.5	17.5	
\$ investment in historic and downtown neighborhoods	\$3.0 million	\$3.2 million	\$4.0 million	\$3.4 million	

## Recommended Operating Revenue Budget - Department Total

### 62 - PLANNING SERVICES

Fund	Account	Account Title	FY18 Actual Revenue	FY19 Actual Revenue	FY20 Adopted Budget	FY21 Recomm'd Budget
100	45701	STATE GRANTS	0	1,657	0	0
100	45771	FED PASS THRU STATE GRANT	0	912	0	0
<b>45</b>	<b>STATE GRANTS</b>	<b>- Total</b>	<b>0</b>	<b>2,569</b>	<b>0</b>	<b>0</b>
100	51912	ZONING ADM FEES	27,991	28,746	31,027	29,896
100	51913	SUB PLAT REVIEW FEES	4,058	3,111	3,527	3,235
100	51915	TEMPORARY USE FEES	1,284	1,200	671	708
100	51917	BILLBOARD INSPECTION FEE	13,800	12,700	13,833	13,208
100	51925	MAP/TEXT SALES	20	100	63	43
100	51928	DESIGN REVIEW FEES	0	1,152	2,160	2,246
<b>51</b>	<b>CHARGES FOR SERVICES</b>	<b>- Total</b>	<b>47,153</b>	<b>47,009</b>	<b>51,281</b>	<b>49,336</b>
100	53403	IA DISTRICT COURT FINES	0	1,069	1,710	1,069
100	53530	SPECIALIZED SERVICES	8,710	8,710	8,710	8,710
100	53605	MISCELLANEOUS REVENUE	1,181	43	1,555	43
100	53620	REIMBURSEMENTS-GENERAL	4,765	556	482	482
<b>53</b>	<b>MISCELLANEOUS</b>	<b>- Total</b>	<b>14,657</b>	<b>10,379</b>	<b>12,457</b>	<b>10,304</b>
100	59610	FR WPC OPERATING	135,777	139,437	143,165	159,338
100	59620	FR STORMWATER OPERATING	31,282	32,656	39,585	47,334
100	59630	FR PARKING OPERATING	15,621	15,966	18,590	20,712
100	59640	FR WATER UTILITY	8,304	25,099	31,024	26,622
100	59670	FR REFUSE COLLECTION	110,863	114,825	129,206	147,637
<b>59</b>	<b>TRANSFER IN AND INTERNAL</b>	<b>- Total</b>	<b>301,847</b>	<b>327,983</b>	<b>361,570</b>	<b>401,643</b>
<b>PLANNING SERVICES - Total</b>			<b>363,657</b>	<b>387,940</b>	<b>425,308</b>	<b>461,283</b>

## Recommended Operating Expenditure Budget - Department Total

### 62 - PLANNING SERVICES

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
100	61010	FULL-TIME EMPLOYEES	491,285	514,169	516,739	522,565
100	61030	SEASONAL EMPLOYEES	21,086	767	8,139	8,226
100	61091	SICK LEAVE PAYOFF	0	0	0	14,718
100	61092	VACATION PAYOFF	2,436	0	0	0
100	61096	50% SICK LEAVE PAYOUT	0	0	0	3,713
100	61310	IPERS	45,847	48,537	49,548	50,107
100	61320	SOCIAL SECURITY	36,773	36,042	40,152	42,016
100	61410	HEALTH INSURANCE	127,198	114,480	86,688	98,368
100	61415	WORKMENS' COMPENSATION	2,037	1,761	1,509	1,391
100	61416	LIFE INSURANCE	402	436	458	458
100	61660	EMPLOYEE PHYSICALS	0	131	253	131
<b>61 - WAGES AND BENEFITS</b>			<b>727,064</b>	<b>716,324</b>	<b>703,486</b>	<b>741,693</b>
100	62010	OFFICE SUPPLIES	1,979	4,225	1,979	4,225
100	62030	POSTAGE AND SHIPPING	1,823	2,471	1,917	2,717
100	62050	OFFICE EQUIPMENT MAINT	0	0	1,240	1,240
100	62061	DP EQUIP. MAINT CONTRACTS	9,529	9,682	9,459	10,068
100	62090	PRINTING & BINDING	17	2,516	200	2,000
100	62110	COPYING/REPRODUCTION	2,703	2,987	2,892	2,987
100	62130	LEGAL NOTICES & ADS	5,506	2,139	1,122	2,139
100	62140	PROMOTION	406	350	15,499	499
100	62170	SUBSCRIPTIONS-BOOKS-MAPS	1,098	790	1,092	1,061
100	62190	DUES & MEMBERSHIPS	1,049	1,174	932	919
100	62204	REFUNDS	947	288	0	0
100	62206	PROPERTY INSURANCE	127	820	929	861
100	62208	GENERAL LIABILITY INSURAN	4,065	4,238	4,520	4,450
100	62230	COURT COSTS & RECORD FEES	2,991	3,321	3,990	3,321
100	62310	TRAVEL-CONFERENCES	5,041	14,937	6,500	8,400
100	62320	TRAVEL-CITY BUSINESS	727	8,810	1,907	2,000
100	62340	MILEAGE/LOCAL TRANSP	225	209	365	485
100	62360	EDUCATION & TRAINING	2,910	1,907	3,210	2,600
100	62421	TELEPHONE	1,322	1,875	1,321	1,875
100	62436	RENTAL OF SPACE	3,024	2,772	3,024	3,024
100	62511	FUEL, MOTOR VEHICLE	557	529	557	572
100	62521	MOTOR VEHICLE MAINT.	651	589	664	600
100	62645	SPECIAL EVENTS	0	1,636	0	500
100	62663	SOFTWARE LICENSE EXP	13,919	27,754	13,736	14,856
100	62667	DATA SERVICES	577	673	1,320	1,080
100	62716	CONSULTANT SERVICES	0	18,683	104,200	25,000
100	62731	MISCELLANEOUS SERVICES	1,143	0	0	0
100	62732	TEMP HELP/CONTRACT SERV.	0	5,201	0	0
100	62756	EMPLOYEE RECOGNITION	0	180	0	0
100	62761	PAY TO OTHER AGENCY	28,242	29,395	30,548	31,700
<b>62 - SUPPLIES AND SERVICES</b>			<b>90,576</b>	<b>150,150</b>	<b>213,123</b>	<b>129,179</b>
100	71118	PROJECTOR/CAMERA	0	0	1,000	1,000
100	71120	PERIPHERALS, COMPUTER	801	0	0	0
100	71211	DESKS/CHAIRS	402	2,972	0	2,580
100	71310	AUTO/JEEP REPLACEMENT	0	0	0	20,536
100	72418	TELEPHONE RELATED	248	454	0	700
<b>71 - EQUIPMENT</b>			<b>1,451</b>	<b>3,427</b>	<b>1,000</b>	<b>24,816</b>
<b>62 - PLANNING SERVICES TOTAL</b>			<b>819,091</b>	<b>869,901</b>	<b>917,609</b>	<b>895,688</b>

## Recommended Expenditure Budget Report by Activity & Funding Source

### 62 - PLANNING SERVICES

#### ADMINISTRATION - 62100

FUNDING SOURCE: GENERAL

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	174	—	672
SUPPLIES AND SERVICES	9,143	6,738	6,746
WAGES AND BENEFITS	35,758	35,983	32,294
<b>ADMINISTRATION</b>	<b>45,075</b>	<b>42,721</b>	<b>39,712</b>
<b>DEVELOPMENT SERVICES - 62400</b>			

FUNDING SOURCE: GENERAL

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	815	500	22,676
SUPPLIES AND SERVICES	60,466	42,774	48,551
WAGES AND BENEFITS	453,292	372,073	405,879
<b>DEVELOPMENT SERVICES</b>	<b>514,573</b>	<b>415,347</b>	<b>477,106</b>
<b>CITY PLANNING/HISTORIC PR- 62700</b>			

FUNDING SOURCE: GENERAL

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	2,437	500	1,468
SUPPLIES AND SERVICES	80,541	163,611	73,882
WAGES AND BENEFITS	227,274	295,430	303,520
<b>CITY PLANNING/HISTORIC PR</b>	<b>310,253</b>	<b>459,541</b>	<b>378,870</b>
<b>PLANNING SERVICES TOTAL</b>	<b>\$869,901</b>	<b>\$917,609</b>	<b>\$895,688</b>

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

FD	JC	WP-GR	JOB CLASS	FY 2019		FY 2020		FY 2021	
				FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
61010 Full Time Employee Expense									
100	5875	GE-40	CITY PLANNER	1.00	\$ 110,041	1.00	\$ 113,358	1.00	\$ 89,596
100	5600	GE-35	ASSOCIATE PLANNER	1.00	\$ 84,148	1.00	\$ 76,525	1.00	\$ 80,225
100	5275	GE-32	ASSISTANT PLANNER	3.00	\$ 212,661	3.00	\$ 189,540	3.00	\$ 201,305
100	5230	GE-27	CODE INSPECTOR	1.00	\$ 52,790	1.00	\$ 54,397	1.00	\$ 55,147
100	5225	GE-26	PLANNING TECHNICIAN	1.00	\$ 45,377	1.00	\$ 43,766	1.00	\$ 46,755
100	225	GE-25	SECRETARY	1.00	\$ 49,321	1.00	\$ 39,153	1.00	\$ 49,537
TOTAL FULL TIME EMPLOYEES				8.00	\$ 554,338	8.00	\$ 516,739	8.00	\$ 522,565
61030 Seasonal Employee Expense									
100	5250	NA-11	PLANNING INTERN	0.38	\$ 7,958	0.38	\$ 8,139	0.38	\$ 8,226
TOTAL SEASONAL EMPLOYEES				0.38	\$ 7,958	0.38	\$ 8,139	0.38	\$ 8,226
TOTAL PLANNING SERVICES DEPT				8.38	\$ 562,296	8.38	\$ 524,878	8.38	\$ 530,791

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

ACCT	FD	JC	WP-GR	POSITION CLASS	FY 2019		FY 2020		FY 2021		
					FTE	BUDGET	FTE	BUDGET	FTE	BUDGET	
Planning Administration-FT General Fund											
10062100	61010	100	5875	GE-40	CITY PLANNER	0.25	\$ 27,510	0.25	\$ 28,339	0.25	\$ 22,399
Total						0.25	\$ 27,510	0.25	\$ 28,339	0.25	\$ 22,399
Development Services-FT General Fund											
10062400	61010	100	225	GE-25	SECRETARY	0.40	\$ 19,729	0.40	\$ 15,661	0.40	\$ 19,815
10062400	61010	100	5230	GE-27	CODE INSPECTOR	1.00	\$ 52,790	1.00	\$ 54,397	1.00	\$ 55,147
10062400	61010	100	5275	GE-32	ASSISTANT PLANNER	2.00	\$ 142,330	2.00	\$ 129,573	2.00	\$ 133,918
10062400	61010	100	5600	GE-35	ASSOCIATE PLANNER	1.00	\$ 84,148	1.00	\$ 76,525	1.00	\$ 80,225
Total						4.40	\$ 298,997	4.40	\$ 276,156	4.40	\$ 289,105
City Planning/Historic Pres.-FT General Fund											
10062700	61010	100	225	GE-25	SECRETARY	0.60	\$ 29,592	0.60	\$ 23,492	0.60	\$ 29,722
10062700	61010	100	5875	GE-40	CITY PLANNER	0.75	\$ 82,531	0.75	\$ 85,019	0.75	\$ 67,197
10062700	61010	100	5275	GE-32	ASSISTANT PLANNER	1.00	\$ 70,331	1.00	\$ 59,967	1.00	\$ 67,387
10062700	61010	100	5225	GE-26	PLANNING TECHNICIAN	1.00	\$ 45,377	1.00	\$ 43,766	1.00	\$ 46,755
Total						3.35	\$ 227,831	3.35	\$ 212,244	3.35	\$ 211,061
City Planning/Historic Pres.-Seasonal General Fund											
10062700	61030	260	5250	NA-22	PLANNING INTERN	0.38	\$ 7,958	0.38	\$ 8,139	0.38	\$ 8,226
Total						0.38	\$ 7,958	0.38	\$ 8,139	0.38	\$ 8,226
TOTAL PLANNING SERVICES DEPT.						8.38	\$ 562,296	8.38	\$ 524,878	8.38	\$ 530,791



Capital Improvement Projects by Department/Division					
PLANNING SERVICES					
CIP Number	Capital Improvement Project Title	FY 18 Actual Expense	FY 19 Actual Expense	FY 20 Adopted Budget	FY 21 Recomm'd Budget
1022431	HISTORIC PRES TECH ASSIST	—	—	—	—
1022623	COMP PLAN COMM ENGAGE	149,025	—	—	—
1022768	TRAIL PLANNING	—	—	—	—
3502430	TRAILS/COMPLETE STREETS	10,457	—	—	—
3502433	KIOSK MAP REPLACEMENTS	—	—	—	—
<b>PLANNING SERVICES</b>	<b>TOTAL</b>	<b>159,481</b>	<b>—</b>	<b>—</b>	<b>—</b>

PRGRM/ DEPT	PROJECT DESCRIPTION	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	TOTAL	PAGE
<b>PLANNING SERVICES</b>								
<b>Community and Economic Development</b>								
	Trail Planning	\$ —	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 40,000	319
	Historic Preservation Technical Assistance Program	\$ —	\$ —	\$ 15,000	\$ 5,000	\$ 5,000	\$ 25,000	320
	<b>TOTAL</b>	<b>\$ —</b>	<b>\$ 10,000</b>	<b>\$ 25,000</b>	<b>\$ 15,000</b>	<b>\$ 15,000</b>	<b>\$ 65,000</b>	

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# **Economic Development**

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## ECONOMIC DEVELOPMENT DEPARTMENT

<b>Budget Highlights</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Budget</b>	<b>FY 2021 Requested</b>	<b>% Change From FY 2020 Budget</b>
<u>Expenses</u>				
Employee Expense	275,530	330,126	346,615	5.0%
Supplies and Services	2,377,621	2,248,043	2,319,193	3.2%
TIF Rebate Payments	2,601,672	2,503,836	2,558,035	2.2%
Equipment	5,554	1,785	920	-48.5%
Subtotal	5,260,377	5,083,790	5,224,763	2.8%
Debt Service	3,002,171	3,174,418	3,409,758	7.4%
Total	8,262,548	8,258,208	8,634,521	4.6%
<u>Resources</u>				
TIF Charges	5,603,843	5,678,254	5,967,793	5.1%
TIF Land Sales/Reimbursements	295,937	386,175	311,175	-19.4%
Hotel/Motel Tax (50%)	1,134,522	1,121,130	1,145,392	2.2%
Farmland Rent	74,475	49,708	74,475	49.8%
Miscellaneous Revenue	24,400	27,400	29,094	6.2%
Total	7,133,177	7,262,667	7,527,929	3.7%
Property Tax Support	1,129,371	995,541	1,106,592	111,051
Percent Increase (Decrease)				11.2%
<b>Personnel - Authorized FTE</b>	<b>3.50</b>	<b>3.75</b>	<b>3.75</b>	

### Improvement Package Summary

#### **1 of 6**

This improvement package provides for the purchase of a tablet for the Arts & Cultural Affairs Coordinator. Having access to all emails and files will streamline work during and between meetings.

Related Cost:	\$ 920	Tax Funds	Non-Recurring	<b>Recommend - Yes</b>
Related Cost:	\$ 120	Tax Funds	Recurring	
Total Cost:	<u>\$ 1,040</u>			
Property Tax Impact:	\$ 0.0004	—%		
Activity: Economic Development				

## 2 of 6

This improvement package provides for Arts Mean Business (AMB) activities which seek to nurture relationships between the arts and business sectors and provide opportunities for students and area creatives to gain new business skills and exposure to career opportunities. AMB activities have been facilitated by the Office of Arts and Cultural Affairs with planning and implementation support from a collective of citizen volunteers since 2016; activities have traditionally included an Arts and Business Luncheon, a Career in the Arts panel for students, and an Business of the Arts Academy skills building workshop for artist. To date, these activities have been self-funded through ticket sales and sponsorships from area businesses but no funds have been dedicated to planning and promotion efforts that must take place; a \$25 fee to attend the Luncheon and \$15 fee for skills building workshop will continue to offset expenses with fee waivers available for those in need. In past years, the Luncheon has attracted on average 100, the Academy typically engages 40. In FY21, the AMB planning committee advises building on the positive response to prior years' activities by holding additional business skills for creatives workshops on a regular basis to create year-round continuity of AMB activities and strengthen the resiliency and impact of Dubuque's creative economy. This year, AMB will partner with Springboard for the Arts to deliver programs; AMB seeks to engage Springboard for the Arts to bring their 12-step Work of Art workshop series to Dubuque over the course of 24-months starting in Spring 2020. A nominal fee will be charged to attend these events but as activities will be directed towards students, artists, and creative entrepreneurship, the planning committee feels it is important for that fee to be no more than \$5 per workshop. By fostering relationships, building new skills, and partnering with professional organization whose work is devoted to developing and drawing attention to the creative economy, AMB activities support many of the priorities of the Arts and Culture Master Plan which was adopted by the City Council in 2016. AMB activities also support City Council goals of Robust Local Economy, Partnership for a Better Dubuque, and Diverse Arts, Culture, Parks, and Recreation Experiences and Activities.

Related Cost:	\$ 5,000	Tax Funds	Recurring	Recommend - No
Related Revenue:	\$ 3,900	Ticket Sales	Recurring	
Net Cost:	<u>\$ 1,100</u>			
Property Tax Impact:	\$ 0.0004	—%		
Activity: Arts and Cultural Affairs				

## 3 of 6

This improvement package provides additional funds for the the Art on the River (AOTR) program. The increase will allow for an increase in the stipends to the exhibiting artists (from \$1500 to \$1800 per artist), expand paid promotional efforts, and incorporate activities directed at diverse populations (cultural arts entertainment at Grand Opening) and youth (curriculum and exhibition to increase engagement with teens and college students). AOTR will enter it's 15th year in 2020. The program continues to be a fully accessible arts activity that can be enjoyed by all ages, all income levels, and people of all backgrounds; it engages citizens and tourists alike with an installation of sculptures along the Mississippi Riverwalk at the Port of Dubuque. AOTR was originated and supported through a block CIP grant, averaging \$35,000 in program expenses annually; some revenue was collected in that time through the sale of sculptures. Upon CIP being exhausted, an improvement package was approved which funded AOTR through City operating funds at \$30,000. Those funds have been stretched to maximize impact and expand outreach but it remains insufficient for the longevity and momentum of the program and limits outreach and inclusive engagement opportunities that could enhance the program's overall impact. In FY20, funds were carried over from the previous years operating budget to support the incorporation of an inclusion style show partnering with local businesses and feature models from

all walks of life at the Grand Opening event. Feedback received from some of the 200+ reception attendees was extremely favorable to this additional element. In honor of the program's 15th anniversary, the AOTR planning committee has requested an increase to support for participating artists so that it is an exhibition that artists continue to seek to be part of. The Planning Committee has also advised broadening the promotional efforts to celebrate the program's 15th anniversary; in 2019, the Arts and Cultural Affairs Coordinator was awarded the State of Iowa Travel Iowa Tourism Grant program for \$5000 to support overall promotional efforts. The Planning Committee would also like to build on the positive feedback from the inclusive style show by incorporating a similar element in the 2020 Grand Opening event. The Planning Committee would also like to build on the positive feedback from the inclusive style show by incorporating a similar element in the August 2020 Grand Opening event and seeks to implement a civic engagement project with youth at the Alternative Learning Center and the Multicultural Family Center in conjunction with next year's AOTR program. This civic engagement project will provide an opportunity for youth to create and exhibit public art inspired by next year's AOTR theme; the Arts and Cultural Affairs Coordinator in collaboration with the Human Rights Office and in partnership with the Loras College Civic Scholars program will begin the development and implementation of this pilot project in FY20 but will carry its results and expenses into FY21. Increased support for participating artists, broader promotional efforts, and activities dedicated to engaging new audiences will elevate a program that continues to support the City Council's goals of a Vibrant Community (walkability, safe location), Sustainable Environment (AOTR draws people to the Mississippi Riverwalk and thus increases enjoyment / appreciation for the river), Diverse Arts, Culture, Parks, and Recreation Experiences and Activities, and Partnership for a Better Dubuque (AOTR is produced through the collaborative planning efforts of City Staff, a variety of City Departments, and engaged citizen volunteers).

Related Cost:	\$ 7,500	Tax Funds	Recurring	Recommend - Yes
Related Revenue:	\$ 5,000	Grant	Non-Recurring	
Net Cost:	<u>\$ 2,500</u>			
Property Tax Impact:	\$ 0.001	0.01%		
Activity: Arts and Cultural Affairs				

#### 4 of 6

This improvement package provides an increase in the funds available to be granted out to Dubuque arts and culture organizations via the Operating Support (OS) funding program through the Office of Arts and Cultural Affairs. OS funds have been made available since 2005 through an annual application process to arts-centered 501(c)3's in the City of Dubuque who are providing arts and cultural programs. All grants are reviewed and scored by a panel independent of staff or the Arts Commission. In FY05, \$200,000 was distributed to 12 organizations; in FY13, OS funds were increased by \$10,000 to \$210,000 and supported 10 organizations. The amount being requested annually has steadily increased as new organizations have been established and existing organizations have thrived, and thus their operating budgets and programs have expanded. In FY20, OS grants could only meet 68.3% of the funding requested by applying organizations; City OS decreased for 8 organizations from the year prior, having a potential negative impact on their programming, staffing, and organizational health. Organizations will continue to be limited to receiving \$30,000 or a maximum 6% of their operating budget. To support the increase in funding available, the Office of Arts and Cultural Affairs will implement an annual reporting process in order to measure the outcomes being achieved by grantees, especially as it relates to accessibility of programs, diversity of audiences, and economic impact of the organizations programs related to jobs, audience spending, and tourism dollars. This request supports the City Council Goal of Diverse Arts, Culture, Parks, and Recreation Experiences and Activities by



providing essential support to Arts and Culture organizations to help sustain their operations in providing revenue that might otherwise be made up through admission and activities fees which is an equity burden for low income residents. Arts Operating Funds also support the City Council goals of Robust Local Economy as OS grants support organizational staffing; Vibrant Community through support safe, accessible activities that positively impact the brain health of those that participate in them.

Related Cost:	\$ 40,000	Tax Funds	Recurring	<b>Recommend - Yes</b>
Property Tax Impact:	\$ 0.0157	0.15%		
Activity: Arts and Cultural Affairs				

## 5 of 6

This improvement request is for continuing operating support for the Fountain of Youth. The mission of the Fountain of Youth is to change mindsets that contribute to generational poverty. The Fountain of youth offers programs (Real Talk, Getting in Tune, and Partners in Change) that are personalized with a one on one approach and focus on embracing an accomplished mindset, focusing on quality of life, and gaining financial and employment success. The Fountain of Youth's request is to fund \$126,507 in 2020; \$271,043 in 2021; \$387,149 in 2022; \$463,311 in 2023; and \$542,336 in 2024. This recommendation is to fund \$40,000 recurring beginning in Fiscal Year 2021.

Related Cost:	\$ 40,000	Tax Funds	Recurring	<b>Recommend - Yes</b>
Property Tax Impact:	\$ 0.0157	0.15%		
Activity: Economic Development				

## 6 of 6

This improvement request is for two years operating support for the Dubuque Dream Center (Fiscal Years 2021 and 2022). The Dubuque Dream Center is a Community Outreach Center committed to mobilizing youth and families to build on Dr. King's Dream of transforming communities by embracing, empowering, and unifying those who live there. In order to progress towards sustainable income to continue to provide quality and affordable care to the children of working families, the Dream Center is seeking to become a licensed child care facility and generate funding support from the State of Iowa by 2021. The Dream Center seeks to become a Licensed Child Care Facility in order to generate income to serve low income and working families who need our support, but struggle to afford quality after school and summer care. The Dream Center's request is 33% of the operational budget, or \$264,000 for 1-2 years beginning in 2020 (Attachment I). The transitional funding would support 88 low income working families with students ranging from early childhood to elementary school ages. This recommendation is to fund \$40,000 for two years beginning in Fiscal Year 2021.

Related Cost:	\$ 40,000	Tax Funds	Recurring	<b>Recommend - Yes</b>
Property Tax Impact:	\$ 0.0157	0.15%	(For Two Years)	
Activity: Economic Development				

## **Significant Line Items**

### **Employee Expense**

1. FY 2021 employee expense reflects a 1.5% wage package increase.
2. The Iowa Public Employee Retirement System (IPERS) City contribution of 9.44% is unchanged from FY 2020 The employee contribution of 6.29% is unchanged from FY 2020.
3. The City portion of health insurance expense increased from \$921 in FY 2020 to \$1,013 in FY 2021 per month per contract which results in an annual cost increase of \$3,215 or 9.99%.

### **Supplies and Services**

4. Payments to Other Agencies provide for TIF backed economic development grants. Rebate payments count against the City's statutory debt limit unless there is a non-appropriation clause approved in the development agreement and in that case only the current annual payment counts against the City's statutory debt limit. The City began using non-appropriation clauses in development agreements beginning in January 2013.

The grant estimates totaling \$1,285,308 in FY 2021 in the Greater Downtown TIF district are to:

<b>Greater Downtown TIF Rebate Payments</b>		
Adobos Mexican Grill	\$ 7,128	Last payment FY 2022
Flexsteel Headquarters	\$ 199,322	Last payment FY 2024
Linseed Oil Paintworks	\$ 20,670	Last payment FY 2025
Rousselot, Inc.	\$ 13,078	Last payment FY 2025
Hotel Julien	\$ 225,991	Last payment FY 2026
253 Main St.	\$ 3,805	Last Payment FY 2027
Barker Financial	\$ 17,599	Last payment FY 2027
44 Main	\$ 26,900	Last payment FY 2027
Engine House #1	\$ 8,484	Last payment FY 2027
Franklin Investment	\$ 35,470	Last payment FY 2028
Spahn and Rose	\$ 107,431	Last payment FY 2027
Nottingham Properties	\$ 405	Last payment FY 2028
Schmid Innovation Center	\$ 125,233	Last payment FY 2028
Bonson Block	\$ 9,388	Last payment FY 2028
Plastic Center	\$ 9,699	Last payment FY 2028
Roshek Building	\$ 299,372	Last payment FY 2030
Novelty Iron Works	\$ 175,333	Last payment FY 2031
Total	<u>\$1,285,308</u>	

The grant estimates totaling \$1,114,380 in FY 2021 in the Dubuque Industrial Center West TIF district are to:

<b>Dubuque Industrial Center TIF Rebate Payments</b>		
Faley Properties	\$ 107,451	Last payment FY 2022
Green Industrial Supply	\$ 178,938	Last payment FY 2023
Tri-State Quality Metals	\$ 56,315	Last payment FY 2026
Hormel Foods	\$ 672,449	Last payment FY 2026
Roasting Solutions	\$ 47,218	Last payment FY 2028
Rite Hite	\$ 52,009	Last payment FY 2029
Total	<u>\$1,114,380</u>	

The grant estimates in FY 2021 in the Lake Ridge TIF district are to:  
The Rose of Dubuque \$25,844 (last payment in 2024).

The grant estimates totaling \$38,352 in FY 2021 in Tech Park TIF district are to:

<b>Technology Park TIF Rebate Payments</b>		
Rockfarm Holdings	\$ 38,352	Last payment FY 2027
Total	<u>\$ 38,352</u>	

The grant estimates in FY 2021 in the North Cascade Road Housing TIF district:  
\$693,587 will be generated for public improvements and \$426,909 for low and moderate-income projects (last payment in 2027).

The grant estimates in FY 2021 in the English Ridge Housing TIF district are to:  
English Ridge LLC \$73,909 (last payment in 2027). In addition, \$295,635 will be generated for public improvements and \$181,966 for low and moderate-income projects.

The grant estimates in FY 2021 in the South Pointe Housing TIF district are to:  
Dubuque South Pointe LLC \$17,561 (last payment in 2030). In addition, \$70,243 will be generated for public improvements and \$43,235 for low and moderate-income projects.

The grant estimates in FY 2021 in the Rustic Point Housing TIF district are to:  
Derby Grange LLC \$2,681 (last payment in 2030). In addition, \$10,723 will be generated for public improvements and \$6,600 for low and moderate-income projects.

- Travel City Business decreased from \$35,370 in FY 2020 to \$34,635 in FY 2021. This line item represents the budget for federal initiatives (\$24,000); Diversity Summit sponsorship (\$5,000); Diversity Summit registration for leadership team (\$5,000); Growing Sustainable Communities Conference (\$435), and Arts and Cultural Affairs (\$200). FY 2020 included \$735 for the Iowa League of Cities Conference hosted in Dubuque.

6. Contracted Services increased from \$1,868,956 in FY 2020 to \$1,893,561 in FY 2021. The following service agreements are budgeted in Economic Development in FY 2021:

Contracted Services Agency	FY 2020	FY 2021	Change	%
Travel Dubuque	\$ 1,121,130	\$ 1,145,392	\$ 24,262	2 %
Dubuque Area Labor Management Council	\$ 30,000	\$ 30,000	\$ —	— %
Dubuque Main Street	\$ 76,653	\$ 79,336	\$ 2,683	4 %
Fountain of Youth	\$ —	\$ 40,000	\$ 40,000	100 %
Dubuque Dream Center	\$ —	\$ 40,000	\$ 40,000	100 %
Greater Dubuque Development Corporation	\$ 470,613	\$ 395,613	\$ (75,000)	(16)%
Prosperity Eastern Iowa	\$ 5,085	\$ 5,085	\$ —	— %
Access Dubuque	\$ 5,475	\$ 8,135	\$ 2,660	49 %
America's River Festival*	\$ 10,000	\$ —	\$ (10,000)	(100)%
Inclusive Dubuque	\$ 75,000	\$ 75,000	\$ —	— %
Project Hope	\$ 75,000	\$ 75,000	\$ —	— %
<b>Total</b>	<b>\$ 1,868,956</b>	<b>\$ 1,893,561</b>	<b>\$ 24,605</b>	<b>1.30 %</b>

These contracted services for Economic Development are expenses that the City would have within its organization regardless of who provides the services.

\*America's River Corporation has chosen not to do a festival in the Port of Dubuque.

## Debt Service

7. The FY 2021 annual debt service includes (\$3,409,758):

Amount	Debt Series	Source	Purpose	Final Payment	Call Date
\$ 82,400	G.O. 2017A	GDTIF	Town Clock Plaza	2021	2025
\$ 95,409	TIF revenue	GDTIF	40 Main	2021	
\$ 646,000	G.O. 2016B	DICW	Synergy Ct/N. Siegert	2023	2023
\$ 32,700	G.O. 2016B	GDTIF	Kephart's Building	2023	2023
\$ 34,281	G.O. 2011B	DICW	S. Siegert	2026	2018
\$ 130,300	G.O. 2017A	DICW	N. Siegert	2029	2025
\$ 194,955	G.O. 2017A	GDTIF	Housing Incentives	2030	2025
\$ 195,550	G.O. 2017A	GDTIF	Millwork Parking	2030	2025
\$ 300,844	IFA loan	GDTIF	Caradco	2030	
\$ 388,194	G.O. 2012B	GDTIF	1-Way to 2-Way	2031	2020
\$ 278,889	G.O. 2014C	GDTIF	Intermodal	2032	2021
\$ 140,780	G.O. 2012F	GDTIF	ED Grants	2032	2019
\$ 137,775	G.O. 2012H	GDTIF	Bus Storage/Bluff Restrooms	2032	2019
\$ 285,365	G.O. 2012C	DICW	S. Siegert	2032	2019
\$ 57,885	G.O. 2012C	GDTIF	Washington Neighborhood	2032	2019
\$ 33,312	G.O. 2019C	DICW	S. Siegert	2032	2026

Amount	Debt Series	Source	Purpose	Final Payment	Call Date
\$ 10,494	G.O. 2012H	DICW	Land Acquisition	2032	2019
\$ 114,875	G.O. 2014C	DICW	Land Acquisition	2034	2021
\$ 15,525	G.O. 2014B	GDTIF	DT Loan Pool	2034	2021
\$ 47,250	G.O. 2019A	GDTIF	Colts Building Renovation	2039	2026
\$ 50,000	Lease Buyout	GDTIF	Bowling & Beyond	2032	
\$ 25,727	Planned	GDTIF	East/West Corridor	2040	
\$ 3,141	Planned	GDTIF	Engineering Projects	2040	
\$ 16,179	Planned	GDTIF	Parks Projects	2040	
\$ 91,928	Planned	GDTIF	Parking Ramp	2040	
<u>\$ 3,409,758</u>	Total Economic Development Annual Debt Service				

In addition, Greater Downtown TIF will transfer to the Debt Service fund as reflected in other departmental budgets (\$3,134,487) to pay a portion of the America's River Fund debt (\$339,900); Library Renovation debt (\$202,400); Port of Dubuque Parking Ramp (\$2,013,875); Intermodal Facility (\$298,312); and Downtown Parking Ramp Debt (\$280,000). The Port of Dubuque Parking Ramp debt is reimbursed by the Diamond Jo through a minimum assessment agreement and an annual shortfall payment.

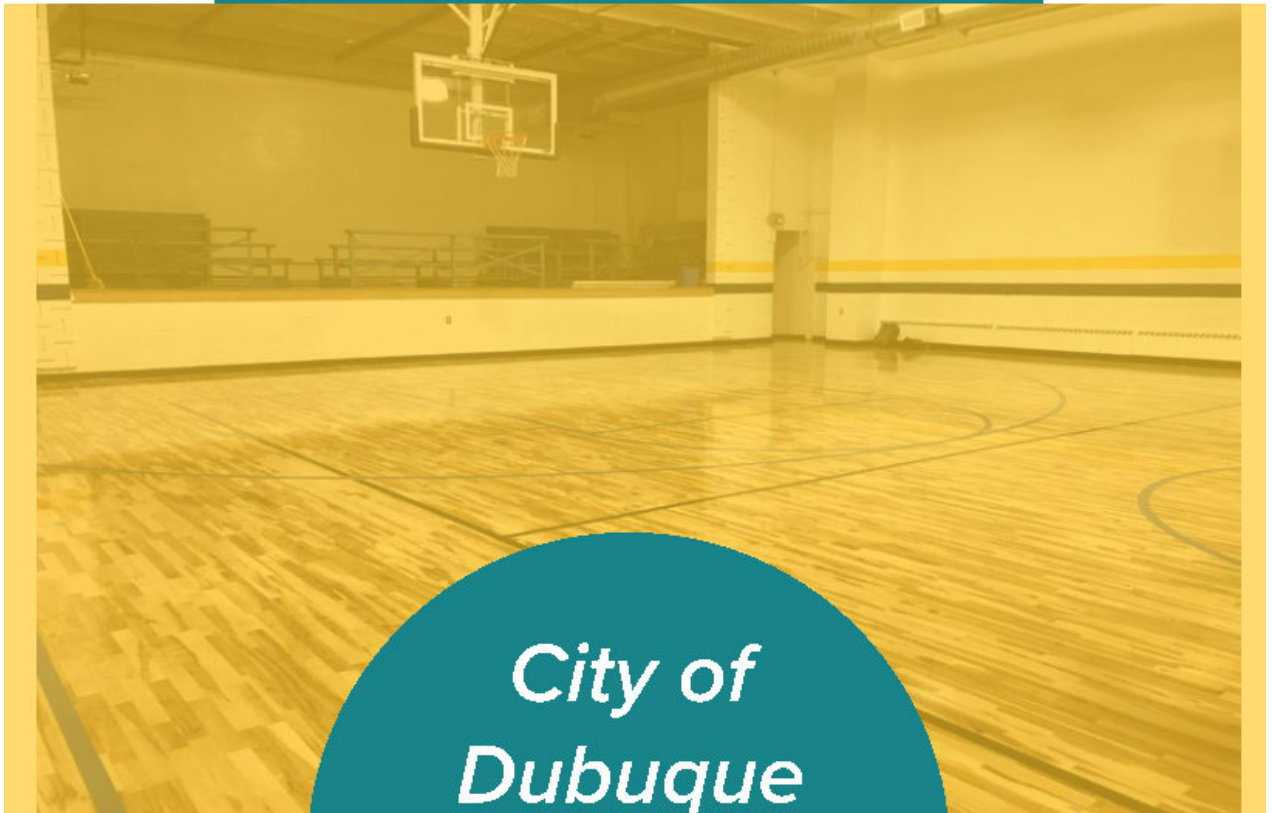
## Machinery and Equipment

- The total equipment requested is as follows:

<b>Recommended Improvement Packages</b>	<u>920</u>
Total	<u>\$ 920</u>

## Revenue

- The payment from Dubuque Initiatives for processing of payments has increased from \$27,400 in FY 2020 to \$29,094 in FY 2021.
- Farmland Rent increased from \$49,708 in FY 2020 to \$74,475 in FY 2021 based on FY 2019 actual of \$74,475. This line item represents rent of farmland in Dubuque Industrial Center West that has been acquired but not developed.



*City of  
Dubuque  
Operational  
Support*

IMPACTING YOUTH. STRENGTHENING FAMILIES. BUILDING COMMUNITY.



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## IMPACTING YOUTH. STRENGTHENING FAMILIES. BUILDING COMMUNITY.

### Dream Center Operational Budget Fundraising Strategies

73%

Private Donors

19%

Grants

8%

other

The DC raises 73% of our operational budget through fundraising from generous private donors from the community of Dubuque to support low income and working families who need affordable care for their children. 19% Grants. 8% other.

### Dream Center Sustainable Income Plan for Operations

In order to progress towards **sustainable income** to continue to provide **quality and affordable care** to the children of working families, the DC is seeking to **become a Licensed Child Care Facility** and generate funding support from the State of Iowa **by 2021**.



### Transitional Income Support Need and Updated Operational Request from City of Dubuque

The DC seeks to become a Licensed Child Care Facility in order to generate income to serve low income and working families who need our support, but struggle to afford quality after school and summer care.

City Funding will Support

88

Low Income Students

The Dream Center Currently serves

190

Students K-12th Grade

As a City Top Priority, the Dubuque Dream Center is asking the City of Dubuque for 33% of its' operational budget, \$264,000.00 for 1-2 years beginning in 2020. This transitional funding will support 88 low income working families with students ranging from early childhood to elementary school ages. The Dream Center's goal is to become Licensed Child Care Site by 2021.



## IMPACTING YOUTH. STRENGTHENING FAMILIES. BUILDING COMMUNITY.

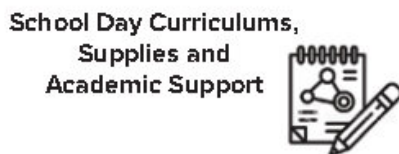
### Who is Served and Impacted by City support?

These 88 low income students are children K-5th grade who were most recently added from our waiting list with the help of one-time gifts from generous donors. Presently there are 90 K-5th grade students on our waiting list. The Dream Center is in need of temporary support to serve these students and their families as we seek to become a Licensed Child Care Site and receive income from the State of Iowa.

*The Dream Center becoming a licensed childcare facility means access to affordable childcare for working families. From the mid-1970s to 2012, workforce participation rates for mothers of young children rose from 40% to 65%. In Iowa, 3 out of 4 households with children under age 6 have all parents working yet childcare is inaccessible to many who need it.*

### Dream Center Program Cost per Student and Services Provided

The operational **expense per student for the Dream Center is \$3,000 per year** for year-round services that includes:



### Original City Proposal

On September 10th, 2019 the Dream Center originally requested **52% of its' operational budget \$406,600** that would have supported and sustained 135 K-5th grade students and 10 students would have been enrolled from our waiting list. The Dream Center would still welcome and gratefully accept the original requested funds, however we would also be grateful for the **minimum request of \$264,000 to support 88 students for 2020 and an additional \$264,000 for 2021.**

IMPACTING YOUTH. STRENGTHENING FAMILIES. BUILDING COMMUNITY.

## STUDENT SPONSORSHIPS

**\$3,000.00**

supports one student for a year  
of Dream Center programming.

**\$1,500.00**

supports one student through a 9-month school  
year session of Dream Center programming.

**\$500.00**

supports one student through  
a session of program meals each day.

**\$150.00**

supports one student's enrichment activities  
ream Center programming.

**\$50.00**

supports one student's academic and character development  
curriculum through a year of Dream Center programming.

## TEAM SPONSORSHIPS

**\$30,000.00**

supports a team of 10 students for  
a year of Dream Center programming.

**\$20,000.00**

supports six students for  
a year of Dream Center programming.

**\$10,000.00**

supports three students for  
a year of Dream Center programming.

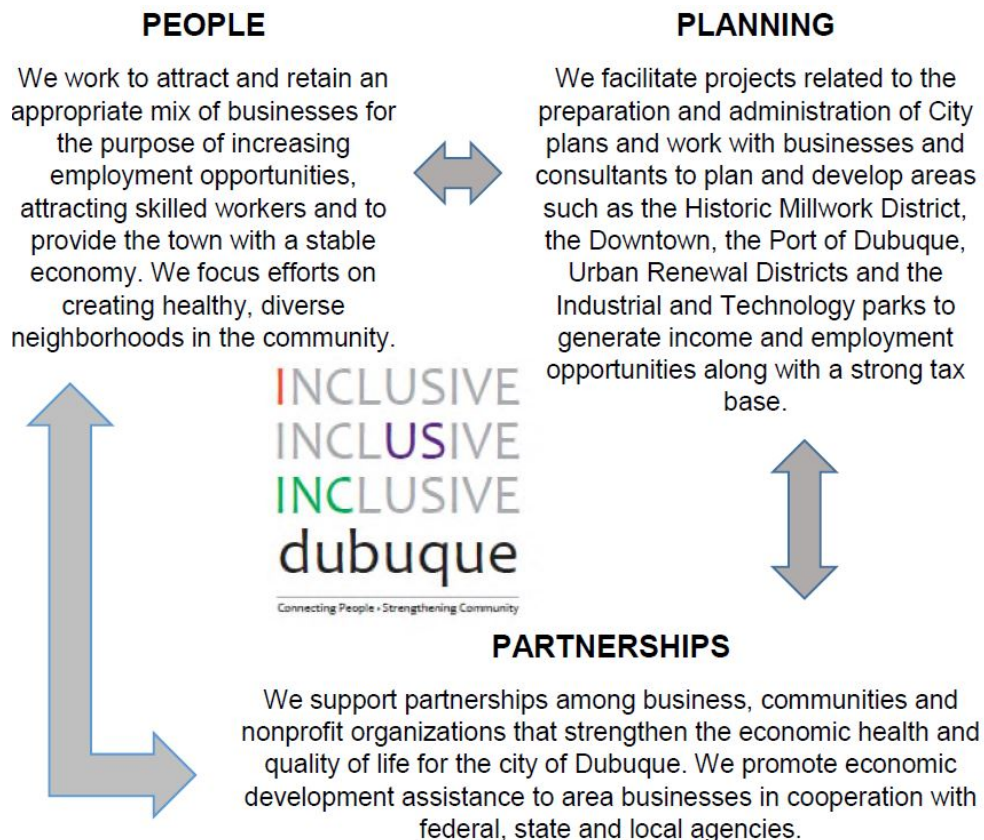
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# ECONOMIC DEVELOPMENT

Economic Development formulates and implements strategies which retain and create jobs, enhance the tax base, stabilize the local economic base and encourage economic self-sufficiency, working primarily in the areas of downtown, Historic Millwork District, riverfront and industrial park development – thus improving the community’s overall quality of life.



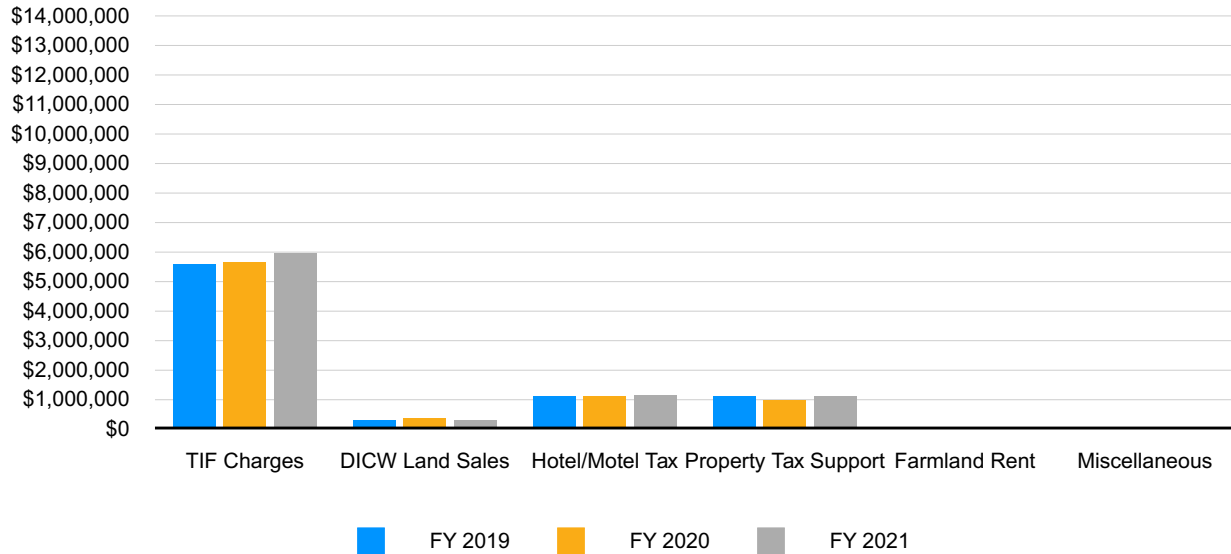
## SUCCESS IS ABOUT PLANNING, PARTNERSHIPS AND PEOPLE LEADING TO OUTCOMES



# ECONOMIC DEVELOPMENT

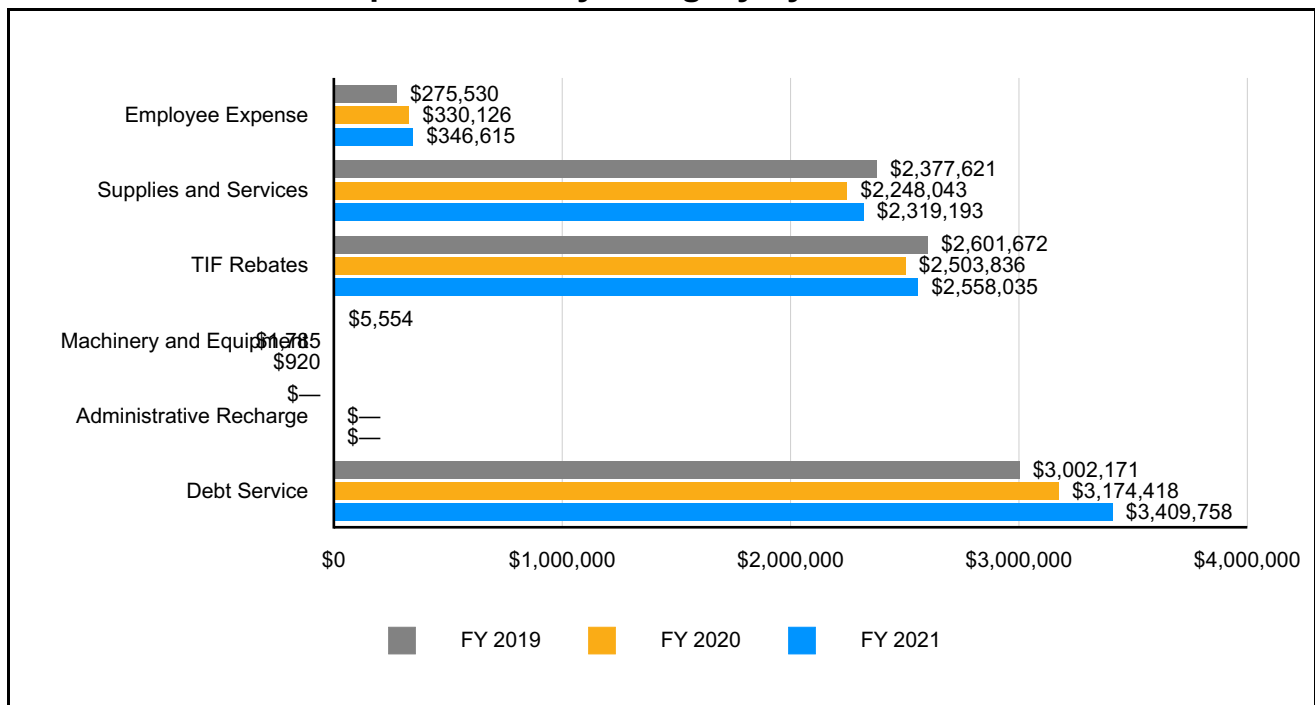
	FY 2019	FY 2020	FY 2021
Full-Time Equivalent	3.50	3.75	3.75

## Resources and Property Tax Support



The Economic Development Department is supported by 3.75 full-time equivalent employees.

## Expenditures by Category by Fiscal Year



# ECONOMIC DEVELOPMENT

## Administration







### Mission & Services

Economic Development provides the [tools and resources](#) for existing and prospective businesses to connect with the workforce and infrastructure of Dubuque. By developing [incentive programs](#), Dubuque can guide residents and business leaders to exciting development opportunities within the city.

Administration Funding Summary			
	FY 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	7,960,164	7,909,256	8,239,536
Resources	7,129,728	7,258,492	7,524,029

Administration Position Summary	
	FY 2021
Economic Development Director	1.00
Assistant Economic Development Director	1.00
Confidential Account Clerk	0.50
Intern	0.25
<b>Total FT Equivalent Employees</b>	<b>2.75</b>

### Performance Measures

Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
<b>City Council Goal: Robust Local Economy: Diverse Businesses and Jobs with Economic Prosperity</b>					
<b>1 Department Objective: Expand equitable job opportunities, including the number of residents with living wage jobs, through workforce development and equitable business training.</b>					
Jobs Created through Incentives	80	240	137	45	
# of Businesses Applying for High Quality Jobs Program	6	2	4	4	
# of Participants graduating from Workforce Development Programming	100	58	83	90	
<b>2 Department Objective: Attract and retain residents who want to live in Dubuque by offering a lively arts and culture scene and attractive and interesting housing options and businesses.</b>					
# of Applications for Housing/Rehab Programs	12	8	9	10	
<b>3 Department Objective: Increase revenue by expanding the economic tax base, leveraging private investment, and increasing property values.</b>					
Private Sector Investments Related to Incentives	\$55 M	\$37.4 M	\$51.45 M	\$30.9 M	
Tax Increment Financing Valuation	\$365 M	\$388 M	\$338 M	\$353 M	



# ECONOMIC DEVELOPMENT

## Arts & Cultural Affairs

### Mission & Services




The Office of Arts & Cultural Affairs, with oversight from the Arts and Cultural Affairs Advisory Commission, aims to strengthen access to diverse and equitable arts and cultural programming throughout the community while fostering sustainability and collaboration throughout the non-profit and for-profit arts and culture sector. This work improves the quality of life for residents of Dubuque, helps to attract and retain a talented workforce, and provides a fertile ground for the growth of creative entrepreneurship. Specifically, the Office of Arts & Cultural Affairs manages the annual Art on the River public art program, administers two City grant programs awarded to local arts and cultural organizations, hosts educational and networking events that create connection between the arts and business sectors, and oversees the implementation of the City's [Arts and Culture Master Plan](#).

Arts & Cultural Affairs Funding Summary			
	FY 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$ 302,384	\$ 348,952	\$ 394,985
Resources	\$ 3,450	\$ 4,175	\$ 3,900


Arts and Cultural Affairs Position Summary	
	FY 2021
Arts & Cultural Affairs Coordinator	1.00
<b>Total FT Equivalent</b>	<b>1.00</b>

### Performance Measures

#### City Council Goal: Diverse Arts, Culture, Parks & Recreation

	Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
1	<b>Activity Objective: Cultivate diverse, equitable, and accessible arts and culture experiences for the residents of Dubuque through administration of City Arts Grants.</b>					
	# of grant applications submitted annually	26	22	24	24	
	Additional investment leveraged	\$35,000	\$99,477	\$148,594	\$76,954	
2	<b>Activity Objective: Expand impact of annual Art on the River (AOTR) public art program as a tool for attracting creative workers, drawing tourists, and providing an accessible and interactive arts experience for residents of Dubuque.</b>					
	# of artists applying to exhibit in AOTR	60	56	14	36	

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

1	<b>Activity Objective: Continue implementation of Arts and Culture Master Plan with support from Task Force and Working Groups comprised of volunteer from public and private sectors</b>					
	# of attendees at Arts & Business Academy (business skills for creative workers) event(s)	45	22	40	40	

## Recommended Operating Revenue Budget - Department Total 60 - ECONOMIC DEVELOPMENT

Fund	Account	Account Title	FY18 Actual Revenue	FY19 Actual Revenue	FY20 Adopted Budget	FY21 Recomm'd Budget
210	41205	TAX INCREMENT RECEIPTS	3,700,885	1,974,393	2,447,820	2,195,536
215	41205	TAX INCREMENT RECEIPTS	143,328	662,396	926,705	1,120,497
216	41205	TAX INCREMENT RECEIPTS	201,253	366,259	386,549	477,600
217	41205	TAX INCREMENT RECEIPTS	0	0	33,044	113,478
218	41205	TAX INCREMENT RECEIPTS	0	0	12,685	17,322
225	41205	TAX INCREMENT RECEIPTS	521,854	40,656	40,301	42,741
231	41205	TAX INCREMENT RECEIPTS	19,607	15,963	22,767	25,844
240	41205	TAX INCREMENT RECEIPTS	7,439,723	6,808,300	6,868,237	8,019,902
<b>41</b>	<b>TAXES</b>	<b>- Total</b>	<b>12,026,650</b>	<b>9,867,968</b>	<b>10,738,108</b>	<b>12,012,920</b>
241	43105	INTEREST, LOANS	42,984	39,968	42,000	39,968
400	43105	INTEREST, LOANS	0	0	0	98,974
210	43110	INVESTMENT EARNINGS	46,744	89,337	43,892	80,404
215	43110	INVESTMENT EARNINGS	2,050	5,017	1,841	4,515
216	43110	INVESTMENT EARNINGS	1,117	5,731	928	5,158
225	43110	INVESTMENT EARNINGS	2,372	2,462	2,201	2,216
231	43110	INVESTMENT EARNINGS	99	342	81	0
240	43110	INVESTMENT EARNINGS	131,828	148,570	130,556	133,713
241	43110	INVESTMENT EARNINGS	18,945	36,276	40,000	32,649
100	43242	RENT, FARM LAND	49,708	74,475	49,708	74,475
241	43405	PRINCIPAL, LOANS	196,398	104,481	102,000	104,481
400	43405	PRINCIPAL, LOANS	0	0	0	201,870
<b>43</b>	<b>USE OF MONEY AND PROPERTY</b>	<b>- Total</b>	<b>492,244</b>	<b>506,659</b>	<b>413,207</b>	<b>778,423</b>
210	45787	I & C PROPERTY TAX REPLAC	377,437	181,780	255,675	181,780
225	45787	I & C PROPERTY TAX REPLAC	55,403	4,077	0	4,077
240	45787	I & C PROPERTY TAX REPLAC	274,166	231,629	205,302	231,629
<b>45</b>	<b>STATE GRANTS</b>	<b>- Total</b>	<b>707,005</b>	<b>417,487</b>	<b>460,977</b>	<b>417,486</b>
100	51919	DBQ INITIATIVES PAYMENT	24,400	24,400	27,400	29,094
100	51965	EVENTS REVENUE	4,175	3,450	4,175	3,900
<b>51</b>	<b>CHARGES FOR SERVICES</b>	<b>- Total</b>	<b>28,575</b>	<b>27,850</b>	<b>31,575</b>	<b>32,994</b>
240	53102	PRIVATE PARTICIPANT	0	123,289	0	0
100	53201	REFUNDS	0	1,001	0	0
100	53620	REIMBURSEMENTS-GENERAL	1,095	679	1,095	0
240	53620	REIMBURSEMENTS-GENERAL	0	16,520	0	0
<b>53</b>	<b>MISCELLANEOUS</b>	<b>- Total</b>	<b>1,095</b>	<b>141,489</b>	<b>1,095</b>	<b>0</b>
210	54105	LAND SALES	2,731,201	300,000	0	0
400	54210	GO BOND PROCEEDS	239,491	3,072	0	0
400	54220	BOND DISCOUNT	1,536	139	0	0
<b>54</b>	<b>OTHER FINANCING SOURCES</b>	<b>- Total</b>	<b>2,972,228</b>	<b>303,211</b>	<b>0</b>	<b>0</b>
400	59100	FR GENERAL	647,608	135,500	217,922	0
100	59210	FR DICW TIF	278,508	280,516	275,868	275,868
400	59210	FR DICW TIF	1,854,927	1,239,943	1,247,858	1,254,627
905	59210	FR DICW TIF	0	665,839	0	0
100	59215	TRANSFER FROM N CASCADE	8	0	0	0



## Recommended Operating Revenue Budget - Department Total 60 - ECONOMIC DEVELOPMENT

Fund	Account	Account Title	FY18 Actual Revenue	FY19 Actual Revenue	FY20 Adopted Budget	FY21 Recomm'd Budget
100	59217	FR S POINTE TIF	1,544	0	0	0
100	59218	TSF FROM RUSTIC POINT TIF	2,419	0	0	0
100	59225	FR TECH PARK SOUTH	301	0	0	0
400	59225	FR TECH PARK SOUTH	278,960	0	0	0
100	59240	FR DOWNTOWN TIF	112,400	15,421	110,307	35,307
400	59240	FR DOWNTOWN TIF	1,573,735	1,627,228	1,708,638	1,854,287
59	TRANSFER IN AND INTERNAL - Total		4,750,411	3,964,447	3,560,593	3,420,089
ECONOMIC DEVELOPMENT - Total			20,978,209	15,229,111	15,205,555	16,661,912

## Recommended Operating Expenditure Budget - Department Total 60 - ECONOMIC DEVELOPMENT

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
100	61010	FULL-TIME EMPLOYEES	226,893	166,911	224,865	234,743
100	61020	PART-TIME EMPLOYEES	16,788	20,134	20,635	21,919
100	61030	SEASONAL EMPLOYEES	—	3,420	6,786	6,859
100	61050	OVERTIME PAY	60	4,534	—	—
100	61092	VACATION PAYOFF	—	3,837	—	—
100	61310	IPERS	21,813	18,085	23,816	24,876
100	61320	SOCIAL SECURITY	17,690	14,435	19,299	20,160
100	61410	HEALTH INSURANCE	47,700	42,930	33,673	36,888
100	61415	WORKMENS' COMPENSATION	1,011	984	869	853
100	61416	LIFE INSURANCE	184	127	183	183
100	61660	EMPLOYEE PHYSICALS	—	134	—	134
<b>61 - WAGES AND BENEFITS</b>			<b>332,139</b>	<b>275,530</b>	<b>330,126</b>	<b>346,615</b>
100	62010	OFFICE SUPPLIES	774	640	774	1,240
100	62030	POSTAGE AND SHIPPING	201	69	207	76
100	62061	DP EQUIP. MAINT CONTRACTS	19,222	19,180	19,053	20,009
100	62090	PRINTING & BINDING	243	1,557	1,183	2,166
100	62110	COPYING/REPRODUCTION	1,112	927	1,190	927
100	62130	LEGAL NOTICES & ADS	1,764	1,105	202	1,105
100	62140	PROMOTION	—	300	500	500
100	62170	SUBSCRIPTIONS-BOOKS-MAPS	—	—	1,575	—
100	62190	DUES & MEMBERSHIPS	650	600	1,150	1,479
100	62204	REFUNDS	—	24,880	—	—
100	62206	PROPERTY INSURANCE	6,798	7,599	8,615	7,979
100	62208	GENERAL LIABILITY INSURAN	917	1,499	1,597	1,574
100	62211	PROPERTY TAX	8	—	—	—
100	62230	COURT COSTS & RECORD FEES	926	251	623	803
100	62310	TRAVEL-CONFERENCES	5,151	11,369	17,248	21,500
100	62320	TRAVEL-CITY BUSINESS	33,930	31,122	35,370	34,635
100	62340	MILEAGE/LOCAL TRANSP	190	775	207	802
100	62360	EDUCATION & TRAINING	—	138	715	1,715
100	62415	UTILITY EXPENSE STORMWATR	310	194	307	221
100	62421	TELEPHONE	2,120	1,901	2,120	1,901
100	62436	RENTAL OF SPACE	754	482	528	482
100	62645	SPECIAL EVENTS	3,598	2,010	3,598	3,598
100	62663	SOFTWARE LICENSE EXP	47	39	50	41
100	62667	DATA SERVICES	—	319	120	445
100	62669	PROGRAMMING	—	540	18,600	18,879
100	62710	CONTRACTOR SERVICES	—	—	1,800	1,800
100	62713	LEGAL SERVICES	27,176	22,347	15,000	15,000
400	62713	LEGAL SERVICES	2,191	—	—	—
100	62716	CONSULTANT SERVICES	1,200	16,546	—	—
400	62721	FINANCIAL CONSULTANT	3,017	—	—	—
100	62731	MISCELLANEOUS SERVICES	36	215	—	—

## Recommended Operating Expenditure Budget - Department Total 60 - ECONOMIC DEVELOPMENT

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
400	62731	MISCELLANEOUS SERVICES	1,006	1,483	—	—
100	62736	CATERING SERVICES	—	500	—	—
100	62737	CONTRACT ADM SERVICE	1,794,505	1,985,544	1,868,956	1,893,561
100	62756	EMPLOYEE RECOGNITION	1,213	168	1,500	1,500
100	62761	PAY TO OTHER AGENCY	40,000	26,000	35,000	35,000
210	62761	PAY TO OTHER AGENCY	1,697,467	1,057,944	1,081,427	1,114,380
215	62761	PAY TO OTHER AGENCY	11,147	85,385	144,669	—
216	62761	PAY TO OTHER AGENCY	—	59,313	60,345	73,909
217	62761	PAY TO OTHER AGENCY	—	—	5,159	17,561
218	62761	PAY TO OTHER AGENCY	—	—	2,356	2,681
225	62761	PAY TO OTHER AGENCY	267,592	101,204	37,566	38,352
231	62761	PAY TO OTHER AGENCY	13,913	15,324	16,938	25,844
240	62761	PAY TO OTHER AGENCY	1,735,865	1,282,500	1,155,376	1,285,308
100	62765	GRANTS	203,253	217,322	210,000	250,000
240	62765	GRANTS	500,000	—	—	—
100	62781	LAWN CARE SERVICES	255	—	255	255
<b>62 - SUPPLIES AND SERVICES</b>			<b>6,378,553</b>	<b>4,979,292</b>	<b>4,751,879</b>	<b>4,877,228</b>
400	62724	BOND PAYING AGENT FEE	420	—	—	—
<b>627 - CONTRACTUAL SERVICES</b>			<b>420</b>	<b>—</b>	<b>—</b>	<b>—</b>
100	71120	PERIPHERALS, COMPUTER	—	—	950	920
100	71124	COMPUTER	—	915	—	—
100	71211	DESKS/CHAIRS	495	4,607	—	—
100	71227	SIGNAGE	—	—	430	—
100	72418	TELEPHONE RELATED	—	32	405	—
<b>71 - EQUIPMENT</b>			<b>495</b>	<b>5,554</b>	<b>1,785</b>	<b>920</b>
100	73211	CONST.CONTR-NOT BLDG	—	—	900	—
<b>73 - CIP EXPENDITURES</b>			<b>—</b>	<b>—</b>	<b>900</b>	<b>—</b>
400	74111	PRINCIPAL PAYMENT	3,535,975	2,098,415	2,244,729	2,480,087
400	74112	INTEREST PAYMENT	1,024,809	903,756	929,689	929,671
<b>74 - DEBT SERVICE</b>			<b>4,560,784</b>	<b>3,002,171</b>	<b>3,174,418</b>	<b>3,409,758</b>
210	91100	TO GENERAL	278,508	280,516	275,868	275,868
215	91100	TO GENERAL	8	—	—	93,951
217	91100	TO GENERAL	1,544	—	—	—
218	91100	TO GENERAL	2,419	—	—	—
225	91100	TO GENERAL	301	—	—	—
240	91100	TO GENERAL	247,104	150,125	245,011	170,011
400	91210	TO DICW	(23,317)	—	—	—
240	91241	TO DOWNTOWN LOAN POOL	180,000	30,000	100,000	70,000
240	91268	TO HOUSING TRUST	38,000	50,000	50,000	50,000
210	91360	TO GENERAL CONSTRUCTION	318,991	666,070	310,000	2,415,000
215	91360	TO GENERAL CONSTRUCTION	83,111	206,251	311,247	433,685
216	91360	TO GENERAL CONSTRUCTION	—	147,544	147,506	172,836
217	91360	TO GENERAL CONSTRUCTION	—	—	10,672	96,911
218	91360	TO GENERAL CONSTRUCTION	—	—	4,813	5,053
240	91360	TO GENERAL CONSTRUCTION	572,811	510,425	909,000	2,248,876

## Recommended Operating Expenditure Budget - Department Total 60 - ECONOMIC DEVELOPMENT

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
210	91400	TO DEBT SERVICE	1,878,244	1,239,943	1,247,858	1,254,627
225	91400	TO DEBT SERVICE	278,960	—	—	—
240	91400	TO DEBT SERVICE	4,431,464	4,489,665	4,563,725	4,708,774
240	91630	TO PARKING OPERATIONS	280,000	280,000	280,000	280,000
215	91710	TO SANITARY SEWER CONST	302,030	—	—	—
215	91720	TO STORM SEWER CONST	—	—	50,000	—
215	91740	TO WATER CONSTRUCTION	—	251,069	748,537	803,505
216	91740	TO WATER CONSTRUCTION	—	—	180,961	242,708
217	91740	TO WATER CONSTRUCTION	—	—	13,093	118,891
210	91905	TSF TO FLEXSTEEL ESCROW	—	665,839	—	—
<b>91 - TRANSFER TO</b>			<b>8,870,178</b>	<b>8,967,447</b>	<b>9,448,291</b>	<b>13,440,696</b>
<b>60 - ECONOMIC DEVELOPMENT TOTAL</b>			<b>20,142,569</b>	<b>17,229,995</b>	<b>17,707,399</b>	<b>22,075,217</b>

## Recommended Expenditure Budget Report by Activity & Funding Source

### 60 - ECONOMIC DEVELOPMENT

#### GDTIF ECON DEV EXPENSES - 60200

##### FUNDING SOURCE: GENERAL

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	16,010	10,307	10,369
<b>GDTIF ECON DEV EXPENSES</b>	<b>16,010</b>	<b>10,307</b>	<b>10,369</b>
<b>TIF -DBQ INDUST CTR WEST - 60210</b>			

##### FUNDING SOURCE: TIF-METRIX/NORDSTROM

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	1,057,944	1,081,427	1,114,380
TRANSFER TO	2,852,368	1,833,726	3,945,495
<b>TIF -DBQ INDUST CTR WEST</b>	<b>3,910,312</b>	<b>2,915,153</b>	<b>5,059,875</b>
<b>N CASCADE HOUSING TIF - 60215</b>			

##### FUNDING SOURCE: N CASCADE HOUSING TIF

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	85,385	144,669	—
TRANSFER TO	457,320	1,109,784	1,331,141
<b>N CASCADE HOUSING TIF</b>	<b>542,705</b>	<b>1,254,453</b>	<b>1,331,141</b>
<b>ENGLISH RIDGE HOUSING TIF- 60216</b>			

##### FUNDING SOURCE: ENGLISH RIDGE HOUSING TIF

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	59,313	60,345	73,909
TRANSFER TO	147,544	328,467	415,544
<b>ENGLISH RIDGE HOUSING TIF</b>	<b>206,857</b>	<b>388,812</b>	<b>489,453</b>
<b>S POINT HOUSING TIF - 60217</b>			

##### FUNDING SOURCE: SOUTH POINTE TIF

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	0	5,159	17,561
TRANSFER TO	0	23,765	215,802
<b>S POINT HOUSING TIF</b>	<b>0</b>	<b>28,924</b>	<b>233,363</b>
<b>RUSTIC POINT (DERBY) - 60218</b>			

##### FUNDING SOURCE: RUSTIC POINT (DERBY)

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	0	2,356	2,681

## Recommended Expenditure Budget Report by Activity & Funding Source

### 60 - ECONOMIC DEVELOPMENT

TRANSFER TO	0	4,813	5,053
<b>RUSTIC POINT (DERBY)</b>	<b>0</b>	<b>7,169</b>	<b>7,734</b>
<b>TIF - TECH PARK SOUTH - 60225</b>			

#### FUNDING SOURCE: GENERAL

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	101,204	37,566	38,352
TRANSFER TO	—	—	—
<b>TIF - TECH PARK SOUTH</b>	<b>101,204</b>	<b>37,566</b>	<b>38,352</b>
<b>LAKE RIDGE TIF - 60231</b>			

#### FUNDING SOURCE: TIF - LAKE RIDGE

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	15,324	16,938	25,844
<b>LAKE RIDGE TIF</b>	<b>15,324</b>	<b>16,938</b>	<b>25,844</b>
<b>TIF -GREATER DOWNTOWN - 60240</b>			

#### FUNDING SOURCE: TIF-DOWNTOWN

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	1,282,500	1,155,376	1,285,308
TRANSFER TO	5,510,215	6,147,736	7,527,661
<b>TIF -GREATER DOWNTOWN</b>	<b>6,792,716</b>	<b>7,303,112</b>	<b>8,812,969</b>
<b>ECONOMIC DEVELOPMENT - 60400</b>			

#### FUNDING SOURCE: DEBT SERVICE

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
DEBT SERVICE	135,000	217,922	300,844
<b>ECONOMIC DEVELOPMENT</b>	<b>135,000</b>	<b>217,922</b>	<b>300,844</b>
<b>SOUTH POINTE - 60540</b>			

#### FUNDING SOURCE: GENERAL

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	—	—	—
<b>SOUTH POINTE</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>N CASCADE HOUSING TIF - 60550</b>			

#### FUNDING SOURCE: GENERAL

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	782	—	—

## Recommended Expenditure Budget Report by Activity & Funding Source

### 60 - ECONOMIC DEVELOPMENT

N CASCADE HOUSING TIF	782	—	—
DERBY GRANGE TIF	- 60560		

FUNDING SOURCE: GENERAL

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	0	0	0
DERBY GRANGE TIF	—	—	—
PERU ROAD HOUSING TIF	- 60570		

FUNDING SOURCE: GENERAL

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	3,536	0	0
PERU ROAD HOUSING TIF	3,536	—	—
DICW ECON DEV EXPENSES	- 60600		

FUNDING SOURCE: GENERAL

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	9,903	5,255	5,475
DICW ECON DEV EXPENSES	9,903	5,255	5,475
ECONOMIC DEVELOPMENT	- 60700		

FUNDING SOURCE: GENERAL

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	5,522	1,355	—
SUPPLIES AND SERVICES	2,091,108	1,954,593	1,983,982
WAGES AND BENEFITS	227,977	260,392	271,917
ECONOMIC DEVELOPMENT	2,324,607	2,216,340	2,255,899
GDTIF DEBT SERVICE	- 60910		

FUNDING SOURCE: DEBT SERVICE

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
DEBT SERVICE	1,627,228	1,708,638	1,854,287
GDTIF DEBT SERVICE	1,627,228	1,708,638	1,854,287
TECH PARK DEBT SERVICE	- 60920		

FUNDING SOURCE: DEBT SERVICE

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
DEBT SERVICE	—	—	—
TECH PARK DEBT SERVICE	—	—	—
DICW DEBT SERVICE	- 60930		

FUNDING SOURCE: DEBT SERVICE

## Recommended Expenditure Budget Report by Activity & Funding Source

### 60 - ECONOMIC DEVELOPMENT

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
CONTRACTUAL SERVICES	—	—	—
DEBT SERVICE	1,239,943	1,247,858	1,254,627
SUPPLIES AND SERVICES	1,483	—	—
TRANSFER TO	—	—	—
<b>DICW DEBT SERVICE</b>	<b>1,241,426</b>	<b>1,247,858</b>	<b>1,254,627</b>
<b>ARTS AND CULTURAL AFFAIRS- 72500</b>			

#### FUNDING SOURCE: GENERAL

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
CIP EXPENDITURES	—	900	—
EQUIPMENT	32	430	920
SUPPLIES AND SERVICES	254,799	277,888	319,367
WAGES AND BENEFITS	47,554	69,734	74,698
<b>ARTS AND CULTURAL AFFAIRS</b>	<b>302,384</b>	<b>348,952</b>	<b>394,985</b>
<b>ECONOMIC DEVELOPMENT TOTAL</b>	<b>\$17,229,995</b>	<b>\$17,707,399</b>	<b>\$22,075,217</b>



## CITY OF DUBUQUE, IOWA

## DEPARTMENT DETAIL - PERSONNEL COMPLEMENT

## 60 ECONOMIC DEVEL DEPT

FD	JC	WP-GR	JOB CLASS	FY 2019		FY 2020		FY 2021	
				FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
61010 Full Time Employee Expense									
100	5900	GE-43	ECONOMIC DEVELOP DIRECTOR	1.00	\$ 124,322	1.00	\$ 102,599	1.00	\$ 109,215
100	5900	GE-36	ASST ECONOMIC DEVELOP DIRECTOR	0.00	\$ —	1.00	\$ 72,464	1.00	\$ 72,394
100	1210	GE-30	ARTS & CULTURAL AFFAIRS COORD	1.00	\$ 52,790	1.00	\$ 49,802	1.00	\$ 53,134
100		GE-30	ECONOMIC DEVELOP COORDINATOR	1.00	\$ 57,033	0.00	\$ —	0.00	\$ —
TOTAL FULL TIME EMPLOYEES				3.00	\$ 234,145	3.00	\$ 224,865	3.00	\$ 234,743
61020 Part Time Employee Expense									
100	225	GE-25	CONFIDENTIAL ACCOUNT CLERK	0.50	\$ 20,100	0.50	\$ 20,635	0.50	\$ 21,919
TOTAL PART TIME EMPLOYEES				0.50	\$ 20,100	0.50	\$ 20,635	0.50	\$ 21,919
61030 Seasonal Employee Expense									
100	225	NA-38	ECONOMIC DEVELOP INTERN	0.00	\$ —	0.25	\$ 6,786	0.25	\$ 6,859
TOTAL SEASONAL EMPLOYEES				0.00	\$ —	0.25	\$ 6,786	0.25	\$ 6,859
TOTAL ECONOMIC DEVEL DEPT				3.50	\$ 254,245	3.75	\$ 252,286	3.75	\$ 263,521

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

ACCT	FD	JC	WP-GR	POSITION CLASS	FY 2019		FY 2020		FY 2021		
					FTE	BUDGET	FTE	BUDGET	FTE	BUDGET	
Economic Development-FT General Fund											
10060700	61010	100	5900	GE-43	ECONOMIC DEVELOP DIRECTOR	1.00	\$ 124,322	1.00	\$ 102,599	1.00	\$ 109,215
10060700	61010	100		GE-30	PROJECT COORDINATOR	1.00	\$ 57,033	0.00	\$ —	0.00	\$ —
10060700	61010	100		GE-36	ASST ECONOMIC DEVELOP DIRECTOR			1.00	\$ 72,464	1.00	\$ 72,394
Total						2.00	\$ 181,355	2.00	\$ 175,063	2.00	\$ 181,609
Economic Development-PT General Fund											
10060700	61020	100	225	GE-25	ACCOUNT CLERK CONFIDENT	0.50	\$ 20,100	0.50	\$ 20,635	0.50	\$ 21,919
Total						0.50	\$ 20,100	0.50	\$ 20,635	0.50	\$ 21,919
Economic Development-Seasonal General Fund											
10060700	61030	100		NA-38	ECONOMIC DEVELOP INTERN	0.00	\$ —	0.25	\$ 6,786	0.25	\$ 6,859
Total						0.00	\$ —	0.25	\$ 6,786	0.25	\$ 6,859
Arts and Cultural Affairs - FT General Fund											
10072500	61010	100	1210	GE-30	ARTS & CULTURAL AFFAIRS COORD.	1.00	\$ 52,790	1.00	\$ 49,802	1.00	\$ 53,134
Total						1.00	\$ 52,790	1.00	\$ 49,802	1.00	\$ 53,134
TOTAL ECONOMIC DEV. DEPT						3.50	\$ 254,245	3.75	\$ 252,286	3.75	\$ 263,521

## Capital Improvement Projects by Department/Division

ECONOMIC DEVELOPMENT					
CIP Number	Capital Improvement Project Title	FY 18 Actual Expense	FY 19 Actual Expense	FY 20 Adopted Budget	FY 21 Recomm'd Budget
1001111	BROWNFIELDS GRANT	62,666	—	—	—
1002279	IFA DT HOUSING LOAN POOL	367,500	—	217,922	—
1002567	DT BROWNFIELDS ASSESSMENT	7,042	—	—	—
1002567H	DT BROWNFIELDS ASSESSMENT	13,966	—	—	—
1022859	KERPER BLVD REVITE	—	—	—	50,000
2411033	LOAN POOL, DOWNTOWN TIF	—	—	300,000	—
2411942	DOWNTOWN REHAB GRANT PROG	68,356	53,463	100,000	70,000
2602636	MICROENTERPRISE ASSIST	69,685	35,315	—	—
2651246	JOB CREATION	—	—	—	—
2651247	HISTORIC PRES. REV. LOAN	—	15,250	9,270	9,270
2651796	AIRPORT REVENUE GUARANTEE	—	—	—	—
3502680	ECON DEV SOFTWARE	—	—	—	—
3601056	DICW	—	157,547	—	—
3601842	WORKFORCE DEVELOPMENT	310,000	311,055	310,000	310,000
3602081	MILLWORK MASTER PLANNING	—	—	50,000	—
3602267	DOWNTOWN HOUSING INCENT	0	0	0	0
3602436	WASH NEIGH BUSINESS INCEN	22,447	4,634	50,000	120,000
3602437	FUTURE IND ACQUISITIONS	6,500	0	0	0
3602438	WASH NEIGH DT INCENT	180,000	35,250	237,100	392,900
3602561	CENTRAL STREETSCAPE PLAN	0	29,477	100,000	0
3602679	CENTRAL AVE COORIDOR INIT	0	-1,411	0	50,000
7001853	ART IN PORT OF DUBUQUE	13,579	19,874	0	0
<b>ECONOMIC DEVELOPMENT TOTAL</b>		<b>1,121,742</b>	<b>660,453</b>	<b>1,374,292</b>	<b>1,002,170</b>

PRGRM/ DEPT	PROJECT DESCRIPTION	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	TOTAL	PAGE
<b>ECONOMIC DEVELOPMENT</b>								
<b>Community and Economic Development</b>								
	Greater Downtown Urban Renewal District Incentive & Rehab Program	\$ 392,900	\$350,000	\$ 390,000	\$ 400,000	\$350,000	\$ 1,882,900	282
	Kerper Boulevard Revitalization	\$ 50,000	\$ —	\$ —	\$ —	\$ —	\$ 50,000	283
	Workforce Development	\$ 310,000	\$ —	\$ —	\$ —	\$ —	\$ 310,000	284
	Washington Neighborhood Façade Program	\$ 120,000	\$ 70,000	\$ 60,000	\$ 200,000	\$100,000	\$ 550,000	285
	Downtown Rehab Grant Program	\$ 70,000	\$ 70,000	\$ 60,000	\$ 50,000	\$ 50,000	\$ 300,000	286
	Historic Preservation Revolving Loan	\$ 9,270	\$ 9,270	\$ 9,270	\$ 9,270	\$ 9,270	\$ 46,350	287
	Develop McFadden Property	\$ —	\$ —	\$4,928,082	\$4,707,351	\$ —	\$ 9,635,433	288
	Downtown Rehabilitation Loan Program	\$ —	\$ —	\$ —	\$ 300,000	\$ —	\$ 300,000	289
	Central Ave Corridor Initiative	\$ 50,000	\$ 50,000	\$ 50,000	\$ —	\$ —	\$ 150,000	290
	Central Avenue Streetscape Master Plan Implementation	\$ —	\$120,000	\$ 20,000	\$ —	\$ —	\$ 140,000	291
	Dubuque Industrial Center South Signs	\$ —	\$ —	\$ 80,465	\$ —	\$ —	\$ 80,465	292
	Dubuque Industrial Center Signs	\$ —	\$ —	\$ 50,000	\$ —	\$ —	\$ 50,000	293
	South Port Master Plan Implementation	\$ —	\$ —	\$ 215,000	\$ —	\$ —	\$ 215,000	294
	<b>TOTAL</b>	<b>\$1,002,170</b>	<b>\$669,270</b>	<b>\$5,862,817</b>	<b>\$5,666,621</b>	<b>\$509,270</b>	<b>\$13,710,148</b>	

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# **Transportation Services**

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## TRANSPORTATION SERVICES

<b>Budget Highlights</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Budget</b>	<b>FY 2021 Requested</b>	<b>% Change From FY 2020 Budget</b>
<u>Expenses</u>				
Employee Expense	3,004,957	3,225,580	3,270,522	1.4%
Supplies and Services	2,307,933	2,072,508	2,460,792	18.7%
Machinery and Equipment	45,646	208,864	228,100	9.2%
Debt Service	3,849,326	3,727,095	3,189,534	-14.4%
Administrative Overhead Recharge	167,196	188,802	251,658	33.3%
<b>Total Expenses</b>	<b>9,375,058</b>	<b>9,422,849</b>	<b>9,480,176</b>	<b>0.6%</b>
<u>Resources</u>				
FTA Operating	1,180,951	1,180,949	1,253,787	6.2%
State Operating Assistance	283,220	284,640	310,285	9.0%
Federal Pass-Thru Grant	53,972	58,167	68,114	17.1%
Medicaid Reimbursement	54,048	49,662	54,048	8.8%
Advertising Fees	33,870	42,710	33,870	-20.7%
Mini Bus Passenger Fares	137,908	123,617	137,908	11.6%
Fixed Route Passenger Fares	188,125	192,426	188,125	-2.2%
Iowa DMV/Burlington Trailways Rent	28,223	32,317	32,317	0.0%
Greater Downtown TIF - Debt Service	2,595,587	2,597,937	2,592,187	-0.2%
Sales Tax 20% - Debt Service	15,191	29,941	42,375	41.5%
Downtown Shuttle Service - GDTIF	134,704	134,704	134,704	0.0%
Private Participant	84,280	84,280	84,280	0.0%
Miscellaneous	34,143	3,417	—	0.0%
Operating Revenue-Parking System	3,086,961	3,049,622	2,725,988	-10.6%
<b>Total Resources</b>	<b>7,911,183</b>	<b>7,864,389</b>	<b>7,657,988</b>	<b>-2.6%</b>
Transit Levy	1,172,885	1,571,307	1,822,188	16.0%
Increase (Decrease) in Fund Balance	(290,990)	12,847	—	0.0%
Property Tax Support	1,172,885	1,571,307	1,822,188	250,881
Percent Increase (Decrease)				15.97%
<b>Personnel - Authorized FTE</b>	<b>53.77</b>	<b>53.73</b>	<b>53.73</b>	

**\*Includes the Transit Division and Parking Division.**



## TRANSIT

<b>Budget Highlights</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Budget</b>	<b>FY 2021 Requested</b>	<b>% Change From FY 2020 Budget</b>
<u>Expenses</u>				
Employee Expense	2,380,019	2,559,601	2,619,066	2.3%
Supplies and Services	1,273,784	1,182,433	1,363,952	15.4%
Machinery and Equipment	17,689	3,315	54,206	1,535.2%
Debt Service	317,403	332,753	340,687	2.4%
Total	3,988,895	4,078,102	4,377,911	7.4%
<u>Resources</u>				
FTA Operating	1,180,951	1,180,949	1,253,787	6.2%
State Operating Assistance	283,220	284,640	310,285	9.0%
Federal Pass-Thru Grant	53,972	58,167	68,114	17.1%
Medicaid Reimbursement	54,048	49,662	54,048	8.8%
Advertising Fees	33,870	42,710	33,870	-20.7%
Mini Bus Passenger Fares	137,908	123,617	137,908	11.6%
Fixed Route Passenger Fares	188,125	192,426	188,125	-2.2%
Downtown Shuttle Service - GDTIF	134,704	134,704	134,704	0.0%
Greater Downtown TIF - Debt Service	302,212	302,812	298,312	-1.5%
Sales Tax 20% - Debt Service	15,191	29,941	42,375	41.5%
Iowa DMV/Burlington Trailways Rent	28,223	32,317	32,317	0.0%
Private Participant	84,280	84,280	84,280	0.0%
Miscellaneous	34,143	3,417	—	0.0%
Total Resources	2,530,847	2,519,642	2,638,125	4.7%
Transit Levy	1,458,109	1,558,460	1,739,786	11.6%
Increase (Decrease) in Transit Fund Balance	61	—	—	0.0%
Property Tax Support	1,458,109	1,558,460	1,739,786	181,326
Percent Increase (Decrease)				11.6%
<b>Personnel - Authorized FTE</b>	<b>44.12</b>	<b>43.81</b>	<b>43.81</b>	

## PARKING

<b>Budget Highlights</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Budget</b>	<b>FY 2021 Requested</b>	<b>% Change From FY 2020 Budget</b>
<u>Expenses</u>				
Employee Expense	619,152	665,979	648,664	-2.6%
Supplies and Services	1,034,109	890,075	1,096,800	23.2%
Machinery and Equipment	27,957	205,549	173,894	-15.4%
Administrative Overhead Recharge	167,196	188,802	172,088	-8.9%
Debt Service	3,531,923	3,394,342	2,848,847	-16.1%
Total Expenses	5,380,337	5,344,747	5,019,863	-6.1%
<u>Resources</u>				
Operating Revenue-Parking System	3,059,034	3,078,821	3,047,383	-1.0%
TIF Revenue for Debt Abatement	2,293,375	2,295,125	2,293,875	-0.1%
Total Resources	5,352,409	5,373,946	5,341,258	-0.6%
Net Operating Surplus(Deficit)	(27,928)	29,199	321,395	292,196
<b>Personnel - Authorized FTE</b>	<b>9.65</b>	<b>9.92</b>	<b>9.92</b>	

## INTERMODAL RAMP

<b>Budget Highlights</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Budget</b>	<b>FY 2021 Requested</b>	<b>% Change From FY 2020 Budget</b>
<u>Expenses</u>				
Employee Expense	5,684	—	17,330	0.0%
Supplies and Services	90,111	68,232	99,113	45.3%
Administrative Overhead Recharge - Parking/Transit	—	6,337	—	0.0%
Debt Service	302,212	302,812	298,312	-1.5%
Total Expenses	398,007	377,381	414,755	9.9%
<u>Resources</u>				
Operating Revenue-Parking System	118,934	146,971	110,482	-24.8%
Greater Downtown TIF - Debt Service	302,212	302,812	298,312	-1.5%
Total Resources	421,146	449,783	408,794	-9.1%
Net Operating Surplus(Deficit)	23,139	72,402	(5,961)	(78,363)

Intermodal Ramp is split 67% Parking and 33% Transit.

## Improvement Package Summary

### 1 of 1

This improvement package provides funding for a smartphone for the Transportation Analyst. The smartphone would provide constant communication and access to emails.

Related Cost:	\$ 624	Tax Funds	Recurring	<b>Recommend - Yes</b>
Related Cost:	\$ 350	Tax Funds	Non-Recurring	
Total Cost:	<u>\$ 974</u>			
Property Tax Impact:	\$ 0.0004	—%		
Activity: Transportation Administration/Parking Administration				

## Transit Significant Line Items

### Transit Employee Expense

1. FY 2021 employee expense reflects a 1.5% wage package increase.
2. The Iowa Public Employee Retirement System (IPERS) City contribution of 9.44% is unchanged from FY 2020 The employee contribution of 6.29% is unchanged from FY 2020.
3. The City portion of health insurance expense is increased from \$921 in FY 2020 to \$1,013 in FY 2021 per month per contract which results in an annual cost increase of \$17,054 or 11.26%.
4. Overtime is unchanged from \$17,273 in FY 2020 to \$17,273 in FY 2021. FY 2019 actual was \$31,505.
5. Holiday Overtime unchanged from \$11,867 in FY 2020 to \$11,867 in FY 2021. FY 2019 actual was \$11,708.
6. Unemployment Insurance increased from \$16,117 in FY 2020 to \$21,253 in FY 2021 based on FY 2019 actual.

### Transit Supplies & Services

7. General Liability Insurance Expense decreased from \$39,607 in FY 2020 to \$39,476 in FY 2021 based on FY 2019 actual plus 5%.
8. Electricity Utility Expense decreased from \$40,020 in FY 2020 to \$39,484 in FY 2021 based on FY 2019 actual of \$36,560 plus 8%.
9. Diesel Fuel increased from \$267,387 in FY 2020 to \$302,623 in FY 2021 based on FY 2019 actual of \$288,213 increased 5%.
10. Tire Expense decreased from \$57,690 in FY 2020 to \$46,118 in FY 2021 based on FY 2019 actual. This line item represents the Goodyear tires lease and is based on miles driven.

11. Motor Vehicle Maintenance increased from \$396,095 in FY 2020 to \$504,858 in FY 2021 based on FY 2019 actual plus 2%.
12. Motor Vehicle Maintenance Outsourced is unchanged from \$90,934 in FY 2020 to \$90,934 in FY 2021 based on FY 2020 budget. FY 2019 actual was \$58,924.
13. Software License increased from \$69,163 in FY 2020 to \$71,150 in FY 2021 based on FY 2020 budget plus 3%. This line item represents security camera annual maintenance, route planning software license and scheduling software license.
14. Sidewalk Snow Removal increased from \$6,920 in FY 2020 to \$53,841 in FY 2021 based on FY 2019 actual. This line item represents the contracted services agreement for snow removal of sidewalks.

### Transit Debt Service

15. FY 2021 annual debt service includes the following (\$340,687):

Amount	Debt Series	Source	Purpose	Final Payment	Call Date
\$ 298,312	2012A G.O.	GDTIF	Intermodal Facility	2031	2021
\$ 3,039	2014B G.O.	Sales Tax 20%	Roof Improvements	2034	2021
\$ 11,562	2018A G.O.	Sales Tax 20%	Radio Replacements	2038	2026
\$ 6,484	2019A G.O.	Sales Tax 20%	Midtown Transfer	2039	2026
\$ 21,290	2020 G.O.	Sales Tax 20%	Vehicle Replacements	2040	
\$ 340,687	Total Transit Annual Debt Service				

### Transit Revenue

16. Federal operating assistance is now based on a comparison of larger cities. Previously the allocation was based on population and population density. Federal operating assistance is allocated on the federal fiscal year of October through September. Final FTA allocations for FY 2021 should be received by March 2020. FY 2021 estimated Federal Operating Assistance is based on FY 2020 allocation of \$1,253,787. FY 2019 actual was \$1,180,951. FTA Operating funds require 50% local match.
17. State operating assistance increased from \$284,640 in FY 2020 to \$310,285 in FY 2021 based on FY 2020 revised. FY 2019 actual was \$283,220.
18. Federal pass-thru grant increased from \$58,167 in FY 2020 to \$68,114 in FY 2021. This line item \$60,614 preventative maintenance grant. FTA pass through grants require 20% local match.
19. MiniBus passenger-related revenues FY 2021 budget is based on FY 2019 actual. There has been a shift in Medicaid fares, more passengers are now using MiniBus instead of Fixed-Route. Staff have worked to diversify and improve accurate coding of sources of revenue. The following revenue line items make-up MiniBus passenger-related revenues:

Revenue Type	FY 2018	FY 2019	FY 2020 Budget	FY 2021	% Change From FY 2020 Budget
MiniBus Fares	\$ 114,301	\$ 121,465	\$ 107,975	\$ 121,465	12.49%
MiniBus Contract	\$ 18,948	\$ 16,443	\$ 15,642	\$ 16,443	5.12%
MiniBus Medicaid Fares	\$ 16,284	\$ 34,683	\$ 31,572	\$ 34,683	9.85%
<b>Total Mini-Bus Revenues</b>	<b>\$ 149,533</b>	<b>\$ 172,591</b>	<b>\$ 155,189</b>	<b>\$ 172,591</b>	<b>11.21%</b>

Fixed-Route passenger-related revenues have increased over the past four years through continuation of agreements with three colleges pre-paid unlimited ride passes. There has been a shift in Medicaid fares, more passengers are now using MiniBus instead of Fixed-Route.

The following revenue line items make-up Fixed-Route passenger-related revenues:

Revenue Type	FY 2018	FY 2019	FY 2020 Budget	FY 2021	% Change From FY 2020 Budget
Passenger Fares	\$ 187,216	\$ 188,125	\$ 192,426	\$ 188,125	-2.24%
Private Participant	\$ 84,280	\$ 84,280	\$ 84,280	\$ 84,280	—%
Fixed Route Medicaid	\$ 33,975	\$ 19,365	\$ 18,090	\$ 19,365	7.05%
<b>Total Fixed Route Revenues</b>	<b>\$ 305,471</b>	<b>\$ 291,770</b>	<b>\$ 294,796</b>	<b>\$ 291,770</b>	<b>-1.03%</b>

20. Reimbursements from the Greater Downtown TIF for the downtown service routes is unchanged from \$134,704 in FY 2020 to (\$134,704) in FY 2021.

### **Parking Significant Line Items**

#### **Parking Employee Expense**

1. FY 2021 employee expense reflects a 1.5% wage package increase.
2. The Iowa Public Employee Retirement System (IPERS) City contribution of 9.44% is unchanged from FY 2020. The employee contribution of 6.29% is unchanged from FY 2020.
3. The City portion of health insurance expense is increased from \$921 in FY 2020 to \$1,013 in FY 2021 per month per contract which results in an annual cost savings of \$10,814 or 11.26%.
4. Overtime unchanged from \$4,000 in FY 2020 to \$4,000 in FY 2021. FY 2019 actual was \$3,458.
5. Retiree Five-Year Sick leave payout decreased from \$9,274 in FY 2020 to \$2,853 in FY 2021.
6. Workers Compensation increased from \$5,631 in FY 2020 to \$5,675 in FY 2021. FY 2019 actual was \$6,042.

## Parking Supplies & Services

7. Property Insurance decreased from \$99,656 in FY 2020 to \$89,821 in FY 2021 based on FY 2019 actual plus 5%. Parking is charged 21% of the property insurance cost for the Jule Operations and Training Center which is shared between the Transit and Parking funds.
8. Electrical Utility Expense increased from \$217,700 in FY 2020 to \$255,659 in FY 2021 based on FY 2019 actual of \$236,719 plus 8%. Parking is charged 21% of the electricity cost for the Jule Operations and Training Center which is shared between Transit and Parking funds.
9. Snow Removal Plowing increased from \$51,522 in FY 2020 to \$146,258 in FY 2021 based on FY 2019 actual.
10. Snow Removal Sidewalks increased from \$19,270 in FY 2020 to \$109,749 in FY 2021 based on FY 2019 actual.
11. Credit Card Charge increased from \$39,641 in FY 2020 to \$46,727 in FY 2021 based on FY 2019 actual.
12. Elevator Maintenance increased from \$27,187 in FY 2020 to \$31,649 in FY 2021 based on FY 2019 actual.
13. Contract Custodial is unchanged from \$30,682 in FY 2020 to \$30,682 in FY 2021 based on FY 2020 budget.
14. Camera Maintenance increased from \$52,163 in FY 2020 to \$60,077 in FY 2021 based on FY 2019 actual.
15. Property Maintenance increased from \$33,609 in FY 2020 to \$65,736 in FY 2021 based on FY 2019 actual.

## Parking Machinery & Equipment

16. Equipment replacement items include (\$173,894):

<u>Parking Administration</u>	
Smartphone (1)/Desk Phones (4)	\$ 1,350
<u>Parking Maintenance</u>	
Technician Truck	\$ 39,000
Smartphones (2)/Desk Phones (2)	\$ 1,200
<u>Meter Enforcement</u>	
Compact Car	\$ 18,910
<u>Port of Dubuque Ramp</u>	
(56) Security Cameras	\$ 50,008
<u>Intermodal Facility</u>	
(29) Security Cameras	\$ 63,426
<b>Recommended Improvement Packages</b>	54,206
<b>Total Equipment</b>	<b>\$ 228,100</b>

## Parking Debt Service

17. Debt issues and their debt service payments for the Parking Division include (\$2,848,847):

Amount	Debt Series	Source	Purpose	Final Payment	Call Date
\$ 51,100	G.O. 2012I	Parking Fees	5th St/Iowa Ramp	2021	2019
\$2,013,875	Revenue 2007	GDTIF	Port of Dubuque Ramp	2037	2019
\$ 38,222	Revenue 2008	Parking Fees	Lot 9	2023	
\$ 636,050	G.O. 2017A	Parking Fees	Central Ramp	2029	2025
\$ 53,462	G.O. 2018A	Parking Fees	POD Ramp Repairs	2026	2026
\$ 4,198	G.O. 2018A	Parking Fees	Re-Lamp Iowa Street Ramp	2031	2026
\$ 13,748	G.O. 2019C	Parking Fees	Locust Security Cameras	2033	2026
\$ 23,705	G.O. 2014C	Parking Fees	Parking Improvements	2034	2021
\$ 14,487	G.O. 2014B	Parking Fees	Parking Improvements	2034	2021
<b>\$2,848,847</b>	<b>Total Parking Annual Debt Service</b>				

Greater Downtown TIF will contribute \$2,013,875 in FY 2021 towards parking debt service for the Port of Dubuque Ramp which is covered by a minimum assessment agreement paid by Boyd gaming and a supplemental payment. Greater Downtown TIF will also contribute \$280,000 towards downtown parking ramp debt service.

## Parking Revenue

18. Significant changes in operating budget revenue projections based on actual trends include:

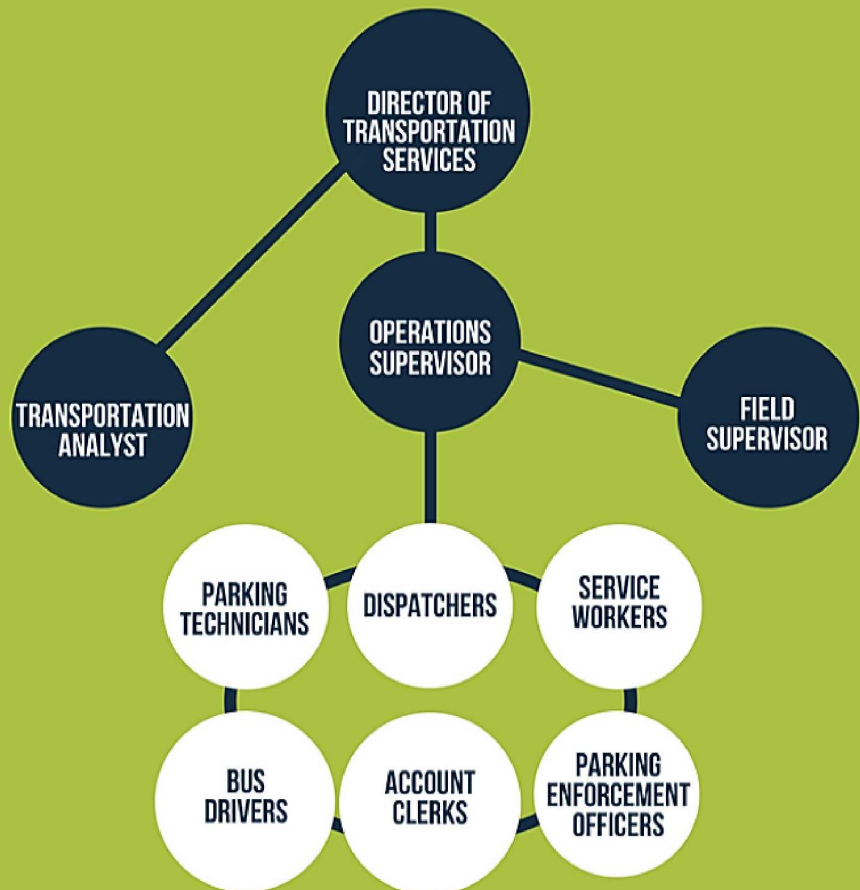
Area	FY 2020	FY 2021	Change	FY 2019 Actual
Locust Street Ramp	\$ 311,675	\$ 315,963	\$ 4,288 (a)	\$ 317,296
Iowa Street Ramp	\$ 453,798	\$ 449,031	\$ (4,767) (a)	\$ 449,131
5th St. Ramp	\$ 366,111	\$ 333,013	\$ (33,098) (a)	\$ 333,013
Five Flags Ramp	\$ 108,324	\$ 122,487	\$ 14,163 (a)	\$ 122,487
Port of Dubuque Ramp	\$ 164,274	\$ 165,192	\$ 918 (a)	\$ 165,292
Central Ramp	\$ 339,268	\$ 326,697	\$ (12,571) (a)	\$ 326,697
Intermodal Ramp	\$ 118,940	\$ 74,044	\$ (44,896) (a)	\$ 72,123
Parking Lots	\$ 145,824	\$ 169,876	\$ 24,052 (a)	\$ 169,873
Street Parking Meters	\$ 742,536	\$ 766,617	\$ 24,081 (b)	\$ 766,770
Residential Parking District	\$ 19,756	\$ 18,331	\$ (1,425) (c)	\$ 18,331
Parking Ticket Fines	\$ 262,641	\$ 280,267	\$ 17,626 (d)	\$ 281,302
<b>Total</b>	<b>\$ 3,033,147</b>	<b>\$ 3,021,518</b>	<b>\$ (11,629)</b>	<b>\$ 3,022,315</b>

- a. Parking Ramp revenue is based on FY 2019 actual.
- b. Street Parking Meter revenue is based on FY 2019 actual.
- c. Residential Parking District is based on FY 2019 actual.
- d. Parking Ticket Fines is based on FY 2019 actual.

# TRANSPORTATION SERVICES DEPARTMENT

A unified approach to  
providing equitable  
transportation options in  
the City of Dubuque

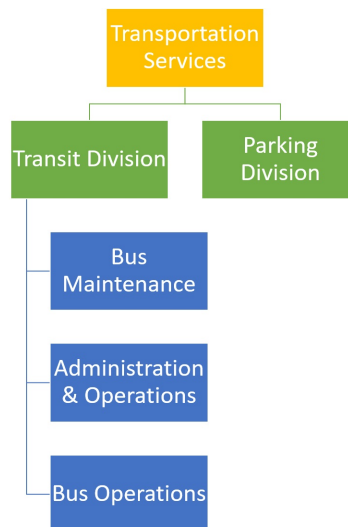
THE JULE TRANSIT + PARKING



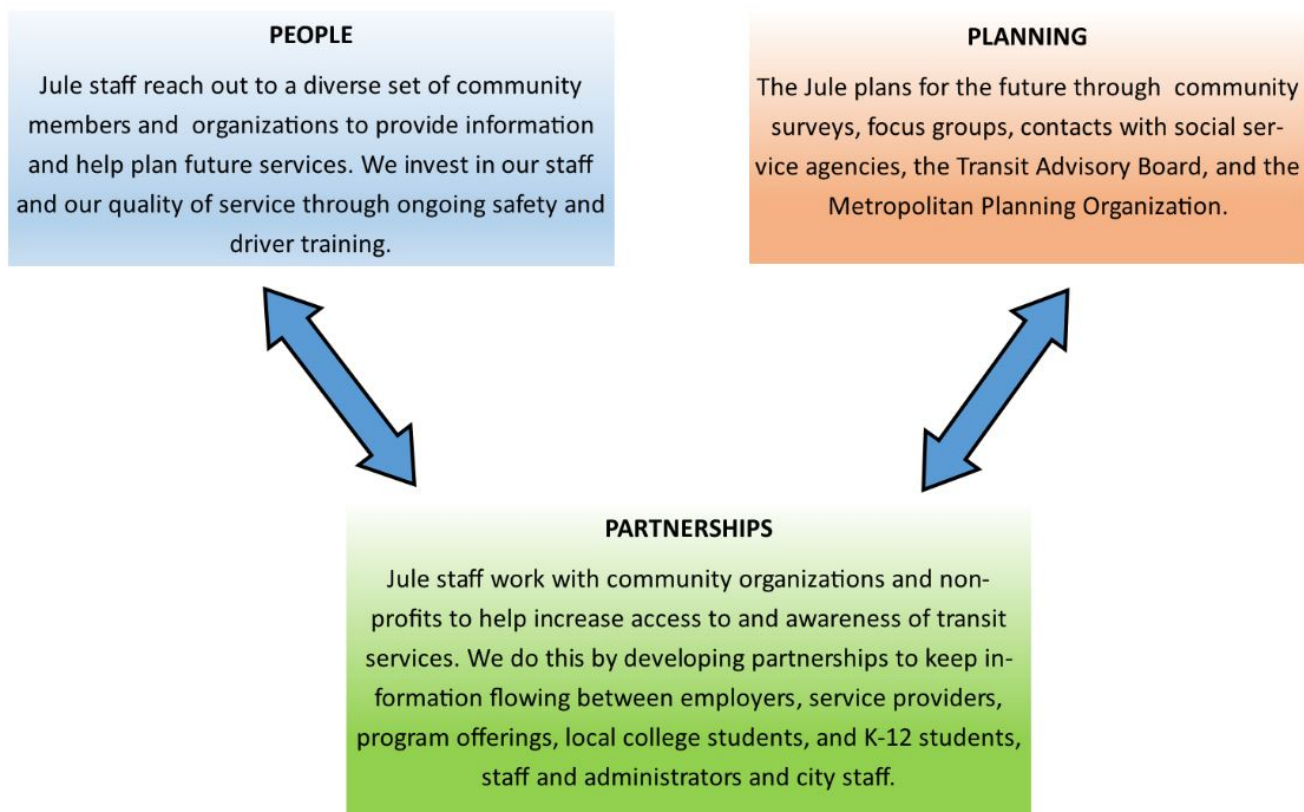


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# TRANSPORTATION SERVICES DEPARTMENT TRANSIT DIVISION



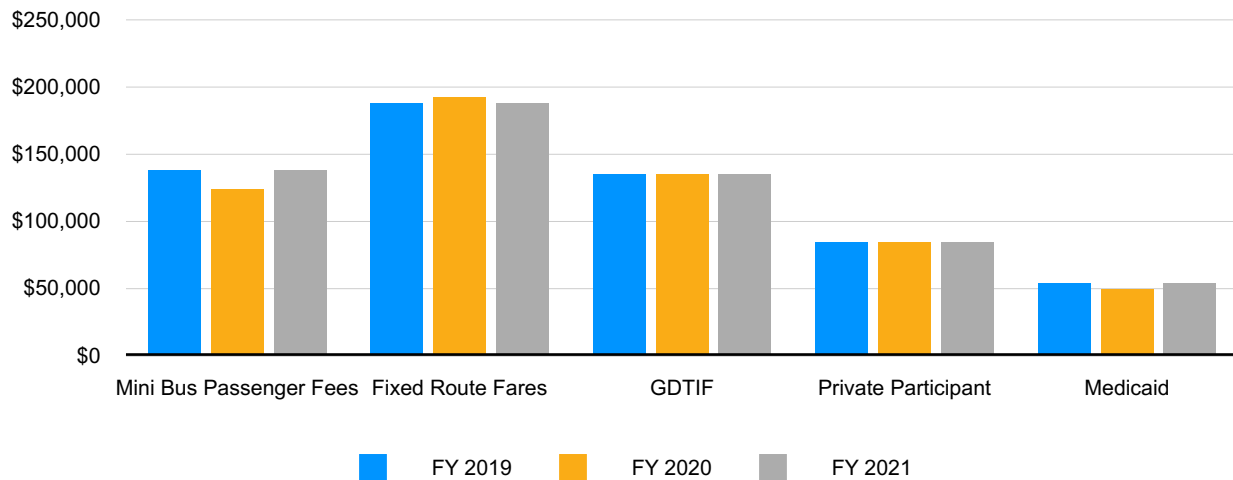
## SUCCESS IS ABOUT PLANNING, PARTNERSHIPS AND PEOPLE LEADING TO OUTCOMES



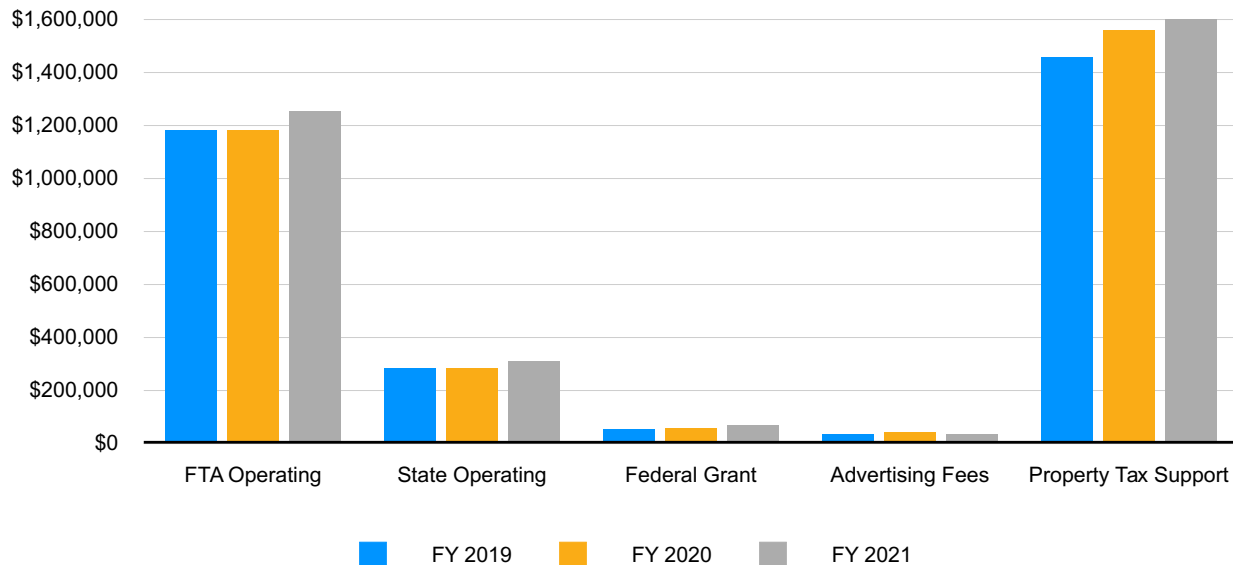
# TRANSPORTATION SERVICES DEPARTMENT TRANSIT DIVISION

	FY 2019	FY 2020	FY 2021
Full-Time Equivalent	44.12	43.81	43.81

## Resources



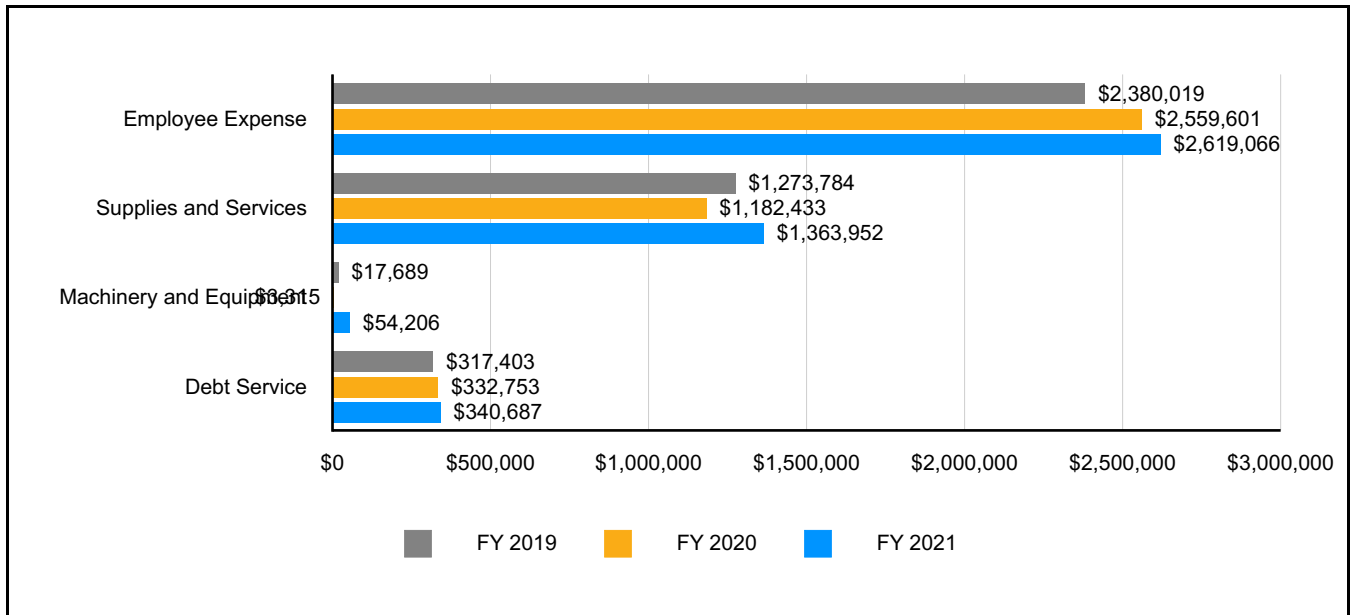
## Resources and Property Tax Support



The Transit Division is supported by 43.81 full-time equivalent employees, which accounts for 59.82% of the department expense as seen below. Overall, the departments' expenses are expected to increase by 7.35% in FY 2021 compared to FY 2020.

# TRANSPORTATION SERVICES DEPARTMENT TRANSIT DIVISION

**Expenditures by Category by Fiscal Year**



# TRANSPORTATION SERVICES DEPARTMENT

## TRANSIT DIVISION

### Administration and Operations

#### Mission & Services



Management functions of [The Jule](#) include property, vehicle, and equipment management, maintenance and selection, evaluation of routes, safety, security, and funding sources, employee hiring, training, payroll and discipline, public relations, marketing, accounting, and submission of grant applications for continued funding as well as compliance with state and federal transportation rules and regulations. The [Transit Advisory Board](#) advises the city council on executing agreements and grants relating to the transit system operation, the purchase of new equipment, and establishing rates and fares.

Administration and Operations Funding Summary			
	FY 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$777,993	\$783,893	\$867,756
Resources	\$829,824	\$554,444	\$577,897

Administration and Operations Position Summary	
	FY 2021
TRANSPORTATION ANALYST	0.50
FIELD SUPERVISOR	0.50
OPERATIONS SUPERVISOR	0.50
TRANSPORTATION SERVICES MGR	0.50
DISPATCHER FT	2.70
DISPATCHER PT	0.98
CONFIDENTIAL ACCOUNT CLERK PT	0.51
OPERATIONS ASSISTANT PT	0.55
<b>Total FT Equivalent Employees</b>	<b>6.74</b>

#### Performance Measures

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

	Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
1	<b>Activity Objective: Provide consistent and clear communication of passenger information and expectations.</b>					
	# Facebook/Twitter Followers	1000/500	587/275	736/302	885/400	
	# Notify-Me Subscribers	300	255	259	265	

# TRANSPORTATION SERVICES DEPARTMENT

## TRANSIT DIVISION

### Bus Operations




#### Mission & Services

Bus Operations includes the following daytime [fixed-route services](#) as well as the door-to-door [MiniBus](#) services that operate from 6:00am-6:00pm on weekdays. A reduced, off-peak schedule is offered from 6:00pm-9:00pm on weeknights and from 8:00am-9:00pm on Saturdays. Bus operations also includes [Weekday Park + Ride Service](#) and [Nightrider](#) weekend evening service during the school year.

Bus Operations Funding Summary			
	FY 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$2,718,240	\$2,804,018	\$3,004,599
Resources	\$1,314,062	\$1,598,662	\$1,565,025

Bus Operations Position Summary	
	FY 2021
Bus Operator FT	8.00
Bus Operator PT	14.01
Mini-Bus Operator FT	3.00
Mini-Bus Operator PT	9.75
Bus Operator-Trolley Route	0.034
<b>Total FT Equivalent Employees</b>	<b>34.79</b>

#### Performance Measures

	Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
<b>City Council Goal: Connected Community</b>						
<b>1</b>	<b>Activity Objective: Connect people to opportunity by providing access to transit services so people can get to work, school, and recreational activities.</b>					
	% of residents who live within a 5 minute walk from a bus stop	92%	90.8%	91.3%	92%	
	% of schools within a 5 minute walk from a bus stop	90%	83.3%	88.9%	88.9%	
	# annual ridership (fixed route and minibus)	475,000	510,889	476,768	450,000	
<b>2</b>	<b>Activity Objective: Improve transit travel time so individuals can spend less time on the bus and more time doing what they choose.</b>					





	Pre 2014 Travel Time	Post August 2015 Travel	Time Savings
The Point to Medical Associates West	95 min	50 min	45 min
Downtown Transfer to Kohls/HyVee	45 min	25 min	20 min
University of Dubuque to Walmart/Lowes	50 min	25 min	25 min
Clarke University to Mercy/ Medical Associates East	45 min	18 min	27 min

# TRANSPORTATION SERVICES DEPARTMENT

## TRANSIT DIVISION

### Bus Operations

#### Performance Measures (continued)

	Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
<b>City Council Goal: Partnerships for a Better Dubuque</b>						
<b>3</b>	<b>Activity Objective: Partner with non-profits, colleges, and other City departments to make accessing transit passes and services simple and affordable.</b>					
	# of partner organizations that purchase bulk passes at non-profit discounted rate and provide them to clients in need	10	9	9	9	
<b>City Council Goal: Vibrant Community</b>						
<b>4</b>	<b>Activity Objective: Promote equity by providing the same opportunity for use of public transit services to those with disabilities as those without.</b>					
	# of routes per year evaluated for ADA compliant stops and amenities	10	10	10	10	
	% of buses with drive-on ramps instead of mechanical lifts	100%	50%	50%	72%	
	# of Medicaid fares (minibus)	2,000	840	1,893	2,000	

# TRANSPORTATION SERVICES DEPARTMENT

## TRANSIT DIVISION

### Bus Maintenance




#### Mission & Services

The Public Works Mechanics and Service Workers, led by the Vehicle Maintenance Supervisor, conduct all maintenance of transit vehicles. Primary responsibilities are preventative maintenance inspections and major and minor repairs to various vehicle systems, including purchasing and stocking parts and supplies in accordance with Federal Transit Administration (FTA) and City of Dubuque policies. Service workers also conduct cleaning of fixed-route vehicles and facilities, which include benches, shelters, the bus storage facility and The Jule's three transfer locations at JFK Circle, Delhi, and at the Intermodal Center.

Bus Maintenance Funding Summary			
	FY 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$175,260	\$157,438	\$164,869
Resources	\$242,877	\$60,277	\$43,967

Bus Maintenance Position Summary	
	FY 2021
Service Worker	2.00
Laborer PT	0.28
<b>Total FT Equivalent Employees</b>	<b>2.28</b>

#### Performance Measures

Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
<b>City Council Goal: Financially Responsible, High-Performance Organization</b>					
<b>1 Activity Objective: Reduce accidents and associated costs through ongoing driver training and regular vehicle cleaning and maintenance to extend the service life of the fleet.</b>					
# at-fault accidents	0	9	8	4	
# hours annual driver training	25 +	25+	25+	25+	
% of vehicles serviced within the mileage threshold*	80% +	97%	98%	100%	

\*Preventative maintenance threshold is 5,000 miles for Light-Duty vehicles and 6,000 miles for Medium- and Heavy-Duty vehicles.



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# TRANSPORTATION SERVICES DEPARTMENT

## PARKING DIVISION

The Parking Division provides for the parking needs of the public and residents of the City of Dubuque, long term planning to meet future parking needs to support and encourage economic growth and stability in concert with residential parking needs in the downtown area.

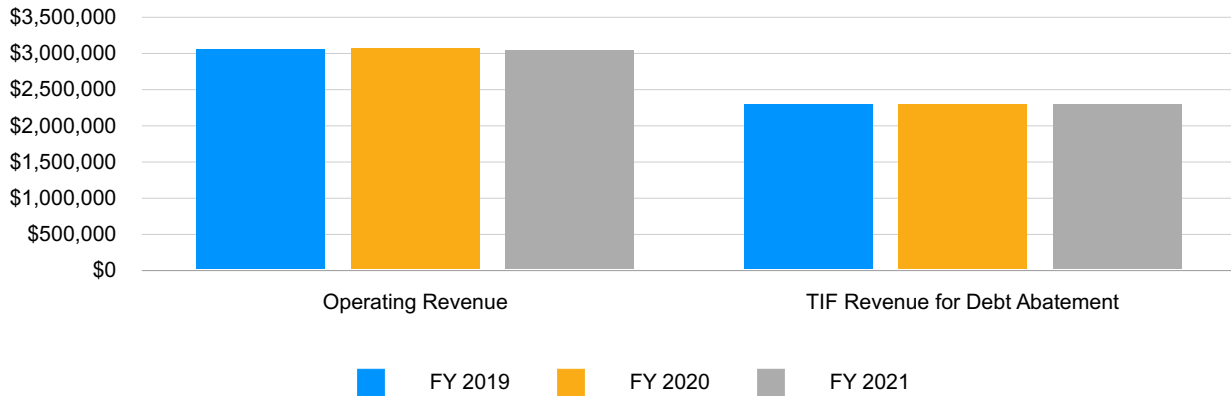
### SUCCESS IS ABOUT PLANNING, PARTNERSHIPS AND PEOPLE LEADING TO OUTCOMES



# TRANSPORTATION SERVICES DEPARTMENT PARKING DIVISION

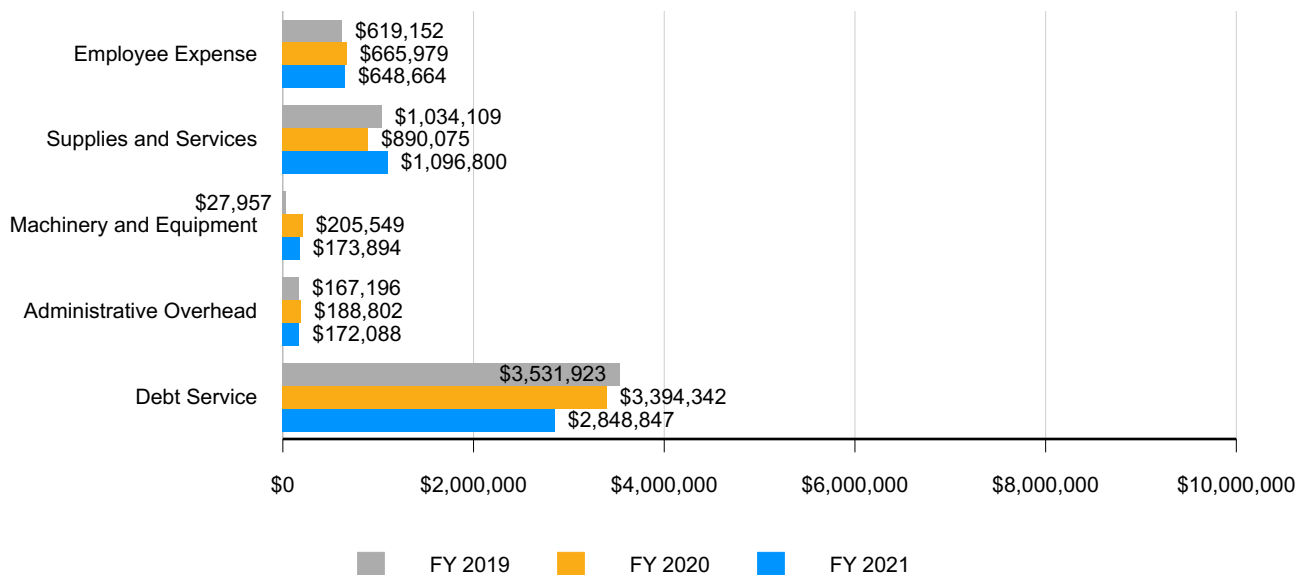
	FY 2019	FY 2020	FY 2021
Full-Time Equivalent	9.65	9.92	9.92

## Resources



The Parking Division is supported by 9.92 full-time equivalent employees, which accounts for only 12.92% of the department expense as seen below. Overall, the departments' expenses are expected to decrease by -6.08% in FY 2021 compared to FY 2020.

## Expenditures by Category by Fiscal Year



# TRANSPORTATION SERVICES DEPARTMENT

## PARKING DIVISION

### Central Business District Parking

#### Mission & Services


The Central Business District is composed of the Downtown area, the Port of Dubuque and the Historic Millwork District. Parking issues include variable on-street paid parking in the commercial district, residential permit parking, parking validation programs, parking requirements for new development, a parking information campaign, increasing the parking inventory, shared parking arrangements and additional enforcement of existing regulations. The Parking Division manages thirteen parking lots in the downtown area and two in the Port of Dubuque. Off-street parking (ramps and lots) provide monthly, daily, hourly and event parking services to downtown area residents, workers, and visitors so they can park their vehicles in secure, customer friendly and well maintained parking facilities.

Central Business District Parking Funding Summary			
	FY 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$1,955,982	\$1,756,351	\$1,347,165
Resources	\$1,574,810	\$1,612,005	\$1,575,297

Central Business District Parking Position Summary	
	FY 2021
TRANSPORTATION SERVICES MGR	0.50
OPERATIONS SUPERVISOR	0.50
TRANSPORTATION ANALYST	0.50
FIELD SUPERVISOR	0.50
CONFIDENTIAL ACCOUNT CLERK FT	1.00
CONFIDENTIAL ACCOUNT CLERK PT	0.22
PARKING SYSTEM TECHNICIAN	2.00
DISPATCHER FT	0.30
DISPATCHER PT	0.10
<b>Total FT Equivalent Employees</b>	<b>5.62</b>

#### Performance Measures

##### City Council Goal: Robust Local Economy

	Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
1	<b>Activity Objective: Provide, maintain, and improve an accessible, functional, and self-supporting parking system</b>					
	# smart parking spaces	200	0	0	107	

# TRANSPORTATION SERVICES DEPARTMENT

## PARKING DIVISION

### Metered Parking

#### Mission & Services





The Parking Division manages 1,859 street and lot parking meters. These consist of time increments of 20 minute, 40 minute, 1 hour, 2 hour, 4 hour and 10 hour. The parking division provides enforcement in the downtown area and in residential and business areas outside the downtown area. The Parking Division offers [Passport Parking](#), allowing motorists to conduct parking transactions by mobile phone.

Metered Parking Funding Summary			
	FY 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$266,010	\$291,777	\$262,032
Resources	\$1,048,072	\$1,005,177	\$1,046,884

Metered Parking Position Summary	
	FY 2021
Parking Meter Checker	3.30
Parking Revenue Collector	0.73
<b>Total FT Equivalent Employees</b>	<b>4.03</b>

#### Performance Measures

##### City Council Goal: Robust Local Economy

Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
<b>1 Activity Objective: Manage parking to maximize the available space.</b>					
# of expired meter citations	8,995	15,031	9,994	9,032	
# of courtesy meter citations (no fine for first citation)	5,718	9,734	6,353	5,994	
# of alternate side parking citations issued	1,886	2,070	2,096	2,038	
# of improper use of disabled parking spaces citations	567	331	630	388	

## Recommended Operating Revenue Budget - Department Total

### 53 - TRANSIT DIVISION

Fund	Account	Account Title	FY18 Actual Revenue	FY19 Actual Revenue	FY20 Adopted Budget	FY21 Recomm'd Budget
600	43251	RENTS & CONCESSIONS	8,125	28,223	32,317	32,317
600	43255	VENDING MACH COMMISSION	488	0	725	0
43	USE OF MONEY AND PROPERTY - Total		8,613	28,223	33,042	32,317
600	44160	FTA OPERATING ASSISTANCE	1,329,365	1,180,951	1,180,949	1,253,787
44	INTERGOVERNMENTAL - Total		1,329,365	1,180,951	1,180,949	1,253,787
600	45721	STATE-AID OPERATING	268,331	283,220	284,640	310,285
600	45771	FED PASS THRU STATE GRANT	53,888	53,972	58,167	68,114
45	STATE GRANTS - Total		322,219	337,192	342,807	378,399
605	51310	PERMIT	28,031	36,438	28,031	36,438
600	51705	MINI BUS PASSENGER FARES	114,301	121,465	107,975	121,465
600	51715	MINI BUS CONTRACT REVENUE	18,948	16,443	15,642	16,443
600	51725	PASSENGER FARES	187,216	188,125	192,426	188,125
600	51726	GRANT SUPPORTED FARE	877	0	0	0
600	51727	MEDICAID FARES	50,259	54,048	49,662	54,048
600	51730	ADVERTISING FEES	29,856	33,870	42,710	33,870
51	CHARGES FOR SERVICES - Total		429,488	450,389	436,446	450,389
600	53102	PRIVATE PARTICIPANT	84,280	84,280	84,280	84,280
600	53201	REFUNDS	152	(60)	0	0
600	53530	SPECIALIZED SERVICES	2,692	0	2,692	0
600	53610	INSURANCE CLAIMS	9,179	30,438	0	0
600	53615	DAMAGE CLAIMS	3,306	0	0	0
600	53620	REIMBURSEMENTS-GENERAL	2,553	3,705	0	0
53	MISCELLANEOUS - Total		102,162	118,363	86,972	84,280
600	59100	FR GENERAL	1,707,529	1,706,011	1,693,164	1,874,490
400	59240	FR DOWNTOWN TIF	301,513	302,212	302,812	298,312
400	59350	FR SALES TAX CONSTRUCTION	3,274	15,191	29,941	42,375
59	TRANSFER IN AND INTERNAL - Total		2,012,316	2,023,414	2,025,917	2,215,177
TRANSIT DIVISION - Total			4,204,162	4,138,531	4,106,133	4,414,349

## Recommended Operating Revenue Budget - Department Total

### 46 - PARKING DIVISION

Fund	Account	Account Title	FY18 Actual Revenue	FY19 Actual Revenue	FY20 Adopted Budget	FY21 Recomm'd Budget
630	43110	INVESTMENT EARNINGS	12,928	20,505	38,784	18,455
43	USE OF MONEY AND PROPERTY - Total		12,928	20,505	38,784	18,455
630	51215	LATE PAYMENT PENALTY	950	23,469	9,620	23,468
630	51305	DAILY FEES	153,970	135,529	159,683	135,530
630	51310	PERMIT	809,012	1,612,191	1,667,198	1,612,193
630	51311	BAY RENTAL	36,992	0	0	0
630	51312	LEVEL 1	32,246	(1,979)	0	0
630	51313	LEVEL 2	1,298	(19)	0	0
630	51314	LEVEL 3	14,520	(57)	0	0
630	51320	TOP OF RAMP	202,643	0	0	0
630	51325	VALIDATIONS	60,564	53,135	38,184	53,135
630	51330	RAMP ASSIGNED	388,227	0	0	0
630	51345	STREET METER COLLECTIONS	687,603	646,199	631,726	646,199
630	51346	ST METER MILLWORK	44,310	3,636	0	3,636
630	51350	STREET METER PERMITS	15,193	0	0	0
630	51355	STREET PARKNG PERMIT	6,185	0	0	0
630	51360	LOT METER COLLECTIONS	37,742	17,207	16,557	17,208
630	51365	RESERVED METER	9,247	18,366	21,030	18,366
630	51372	EVENT RENTAL	8,375	53,269	55,674	53,269
630	51373	LOT 3 RENTAL	30,920	0	0	0
630	51376	ELM ST LOT	23,006	0	0	0
630	51380	LOT 2 RENTAL	5,553	0	0	0
630	51385	CITY HALL PARKING LOT	20,664	0	0	0
630	51388	FEDERAL BLD PARKING LOT	3,854	0	0	0
630	51389	FISCHER PARKING LOT	5,940	6,390	5,940	6,390
630	51394	LOT 9 RENTAL	10,086	2,704	0	2,704
630	51395	LOT 10 RENTAL	47,377	0	0	0
630	51398	LOT 12 RENTAL	5,920	0	0	0
51	CHARGES FOR SERVICES - Total		2,662,395	2,570,040	2,605,612	2,572,098
630	53402	PARKING TICKET FINES	315,111	288,291	265,411	288,306
630	53403	IA DISTRICT COURT FINES	0	610	0	610
630	53404	ADMIN. PENALTY	2,680	2,722	2,496	2,722
630	53605	MISCELLANEOUS REVENUE	2,500	0	0	0
630	53610	INSURANCE CLAIMS	0	3,726	0	0
630	53615	DAMAGE CLAIMS	4,720	387	4,220	0
630	53620	REIMBURSEMENTS-GENERAL	162,552	165,301	162,298	165,192
53	MISCELLANEOUS - Total		487,563	461,036	434,425	456,830
630	54107	VEHICLE SALES	0	5,900	0	0
630	54109	SALVAGE SALES	0	228	0	0
630	54210	GO BOND PROCEEDS	419,059	1,268	0	0
630	54220	BOND DISCOUNT	664	57	0	0
54	OTHER FINANCING SOURCES - Total		419,723	7,453	0	0
400	59240	FR DOWNTOWN TIF	2,014,000	2,013,375	2,015,125	2,013,875
630	59240	FR DOWNTOWN TIF	280,000	280,000	280,000	280,000
59	TRANSFER IN AND INTERNAL - Total		2,294,000	2,293,375	2,295,125	2,293,875
PARKING DIVISION - Total			5,876,609	5,352,409	5,373,946	5,341,258

## Recommended Operating Expenditure Budget - Department Total

### 53 - TRANSIT DIVISION

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
600	61010	FULL-TIME EMPLOYEES	627,991	667,588	829,250	840,397
600	61020	PART-TIME EMPLOYEES	1,108,755	987,687	1,044,848	1,059,849
600	61030	SEASONAL EMPLOYEES	11,408	0	0	0
600	61050	OVERTIME PAY	26,109	31,505	17,273	17,273
600	61071	HOLIDAY PAY-OVERTIME	12,874	11,708	11,867	11,867
600	61092	VACATION PAYOFF	3,277	4,200	0	0
600	61310	IPERS	159,858	160,296	179,670	182,133
600	61320	SOCIAL SECURITY	132,666	125,580	145,599	147,597
600	61410	HEALTH INSURANCE	270,299	253,287	224,305	241,359
600	61415	WORKMENS' COMPENSATION	116,794	110,445	89,631	90,997
605	61415	WORKMENS' COMPENSATION	0	36	0	0
600	61416	LIFE INSURANCE	581	625	1,041	1,041
600	61417	UNEMPLOYMENT INSURANCE	20,749	21,758	16,117	21,253
600	61650	MEAL ALLOWANCE	156	42	0	0
600	61660	EMPLOYEE PHYSICALS	3,416	5,300	0	5,300
<b>61 - WAGES AND BENEFITS</b>			<b>2,494,933</b>	<b>2,380,055</b>	<b>2,559,601</b>	<b>2,619,066</b>
600	62010	OFFICE SUPPLIES	1,684	1,553	1,684	1,552
605	62010	OFFICE SUPPLIES	0	280	0	280
600	62011	UNIFORM PURCHASES	9,015	2,722	13,000	2,722
600	62013	UNIFORM MAINTENANCE	0	0	1,073	0
600	62030	POSTAGE AND SHIPPING	404	294	750	323
600	62032	FLAGS	284	718	820	732
600	62033	HAND TOOLS/EQUIPMENT	386	1,513	1,163	1,543
600	62034	REPAIR PARTS/SUPPLIES	121	2,496	1,000	2,546
600	62035	COURIER FEES	0	0	5,427	0
600	62060	O/E MAINT CONTRACTS	85	0	1,404	0
600	62061	DP EQUIP. MAINT CONTRACTS	7,739	7,127	7,695	8,961
600	62062	JANITORIAL SUPPLIES	2,866	2,596	3,252	2,648
605	62062	JANITORIAL SUPPLIES	0	7	0	8
600	62063	SAFETY RELATED SUPPLIES	714	1,198	500	1,222
600	62090	PRINTING & BINDING	9,288	3,759	10,711	4,022
600	62110	COPYING/REPRODUCTION	2,356	952	2,520	952
600	62130	LEGAL NOTICES & ADS	1,911	7,425	1,911	7,425
600	62140	PROMOTION	11,405	1,508	12,875	12,875
600	62190	DUES & MEMBERSHIPS	2,942	3,108	3,530	3,170
600	62204	REFUNDS	0	9,179	0	0
605	62204	REFUNDS	0	6	0	0
600	62206	PROPERTY INSURANCE	5,649	5,902	6,649	6,196
605	62206	PROPERTY INSURANCE	2,004	2,540	0	2,667
600	62208	GENERAL LIABILITY INSURAN	35,425	36,093	38,022	37,897
605	62208	GENERAL LIABILITY INSURAN	1,720	1,504	1,585	1,579
600	62310	TRAVEL-CONFERENCES	2,378	2,889	16,283	16,283
600	62320	TRAVEL-CITY BUSINESS	0	100	400	400
600	62360	EDUCATION & TRAINING	6,500	2,386	3,500	3,500



## Recommended Operating Expenditure Budget - Department Total

### 53 - TRANSIT DIVISION

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
600	62411	UTILITY EXP-ELECTRICITY	43,226	30,122	34,034	32,531
605	62411	UTILITY EXP-ELECTRICITY	5,986	6,438	5,986	6,953
600	62412	UTILITY EXP-GAS	7,747	11,460	15,222	11,460
600	62415	UTILITY EXPENSE STORMWATR	0	2,181	3,323	2,488
605	62415	UTILITY EXPENSE STORMWATR	128	150	146	172
600	62416	UTILITY EXP-WATER	4,800	6,754	6,218	7,379
605	62416	UTILITY EXP-WATER	1,271	1,415	1,367	1,546
600	62417	UTILITY EXP-SEWER	0	585	0	638
600	62421	TELEPHONE	5,222	5,474	7,016	6,096
605	62421	TELEPHONE	316	248	316	248
600	62424	RADIO/PAGER FEE	10,833	11,966	11,266	12,564
600	62431	PROPERTY MAINTENANCE	15,551	20,349	10,636	20,349
605	62431	PROPERTY MAINTENANCE	1,019	858	1,019	858
600	62433	CUSTODIAL SERVICES	348	1,551	348	1,582
600	62435	ELEVATOR MAINTENANCE	2,817	3,448	1,790	3,448
605	62435	ELEVATOR MAINTENANCE	1,204	1,167	1,204	1,167
600	62438	FIRE SUPPRESSION	0	1,467	1,224	1,467
605	62438	FIRE SUPPRESSION	0	166	0	166
600	62511	FUEL, MOTOR VEHICLE	1,675	2,187	1,675	1,720
600	62513	FUEL, DIESEL	263,853	288,213	267,387	302,623
600	62521	MOTOR VEHICLE MAINT.	524,642	494,958	396,095	504,858
600	62522	VEHICLE MAINT., ACCIDENT	9,503	34,270	14,691	18,783
600	62525	TIRES/TUBES - TRANSIT	33,866	46,118	57,690	46,118
600	62528	MOTOR VEH. MAINT. OUTSOUR	199,130	58,924	90,934	90,934
600	62611	MACH/EQUIP MAINTENANCE	655	2,384	655	2,384
605	62611	MACH/EQUIP MAINTENANCE	157	8	157	8
600	62614	EQUIP MAINT CONTRACT	0	466	0	466
605	62614	EQUIP MAINT CONTRACT	136	0	136	0
600	62627	CAMERA MAINTENANCE	5,127	3,676	3,638	3,676
605	62627	CAMERA MAINTENANCE	3,160	5,469	3,160	5,469
605	62636	DE-ICING PRODUCTS	305	0	305	0
600	62641	HOSPITALITY EXPENSE	121	0	121	0
600	62663	SOFTWARE LICENSE EXP	49,175	58,090	69,163	71,150
600	62666	CREDIT CARD CHARGE	1,776	1,785	1,776	1,785
605	62666	CREDIT CARD CHARGE	627	808	627	808
600	62667	DATA SERVICES	3,461	3,899	3,461	3,977
600	62671	MISC. OPERATING SUPPLIES	0	25	0	0
600	62692	LANDFILL FEES	706	954	706	954
600	62697	LABOR RELATIONS	25	1,588	1,000	1,588
600	62706	SNOW - PLOWING	0	13,875	3,955	13,875
605	62706	SNOW - PLOWING	0	3,072	0	3,072
600	62707	SNOW - SIDEWALKS	0	44,770	6,920	44,770
605	62707	SNOW - SIDEWALKS	0	9,071	0	9,071
600	62716	CONSULTANT SERVICES	7,500	0	3,500	3,500

## Recommended Operating Expenditure Budget - Department Total

### 53 - TRANSIT DIVISION

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
600	62717	CRIMINAL BACKGROUND CHECK	0	0	1,000	0
600	62726	AUDIT SERVICES	0	3,000	0	3,000
600	62732	TEMP HELPCONTRACT SERV.	7,992	0	0	0
605	62732	TEMP HELPCONTRACT SERV.	2,887	0	2,887	2,887
600	62733	CONTRACT CUSTODIAL	0	0	6,960	6,960
600	62761	PAY TO OTHER AGENCY	22,500	25,000	25,000	25,000
600	62781	LAWN CARE SERVICES	130	730	860	860
605	62781	LAWN CARE SERVICES	0	167	0	0
<b>62 - SUPPLIES AND SERVICES</b>			<b>1,344,455</b>	<b>1,307,158</b>	<b>1,201,328</b>	<b>1,400,911</b>
605	63316	LESS OPER. & MAINT.RECHRG	7,104	0	0	0
<b>63 - ADMIN/OVERHEAD/STORES GAR</b>			<b>7,104</b>	<b>0</b>	<b>0</b>	<b>0</b>
600	71120	PERIPHERALS, COMPUTER	0	1,730	0	0
600	71123	SOFTWARE	0	0	3,315	0
600	71318	HEAVY EQUIP-REPLACEMENT	13,206	0	0	0
600	71410	SHOP EQUIPMENT	139	0	0	0
600	72417	CAMERA RELATED EQUIPMENT	920	15,641	0	51,756
600	72418	TELEPHONE RELATED	0	236	0	2,450
600	72812	PLEXIGLAS PANELS	514	83	0	0
<b>71 - EQUIPMENT</b>			<b>14,779</b>	<b>17,689</b>	<b>3,315</b>	<b>54,206</b>
400	74111	PRINCIPAL PAYMENT	217,618	231,886	244,914	243,280
400	74112	INTEREST PAYMENT	87,169	85,517	87,839	97,407
<b>74 - DEBT SERVICE</b>			<b>304,787</b>	<b>317,403</b>	<b>332,753</b>	<b>340,687</b>
<b>53 - TRANSIT DIVISION TOTAL</b>			<b>4,166,058</b>	<b>4,022,306</b>	<b>4,096,997</b>	<b>4,414,870</b>

## Recommended Operating Expenditure Budget - Department Total

### 46 - PARKING DIVISION

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
630	61010	FULL-TIME EMPLOYEES	249,885	307,351	329,316	334,602
630	61020	PART-TIME EMPLOYEES	108,646	133,977	173,070	143,954
630	61030	SEASONAL EMPLOYEES	0	553	0	0
630	61050	OVERTIME PAY	4,722	3,458	4,000	4,000
630	61071	HOLIDAY PAY-OVERTIME	738	732	0	0
630	61091	SICK LEAVE PAYOFF	4,986	4,640	9,274	2,853
630	61092	VACATION PAYOFF	8,109	8,009	0	0
630	61310	IPERS	32,568	42,089	47,802	45,556
630	61320	SOCIAL SECURITY	27,842	33,756	39,096	37,135
630	61410	HEALTH INSURANCE	95,398	75,843	57,431	68,245
630	61415	WORKMENS' COMPENSATION	7,663	6,042	5,631	5,675
630	61416	LIFE INSURANCE	207	253	359	387
630	61417	UNEMPLOYMENT INSURANCE	9,555	1,940	0	5,748
630	61660	EMPLOYEE PHYSICALS	0	509	0	509
<b>61 - WAGES AND BENEFITS</b>			<b>550,317</b>	<b>619,152</b>	<b>665,979</b>	<b>648,664</b>
630	62010	OFFICE SUPPLIES	365	1,243	1,313	1,243
630	62011	UNIFORM PURCHASES	2,357	1,314	2,381	1,314
630	62030	POSTAGE AND SHIPPING	7,732	6,895	7,791	7,585
630	62032	FLAGS	0	605	410	617
630	62061	DP EQUIP. MAINT CONTRACTS	3,117	3,561	3,561	2,321
630	62062	JANITORIAL SUPPLIES	0	874	1,642	892
630	62063	SAFETY RELATED SUPPLIES	0	18	250	18
630	62090	PRINTING & BINDING	5,557	4,518	6,795	4,835
630	62110	COPYING/REPRODUCTION	276	626	592	626
630	62130	LEGAL NOTICES & ADS	601	3,394	11,801	3,021
630	62190	DUES & MEMBERSHIPS	0	101	638	103
630	62204	REFUNDS	1,627	1,050	1,248	1,050
630	62206	PROPERTY INSURANCE	71,147	85,543	99,656	89,821
630	62208	GENERAL LIABILITY INSURAN	7,096	6,502	6,420	6,827
630	62221	DAMAGE CLAIMS	539	0	0	0
630	62230	COURT COSTS & RECORD FEES	500	680	500	680
630	62310	TRAVEL-CONFERENCES	0	4,450	3,400	3,400
630	62320	TRAVEL-CITY BUSINESS	0	36	0	0
630	62340	MILEAGE/LOCAL TRANSP	0	0	723	0
630	62360	EDUCATION & TRAINING	0	550	2,000	2,000
630	62411	UTILITY EXP-ELECTRICITY	199,909	236,719	217,700	255,659
630	62412	UTILITY EXP-GAS	3,350	8,174	6,050	8,174
630	62415	UTILITY EXPENSE STORMWATR	2,503	2,707	4,250	3,088
630	62416	UTILITY EXP-WATER	21,363	19,447	31,794	21,246
630	62418	UTILITY EXP-REFUSE	662	868	687	902
630	62421	TELEPHONE	22,743	23,469	25,232	23,470
630	62424	RADIO/PAGER FEE	0	5,781	7,500	6,070
630	62431	PROPERTY MAINTENANCE	45,912	65,736	33,609	65,736
630	62433	CUSTODIAL SERVICES	0	284	0	290

## Recommended Operating Expenditure Budget - Department Total

### 46 - PARKING DIVISION

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
630	62435	ELEVATOR MAINTENANCE	25,956	31,648	27,187	31,649
630	62436	RENTAL OF SPACE	3,564	3,888	3,564	3,888
630	62438	FIRE SUPPRESSION	0	15,563	4,566	15,563
630	62511	FUEL, MOTOR VEHICLE	5,569	5,632	5,569	5,720
630	62521	MOTOR VEHICLE MAINT.	6,694	8,896	5,863	9,075
630	62522	VEHICLE MAINT., ACCIDENT	0	3,726	0	0
630	62528	MOTOR VEH. MAINT. OUTSOUR	550	1,016	0	0
630	62611	MACH/EQUIP MAINTENANCE	21,080	14,358	21,579	14,358
630	62614	EQUIP MAINT CONTRACT	61,370	10,205	31,444	10,205
630	62627	CAMERA MAINTENANCE	67,352	60,077	52,163	60,077
630	62636	DE-ICING PRODUCTS	4,597	0	5,347	0
630	62660	DATA PROCESSING	2,193	2,242	2,241	2,529
630	62663	SOFTWARE LICENSE EXP	18,047	27,239	41,710	28,329
630	62666	CREDIT CARD CHARGE	34,960	46,726	39,641	46,727
630	62667	DATA SERVICES	346	1,877	120	1,915
630	62669	PROGRAMMING	12,440	12,812	12,698	14,330
630	62685	SIGN SUPPLIES	0	17	0	0
630	62696	OUTSIDE COLLECTOR EXPENSE	140	0	290	0
630	62699	CASH SHORT AND OVER	(7)	(109)	0	0
630	62706	SNOW - PLOWING	0	146,258	51,522	146,258
630	62707	SNOW - SIDEWALKS	0	109,749	19,270	109,749
630	62716	CONSULTANT SERVICES	0	0	6,000	6,000
630	62721	FINANCIAL CONSULTANT	6,114	0	0	0
630	62726	AUDIT SERVICES	2,200	0	1,918	0
630	62731	MISCELLANEOUS SERVICES	2,018	612	0	0
630	62732	TEMP HELP/CONTRACT SERV.	5,106	0	0	0
630	62733	CONTRACT CUSTODIAL	0	0	30,682	30,682
630	62747	MACH/EQUIPMENT RENTAL	3,815	95	0	0
630	62761	PAY TO OTHER AGENCY	23,130	23,000	23,000	23,000
630	62780	HAULING SERVICES	48,257	0	0	0
630	62781	LAWN CARE SERVICES	0	6,521	6,390	6,390
630	62782	HANDLING FEES	0	16,915	19,368	19,368
630	62832	SERVICE FROM PARK DEPT	13,532	0	0	0
<b>62 - SUPPLIES AND SERVICES</b>			<b>766,379</b>	<b>1,034,109</b>	<b>890,075</b>	<b>1,096,800</b>
630	63316	LESS OPER. & MAINT.RECHRG	(7,104)	0	0	0
<b>63 - ADMIN/OVERHEAD/STORES GAR</b>			<b>(7,104)</b>	<b>0</b>	<b>0</b>	<b>0</b>
630	71120	PERIPHERALS, COMPUTER	0	1,730	0	0
630	71125	SERVERS	0	0	35,000	0
630	71227	SIGNAGE	0	3,496	0	0
630	71310	AUTO/JEEP REPLACEMENT	0	0	31,680	18,910
630	71314	TRUCK-REPLACEMENT	0	21,759	28,500	39,000
630	72417	CAMERA RELATED EQUIPMENT	0	0	108,113	113,434
630	72418	TELEPHONE RELATED	2,341	971	2,256	2,550
<b>71 - EQUIPMENT</b>			<b>2,341</b>	<b>27,957</b>	<b>205,549</b>	<b>173,894</b>

## Recommended Operating Expenditure Budget - Department Total

### 46 - PARKING DIVISION

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
400	74111	PRINCIPAL PAYMENT	475,000	510,000	550,000	590,000
630	74111	PRINCIPAL PAYMENT	1,646,134	1,276,295	1,201,355	650,493
400	74112	INTEREST PAYMENT	1,539,000	1,503,375	1,465,125	1,423,875
630	74112	INTEREST PAYMENT	291,849	242,253	177,862	184,479
<b>74 - DEBT SERVICE</b>			<b>3,951,983</b>	<b>3,531,923</b>	<b>3,394,342</b>	<b>2,848,847</b>
630	91100	TO GENERAL	167,822	167,196	188,802	172,088
630	91730	TO PARKING CONSTRUCTION	0	0	0	79,570
<b>91 - TRANSFER TO</b>			<b>167,822</b>	<b>167,196</b>	<b>188,802</b>	<b>251,658</b>
<b>46 - PARKING DIVISION TOTAL</b>			<b>5,431,739</b>	<b>5,380,336</b>	<b>5,344,747</b>	<b>5,019,863</b>

## Recommended Expenditure Budget Report by Activity & Funding Source

### 53 - TRANSIT DIVISION

**TRANSIT ADMIN. - 53100**

#### FUNDING SOURCE: DEBT SERVICE

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
DEBT SERVICE	317,403	332,753	340,687
EQUIPMENT	14,495	—	13,530
SUPPLIES AND SERVICES	183,069	215,147	220,174
WAGES AND BENEFITS	478,313	514,797	503,138
<b>TRANSIT ADMIN.</b>	<b>993,281</b>	<b>1,062,697</b>	<b>1,077,529</b>
<b>INTERMODAL FACILITY - 53370</b>			

#### FUNDING SOURCE: TRANSIT

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	—	—	40,426
SUPPLIES AND SERVICES	71,355	37,205	73,158
WAGES AND BENEFITS	30,761	16,744	17,330
<b>INTERMODAL FACILITY</b>	<b>102,115</b>	<b>53,949</b>	<b>130,914</b>
<b>INTERMODAL RAMP - 53380</b>			

#### FUNDING SOURCE: INTERMODAL RAMP

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
ADMIN/OVERHEAD/STORES GAR	—	—	—
SUPPLIES AND SERVICES	33,374	18,895	36,959
WAGES AND BENEFITS	36	—	—
<b>INTERMODAL RAMP</b>	<b>33,410</b>	<b>18,895</b>	<b>36,959</b>
<b>BUS OPERATIONS - 53400</b>			

#### FUNDING SOURCE: TRANSIT

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	2,210	3,315	—
SUPPLIES AND SERVICES	671,826	592,167	729,857
WAGES AND BENEFITS	1,111,893	1,215,788	1,264,409
<b>BUS OPERATIONS</b>	<b>1,785,929</b>	<b>1,811,270</b>	<b>1,994,266</b>
<b>MINI BUS OPERATIONS - 53500</b>			

#### FUNDING SOURCE: TRANSIT

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	120	—	—
SUPPLIES AND SERVICES	327,931	326,076	330,746
WAGES AND BENEFITS	603,735	661,519	677,736

## Recommended Expenditure Budget Report by Activity & Funding Source

### 53 - TRANSIT DIVISION

MINI BUS OPERATIONS	931,787	987,595	1,008,482
TROLLEY OPERATIONS	- 53600		

FUNDING SOURCE: TRANSIT

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	224	3,549	228
WAGES AND BENEFITS	300	1,604	1,623
TROLLEY OPERATIONS	524	5,153	1,851
BUS MAINTENANCE	- 53700		

FUNDING SOURCE: TRANSIT

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	865	—	250
SUPPLIES AND SERVICES	19,378	8,289	9,789
WAGES AND BENEFITS	155,017	149,149	154,830
BUS MAINTENANCE	175,260	157,438	164,869
TRANSIT DIVISION TOTAL	\$4,022,306	\$4,096,997	\$4,414,870

## Recommended Expenditure Budget Report by Activity & Funding Source

### 46 - PARKING DIVISION

**UNDISTRIBUTED - 10630**

#### FUNDING SOURCE: PARKING OPERATION

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
TRANSFER TO	167,196	188,802	251,658
<b>UNDISTRIBUTED</b>	<b>167,196</b>	<b>188,802</b>	<b>251,658</b>
<b>UNDISTRIBUTED</b>	<b>- 46100</b>		

#### FUNDING SOURCE: PARKING OPERATION

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	1,101	71,050	1,350
SUPPLIES AND SERVICES	72,221	129,483	100,906
WAGES AND BENEFITS	303,435	320,169	328,601
<b>UNDISTRIBUTED</b>	<b>376,757</b>	<b>520,702</b>	<b>430,857</b>
<b>LOCUST STREET RAMP</b>	<b>- 46300</b>		

#### FUNDING SOURCE: PARKING OPERATION

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
DEBT SERVICE	54,005	52,954	51,940
EQUIPMENT	—	5,576	—
SUPPLIES AND SERVICES	98,730	71,843	101,706
WAGES AND BENEFITS	930	0	293
<b>LOCUST STREET RAMP</b>	<b>153,665</b>	<b>130,373</b>	<b>153,939</b>
<b>IOWA STREET RAMP</b>	<b>- 46310</b>		

#### FUNDING SOURCE: PARKING OPERATION

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
DEBT SERVICE	740,926	603,601	55,298
EQUIPMENT	21,759	—	—
SUPPLIES AND SERVICES	87,149	67,418	88,713
WAGES AND BENEFITS	292	0	1
<b>IOWA STREET RAMP</b>	<b>850,126</b>	<b>671,019</b>	<b>144,012</b>
<b>5TH STREET RAMP</b>	<b>- 46320</b>		

#### FUNDING SOURCE: PARKING OPERATION

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	—	3,956	—
SUPPLIES AND SERVICES	86,799	64,883	93,838
WAGES AND BENEFITS	143	0	1
<b>5TH STREET RAMP</b>	<b>86,942</b>	<b>68,839</b>	<b>93,839</b>
<b>FIVE FLAGS RAMP</b>	<b>- 46330</b>		

#### FUNDING SOURCE: PARKING OPERATION

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
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## Recommended Expenditure Budget Report by Activity & Funding Source

### 46 - PARKING DIVISION

EQUIPMENT	—	3,956	—
SUPPLIES AND SERVICES	112,961	82,995	122,071
WAGES AND BENEFITS	101	0	0
<b>FIVE FLAGS RAMP</b>	<b>113,062</b>	<b>86,951</b>	<b>122,071</b>
<b>PORT OF DBQ RAMP - 46350</b>			

#### FUNDING SOURCE: DEBT SERVICE

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
DEBT SERVICE	2,071,608	2,068,012	2,067,337
EQUIPMENT	0	0	50,008
SUPPLIES AND SERVICES	158,621	163,524	169,929
<b>PORT OF DBQ RAMP</b>	<b>2,230,229</b>	<b>2,231,536</b>	<b>2,287,274</b>
<b>10TH &amp; CENTRAL RAMP - 46360</b>			

#### FUNDING SOURCE: PARKING OPERATION

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
DEBT SERVICE	627,162	631,553	636,050
EQUIPMENT	—	54,075	—
SUPPLIES AND SERVICES	109,018	85,149	119,059
WAGES AND BENEFITS	1,366	—	5,460
<b>10TH &amp; CENTRAL RAMP</b>	<b>737,546</b>	<b>770,777</b>	<b>760,569</b>
<b>INTERMODAL FACILITY - 46370</b>			

#### FUNDING SOURCE: PARKING OPERATION

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
ADMIN/OVERHEAD/STORES GAR	—	—	—
EQUIPMENT	0	0	63,426
SUPPLIES AND SERVICES	56,736	49,337	62,154
WAGES AND BENEFITS	72	—	—
<b>INTERMODAL FACILITY</b>	<b>56,808</b>	<b>49,337</b>	<b>125,580</b>
<b>PARKING LOTS - 46400</b>			

#### FUNDING SOURCE: PARKING OPERATION

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
DEBT SERVICE	38,222	38,222	38,222
SUPPLIES AND SERVICES	5,724	9,672	2,772
WAGES AND BENEFITS	829	—	—
<b>PARKING LOTS</b>	<b>44,775</b>	<b>47,894</b>	<b>40,994</b>
<b>LOT - HISTORIC FED BLDG - 46403</b>			

#### FUNDING SOURCE: PARKING OPERATION

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	1,540	440	1,540

## Recommended Expenditure Budget Report by Activity & Funding Source

### 46 - PARKING DIVISION

LOT - HISTORIC FED BLDG	1,540	440	1,540
LOT - WASH ST ROW HOUSES - 46404			

FUNDING SOURCE: PARKING OPERATION

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	1,540	440	1,540
LOT - WASH ST ROW HOUSES	1,540	440	1,540
TEMP MILLWORK PARKING LOT- 46405			

FUNDING SOURCE: PARKING OPERATION

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	286	0	0
SUPPLIES AND SERVICES	3,892	2,090	4,235
TEMP MILLWORK PARKING LOT	4,178	2,090	4,235
LOT - 5TH & MAIN - 46406			

FUNDING SOURCE: PARKING OPERATION

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	6,622	2,670	7,404
LOT - 5TH & MAIN	6,622	2,670	7,404
LOT - CENTRAL & 12TH - 46407			

FUNDING SOURCE: PARKING OPERATION

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	3,830	1,850	3,830
LOT - CENTRAL & 12TH	3,830	1,850	3,830
LOT - 9TH & ELM - 46408			

FUNDING SOURCE: PARKING OPERATION

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	5,785	1,650	5,785
LOT - 9TH & ELM	5,785	1,650	5,785
LOT - 11TH & ELM - 46409			

FUNDING SOURCE: PARKING OPERATION

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	5,410	2,390	5,410
LOT - 11TH & ELM	5,410	2,390	5,410
PORT OF DBQ SURFACE LOT - 46410			

FUNDING SOURCE: PARKING OPERATION

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	39,292	22,199	40,382
PORT OF DBQ SURFACE LOT	39,292	22,199	40,382

## Recommended Expenditure Budget Report by Activity & Funding Source

### 46 - PARKING DIVISION

#### LOT - 18TH & ELM - 46411

##### FUNDING SOURCE: PARKING OPERATION

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	4,495	950	4,495
LOT - 18TH & ELM	4,495	950	4,495
LOT - BLUFF & 5TH		- 46412	

##### FUNDING SOURCE: PARKING OPERATION

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	6,968	2,950	7,516
LOT - BLUFF & 5TH	6,968	2,950	7,516
LOT - BLUFF & 12TH		- 46413	

##### FUNDING SOURCE: PARKING OPERATION

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	3,943	1,200	4,262
LOT - BLUFF & 12TH	3,943	1,200	4,262
LOT - 9TH & BLUFF		- 46414	

##### FUNDING SOURCE: PARKING OPERATION

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	3,100	985	3,100
LOT - 9TH & BLUFF	3,100	985	3,100
ICE HARBOR DR SURFACE LOT-		46415	

##### FUNDING SOURCE: PARKING OPERATION

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	2,325	675	2,325
ICE HARBOR DR SURFACE LOT	2,325	675	2,325
LOT - BLUFF & 11TH		- 46416	

##### FUNDING SOURCE: PARKING OPERATION

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	4,798	1,825	4,822
LOT - BLUFF & 11TH	4,798	1,825	4,822
LOT - 4TH & CENTRAL		- 46417	

##### FUNDING SOURCE: PARKING OPERATION

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	8,055	1,645	8,055

## Recommended Expenditure Budget Report by Activity & Funding Source

### 46 - PARKING DIVISION

LOT - 4TH & CENTRAL	8,055	1,645	8,055
LOT - MAIN & 3RD	- 46418		

FUNDING SOURCE: PARKING OPERATION

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	4,575	860	4,575
LOT - MAIN & 3RD	4,575	860	4,575
LOT - LOCUST & 3RD	- 46419		

FUNDING SOURCE: PARKING OPERATION

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	5,829	2,050	6,266
LOT - LOCUST & 3RD	5,829	2,050	6,266
ST. PARKING METERS	- 46420		

FUNDING SOURCE: PARKING OPERATION

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	52,386	62,521	54,838
WAGES AND BENEFITS	12,960	25,965	23,276
ST. PARKING METERS	65,346	88,486	78,114
PARKING METER ENFORCEMENT-	46430		

FUNDING SOURCE: PARKING OPERATION

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	129	22,596	18,910
SUPPLIES AND SERVICES	64,699	50,856	54,880
WAGES AND BENEFITS	135,835	129,839	110,128
PARKING METER ENFORCEMENT	200,664	203,291	183,918
PARKING MAINTENANCE	- 46700		

FUNDING SOURCE: PARKING OPERATION

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	1,472	44,340	40,200
SUPPLIES AND SERVICES	15,661	4,516	8,883
WAGES AND BENEFITS	163,188	167,263	173,220
PARKING MAINTENANCE	180,321	216,119	222,303
RESIDENTIAL PARK DISTRICT-	46800		

FUNDING SOURCE: PARKING OPERATION

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	3,210	0	0

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## Recommended Expenditure Budget Report by Activity & Funding Source

### 46 - PARKING DIVISION

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SUPPLIES AND SERVICES	1,403	1,009	1,509
WAGES AND BENEFITS	0	22,743	7,684
<b>RESIDENTIAL PARK DISTRICT</b>	<b>4,613</b>	<b>23,752</b>	<b>9,193</b>
<b>PARKING DIVISION TOTAL</b>	<b>\$5,380,336</b>	<b>\$5,344,747</b>	<b>\$5,019,863</b>

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

**53 TRANSPORTATION SERVICES DEPARTMENT**

FD	JC	WP-GR	JOB CLASS	FY 2019		FY 2020		FY 2021	
				FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
61010 Full Time Employee Expense									
630		GE-41	TRANSPORTATION SERVICES MGR	0.50	\$ 55,849	0.50	\$ 51,300	0.50	\$ 53,368
600		GE-41	TRANSPORTATION SERVICES MGR	0.50	\$ 55,849	0.50	\$ 51,300	0.50	\$ 53,368
630	3000	GE-35	OPERATIONS SUPERVISOR	0.50	\$ 38,374	0.50	\$ 41,375	0.50	\$ 37,688
600	3000	GE-35	OPERATIONS SUPERVISOR	0.50	\$ 38,374	0.50	\$ 41,375	0.50	\$ 37,688
600		GE-31	FIELD SUPERVISOR	0.50	\$ 30,955	0.50	\$ 34,758	0.50	\$ 35,146
630		GE-31	FIELD SUPERVISOR	0.50	\$ 30,955	0.50	\$ 34,758	0.50	\$ 35,146
630		GE-31	TRANSPORTATION ANALYST	0.50	\$ 26,390	0.50	\$ 28,435	0.50	\$ 31,693
600		GE-31	TRANSPORTATION ANALYST	0.50	\$ 26,390	0.50	\$ 28,435	0.50	\$ 31,693
630	760	GE-25	CONFIDENTIAL ACCOUNT CLERK	1.00	\$ 47,892	1.00	\$ 49,461	1.00	\$ 50,028
630	2205	GD-08	PARKING SYSTEM TECHNICIAN	2.00	\$ 105,663	2.00	\$ 109,709	2.00	\$ 112,117
600	637	GD-04	SERVICE WORKER	2.00	\$ 99,094	2.00	\$ 103,154	2.00	\$ 105,432
630		GD-03	DISPATCHER	0.30	\$ 14,144	0.30	\$ 14,278	0.30	\$ 14,562
600		GD-03	DISPATCHER	2.70	\$ 127,290	2.70	\$ 128,077	2.70	\$ 130,491
600	7200	AT-01	BUS OPERATOR	8.00	\$ 314,617	11.00	\$ 442,151	11.00	\$ 446,579
TOTAL FULL TIME EMPLOYEES				20.00	\$1,011,836	23.00	\$1,158,566	23.00	\$1,174,999
61020 Part Time Employee Expense									
630	6170	OE-03	PARKING METER CHECKER	3.30	\$ 125,976	3.30	\$ 126,825	3.30	\$ 96,922
600		NA-48	DRIVER TRAINER	0.55	\$ 23,024	0.55	\$ 23,552	0.55	\$ 24,312
630		NA-28	PARKING REVENUE COLLECTOR	0.73	\$ 16,660	0.73	\$ 17,687	0.73	\$ 19,114
600		GE-25	CONFIDENTIAL ACCOUNT CLERK	0.51	\$ 24,183	0.51	\$ 24,736	0.51	\$ 25,014
630		GE-25	CONFIDENTIAL ACCOUNT CLERK	0.22	\$ 10,432	0.22	\$ 10,670	0.22	\$ 10,790
600		GD-04	LABORER	0.55	\$ 26,376	0.28	\$ 13,739	0.28	\$ 14,223
630		GD-04	LABORER	0.00	\$ —	0.27	\$ 13,248	0.27	\$ 13,395
630		GD-03	DISPATCHER	0.10	\$ 4,374	0.10	\$ 4,640	0.10	\$ 3,733
600		GD-03	DISPATCHER	0.98	\$ 45,300	0.98	\$ 45,244	0.98	\$ 45,972
600	7210	AT-02	BUS OPERATOR	26.83	\$1,034,060	23.79	\$ 937,577	23.79	\$ 950,328
TOTAL PART TIME EMPLOYEES				33.77	\$1,310,385	30.73	\$1,217,918	30.73	\$1,203,803
TOTAL TRANSPORTATION SERVICES				53.77	\$ 2,322,221	53.73	\$ 2,376,484	53.73	\$ 2,378,802

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

ACCT	FD	JC	WP-GR	POSITION CLASS	FY 2019		FY 2020		FY 2021		
					FTE	BUDGET	FTE	BUDGET	FTE	BUDGET	
Transit Admin and Operations-FT Transit Fund											
60053100	61010	600		GE-31	TRANSPORTATION ANALYST	0.50	\$ 26,390	0.50	\$ 28,435	0.50	\$ 31,693
60053100	61010	600		GE-31	FIELD SUPERVISOR	0.50	\$ 30,955	0.50	\$ 34,758	0.50	\$ 35,146
60053100	61010	600		GE-35	OPERATIONS SUPERVISOR	0.50	\$ 38,374	0.50	\$ 41,375	0.50	\$ 37,688
60053100	61010	600		GE-41	TRANSPORTATION SERVICES MGR	0.50	\$ 55,849	0.50	\$ 51,300	0.50	\$ 53,368
60053100	61010	600		GD-03	DISPATCHER	2.70	\$ 127,290	2.70	\$ 128,077	2.70	\$ 130,491
				Total		4.70	\$ 278,858	4.70	\$ 283,945	4.70	\$ 288,386
Transit Admin and Operations-PT Transit Fund											
60053100	61020	600	4765	NA-48	DRIVER TRAINER	0.55	\$ 23,024	0.55	\$ 23,552	0.55	\$ 24,312
60053100	61020	600		GE-25	CONFIDENTIAL ACCOUNT CLERK	0.51	\$ 24,183	0.51	\$ 24,736	0.51	\$ 25,014
60053100	61020	600		GD-03	DISPATCHER	0.98	\$ 45,300	0.98	\$ 45,244	0.98	\$ 45,972
				Total		2.04	\$ 92,507	2.04	\$ 93,532	2.04	\$ 95,298
Intermodal Facility-PT Transit Fund											
60053370	61020	600		GD-04	LABORER	0.55	\$ 26,376	0.28	\$ 13,739	0.28	\$ 14,223
				Total		0.55	\$ 26,376	0.28	\$ 13,739	0.28	\$ 14,223
Bus Operations-FT Transit Fund											
60053400	61010	600	7200	AT-01	BUS OPERATOR	5.00	\$ 196,390	8.00	\$ 321,272	8.00	\$ 324,173
				Total		5.00	\$ 196,390	8.00	\$ 321,272	8.00	\$ 324,173
Bus Operations-PT Transit Fund											
60053400	61020	600	7210	AT-02	BUS OPERATOR	17.05	\$ 655,233	14.01	\$ 551,843	14.01	\$ 557,761
				Total		17.05	\$ 655,233	14.01	\$ 551,843	14.01	\$ 557,761
Mini-Bus Operations-FT Transit Fund											
60053500	61010	600		AT-03	BUS OPERATOR	3.00	\$ 118,227	3.00	\$ 120,879	3.00	\$ 122,406
				Total		3.00	\$ 118,227	3.00	\$ 120,879	3.00	\$ 122,406
Mini-Bus Operations-PT Transit fund											
60053500	61020	600	7210	AT-02	BUS OPERATOR	9.75	\$ 377,541	9.75	\$ 384,419	9.75	\$ 391,237
				Total		9.75	\$ 377,541	9.75	\$ 384,419	9.75	\$ 391,237
Trolley Operations-PT Transit fund											
60053600	61020	600	7210	AT-02	BUS OPERATOR-Trolley Route	0.03	\$ 1,286	0.03	\$ 1,315	0.03	\$ 1,330
				Total		0.03	\$ 1,286	0.03	\$ 1,315	0.03	\$ 1,330
Bus Maintenance-FT Transit Fund											
60053700	61010	600		GD-04	TRANSIT SERVICE WORKER	2.00	\$ 99,094	2.00	\$ 103,154	2.00	\$ 105,432
				Total		2.00	\$ 99,094	2.00	\$ 103,154	2.00	\$ 105,432
Parking Administration-FT Parking Fund											
63046100	61010	630		GE-41	TRANSPORTATION SERVICES MGR	0.50	\$ 55,849	0.50	\$ 51,300	0.50	\$ 53,368
63046100	61010	630		GE-35	OPERATIONS SUPERVISOR	0.50	\$ 38,374	0.50	\$ 41,375	0.50	\$ 37,688
63046100	61010	630		GE-31	TRANSPORTATION ANALYST	0.50	\$ 26,390	0.50	\$ 28,435	0.50	\$ 31,693
63046100	61010	630		GE-31	FIELD SUPERVISOR	0.50	\$ 30,955	0.50	\$ 34,758	0.50	\$ 35,146

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

ACCT	FD	JC	WP-GR	POSITION CLASS	FY 2019		FY 2020		FY 2021		
					FTE	BUDGET	FTE	BUDGET	FTE	BUDGET	
63046100	61010	630	760	GE-25	CONFIDENTIAL ACCOUNT CLERK	1.00	\$ 47,892	1.00	\$ 49,461	1.00	\$ 50,028
63046100	61010	630		GD-03	DISPATCHER	0.30	\$ 14,144	0.30	\$ 14,278	0.30	\$ 14,562
Total						3.30	\$ 213,604	3.30	\$ 219,607	3.30	\$ 222,485
Parking Administration -PT Parking Fund											
63046100	61020	630	760	GE-25	CONFIDENTIAL ACCOUNT CLERK	0.22	\$ 10,432	0.22	\$ 10,670	0.22	\$ 10,790
63046100	61020	630		GD-03	DISPATCHER	0.10	\$ 4,374	0.10	\$ 4,640	0.10	\$ 3,733
Total						0.32	\$ 14,806	0.32	\$ 15,310	0.32	\$ 14,523
Parking Meters-PT Parking Fund											
63046420	61020	630		NA-27	PARKING REVENUE COLLECTOR	0.73	\$ 16,660	0.73	\$ 17,687	0.73	\$ 19,114
Total						0.73	\$ 16,660	0.73	\$ 17,687	0.73	\$ 19,114
Meter Enforcement-PT Parking Fund											
63046430	61020	630	6170	OE-03	PARKING METER CHECKER	2.80	\$ 107,960	2.80	\$ 107,908	2.80	\$ 90,877
Total						2.80	\$ 107,960	2.80	\$ 107,908	2.80	\$ 90,877
Parking Maintenance-FT Parking Fund											
63046400	61010	630	2205	GD-08	PARKING SYSTEM TECHNICIAN	2.00	\$ 105,663	2.00	\$ 109,709	2.00	\$ 112,117
Total						2.00	\$ 105,663	2.00	\$ 109,709	2.00	\$ 112,117
Parking Maintenance-PT Parking Fund											
63046400	61020	630		GD-04	LABORER	0.00	\$ —	0.27	\$ 13,248	0.27	\$ 13,395
Total						0.00	\$ —	0.27	\$ 13,248	0.27	\$ 13,395
Residential District-PT Parking Fund											
63046800	61020	630	6170	OE-03	PARKING METER CHECKER	0.50	\$ 18,016	0.50	\$ 18,917	0.50	\$ 6,045
Total						0.50	\$ 18,016	0.50	\$ 18,917	0.50	\$ 6,045
TOTAL TRANSPORTATION SERVICES DEPARTMENT						53.77	\$2,322,221	53.73	\$2,376,484	53.73	\$2,378,802



Capital Improvement Projects by Department/Division					
TRANSIT DIVISION					
CIP Number	Capital Improvement Project Title	FY 18 Actual Expense	FY 19 Actual Expense	FY 20 Adopted Budget	FY 21 Recomm'd Budget
2602235	BUS STOP IMPROVEMENTS	—	—	—	20,730
3602446	BUS STORAGE FACILITY	791,875	53,649	—	—
6001222	REPLACE MINI BUSES	—	—	—	368,302
6001224	REPLACE FIXED ROUTE BUSES	251,159	—	2,312,092	426,522
6002235	BUS STOP IMPROVEMENTS	9,338	—	—	17,140
6002446	BUS STORAGE FACILITY	3,424,961	32,573	—	—
6002604	RADIO REPLACEMENT	97,607	—	—	—
6002765	MIDTOWN TRANSFER RELOC	—	14,449	—	—
6002806	JFK CIRCLE TRANSFER CTR	—	—	409,474	—
6002860	ONBOARD SECURITY CAMERAS	0	0	0	112,740
<b>TRANSIT DIVISION</b>	<b>TOTAL</b>	<b>4,574,940</b>	<b>100,671</b>	<b>2,721,566</b>	<b>945,434</b>
PARKING DIVISION					
CIP Number	Capital Improvement Project Title	FY 18 Actual Expense	FY 19 Actual Expense	FY 20 Adopted Budget	FY 21 Recomm'd Budget
3602250	MILLWORK DIST PARKING IMP	170,557	466,002	—	—
3602861	E 12 AND ELM PARKING LOT	—	—	—	589,000
73010730	UNDISTRIBUTED -PARKING	—	—	26,209	—
7301380	MAINT - MUNI PARKING LOTS	—	—	—	50,000
7301385	MAJOR MAINT ON RAMPS	8,840	11,348	90,000	—
7301671	LOCUST ST PARK RMP REPAIR	—	—	250,000	—
7301944	PARKING METER REPLACEMENT	—	7,714	50,000	—
7302046	PARKING RAMP OCC CERT	—	—	—	26,500
7302162	PORT OF DBQ RAMP MAINT	—	—	70,200	81,305
<b>PARKING DIVISION</b>	<b>TOTAL</b>	<b>179,397</b>	<b>485,064</b>	<b>486,409</b>	<b>746,805</b>
<b>TRANSPORTATION SERVICES TOTAL</b>		<b>4,754,337</b>	<b>585,735</b>	<b>3,207,975</b>	<b>1,692,239</b>

PRGRM/ DEPT	PROJECT DESCRIPTION	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	TOTAL	PAGE
<b>TRANSPORTATION SERVICES DEPARTMENT</b>								
<b>Transit Division</b>								
<b>Business Type</b>								
	Transit Vehicle Replacement	\$ 794,824	\$ 560,276	\$ 383,182	\$100,000	\$298,997	\$ 2,137,279	295
	Bus Stop Improvements	\$ 37,870	\$ 17,072	\$ 10,250	\$ 37,313	\$ 17,933	\$ 120,438	297
	Onboard Security Cameras	\$ 112,740	\$ —	\$ —	\$ —	\$ —	\$ 112,740	298
<b>Parking Division</b>								
<b>Business Type</b>								
	Port of Dubuque Ramp Major Maintenance	\$ 81,305	\$ 82,931	\$ 84,590	\$ 86,282	\$ 88,008	\$ 423,116	299
	East 12th and Elm Street Parking Lot Construction	\$ 589,000	\$ —	\$ —	\$ —	\$ —	\$ 589,000	300
	Locust/Iowa Street Parking Ramp Repairs and Additional Parking	\$ —	\$10,000,000	\$8,500,000	\$ —	\$ —	\$18,500,000	301
	Maintenance of Municipal Parking Lots	\$ 50,000	\$ —	\$ —	\$ —	\$ —	\$ 50,000	302
	Parking Ramp Occupancy Engineering Certification	\$ 26,500	\$ —	\$ —	\$ —	\$ —	\$ 26,500	303
	<b>TOTAL</b>	<b>\$ 1,692,239</b>	<b>\$ 10,660,279</b>	<b>\$ 8,978,022</b>	<b>\$ 223,595</b>	<b>\$ 404,938</b>	<b>\$ 21,959,073</b>	

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FISCAL YEAR 2021  
**Recommended**  
**Policy And Narrative Budget**  
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February 27, 2020  
Historic Federal Building City Council Chambers

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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 Pollution Control, Refuse (part of Public Works), Cable TV, Transit, Parking), 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. Battery icons for each KPI visually indicate how well an objective is doing and represent the following:

		
On Track	Improving	Needs Work

- 6) **Department/Division's Goals and Performance Measures by Activity:** This is a written narrative for each activity that explains the goal, describes the purpose, and explains the service objectives of each activity. Performance measures are included for each activity to evaluate activities and ensure that the approved levels of funding yield the expected results.
- 7) **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.
- 8) **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.
- 9) **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.
- 10) **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.
- 11) **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.
- 12) **Five Year Capital Improvement Program Summary by Department/Division:** This report lists all Capital Improvement Projects budgeted in the new budget year and planned for the next four years.

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

# **Purchase of Services**



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**DEPARTMENT/DIVISION:** Purchase Of Services

**RESPONSIBILITY:** Chris Lester, Community Development Specialist

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Purchase of services activities are those services that the City feels fit the goals and priorities of the City and are not required to be provided or would not be provided in the normal course of City business. In Fiscal Year 2014, an application process was implemented for the funding of purchase of service agencies.

The FY 2021 budget recommends an allocation of \$100,000 in General Fund and \$47,961 in Community Development Block Funds for a total of \$147,961 to fulfill some of the recommendations of the Community Development Advisory Commission.

The recommendation of the Community Development Advisory Commission will be made to City Council after the FY 2021 budget is adopted on March 26, 2020.

The following purchase of service agencies have received funding in the past:

Agency	FY 2020	Funding Source
The Dubuque Dream Center	\$15,760	General Fund
East Central Development Corporation	\$15,760	General Fund
Fountain of Youth	\$15,760	General Fund
Four Oaks Family & Children's Services	\$15,760	General Fund
Lutheran Services in Iowa	\$4,800	General Fund
Opening Doors	\$15,760	General Fund
Retired and Senior Volunteer Program	\$4,880	General Fund
Riverview Center	\$15,760	General Fund
St. Mark Youth Enrichment	\$15,760	General Fund
<b>Total</b>	<b>\$120,000</b>	

Contracted services are services that the City would have within its organization regardless of who provides the service. Contracted services in many cases leverage other resources that would not normally be available to the City. An example is the Dubuque Humane Society which provides a heightened level of service for animal control over what the City would provide for animals.

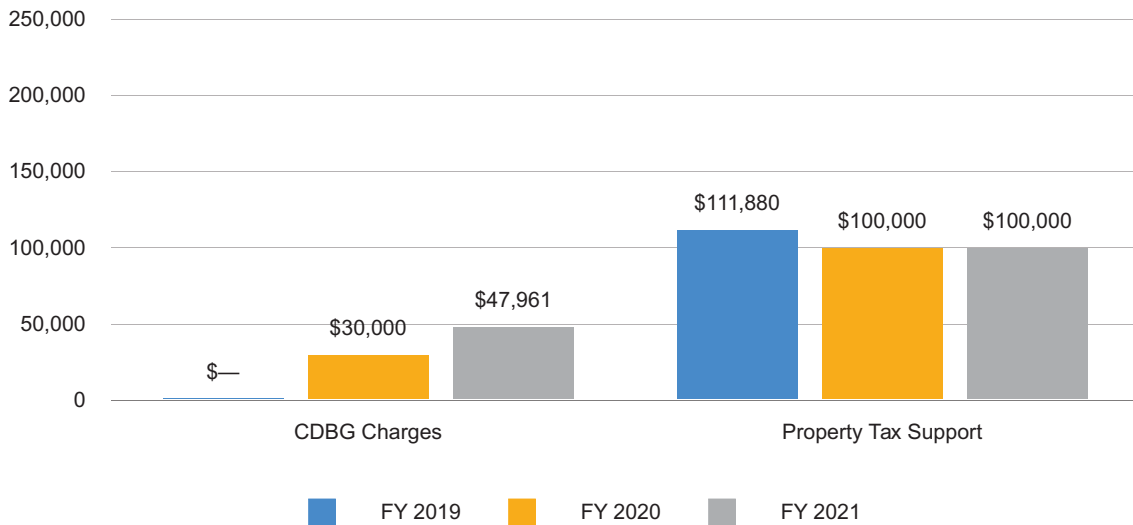
The following agencies have received or are being recommended to receive funding as contracted services within other departments:

Agency	Department	FY 2020	FY 2021	Funding Source
America's River Corporation	Economic Development	\$10,000	\$—	General Fund
Community Foundation of Greater Dubuque - Project HOPE	Economic Development	\$75,000	\$75,000	General Fund
Community Foundation of Greater Dubuque - Every Child Every Promise	Housing	\$25,000	\$—	General Fund
Community Foundation of Greater Dubuque - Inclusive Dubuque	Economic Development	\$75,000	\$75,000	General Fund
Crescent Community Health Center - Operating	Health Services	\$25,000	\$50,000	General Fund
Crescent Community Health Center - Engine House #1 Rent	Health Services	\$25,000	\$—	General Fund
Travel Dubuque	Economic Development	\$1,121,130	\$1,145,392	General Fund
Dubuque Area Labor Management Council	Economic Development	\$30,000	\$30,000	General Fund
Dubuque Main Street	Economic Development	\$76,653	\$79,336	General Fund
DuRide	Transit	\$25,000	\$25,000	General Fund
ECIA Membership Dues	Planning	\$30,548	\$31,700	General Fund
ECIA Prosperity Iowa	Economic Development	\$5,085	\$5,085	General Fund
ECIA Transportation Planning	Engineering	\$20,000	\$20,000	General Fund
ECIA Continuum of Care Grant Administration	Housing	\$40,000	\$40,000	General Fund
Greater Dubuque Development Corporation - Retail Expansion/Marketing/Workforce	Economic Development	\$586,088	\$588,748	Land Sales
Greater Dubuque Development Corporation - Director of Sustainable Innovation	Economic Development	\$100,000	\$100,000	General Fund
Greater Dubuque Development Corporation - True North	Economic Development	\$100,000	\$25,000	GDTIF
Hills & Dales: Senior Center	Recreation	\$18,200	\$18,200	CDBG
Humane Society	Health Services	\$132,891	\$135,283	General Fund
Hawkeye Area Community Action	Housing	\$89,756	\$50,000	General Fund
Operation New View: Head Start Program - 18th St Rent	Housing	\$25,000	\$—	General Fund
Washington Tool Library	Neighborhood Development	\$15,790	\$15,790	CDBG
<b>Total</b>		<b>\$ 2,651,141</b>	<b>\$ 2,509,534</b>	

# PURCHASE OF SERVICE

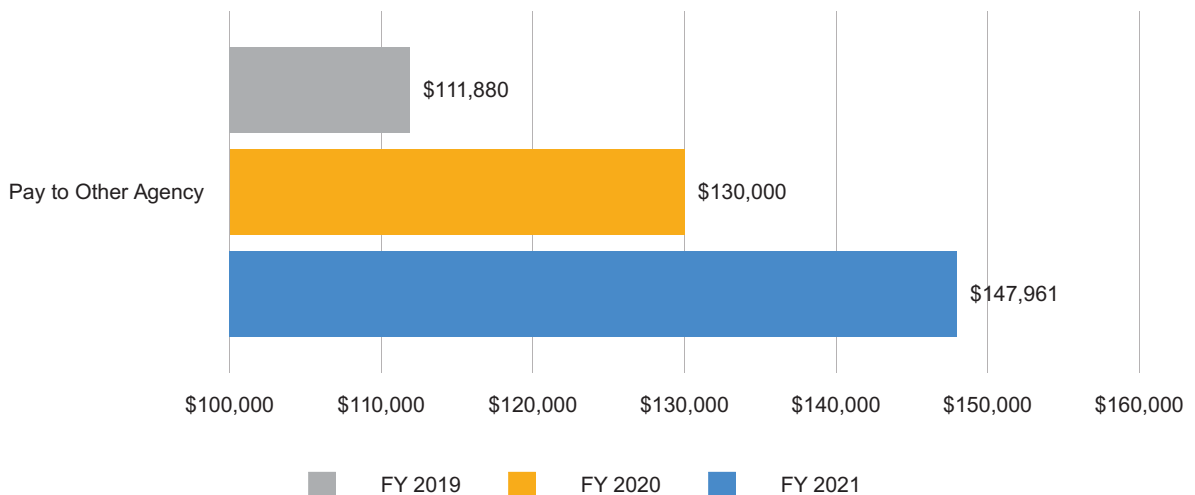
Purchase of services activities are those services that the City feels fit the goals and priorities of the City and are not required to be provided or would not be provided in the normal course of City business. In Fiscal Year 2014, an application process was implemented for the funding of purchase of service agencies.

## Resources and Property Tax Support



Purchase of Services is supported by no full-time equivalent employees. Pay to other agencies accounts for 100% of the department expense as seen below. Overall, the departments' expenses are expected to increase by 13.82% in FY 2021 compared to FY 2020.

## Expenditures by Category by Fiscal Year



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**Recommended Operating Expenditure Budget - Department Total**  
**79 - PURCHASE OF SERVICES**

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<b>Fund</b>	<b>Account</b>	<b>Account Title</b>	<b>FY18 Actual Expense</b>	<b>FY19 Actual Expense</b>	<b>FY20 Adopted Budget</b>	<b>FY 21 Recomm'd Budget</b>
100	62761	PAY TO OTHER AGENCY	10,000	111,880	100,000	100,000
260	62761	PAY TO OTHER AGENCY	10,000	—	30,000	47,961
<b>62 - SUPPLIES AND SERVICES</b>			<b>20,000</b>	<b>111,880</b>	<b>130,000</b>	<b>147,961</b>
<b>79 - PURCHASE OF SERVICES TOTAL</b>			<b>20,000</b>	<b>111,880</b>	<b>130,000</b>	<b>147,961</b>

## Recommended Expenditure Budget Report by Activity & Funding Source

### 79 - PURCHASE OF SERVICES

#### FOUR MOUNDS HEART PROGRAM- 79115

**FUNDING SOURCE: COMMUNITY DEVELOPMENT**

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	—	10,000	10,000
<b>FOUR MOUNDS HEART PROGRAM</b>	<b>—</b>	<b>10,000</b>	<b>10,000</b>
<b>PURCHASE OF SERVICE-(SP5)- 79450</b>			

**FUNDING SOURCE: COMMUNITY DEVELOPMENT**

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	111,880	120,000	137,961
<b>PURCHASE OF SERVICE-(SP5)</b>	<b>111,880</b>	<b>120,000</b>	<b>137,961</b>
<b>PURCHASE OF SERVICES TOTAL</b>	<b>\$111,880</b>	<b>\$130,000</b>	<b>\$147,961</b>

# **Five Flags Civic Center**



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## FIVE FLAGS CIVIC CENTER DIVISION

<b>Budget Highlights</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Budget</b>	<b>FY 2021 Requested</b>	<b>% Change From FY 2020 Budget</b>
<u>Expenses</u>				
Employee Expense	22,023	21,949	24,781	12.9%
Supplies and Services	956,248	1,019,108	930,262	-8.7%
Machinery and Equipment	68,405	15,000	—	0.0%
Total Expenses	1,046,676	1,056,057	955,043	-9.6%
Debt on Projects paid with Sales Tax Fund (20%)	47,960	52,063	43,929	-15.6%
Property Tax Support	1,046,676	1,056,057	955,043	(101,014)
Percent Increase (Decrease)				-9.6%
<b>Personnel - Authorized FTE</b>	<b>0.15</b>	<b>0.15</b>	<b>0.15</b>	
*Actual Benchmark for FY 2020 is \$920,395.				

### Improvement Package Summary

#### **1 of 1**

This improvement level decision package provides for the third and final phase of surveillance cameras. This phase will place nine (9) cameras inside the historic Five Flags Theater, at the Majestic and Bijou Rooms as well as the hallway entrances to dressing areas in the arena and theater. These cameras are for internal controls, as well as monitoring common public areas, entrances and exits to the building. ASM Global, the management company, performed a risk assessment audit with police, fire and Homeland Security. The assessment recommended cameras in specific locations. This improvement supports the City Council high priority goal of surveillance camera funding under the Vibrant Community: Healthy and Safe goal. There will be a recurring cost of approximately \$963 a year for these cameras. The first year is included in the purchase price.

Related Cost:	<u>\$ 13,500</u>	Tax Funds	Non-Recurring	<b>Recommend - No</b>
Property Tax Impact:	\$ 0.0053	0.05%		
Activity: Civic Center Operations				

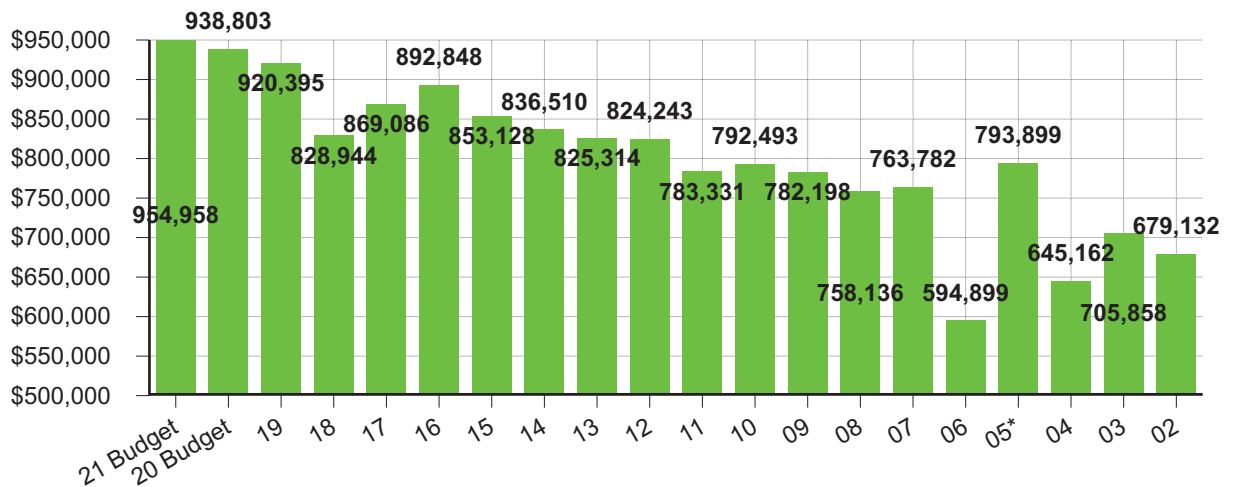
### Significant Line Items

#### **Background**

- History: The City has contracted the firm, ASM Global (formerly SMG), after Council approval in April 2004, to privately manage Five Flags Civic Center. ASM Global's original five year private management agreement began on July 1, 2004 and ended June 30, 2009. The current agreement expired June 30, 2014 and was extended for another five-year period ending June 30, 2019 and the five-year extension as executed for a period ending June 20, 2024.

2.

## Five Flags Property Tax Support



\*ASM Global (formerly SMG) took over managing Five Flags on July 1, 2004.

Actual expenses were higher in FY 2005 due to the transitioning of the employees. There were additional costs relating to unemployment insurance, vacation payoffs and prior year expenses.

### Employee Expense

3. FY 2021 employee expense reflects a 1.5% wage package increase.
4. The Iowa Public Employee Retirement System (IPERS) City contribution of 9.44% is unchanged from FY 2020. The employee contribution of 6.29% is unchanged from FY 2020.

### Supplies & Services

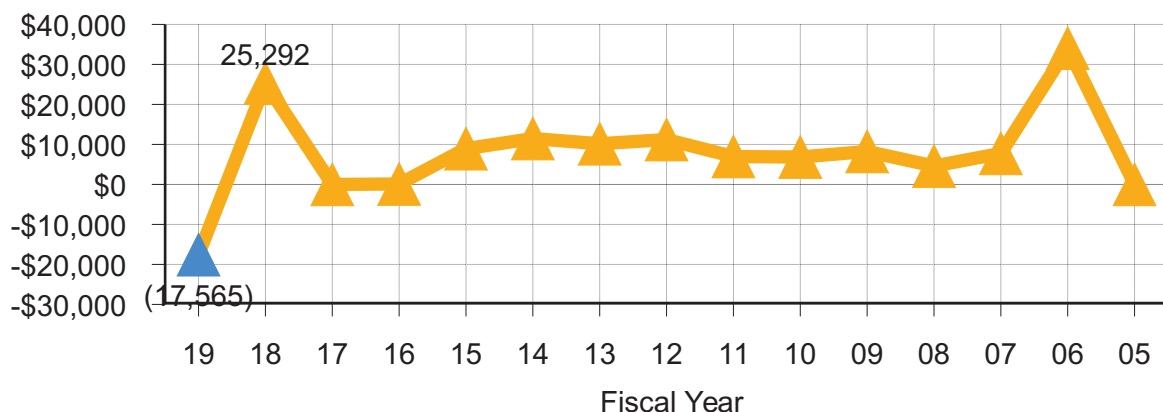
5. **Benchmark Calculation:** The benchmark is the amount the City sets for ASM Global (formerly SMG) of property tax needed to operate the Five Flags Civic Center. The original benchmark and formula for adjustment was established in the 2004 agreement with ASM Global. ASM Global is challenged to spend less than the Benchmark, thereby reducing the amount of property tax support needed. The benchmark is calculated by taking total expense less earned revenue for the Civic Center, to get the property tax support. This calculation was completed in the beginning by taking the average actual property tax support spent in FY 2002, 2003, and 2004 (\$682,091) and then increased annually by an inflation factor. This amount includes ASM Global's projected management fee of \$102,924 in FY 2021. The Benchmark fee is set for the purpose of the budget with an estimated CPI and then adjusted by the actual May CPI after the budget is adopted to arrive at the actual Benchmark and management fee.
6. ASM Global's (formerly SMG) goal is to come in under the benchmark, but if the benchmark is not met, the City of Dubuque must pay any amount over the benchmark. ASM Global's (formerly SMG) incentive to meet the benchmark gives them \$.50 of every dollar under the benchmark.

**Annual Benchmark Set for SMG:** In FY 2014 the benchmark was \$852,040 (prior year plus the May CPI of 1.4%), in FY 2015 the benchmark was \$869,933 (prior year plus the May CPI of 2.1%), in FY 2016 the benchmark was \$869,933 (prior year plus the May CPI of 0%), in FY 2017 the benchmark was \$878,632 (prior year based on May CPI of 1%), in FY 2018 the benchmark was \$895,326 (prior year based on May CPI of 1.9%), in FY 2019 the benchmark was \$920,395 (prior year based on May CPI of 2.80%), in FY 2020 the benchmark was \$936,962 (prior year based on May CPI of 1.80%), and the FY 2021 benchmark is anticipated to be \$955,701 (prior year and anticipated May CPI of 2.00%).

**Actual Benchmark:** It should be noted that the first year (FY 2005) of management, actual expenses were higher due to the transitioning of the employees. There were additional costs relating to unemployment insurance, vacation payoffs and prior year expenses that did not count against the benchmark. The Five Flags Civic Center was also under renovation soon after SMG (ASM Global) started. It was expected that the first year of management would cost more. Also, the budget was initially set with the management fee (\$75,000) added on top of the set benchmark. It was determined that the benchmark should already include ASM Global's (formerly SMG) management fee, and the actual benchmark was adjusted accordingly with the additional budget going back into General Fund.

Following is a summary of annual results of the benchmark to date that reflects SMG has met the benchmark since 2006 with the exception of FY 2019. FY 2019 included a polar vortex weather event affecting utility costs and event financial performance as well as repairs to the facility due to the age and status of the Five Flags building. Since FY 2005, SMG (ASM Global) has beat the benchmark by a total of \$174,490:

### ASM Global (formerly SMG) Benchmark Payout

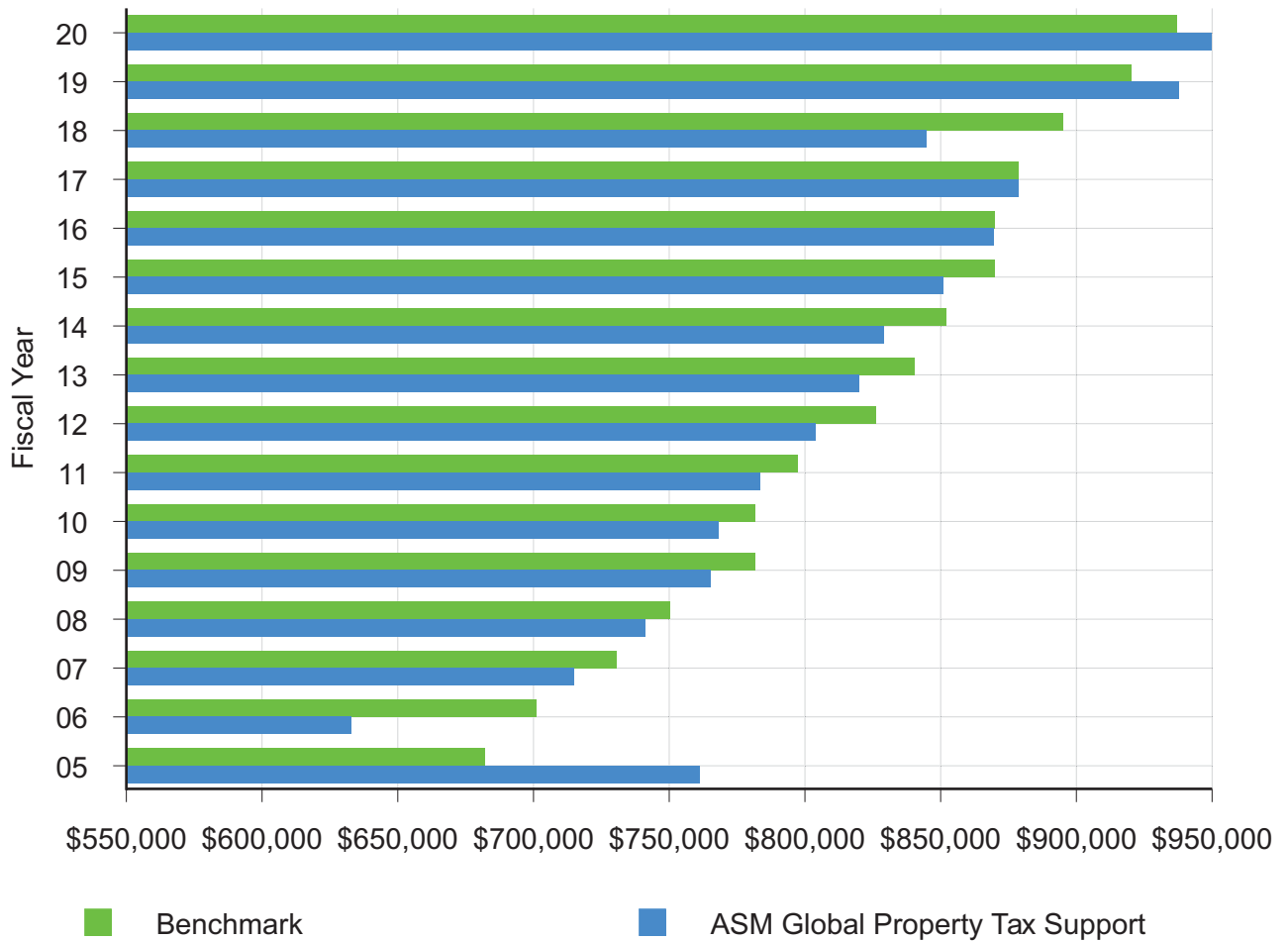


 50% Benchmark Paid

**Analysis of Results to Date:** When reconciling annual property tax support spent to the benchmark each year, the City adjusts the expenses for items that do not count against the benchmark (expenses that are the responsibility of the City). These expenses have included the initial cost of transitioning employees (unemployment insurance, vacation payoffs) and some equipment items not yet paid as of the transitioning date. Following is a summary reflecting the

amount the City has actually paid over or under the benchmark, with these adjustments taken out expenses that do not count against benchmark:

## ASM Global (Formerly SMG) Property Tax Support Compared to Benchmark



### Debt Service

7. FY 2021 Annual debt service is as follows (\$43,929):

Amount	Debt Series	Payment Source	Purpose	Final Payment	Call Date
\$ 35,121	2019C G.O.	Sales Tax 20%	Civic Center Improvements	2030	2026
\$ 8,808	2019B G.O.	Sales Tax 20%	Chair Platform Section 3	2039	2039
<u>\$ 43,929</u>	Total Civic Center Annual Debt Service				

# LEISURE SERVICES FACILITY DIVISION

The Facility Division provides for the effective and efficient maintenance of buildings and equipment and administration of management contracts for Five Flags Civic Center and Grand River Center, ensuring facilities and programs that provide an increased QUALITY OF LIFE and creates opportunities for both citizens and visitors.



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

### PLANNING

Planning is necessary to develop an ongoing capital improvement plan to keep up each building. SMG and Platinum Hospitality work together and separately to provide venues for conferences, weddings, family events, trade shows, entertainment, business meetings, events and more. Each works to meet the needs of individuals, businesses and event planners.

### PEOPLE

The Grand River Center as the conference and education center and Five Flags as the civic center both provide increased quality of life for the residents of Dubuque as well as positive visitor experiences for travelers to the area.



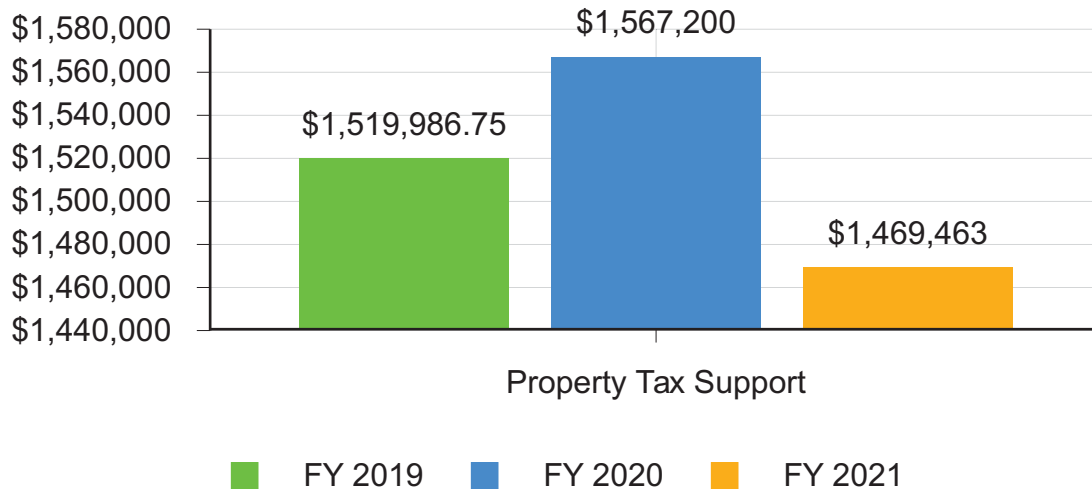
### PARTNERSHIPS

Efforts are coordinated with the Dubuque Area Visitor and Convention Bureau. Often local professionals represent their professional association to bring their state and/or national conference to Dubuque. Partners at Five Flags include many theatrical and performing groups.

## LEISURE SERVICES FACILITY DIVISION

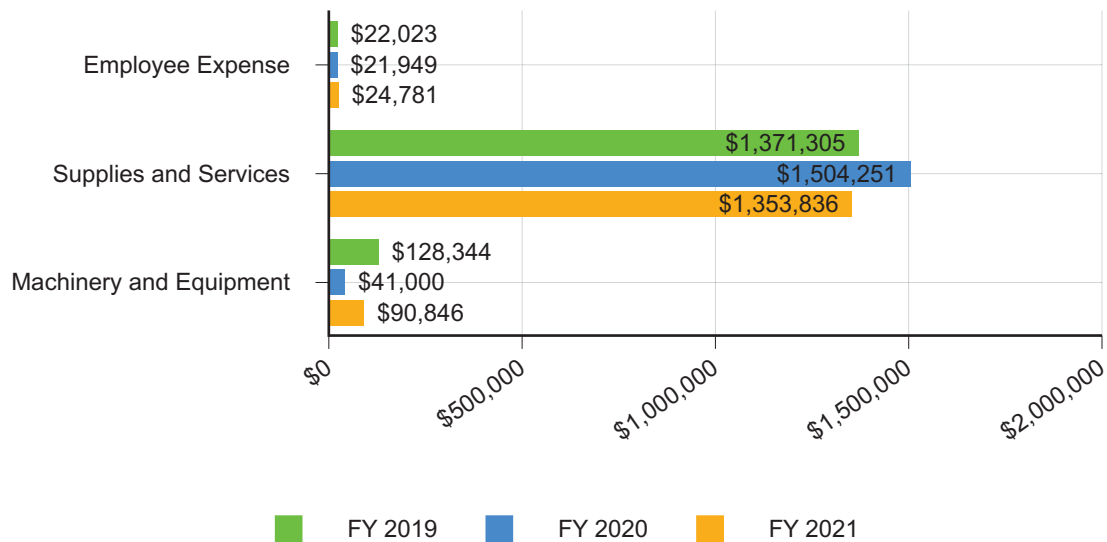
	FY 2019	FY 2020	FY 2021
Full-Time Equivalent	0.15	0.15	0.15

### Property Tax Support



The Leisure Services Facilities Division is supported by 0.15 full-time equivalent employees. Supplies and services accounts for 92.13% of the department expense as seen below. Overall, the department's expenses are expected to decrease by -6.24% in FY 2021 compared to FY 2020.

### Expenditure by Category by Fiscal Year





# LEISURE SERVICES FACILITY DIVISION

## Mission & Services

The Facility Management Division of the Leisure Services Department strives to provide venues for community and civic activities, entertainment, and cultural events and activities. The division promotes events and activities that bring tourists and generate spending in the community and ensure the centers are well-maintained and professionally managed to ensure attendees have a positive experience.

Five Flags Civic Center is a City owned building managed day-to-day by ASM Global located in the heart of downtown. It is a multipurpose facility which hosts sporting events, theatrical performances, concerts, meetings and conventions, high school and community college graduations, sporting events and much more. Five Flags Civic Center features an arena, historic theater, meeting rooms and intimate performance stage called the Bijou Room.



The Grand River Center is a City owned building managed by Platinum Hospitality. Dubuque's iconic convention and education center is located in the Port of Dubuque overlooking the Mississippi River and Riverwalk. The conference center has meeting rooms, a ballroom and exhibit hall allowing a variety of uses of the space for large and small events.

Leisure Services initiates capital improvement projects for these facilities ensuring the long-term viability and functionality of these buildings.



Five Flags Civic Center Funding Summary			
	FY 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$1,046,676	\$1,056,057	\$955,043
Resources	\$—	\$—	\$—

Five Flags Civic Center Position Summary	
	FY 2021
Leisure Services Manager	0.15
<b>Total FT Equivalent Employees</b>	<b>0.15</b>

Grand River Center Funding Summary			
	FY 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$484,636	\$533,318	\$544,926
Resources	\$9,640	\$22,175	\$30,506



# LEISURE SERVICES FACILITY DIVISION

## Performance Measures

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

	Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
1	<b>Activity Objective: Become a regional hub for arts and culture by partnering with arts &amp; culture organizations and providing Arts and Culture events and programming.</b>					
	% change from prior year in performing arts programming held at Five Flags			+14%	+1%	
2	<b>Activity Objective: Host community events and activities that support families and children.</b>					
	# of unique performances and events (both centers combined)		87	89	82	
	# of events that supported fundraisers benefiting families & children (both)		15	18	17	
3	<b>Activity Objective: Maintain infrastructure and amenities to support economic development and growth.</b>					
	# of attendees at Annual Growing Sustainable Communities Conference (number of states represented)		350 (22)	425 (28+ Canada)	482 (27) (actual)	



## Recommended Operating Revenue Budget - Department Total

### 32 - CIVIC CENTER DIVISION

Fund	Account	Account Title	FY18 Actual Revenue	FY19 Actual Revenue	FY20 Adopted Budget	FY21 Recomm'd Budget
400	54210	GO BOND PROCEEDS	0	3,238	0	0
400	54220	BOND DISCOUNT	0	147	0	0
54	OTHER FINANCING SOURCES - Total		0	3,385	0	0
400	59350	FR SALES TAX CONSTRUCTION	46,960	47,960	52,063	43,929
59	TRANSFER IN AND INTERNAL - Total		46,960	47,960	52,063	43,929
CIVIC CENTER DIVISION - Total			46,960	51,345	52,063	43,929

## Recommended Operating Expenditure Budget - Department Total

### 32 - CIVIC CENTER DIVISION

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
100	61010	FULL-TIME EMPLOYEES	16,673	16,975	17,309	19,541
100	61310	IPERS	1,492	1,602	1,634	1,844
100	61320	SOCIAL SECURITY	1,217	1,234	1,324	1,495
100	61410	HEALTH INSURANCE	2,385	2,146	1,626	1,844
100	61415	WORKMENS' COMPENSATION	63	54	45	46
100	61416	LIFE INSURANCE	11	11	11	11
<b>61 - WAGES AND BENEFITS</b>			<b>21,841</b>	<b>22,023</b>	<b>21,949</b>	<b>24,781</b>
100	62061	DP EQUIP. MAINT CONTRACTS	2,187	0	2,231	0
100	62090	PRINTING & BINDING	314	325	335	335
100	62110	COPYING/REPRODUCTION	1,517	1,630	1,623	1,744
100	62206	PROPERTY INSURANCE	18,344	25,348	25,785	25,785
100	62208	GENERAL LIABILITY INSURAN	69	67	72	72
100	62320	TRAVEL-CITY BUSINESS	(80)	0	0	0
100	62421	TELEPHONE	1,345	1,403	1,392	1,416
100	62614	EQUIP MAINT CONTRACT	959	959	3,359	2,512
100	62627	CAMERA MAINTENANCE	378	432	1,178	1,400
100	62712	CONSULTING ENGINEERS	0	0	102,800	0
100	62713	LEGAL SERVICES	0	247	0	0
100	62716	CONSULTANT SERVICES	0	43,660	0	0
400	62731	MISCELLANEOUS SERVICES	0	1,563	0	0
100	62761	PAY TO OTHER AGENCY	782,070	880,613	880,333	896,998
<b>62 - SUPPLIES AND SERVICES</b>			<b>807,103</b>	<b>956,248</b>	<b>1,019,108</b>	<b>930,262</b>
100	71315	TRUCK-ADDITIONAL	0	33,516	0	0
100	72416	VIDEO EQUIPMENT	0	0	15,000	0
100	72417	CAMERA RELATED EQUIPMENT	0	34,889	0	0
<b>71 - EQUIPMENT</b>			<b>0</b>	<b>68,405</b>	<b>15,000</b>	<b>0</b>
400	74111	PRINCIPAL PAYMENT	34,850	36,900	39,996	33,463
400	74112	INTEREST PAYMENT	12,110	11,060	12,067	10,466
<b>74 - DEBT SERVICE</b>			<b>46,960</b>	<b>47,960</b>	<b>52,063</b>	<b>43,929</b>
<b>32 - CIVIC CENTER DIVISION TOTAL</b>			<b>875,904</b>	<b>1,094,636</b>	<b>1,108,120</b>	<b>998,972</b>

## Recommended Expenditure Budget Report by Activity & Funding Source

### 32 - CIVIC CENTER DIVISION

#### CIVIC CENTER ADMINISTRATI- 32100

#### FUNDING SOURCE: GENERAL

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	68,405	15,000	—
SUPPLIES AND SERVICES	954,684	1,019,108	930,262
WAGES AND BENEFITS	22,023	21,949	24,781
<b>CIVIC CENTER ADMINISTRATI</b>	<b>1,045,113</b>	<b>1,056,057</b>	<b>955,043</b>
<b>DEBT SERVICE</b>	<b>- 32400</b>		

#### FUNDING SOURCE: DEBT SERVICE

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
DEBT SERVICE	47,960	52,063	43,929
SUPPLIES AND SERVICES	1,563	—	—
<b>DEBT SERVICE</b>	<b>\$49,523</b>	<b>\$52,063</b>	<b>\$43,929</b>
<b>CIVIC CENTER DIVISION TOTAL</b>	<b>\$1,094,636</b>	<b>\$1,108,120</b>	<b>\$998,972</b>

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

**32 CIVIC CENTER DIVISION**

FD	JC	WP-GR	JOB CLASS	FY 2019		FY 2020		FY 2021	
				FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
61010 Full Time Employee Expense									
100	3375	GE-41	LEISURE SERVICES MANAGER	0.15	\$ 16,922	0.15	\$ 17,309	0.15	\$ 19,541
TOTAL FULL TIME EMPLOYEES				0.15	\$ 16,922	0.15	\$ 17,309	0.15	\$ 19,541
TOTAL CIVIC CENTER DIVISION				0.15	\$ 16,922	0.15	\$ 17,309	0.15	\$ 19,541

CITY OF DUBUQUE, IOWA  
ACTIVITY PERSONNEL COMPLEMENT SUMMARY

ACCT	FD	JC	WP-GR	POSITION CLASS	FY 2019		FY 2020		FY 2021		
					FTE	BUDGET	FTE	BUDGET	FTE	BUDGET	
Civic Center Administration											
10032100	61010	100	3375	GE-41	LEISURE SERVICES MANAGER	0.15	\$ 16,922	0.15	\$ 17,309	0.15	\$ 19,541
					Total	0.15	\$ 16,922	0.15	\$ 17,309	0.15	\$ 19,541
TOTAL CIVIC CENTER DIVISION						0.15	\$ 16,922	0.15	\$ 17,309	0.15	\$ 19,541

Capital Improvement Projects by Department/Division					
CIVIC CENTER DIVISION					
CIP Number	Capital Improvement Project Title	FY 18 Actual Expense	FY 19 Actual Expense	FY 20 Adopted Budget	FY 21 Recomm'd Budget
1002569	FF IMPROV - SMG CONTRIB	—	—	—	—
1021711	ARENA DOORS ON MAIN	—	—	—	—
1022783	FIVE FLAGS ELEVATOR	—	—	12,000	—
3501708	THEATER-TUCKPOINT EXTERIO	287,558	—	—	—
3502378	ARENA ROOF	—	—	—	—
3502379	ARENA LIGHT FIXTURES	—	—	—	—
3502511	THEATRE FIRE ESCAPE	35,000	—	—	—
3502584	FF MARKET BUILD STUDY	35,390	1,500	—	—
3502647	ACCESSIBILITY BLDG MODIFI	—	—	—	—
3502709	CIVIC LED LIGHTING RETROF	—	—	—	—
3502736	FIVE FLAGS MARQUEE	64,530	—	—	—
3502740	FIVE FLAGS STUDY PHASE 2	—	42,036	—	—
3502741	ARENA CHAIR PLATFORM SEC3	0	0	0	0
3502831	BIJOU ROOM HALL TILE REPL	0	0	0	50,000
3602583	ARENA ROOF A/C UNIT REPLC	0	0	0	0
<b>CIVIC CENTER DIVISION TOTAL</b>		<b>422,478</b>	<b>43,536</b>	<b>12,000</b>	<b>50,000</b>

PROGRAM /DEPT	PROJECT DESCRIPTION	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	TOTAL	PAGE
<b>CIVIC CENTER DIVISION</b>								
<b>Culture and Recreation</b>								
<b>Operations</b>								
<b>Arena</b>								
	Arena Air Conditioner Replacement	\$ —	\$100,000	\$ —	\$ —	\$ —	\$ 100,000	60
	Five Flags Building Improvements	\$ —	\$ —	\$ —	\$6,000,000	\$ —	\$6,000,000	61
	Bijou Room & Hall - Tile Replacement	\$ 50,000	\$ —	\$ —	\$ —	\$ —	\$ 50,000	62
	Theater - Carpet Replacement	\$ —	\$ 70,000	\$ —	\$ —	\$ —	\$ 70,000	63
	<b>TOTAL</b>	<b>\$ 50,000</b>	<b>\$170,000</b>	<b>\$ —</b>	<b>\$6,000,000</b>	<b>\$ —</b>	<b>\$6,220,000</b>	



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# **Conference Center**

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## GRAND RIVER CONFERENCE CENTER

Budget Highlights	FY 2019 Actual	FY 2020 Budget	FY 2021 Requested	% Change From FY 2020 Budget
<u>Expenses</u>				
Supplies and Services	415,057	485,143	423,574	-12.7%
Machinery and Equipment	59,938	26,000	90,846	249.4%
Total Expenses	474,995	511,143	514,420	0.6%
Debt on Projects paid with Sales Tax Fund (20%)	9,640	22,175	30,506	37.6%
Property Tax Support	474,995	511,143	514,420	3,277
Percent Increase (Decrease)				0.6%

### Improvement Package Summary

#### 1 of 1

This improvement level decision package is for eighteen (18) security cameras to be placed inside the Grand River Center (GRC). Currently the GRC has cameras on the loading dock and an internal system for the employee service back of house. The internal system was installed in 2003 with only minor updates since that time. The safety and security of the many citizens and visitors to the Grand River Center is of utmost importance. No security monitoring system is in place for all the public areas, as well as entrances and exits of the building. This is phase 1 of a 3 phase project focusing on cabling and servers which is necessary for all 3 phases. It focuses on the back of the house. There will be a recurring cost of approximately \$1,925 a year that would start in FY 2022. The first-year license cost is included in the purchase price. This improvement supports the City Council goal Vibrant Community: Healthy and Safe as well as the management agenda high-priority goal of surveillance camera funding.

Related Cost: \$ 31,730 Tax Funds Non-Recurring **Recommend - No**  
Property Tax Impact: \$ 0.0125 0.12%  
Activity: Conference Center

### Significant Line Items

#### Supplies & Services

1. Platinum Hospitality privately manages the Grand River Center. The following expenses are the responsibility of the City based on the Facility Management Agreement:
  - 50% of energy costs (gas and electric) are estimated to be \$180,002 in FY 2020 and are projected to be \$168,644 in FY 2021. Electric decreased from \$138,651 in FY 2020 to \$136,594 in FY 2021 based on FY 2019 actual. Natural Gas decreased from \$41,351 in FY 2020 to \$32,050 in FY 2021 based on FY 2019 actual.
  - Insurance costs (property and general liability) are estimated to be \$45,791 in FY 2020 and are projected to be \$45,791 in FY 2021. An appraisal of all city buildings was completed during FY 2018. Property insurance cost is now allocated to departments based on the appraised value of the building and square footage used by each department.

- During FY 2013 an agreement was renegotiated to require a payment of 25% instead of 50% of the actual Hotel/Motel Tax generated by the Grand Harbor Hotel. Payments and budget are as follows:

FY 2018 - \$88,310  
 FY 2019 - \$79,343  
 FY 2020 - \$88,310 (Budgeted)  
 FY 2021 - \$79,343 (Projected)

2. As per the Management Agreement, the repairs and maintenance limit and aggregate will increase by the CPI as of July 1 each year. The City is responsible for repairs and maintenance in excess of \$1,128 individually and \$16,924 in aggregate for the fiscal year. Historical actual maintenance costs have been as follows:

FY 2018 - \$94,972  
 FY 2019 - \$109,742  
 FY 2020 - \$170,000\* (Budgeted)  
 FY 2021 - \$129,000\*\* (Projected)

\*FY 2020 included an additional \$55,000 to overhaul chiller number 2.

\*\*FY 2021 includes an additional \$27,000 to rebuild air handling unit number 3.

## Equipment

3. The following equipment will be replaced in FY 2021 (\$90,846):

Exhibit Hall Projector	\$ 71,000
Ice Cubers (2)	\$ 14,447
Garbage Disposals	\$ 5,399
Total Equipment	<u>\$ 90,846</u>

## Debt Service

4. FY 2021 Annual Debt Service is as follows (\$30,506):

Amount	Debt Series	Payment Source	Purpose	Final Payment	Call Date
\$ 2,729	2019C G.O.	Sales Tax 20%	Conference Center Improvements	2027	2026
<u>\$ 27,777</u>	2019B G.O.	Sales Tax 20%	Energy Improvements	2039	2039
<u>\$ 30,506</u>	Total Conference Center Annual Debt Service				

*For Conference Center Performance Measures see Five Flags Civic Center Outline*

## Recommended Operating Revenue Budget - Department Total

### 33 - CONF CENTER OPERATION

Fund	Account	Account Title	FY18 Actual Revenue	FY19 Actual Revenue	FY20 Adopted Budget	FY21 Recomm'd Budget
100	43235	PLATINUM HOLDINGS LEASE	82,903	0	0	0
43	USE OF MONEY AND PROPERTY - Total		82,903	0	0	0
100	53620	REIMBURSEMENTS-GENERAL	600	0	0	0
53	MISCELLANEOUS - Total		600	0	0	0
400	54210	GO BOND PROCEEDS	0	252	0	0
400	54220	BOND DISCOUNT	0	11	0	0
54	OTHER FINANCING SOURCES - Total		0	263	0	0
400	59350	FR SALES TAX CONSTRUCTION	9,900	0	22,175	30,506
59	TRANSFER IN AND INTERNAL - Total		9,900	0	22,175	30,506
CONF CENTER OPERATION - Total			93,403	263	22,175	30,506

## Recommended Operating Expenditure Budget - Department Total

### 33 - CONF CENTER OPERATION

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
100	62061	DP EQUIP. MAINT CONTRACTS	367	10,343	0	0
100	62206	PROPERTY INSURANCE	23,200	39,536	44,825	44,825
100	62208	GENERAL LIABILITY INSURAN	904	920	966	966
100	62411	UTILITY EXP-ELECTRICITY	138,651	136,594	138,651	136,594
100	62412	UTILITY EXP-GAS	41,351	32,050	41,351	32,050
100	62431	PROPERTY MAINTENANCE	94,972	109,742	170,000	129,000
100	62614	EQUIP MAINT CONTRACT	155	155	0	156
100	62627	CAMERA MAINTENANCE	84	96	240	240
100	62663	SOFTWARE LICENSE EXP	0	5,756	0	0
100	62664	LICENSE/PERMIT FEES	400	400	800	400
400	62731	MISCELLANEOUS SERVICES	0	121	0	0
100	62761	PAY TO OTHER AGENCY	88,310	79,343	88,310	79,343
<b>62 - SUPPLIES AND SERVICES</b>			<b>388,393</b>	<b>415,057</b>	<b>485,143</b>	<b>423,574</b>
100	71116	COPIER MACHINE	0	10,041	0	0
100	71314	TRUCK-REPLACEMENT	0	30,169	0	0
100	72416	VIDEO EQUIPMENT	0	2,971	0	0
100	72417	CAMERA RELATED EQUIPMENT	2,807	0	0	0
<b>71 - EQUIPMENT</b>			<b>2,807</b>	<b>43,181</b>	<b>0</b>	<b>0</b>
100	73411	EQUIP ACQUISITION	0	16,757	26,000	90,846
<b>73 - CIP EXPENDITURES</b>			<b>0</b>	<b>16,757</b>	<b>26,000</b>	<b>90,846</b>
400	74111	PRINCIPAL PAYMENT	8,600	8,600	15,530	24,885
400	74112	INTEREST PAYMENT	1,300	1,040	6,645	5,621
<b>74 - DEBT SERVICE</b>			<b>9,900</b>	<b>9,640</b>	<b>22,175</b>	<b>30,506</b>
<b>33 - CONF CENTER OPERATION TOTAL</b>			<b>401,100</b>	<b>484,636</b>	<b>533,318</b>	<b>544,926</b>

## Recommended Expenditure Budget Report by Activity & Funding Source

### 33 - CONF CENTER OPERATION

#### CONF CENTER OPERATIONS - 33300

##### FUNDING SOURCE: GENERAL

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
CIP EXPENDITURES	16,757	26,000	90,846
EQUIPMENT	43,181	—	—
SUPPLIES AND SERVICES	414,936	485,143	423,574
<b>CONF CENTER OPERATIONS</b>	<b>474,874</b>	<b>511,143</b>	<b>514,420</b>
<b>DEBT SERVICE</b>	<b>- 33400</b>		

##### FUNDING SOURCE: DEBT SERVICE

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
DEBT SERVICE	9,640	22,175	30,506
SUPPLIES AND SERVICES	121	—	—
<b>DEBT SERVICE</b>	<b>\$9,761</b>	<b>\$22,175</b>	<b>\$30,506</b>
<b>CONF CENTER OPERATION TOTAL</b>	<b>\$484,636</b>	<b>\$533,318</b>	<b>\$544,926</b>



Capital Improvement Projects by Department/Division					
CONF CENTER OPERATION					
CIP Number	Capital Improvement Project Title	FY 18 Actual Expense	FY 19 Actual Expense	FY 20 Adopted Budget	FY 21 Recomm'd Budget
1002519	GRC TECH REPLC SUPPORT	20,897	—	—	—
1022113	GRC - REPLACE CARPET	43,490	—	—	—
1022588	GRC KITCHEN EQUIPMENT	4,809	3,486	—	—
1022591	GRC LANDSCAPE IMPROVEMENT	—	—	15,000	—
1022649	GRC REPLACE PATIO CAULK	—	—	25,000	—
1022651	GRC REPLC ELECTR FLR BOX	33,100	—	—	—
1022785	SINK LIGHT FIXTURES	—	—	11,500	—
3002710	EXTERIOR DECORATIVE CONCR	—	—	—	—
3501516	GRC PARKING LOT REPAIRS	57,044	2,241	—	—
3501598	GRAND RIVER CTR MAINTENAN	—	53,788	—	—
3501990	GRAND RIVER CTR CHAIRS	15,684	21,821	15,000	—
3501993	GRAND RIVER CTR PAINT ENT	—	—	—	—
3502302	AUDIO-VIS & SOUND EQUIP	—	—	13,000	—
3502306	GRC - OUTDOOR FURN REPL	2,406	—	—	—
3502391	GRC - PAINT OFFICE	27,270	—	40,000	—
3502519	GRC TECH REPLC SUPPORT	19,275	5,167	—	—
3502590	GRC ENERGY EFFICIENCY IMP	26,300	2,320	—	52,000
3502591	GRC LANDSCAPE IMPROVEMENT	—	—	—	—
3502650	GRC PORTABLE BAR REPLACEM	11,104	0	0	0
3502784	PAINT EXTERIOR METAL	0	0	99,000	0
3602113	GRC - REPLACE CARPET	0	0	88,000	0
<b>CONF CENTER OPERATION TOTAL</b>		<b>261,378</b>	<b>88,823</b>	<b>306,500</b>	<b>52,000</b>

PROGRAM /DEPT	PROJECT DESCRIPTION	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	TOTAL	PAGE
<b>CONFERENCE CENTER</b>								
<b>General Government</b>								
	Paint Exterior Metal	\$ —	\$ —	\$ —	\$ —	\$ 50,000	\$ 50,000	78
	Replace Carpet	\$ —	\$ —	\$ 100,000	\$ 120,000	\$ 30,000	\$ 250,000	79
	Paint Interior Rooms and Areas	\$ —	\$ —	\$ —	\$ 38,000	\$ 18,000	\$ 56,000	80
	Replace Table, Chairs, and Podiums	\$ —	\$ —	\$ 300,000	\$ —	\$ 25,000	\$ 325,000	81
	Landscape Renovations	\$ —	\$ —	\$ —	\$ —	\$ 33,500	\$ 33,500	82
	Energy Efficiency Improvements	\$ 52,000	\$ 21,000	\$ —	\$ —	\$ —	\$ 73,000	83
	Market Study and Facility Assessment	\$ —	\$ 65,000	\$ —	\$ —	\$ —	\$ 65,000	84
	Concrete Restoration	\$ —	\$ —	\$ 50,000	\$ —	\$ 175,000	\$ 225,000	85
	Repaint Exhibit Hall Airwalls	\$ —	\$ —	\$ —	\$ 40,000	\$ —	\$ 40,000	86
	Replace Fabric Wall Covering	\$ —	\$ —	\$ 35,000	\$ 120,000	\$ 35,000	\$ 190,000	87
	Roof Restoration	\$ —	\$ —	\$ —	\$ —	\$ 350,000	\$ 350,000	88
	Wood Bench Replacement	\$ —	\$ —	\$ —	\$ —	\$ 25,000	\$ 25,000	89
	Management and Operations Assessment	\$ —	\$ —	\$ —	\$ —	\$ 32,000	\$ 32,000	90
	Furniture Upholstery	\$ —	\$ —	\$ —	\$ —	\$ 30,000	\$ 30,000	91
	Trash Compactor Rehabilitation	\$ —	\$ —	\$ —	\$ —	\$ 30,700	\$ 30,700	92
	Replace Clouds	\$ —	\$ —	\$ —	\$ —	\$ 83,800	\$ 83,800	93
	Paint Bridge	\$ —	\$ —	\$ —	\$ —	\$ 35,000	\$ 35,000	94
	Staging and Riser Replacement	\$ —	\$ —	\$ —	\$ —	\$ 25,000	\$ 25,000	95
	<b>TOTAL</b>	<b>\$ 52,000</b>	<b>\$ 86,000</b>	<b>\$ 485,000</b>	<b>\$ 318,000</b>	<b>\$ 978,000</b>	<b>\$ 1,919,000</b>	

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# Parks

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## PARKS DIVISION

<b>Budget Highlights</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Budget</b>	<b>FY 2021 Requested</b>	<b>% Change From FY 2020 Budget</b>
<u>Expenses</u>				
Employee Expense	\$2,233,137	\$2,387,746	\$2,490,686	4.3%
Supplies and Services	\$ 886,828	\$ 990,643	\$1,005,010	1.5%
Machinery and Equipment	\$ 291,987	\$ 257,638	\$ 339,800	31.9%
Debt Service	\$ 95,475	\$ 132,794	\$ 184,784	39.2%
Total Expenses	\$3,507,427	\$3,768,821	\$4,020,280	6.7%
<u>Resources</u>				
Operating Revenue	\$ 261,823	\$ 318,357	\$ 348,493	9.5%
Stormwater User Fees	\$ 111,094	\$ 202,644	\$ 122,777	-39.4%
Sales Tax for Debt Abatement	\$ 95,724	\$ 132,794	\$ 184,784	39.2%
Lyons Peony Trust	\$ 1,811	\$ 2,000	\$ 2,000	0.0%
Total Resources	\$ 470,452	\$ 655,795	\$ 658,054	0.3%
Property Tax Support	\$3,036,975	\$3,113,026	\$3,362,226	\$ 249,200
Percent Increase (Decrease)				8.01%
Percent Self Supporting	10.64%	12.10%	16.37%	
<b>Personnel - Authorized FTE</b>	<b>36.68</b>	<b>36.48</b>	<b>37.01</b>	

### Improvement Package Summary

#### **1 of 9**

This improvement request is for the removal of tree stumps along City streets and on other City properties. With the increased mortality rate of Emerald Ash Borer (EAB), the backlog of stumps has increased significantly. Tree removal has been the priority with stumps being left behind for a later date. Some of these stumps are also impacting the Engineering Department's sidewalk program. Sidewalks need to be replaced and the Forestry Activity is actively removing ash trees. This does not allow time for stump removal. The funds would be used to prioritize the stumps that need to be removed and hire a contractor to grind them. This will decrease the liability of someone tripping over a stump or a raised sidewalk that needs to be repaired. It will increase the efficiency of the sidewalk program to hire out the stump grinding versus waiting for the Forestry activity to fit it into their schedule. This request supports the City Council Goal of Vibrant Community: Healthy and Safe by removing stumps in a timely manner to reduce liability concerns.

Related Cost:	\$ 40,000	Tax Funds	Recurring	<b>Recommend - No</b>
Property Tax Impact:	\$ 0.0157	0.15%		
Activity: Forestry				

#### **2 of 9**

This improvement request is for staff and maintenance costs for the Veterans Memorial Project on Chaplain Schmitt Island. An improvement package was approved in FY 2020 for one month of seasonal staff (.05 FTE or 110 hours) and maintenance cost. The project was slated to be completed in May of 2020 but has been delayed. This request would provide for the remaining 11 months of staffing (.53 or 1,210 hours) and maintenance, although the project will not be complete by the beginning of FY 2021. The entire cost of staff and maintenance will be reimbursed through the DRA. The enhancements to the area will require additional maintenance and staff time to keep the Veterans Memorial plaza area beautiful. This request supports the

City Council Goal of Diverse Arts, Culture, Parks, and Recreation Experiences and Activities by providing a beautifully maintained Veterans Memorial for all residents and visitors to enjoy.

Related Cost:	\$ 20,240	Tax Funds	Recurring	<b>Recommend - Yes</b>
Related Revenue:	\$ 20,240	DRA Reimbursement	Recurring	
Total Cost:	<u>\$ —</u>			
Property Tax Impact:	<u>\$ —</u>	—%		

Activity: Veterans Memorial Park

### 3 of 9

This improvement request is for the addition of pet friendly amenities throughout the City. A Pet Friendly Community Assessment was completed in 2019. The assessment was broken into four parts including Parks, Shelters, Homes and Businesses. The Pet Friendly Community Committee is recommending additional pet friendly amenities throughout the community. This would include amenities such as pet waste stations, and educational signage. Costs include purchase and installation of the amenity as well as maintenance of those amenities (i.e. pet waste bags). This request supports the City Council goal of Livable Neighborhoods and Housing: Great place to Live by providing amenities for pets in all neighborhoods throughout the City.

Related Cost:	\$ 15,000	Tax Funds	Recurring	<b>Recommend - Yes</b>
Property Tax Impact:	\$ 0.0059	0.06%		

Activity: Park Areas & Maintenance

### 4 of 9

This improvement request is for contract services of snow removal on the new hike/bike trail that is to be built along Chavenelle Road in Dubuque Industrial Center West (DICW). The trail that is to be constructed in 2020 will be from Radford Road to Seippel Road and is approximately 8,357 feet long and 10 feet wide. Approximately 1,367 feet of the new trail is outside of the area covered by the Dubuque Industrial Center West covenants. The request is based on an average of 25 snow falls. Revenue would not be reflected until FY 22 when companies in DICW are billed for FY21. This request supports the City Council Goal of Financially Responsible, High Performance City Organization: Sustainable, Equitable, and Effective Service Delivery by ensuring timely snow removal from the trail.

Related Cost:	\$4,000	Tax Funds	Recurring	<b>Recommend - Yes</b>
Property Tax Impact:	\$ 0.0016	0.01%		

Activity: DICW Maintenance

### 5 of 9

This improvement request is for installation of two forced-air gas heaters in the greenhouse. An improvement level package was approved in FY 2019 to install heaters in the greenhouse. These two additional heaters would complete the conversion of boiler heat in the greenhouse to natural gas. It is also anticipated that these heaters will save approximately \$1,000 in gas utility costs annually. This request support the City Council Goal of Financially Responsible, High Performance City Organization: Sustainable, Equitable, and Effective Service Delivery by reducing costs paid for by city residents through the general fund.

Related Cost:	\$ 7,000	Tax Funds	Non-Recurring	<b>Recommend - Yes</b>
Related Cost Savings:	\$1,000		Recurring	
Net Cost:	<u>\$ 6,000</u>			
Property Tax Impact:	\$ 0.0024	0.02%		

Activity: Greenhouse

**6 of 9**

This improvement level decision package is for consultant fees for park planning for Washington Park. Washington Park is Dubuque's oldest platted park. The park serves as an event space year-round with events such as Food Truck Friday, Dubuque Fine Arts Festival, Art in the Park - Snow Sculpting and more. It is also home to many political events and protests as well as Hospice Tree of Life memorial service. The use of this public square has increased and changed over the years. It's visibility as a main entry point to downtown Dubuque is important to the community and travelers. The park location is near many employees and employers and potentially could be used more during lunch hours, as well as nights and weekends by those living near the area with more downtown area dwellers. An engaging park planning process would assist in updating the park to better handle the current and future events and activities. The Dubuque Museum of Art has committed \$10,000 to assist with planning. This improvement level package relates to City Council goal Partnership for a Better Dubuque: Building Our Community that is Viable, Livable and Equitable. Partnerships abound in the use of Washington Park as described and in the future.

Related Cost:	\$ 10,000	Tax Funds	Non-Recurring	<b>Recommend - Yes</b>
Related Revenue:	\$ 10,000	Private Participant	Non-Recurring	
Net Cost:	<u>\$ —</u>			
Property Tax Impact:	\$ —	—%		
Activity: Park Administration				

**7 of 9**

This improvement request is for a mobile air compressor. The Park Division currently borrows an air compressor from the Public Works Department in the fall to blow out irrigation and water lines as a part of the winterization process. Typically this is a time when these compressors are most needed by Public Works and other departments for similar reasons. This 185 CFM air compressor would serve multiple uses. It would be used to blow out all the Park Division water lines and irrigation systems including the irrigation system in the Bee Branch Creek Greenway. The compressor would be also used to blow out the water lines at the Port of Dubuque Marina. The compressor would allow for more timely usage to ensure that nothing freezes before temperatures get too cold. This air compressor would also be used for other park maintenance projects including sidewalk replacements. This improvement request supports the City Council Goal of Financially Responsible, High-Performance City Organization: Sustainable, Equitable, and Effective Service Delivery by reducing possible increased maintenance costs related to irrigation and water lines freezing and requiring repair.

Related Cost:	\$ 25,000	Tax Funds	Non-Recurring	<b>Recommend - No</b>
Related Cost:	\$ 500	Tax Funds	Recurring	
Net Cost:	<u>\$ 25,500</u>			
Property Tax Impact:	\$ 0.01	0.10%		
Activity: Park Areas & Maintenance				

**8 of 9**

This improvement request provides for removing some vegetation and removal and treatment of invasive plants along the Highway 20 corridor from Locust Street to Grandview Ave. The edges of the woodland areas have begun to "creep" into the maintained areas of landscaping along the corridor. The invasive species have been spreading and a multi-year treatment approach is needed. The request would provide funds to hire a contractor to remove some of this creep as well as remove some of the invasive plants that are thriving. This will improve the overall look of the corridor as well as remove unwanted and invasive vegetation along the corridor. This request support the City Council Goal of Sustainable Environment: Preserving and Enhancing Natural Resources by enhancing the beauty of the Highway 20 corridor and removing unwanted and invasive plants.

Related Cost:	\$ 50,000	Tax Funds	Recurring	<b>Recommend - No</b>
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Property Tax Impact: \$ 0.0197 0.19%

Activity: Greenhouse

#### 9 of 9

This improvement request provides for an increase in pavilion fees at all Park Division facilities. The fees for pavilion rentals were last standardized and increased as a part of the FY19 budget. Fees were adjusted in April of 2019 and the reservation timeframe was also reduced from 23 months in advance to 11 months in advance. The proposed fee increase includes a 10% increase for rentals over \$100 and a 20% increase for rentals under \$100. The fee increase would be implemented in the spring of 2021. The estimated increase in revenue for the fee increase based on calendar year 2019 pavilion rentals is approximately \$11,000.

Related Revenue: \$ 11,000 Tax Funds Recurring **Recommend - Yes**

Property Tax Impact: \$ (0.0043) (0.04)%

Activity: Park Areas & Maintenance

### Significant Line Items

#### Employee Expense

1. FY 2021 employee expense reflects a 1.5% wage package increase.
2. The Iowa Public Employee Retirement System (IPERS) City contribution of 9.44% is unchanged from FY 2020. The employee contribution of 6.29% is unchanged from FY 2020.
3. The City portion of health insurance expense increased from \$921 in FY 2020 to \$1,013 in FY 2021 per month per contract which results in an annual cost increase of \$42,143 or 11.26%.
4. Five-Year Retiree Sick leave payout increased from \$16,614 in FY 2020 to \$19,773 in FY 2021.
5. Overtime expense is unchanged from \$21,936 in FY 2020 to \$21,936 in FY 2021. FY 2019 actual was \$32,327.
6. Workers Compensation increased from \$58,282 in FY 2020 to \$61,507 in FY 2021. The Iowa Workers Compensation law changed effective July 1, 2017. This law change reduced the amount of liability employers incur for certain work-related injuries. FY 2019 actual was \$65,588.

#### Supplies & Services

7. Pay to Other Agency unchanged from \$50,000 in FY 2020 to \$50,000 in FY 2021. This line item represents part-time staffing and utilities expenses for the EB Lyons Interpretive Center.
8. General Liability Insurance decreased from \$29,682 in FY 2020 to \$29,462 in FY 2021.
9. Electric Utility Expense increased from \$104,561 in FY 2020 to \$114,764 in FY 2021 based on FY 2019 actual of \$106,264 plus 8%.
10. Machinery/Equipment Maintenance decreased from \$45,678 in FY 2020 to \$42,589 in FY 2021 based on three-year average.
11. Property Maintenance increased from \$176,810 in FY 2020 to \$186,212 in FY 2021. Park Areas and Maintenance increased \$5,000 due to one-time expenses in FY 2020 for preparation of the Iowa

League of Cities Conference hosted in Dubuque. This line item includes general park maintenance, parking lot and trail striping, sidewalk renovation, playground maintenance, playground mulch, seal coating trails and parking lots, and electrical and plumbing repairs.

12. Motor Vehicle Maintenance decreased from \$32,786 in FY 2020 to \$23,299 in FY 2021 based on a three year average. FY 2019 actual was \$18,904.
13. Motor Vehicle Fuel Expense increased from \$56,587 in FY 2020 to \$59,615 in FY 2021 due to new truck purchased for Bee Branch maintenance through an FY 2020 improvement package.
14. Landscape, Fertilizer and Plants decreased from \$113,226 in FY 2020 to \$85,557 in FY 2021. Port of Dubuque decreased \$(5,000) due to one-time expenses in FY 2020 related to the Iowa League of Cities Conference hosted in Dubuque. Greenhouse decreased \$20,000 due to one-time summer biking events held in Dubuque in FY 2020. Stormwater decreased \$1,819 based on a 3-year average.
15. Tree Maintenance is unchanged from \$59,500 in FY 2020 to \$59,500 in FY 2021. FY 2019 Actual was \$90,095. This line item includes contracted tree and stump removal near power lines (\$10,000), ash tree treatment (\$4,500), and ash tree removal (\$45,000).
16. Contractor Services decreased from \$40,571 in FY 2020 to \$37,218 in FY 2021. FY 2019 Actual was \$18,939. This line item includes playground mulch installation, roundabout maintenance, and Bee Branch hanging baskets.
17. Lawn Care Services unchanged from \$64,604 in FY 2020 to \$64,604 in FY 2021 based on FY 2020 budget. FY 2019 Actual was \$45,848. This line item is for contracted lawn care for smaller parks.
18. Property Insurance increased from \$28,179 in FY 2020 to \$38,582 in FY 2021. FY 2019 Actual was \$36,744.

## **Machinery & Equipment**

19. Equipment replacement items are requested for \$339,800 for:

<b><u>Forestry</u></b>	
Chain Saws	\$ 1,700
12 Ton Chipper Truck	\$ 80,000
<b><u>Park Patrol</u></b>	
Body Armor	\$ 650
Body Cameras	\$ 2,000
<b><u>Park Areas &amp; Maintenance</u></b>	
Mowers (4)	\$108,000
3/4 Ton Truck 4WD (3)	\$ 94,000
Line Trimmers	\$ 1,200
Picnic Tables (70)	\$ 7,000
Fireplace Grills (15)	\$ 3,750
Drinking Fountains	\$ 7,500
Leaf Blower	\$ 1,550
Smart Phone (1), Ruggedized Cell Phone (1)	\$ 450

<b>Annual Projects</b>	
Tree Plantings	\$ 25,000
<b>Total Equipment Replacements</b>	<b><u>\$ 339,800</u></b>

### Debt Service

20. FY 2021 Annual Debt Service Payments are as follows (\$184,784):

Amount	Debt Series	Source	Purpose	Final Payment Year	Call Date
\$ 5,555	2017A G.O.	Sales Tax 20%	Park Improvements	2030	2025
\$ 5,583	2019C G.O.	Sales Tax 20%	Park Improvements	2027	2026
\$ 23,560	2012E G.O.	General Fund	Park Improvements	2022	2019
\$ 22,549	2012E G.O.	Sales Tax 20%	Park Improvements	2022	2019
\$ 9,336	2014B G.O.	Sales Tax 20%	Park Improvements	2034	2021
\$ 13,622	2014B G.O.	Sales Tax 20%	Park Improvements	2034	2021
\$ 13,514	2016C G.O.	Sales Tax 20%	Ham House Improv.	2036	2024
\$ 91,065	2019B G.O.	Sales Tax 20%	Skate Park	2039	2039
<b><u>\$ 184,784</u></b>	<b>Total Park Annual Debt Service</b>				

### Revenue

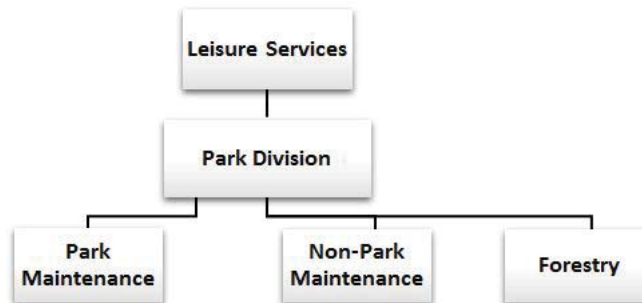
21. Property Lease for rental of land at Murphy Park for a cell phone tower increased from \$23,347 in FY 2020 to \$24,047 in FY 2021 based on a 3% increase over FY 2020 per the lease agreement.
22. Camping Fees decreased from \$69,026 in FY 2020 to \$66,284 in FY 2021 based on a six year average. FY 2019 revenue was \$33,439.
23. Park Entrance Fees decreased from \$40,097 in FY 2020 to \$37,876 in FY 2021 based on a three year average. FY 2019 actual was \$33,137.
24. Pavilion Fees increased from \$75,650 in FY 2020 to \$77,315 in FY 2021 based on a three year average. FY 2019 revenue was \$63,196.
25. Private Participant increased from \$55,638 in FY 2020 to \$92,059 in FY 2021. This line item represents the maintenance that is billed to the businesses in the Technology Park and the Industrial Center West. This is calculated by taking the previous Fiscal Year's expenses times percentage of land.

### Miscellaneous

26. The Park Division budget for FY 2021 is 16.37% self-supporting versus 12.10% self-supporting in FY 2020.

# LEISURE SERVICES PARKS DIVISION

The Parks Division enables and fosters full enjoyment of the parks, open spaces, and recreational facilities of Dubuque in a manner that demonstrates and fulfills the city's commitment to social equity, economic viability and environmental responsibility.



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

### PEOPLE

Provide service in the most efficient manner and help Dubuque citizens gain a greater knowledge and appreciation of what is involved in providing the park system. Volunteers are utilized whenever possible.

### PLANNING

Planning is essential for existing and new development of all areas maintained by the Park Division. The City, community and other organizations work together to provide viable, equitable, and sustainable areas for the public to enjoy.



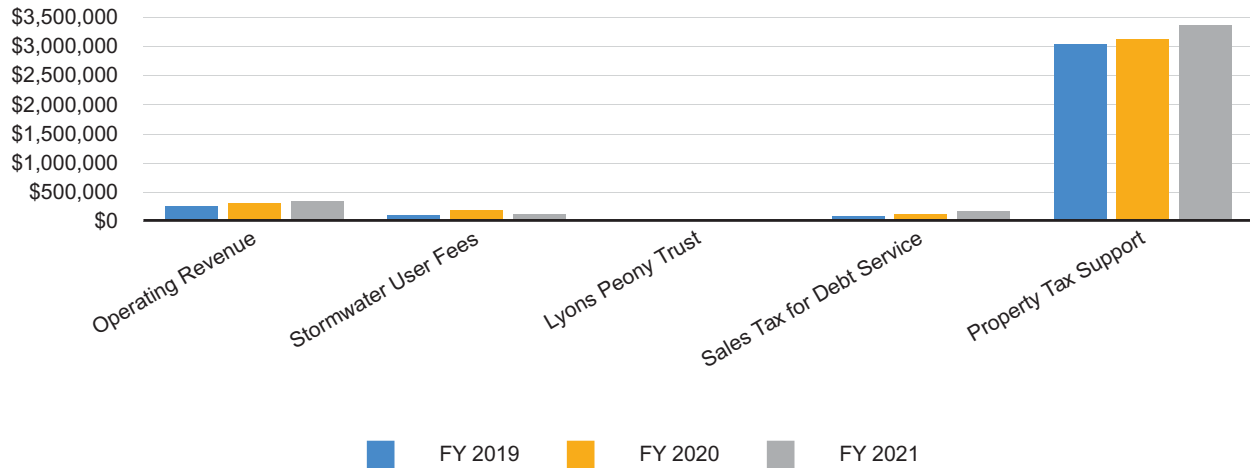
### PARTNERSHIPS

The Park Division works with various State, County, Private, and Non-Profit entities. This is to ensure sound development and management of all City assets maintained and operated by the Park Division. Some of these include: Dubuque County, Iowa Department of Natural Resources, Hillcrest Family Services, Dubuque Arboretum, Four Mounds Foundation, and the Dubuque Historical Society.

# LEISURE SERVICES PARKS DIVISION

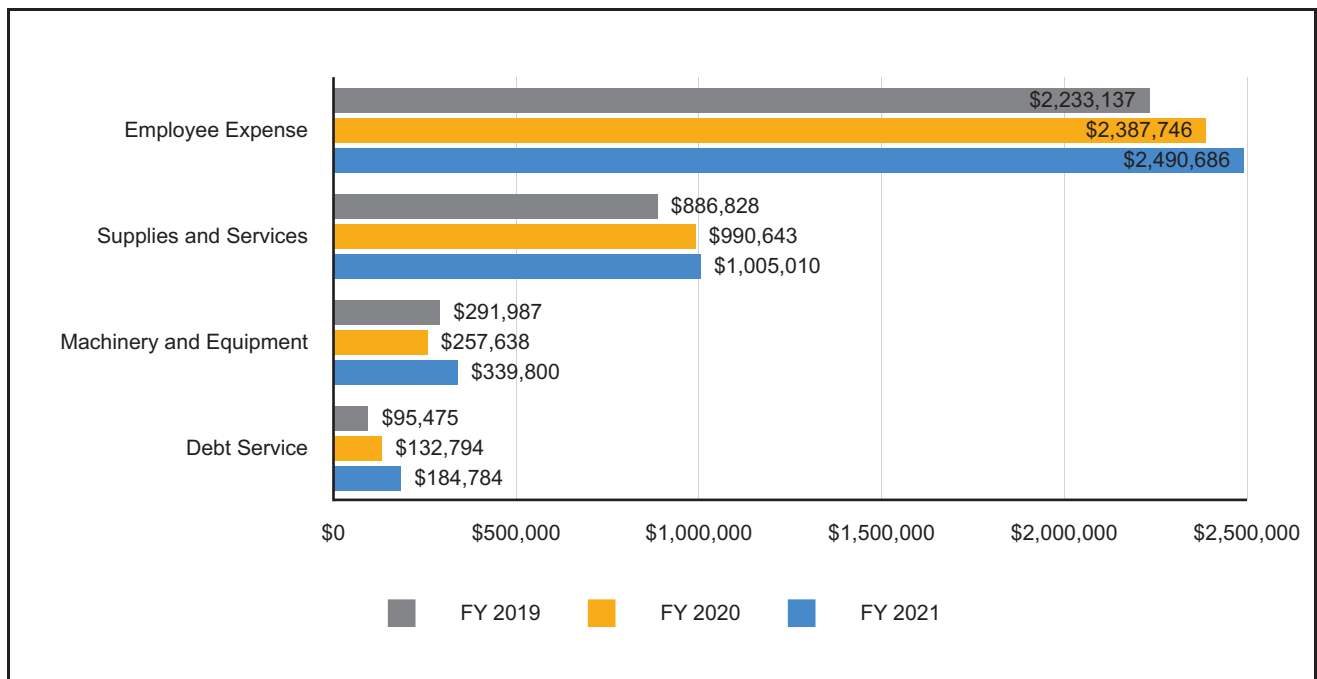
	FY 2019	FY 2020	FY 2021
Full-Time Equivalent	36.68	36.48	37.01

## Resources and Property Tax Support



The Park Division is supported by 37.01 full-time equivalent employees, which accounts for 61.95% of the department expense as seen below. Overall, the departments' expenses are expected to increase by 6.67% in FY 2021 compared to FY 2020.

## Expenditures by Category by Fiscal Year



# LEISURE SERVICES PARKS DIVISION

## Parks Maintenance

### Mission & Services

Park Maintenance provides daily maintenance and security of all parks, park and building repairs and improvements, grounds maintenance, trail maintenance, emergency storm damage response/repair, park inspections, athletic field and court maintenance, snow removal, equipment and playground maintenance and maintenance of water features and irrigation systems. It also includes maintenance of all park equipment and vehicles. Also included is assistance with maintenance of Recreation facilities.


**Areas include:** Maintenance staff maintains 16 community parks, 6 neighborhood parks, 25 mini parks, 5 new parcels for park development and a Pet Park for a total of 974 acres. Other maintenance responsibilities include 3.4 miles of median strips, 12 miles of roadway, 5 miles of sidewalks, 27 miles of off-road paved multi-use trails and 40 other areas.

Park Maintenance Funding Summary			
	FY 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$2,002,195	2,268,706	2,353,314
Resources	\$213,106	259,856	269,302

Park Maintenance Position Summary	
	FY 2021
Foreman	2.00
Leisure Services Manager	0.52
Park Division Manager	1.00
Natural Areas & Sustainable Practices Spec	0.09
Nat. Areas & Sustainable Practices Spec - Stormwater	0.40
Park Ranger	0.86
Park Fee Collector	1.09
Lead Secretary	0.40
Secretary	0.00
Clerical Assistant	0.10
Maintenance Worker	7.82
Truck Driver	0.60
Laborer II - Stormwater	1.02
Laborer II	3.90
Laborer I - Stormwater	0.11
Laborer I	1.28
<b>Total FT Equivalent Employees</b>	<b>21.19</b>

### Performance Measures

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

	Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
1	<b>Activity Objective: Reduce maintenance costs by converting various park areas of turf to natural and native areas.</b>					
	# acres of natural area maintained by Parks Division	100	42	42	54	

# LEISURE SERVICES PARKS DIVISION

## Public Landscape Maintenance

### Mission & Services



Public Landscape Maintenance provides for seasonal grounds maintenance of non-park, city owned properties including the Port of Dubuque, Downtown, Dubuque Technology Park, Dubuque Industrial Center West and the Gateways and Green Corridors. This division also manages the City greenhouse.

Non-Park Maintenance Funding Summary			
	FY 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$963,231	\$925,438	\$925,529
Resources	\$41,392	\$51,129	\$52,844

Non-Park Maintenance Position Summary	
	FY 2021
Horticulturist	1.00
Assistant Horticulturist - Greenhouse	2.02
Assistant Horticulturist - Port	0.26
Assistant Horticulturist - Downtown	0.30
Nat. Areas & Sustain. Spec. - Tech Park	0.30
Nat. Areas & Sustain. Spec. - DICW	0.21
Confidential Account Clerk	1.00
Mechanic	1.46
Maintenance Worker - Downtown	0.80
Maintenance Worker - Tech Park	0.25
Maintenance Worker - DICW	0.47
Maintenance Worker - Greenhouse	0.00
Laborer - Port of Dubuque	0.25
Laborer - Tech Park	0.10
Laborer - DICW	0.15
Laborer - Greenhouse	2.67
Laborer - Veteran's Memorial Park	0.58
<b>Total FT Equivalent Employees</b>	<b>11.24</b>

### Performance Measures

#### City Council Goal: Sustainable Environment

	Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
1	<b>Activity Objective: Create a City that is beautiful and a source of pride by providing pollinator beds in City landscapes.</b>					
	# of pollinator beds (total)	25	3	6	12	
2	<b>Activity Objective: Provide opportunities for physical activity to improve physical and mental health through continuing to expand the City's interconnected trail system.</b>					
	# miles off-road, paved, multi-use trails	35	N/A	25.5	27.9	



# LEISURE SERVICES PARKS DIVISION

## Forestry

### Mission & Services



The Forestry activity aims to mitigate hazards caused by trees while improving the aesthetic and environmental health of the community with a focus on public safety. Forestry is responsible for the maintenance of all trees between the sidewalk and curb, trees on city property and in parks. Responsibilities include pruning, tree removal, and emergency work after storm events.

Forestry Funding Summary			
	FY 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$432,693	\$438,254	\$522,142
Resources	\$3,695	\$2,465	\$1,200

Forestry Position Summary	
	FY 2021
Urban Forester	1.00
Equipment Operator II	1.00
Forestry Technician	1.00
Truck Driver	1.00
<b>Total FT Equivalent Employees</b>	<b>4.00</b>

### Performance Measures

#### City Council Goal: Sustainable Environment

	Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
1	<b>Activity Objective: Continue to implement the Emerald Ash Borer(EAB) Readiness Plan to effectively treat and/or remove affected ash trees on City properties.</b>					
	% of City street trees that are ash trees	14%	24%	22%	20%	
	City owned ash trees removed	1350 (cumulative)	100	135	200	

Three trees placed strategically around a home can cut summer air conditioning needs by up to 50 percent.



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## Recommended Operating Revenue Budget - Department Total

### 30 - PARK DIVISION

Fund	Account	Account Title	FY18 Actual Revenue	FY19 Actual Revenue	FY20 Adopted Budget	FY21 Recomm'd Budget
293	43110	INVESTMENT EARNINGS	839	2,461	713	0
500	43110	INVESTMENT EARNINGS	5,017	5,566	4,954	5,009
100	43230	LEASE, PROPERTY	21,747	22,479	23,347	24,047
100	43240	LEASE, HILLCREST FAM SERV	1	0	1	1
100	43241	DBQ WATER SKI CLUB	545	545	545	545
100	43242	RENT, FARM LAND	11,243	9,840	10,200	9,600
100	43243	CAMPING FEES	94,976	33,439	69,026	66,284
100	43244	LEASE, DUB.ARBORETUM	1	0	1	1
100	43245	LEASE, FOUR MOUNDS	4	1	1	1
100	43247	LEASE, CHILDREN'S ZOO	1	0	1	1
100	43248	LEASE,TRI-STATE MODEL AIR	300	300	300	300
100	43251	RENTS & CONCESSIONS	436	176	436	176
100	43252	VIEWING TOWER COMMSSION	1,353	1,218	1,443	1,343
100	43300	DBQ GIRL IND LEAGUE LEASE	1	0	1	1
100	43325	LEASE, OTHER	18,527	21,305	21,306	21,306
100	43326	DBQ COMM ICE & REC CENTER	1	0	1	1
43	USE OF MONEY AND PROPERTY - Total		154,991	97,331	132,276	128,616
100	44405	FEMA PUBLIC ASSISTANCE	9,625	0	0	0
44	INTERGOVERNMENTAL - Total		9,625	0	0	0
100	45701	STATE GRANTS	0	1,273	0	0
45	STATE GRANTS - Total		0	1,273	0	0
100	51956	PAVILION FEES	68,274	63,196	75,650	77,315
100	51957	PARK ENTRANCE FEES	38,860	33,137	40,097	37,876
100	51958	PARK SEASON PASSES	6,266	5,828	6,356	6,130
100	51974	PET PARK FEES	2,083	1,979	1,910	1,962
100	51987	WEED CUTTING CHARGES	354	0	0	0
51	CHARGES FOR SERVICES - Total		115,838	104,140	124,013	123,283
100	53102	PRIVATE PARTICIPANT	44,879	38,212	50,638	80,041
293	53102	PRIVATE PARTICIPANT	137,697	14,220	5,000	12,018
100	53201	REFUNDS	1,465	0	0	0
100	53530	SPECIALIZED SERVICES	7,032	0	0	0
100	53540	EQUIP MAINT-SNOW REMOVAL	6,500	0	0	0
100	53605	MISCELLANEOUS REVENUE	6,047	8,862	3,120	5,672
100	53610	INSURANCE CLAIMS	0	695	0	0
100	53615	DAMAGE CLAIMS	595	3,356	1,087	1,000
100	53620	REIMBURSEMENTS-GENERAL	11,550	15,782	11,425	14,690
620	53620	REIMBURSEMENTS-GENERAL	0	30	0	0
53	MISCELLANEOUS - Total		215,764	81,157	71,270	113,421
100	54109	SALVAGE SALES	1,465	200	1,465	200
400	54210	GO BOND PROCEEDS	0	515	0	0
400	54220	BOND DISCOUNT	0	23	0	0
54	OTHER FINANCING SOURCES - Total		1,465	738	1,465	200
400	59100	FR GENERAL	22,968	22,561	24,004	23,560
400	59350	FR SALES TAX CONSTRUCTION	73,591	82,554	108,790	161,224
59	TRANSFER IN AND INTERNAL - Total		96,559	105,115	132,794	184,784
PARK DIVISION - Total			594,242	389,753	461,818	550,304

## Recommended Operating Expenditure Budget - Department Total

### 30 - PARK DIVISION

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
100	61010	FULL-TIME EMPLOYEES	1,029,883	1,099,809	1,307,445	1,328,267
620	61010	FULL-TIME EMPLOYEES	20,011	23,629	24,167	24,662
100	61020	PART-TIME EMPLOYEES	42,016	42,520	34,343	44,099
100	61030	SEASONAL EMPLOYEES	307,343	281,812	303,538	319,443
620	61030	SEASONAL EMPLOYEES	15,591	21,658	26,622	26,922
100	61050	OVERTIME PAY	31,932	31,905	21,936	21,936
620	61050	OVERTIME PAY	569	422	0	0
100	61071	HOLIDAY PAY-OVERTIME	3,146	2,905	1,854	1,854
620	61071	HOLIDAY PAY-OVERTIME	0	79	0	0
100	61091	SICK LEAVE PAYOFF	30,804	29,586	16,614	19,773
100	61092	VACATION PAYOFF	8,484	4,032	0	0
100	61310	IPERS	120,242	131,947	157,559	162,029
620	61310	IPERS	2,162	3,916	4,794	4,869
100	61320	SOCIAL SECURITY	106,613	108,788	128,956	132,755
620	61320	SOCIAL SECURITY	2,687	3,383	3,885	3,947
100	61410	HEALTH INSURANCE	322,057	301,178	242,724	284,284
620	61410	HEALTH INSURANCE	6,360	5,723	4,335	4,918
100	61415	WORKMENS' COMPENSATION	74,456	64,187	57,126	60,338
620	61415	WORKMENS' COMPENSATION	1,361	1,401	1,156	1,169
100	61416	LIFE INSURANCE	778	829	1,244	1,282
620	61416	LIFE INSURANCE	15	16	22	22
100	61417	UNEMPLOYMENT INSURANCE	14,963	67,020	42,286	40,992
620	61417	UNEMPLOYMENT INSURANCE	0	2,415	1,290	1,207
100	61640	SAFETY EQUIPMENT	3,161	1,882	3,200	3,200
620	61640	SAFETY EQUIPMENT	0	16	200	200
100	61645	TOOL ALLOWANCE	200	200	200	200
100	61650	MEAL ALLOWANCE	281	36	250	250
620	61650	MEAL ALLOWANCE	7	0	0	0
100	61660	EMPLOYEE PHYSICALS	1,684	1,843	1,800	1,868
620	61660	EMPLOYEE PHYSICALS	170	0	200	200
<b>61 - WAGES AND BENEFITS</b>			<b>2,146,977</b>	<b>2,233,137</b>	<b>2,387,746</b>	<b>2,490,686</b>
100	62010	OFFICE SUPPLIES	3,945	2,843	3,039	2,892
620	62010	OFFICE SUPPLIES	0	0	75	75
100	62011	UNIFORM PURCHASES	7,389	9,795	9,600	9,600
620	62011	UNIFORM PURCHASES	40	34	150	150
100	62030	POSTAGE AND SHIPPING	557	475	414	522
100	62032	FLAGS	12,146	11,452	12,146	11,681
620	62032	FLAGS	562	695	600	600
100	62033	HAND TOOLS/EQUIPMENT	9,582	8,315	5,979	8,818
620	62033	HAND TOOLS/EQUIPMENT	921	177	550	250
100	62034	REPAIR PARTS/SUPPLIES	7,674	6,236	7,377	7,421
293	62037	PAVERS VETERNS	0	11,548	0	11,779
100	62061	DP EQUIP. MAINT CONTRACTS	8,551	9,412	8,824	10,582
100	62062	JANITORIAL SUPPLIES	15,962	10,521	15,961	10,764
100	62063	SAFETY RELATED SUPPLIES	1,683	943	1,603	1,061
620	62063	SAFETY RELATED SUPPLIES	0	413	250	250
100	62064	ELECTRICAL SUPPLIES	4,247	6,273	4,530	6,398
620	62064	ELECTRICAL SUPPLIES	101	69	500	70

## Recommended Operating Expenditure Budget - Department Total

### 30 - PARK DIVISION

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
100	62090	PRINTING & BINDING	2,296	705	1,613	1,282
293	62090	PRINTING & BINDING	0	178	0	190
100	62110	COPYING/REPRODUCTION	1,036	1,272	1,100	1,173
100	62130	LEGAL NOTICES & ADS	924	1,611	924	1,611
100	62140	PROMOTION	2,103	1,258	2,483	2,400
100	62170	SUBSCRIPTIONS-BOOKS-MAPS	348	151	185	154
100	62190	DUES & MEMBERSHIPS	782	1,844	830	820
100	62204	REFUNDS	1,551	1,729	0	0
100	62206	PROPERTY INSURANCE	24,573	36,509	27,913	38,335
620	62206	PROPERTY INSURANCE	0	235	266	247
100	62208	GENERAL LIABILITY INSURAN	24,333	26,631	28,182	27,962
620	62208	GENERAL LIABILITY INSURAN	0	0	1,500	1,500
100	62240	MISCELLANEOUS	198	423	0	0
100	62310	TRAVEL-CONFERENCES	1,616	1,845	1,865	2,865
100	62320	TRAVEL-CITY BUSINESS	276	219	1,017	368
100	62340	MILEAGE/LOCAL TRANSP	822	1,117	700	1,200
100	62360	EDUCATION & TRAINING	8,582	9,504	10,200	9,230
100	62411	UTILITY EXP-ELECTRICITY	90,279	90,811	90,279	98,075
620	62411	UTILITY EXP-ELECTRICITY	14,282	15,453	14,282	16,689
100	62412	UTILITY EXP-GAS	16,636	16,916	16,636	15,917
100	62415	UTILITY EXPENSE STORMWATR	65	70	73	79
100	62418	UTILITY EXP-REFUSE	662	868	687	902
100	62421	TELEPHONE	6,896	7,145	6,350	7,100
100	62431	PROPERTY MAINTENANCE	181,030	172,669	171,030	183,163
293	62431	PROPERTY MAINTENANCE	0	49	0	49
620	62431	PROPERTY MAINTENANCE	5,780	1,041	5,780	3,000
100	62436	RENTAL OF SPACE	480	440	480	440
100	62511	FUEL, MOTOR VEHICLE	53,647	58,151	53,647	55,096
620	62511	FUEL, MOTOR VEHICLE	2,940	3,213	2,940	4,519
100	62521	MOTOR VEHICLE MAINT.	23,404	18,784	31,786	22,799
620	62521	MOTOR VEHICLE MAINT.	9	120	1,000	500
100	62522	VEHICLE MAINT., ACCIDENT	0	695	0	0
100	62528	MOTOR VEH. MAINT. OUTSOUR	3,379	2,215	1,628	1,055
100	62611	MACH/EQUIP MAINTENANCE	35,855	36,619	44,678	41,589
620	62611	MACH/EQUIP MAINTENANCE	863	1,494	1,000	1,000
100	62614	EQUIP MAINT CONTRACT	21,397	16,347	21,396	16,347
620	62614	EQUIP MAINT CONTRACT	483	186	483	186
100	62627	CAMERA MAINTENANCE	504	576	504	576
100	62635	TURF CHEMICALS	16	3,302	1,800	1,853
620	62635	TURF CHEMICALS	0	151	500	500
100	62636	DE-ICING PRODUCTS	3,631	7,740	9,000	9,000
620	62636	DE-ICING PRODUCTS	355	760	1,500	1,500
100	62637	LANDSCAPE/FERT/PLANTS	62,292	67,148	105,000	79,150
500	62637	LANDSCAPE/FERT/PLANTS	0	1,811	2,000	2,000
620	62637	LANDSCAPE/FERT/PLANTS	3,685	2,415	6,226	4,407
100	62663	SOFTWARE LICENSE EXP	2,519	1,015	2,524	1,055
100	62664	LICENSE/PERMIT FEES	45	185	45	60
100	62666	CREDIT CARD CHARGE	5,317	5,580	5,317	5,580

## Recommended Operating Expenditure Budget - Department Total

### 30 - PARK DIVISION

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
100	62667	DATA SERVICES	6,212	5,268	5,916	7,227
100	62685	SIGN SUPPLIES	1,041	1,426	2,000	2,000
100	62692	LANDFILL FEES	4,186	3,635	4,186	3,635
100	62696	OUTSIDE COLLECTOR EXPENSE	186	0	0	0
100	62697	LABOR RELATIONS	2,145	0	0	0
100	62710	CONTRACTOR SERVICES	6,968	6,420	14,000	18,000
620	62710	CONTRACTOR SERVICES	20,004	12,519	26,571	19,218
100	62713	LEGAL SERVICES	57	0	0	0
100	62716	CONSULTANT SERVICES	0	3,500	0	10,000
100	62720	TREE MAINTENANCE	7,686	90,095	59,500	59,500
400	62731	MISCELLANEOUS SERVICES	0	249	0	0
100	62732	TEMP HELPCONTRACT SERV.	0	480	600	600
100	62738	CAMPGROUND MANAGEMENT	5,800	5,800	6,500	6,500
100	62743	CT PEOPLE W/DISABILITIES	489	0	3,350	3,350
100	62747	MACH/EQUIPMENT RENTAL	14,162	13,190	4,469	13,940
100	62761	PAY TO OTHER AGENCY	0	0	50,000	50,000
100	62781	LAWN CARE SERVICES	43,541	45,848	64,604	64,604
<b>62 - SUPPLIES AND SERVICES</b>			<b>791,727</b>	<b>886,828</b>	<b>990,643</b>	<b>1,005,010</b>
100	71120	PERIPHERALS, COMPUTER	70	380	2,850	0
100	71123	SOFTWARE	695	0	1,500	0
100	71124	COMPUTER	0	0	2,200	0
100	71310	AUTO/JEEP REPLACEMENT	7,194	411	0	0
100	71312	VAN/PICKUP/WAG REPL	27,783	47,322	0	94,000
100	71314	TRUCK-REPLACEMENT	37,865	116,668	0	80,000
620	71314	TRUCK-REPLACEMENT	0	0	35,000	0
100	71318	HEAVY EQUIP-REPLACEMENT	10,483	0	50,000	0
100	71328	TRAILERS	6,103	3,813	17,000	0
100	71415	SAWS	2,020	725	900	1,700
620	71415	SAWS	0	300	0	0
100	71511	PUMPS	0	0	500	0
100	71512	COMPRESSORS	0	297	0	0
620	71512	COMPRESSORS	0	0	500	0
100	71522	TRUCKSTER	0	59,831	16,000	0
620	71522	TRUCKSTER	16,000	0	0	0
100	71535	VEHICLE HOIST	0	5,758	0	0
100	71550	MISCELLANEOUS EQUIPMENT	0	7,590	0	7,000
100	71611	MOWING EQUIPMENT	50,857	2,257	28,000	108,000
620	71611	MOWING EQUIPMENT	0	0	35,000	0
100	71613	TRIMMERS	810	1,279	1,400	1,200
620	71613	TRIMMERS	150	0	700	0
100	71614	TREE MAINT EQUIPMENT	229,333	0	0	0
100	71615	LEAF BLOWER	1,264	0	0	1,550
620	71615	LEAF BLOWER	417	420	600	0
100	71616	SNOW BLOWER	339	0	2,600	0
100	71619	OTHER MAINT. EQUIPMENT	44,083	21,524	10,500	0
620	71619	OTHER MAINT. EQUIPMENT	8,188	0	0	0
100	72213	BODY ARMOR	0	0	0	650
100	72417	CAMERA RELATED EQUIPMENT	4,551	0	15,000	2,000

## Recommended Operating Expenditure Budget - Department Total

### 30 - PARK DIVISION

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
100	72418	TELEPHONE RELATED	1,259	338	1,138	450
100	72421	HEADSETS	8,723	0	0	0
100	72710	PICNIC TABLES	17,394	4,697	7,000	7,000
100	72711	FIRE PLACES	3,196	0	4,250	3,750
620	72821	RECEPTACLES, TRASH	0	8,740	0	0
<b>71 - EQUIPMENT</b>			<b>478,775</b>	<b>282,349</b>	<b>232,638</b>	<b>307,300</b>
100	72714	DRINKING FOUNTAINS	0	0	0	7,500
<b>72 - EQUIPMENT</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>7,500</b>
100	73311	TREE PLANTING	0	9,638	25,000	25,000
<b>73 - CIP EXPENDITURES</b>			<b>0</b>	<b>9,638</b>	<b>25,000</b>	<b>25,000</b>
400	74111	PRINCIPAL PAYMENT	75,136	76,140	97,974	153,006
400	74112	INTEREST PAYMENT	21,423	19,336	34,820	31,778
<b>74 - DEBT SERVICE</b>			<b>96,559</b>	<b>95,475</b>	<b>132,794</b>	<b>184,784</b>
<b>30 - PARK DIVISION TOTAL</b>			<b>3,514,038</b>	<b>3,507,428</b>	<b>3,768,821</b>	<b>4,020,280</b>

## Recommended Expenditure Budget Report by Activity & Funding Source

### 30 - PARK DIVISION

#### PARK ADMINISTRATION - 30100

##### FUNDING SOURCE: GENERAL

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	—	692	—
SUPPLIES AND SERVICES	38,121	34,805	46,383
WAGES AND BENEFITS	300,926	282,045	317,125
<b>PARK ADMINISTRATION</b>	<b>339,047</b>	<b>317,542</b>	<b>363,508</b>
<b>FORESTRY</b>		<b>- 30220</b>	

##### FUNDING SOURCE: GENERAL

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
CIP EXPENDITURES	9,638	25,000	25,000
EQUIPMENT	1,401	900	81,700
SUPPLIES AND SERVICES	120,431	94,433	91,233
WAGES AND BENEFITS	301,223	317,921	324,209
<b>FORESTRY</b>	<b>432,693</b>	<b>438,254</b>	<b>522,142</b>
<b>PARK PATROL</b>		<b>- 30300</b>	

##### FUNDING SOURCE: GENERAL

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	13,629	—	2,650
SUPPLIES AND SERVICES	8,221	4,775	4,537
WAGES AND BENEFITS	71,133	69,407	70,037
<b>PARK PATROL</b>	<b>92,983</b>	<b>74,182</b>	<b>77,224</b>
<b>PARK AREAS &amp; MAINTENANCE</b>		<b>- 30400</b>	

##### FUNDING SOURCE: GENERAL

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	121,671	154,546	223,450
SUPPLIES AND SERVICES	450,760	521,787	551,040
WAGES AND BENEFITS	886,640	998,005	1,015,315
<b>PARK AREAS &amp; MAINTENANCE</b>	<b>1,459,071</b>	<b>1,674,338</b>	<b>1,789,805</b>
SUPPLIES AND SERVICES	49	—	49
<b>VETERANS MEMORIAL MTCE</b>	<b>49</b>	<b>—</b>	<b>49</b>
<b>VETERANS MEMORIAL</b>		<b>- 30405</b>	

##### FUNDING SOURCE: VETERANS MEMORIAL

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	11,726	—	11,969
<b>VETERANS MEMORIAL PAVERS</b>	<b>11,726</b>	<b>—</b>	<b>11,969</b>
<b>FOUR MOUNDS MAINTENANCE</b>		<b>- 30410</b>	

##### FUNDING SOURCE: GENERAL

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	—	—	—

## Recommended Expenditure Budget Report by Activity & Funding Source

### 30 - PARK DIVISION

FOUR MOUNDS MAINTENANCE — — —

**PORT OF DBQ MAINTENANCE - 30415**

**FUNDING SOURCE: GENERAL**

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	15,813	—	—
SUPPLIES AND SERVICES	6,021	14,064	9,077
WAGES AND BENEFITS	29,940	27,693	28,482
<b>PORT OF DBQ MAINTENANCE</b>	<b>51,774</b>	<b>41,757</b>	<b>37,559</b>
<b>PARK EQUIPMENT MAINT. - 30420</b>			

**FUNDING SOURCE: GENERAL**

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	39,417	3,700	—
SUPPLIES AND SERVICES	101,676	117,652	108,070
WAGES AND BENEFITS	122,862	120,820	124,111
<b>PARK EQUIPMENT MAINT.</b>	<b>263,956</b>	<b>242,172</b>	<b>232,181</b>
<b>DOWNTOWN MAINTENANCE - 30430</b>			

**FUNDING SOURCE: GENERAL**

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	—	—	—
SUPPLIES AND SERVICES	21,352	13,686	16,780
WAGES AND BENEFITS	69,179	61,361	88,632
<b>DOWNTOWN MAINTENANCE</b>	<b>90,531</b>	<b>75,047</b>	<b>105,412</b>
<b>STORM AREA MAINTENANCE - 30440</b>			

**FUNDING SOURCE: STORM WATER OPERATION**

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	9,460	71,800	—
SUPPLIES AND SERVICES	38,975	64,173	54,661
WAGES AND BENEFITS	62,658	66,671	68,116
<b>STORM AREA MAINTENANCE</b>	<b>111,094</b>	<b>202,644</b>	<b>122,777</b>
<b>GREENHOUSE - 30500</b>			

**FUNDING SOURCE: GENERAL**

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	80,958	1,000	7,000
SUPPLIES AND SERVICES	84,421	107,705	87,211
WAGES AND BENEFITS	285,559	336,853	330,086
<b>GREENHOUSE</b>	<b>450,938</b>	<b>445,558</b>	<b>424,297</b>
<b>TECHNOLOGY PARK MAINT. - 30520</b>			

**FUNDING SOURCE: GENERAL**

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	2,514	6,981	6,880
WAGES AND BENEFITS	48,497	47,048	48,509



## Recommended Expenditure Budget Report by Activity & Funding Source

### 30 - PARK DIVISION

TECHNOLOGY PARK MAINT.	51,011	54,029	55,389
<b>IND. CENTER WEST MAINT. - 30530</b>			

**FUNDING SOURCE: GENERAL**

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	500	8,332	10,870
WAGES AND BENEFITS	54,521	58,543	59,821
IND. CENTER WEST MAINT.	55,021	66,875	70,691
<b>CHAPLAIN SCHMITT ISLAND - 30540</b>			

**FUNDING SOURCE: GENERAL**

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	—	250	4,250
WAGES AND BENEFITS	—	1,379	16,243
CHAPLAIN SCHMITT ISLAND	—	1,629	20,493
<b>LYONS PEONY TRUST - 30590</b>			

**FUNDING SOURCE: LYONS PEONY TRUST**

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	1,811	2,000	2,000
LYONS PEONY TRUST	1,811	2,000	2,000
<b>PARK DEBT SERVICE - 30600</b>			

**FUNDING SOURCE: DEBT SERVICE**

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
DEBT SERVICE	95,475	132,794	184,784
SUPPLIES AND SERVICES	249	—	—
PARK DEBT SERVICE	95,724	132,794	184,784
PARK DIVISION TOTAL	\$3,507,428	\$3,768,821	\$4,020,280

CITY OF DUBUQUE, IOWA  
DEPARTMENT DETAIL - PERSONNEL COMPLEMENT

30 PARKS DIVISION

FD	JC	WP-GR	JOB CLASS	FY 2019		FY 2020		FY 2021	
				FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
61010 Full Time Employee Expense									
100	3375	GE-41	LEISURE SERVICES MANAGER	0.52	\$ 58,663	0.52	\$ 60,006	0.52	\$ 67,744
100	3150	GE-36	PARK DIVISION MANAGER	1.00	\$ 85,880	1.00	\$ 88,277	1.00	\$ 89,269
100	200	GE-26	LEAD SECRETARY	0.40	\$ 20,993	0.40	\$ 20,449	0.40	\$ 17,978
100		GE-25	ACCOUNT CLERK CONFIDENT	1.00	\$ 47,898	1.00	\$ 49,099	1.00	\$ 50,028
100	1575	GD-11	URBAN FORESTER	1.00	\$ 60,198	1.00	\$ 62,811	1.00	\$ 63,513
100	2655	GD-11	FOREMAN	2.00	\$ 121,660	2.00	\$ 124,825	2.00	\$ 126,422
100		GD-11	NATURAL AREAS & SUSTAINABLE SPEC	0.60	\$ 35,445	0.60	\$ 36,251	0.60	\$ 36,994
620		GD-11	NATURAL AREAS & SUSTAINABLE SPEC STORM	0.40	\$ 23,630	0.40	\$ 24,167	0.40	\$ 24,662
100	2525	GD-10	MECHANIC	1.46	\$ 84,954	1.46	\$ 86,880	1.46	\$ 87,849
100	2300	GD-08	EQUIPMENT OPERATOR II	1.00	\$ 57,308	1.00	\$ 58,607	1.00	\$ 59,261
100		GD-08	HORTICULTURIST	1.00	\$ 59,075	1.00	\$ 60,418	1.00	\$ 61,094
100		GD-06	ASSISTANT HORTICULTURALIST	2.58	\$ 78,695	2.58	\$ 132,437	2.58	\$ 136,522
100		GD-06	FORESTRY TECHNICIAN	1.00	\$ 53,310	1.00	\$ 55,062	1.00	\$ 55,674
100	2205	GD-06	MAINTENANCE WORKER	8.54	\$ 429,079	8.54	\$ 472,323	8.54	\$ 475,919
TOTAL FULL TIME EMPLOYEES				22.50	\$ 1,216,788	22.50	\$ 1,331,612	22.50	\$1,352,929
61020 Part Time Employee Expense									
100	225	GE-25	SECRETARY	0.25	\$ 9,064	0.00	\$ —	0.00	\$ —
100	2205	GD-06	MAINTENANCE WORKER	0.80	\$ 42,648	0.80	\$ 43,613	0.80	\$ 44,099
TOTAL PART TIME EMPLOYEES				1.15	\$ 53,994	0.90	\$ 45,946	0.90	\$ 46,458
61030 Seasonal Employee Expense									
100	1479	NA-26	TRUCK DRIVER	1.60	\$ 49,815	1.60	\$ 50,938	1.60	\$ 51,478
100		NA-01	LABORER II	7.07	\$ 165,308	7.12	\$ 170,279	3.90	\$ 93,779
620		NA-01	LABORER II STORM	1.13	\$ 26,019	1.13	\$ 26,622	1.02	\$ 24,301
100	896	NA-11	LABORER I	1.28	\$ 26,864	1.28	\$ 27,473	5.03	\$ 118,771
100		NA-11	LABORER I STORM	0.00	\$ —	0.00	\$ —	0.11	\$ 2,621
100		NA-28	CLERICAL ASSISTANT	0.10	\$ 2,282	0.10	\$ 2,333	0.10	\$ 2,359
100		NA-26	PARK RANGER	0.86	\$ 27,078	0.86	\$ 27,686	0.86	\$ 27,977
100	3425	NA-11	PARK FEE COLLECTOR	1.09	\$ 24,299	1.09	\$ 24,829	1.09	\$ 25,091
TOTAL SEASONAL EMPLOYEES				13.03	\$ 319,383	13.08	\$ 327,827	13.61	\$ 344,018
TOTAL PARKS DIVISION				36.68	\$ 1,590,165	36.48	\$ 1,705,385	37.01	\$ 1,743,405

CITY OF DUBUQUE, IOWA  
ACTIVITY PERSONNEL COMPLEMENT SUMMARY

	ACCT	FD	JC	WP-GR	POSITION CLASS	FY 2019		FY 2020		FY 2021		
						FTE	BUDGET	FTE	BUDGET	FTE	BUDGET	
Park Administration-FT												
	10030100	61010	100	3375	GE-41	LEISURE SERVICES MANAGER	0.52	\$ 58,663	0.52	\$ 60,006	0.52	\$ 67,744
	10030100	61010	100	3150	GE-36	PARK DIVISION MANAGER	1.00	\$ 85,880	1.00	\$ 88,277	1.00	\$ 89,269
	10030100	61010	100	225	GE-25	ACCOUNT CLERK CONFIDENT	1.00	\$ 47,898	1.00	\$ 49,099	1.00	\$ 50,028
	10030100	61010	100	200	GE-26	LEAD SECRETARY	0.40	\$ 20,993	0.40	\$ 20,449	0.40	\$ 17,978
						Total	2.92	\$ 213,434	2.92	\$ 217,831	2.92	\$ 225,019
Park Administration-PT												
	10030100	61020	100	225	GE-25	SECRETARY	0.25	\$ 9,064	0.00	\$ —	0.00	\$ —
	10030100	61020	100		NA-28	CLERICAL ASSISTANT	0.10	\$ 2,282	0.10	\$ 2,333	0.10	\$ 2,359
						Total	0.35	\$ 11,346	0.10	\$ 2,333	0.10	\$ 2,359
Park Maintenance-FT												
	10030400	61010	100	2205	GD-06	MAINTENANCE WORKER	7.82	\$ 389,773	7.82	\$ 432,129	7.82	\$ 435,635
	10030400	61010	100	2655	GD-11	FOREMAN	2.00	\$ 121,660	2.00	\$ 124,825	2.00	\$ 126,422
	10030400	61010	100	3,534	GD-11	NATURAL AREAS & SUSTAINABLE SPEC	0.09	\$ 5,317	0.09	\$ 5,438	0.09	\$ 5,549
						Total	9.91	\$ 516,750	9.91	\$ 562,392	9.91	\$ 567,606
Park Maintenance-Seasonal												
	10030400	61030	100	1479	NA-26	TRUCK DRIVER	0.60	\$ 18,358	0.60	\$ 18,776	0.60	\$ 18,980
	10030400	61030	100	1479	NA-01	LABORER II	3.90	\$ 90,659	3.90	\$ 92,749	3.90	\$ 93,779
	10030400	61030	100	896	NA-11	LABORER I	1.28	\$ 26,864	1.28	\$ 27,473	1.28	\$ 27,769
						Total	5.78	\$ 135,881	5.78	\$ 138,998	5.78	\$ 140,528
Port of Dubuque Maintenance -FT												
	10030415	61010	100	1445	GD-06	ASSISTANT HORTICULTURALIST	0.26	\$ 14,000	0.26	\$ 14,457	0.26	\$ 14,619
						Total	0.26	\$ 14,000	0.26	\$ 14,457	0.26	\$ 14,619
Port of Dubuque Maintenance -Seasonal												
	10030415	61030	100	896	NA-11	LABORER I	0.25	\$ 6,146	0.25	\$ 6,283	0.25	\$ 6,348
						Total	0.25	\$ 6,146	0.25	\$ 6,283	0.25	\$ 6,348
Park Equipment Maintenance-FT												
	10030420	61010	100	2525	GD-10	MECHANIC	1.46	\$ 84,954	1.46	\$ 86,880	1.46	\$ 87,849
						Total	1.46	\$ 84,954	1.46	\$ 86,880	1.46	\$ 87,849
Park Patrol-Seasonal												
	10030300	61030	100	1605	NA-11	PARK RANGER	0.86	\$ 27,078	0.86	\$ 27,686	0.86	\$ 27,977
	10030300	61030	100	3425	NA-11	PARK FEE COLLECTOR	1.09	\$ 24,299	1.09	\$ 24,829	1.09	\$ 25,091
						Total	1.95	\$ 51,377	1.95	\$ 52,515	1.95	\$ 53,068
Greenhouse-FT												
	10030500	61010	100	1550	GD-11	HORTICULTURIST	1.00	\$ 59,075	1.00	\$ 60,418	1.00	\$ 61,094
	10030500	61010	100	1445	GD-06	ASSISTANT HORTICULTURALIST	2.02	\$ 48,542	2.02	\$ 101,298	2.02	\$ 105,035
						Total	3.02	\$ 107,617	3.02	\$ 161,716	3.02	\$ 166,129
Greenhouse-PT												
	10030500	61020	100	2205	GD-06	MAINTENANCE WORKER	0.30	\$ 15,993	0.30	\$ 16,355	0.00	\$ —
						Total	0.30	\$ 15,993	0.30	\$ 16,355	0.00	\$ —

CITY OF DUBUQUE, IOWA  
ACTIVITY PERSONNEL COMPLEMENT SUMMARY

	ACCT	FD	JC	WP-GR	POSITION CLASS	FY 2019	FY 2020		FY 2021			
						FTE	BUDGET	FTE	BUDGET	FTE	BUDGET	
Greenhouse-Seasonal												
	10030500	61030	100		NA-01	LABORER I	2.67	\$ 62,746	2.67	\$ 64,179	2.67	\$ 64,881
						Total	2.67	\$ 62,746	2.67	\$ 64,179	2.67	\$ 64,881
Downtown Maintenance - FT												
	10030430	61010	100	1445	GD-06	ASSISTANT HORTICULTURALIST	0.30	\$ 16,153	0.30	\$ 16,682	0.30	\$ 16,868
						Total	0.30	\$ 16,153	0.30	\$ 16,682	0.30	\$ 16,868
Downtown Maintenance - PT												
	10030430	61020	100	2205	GD-06	MAINTENANCE WORKER	0.50	\$ 26,655	0.50	\$ 27,258	0.80	\$ 44,099
						Total	0.50	\$ 26,655	0.50	\$ 27,258	0.80	\$ 44,099
Forestry-FT												
	10030220	61010	100	2300	GD-08	EQUIPMENT OPERATOR II	1.00	\$ 57,308	1.00	\$ 58,607	1.00	\$ 59,261
	10030220	61010	100	2560	GD-11	URBAN FORESTER	1.00	\$ 60,198	1.00	\$ 62,811	1.00	\$ 63,513
	10030220	61010	100	2570	GD-06	FORESTRY TECHNICIAN	1.00	\$ 53,310	1.00	\$ 55,062	1.00	\$ 55,674
						Total	3.00	\$ 170,816	3.00	\$ 176,480	3.00	\$ 178,448
Forestry-Seasonal												
	10030220	61030	100	1479	NA-26	TRUCK DRIVER	1.00	\$ 31,457	1.00	\$ 32,162	1.00	\$ 32,498
						Total	1.00	\$ 31,457	1.00	\$ 32,162	1.00	\$ 32,498
Technology Park Maintenance-FT												
	10030520	61010	100	2205	GD-06	MAINTENANCE WORKER	0.25	\$ 13,461	0.25	\$ 13,765	0.25	\$ 13,919
	10030520	61010	100	3534	GD-11	NATURAL AREAS & SUSTAINABLE SPEC	0.30	\$ 17,722	0.30	\$ 18,125	0.30	\$ 18,497
						Total	0.55	\$ 31,183	0.55	\$ 31,890	0.55	\$ 32,416
Technology Park Maintenance-Seasonal												
	10030520	61030	100	890	NA-01	LABORER I	0.10	\$ 2,303	0.10	\$ 2,356	0.10	\$ 2,382
						Total	0.10	\$ 2,303	0.10	\$ 2,356	0.10	\$ 2,382
Industrial Center West Maintenance-FT												
	10030530	61010	100	3534	GD-06	NATURAL AREAS & SUSTAINABLE SPEC	0.21	\$ 12,406	0.21	\$ 12,688	0.21	\$ 12,948
	10030530	61010	100	2205	GD-06	MAINTENANCE WORKER	0.47	\$ 25,845	0.47	\$ 26,429	0.47	\$ 26,365
						Total	0.68	\$ 38,251	0.68	\$ 39,117	0.68	\$ 39,313
Industrial Center West Maintenance-Seasonal												
	10030530	61030	100	890	NA-01	LABORER I	0.15	\$ 3,454	0.15	\$ 3,534	0.15	\$ 3,573
						Total	0.15	\$ 3,454	0.15	\$ 3,534	0.15	\$ 3,573
Veteran's Memorial-Seasonal												
	10030540	61030	100	890	NA-01	LABORER I	0.00	\$ —	0.05	\$ 1,178	0.58	\$ 13,818
						Total	0.00	\$ —	0.05	\$ 1,178	0.58	\$ 13,818
Stormwater Maintenance-FT												
	62030440	61010	620	3534	GD-06	NATURAL AREAS & SUSTAINABLE SPEC STORM	0.40	\$ 23,630	0.40	\$ 24,167	0.40	\$ 24,662
						Total	0.40	\$ 23,630	0.40	\$ 24,167	0.40	\$ 24,662

CITY OF DUBUQUE, IOWA  
ACTIVITY PERSONNEL COMPLEMENT SUMMARY

ACCT	FD	JC	WP-GR	POSITION CLASS	FY 2019		FY 2020		FY 2021		
					FTE	BUDGET	FTE	BUDGET	FTE	BUDGET	
Stormwater Maintenance- Seasonal											
62030440	61030	620		NA-01	LABORER II STORM	1.02	\$ 23,486	1.02	\$ 24,031	1.02	\$ 24,301
62030440	61030	620	890	NA-01	LABORER I STORM	0.11	\$ 2,533	0.11	\$ 2,591	0.11	\$ 2,621
Total						1.13	\$ 26,019	1.13	\$ 26,622	1.13	\$ 26,922
TOTAL PARK DIVISION						36.68	\$1,590,165	36.48	\$1,705,385	37.01	\$ 1,743,405

**Capital Improvement Projects by Department/Division**

PARK DIVISION					
CIP Number	Capital Improvement Project Title	FY 18 Actual Expense	FY 19 Actual Expense	FY 20 Adopted Budget	FY 21 Recomm'd Budget
1001560	VALENTINE PARK IMPROVE	—	—	—	—
1001882	HAM HOUSE MUSEUM	—	—	—	—
1001959	FOUR MOUNDS ARCHEOLOGICAL	—	—	—	—
1001982	FOUR MOUNDS ECOLOGICAL	—	—	—	—
1002273	CHAVENELLE TRAIL	32,791	—	—	—
1002637	ITC GRANT TREE/PARK DEVEL	—	—	—	—
1002643	EPP ENVIRONMENTAL	2,689	91,074	—	—
1002781	CHAPLAIN SCHMITT VETS MEM	—	7,287	—	—
1021151	COMISKEY REPAIR SIDING	—	—	—	—
1021212	HAM HOUSE IMPROVEMENTS	—	—	—	—
1021450	MURPHY PLAY EQUIPMENT	—	—	62,125	—
1021453	EPP CONCRETE IMPROVEMENTS	—	—	—	—
1021458	STREET TREE PROGRAM	—	—	2,500	—
1021677	EAGLE POINT PARK STONE	—	12,266	—	—
1021766	FLORA PARK-ROOF BRK PAVIL	11,296	2,086	—	—
1022288	EAGLE VALLEY PARK DEV	—	—	—	180,447
1022292	COMISKEY PLAYGROUND REPLC	—	—	—	—
1022368	ALL PRKS - RPL SCRTY LTS	12,507	5,019	10,000	5,000
1022372	COMISKEY PK BLD - SC ALRM	—	—	—	—
1022460	EPP CLEAR TREES BLUFF	—	—	—	—
1022509	EPP BRIDGE COMPLEX	—	—	120,000	—
1022707	LIGHTING REPLACEMENTS	8,000	—	—	—
1022708	RESTROOM ELECTRIC LOCKS	—	—	—	—
1022826	HAM HOUSE EXTERIOR/LANDSC	—	—	—	43,200
1022827	EPP REPLACE WATER LINES	—	—	—	51,218
1022829	VETERANS PARK DISC GOLF	—	—	—	40,000
1022830	TREE REMOVAL AND REPLC	—	—	—	275,000
2601574	AVON PARK IMPROVEMENTS	—	—	—	94,069
2602288	EAGLE VALLEY PARK DEV	—	—	30,530	—
2602825	RE-IMAGINE COMISKEY PARK	—	—	—	87,700
3252568	DICW CIP REPLACEMENT	—	—	—	—
3501055	PARKS RETAINING WALLS	244	—	—	—
3501129	NORTHEND TRAIL LIGHTING	—	—	—	—
3501158	RENOVATE PARK WATER SYSTE	3,720	93,912	—	—
3501212	HAM HOUSE - PAINT	66,985	—	—	—
3501419	RADIO COMMUNICATION REPLA	110,432	—	—	—
3501438	RENOVATE PARK SIDEWALKS	—	5,250	—	—
3501450	MURPHY PLAY EQUIPMENT	—	—	—	94,375
3501458	STREET TREE PROGRAM	—	7,852	21,551	4,600
3501468	SLATTERY CENTER REN ENTR	—	—	—	—
3501544	COMISKEY PRK - NEW ENTRY	—	—	—	—
3501557	FLORA-PAVE TENNIS COURTS	—	—	—	—
3501578	COMISKEY PK AMENITY REPL	—	—	—	—
3501582	WESTBROOK PARK DEVELOPMEN	—	—	—	214,000
3501588	PLAN HWY 20 ROSES	17,514	11,145	—	—
3501605	WASHINGTON PARK RENOVATIO	1,398	32,344	—	—
3501767	FLORA PK-REST ROOM	2,331	25,734	—	—
3501774	REPLACE PARK SIGNS	7,100	—	—	—
3502105	SECURITY CAMERAS	—	—	17,239	—
3502290	FLORA RESURF TENNIS CT	4,098	112,064	—	—
3502358	EPP PAINT PAVILIONS	775	—	—	—
3502377	FLORA PLAYGROUND REPLC	—	—	—	—
3502459	EPP RETAINING WALL	—	—	—	75,000
3502461	SKATE PARK	41,959	692,033	—	—
3502508	EPP RIVERFRONT PAVILION	—	—	—	—
3502509	EPP BRIDGE COMPLEX	4,488	55,040	—	—
3502572	MADISON PARK	4,912	—	—	—
3502708	ELECTRIC RESTROOM LOCKS	—	—	—	—
3502737	DOG PARK	—	—	—	—
3601105	COMISKEY LANDSCPE	0	0	0	0
3601742	TOWN CLOCK IMPROVEMENTS	0	0	33,000	67,000
3602374	MCALLEECE SIDEWALKS	0	0	0	0
3602375	CREEK WOOD PARK	19,671	203,747	0	0

3602645	RELANDSCAPE SEIPPEL/CHAVE	548	0	0	0
3602738	ENGLISH RIDGE PARK	0	0	0	0
3602739	COMISKEY SIDEWALK LIGHT	0	0	0	0
3602782	JACKSON PARK RESTROOMS	0	0	250,000	0
3602828	JACKSON PARK AMENITIES	0	0	0	250,000
7202301	EAGLE PT PARK - STORM SW	0	0	0	0
<b>PARK DIVISION</b>	<b>TOTAL</b>	<b>353,458</b>	<b>1,356,853</b>	<b>546,945</b>	<b>1,481,609</b>

PROGRAM /DEPT	PROJECT DESCRIPTION	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	TOTAL	PAGE
<b>LEISURE SERVICES</b>								
<b>PARK DIVISION</b>								
<b>Culture and Recreation</b>								
<b>Park Development</b>								
	Eagle Valley Park	\$ 180,447	\$ —	\$ —	\$ —	\$ —	\$ 180,447	12
	Westbrook Park Phase II	\$ 214,000	\$ —	\$ —	\$ —	\$ —	\$ 214,000	13
	North Fork Trail	\$ —	\$ —	\$ —	\$ 214,000	\$ —	\$ 214,000	14
	Pebble Cove Park	\$ —	\$ —	\$ —	\$ 214,000	\$ —	\$ 214,000	15
	Usha Park	\$ —	\$ —	\$ 115,000	\$ —	\$ —	\$ 115,000	16
<b>Allison Henderson Park</b>								
	Allison Henderson Stormwater Project	\$ —	\$ —	\$ —	\$ —	\$ 25,000	\$ 25,000	17
<b>Avon Park</b>								
	Replace Play Unit	\$ 94,069	\$ —	\$ —	\$ —	\$ —	\$ 94,069	18
<b>Comiskey Park</b>								
	Re-Imagine Comiskey Park	\$ 87,700	\$ —	\$ —	\$ —	\$ —	\$ 87,700	19
<b>Eagle Point Park</b>								
	Repair Retaining Wall	\$ 75,000	\$ —	\$ —	\$ —	\$ —	\$ 75,000	20
	Concrete Improvements	\$ —	\$ 60,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 150,000	21
	Stone Work	\$ —	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 200,000	22
	Renovate Log Cabin Pavilion	\$ —	\$ 71,000	\$ 40,000	\$ —	\$ —	\$ 111,000	23
	Street Light Replacement	\$ —	\$ 20,000	\$ 20,000	\$ —	\$ —	\$ 40,000	24
	Riverfront Pavilion Restoration	\$ —	\$ 5,000	\$ —	\$ —	\$ 89,000	\$ 94,000	25
	Replace Water Lines	\$ 51,218	\$ 48,782	\$ 160,000	\$ 50,000	\$ —	\$ 310,000	26
	Replace Roof on Terrace Room	\$ —	\$ —	\$ —	\$ 24,000	\$ —	\$ 24,000	27
	Replace Roof on Eagles View Pavilion	\$ —	\$ —	\$ —	\$ —	\$ 45,000	\$ 45,000	28
	Renovate Shiras Memorial Pavilion	\$ —	\$ —	\$ —	\$ —	\$ 55,000	\$ 55,000	29
	Rest Room Renovation	\$ —	\$ —	\$ —	\$ —	\$ 40,000	\$ 40,000	30
	Building & Structures Assessment	\$ —	\$ —	\$ —	\$ —	\$ 5,000	\$ 5,000	31
<b>Flora Park</b>								
	Pave Wilbright, Pool, Tennis Court, and Slattery Center Parking Lots	\$ —	\$ —	\$ 25,000	\$ —	\$ 36,000	\$ 61,000	32
	Replace Lights on Tennis Courts	\$ —	\$ —	\$ —	\$ —	\$ 102,000	\$ 102,000	33
<b>Gay Park</b>								
	Replace Play Unit	\$ —	\$ —	\$ —	\$ 90,000	\$ —	\$ 90,000	34
<b>Ham House</b>								
	Replace Roof	\$ —	\$ —	\$ 75,000	\$ —	\$ —	\$ 75,000	35
	Ham House Exterior and Landscape Improvements	\$ 43,200	\$ 47,634	\$ —	\$ —	\$ —	\$ 90,834	36
<b>Jackson Park</b>								
	Amenities Improvement	\$ 250,000	\$ 60,000	\$ —	\$ —	\$ —	\$ 310,000	37
<b>Madison Park</b>								
	Replace Play Unit	\$ —	\$ —	\$ 82,500	\$ —	\$ —	\$ 82,500	38
<b>Miller Riverview Park</b>								
	Quick Connects for Pedestals	\$ —	\$ —	\$ —	\$ —	\$ 40,000	\$ 40,000	39
<b>Murphy Park</b>								
	Replace Play Unit	\$ 94,375	\$ —	\$ —	\$ —	\$ —	\$ 94,375	40
	Replace Water Lines	\$ —	\$ 10,000	\$ 100,000	\$ 50,000	\$ —	\$ 160,000	41



PROGRAM /DEPT	PROJECT DESCRIPTION	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	TOTAL	PAGE
<b>LEISURE SERVICES</b>								
<b>PARK DIVISION</b>								
	Replace Roof on Rest Room Building by the Tennis Courts	\$ —	\$ —	\$ —	\$ 15,000	\$ —	\$ 15,000	42
	<b>Storybook Zoo</b>							
	Playground Replacement	\$ —	\$ —	\$ 110,000	\$ —	\$ —	\$ 110,000	43
	<b>Town Clock Plaza</b>							
	Plaza Rehabilitation	\$ 67,000	\$ —	\$ —	\$ —	\$ —	\$ 67,000	44
	<b>Veterans Memorial Park</b>							
	Disc Golf Course Renovation	\$ 40,000	\$ —	\$ —	\$ —	\$ —	\$ 40,000	45
	<b>General Park Maintenance</b>							
	All Parks - Replace Security Lights	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 25,000	46
	All Parks - Renovate Water Systems	\$ —	\$ 7,000	\$ 20,000	\$ 25,000	\$ 25,000	\$ 77,000	47
	Ash Tree Removal and Tree Replacement	\$ 275,000	\$ 275,000	\$ 275,000	\$ 375,000	\$ 425,000	\$ 1,625,000	48
	Street Tree Program	\$ 4,600	\$ 30,115	\$ 33,500	\$ 30,112	\$ 50,000	\$ 148,327	50
	Retaining Walls	\$ —	\$ 5,000	\$ 10,000	\$ 5,000	\$ 25,000	\$ 45,000	50
	Highway 20 - Irrigation	\$ —	\$ —	\$ —	\$ 25,000	\$ —	\$ 25,000	51
	Highway 20 - Replace Roses	\$ —	\$ —	\$ —	\$ —	\$ 100,000	\$ 100,000	52
	Resurface Tennis Courts	\$ —	\$ —	\$ —	\$ —	\$ 40,000	\$ 40,000	53
	Industrial Center Native Plantings	\$ —	\$ —	\$ —	\$ —	\$ 20,000	\$ 20,000	54
	Washington Community Gateway	\$ —	\$ —	\$ —	\$ —	\$ 15,000	\$ 15,000	55
	Forestry Building - Replace Roof	\$ —	\$ —	\$ —	\$ —	\$ 40,000	\$ 40,000	56
	Parks - Paint Light Poles	\$ —	\$ —	\$ —	\$ —	\$ 15,000	\$ 15,000	57
	Maintenance Headquarters Wash Bay	\$ —	\$ —	\$ —	\$ —	\$ 20,000	\$ 20,000	58
	Paint Railings	\$ —	\$ —	\$ —	\$ —	\$ 20,000	\$ 20,000	59
	<b>TOTAL</b>	<b>\$ 1,481,609</b>	<b>\$ 694,531</b>	<b>\$ 1,151,000</b>	<b>\$ 1,202,112</b>	<b>\$ 1,317,000</b>	<b>\$ 5,846,252</b>	

# **Recreation**

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## RECREATION DIVISION

<b>Budget Highlights</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Budget</b>	<b>FY 2021 Requested</b>	<b>% Change From FY 2020 Budget</b>
<u>Expenses</u>				
Employee Expense	1,685,212	1,827,872	1,919,669	5.0%
Supplies and Services	1,046,117	1,178,894	1,206,967	2.4%
Machinery and Equipment	56,157	52,650	77,650	47.5%
Debt Service	17,270	16,881	16,484	-2.4%
Total Expenses	2,804,756	3,076,297	3,220,770	4.7%
<u>Resources</u>				
Operating Revenue	1,507,619	1,760,691	1,730,695	-1.7%
CDBG Funds	112,814	149,296	131,499	-11.9%
Sales Tax 20% for Debt Abatement	17,270	16,881	16,484	-2.4%
Total Resources	1,637,703	1,926,868	1,878,678	-2.5%
Property Tax Support	1,167,053	1,149,429	1,342,092	192,663
Percent Increase (Decrease)				16.8%
Percent Self Supporting	58.4%	62.6%	58.3%	
<b>Personnel - Authorized FTE</b>	<b>46.86</b>	<b>48.00</b>	<b>48.00</b>	

## AMERICORPS

<b>Budget Highlights</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Budget</b>	<b>FY 2021 Requested</b>	<b>% Change From FY 2020 Budget</b>
<u>Expenses</u>				
Employee Expense	314,637	385,622	400,542	3.9%
Supplies and Services	22,968	13,542	34,730	156.5%
Total Expenses	337,605	399,164	435,272	9.0%
<u>Resources</u>				
AmeriCorps Grant	230,408	239,713	278,788	16.3%
Private Participant	196,080	135,360	201,231	48.7%
Total Resources	426,488	375,073	480,019	28.0%
Property Tax Support	(88,883)	24,091	(44,747)	(68,838)
Percent Increase (Decrease)				-285.7%
Percent Self Supporting	126.3%	94.0%	110.3%	
<b>Personnel - Authorized FTE</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	

## Improvement Package Summary

### 1 of 9

This improvement request is for the creation of a full-time Teen Coordinator for the Leisure Services Department. Staff reviews programs on an annual basis to provide the best possible, high quality equitable programs and services. Within the proposed FY21 employee expense estimates, staff could re-allocate 41% of seasonal staff (NA-45C) time to reduce the cost to create a full-time position and increase the effectiveness of our teen programming. A crucial part to the increased success of these teen programs is the staff that coordinate them. This is crucial to establish a consistent face and representation of the Department with the teens. The goal is to reduce turnover in these positions on an annual basis so that the teens can develop a relationship with our staff which in turn will increase retention within the programs and strengthen our engagement efforts. There are a couple concerns with a position as crucial as this only being part-time. One is that the position itself may not prove attractive to the type of qualified and dedicated staff person needed to be effective due to its part-time nature which may also create high turnover. Second, with a limited amount of hours annually, the type of engagement and personal connection with the teens would be limited as much of the time would need to be used to develop and organize these programs. From working with MFC staff to develop this position, staff feels that the most effective and consistent solution to providing in-depth relationships and program expansion, these efforts would benefit from a full-time coordinator. This supervisor would be "housed" in the Recreation Division as part of the Recreation team and would work closely with MFC, AmeriCorps and Recreation staff as well as community partners such as the Dream Center, Four Mounds, etc. to effectively program for and engage the teen community. This request supports the City Council goals of Diverse Arts, Culture, Parks, and Recreation Experiences and Activities, Partnership for a Better Dubuque and Vibrant Community.

Related Cost:	\$ 85,314	Tax Funds	Recurring	<b>Recommend - No</b>
Related Cost Savings:	\$ (15,577)	Tax Funds	Recurring	
Related Cost:	\$ 2,425	Tax Funds	Non-Recurring	
Net Cost:	<u>\$ 72,162</u>			
Property Tax Impact:	\$ 0.0284	0.27%		
Activity: Recreation Administration				

### 2 of 9

This improvement package request is for the addition of an Arts & Culture Supervisor position for the Recreation Division. The improvement package request relates directly to the funding request for arts and cultural programming (improvement request 5 of 11 in this outline) and is requested to be funded in tandem with that request. Over the past year, the Leisure Services and Economic Development Departments worked together to review and assess how the City can create partnerships and help accomplish the Arts and Culture Master Plan and Community Enactment Strategy. The Economic Development Department hired a full-time Arts & Cultural Affairs Coordinator in FY 2020 with a main focus for on economic growth around arts and culture. To compliment these efforts, a second Arts and Culture position is proposed to be housed within the Leisure Services Department to focus on programming, events, and partnership development to expand arts and culture to youth in the community. Potential opportunities and goals for this position may include providing innovative and low-cost/free arts and cultural performances and programming to inspire the community; enlivening parks and public spaces through smaller arts and cultural performances and events; facilitating social connections, human development and lifelong learning through art; harnessing the power of partnerships through both community-designed projects and collaborations with regional and statewide entities; promoting civic responsibility for the arts system as the City does so with the parks; providing a diverse range of recreation and cultural arts programs that meet the leisure needs of Dubuque residents, while promoting knowledge, personal growth, health and more; and enhancing the connection between

arts and culture. In addition this position also supports three of the Leisure Services Department's Equity Plan Goals which include: increasing access to culturally and linguistically responsive services for communities of color and refugee and immigrant communities; strengthening outreach and public engagement for communities of color and refugee and immigrant communities; and providing equitable access to City services to all residents. This request supports the City Council goal of Diverse Arts, Culture, Parks, and Recreation Experiences and Activities, the Arts and Culture Master Plan, as well as the Leisure Services Equity Plan.

Related Cost:	\$ 81,615	Tax Funds	Recurring	<b>Recommend - No</b>
Related Cost:	\$ 2,425	Tax Funds	Non-Recurring	
Total Cost:	<u>\$ 84,040</u>			
Property Tax Impact:	\$ 0.0331	0.32%		

Activity: Recreation Administration, Recreation Classes

### 3 of 9

This improvement request is for programming funding for the requested Arts & Culture Program Coordinator (improvement request 4 of 11 in this outline) and is directly related to that improvement package request and recommended to be funded in tandem with that request. The amount requested includes \$20,000 for contractual programming instructors, \$10,000 for pay to other partner agencies for programming production, and \$5,000 for program materials and supplies. It is also estimated this improvement package would generate approximately \$12,500 in additional revenue annually based on the assumption that 50% of contractual programs are offered at no cost and 50% of contractual programs would charge participation fees. This programming is intended to provide innovative and low-cost/free arts and cultural performances; provide a diverse range of recreation and cultural arts programs that meet the leisure time needs of Dubuque residents, while promoting knowledge, personal growth, health and more; and enhance the connection between arts and culture through partnerships. In addition, this programming would support three of the Leisure Services Department's Equity Plan Goals, which include: increase access to culturally and linguistically responsive services for communities of color and refugee and immigrant communities; strengthen outreach and public engagement for communities of color and refugee and immigrant communities; and provide equitable access to City services to all residents. This request supports the City Council goal of Diverse Arts, Culture, Parks, and Recreation Experiences and Activities, the Arts and Culture Master Plan, as well as the Leisure Services Equity Plan.

Related Cost:	\$ 35,000	Tax Funds	Recurring	<b>Recommend - Yes</b>
Related Revenue:	\$ 12,500	Program Fees	Recurring	
Total Cost:	<u>\$ 22,500</u>			
Property Tax Impact:	\$ 0.0089	0.09%		

Activity: Recreation Administration, Recreation Classes

### 4 of 9

This improvement request is for funding for department leadership to visit other leading cities throughout the country who are actively advancing equity in their park & recreation departments. Through National Conferences such as GARE and NRPA (National Recreation and Park Association), staff have met and/or heard from other organizations throughout the country providing impactful and innovative practices to solve complex equity issues. In contrast, and through observations/communications with local departments, there are few Iowa Park and Recreation Departments doing similar work. The ability to meet with other cities throughout the country and/or Midwest will allow for intentional conversation around these best practices in an effort to better understand how Dubuque can implement more impactful equitable change. For example, some of the leading cities are: Grand Rapids, MI; Raleigh, NC; Portland, OR; Madison, WI; St Paul, MN; Philadelphia, PA; and Arlington, TX. This request supports

City Council goal Partnership for a Better Dubuque: Building Our Community that is Viable, Livable and Equitable.

Related Cost: \$ 3,000 Tax Funds Recurring  
Property Tax Impact: \$ 0.0012 0.01%  
Activity: Recreation Administration

**Recommend - No**

#### **5 of 9**

This improvement request is for the addition of 50 annual household scholarships. Over the last three years, 150 qualifying low-income households annually have taken advantage of this CDBG-funded scholarship program. These \$125 scholarships create opportunities for low-income families to participate in any of the Recreation Division's 400+ programs and services. These opportunities have directly resulted in an annual increase in programming participation throughout the years. This increase in participation not only exposes these participants to programs and services that they might normally not benefit from, but it also equitably expands the participation demographic, demonstrating an increase in interaction amongst the entire community. This request supports the City Council goal of Diverse Arts, Culture, Parks, and Recreation Experiences and Activities.

Related Cost: \$ 6,250 Tax Funds Recurring  
Property Tax Impact: \$ 0.0025 0.02%  
Activity: Recreation Administration

**Recommend - Yes**

#### **6 of 9**

This improvement request is for engineering consulting services related to evaluation of permanent methods and costs of supports for mechanical room equipment in the Mystique Community Ice Center. It also shall provide for research of options to develop conceptual cost estimates and comparisons for permanent solutions related to settling in specific areas of the ice arena. This request supports City Council goal Partnership for a Better Dubuque: Building Our Community that is Viable, Livable and Equitable by providing data and information and researching the best alternatives and estimated costs related to the Mystique Ice Arena owned by the City and leased to Dubuque Community Ice and Recreation Inc.

Related Revenue \$ 18,000 Tax Funds Non-Recurring  
Property Tax Impact: \$ 0.0071 0.07%  
Activity: Recreation Administration

**Recommend - No**

#### **7 of 9**

The improvement level decision package request is for a vehicle to be used by the Recreation Division and Multicultural Family Center (MFC) to transport the Rec & Roll trailer as well as materials and supplies to programs and services. When the Rec & Roll trailer program began in 2017, it was present at 19 events and programs throughout the community. By the 2019 season, it became part of over 55 community events and programs and has proved to be a positive benefit for community and partner engagement. Testimonials from the community have expressed the positive impact of the trailer on attracting participants and encouraging conversation. Currently, the trailer has been delivered and returned throughout Dubuque by the Park Division Manager and, when available, the Park Patrol since they are the only Leisure Services staff available after hours with truck access. Due to the trailer's demand, this has added over 200 hours to their everyday responsibilities. With a Recreation Division vehicle able to haul the trailer, it would divert those hours away from Park staff and allow for Recreation staff to provide that service. In addition, having a larger vehicle will also provide available transportation for staff to deliver seasonal brochures and program supplies. This vehicle can also provide for transportation for other City business such as conferences, classes, and other trainings which is now all being done with private vehicles. The MFC also has a need for a vehicle for similar reasons. With the

increase in community programming and events, MFC staff are constantly transporting supplies (especially on the weekends).

The vehicle would be a ¾ ton truck with a lift gate and tow package. Based on the current price estimates for Park Division truck replacements, this vehicle would cost approximately \$35,000. This truck would also be wrapped with a similar design to the Rec & Roll Trailer which will serve as an additional marketing tool to create awareness of the Leisure Services Department and the trailer. This decision package directly relates to the City Council Goals: Partnership for a Better Dubuque; Diverse Arts, Culture, Parks, and Recreation Experiences and Activities; High-Performance City Organization (effective service delivery).

Related Expense:	\$ 36,700	Tax Funds	Non-Recurring	<b>Recommend - No</b>
Property Tax Impact:	\$ 0.0144	0.14%		
Activity:	Recreation Classes			

#### 8 of 9

This Improvement Level request provides for funding to staff and transportation for up to 700 children in 2<sup>nd</sup> grade for all 13 elementary schools for free learn-to-swim lessons. These staffing levels are based off of a 5:1 student to instructor ratio for a 4-session program per school.

Too often each summer, saves/rescues are made by the lifeguards at both Sutton and Flora pools. The vast majority of these interactions are with youth who do not possess the critical skills and/or knowledge to effectively and safely participate in open aquatic activities. Many of these youth are entering the pool facility for the first time with little to no supervision from the parent or caregiver. Learning to swim is a life skill. Interaction with water and the fun/joy that one observes when others are participating makes the activity enticing. In a community on the river, where intentional or unintentional contact with water is a possibility, having these basic skills could be lifesaving.

Offering a free Learn to Swim by 3<sup>rd</sup> Grade program in a partnership with the Dubuque Community School District could provide this basic knowledge and skills. The result for the patron is a more enjoyable and safe interaction with aquatics activity. For the City's pool system, this introduction could result in less save interactions with the swimmers and more time for the patrons to swim (as during most saves, activity in the pool is stopped). This request supports the City Council goals of Diverse Arts, Culture, Parks, and Recreation Experiences and Activities and Partnership for a Better Dubuque: Building our Community that is Viable, Livable and Equitable.

Related Expense:	\$ 18,517	Tax Funds	Recurring	<b>Recommend - No</b>
Property Tax Impact:	\$ 0.0073	0.07%		
Activity:	Swimming			

#### 9 of 9

This improvement request is for an increase in operating revenue for the Bunker Hill Golf Course through increases in the following fees; \$1 increase for 18-hole daily rounds, \$2 increase for PGA rounds, and a \$10 increase on all annual passes. The sum of these fee increases would equate to \$11,695 in additional revenue based on the FY 2021 usage estimates. In addition, this request also includes a \$1 increase on daily 1/2 cart rentals. This would generate \$6,900 based on FY 2021 usage estimates. This request supports the City Council goal of Financially Responsible, High-Performance City Organization.

Related Revenue:	\$ 18,595	Golf Fees	Recurring	<b>Recommend - Yes</b>
Property Tax Impact:	\$ (0.0073)	(0.07)%		
Activity:	Golf Maintenance			



## **Significant Line Items**

### **Employee Expense**

1. FY 2021 employee expense reflects a 1.5% wage package increase.
2. The Iowa Public Employee Retirement System (IPERS) City contribution of 9.44% is unchanged from FY 2020. The employee contribution of 6.29% is unchanged from FY 2020.
3. The City portion of health insurance expense increased from \$921 in FY 2020 to \$1,013 in FY 2021 per month per contract which results in an annual cost increase of \$3,116 or 11.26%.
4. Workers Compensation increased from \$32,551 in FY 2020 to \$32,823 in FY 2021. The Iowa Workers Compensation law changed effective July 1, 2017. This law change reduced the amount of liability employers incur for certain work-related injuries. FY 2019 actual was \$36,315.

### **Supplies & Services**

5. Sales Tax collected on goods and services decreased from \$49,163 in FY 2020 to \$41,998 in FY 2021. FY 2019 actual was \$43,818. This line item is off-set by the revenue for sales tax collected.
6. Electrical Utility Expense increased from \$73,249 in FY 2020 to \$87,693 in FY 2021 based on FY 2019 actual of \$84,220 plus 4%.
7. Natural Gas Utility Expense decreased from \$31,712 in FY 2020 to \$27,901 in FY 2021 based on FY 2019 actual of \$27,936.
8. Property Maintenance decreased from \$44,151 in FY 2020 to \$38,100 in FY 2021. FY 2019 actual was \$32,187. This line item traditionally represents payments towards swimming pool maintenance, golf course grounds maintenance, Marina Maintenance and Allison Henderson/Comiskey Park maintenance.
9. Off Road Vehicle Fuel increased from \$73,220 in FY 2020 to \$75,000 in FY 2021 and Diesel Fuel decreased from \$25,782 in FY 2020 to \$18,750 in FY 2021 due to the industry's decrease in diesel-reliant vessels. This expenditure represents fuel sold to boaters at the Port of Dubuque Marina and is offset by \$125,000 in revenue from the sale of fuel.
10. Turf Chemicals unchanged from \$30,031 in FY 2020 to \$30,031 in FY 2021. FY 2019 actual was \$28,977.
11. Food Products increased from \$42,126 in FY 2020 to \$48,145 in FY 2021 based on current year's sales. FY 2019 actual was \$49,138. This budget is offset by the revenue from sales of this product.
12. Beer Products decreased from \$54,566 in FY 2020 to \$53,168 in FY 2021 based on current year's sales. FY 2019 actual was \$51,248. This budget is offset by the revenue from sales of this product.
13. Beverage and Ice decreased from \$24,303 in FY 2020 to \$20,561 in FY 2021 based on current year's sales. FY 2019 actual was \$19,630. This budget is offset by the revenue from sales of this product.
14. Credit Card Charges increased from \$21,937 in FY 2020 to \$23,023 in FY 2021 based on FY 2019 actual of \$24,714.

15. Program Equipment and Supplies increased from \$74,213 in FY 2020 to \$84,276 in FY 2021. This line item includes the Third Grade Level Reading Program for \$26,000 and the remainder of the budget is for concession supplies, bases, basketballs, volleyballs, nets, first-aid supplies, trophies, community engagement Rec & Roll events, and other playground equipment.
16. Pro Shop Merchandise decreased from \$52,153 in FY 2020 to \$43,000 in FY 2021 based on current demand for special order through the golf course. FY 2019 actual was \$30,488. This budget is offset by the revenue from Pro Shop Sales, golf fee revenue, event revenue and certificates.
17. Game Officiating Services unchanged from \$36,670 in FY 2020 to \$36,670 in FY 2021. FY 2019 actual was \$31,151.
18. Machinery and Equipment Rental increased from \$41,511 in FY 2020 to \$42,351 in FY 2021 based on FY 2019 actual. This line item is for the lease payments on sixty golf carts, tournament golf carts, beverage carts and cart maintenance, and portable restroom rentals.
19. Pay to Other Agency increased from \$147,605 in FY 2020 to \$152,783 in FY 2021. The decrease is based on larger contractual partners whom which Recreation Classes are no longer offered through. This line item represents the Four Mounds Day Camp (\$44,450), ice rental (\$10,000), Americorps 3rd Grade Reading (\$20,000), Americorps Playground Programs (\$32,986), Hills and Dales Senior Center (\$18,200), Iowa State University Extension programs (\$2,000), Northeast Iowa School of Music (\$3,000), Recreation Classes (Creative Adventure Labs Partnership, Montessori Cooperative classes, Dubuque County Extension Contracted Classes) (\$20,000), therapeutic and after school programs facility payments for off site programs (\$1,624), and after school sports programs at Prescott and Lincoln (\$523).
20. Instructors increased from \$71,348 in FY 2020 to \$92,162 in FY 2021. FY 2019 actual was \$66,905. This line item represents after school sports coaches, sports camps, LEAP program, dance instructors, and other recreational class/program instructors.
21. Machinery and Equipment Maintenance increased from \$20,005 in FY 2020 to \$20,704 FY 2021. This line item represents marina machinery and equipment maintenance, fire suppression replacements, golf course equipment maintenance and repairs, swimming pool equipment maintenance, concession stand equipment replacements, and scoreboard maintenance.
22. Promotion decreased from \$21,216 in FY 2020 to \$19,216 in FY 2021. This line item represents print and digital marketing for recreational programs, events, and classes, brochures and mailings, and radio and print advertisements.

### **Machinery & Equipment**

23. Equipment replacement items include (\$77,650):

<u>Recreation Administration</u>	
Vacuum	\$ 350
<u>Golf Maintenance</u>	
Trailer	\$ —
Greens Mower	\$ 52,000
Table Saw	\$ 500
Trimmers	\$ 500

Truckster	\$ 9,000
Aerator	\$ 9,500
<u>Swimming</u>	
Flora/Sutton Security Cameras	\$ 2,800
<u>Adult Athletics</u>	
Miscellaneous Equipment	\$ 1,500
Line Strip Equipment	\$ 1,500
<b>Total Equipment</b>	<b><u>\$ 77,650</u></b>

### Debt Service

24. FY 2021 Annual debt service is as follows (\$16,484):

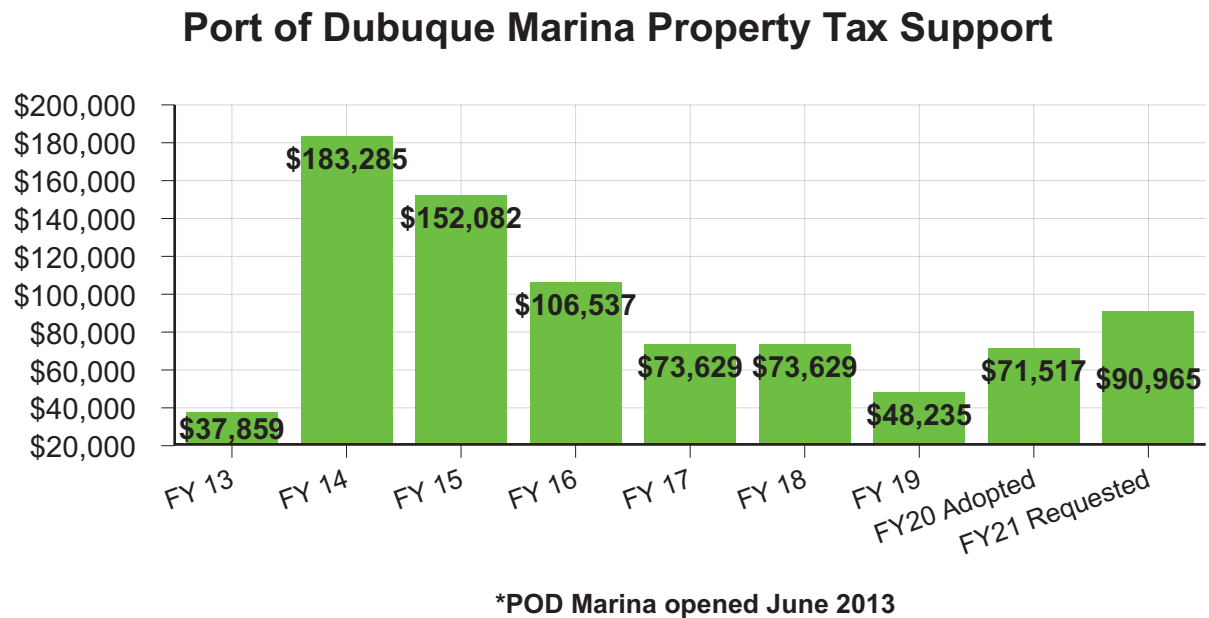
Amount	Debt Series	Payment Source	Purpose	Final Payment Year	Call Date
\$ 1,484	2012D G.O.	Sales Tax 20%	Recreation Improvements	2027	2019
\$ 1,269	2012E G.O.	Sales Tax 20%	Recreation Improvements	2022	2019
\$ 13,731	2014B G.O.	Sales Tax 20%	Recreation Improvements	2034	2021
<u>\$ 16,484</u>	Total Recreation Annual Debt Service				

## Revenue

25. Total revenue for Golf Operations and Maintenance increased from \$917,492 in FY 2020 to \$934,492 in FY 2021.
- a. Golf Cart Rentals increased from \$217,510 in FY 2020 to \$227,850 in FY 2021 based on FY 2021 cart rental estimates of: 10 18-Hole carts at \$30 each; 6,900 18-Hole Half Carts at \$15 each; 55 9-Hole Carts at \$20 each; 7,200 9-Hole Half Carts at \$10 each; 130 punch cards at \$230 each; 21 season passes at \$650 each, and 100 pull carts at \$5 each. FY 2019 Actual was \$207,340.
  - b. Golf Beer Sales increased from \$127,556 in FY 2020 to \$130,501 in FY 2021 based on FY 2019 actual of \$130,501.
  - c. Pro Shop Sales increased from \$64,543 in FY 2020 to \$68,795 in FY 2021 based on FY 2019 Actual of \$68,795.
  - d. Golf Fees increased from \$349,491 in FY 2020 to \$353,685 in FY 2021 based on the number of rounds played and passes sold during FY 2019. FY 2019 Actual was \$329,003.
  - e. Golf event revenue increased from \$39,142 in FY 2020 to \$40,689 in FY 2021 based on FY 2019 actual.
26. Swimming revenue decreased from \$359,215 in FY 2020 to \$333,326 in FY 2021.
- a. Swimming Annual Passes decreased from \$92,055 in FY 2020 to \$74,118 in FY 2021 based on prior two years of participant numbers. FY 2019 actual was \$66,483.
  - b. Flora Daily Fees decreased from \$85,666 in FY 2020 to \$82,050 in FY 2021 based on prior two years of participant numbers. FY 2019 actual was \$76,962.
  - c. Sutton Daily Fees decreased from \$31,170 in FY 2020 to \$28,214 in FY 2021 based on prior two years of participant numbers. FY 2019 actual was \$27,949.
  - d. Pool Concessions decreased from \$51,000 in FY 2020 to \$50,000 in FY 2021 based on estimated gross sales of \$36,000 at Flora Pool and \$15,000 at Sutton Pool. FY 2019 actual was \$41,605.
  - e. Swim Lesson Registrations decreased from \$80,294 in FY 2020 to \$72,589 in FY 2021 based on registrations for water exercise decreasing from 50 registrations in FY 2020 to 25 registrations in FY 2021 (-\$625), aquatots registrations decreasing by 54 (-\$1,350), and preschool registrations decreasing by 163 (-\$4,075). FY 2019 actual was \$65,906
27. Adult Athletics revenue decreased from \$100,508 in FY 2020 to \$96,142 in FY 2021.
- a. Softball Entry Fees decreased from \$52,208 in FY 2020 to \$49,208 in FY 2021 based on 8 less teams in softball leagues budgeted. FY 2019 actual was \$48,765.
  - b. Basketball Entry Fees decreased from \$30,600 in FY 2020 to \$26,400 in FY 2021 based on 6 less teams in adult basketball league budgeted.
  - c. Adult Winter Volleyball Leagues increased from \$4,000 in FY 2020 to \$6,630 in FY 2021 based on 14 additional teams budgeted in adult winter volleyball league.
28. Youth Sports revenue decreased from \$41,929 in FY 2020 to \$30,135 in FY 2021.
- a. After School Sports decreased from \$30,630 in FY 2020 to \$17,500 in FY 2021 based on an 116 fewer participants budgeted in track & field and 36 fewer participants budgeted in basketball. FY 2019 actual was \$24,433.
29. Port of Dubuque Marina revenue decreased from \$208,278 in FY 2020 to \$181,026 in FY 2021 .

- a. Marina Fuel Sales is decreased from \$130,000 in FY 2020 to \$125,000 in FY 2021. This line item is based on the expense budget of fuel plus a 25% mark-up. FY 2019 actual was \$74,136 and FY 2018 was \$125,037.
- b. Marina Dock Fees is decreased from \$47,390 in FY 2020 \$31,250 in FY 2021. This line item is based on the current year's sales as well as the current interest in seasonal slip rentals. FY 2019 actual was \$18,522 and FY 2018 was \$25,070.
- c. Marina Beverage and Ice Sales is decreased from \$7,500 in FY 2020 to \$5,775 in FY 2021. This line item is based on the current year's sales and on average a 65% mark-up on the cost of the product. FY 2019 actual was \$5,881 and FY 2018 was \$6,621.

30. The following chart shows the history of property tax support for the Port of Dubuque Marina:



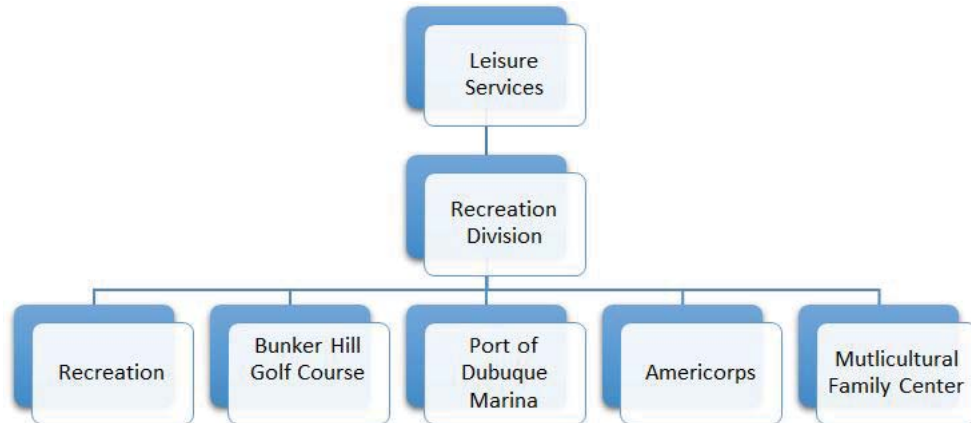
### Miscellaneous

31. The FY 2021 percent self-supporting for the various Recreation Activities compared to FY 2020 percent self-supporting is as follows:

Activity	FY 2021	FY 2020
Adult Athletics	69.7%	74.9%
McAleece Concessions	135.0%	125.9%
Youth Programs	11.8%	12.1%
Therapeutic Recreation	29.3%	53.1%
Recreation Classes	64.0%	83.7%
Swimming	60.9%	62.6%
Golf	104.3%	101.5%
Port of Dubuque Marina	66.6%	74.4%

# LEISURE SERVICES RECREATION DIVISION

The Recreation Division encourages community participation by providing equitable, progressive, accessible, and affordable opportunities through our parks, facilities, and recreation programming.



**Vision:** Creating OPPORTUNITIES to enhance and improve the QUALITY OF LIFE for the residents of Dubuque.

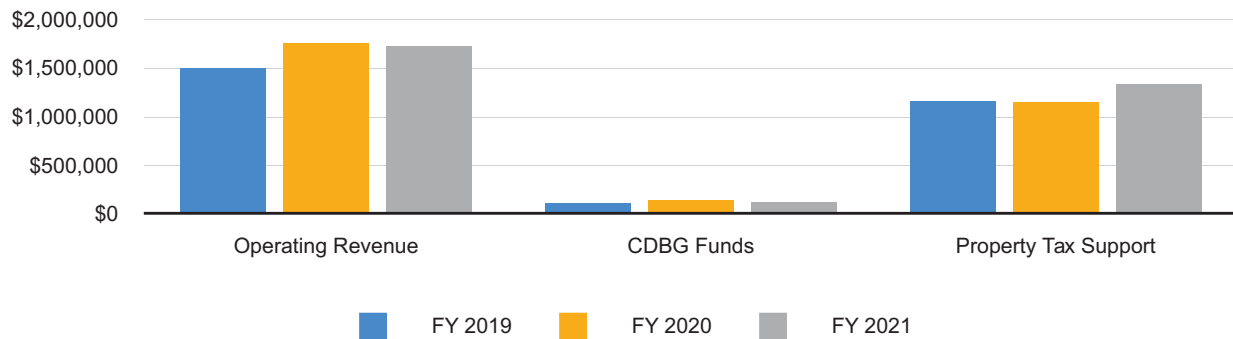
## SUCCESS IS ABOUT PLANNING, PARTNERSHIPS AND PEOPLE LEADING TO OUTCOMES



# LEISURE SERVICES RECREATION DIVISION

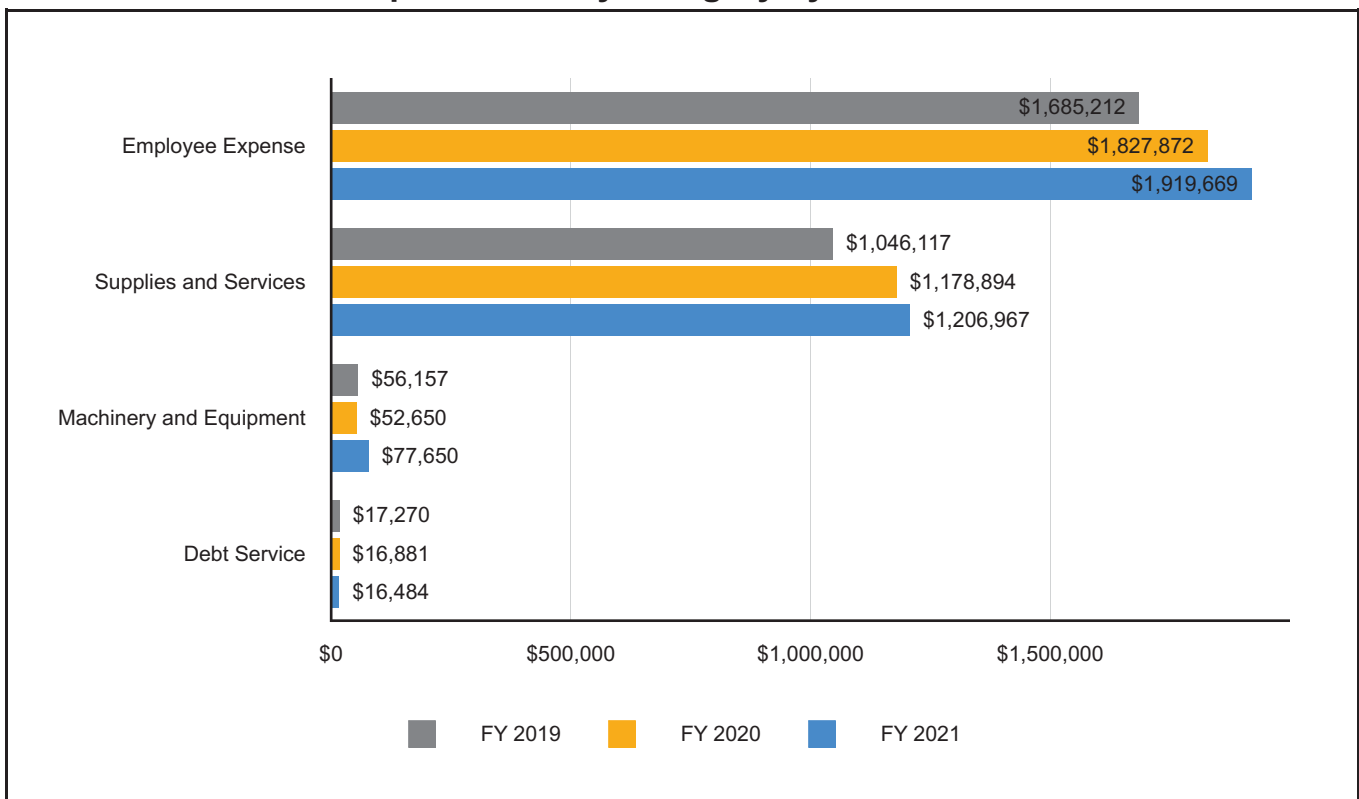
	FY 2019	FY 2020	FY 2021
Full-Time Equivalent	46.86	48	48.00

## Resources and Property Tax Support



The Recreation Division is supported by 48.00 full-time equivalent employees, which accounts for 59.60% of the department expense as seen below. Overall, the department's expenses are expected to increase by 4.70% in FY 2021 compared to FY 2020.

## Expenditures by Category by Fiscal Year





# RECREATION DIVISION

## Recreation Programming

### Mission & Services

The Recreation Division develops a variety of recreational activities and job opportunities to provide the citizens of Dubuque equitable, safe, wholesome, healthy and enjoyable use of leisure time. Recreation programs include early childhood enrichment programs for children ages 18 months to 6 years old, youth and adult programs such as swim, karate, dance, athletics and music, as well as Therapeutic and Neighborhood recreation programs.

Recreation Programming Funding Summary			
	FY 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$1,730,514	\$1,857,703	\$2,018,378
Resources	\$555,500	\$639,596	\$619,947

Recreation Programming Position Summary	
	FY 2021
Lead Secretary	0.60
Facilities Supervisor	0.33
Secretary - FT	1.00
Recreation Program Supervisor	2.00
Aquatic/Therapy Supervisor	1.00
Leisure Services Manager	0.33
Recreation Division Manager	1.00
Clerical Assistant	0.22
Recreation Leader	6.11
Recreation Leader - CDBG	0.00
Recreation Field Supv	2.83
Recreation Field Supv. - CDBG	0.61
Recreation Leader Jr.	0.92
Playground Coordinator	0.20
Assist. Playground Coordinator	0.10
After School Sports Coordinator	0.41
Pre-School Instructor	0.12
Pre-School Instructor - CDBG	0.72
Swimming Pool Manager	1.35
Head Lifeguard	0.44
Lifeguard	8.63
Pool Cashier	1.01
Concession Worker - Pools	1.04
Concession Worker- McAleece	0.19
Concession Manager	0.40
Snack Bar Manager	0.20
Laborer - Youth Sports	0.09
Laborer - Swimming	0.48
Laborer - Adult Athletics	0.75
<b>Total FT Equivalent Employees</b>	<b>33.08</b>





# LEISURE SERVICES RECREATION DIVISION


## Recreation Programming

### Performance Measures






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

	Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
1	<b>Activity Objective: Improve quality of life for residents by expanding and enhancing organized recreation activities.</b>					
	# of program opportunities offered through registration system	N/A	763	801	810	N/A
	# average total of participation per program offered annually	+.25	9.78	9.12	9.4	
	% of annual programs offered running (i.e. not canceled)	+1%	76%	77%	78%	
	# of Rec & Roll trailer deployments	N/A	16	51	55	N/A

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

2	<b>Activity Objective: Develop, increase, and retain partnerships in order to provide quality and affordable program opportunities for residents.</b>					
	# of partnerships resulting in a program	40+	32	40	41	

#### City Council Goal: Robust Local Economy

3	<b>Activity Objective: Develop and provide quality entry-level job opportunities for youth and adults in the community.</b>					
	\$ in salary costs for seasonal employees only (not including IPERS or SS)	N/A	\$609,401	\$607,933	\$706,375	N/A
4	<b>Activity Objective: Provide accessible, affordable, educational, and positive programming for those who many not have the financial resources to participate.</b>					
	# of free programs provided to those who qualified as low-income	60	43	35	30	
	% of total Recreation program low-income registrants who were served by free programs	70%	85%	75%	70%	
	# available scholarships for recreational programming	200	150	150	150	
	% of awarded scholarship credits that were redeemed for recreational programs	100%	88%	76%	90%	
	% of total swim passes issued that were purchased by low-income residents	50%	48%	44%	N/A	

# LEISURE SERVICES RECREATION DIVISION

## Bunker Hill Golf Course

### Mission & Services





Bunker Hill Golf Course located in the rolling hills of Central Dubuque is a fun and challenging 18 - hole golf course. Visitors will be greeted daily by a warm and friendly staff ensuring high customer service levels along with many programs and offerings available for enjoyment. Bunker Hill Golf Course functions as an Enterprise Fund utilizing user fees to support operational costs and capital improvements. Income includes regular green fees, cart rentals, season passes, league fees, and concession sales.

Bunker Hill Golf Course Funding Summary			
	FY 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$874,987	903,718	895,717
Resources	\$842,492	917,492	934,492

Bunker Hill Golf Course Position Summary	
	FY 2021
Golf Course Supervisor	1.00
Golf Professional	0.94
Assistant Golf Professional	1.36
Pro Shop Attendant	0.80
Concession Worker	0.84
Golf Course Technician - FT	1.00
Golf Course Technician - PT	0.72
Laborer	2.20
Concession Manager	0.84
<b>Total FT Equivalent Employees</b>	<b>9.70</b>

### Performance Measures

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

Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
<b>1 Activity Objective: Expand upon golf lesson programs offered to grow the game of golf and promote hospitality through quality customer service practices.</b>					
# of Youth participating in free golf lessons	+5%	1%	17%	43%	
Youth Camp Participation	+5%	4%	28%	63%	
Participation by Women	+5%	2%	13%	18%	
Couples League	+5%	15%	25%	12%	

# LEISURE SERVICES RECREATION DIVISION Port of Dubuque Marina

## Mission & Services


The Port of Dubuque Marina is a 78-slip transient marina drawing visitors to Dubuque from as far North as Minneapolis, Minnesota, as far South as Fort Lauderdale, Florida and many places in-between. The marina operates as a hotel on water, providing visiting boats with dock space, electricity, clean showers, laundry, guest Wi-Fi and concierge service from staff. From the marina, visitors are within walking distance of dining, lodging, a casino, shopping, entertainment, the National Mississippi River Museum & Aquarium and Dubuque's Mississippi Riverwalk. The marina amenities building operates as the guest check-in desk for visiting boaters, as well as a convenience store along the river.

Port of Dubuque Marina Funding Summary			
	FY 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$163,731	\$279,795	\$271,991
Resources	\$115,496	\$208,278	\$181,026

Port of Dubuque Marina Position Summary	
	FY 2021
Facilities Supervisor - Dock	0.33
Facilities Supervisor - C-Store	0.34
Marina Cashier/Clerk	0.83
Dock Worker	0.58
<b>Total FT Equivalent Employees</b>	<b>2.08</b>


## Performance Measures

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

Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	2020 Estimate	Performance Indicator
<b>1 Activity Objective: Become a more visible and high-traffic docking location.</b>					
increase # of docking customers	600	492	367	450	

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

#### **2 Activity Objective: Increase overall sales at the convenience store and additional revenue opportunities through programs and partnerships.**

decrease % of property-tax support	20%	29%	29%	26%	
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# LEISURE SERVICES RECREATION DIVISION

## AmeriCorps

### Mission & Services




AmeriCorps is a national service program which awards communities federal funding to implement an AmeriCorps program in their community designed to meet a community's critical need. The AmeriCorps Partners in Learning Program in Dubuque focuses on the community's education needs and is sponsored by the City of Dubuque. The program's largest grant is focused around Dubuque's Campaign for Grade-Level Reading. The program also has focused efforts in the areas of teen programming, mentorship and workforce and life skill development.

AmeriCorps Funding Summary			
	FY 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$337,605	\$399,164	\$435,272
Resources	\$426,488	\$375,073	\$480,019


AmeriCorps Position Summary	
	FY 2021
AmeriCorps Program Director	1.00
<b>Total FT Equivalent Employees</b>	<b>1.00</b>

### Performance Measures

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

	Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
<b>1</b>	<b>Activity Objective: Ensure all students read at grade-level by third grade through reading tutoring for K - 3rd grade students.</b>					
	# of students supported through AmeriCorps Campaign for Grade-Level Reading Program	600	476	463	500	
	% of students participating in the AmeriCorps Campaign for Grade-Level Reading who improved reading scores	90%	97.1%	97%	80%	
<b>2</b>	<b>Activity Objective: Provide Dubuque Teens with safe, caring, adult role models so youth want to attend school, after-school programs, and summer programs.</b>					
	% of participating teens who successfully graduated from the MFC's Summer Teen Empowerment Program	90%	87.5%	86.8%	90%	

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

<b>3</b>	<b>Activity Objective: Keep youth engaged in stimulating, educational activities and surrounded by positive role models during the summer months.</b>					
	# of youth served by AmeriCorps summer learning opportunities and events	500	1,000	1,582	1,500	

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## Recommended Operating Revenue Budget - Department Total

### 34 - RECREATION DIVISION

Fund	Account	Account Title	FY18 Actual Revenue	FY19 Actual Revenue	FY20 Adopted Budget	FY21 Recomm'd Budget
100	43243	CAMPING FEES	25,070	18,522	47,390	31,250
100	43249	RENT,SLATTERY CENTER	13,479	13,739	13,275	13,987
100	43250	GOLF CART RENTALS	211,110	207,340	217,510	227,850
43	USE OF MONEY AND PROPERTY - Total		249,659	239,601	278,175	273,087
100	51190	CUSTOMER CREDITS	396	58	0	0
100	51516	DIESEL FUEL SALES	25,389	11,572	24,700	25,000
100	51536	FUEL SALES MARINA	99,648	62,565	105,300	100,000
100	51927	LOTTERY SALES	1,138	3	1,138	0
100	51930	SWIMMING-FLORA POOL	82,707	76,962	85,666	82,050
100	51931	SWIMMING-HEMP POOL	584	336	0	0
100	51932	SWIMMING-SUTTON POOL	30,902	27,949	31,170	28,214
100	51933	SWIMMING ANNUAL PASSES	84,949	66,483	92,055	74,118
100	51934	SWIM LESSON	68,811	65,906	80,294	72,589
100	51935	SWIMMING POOL RENTAL	14,463	15,638	19,030	20,580
100	51936	SWIM POOL CONCESSIONS	46,622	41,605	51,000	50,000
100	51937	GOLF FEES	332,642	330,952	351,496	356,172
100	51938	GIFT CERTIFICATES-GOLF	(43,360)	(41,601)	0	0
100	51939	TENNIS FEES	5,429	6,047	5,289	6,635
100	51940	TENNIS COURT	0	34	0	34
100	51942	SOFTBALL ENTRY FEES	51,994	48,765	52,208	49,208
100	51943	FIELD RENTAL FEES	9,745	6,690	7,500	7,500
100	51944	BASKETBALL ENTRY FEES	30,930	25,700	30,600	26,400
100	51945	VOLLEYBALL ENTRY FEES	8,835	10,200	10,000	12,800
100	51946	AFTER SCHOOL SPORTS	25,442	24,433	30,630	17,500
100	51949	ART FEES	55,243	54,278	50,962	63,462
100	51950	VARIOUS PROGRAM FEES	7,646	6,682	14,477	11,942
260	51950	VARIOUS PROGRAM FEES	4,675	5,869	4,675	4,770
100	51951	CHILDRENS ATHLETIC FEES	5,148	5,519	3,650	4,200
100	51953	MEETING ROOM FEES	1,645	2,034	3,450	2,055
100	51954	PLAYGROUND REG FEES	2,397	2,280	2,560	2,000
100	51955	OTHER RENTS/CONCESSIONS	92	346	120	346
100	51959	BEER	165,680	166,971	170,189	168,701
100	51960	FOOD	47,060	45,014	48,075	47,301
100	51962	LIQUOR	26,049	28,346	26,049	28,346
100	51963	CATERING	5,087	3,100	5,087	3,100
100	51965	EVENTS REVENUE	39,142	40,689	39,142	40,689
100	51966	PRO SHOP SALES	69,057	72,880	69,543	73,295
100	51967	BEVERAGES/ICE	41,084	35,613	42,722	36,492
100	51968	CIGARETTE SALES	1,277	1,271	1,100	1,040
100	51989	GIFT CARD-GOLF	9,819	12,306	9,819	12,306
51	CHARGES FOR SERVICES	- Total	1,358,366	1,263,494	1,469,696	1,428,845
100	53102	PRIVATE PARTICIPANT	8,300	6,600	8,100	7,300
100	53204	IOWA FUEL TAX REFUND	915	558	915	558
100	53530	SPECIALIZED SERVICES	348	96	340	300
100	53605	MISCELLANEOUS REVENUE	34,822	922	1,140	21,375
260	53605	MISCELLANEOUS REVENUE	(46)	0	0	0
100	53615	DAMAGE CLAIMS	2,695	(49)	0	0
100	53620	REIMBURSEMENTS-GENERAL	2,336	2,267	0	0
53	MISCELLANEOUS	- Total	49,370	10,393	10,495	29,533
100	54106	EQUIPMENT SALES	5,750	0	7,000	4,000
54	OTHER FINANCING SOURCES	- Total	5,750	0	7,000	4,000
400	59350	FR SALES TAX	17,665	17,270	16,881	16,484
59	TRANSFER IN AND INTERNAL - Total		17,665	17,270	16,881	16,484
RECREATION DIVISION - Total			1,680,810	1,530,758	1,782,247	1,751,949

## Recommended Operating Expenditure Budget - Department Total

### 34 - RECREATION DIVISION

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
100	61010	FULL-TIME EMPLOYEES	573,907	550,856	626,513	660,068
100	61020	PART-TIME EMPLOYEES	108,079	114,431	96,695	126,950
100	61030	SEASONAL EMPLOYEES	575,282	574,080	675,701	694,123
260	61030	SEASONAL EMPLOYEES	34,119	33,853	44,475	44,968
100	61050	OVERTIME PAY	4,881	3,914	3,800	3,800
100	61071	HOLIDAY PAY-OVERTIME	0	103	0	0
100	61091	SICK LEAVE PAYOFF	4,817	959	0	0
100	61092	VACATION PAYOFF	4,521	2,185	0	0
100	61310	IPERS	76,437	77,909	91,291	96,321
260	61310	IPERS	2,484	2,702	2,643	2,672
100	61320	SOCIAL SECURITY	95,332	93,348	107,308	111,755
260	61320	SOCIAL SECURITY	2,610	2,590	3,403	3,440
100	61410	HEALTH INSURANCE	173,787	170,719	129,274	126,158
100	61415	WORKMENS' COMPENSATION	39,680	34,645	31,139	31,563
260	61415	WORKMENS' COMPENSATION	1,936	1,670	1,412	1,260
100	61416	LIFE INSURANCE	477	441	570	549
100	61417	UNEMPLOYMENT INSURANCE	8,504	19,392	12,000	13,947
100	61640	SAFETY EQUIPMENT	407	205	500	500
100	61660	EMPLOYEE PHYSICALS	1,828	1,210	1,148	1,595
<b>61 - WAGES AND BENEFITS</b>			<b>1,709,088</b>	<b>1,685,212</b>	<b>1,827,872</b>	<b>1,919,669</b>
100	62010	OFFICE SUPPLIES	5,502	6,460	4,495	5,431
260	62010	OFFICE SUPPLIES	194	100	194	194
100	62011	UNIFORM PURCHASES	5,372	5,342	7,850	6,310
100	62030	POSTAGE AND SHIPPING	11,719	5,610	7,898	6,615
260	62030	POSTAGE AND SHIPPING	998	0	1,028	1,028
100	62050	OFFICE EQUIPMENT MAINT	0	123	200	125
100	62061	DP EQUIP. MAINT CONTRACTS	6,248	7,006	6,448	7,733
100	62062	JANITORIAL SUPPLIES	11,594	10,437	11,619	10,665
260	62062	JANITORIAL SUPPLIES	334	292	334	334
100	62090	PRINTING & BINDING	10,767	10,307	11,606	11,422
260	62090	PRINTING & BINDING	0	0	195	195
100	62110	COPYING/REPRODUCTION	1,826	2,250	1,986	2,155
100	62130	LEGAL NOTICES & ADS	1,344	1,167	0	500
100	62140	PROMOTION	16,028	18,233	21,216	19,216
100	62170	SUBSCRIPTIONS-BOOKS-MAPS	127	419	555	428
100	62190	DUES & MEMBERSHIPS	2,092	2,892	2,759	2,673
100	62204	REFUNDS	1,367	1,885	0	0
100	62205	DRAM SHOP INSURANCE	7,685	9,014	8,071	9,465
100	62206	PROPERTY INSURANCE	12,661	7,564	11,251	7,942
100	62208	GENERAL LIABILITY INSURAN	16,587	15,071	15,901	15,824
260	62208	GENERAL LIABILITY INSURAN	354	391	415	411
100	62210	SALES TAX	47,611	43,818	49,163	41,998
100	62211	PROPERTY TAX	2,006	1,902	1,997	1,978
100	62310	TRAVEL-CONFERENCES	5,765	5,554	4,152	6,975

## Recommended Operating Expenditure Budget - Department Total

### 34 - RECREATION DIVISION

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
100	62320	TRAVEL-CITY BUSINESS	324	385	1,558	1,113
100	62340	MILEAGE/LOCAL TRANSP	4,426	5,788	6,122	6,563
260	62340	MILEAGE/LOCAL TRANSP	2,070	0	0	0
100	62360	EDUCATION & TRAINING	6,405	8,533	8,849	7,871
100	62411	UTILITY EXP-ELECTRICITY	73,248	84,220	73,249	87,693
100	62412	UTILITY EXP-GAS	31,712	27,936	31,712	27,901
100	62418	UTILITY EXP-REFUSE	1,518	1,642	1,574	1,634
100	62421	TELEPHONE	7,438	8,002	7,443	7,918
100	62431	PROPERTY MAINTENANCE	35,508	32,187	44,151	38,100
100	62433	CUSTODIAL SERVICES	7,927	8,332	7,838	9,307
260	62433	CUSTODIAL SERVICES	2,646	2,088	2,646	2,646
100	62436	RENTAL OF SPACE	240	220	240	220
100	62511	FUEL, MOTOR VEHICLE	14,683	14,739	14,683	14,468
100	62512	FUEL, OFF ROAD VEHICLE	73,220	49,404	73,220	75,000
100	62513	FUEL, DIESEL	25,782	50	25,782	18,750
100	62601	LOTTERY TICKETS	(2,268)	0	1,911	0
100	62602	CIGARETTES	849	784	1,000	800
100	62611	MACH/EQUIP MAINTENANCE	17,457	34,702	20,005	20,704
100	62614	EQUIP MAINT CONTRACT	3,114	2,935	3,298	3,151
100	62624	GOLF SPECIALTY SUPPLIES	16,658	14,882	18,068	15,105
100	62627	CAMERA MAINTENANCE	546	672	573	897
100	62633	CHLORINE	10,153	15,434	10,458	12,216
100	62634	POOL CHEMICALS	11,666	11,809	12,016	12,163
100	62635	TURF CHEMICALS	28,333	28,977	30,031	30,031
100	62642	FOOD PRODUCTS	43,725	49,138	42,126	48,145
100	62643	BEER PRODUCTS	54,115	51,248	54,566	53,168
100	62644	LIQUOR PRODUCTS	5,184	6,550	5,184	5,750
100	62649	BEVERAGE/ICE	19,334	19,630	24,303	20,561
100	62663	SOFTWARE LICENSE EXP	13,254	12,645	10,041	13,730
100	62664	LICENSE/PERMIT FEES	4,267	4,569	5,222	5,769
100	62666	CREDIT CARD CHARGE	21,937	24,714	21,937	23,023
100	62667	DATA SERVICES	2,259	1,713	3,434	1,972
100	62668	PROGRAM EQUIP/SUPPLIES	35,066	40,446	54,443	64,506
260	62668	PROGRAM EQUIP/SUPPLIES	17,593	14,976	19,770	19,770
100	62670	PRO SHOP MERCHANDISE	56,631	30,488	52,153	43,000
100	62671	MISC. OPERATING SUPPLIES	0	53	0	0
100	62678	EDUCATIONAL MATERIALS	27	2,459	1,400	2,434
100	62683	FIELD OPERATIONS SUPPLIES	1,021	954	1,482	1,526
100	62699	CASH SHORT AND OVER	(45)	(301)	0	0
100	62710	CONTRACTOR SERVICES	0	5,454	0	0
100	62716	CONSULTANT SERVICES	480	2,505	5,000	5,000
100	62717	CRIMINAL BACKGROUND CHECK	5,472	5,033	5,800	5,800
100	62731	MISCELLANEOUS SERVICES	0	0	0	6,250



## Recommended Operating Expenditure Budget - Department Total

### 34 - RECREATION DIVISION

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
260	62731	MISCELLANEOUS SERVICES	0	0	3,000	3,000
100	62732	TEMP HELPCONTRACT SERV.	0	0	1,935	1,935
100	62735	GAME OFFICIATING SERVICES	34,192	29,351	34,870	34,870
260	62735	GAME OFFICIATING SERVICES	1,800	1,800	1,800	1,800
100	62736	CATERING SERVICES	3,580	4,959	3,580	3,170
100	62747	MACH/EQUIPMENT RENTAL	41,511	43,016	41,511	42,351
100	62751	INSTRUCTORS	74,274	66,905	71,348	92,162
100	62761	PAY TO OTHER AGENCY	71,831	65,542	79,624	103,002
260	62761	PAY TO OTHER AGENCY	67,652	52,352	67,981	49,781
100	62767	ENVIRON. TESTING/MON.	320	360	500	500
100	62785	GIFT CARDS	124	0	124	124
<b>62 - SUPPLIES AND SERVICES</b>			<b>1,117,439</b>	<b>1,046,117</b>	<b>1,178,894</b>	<b>1,206,967</b>
100	63311	ADMIN. OVERHEAD	85,043	85,043	85,043	85,043
100	63312	LESS ADMIN. RECHARGES	(85,043)	(85,043)	(85,043)	(85,043)
<b>63 - ADMIN/OVERHEAD/STORES GAR</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
100	71211	DESKS/CHAIRS	1,351	0	0	0
100	71212	SIDE CHAIRS	840	0	0	0
100	71213	TABLES	387	0	0	0
100	71410	SHOP EQUIPMENT	191	0	600	500
100	71522	TRUCKSTER	17,980	0	0	9,000
100	71550	MISCELLANEOUS EQUIPMENT	0	0	0	1,850
100	71611	MOWING EQUIPMENT	17,076	14,000	26,000	52,000
100	71613	TRIMMERS	0	0	0	500
100	71615	LEAF BLOWER	3,750	0	0	0
100	71617	AERATOR	0	0	9,500	9,500
100	71619	OTHER MAINT. EQUIPMENT	1,646	32,868	13,000	1,500
100	72113	OTHER SAFETY EQUIPMENT	0	0	1,000	0
100	72310	CONCESSION EQUIPMENT	3,196	6,070	0	0
100	72417	CAMERA RELATED EQUIPMENT	0	1,438	0	2,800
100	72418	TELEPHONE RELATED	353	0	550	0
100	72712	DECK CHAIRS	0	1,781	2,000	0
<b>71 - EQUIPMENT</b>			<b>46,771</b>	<b>56,157</b>	<b>52,650</b>	<b>77,650</b>
400	74111	PRINCIPAL PAYMENT	14,215	14,240	14,265	14,291
400	74112	INTEREST PAYMENT	3,450	3,030	2,616	2,193
<b>74 - DEBT SERVICE</b>			<b>17,665</b>	<b>17,270</b>	<b>16,881</b>	<b>16,484</b>
<b>34 - RECREATION DIVISION TOTAL</b>			<b>2,890,963</b>	<b>2,804,756</b>	<b>3,076,297</b>	<b>3,220,770</b>

## Recommended Expenditure Budget Report by Activity & Funding Source

### 34 - RECREATION DIVISION

#### POD CSTORE OPERATION - 30550

FUNDING SOURCE: GENERAL

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	3,157	—	—	0
SUPPLIES AND SERVICES	60,611	69,539	73,998	68,016
WAGES AND BENEFITS	43,721	25,256	50,537	52,137
<b>POD CSTORE OPERATION</b>	<b>107,489</b>	<b>94,796</b>	<b>124,535</b>	<b>120,153</b>
<b>POD DOCK MAINTENANCE - 30560</b>				

FUNDING SOURCE: GENERAL

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	109,925	50,666	112,327	108,565
WAGES AND BENEFITS	34,453	18,270	42,933	43,273
<b>POD DOCK MAINTENANCE</b>	<b>144,379</b>	<b>68,936</b>	<b>155,260</b>	<b>151,838</b>
<b>RECREATION ADMIN. - 34100</b>				

FUNDING SOURCE: GENERAL

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
ADMIN/OVERHEAD/STORES	(85,043)	(85,043)	(85,043)	(85,043)
EQUIPMENT	1,704	—	550	350
SUPPLIES AND SERVICES	129,952	133,387	142,785	153,114
WAGES AND BENEFITS	607,694	593,744	595,659	674,763
<b>RECREATION ADMIN.</b>	<b>654,307</b>	<b>642,088</b>	<b>653,951</b>	<b>743,184</b>
<b>GOLF OPERATIONS - 34200</b>				

FUNDING SOURCE: GENERAL

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	—	7,508	—	0
SUPPLIES AND SERVICES	223,746	203,656	225,117	211,999
WAGES AND BENEFITS	196,043	189,754	207,802	187,094
<b>GOLF OPERATIONS</b>	<b>419,789</b>	<b>400,919</b>	<b>432,919</b>	<b>399,093</b>
<b>GOLF MAINTENANCE - 34250</b>				

FUNDING SOURCE: GENERAL

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
ADMIN/OVERHEAD/STORES	30,759	30,759	30,759	30,759
EQUIPMENT	40,643	46,868	49,100	71,500
SUPPLIES AND SERVICES	98,063	92,770	98,830	95,037
WAGES AND BENEFITS	278,699	303,672	292,110	299,328
<b>GOLF MAINTENANCE</b>	<b>448,165</b>	<b>474,069</b>	<b>470,799</b>	<b>496,624</b>
<b>SWIMMING - 34300</b>				

FUNDING SOURCE: GENERAL

## Recommended Expenditure Budget Report by Activity & Funding Source

### 34 - RECREATION DIVISION

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
ADMIN/OVERHEAD/STORES	29,155	29,155	29,155	29,155
EQUIPMENT	—	1,781	3,000	2,800
SUPPLIES AND SERVICES	162,392	198,696	174,560	182,192
WAGES AND BENEFITS	298,592	281,826	325,921	333,534
<b>SWIMMING</b>	<b>490,139</b>	<b>511,459</b>	<b>532,636</b>	<b>547,681</b>
<b>ADULT ATHLETICS</b>		<b>- 34400</b>		

#### FUNDING SOURCE: GENERAL

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
ADMIN/OVERHEAD/STORES	25,129	25,129	25,129	25,129
EQUIPMENT	—	—	—	3,000
SUPPLIES AND SERVICES	65,563	61,109	68,607	68,926
WAGES AND BENEFITS	33,507	40,643	40,416	40,869
<b>ADULT ATHLETICS</b>	<b>124,198</b>	<b>126,881</b>	<b>134,152</b>	<b>137,924</b>
<b>MCALEECE CONCESSIONS</b>		<b>- 34410</b>		

#### FUNDING SOURCE: GENERAL

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	40	—	—	0
SUPPLIES AND SERVICES	27,275	24,521	27,726	25,141
WAGES AND BENEFITS	12,642	8,957	11,553	11,497
<b>MCALEECE CONCESSIONS</b>	<b>39,957</b>	<b>33,478</b>	<b>39,279</b>	<b>36,638</b>
<b>YOUTH SPORTS/AFTER SCHOOL-</b>				

#### YOUTH SPORTS/AFTER SCHOOL- 34420

#### FUNDING SOURCE: GENERAL

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	59,060	70,094	69,132	71,876
WAGES AND BENEFITS	99,886	137,323	179,342	182,439
<b>YOUTH SPORTS/AFTER SCHOOL</b>	<b>158,946</b>	<b>207,417</b>	<b>248,474</b>	<b>254,315</b>
<b>THERAPEUTIC/SENIOR PROG</b>				

#### THERAPEUTIC/SENIOR PROG - 34430

#### FUNDING SOURCE: GENERAL

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	8,951	6,821	7,471	15,089
WAGES AND BENEFITS	56,705	35,706	17,420	30,016
<b>THERAPEUTIC/SENIOR PROG</b>	<b>65,656</b>	<b>42,527</b>	<b>24,891</b>	<b>45,105</b>
<b>RECREATION CLASSES</b>		<b>- 34460</b>		

#### FUNDING SOURCE: GENERAL

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	1,227	—	—	0
SUPPLIES AND SERVICES	78,262	62,806	80,978	109,653
WAGES AND BENEFITS	5,996	9,246	12,246	12,379

## Recommended Expenditure Budget Report by Activity & Funding Source

### 34 - RECREATION DIVISION

RECREATION CLASSES	85,486	72,052	93,224	122,032
CD TARGET AREA PROG. - 34500				

#### FUNDING SOURCE: COMMUNITY DEVELOPMENT

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	75,440	53,799	79,163	79,159
WAGES AND BENEFITS	41,149	40,815	51,933	52,340
CD TARGET AREA PROG.	116,589	94,614	131,096	131,499
DEBT SERVICE		- 34700		

#### FUNDING SOURCE: DEBT SERVICE

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
DEBT SERVICE	17,665	17,270	16,881	16,484
DEBT SERVICE	17,665	17,270	16,881	16,484
SENIOR CENTER		- 79180		

#### FUNDING SOURCE: COMMUNITY DEVELOPMENT

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	18,200	18,200	18,200	18,200
SENIOR CENTER \$	18,200.00	\$ 18,200.00	\$ 18,200.00	18,200
PCARD CLEARING		- 99999		

#### FUNDING SOURCE: GENERAL

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	—	53	—	0
PCARD CLEARING REC DIV	—	53	—	0
RECREATION DIVISION TOTAL	\$2,890,963	\$2,804,756	\$3,076,297	\$3,220,770

## Recommended Expenditure Budget Report by Activity & Funding Source

### 31 - AMERICORPS

**AMERICORP 13/14 - 34910**

**FUNDING SOURCE: GENERAL**

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	106	—	—
WAGES AND BENEFITS	13,869	—	—
<b>AMERICO SUMMER PROG 17/18</b>	<b>13,975</b>	<b>—</b>	<b>—</b>
<b>AMERICORP NONGRANT - 34911</b>			

**FUNDING SOURCE: GENERAL**

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	—	—	350
SUPPLIES AND SERVICES	—	575	330
WAGES AND BENEFITS	2,378	5,030	5,276
<b>AMERICORP NONGRANT</b>	<b>2,378</b>	<b>5,605</b>	<b>5,956</b>
<b>AMERICORP SUPP 12/13 - 34912</b>			

**FUNDING SOURCE: GENERAL**

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	—	—	—
SUPPLIES AND SERVICES	8,118	—	—
WAGES AND BENEFITS	59,908	—	—
<b>AMERICORP REGULAR 17/18</b>	<b>68,025</b>	<b>—</b>	<b>—</b>
<b>AMERICORP AARA - 34914</b>			

**FUNDING SOURCE: GENERAL**

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	12,463	12,553	19,532
WAGES AND BENEFITS	197,368	352,204	311,198
<b>AMERICORP REGULAR 18/19</b>	<b>209,832</b>	<b>364,757</b>	<b>330,730</b>
<b>AMERICORP SUPP 10/11 - 34916</b>			

**FUNDING SOURCE: GENERAL**

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	1,297	—	—
WAGES AND BENEFITS	24,971	—	—
<b>AMERICORP PLANNING 18/19</b>	<b>26,268</b>	<b>—</b>	<b>—</b>
<b>AMERICORP 3 - 34917</b>			

**FUNDING SOURCE: GENERAL**

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	—	—	1,840
SUPPLIES AND SERVICES	984	414	14,868

## Recommended Expenditure Budget Report by Activity & Funding Source

### 31 - AMERICORPS

WAGES AND BENEFITS	16,143	28,388	84,068
AMERICORP SUMMER 18/19	17,126	28,802	100,776
AMERICORP 11/12	- 34918		

#### FUNDING SOURCE: GENERAL

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	—	—	—
WAGES AND BENEFITS	\$ —	\$ —	\$ —
AMERICORP 11/12	—	—	—
AMERICORPS TOTAL	\$ 337,604.94	\$ 399,164.00	\$ 437,462.00

CITY OF DUBUQUE, IOWA  
DEPARTMENT DETAIL - PERSONNEL COMPLEMENT

34 RECREATION DIVISION

FD	JC	WP-GR	JOB CLASS	FY 2019		FY 2020		FY 2021	
				FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
61010 Full Time Employee Expense									
100	3375	GE-41	LEISURE SERVICES MANAGER	0.33	\$ 37,229	0.33	\$ 38,080	0.33	\$ 42,992
100	5075	GE-36	RECREATION DIVISION MANAGER	1.00	\$ 85,704	1.00	\$ 88,277	1.00	\$ 89,269
100	2975	GE-33	GOLF COURSE SUPERVISOR	1.00	\$ 76,402	1.00	\$ 78,150	1.00	\$ 79,015
100		GE-33	ACQUATIC/THERAP REC SUPV	1.00	\$ 74,219	1.00	\$ 76,145	1.00	\$ 77,510
100		GE-33	FACILITIES SUPERVISOR	1.00	\$ 58,637	1.00	\$ 59,967	1.00	\$ 60,636
100	5000	GE-33	RECREATION PROGRAM SUPV	2.00	\$ 146,256	2.00	\$ 149,718	2.00	\$ 152,010
100	3530	GE-33	DIR MULTICULTURAL FAMILY CENTER	1.00	\$ 72,295	1.00	\$ 74,429	1.00	\$ 73,951
100	1310	GE-29	ASST DIR MULTICULTURAL FAMILY CTR	1.00	\$ 58,638	1.00	\$ 60,117	1.00	\$ 61,242
100	200	GE-26	LEAD SECRETARY	0.60	\$ 31,488	0.60	\$ 30,673	0.60	\$ 27,888
100	1185		AMERICORP PROGRAM DIRECTOR	1.00	\$ 54,995	1.00	\$ 61,252	1.00	\$ 63,099
100	225	GE-25	SECRETARY	1.00	\$ 49,315	1.00	\$ 50,441	1.00	\$ 51,009
100		GD-06	GOLF COURSE TECHNICIAN	1.00	\$ 53,390	1.00	\$ 55,062	1.00	\$ 55,674
TOTAL FULL TIME EMPLOYEES				11.93	\$ 798,568	11.93	\$ 822,311	11.93	\$ 834,295
61020 Part Time Employee Expense									
100		GD-06	MAINTENANCE WORKER	0.00	\$ —	0.00	\$ —	0.00	\$ —
100	1310	GE-29	ASST DIR MULTICULTURAL FAMILY CTR	0.00	\$ —	0.00	\$ —	0.00	\$ —
100	225	GE-25	COMMUNICATIONS ASST	0.25	\$ 9,061	0.50	\$ 18,539	0.50	\$ 18,874
100		GD-33	GOLF PROFESSIONAL	0.94	\$ 68,398	0.94	\$ 69,963	0.94	\$ 70,736
100		NA-44	RECEPTIONIST	0.00	\$ —	0.48	\$ 5,974	0.48	\$ 18,191
100		GD-06	GOLF COURSE TECHNICIAN	0.72	\$ 35,448	0.72	\$ 36,002	0.72	\$ 37,340
TOTAL PART TIME EMPLOYEES				1.91	\$ 112,907	2.64	\$ 130,478	2.64	\$ 145,141
61030 Seasonal Employee Expense									
100	3675	NA-31	HEAD LIFE GUARD	0.44	\$ 9,391	0.44	\$ 6,686	0.44	\$ 6,661
100	3450	NA-25	RECREATION FIELD SUPERVISOR	2.52	\$ 85,545	2.83	\$ 90,454	2.83	\$ 100,370
260	3450	NA-25	RECREATION FIELD SUPERVISOR CDBG	0.53	\$ 15,940	0.61	\$ 16,481	0.61	\$ 16,660
100		NA-23	MARINA CASHIER/CLERK	0.97	\$ 20,855	0.83	\$ 18,402	0.83	\$ 18,611
100		NA-23	DOCK WORKER	0.67	\$ 13,673	0.58	\$ 12,224	0.58	\$ 12,358
100	3700	NA-19	SWIMMING POOL MANAGER	1.35	\$ 33,574	1.35	\$ 41,340	1.35	\$ 41,803
100	3650	NA-17	LIFE GUARD	8.63	\$ 173,901	8.63	\$ 177,881	8.63	\$ 179,864
100	3525	NA-15	JUNIOR RECREATION LEADER	0.92	\$ 15,131	0.92	\$ 15,484	0.92	\$ 15,656
100	890	NA-01	LABORER TE 2	1.16	\$ 28,528	1.16	\$ 29,152	1.16	\$ 29,452
100	890	NA-03	LABORER TE 1	2.36	\$ 49,461	2.36	\$ 50,587	2.36	\$ 51,133
100	3550	NA-14	RECREATION LEADER	5.40	\$ 112,294	6.11	\$ 124,128	6.11	\$ 131,366
260	3550	NA-14	RECREATION LEADER CDBG	0.47	\$ 9,774	0.00	\$ —	0.00	\$ —
260	3585	NA-35	PRE-SCHOOL INSTRUCTOR CDBG	0.62	\$ 23,574	0.72	\$ 27,994	0.72	\$ 28,308
100		NA-35	PRE-SCHOOL INSTRUCTOR	0.12	\$ 3,778	0.12	\$ 3,865	0.12	\$ 3,907

### 34 RECREATION DIVISION

FD	JC	WP-GR	JOB CLASS	FY 2019		FY 2020		FY 2021	
				FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
100	3625	NA-07	POOL CASHIER	1.01	\$ 19,127	1.01	\$ 19,561	1.01	\$ 19,781
100		NA-45	ASSISTANT PRO	1.36	\$ 47,720	1.36	\$ 45,285	1.36	\$ 45,780
100		NA-45	SNACK BAR MANAGER	0.27	\$ 8,083	0.20	\$ 6,032	0.20	\$ 6,009
100		NA-36	CONCESSION MANAGER	0.40	\$ 11,825	0.40	\$ 10,573	0.40	\$ 10,689
100		NA-18	CONCESSION WORKER II	2.09	\$ 36,314	2.07	\$ 36,394	2.07	\$ 36,616
100		NA-28	CLERICAL ASSISTANT	0.22	\$ 5,021	0.22	\$ 5,132	0.22	\$ 5,191
100		NA-45	AFTER SCHOOL SPORTS COORD	0.41	\$ 13,676	0.41	\$ 13,990	0.41	\$ 14,142
100		NA-27	PLAYGROUND COORDINATOR	0.20	\$ 5,516	0.20	\$ 5,643	0.20	\$ 5,707
100		NA-27	ASSIST PLAYGROUND COORD	0.10	\$ 2,422	0.10	\$ 2,477	0.10	\$ 2,506
100		NA-18	PRO SHOP ATTENDANT	0.80	\$ 15,787	0.80	\$ 16,717	0.80	\$ 16,905
<b>TOTAL SEASONAL EMPLOYEES</b>				33.02	\$ 760,910	33.43	\$ 776,482	33.43	\$ 799,475
<b>TOTAL RECREATION DIVISION</b>				<b>46.86</b>	<b>\$ 1,672,385</b>	<b>48.00</b>	<b>\$ 1,729,271</b>	<b>48.00</b>	<b>\$ 1,778,911</b>



CITY OF DUBUQUE, IOWA  
ACTIVITY PERSONNEL COMPLEMENT SUMMARY

ACCT	FD	JC	WP-GR	POSITION CLASS	FY 2019		FY 2020		FY 2021				
					FTE	BUDGET	FTE	BUDGET	FTE	BUDGET			
Recreation Administration-FT													
10034100	61010	100	200	GE-26	LEAD SECRETARY	0.60	\$ 31,488	0.60	\$ 30,673	0.60	\$ 27,888		
10034100	61010	100		GE-33	FACILITIES SUPERVISOR	0.33	\$ 19,350	0.33	\$ 19,789	0.33	\$ 20,010		
10034100	61010	100	225	GE-25	SECRETARY	1.00	\$ 49,315	1.00	\$ 50,441	1.00	\$ 51,009		
10034100	61010	100	4,280	GE-33	RECREATION PROGRAM SUPV	2.00	\$ 146,256	2.00	\$ 149,718	2.00	\$ 152,010		
10034100	61010	100	1,080	GE-33	ACQUATIC/THERAP REC SUPV	1.00	\$ 74,219	1.00	\$ 76,145	1.00	\$ 77,510		
10034100	61010	100	3375	GE-41	LEISURE SERVICES MANAGER	0.33	\$ 37,229	0.33	\$ 38,080	0.33	\$ 42,992		
10034100	61010	100	5075	GE-36	RECREATION DIVISION MANAGER	1.00	\$ 85,704	1.00	\$ 88,277	1.00	\$ 89,269		
Total						6.26	\$ 443,561	6.26	\$ 453,123	6.26	\$ 460,688		
Recreation Administration-PT													
10034100	61020	100	225	GE-25	COMMUNICATIONS ASST	0.25	\$ 9,061	0.50	\$ 18,539	0.50	\$ 18,874		
Total						0.25	\$ 9,061	0.50	\$ 18,539	0.50	\$ 18,874		
Recreation Administration-Seasonal													
10034100	61030	100		NA-28	CLERICAL ASSISTANT	0.22	\$ 5,021	0.22	\$ 5,132	0.22	\$ 5,191		
Total						0.22	\$ 5,021	0.22	\$ 5,132	0.22	\$ 5,191		
Golf Operations-Seasonal													
10034200	61030	100		NA-13	ASSISTANT PRO	1.36	\$ 47,720	1.36	\$ 45,285	1.36	\$ 45,780		
10034200	61030	100		NA-36	CONCESSION WORKER II	0.84	\$ 12,668	0.84	\$ 12,764	0.84	\$ 12,716		
10034200	61030	100		NA-18	PRO SHOP ATTENDANT	0.80	\$ 15,787	0.80	\$ 16,717	0.80	\$ 16,905		
Total						3.00	\$ 76,175	3.00	\$ 74,766	3.00	\$ 75,401		
Golf Operations-PT													
10034200	61020	100	2,625		GOLF PROFESSIONAL	0.94	\$ 68,398	0.94	\$ 69,963	0.94	\$ 70,736		
Total						0.94	\$ 68,398	0.94	\$ 69,963	0.94	\$ 70,736		
Golf Maintenance-FT													
10034250	61010	100	2975	GE-33	GOLF COURSE SUPERVISOR	1.00	\$ 76,402	1.00	\$ 78,150	1.00	\$ 79,015		
10034250	61010	100	2622	GD-06	GOLF COURSE TECHNICIAN	1.00	\$ 53,390	1.00	\$ 55,062	1.00	\$ 55,674		
Total						2.00	\$ 129,792	2.00	\$ 133,212	2.00	\$ 134,689		
Golf Maintenance-PT													
10034250	61020		100		GOLF COURSE TECHNICIAN	0.72	\$ 35,448	0.72	\$ 36,002	0.72	\$ 37,340		
Total						0.72	\$ 35,448	0.72	\$ 36,002	0.72	\$ 37,340		
Golf Maintenance-Seasonal													
10034250	61030		100	0890	LABORER TE 2	1.16	\$ 28,528	1.16	\$ 29,152	1.16	\$ 29,452		
10034250	61030	100	890	NA-03	LABORER TE 1	1.04	\$ 21,825	1.04	\$ 22,322	1.04	\$ 22,562		
Total						2.20	\$ 50,353	2.20	\$ 51,474	2.20	\$ 52,014		
Swimming-Seasonal													
10034300	61030	100	3675	NA-31	HEAD LIFE GUARD	0.44	\$ 9,391	0.44	\$ 6,686	0.44	\$ 6,661		
10034300	61030	100		NA-36	CONCESSION MANAGER	0.40	\$ 11,825	0.40	\$ 10,573	0.40	\$ 10,689		
10034300	61030	100		NA-18	CONCESSION WORKER II	1.04	\$ 19,359	1.04	\$ 19,787	1.04	\$ 20,016		
10034300	61030	100	3650	NA-17	LIFE GUARD	8.63	\$ 173,901	8.63	\$ 177,881	8.63	\$ 179,864		
10034300	61030	100	3625	NA-07	POOL CASHIER	1.01	\$ 19,127	1.01	\$ 19,561	1.01	\$ 19,781		

CITY OF DUBUQUE, IOWA  
ACTIVITY PERSONNEL COMPLEMENT SUMMARY

	ACCT	FD	JC	WP-GR	POSITION CLASS	FY 2019		FY 2020		FY 2021	
						FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
10034300	61030	100	890	NA-03	LABORER I	0.48	\$ 10,073	0.48	\$ 10,302	0.48	\$ 10,413
10034300	61030	100	3700	NA-19	SWIMMING POOL MANAGER	1.35	\$ 33,574	1.35	\$ 41,340	1.35	\$ 41,803
Total						13.35	\$ 277,250	13.35	\$ 286,130	13.35	\$ 289,227
Adult Athletics-Seasonal											
10034400	61030	100	3450	NA-25	RECREATION FIELD SUPERVISOR	0.43	\$ 11,225	0.43	\$ 11,482	0.43	\$ 11,607
10034400	61030	100	890	NA-03	LABORER I	0.75	\$ 15,739	0.75	\$ 16,097	0.75	\$ 16,271
10034400	61030	100	3550	NA-14	RECREATION LEADER	0.35	\$ 7,278	0.35	\$ 7,446	0.35	\$ 7,527
Total						1.53	\$ 34,242	1.53	\$ 35,025	1.53	\$ 35,405
McAleece Concessions-Seasonal											
10034410	61030	100		NA-45	SNACK BAR MANAGER	0.27	\$ 8,083	0.20	\$ 6,032	0.20	\$ 6,009
10034410	61030	100		NA-18	CONCESSION WORKER II	0.21	\$ 4,287	0.19	\$ 3,843	0.19	\$ 3,884
Total						0.48	\$ 12,370	0.39	\$ 9,875	0.39	\$ 9,893
Youth Sports-Seasonal											
10034420	61030	100	3525	NA-15	JUNIOR RECREATION LEADER	0.92	\$ 15,131	0.92	\$ 15,484	0.92	\$ 15,656
10034420	61030	100		NA-27	PLAYGROUND COORDINATOR	0.20	\$ 5,516	0.20	\$ 5,643	0.20	\$ 5,707
10034420	61030	100		NA-27	ASSIST PLAYGROUND COORD	0.10	\$ 2,422	0.10	\$ 2,477	0.10	\$ 2,506
10034420	61030	100		NA-45	AFTER SCHOOL SPORTS COORD	0.41	\$ 13,676	0.41	\$ 13,990	0.41	\$ 14,142
10034420	61030	100		NA-03	LABORER I	0.09	\$ 1,824	0.09	\$ 1,866	0.09	\$ 1,887
10034420	61030	100	3450	NA-25	RECREATION FIELD SUPERVISOR	0.45	\$ 15,661	0.45	\$ 16,017	0.45	\$ 16,192
10034420	61030	100	3550	NA-14	RECREATION LEADER	2.97	\$ 61,762	4.85	\$ 103,181	4.85	\$ 104,306
Total						5.14	\$ 115,992	7.02	\$ 158,658	7.02	\$ 160,396
Therapeutic Activity-Seasonal											
10034430	61030	100		NA-25	RECREATION FIELD SUPERVISOR	0.00	\$ —	0.15	\$ 945	0.15	\$ 5,769
10034430	61030	100		NA-14	RECREATION LEADER	2.08	\$ 43,254	0.91	\$ 13,501	0.91	\$ 19,533
Total						2.08	\$ 43,254	1.06	\$ 14,446	1.06	\$ 25,302
Recreation Classes-Seasonal											
10034460	61030	100	3585	NA-35	PRE-SCHOOL INSTRUCTOR	0.12	\$ 3,778	0.12	\$ 3,865	0.12	\$ 3,907
10034460	61030	100		NA-25	RECREATION FIELD SUPERVISOR	0.24	\$ 6,207	0.24	\$ 6,349	0.24	\$ 6,418
Total						0.36	\$ 9,985	0.36	\$ 10,214	0.36	\$ 10,325
Port of Dubuque Marina Dock Maintenance-FT											
10030550	61010	100		GE-33	FACILITIES SUPERVISOR	0.33	\$ 19,350	0.33	\$ 19,789	0.33	\$ 20,010
Total						0.33	\$ 19,350	0.33	\$ 19,789	0.33	\$ 20,010
Port of Dubuque Marina Dock Maintenance- Seasonal											
10030560	61030	100		NA-23	DOCK WORKER	0.67	\$ 13,673	0.58	\$ 12,224	0.58	\$ 12,358
Total						0.67	\$ 13,673	0.58	\$ 12,224	0.58	\$ 12,358
Port of Dubuque Marina Convenience Store -FT											
10030550	61010	100		GE-33	FACILITIES SUPERVISOR	0.34	\$ 19,937	0.34	\$ 20,389	0.34	\$ 20,616
Total						0.34	\$ 19,937	0.34	\$ 20,389	0.34	\$ 20,616

CITY OF DUBUQUE, IOWA  
ACTIVITY PERSONNEL COMPLEMENT SUMMARY

ACCT	FD	JC	WP-GR	POSITION CLASS	FY 2019		FY 2020		FY 2021		
					FTE	BUDGET	FTE	BUDGET	FTE	BUDGET	
Port of Dubuque Marina Convenience Store- Seasonal											
10030550	61030	100		NA-23	MARINA CASHIER/CLERK	0.97	\$ 20,855	0.83	\$ 18,402	0.83	\$ 18,611
					Total	0.97	\$ 20,855	0.83	\$ 18,402	0.83	\$ 18,611
CD Target Area Programs-Seasonal											
26034500	61030	260	3550	NA-14	RECREATION LEADER CDBG	0.47	\$ 9,774	0.00	\$ —	0.00	\$ —
26034500	61030	260	3585	NA-35	PRE-SCHOOL INSTRUCTOR	0.62	\$ 23,574	0.72	\$ 27,994	0.72	\$ 28,308
26034500	61030	260	3450	NA-25	RECREATION FIELD SUPERVISOR CDBG	0.53	\$ 15,940	0.61	\$ 16,481	0.61	\$ 16,660
					Total	1.62	\$ 49,288	1.33	\$ 44,475	1.33	\$ 44,968
Multicultural Family Center - FT											
10034600	61010	100	1310	GE-29	ASST DIR MULTICULTURAL FAMILY CTR	1.00	\$ 58,638	1.00	\$ 60,117	1.00	\$ 61,242
10034600	61010	100	3530	GE-33	DIR MULTICULTURAL FAMILY CENTER	1.00	\$ 72,295	1.00	\$ 74,429	1.00	\$ 73,951
					Total	2.00	\$ 130,933	2.00	\$ 134,546	2.00	\$ 135,193
Multicultural Family Center - PT											
10034600	61,020	100		NA-44	RECEPTIONIST	0.00	\$ —	0.48	\$ 5,974	0.48	\$ 18,191
10034600	61020	100	3450	NA-25	RECREATION FIELD SUPERVISOR	1.22	\$ 45,384	1.22	\$ 46,412	1.22	\$ 46,922
					Total	1.22	\$ 45,384	1.70	\$ 52,386	1.70	\$ 65,113
Multicultural Family Center - Seasonal											
10034600	61030	100	3450	NA-25	RECREATION FIELD SUPERVISOR	0.19	\$ 7,068	0.35	\$ 9,249	0.35	\$ 13,462
					Total	0.19	\$ 7,068	0.35	\$ 9,249	0.35	\$ 13,462
AmeriCorps - FT											
10034910	61,010	100	1,185		AMERICORP PROGRAM DIRECTOR	0.81	\$ 44,546	0.85	\$ 51,813	0.84	\$ 53,003
10034917	61010	100	1185		AMERICORP PROGRAM DIRECTOR	0.00	\$ —	0.09	\$ 5,786	0.10	\$ 6,310
10034911	61010	100	1185		AMERICORP PROGRAM DIRECTOR	0.02	\$ 1,100	0.06	\$ 3,653	0.06	\$ 3,786
10034916	61010	100	1185		AMERICORP PROGRAM DIRECTOR	0.17	\$ 9,349	0.00	\$ —	0.00	\$ —
					Total	1.00	\$ 54,995	1.00	\$ 61,252	1.00	\$ 63,099
TOTAL RECREATION DIVISION						46.86	\$1,672,385	48.00	\$ 1,729,271	48.00	\$ 1,778,911

Capital Improvement Projects by Department/Division					
RECREATION DIVISION					
CIP Number	Capital Improvement Project Title	FY 18 Actual Expense	FY 19 Actual Expense	FY 20 Adopted Budget	FY 21 Recomm'd Budget
1012462	AQUATIC CTR FEASIBILITY	875	—	—	—
1021530	GOLF COURSE IRRIGATION	—	—	200,000	54,132
1021890	F&S ANNUAL MAINTENANCE	157,772	12,591	25,000	70,000
1022120	FLORA POOL-SAND PLAYGRND	—	—	—	60,000
1022587	MARINA SECURITY CAMERAS	7,700	—	—	—
1022648	F&S POOL ASSESSMENTS	—	—	—	—
1022832	BUNKER HILL IMPROVEMENTS	—	—	—	15,000
1022834	REC OPERATING SYSTEM	—	—	—	90,000
2602833	MFC SIDEWALK CONCRETE IMP	—	—	—	25,000
3002692	POD MARINA SIGNAGE	13,761	—	—	—
3501446	FLORA/SUTTON POOL HEATERS	—	13,087	—	—
3602742	MFC ADDITION REMODEL	—	—	—	—
3701527	GOLF TEE IMPROVEMENTS	7,258	—	10,000	—
3702001	BUNKER CART PATHS	—	—	10,000	—
3702195	BUNKER CLUBHOUSE REPAIRS	4,695	0	0	0
3702772	SOIL TEST/WELL ABANDON	0	15,536	0	0
<b>RECREATION DIVISION TOTAL</b>		<b>192,061</b>	<b>41,214</b>	<b>245,000</b>	<b>314,132</b>

PROGRAM /DEPT	PROJECT DESCRIPTION	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	TOTAL	PAGE
<b>RECREATION DIVISION</b>								
<b>Culture and Recreation</b>								
<b>Swimming Pools</b>								
	Flora and Sutton Pools Annual Maintenance	\$ 70,000	\$ 30,000	\$ 135,000	\$ —	\$ —	\$ 235,000	64
	Flora Pool Replace Playground Surface	\$ 60,000	\$ —	\$ —	\$ —	\$ —	\$ 60,000	65
	Flora & Sutton Filter Tank Replacement	\$ —	\$ —	\$ —	\$ 200,000	\$ —	\$ 200,000	66
<b>Bunker Hill Golf Course</b>								
	Construct Cart Paths	\$ —	\$ 10,000	\$ —	\$ —	\$ 10,000	\$ 20,000	67
	Tee Improvements	\$ —	\$ 10,000	\$ —	\$ 10,000	\$ —	\$ 20,000	68
	Replace Irrigation System	\$ 54,132	\$ —	\$ —	\$ —	\$ —	\$ 54,132	69
	Administrative Welcome Reception 1st Floor Remodel	\$ 15,000	\$ —	\$ —	\$ —	\$ —	\$ 15,000	71
	Range Project	\$ —	\$ —	\$ 20,000	\$ 227,830	\$ 72,170	\$ 320,000	70
							\$ —	
<b>Multicultural Family Center</b>								
	Sidewalk Replacement and Concrete Improvements	\$ 25,000	\$ —	\$ —	\$ —	\$ —	\$ 25,000	72
							\$ —	
<b>Port of Dubuque</b>								
	POD - Signage Replacement	\$ —	\$ —	\$ —	\$ 10,000	\$ —	\$ 10,000	73
	POD - Dock Maintenance	\$ —	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 40,000	74
							\$ —	
<b>General Recreation</b>								
	LS Facility/Deferred Maintenance Assessment	\$ —	\$ 90,000	\$ —	\$ —	\$ —	\$ 90,000	75
	New Operating System (Registration, Reservation, POS)	\$ 90,000	\$ —	\$ —	\$ —	\$ —	\$ 90,000	76
	Quality of Life Needs Assessment	\$ —	\$ 40,000	\$ —	\$ —	\$ —	\$ 40,000	77
	<b>TOTAL</b>	<b>\$ 314,132</b>	<b>\$ 190,000</b>	<b>\$ 165,000</b>	<b>\$ 457,830</b>	<b>\$ 92,170</b>	<b>\$ 1,219,132</b>	

# **Multicultural Family Center**

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## MULTICULTURAL FAMILY CENTER

<b>Budget Highlights</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Budget</b>	<b>FY 2021 Requested</b>	<b>% Change From FY 2020 Budget</b>
<u>Expenses</u>				
Employee Expense	235,150	304,694	279,222	-8.4%
Supplies and Services	30,642	33,140	28,151	-15.1%
Equipment	413	350	—	0.0%
Custodial	21,936	31,322	32,395	3.4%
Utilities	20,042	16,102	41,719	159.1%
Property Insurance/Maintenance	11,249	12,879	19,908	54.6%
<b>Total Expenses</b>	<b>319,432</b>	<b>398,487</b>	<b>401,395</b>	<b>0.7%</b>
<u>Resources</u>				
Contribution from Board of Directors	7,032	8,470	8,596	1.5%
Miscellaneous Revenue	279	3,932	7,023	78.6%
<b>Total Resources</b>	<b>7,311</b>	<b>12,402</b>	<b>15,619</b>	<b>25.9%</b>
Property Tax Support	312,400	390,017	392,799	2,782
Percent Increase (Decrease)				0.7%
<b>Personnel - Authorized FTE</b>	<b>3.41</b>	<b>4.05</b>	<b>4.05</b>	

### Significant Line Items

#### **Employee Expense**

1. FY 2021 employee expense reflects a 1.5% wage package increase.
2. The Iowa Public Employee Retirement System (IPERS) City contribution of 9.44% is unchanged from FY 2020. The employee contribution of 6.29% is unchanged from FY 2020.
3. The City portion of health insurance increased from \$921 in FY 2020 to \$1,013 in FY 2021 per month per contract which results in an annual cost increase of \$2,920 or 11.3%.

#### **Supplies & Services**

4. Utilities expense increased from \$16,102 in FY 2020 to \$41,719 in FY 2021 based on FY 2019 actual of \$20,042. Building expansion and increase in operating hours will result in increased utility costs beginning in FY 2020.
5. Property Insurance and Maintenance decreased from \$12,879 in FY 2020 to \$19,908 in FY 2021 based on FY 2019 actual of \$11,249. Building expansion and increase in operating hours will result in increased property insurance and property maintenance costs beginning in FY 2020.

#### **Revenue**

6. General Reimbursement Revenue includes contributions from the Multicultural Family Center Board of Directors for the Step Coordinator in the amount of \$8,596.



# LEISURE SERVICES RECREATION DIVISION

## Multicultural Family Center (MFC)

	FY 2019	FY 2020	FY 2021
Full-Time Equivalent	3.41	4.05	4.05

### Mission & Services

Our mission is to empower all families and community members of Dubuque to reach their potential and build unity through diversity, equity and inclusion. The Center serves as an inviting and inclusive place to stimulate connections and foster intercultural engagement. With the expansion to the MFC's physical space, the center will emphasize serving teen-aged populations in quality out-of-school enrichment programming that includes life skill development, social and emotional learning and post secondary career exploration training.

Multicultural Family Center Funding Summary			
	FY 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$266,205	\$338,184	\$307,373
Resources	\$7,311	\$12,402	\$8,596

Multicultural Family Center Position Summary	
	FY 2021
Multicultural Family Center Director	1.00
Multicultural Family Center Asst. Director	1.00
Recreation Field Supervisor - PT	1.22
Recreation Field Supervisor - Seasonal	0.35
Receptionist	0.48
Secretary	0.50
<b>Total FT Equivalent Employees</b>	<b>4.55</b>

### Performance Measures

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

Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
<b>1 Activity Objective: Showcase Dubuque's diversity through celebrations of culturally-significant days and programs featuring education, music, art, dance, and food.</b>					
# of cultural events (# of participants)	2500	13 (1,700)	23 (2,255)	25	

#### City Council Goal: Robust Local Economy

<b>3 Activity Objective: Engage teens in the community in the Summer Teen Empowerment Program to improve skills in employment, leadership, communication and financial literacy.</b>					
80% of teen participants in our STEP Summer Program will earn a high school credit; course title "Workforce Readiness"	85%	n/a	82% (33 out of 38)	85%	
80% of participating teens will increase their understanding of how to manage their bank account and earn the savings match.	85%	n/a	76% (27 out of 33)	80%	

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## Recommended Operating Revenue Budget - Department Total

### 29 - MULTICULTURAL FAMILY CTR

Fund	Account	Account Title	FY18 Actual Revenue	FY19 Actual Revenue	FY20 Adopted Budget	FY21 Recomm'd Budget
100	51953	MEETING ROOM FEES	0	279	2,332	7,023
100	51960	FOOD	0	0	1,100	0
100	51967	BEVERAGES/ICE	0	0	500	0
<b>51</b>	<b>CHARGES FOR SERVICES</b>	<b>- Total</b>	<b>0</b>	<b>279</b>	<b>3,932</b>	<b>7,023</b>
100	53620	REIMBURSEMENTS-GENERAL	38,189	7,032	8,470	8,596
<b>53</b>	<b>MISCELLANEOUS</b>	<b>- Total</b>	<b>38,189</b>	<b>7,032</b>	<b>8,470</b>	<b>8,596</b>
<b>MULTICULTURAL FAMILY CTR - Total</b>			<b>38,189</b>	<b>7,311</b>	<b>12,402</b>	<b>15,619</b>

## Recommended Operating Expenditure Budget - Department Total

### 29 - MULTICULTURAL FAMILY CTR

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
100	61010	FULL-TIME EMPLOYEES	125,273	112,455	134,546	135,193
100	61020	PART-TIME EMPLOYEES	43,508	59,255	91,370	46,922
100	61030	SEASONAL EMPLOYEES	8,176	2,560	15,223	31,653
100	61092	VACATION PAYOFF	0	1,234	0	0
100	61310	IPERS	13,736	14,585	22,762	20,180
100	61320	SOCIAL SECURITY	11,991	12,333	18,446	16,354
100	61410	HEALTH INSURANCE	31,800	28,620	21,672	24,592
100	61415	WORKMENS' COMPENSATION	710	572	492	639
100	61416	LIFE INSURANCE	129	110	183	128
100	61417	UNEMPLOYMENT INSURANCE	9,079	0	0	3,026
100	61660	EMPLOYEE PHYSICALS	259	396	0	535
100	61680	EMPLOYEE MOVING EXPENSE	0	3,030	0	0
<b>61 - WAGES AND BENEFITS</b>			<b>244,660</b>	<b>235,150</b>	<b>304,694</b>	<b>279,222</b>
100	62010	OFFICE SUPPLIES	348	1,111	600	2,000
100	62061	DP EQUIP. MAINT CONTRACTS	1,644	2,814	1,697	2,035
100	62090	PRINTING & BINDING	1,568	1,685	1,677	1,803
100	62110	COPYING/REPRODUCTION	168	224	180	224
100	62130	LEGAL NOTICES & ADS	875	3,564	0	0
100	62310	TRAVEL-CONFERENCES	6,598	1,853	5,000	5,000
100	62320	TRAVEL-CITY BUSINESS	(955)	806	0	0
100	62340	MILEAGE/LOCAL TRANSP	0	3	700	700
100	62360	EDUCATION & TRAINING	1,190	6,540	2,905	3,000
100	62421	TELEPHONE	664	1,406	1,350	1,406
100	62436	RENTAL OF SPACE	504	462	504	504
100	62642	FOOD PRODUCTS	0	0	500	0
100	62649	BEVERAGE/ICE	0	0	250	0
100	62663	SOFTWARE LICENSE EXP	47	39	50	41
100	62667	DATA SERVICES	738	362	738	738
100	62668	PROGRAM EQUIP/SUPPLIES	2,640	3,377	9,449	3,200
100	62717	CRIMINAL BACKGROUND CHECK	570	95	1,240	500
100	62761	PAY TO OTHER AGENCY	5,388	6,300	6,300	7,000
<b>62 - SUPPLIES AND SERVICES</b>			<b>21,986</b>	<b>30,642</b>	<b>33,140</b>	<b>28,151</b>
100	71120	PERIPHERALS, COMPUTER	3,558	0	0	0
100	71521	REFRIGERATOR	2,054	0	0	0
100	72418	TELEPHONE RELATED	353	413	350	0
<b>71 - EQUIPMENT</b>			<b>5,965</b>	<b>413</b>	<b>350</b>	<b>0</b>
<b>29 - MULTICULTURAL FAMILY CTR TOTAL</b>			<b>272,612</b>	<b>266,205</b>	<b>338,184</b>	<b>307,373</b>

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## Recommended Expenditure Budget Report by Activity & Funding Source

### 29 - MULTICULTURAL FAMILY CTR

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#### MULTICULTURAL FAMILY CTR - 34600

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##### FUNDING SOURCE: GENERAL

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	413	350	—
SUPPLIES AND SERVICES	30,642	33,140	28,151
WAGES AND BENEFITS	235,150	304,694	279,222
MULTICULTURAL FAMILY CTR	266,205	338,184	307,373
MULTICULTURAL FAMILY CTR TOTAL	\$266,205	\$338,184	\$307,373

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FISCAL YEAR 2021  
**Recommended**  
**Policy And Narrative Budget**  
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March 23, 2020  
Historic Federal Building City Council Chambers

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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 Pollution Control, Refuse (part of Public Works), Cable TV, Transit, Parking), 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. Battery icons for each KPI visually indicate how well an objective is doing and represent the following:

		
On Track	Improving	Needs Work

- 6) **Department/Division's Goals and Performance Measures by Activity:** This is a written narrative for each activity that explains the goal, describes the purpose, and explains the service objectives of each activity. Performance measures are included for each activity to evaluate activities and ensure that the approved levels of funding yield the expected results.
- 7) **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.
- 8) **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.
- 9) **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.
- 10) **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.
- 11) **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.
- 12) **Five Year Capital Improvement Program Summary by Department/Division:** This report lists all Capital Improvement Projects budgeted in the new budget year and planned for the next four years.

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



# **Emergency Management**

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## EMERGENCY MANAGEMENT

	FY 2019 Actual	FY 2020 Budget	FY 2021 Requested	% Change From FY 2020 Budget
<b>Dubuque County Emergency Management Budget (DCEM)</b>				
<u>Expenditures</u>				
Employee Expense	102,600	105,350	107,560	2.1 %
Supplies and Services	82,140	94,150	100,280	6.5 %
HAZMAT Expense	23,774	200,000	200,000	— %
Machinery and Equipment	28,265	20,500	5,500	(73.2)%
Total DCEM Expenditures	236,779	420,000	413,340	(1.6)%
<u>Revenues</u>				
Resources (Miscellaneous / Cash Balance)	78,512	64,279	57,279	(10.9)%
Resources (Federal)	39,000	39,000	39,000	— %
HAZMAT	25,265	200,000	200,000	— %
County Contribution	53,406	69,600	69,600	— %
<b>City Property Tax Support</b>	80,000	104,400	104,400	— %
Total DCEM Resources	276,183	477,279	470,279	(1.5)%
Available Cash Balance	64,279	57,279	56,939	(0.6)%
Working Cash Balance %	30.18%	26.04%	26.69%	
<b>Emergency Management Fund Balance</b>				
Available Balance July 1, 2018			\$ 64,279	
Estimated Fiscal Year 2019 Draw Down/Addition for Operating Budget			(7,000)	
Balance July 1, 2019 (\$20,000 Designated)			\$ 57,279	
Estimated Fiscal Year 2020 Draw Down/Addition for Operating Budget			(340)	
Balance July 1, 2021 (\$15,000 Designated)		20% Working Cash Balance is \$42,668	\$ 56,939	

### Significant Line Items

#### **Property Tax Support**

- Property tax support is unchanged from 104,400 in FY 2020 to 104,400 in FY 2021.
- HAZMAT expense remains at \$200,000 in FY 2021 and is offset by Hazardous Materials (HAZMAT) reimbursement revenue of \$200,000. This will allow the Dubuque County Emergency Management Agency Commission to recover costs for all agencies involved in a hazardous materials incident in the county. The Emergency Management Agency per Dubuque County code of ordinances will gather all agencies costs for response and then will invoice the responsible party. Once paid, the Commission will deposit the check and then reimburse all fire, Emergency Medical Service, Hazardous Material Teams, cities and Emergency Management Agency for their costs of response. The HAZMAT budget gives the Emergency Management Agency the spending authority in the event of a major event or multiple events.

## **Machinery and Equipment**

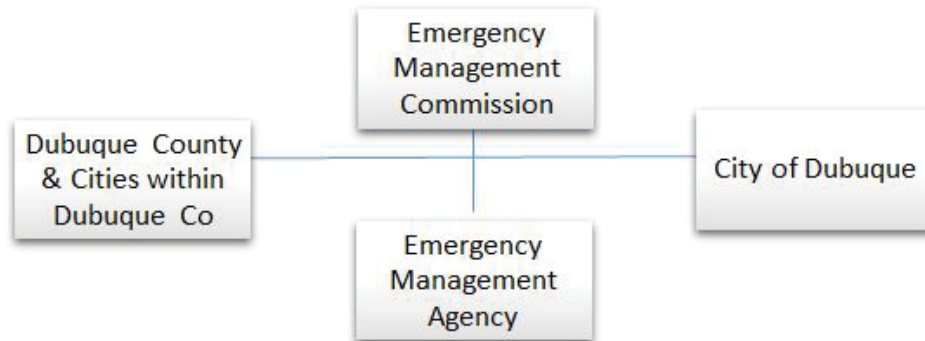
3. FY 2021 equipment replacements include: computers (\$5,000) and office equipment (\$500).

## **Revenue**

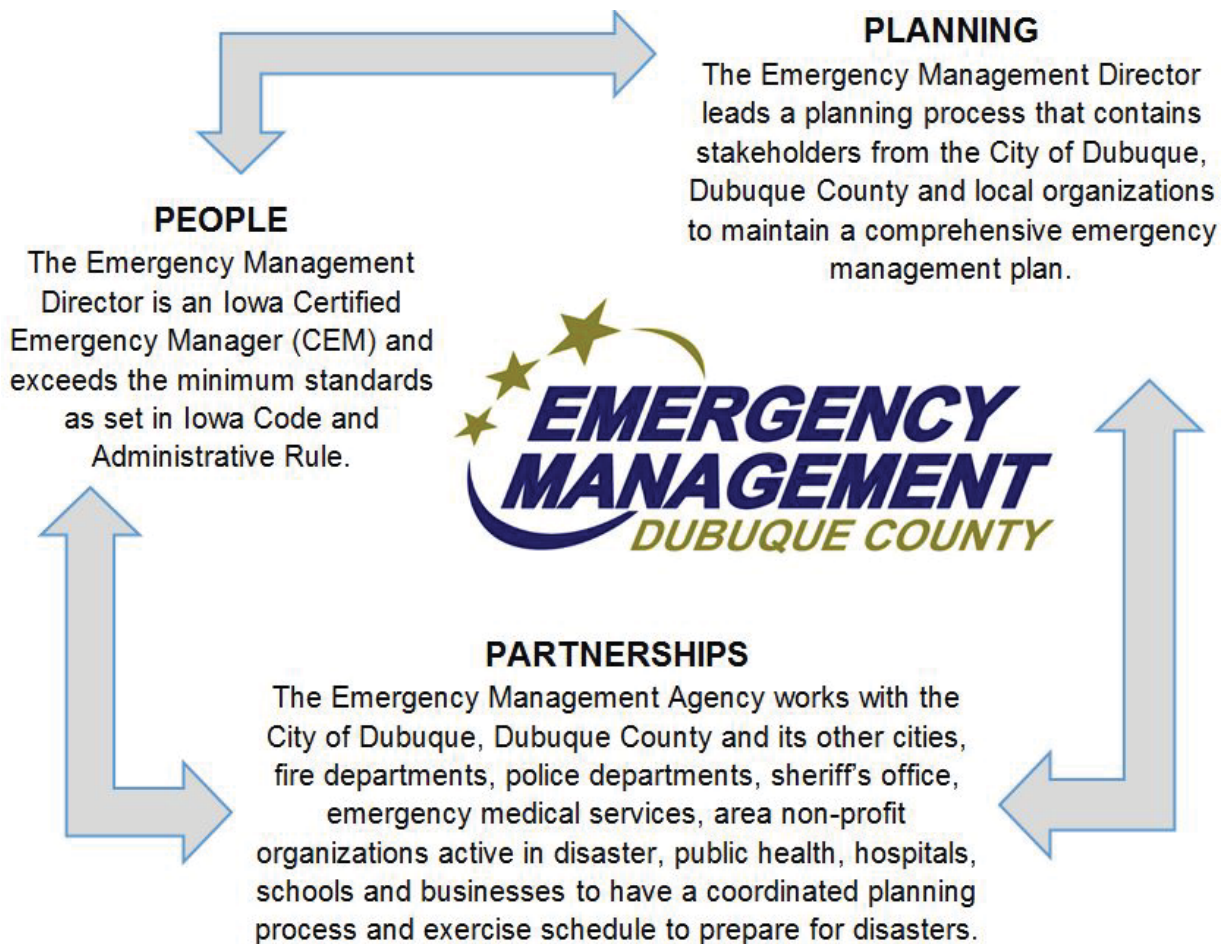
4. Federal funding is anticipated to be unchanged at \$39,000 in FY 2021, which amounts to 18.3% of the total budget excluding HAZMAT of \$200,000 for FY 2021. In FY 2020, the federal share supported 17.7% of the total budget excluding HAZMAT of \$200,000.
5. The City's participation of \$104,400 is unchanged from FY 2020 participation of \$104,400 and reflects 59.9% of the total budget excluding HAZMAT of \$200,000 and Federal funding of \$39,000 in FY 2021 as opposed to 57.7% of the total budget excluding HAZMAT of \$200,000 and Federal Funding of \$39,000 in FY 2020.
6. The County share of \$69,600 is unchanged from FY 2020 share of \$69,600 and reflects 39.9% of the total budget excluding HAZMAT of \$200,000 and Federal funding of \$39,000 in FY 2021 as opposed to 38.5% of the total budget excluding HAZMAT of \$200,000 and Federal Funding of \$39,000 in FY 2020.
7. Cash balances of \$7,000 are being used in the FY 2021 operating budget. The goal is to keep the working cash balance at approximately 20% of the annual operating budget excluding HAZMAT expenses which are reimbursed. In FY 2021, the working cash balance is \$56,939 which is 27% of the annual operating budget. The working cash balance was increased to 20% in Fiscal Year 2019 based on Moody's Investors Service's standard for Aaa rated entities to maintain a 20% cash reserve. The City and County agreed to this approach and the minimum balance to be maintained in the Emergency Management Fund.

# EMERGENCY MANAGEMENT

Through an all hazards approach, resilience is the basis for capacity of local jurisdictions to plan, prepare for, respond to, and recover from disasters in a coordinated response.



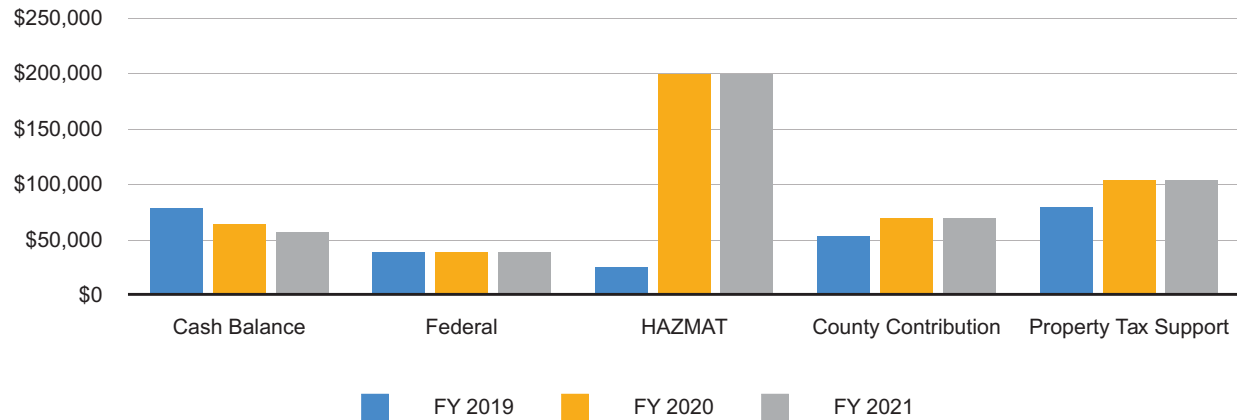
## SUCCESS IS ABOUT PLANNING, PARTNERSHIPS AND PEOPLE LEADING TO OUTCOMES





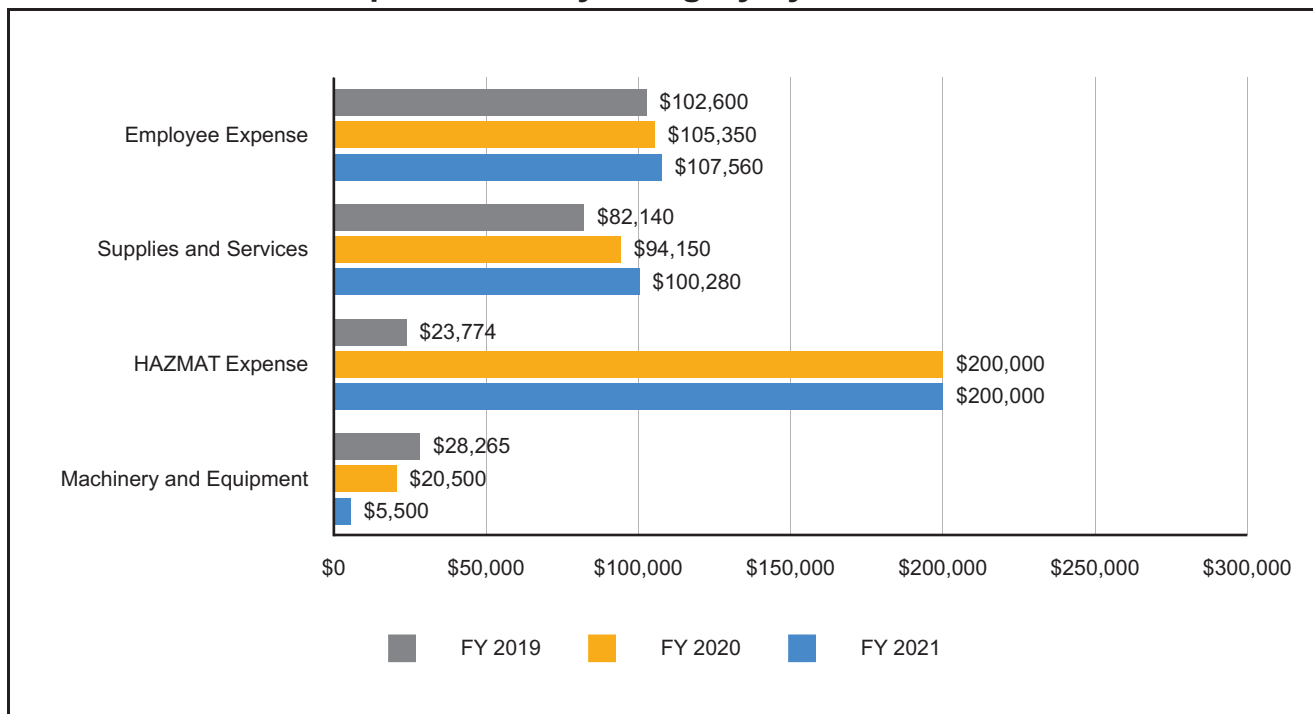
# EMERGENCY MANAGEMENT

## Resources and Property Tax Support



The Emergency Management Agency will gather agency costs for response to a disaster and then will invoice the responsible party. The HAZMAT budget gives the Emergency Management Agency the spending authority in a major event or multiple events.

## Expenditures by Category by Fiscal Year









# EMERGENCY MANAGEMENT

## Mission & Services

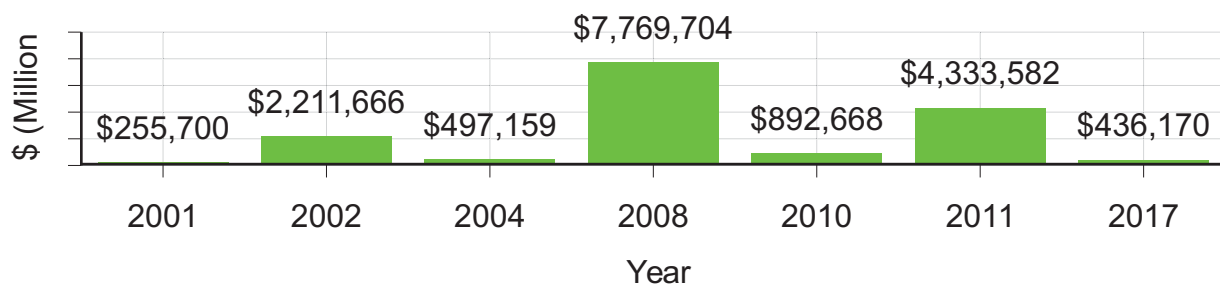
Emergency Management provides a comprehensive emergency management program that includes planning, training, response, recovery and mitigation from natural and human made disasters. With a focus of building a resilient community, the emergency management director coordinates emergency preparedness training, national incident management training and disaster recovery training for cities, staff, emergency responders and citizens.

## Performance Measures

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

	Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
1	<b>Activity Objective: Maintain a comprehensive local emergency management program to provide an adequate level of disaster preparedness that exceeds State and Federal planning, training and exercise requirements and minimizes the impact of natural and human-made disasters.</b>					
	Update 20% of the Comprehensive Emergency Management Plan on an annual basis ensuring the entire plan is updated every five years	5 ESFs	✓	✓	✓	
	# of tests of outdoor emergency warning system	12	10	10	12	
	# of outreach events and emergency plan consultations provided or planning meetings attended	32	26	26	16	
	# of training classes offered at the local level for disaster response and responder safety	4	6	8	4	
	# of tabletop, functional, and full-scale exercises offered to community members	8	10	9	8	
	Complete required emergency management continuing education hours	40	40	36	48	

## Public Assistance Damages from Recent Presidentially Declared Disasters



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**Recommended Operating Revenue Budget - Department Total**

**15 - DISASTER SERVICES**

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<b>Fund</b>	<b>Account</b>	<b>Account Title</b>	<b>FY18 Actual Revenue</b>	<b>FY19 Actual Revenue</b>	<b>FY20 Adopted Budget</b>	<b>FY21 Recomm'd Budget</b>
100	53620	REIMBURSEMENTS-GENERAL	2,281	2,558	2,281	2,871
<b>53</b>	<b>MISCELLANEOUS</b>	<b>- Total</b>	<b>2,281</b>	<b>2,558</b>	<b>2,281</b>	<b>2,871</b>
<b>DISASTER SERVICES - Total</b>			<b>2,281</b>	<b>2,558</b>	<b>2,281</b>	<b>2,871</b>

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**Recommended Operating Expenditure Budget - Department Total****15 - DISASTER SERVICES**

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<b>Fund</b>	<b>Account</b>	<b>Account Title</b>	<b>FY18 Actual Expense</b>	<b>FY19 Actual Expense</b>	<b>FY20 Adopted Budget</b>	<b>FY 21 Recomm'd Budget</b>
100	62110	COPYING/REPRODUCTION	416	380	445	380
100	62421	TELEPHONE	1,472	1,693	1,472	1,693
100	62614	EQUIP MAINT CONTRACT	798	798	798	798
100	62761	PAY TO OTHER AGENCY	80,000	80,000	104,400	104,400
<b>62 - SUPPLIES AND SERVICES</b>			<b>82,686</b>	<b>82,872</b>	<b>107,115</b>	<b>107,271</b>
<b>15 - DISASTER SERVICES TOTAL</b>			<b>82,686</b>	<b>82,872</b>	<b>107,115</b>	<b>107,271</b>

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## Recommended Expenditure Budget Report by Activity & Funding Source

### 15 - DISASTER SERVICES

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**DISASTER SERVICES      - 15100**

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**FUNDING SOURCE: GENERAL**

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	82,872	107,115	107,271
<b>DISASTER SERVICES</b>	<b>82,872</b>	<b>107,115</b>	<b>107,271</b>
<b>DISASTER SERVICES TOTAL</b>	<b>\$82,872</b>	<b>\$107,115</b>	<b>\$107,271</b>

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# **Emergency Communications Center**



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## EMERGENCY COMMUNICATIONS

<b>Budget Highlights</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Budget</b>	<b>FY 2021 Requested</b>	<b>% Change From FY 2020 Budget</b>
<u>Expenses</u>				
Employee Expense	1,411,723	1,466,740	1,549,216	5.6 %
Supplies and Services	75,468	98,726	78,557	(20.4)%
Machinery and Equipment	5,801	30	350	1,066.7 %
Debt Service	21,060	20,574	15,420	(25.1)%
Total Expenses	1,514,052	1,586,070	1,643,543	3.6 %
<u>Resources</u>				
Operating Revenue	515,064	537,852	546,403	1.6 %
Sales Tax 20% for Debt Abatement	21,060	20,574	15,420	(25.1)%
Total Resources	536,124	558,426	561,823	0.6 %
Property Tax Support	977,928	1,027,644	1,081,720	54,076
Percent Increase (Decrease)				5.3 %
<b>Personnel - Authorized FTE</b>	<b>18.28</b>	<b>19.28</b>	<b>19.28</b>	

### Improvement Package Summary

#### **1 of 4**

This improvement request is for hiring a company to preform Quality Assurance on calls for the Communication Center. This would provide Quality Assurance on all calls received by the Communications Center. The company will log in and review cases from Emergency Police Dispatch, Emergency Fire Dispatch and Emergency Medical Dispatch. The company will then provide scorecards for each case and each dispatcher would be able to review their compliance scores. This will provide the dispatchers with analysis on things they do well and things they need improvement on. The company will do this on a weekly basis and will provide necessary feedback on areas where help is needed. This will be done so that all dispatchers are using and following the protocols. These protocols follow national criteria for questioning and providing pre-arrival and post-dispatch instructions to the caller. These are designed to assist in providing officer/firefighter safety as well as providing safety to the citizens of and visitors to Dubuque.

By using the National Q Company, this will relieve some of the workload off of an already stressed Communications Center leadership staff. In order for this to be done internally, it would require a full-time staff person to conduct quality assurance reviews on a weekly basis. If this were to be done with current staffing levels, it would require each of the four Lead Dispatchers to be taken off a radio for one shift per week to listen to a percentage of the calls and fill out a Quality Assurance scoring and feedback form. Additionally, peer-to-peer evaluation would cause differences in each scorer and the scores would not be consistent. The Dubuque Fire Chief and Police Chief are also in support of this improvement package. The Fire Chief expects these protocols, as well as the Quality Assurance that this company will provide, will assist in the Fire Department's process of becoming accredited. In providing Quality Assurance, the Communications Center staff will be better equipped to handle all types of calls. They will provide better services to the citizens of and visitors to Dubuque and Dubuque County.

This improvement package supports the City Council goal of Vibrant Community: Healthy and Safe. This is one of the Management In Progress Goals for 2018-2020: Vibrant Community: Health and Safe: Communication National Quality Assurance: Funding.

Related Cost:	\$ 68,310	Tax Funds	Recurring	<b>Recommend - No</b>
Related Revenue:	\$ 22,770	Dubuque County	Recurring	
Net Cost:	<u>\$ 45,540</u>			
Property Tax Impact:	\$ 0.0179	0.17%		
Activity: Emergency Communications				

## 2 of 4

This improvement request is for providing funding for a consulting stipend for a physician/Medical Director for the Communication Center. Dr. Jill Hunt from Unity Point Health previously served as the Volunteer Medical Director until her retirement in 2018. This stipend would help offset the cost for education or increased involvement in the Communications Centers medical training. Additionally, this stipend would make it easier to recruit licensed physicians for this position. This request supports City Council Goal of Financially Responsible, High Performance City Organization: Sustainable, Equitable and Effective Service Delivery.

Related Cost:	\$ 2,400	Tax Funds	Recurring	<b>Recommend - Yes</b>
Related Revenue:	\$ 800	Dubuque County	Recurring	
Net Cost:	<u>\$ 1,600</u>			
Property Tax Impact:	\$ 0.0006	0.01%		
Activity: Emergency Communications				

## 3 of 4

This improvement request is for installing high-density fiberglass sound panels on the walls of the Communication Center. Due to past construction and changes in number of monitors hanging on the walls, the old sound barriers do not fit the current lay out and additional staffing has resulted in increased volume during busy times. This improvement package would install new sound barriers to help absorb background noise in the Communication Center to ensure background sound is not transmitted on the radio and respondents can clearly hear dispatcher information. This improvement request supports the City Council goal of Vibrant Community: Healthy and Safe.

Related Cost:	\$ 2,400	Tax Funds	Non-Recurring	<b>Recommend - Yes</b>
Related Revenue:	\$ 800	Dubuque County	Non-Recurring	
Net Cost:	<u>\$ 1,600</u>			
Property Tax Impact:	\$ 0.0006	0.01%		
Activity: Emergency Communications				

## 4 of 4

This improvement level request is for stipends for non-bargaining unit Lead Dispatchers who train new staff. Lead Dispatchers who help train new staff currently do not receive any incentive to help train. This improvement level request would provide each Lead trainer one hour of compensatory time or one hour of pay at regular rate for every 10 hours that they train new dispatchers. Each new dispatcher undergoes approximately 750 hours of training. Leads, as well as other senior dispatchers, do the training. There is often an overlap of several new employees in training at a time. This request supports

City Council goal of Financially Responsible, High-Performance City Organization: Sustainable, Equitable and Efficient Service Delivery.

Related Cost:	\$ 1,063	Tax Funds	Recurring	<b>Recommend - Yes</b>
Related Revenue:	\$ 354	Dubuque County	Recurring	
Net Cost:	<u>\$ 709</u>			
Property Tax Impact:	\$ 0.0003	—%		
Activity: Emergency Communications				

### **Significant Line Items**

#### **Employee Expense**

1. FY 2021 employee expense reflects a 1.5% wage package increase.
2. The Iowa Public Employee Retirement System (IPERS) City contribution of 9.44% is unchanged from FY 2020. The employee contribution of 6.29% is unchanged from FY 2020.
3. The City portion of health insurance expense increased from \$921 in FY 2020 to \$1,013 in FY 2021 per month per contract which results in an annual cost increase of \$27,542 or 9.99%.
4. Overtime expense is unchanged from \$5,391 in FY 2020 to \$5,391 in FY 2021. FY 2019 actual was \$7,483.
5. Five-Year Retiree Sick leave payout decreased from \$1,087 in FY 2020 to \$362 in FY 2021.
6. 50% Sick leave payout increased from \$0 in FY 2020 to \$2,117 in FY 2021 based on FY 2020 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. Office Equipment Rental is decreased from \$12,456 in FY 2020 to \$11,616 in FY 2021 based on estimated cost. This line item represents the costs for the rental of the T-1 line provided by the state through the National Crime Information Center/Iowa Computer (NCIC). The direct line provides the City with access to the computer system for law enforcement related items such as but limited to wanted/missing person, vehicle registrations, driver's licenses, and other law enforcement information from Iowa and nationally.
8. Software License decreased from \$31,441 in FY 2020 to \$18,849 in FY 2021. In FY 2020 there were one-time purchases of an additional CAD license and additional ProQA license.
9. Education and Training decreased from \$14,340 in FY 2020 to \$9,340 in FY 2021. This line item represents the cost of required emergency response training.
10. Conferences is decreased from \$12,000 in FY 2020 to \$8,000 in FY 2021. Regional and national conferences for the Association of Public-Safety Communications Officials-International and the Sungard training for the public safety software is budgeted.

## Machinery & Equipment

11. Equipment replacement items at the maintenance level include (\$350):

(1) Smartphone      \$350

12. Dispatcher computers are replaced through 911 surcharge funds. It is important to note that most of the Equipment for the 911 center comes from 911 Board which is a County-wide Board. The 2 computers and 2 monitors used to monitor traffic cameras are replaced through the City's general fund in the city-wide computer replacement capital improvement project.

## Debt Service

13. FY 2021 annual debt service is as follows (\$15,420):

Amount	Debt Series	Payment Source	Purpose	Final Payment	Call Date
\$ 15,420	2012D G.O.	Sales Tax 20%	Tower Relocation	2027	2019
<b>\$ 15,420</b>	<b>Total Emergency Communications Annual Debt Service</b>				

## Revenue

14. The Joint Communications Payment represents the amount Dubuque County pays for the support of the 911 center. It is 1/3 of the total operating estimate for FY 2021 of \$540,089 (FY 2020 was \$531,718). As the expenses increase or decrease, so does the County's share.

# EMERGENCY COMMUNICATIONS

Ensure the appropriate response is dispatched that meets or exceeds the expectations and needs of the public that is requesting service through effective and efficient dispatching of emergency personnel to the scene.



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

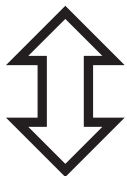
### People

The Emergency Communications Center works with citizens and emergency responders to ensure the needs of the community are met.



### Planning

The Communications Center works with different agencies in the Dubuque area to ensure that all emergency needs are provided when requested by citizens and visitors of Dubuque.



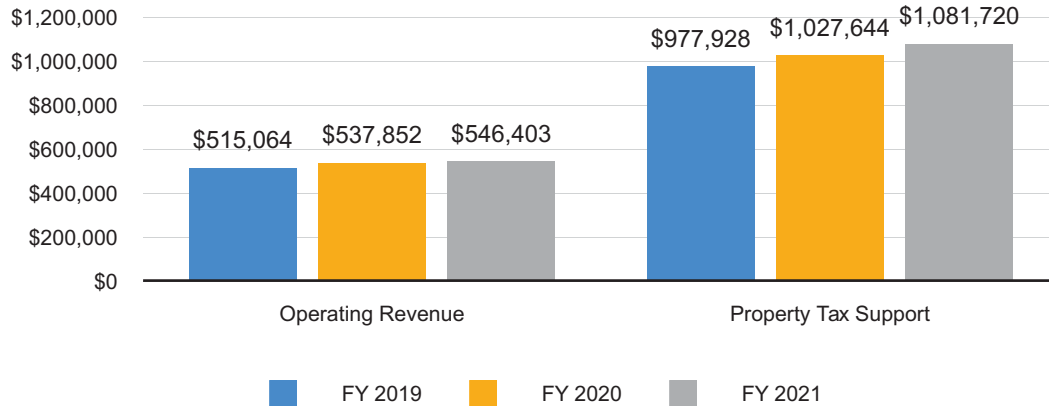
### Partnerships

The Emergency Communications Department partners with many City, County, and State departments as well as 11 non-profits and organizations throughout the City and County to provide quality services that are consistent with the City Council goals and priorities.

# EMERGENCY COMMUNICATIONS

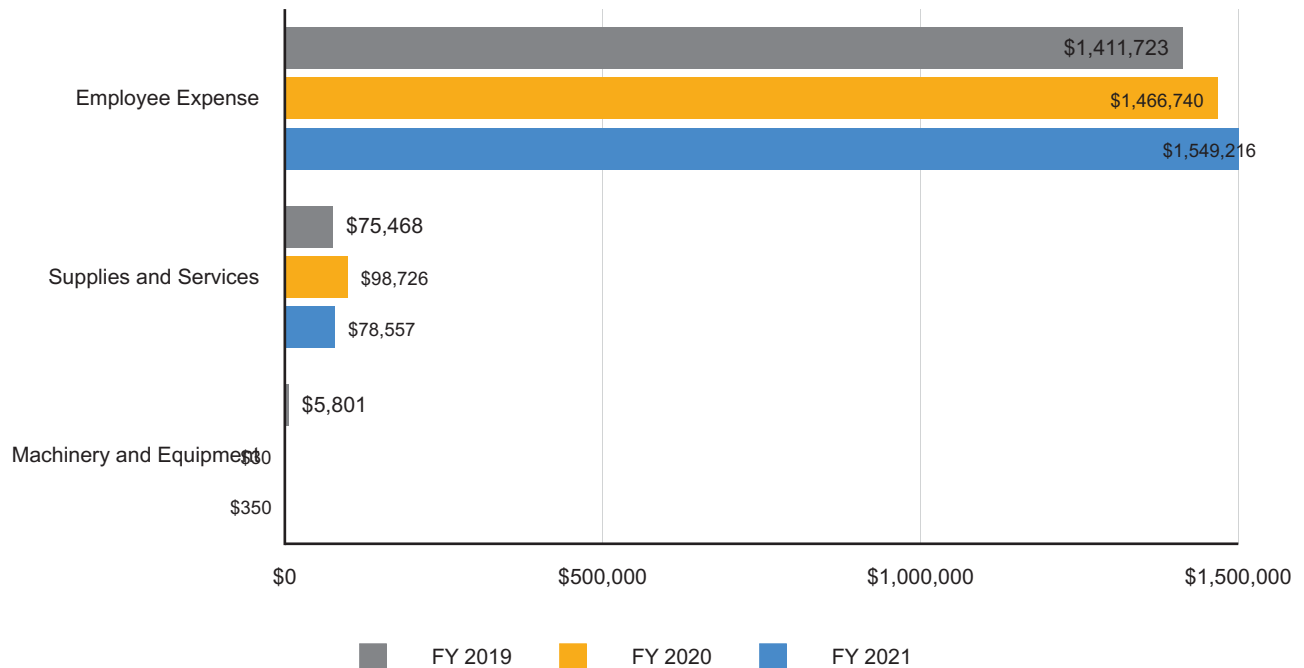
	FY 2019	FY 2020	FY 2021
Full-Time Equivalent	18.28	19.28	19.28

## Debt and Resources



The Emergency Communication Department is supported by 19.28 full-time equivalent employees, which accounts for 94.26% of the department expense as seen below. Overall, the department's expenses are expected to increase by 3.62% in FY 2021 compared to FY 2020.

## Expenditures by Category by Fiscal Year



# EMERGENCY COMMUNICATIONS





## Mission & Services

The Emergency Communications Center employees are the first of the first responders. We are committed to answering all 9-1-1 and non-emergency calls with professionalism, integrity and compassion while efficiently dispatching police, fire and emergency medical services. Customer service is essential to our success, so we treat each caller with empathy and respect. Dedicated and highly trained professionals routinely offer life-saving medical instructions in addition to providing accurate public safety information. The Emergency Communications Center is also the after hours answering point for most city services. The Communications Center is responsible for all the 911 phone and radio equipment used in Dubuque County. Service is provided 24/7.

Emergency Communications Position Summary	
	FY 2021
Emergency Communications Manager	1.00
Lead Public Safety Dispatcher	4.00
Public Safety Dispatcher - FT	10.00
Public Safety Dispatcher - PT	3.55
Records Clerk - PT	0.73
<b>Total Full-Time Equivalent Employees</b>	<b>19.28</b>

## Performance Measures

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

Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
<b>1 Activity Objective: Provide expedient and effective handling of emergency calls.</b>					
% of phone calls answered in 10 seconds or less ( <i>National Average is 90%</i> )	98%	97%	96%	96%	
# of total calls for service handled by the Dubuque Communications Center	>170,000	170,280	170,499	170,500	
<b>2 Activity Objective: Provide education and outreach to the public to ensure appropriate use of 911.</b>					
# of schools presented to in Dubuque City/County	26	26	24	26	
# of students reached through classroom presentations	1,200	1,215	1,113	1,200	





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**Recommended Operating Revenue Budget - Department Total**  
**12 - EMERGENCY COMMUNICATIONS**

Fund	Account	Account Title	FY18 Actual Revenue	FY19 Actual Revenue	FY20 Adopted Budget	FY21 Recomm'd Budget
100	46120	COUNTY PAYMENT - JT COMM	453,753	508,750	531,718	540,089
46	LOCAL GRANT AND REIMBURSE - Total		453,753	508,750	531,718	540,089
100	51983	COPY FEES	2,490	4,055	2,490	4,055
51	CHARGES FOR SERVICES - Total		2,490	4,055	2,490	4,055
100	53620	REIMBURSEMENTS-GENERAL	3,644	2,259	3,644	2,259
53	MISCELLANEOUS - Total		3,644	2,259	3,644	2,259
400	54210	GO BOND PROCEEDS	0	1,422	0	0
400	54220	BOND DISCOUNT	0	64	0	0
54	OTHER FINANCING SOURCES - Total		0	1,486	0	0
400	59,350	FR SALES TAX CONSTRUCTION	20,620	21,060	20,574	15,420
100	59810	FR GARAGE SERVICE FUND	12,973	0	0	0
59	TRANSFER IN AND INTERNAL - Total		33,593	21,060	20,574	15,420
EMERGENCY COMMUNICATIONS - Total			493,480	537,610	558,426	561,823

**Recommended Operating Expenditure Budget - Department Total**  
**12 - EMERGENCY COMMUNICATIONS**

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
100	61010	FULL-TIME EMPLOYEES	785,390	813,300	875,303	917,162
100	61020	PART-TIME EMPLOYEES	168,387	192,793	211,134	214,174
100	61050	OVERTIME PAY	12,697	7,483	5,391	5,391
100	61070	HOLIDAY PAY	19,586	20,029	21,630	23,240
100	61091	SICK LEAVE PAYOFF	1,087	1,087	1,087	362
100	61096	50% SICK LEAVE PAYOUT	0	0	0	2,117
100	61310	IPERS	88,247	97,573	106,089	109,399
100	61320	SOCIAL SECURITY	71,505	74,793	84,851	88,431
100	61410	HEALTH INSURANCE	222,576	200,340	157,230	184,772
100	61415	WORKMENS' COMPENSATION	3,828	3,273	2,809	2,929
100	61416	LIFE INSURANCE	654	658	816	843
100	61660	EMPLOYEE PHYSICALS	128	396	400	396
<b>61 - WAGES AND BENEFITS</b>			<b>1,374,085</b>	<b>1,411,723</b>	<b>1,466,740</b>	<b>1,549,216</b>
100	62010	OFFICE SUPPLIES	1,336	1,781	1,336	1,632
100	62061	DP EQUIP. MAINT CONTRACTS	1,215	2,483	2,581	3,423
100	62070	OFFICE EQUIP RENTAL	11,616	11,448	12,456	11,616
100	62090	PRINTING & BINDING	5,023	1,427	5,374	4,200
100	62110	COPYING/REPRODUCTION	863	827	924	924
100	62130	LEGAL NOTICES & ADS	875	459	875	459
100	62206	PROPERTY INSURANCE	629	0	0	0
100	62208	GENERAL LIABILITY INSURAN	6,421	6,857	7,318	7,200
100	62310	TRAVEL-CONFERENCES	4,349	3,603	12,000	8,000
100	62320	TRAVEL-CITY BUSINESS	1,151	2,264	2,000	2,000
100	62340	MILEAGE/LOCAL TRANSP	374	433	404	472
100	62360	EDUCATION & TRAINING	6,799	6,704	14,340	9,340
100	62421	TELEPHONE	6,177	6,525	6,177	6,525
100	62431	PROPERTY MAINTENANCE	0	453	600	600
100	62436	RENTAL OF SPACE	780	715	780	780
100	62663	SOFTWARE LICENSE EXP	15,811	28,670	31,441	18,849
100	62667	DATA SERVICES	120	134	120	137
100	62716	CONSULTANT SERVICES	0	0	0	2,400
400	62731	MISCELLANEOUS SERVICES	0	686	0	0
<b>62 - SUPPLIES AND SERVICES</b>			<b>63,541</b>	<b>75,468</b>	<b>98,726</b>	<b>78,557</b>
100	71211	DESKS/CHAIRS	0	1,552	0	0
100	72414	TELEVISION	0	4,079	0	0
100	72418	TELEPHONE RELATED	0	170	30	350
<b>71 - EQUIPMENT</b>			<b>0</b>	<b>5,801</b>	<b>30</b>	<b>350</b>
100	73210	CONST CONTRACT-BLDG	0	0	0	2,400
<b>73 - CIP EXPENDITURES</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>2,400</b>
400	74111	PRINCIPAL PAYMENT	15,300	16,200	16,200	11,511
400	74112	INTEREST PAYMENT	5,320	4,860	4,374	3,909
<b>74 - DEBT SERVICE</b>			<b>20,620</b>	<b>21,060</b>	<b>20,574</b>	<b>15,420</b>
<b>12 - EMERGENCY COMMUNICATIONS TOTAL</b>			<b>1,458,246</b>	<b>1,514,052</b>	<b>1,586,070</b>	<b>1,645,943</b>

## Recommended Expenditure Budget Report by Activity & Funding Source

### 12 - EMERGENCY COMMUNICATIONS

#### EMERGENCY COMM. CENTER - 12100

##### FUNDING SOURCE: GENERAL

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
CIP EXPENDITURES	—	—	2,400
EQUIPMENT	5,801	30	350
SUPPLIES AND SERVICES	74,781	98,726	78,557
WAGES AND BENEFITS	1,411,723	1,466,740	1,549,216
<b>EMERGENCY COMM. CENTER</b>	<b>1,492,305</b>	<b>1,565,496</b>	<b>1,630,523</b>
<b>DEBT SERVICE</b>	<b>- 12400</b>		

##### FUNDING SOURCE: DEBT SERVICE

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
DEBT SERVICE	21,060	20,574	15,420
SUPPLIES AND SERVICES	686	—	—
<b>DEBT SERVICE</b>	<b>21,746</b>	<b>20,574</b>	<b>15,420</b>
<b>EMERGENCY COMMUNICATIONS TOTAL</b>	<b>\$1,514,052</b>	<b>\$1,586,070</b>	<b>\$1,645,943</b>

CITY OF DUBUQUE, IOWA  
DEPARTMENT DETAIL - PERSONNEL COMPLEMENT  
12 EMERGENCY COMMUNICATION DIVISION

FD	JC	WP-GR	JOB CLASS	FY 2019		FY 2020		FY 2021	
				FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
61010 Full Time Employee Expense									
100	6600	GE-36	COMMUNICATIONS MANAGER	1.00	\$ 88,864	1.00	\$ 90,899	1.00	\$ 91,920
100	6575	GE-30	LEAD DISPATCHER	4.00	\$ 255,737	4.00	\$ 261,834	4.00	\$ 266,185
100	6500	OE-09	PUBLIC SAFETY DISPATCHER	9.00	\$ 476,429	10.00	\$ 516,966	10.00	\$ 553,453
TOTAL FULL TIME EMPLOYEES				14.00	\$ 821,030	15.00	\$ 869,699	15.00	\$ 911,558
61020 Part Time Employee Expense									
100	6500	OE-09	PUBLIC SAFETY DISPATCHER	3.55	\$ 179,638	3.55	\$ 185,039	3.55	\$ 182,127
100		NA-48	RECORDS CLERK	0.73	\$ 26,842	0.73	\$ 31,699	0.73	\$ 32,047
TOTAL PART TIME EMPLOYEES				4.28	\$ 206,480	4.28	\$ 216,738	4.28	\$ 214,174
TOTAL EMERG. COMM. DIVISION				18.28	\$1,027,510	19.28	\$1,086,437	19.28	\$ 1,125,732

CITY OF DUBUQUE, IOWA  
ACTIVITY PERSONNEL COMPLEMENT SUMMARY

ACCT	FD	JC	WP-GR	POSITION CLASS	FY 2019		FY 2020		FY 2021		
					FTE	BUDGET	FTE	BUDGET	FTE	BUDGET	
Emergency Comm. Center-FT											
10012100	61010	100	6600	GE-36	COMMUNICATIONS MANAGER	1.00	\$ 88,864	1.00	\$ 90,899	1.00	\$ 91,920
10012100	61010	100	6575	GE-30	LEAD DISPATCHER	4.00	\$255,737	4.00	\$ 261,834	4.00	\$ 266,185
10012100	61010	100	6500	OE-09	PUBLIC SAFETY DISPATCHER	9.00	\$476,429	10.00	\$ 516,966	10.00	\$ 553,453
Total						14.00	\$821,030	15.00	\$ 869,699	15.00	\$ 911,558
Emergency Comm. Center-PT											
10012100	61020	100	6500	OE-09	PUBLIC SAFETY DISPATCHER	3.55	\$179,638	3.55	\$ 185,039	3.55	\$ 182,127
10012100	61020	100	4218	NA-48	RECORDS CLERK	0.73	\$ 26,842	0.73	\$ 31,699	0.73	\$ 32,047
Total						4.28	\$206,480	4.28	\$ 216,738	4.28	\$ 214,174
TOTAL EMERGENCY COMMUNICATION DEPARTMENT						18.28	\$1,027,51	19.28	\$ 1,086,437	19.28	\$ 1,125,732

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**Police**



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## POLICE DEPARTMENT

<b>Budget Highlights</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Budget</b>	<b>FY 2021 Requested</b>	<b>% Change From FY 2020 Budget</b>
<u>Expenses</u>				
Employee Expense	12,832,855	13,356,077	13,965,539	4.6 %
Supplies and Services	1,456,987	1,864,512	1,781,479	(4.5)%
Machinery and Equipment	435,234	680,155	540,568	(20.5)%
Debt Service	60,014	62,021	60,815	(1.9)%
Total Expenses	14,785,090	15,962,765	16,348,401	2.4 %
<u>Resources</u>				
Operating Revenue	1,391,080	1,446,021	1,463,658	1.2 %
DRA Gaming for Debt Abatement	—	62,021	60,815	(1.9)%
Total Resources	1,391,080	1,508,042	1,524,473	1.1 %
Property Tax Support	13,394,010	14,454,723	14,823,928	369,205
Percent Increase (Decrease)				2.6 %
<b>Personnel - Authorized FTE</b>	<b>119.56</b>	<b>120.56</b>	<b>121.56</b>	

## Improvement Package Summary

### 1 of 1

This improvement request supports funding for additional overtime for Patrol Officers during the summer months of FY 2021, beginning July 1, 2020 and ending June 30, 2021. The department anticipates an increase in scheduled community events that will impact the community by increasing the number of visitors during the summer months, requiring increased police officer presence beyond regularly scheduled shift hours. This request supports the City Council Goal of Vibrant Community, Healthy and Safe, with accompanying objectives of ensuring a safe and secure community environment, and maintaining an appropriate level of personnel and fleet to respond safely and appropriately to calls for service. The department is estimating 20 officers will be needed with an average of eight overtime hours at the current overtime rate, and accompanying fringe benefits to include Social Security, and retirement as determined by MFPRSI.

Related Cost:	\$ 9,812	Tax Funds	Recurring	<b>Recommend - No</b>
Net Cost:	<u>\$ 9,812</u>			
Property Tax Impact:	\$ 0.0039	0.04%		
Activity: Police Patrol				

## Significant Line Items

### Employee Expense

1. FY 2021 employee expense reflects a 1.5% wage package increase.
2. The Iowa Public Employee Retirement System (IPERS) City contribution of 9.44% is unchanged from FY 2020 The employee contribution of 6.29% is unchanged from FY 2020.
3. Fire and Police Retirement rates in FY 2021 increased from 24.41% to 25.31% or a increase of 3.69%; a cost of \$148,555. The history of the change in rates is as follows:

Fiscal Year	Previous Rate	New Rate	% Change	\$ Change
2011	17.00%	19.90%	17.06%	\$ 197,987
2012	19.90%	24.76%	+24.42%	\$ 337,609
2013	24.76%	26.12%	+5.49%	\$ 99,325
2014	26.12%	30.12%	+15.31%	\$ 299,175
2015	30.12%	30.41%	+0.96%	\$ 180,505
2016	30.41%	27.77%	-8.68%	\$ -191,341
2017	27.77%	25.92%	-6.66%	\$ -148,288
2018	25.92%	25.68%	-0.93%	\$ -19,457
2019	25.68%	26.02%	1.32%	\$ 160,410
2020	26.02%	24.41%	-6.19%	\$ 69,279
2021	24.41%	25.31%	3.69%	\$ 148,555

4. The City portion of health insurance expense is increased from \$921 in FY 2020 to \$1,013 in FY 2021 per month per contract which results in an annual cost increase of \$150,392 or 11.26%.
5. Police Injuries decreased from \$86,934 in FY 2020 to \$85,330 in FY 2021 based on a five year average of actual expenditures.
6. Overtime increased from \$130,827 in FY 2020 to \$158,484 in FY 2021. FY 2019 actual was \$165,610.
7. Reimbursable Overtime decreased from \$201,092 in FY 2020 to \$188,056 in FY 2021. FY 2019 actual was \$289,716. This line item is the reimbursed overtime for Mercy, Q Casino, and other privately sponsored events covered by the police department that are directly reimbursed by private entities.
8. Holiday Pay decreased from \$439,682 in FY 2020 to \$434,857 in FY 2021. FY 2019 actual was \$358,533. This line item fluctuates depending on what weekday the holidays fall on.
9. Five-Year Retiree Sick leave payout increased from \$56,813 in FY 2020 to \$59,959 in FY 2021.
10. 50% Sick leave payout increased from \$0 in FY 2020 to \$25,628 in FY 2021 based on FY 2020 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.

11. Insurance Premiums increased from \$18,717 in FY 2020 to \$19,091 in FY 2021. The Fire and Police stop loss insurance premium is an ineligible expense under the worker's compensation reserve and is budgeted separately in this line item.
12. The Fiscal Year 2020 budget approved an improvement level decision package to provide funding for the expansion of the Dubuque Police Department School Resource Officer (SRO) Program. To spread the expenses over time, three SRO's will be added over three consecutive years: Fiscal Year 2020, Fiscal Year 2021, and Fiscal Year 2022 budget. The Dubuque Community School District (DCSD) will gradually pay 50% of the salary of the existing SRO Corporal, and the DARE Officer. This DCSD payment will be implemented in increments of 45% of 50% reimbursement in year 1, or Fiscal Year 20, 75% of 50% reimbursement in year 2, or Fiscal Year 21, and 100% of 50% reimbursement in year 3, or Fiscal Year 22.
  - a. The Fiscal Year 2021 reflects the addition of one SRO officer (+1.0 FTE and +\$102,535).

### **Supplies & Services**

13. Education and Training decreased from \$207,701 in FY 2020 to \$185,166 in FY 2021. This line item includes mandatory and required training which fluctuates annually and is dependent on certifications, promotions, and retirements.
14. Data Processing Equipment Maintenance Contracts increased from \$50,216 in FY 2020 to \$54,076 in FY 2021 based on software and the number of licenses allocated to the Police Department.
15. Police Liability Insurance increased from \$48,183 in FY 2020 to \$50,592 in FY 2021 based on FY 2019 actual plus 5%.
16. Property Maintenance increased from \$357,245 in FY 2020 to \$416,114 in FY 2021. This line item pays the County of Dubuque for annual maintenance (\$219,512) to the shared Dubuque Law Enforcement Center (DLEC). The increased expense is the Police Department portion (29.3%) of the lighting replacement project (\$103,127).
17. Motor Vehicle Fuel increased from \$131,474 in FY 2020 to \$135,024 in FY 2021 based on FY 2019 actual of \$137,835 plus 2%.
18. Motor Vehicle Maintenance increased from \$142,344 in FY 2020 to \$146,945 in FY 2021 based on FY 2019 actual plus 2%.
19. Software License Expense increased from \$195,208 in FY 2020 to \$219,333 in FY 2021. This line item represents Public Safety Software \$147,900, Smart 911 software \$10,250, Criminal Investigation software \$16,575, and Patrol software \$44,608.
20. Programming increased from \$115,409 in FY 2020 to \$117,742 in FY 2021. This line item represents the recharge of Information Services staff time related to the maintenance of software.
21. Ammunition is unchanged from \$46,197 in FY 2020 to \$46,197 in FY 2021. FY 2019 actual was \$33,372. This line item represents the cost of all Police firearms.

22. Pay to Other Agency decreased from \$207,142 in FY 2020 to \$66,020 in FY 2021. This line item represents one-third share of the Drug Task Force office expense, fifty percent share of the Dubuque Drug Task Force Coordinator position, and annual continuation fees for accreditation.

## **Machinery & Equipment**

23. Equipment replacement items include (\$540,568):

<b><u>Police Equipment Replacements</u></b>		
<b><u>Administration</u></b>		
Sport Utility Vehicle	\$	—
Smartphone (2) and Cellphones (2)	\$	—
<b><u>DARE Program</u></b>		
Smartphone	\$	—
<b><u>Staff Services</u></b>		
Office Furniture	\$	5,000
File Cabinets	\$	350
Digital Camera	\$	150
<b><u>Police Training</u></b>		
File Cabinets (2)	\$	872
Television	\$	700
Video Equipment	\$	130
<b><u>Criminal Investigation</u></b>		
Digital Cameras (2)	\$	5,175
Vehicle Accessories	\$	1,800
SUV Replacement	\$	28,902
<b><u>Community Oriented Police</u></b>		
Traffic Squad Car	\$	57,804
Bicycle/Bag/Carrier/Lighting	\$	150
Vehicle Accessories	\$	17,000
<b><u>ICE Enforcement</u></b>		
Other Police Equipment	\$	5,000
<b><u>Patrol</u></b>		
Mobile Printers	\$	2,960
Patrol Vehicles (7)	\$	173,412
Vehicle Accessories	\$	59,500
Aux Emergency Lights	\$	2,330
Visibar Lights	\$	11,500
Handheld/Moving Radar (4)	\$	4,120
Body Armor - (28)	\$	21,980
Alcosensor (2)	\$	1,000

<b>Police Equipment Replacements</b>	
Weapon Replacements (12)	\$ 17,035
Bar Code Scanners/Card Readers (9)	\$ 4,284
Gas Masks (5)	\$ 1,750
Riot Helmets (3)	\$ 450
Shooting ears and glass (3)	\$ 1,000
GPS	\$ 600
Traffic Monitor Batteries	\$ 1,600
ASP Break Barrel Air Rifle/Carrier (20)	\$ 3,000
Pepperball System (1)	\$ 1,020
40MM Gas Gun (1)	\$ 1,000
Handheld Radio (2)/Batteries (28)	\$ 13,200
Automatic External Defibrillator	\$ 16,876
Body (4)/Vehicle Camera Systems (4)	\$ 24,048
Car Camera (4)/Digital Cameras (3)	\$ 23,250
Cell Phones /Accessories	\$ 1,620
<b>Grant Funded Equipment</b>	
Other Police Equipment	\$ 30,000
<b>Total Equipment</b>	<b>\$ 540,568</b>

## Debt Service

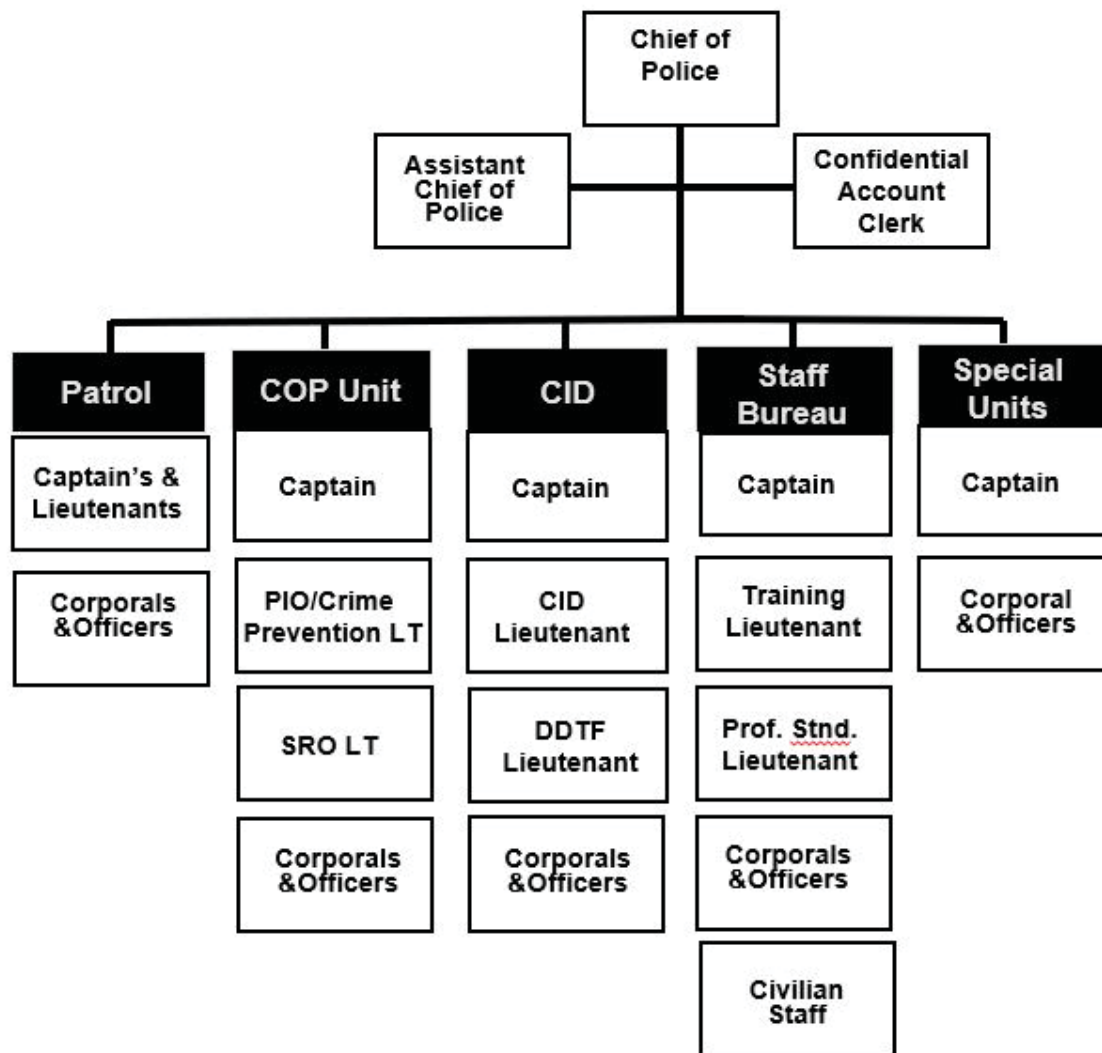
24. In FY 2021 annual debt service payments on GO Bonds issued for Police software replacement is \$60,815.

Amount	Debt Series	Payment Source	Purpose	Final Payment	Call Date
\$ 40,115	2012E G.O.	General Fund	Software	2022	2019
\$ 20,700	2014B G.O.	General Fund	Software	2030	2021
<u>\$ 60,815</u>	Total Police Annual Debt Service				

## Revenue

25. Reimbursements from Dubuque Community Schools increased from \$291,594 in FY 2020 to \$390,625 in FY 2021. Reimbursements include shared cost for four School Resource Officers and the DARE (Drug Abuse Resistance Education) program. In addition, reimbursements include the expansion of the School Resource Officer program which will be implemented over a three year period.
26. Dubuque County Sheriff's Department reimbursement increased from \$289,399 in FY 2020 to \$307,533 in FY 2021. Reimbursements include sharing the cost of six employees, computer system maintenance, and the DARE program.

27. Racing Association Revenue decreased from \$137,717 in FY 2020 to \$113,092 in FY 2021 based on FY 2019 actual plus 10%. This revenue offsets overtime pay to police officers related to coverage at the Q Casino and includes a 5% administrative fee.
28. State and Federal Pass-Through to the State grants decreased from \$103,306 in FY 2020 to \$88,089 in FY 2021. FY 2021 grant revenue will support Narcotics Investigation \$20,000, Domestic Abuse Grant \$2,751, Alcohol/Tobacco compliance program \$6,525, Meth Hots Spots program \$3,000, Police Traffic Service Grant \$25,000, and \$30,813 to support the Dubuque Drug Task Force.
29. Iowa District Court Fines decreased from \$304,104 in FY 2020 to \$286,446 in FY 2021 based on FY 2019 actual of \$286,446.

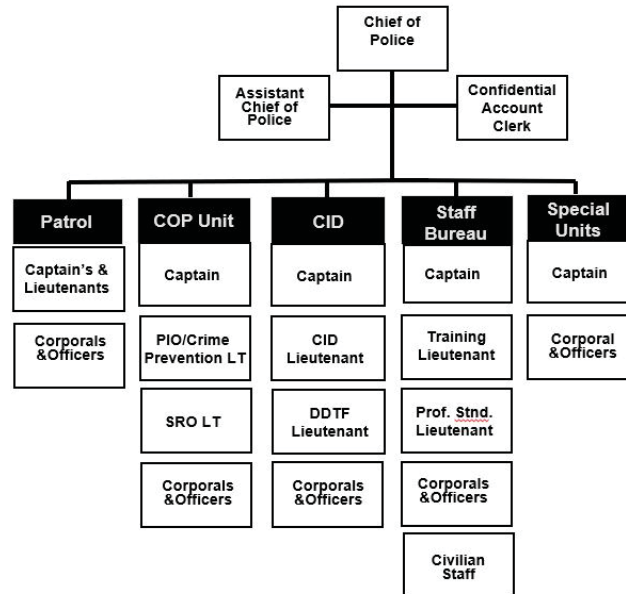




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# DUBUQUE POLICE DEPARTMENT

The Mission of the Dubuque Police Department is to provide a safe and secure environment for citizens, visitors and guests so they can experience a stable, thriving community free of danger, injury or threat of harm.



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

### People

The Dubuque Police Department offers seven opportunities for the community to become involved in policing: Auxiliary Police, Citizen's Police Academy, Youth Academy, School Resource Officers, Social Media Outreach, Dubuque Police Ride Along Program, and Police Explorer Program.



### Partnerships

The Dubuque Police Department utilizes partnerships with other federal, local, and state entities, private organizations and individuals to support the City Council Goal of Livable Neighborhoods.



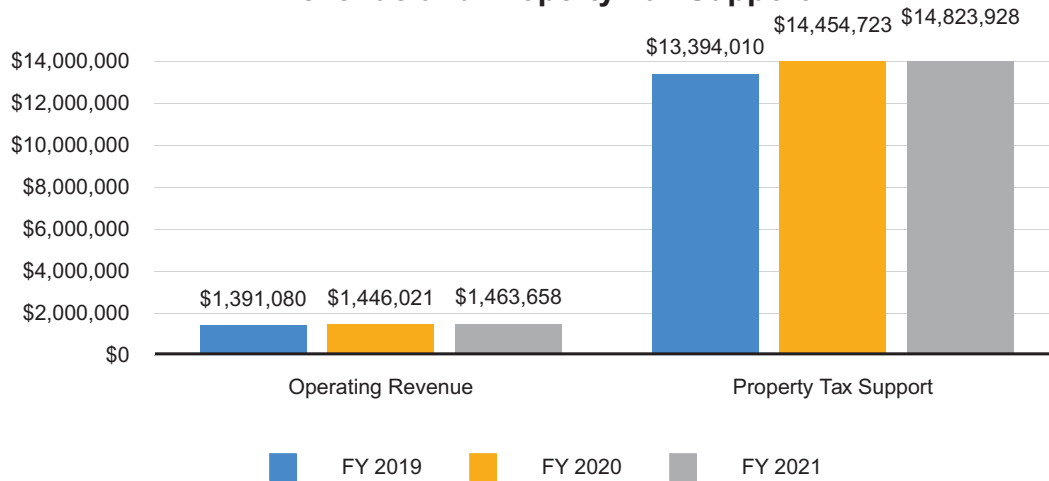
### Planning

The Dubuque Police Department supports the City Council Goal of Vibrant Community: Healthy and Safe by working with all City Departments and community partners to ensure professional police service.

# DUBUQUE POLICE DEPARTMENT

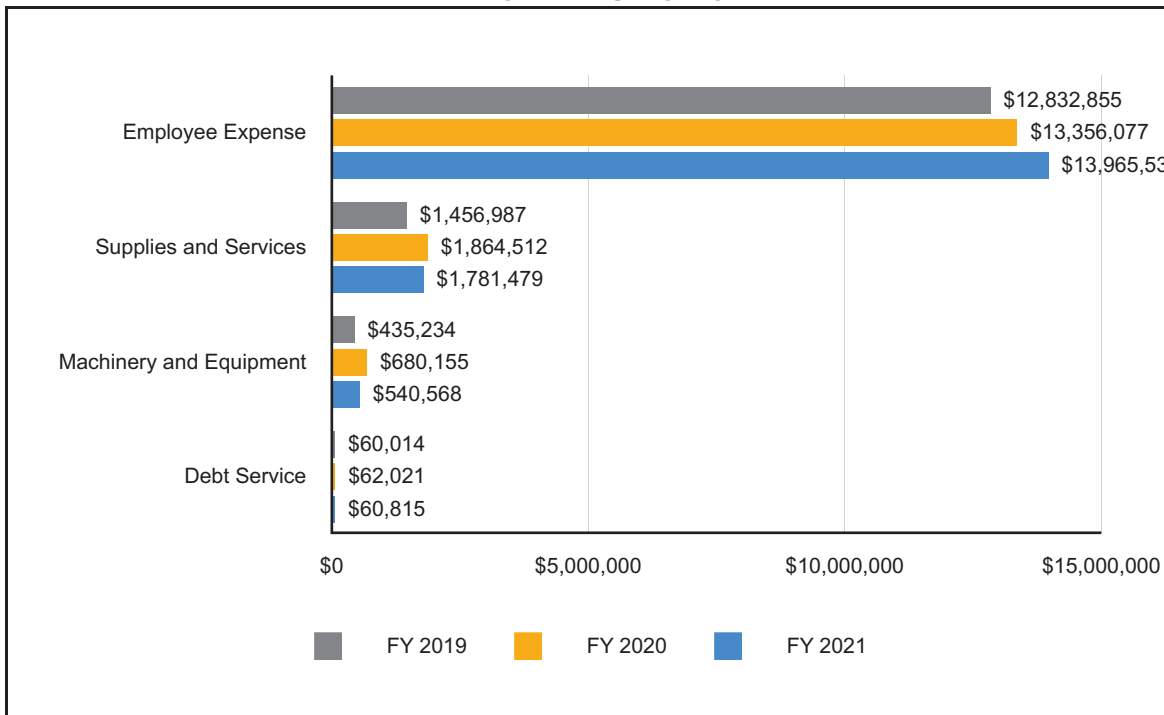
	FY 2019	FY 2020	FY 2021
Full-Time Equivalent	119.56	120.56	121.56

### Revenue and Property Tax Support



The Police Department is supported by 121.56 full-time equivalent employees, which accounts for 85.42% of the department expense as seen below. Overall, the department's expenses are expected to increase by 2.42% in FY 2021 compared to FY 2020.

### Expenditures by Category by Fiscal Year



# DUBUQUE POLICE DEPARTMENT

## Administration

### Overview



The Police Department is responsible for providing community service and protection, creating a safe and secure environment for the citizens we serve. It also provides for maintenance, equipment, materials, supplies and repairs necessary for the operation of the department at the Dubuque Law Enforcement Center; as well as completing all requirements to maintain our status as an accredited law enforcement agency. Service is provided 24/7. Police Administration oversees five divisions within the department: Community Oriented Policing, Criminal Investigation, Patrol, Staff Services and Special Units. Staff Services encompasses Records and Identification and Training activities.

Administration Funding Summary			
	FY 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$808,460	\$983,464	\$1,040,938
Resources	\$9,604	\$7,250	\$1,507

Administration Position Summary	
	FY 2021
Police Chief	1.00
Assistant Police Chief	1.00
Account Clerk Confident	1.00
<b>Total FT Equivalent Employees</b>	<b>3.00</b>

### Performance Measures

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

	Performance Measure (KPI)	Target	2018 Actual	2019 Actual	2020 Estimate	Performance Indicator
1	<b>Activity Objective: Encourage all to feel safe in the community by providing expedient and efficient customer service and staffing and training quality, diverse applicants.</b>					
	# of calls for service handled per fiscal year	55,000	56,153	55,695	55,000	
	# of officer applicants received & hired per calendar year	100 (5)	105 (5)	113 (10)	120 (6)	

# DUBUQUE POLICE DEPARTMENT

## Community Oriented Policing

### Mission & Services



[Community Oriented Policing](#) promotes positive relationships between police and community, establishing a problem solving philosophy by addressing the causes of crime and encourages long-term innovative problem solving, and improving law enforcement-community partnerships with better quality communication. This activity enhances police services by shifting the focus of police work from responding to individual incidents to addressing problems identified by the community and emphasizing the use of problem-solving approaches to supplement traditional law enforcement. This is demonstrated by [involvement with the City of Dubuque Housing Department, School Resource Officers](#), Public Information, and involvement with landlords and neighborhood associations.

Community Oriented Policing Funding Summary			
	FY 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$ 1,376,164	\$ 1,614,153	\$ 1,744,320
Resources	\$ 180,554	\$ 321,914	\$ 417,045

Community Oriented Policing Position Summary	
	FY 2021
Police Captain	1.00
Police Lieutenant	1.00
Police Corporal	4.00
DARE Police Officer	1.00
School Resource Officer	5.00
Police Officer	2.00
<b>Total FT Equivalent Employees</b>	<b>14.00</b>

### Performance Measures

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

	Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
1	<b>Activity Objective: Public—Police engagement through neighborhood associations, landlord associations, and other community-based groups.</b>					
	# of background checks performed for landlords	6,000	6,070	6,348	6,000	
	# of Facebook followers	15,000	9,997	11,646	13,000	

# DUBUQUE POLICE DEPARTMENT

## Criminal Investigation

### Mission & Services



The [Criminal Investigation Division](#) (CID) conducts in-depth investigations into major crimes that occur, including death investigations, sexual abuse, robbery, arson, child abuse, dependent adult abuse, kidnapping, serious assault, major financial crime and computer related crimes. CID is also assigned staff who work primarily in narcotics enforcement and are assigned to the [Dubuque Drug Task Force](#) (DDTF).

Criminal Investigation Funding Summary			
	FY 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$1,602,075	\$1,848,602	\$1,790,311
Resources	\$42,872	\$63,860	\$61,860

Criminal Investigation Position Summary	
	FY 2021
Police Captain	1.00
Police Lieutenant	2.00
Police Corporal	4.00
Patrol Officer	6.00
<b>Total FT Equivalent Employees</b>	<b>13.00</b>

### Performance Measures

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

	Performance Measure (KPI)	Target	CY17 Actual	CY18 Actual	CY20 Estimate	Performance Indicator
1	<b>Activity Objective: Provide a safer community by deterring crime, providing advice on criminal investigations, and supporting the Drug Task Force and local Opioid responses.</b>					
	Total pounds of prescription drugs received through drug take-back events	1,400	886	1,301	1,200	
	Total pounds of prescription sharps received through drug take-back events	300	205	219	200	

# DUBUQUE POLICE DEPARTMENT

## Patrol

### Mission & Services




Prevent and control conduct threatening to life, property and public order by responding to reports of crimes, accidents and other emergencies, identifying criminal activity and hazardous conditions, and taking appropriate action.

Patrol Funding Summary			
	FY 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$8,888,480	\$9,368,426	\$9,533,918
Resources	\$638,294	\$689,730	\$594,359

Patrol Position Summary	
	FY 2021
Police Captain	4.00
Police Lieutenant	7.00
Police Corporal	6.00
Patrol Officer	58.00
<b>Total FT Equivalent Employees</b>	<b>75.00</b>

### Performance Measures

#### City Council Goal: Vibrant Community, Healthy and Safe

Performance Measure (KPI)	Target	CY 2018	CY 2019	CY 2020 Estimate	Performance Indicator
<b>1 Activity Objective: Ensure a safe and secure community environment.</b>					
Community Conditions: Dubuque is a Safe Place to Liv	75%	64%	N/A	68%	
# of Part I Crimes Against Persons	<200	190	190	200	
# of Part I Property Crimes	<2,000	1,543	1,319	1,600	

# DUBUQUE POLICE DEPARTMENT

## Staff Services

### Mission & Services




Staff Services encompasses several activities. One supervisor with the rank of Captain oversees Staff Services, Training, and Records and Identification. Daily operations include providing clerical support to all divisions, training, Traffic Unit, Accreditation and maintaining official records of the police department.

Staff Services Funding Summary			
	FY 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$1,996,163	\$2,062,832	\$2,099,418
Resources	\$444,350	\$312,127	\$329,295

Staff Services Position Summary	
	FY 2021
Police Captain	1.00
Police Corporal - Staff Services	1.00
Police Corporal - Records	1.00
Police Lieutenant	1.00
Police Lieutenant - Training	1.00
Patrol Officer	3.00
Law Enforcement Support Specialist	1.00
Records Supervisor	1.00
Records Clerk - FT	2.00
Records Clerk - PT	1.24
Secretary	1.00
Clerical Assistant	0.75
Community Resource Officer	0.57
Clerk Typist	1.00
<b>Total FT Equivalent Employees</b>	<b>16.56</b>

### Performance Measures

#### City Council Goal: Vibrant Community, Healthy and Safe

Performance Measure (KPI)	Target	CY18 Actual	CY19 Actual	CY20 Estimate	Performance Indicator
<b>1 Activity Objective: Maintain the appropriate level of policy, personnel, and fleet to perform duties.</b>					
Maintain accreditation (compliance with all 484 standards)	100%	✓	✓	✓	
Traffic Contacts	8,500	8,479	7,925	8,000	
Traffic Accident Investigations	< 3,000	2,590	2,861	2,700	



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## Recommended Operating Revenue Budget - Department Total

### 11 - POLICE DEPARTMENT

Fund	Account	Account Title	FY18 Actual Revenue	FY19 Actual Revenue	FY20 Adopted Budget	FY21 Recomm'd Budget
100	42260	PERMIT, MISC	0	50	50	50
<b>42</b>	<b>LICENSES AND PERMITS</b>	<b>- Total</b>	<b>0</b>	<b>50</b>	<b>50</b>	<b>50</b>
100	43110	INVESTMENT EARNINGS	19	75	0	67
297	43110	INVESTMENT EARNINGS	95	120	87	0
100	43261	RACING ASSOCIATION	108,637	103,033	137,717	113,092
<b>43</b>	<b>USE OF MONEY AND PROPERTY</b>	<b>- Total</b>	<b>108,751</b>	<b>103,228</b>	<b>137,804</b>	<b>113,159</b>
100	44125	FED AID-LAW ENFORCEMENT	0	40,195	34,928	28,020
<b>44</b>	<b>INTERGOVERNMENTAL</b>	<b>- Total</b>	<b>0</b>	<b>40,195</b>	<b>34,928</b>	<b>28,020</b>
100	45701	STATE GRANTS	6,750	6,525	0	6,525
100	45771	FED PASS THRU STATE GRANT	64,235	61,595	103,306	81,564
<b>45</b>	<b>STATE GRANTS</b>	<b>- Total</b>	<b>70,985</b>	<b>68,120</b>	<b>103,306</b>	<b>88,089</b>
100	46205	COUNTY SHARE	79,888	330,689	289,399	307,533
<b>46</b>	<b>LOCAL GRANT AND REIMBURSE</b>	<b>- Total</b>	<b>79,888</b>	<b>330,689</b>	<b>289,399</b>	<b>307,533</b>
100	51215	LATE PAYMENT PENALTY	4,570	5,775	5,000	5,000
100	51901	POLICE ACCIDENT REPORTS	30,790	37,098	24,197	24,197
100	51902	CRIMINAL BACKGROUND CHECK	0	220	200	200
<b>51</b>	<b>CHARGES FOR SERVICES</b>	<b>- Total</b>	<b>35,360</b>	<b>43,093</b>	<b>29,397</b>	<b>29,397</b>
100	53102	PRIVATE PARTICIPANT	226,717	220,705	384,012	464,915
297	53102	PRIVATE PARTICIPANT	(20)	4,200	6,000	10,000
100	53201	REFUNDS	840	8,097	0	0
100	53203	COUNTY REF-WITNESS FEE	34	0	0	0
100	53402	PARKING TICKET FINES	20,000	20,000	20,000	20,000
100	53403	IA DISTRICT COURT FINES	304,104	286,446	304,104	286,446
100	53404	ADMIN. PENALTY	18,100	8,895	18,200	8,895
100	53405	CIGARETTE PENALTIES	9,000	7,850	3,900	7,850
100	53605	MISCELLANEOUS REVENUE	1,771	2,370	4,231	4,270
100	53610	INSURANCE CLAIMS	25,752	4,808	0	0
100	53615	DAMAGE CLAIMS	8,126	4,896	1,500	1,500
100	53620	REIMBURSEMENTS-GENERAL	60,554	188,380	52,777	52,034
100	53646	UNCLAIMED PROPERTY	3,458	1,890	6,500	1,500
<b>53</b>	<b>MISCELLANEOUS</b>	<b>- Total</b>	<b>678,436</b>	<b>758,537</b>	<b>801,224</b>	<b>857,410</b>
100	54106	EQUIPMENT SALES	0	3,225	0	0
100	54107	VEHICLE SALES	1,200	48,263	56,000	50,000
<b>54</b>	<b>OTHER FINANCING SOURCES</b>	<b>- Total</b>	<b>1,200</b>	<b>51,488</b>	<b>56,000</b>	<b>50,000</b>
400	59100	FR GENERAL	61,157	0	62,021	60,815
<b>59</b>	<b>TRANSFER IN AND INTERNAL</b>	<b>- Total</b>	<b>61,157</b>	<b>0</b>	<b>62,021</b>	<b>60,815</b>
<b>POLICE DEPARTMENT - Total</b>			<b>1,035,776</b>	<b>1,395,400</b>	<b>1,514,129</b>	<b>1,534,473</b>

## Recommended Operating Expenditure Budget - Department Total

### 11 - POLICE DEPARTMENT

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
100	61010	FULL-TIME EMPLOYEES	7,791,539	7,837,466	8,607,270	8,894,580
100	61020	PART-TIME EMPLOYEES	66,234	43,423	72,504	62,937
100	61030	SEASONAL EMPLOYEES	13,320	11,435	16,915	16,869
100	61050	OVERTIME PAY	147,463	165,610	130,827	158,484
100	61051	OVERTIME - REIMBURSABLE	203,323	289,716	201,092	188,056
100	61070	HOLIDAY PAY	363,553	358,533	439,682	434,857
100	61090	WITNESS & JURY EXPENSES	26,042	21,471	13,400	21,471
100	61091	SICK LEAVE PAYOFF	43,746	59,042	56,813	59,959
100	61092	VACATION PAYOFF	32,152	9,907	0	0
100	61096	50% SICK LEAVE PAYOUT	0	0	0	25,628
100	61310	IPERS	32,357	34,009	40,578	40,196
100	61320	SOCIAL SECURITY	138,763	142,241	155,852	161,138
100	61350	POLICE PENSIONS	26,725	16,310	21,302	0
100	61370	POLICE & FIRE RETIREMENT	2,023,898	2,045,269	2,106,572	2,256,452
100	61410	HEALTH INSURANCE	1,812,587	1,659,962	1,300,536	1,450,928
100	61411	INSURANCE PREMIUM	0	18,717	18,717	19,091
100	61415	WORKMENS' COMPENSATION	1,529	1,188	1,002	1,028
100	61416	LIFE INSURANCE	4,924	4,856	5,201	5,011
100	61620	UNIFORM ALLOWANCE	53,616	53,781	61,600	60,500
100	61660	EMPLOYEE PHYSICALS	1,244	1,483	500	1,088
100	61665	OTHER MEDICAL COSTS	4,680	4,982	6,780	6,936
100	61670	CIVIL SERVICE PHYSICALS	11,104	11,323	12,000	15,000
100	61675	POLICE/FIRE INJURIES	50,502	42,132	86,934	85,330
<b>61 - WAGES AND BENEFITS</b>			<b>12,849,301</b>	<b>12,832,855</b>	<b>13,356,077</b>	<b>13,965,539</b>
100	62010	OFFICE SUPPLIES	13,094	17,906	13,195	17,594
100	62011	UNIFORM PURCHASES	11,480	18,510	16,593	19,093
100	62030	POSTAGE AND SHIPPING	4,779	3,771	5,324	4,717
100	62060	O/E MAINT CONTRACTS	10,859	13,084	67,252	15,274
100	62061	DP EQUIP. MAINT CONTRACTS	42,393	56,404	50,216	54,076
100	62090	PRINTING & BINDING	6,906	4,990	7,389	5,339
100	62110	COPYING/REPRODUCTION	8,430	8,699	9,018	8,699
100	62130	LEGAL NOTICES & ADS	8,242	10,408	8,242	8,438
100	62140	PROMOTION	299	132	299	299
100	62170	SUBSCRIPTIONS-BOOKS-MAPS	2,763	2,284	2,395	2,316
100	62190	DUES & MEMBERSHIPS	2,058	2,002	2,420	2,890
100	62203	POLICE LIABILITY INS	49,262	45,889	48,183	50,592
100	62206	PROPERTY INSURANCE	2,550	2,509	2,557	2,634
297	62206	PROPERTY INSURANCE	211	0	0	0
100	62208	GENERAL LIABILITY INSURAN	22,396	29,700	31,004	31,186
100	62230	COURT COSTS & RECORD FEES	6,150	14,733	6,150	9,200
100	62310	TRAVEL-CONFERENCES	3,499	8,550	3,600	4,800
100	62320	TRAVEL-CITY BUSINESS	1,215	1,308	1,862	1,222
100	62341	MEETING/WITNESS/JURY EXP	1,099	343	1,099	500
100	62360	EDUCATION & TRAINING	116,546	150,816	207,701	185,166
297	62360	EDUCATION & TRAINING	0	1,018	0	0
100	62421	TELEPHONE	30,778	34,187	40,980	40,948
100	62424	RADIO/PAGER FEE	0	154	12,001	12,001
100	62431	PROPERTY MAINTENANCE	195,542	232,019	357,245	416,114
100	62436	RENTAL OF SPACE	24,377	22,917	24,965	24,023
100	62511	FUEL, MOTOR VEHICLE	131,474	137,835	131,474	135,024

## Recommended Operating Expenditure Budget - Department Total

### 11 - POLICE DEPARTMENT

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
100	62521	MOTOR VEHICLE MAINT.	134,202	144,064	142,344	146,945
100	62522	VEHICLE MAINT., ACCIDENT	8,091	23,619	0	20,327
100	62528	MOTOR VEH. MAINT. OUTSOUR	6,935	8,837	10,080	10,080
297	62528	MOTOR VEH. MAINT. OUTSOUR	125	3,032	1,000	5,000
100	62611	MACH/EQUIP MAINTENANCE	12,196	11,725	13,479	12,634
100	62647	AMMUNITION	18,119	33,372	46,197	46,197
100	62663	SOFTWARE LICENSE EXP	170,134	176,478	195,208	219,333
100	62666	CREDIT CARD CHARGE	0	61	0	945
100	62667	DATA SERVICES	2,183	2,381	2,183	2,510
100	62669	PROGRAMMING	113,490	115,411	115,409	117,742
100	62671	MISC. OPERATING SUPPLIES	0	696	0	0
100	62672	INVESTIGATION SUPPLIES	20,529	20,888	22,330	22,589
100	62678	EDUCATIONAL MATERIALS	10,065	9,506	12,002	13,148
100	62696	OUTSIDE COLLECTOR EXPENSE	218	108	218	108
100	62717	CRIMINAL BACKGROUND CHECK	39,752	41,024	45,756	45,756
100	62731	MISCELLANEOUS SERVICES	90	0	0	0
100	62761	PAY TO OTHER AGENCY	62,782	45,468	207,142	66,020
100	62762	METER READING CONTR.	0	150	0	0
<b>62 - SUPPLIES AND SERVICES</b>			<b>1,295,312</b>	<b>1,456,987</b>	<b>1,864,512</b>	<b>1,781,479</b>
100	71120	PERIPHERALS, COMPUTER	79	0	0	0
100	71122	PRINTER	1,428	3,212	0	2,960
100	71211	DESKS/CHAIRS	5,466	1,474	5,000	5,000
100	71214	FILES	350	700	1,222	1,222
100	71310	AUTO/JEEP REPLACEMENT	318,558	214,247	251,262	260,118
297	71310	AUTO/JEEP REPLACEMENT	4,464	0	0	0
100	71329	VEHICLE ACCESSORIES	48,463	82,316	70,400	78,300
100	71517	LIGHTING EQUIPMENT	0	900	2,180	2,330
100	72210	VISIBAR LIGHTS	4,114	0	11,500	11,500
100	72211	RIFLES	1,539	0	0	0
100	72212	RADAR SPEED DETECTOR	3,450	1,010	4,120	4,120
100	72213	BODY ARMOR	5,390	63,592	18,840	21,980
100	72215	BREATH ANALYZER	0	0	500	1,000
100	72216	9 MM PISTOLS	5,439	13,475	48,250	17,035
100	72217	CARD READERS	0	0	4,284	4,284
100	72218	OTHER POLICE EQUIPMENT	49,319	32,630	35,877	40,570
297	72218	OTHER POLICE EQUIPMENT	25,113	1,880	5,000	5,000
100	72410	PAGER/RADIO EQUIPMENT	2,670	1,203	7,888	13,200
100	72414	TELEVISION	0	0	0	700
100	72416	VIDEO EQUIPMENT	553	0	146,533	24,178
100	72417	CAMERA RELATED EQUIPMENT	6,014	18,551	24,623	28,575
100	72418	TELEPHONE RELATED	8,537	45	22,200	1,620
100	72610	DEFIBRILLATOR	0	0	20,476	16,876
<b>71 - EQUIPMENT</b>			<b>490,947</b>	<b>435,234</b>	<b>680,155</b>	<b>540,568</b>
400	74111	PRINCIPAL PAYMENT	49,650	49,650	52,800	52,800
400	74112	INTEREST PAYMENT	11,507	10,364	9,221	8,015
<b>74 - DEBT SERVICE</b>			<b>61,157</b>	<b>60,014</b>	<b>62,021</b>	<b>60,815</b>
<b>11 - POLICE DEPARTMENT TOTAL</b>			<b>14,696,718</b>	<b>14,785,092</b>	<b>15,962,765</b>	<b>16,348,401</b>

## Recommended Expenditure Budget Report by Activity & Funding Source

### 11 - POLICE DEPARTMENT

#### ADMINISTRATION - 11100

##### FUNDING SOURCE: RESPIRATORY DISEASE TRUST

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	3,032	1,000	5,000
<b>1948 STYLEMASTER TRUST</b>	<b>3,032</b>	<b>1,000</b>	<b>5,000</b>
EQUIPMENT	—	1,245	—
SUPPLIES AND SERVICES	288,844	413,088	474,261
WAGES AND BENEFITS	519,616	569,131	566,677
<b>ADMINISTRATION</b>	<b>808,460</b>	<b>983,464</b>	<b>1,040,938</b>
<b>DARE PROGRAM</b>		<b>- 11180</b>	

##### FUNDING SOURCE: GENERAL

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	0	350	0
SUPPLIES AND SERVICES	8,099	11,391	11,551
WAGES AND BENEFITS	105,897	108,740	116,445
<b>DARE PROGRAM</b>	<b>113,996</b>	<b>120,481</b>	<b>127,996</b>
<b>STAFF SERVICES</b>		<b>- 11190</b>	

##### FUNDING SOURCE: GENERAL

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	3,573	11,975	5,500
SUPPLIES AND SERVICES	192,494	185,157	189,938
WAGES AND BENEFITS	971,397	956,925	979,485
<b>STAFF SERVICES</b>	<b>1,167,464</b>	<b>1,154,057</b>	<b>1,174,923</b>
<b>RECORDS AND ID</b>		<b>- 11220</b>	

##### FUNDING SOURCE: GENERAL

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	204,219	199,167	219,209
WAGES AND BENEFITS	347,308	415,564	400,229
<b>RECORDS AND ID</b>	<b>551,527</b>	<b>614,731</b>	<b>619,438</b>
<b>POLICE TRAINING</b>		<b>- 11250</b>	

##### FUNDING SOURCE: GENERAL

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	700	872	1,702
SUPPLIES AND SERVICES	128,549	155,339	161,957
WAGES AND BENEFITS	147,923	137,833	141,398
<b>POLICE TRAINING</b>	<b>277,171</b>	<b>294,044</b>	<b>305,057</b>
<b>CRIMINAL INVESTIGATION</b>		<b>- 11300</b>	

##### FUNDING SOURCE: GENERAL

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	16,092	6,225	35,877
SUPPLIES AND SERVICES	74,617	95,145	74,726
WAGES AND BENEFITS	1,464,652	1,532,535	1,608,133
<b>CRIMINAL INVESTIGATION</b>	<b>1,555,361</b>	<b>1,633,905</b>	<b>1,718,736</b>
<b>2009 METH HOT SPOTS GRANT- 11319</b>			

**FUNDING SOURCE: GENERAL**

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
WAGES AND BENEFITS	5,465	3,000	3,000
<b>2009 METH HOT SPOTS GRANT</b>	<b>5,465</b>	<b>3,000</b>	<b>3,000</b>
<b>NARCOTICS GRANT INV. - 11320</b>			

**FUNDING SOURCE: GENERAL**

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	41,023	202,697	61,575
<b>NARCOTICS GRANT INV.</b>	<b>41,023</b>	<b>202,697</b>	<b>61,575</b>
<b>HELPING SERVICES NE IOWA - 11324</b>			

**FUNDING SOURCE: GENERAL**

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
WAGES AND BENEFITS	0	2,000	0
<b>HELPING SERVICES NE IOWA</b>	<b>—</b>	<b>2,000</b>	<b>—</b>
<b>COMM ORIENTATED POLICE - 11500</b>			

**FUNDING SOURCE: RESPIRATORY DISEASE TRUST**

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	1,880	5,000	5,000
SUPPLIES AND SERVICES	1,018	—	—
<b>CANINE TRUST</b>	<b>2,898</b>	<b>5,000</b>	<b>5,000</b>
EQUIPMENT	31,985	91,564	74,954
SUPPLIES AND SERVICES	15,679	33,779	25,796
WAGES AND BENEFITS	1,214,503	1,368,329	1,515,574
<b>COMM ORIENTATED POLICE</b>	<b>1,262,168</b>	<b>1,493,672</b>	<b>1,616,324</b>
<b>HOMELAND SECURITY INVEST - 11600</b>			

**FUNDING SOURCE: GENERAL**

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	0	5,000	5,000
SUPPLIES AND SERVICES	226	—	—
WAGES AND BENEFITS	—	2,000	2,000
<b>HOMELAND SECURITY INVEST</b>	<b>226</b>	<b>7,000</b>	<b>7,000</b>
<b>POLICE PATROL - 11700</b>			

**FUNDING SOURCE: GENERAL**

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	370,297	557,924	387,535
SUPPLIES AND SERVICES	498,220	566,099	555,966
WAGES AND BENEFITS	7,860,712	8,062,141	8,424,369
<b>POLICE PATROL</b>	<b>8,729,229</b>	<b>9,186,164</b>	<b>9,367,870</b>
<b>GREYHOUND SECURITY</b>	<b>- 11710</b>		

**FUNDING SOURCE: GENERAL**

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
WAGES AND BENEFITS	97,780	131,159	107,707
<b>GREYHOUND SECURITY</b>	<b>97,780</b>	<b>131,159</b>	<b>107,707</b>
<b>MERCY ER SECURITY</b>	<b>- 11715</b>		

**FUNDING SOURCE: GENERAL**

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
WAGES AND BENEFITS	57,989	51,103	55,590
<b>MERCY ER SECURITY</b>	<b>57,989</b>	<b>51,103</b>	<b>55,590</b>
<b>ALCOHOL COMPLIANCE CHK</b>	<b>- 11718</b>		

**FUNDING SOURCE: GENERAL**

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	0	1,500	1,500
WAGES AND BENEFITS	—	15,609	15,609
<b>ALCOHOL COMPLIANCE CHK</b>	<b>—</b>	<b>17,109</b>	<b>17,109</b>
<b>DOJ STIMULUS SEASONAL</b>	<b>- 11741</b>		

**FUNDING SOURCE: GENERAL**

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
WAGES AND BENEFITS	2	2	2
<b>DOJ STIMULUS SEASONAL</b>	<b>2</b>	<b>2</b>	<b>2</b>
<b>2011 JAG GRANT</b>	<b>- 11752</b>		

**FUNDING SOURCE: GENERAL**

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	1,808	0	0
<b>2011 JAG GRANT</b>	<b>1,808</b>	<b>—</b>	<b>—</b>
<b>FY12 JAG GRANT</b>	<b>- 11753</b>		

**FUNDING SOURCE: GENERAL**

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	0	0	20,000
WAGES AND BENEFITS	—	—	—
<b>FY12 JAG GRANT</b>	<b>—</b>	<b>—</b>	<b>20,000</b>

**DOMESTIC ABUSE GRANT - 11754****FUNDING SOURCE: GENERAL**

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
WAGES AND BENEFITS	2,790	0	2,751
<b>DOMESTIC ABUSE GRANT</b>	<b>2,790</b>	<b>—</b>	<b>2,751</b>
<b>JAG GRANT - 11757</b>			

**FUNDING SOURCE: GENERAL**

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	5,900	0	0
WAGES AND BENEFITS	10,377	—	39
<b>JAG GRANT</b>	<b>16,276</b>	<b>—</b>	<b>39</b>
<b>GRANT, ALCOHOL - 11763</b>			

**FUNDING SOURCE: GENERAL**

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
WAGES AND BENEFITS	692	0	0
<b>GRANT, ALCOHOL</b>	<b>692</b>	<b>—</b>	<b>—</b>
<b>ALCOHOL/TOBACCO COMPLIANC- 11764</b>			

**FUNDING SOURCE: GENERAL**

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	250	150	0
WAGES AND BENEFITS	18	6	6
<b>ALCOHOL/TOBACCO COMPLIANC</b>	<b>268</b>	<b>156</b>	<b>6</b>
<b>2003 ALCOHOL OT GRANT - 11767</b>			

**FUNDING SOURCE: GENERAL**

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
WAGES AND BENEFITS	1,872	0	6,525
<b>2003 ALCOHOL OT GRANT</b>	<b>1,872</b>	<b>—</b>	<b>6,525</b>
<b>POLICE TRAFFIC SERV GRANT- 11771</b>			

**FUNDING SOURCE: GENERAL**

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	3,000	—	—
SUPPLIES AND SERVICES	23	0	0
WAGES AND BENEFITS	23,862	—	—
<b>POLICE TRAFFIC SERV GRANT</b>	<b>26,885</b>	<b>—</b>	<b>—</b>
<b>FY08 TRAFFIC SVC GRANT - 11772</b>			

**FUNDING SOURCE: GENERAL**



Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	0	0	5,000
WAGES AND BENEFITS	0	0	20,000
<b>FY08 TRAFFIC SVC GRANT</b>	<b>0</b>	<b>0</b>	<b>25,000</b>
<b>DEBT SERVICE</b>		<b>- 11800</b>	

**FUNDING SOURCE: DEBT SERVICE**

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
DEBT SERVICE	60,014	62,021	60,815
<b>DEBT SERVICE</b>	<b>60,014</b>	<b>62,021</b>	<b>60,815</b>
<b>PCARD CLEARING</b>		<b>- 99999</b>	

**FUNDING SOURCE: GENERAL**

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	696	0	0
<b>PCARD CLEARING POLICE</b>	<b>696</b>	<b>0</b>	<b>0</b>
<b>POLICE DEPARTMENT TOTAL</b>	<b>\$14,785,092</b>	<b>\$15,962,765</b>	<b>\$16,348,401</b>

CITY OF DUBUQUE, IOWA  
DEPARTMENT DETAIL - PERSONNEL COMPLEMENT

11 POLICE DEPARTMENT

FD	JC	WP-GR	JOB CLASS	FY 2019		FY 2020		FY 2021	
				FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
61010 Full Time Employee Expense									
100	7100	GE-44	POLICE CHIEF	1.00	\$ 137,723	1.00	\$ 140,873	1.00	\$ 142,440
100	7075	GE-40	ASSISTANT POLICE CHIEF	1.00	\$ 116,392	1.00	\$ 115,791	1.00	\$ 117,070
100	6950	GE-38	POLICE CAPTAIN	7.00	\$ 720,682	7.00	\$ 746,320	7.00	\$ 765,601
100	6850	GE-36	POLICE LIEUTENANT	12.00	\$ 1,109,108	12.00	\$1,142,674	12.00	\$1,145,757
100	1000	GE-25	CONFIDENTIAL ACCOUNT CLERK	1.00	\$ 52,166	1.00	\$ 48,986	1.00	\$ 50,028
100	825	P-01	POLICE RESOURCE OFFICER	3.00	\$ 201,197	4.00	\$ 272,168	5.00	\$ 348,429
100	6700	P-02	POLICE CORPORAL	16.00	\$ 1,183,946	16.00	\$1,217,672	16.00	\$1,244,634
100	6400	P-01	POLICE PATROL OFFICER	70.00	\$ 4,502,774	70.00	\$4,620,349	70.00	\$4,769,547
100	1940	NA-48	CLERK TYPIST	1.00	\$ 43,171	1.00	\$ 43,723	1.00	\$ 44,427
100	4218	NA-48	RECORDS CLERK	2.00	\$ 63,825	2.00	\$ 82,619	2.00	\$ 86,828
100	4220	GE-30	RECORDS ROOM SUPERVISOR	1.00	\$ 63,674	1.00	\$ 64,608	1.00	\$ 66,601
100	225	GE-25	SECRETARY	1.00	\$ 49,795	1.00	\$ 50,926	1.00	\$ 51,499
100	225	GE-29	LAW ENF. USER SUPPORT SPECIAL	1.00	\$ 59,221	1.00	\$ 60,567	1.00	\$ 61,719
TOTAL FULL TIME EMPLOYEES				117.00	\$ 8,303,674	118.00	\$8,607,276	119.00	\$8,894,580
61020 Part Time Employee Expense									
100	4218	NA-48	RECORDS CLERK	1.37	\$ 53,138	1.37	\$ 56,039	1.24	\$ 42,798
100	1920	NA-28	CLERICAL ASST	0.62	\$ 16,094	0.62	\$ 16,465	0.75	\$ 20,139
TOTAL PART TIME EMPLOYEES				1.99	\$ 69,232	1.99	\$ 72,504	1.99	\$ 62,937
61030 Seasonal Employee Expense									
100		NA-31	COMMUNITY RESOURCE OFFICER	0.57	\$ 11,824	0.57	\$ 11,915	0.57	\$ 11,869
TOTAL SEASONAL EMPLOYEES				0.57	\$ 11,824	0.57	\$ 11,915	0.57	\$ 11,869
TOTAL POLICE DEPT.				119.56	\$ 8,384,730	120.56	\$ 8,691,695	121.56	\$ 8,969,386

CITY OF DUBUQUE, IOWA  
ACTIVITY PERSONNEL COMPLEMENT SUMMARY

ACCT	FD	JC	WP-GR	POSITION CLASS	FY 2019		FY 2020		FY 2021		
					FTE	BUDGET	FTE	BUDGET	FTE	BUDGET	
Police Administration-FT											
10011100	61010	100	7075	GE-40	ASSISTANT POLICE CHIEF	1.00	\$ 116,392	1.00	\$ 115,791	1.00	\$ 117,070
10011100	61010	100	1000	GE-25	CONFIDENTIAL ACCOUNT CLERK	1.00	\$ 52,166	1.00	\$ 48,986	1.00	\$ 50,028
10011100	61010	100	7100	GE-44	POLICE CHIEF	1.00	\$ 137,723	1.00	\$ 140,873	1.00	\$ 142,440
Total						3.00	\$ 306,281	3.00	\$ 305,650	3.00	\$ 309,538
DARE Program-FT											
10011180	61010	100	6400	P-01	POLICE PATROL OFFICER	1.00	\$ 65,284	1.00	\$ 66,782	1.00	\$ 68,522
Total						1.00	\$ 65,284	1.00	\$ 66,782	1.00	\$ 68,522
Staff Services-FT											
10011190	61010	100	325	NA-48	CLERK TYPIST	1.00	\$ 43,171	1.00	\$ 43,723	1.00	\$ 44,427
10011190	61010	100	325	GE-29	LAW ENF. USER SUPPORT SPECIAL	1.00	\$ 59,221	1.00	\$ 60,567	1.00	\$ 61,719
10011190	61010	100	6400	P-01	POLICE PATROL OFFICER	3.00	\$ 189,744	3.00	\$ 201,789	3.00	\$ 205,845
10011190	61010	100	6950	GE-38	POLICE CAPTAIN	1.00	\$ 104,653	1.00	\$ 108,995	1.00	\$ 110,215
10011190	61010	100	6700	P-02	POLICE CORPORAL	1.00	\$ 77,133	1.00	\$ 78,900	1.00	\$ 80,938
10011190	61010	100	6850	GE-36	POLICE LIEUTENANT	1.00	\$ 93,990	1.00	\$ 97,891	1.00	\$ 98,991
10011190	61010	100	225	GE-25	SECRETARY	1.00	\$ 49,795	1.00	\$ 50,926	1.00	\$ 51,499
Total						9.00	\$ 617,707	9.00	\$ 642,791	9.00	\$ 653,634
Staff Services-Seasonal											
10011190	61030	100		NA-31	COMMUNITY RESOURCE OFFICER	0.57	\$ 11,824	0.57	\$ 11,915	0.57	\$ 11,869
Total						0.57	\$ 11,824	0.57	\$ 11,915	0.57	\$ 11,869
Records and ID-FT											
10011220	61010	100	6780	P-02	POLICE CORPORAL	1.00	\$ 74,378	1.00	\$ 76,695	1.00	\$ 78,770
10011220	61010	100	4218	NA-48	RECORDS CLERK	2.00	\$ 63,825	2.00	\$ 82,619	2.00	\$ 86,828
10011220	61010	100	4220	GE-30	RECORDS ROOM SUPERVISOR	1.00	\$ 63,674	1.00	\$ 64,608	1.00	\$ 66,601
Total						4.00	\$ 201,877	4.00	\$ 223,922	4.00	\$ 232,199
Records and ID-PT											
10011220	61020	100	4218	NA-48	RECORDS CLERK	1.37	\$ 53,138	1.37	\$ 56,039	1.24	\$ 42,798
10011220	61020	100	1920	NA-28	CLERICAL ASST	0.62	\$ 16,094	0.62	\$ 16,465	0.75	\$ 20,139
Total						1.99	\$ 69,232	1.99	\$ 72,504	1.99	\$ 62,937
Police Training-FT											
10011250	61010	100	6850	GE-36	POLICE LIEUTENANT	1.00	\$ 92,281	1.00	\$ 95,269	1.00	\$ 96,339
Total						1.00	\$ 92,281	1.00	\$ 95,269	1.00	\$ 96,339
Criminal Investigation-FT											
10011300	61010	100	6950	GE-38	POLICE CAPTAIN	1.00	\$ 103,702	1.00	\$ 108,995	1.00	\$ 110,215
10011300	61010	100	6700	P-02	POLICE CORPORAL	5.00	\$ 370,513	4.00	\$ 303,924	4.00	\$ 312,189
10011300	61010	100	6850	GE-36	POLICE LIEUTENANT	2.00	\$ 186,272	2.00	\$ 195,782	2.00	\$ 197,982
10011300	61010	100	6400	P-01	POLICE PATROL OFFICER	5.00	\$ 329,891	6.00	\$ 398,879	6.00	\$ 418,578
Total						13.00	\$ 990,378	13.00	\$ 1,007,580	13.00	\$ 1,038,964
COP Program - FT											
10011500	61010	100	6950	GE-38	POLICE CAPTAIN	1.00	\$ 103,702	1.00	\$ 108,995	1.00	\$ 110,215
10011500	61010	100	6700	P-02	POLICE CORPORAL	4.00	\$ 296,230	4.00	\$ 300,686	4.00	\$ 308,575
10011500	61010	100	6850	GE-36	POLICE LIEUTENANT	1.00	\$ 92,281	1.00	\$ 93,996	1.00	\$ 95,456
10011500	61010	100	6400	P-01	POLICE PATROL OFFICER	2.00	\$ 132,413	2.00	\$ 136,072	2.00	\$ 139,904
10011500	61010	100	825	P-01	POLICE RESOURCE OFFICER	3.00	\$ 201,197	4.00	\$ 272,168	5.00	\$ 348,429
Total						11.00	\$ 825,823	12.00	\$ 911,917	13.00	\$ 1,002,579

CITY OF DUBUQUE, IOWA  
ACTIVITY PERSONNEL COMPLEMENT SUMMARY

ACCT	FD	JC	WP-GR	POSITION CLASS	FY 2019		FY 2020		FY 2021		
					FTE	BUDGET	FTE	BUDGET	FTE	BUDGET	
Police Patrol-FT											
10011700	61010	100	6950	GE-38	POLICE CAPTAIN	4.00	\$ 408,625	4.00	\$ 419,335	4.00	\$ 434,956
10011700	61010	100	6700	P-02	POLICE CORPORAL	5.00	\$ 365,692	6.00	\$ 457,467	6.00	\$ 464,162
10011700	61010	100	6850	GE-36	POLICE LIEUTENANT	7.00	\$ 644,284	7.00	\$ 657,574	7.00	\$ 656,989
10011700	61010	100	6400	P-01	POLICE PATROL OFFICER	59.00	\$3,785,442	58.00	\$ 3,818,989	58.00	\$ 3,936,698
Total						75.00	\$5,204,043	75.00	\$ 5,353,365	75.00	\$ 5,492,805
TOTAL POLICE DEPARTMENT						119.56	\$ 8,384,730	120.56	\$ 8,691,695	121.56	\$ 8,969,386

Capital Improvement Projects by Department/Division					
POLICE DEPARTMENT					
CIP Number	Capital Improvement Project Title	FY 18 Actual Expense	FY 19 Actual Expense	FY 20 Adopted Budget	FY 21 Recomm'd Budget
1,011,167	REPLACE POLICE/CAD SOFTWR	—	1,016	—	—
3,502,503	CJISI	—	—	—	—
<b>POLICE DEPARTMENT</b>	<b>TOTAL</b>	—	<b>1,016</b>	—	—

# Fire

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## FIRE DEPARTMENT

<b>Budget Highlights</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Budget</b>	<b>FY 2021 Requested</b>	<b>% Change From FY 2020 Budget</b>
<u>Expenses</u>				
Employee Expense	9,990,868	9,972,238	10,447,536	4.8 %
Supplies and Services	932,482	987,871	1,039,465	5.2 %
Machinery and Equipment	144,936	188,150	329,950	75.4 %
Debt Service	178,774	222,273	197,214	(11.3)%
Total Expenses	11,247,060	11,370,532	12,014,165	5.7 %
<u>Resources</u>				
Operating Revenue	1,245,248	1,569,203	1,281,601	(18.3)%
Sales Tax Abated Debt	47,667	133,992	109,332	(18.4)%
Total Resources	1,292,915	1,703,195	1,390,933	(18.3)%
Property Tax Support	9,954,145	9,667,337	10,623,232	955,895
Percent Increase (Decrease)				9.9 %
<b>Personnel - Authorized FTE</b>	<b>90.16</b>	<b>91.16</b>	<b>92.16</b>	

### Improvement Package Summary

#### 1 of 10

This improvement request is for the addition of one firefighter position related to the Fire Station Expansion. This position is the second year of a five-year effort to increase the number of positions in anticipation of staffing additional fire and/or ambulance units. The position will increase the number of days where staffing is above minimum and also reduce the use of overtime during the build-up period before a fire station is built. This request supports the City Council goal of Vibrant Community, Healthy and Safe.

Related Cost: \$ 87,713 Tax Funds Recurring  
 Property Tax Impact: \$ 0.0345 0.33%  
 Activity: Fire Training

**Recommend - Yes**

#### 2 of 10

This improvement request is for implementation of an Employee Health and Wellness Program. A Request for Proposals (RFP) would be developed to select a provider to implement the program. The request funds occupational health services that include: health risk analysis, fluid sampling and biometrics, EKG, and physical exams in year one. The second year would include all above services plus a work performance evaluation. In FY 2022 and beyond the annual cost would be \$35,500 so all services can be repeated each year. This request seeks to reduce acute and chronic illnesses and injury, reducing the occurrence of lost-day injuries and illness. The program also is expected to address mental and emotional health of employees and follows the recommendations of the Occupational Safety and Health Administration (OSHA) and the National Fire Protection Association (NFPA). The services requested are designed specifically for firefighters and address unique health issues such as exposure to hazardous substances and occupational injury prevention. In addition, the requested program addresses each individual with a personalized health report and improvement plan. The requested program is supported by the employee union and endorsed by both the International Association of Firefighters and the International Association of Fire Chiefs. This request supports the City Council goal Vibrant Community: Healthy and Safe and Financially Responsible, High-Performance City Organization: Sustainable, Equitable, and Effective Service Delivery.



Related Cost:	\$ 31,000	Tax Funds	Recurring	<b>Recommend - No</b>
Related Cost Savings:	\$ 4,680	Tax Funds	Recurring	
Total Cost:	<u>\$ 26,320</u>			
Property Tax Impact:	\$ 0.0104	0.10%		

Activity: Fire Training (Expense), Fire Suppression (Cost Savings)

### 3 of 10

This improvement request is for costs associated with attending conferences related to the accreditation process. The requested amount includes estimated conference and travel costs for two employees. The department is pursuing accreditation through the Commission on Fire Accreditation International. Attending the conferences will enhance the department's ability to be successful in this endeavor. This request supports the City Council goal Financially Responsible, High-Performance City Organization: Sustainable, Equitable, and Effective Service Delivery.

Related Cost:	\$ 2,000	Tax Funds	Recurring	<b>Recommend - Yes</b>
Property Tax Impact:	\$ 0.0008	0.01%		

Activity: Fire Administration

### 4 of 10

This improvement request is for a powerload cot lifting device for the fourth ambulance. Only one ambulance is not equipped with this device which lifts the ambulance cot (with patient) into and out of the vehicle. The device has been successful in reducing employee injury rates and providing safer transport of ambulance patients. This ambulance will remain in the fleet for several more years and the powerload device can be transferred to a new ambulance at trade-in time. This project supports the City Council goal Vibrant Community, Healthy and Safe.

Related Cost:	\$ 28,000	Tax Funds	Non-Recurring	<b>Recommend - Yes</b>
Property Tax Impact:	\$ 0.011	0.11%		

Activity: Ambulance

### 5 of 10

This improvement request is for the addition of patient positioning devices that work in conjunction with automated CPR devices. The request would purchase four devices (one for each ambulance) for use during cardiac arrest/CPR incidents. Based on the latest research and practices for patient care in cardiac arrest events, this device provides a controlled "heads up" position of the patient during mechanical CPR administration. The use of such devices improves patient outcomes by reducing intercranial pressure while increasing blood flow to the brain and vital organs. This request supports the City Council goals Vibrant Community: Healthy and Safe.

Related Cost:	\$ 24,000	Tax Funds	Non-Recurring	<b>Recommend - Yes</b>
Property Tax Impact:	\$ 0.0094	0.09%		

Activity: Ambulance

### 6 of 10

This improvement request is for a license for the Fire Department to access the city fleet maintenance program (Collective Fleet). This will allow the Fire Department to monitor repairs and scheduled maintenance of Fire Department vehicles in the Public Works Fleet Maintenance system. This request would replace paper reports and emails as the primary form of requesting repair services. The access also allows fire personnel to preview upcoming scheduled maintenance to better direct day-to-day service delivery and emergency vehicle availability. This project includes an annual software maintenance cost of \$500 beginning in FY 2022. This project supports the City Council goal Financially Responsible, High-Performance City Organization: Sustainable, Equitable, and Effective Service Delivery.

Related Cost: \$ 1,500 Tax Funds Recurring  
 Total Cost: \$ 1,500  
 Property Tax Impact: \$ 0.0006 0.01%  
 Activity: Fire Administration

**Recommend - Yes**

#### 7 of 10

This improvement request is for a software program to schedule firefighting personnel and assist in staffing documentation and record keeping. Selected program will integrate with the current reporting system and dispatch program to provide automatic upload of vehicle staffing from the schedule. This provides accuracy in reports while also reducing the report completion time. Day-to-day staffing is better organized and tracked with improved ability to document leave and work trade events. This project includes an annual software maintenance cost of \$500 beginning in FY 2022. This request supports the City Council goal Financially Responsible, High-Performance City Organization: Sustainable, Equitable, and Effective Service Delivery.

Related Cost: \$ 5,000 Tax Funds Non-Recurring  
 Related Cost: \$ 500 Tax Funds Recurring  
 Total Cost \$ 5,000  
 Property Tax Impact: \$ 0.002 0.02%  
 Activity: Fire Suppression

**Recommend - Yes**

#### 8 of 10

This improvement request is for installation of a mezzanine above a portion of the apparatus parking area inside Fire Headquarters. Due to the need to maintain various supplies and spare equipment, storage space is currently insufficient at Fire Headquarters. Fire Headquarters is land-locked and using a mezzanine would be a cost-effective way to add storage space. The request would create an expanded metal mezzanine over a portion of the apparatus floor allowing for storage of small items such as hazardous materials supplies, chemical suits, firefighting foam concentrate, and spare firefighting tools. It would also expand the area available to store fire protective clothing. Due to high ceilings, the mezzanine would allow for apparatus to still be parked below without loss of functionality. This request supports the City Council goal Financially Responsible, High-Performance City Organization: Sustainable, Equitable, and Effective Service Delivery.

Related Cost: \$ 28,000 Tax Funds Non-Recurring  
 Property Tax Impact: \$ 0.011 0.11%  
 Activity: Fire Suppression

**Recommend - No**

#### 9 of 10

This improvement request is for upgrade of the small SUV used by the Assistant Fire Marshal to a crew cab pickup truck. The current vehicle has been approved for replacement in FY21. The department has identified a need to separate soiled protective gear and investigation tools and evidence from the passenger compartment of the vehicle, which is not possible in a small SUV. This vehicle is also used to transport the large cases containing props for public education (hazard house and fire extinguisher prop). However, the current small SUV is unable to hold the large transport cases holding these devices. The vehicle is also designated for use for out-of-town travel to schools and conferences, therefore the ability to transport four employees and their respective fire gear and luggage is desirable. This request supports the City Council goal Vibrant Community, Healthy and Safe.

Related Cost: \$ 3,000 Tax Funds Non-Recurring  
 Property Tax Impact: \$ 0.0012 0.01%  
 Activity: Fire Prevention

**Recommend - No**

#### 10 of 10

This improvement request is for adding a second drone (unmanned aerial vehicle) to the Fire Department compliment. This request would provide a drone with the ability to operate with both a regular camera and infrared camera simultaneously. The current unit is not capable of this, and must be returned to base to switch out cameras. The ability to use both is ideal for night operations and hazardous materials incidents. The flying time is improved with a new drone and a second allows for distribution of this equipment within the city, thereby reducing deployment logistics and time. This request supports the City Council goal Vibrant Community: Healthy and Safe.

Related Cost: \$ 6,000 Tax Funds Non-Recurring  
 Property Tax Impact: \$ 0.0024 0.02%  
 Activity: Ambulance and Fire Training

**Recommend - No**

### Significant Line Items

#### **Employee Expense**

1. FY 2021 employee expense reflects a 1.5% wage package increase.
2. The Iowa Public Employee Retirement System (IPERS) City contribution of 9.44% is unchanged from FY 2020 The employee contribution of 6.29% is unchanged from FY 2020.
3. Fire and Police Retirement rates in FY 2021 increased from 24.41% to 25.31% or increase of 3.69%; a cost of \$60,471.

The history of the change in rates is as follows:

Fiscal Year	Previous Rate	New Rate	% Change	\$ Change
2011	17.00%	19.90%	17.06%	\$ 166,238
2012	19.90%	24.76%	24.42%	\$ 279,685
2013	24.76%	26.12%	5.49%	\$ 79,641
2014	26.12%	30.12%	15.31%	\$ 288,363
2015	30.12%	30.41%	0.96%	\$ 29,399
2016	30.41%	27.77%	(8.68)%	\$ (149,604)
2017	27.77%	25.92%	(6.66)%	\$ (75,018)
2018	25.92%	25.68%	(0.93)%	\$ (3,696)
2019	25.68%	26.02%	1.32%	\$ 68,432
2020	26.02%	24.41%	(6.19)%	\$ (64,866)
2021	24.41%	25.31%	3.69%	\$ 60,471

4. The City portion of health insurance expense is increased from \$921 in FY 2020 to \$1,013 in FY 2021 per month per contract which results in an annual cost increase of \$144,940 or 11.26%.
5. Insurance Premiums increased from \$14,089 in FY 2020 to \$14,371 in FY 2021. This line item is the Fire stop loss insurance premium which is an ineligible expense under the worker's compensation reserve.
6. Retiree Five-Year Sick leave payout expense decreased from \$71,474 in FY 2020 to \$55,921 in FY 2021.

7. 50% Sick Leave Payout increased from \$0 in FY 2020 to 28,819 in FY 2021 based on FY 2020 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.
8. Police/Fire Injuries increased from \$106,878 in FY 2020 to \$118,279 in FY 2021 based on a ten-year average.
9. Overtime is increased from \$139,544 in FY 2020 to \$145,744 in FY 2021. FY 2019 actual was \$204,273.
10. Overtime - CPAT training is unchanged from \$6,500 in FY 2020 to \$6,500 in FY 2021. FY 2019 actual was \$5,749 because there was not an entrance exam in Fiscal Year 2018.

## **Supplies & Services**

11. Uniform Purchases decreased from \$88,020 in FY 2020 to \$83,000 in FY 2021. FY 2021 replacements include new uniform purchases for five new hires and replacement of boots and helmets (10 years old). In addition, this line item includes funding for third-party testing for degradation of existing gear.
12. Education and Training increased from \$76,221 in FY 2020 to \$84,892 in FY 2021. Fire Administration decreased \$4,000 due to a one-time FY 2020 expense of Dale Carnegie training for two new command staff. Fire Training increased \$14,050 which is related to transferring three trainings from the Ambulance line item which include GEMS EMS, Cardiac Arrest Training Conference, and Iowa-Wisconsin EMS Conference for four members (\$3,280). Ambulance decreased \$3,930 due to transferring some training expenses to the Fire Training line item.
13. Motor Vehicle Fuel increased from \$46,516 in FY 2020 to \$53,582 in FY 2021 based on FY 2019 actual of \$54,219.
14. Motor Vehicle Maintenance increased from \$181,596 in FY 2020 to \$190,379 in FY 2021 based on FY 2019 actual of \$193,567.
15. Software License Expense decreased from \$73,697 in FY 2020 to \$66,952 in FY 2021. The decrease is related finishing implementation of the new public address (PA) automated "911" and finalizing the annual software maintenance cost and elimination of the Firehouse CAD interface.
16. General Liability Insurance decreased from \$78,390 in FY 2020 to \$77,579 in FY 2021 based on FY 2020.
17. Electricity Utility Expense increased from \$46,397 in FY 2020 to \$60,173 in FY 2021 based on FY 2019 actual of \$55,715 plus 8%.
18. Bill Collection Services decreased from \$62,497 in FY 2020 to \$58,141 in FY 2021 based on FY 2019 actual. This line item represents the Life Quest billing service for Ambulance.
19. Motor Vehicle Maintenance Outsourced decreased from \$64,502 in FY 2020 to \$57,233 in FY 2021 based on a three-year average less one-time major repairs.
20. Ambulance Medical Supplies increased from \$49,356 in FY 2020 to \$51,208 in FY 2021 based on FY 2019 actual plus 10%. This line item represents medical supplies for four ambulances.

21. Property Maintenance increased from \$27,500 in FY 2020 to \$37,750 in FY 2021. This increase is related to additional FY21 items which include Station 3 sidewalk repair (\$3,250), Station 2 door seal replacements (\$1,000), and HQ plumbing fixture replacements (\$1,500).
22. Data Processing Equipment Maintenance Contracts increased from \$34,516 in FY 2020 to \$35,944 in FY 2021 based on FY 2019 actual of \$35,164 plus 4%.

## Machinery & Equipment

23. Equipment replacement items include (\$329,950):

<u>Fire Administration</u>	
Smartphone	\$ 350
<u>Fire Training</u>	
Smart Phone	\$ 350
<u>Fire Suppression</u>	
Confined Space Equipment	\$ 2,100
Furniture (Beds, Chairs)	\$ 14,450
Technical Rescue Truck	\$ 45,000
Brush Truck	\$ 35,000
Saws (2)	\$ 3,000
Weed Whips/Sickle Bar	\$ 300
Mowing Equipment	\$ 500
Snow Blower	\$ 600
Vehicle Extraction Cutter/Spreader	\$ 33,000
HAZMAT Respiratory Gear	\$ 13,100
Hose	\$ 7,500
Thermal Imaging Cameras (2)	\$ 16,000
Gas Powered Blower	\$ 3,000
<u>Fire Prevention</u>	
Smartphone (2)	\$ 700
FMO Pickup	\$ 35,000
<u>Ambulance</u>	
Ambulance Stair Chairs	\$ 56,000
EMS Diagnostic Tools (2)	\$ 1,200
Backboards	\$ 900
EMS Bags	\$ 500
EMS Laboratory Equipment	\$ 400
527 EMS SUV	\$ 32,000
<b>Recommended Improvement Packages</b>	<b>\$ 29,000</b>
<b>Total Equipment</b>	
	<b>\$ 329,950</b>

## Debt Service

24. FY 2021 Annual Debt Service Payments are as follows (\$197,214):

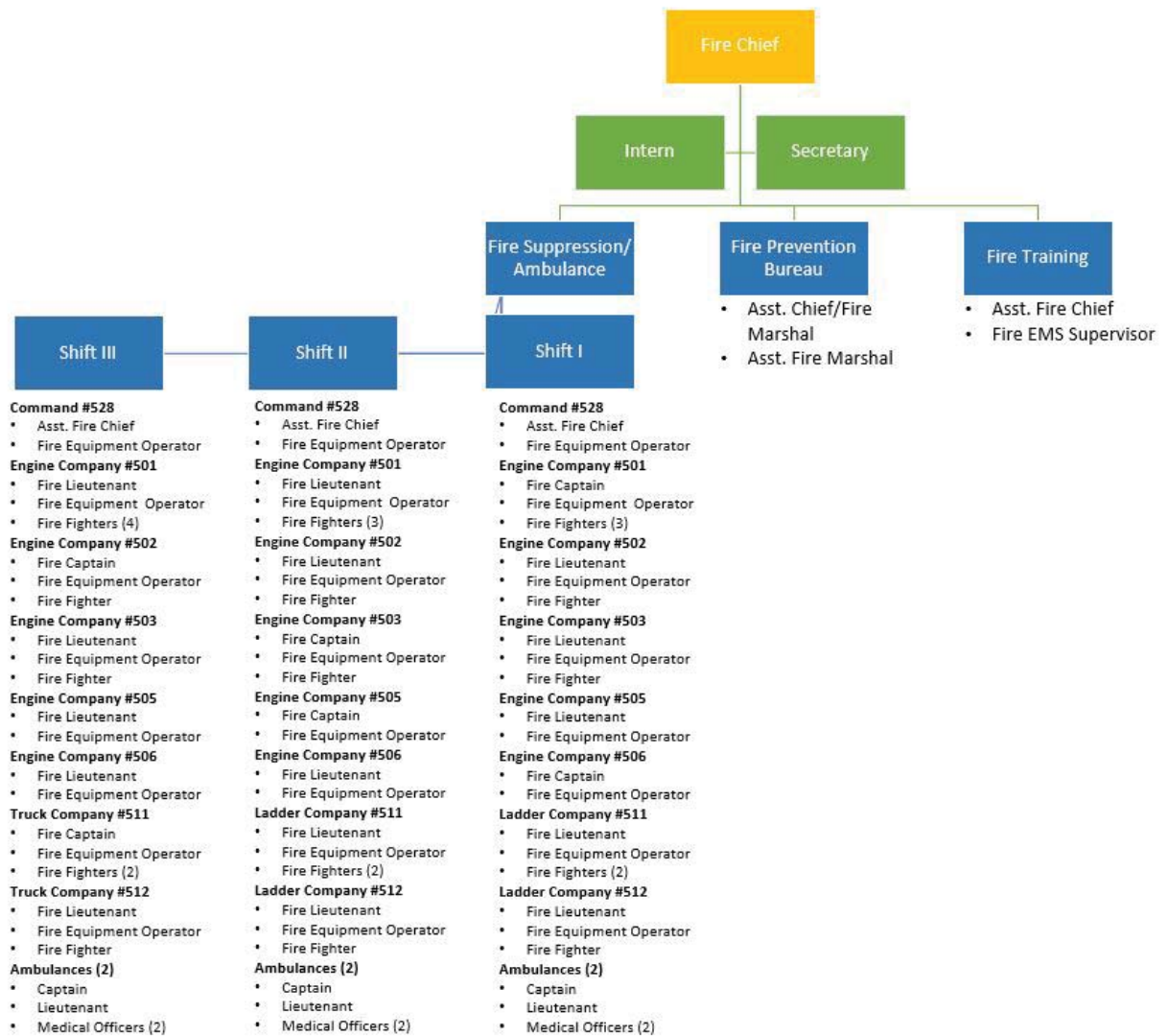
Amount	Debt Series	Source	Purpose	Final Payment	Call Date
\$ 87,882	2017A G.O.	Tax Levy	Pumper Truck	2029	2025
\$ 20,443	2019C G.O.	General Fund	Station #4/Pumper Truck	2027	2026
\$ 33,605	2014B G.O.	Sales Tax 20%	Fire Improvements	2034	2021
\$ 20,550	2017B G.O.	Sales Tax 20%	Ambulance Replacement	2028	2025
\$ 13,466	2019A G.O.	Sales Tax 20%	Quick Response Pumper	2039	2026
\$ 16,694	Planned 2020	Sales Tax 20%	Pumper Truck	2040	
\$ 4,574	Planned 2020	Sales Tax 20%	HVAC Headquarters	2040	
<u>\$ 197,214</u>	Total Fire Annual Debt Service				

## Revenue

25. County Share of HAZMAT team support decreased from \$74,290 in FY 2020 to \$72,387 in FY 2021. FY 2019 actual was \$79,677. Funding represents one-third of the cost for consumable equipment and one-third of one-third of labor costs for six positions.

26. Ambulance Fees decreased from \$1,457,685 in FY 2020 (\$245 per call) to \$1,177,685 in FY 2021 (\$265 per call). FY 2019 Actual was \$1,104,932. In FY 2020, \$216,837 was added for Ground Emergency Medical Transport (GEMT) and FY 2021 GEMT payment is projected to be \$227,629. GEMT is a federally-funded supplement to state Medicaid payments to EMS providers transporting Medicaid patients (there will also be some retroactive payments that as of yet undetermined). The projection is also based on call volume and average pay back. Ambulance calls decreased from 4,924 in FY 2020 to 4,800 calls in FY 2021. It is projected that more patients will be paying with Medicaid and Medicare which pay below the standard rate.





# FIRE DEPARTMENT

Dubuque Fire Department works to protect, assist and educate our community and visitors with pride, skill and compassion.

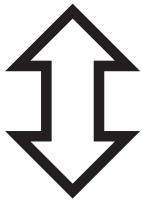


## SUCCESS IS ABOUT PLANNING, PARTNERSHIPS AND PEOPLE LEADING TO OUTCOMES

**People**  
Provide quality assistance and solutions to our citizens and visitors who often have nowhere to turn in time of need. We engage the community through school groups, neighborhoods, and community activities.



**Planning**  
Prepare and train with other city departments, county agencies, health care providers, and private agencies to assure quick response to disasters and emergencies affecting the community.



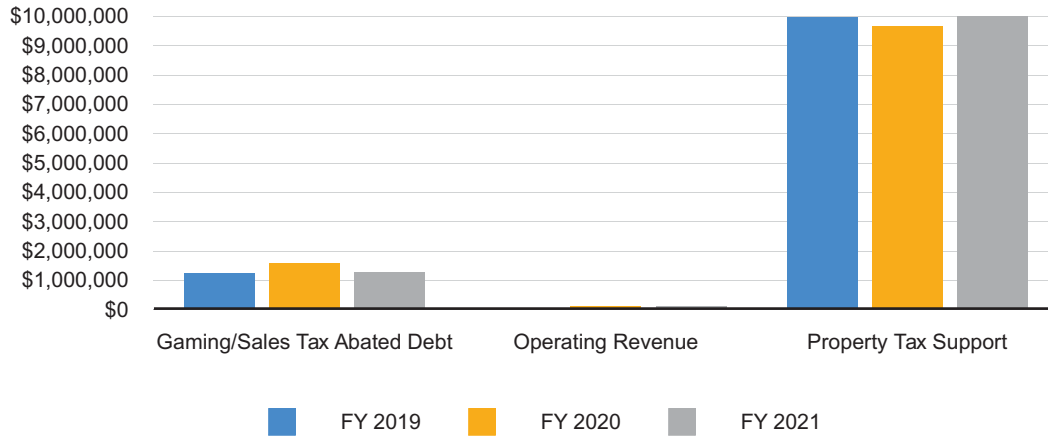
**Partnerships**  
Create and maintain strong relationships with area Fire, EMS, law enforcement, utilities, and health care providers to assure the best-possible response to emergencies.



# FIRE DEPARTMENT

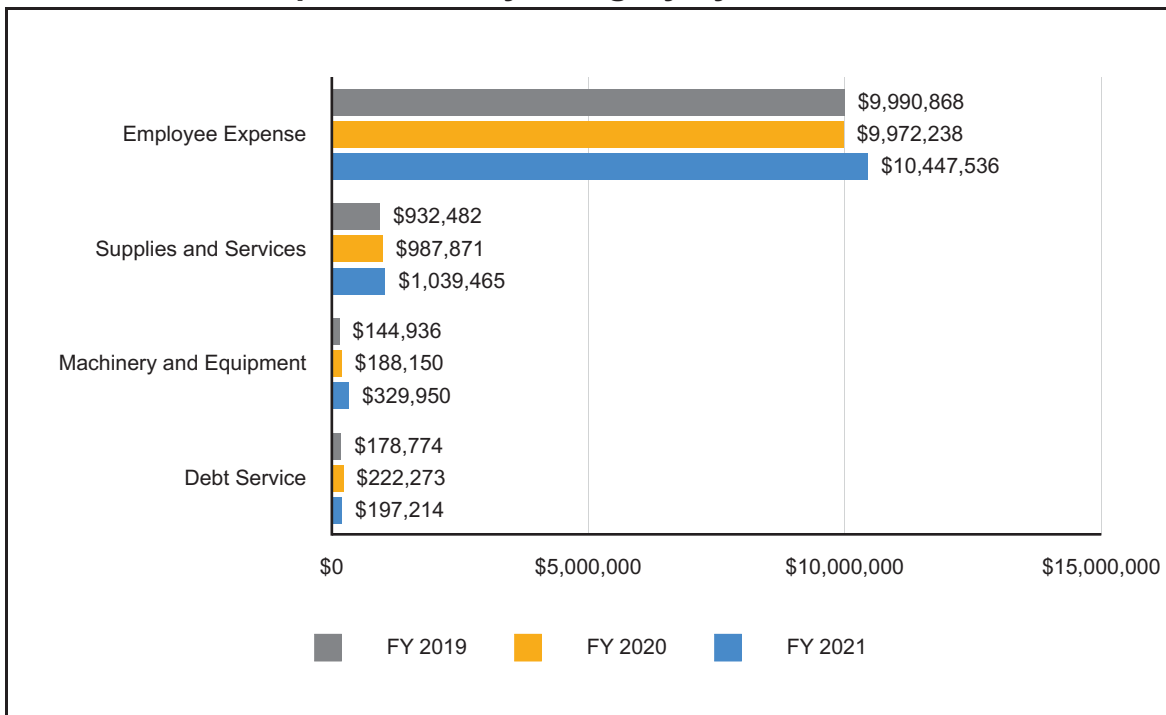
	FY 2019	FY 2020	FY 2021
Full-Time Equivalent	90.16	91.16	92.16

## Revenue and Property Tax Support



The Fire Department is supported by 92.16 full-time equivalent employees, which accounts for 87.0% of the department expense as seen below. Overall, the department's expenses are expected to increase by 5.66% in FY 2021 compared to FY 2020.

## Expenditures by Category by Fiscal Year



# FIRE DEPARTMENT

## Fire Administration






### Mission & Services

Fire Administration is responsible for developing long and short-range goals for fire and EMS service, establishing policy for 24-hour per day operations and conducting all other administrative duties of the Fire Department.

Administration Funding Summary			
	FY 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$518,024	\$510,762	\$543,575
Resources	\$21,341	\$8,254	\$6,859

Administration Position Summary	
	FY 2021
Fire Chief	1.00
Intern	0.16
Secretary	1.00
<b>Total FT Equivalent Employees</b>	<b>2.16</b>

### Performance Measures

City Council Goal: Robust Local Economy					
Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
<b>1 Activity Objective: Recruit a diverse workforce that represents the members of the community.</b>					
# of students provided ride-a-long and job-shadow opportunities	6	3	9	8	
# of career day events and presentations conducted	5	5	7	8	
City Council goal: Vibrant Community - Healthy and Safe					
<b>2 Activity Objective: Continue to implement industry best practices to improve total response time.</b>					
Fire Suppression: minutes/seconds of first unit to scene within 911 call pickup (90th Percentile)	6:20	8:12	7:30	7:30	
EMS: minutes/seconds of first unit to scene within 911 call pickup (90th Percentile)	6:20	7:16	7:31	7:35	
City Council Goal: Financially Responsible, High Performance Organization					
<b>3 Activity Objective: Maintain a reliable fleet to respond to calls for service</b>					
# miles placed on Ladder Trucks	< 8,000+ Annually	6,445	7,831	7,500	

# FIRE DEPARTMENT

## Training

### Mission & Services



The training activity provides relevant training to the members of the fire department in all disciplines of our response to assure excellent skill levels are maintained. In addition to member training this activity is also responsible for testing of apparatus pumps, hose, and ladders. Training oversees promotional testing, entrance examinations, company training, and the new member training academy. The training officer also serves as the department safety officer, and hazardous materials response coordinator and provides training to other city department employees.

Training Funding Summary			
	FY 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$203,421	\$214,097	\$218,847
Resources	\$79,677	\$—	\$—

Training Position Summary	
	FY 2021
Assistant Fire Chief	1.00
<b>Total FT Equivalent Employee</b>	<b>1.00</b>

### Performance Measures

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

	Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
<b>1</b>	<b>Activity Objective: Identify training needs and schedule appropriately for personnel; including training for high-risk, low-frequency events.</b>					
	# of personnel completing 4-hour hands-on Rescue Task Force Training with Police	45	21	29	40	
	# of personnel with Blue Card incident command training	24	6	11	14	

# FIRE DEPARTMENT

## Emergency Medical Services (Ambulance)

### Mission & Services





The ambulance activity is committed to safeguarding our citizens and visitors by providing excellence in pre-hospital emergency medicine. The ambulance service delivers efficient, prompt advanced life support and transportation in times of medical and traumatic need in both emergency and non-emergency situations. Two paramedics staff each of the ambulances along with a first arriving fire engine staffed with a paramedic.

Emergency Medical Services Funding Summary			
	FY 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$1,659,696	\$1,738,607	\$1,858,261
Resources	\$1,123,677	\$1,476,829	\$1,191,695

Emergency Medical Services Position Summary	
	FY 2021
Ambulance Medical Officer	6.00
Fire Captain	2.00
Fire Lieutenant	4.00
EMS Supervisor	1.00
<b>Total FT Equivalent Employees</b>	<b>13.00</b>

### Performance Measures

#### City Council Goal: Vibrant Community - Healthy & Safe

Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
<b>1 Activity Objective: Provide advanced emergency care as quickly as possible while reducing on-scene times for ambulances</b>					
% of identified patients receiving stroke exam	>65%	77%	93%	90%	
% of identified patients receiving 12-lead ECG	>77.4%	92%	93%	90%	
<b>2 Activity Objective: Maintain cardiac survival rate above American Heart Association national average (10.8%)</b>					
% of cardiac arrest incidents in which bystander CPR was performed	>33%	34%	55%	40%	
% of cardiac arrest survival rate	> 10.8%	13.56%	16.18%	20%	

# FIRE DEPARTMENT

## Fire Suppression

### Mission & Services



The Fire Suppression activity protects life and property by responding to all types of calls for service. Call types include but are not limited to: fires, hazardous material releases, specialized rescues and emergency medical responses with the EMS activity resources. In addition the suppression activity performs fire inspections and hydrant maintenance, personnel training and maintains/cleans all buildings, vehicles and equipment assigned. The activity is provided from 6 fire station locations using 19 vehicles and 73 personnel to maintain 24 hour per day availability.

Fire Suppression Funding Summary			
	FY 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$8,375,946	\$8,366,048	\$8,853,958
Resources	\$10,352	\$80,290	\$78,387

Fire Suppression Position Summary	
	FY 2021
Assistant Fire Chief	3.00
Fire Captain	7.00
Fire Equipment Operator	24.00
Fire Lieutenant	14.00
Firefighter	26.00
<b>Total FT Equivalent Employees</b>	<b>74.00</b>

### Performance Measures

#### City Council Goal: Vibrant Community - Healthy & Safe

	Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
1	<b>Activity Objective: Control fires while still small, keeping property damage to a minimum for property owners</b>					
	% of structure fires controlled within the room-of-origin	65% +	86%	79%	80%	
	Moderate-Risk Effective Response Force (ERF) arrival time from 911 call pick up (90th Percentile)	10:20	15:50	14:15	14:00	

# FIRE DEPARTMENT

## Fire Prevention

### Mission & Services





The Fire Prevention Bureau is committed to preventing fires before they occur through community education involving schools, neighborhood associations, civic groups and businesses. Fire prevention is also achieved through safety inspection of occupancies. If a fire does occur the Fire Marshal's office will investigate fire cause and origin of the affected property. Working with other city departments the Fire Marshal's office reviews new construction and improvement plans in an effort to promote a safe working environment and continued operation.

Fire Prevention Funding Summary			
	FY 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$310,290.21	\$318,745	342,310
Resources	\$10,201	\$3,830	4,660

Fire Prevention Position Summary	
	FY 2021
Fire Marshall	1.00
Assistant Fire Marshall	1.00
<b>Total FT Equivalent Employees</b>	<b>2.00</b>

### Performance Measures

#### City Council Goal: Vibrant Community - Healthy & Safe

Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
<b>1 Activity Objective: Improve exterior fire escape code compliance.</b>					
# of completed fire escape inspections	8	7	11	8	
<b>2 Activity Objective: Ensure building safety and fire code enforcement for businesses.</b>					
# of fire inspections completed annually to maintain a 3-year inspection cycle for businesses	900	1676	1485	1400	
<b>3 Activity Objective: Maintain a robust program to install smoke detectors in targeted occupancies</b>					
# free smoke detectors installed	400	480	798	500	
# of households receiving smoke detectors	100	117	179	100	

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## Recommended Operating Revenue Budget - Department Total

### 13 - FIRE DEPARTMENT

Fund	Account	Account Title	FY18 Actual Revenue	FY19 Actual Revenue	FY20 Adopted Budget	FY21 Recomm'd Budget
100	42135	SERVICE STATION LICENSE	1,700	2,760	1,700	2,760
100	42140	BULK PLANT LICENSES	0	0	180	0
100	42245	PERMIT BLASTING	200	200	0	200
42	LICENSES AND PERMITS - Total		1,900	2,960	1,880	2,960
100	46205	COUNTY SHARE	75,294	79,677	74,290	72,387
46	LOCAL GRANT AND REIMBURSE - Total		75,294	79,677	74,290	72,387
100	51905	AMBULANCE FEES	1,168,229	1,104,932	1,457,685	1,177,685
51	CHARGES FOR SERVICES - Total		1,168,229	1,104,932	1,457,685	1,177,685
100	53102	PRIVATE PARTICIPANT	0	2,391	0	0
100	53201	REFUNDS	504	0	0	0
100	53403	IA DISTRICT COURT FINES	45	0	0	0
100	53530	SPECIALIZED SERVICES	24,739	32,005	24,739	20,010
100	53605	MISCELLANEOUS REVENUE	1,563	0	2,795	0
100	53615	DAMAGE CLAIMS	0	1,361	0	0
100	53620	REIMBURSEMENTS-GENERAL	7,143	21,923	7,614	8,559
100	53625	REIMBURSEMENTS-TRAINING	373	0	0	0
53	MISCELLANEOUS - Total		34,367	57,679	35,148	28,569
100	54106	EQUIPMENT SALES	565	0	200	0
100	54107	VEHICLE SALES	5,406	0	0	0
400	54210	GO BOND PROCEEDS	0	1,885	0	0
400	54220	BOND DISCOUNT	0	85	0	0
54	OTHER FINANCING SOURCES - Total		5,971	1,970	200	0
400	59100	FR GENERAL	30,064	0	33,549	20,443
400	59350	FR SALES TAX CONSTRUCTION	58,780	45,696	100,443	88,889
59	TRANSFER IN AND INTERNAL - Total		88,844	45,696	133,992	109,332
FIRE DEPARTMENT - Total			1,374,605	1,292,915	1,703,195	1,390,933



## Recommended Operating Expenditure Budget - Department Total

### 13 - FIRE DEPARTMENT

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
100	61010	FULL-TIME EMPLOYEES	6,082,709	6,174,746	6,548,988	6,715,395
100	61030	SEASONAL EMPLOYEES	3,558	3,216	3,564	3,605
100	61050	OVERTIME PAY	246,228	204,273	139,544	145,744
100	61052	OVERTIME - CPAT	4,637	5,749	6,500	6,500
100	61070	HOLIDAY PAY	221,785	226,401	244,066	245,214
100	61091	SICK LEAVE PAYOFF	105,299	100,264	71,474	55,921
100	61092	VACATION PAYOFF	36,756	18,164	0	0
100	61096	50% SICK LEAVE PAYOUT	0	0	0	28,819
100	61310	IPERS	4,456	4,658	5,098	5,109
100	61320	SOCIAL SECURITY	90,029	90,531	99,682	102,367
100	61370	POLICE & FIRE RETIREMENT	1,607,119	1,648,841	1,647,456	1,750,591
100	61410	HEALTH INSURANCE	1,430,989	1,287,900	986,292	1,131,232
100	61411	INSURANCE PREMIUM	0	14,089	14,089	14,371
100	61415	WORKMENS' COMPENSATION	176	151	127	128
100	61416	LIFE INSURANCE	3,732	3,760	3,680	3,680
100	61620	UNIFORM ALLOWANCE	44,541	43,709	48,950	49,500
100	61640	SAFETY EQUIPMENT	59	1,643	1,000	1,000
100	61660	EMPLOYEE PHYSICALS	5,598	7,926	7,650	8,131
100	61665	OTHER MEDICAL COSTS	224,296	38,933	30,000	54,450
100	61670	CIVIL SERVICE PHYSICALS	5,482	8,953	7,200	7,500
100	61675	POLICE/FIRE INJURIES	93,618	106,960	106,878	118,279
<b>61 - WAGES AND BENEFITS</b>			<b>10,211,066</b>	<b>9,990,868</b>	<b>9,972,238</b>	<b>10,447,536</b>
100	62010	OFFICE SUPPLIES	527	584	527	584
100	62011	UNIFORM PURCHASES	16,197	128,054	88,020	83,000
100	62030	POSTAGE AND SHIPPING	1,434	336	1,476	370
100	62034	REPAIR PARTS/SUPPLIES	8,001	6,401	5,300	6,529
100	62051	RADIO BATTERY/REPAIR	798	1,414	2,000	6,000
100	62061	DP EQUIP. MAINT CONTRACTS	26,296	35,164	34,516	35,944
100	62062	JANITORIAL SUPPLIES	0	0	10,500	10,500
100	62090	PRINTING & BINDING	1,033	378	346	405
100	62110	COPYING/REPRODUCTION	1,195	1,315	1,279	1,315
100	62130	LEGAL NOTICES & ADS	3,892	5,802	3,892	5,802
100	62140	PROMOTION	0	0	800	800
100	62170	SUBSCRIPTIONS-BOOKS-MAPS	1,345	1,400	1,775	1,607
100	62190	DUES & MEMBERSHIPS	1,059	835	750	950
100	62204	REFUNDS	0	14,532	0	0
100	62206	PROPERTY INSURANCE	6,416	9,052	10,148	9,505
100	62208	GENERAL LIABILITY INSURAN	71,102	73,884	78,390	77,579
100	62230	COURT COSTS & RECORD FEES	0	1,530	0	765
100	62310	TRAVEL-CONFERENCES	4,177	1,779	14,100	17,600
100	62320	TRAVEL-CITY BUSINESS	0	17	2,160	250
100	62360	EDUCATION & TRAINING	36,695	34,193	76,221	84,892
100	62362	EDUCATION&TRAIN - CPAT	549	100	300	400
100	62411	UTILITY EXP-ELECTRICITY	46,397	55,715	46,397	60,173

## Recommended Operating Expenditure Budget - Department Total

### 13 - FIRE DEPARTMENT

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
100	62412	UTILITY EXP-GAS	22,032	23,400	22,032	23,400
100	62421	TELEPHONE	9,288	10,751	9,289	10,751
100	62431	PROPERTY MAINTENANCE	34,957	42,351	27,500	37,750
100	62433	CUSTODIAL SERVICES	1,885	1,905	1,885	1,943
100	62434	HVAC MAINTENANCE	1,603	0	2,600	3,500
100	62436	RENTAL OF SPACE	8,496	7,788	8,976	8,736
100	62511	FUEL, MOTOR VEHICLE	46,515	54,219	46,516	53,582
100	62512	FUEL, OFF ROAD VEHICLE	560	650	560	700
100	62521	MOTOR VEHICLE MAINT.	181,934	193,567	181,596	190,379
100	62522	VEHICLE MAINT., ACCIDENT	163	0	0	0
100	62528	MOTOR VEH. MAINT. OUTSOUR	69,704	29,059	64,502	57,233
100	62611	MACH/EQUIP MAINTENANCE	18,178	7,315	11,000	11,809
100	62614	EQUIP MAINT CONTRACT	1,030	9,138	21,000	28,700
100	62639	LIQUID CO2/O2	5,662	4,854	5,945	6,000
100	62642	FOOD PRODUCTS	73	183	250	250
100	62648	AMBULANCE MED SUPPLIES	47,918	46,553	49,356	51,208
100	62649	BEVERAGE/ICE	191	215	191	250
100	62663	SOFTWARE LICENSE EXP	45,107	58,273	73,697	66,952
100	62666	CREDIT CARD CHARGE	0	666	0	666
100	62667	DATA SERVICES	2,036	2,570	5,275	3,840
100	62668	PROGRAM EQUIP/SUPPLIES	59	2,685	200	2,685
100	62696	OUTSIDE COLLECTOR EXPENSE	0	1,913	0	1,913
100	62716	CONSULTANT SERVICES	0	0	7,500	7,500
100	62725	BILL COLLECTION SERVICES	62,497	58,141	62,497	58,141
100	62730	HAZARD SPILL CLEAN-UP	2,128	2,522	3,207	3,207
400	62731	MISCELLANEOUS SERVICES	0	910	0	0
100	62732	TEMP HELP/CONTRACT SERV.	0	372	3,400	3,400
<b>62 - SUPPLIES AND SERVICES</b>			<b>789,126</b>	<b>932,482</b>	<b>987,871</b>	<b>1,039,465</b>
100	71118	PROJECTOR/CAMERA	0	0	17,000	0
100	71120	PERIPHERALS, COMPUTER	3,094	0	0	0
100	71123	SOFTWARE	14,075	0	0	5,000
100	71124	COMPUTER	0	1,216	0	0
100	71156	FURNITURE	1,285	5,664	6,200	14,450
100	71215	STORAGE CABINETS	0	0	7,600	0
100	71310	AUTO/JEEP REPLACEMENT	0	0	0	32,000
100	71312	VAN/PICKUP/WAG REPL	0	29,169	35,000	35,000
100	71314	TRUCK-REPLACEMENT	0	0	0	80,000
100	71413	LABORATORY EQUIPMENT	0	0	0	400
100	71415	SAWS	2,148	3,035	3,000	3,000
100	71550	MISCELLANEOUS EQUIPMENT	0	0	0	500
100	71611	MOWING EQUIPMENT	777	425	800	500
100	71612	WEED WHIPS/SICKLE BAR	0	0	0	300
100	71616	SNOW BLOWER	0	0	600	600
100	71619	OTHER MAINT. EQUIPMENT	0	0	15,000	0
100	72113	OTHER SAFETY EQUIPMENT	71,097	38,808	3,000	75,000
100	72114	CONFINED SPACE EQUIPMENT	470	1,671	2,000	2,100
100	72116	SAFETY EQUIP., FIRE DEPT	20,225	15,586	22,000	33,000
100	72213	BODY ARMOR	0	8,441	0	0
100	72318	BACKBOARDS	0	0	0	900
100	72410	PAGER/RADIO EQUIPMENT	0	1,295	0	0
100	72418	TELEPHONE RELATED	291	672	350	1,400
100	72419	PA SYSTEM	65,415	22,113	0	0

## Recommended Operating Expenditure Budget - Department Total

### 13 - FIRE DEPARTMENT

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
100	72421	HEADSETS	0	1,325	0	0
100	72611	HAZ.MAT.-RESP.GEAR	2,477	5,504	12,300	13,100
100	72612	RESUSITATION KITS	0	0	46,000	25,200
100	72613	HOSE	5,252	10,011	7,500	7,500
<b>71 - EQUIPMENT</b>			<b>186,607</b>	<b>144,936</b>	<b>178,350</b>	<b>329,950</b>
100	73210	CONST CONTRACT-BLDG	0	0	9,800	0
<b>73 - CIP EXPENDITURES</b>			<b>0</b>	<b>0</b>	<b>9,800</b>	<b>0</b>
400	74111	PRINCIPAL PAYMENT	122,674	130,674	155,129	128,473
400	74112	INTEREST PAYMENT	56,100	48,100	67,144	68,741
<b>74 - DEBT SERVICE</b>			<b>178,774</b>	<b>178,774</b>	<b>222,273</b>	<b>197,214</b>
<b>13 - FIRE DEPARTMENT TOTAL</b>			<b>11,365,573</b>	<b>11,247,061</b>	<b>11,370,532</b>	<b>12,014,165</b>

## Recommended Expenditure Budget Report by Activity & Funding Source

### 13 - FIRE DEPARTMENT

#### FIRE ADMINISTRATION - 13100

##### FUNDING SOURCE: GENERAL

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	65,415	24,792	—	350
SUPPLIES AND SERVICES	34,859	44,873	71,846	73,055
WAGES AND BENEFITS	600,953	448,359	438,916	470,170
<b>FIRE ADMINISTRATION</b>	<b>701,227</b>	<b>518,024</b>	<b>510,762</b>	<b>543,575</b>
<b>FIRE TRAINING</b>		<b>- 13200</b>		

##### FUNDING SOURCE: GENERAL

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	10,306	29,337	17,000	350
SUPPLIES AND SERVICES	29,110	34,351	58,288	73,585
WAGES AND BENEFITS	141,554	139,733	138,809	144,912
<b>FIRE TRAINING</b>	<b>180,970</b>	<b>203,421</b>	<b>214,097</b>	<b>218,847</b>
<b>AMBULANCE</b>		<b>- 13300</b>		

##### FUNDING SOURCE: GENERAL

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	69,849	28,082	46,000	115,000
SUPPLIES AND SERVICES	198,321	212,893	231,867	237,315
WAGES AND BENEFITS	1,654,109	1,418,721	1,460,740	1,505,946
<b>AMBULANCE</b>	<b>1,922,279</b>	<b>1,659,696</b>	<b>1,738,607</b>	<b>1,858,261</b>
<b>FIRE SUPPRESSION</b>		<b>- 13400</b>		

##### FUNDING SOURCE: GENERAL

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
CIP EXPENDITURES	0	0	9,800	—
EQUIPMENT	41,038	46,803	79,750	178,550
SUPPLIES AND SERVICES	510,248	609,727	603,519	622,640
WAGES AND BENEFITS	7,544,809	7,719,415	7,672,979	8,052,768
<b>FIRE SUPPRESSION</b>	<b>8,096,095</b>	<b>8,375,946</b>	<b>8,366,048</b>	<b>8,853,958</b>
<b>FIRE PREVENTION</b>		<b>- 13700</b>		

##### FUNDING SOURCE: GENERAL

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	0	15,922	35,600	35,700
SUPPLIES AND SERVICES	16,588	29,727	22,351	32,870
WAGES AND BENEFITS	269,640	264,641	260,794	273,740
<b>FIRE PREVENTION</b>	<b>286,228</b>	<b>310,290</b>	<b>318,745</b>	<b>342,310</b>
<b>DEBT SERVICE</b>		<b>- 13800</b>		

##### FUNDING SOURCE: DEBT SERVICE

## Recommended Expenditure Budget Report by Activity & Funding Source

### 13 - FIRE DEPARTMENT

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
DEBT SERVICE	178,774	178,774	222,273	197,214
SUPPLIES AND SERVICES	—	910	—	0
<b>DEBT SERVICE</b>	<b>178,774</b>	<b>179,684</b>	<b>222,273</b>	<b>197,214</b>
<b>FIRE DEPARTMENT TOTAL</b>	<b>\$11,365,573</b>	<b>\$11,247,061</b>	<b>\$11,370,532</b>	<b>\$12,014,165</b>

CITY OF DUBUQUE, IOWA  
DEPARTMENT DETAIL - PERSONNEL COMPLEMENT

13 FIRE DEPARTMENT

FD	JC	WP-GR	JOB CLASS	FY 2019		FY 2020		FY 2021	
				FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
61010 Full Time Employee Expense									
100	7125	GE-44	FIRE CHIEF	1.00	\$ 137,723	1.00	\$ 140,873	1.00	\$ 142,440
100	7025	GE-38	ASSISTANT FIRE CHIEF	3.00	\$ 300,430	3.00	\$ 303,630	3.00	\$ 311,997
100	7000	GE-38	ASST FIRE CHIEF-FIRE MARSHALL	1.00	\$ 99,223	1.00	\$ 102,183	1.00	\$ 105,295
100	7050	GE-38	ASST FIRE CHIEF-TRAINING (80)	1.00	\$ 97,993	1.00	\$ 101,210	1.00	\$ 102,343
100	6975	GE-35	EMS SUPERVISOR	1.00	\$ 84,599	1.00	\$ 87,320	1.00	\$ 88,273
100	6915	GE-34	ASST FIRE MARSHALL	1.00	\$ 79,822	1.00	\$ 81,325	1.00	\$ 82,906
100	225	GE-25	SECRETARY	1.00	\$ 49,261	1.00	\$ 50,441	1.00	\$ 50,518
100	6900	F-05	FIRE CAPTAIN (112 HRS)	7.00	\$ 541,477	7.00	\$ 550,469	7.00	\$ 557,768
100		F-05	FIRE CAPTAIN - AMBULANCE	2.00	\$ 153,861	2.00	\$ 156,914	2.00	\$ 158,800
100		F-04	FIRE LIEUTENANT - AMBULANCE	4.00	\$ 287,818	4.00	\$ 290,943	4.00	\$ 294,585
100	6750	F-04	FIRE LIEUTENANT (112 HRS)	14.00	\$ 1,015,847	14.00	\$ 1,031,071	14.00	\$ 1,047,446
100	6650	F-03	AMBULANCE MEDICAL OFFICER	6.00	\$ 406,861	6.00	\$ 418,586	6.00	\$ 426,508
100	6625	F-02	FIRE EQUIPMENT OPERATOR	24.00	\$ 1,630,900	24.00	\$ 1,660,531	24.00	\$ 1,681,668
100	6300	F-01	FIREFIGHTER	24.00	\$ 1,483,526	25.00	\$ 1,573,492	26.00	\$ 1,664,848
TOTAL FULL TIME EMPLOYEES				90.00	\$ 6,369,341	91.00	\$ 6,548,988	92.00	\$ 6,715,395
61030 Seasonal Employee Expense									
100		NA-31	FIRE INTERN	0.16	\$ 3,486	0.16	\$ 3,564	0.16	\$ 3,605
TOTAL SEASONAL EMPLOYEES				0.16	\$ 3,486	0.16	\$ 3,564	0.16	\$ 3,605
TOTAL FIRE DEPT.				90.16	\$ 6,372,827	91.16	\$ 6,552,552	92.16	\$ 6,719,000

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

ACCT	FD	JC	WP-GR	POSITION CLASS	FY 2019		FY 2020		FY 2021		
					FTE	BUDGET	FTE	BUDGET	FTE	BUDGET	
Fire Administration - Full-Time											
10013100	61010	100	225	GE-25	SECRETARY	1.00	\$ 49,261	1.00	\$ 50,441	1.00	\$ 50,518
10013100	61010	100	7125	GE-44	FIRE CHIEF	1.00	\$ 137,723	1.00	\$ 140,873	1.00	\$ 142,440
Total						2.00	\$ 186,984	2.00	\$ 191,314	2.00	\$ 192,958
Fire Administration - Seasonal											
10013100	61030	100		NA-31	FIRE INTERN	0.16	\$ 3,486	0.16	\$ 3,564	0.16	\$ 3,605
Total						0.16	\$ 3,486	0.16	\$ 3,564	0.16	\$ 3,605
Fire Suppression - Full-Time											
10013400	61010	100	6625	F-02	FIRE EQUIPMENT OPERATOR	24.00	\$ 1,630,900	24.00	\$ 1,660,531	24.00	\$ 1,681,668
10013400	61010	100	6900	F-05	FIRE CAPTAIN (112 HRS)	7.00	\$ 541,477	7.00	\$ 550,469	7.00	\$ 557,768
10013400	61010	100	7025	GE-38	ASSISTANT FIRE CHIEF	3.00	\$ 300,430	3.00	\$ 303,630	3.00	\$ 311,997
10013400	61010	100	6300	F-01	FIREFIGHTER	24.00	\$ 1,483,526	25.00	\$ 1,573,492	26.00	\$ 1,664,848
10013400	61010	100	6750	F-04	FIRE LIEUTENANT (112 HRS)	14.00	\$ 1,015,847	14.00	\$ 1,031,071	14.00	\$ 1,047,446
Total						72.00	\$ 4,972,180	73.00	\$ 5,119,193	74.00	\$ 5,263,727
Fire Prevention - Full-Time											
10013700	61010	100	6915	GE-34	ASST FIRE MARSHALL	1.00	\$ 79,822	1.00	\$ 81,325	1.00	\$ 82,906
10013700	61010	100	7000	GE-38	ASST FIRE CHIEF-FIRE MARSHALL	1.00	\$ 99,223	1.00	\$ 102,183	1.00	\$ 105,295
Total						2.00	\$ 179,045	2.00	\$ 183,508	2.00	\$ 188,201
Fire Training - Full-Time											
10013200	61010	100	7050	GE-38	ASST FIRE CHIEF-TRAINING (80)	1.00	\$ 97,993	1.00	\$ 101,210	1.00	\$ 102,343
Total						1.00	\$ 97,993	1.00	\$ 101,210	1.00	\$ 102,343
Ambulance											
10013300	61010	100	6975	GE-35	EMS SUPERVISOR	1.00	\$ 84,599	1.00	\$ 87,320	1.00	\$ 88,273
10013300	61010	100	2420	F-05	FIRE CAPTAIN - AMBULANCE	2.00	\$ 153,861	2.00	\$ 156,914	2.00	\$ 158,800
10013300	61010	100	2480	F-04	FIRE LIEUTENANT - AMBULANCE	4.00	\$ 287,818	4.00	\$ 290,943	4.00	\$ 294,585
10013300	61010	100	6650	F-03	AMBULANCE MEDICAL OFFICER	6.00	\$ 406,861	6.00	\$ 418,586	6.00	\$ 426,508
Total						13.00	\$ 933,139	13.00	\$ 953,763	13.00	\$ 968,166
TOTAL FIRE DEPARTMENT						90.16	\$ 6,372,827	91.16	\$ 6,552,552	92.16	\$ 6,719,000

Capital Improvement Projects by Department/Division					
FIRE DEPARTMENT					
CIP Number	Capital Improvement Project Title	FY 18 Actual Expense	FY 19 Actual Expense	FY 20 Adopted Budget	FY 21 Recomm'd Budget
1011444	IMPROVEMENTS TO STATION 4	—	—	—	14,280
1012824	FIRE STATION EXHAUST SYS	—	—	—	30,000
1021135	OUTDOOR SIREN	—	—	—	100,000
1021444	IMPROVEMENTS TO STATION 4	—	—	—	—
1021755	MOBILE DATA/WIRELESS NETW	4,292	5,798	—	—
1022706	FIRE STSTION STRCTRE RPR	—	—	—	209,000
3501016	LDR TRK, PMPR, ABLCE REPL	—	—	350,000	408,000
3501139	IMPR TO FIRE HEADQUARTERS	12,649	—	—	—
3501402	ADA COMPLIANCE	4,466	45	—	—
3501553	BREATHING AIR COMP FILTER	25,774	—	—	—
3501794	FIRE TRUCK REPLACEMENT	—	97,385	—	—
3502507	AMBULANCE REPLC	242,410	—	—	—
3502575	MECHANICAL/ELECTRICAL SYS	970	4,897	—	26,010
3502706	FIRE STSTION STRCTRE RPR	17,741	0	0	0
3502810	FIRE HVAC	0	0	80,000	168,924
<b>FIRE DEPARTMENT</b>	<b>TOTAL</b>	<b>308,301</b>	<b>108,126</b>	<b>430,000</b>	<b>956,214</b>



PRGRM /DEPT	PROJECT DESCRIPTION	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	TOTAL	PAGE
<b>FIRE DEPARTMENT</b>								
<b>Public Safety</b>								
	Ladder Truck & Pumper Replacement	\$ 408,000	\$1,557,550	\$ —	\$ 865,200	\$ —	\$ 2,830,750	1
	HVAC Replacement at Fire Headquarters 11 West 9th Street	\$ 168,924	\$ 344,605	\$ —	\$ —	\$ —	\$ 513,529	2
	Outdoor Warning Siren Repair/Replace	\$ 100,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 300,000	3
	Fire Station Exhaust Systems	\$ 30,000	\$ 30,000	\$ 40,000	\$ —	\$ —	\$ 100,000	4
	Station 6 Structural, Roof, and Tuckpointing Repairs	\$ 209,000	\$ —	\$ —	\$ —	\$ —	\$ 209,000	5
	Implement Mechanical & Electrical System Design Study Recommendations	\$ 26,010	\$ 26,010	\$ —	\$ 26,010	\$ 26,010	\$ 104,040	6
	Replace Flooring and Paint at Station 4	\$ 14,280	\$ —	\$ —	\$ —	\$ —	\$ 14,280	7
	Ambulance Replacement	\$ —	\$ —	\$ 267,240	\$ —	\$ 267,240	\$ 534,480	8
	Fire Station Expansion/Relocation	\$ —	\$ —	\$ 40,000	\$ —	\$ 806,000	\$ 846,000	9
	Station 5 Bathroom Remodel	\$ —	\$ —	\$ 15,000	\$ —	\$ —	\$ 15,000	11
	<b>TOTAL</b>	<b>\$ 956,214</b>	<b>\$ 2,008,165</b>	<b>\$ 412,240</b>	<b>\$ 941,210</b>	<b>\$ 1,149,250</b>	<b>\$ 5,467,079</b>	

# **Building Services**

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## BUILDING SERVICES DEPARTMENT

<b>Budget Highlights</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Budget</b>	<b>FY 2021 Requested</b>	<b>% Change From FY 2020 Budget</b>
<u>Expenses</u>				
Employee Expense	1,053,353	1,052,201	1,085,076	3.1 %
Supplies and Services	355,068	379,860	409,620	7.8 %
Machinery and Equipment	3,173	45,265	27,600	(39.0)%
Debt Service	117,874	117,905	109,325	(7.3)%
Total Expenses	1,529,468	1,595,231	1,631,621	2.3 %
<u>Resources</u>				
Reimbursement Federal Building Maintenance	246,303	227,850	235,529	3.4 %
Sales Tax 20% Abated Debt	120,351	117,905	109,325	(7.3)%
Operating Revenue	820,548	726,403	815,700	12.3 %
Total Resources	1,187,202	1,072,158	1,160,554	8.2 %
Property Tax Support	342,266	523,073	471,067	(52,006)
Percent Increase (Decrease)				(9.9)%
<b>Personnel - Authorized FTE</b>	<b>11.75</b>	<b>11.75</b>	<b>11.75</b>	

## **INSPECTIONS**

<b>Budget Highlights</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Budget</b>	<b>FY 2021 Requested</b>	<b>% Change From FY 2020 Budget</b>
<u>Expenses</u>				
Employee Expense	684,486	695,001	716,388	3.1 %
Supplies and Services	114,932	118,800	119,198	0.3 %
Machinery and Equipment	306	30,498	27,600	(9.5)%
Total Expenses	799,724	844,299	863,186	2.2 %
<u>Resources</u>				
Operating Revenue	816,766	722,728	815,600	12.9 %
Property Tax Support	(17,042)	121,571	47,586	(73,985)
Percent Increase (Decrease)				(60.9)%
Percent Self Supporting	102.1%	85.6%	94.5%	
<b>Personnel - Authorized FTE</b>	<b>6.75</b>	<b>6.75</b>	<b>6.75</b>	

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**BUILDING MAINTENANCE**

<b>Budget Highlights</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Budget</b>	<b>FY 2021 Requested</b>	<b>% Change From FY 2020 Budget</b>
<u>Expenses</u>				
Employee Expense	368,867	357,200	368,688	3.2 %
Supplies and Services	240,136	261,060	290,422	11.2 %
Machinery & Equipment	2,867	14,767	—	— %
Debt Service	120,351	117,905	109,325	(7.3)%
Total Expenses	732,221	750,932	768,435	2.3 %
<u>Resources</u>				
Reimbursement Federal Bldg. Maintenance	246,303	227,850	235,529	3.4 %
Sales Tax 20% Abated Debt	120,351	117,905	109,325	(7.3)%
Misc. Reimbursement	3,783	3,675	100	(97.3)%
Total Resources	370,437	349,430	344,954	(1.3)%
Property Tax Support	361,784	401,502	423,481	21,979
Percent Increase (Decrease)				5.5 %
<b>Personnel - Authorized FTE</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	

\*Includes budgets for maintaining City Hall, City Hall Annex, Multicultural Family Center, 5th St Restroom & Ice Arena.

\*\* Federal Building Maintenance Activity was moved to the Housing Department in FY 2009 with the exception that Federal Building Maintenance personnel remains in Building Services.

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### Improvement Package Summary

#### **1 of 3**

This improvement level request is for a full-time secretary for the Building Services Department. This position is essential to meeting current and future expectations for levels of service. The Building Services Department does not currently have a secretary and the department Permit Clerk, Building Inspectors, and Manager currently handle administrative duties. This is no longer sustainable based on the workload of permit processing and inspection demands. FY19 inspections were 9% higher than the previous 4 -year average. FY20 year-to-date data shows a 10% increase in permits from the same time last fiscal year. Permits issued in FY19 increased 14% from the previous 5-year average. Increases in permits result in increasing demands placed on the permit clerk, inspectors, and management. The department also receives a large number of phone calls and walk-in customers. A designated secretary would ensure customers can always access the department and would relieve other Building Services employees from being pulled away from regular job duties to perform administrative assistance. This position is also instrumental to implementing improvements in the inspection process including a centralized scheduling process. It is planned this position will use the Accela software permitting system to coordinate and schedule inspections. The request supports City Council goals for a Financially Responsible, High-Performance City Organization: Sustainable, Equitable, and Effective Service Delivery.

Related Cost:	\$	43,250	Tax Funds	Recurring	<b>Recommend - No</b>
Related Cost:	\$	9,902	Tax Funds	Non-Recurring	
Total Cost:	\$	<u>53,152</u>			
Property Tax Impact:	\$	0.0209	0.20%		

Activity: Administration

## 2 of 3

This improvement request is for GPS Fleet Management Software. Verizon Wireless Reveal Now Fleet Tracking Software will allow Building Services Staff to track and locate vehicles in the field. It will improve fleet operations, worker productivity, and encourage safe driving. The software will allow staff to see real time driver locations and track speeds, idling, and driving behaviors. This will improve efficiency of inspection fleet and field service management.

Related Cost:	\$	1,380	Tax Funds	Recurring	<b>Recommend - Yes</b>
Property Tax Impact:	\$	0.0005	—%		

Activity: Code Enforcement (Building, Electrical, Plumbing)

## 3 of 3

This improvement level request is for a full-time custodian. The Facilities Management Staff currently consists of one full-time maintenance person and four full-time custodians. Custodial staff currently clean and maintain 137,000 square feet of space. The colts building remodel will add approximately 11,000 square feet of space, including six new bathrooms, a kitchen, and new office and meeting space. The majority of space will be used as a community center which will have significant custodial requirements. In addition, once the renovation of the Colts building is complete, the hours of the Multicultural Family Center (existing and new) will double. Custodial Staff capacity is not sufficient based on current responsibilities. The Building Services Department cannot maintain our facilities to expectations without additional support. For context, according to the International Facilities Management Association, a custodian can adequately clean approximately 25,000 square feet per workday. By these standards, staffing levels should currently equate 5.5 custodial FTE's. Once the MFC build-out is complete, Building Services will be responsible for maintenance of 148,000 square feet. Industry standards would suggest a custodial staff of 6 FTE's. The requested position will bring the department to 5 FTE's and is required to maintain current service levels.

Related Cost:	\$	62,789	Tax Funds	Recurring	<b>Recommend - Yes</b>
Property Tax Impact:	\$	0.0247	0.24%		

Activity: Facilities Maintenance

## Significant Line Items

### Employee Expense

1. FY 2021 employee expense reflects a 1.5% wage package increase.
2. The Iowa Public Employee Retirement System (IPERS) City contribution of 9.44% is unchanged from FY 2020 The employee contribution of 6.29% is unchanged from FY 2020.

3. The City portion of health insurance expense is increased from \$921 in FY 2020 to \$1,013 in FY 2021 per month per contract which results in an annual cost increase of \$16,057 or 11.26%.

### **Supplies & Services**

4. Property Maintenance decreased from \$61,040 in FY 2020 to \$59,142 in FY 2021. This line item represents lighting and electrical repairs, rug cleaning service, permit and inspection fees, HVAC maintenance, boiler inspection, annual backflow testing, annual window cleaning, plumbing repairs, winterizing drinking fountains and other repairs and maintenance.
  - a. City Hall Maintenance decreased from \$32,420 in FY 2020 to \$27,366 FY 2021 based on a three-year average historical cost.
  - b. 5th Street Restrooms increased from \$850 in FY 2020 to \$1,208 in FY 2021 based on a three-year average historical cost.
  - c. City Hall Annex decreased from \$9,570 in FY 2020 to \$9,500 in FY 2021 based on a three-year average historical cost.
  - d. Multicultural Family Center increased from \$3,700 in FY 2020 to \$6,568 in FY 2021 based on the completion of the renovated additional space in 2020.
  - e. Shot Tower is unchanged from \$1,000 in FY 2020 to \$1,000 in FY 2021. This line item represents the cost of graffiti repair and general maintenance.
  - f. General Building Maintenance unchanged from \$13,500 in FY 2020 to \$13,500 in FY 2021. This line item is for any significant repairs to City owned buildings.
5. Equipment Maintenance Contracts increased from \$10,685 in FY 2020 to \$11,451 in FY 2021. This budget represents quarterly alarm monitoring, outdoor camera annual maintenance, weekly boiler checks, and generator inspection and testing.
6. Software License increased from \$38,964 in FY 2020 to \$41,184 in FY 2021. This line item represents Building Services' share of Accela permitting software.
7. Electricity increased from \$73,410 in FY 2020 to \$101,420 in FY 2021 based on FY 2019 actual of \$80,388 plus an increase for the renovated additional space at the Multicultural Family Center in 2020 plus 8%.
8. Natural Gas increased from \$16,268 in FY 2020 to \$24,308 in FY 2021 based on FY 2019 actual of \$18,400 plus an increase for the renovated additional space at the Multicultural Family Center in 2020 plus 8%.
9. Stormwater increased from \$38,964 in FY 2020 to \$41,184 in FY 2021 based on FY 2019 actual billed SFU's, times the planned Stormwater rate of \$8.29 per SFU for FY 2021.
10. Property Insurance decreased from \$25,882 in FY 2020 to \$12,099 in FY 2021 based on FY 2019 actual plus 5%.
11. Telephone increased from \$11,266 in FY 2020 to \$14,768 in FY 2021 based on FY 2019 actual of \$11,005 plus an increase for the renovated additional space at the Multicultural Family Center.

## Machinery & Equipment

- Equipment replacement items include (\$27,600):

<u>Administration</u>		
Smart Phone	\$	350
<u>Plumbing/Mech. Code Enforcement</u>		
Smart Phone	\$	350
<u>Building Code Enforcement</u>		
AWD SUV	\$	26,900
<u>Federal Building Maintenance Maintenance</u>		
Commercial Floor Scrubber + Carpet Cleaner	\$	—
Total Equipment		<u>\$ 27,600</u>

## Debt Service

- FY 2021 annual debt service includes the following (\$109,325):

Amount	Debt Series	Source	Purpose	Final Payment	Call Date
\$ 4,201	2017A G.O.	Sales Tax 20%	Smart Meters	2030	2025
\$ 56,091	2018B G.O.	Sales Tax 20%	Engine House #1	2031	2018
\$ 25,698	2012D G.O.	Sales Tax 20%	City Hall Tuckpointing	2032	2019
\$ 23,335	2019C G.O.	Sales Tax 20%	City Hall HVAC	2034	2021
<u>\$ 109,325</u>	Total Building Services Annual Debt Service				

## Revenue

- Building Permits increased from \$467,589 in FY 2020 to \$559,631 in FY 2021 based on FY 2019. Building Permit Fees fluctuate significantly based on private party building demand throughout the city. A building permit fee increase began in FY 2020 and will complete in FY 2021.
- Plan Check Fees decreased from \$35,960 in FY 2020 to \$34,000 in FY 2021 based on FY 2019 actual.
- Electrical Permits decreased from \$81,134 in FY 2020 to \$76,369 in FY 2021 based on FY 2019 actual.
- Mechanical Permits increased from \$65,966 in FY 2020 to \$69,281 in FY 2021 based FY 2019 actual.

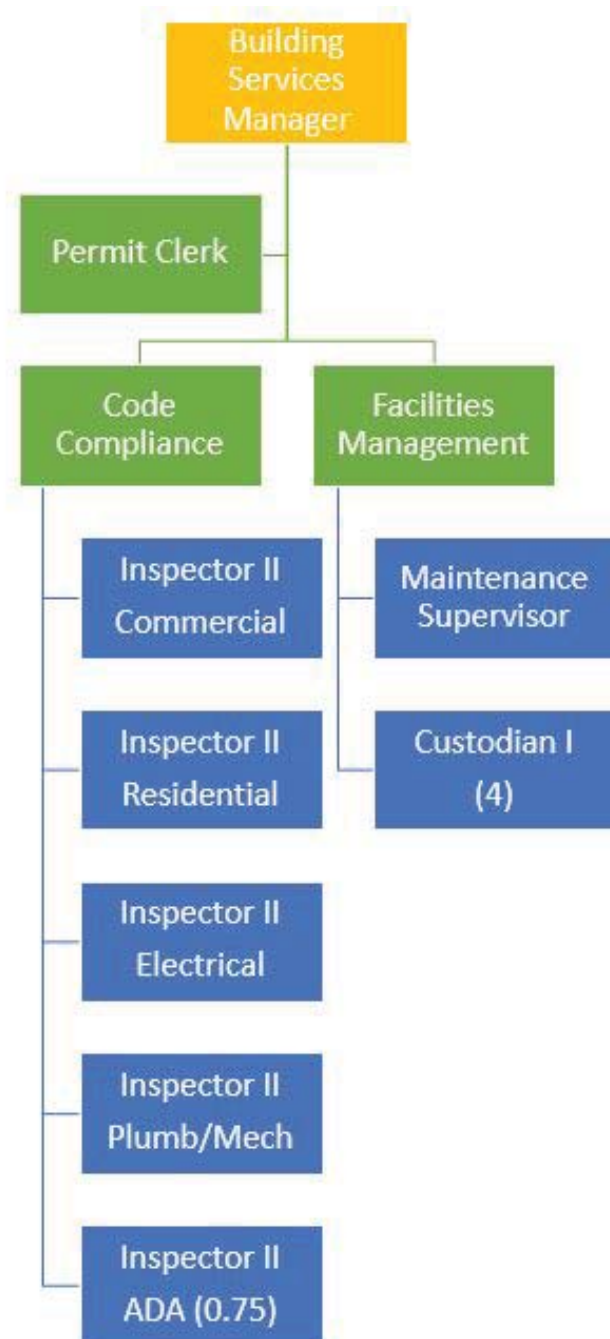


17. Plumbing Permits increased from \$58,526 in FY 2020 to \$66,005 in FY 2021 based on FY 2019 actual.
18. The Inspections maintenance level budget is 94.49% self-supporting in FY 2021 as compared to 85.60% self-supporting in FY 2020.

# BUILDING SERVICES

The mission of the Building Services Department is to provide exceptional professional and responsive building services for residents, contractors, and developers in the City of Dubuque. These services protect and enhance the investment, safety, welfare, equity and resiliency of our community. Through these efforts, the Building Services Department supports healthy and viable neighborhoods and businesses.

The Building Services Department delivers its mission through two core services: Construction Services and Facility Management.



# BUILDING SERVICES

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

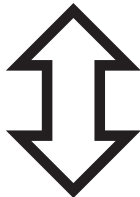
### People

- Interact daily with citizens, contractors, developers, architects, engineers, and other business professionals offering them outstanding service on demand.
- Providing our permit applications and contractors with quality and informative inspections ensuring their projects meet all codes providing safe structures for for the community
- Effective communication and collaboration with other City departments ensuring an efficient delivery of service to support a financially sound, high-performing city organization



### Planning

- Building Services participates in Design Review Team meetings during the preliminary design phase offering insight and solutions from a code perspective
- Preserve historic structures by utilizing the Existing Building Code and Historical Property compliance method during the Plan Review
- Promote an inclusive community for all by reviewing projects to meet ADA and Fair Housing Regulations and provide financial assistance through the Downtown ADA Assistance Program
- Ensure our facilities are properly maintained, project long-term facility management budgeting and planning, offering our citizens and employees a clean and safe facility.



### Partnerships

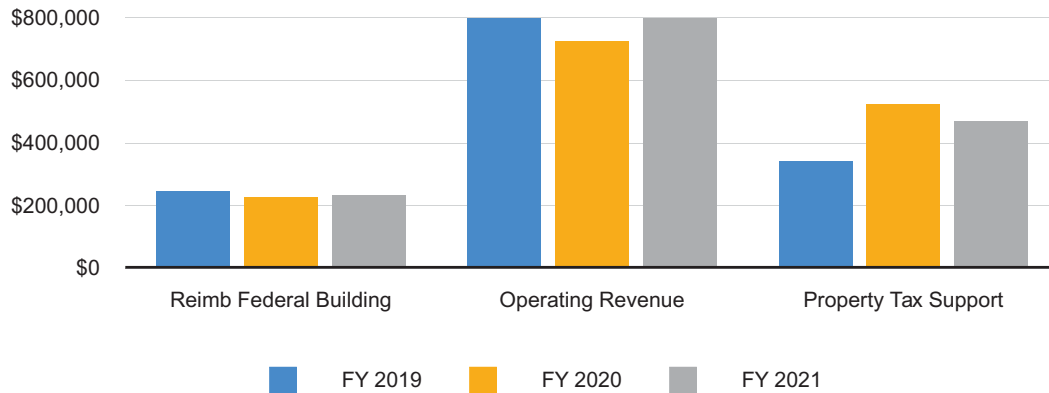
The Building Services Department coordinates with many construction professionals, non-profits, public and private sector agencies and residents. The Building Services Department views its role in these relationships as partnerships for development.



# BUILDING SERVICES

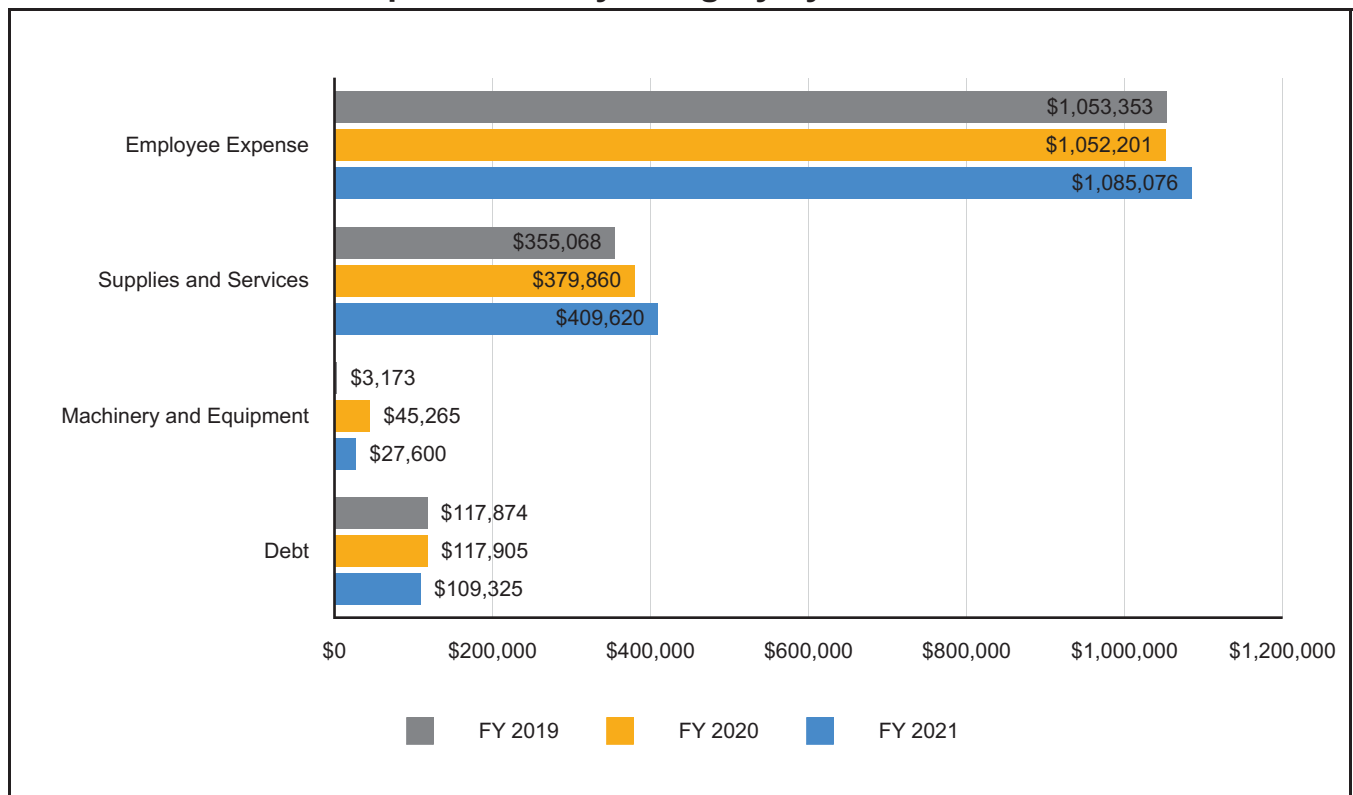
	FY 2019	FY 2020	FY 2021
Full-Time Equivalent	11.75	11.75	11.75

## Resources and Property Tax Support



The Building Services Department is supported by 11.75 full-time equivalent employees, which accounts for 66.50% of the department expense as seen below. Overall, the department's expenses are expected to increase by 2.28% in FY 2021 compared to FY 2020.

## Expenditures by Category by Fiscal Year



# BUILDING SERVICES

## Code Compliance

### Mission & Services


Building code compliance begins with permit application and plan review. The department serves as liaison between all other city departments with a role in construction regulation and review. The department guides customers through the process and advises on all building code matters in a concise, timely, and informative manner to ensure a positive customer experience. Our Department performs plan review and inspections for all construction projects including; building, mechanical, electrical, plumbing, solar, signs, fire systems, and ADA compliance. Other activities include supporting appeals boards, supporting the Fats, Oils, and Grease (FOG) program, enforcing property maintenance codes, licensing storage containers, and managing the Downtown ADA and Lighting incentive programs.

Code Compliance Funding Summary			
	FY 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$799,724	\$844,299	\$863,186
Resources	\$816,766	\$722,728	\$815,600


Code Compliance Position Summary	
	FY 2021
Building Services Manager	1.00
Permit Clerk	1.00
Inspector II--FT	4.00
Inspector II--PT	0.75
<b>Total Full-Time Equivalent Employees</b>	<b>6.75</b>

### Performance Measures

#### City Council Goal: Vibrant Community: Healthy and Safe

Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
<b>1 Activity Objective: Effective Building Department</b>					
ISO numeric rating on building department effectiveness ( <a href="#">Building Code Effectiveness Grading Schedule (BCEGS) Score</a> )	< 4/10	4/10	4/10	4/10	

#### City Council Goal: Connected Community: Equitable Mobility

<b>2 Activity Objective: Ensure all facilities used by the public are fully accessible for persons with disabilities.</b>					
# businesses with improved accessibility ( <a href="#">Downtown ADA Assistance Program</a> )	≥ 6	2	2	3	

# BUILDING SERVICES

## Facility Management


### Overview

Building Services Department provides custodial and building maintenance services for City Hall, City Hall Annex, Historic Federal Building, Ruby Sutton Building, 5<sup>th</sup> Street Restrooms, Bunker Hill, Allison Henderson Park and the Dubuque Shot Tower. In total staff cleans and maintains over 150,000 square feet of public and office space. Responsibilities include routine custodial services, maintenance, repairs, and monitoring of HVAC systems. Staff schedules routine maintenance on our generators, elevators, HVAC equipment, fire alarm and sprinkler systems, backflow valves, and security systems.

Facility Management Funding Summary			
	FY 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$357,894	\$381,042	\$415,788
Resources	\$250,086	\$231,525	\$235,629

Facility Management Position Summary	
	FY 2021
Maintenance Worker	1.00
Custodian	4.00
<b>Total Full-Time Equivalent Employees</b>	<b>5.00</b>

### Performance Measures

City Council Goal: Financially Responsible, High Performance Organization						
	Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
1	Activity Objective: Continue implementation of the ADA Transition Plan					
	# of accessibility improvement projects in public facilities	>8	0	4	5	

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## Recommended Operating Revenue Budget - Department Total

### 57 - BUILDING SAFETY

Fund	Account	Account Title	FY18 Actual Revenue	FY19 Actual Revenue	FY20 Adopted Budget	FY21 Recomm'd Budget
100	42165	ABANDONED BLDG LICENSES	8,335	20,400	9,996	0
100	42205	BUILDING PERMITS	481,160	559,631	467,589	559,631
100	42210	ELECTRICAL PERMITS	81,859	76,369	81,134	76,369
100	42215	MECHANICAL PERMITS	62,623	69,281	65,966	69,281
100	42220	PLUMBING PERMITS	58,526	66,005	58,526	66,005
100	42260	PERMIT, MISC	4,552	416	4,552	3,600
<b>42</b>	<b>LICENSES AND PERMITS</b>	<b>- Total</b>	<b>697,055</b>	<b>792,103</b>	<b>687,763</b>	<b>774,886</b>
100	51914	PLAN CHECK FEES	15,360	14,940	35,960	34,000
<b>51</b>	<b>CHARGES FOR SERVICES</b>	<b>- Total</b>	<b>15,360</b>	<b>14,940</b>	<b>35,960</b>	<b>34,000</b>
100	53102	PRIVATE PARTICIPANT	0	3,500	0	0
100	53403	IA DISTRICT COURT FINES	1,920	6,714	2,500	6,714
100	53605	MISCELLANEOUS REVENUE	120	283	120	100
100	53610	INSURANCE CLAIMS	0	3,000	0	0
100	53620	REIMBURSEMENTS-GENERAL	60	9	60	0
<b>53</b>	<b>MISCELLANEOUS</b>	<b>- Total</b>	<b>2,100</b>	<b>13,506</b>	<b>2,680</b>	<b>6,814</b>
400	54210	GO BOND PROCEEDS	391,950	2,370	0	0
400	54220	BOND DISCOUNT	2,513	107	0	0
<b>54</b>	<b>OTHER FINANCING SOURCES</b>	<b>- Total</b>	<b>394,463</b>	<b>2,477</b>	<b>0</b>	<b>0</b>
400	59350	FR SALES TAX CONSTRUCTION	126,632	117,874	117,905	109,325
<b>59</b>	<b>TRANSFER IN AND INTERNAL</b>	<b>- Total</b>	<b>126,632</b>	<b>117,874</b>	<b>117,905</b>	<b>109,325</b>
<b>BUILDING SAFETY - Total</b>			<b>1,235,610</b>	<b>940,899</b>	<b>844,308</b>	<b>925,025</b>



## Recommended Operating Expenditure Budget - Department Total

### 57 - BUILDING SAFETY

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
100	61010	FULL-TIME EMPLOYEES	647,776	692,025	716,109	729,474
100	61020	PART-TIME EMPLOYEES	48,346	50,876	58,871	59,524
100	61050	OVERTIME PAY	244	1,707	0	0
100	61092	VACATION PAYOFF	2,838	0	0	0
100	61310	IPERS	62,303	70,291	73,157	74,480
100	61320	SOCIAL SECURITY	50,682	53,978	59,286	60,360
100	61410	HEALTH INSURANCE	174,899	157,408	119,198	135,255
100	61415	WORKMENS' COMPENSATION	36,386	26,518	24,957	25,360
100	61416	LIFE INSURANCE	513	551	623	623
<b>61 - WAGES AND BENEFITS</b>			<b>1,023,986</b>	<b>1,053,353</b>	<b>1,052,201</b>	<b>1,085,076</b>
100	62010	OFFICE SUPPLIES	1,296	1,827	1,296	1,827
100	62030	POSTAGE AND SHIPPING	1,191	1,841	1,227	2,025
100	62032	FLAGS	0	0	700	0
100	62061	DP EQUIP. MAINT CONTRACTS	7,924	7,129	6,851	6,914
100	62062	JANITORIAL SUPPLIES	840	6,544	7,600	8,576
100	62090	PRINTING & BINDING	305	553	500	591
100	62110	COPYING/REPRODUCTION	348	1,380	373	402
100	62130	LEGAL NOTICES & ADS	6,750	0	250	0
100	62140	PROMOTION	73	0	300	300
100	62170	SUBSCRIPTIONS-BOOKS-MAPS	2,364	402	88	410
100	62190	DUES & MEMBERSHIPS	1,510	1,450	2,244	1,479
100	62204	REFUNDS	128	99	0	0
100	62206	PROPERTY INSURANCE	20,662	11,523	25,882	12,099
100	62208	GENERAL LIABILITY INSURAN	8,281	7,689	7,708	8,073
100	62230	COURT COSTS & RECORD FEES	803	6,301	1,955	1,955
100	62310	TRAVEL-CONFERENCES	0	1,400	3,500	3,500
100	62320	TRAVEL-CITY BUSINESS	0	75	245	245
100	62340	MILEAGE/LOCAL TRANSP	110	0	112	0
100	62360	EDUCATION & TRAINING	3,891	2,313	8,000	8,000
100	62411	UTILITY EXP-ELECTRICITY	73,410	80,388	73,410	101,420
100	62412	UTILITY EXP-GAS	16,268	18,400	16,268	24,308
100	62415	UTILITY EXPENSE STORMWATR	50,529	53,195	57,386	60,669
100	62421	TELEPHONE	10,052	11,005	11,266	14,768
100	62431	PROPERTY MAINTENANCE	44,370	40,134	61,040	59,142
100	62435	ELEVATOR MAINTENANCE	0	175	5,647	5,647
100	62436	RENTAL OF SPACE	3,936	3,608	3,936	3,608
100	62438	FIRE SUPPRESSION	0	0	8,558	8,558
100	62511	FUEL, MOTOR VEHICLE	3,857	3,609	3,856	3,961
100	62521	MOTOR VEHICLE MAINT.	4,107	3,054	4,180	5,039
100	62528	MOTOR VEH. MAINT. OUTSOUR	577	0	0	0
100	62611	MACH/EQUIP MAINTENANCE	0	44	0	44
100	62614	EQUIP MAINT CONTRACT	22,572	23,446	10,685	11,451
100	62627	CAMERA MAINTENANCE	504	576	300	676
100	62663	SOFTWARE LICENSE EXP	26,632	56,088	38,964	41,184

## Recommended Operating Expenditure Budget - Department Total

### 57 - BUILDING SAFETY

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
100	62666	CREDIT CARD CHARGE	5,563	6,710	5,563	6,710
100	62667	DATA SERVICES	682	807	720	789
100	62671	MISC. OPERATING SUPPLIES	0	11	0	0
100	62699	CASH SHORT AND OVER	(2)	5	0	0
100	62710	CONTRACTOR SERVICES	3,410	1,312	5,000	5,000
100	62713	LEGAL SERVICES	384	733	0	0
400	62713	LEGAL SERVICES	4,015	0	0	0
100	62716	CONSULTANT SERVICES	0	0	4,000	0
400	62721	FINANCIAL CONSULTANT	5,531	0	0	0
400	62731	MISCELLANEOUS SERVICES	1,646	1,144	0	0
100	62765	GRANTS	250	100	250	250
<b>62 - SUPPLIES AND SERVICES</b>			<b>334,771</b>	<b>355,068</b>	<b>379,860</b>	<b>409,620</b>
100	63311	ADMIN. OVERHEAD	(241,077)	(246,303)	(227,850)	(235,529)
<b>63 - ADMIN/OVERHEAD/STORES GAR</b>			<b>(241,077)</b>	<b>(246,303)</b>	<b>(227,850)</b>	<b>(235,529)</b>
100	71120	PERIPHERALS, COMPUTER	0	0	198	0
100	71123	SOFTWARE	0	0	2,000	0
100	71211	DESKS/CHAIRS	0	0	6,567	0
100	71310	AUTO/JEEP REPLACEMENT	14,000	0	26,900	26,900
100	71610	CUSTODIAL EQUIPMENT	0	2,717	0	0
100	72417	CAMERA RELATED EQUIPMENT	0	0	8,200	0
100	72418	TELEPHONE RELATED	442	456	1,400	700
<b>71 - EQUIPMENT</b>			<b>14,442</b>	<b>3,173</b>	<b>45,265</b>	<b>27,600</b>
400	74111	PRINCIPAL PAYMENT	473,464	91,004	94,950	89,184
400	74112	INTEREST PAYMENT	31,033	26,870	22,955	20,141
<b>74 - DEBT SERVICE</b>			<b>504,497</b>	<b>117,874</b>	<b>117,905</b>	<b>109,325</b>
<b>57 - BUILDING SAFETY TOTAL</b>			<b>1,636,618</b>	<b>1,283,165</b>	<b>1,367,381</b>	<b>1,396,092</b>

## Recommended Expenditure Budget Report by Activity & Funding Source

### 57 - BUILDING SAFETY

#### BUILDING SERV. ADMIN. - 57100

##### FUNDING SOURCE: GENERAL

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	—	150	10,023	350
SUPPLIES AND SERVICES	59,010	90,525	84,362	82,471
WAGES AND BENEFITS	156,670	192,643	195,584	205,598
<b>BUILDING SERV. ADMIN.</b>	<b>215,680</b>	<b>283,318</b>	<b>289,969</b>	<b>288,419</b>
<b>ELECTRICAL CODE ENF. - 57200</b>				

##### FUNDING SOURCE: GENERAL

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	221	—	383	—
SUPPLIES AND SERVICES	5,850	5,764	6,274	6,393
WAGES AND BENEFITS	107,925	108,141	107,167	109,703
<b>ELECTRICAL CODE ENF.</b>	<b>113,996</b>	<b>113,904</b>	<b>113,824</b>	<b>116,096</b>
<b>DEBT SERVICE - 57300</b>				

##### FUNDING SOURCE: DEBT SERVICE

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
DEBT SERVICE	504,497	117,874	117,905	109,325
SUPPLIES AND SERVICES	11,192	1,144	—	0
<b>DEBT SERVICE</b>	<b>515,689</b>	<b>119,018</b>	<b>117,905</b>	<b>109,325</b>
<b>BLDG. CODE ENFORCE - 57400</b>				

##### FUNDING SOURCE: GENERAL

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	221	6	20,059	26,900
SUPPLIES AND SERVICES	15,201	12,246	21,331	21,861
WAGES AND BENEFITS	275,613	275,529	285,076	291,384
<b>BLDG. CODE ENFORCE</b>	<b>291,035</b>	<b>287,781</b>	<b>326,466</b>	<b>340,145</b>
<b>CITY HALL MAINT. - 57500</b>				

##### FUNDING SOURCE: GENERAL

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	—	2,867	8,767	0
SUPPLIES AND SERVICES	149,222	164,457	170,747	176,167
WAGES AND BENEFITS	73,246	72,258	70,187	72,299
<b>CITY HALL MAINT.</b>	<b>222,467</b>	<b>239,582</b>	<b>249,701</b>	<b>248,466</b>
<b>CITY HALL ANNEX MAINT. - 57510</b>				

##### FUNDING SOURCE: GENERAL

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
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## Recommended Expenditure Budget Report by Activity & Funding Source

### 57 - BUILDING SAFETY

EQUIPMENT	—	—	1,500	0
SUPPLIES AND SERVICES	40,045	36,280	41,697	44,401
WAGES AND BENEFITS	29,191	28,803	27,841	28,797
<b>CITY HALL ANNEX MAINT.</b>	<b>69,236</b>	<b>65,084</b>	<b>71,038</b>	<b>73,198</b>
<b>FEDERAL BUILDING MAINT. - 57520</b>				

#### FUNDING SOURCE: GENERAL

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
ADMIN/OVERHEAD/STORES	(241,077)	(246,303)	(227,850)	(235,529)
SUPPLIES AND SERVICES	378	434	—	434
WAGES AND BENEFITS	247,942	245,869	227,850	235,197
<b>FEDERAL BUILDING MAINT.</b>	<b>7,243</b>	<b>—</b>	<b>—</b>	<b>102</b>
<b>1157 CENTRAL AVE MAINT. - 57540</b>				

#### FUNDING SOURCE: GENERAL

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	24,845	31,291	28,981	61,627
WAGES AND BENEFITS	22,569	21,936	31,322	32,395
<b>1157 CENTRAL AVE MAINT.</b>	<b>47,414</b>	<b>53,228</b>	<b>60,303</b>	<b>94,022</b>
<b>ICE ARENA - 57550</b>				

#### FUNDING SOURCE: GENERAL

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	12,153	—	12,817	—
<b>ICE ARENA</b>	<b>12,153</b>	<b>—</b>	<b>12,817</b>	<b>—</b>
<b>5TH ST RESTROOMS - 57560</b>				

#### FUNDING SOURCE: GENERAL

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	—	—	4,500	—
SUPPLIES AND SERVICES	5,823	6,518	5,818	6,793
<b>5TH ST RESTROOMS</b>	<b>5,823</b>	<b>6,518</b>	<b>10,318</b>	<b>6,793</b>
<b>SHOT TOWER - 57570</b>				

#### FUNDING SOURCE: GENERAL

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	3,717	—	1,000	1,000
<b>SHOT TOWER</b>	<b>3,717</b>	<b>—</b>	<b>1,000</b>	<b>1,000</b>
<b>PLBG/MECH. CODE ENF. - 57700</b>				

#### FUNDING SOURCE: GENERAL

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	14,000	150	33	350

## Recommended Expenditure Budget Report by Activity & Funding Source

### 57 - BUILDING SAFETY

SUPPLIES AND SERVICES	7,334	6,397	6,833	8,473
WAGES AND BENEFITS	110,831	108,174	107,174	109,703
<b>PLBG/MECH. CODE ENF.</b>	<b>132,164</b>	<b>114,721</b>	<b>114,040</b>	<b>118,526</b>
<b>PCARD CLEARING</b>	<b>- 99999</b>			

#### FUNDING SOURCE: GENERAL

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	—	11	—	—
<b>PCARD CLEARING BUILDING</b>	<b>—</b>	<b>11</b>	<b>—</b>	<b>—</b>
<b>BUILDING SAFETY TOTAL</b>	<b>\$1,636,618</b>	<b>\$1,283,165</b>	<b>\$1,367,381</b>	<b>\$1,396,092</b>

CITY OF DUBUQUE, IOWA  
DEPARTMENT DETAIL - PERSONNEL COMPLEMENT  
57 BUILDING SERVICES DEPARTMENT

FD	JC	WP-GR	JOB CLASS	FY 2019		FY 2020		FY 2021	
				FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
61010 Full Time Employee Expense									
100	5800	GE-38	BUILDING SAFETY MANAGER	1.00	\$ 76,752	1.00	\$ 95,437	1.00	\$ 100,375
100	5450	GE-34	INSPECTOR II	4.00	\$ 310,486	4.00	\$ 320,260	4.00	\$ 324,146
100	8875	GE-26	PERMIT CLERK	1.00	\$ 51,516	1.00	\$ 52,689	1.00	\$ 53,767
100	3,420	OE-09	MAINT. WORKER - FEDERAL BLDG	1.00	\$ 53,864	1.00	\$ 55,083	1.00	\$ 55,695
100	2040	OE-06	CUSTODIAN I	4.00	\$ 188,336	4.00	\$ 192,640	4.00	\$ 195,491
TOTAL FULL TIME EMPLOYEES				11.00	\$ 680,954	11.00	\$ 716,109	11.00	\$ 729,474
61020 Part Time Employee Expense									
100	2,800	GE-34	INSPECTOR II	0.75	\$ 57,564	0.75	\$ 58,871	0.75	\$ 59,524
TOTAL PART TIME EMPLOYEES				0.75	\$ 57,564	0.75	\$ 58,871	0.75	\$ 59,524
TOTAL BUILDING SERVICES DEPT.				11.75	\$ 738,518	11.75	\$ 774,980	11.75	\$ 788,998

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

ACCT	FD	JC	WP-GR	POSITION CLASS	FY 2019		FY 2020		FY 2021		
					FTE	BUDGET	FTE	BUDGET	FTE	BUDGET	
Building Services Administration-FT											
10057100	61010	100	5800	GE-38	BUILDING SAFETY MANAGER	1.00	\$ 76,752	1.00	\$ 95,437	1.00	\$ 100,375
10057100	61010	100	8875	GE-26	PERMIT CLERK	1.00	\$ 51,516	1.00	\$ 52,689	1.00	\$ 53,767
Total						2.00	\$ 128,268	2.00	\$ 148,126	2.00	\$ 154,142
Building Inspections-FT											
10057400	61010	100	5450	GE-34	INSPECTOR II	2.00	\$ 154,272	2.00	\$ 160,130	2.00	\$ 162,242
Total						2.00	\$ 154,272	2.00	\$ 160,130	2.00	\$ 162,242
Plumbing/Mechanical Inspections-FT											
10057700	61010	100	5450	GE-34	INSPECTOR II	1.00	\$ 78,225	1.00	\$ 80,065	1.00	\$ 80,952
Total						1.00	\$ 78,225	1.00	\$ 80,065	1.00	\$ 80,952
Electrical Inspections-FT											
10057200	61010	100	5450	GE-34	INSPECTOR II	1.00	\$ 77,989	1.00	\$ 80,065	1.00	\$ 80,952
Total						1.00	\$ 77,989	1.00	\$ 80,065	1.00	\$ 80,952
City Hall Maintenance-FT											
10057500	61010	100	2040	OE-06	CUSTODIAN I	1.00	\$ 47,436	1.00	\$ 48,520	1.00	\$ 49,053
Total						1.00	\$ 47,436	1.00	\$ 48,520	1.00	\$ 49,053
Building Inspector II-Part Time											
10057400	61020	100	2800	GE-34	INSPECTOR II	0.75	\$ 57,564	0.75	\$ 58,871	0.75	\$ 59,524
Total						0.75	\$ 57,564	0.75	\$ 58,871	0.75	\$ 59,524
Federal Building Maintenance-Full Time											
10057520	61010	100	3420	OE-09	MAINT. WORKER - FEDERAL	1.00	\$ 53,864	1.00	\$ 55,083	1.00	\$ 55,695
10057520	61010	100	2040	OE-06	CUSTODIAN I	2.15	\$ 100,978	2.15	\$ 103,286	2.15	\$ 104,947
Total						3.15	\$ 154,842	3.15	\$ 158,369	3.15	\$ 160,642
Multicultural Family Center Maintenance-FT											
10057540	61010	100	2040	OE-06	CUSTODIAN I	0.45	\$ 21,135	0.45	\$ 21,618	0.45	\$ 21,966
Total						0.45	\$ 21,135	0.45	\$ 21,618	0.45	\$ 21,966
City Hall Annex/Housing Maintenance-Full Time											
10057510	61010	100	2040	OE-06	CUSTODIAN I	0.40	\$ 18,787	0.40	\$ 19,216	0.40	\$ 19,525
Total						0.40	\$ 18,787	0.40	\$ 19,216	0.40	\$ 19,525
TOTAL BUILDING SERVICES DEPT.						11.75	\$ 738,518	11.75	\$ 774,980	11.75	\$ 788,998

Capital Improvement Projects by Department/Division					
BUILDING SAFETY					
CIP Number	Capital Improvement Project Title	FY 18 Actual Expense	FY 19 Actual Expense	FY 20 Adopted Budget	FY 21 Recomm'd Budget
1001178	PERMIT TRACKING SYSTEM	14,952	—	—	—
3501045	CITY HALL REMODELING	71,158	285	—	—
3501428	GENERAL BLDG MAINTENANCE	1,362	—	—	—
3501757	CITY HALL ANNEX MAINT	17,453	—	—	—
3502764	DILAPIDATED BDG ASSESS	—	7,565	—	—
3502803	CITY HALL BOILER	—	—	67,260	—
3502804	CITY ANNEX WINDOWS	—	—	48,548	—
3502805	CARRIAGE HOUSE ROOF REPLC	—	—	22,475	—
3502858	INTEG ACCESS SECURITY SYS	—	—	—	48,500
3602424	DTWN URBN RNL DRST ADA	10,000	9,996	15,000	30,000
3602802	DT ADA NON-PROFIT ASSIST	0	0	100,000	100,000
<b>BUILDING SAFETY</b>	<b>TOTAL</b>	<b>114,925</b>	<b>17,846</b>	<b>253,283</b>	<b>178,500</b>



PRGRM/ DEPT	PROJECT DESCRIPTION	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	TOTAL	PAGE
<b>BUILDING SERVICES</b>								
<b>Public Safety</b>								
	Downtown URD Non-Profit ADA Assistance	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 500,000	279
	Downtown ADA Assistance	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 150,000	280
	Integrated Access Control and Security System	\$ 48,500	\$ 19,750	\$ 17,500	\$ —	\$ —	\$ 85,750	281
	<b>TOTAL</b>	<b>\$178,500</b>	<b>\$149,750</b>	<b>\$147,500</b>	<b>\$130,000</b>	<b>\$130,000</b>	<b>\$735,750</b>	

FISCAL YEAR 2021  
**Recommended**  
**Policy And Narrative Budget**  
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March 25, 2020  
Historic Federal Building City Council Chambers

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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 Pollution Control, Refuse (part of Public Works), Cable TV, Transit, Parking), 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. Battery icons for each KPI visually indicate how well an objective is doing and represent the following:

		
On Track	Improving	Needs Work

- 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

# **Water Department**

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## WATER DEPARTMENT

<b>Budget Highlights</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Budget</b>	<b>FY 2021 Requested</b>	<b>% Change From FY 2020 Budget</b>
<u>Expenses</u>				
Employee Expense	2,202,709	2,404,255	2,506,633	4.3 %
Supplies and Services	2,459,947	2,601,359	2,621,409	0.8 %
Machinery and Equipment	913,342	736,780	1,339,511	81.8 %
Administrative Overhead Recharges	405,172	454,496	424,310	(6.6)%
Finance Utility Billing	1,801	—	—	— %
Engineering Water Maintenance Charges	33,400	20,010	20,707	3.5 %
Payment in Lieu of Taxes	142,884	142,884	142,884	— %
Payment to Construction Fund	935,000	400,000	550,000	37.5 %
Debt Service	3,059,778	3,689,299	3,861,392	4.7 %
Total Expenses	10,154,033	10,449,083	11,466,846	9.7 %
<u>Resources</u>				
Operating Revenue	9,474,916	10,497,358	11,333,793	8.0 %
Total Resources	9,474,916	10,497,358	11,333,793	8.0 %
Net Operating Surplus (Deficit)	(679,117)	48,275	(133,053)	-181,328
<b>Personnel - Authorized FTE</b>	<b>25.87</b>	<b>26.37</b>	<b>26.07</b>	
<b>Water User Fee Rate Increase</b>	<b>3%</b>	<b>5%</b>	<b>5%</b>	
<b>Revenue 1% Rate Increase Generates</b>			<b>\$ 80,639</b>	

### Improvement Package Summary

#### 1 of 11

This improvement package would provide funding for Cartegraph or other applicable software licenses to help to efficiently manage and report on daily operations including generation of work orders, preventative and corrective maintenance orders, inventory management, job costing, procurement management (quotation and requisition processes) and scheduling and service requests. This follows the City Council Goal and High Priority of a Citywide Departmental Work Order System Implementation.

Related Cost:	<u>\$45,000</u>	Water User Fees	Non-Recurring	<b>Recommend - Yes</b>
Water Rate Impact:	0.56%			
Activity: Administration				

#### 2 of 11

This improvement package would provide funding systematically upgrade the two ruggedized cell phones to smartphones and provides service for six additional smartphones for the water distribution crew. Smartphones would enable the crews to have access to WebQA and GIS mapping during the response to an emergency improving the time with which it takes to locate isolation valves. The City operations would be improved with decreased response times to emergency sites and the community would benefit from a shortened interruption of water service in the event of a water main break. In addition, Web QA notifications would come directly to the staff member. WebQA is currently used as the department work order system. As work orders are available electronically, the crew would be able to view the order, complete and close it, thereby improving response times in the City's WebQA process. This request follows the City Council Goal and Priority of Sustainable Environment: Preserving and enhancing Natural Resources to readily respond to provide safe, dependable drinking water and using affordable technology for water activities.



Related Cost:	\$ 4,992	Water User Fees	Recurring	<b>Recommend - Yes</b>
Related Cost:	\$ 700	Water User Fees	Non-Recurring	
Total Cost:	<u>\$ 5,692</u>			
Water Rate Impact:	0.07%			
Activity: Distribution				

### 3 of 11

This improvement package would provide funding two additional smartphones for the Water Plant Operators Special Assignment. These will enable the Water Plant Operators to respond to requests from the Electrical and Mechanical Staff as needed. Due to the need for Water Plant Operators Special Assignment to work away from the Water Treatment Plant in the field, it is important that they can be reached while out in the field to respond to water quality concerns and request assistance when needed. The operators are currently using their personal cell phones while working out in the field. This request follows the City Council Goal and Priority of Sustainable Environment: Preserving and enhancing Natural Resources to readily respond to provide safe, dependable drinking water and using affordable technology for water activities.

Related Cost:	\$ 1,248	Water User Fees	Recurring	<b>Recommend - Yes</b>
Related Cost:	\$ 700	Water User Fees	Non-Recurring	
Total Cost:	<u>\$ 1,948</u>			
Water Rate Impact:	0.02%			
Activity: Plant Operations				

### 4 of 11

This improvement package would provide funding for a tablet to be used by the Operators Special Assignment at the Water Plant and out in the field. This will enable data to be collected directly from the Well Sites, the distribution sites, the pump stations and customer properties in response to water quality concerns. Distribution testing and sampling data will be used for trend analysis and completion of the monthly operating reports that are submitted monthly to the Department of Natural Resources to ensure the drinking water treatment process is compliant with all standards listed in the City's operating permit. Continued and improved data collection and entry ensure continued compliance of the City with its regulatory requirements stipulated by the Safe Drinking Water Act as enforced by the United States Environmental Protection Agency and the Iowa Department of Natural Resources. This improvement supports the City Council Goal and Priority of Sustainable Environment: Preserving and Enhancing Natural Resources providing safe, dependable drinking water using affordable technology for water activities.

Related Cost:	\$ 120	Water User Fees	Recurring	<b>Recommend - Yes</b>
Related Cost:	\$ 950	Water User Fees	Non-Recurring	
Total Cost:	<u>\$ 1,070</u>			
Water Rate Impact:	0.01%			
Activity: Plant Operations				

### 5 of 11

This improvement package would provide funding for leadership development for the City of Dubuque Water Department Leadership Team. The primary area of emphasis for maintaining positive momentum includes implementation of strategic priorities and reinforcing the Work of Leaders model of Vision, Alignment, and Execution. Fairchild Coaching recommends using the framework of Vision, Alignment and Execution, Work of Leaders will encourage City of Dubuque Water Dept. leaders to understand their own leadership behaviors and how these behaviors impact their effectiveness. This follows the City Council Goal and priority of being Financially Responsible, High Performance City Organization: Provide City services responsive to the community.

Related Cost:	<u>\$10,713</u>	Water User Fees	Recurring	<b>Recommend - Yes</b>
Water Rate Impact:	0.13%			
Activity: Administration\Meters\Distribution\Operations				

#### 6 of 11

This improvement package provides funding for the purchase of cut off saw. The addition is a Chain saw Style, unlike the existing one and will be run by hydraulics not gas, which makes it much safer for the Distribution Crew when using it. This improvement supports the City Council Goal and Priority of Sustainable Environment: Preserving and Enhancing Natural Resources providing safe, dependable drinking water using affordable technology for water activities.

Related Cost:	<u>\$ 4,200</u>	Water User Fees	Non-Recurring	<b>Recommend - Yes</b>
Water Rate Impact:	0.05%			
Activity: Water Distribution				

#### 7 of 11

This improvement package would provide funding for the purchase of a new ground penetrating radar. As the City purchased other utilities, the Distribution Staff has found the field record documentation of these utilities to be unsatisfactory. This ground penetrating radar would be used to assist in the field locating new utilities and document them to our GIS record system, providing accurate records. This ground penetrating radar tool can also be shared with other City Departments in locating their utilities. This request supports the City Council Goal and Priority of a Financially Responsible, High Performance City Organization: Sustainable, Equitable, and Effective Service Delivery.

Related Cost Savings:	<u>\$30,000</u>	Water User Fees	Recurring	<b>Recommend - Yes</b>
Water Rate Impact:	0.37%			
Activity: Distribution				

#### 8 of 11

This improvement package would provide funding to upgrade the 3/4 ton truck to a utility truck. This vehicle has met or exceeded the time frame for trade in and is not equipped to perform the necessary functions that are required of the Water Distribution Crew. This package would ensure that the needs of citizens are met in a timely manner. This improvement supports the City Council Goal and Priority of Sustainable Environment: Preserving and Enhancing Natural Resources providing safe, dependable drinking water using affordable technology for water activities.

Related Cost:	<u>\$34,028</u>	Water User Fees	Recurring	<b>Recommend - Yes</b>
Water Rate Impact:	0.42%			
Activity: Meters				

#### 9 of 11

This improvement package would provide funding to upgrade the 3/4 ton 4X4 Super Cab truck to a Utility Truck, 4X4 450 Series, Regular Cab with a 10' Utility box with crane, ladder rack, front mount valve turner and Hydraulic motor pump. The existing vehicle has exceeded the time frame for trade-in and is currently rusting out around the wheel wells. This vehicle is not capable of performing the functions needed for the Water Distribution Crew. This improvement supports the City Council Goal and Priority of being a Sustainable Environment: Preserving and Enhancing Natural Resources providing safe, dependable drinking water using affordable technology for water activities.

Related Cost:	<u>\$40,000</u>	Water User Fees	Recurring	<b>Recommend - Yes</b>
Water Rate Impact:	0.50%			
Activity: Distributions				

**10 of 11**

This improvement package would provide funding to upgrade the replacement of the 2002 Freightliner Tandem Dump Truck to a Tandem Truck that has greater horse power and larger carrying capacity to meet the needs of the Water Distribution division enabling them to better serve the citizens of Dubuque. This truck would be equipped with a snow plow to assist Public Works on snow events equal to or greater than 8 inches. This improvement supports the City Council Goal and Priority of Sustainable Environment: Preserving and Enhancing Natural Resources providing safe, dependable drinking water using affordable technology for water activities.

Related Cost:	<u>\$40,000</u>	Water User Fees	Recurring	<b>Recommend - Yes</b>
Water Rate Impact:	0.50%			
Activity: Distributions				

**11 of 11**

This improvement package would provide funding for Backhoe/Loader to be replaced by a Skid Steer with a rubber track, bucket and broom attachments with a trailer. The Backhoe/Loader is a 1999 John Deere 410 4X4 Extend a hoe with ride control. This vehicle has exceeded the standard time frame for trade in. It has maximized its hours and is developing maintenance issues representative to its age. It is functionally obsolete, replacing this with a fully equipped Skid Steer will optimize the work completed by the Distribution Crew. The Skid Steer replacement for this will operate with better efficiency within the Water Distribution Department. This request follows the City Council Goals and Priorities of being Financially responsible, High-Performing City Organization: Sustainable, Equitable and Effective Service Delivery.

Related Cost:	\$ 55,000	Water User Fees	Non-Recurring	<b>Recommend - Yes</b>
Related Savings:	<u>\$ 90,000</u>	Water User Fees	Non-Recurring	
Net Savings:	<u>\$ 35,000</u>			
Water Rate Impact:	(0.43)%			
Activity: Distribution				

### Significant Line Items

**Employee Expense**

1. FY 2021 employee expense reflects a 1.5% wage package increase.
2. The Iowa Public Employee Retirement System (IPERS) City contribution of 9.44% is unchanged from FY 2020 The employee contribution of 6.29% is unchanged from FY 2020.
3. The City portion of health insurance expense increased from \$921 in FY 2020 to \$1,013 in FY 2021 per month per contract which results in an annual cost increase of \$37,744 or 11.26%.
4. Overtime is unchanged from \$94,040 in FY 2020 to \$94,040 in FY 2021 . FY 2019 actual was \$108,641.
5. Five-Year Retiree Sick leave payout is decreased from \$32,007 in FY 2020 to \$29,299 in FY 2021.
6. 50% Sick Leave Payout is increased from \$0 in FY 2020 to \$2,097 in FY 2021 based on FY 2020 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.
7. During Fiscal Year 2020, the following personnel changes were approved (net change -0.30 FTE):
  - a. -0.80 FTE Part-Time Water Meter Service Worker position eliminated (-\$60,913)

- b. +0.50 FTE Part-Time Water Distribution Maintenance Worker position added (+\$32,733)

## **Supplies & Services**

8. Property Insurance decreased from \$66,812 in FY 2020 to \$59,548 in FY 2021 based on FY 2019 actual plus 5%.
9. Electricity Utility Expense increased from \$628,223 in FY 2020 to \$678,511 in FY 2021 based on FY 2020 budget plus 8%. FY 2019 actual was \$668,403.
10. Sales Tax expense decreased from \$520,583 in FY 2020 to \$461,701 in FY 2021 based on decreased consumption plus an increase in water rates in FY 2021 of 5%. This expense is directly offset by sales tax revenue.
11. Machinery and Equipment Maintenance increased from \$69,816 in FY 2020 to \$83,952 in FY 2021 based on FY 2019 actual of \$87,994. This line item represents wells, filters, pumps, generators, chemical unloading and storage, chemical feed equipment, chlorinators, lime slackers, clarifiers, air compressors and air system components, telemetry, HVAC, elevator, computer maintenance, sludge plant, electrical controls, and sensors.
12. Costs for Fluoride, Phosphate, Chlorine, Lime, and Polymer expense (water processing materials) decreased from \$433,950 in FY 2020 to \$430,663 in FY 2021. FY 2019 actual was \$379,114. Chlorine decreased from \$40,000 in FY 2020 to 37,480 in FY 2021.
13. Hauling Services increased from \$148,250 in FY 2020 to \$157,815 in FY 2021 based on FY 2019 actual plus 4%. The amount of hauled tons of lime sludge is highly variable from year to year and is based on hauling approximately 15,000 tons per year. FY 2019 actual expense was \$151,610.
14. Consultant Services increased from \$0 in FY 2020 to \$62,464 in FY 2021. FY 2019 actual was \$47,769. This line item represents special plant operating services and consultant services as well as conducting a leak survey (\$29,000) every three years, next scheduled in FY 2021.
15. Software decreased from \$88,625 in FY 2020 to \$64,701 in FY 2021 due to the one-time cost in FY 2020 to replace the unsupported Access database currently used for the collection of water treatment process data (-\$26,980).
16. Property Maintenance decreased from \$65,560 in FY 2020 to \$36,995 in FY 2021 based on FY 2019 actual less the one-time expense of \$20,000 for the third floor restoration at the Water Plant and a decrease in the cost of the mowing contract. This line item represents the contract for building and grounds maintenance for Eagle Point Plant, sludge plant, storage tanks, reservoirs, booster stations, well houses (\$535 per week for 32 weeks in FY 2021 as compared to \$1,335 per week for 26 weeks in FY 2020).
17. Pipe Special Fittings is unchanged from \$79,332 in FY 2020 to \$79,332 in FY 2021 based on FY 2020 budget. FY 2019 actual was \$89,509. This line item represents the purchase of water pipe, special fitting and tapping material for the distribution system. There is associated revenue budgeted in taps (\$26,591) and taps services (\$35,121).
18. Valves increased from \$24,192 in FY 2020 to \$44,192 in FY 2021 due to adding \$20,000 for Water Treatment Plant and pump station ongoing valve replacement and maintenance. FY 2019 actual was \$64,236. This line item represents the material cost only for valves in the distribution system (9 valves) and ongoing valve replacement and maintenance internally in the plant.

19. Environment Testing/Monitoring decreased from \$60,000 in FY 2020 to \$41,604 in FY 2021 based on FY 2019 actual of \$39,892 plus 4%. This line item represents the cost of samples due to boil advisories, chlorine monitoring, increased testing for expansion of system, and water quality testing using the Heterotrophic Plate Count (HPC) test. The HPC test detects the growth of pathogens beyond bacteria testing, that might be present, which is especially important after main breaks, loss of pressure, and following new connections. HPC testing is conducted twice per month or as needed following an emergency.

## Machinery & Equipment

20. Equipment replacement items at the maintenance level include (\$1,339,511):

<u>Administration</u>	
Smartphone (1)	\$ 350
<u>Meters</u>	
(1) Smartphone	\$ 350
3/4 Super Cab 4X4 Truck	\$ 90,000
Large Water Meters	\$ 27,000
<u>Plant Operation &amp; Maintenance</u>	
Laboratory Equipment	\$ 5,800
3/4 Super Cab 4X4 Truck	\$ 40,000
<u>Water Distribution System</u>	
3/4 Super Cab 4X4 Truck	\$ 160,000
Hydrants	\$ 31,500
Gas Safety Monitor	\$ 950
Smartphone (1)	\$ 1,050
Tandem Dump Truck with Snow Plow	\$ 130,000
Backhoe	\$ 90,000
<u>Annual Maintenance Projects</u>	
Pump Replace Vacuum Filter	\$ 15,000
Large Valve Replacement (2)	\$ 20,000
Water Main Replacements (Repair of 70 mains)	\$ 350,000
Water Meter Replacement	\$ 176,661
Large Water Meters	\$ 75,000
Water Valve Box Maintenance (Public Works)	\$ 20,000
Water Meter Testing	\$ 25,000
<b>Recommended Improvement Packages</b>	<b>\$ 45,950</b>
Total	<b><u>\$ 1,339,511</u></b>

## Debt Service

21. Annual debt service reflects repayment to (\$3,861,392):

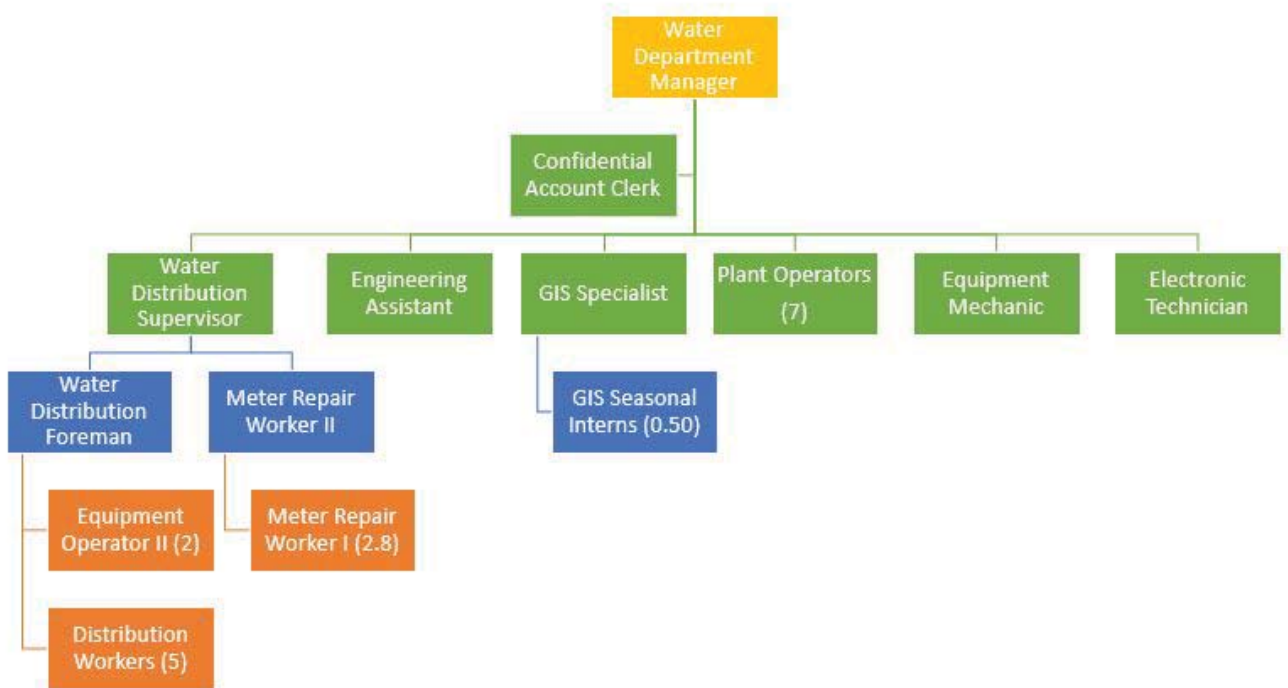
Amount	Debt Series	Source	Purpose	Final Payment	Call Date
\$ 56,699	SRF 2007A	Water Fees	Clear Wells	2028	
\$ 115,598	Revenue 2008D	Water Fees	Water Improvements	2023	2019
\$ 218,708	SRF Series 2009	Water Fees	Meter Change-Out	2031	
\$ 384,450	Revenue 2010D	Water Fees	Water Improvements	2030	2019
\$ 106,604	G.O. 2018A	Water Fees	Water Improvements	2031	2026
\$ 43,340	G.O. 2012E	Water Fees	Water Improvements	2032	2019
\$ 144,356	G.O. 2019C	Water Fees	Water Improvements	2033	2026
\$ 751,781	G.O. 2014B	Water Fees	Water Improvements	2032	2021
\$ 44,088	G.O. 2016C	Water Fees	Water Improvements	2033	2024
\$ 674,260	SRF 2017	Water Fees	CIWA Purchase/Imp	2036	
\$1,060,000	CIWA Contract	Water Fees	CIWA Purchase	2022	
\$ 261,508	SRF 2019	Water Fees	Roosevelt Water Tower	2038	
<b><u>\$3,861,392</u></b>	<b>Total Water Annual Debt Service</b>				

## Revenue

22. Water User Fees increased from \$8,161,223 in FY 2020 to \$8,990,033 in FY 2021 based on the FY 2021 projected rate increase of 5% and a 1% decrease in consumption in FY 2020.
23. Flat Rates increased from \$18,389 in FY 2020 to \$20,769 in FY 2021 based on FY 2019 actual of \$20,769. This charge is for customers purchasing bulk water. Rates are set by City ordinance.
24. Fire Protection Rates increased from \$170,410 in FY 2020 to \$174,459 in FY 2021 based on FY 2019 actual of \$174,459. This fee is the demand charge for fire sprinkler head connection. The rates are set by City ordinance.
25. Taps decreased from \$33,000 in FY 2020 to \$26,591 in FY 2021 based on FY 2019 actual of \$26,591. 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.
26. Tap Service increased from \$14,500 in FY 2020 to \$35,121 in FY 2021 based on FY 2019 actual of \$35,121. 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.
27. Connection Charge Front Footage is unchanged from \$55,000 in FY 2020 to \$55,000 in FY 2021 based on a three-year average and planned new subdivisions. FY 2019 actual was \$144,708. 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.
28. Backflow Prevention Administrative Fees increased from \$74,175 in FY 2020 to \$76,025 in FY 2021 based on actual number of accounts. FY 2019 actual was \$73,578. This is the \$25 annual fee charged to all customers with a backflow device.
29. Penalties for late payments increased from \$84,383 in FY 2020 to \$95,739 in FY 2021 based on FY 2019 actual of \$95,739.

30. Tower Monthly Rental increased from \$101,495 in FY 2020 to \$103,795 in FY 2021 based on water lease contract amounts. FY 2019 actual was \$141,804.
31. Sales Tax Collected decreased from \$520,583 in FY 2020 to \$461,701 in FY 2021 based on the rate increase for water fees. This line item off-sets the sales tax expense.



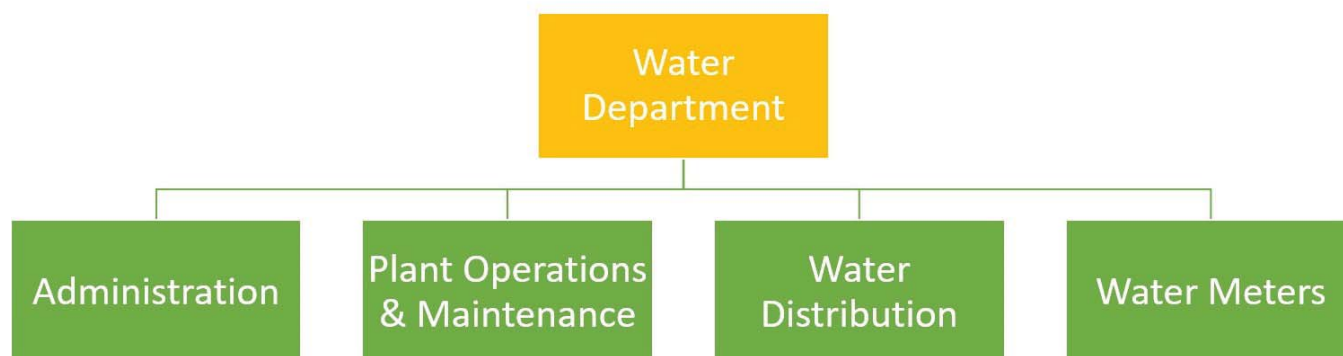




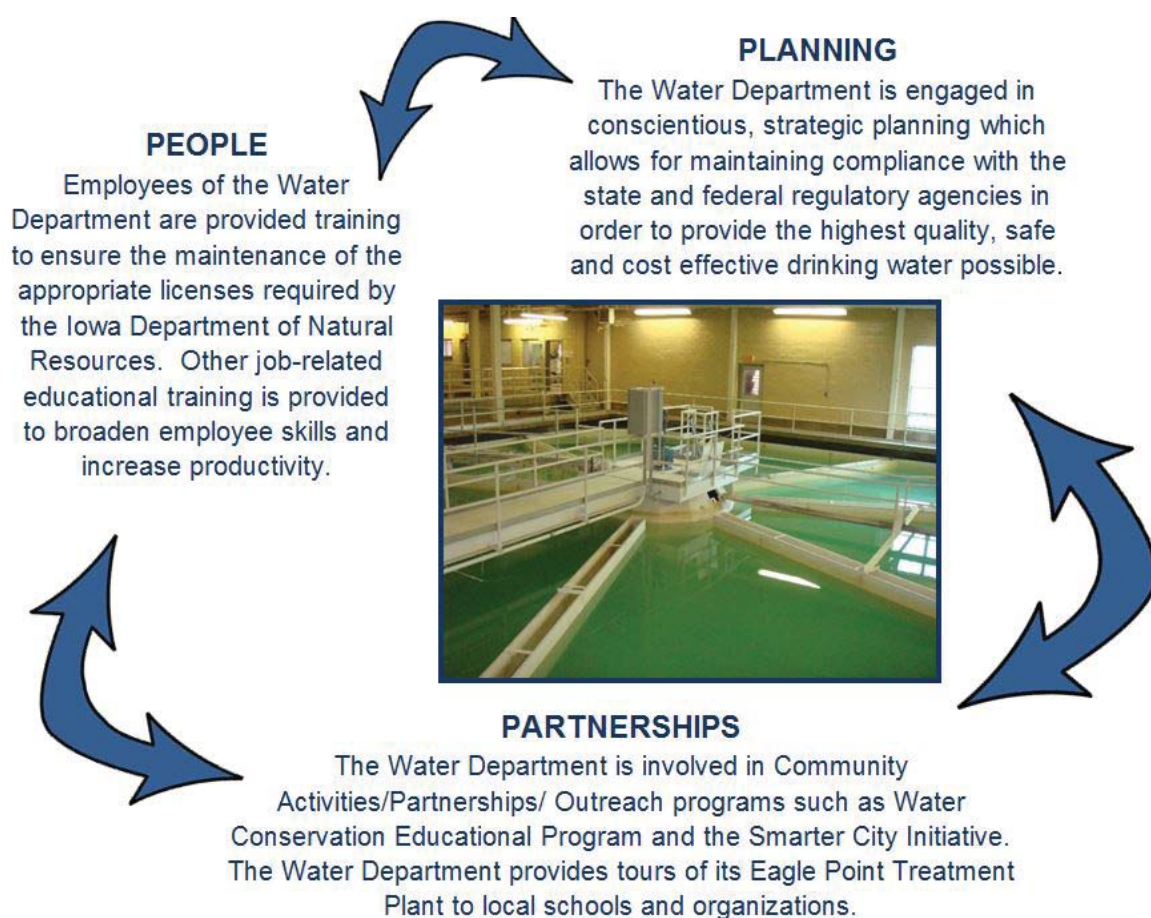
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# WATER DEPARTMENT

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

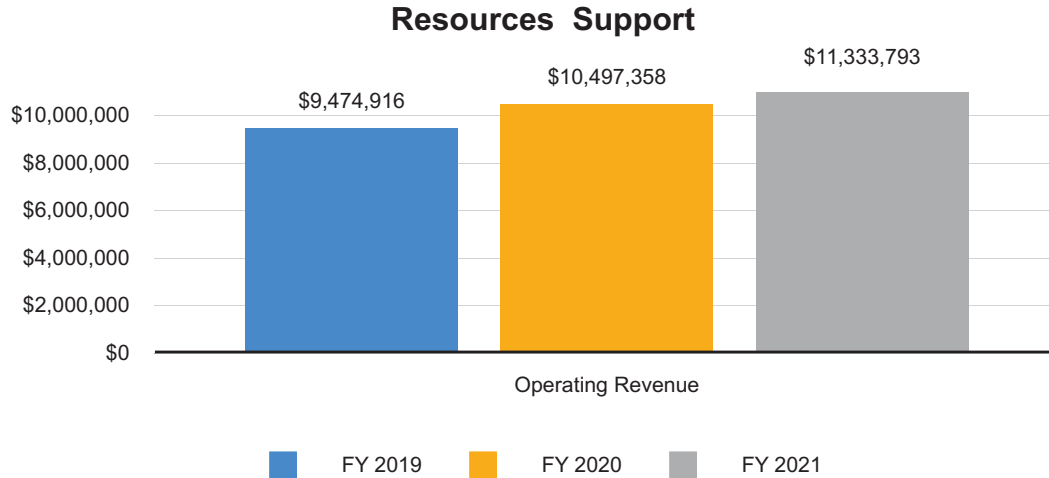


## SUCCESS IS ABOUT PLANNING, PARTNERSHIPS AND PEOPLE LEADING TO OUTCOMES



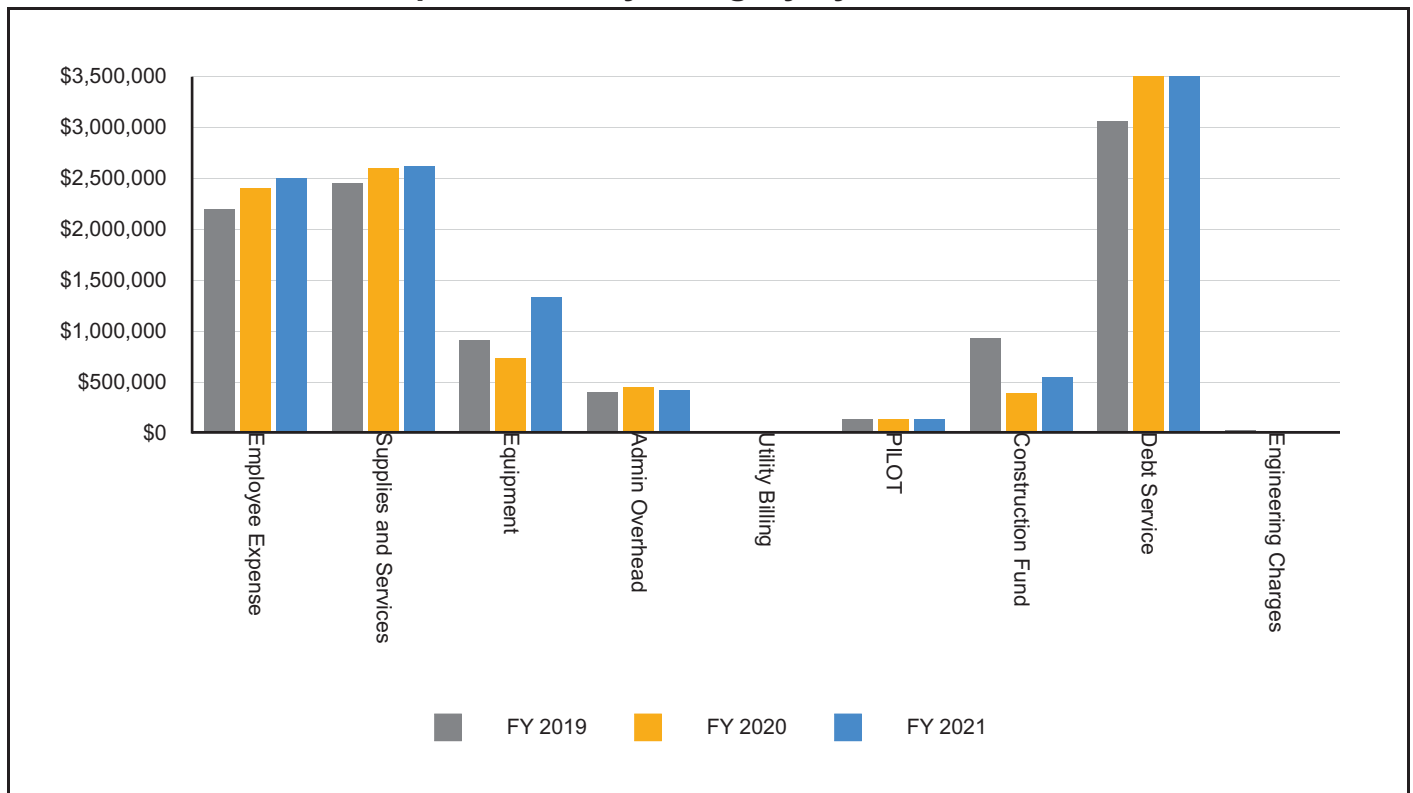
# WATER DEPARTMENT

	FY 2019	FY 2020	FY 2021
Full-Time Equivalent	25.87	26.37	26.07



The Water Department is supported by 26.07 full-time equivalent employees, which accounts for 21.86% of the department expense as seen below. Overall, the department's expenses are expected to increase by 9.74% in FY 2021 compared to FY 2020.

## 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 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$3,809,223	\$4,546,855	\$4,771,692
Resources	\$13,923	\$—	\$—

Water Administration Position Summary	
	FY 2021
Water Department Manager	1.00
Confidential Account Clerk	1.00
GIS Specialist	1.00
GIS Intern	0.50
<b>Total FT Equivalent Employees</b>	<b>3.50</b>

### Performance Measures

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

Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
<b>1 Activity Objective: Maintain a financially-viable water utility.</b>					
# of staff who completed annual training (hrs) to support CEUs and professional development in emergency response	20	15	20	30	
Reduction of Water Quality Issues per 100 miles of Pipe	<20	22	30	22	
% of lost/unaccounted for water	<18%	18.9%	18.9%	17.8%	
% of projects completed within the program budget	100%	100%	100%	100%	
Operating cost coverage for water (Total operational Revenue/Total Operating Cost)	1.0	1.14	1.04	0.97	
# New connections and partnerships (per year)	1/yr	3/yr	2/yr	3/yr	

# 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 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$2,427,854	\$2,468,782	\$2,510,781
Resources	\$1,716	\$—	\$—

Plant Operations and Maintenance Position Summary	
	FY 2021
Electronic Technician	1.00
Equipment Mechanic	1.00
Plant Operator II	1.00
Plant Operator IV	6.00
<b>Total FT Equivalent Employees</b>	<b>9.00</b>

### Performance Measures

#### City Council Goal: Sustainable Environment

	Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
1	<b>Activity Objective: Provide water treatment and distribute high-quality, clean drinking water that meets or exceeds drinking water regulations.</b>					
	# of Regulatory Compliance as No Violations	0	0	0	0	
	Water treated and produced (MGD/Plant O&M)	1.1	0.79	0.75	0.75	
	Cost effectiveness ratio of the treatment operation. (O&M costs, thousands per million gallons)	1.0	0.94	0.99	1.03	

The **2018 Water Quality Report** can be downloaded at: <http://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 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$2,691,664	\$2,328,838	\$2,817,199
Resources	\$9,299,582	\$10,378,220	\$11,192,514

Water Distribution Position Summary	
	FY 2021
Equipment Operator II	2.00
Water Distribution Maintenance Worker	4.00
Water Distribution Maintenance Worker	0.50
Water Distribution Foreman	1.00
Water Distribution Supervisor	1.00
Water Engineering Assistant	1.00
Custodian I	0.07
<b>Total FT Equivalent Employees</b>	<b>9.57</b>

### Performance Measures

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

Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
<b>1 Activity Objective: Ensure the integrity of the distribution system piping system.</b>					
# of breaks per 100 miles of pipe	<11	21	19	23	
Operation & 10% of system valves annually	775	128*	134*	775	
Hydrant effectiveness (out of service rate) <1% or 25FH	<1%	<1%	0%	<1%	
O&M costs for water per 100 miles of pipe (thousands per 100 miles)	<343**	398	311	508	

\* Insufficient data recorded during the reporting period.

\*\* Based on 3year 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 distribution system is composed of 325 miles of water mains ranging in diameter from 4" up to 30"; 7,750 control valves; and 2,541 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 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$517,031	\$494,598	\$539,806
Resources	\$151,704	\$119,138	\$141,279



Water Meters Position Summary	
	FY 2021
Water Meter Repair Worker I	2.00
Water Meter Repair Worker II	1.00
Water Meter Inspector	0.00
Water Distribution Maintenance Worker	1.00
Total Full-Time Equivalent Employee's	4.00

### Performance Measures

#### City Council Goal: Sustainable Environment

Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
<b>1 Activity Objective: Minimize the possibility of contamination in the distribution through the installation of backflow prevention devices.</b>					
High Hazard services, by definition, to participate in the backflow prevention program	100%	98%	99%	98%	

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

<b>1 Activity Objective: Respond to customer inquiries in a timely manner to maintain consumer confidence in the water utility.</b>					
Respond to technical meter service issues per 1,000 accounts	<150	137	178	199	
Enhanced meter reading accuracy, larger users: O&M on all large meters (>3") per AWWA standards (lg meter/yr)	24/yr	N/A	12/yr	24/yr	

## Recommended Operating Revenue Budget - Department Total

### 42 - WATER

Fund	Account	Account Title	FY18 Actual Revenue	FY19 Actual Revenue	FY20 Adopted Budget	FY21 Recomm'd Budget
640	43110	INVESTMENT EARNINGS	51,283	82,505	76,061	74,254
<b>43</b>	<b>USE OF MONEY AND PROPERTY - Total</b>		<b>51,283</b>	<b>82,505</b>	<b>76,061</b>	<b>74,254</b>
640	44405	FEMA PUBLIC ASSISTANCE	2,453	0	0	0
<b>44</b>	<b>INTERGOVERNMENTAL - Total</b>		<b>2,453</b>	<b>0</b>	<b>0</b>	<b>0</b>
640	45701	STATE GRANTS	0	327	0	0
<b>45</b>	<b>STATE GRANTS - Total</b>		<b>0</b>	<b>327</b>	<b>0</b>	<b>0</b>
640	51105	METER RATES	7,943,791	8,063,877	8,161,223	8,990,033
640	51106	UB REFUND CLEARING ACCT	45	0	0	0
640	51107	UNAPPLIED CREDITS	11,374	24,104	11,374	24,104
640	51110	FLAT RATES	18,389	20,769	18,389	20,769
640	51111	FLAT RATE KEY WEST	123,765	13,233	0	0
640	51115	FIRE PROTECTION RATES	170,410	174,459	170,410	174,459
640	51125	TAPS-3/4 & 1 INCH	64,217	26,591	33,000	26,591
640	51130	CONNECT CHG LARGE SERVICE	16,655	35,121	14,500	35,121
640	51135	CONNECT CHG FRONT FOOTAGE	99,495	144,708	55,000	55,000
640	51140	METER SALES-REMOTES	13,218	16,283	13,500	16,000
640	51145	SALE OF METERS	12,513	21,711	12,500	22,000
640	51146	SALE OF UFR DEVICES	7,825	9,506	5,600	9,500
640	51165	MAINTENANCE CHARGES	10,306	6,757	7,300	7,300
640	51170	REPAIR OF METERS	12,902	17,123	12,500	17,000
640	51175	SHUT OFF PENALTIES	18,660	19,368	18,660	18,660
640	51176	METER TAMPERING FEE	1,006	628	1,006	628
640	51177	CALL OUT CHARGE	1,335	750	1,335	750
640	51180	CROSS CON. CNTL ADMIN FEE	71,357	73,578	74,175	76,025
640	51215	LATE PAYMENT PENALTY	84,393	95,739	84,383	95,739
640	51310	PERMIT	101,495	141,804	101,495	103,795
640	51330	RAMP ASSIGNED	(6,262)	0	0	0
<b>51</b>	<b>CHARGES FOR SERVICES - Total</b>		<b>8,776,888</b>	<b>8,906,111</b>	<b>8,796,350</b>	<b>9,693,474</b>
640	53201	REFUNDS	0	4,294	0	0
640	53605	MISCELLANEOUS REVENUE	0	75	0	0
640	53615	DAMAGE CLAIMS	21,265	29,125	12,500	12,500
640	53620	REIMBURSEMENTS-GENERAL	5,691	16,878	364	364
640	53630	SALES TAX COLLECTION	485,981	418,776	520,583	461,701
<b>53</b>	<b>MISCELLANEOUS - Total</b>		<b>512,937</b>	<b>469,148</b>	<b>533,447</b>	<b>474,565</b>
640	54109	SALVAGE SALES	1,847	1,606	1,500	1,500
640	54210	GO BOND PROCEEDS	1,155,899	13,311	0	0
640	54220	BOND DISCOUNT	16,854	603	0	0
640	54230	SRF GO BOND PROCEEDS	0	0	1,090,000	1,090,000
<b>54</b>	<b>OTHER FINANCING SOURCES - Total</b>		<b>1,174,600</b>	<b>15,520</b>	<b>1,091,500</b>	<b>1,091,500</b>
<b>WATER</b>	<b>- Total</b>		<b>10,518,160</b>	<b>9,473,611</b>	<b>10,497,358</b>	<b>11,333,793</b>



## Recommended Operating Expenditure Budget - Department Total

### 42 - WATER

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
250	61010	FULL-TIME EMPLOYEES	1,187	0	0	0
640	61010	FULL-TIME EMPLOYEES	1,229,655	1,280,652	1,539,445	1,613,930
640	61020	PART-TIME EMPLOYEES	4,953	39,623	46,318	28,634
640	61030	SEASONAL EMPLOYEES	7,638	18,960	15,154	15,326
250	61050	OVERTIME PAY	641	0	0	0
640	61050	OVERTIME PAY	109,065	108,641	94,040	94,040
640	61071	HOLIDAY PAY-OVERTIME	24,605	21,298	17,000	17,000
640	61072	TANK CLIMBING PAY	120	420	1,200	1,200
640	61091	SICK LEAVE PAYOFF	29,311	36,346	32,007	29,299
640	61092	VACATION PAYOFF	34,719	587	0	0
640	61096	50% SICK LEAVE PAYOUT	0	0	0	2,097
250	61310	IPERS	163	0	0	0
640	61310	IPERS	122,458	137,603	161,724	164,397
250	61320	SOCIAL SECURITY	131	0	0	0
640	61320	SOCIAL SECURITY	104,048	108,449	133,505	134,259
250	61410	HEALTH INSURANCE	503	0	0	0
640	61410	HEALTH INSURANCE	381,097	357,750	281,952	319,696
640	61415	WORKMENS' COMPENSATION	94,589	87,466	74,335	78,771
250	61416	LIFE INSURANCE	3	0	0	0
640	61416	LIFE INSURANCE	913	928	1,375	1,430
640	61640	SAFETY EQUIPMENT	2,221	1,427	4,750	4,750
640	61650	MEAL ALLOWANCE	1,618	758	500	0
640	61660	EMPLOYEE PHYSICALS	1,848	1,802	950	1,804
<b>61 - WAGES AND BENEFITS</b>			<b>2,151,486</b>	<b>2,202,709</b>	<b>2,404,255</b>	<b>2,506,633</b>
640	62010	OFFICE SUPPLIES	3,028	3,793	3,205	3,306
640	62011	UNIFORM PURCHASES	17,152	19,828	17,152	17,152
640	62030	POSTAGE AND SHIPPING	2,472	2,022	2,149	2,721
640	62033	HAND TOOLS/EQUIPMENT	8,637	4,517	5,775	8,809
640	62034	REPAIR PARTS/SUPPLIES	4,373	7,954	4,373	5,363
640	62036	CONSTRUCTION SUPPLIES	4,012	4,774	3,827	4,093
640	62050	OFFICE EQUIPMENT MAINT	0	0	2,698	0
640	62061	DP EQUIP. MAINT CONTRACTS	17,608	20,268	20,560	19,858
640	62062	JANITORIAL SUPPLIES	4,873	3,942	4,764	4,953
640	62063	SAFETY RELATED SUPPLIES	3,050	3,199	3,050	3,111
640	62064	ELECTRICAL SUPPLIES	9,808	17,727	9,800	10,664
640	62065	LAB SUPPLIES	15,757	11,430	15,757	16,075
640	62066	PLUMBING MATERIALS	2,415	2,746	2,390	2,465
640	62090	PRINTING & BINDING	1,592	2,017	1,521	1,677
640	62110	COPYING/REPRODUCTION	4,022	2,568	4,054	4,023
640	62130	LEGAL NOTICES & ADS	1,267	1,953	705	1,362
640	62170	SUBSCRIPTIONS-BOOKS-MAPS	2,208	218	914	2,256
640	62190	DUES & MEMBERSHIPS	3,612	3,770	5,605	4,953
640	62204	REFUNDS	8,828	5,786	6,284	5,911
640	62206	PROPERTY INSURANCE	67,141	56,713	66,812	59,548
640	62207	BOILER INSURANCE	120	0	120	0
640	62208	GENERAL LIABILITY INSURAN	18,419	19,377	20,087	20,346
640	62210	SALES TAX	501,222	410,251	520,583	461,701
640	62310	TRAVEL-CONFERENCES	4,188	83	6,950	6,000

## Recommended Operating Expenditure Budget - Department Total

### 42 - WATER

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
640	62320	TRAVEL-CITY BUSINESS	20	0	1,425	1,135
640	62340	MILEAGE/LOCAL TRANSP	4,513	2,366	4,574	4,674
640	62360	EDUCATION & TRAINING	6,669	12,778	12,000	22,213
640	62411	UTILITY EXP-ELECTRICITY	628,223	668,403	628,223	678,511
640	62412	UTILITY EXP-GAS	35,021	36,825	35,021	37,467
640	62414	UTILITY EXP-FUEL OIL	0	0	1,500	1,500
640	62415	UTILITY EXPENSE STORMWATR	192	314	218	220
640	62421	TELEPHONE	9,717	11,421	12,238	12,480
640	62423	TELECOMMUNICATION CG	6,244	8,180	7,500	8,180
640	62424	RADIO/PAGER FEE	2,559	2,667	6,481	6,680
640	62431	PROPERTY MAINTENANCE	45,560	54,390	65,560	36,995
640	62434	HVAC MAINTENANCE	0	5,688	0	0
640	62435	ELEVATOR MAINTENANCE	1,540	439	1,540	2,000
640	62436	RENTAL OF SPACE	1,819	2,119	1,819	1,819
640	62437	BARRICADE RENTAL	8,927	9,034	8,927	8,927
640	62438	FIRE SUPPRESSION	0	1,020	0	0
640	62511	FUEL, MOTOR VEHICLE	23,977	33,593	23,978	24,625
640	62521	MOTOR VEHICLE MAINT.	30,764	32,596	24,545	31,381
640	62522	VEHICLE MAINT., ACCIDENT	0	182	0	0
640	62528	MOTOR VEH. MAINT. OUTSOUR	712	856	726	726
640	62611	MACH/EQUIP MAINTENANCE	69,826	87,994	69,816	83,952
640	62613	METER MAINTENANCE	877	6,891	10,000	10,000
640	62614	EQUIP MAINT CONTRACT	0	306	0	0
640	62615	MACH/EQUIP MAINT. OUTSOUR	1,450	(93)	1,450	1,450
640	62628	INSTRUMENTATION MAINT	19	12,544	1,500	0
640	62630	FLUORIDE	10,433	9,736	10,450	9,500
640	62631	LIME	288,125	266,839	310,000	310,503
640	62632	PHOSPHATE	64,561	61,893	65,000	65,000
640	62633	CHLORINE	37,474	34,661	40,000	37,480
640	62638	POLYMER	8,176	5,984	8,500	8,180
640	62639	LIQUID CO2/O2	17,016	19,079	16,500	17,325
640	62663	SOFTWARE LICENSE EXP	1,026	1,647	88,625	64,701
640	62664	LICENSE/PERMIT FEES	7,159	7,151	7,159	7,159
640	62667	DATA SERVICES	1,622	2,502	5,400	120
640	62669	PROGRAMMING	4,491	5,219	19,829	0
100	62671	MISC. OPERATING SUPPLIES	25	0	0	0
640	62671	MISC. OPERATING SUPPLIES	1,594	0	0	0
640	62675	VALVES	24,192	64,236	24,192	44,192
640	62676	PIPE-SPECIAL FITTINGS	79,332	89,509	79,332	79,332
640	62692	LANDFILL FEES	70	990	70	70
640	62696	OUTSIDE COLLECTOR EXPENSE	5,418	3,192	5,418	3,192
640	62713	LEGAL SERVICES	6,549	891	0	0
640	62716	CONSULTANT SERVICES	33,464	47,769	0	62,464
640	62721	FINANCIAL CONSULTANT	7,905	0	0	0
640	62726	AUDIT SERVICES	3,000	3,200	4,100	3,200
640	62731	MISCELLANEOUS SERVICES	37,454	26,291	40,000	47,932
640	62732	TEMP HELP/CONTRACT SERV.	0	13,531	0	0
640	62746	ONE CALL OPERATION	5,358	5,807	5,358	5,358

## Recommended Operating Expenditure Budget - Department Total

### 42 - WATER

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
640	62765	GRANTS	5,731	2,868	15,000	15,000
640	62767	ENVIRON. TESTING/MON.	41,604	39,892	60,000	41,604
640	62780	HAULING SERVICES	136,887	151,610	148,250	157,815
<b>62 - SUPPLIES AND SERVICES</b>			<b>2,413,097</b>	<b>2,459,947</b>	<b>2,601,359</b>	<b>2,621,409</b>
640	71120	PERIPHERALS, COMPUTER	0	3,079	950	0
640	71123	SOFTWARE	20,889	24,239	0	45,000
640	71124	COMPUTER	0	125	0	950
640	71225	SHELVING	894	144	0	0
640	71312	VAN/PICKUP/WAG REPL	0	81,369	0	0
640	71314	TRUCK-REPLACEMENT	0	0	80,000	290,000
640	71318	HEAVY EQUIP-REPLACEMENT	0	0	0	220,000
640	71329	VEHICLE ACCESSORIES	0	19,012	0	0
640	71410	SHOP EQUIPMENT	651	1,464	1,000	0
640	71413	LABORATORY EQUIPMENT	685	366	3,000	5,800
640	71415	SAWS	0	0	3,000	4,200
640	71419	TAPPING MACHINE	0	8,550	48,000	0
640	71510	HYDRANTS	13,949	32,054	0	31,500
640	71511	PUMPS	3,351	828	16,000	15,000
640	71515	WATER METER PRODUCT	0	0	0	176,661
640	71516	LARGE WATER METERS	53,752	100,705	102,000	102,000
640	71520	HVAC	0	878	0	0
640	71550	MISCELLANEOUS EQUIPMENT	0	45,525	57,900	30,000
640	72111	GAS SAFETY MONITOR	133	1,853	0	950
640	72410	PAGER/RADIO EQUIPMENT	0	414	1,200	0
640	72415	ELECTRONIC DATA COLLECTOR	0	6,095	0	0
640	72418	TELEPHONE RELATED	674	269	3,730	2,450
640	72515	TEST EQUIPMENT, OTHER	115	0	0	0
<b>71 - EQUIPMENT</b>			<b>95,093</b>	<b>326,969</b>	<b>316,780</b>	<b>924,511</b>
640	72115	BARRICADES/WARN SIGNALS	307	0	0	0
<b>72 - EQUIPMENT</b>			<b>307</b>	<b>0</b>	<b>0</b>	<b>0</b>
640	73211	CONST.CONTR-NOT BLDG	291,422	586,373	420,000	415,000
<b>73 - CIP EXPENDITURES</b>			<b>291,422</b>	<b>586,373</b>	<b>420,000</b>	<b>415,000</b>
640	74111	PRINCIPAL PAYMENT	1,857,435	2,192,687	2,746,524	2,967,689
640	74112	INTEREST PAYMENT	701,272	867,092	942,775	893,703
<b>74 - DEBT SERVICE</b>			<b>2,558,707</b>	<b>3,059,778</b>	<b>3,689,299</b>	<b>3,861,392</b>
640	91100	TO GENERAL	407,567	548,056	597,380	567,194
640	91740	TO WATER CONSTRUCTION	1,157,000	935,000	400,000	550,000
<b>91 - TRANSFER TO</b>			<b>1,564,567</b>	<b>1,483,056</b>	<b>997,380</b>	<b>1,117,194</b>
<b>42 - WATER TOTAL</b>			<b>9,074,678</b>	<b>10,118,832</b>	<b>10,429,073</b>	<b>11,446,139</b>

## Recommended Expenditure Budget Report by Activity & Funding Source

### 42 - WATER

**UNDISTRIBUTED - 10640**

#### FUNDING SOURCE: WATER UTILITY OPERATION

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	11,703	9,853	11,702	9,888
TRANSFER TO	1,564,567	1,483,056	997,380	1,117,194
<b>UNDISTRIBUTED</b>	<b>1,576,270</b>	<b>1,492,909</b>	<b>1,009,082</b>	<b>1,127,082</b>
<b>WATER ADMINISTRATION</b>		<b>- 42100</b>		

#### FUNDING SOURCE: WATER UTILITY OPERATION

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
DEBT SERVICE	2,558,707	3,059,778	3,689,299	3,861,392
EQUIPMENT	—	269	—	45,350
SUPPLIES AND SERVICES	580,244	496,552	543,873	532,554
WAGES AND BENEFITS	235,277	252,623	313,683	332,396
<b>WATER ADMINISTRATION</b>	<b>3,374,228</b>	<b>3,809,223</b>	<b>4,546,855</b>	<b>4,771,692</b>
<b>METERS</b>		<b>- 42300</b>		

#### FUNDING SOURCE: WATER UTILITY OPERATION

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	21,934	108,849	29,446	117,350
SUPPLIES AND SERVICES	19,562	35,552	67,575	67,695
WAGES AND BENEFITS	253,720	372,630	397,577	354,761
<b>METERS</b>	<b>295,216</b>	<b>517,031</b>	<b>494,598</b>	<b>539,806</b>
<b>PLANT OPER. &amp; MAINT</b>		<b>- 42400</b>		

#### FUNDING SOURCE: WATER UTILITY OPERATION

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	5,399	2,428	6,742	47,450
SUPPLIES AND SERVICES	1,485,130	1,566,062	1,612,118	1,590,927
WAGES AND BENEFITS	952,608	859,365	849,922	872,404
<b>PLANT OPER. &amp; MAINT</b>	<b>2,443,137</b>	<b>2,427,854</b>	<b>2,468,782</b>	<b>2,510,781</b>
<b>SNOW &amp; ICE CONTROL</b>		<b>- 42420</b>		

#### FUNDING SOURCE: ROAD USE TAX

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
WAGES AND BENEFITS	2,628	—	—	0
<b>SNOW &amp; ICE CONTROL</b>	<b>2,628</b>	<b>—</b>	<b>—</b>	<b>0</b>
<b>WATER DISTR. SYSTEM</b>		<b>- 42700</b>		

#### FUNDING SOURCE: WATER UTILITY OPERATION

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
CIP EXPENDITURES	2,452	14,430	—	0
EQUIPMENT	15,510	137,040	190,592	447,700
SUPPLIES AND SERVICES	284,640	329,196	286,091	295,345
WAGES AND BENEFITS	707,254	718,091	843,073	947,072

## Recommended Expenditure Budget Report by Activity & Funding Source

### 42 - WATER

WATER DISTR. SYSTEM	1,009,856	1,198,755	1,319,756	1,690,117
<b>AUTO MTR RD SYS MNT PROG - 42710</b>				

#### FUNDING SOURCE: WATER UTILITY OPERATION

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
CIP EXPENDITURES	5,500	38,742	—	0
<b>AUTO MTR RD SYS MNT PROG</b>	<b>5,500</b>	<b>38,742</b>	<b>—</b>	<b>0</b>
<b>PUMP REPLC VACUUM FILTER - 42713</b>				

#### FUNDING SOURCE: WATER UTILITY OPERATION

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	—	—	15,000	15,000
<b>PUMP REPLC VACUUM FILTER</b>	<b>—</b>	<b>—</b>	<b>15,000</b>	<b>15,000</b>
<b>FIRE HYDRANT PAINTING - 42720</b>				

#### FUNDING SOURCE: WATER UTILITY OPERATION

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	—	202	5,000	1,000
<b>FIRE HYDRANT PAINTING</b>	<b>—</b>	<b>202</b>	<b>5,000</b>	<b>1,000</b>
<b>GIS MAINT/UPDATES - 42730</b>				

#### FUNDING SOURCE: WATER UTILITY OPERATION

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	—	—	25,000	25,000
<b>GIS MAINT/UPDATES</b>	<b>—</b>	<b>—</b>	<b>25,000</b>	<b>25,000</b>
<b>SERVICE LINE ASSIST - 42735</b>				

#### FUNDING SOURCE: WATER UTILITY OPERATION

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	26,062	19,663	35,000	35,000
<b>SERVICE LINE ASSIST</b>	<b>26,062</b>	<b>19,663</b>	<b>35,000</b>	<b>35,000</b>
<b>VALVE REPLACEMENT - 42745</b>				

#### FUNDING SOURCE: WATER UTILITY OPERATION

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
CIP EXPENDITURES	12,250	22,144	25,000	20,000
SUPPLIES AND SERVICES	—	—	—	20,000
<b>VALVE REPLACEMENT</b>	<b>12,250</b>	<b>22,144</b>	<b>25,000</b>	<b>40,000</b>
<b>WATER MAIN REPLACEMENTS - 42755</b>				

#### FUNDING SOURCE: WATER UTILITY OPERATION

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
CIP EXPENDITURES	251,766	490,963	350,000	350,000
<b>WATER MAIN REPLACEMENTS</b>	<b>251,766</b>	<b>490,963</b>	<b>350,000</b>	<b>350,000</b>
<b>WATER METER EXCHANGE - 42760</b>				

#### FUNDING SOURCE: WATER UTILITY OPERATION

## Recommended Expenditure Budget Report by Activity & Funding Source

### 42 - WATER

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	52,557	78,383	75,000	251,661

WATER METER EXCHANGE

52,557

78,383

75,000

251,661

WATER LEAK REPAIR GRANT - 42765

FUNDING SOURCE: WATER UTILITY OPERATION

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	5,731	2,868	5,000	5,000

WATER LEAK REPAIR GRANT

5,731

2,868

5,000

5,000

COUNTY WATER ASSISTANCE - 42766

FUNDING SOURCE: WATER UTILITY OPERATION

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	—	—	10,000	10,000

COUNTY WATER ASSISTANCE

—

—

10,000

10,000

WATER VALVE BOX MAINT - 42770

FUNDING SOURCE: WATER UTILITY OPERATION

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
CIP EXPENDITURES	19,331	12,325	20,000	20,000

WATER VALVE BOX MAINT

19,331

12,325

20,000

20,000

COMPUTERIZED LEAK SURVEY - 42785

FUNDING SOURCE: WATER UTILITY OPERATION

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	—	—	—	29,000

COMPUTERIZED LEAK SURVEY

—

—

—

29,000

WATER METER TESTING - 42790

FUNDING SOURCE: WATER UTILITY OPERATION

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
CIP EXPENDITURES	123	7,769	25,000	25,000

WATER METER TESTING

123

7,769

25,000

25,000

PCARD CLEARING - 99999

FUNDING SOURCE: GENERAL

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	25	—	—	—

PCARD CLEARING WATER \$

25 \$

— \$

—

0

WATER TOTAL

\$9,074,678

\$10,118,832

\$10,429,073

\$11,446,139

CITY OF DUBUQUE, IOWA  
DEPARTMENT DETAIL - PERSONNEL COMPLEMENT

42 WATER DEPARTMENT

FD	JC	WP-GR	JOB CLASS	FY 2019		FY 2020		FY 2021	
				FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
61010 Full Time Employee Expense									
640	3275	GE-40	WATER DEPARTMENT MANAGER	1.00	\$ 106,616	1.00	\$ 109,298	1.00	\$ 110,505
640	3200	GE-37	WATER DISTRIBUTION SUPERVISOR	1.00	\$ 88,009	1.00	\$ 90,025	1.00	\$ 91,659
640	2950	GE-33	WATER ENGINEERING ASSISTANT	1.00	\$ 72,779	1.00	\$ 74,429	1.00	\$ 75,252
640	2650	GE-31	FOREMAN - WATER DISTR.	1.00	\$ 59,221	1.00	\$ 67,509	1.00	\$ 68,265
640	2610	GE-30	GIS SPECIALIST	1.00	\$ 62,541	1.00	\$ 64,050	1.00	\$ 64,679
640		GE-25	CONFIDENTIAL ACCOUNT CLERK	0.00	\$ —	1.00	\$ 39,153	1.00	\$ 49,429
640		NA-49	WATER METER INSPECTOR	1.00	\$ 56,327	0.00	\$ —	0.00	\$ —
640	2400	OE-16	ELECTRONIC TECHNICIAN	1.00	\$ 63,165	1.00	\$ 64,610	1.00	\$ 65,319
640	2800	OE-14	EQUIPMENT MECHANIC	1.00	\$ 60,041	1.00	\$ 61,862	1.00	\$ 62,691
640	2550	OE-13	WATER PLANT OPR CERT GR III/IV	1.00	\$ 58,579	0.00	\$ —	0.00	\$ —
640	2475	OE-12	WATER PLANT OPERATOR CRT GR II	3.00	\$ 168,592	1.00	\$ 57,751	1.00	\$ 58,395
640	2475	OE-12	WATER PLANT OPERATOR CRT GR IV	3.00	\$ 185,509	6.00	\$ 380,552	6.00	\$ 384,585
640	2305	OE-10	EQUIPMENT OPERATOR II	2.00	\$ 108,273	2.00	\$ 110,767	2.00	\$ 116,147
640	1775	OE-09	WATER METER REPAIRWORKER I	2.00	\$ 110,396	3.00	\$ 163,136	2.00	\$ 110,462
640		OE-14	WATER METER REPAIRWORKER II	1.00	\$ 59,453	0.00	\$ —	1.00	\$ 61,474
640	1476	OE-09	WATER DISTR MAINTENANCE WORKER	4.00	\$ 204,648	5.00	\$ 256,303	5.00	\$ 266,434
TOTAL FULL TIME EMPLOYEES				24.00	\$ 1,464,149	25.00	\$ 1,539,445	25.00	\$ 1,585,296
61020 Part-Time Employee Expense									
640	225	GE-25	SECRETARY	0.50	\$ 19,136	0.00	\$ —	0.00	\$ —
640	1476	OE-09	WATER DISTR MAINTENANCE	0.00	\$ —	0.00	\$ —	0.50	\$ 25,233
640		OE-07	WATER METER SERVICE WORKER I	0.80	\$ 41,080	0.80	\$ 42,954	0.00	\$ —
640	2050	OE-06	CUSTODIAN I	0.07	\$ 3,289	0.07	\$ 3,364	0.07	\$ 3,401
TOTAL PART TIME EMPLOYEES				1.37	\$ 63,505	0.87	\$ 46,318	0.57	\$ 28,634
61030 Seasonal Employee Expense									
640		NA-34	GIS INTERN	0.50	\$ 16,671	0.50	\$ 15,154	0.50	\$ 15,326
TOTAL SEASONAL EMPLOYEES				0.50	\$ 16,671	0.50	\$ 15,154	0.50	\$ 15,326
TOTAL WATER DEPARTMENT				25.87	\$ 1,544,325	26.37	\$ 1,600,917	26.07	\$ 1,629,256

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

ACCT	FD	JC	WP-GR	POSITION CLASS	FY 2019		FY 2020		FY 2021		
					FTE	BUDGET	FTE	BUDGET	FTE	BUDGET	
Water Administration-FT											
64042100	61010	640	2610	GE-30	GIS SPECIALIST	1.00	\$ 62,541	1.00	\$ 64,050	1.00	\$ 64,679
64042100	61010	640	3275	GE-40	WATER DEPARTMENT MANAGER	1.00	\$ 106,616	1.00	\$ 109,298	1.00	\$ 110,505
64042100	61010	640		GE-25	CONFIDENTIAL ACCOUNT CLERK	0.00	\$ —	1.00	\$ 39,153	1.00	\$ 49,429
Total						2.00	\$ 169,157	3.00	\$ 212,501	3.00	\$ 224,613
Water Administration-PT											
64042100	61020	640	225	GE-25	SECRETARY	0.50	\$ 19,136	0.00	\$ —	0.00	\$ —
Total						0.50	\$ 19,136	0.00	\$ —	0.00	\$ —
Water Administration-SEASONAL											
64042100	61030	640		NA-34	GIS INTERN	0.50	\$ 16,671	0.50	\$ 15,154	0.50	\$ 15,326
Total						0.50	\$ 16,671	0.50	\$ 15,154	0.50	\$ 15,326
Water Meters-FT											
64042300	61010	640	1775	OE-09	WATER METER REPAIRWORKER I	2.00	\$ 110,396	3.00	\$ 163,136	2.00	\$ 110,462
64042300	61010	640		OE-14	WATER METER REPAIRWORKER II	1.00	\$ 59,453	0.00	\$ —	1.00	\$ 61,474
64042300	61010	640			WATER DISTR MAINTENANCE WORKER	0.00	\$ —	1.00	\$ 52,691	1.00	\$ 54,178
64042300	61010	640		NA-49	WATER METER INSPECTOR	1.00	\$ 56,327	0.00	\$ —	0.00	\$ —
Total						4.00	\$ 226,176	4.00	\$ 215,827	4.00	\$ 226,114
Water Meters-PT											
64042300	61020	640	1775	OE-07	WATER METER SERVICE WORKER I	0.80	\$ 41,080	0.80	\$ 42,954	0.00	\$ —
Total						0.80	\$ 41,080	0.80	\$ 42,954	0.00	\$ —
Water Plant Operation-FT											
64042400	61010	640	2475	OE-12	WATER PLANT OPERATOR CRT CP II	3.00	\$ 168,592	1.00	\$ 57,751	1.00	\$ 58,395
64042400	61010	640	2550	OE-13	WATER PLANT OPR CERT GR III/IV	1.00	\$ 58,579	0.00	\$ —	0.00	\$ —
64042400	61010	640		OE-13	WATER PLANT OPERATOR CRT CP IV	3.00	\$ 185,509	6.00	\$ 380,552	6.00	\$ 384,585
64042400	61010	640	2800	OE-16	ELECTRONIC TECHNICIAN	1.00	\$ 63,165	1.00	\$ 64,610	1.00	\$ 65,319
64042400	61010	640	3015	OE-14	EQUIPMENT MECHANIC	1.00	\$ 60,041	1.00	\$ 61,862	1.00	\$ 62,691
Total						9.00	\$ 535,886	9.00	\$ 564,775	9.00	\$ 570,990
Water Distribution-FT											
64042700	61010	640	1476	OE-09	WATER DISTR MAINTENANCE WORKER	4.00	\$ 204,648	4.00	\$ 203,612	4.00	\$ 212,256
64042700	61010	640	2305	OE-10	EQUIPMENT OPERATOR II	2.00	\$ 108,273	2.00	\$ 110,767	2.00	\$ 116,147
64042700	61010	640	2650	GE-31	FOREMAN - WATER DISTR.	1.00	\$ 59,221	1.00	\$ 67,509	1.00	\$ 68,265
64042700	61010	640	2950	GE-33	WATER ENGINEERING ASSISTANT	1.00	\$ 72,779	1.00	\$ 74,429	1.00	\$ 75,252
64042700	61010	640	3200	GE-37	WATER DISTRIBUTION SUPERVISOR	1.00	\$ 88,009	1.00	\$ 90,025	1.00	\$ 91,659
Total						9.00	\$ 532,930	9.00	\$ 546,342	9.00	\$ 563,579
Water Distribution - PT											
64042700	61020	640	1476	OE-09	WATER DISTR MAINTENANCE WORKER	0.00	\$ —	0.00	\$ —	0.50	\$ 25,233
64042700	61020	640	2050	GD-03	CUSTODIAN I	0.07	\$ 3,289	0.07	\$ 3,364	0.07	\$ 3,401
Total						0.07	\$ 3,289	0.07	\$ 3,364	0.57	\$ 28,634
TOTAL WATER DEPARTMENT						25.87	\$ 1,544,325	26.37	\$ 1,600,917	26.07	\$ 1,629,256



Capital Improvement Projects by Department/Division					
WATER					
CIP Number	Capital Improvement Project Title	FY 18 Actual Expense	FY 19 Actual Expense	FY 20 Adopted Budget	FY 21 Recomm'd Budget
7401339	SCADA SYSTEM UPGRADE	—	—	505,000	495,000
7401405	WATER MAIN REPLACEMENTS	10,565	158,156	209,000	271,375
7401415	SHALLOW WELL REHAB	—	—	—	250,000
7401672	ROOSEVELT RD MAIN EXT.	156,349	287,451	—	—
7401829	SECURITY UPGRADES	—	—	—	—
7402030	VACUUM FILTER BACK-UP	—	—	—	—
7402052	WATER METER REPL PROGRAM	—	7,080	79,845	176,661
7402234	SOUTHGATE WATER	—	—	—	—
7402349	MANSON ROAD WATER MAIN	27	—	—	—
7402524	ONLINE PROCESS ANALYZER	—	42,577	—	—
7402525	N CASCADE WATER MAIN	—	40,237	804,100	—
7402526	SRF GREEN ALLEY	8,679	—	—	—
7402527	GENERATOR	1,008	4,936	—	—
7402594	SW ARTERIAL MAIN EXT	—	3,521	855,000	—
7402595	CREEK CROSSING RESTORE	—	—	—	35,000
7402596	MAIN RELOC SEWER MANHOLE	—	1,734	—	—
7402653	LIME SLAKER REPLACE STUDY	—	—	—	—
7402654	FIRE HYDRNT ASSMBLY SW PG	32,905	—	16,000	20,000
7402655	MAINT WTR MN - RETAIN WAL	—	—	—	20,000
7402656	WATER STORAGE TANK COATIN	—	—	—	25,000
7402657	WTR MN UPGRADES - STREET	—	—	—	—
7402658	WTR MN REPLACE - SWR CONS	—	160,712	122,500	—
7402703	WEST RURAL WATER PURCHASE	2,656,076	366,172	—	65,000
7402704	TIMBER RIDGE WATER MAIN	870,529	44,252	—	—
7402705	GRANDVIEW/LORAS INTER IMP	11,330	—	—	—
7402713	RPR/MAINT WATER LINE ISLA	—	3,495	—	—
7402714	BULK CO2 TANK REPLACEMENT	—	—	—	—
7402734	RURAL WATER ENGLISH PUMP	944,041	102,693	—	—
7402744	PUBLIC LEAD LINE WATER RE	—	—	61,833	122,470
7402745	TAMARAK FRONTAGE WATER MN	—	478,151	—	362,500
7402746	COTTINGHAM RD WATER MAIN	—	21,179	1,085,937	187,813
7402747	CHESTERFIELD DR WATER MAI	—	—	15,000	—
7402748	EPWP TRANSFORMER SAFETY	—	22,230	—	—
7402786	DAVENPORT RD EXT/PMP STAT	—	—	100,000	—
7402814	BRIARWOOD SUB MAIN EXT	—	—	—	—
7402821	LANDFILL WATER MAIN EXT	—	—	—	121,500
7402836	MAIN EXT TO NEW DEV	—	—	—	307,500
7402837	WATER PLANT ASSESS PLAN	—	—	—	115,000
7402838	ALTHAUSER & EAGLE WTR MN	0	0	0	151,065
7402839	WATER PLANT IMPROVEMENTS	0	0	0	20,000
<b>WATER</b>	<b>TOTAL</b>	<b>4,691,510</b>	<b>1,744,577</b>	<b>3,854,215</b>	<b>2,745,884</b>

PRGRM/ DEPT	PROJECT DESCRIPTION	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	TOTAL	PAGE
<b>WATER DEPARTMENT</b>								
<b>Business Type</b>								
	Westside Water System Service Line Installation/Fire Hydrant Install/Purchase	\$ 65,000	\$—	\$—	\$—	\$—	\$ 65,000	99
	Water Meter Replacement Program	\$ 176,661	\$ 182,511	\$ 188,360	\$ 194,210	\$ 200,060	\$ 941,802	100
	Manhole Replacement Rehab	\$—	\$ 25,000	\$—	\$ 25,000	\$—	\$ 50,000	101
	Water Main Upgrades during Street General Repairs	\$—	\$ 20,000	\$—	\$ 25,000	\$—	\$ 45,000	102
	Maintenance of Public Water Mains during Stone Retaining Wall Repair	\$ 20,000	\$—	\$ 22,550	\$—	\$ 22,550	\$ 65,100	103
	Fire Hydrant Assembly Relocation/Replacement for the Sidewalk Program	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,400	\$ 100,400	104
	Cottingham Road Water Main	\$ 187,813	\$—	\$—	\$—	\$—	\$ 187,813	105
	Southwest Arterial Water Main Extension	\$—	\$ 725,000	\$—	\$1,575,000	\$—	\$ 2,300,000	106
	SCADA & Communications Infrastructure	\$ 495,000	\$—	\$—	\$—	\$—	\$ 495,000	108
	Water Main Replacements - Streets	\$ 271,375	\$—	\$—	\$—	\$—	\$ 271,375	110
	Public Lead Line Water Replacement	\$ 122,470	\$ 84,500	\$ 85,000	\$—	\$—	\$ 291,970	111
	Water Line Extensions to New Developments	\$ 307,500	\$ 775,000	\$—	\$—	\$—	\$ 1,082,500	112
	Wells, Well Field, and Raw Transmission Piping Repair	\$ 250,000	\$—	\$ 90,000	\$—	\$ 110,500	\$ 450,500	113
	Water Treatment Plant Condition Assessment and Master Plan	\$ 115,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 155,000	114
	Water Storage Tank Coating Program	\$ 25,000	\$ 150,000	\$1,350,000	\$ 100,000	\$ 900,000	\$ 2,525,000	115
	Tamarak Park Frontage Road Water Main	\$ 362,500	\$—	\$—	\$—	\$—	\$ 362,500	116
	West End Annexation Phase II	\$—	\$—	\$—	\$—	\$ 300,250	\$ 300,250	117
	West End Annexation Phase I	\$—	\$—	\$—	\$—	\$ 165,000	\$ 165,000	118
	Creek Crossing Restoration	\$ 35,000	\$ 22,500	\$ 25,350	\$ 18,900	\$ 30,000	\$ 131,750	119
	Landfill Frontage Rd. Water Main Extension	\$ 121,500	\$—	\$—	\$—	\$—	\$ 121,500	120
	Althausen St. & Eagle St. Water Main Improvements	\$ 151,065	\$ 141,425	\$—	\$—	\$—	\$ 292,490	121
	Public Safety Way Water Main Improvements	\$—	\$ 106,700	\$—	\$—	\$—	\$ 106,700	122
	Water Treatment Plant Boiler Improvements	\$ 20,000	\$—	\$—	\$—	\$—	\$ 20,000	123
	WTP and Pump Station Pipe Rehabilitation	\$—	\$ 20,000	\$—	\$—	\$—	\$ 20,000	124
	Pump Station Site Drainage Improvements	\$—	\$—	\$ 15,000	\$—	\$—	\$ 15,000	125
	McFadden Farm Water Main Improvement (S. Heacock Rd from Chavenelle to Pennsylvania)	\$—	\$—	\$ 176,186	\$ 517,410	\$—	\$ 693,596	126
	<b>TOTAL</b>	<b>\$ 2,745,884</b>	<b>\$2,282,636</b>	<b>\$1,982,446</b>	<b>\$2,485,520</b>	<b>\$1,758,760</b>	<b>\$ 11,255,246</b>	

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# **Water & Resource Recovery Center**

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## WATER & RESOURCE RECOVERY CENTER DEPARTMENT

<b>Budget Highlights</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Budget</b>	<b>FY 2021 Requested</b>	<b>% Change From FY 2020 Budget</b>
<u>Expenses</u>				
Employee Expense	1,434,346	1,448,236	1,469,123	1.4 %
Supplies and Services	3,040,849	2,963,561	3,272,671	10.4 %
Payment to Construction Fund	845,000	458,758	900,000	96.2 %
Machinery and Equipment	19,439	128,275	28,380	(77.9)%
Engineering - Sewer Administration	159,611	280,899	251,566	(10.4)%
Public Works Sewer Maintenance Charges	807,281	758,438	668,693	(11.8)%
Administrative Overhead Recharge	1,376,688	1,444,114	1,539,391	6.6 %
Payment in Lieu of Taxes	142,884	142,884	142,884	— %
Debt Service	5,233,483	5,229,832	5,336,494	2.0 %
<b>Total Expenses</b>	<b>13,059,581</b>	<b>12,854,997</b>	<b>13,609,202</b>	<b>5.9 %</b>
<u>Resources</u>				
Operating Revenue	12,880,086	12,905,459	13,809,029	7.0 %
<b>Total Resources</b>	<b>12,880,086</b>	<b>12,905,459</b>	<b>13,809,029</b>	<b>7.0 %</b>
Net Operating Surplus (Deficit)	(179,495)	50,462	199,827	149,365
<b>Personnel - Authorized FTE</b>	<b>15.00</b>	<b>15.00</b>	<b>15.00</b>	
<b>Sanitary User Fee Rate Increase</b>	<b>3.00%</b>	<b>4.50%</b>	<b>5.00%</b>	
<b>Revenue 1% Rate Increase Generates</b>			<b>\$ 104,326</b>	

### Improvement Package Summary

#### 1 of 2

This improvement request is for an arc flash risk assessment of 17 lift stations (including 181 individual devices) and the WRRC Facility (including 710 individual devices). The assessment consists of the following 3 phases: Phase 1 - Data collection, Phase 2 - Engineering Analysis, Phase 3 - Labels, Label Deployment, and Training. OSHA requires employers to perform a PPE hazard assessment to determine necessary PPE. This assessment satisfies OSHA and NFPA 70E requirements for the assessment of workplace electrical safety. The assessment provides information and training necessary to maintain adequate protection for employees working on or around electrical components.

Related Cost:	<u>\$71,500</u>	Sanitary User Fee	Non-Recurring	<b>Recommend - Yes</b>
Sanitary User Fee Impact	0.71%			
Activity: Plant Operations				

#### 2 of 2

This improvement request is for four tablets with data service and one smartphone with voice and data service. The improvement will supply two Equipment Mechanics with one tablet each, one tablet for Operations staff, and one tablet and one smartphone for the Maintenance Supervisor. This will improve efficiency and connectivity by allowing staff to directly input work order details into the asset management system. Staff will also use equipment to research and source parts, communicate with staff and vendors. The improvement supports a data driven asset and facility management system.

Related Cost:	\$4,060	Sanitary User Fee	Non-Recurring	<b>Recommend - Yes</b>
Related Cost:	\$1,824	Sanitary User Fee	Recurring	
Total Cost:	<u>\$5,884</u>			
Sanitary User Fee Impact	0.06%			
Activity: Plant Operations				

### **Significant Line Items**

#### **Employee Expense**

1. FY 2021 employee expense reflects a 1.5% wage package increase.
2. The Iowa Public Employee Retirement System (IPERS) City contribution of 9.44% is unchanged from FY 2020 The employee contribution of 6.29% is unchanged from FY 2020.
3. The City portion of health insurance expense is increased from \$921 in FY 2020 to \$1,013 in FY 2021 per month per contract which results in an annual cost increase of \$21,900 or 11.26%.
4. Overtime is unchanged from \$59,350 in FY 2020 to \$59,350 in FY 2021. FY 2019 actual was \$96,032.
5. Five-Year Retiree Sick leave payout increased from \$11,225 in FY 2020 to \$15,211 in FY 2021.
6. 50% Sick Leave Payout increased from \$0 in FY 2020 to \$3,740 in FY 2021 based on FY 2020 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. Property Insurance decreased from \$79,951 in FY 2020 to \$74,466 in FY 2021 based on FY 2019 actual plus 5%.
8. Sales Tax increased from \$324,762 in FY 2020 to \$345,618 in FY 2021 based on increased consumption. This expense is directly offset by sales tax revenue.
9. Electricity Utility Expense increased from \$424,777 in FY 2020 to \$579,001 in FY 2021 based on FY 2019 actual \$536,112 of plus 8%. Electrical expense for the W&RRC plant in FY 2021 is \$270,181, which includes decreased microturbine output and \$66,957 for the estimated BioResource Development electrical usage which will be reimbursed on a monthly basis. The lift station electrical expense in FY 2021 is estimated to be \$241,863..
10. Gas Utility Expense increased from \$87,710 in FY 2020 to \$109,180 in FY 2021 based on FY 2019 actual.
11. Property Maintenance increased from \$66,350 in FY 2020 to \$66,831 in FY 2021 based on FY 2019 actual.
12. Machinery and Equipment Maintenance increased from \$309,625 in FY 2020 to \$317,935 in FY 2021. FY 2019 actual was \$333,007. This results from increasing digester cleaning (+\$40,000) based on FY 2020 year-to-date actual costs, increasing pump, grinder, and mixer maintenance (+\$24,000) due to more frequent repair of equipment due to heavy wear from grit from I&I, and increased primary and final clarifier maintenance due to increased grit from I&I (+\$10,000). There is

a cost savings in this line item of \$50,000 due to the purchase of a pump trailer through an FY20 CIP. This line item represents samplers and lab equipment maintenance (\$3,174), digester cleaning (\$100,000), pump, grinder and mixer maintenance (\$60,000), primary and final clarifier maintenance (\$20,000), boiler treatment (\$6,000), siloxane media replacement (\$31,255), hydrogen sulfide media replacement (\$97,178), ultraviolet lamp replacement (\$25,500), water based parts washer maintenance (\$3,328), citric acid (\$1,000), backflow testing (\$2,500), monthly jetting of digester heat exchanger (\$3,000), and HVAC maintenance (\$15,000).

13. Equipment Maintenance Contract Expense decreased from \$77,293 in FY 2020 to \$76,490 in FY 2021 based on FY 2019 actual of \$72,867 plus 5%.
14. Lift Station Maintenance decreased from \$138,155 in FY 2020 to \$124,595 in FY 2021 based on a three year average. FY 2019 actual was \$112,200.
15. Polymer Expense increased from \$226,100 in FY 2020 to \$237,073 in FY 2021 based on FY 2019 actual of \$249,550 and adjusted for lower bid results in FY 2020.
16. Liquid Oxygen increased from \$427,536 in FY 2020 to \$467,041 in FY 2021. The FY 2021 budget includes \$28,362 for tank rental and \$438,679 for oxygen based on the expected loading and an 11.8% increase in bulk oxygen implemented in FY 2020. FY 2019 actual was \$420,741.
17. Hauling Service increased from \$274,300 in FY 2020 to \$304,900 in FY 2021. The increase is due to increased hauling due to digester cleanout and increased sludge production. This line item also contains bio-solids management fixed costs and hauling of drying pad material.

## **Machinery & Equipment**

18. Equipment replacement items include (\$28,380):

<u>Administration</u>	
Smart Phone	\$ 210
<u>Plant Operations</u>	
Shop Equipment	\$ 10,000
Cell Phones	\$ 2,980
<u>Environmental Monitoring</u>	
Laboratory Equipment	\$ 10,800
Smart Phone	\$ 210
<u>Fats, Oil, Grease</u>	
Test Equipment	\$ 500
<b>Recommended Improvement Packages</b>	<b>\$ 3,680</b>
<b>Total Equipment</b>	<b>\$ 28,380</b>



## Debt Service

19. Annual debt service payments for FY 2021 are as follows (\$5,336,494):

Amount	Debt Series	Source	Purpose	Final Payment	Call Date
\$ 61,050	G.O. 2017A	Sanitary Fees	Sanitary Sewer Improvements	2030	2025
\$ 94,990	G.O. 2018A	Sanitary Fees	Sanitary Sewer Improvements	2031	2026
\$ 44,086	G.O. 2012E	Sanitary Fees	Sanitary Forcemain Repairs	2032	2019
\$ 122,676	G.O. 2019C	Sanitary Fees	Sanitary Sewer Improvements	2033	2026
\$ 441,675	G.O. 2014B	Sanitary Fees	Sanitary Sewer Improvements	2034	2021
\$ 163,206	G.O. 2016C	Sanitary Fees	Sanitary Sewer Improvements	2035	2024
\$ 63,192	SRF 2006	Sanitary Fees	Northfork Catfish Creek	2031	
\$ 218,708	SRF 2009	Sanitary Fees	Meter Change-Out	2031	
\$ 3,697,220	SRF 2010	Sanitary Fees	W&RRC Plant Upgrade	2039	
\$ 186,320	SRF 2013	Sanitary Fees	W&RRC Cogeneration	2033	
\$ 168,660	SRF 2018	Sanitary Fees	Kerper Boulevard Sanitary	2038	
\$ 24,873	Planned	Sanitary Fees	Sanitary Projects	2040	
\$ 49,838	Planned	Sanitary Fees	Sanitary Projects	2041	
<u>\$ 5,336,494</u>	Total Sanitary Annual Debt Service				

## Revenue

20. Sewage Fees increased from \$10,116,942 in FY 2020 to \$10,954,278 in FY 2021 based on a 5.00% rate increase in FY 2021 and a 1% decrease in consumption in FY 2020.
21. Sewage dumping fees decreased from \$130,148 in FY 2020 to \$120,634 in FY 2021 based on FY 2019 actual of \$120,634.
22. Late Payment Penalties decreased from \$126,353 in FY 2020 to \$118,344 in FY 2021. The decrease is due to Rousselot installing a system improving industrial pre-treatment compliance.
23. The Water and Resource Recovery Center's pre-treatment largest industrial customers projected changes in revenues as follows:
- Prairie Farms increased from \$424,132 in FY 2020 to \$494,324 in FY 2021 based on FY 2020 year-to-date revenue plus 4%.
  - Inland Protein decreased from \$191,967 in FY 2020 to \$163,518 in FY 2021 based on FY 2020 year-to-date revenue tracking lower (\$13,102 per month) plus 4%.
  - Rousselot is increased from \$882,331 in FY 2020 to \$1,021,890 in FY 2021 based on FY 2020 year-to-date revenue tracking higher (\$81,882 per month) plus 4%.
24. High Strength Waste revenue decreased from \$189,644 in FY 2020 to \$171,999 in FY 2021 based on FY 2019 actual of \$171,999. This revenue represents other entities paying the City to take high strength waste which will be used in the anaerobic digesters to generate additional energy using the micro-turbines.
25. Gas Revenue decreased from \$221,609 in FY 2020 to \$158,686 in FY 2021. This line item represents 5% of the gross revenue for BioResource Development (\$12,000), lease of the site (\$10,000), staff time reimbursement (\$3,000), reimbursement of gas (\$51,023) and electric cost (\$82,663).

26. Fats, Oils and Grease Permit and Dumping fees decreased from \$24,614 in FY 2020 to \$23,996 in FY 2021 based on FY 2019 actual of \$23,996.

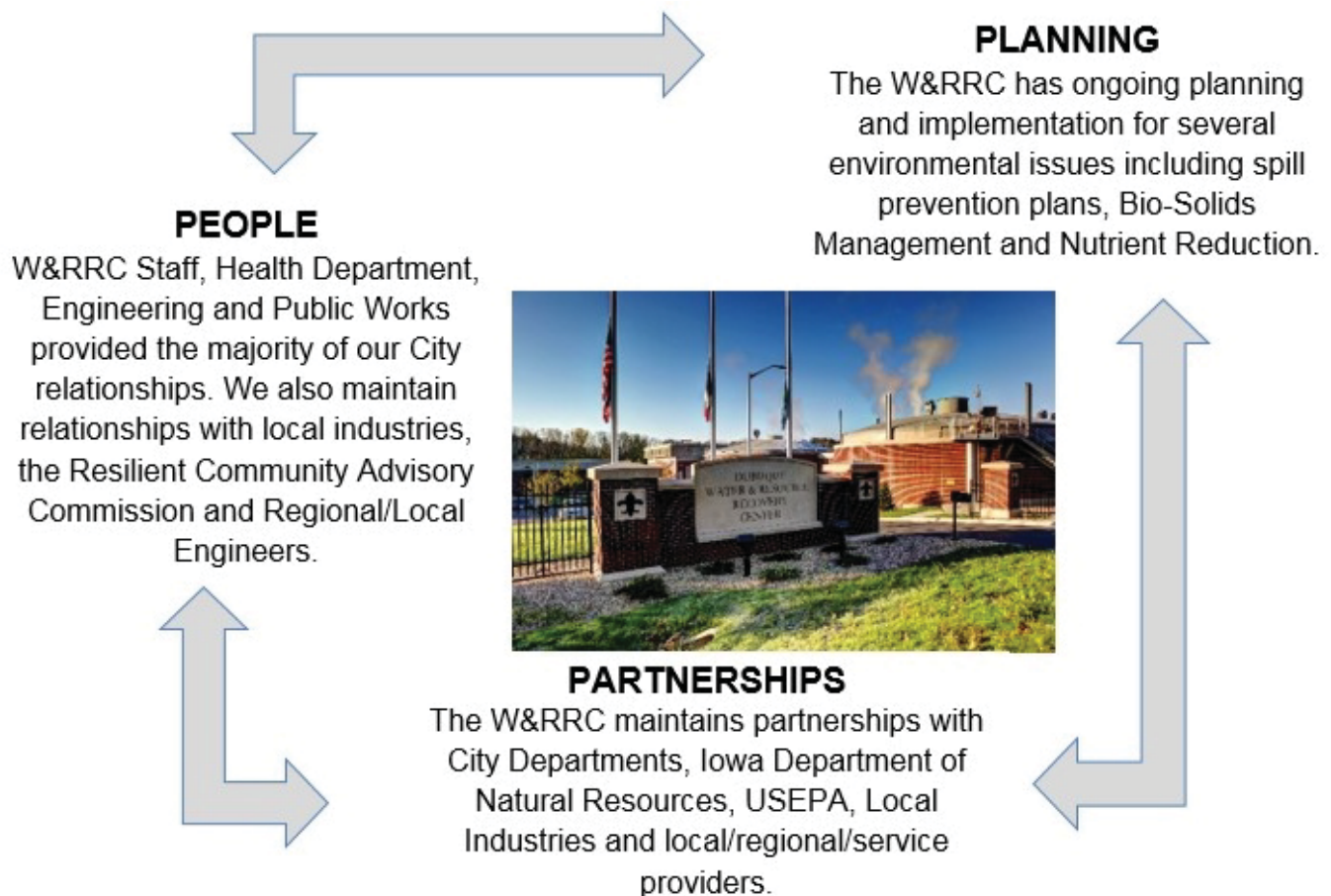
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# WATER & RESOURCE RECOVERY CENTER

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.



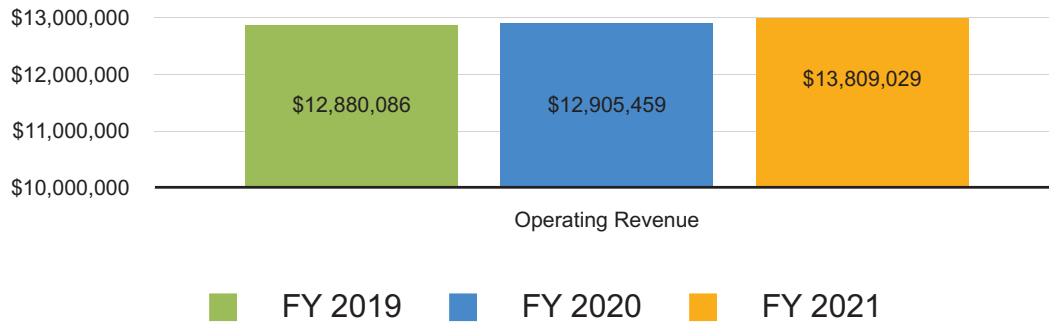
## SUCCESS IS ABOUT PLANNING, PARTNERSHIPS AND PEOPLE LEADING TO OUTCOMES



# WATER & RESOURCE RECOVERY CENTER

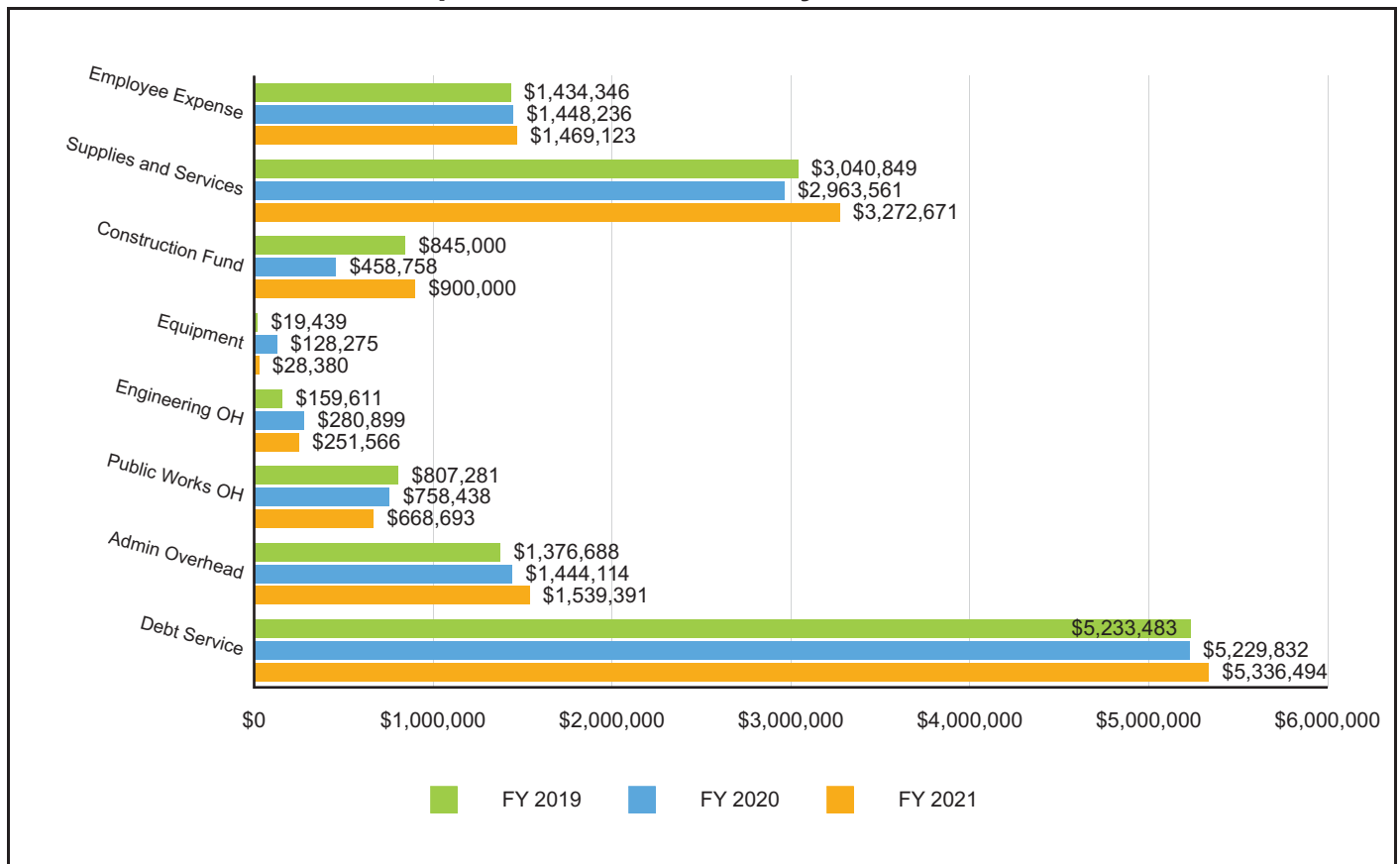
	FY 2019	FY 2020	FY 2021
Full-Time Equivalent	15.00	15.00	15.00

## Resources



The Water Resource Recovery Center is supported by 15.00 full-time equivalent employees, which accounts for 25.91% of the department expense as seen below. Overall, the department's expenses are expected to increase by 5% in FY 2021 compared to FY 2020.

## 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 20 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 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$9,175,924	\$9,289,084	\$9,632,726
Resources	\$12,665,967	\$12,738,062	\$13,660,476

Operations and Maintenance Position Summary	
	FY 2021
WRRC MANAGER	1.00
MAINTENANCE SUPERVISOR WWT	1.00
W&RRC OPERATIONS SUPERVISOR	1.00
EQUIPMENT MECHANIC - WWT	2.00
INDUSTRIAL ELECTRONICS TECH	1.00
WRRC OPERATOR CERT GR II	2.00
PLANT OPERATOR GRADE III & IV	2.00
CONFIDENTIAL ACCOUNT CLERK	1.00
<b>Total FT Equivalent Employees</b>	<b>11.00</b>

### Performance Measures

#### City Council Goal: Sustainable Environment

	Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
<b>1</b>	<b>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.</b>					
	# of avg. gallons of wastewater treated per day (in millions)	7	7.13	9.17	9.30	
	# of pumping station failures/outage incidents	0	4	4	3	
	# of operators with at least Grade II Certification	5	4	4	4	
<b>3</b>	<b>Activity Objective: Increase energy production for use at the W&amp;RRC.</b>					
	% of energy needs self-produced by the W&RRC	68.3	51.8	33.7	36.4	

# 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 from industrial sources those materials 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 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$443,802	\$462,900	\$457,918
Resources	\$188,001	\$158,258	\$142,147

Environmental Monitoring Position Summary	
	FY 2021
Lab Supervisor	1.00
Lab Technician	2.00
Environmental Coordinator	1.00
<b>Total FT Equivalent Employees</b>	<b>4.00</b>

### Performance Measures

#### City Council Goal: Sustainable Environment

	Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
1	<b>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.</b>					
	# of sanitary sewer overflows caused by fats, oils, and grease	0	0	1	0	
2	<b>Activity Objective: Ensure a safe water supply in support of the Water Department.</b>					
	# of avg. water samples analyzed per week from various locations in the City	16	16	16	16	





## Recommended Operating Revenue Budget - Department Total

### 43 - WATER & RESOURCE RECOVERY

Fund	Account	Account Title	FY18 Actual Revenue	FY19 Actual Revenue	FY20 Adopted Budget	FY21 Recomm'd Budget
610	42230	SEWAGE DISPOSAL PERMITS	1,485	865	1,485	865
610	42237	FOG PERMITS	38,850	35,425	38,850	35,425
610	42331	FOG INSPECTION FEE	250	0	250	0
42	LICENSES AND PERMITS - Total		40,585	36,290	40,585	36,290
610	43110	INVESTMENT EARNINGS	44,481	60,573	51,786	54,515
43	USE OF MONEY AND PROPERTY - Total		44,481	60,573	51,786	54,515
610	51185	WATER TESTS-OUTSIDE	40,293	36,754	40,293	36,754
610	51205	SEWAGE FEES	10,106,780	10,100,349	10,116,942	10,954,278
610	51215	LATE PAYMENT PENALTY	306,353	163,649	126,353	118,344
610	51216	FOG PENALTIES	2,750	200	2,750	200
610	51218	ARTCO FLEETING	1,318	969	1,318	969
610	51220	SWISS VALLEY FARMS	405,868	475,312	424,132	494,324
610	51225	INLAND PROTEIN	183,701	182,967	191,967	163,518
610	51227	HIGH STRENGTH WASTE	189,644	171,999	189,644	171,999
610	51230	SEWAGE DUMPING FEES	130,148	120,634	130,148	120,634
610	51231	FOG DUMPING FEES	24,614	23,996	24,614	23,996
610	51235	WW IND. PRETREATMENT	35,990	36,634	35,990	36,634
610	51240	SAN ROUESSLOT	844,336	871,432	882,331	1,021,890
610	51256	BRD LEASE	0	10,000	10,000	10,000
610	51257	BRD STAFF REIMBURSEMENT	0	0	56,000	3,000
610	51258	BRD GAS REIMBURSEMENT	0	54,329	12,000	51,023
610	51259	BRD ELECTRIC REIMB	0	82,663	79,766	82,663
610	51260	BRD GROSS REVENUE	0	20,643	63,843	12,000
610	51261	BRD MEDIA CHANGE REIMB	0	0	25,000	0
610	51690	LANDFILL PAYMENT-LAB TEST	1,177	1,731	1,177	1,731
610	51964	ARENA NOVELT	415	460	415	460
51	CHARGES FOR SERVICES - Total		12,273,386	12,354,720	12,414,683	13,304,417
610	53102	PRIVATE PARTICIPANT	50	0	50	0
610	53201	REFUNDS	0	181	0	0
610	53204	IOWA FUEL TAX REFUND	695	0	695	0
610	53520	WATER SAMPLING-PLANT	37,344	34,731	37,344	37,344
610	53523	WWT SAMPLING-OUTSIDE	24,870	27,852	24,870	24,870
610	53620	REIMBURSEMENTS-GENERAL	1,375	9	1,375	0
610	53630	SALES TAX COLLECTION	324,422	327,526	324,762	345,017
53	MISCELLANEOUS - Total		388,756	390,299	389,096	407,231
610	54109	SALVAGE SALES	170	260	170	170
610	54210	GO BOND PROCEEDS	1,030,001	11,312	0	0
610	54220	BOND DISCOUNT	15,018	512	0	0
54	OTHER FINANCING SOURCES - Total		1,045,189	12,084	170	170
WATER & RESOURCE RECOVERY - Total			13,792,396	12,853,967	12,896,320	13,802,623



## Recommended Operating Expenditure Budget - Department Total

### 43 - WATER & RESOURCE RECOVERY

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
100	61010	FULL-TIME EMPLOYEES	0	4,049	0	0
610	61010	FULL-TIME EMPLOYEES	964,031	863,911	990,095	980,914
640	61010	FULL-TIME EMPLOYEES	809	0	0	0
610	61020	PART-TIME EMPLOYEES	638	174	0	0
610	61030	SEASONAL EMPLOYEES	4,473	8,600	0	0
100	61050	OVERTIME PAY	42	1,571	0	0
610	61050	OVERTIME PAY	52,124	94,461	59,350	59,350
640	61050	OVERTIME PAY	230	0	0	0
610	61071	HOLIDAY PAY-OVERTIME	24,601	24,471	17,221	17,221
640	61071	HOLIDAY PAY-OVERTIME	355	0	0	0
610	61091	SICK LEAVE PAYOFF	14,843	10,770	11,225	15,211
610	61092	VACATION PAYOFF	0	2,704	0	0
610	61096	50% SICK LEAVE PAYOUT	0	0	0	3,740
100	61310	IPERS	4	530	0	0
610	61310	IPERS	93,513	93,609	100,694	99,827
640	61310	IPERS	124	0	0	0
100	61320	SOCIAL SECURITY	3	409	0	0
610	61320	SOCIAL SECURITY	76,654	73,129	82,458	82,210
640	61320	SOCIAL SECURITY	101	0	0	0
100	61410	HEALTH INSURANCE	12	1,139	0	0
610	61410	HEALTH INSURANCE	254,095	213,504	162,540	184,440
640	61410	HEALTH INSURANCE	293	0	0	0
610	61415	WORKMENS' COMPENSATION	38,766	29,293	23,810	24,987
100	61416	LIFE INSURANCE	0	3	0	0
610	61416	LIFE INSURANCE	752	650	843	843
640	61416	LIFE INSURANCE	1	0	0	0
610	61640	SAFETY EQUIPMENT	6,837	10,968	0	250
610	61650	MEAL ALLOWANCE	0	18	0	0
610	61660	EMPLOYEE PHYSICALS	42	384	0	130
<b>61 - WAGES AND BENEFITS</b>			<b>1,533,344</b>	<b>1,434,346</b>	<b>1,448,236</b>	<b>1,469,123</b>
610	62010	OFFICE SUPPLIES	2,298	(451)	2,194	2,238
610	62011	UNIFORM PURCHASES	2,425	1,637	2,500	2,500
610	62030	POSTAGE AND SHIPPING	3,492	1,946	3,597	2,710
610	62032	FLAGS	90	0	135	135
610	62061	DP EQUIP. MAINT CONTRACTS	8,898	8,610	8,808	9,542
610	62062	JANITORIAL SUPPLIES	1,470	1,588	1,724	1,619
610	62065	LAB SUPPLIES	40,082	32,886	40,082	37,825
610	62090	PRINTING & BINDING	1,725	1,412	4,541	2,762
610	62110	COPYING/REPRODUCTION	321	376	336	376
610	62130	LEGAL NOTICES & ADS	3,575	925	100	647
610	62140	PROMOTION	0	0	600	450
610	62170	SUBSCRIPTIONS-BOOKS-MAPS	0	0	300	300
610	62190	DUES & MEMBERSHIPS	409	770	885	882
610	62204	REFUNDS	11,065	95,767	11,065	11,065
610	62206	PROPERTY INSURANCE	73,943	70,920	79,951	74,466
610	62208	GENERAL LIABILITY INSURAN	13,763	10,940	10,684	11,487
610	62210	SALES TAX	325,418	324,224	324,762	345,618
610	62310	TRAVEL-CONFERENCES	1,975	3,469	3,450	3,700

## Recommended Operating Expenditure Budget - Department Total

### 43 - WATER & RESOURCE RECOVERY

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
610	62320	TRAVEL-CITY BUSINESS	159	33	390	435
610	62360	EDUCATION & TRAINING	8,893	6,339	11,330	9,250
610	62411	UTILITY EXP-ELECTRICITY	384,033	536,112	424,777	579,001
610	62412	UTILITY EXP-GAS	87,710	109,180	87,710	109,180
610	62415	UTILITY EXPENSE STORMWATR	11,606	13,450	13,181	15,340
610	62416	UTILITY EXP-WATER	39,101	46,624	42,034	50,936
610	62421	TELEPHONE	7,184	8,042	7,173	8,666
610	62424	RADIO/PAGER FEE	2,758	2,006	2,869	2,106
610	62431	PROPERTY MAINTENANCE	69,433	66,831	66,350	66,831
610	62435	ELEVATOR MAINTENANCE	2,845	2,505	2,845	2,400
610	62436	RENTAL OF SPACE	480	440	480	480
610	62438	FIRE SUPPRESSION	0	0	5,770	0
610	62511	FUEL, MOTOR VEHICLE	10,285	7,642	10,285	10,563
610	62513	FUEL, DIESEL	389	3,753	389	4,000
610	62521	MOTOR VEHICLE MAINT.	7,260	8,354	7,405	8,521
610	62528	MOTOR VEH. MAINT. OUTSOUR	100	1,784	1,742	1,742
610	62611	MACH/EQUIP MAINTENANCE	195,639	333,007	309,625	317,935
610	62612	MAJOR REPAIR ELEMENT	0	0	75,000	50,000
610	62613	METER MAINTENANCE	5,500	5,500	0	5,500
610	62614	EQUIP MAINT CONTRACT	78,527	72,867	77,293	76,490
610	62621	O2 PLANT MAINTENANCE	100	0	0	0
610	62623	CETRIFUGE MAINTENANCE	33,924	0	34,942	34,942
610	62625	LIFT STATION MAINTENANCE	113,091	112,200	138,155	124,595
610	62628	INSTRUMENTATION MAINT	0	1,092	13,000	13,000
610	62629	INSTR MAINT CONTRACT	3,798	538	22,500	22,500
610	62631	LIME	0	0	960	0
610	62633	CHLORINE	13,892	7,609	11,000	8,000
610	62638	POLYMER	227,424	249,550	226,100	237,073
610	62639	LIQUID CO2/O2	434,495	420,741	427,536	467,041
610	62663	SOFTWARE LICENSE EXP	14,546	40,981	9,541	10,568
610	62666	CREDIT CARD CHARGE	0	424	600	600
610	62667	DATA SERVICES	395	496	480	1,721
610	62676	PIPE-SPECIAL FITTINGS	0	0	12,253	0
610	62678	EDUCATIONAL MATERIALS	120	293	0	293
610	62681	LUBRICATION PRODUCTS	4,577	6,977	4,577	6,977
610	62692	LANDFILL FEES	10,281	38,699	51,531	51,531
610	62696	OUTSIDE COLLECTOR EXPENSE	6,962	4,049	6,961	4,049
610	62712	CONSULTING ENGINEERS	19,088	17,565	0	0
610	62713	LEGAL SERVICES	7,242	1,080	5,752	0
610	62716	CONSULTANT SERVICES	8,727	28,370	12,500	85,949
610	62721	FINANCIAL CONSULTANT	7,043	0	1,177	0
610	62726	AUDIT SERVICES	2,200	2,400	2,200	2,400
610	62731	MISCELLANEOUS SERVICES	10,152	5,461	0	0
610	62732	TEMP HELPCONTRACT SERV.	0	0	20,000	20,000
610	62733	CONTRACT CUSTODIAL	12,838	13,931	17,700	17,700
610	62736	CATERING SERVICES	82	0	300	300
610	62763	PAYMENT TO IOWA DNR	2,839	7,404	2,134	5,834
610	62767	ENVIRON. TESTING/MON.	24,967	27,028	25,000	25,000

## Recommended Operating Expenditure Budget - Department Total

### 43 - WATER & RESOURCE RECOVERY

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
610	62780	HAULING SERVICES	265,376	274,473	274,300	304,900
<b>62 - SUPPLIES AND SERVICES</b>			<b>2,627,010</b>	<b>3,040,849</b>	<b>2,963,561</b>	<b>3,272,671</b>
610	71120	PERIPHERALS, COMPUTER	801	85	0	3,680
610	71314	TRUCK-REPLACEMENT	0	0	50,500	0
610	71318	HEAVY EQUIP-REPLACEMENT	0	0	27,500	0
610	71410	SHOP EQUIPMENT	133	1,827	14,519	10,000
610	71413	LABORATORY EQUIPMENT	7,296	17,192	11,900	10,800
610	71421	HIGH PRESSURE SPRAY	0	0	5,000	0
610	71511	PUMPS	0	0	14,950	0
610	71520	HVAC	0	0	3,500	0
610	71610	CUSTODIAL EQUIPMENT	0	143	0	0
610	72418	TELEPHONE RELATED	291	168	406	3,400
610	72515	TEST EQUIPMENT, OTHER	1,956	24	0	500
<b>71 - EQUIPMENT</b>			<b>10,477</b>	<b>19,439</b>	<b>128,275</b>	<b>28,380</b>
610	74111	PRINCIPAL PAYMENT	4,301,389	3,473,317	3,511,282	3,651,034
610	74112	INTEREST PAYMENT	1,829,757	1,760,167	1,718,550	1,685,460
<b>74 - DEBT SERVICE</b>			<b>6,131,146</b>	<b>5,233,483</b>	<b>5,229,832</b>	<b>5,336,494</b>
610	91100	TO GENERAL	1,550,277	1,519,572	1,586,998	1,682,275
610	91710	TO SANITARY SEWER CONST	181,114	845,000	458,758	900,000
<b>91 - TRANSFER TO</b>			<b>1,731,391</b>	<b>2,364,572</b>	<b>2,045,756</b>	<b>2,582,275</b>
<b>43 - WATER &amp; RESOURCE RECOVERY TOTAL</b>			<b>12,033,368</b>	<b>12,092,689</b>	<b>11,815,660</b>	<b>12,688,943</b>

## Recommended Expenditure Budget Report by Activity & Funding Source

### 43 - WATER & RESOURCE RECOVERY

**UNDISTRIBUTED - 10610**

#### FUNDING SOURCE: SEWAGE FACILITY OPERATION

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	100,690	17,920	16,024
TRANSFER TO	2,364,572	2,045,756	2,582,275
<b>UNDISTRIBUTED</b>	<b>2,465,262</b>	<b>2,063,676</b>	<b>2,598,299</b>
<b>WPC ADMINISTRATION</b>	<b>- 43100</b>		

#### FUNDING SOURCE: SEWAGE FACILITY OPERATION

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
DEBT SERVICE	5,233,483	5,229,832	5,336,494
EQUIPMENT	—	346	210
SUPPLIES AND SERVICES	360,967	381,272	400,560
WAGES AND BENEFITS	151,112	148,217	150,187
<b>WRRP ADMINISTRATION</b>	<b>5,745,562</b>	<b>5,759,667</b>	<b>5,887,451</b>
<b>FLOODWALL OPER./MAINT.</b>	<b>- 43340</b>		

#### FUNDING SOURCE: GENERAL

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
WAGES AND BENEFITS	7,701	—	—
<b>FLOODWALL OPER./MAINT.</b>	<b>7,701</b>	<b>—</b>	<b>—</b>
<b>WPC PLANT OPERATIONS</b>	<b>- 43400</b>		

#### FUNDING SOURCE: SEWAGE FACILITY OPERATION

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	2,223	116,029	16,660
SUPPLIES AND SERVICES	2,496,144	2,476,877	2,767,286
WAGES AND BENEFITS	899,373	903,060	927,622
<b>WRR PLANT OPERATIONS</b>	<b>3,397,740</b>	<b>3,495,966</b>	<b>3,711,568</b>
<b>FATS OILS GREASE</b>	<b>- 43500</b>		

#### FUNDING SOURCE: SEWAGE FACILITY OPERATION

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	24	0	500
SUPPLIES AND SERVICES	6,935	8,791	7,626
WAGES AND BENEFITS	25,664	24,660	25,581
<b>FATS OILS GREASE</b>	<b>32,622</b>	<b>33,451</b>	<b>33,707</b>
<b>ENVIRON-MONITORING</b>	<b>- 43700</b>		

#### FUNDING SOURCE: SEWAGE FACILITY OPERATION

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
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EQUIPMENT	17,192	11,900	11,010
SUPPLIES AND SERVICES	76,113	78,701	81,175
WAGES AND BENEFITS	350,497	372,299	365,733
<b>ENVIRON-MONITORING</b>	<b>443,802</b>	<b>462,900</b>	<b>457,918</b>
<b>WATER MAIN REPLACEMENTS - 43755</b>			

**FUNDING SOURCE: WATER UTILITY OPERATION**

<b>Account</b>	<b>FY19 Actual Expense</b>	<b>FY20 Adopted Budget</b>	<b>FY21 Recomm'd Budget</b>
WAGES AND BENEFITS	0	0	0
<b>WATER MAIN REPLACEMENTS</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>WATER &amp; RESOURCE RECOVERY TOTAL</b>	<b>\$12,092,689</b>	<b>\$11,815,660</b>	<b>\$12,688,943</b>

CITY OF DUBUQUE, IOWA  
DEPARTMENT DETAIL - PERSONNEL COMPLEMENT

43 WATER AND RESOURCE RECOVERY CENTER

FD	JC	WP-GR	JOB CLASS	FY 2019		FY 2020		FY 2021	
				FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
61010 Full Time Employee Expense									
610	5080	GE-40	WRRC MANAGER	1.00	\$ 99,913	1.00	\$ 108,576	1.00	\$ 111,599
610	3030	GE-34	MAINTENANCE SUPERVISOR WWT	1.00	\$ 80,590	1.00	\$ 82,420	1.00	\$ 83,333
610		GE-33	WRRC OPERATIONS SUPERVISOR	1.00	\$ 66,218	1.00	\$ 67,792	1.00	\$ 69,426
610		GE-33	LAB SUPERVISOR	1.00	\$ 76,418	1.00	\$ 78,150	1.00	\$ 67,589
610		GE-31	ENVIRONMENTAL COORDINATOR	1.00	\$ 60,860	1.00	\$ 65,706	1.00	\$ 53,134
610	2100	GE-31	LAB TECHNICIAN II	2.00	\$ 123,350	2.00	\$ 121,973	2.00	\$ 126,360
610		GE-25	CONFIDENTIAL ACCOUNT CLERK	1.00	\$ 48,373	1.00	\$ 49,535	1.00	\$ 50,518
610	2400	OE-14	EQUIPMENT MECHANIC - WWT	2.00	\$ 119,494	2.00	\$ 122,200	2.00	\$ 123,556
610	2800	OE-14	MAINTENANCE ELECTRICIAN	1.00	\$ 58,864	1.00	\$ 62,125	1.00	\$ 60,753
610		OE-14	WRRC OPERATOR CERT GR IV	1.00	\$ 55,910	1.00	\$ 63,243	1.00	\$ 64,063
610		OE-13	WRRC OPERATOR CERT GR III	1.00	\$ 56,563	1.00	\$ 59,102	1.00	\$ 60,103
610	2500	OE-12	WRRC OPERATOR CERT GR II	2.00	\$ 115,175	2.00	\$ 109,273	2.00	\$ 110,480
TOTAL FULL TIME EMPLOYEES				15.00	\$ 961,728	15.00	\$ 990,095	15.00	\$ 980,914
TOTAL WATER & RESOURCE RECOVERY CENTER				15.00	\$ 961,728	15.00	\$ 990,095	15.00	\$ 980,914

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

ACCT	FD	JC	WP-GR	POSITION CLASS	FY 2019		FY 2020		FY 2021		
					FTE	BUDGET	FTE	BUDGET	FTE	BUDGET	
Water & Resource Recovery Center Administration											
61043100	61010	610	3300	GE-40	WRRC MANAGER	1.00	\$ 99,913	1.00	\$ 108,576	1.00	\$ 111,599
Total						1.00	\$ 99,913	1.00	\$ 108,576	1.00	\$ 111,599
Water & Resource Recovery Center Plant Operation											
61043400	61010	610	3030	GE-34	MAINTENANCE SUPERVISOR WWT	1.00	\$ 80,590	1.00	\$ 82,420	1.00	\$ 83,333
61043400	61010	610		GE-33	WRRC OPERATIONS SUPERVISOR	1.00	\$ 66,218	1.00	\$ 67,792	1.00	\$ 69,426
61043400	61010	610	2400	OE-14	EQUIPMENT MECHANIC - W&RRC	2.00	\$ 119,494	2.00	\$ 122,200	2.00	\$ 123,556
61043400	61010	610	1000	GE-25	CONFIDENTIAL ACCOUNT CERK	0.65	\$ 31,443	0.65	\$ 32,198	0.65	\$ 32,837
61043400	61010	610	3942	OE-13	W&RRC OPERATOR GR III/IV	2.00	\$ 112,473	2.00	\$ 122,345	2.00	\$ 124,166
61043400	61010	610	2500	OE-12	W&RRC OPERATOR GR II	2.00	\$ 115,175	2.00	\$ 109,273	2.00	\$ 110,480
61043400	61010	610	2800	OE-14	MAINTENANCE ELECTRICIAN	1.00	\$ 58,864	1.00	\$ 62,125	1.00	\$ 60,753
Total						9.65	\$ 584,257	9.65	\$ 598,353	9.65	\$ 604,551
Environmental Monitoring Lab-FT											
61043700	61010	610		GE-33	LAB SUPERVISOR	1.00	\$ 76,418	1.00	\$ 78,150	1.00	\$ 67,589
61043700	61010	610	2100	GE-31	LAB TECHNICIAN II	2.00	\$ 123,350	2.00	\$ 121,973	2.00	\$ 126,360
61043700	61010	610	2228	GE-31	ENVIRONMENTAL COORDINATOR	1.00	\$ 60,860	1.00	\$ 65,706	1.00	\$ 53,134
Total						4.00	\$ 260,628	4.00	\$ 265,829	4.00	\$ 247,083
Fat Oils and Grease-FT											
61043500	61010	610	1000	GE-25	CONFIDENTIAL ACCOUNT CLERK	0.35	\$ 16,930	0.35	\$ 17,337	0.35	\$ 17,681
						0.35	\$ 16,930	0.35	\$ 17,337	0.35	\$ 17,681
TOTAL WATER & RESOURCE RECOVERY DEPARTMENT						15.00	\$ 961,728	15.00	\$ 990,095	15.00	\$ 980,914

Capital Improvement Projects by Department/Division					
WATER & RESOURCE RECOVERY					
CIP Number	Capital Improvement Project Title	FY 18 Actual Expense	FY 19 Actual Expense	FY 20 Adopted Budget	FY 21 Recomm'd Budget
7101339	SCADA SYSTEM UPGRADE	—	—	50,000	50,000
7101730	ALT O2 STUDY & IMPLEMENTA	—	—	—	—
7101731	DOG TRACK LIFT STATION	—	10,608	—	—
7101837	WRR PLANT RENOVATION	—	—	—	—
7102412	CEDAR LIFT PUMP/GEN/TRAIL	—	—	55,000	—
7102474	BRADLEY/PERRY FORCE MAIN	—	—	—	—
7102529	NUTRIENT REDUCT STRATEGY	—	—	—	—
7102530	OUTFALL MANHOLE	—	—	—	—
7102538	AIRPORT LS UPGRADES	—	13,906	—	—
7102598	CLARIFIER REALIGN/REPAIR	19,325	—	130,000	—
7102599	KERPER PUMP MOTOR/CONTROL	—	—	—	—
7102601	REPLACEMENT OF RADIOS	—	—	—	—
7102659	NUTRIENT RED/BASIN MOD 1	—	—	—	—
7102697	ASH POND ABANDONMENT	116,589	—	—	—
7102698	METHANE GAS SYSTEM WRRC	49,930	6,673	—	—
7102700	LEVEL 4 AGREEMENT	19,569	519	—	—
7102701	HS WASTE RECEIVE & STORE	—	—	—	—
7102730	FRACK TANK	10,468	—	—	—
7102749	KW CAR WASH LIFT STATION	—	—	—	—
7102750	GRANGER CREEK LIFT STATIO	—	7,142	—	—
7102787	WRRC CAMERAS	—	—	45,900	—
7102840	PUMP TRAILER WRRC	—	—	—	110,000
7102841	UV DISINFECTION WRRC	—	—	—	235,000
<b>WATER &amp; RESOURCE RECOVERY TOTAL</b>		<b>215,881</b>	<b>38,847</b>	<b>280,900</b>	<b>395,000</b>



PRGRM /DEPT	PROJECT DESCRIPTION	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	TOTAL	PAGE
<b>WATER &amp; RESOURCE RECOVERY CENTER</b>								
<b>Business Type</b>								
	Final Clarifier Rehabilitation	\$—	\$ 860,000	\$—	\$—	\$—	\$ 860,000	127
	Lift Station SCADA Upgrades	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$—	\$ 200,000	128
	Activated Sludge Process Improvements	\$—	\$—	\$—	\$ 70,000	\$ 98,000	\$ 168,000	129
	High-Strength Waste Receiving & Storage	\$—	\$ 574,371	\$ 1,057,975	\$—	\$—	\$ 1,632,346	130
	UV Disinfection System Modifications	\$ 235,000	\$—	\$—	\$—	\$—	\$ 235,000	131
	Pump Trailer	\$ 110,000	\$—	\$—	\$—	\$—	\$ 110,000	132
	<b>TOTAL</b>	<b>\$ 395,000</b>	<b>\$ 1,484,371</b>	<b>\$ 1,107,975</b>	<b>\$ 120,000</b>	<b>\$ 98,000</b>	<b>\$ 3,205,346</b>	

# **Public Works**

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## PUBLIC WORKS DEPARTMENT

<b>Budget Highlights</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Budget</b>	<b>FY 2021 Requested</b>	<b>% Change From FY 2020 Budget</b>
<u>Expenses</u>				
Employee Expense	7,909,760	7,935,258	8,271,844	4.2 %
Supplies and Services	7,073,257	7,203,813	7,856,845	9.1 %
Machinery and Equipment	530,614	352,240	218,401	(38.0)%
Subtotal	15,513,631	15,491,311	16,347,090	5.5 %
Public Works Administrative / Garage Stores	1,033,589	957,449	1,024,500	7.0 %
Administrative Overhead Recharge	1,287,797	1,443,513	1,612,328	11.7 %
Less Recharges/Service Fund Charges	(2,242,406)	(2,192,216)	(2,300,556)	4.9 %
Total Expenses	15,592,611	15,700,057	16,683,362	6.3 %
<u>Resources</u>				
Operating Revenue	47,070	58,843	55,445	(5.8)%
Salt Operations Fund	154,452	172,450	531,188	208.0 %
Road Use Tax Fund	6,191,499	6,070,107	6,366,737	4.9 %
Sewer Utility Operating Fund	807,281	758,438	668,693	(11.8)%
Stormwater User Fund	282,721	258,342	284,305	10.0 %
Refuse Collection Fund	3,983,259	3,942,222	4,240,215	7.6 %
Landfill Operating Fund	3,105,157	3,513,486	3,501,663	(0.3)%
Total Resources	14,571,439	14,773,888	15,648,246	5.9 %
Debt Service abated with Sales Tax 30%	137,109	135,332	132,624	(2.0)%
Debt Service abated with Landfill Fees	662,659	660,659	663,359	0.4 %
Debt Service abated with Solid Waste Fees	7,277	7,286	7,276	(0.1)%
Total Non-Property Tax Debt Service	807,045	803,277	803,259	— %
Property Tax Support	1,021,172	926,169	1,035,116	108,947
Percent Increase (Decrease)				11.8 %
<b>Personnel - Authorized FTE</b>	<b>91.96</b>	<b>91.96</b>	<b>93.28</b>	

<b>Solid Waste Collection Fund Summary</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Budget</b>	<b>FY 2021 Requested</b>	<b>% Change From FY 2020 Budget</b>
Administrative Overhead Recharges/Utility Billing	927,857	1,055,920	1,191,482	12.8 %
Refuse Operations	3,055,402	2,886,302	3,048,733	5.6 %
Debt Service - Refuse	7,277	7,286	7,276	(0.1)%
Payment to Depreciation	460,000	510,000	580,267	13.8 %
Total Requirements	4,450,536	4,459,508	4,827,758	8.3 %
Refuse Fees (Incl tipper carts/other)	4,013,598	4,054,887	4,446,012	9.6 %
UBP Single Use Refuse Sticker	97,960	101,457	97,960	(3.4)%
Sales Tax Collection	7,315	6,771	7,315	8.0 %
Yard Waste Stickers & Ties	120,799	125,117	123,966	(0.9)%
Leaf Rake Out Fees	5,080	4,563	4,926	8.0 %
Food Scrap	10,060	9,412	9,291	(1.3)%
Recyclable Sales	1,519	3,247	1,519	(53.2)%
Subscription Recycling	3,531	3,542	3,247	(8.3)%
Large Item Pickup	47,501	23,196	32,494	40.1 %
Miscellaneous Revenue	76,547	68,131	73,923	8.5 %
Total Resources	4,383,910	4,400,323	4,800,653	9.1 %
Annual Operating Surplus (Deficit)	(66,626)	(59,185)	(27,105)	32,080
<b>Personnel - Authorized FTE</b>	<b>20.75</b>	<b>20.75</b>	<b>20.75</b>	
<b>Solid Waste User Fee Rate Increase</b>	<b>3.00%</b>	<b>1.63%</b>	<b>7.68%</b>	
<b>Solid Waste User Fee</b>	<b>\$ 15.37</b>	<b>\$ 15.62</b>	<b>\$ 16.82</b>	
<b>Revenue 1% Rate Increase Generates</b>			<b>\$ 34,891</b>	

<b>Salt Operations Fund Summary</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Budget</b>	<b>FY 2021 Requested</b>	<b>% Change From FY 2020 Budget</b>
Salt Purchase	135,916	151,775	478,575	215.3%
Salt Handling Fees	11,935	14,450	45,300	213.5%
Miscellaneous Fees	1,722	807	1,639	103.1%
Administrative Overhead	4,879	4,918	5,674	15.4%
Property Maintenance	—	500	—	—%
Total Requirements	154,452	172,450	531,188	208.0%
Salt Sales	145,734	151,775	478,575	215.3%
Salt Storage Fees	15,195	14,250	37,050	160.0%
Salt Handling Fees	13,855	14,450	45,300	213.5%
Total Resources	174,784	180,475	560,925	210.8%
Annual Operating Surplus (Deficit)	20,332	8,025	29,737	21,712

## Improvement Package Summary

### General Fund

#### **1 of 6**

This improvement request is for the Assistant Public Works Director to participate in Laserfiche software conference. This professional development will assist in streamlining processes and data capture capabilities to mitigate duplication in workflows and minimize human error. Laserfiche conference offers a variety of courses in workflow management and software engineer specific to the needs of Public Works to increase service level. This request supports the City Council goal of Financially Responsive, High Performance City Organization, Equitable and Effective Service Delivery.

Related Cost:	<u>\$ 3,600</u>	Tax Funds	Recurring	<b>Recommend - Yes</b>
Property Tax Impact:	<u>\$ 0.0014</u>	0.01%		
Activity: Administration				

#### **2 of 6**

This improvement request is to provide funds for additional training for traffic signal technicians. This request allows one technician each year to attend the Traffic Expo in Reno, Nevada sponsored by the International Municipal Signal Association. This expo will provide technicians with technical training on the maintenance of traffic signal and street lighting controller systems. The Traffic Expo will also provide the opportunity for technicians to network with national experts and review new equipment used for traffic control and street lighting systems. This request supports the City Council goal of Financially Responsive, High Performance City Organization, Sustainable, Equitable and Effective Service Delivery.

Related Cost:	<u>\$ 3,500</u>	Tax Funds	Recurring	<b>Recommend - Yes</b>
Property Tax Impact:	<u>\$ 0.0014</u>	0.01%		
Activity: Administration				

#### **3 of 6**

This improvement package is for the Assistant Public Works Director to complete a Data Analytics certificate program. This program is designed to assist with organizations becoming data-driven and high-performing focusing in the ability to: interpret data to inform business decisions, recognize trends, detect outliers, and summarize data sets, analyze relationships between variables, develop and test hypotheses, craft sound survey questions and draw conclusions from population samples, and implement regression analysis and other analytical techniques in Excel. This request supports the City Council goal of Financially Responsive, High Performance City Organization, Sustainable, Equitable and Effective Service Delivery.

Related Cost:	<u>\$ 1,600</u>	Tax Funds	Non-Recurring	<b>Recommend - Yes</b>
Property Tax Impact:	<u>\$ 0.0006</u>	0.01%		
Activity: Administration				

#### **4 of 6**

This improvement request is for the Assistant Public Works Director to participate in the Cartegraph software conference. This professional development will assist in streamlining processes and data capture capabilities to mitigate duplication in workflows and minimize human error. Cartegraph conference offers a variety of courses in workflow management and software engineer specific to the needs of Public Works to increase service level. This request supports the City Council goal of Financially Responsive, High Performance City Organization, Equitable and Effective Service Delivery.

Related Cost:	<u>\$ 3,100</u>	Tax Funds	Recurring	<b>Recommend - No</b>
Property Tax Impact:	<u>\$ 0.0012</u>	0.01%		
Activity: Administration				

**5 of 6**

This improvement request is for the creation of one additional Traffic Signal Technician II position in the Public Works Department. This staffing level increase is requested to meet the rising demand for maintenance related to the traffic signal, street light and camera systems. In 1982 the department had two traffic signal technicians who maintained 70 controlled intersections and 65 streetlights. Over the last 38 years the system has increased in size to 115 controlled intersections, 2,484 streetlights and over 1,500 cameras while staffing levels have not increased. This funding request would increase the staffing level of our traffic signal technicians from two to three. This request is related to the council goal of Financially Responsible, High Performance City Organization, Sustainable, Equitable and Effective Service Delivery. The outcome of this request is to have a well-maintained City infrastructure.

Related Cost:	<u>\$ 92,603</u>	Tax Funds	Recurring	<b>Recommend - Yes</b>
Property Tax Impact:	<u>\$ 0.0364</u>	0.35%		
Activity: Street & Traffic Lighting				

**6 of 8**

This improvement request is for the creation of one full-time Data Analyst and Supervisor position in the Public Works Department. This staffing level increase is requested to meet the rising demand for data driven results. Since 2015, internal data entry has increased 54.5% amongst the 2.0 FTEs designated customer-oriented positions. In order to keep up with the needs of a growing municipality and fleet maintenance, the Data Analyst will focus on analysis and problem solving as it relates to data, types of data, and relationships among data elements within a business system or IT system. The goal is to lessen or mitigate reactionary maintenance that depletes emergency funds and previously allocated monies. This request is related to the council goal of financially responsible, high performance city organization, sustainable, equitable and effective service delivery. The outcome of this request is to have a well maintained City infrastructure and fleet, based on data driven proactive maintenance, while providing excellent customer service by guiding customer service oriented positions.

Related Cost:	\$ 80,648	Tax Funds	Recurring	<b>Recommend - No</b>
Related Cost:	<u>\$ 8,125</u>	Tax Funds	Non-Recurring	
Total Cost:	<u>\$ 88,773</u>			
Property Tax Impact:	<u>\$ 0.0349</u>	0.33%		
Activity: Administration				

**7 of 8**

This improvement request is for the purchase of one tablet and a yearly data plan for the tablet. The tablet would be used by the Public Works Field Supervisor to access mobile GIS used to locate underground utilities while working in the field. Access to mobile GIS by field staff make the employee more efficient in the field when following up on citizen requests that are related to underground utilities. This request supports the City Council goal of Financially Responsible, High-Performance City Organization, Sustainable, Equitable and Effective Service Delivery.

Related Cost:	\$ 950	Tax Funds	Non-Recurring	<b>Recommend - Yes</b>
Related Cost:	<u>\$ 120</u>	Tax Funds	Recurring	
Total Cost:	<u>\$ 1,070</u>			
Property Tax Impact:	<u>\$ 0.0004</u>	—%		
Activity: Street Maintenance				

## 8 of 8

This improvement request is for an additional Utility Worker Apprentice position for the street maintenance activity. The Public Works Department is faced with a shortage of diverse and qualified entry level applicants. The department currently has one Utility Worker Apprentice position and this request is to create a second position in the street maintenance activity. This position allows the department to build a diverse workforce by providing structured and supervised on-the-job training and classroom-related training through a partnership with IowaWorks and NICC, union representatives, and Public Works field staff. This request supports the City Council goal of Financially Responsible, High Performance City Organization, Sustainable, Equitable and Effective Service Delivery.

Related Cost:                      \$    56,554    Road Use Tax                      Recurring                      **Recommend - No**  
Activity: Street Maintenance

## Landfill

### 1 of 1

This improvement request is for additional funding for training the landfill foreman. The request provides funding for the landfill foremen to attend the ISOSWO spring and fall conferences. One of the ways to provide learning opportunities for a talented but untrained workforce is to provide peer to peer training available by attending conferences related to their fields of responsibility. These training events will provide the landfill foreman needed continual training opportunities. This request supports the City Council goal of Financially Responsible, High-Performance City Organization, Sustainable, Equitable and Effective Service Delivery.

Related Cost:                      \$    1,240    Landfill Fund                      Recurring                      **Recommend - Yes**  
Activity: Landfill

## Solid Waste Collection Fund

### 1 of 1

This improvement request is for the Resource Management and Coordinator to participate in the Leading, Educating and Developing (LEAD) program. Lead is a one-week leadership training program that focusing on training public leaders how to create effective, high performance local governments.

Below are general topic and themes for the program:

- Engagement in the Workforce
- Organizational Assessment
- Team Development
- The Learning Cycle/The Learning Organizations
- Leadership at all Level and the Network Talent Model-Microbusiness in Local Government
- Emotional Intelligence

This request supports the City Council goal of Financially Responsible, High Performance City Organization, Sustainable, Equitable and Effective Service Delivery.

Related Cost:                      \$    4,650    Solid Waste User Fees                      Non-Recurring                      **Recommend - Yes**  
Solid Waste Rate Impact:                      0.13%  
Activity: Solid Waste Collection



## Significant Line Items

### **Employee Expense**

1. FY 2021 employee expense reflects a 1.5% wage package increase.
2. The Iowa Public Employee Retirement System (IPERS) City contribution of 9.44% is unchanged from FY 2020. The employee contribution of 6.29% is unchanged from FY 2020.
3. The City portion of health insurance expense is increased from \$921 in FY 2020 to \$1,013 in FY 2021 per month per contract which results in an annual cost increase of \$188,697 or 11.26%.
4. Workers' Compensation increased from \$338,053 in FY 2020 to \$357,578 in FY 2021. FY 2019 actual was \$362,857. The Iowa Workers Compensation law changed effective July 1, 2017. This law change reduced the amount of liability employers incur for certain work-related injuries.
5. Overtime is unchanged from \$324,391 in FY 2020 to \$324,391 in FY 2021. FY 2019 actual was \$551,017.
6. Five-Year Retiree Sick leave payout decreased from \$40,307 in FY 2020 to \$37,321 in FY 2021.
7. During Fiscal Year 2020, the following personnel changes were approved (net change +0.32 FTE):
  - a. -0.68 FTE Part-Time Clerical Assistant position eliminated (-\$21,478)
  - b. +1.0 FTE Full-Time Secretary position added (+\$70,012)

### **Supplies & Services**

8. General Liability Insurance decreased from \$140,398 in FY 2020 to \$139,050 in FY 2021 based on FY 2019 actual plus 5%.
9. Property Insurance decreased from \$99,011 in FY 2020 to \$66,850 in FY 2021. The decrease is due to the pollution liability policy paid for the Landfill in FY 2020, which is an expense every three years.
10. Repair Parts and Supplies increased from \$96,477 in FY 2020 to \$112,807 in FY 2021 based on FY 2019 actual of \$105,071. Floodwall increased \$7,364 based on FY 2019 actual. Sanitary Sewer Maintenance increased \$3,061 based on FY 2019 actual. Landfill decreased \$2,642 based on FY 2019 actual.
11. Electric Utility Expense increased from \$148,968 in FY 2020 to \$160,731 in FY 2021. This line item represents lighting at the Municipal Services Center and the Central Street Storage Facilities (formally the Jule Bus Facility on Central Avenue) and payments to Eagle Point Energy. FY 2019 actual was \$164,919. Floodwall increased from \$34,233 in FY 2020 to \$42,412 in FY 2021. Storm Sewer increased from \$1,469 in FY 2020 to \$1,963 in FY 2021. Landfill increased from \$16,436 in FY 2020 to \$20,164 in FY 2021 and Landfill Gas System increased from \$5,657 in FY 2020 to \$7,476 in FY 2021.
12. Street Lighting increased from \$650,451 in FY 2020 to \$870,536 in FY 2021 based on FY 2019 actual less one-time expenses plus additional street lights that were added plus 10%. The street lighting budget is split \$35,506 general fund and \$834,850 Road Use Tax fund in FY 2021.

13. Property Maintenance decreased from \$236,351 in FY 2020 to \$202,689 in FY 2021. FY 2019 actual was \$141,306. Public Works Garage decreased \$(24,663) based on FY 2019 . Solid Waste Collection decreased \$(5,710) which is a net result of an additional \$15,000 for painting and paving of the Municipal Services Center parking lots and reducing by \$20,000 for the one-time expense of caulking repair to the Municipal Services Center in FY2020. Port of Dubuque decreased -\$16,560 based on FY2019 one-time expenses for conference preparation.
14. Motor Vehicle Fuel increased from \$259,157 in FY 2020 to \$311,432 in FY 2021 based on FY 2020 actual plus 20%. FY 2019 actual was \$384,708.
15. Motor Vehicle Maintenance decreased from \$480,340 in FY 2020 to \$440,940 in FY 2021 based on FY 2019 actual of \$432,293 plus 2%.
16. Motor Vehicle Maintenance Outsourced decreased from \$115,509 in FY 2020 to \$111,329 in FY 2021 based on FY 2019 actual plus 1%.
17. Machinery and Equipment Maintenance increased from \$648,041 in FY 2020 to \$676,884 in FY 2021. FY 2019 actual was \$736,241. Snow and Ice Control increased \$36,508 based on a three-year average. Garage increased \$9,432 based on FY 2019 actual. Storm Sewer maintenance increased \$5,359 based on a 3-year average.
18. Machinery and Equipment Maintenance Outsourced decreased from \$151,759 in FY 2020 to \$89,476 in FY 2021. FY 2019 actual was \$109,517. Sanitary Sewer Maintenance decreased \$2,077 based on FY 2019 actual. Landfill decreased \$84,956 based on FY 2019 actual and a new bulldozer and new compactor under warranty. Snow and Ice Control increased \$21,472 based on FY 2019 actual.
19. Asphalt decreased from \$729,214 in FY 2020 to \$712,960 in FY 2021 based on purchasing 13,145 tons of hot and cold mix asphalt, completing five center line street miles, and a 6% increase over FY 2019 bid prices. FY 2019 actual was \$506,878 (\$506,878 Road Use Tax Funds and \$0 Community Development Block Funds).
20. Concrete decreased from \$154,591 in FY 2020 to \$138,174 in FY 2021 based on buying 1,500 cubic yards of concrete and k-crete and based on FY 2019 actual of \$137,067 plus 1%.
21. Stone increased from \$109,746 in FY 2020 to \$118,393 in FY 2021 based on FY 2019 actual of \$106,255. This line item represents the purchase of 2,700 tons of stone for street maintenance (\$36,704), stone for repairing sanitary sewer and storm sewer street excavations (\$3,021), and stone for resurfacing Landfill gravel roads and cell face access lanes (\$78,668).
22. Road Salt for Snow and Ice Control increased from \$333,905 in FY 2020 to \$350,955 in FY 2021. Road Salt increased \$17,050 based on the purchase of 5,500 tons of road salt at \$63.81 per ton (In FY 2020 budget is based on the purchase of 5,500 tons at \$60.71 per ton).
23. Road Salt for Bid Partners increased from \$151,775 in FY 2020 to \$478,575 in FY 2021. Bid partner salt increased \$326,800 based on the purchase of 7,500 tons at \$63.81 per ton (In FY 2020 the budget is based on the purchase of 2,500 tons at \$60.71 per ton) which is off-set from the revenue of salt purchased by bid partners.
24. Consulting Engineers decreased from \$207,927 in FY 2020 to \$161,454 in FY 2021. FY 2019 actual was \$109,829. The majority of this line item is for the engineering consulting firm contracted by the Landfill to complete bi-annual IDNR engineer's reports, hydrological monitoring reports, and air permit reports and the management of the landfill gas collection system. The decrease is due to

a one-time expense of \$40,000 included in the Landfill budget in FY2020 for anticipated engineering fees for a corrective action project.

25. Landfill Fees increased from \$498,734 in FY 2020 to \$521,342 in FY 2021. FY 2019 actual was \$504,824. Solid Waste Collection increased \$22,781 based on FY 2019 actual tons collected of 11,569 at the estimated FY 2021 fee per ton of 36.19 (2% increase).
26. Payment to Iowa DNR unchanged from \$304,500 in FY 2020 to \$304,500 in FY 2021. FY 2019 actual was \$296,912. This line item represents the amount paid by the Landfill based on tonnage. FY 2021 is based on 145,000 tons at \$2.10 per ton and FY 2020 was based on 145,000 tons at \$2.10 per ton.
27. Pay to Other Agency increased from \$235,588 in FY 2020 to \$343,285 in FY 2021. FY 2019 actual was \$216,408. This line item includes the processing and marketing of recyclable materials of \$60,943 based on FY 2019 actual, Landfill quarterly tonnage payments to Delaware county \$15,985, Landfill collection and disposal of household, farm and small business chemicals, fluorescent light bulbs, paint and medical sharps \$80,737, E-waste contractor for \$78,580 based on FY 2019 actual plus 3.00%, Rural Recycling transportation and processing of 14 recyclables drop off sites \$107,040 (increase from 10 recyclable drop off sites in FY 2020).
28. The administrative overhead recharge increased from \$1,443,513 in FY 2020 to \$1,612,328 in FY 2021.
29. Hauling Services decreased from \$68,630 in FY 2020 to \$53,027 in FY 2021. FY 2019 actual was \$83,315. The decrease is due to snow removal in the Port of Dubuque moved from this line item to the snow plowing line item. This line item represents snow removal in downtown streets and alleys (\$50,000) and a private contractor to haul stone from area quarries for the Landfill (\$3,027).

## **Machinery & Equipment**

30. Equipment replacement items (\$218,401) includes:

<b>Public Works Equipment Replacements</b>		
<b><u>Administration</u></b>		
Smart Phone (2)	\$	692
<b><u>Riverfront Management</u></b>		
Shop Equipment	\$	500
20" Mower	\$	550
<b><u>Street and Traffic Lighting</u></b>		
Signal Controllers	\$	12,000
Trailer	\$	7,000
Shop Equipment	\$	1,000
Conflict Monitor	\$	12,400
Cell Phone	\$	692
<b><u>Street Signs and Markings</u></b>		
Shop Equipment	\$	500
Drill	\$	4,000

<b>Public Works Equipment Replacements</b>		
<b><u>Street Maintenance</u></b>		
Curb Forms	\$	2,000
Barricades/Signs	\$	3,400
Audio/Visual Equipment	\$	1,000
Smartphone	\$	350
<b><u>Snow &amp; Ice Control</u></b>		
Cell Phone (2)	\$	200
John Deere 624H Wing Blade	\$	25,000
<b><u>Sanitary Sewer Maintenance</u></b>		
Root Cutter	\$	5,000
Gas monitor (1)	\$	1,500
Jet flusher hose (3)	\$	5,250
Cell Phone (2)	\$	200
6" Trash Pump	\$	20,000
CCTV Printer (1)	\$	250
<b><u>Refuse Collection</u></b>		
Refuse Collection Carts (149)	\$	35,000
Cell Phone (1)	\$	350
<b><u>Recycling Collection Program</u></b>		
Recycling Bins/Lids (1,074)	\$	11,814
Recycling Wheeled Carts (337)	\$	18,000
<b><u>Yard Waste Collection Program</u></b>		
Yard Waste Wheeled Carts	\$	4,200
<b><u>Public Works Garage</u></b>		
4WD 1/2 Ton Truck	\$	25,500
Shop Equipment	\$	5,000
Smart Phone	\$	550
<b><u>Landfill</u></b>		
Shop Equipment	\$	2,000
Smartphone	\$	350
Printer	\$	153
Replacement Tarp Assembly	\$	12,000
<b>Total Equipment</b>	<b>\$</b>	<b>218,401</b>

## Debt Service

Debt service reflects annual repayment to (\$803,259):

Amount	Debt Series	Source	Purpose	Final Payment	Call Date
\$ 47,700	G.O. Series 2014B	Sales Tax 30%	Equipment Replacement	2022	2021
\$ 36,207	G.O. Series 2017A	Road Use Tax	Equipment Replacement	2030	2025
\$ 35,329	G.O. Series 2014B	Sales Tax 30%	Curb Ramp Program	2034	2021
\$ 13,388	G.O Series 2018A	Solid Waste Fees	Solid Waste Trucks	2030	2025
\$ 4,745	G.O. Series 2017A	Solid Waste Fees	Solid Waste Trucks	2031	2025
\$ 2,531	G.O. Series 2018A	Sales Tax 20%	Radio Replacement	2028	2026
\$ 309,334	Dubuque County - G.O. Series 2014	Landfill Fees	Landfill Improvements	2034	2022
\$ 354,025	Dubuque County - G.O. Series 2016	Landfill Fees	Landfill Improvements	2036	2024
<u>\$ 803,259</u>	Total Public Works Annual Debt Service				

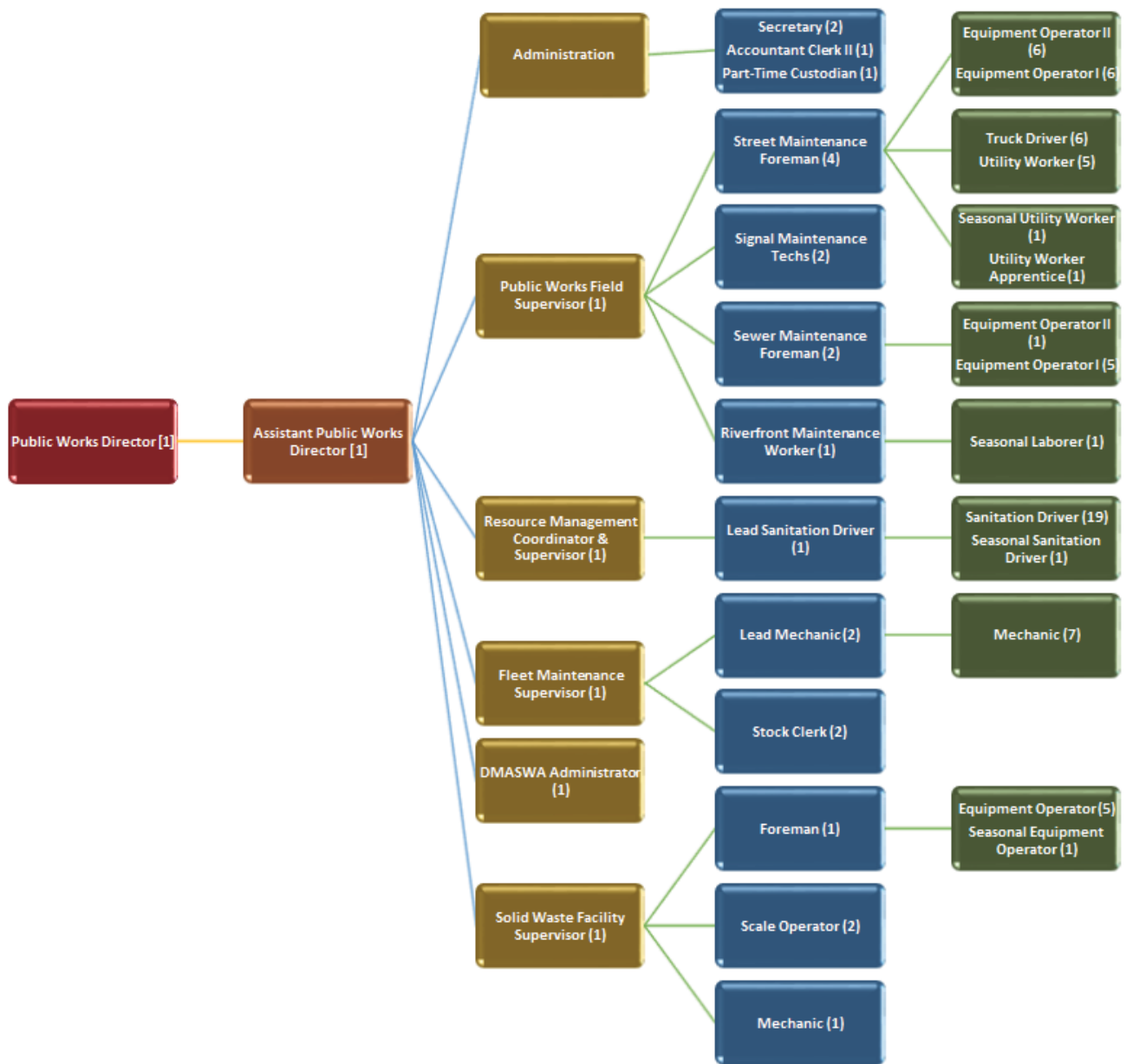
## Revenue

31. Solid Waste monthly base fees increased from FY20 Budget of \$3,488,744 to \$3,708,036 in FY 2021 which is a \$219,292 increase in revenue. This line item is based on FY 2019 actual of \$3,386,383 plus the FY 2020 rate increase of 1.63% and the FY 2021 recommended rate increase of 7.68%.
32. Tipper Carts and extra/oversize can subscriptions increased from \$566,143 in FY 2020 to \$737,976 in FY 2021 based on FY 2019 actual of \$627,215 and the addition of 250 additional cart services added in FY 2020.
33. Refuse Single Use Stickers decreased from \$101,457 in FY 2020 to \$97,960 in FY 2021 based on FY 2019 actual of \$97,960.
34. Yard Waste Annual Sticker/Single Use/Brush Ties decreased from \$125,117 in FY 2020 to \$123,966 in FY 2021 based on a three-year average. FY 2019 actual was \$120,799.
35. Purina Drive Salt Operations represent the purchase and sale of salt for the City's bid partners. The FY 2021 budget includes \$478,575 in salt sales, \$45,300 in salt handling fees, and \$37,050 in salt storage.
36. The Solid Waste Agency payment decreased from \$4,185,735 in FY 2020 to \$4,167,572 in FY 2021. Departmental employees operate the landfill, yard waste, e-waste, recycling drop-off and household hazardous regional collection center facilities owned by the Dubuque Metropolitan Area Solid Waste Agency (DMASWA). Department employees also provide education and communication support services. The department is compensated for all operating expenses incurred. Revenue estimates are based on anticipated tonnages and fee schedule for FY 2021.

37. Garage personnel maintain and repair vehicles and equipment of all city departments and divisions except Airport. Labor costs are assessed using actual time charged out to each department at projected FY 2021 overhead rate of \$74.36 which is unchanged from the FY 2020 overhead rate of \$74.36. Revenue is also received from recharges to users for parts and fuel purchased from the vehicle maintenance garage inventory.

The following is a summary of the operating expenses and revenues for the City Garage:

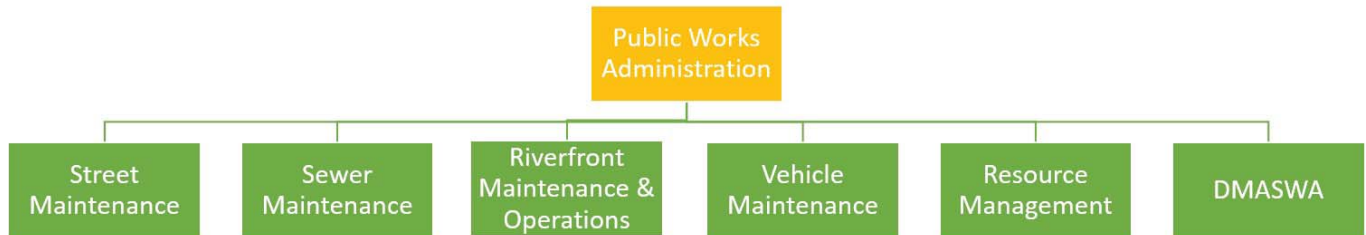
<b>City Garage</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Budget</b>	<b>FY 2021 Requested</b>	<b>% Change From FY 2020 Budget</b>
<u>Expenses</u>				
Employee Expense	1,009,553	1,017,538	1,048,574	3.1 %
Supplies and Services	157,478	187,639	168,062	(10.4)%
Garage Stores	1,030,187	982,039	1,052,870	7.2 %
Machinery and Equipment	45,188	5,000	31,050	521.0 %
Total Expenses	2,242,406	2,192,216	2,300,556	4.9 %
<u>Resources</u>				
Specialized Services	1,202,340	1,255,489	1,270,922	1.2 %
Fuel/Parts	813,836	813,836	902,992	11.0 %
County Fuel Sales	93,143	93,143	99,462	6.8 %
Reimbursements	35,698	35,698	35,860	0.5 %
Total Resources	2,145,017	2,198,166	2,309,236	5.1 %
Annual Operating Surplus (Deficit)	(97,389)	5,950	8,680	2,730
Garage Overhead Rate	\$ 73.26	\$ 74.36	\$ 74.36	



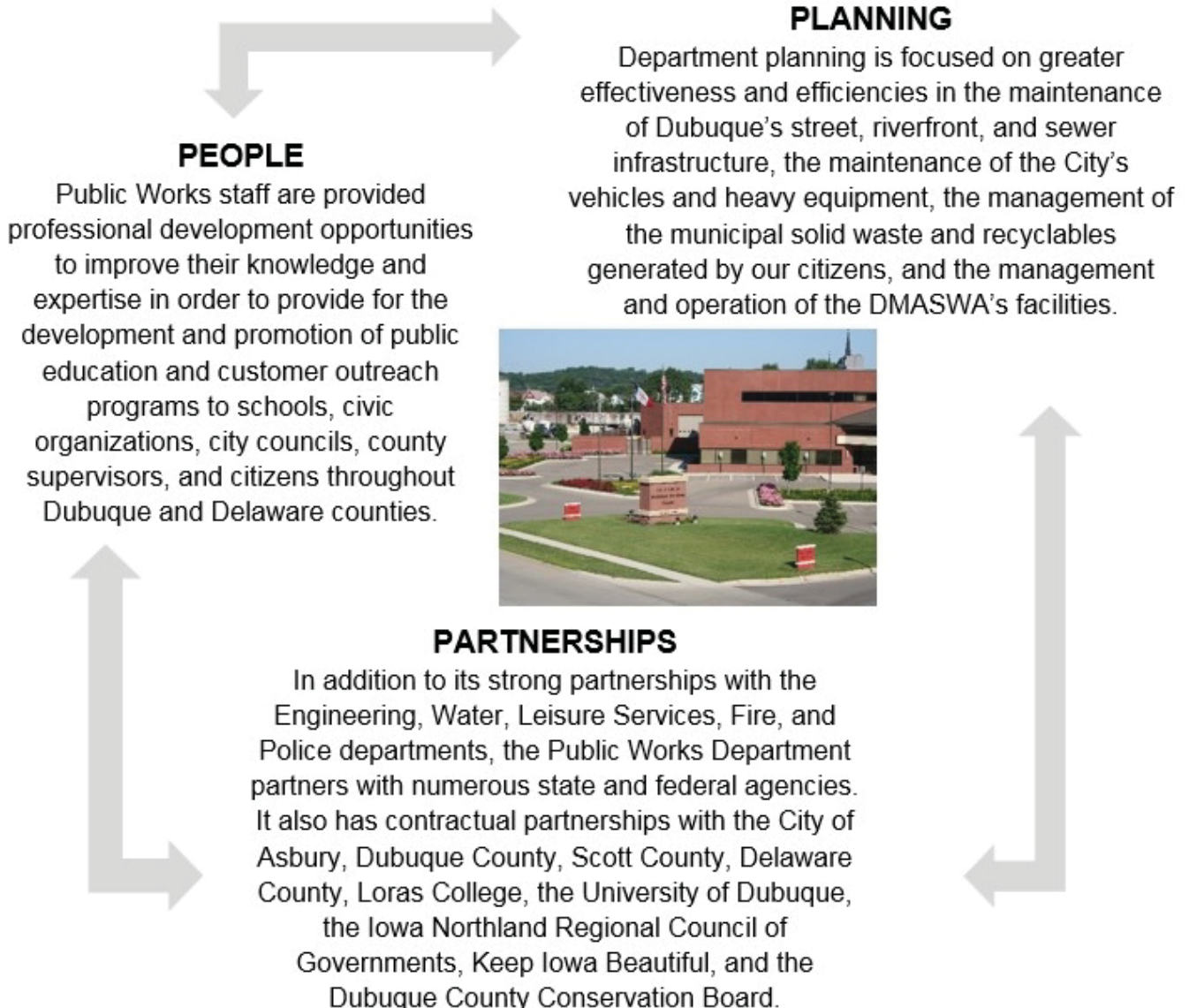


# PUBLIC WORKS

The Public Works Department provides for the timely and efficient delivery of numerous essential public services, ensures a safe, pleasant and sustainable community environment, and provides for the effective movement of goods and citizens on city streets.



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

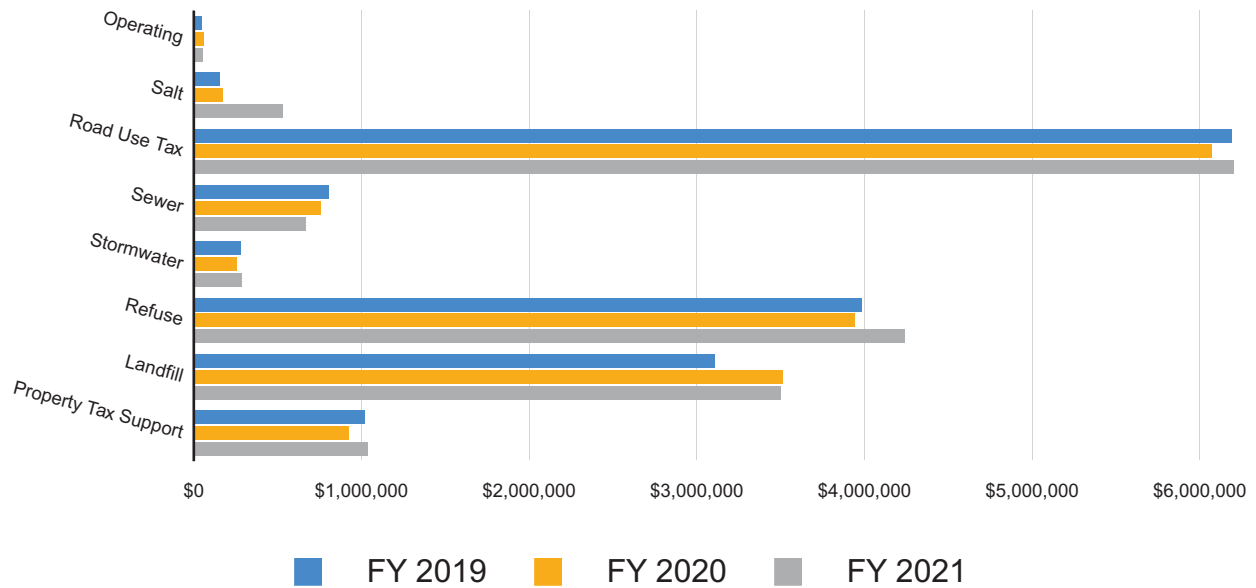




# PUBLIC WORKS

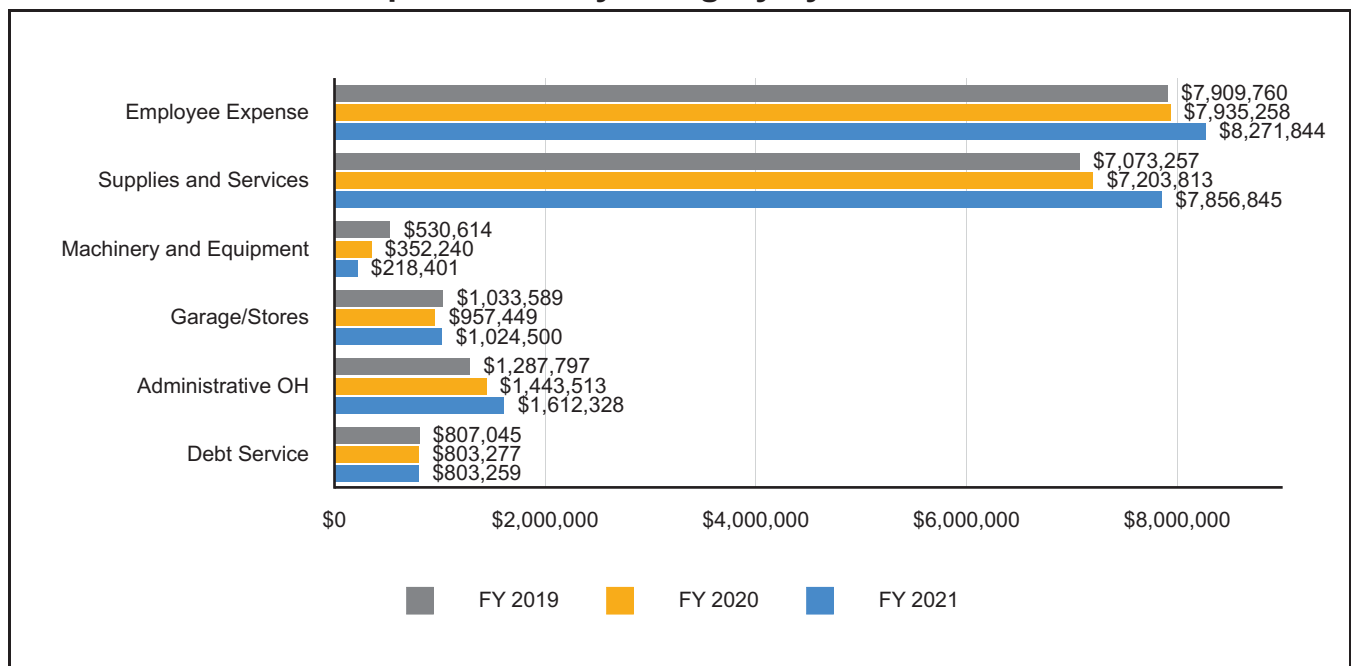
	FY 2019	FY 2020	FY 2021
Full-Time Equivalent	91.96	91.96	93.28

## Resources



The Public Works Department is supported by 93.28 full-time equivalent employees, which accounts for 50% of the department expense as seen below. Overall, the department's expenses are expected to decrease by 6% in FY 2021 compared to FY 2020.

## Expenditures by Category by Fiscal Year



# PUBLIC WORKS

## Public Works Administration

### Mission & Services



Public works administration provides direction and supervisors for employees of the department who are responsible for: maintaining and cleaning Dubuque's streets, alleys, sanitary sewers, storm sewers, retaining walls, sidewalks, steps and riverfront, street and traffic sign repairs, traffic signal and street light maintenance, utility location support, refuse collection, floodwall operations, landfill operations, yard waste collection, DMASWA administrative and education support, large item collection, curbside recycling collection, curb side electronic recycling collection, e-scrap recycling, rural recycling drop-off facilities, composting operations, household hazardous materials regional collection center, landfill methane management, Port of Dubuque facility maintenance, Jule fleet maintenance, and City fleet maintenance.

Administration Funding Summary			
	FY 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$(27,818)	\$3,100	\$9,789
Resources	\$99	\$136	\$119

Administration Position Summary	
	FY 2021
Public Works Director	1.00
Assistant Public Works Director	1.00
Account Clerk II	1.00
Secretary	2.00
Clerical Assistant	0.00
<b>Total FT Equivalent Employees</b>	<b>5.00</b>

### Performance Measures

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

	Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
<b>1</b>	<b>Activity Objective: Provide effective and timely response to resident requests for information and service to avoid disruption in residents' daily lives.</b>					
	Avg. time to respond to resident requests for non-emergency action	< 96 hrs	N/A	75 hrs	72 hrs	
	% of phone support answer rate	>95%	N/A	N/A	70%	
	# of requests for service for Public Works (via online Citizen Support Center)	N/A	10,522	10,945	11,500	N/A

*Citizens frequently assume that the many essential services provided by the Public Works Department are supported by 24/7 staffing. Since that is not the case, responses to citizen inquiries and requests for non-essential service can take as long as 96 hours to complete.*

# PUBLIC WORKS

## Street Maintenance

### Mission & Services

Provide for the safe and efficient movement of motor vehicles on City streets and alleys and the safe movement of pedestrians on public sidewalks and steps maintained by the department. Also, safeguard public health and provide for the general welfare of residents and visitors to the community through street sweeping and weed-cutting on City-owned properties and along City right-of-way. Responsibilities include [street maintenance](#), street cleaning, [snow and ice control](#), [street light and traffic light maintenance](#), and [street signs and markings](#).

Street Maintenance Funding Summary			
	FY 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$5,790,316	\$5,964,661	\$6,156,354
Resources	\$2,908,015	\$3,263,784	\$3,094,349

Street Maintenance Position Summary	
	FY 2021
Foreman - Maintenance	3.20
Foreman - Snow and Ice	0.98
Field Supervisor - Maintenance	0.73
Field Supervisor - Snow and Ice	0.17
Truck Driver - Maintenance	1.61
Truck Driver - Snow and Ice	0.68
Truck Driver - Street Cleaning	1.56
Utility Worker - Maintenance	5.63
Utility Worker - Snow and Ice	1.17
Equipment Operator I - Street Signs	0.82
Equipment Operator I - Maintenance	3.32
Equipment Operator I - Snow & Ice	1.82
Equipment Operator I - Street Clean	0.00
Equipment Operator II - Traffic	0.02
Equipment Operator II - Street Signs	0.35
Equipment Operator II - Maint.	1.89
Equipment Operator II - Snow & Ice	1.16
Equipment Operator II - Street Clean	2.51
Assistant Horticulturist - Maint	0.25
Assistant Horticulturist - Snow and Ice	0.17
Custodian I	0.38
Laborer - Street Signs	0.67
Utility Worker Apprentice	0.83
Laborer - Street Cleaning	0.36
Maintenance Worker - Maintenance	0.10
Maintenance Worker - Snow	0.15
Traffic Signal Technician II - Street Sign	0.01
Traffic Signal Technician II - Snow	0.12
Traffic Signal Technician II - Traffic	2.86
<b>Total FT Equivalent Employees</b>	<b>33.52</b>

# PUBLIC WORKS

## Performance Measures

### City Council Goal: Connected Community

Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
<b>1 Activity Objective: Provide an effective and efficient road transportation network</b>					
# of centerline miles of asphalt overlay projects completed per year	5	5.51	5.17	5.02	

### City Council Goal: Sustainable Environment

#### **3 Activity Objective: Replace City-owned high-pressure sodium street lights with more energy-efficient, longer lifespan LED lights.**

% of City-owned LED lights	100%	N/A	50%	52%
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#### **DID YOU KNOW?**

Studies show that for every \$1 spent on street pavement preventive maintenance projects, it would cost \$4 to \$5 more if those preventive maintenance projects were delayed and more extensive pavement rehabilitation is needed at a later time.

Winter Season	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019
Number of Storms	42	19	15	12	25	26
Total Seasonal Snowfall	63.3"	33.7"	34.8"	27.1"	38.2"	55.2"
Salt Used for De-icing	13,411 tons	5,346 tons	3,242 tons	3,474 tons	5,749 tons	5,401 tons

Did you know the City has a [Snow Plow Progress Mapping system](#)?

# PUBLIC WORKS

## Sewer Maintenance

### Mission & Services




Sewer Maintenance provides for a safe and clean municipal environment by inspecting, cleaning and repairing Dubuque's sanitary and storm water sewers. Dubuque's sanitary sewer system 309 miles of gravity-flow pipe and 7,642 manholes. Department workers also inspect, clean and repair Dubuque's stormwater sewer system, which consists of 152 miles of pipe, 6,301 catch basins, and 1,997 manholes.

Sewer Maintenance Funding Summary			
	FY 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$1,090,002	\$1,016,780	\$952,998
Resources	\$1,090,002	\$1,016,780	\$952,998


Sewer Maintenance Position Summary	
	FY 2021
Foreman - Sanitary	0.92
Foreman - Storm	0.82
Field Supervisor - Storm	0.00
Equipment Operator I - Sanitary	2.97
Equipment Operator I - Storm	1.12
Equipment Operator II - Sanitary	0.87
Equipment Operator II - Storm	0.10
Truck Driver - Sanitary	3.85
Utility Worker - Sanitary	0.20
<b>Total FT Equivalent Employees</b>	<b>10.85</b>

### Performance Measures

#### City Council Goal: Sustainable Environment

	Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
<b>1</b>	<b>Activity Objective: Reduce the number of sanitary sewer basement back-ups and non-basement sanitary sewer overflows attributed to compromised City sewer lines.</b>					
	# of miles of sanitary sewer pipe cleaned or inspected	75	73.68	42.2	53	
	# of City sewer problems responded to (# of private sewer problems responded to)	0 (30)	13 (93)	15 (91)	18 (85)	
	total sanitary sewer pipe treated for intrusive root control (feet)	10,000	7,262	12,643	15,000	

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

<b>2</b>	<b>Activity Objective: Ensure contractors' and developers' compliance with City specifications by completing post-construction inspection of new or repaired sanitary and storm sewer infrastructure using City Cable TV technology</b>					
	total sewer pipe inspection footage using CCTV equipment	30,000	39,594	22,067	30,000	

# PUBLIC WORKS

## Riverfront Maintenance and Operations

### Mission & Services

Riverfront Maintenance and Operations provides for the Public Works Department's maintenance of riverfront shoreline, two public boat ramps, accessible and aesthetically-attractive municipal waterfront areas, Dubuque's flood control system, and maintenance for American Trust River's Edge Plaza, the Alliant Energy Amphitheater, the Mississippi Riverwalk, the Port of Dubuque's parking lots, the Riverwalk boat-mooring quay, the Port's shoreline, and other City-owned infrastructure in the Port of Dubuque. Lighting, sweeping, watering, landscaping, mowing, snow clearing, and other maintenance along Dubuque's entire riverfront are also provided as needed and required.

Riverfront Maintenance and Operations Funding Summary			
	FY 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$579,012	\$447,533	\$428,659
Resources	\$8,707	\$6,755	\$8,607

Riverfront Maintenance and Operations Position Summary	
	FY 2021
Foreman	0.08
Field Supervisor - Floodwall	0.10
Equipment Operator I	0.10
Equipment Operator I	0.63
Equipment Operator II - Riverfront	0.05
Equipment Operator II - Floodwall	0.17
Maintenance Worker - Riverfront	0.00
Maintenance Worker - Floodwall	0.02
Maintenance Worker - POD	0.00
Laborer - Riverfront	0.10
Laborer - Floodwall	0.13
Laborer - POD	0.57
Traffic Signal Technician	0.01
<b>Total FT Equivalent Employees</b>	<b>1.96</b>

# PUBLIC WORKS

## Vehicle Maintenance

### Mission & Services

Vehicle Maintenance maintains and repairs the City's fleet of 584 trucks, buses, heavy equipment, automobiles, and other machinery. Machinery, vehicles, and equipment maintained include the major fleets belonging to the Public Works, Police, Fire, and Water departments, along with the buses of The Jule public transit system.

Vehicle Maintenance Funding Summary			
	FY 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$ 2,242,406	\$ 2,192,216	\$ 2,300,556
Resources	\$ 2,359,775	\$ 2,198,166	\$ 2,309,236


Vehicle Maintenance Position Summary	
	FY 2021
Equipment Maintenance Supervisor	1.00
Lead Mechanic	2.00
Mechanic	7.00
Stock Clerk	2.00
Custodian I	0.15
<b>Total FT Equivalent Employees</b>	<b>12.15</b>

### Performance Measures

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

	Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
1	<b>Activity Objective: Ensure City vehicles and heavy equipment are always ready to provide timely service to the public in a cost-effective manner</b>					
	# of City-owned vehicles with extended life expectancy of at least one year due to annual inspection	N/A	N/A	0	9	N/A

#### City Council Goal: Sustainable Environment

2	<b>Activity Objective: Continue to evaluate the use of CNG vehicle fuel, hybrid power, and plug-in powertrain technologies for future City vehicles.</b>					
	# of City-owned CNG / hybrid / electric vehicles	N/A	3	4	7	

# PUBLIC WORKS

## Solid Waste Resource Management

### Mission & Services







The Solid Waste Resource Management Activity provides City [curbside collection](#) services that reduce public health risks and improve community livability, while seeking to optimize materials diversion away from landfilling. The [Public Works Department](#) provides equitable refuse collection and disposal service to over 20,000 residential and small business customers through the City's Pay-As-You Throw (PAYT) program. Other responsibilities include: monitoring City compliance with all collection-related environmental and safety regulations, facilitating community aesthetic improvements, providing for efficient [collection of recyclable materials](#), [large item collection](#), and curbside collection of [yard debris](#) materials (grass, leaves and brush), [food scraps](#), and compostable paper.

Resource Management Funding Summary			
	FY 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$3,990,536	\$3,949,508	\$4,247,491
Resources	\$4,383,908	\$4,400,323	\$4,800,653

Resource Management Position Summary	
	FY 2021
Resource Management Coordinator	1.00
Lead Sanitation Driver	1.00
Sanitation Driver	17.00
Sanitation Laborer	1.00
Custodial I	0.08
Seasonal Sanitation Driver	0.67
<b>Total FT Equivalent Employees</b>	<b>20.75</b>

### Performance Measures

#### City Council Goal: Sustainable Environment

	Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
<b>1</b>	<b>Activity Objective: Increase overall waste diversion rate of City collection materials by 1% per capita annually.</b>					
	% of refuse as the total municipal materials collected	-1% Annually	72%	73%	72%	
	% of recycling as the total municipal materials collected	Maintain	20%	19%	19%	
	% yard waste and food scrap as the total municipal materials collected	+1% Annually	8%	8%	9%	
	# of downloads of City's <a href="#">ReThink Waste</a> app	+131 Annually	783	1,069	1,200	
<b>2</b>	<b>Activity Objective: Increase expanded use of City-owned wheeled collection carts.</b>					
	# of refuse - wheeled cart subscribers (64-gal + 96-gal)	+450 Annually	1,686	2,217	2,667	
	# of recycling - wheeled cart subscribers (95 gal)	+30 Annually	1,317	1,601	1,630	



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## Recommended Operating Revenue Budget - Department Total

### 54 - PUBLIC WORKS

Fund	Account	Account Title	FY18 Actual Revenue	FY19 Actual Revenue	FY20 Adopted Budget	FY21 Recomm'd Budget
670	43110	INVESTMENT EARNINGS	10,173	18,584	10,000	16,726
<b>43</b>	<b>USE OF MONEY AND PROPERTY - Total</b>		<b>10,173</b>	<b>18,584</b>	<b>10,000</b>	<b>16,726</b>
100	44405	FEMA PUBLIC ASSISTANCE	7,006	0	0	0
810	44405	FEMA PUBLIC ASSISTANCE	1,294	0	0	0
<b>44</b>	<b>INTERGOVERNMENTAL - Total</b>		<b>8,300</b>	<b>0</b>	<b>0</b>	<b>0</b>
100	45701	STATE GRANTS	0	927	0	0
810	45701	STATE GRANTS	0	173	0	0
<b>45</b>	<b>STATE GRANTS - Total</b>		<b>0</b>	<b>1,099</b>	<b>0</b>	<b>0</b>
810	46105	FUEL SALES, COUNTY	93,143	99,462	93,143	99,462
<b>46</b>	<b>LOCAL GRANT AND REIMBURSE - Total</b>		<b>93,143</b>	<b>99,462</b>	<b>93,143</b>	<b>99,462</b>
670	51215	LATE PAYMENT PENALTY	55,553	56,755	55,553	56,757
610	51250	SEWER TV SERVICE CHARGES	1,206	3,396	5,969	3,236
670	51605	SOLID WASTE MONTHLY FEE	3,421,889	3,433,154	3,537,786	3,757,078
670	51606	SOLID WASTE REFUSE CREDIT	(49,042)	(46,771)	(49,042)	(49,042)
670	51610	TIPPER CARTS	431,202	556,436	491,981	677,319
670	51615	EXTRA/OVERSIZE CAN SUBSCR	83,141	70,779	74,162	60,657
670	51620	REFUSE SINGLE USE REFUSE	105,381	97,960	101,457	97,960
670	51630	YARD WASTE STICKER ANNUAL	27,271	28,077	31,305	28,544
670	51635	YARD WASTE SINGLE USE STI	89,738	89,015	91,053	92,481
670	51640	YARD WASTE BRUSH TIE SALE	2,367	3,706	2,759	2,941
670	51641	SUBSCRIPTION RECYCLING	3,542	3,531	3,542	3,247
670	51642	FOOD SCRAP	9,412	10,060	9,412	9,291
670	51645	LEAF RAKE OUT FEES	4,563	5,080	4,563	4,926
670	51650	LARGE ITEM PICKUP FEES	27,212	47,501	23,196	32,494
940	51660	SOLID WASTE AGENCY PMT	0	0	4,185,735	4,167,572
670	51665	RECYCABLE SALES	3,247	1,519	3,247	1,519
100	51910	STATE HIGHWAY MAINT	22,896	26,645	26,644	26,645
100	51956	PAVILION FEES	6,755	8,607	6,755	8,607
680	51975	SALE OF SALT	75,033	145,734	151,775	478,575
680	51976	SALT HANDLING FEE	9,221	13,855	14,450	45,300
680	51977	SALT STORAGE FEE	10,058	15,195	14,250	37,050
680	51978	TARPING FEE	1,961	0	0	0
670	54647	ROW VIOLATION - COLLECT.	0	446	0	0
<b>51</b>	<b>CHARGES FOR SERVICES - Total</b>		<b>4,342,607</b>	<b>4,570,680</b>	<b>8,786,552</b>	<b>9,543,157</b>
670	53201	REFUNDS	2,358	159	2,358	0
670	53204	IOWA FUEL TAX REFUND	588	0	0	0
810	53204	IOWA FUEL TAX REFUND	32,512	32,674	32,512	32,674
100	53403	IA DISTRICT COURT FINES	0	265	0	0
810	53530	SPECIALIZED SERVICES	1,184,778	1,202,340	1,255,489	1,270,922
820	53530	SPECIALIZED SERVICES	0	27,799	0	0
810	53570	FUEL/PARTS INTERNAL SVC	899,765	1,019,682	813,836	902,992
100	53615	DAMAGE CLAIMS	29,612	9,994	21,681	19,434
670	53615	DAMAGE CLAIMS	0	264	0	220
940	53615	DAMAGE CLAIMS	0	50	0	0

## Recommended Operating Revenue Budget - Department Total

### 54 - PUBLIC WORKS

Fund	Account	Account Title	FY18 Actual Revenue	FY19 Actual Revenue	FY20 Adopted Budget	FY21 Recomm'd Budget
100	53620	REIMBURSEMENTS-GENERAL	27,747	320	2,680	119
250	53620	REIMBURSEMENTS-GENERAL	3,913	10,728	4,860	4,296
610	53620	REIMBURSEMENTS-GENERAL	549	14,110	549	549
620	53620	REIMBURSEMENTS-GENERAL	0	9	0	0
670	53620	REIMBURSEMENTS-GENERAL	1,086	338	220	220
810	53620	REIMBURSEMENTS-GENERAL	226	388	0	0
940	53620	REIMBURSEMENTS-GENERAL	901	649	0	0
670	53630	SALES TAX COLLECTION	7,558	7,315	6,771	7,315
<b>53</b>	<b>MISCELLANEOUS</b>	<b>- Total</b>	<b>2,191,591</b>	<b>2,327,084</b>	<b>2,140,956</b>	<b>2,238,741</b>
250	54106	EQUIPMENT SALES	0	43,306	0	0
940	54106	EQUIPMENT SALES	0	2,155	0	0
100	54109	SALVAGE SALES	540	212	540	540
610	54109	SALVAGE SALES	2,621	8,612	2,621	2,621
620	54109	SALVAGE SALES	42	0	0	0
810	54109	SALVAGE SALES	3,186	5,055	3,186	3,186
100	54110	SALE OF SIGNS AND MARKING	543	100	543	100
670	54210	GO BOND PROCEEDS	27,600	0	0	0
670	54220	BOND DISCOUNT	400	0	0	0
<b>54</b>	<b>OTHER FINANCING SOURCES</b>	<b>- Total</b>	<b>34,932</b>	<b>59,441</b>	<b>6,890</b>	<b>6,447</b>
400	59250	FR ROAD USE TAX	37,097	36,143	36,390	36,207
400	59300	FR STREET CONSTRUCTION	89,100	87,076	85,052	83,029
400	59350	FR SALES TAX CONSTRUCTION	0	0	13,890	13,388
<b>59</b>	<b>TRANSFER IN AND INTERNAL</b>	<b>- Total</b>	<b>126,197</b>	<b>123,219</b>	<b>135,332</b>	<b>132,624</b>
<b>PUBLIC WORKS - Total</b>			<b>6,806,943</b>	<b>7,199,569</b>	<b>11,172,873</b>	<b>12,037,157</b>

## Recommended Operating Expenditure Budget - Department Total

### 54 - PUBLIC WORKS

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
100	61010	FULL-TIME EMPLOYEES	547,021	538,744	603,445	679,334
250	61010	FULL-TIME EMPLOYEES	1,259,773	1,283,250	1,525,649	1,612,685
610	61010	FULL-TIME EMPLOYEES	286,492	309,904	342,859	285,084
620	61010	FULL-TIME EMPLOYEES	112,613	99,182	112,866	117,044
630	61010	FULL-TIME EMPLOYEES	317	2,652	—	—
670	61010	FULL-TIME EMPLOYEES	1,046,103	1,093,552	1,135,830	1,152,694
810	61010	FULL-TIME EMPLOYEES	630,367	643,260	699,835	711,014
940	61010	FULL-TIME EMPLOYEES	599,836	604,476	681,513	668,193
100	61020	PART-TIME EMPLOYEES	14,351	14,028	18,058	—
250	61020	PART-TIME EMPLOYEES	13,209	12,752	18,263	18,463
670	61020	PART-TIME EMPLOYEES	9,356	9,032	3,845	3,887
810	61020	PART-TIME EMPLOYEES	—	—	7,209	7,288
100	61030	SEASONAL EMPLOYEES	30,507	49,529	36,456	36,838
250	61030	SEASONAL EMPLOYEES	4,843	5,299	8,670	8,765
610	61030	SEASONAL EMPLOYEES	284	302	—	—
620	61030	SEASONAL EMPLOYEES	22	—	—	—
630	61030	SEASONAL EMPLOYEES	—	33	—	—
670	61030	SEASONAL EMPLOYEES	16,095	17,265	21,444	21,684
940	61030	SEASONAL EMPLOYEES	—	103	24,004	24,273
100	61050	OVERTIME PAY	39,306	95,064	35,241	35,241
250	61050	OVERTIME PAY	205,551	270,349	156,000	156,000
610	61050	OVERTIME PAY	42,002	87,173	10,250	10,250
620	61050	OVERTIME PAY	2,450	2,391	2,050	2,050
670	61050	OVERTIME PAY	22,496	25,277	21,400	21,400
810	61050	OVERTIME PAY	21,536	35,529	28,250	28,250
940	61050	OVERTIME PAY	28,883	35,233	71,200	71,200
100	61071	HOLIDAY PAY-OVERTIME	2,721	4,505	4,100	4,100
250	61071	HOLIDAY PAY-OVERTIME	21,369	18,822	13,050	13,050
610	61071	HOLIDAY PAY-OVERTIME	4,340	7,762	750	750
670	61071	HOLIDAY PAY-OVERTIME	22,134	22,426	19,700	19,700
810	61071	HOLIDAY PAY-OVERTIME	1,745	1,982	3,000	3,000
940	61071	HOLIDAY PAY-OVERTIME	8,920	11,631	16,500	16,500
100	61091	SICK LEAVE PAYOFF	15,793	15,793	15,793	10,211
250	61091	SICK LEAVE PAYOFF	20,450	18,116	11,258	7,978
620	61091	SICK LEAVE PAYOFF	1,319	4,632	5,784	5,784
670	61091	SICK LEAVE PAYOFF	2,006	4,346	4,345	9,338
810	61091	SICK LEAVE PAYOFF	18,800	16,109	716	—
940	61091	SICK LEAVE PAYOFF	11,551	8,090	2,411	4,010
100	61092	VACATION PAYOFF	7,575	—	—	—
250	61092	VACATION PAYOFF	12,952	—	—	—
610	61092	VACATION PAYOFF	4,513	—	—	—
620	61092	VACATION PAYOFF	8,207	1,222	—	—
670	61092	VACATION PAYOFF	6,090	1,639	—	—
810	61092	VACATION PAYOFF	2,070	—	—	—

## Recommended Operating Expenditure Budget - Department Total

### 54 - PUBLIC WORKS

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
940	61092	VACATION PAYOFF	—	3,060	—	—
100	61310	IPERS	53,994	62,071	65,827	71,319
250	61310	IPERS	134,163	149,728	160,635	170,768
610	61310	IPERS	29,785	38,232	33,405	27,950
620	61310	IPERS	10,294	9,588	10,849	11,242
630	61310	IPERS	26	250	—	—
670	61310	IPERS	99,019	109,578	113,492	115,111
810	61310	IPERS	58,496	64,265	69,695	70,759
940	61310	IPERS	57,061	61,487	74,882	73,642
100	61320	SOCIAL SECURITY	48,368	52,684	54,555	59,207
250	61320	SOCIAL SECURITY	112,335	117,195	131,037	138,994
610	61320	SOCIAL SECURITY	24,602	29,322	27,070	22,650
620	61320	SOCIAL SECURITY	9,108	7,821	9,233	9,552
630	61320	SOCIAL SECURITY	23	194	—	—
670	61320	SOCIAL SECURITY	81,642	85,218	92,299	93,998
810	61320	SOCIAL SECURITY	49,033	50,827	56,534	57,342
940	61320	SOCIAL SECURITY	46,869	48,061	60,863	59,992
100	61410	HEALTH INSURANCE	138,871	124,746	96,114	150,866
250	61410	HEALTH INSURANCE	419,511	390,803	295,931	352,520
610	61410	HEALTH INSURANCE	94,445	86,001	65,125	63,447
620	61410	HEALTH INSURANCE	29,097	27,908	21,132	25,083
630	61410	HEALTH INSURANCE	94	651	—	—
670	61410	HEALTH INSURANCE	325,948	286,200	216,719	258,215
810	61410	HEALTH INSURANCE	190,799	171,720	130,032	147,552
940	61410	HEALTH INSURANCE	174,899	157,416	119,189	135,256
100	61415	WORKMENS' COMPENSATION	22,929	17,718	16,032	16,351
250	61415	WORKMENS' COMPENSATION	151,947	127,143	126,541	136,324
610	61415	WORKMENS' COMPENSATION	13,228	10,033	7,924	8,206
620	61415	WORKMENS' COMPENSATION	4,041	3,162	2,597	2,661
670	61415	WORKMENS' COMPENSATION	129,359	112,940	102,426	105,751
810	61415	WORKMENS' COMPENSATION	25,138	19,741	17,953	18,800
940	61415	WORKMENS' COMPENSATION	82,659	72,120	64,580	69,485
100	61416	LIFE INSURANCE	434	420	526	731
250	61416	LIFE INSURANCE	972	963	1,513	1,591
610	61416	LIFE INSURANCE	182	223	331	290
620	61416	LIFE INSURANCE	77	70	111	116
630	61416	LIFE INSURANCE	—	1	—	—
670	61416	LIFE INSURANCE	798	823	1,104	1,160
810	61416	LIFE INSURANCE	468	487	660	660
940	61416	LIFE INSURANCE	433	427	611	613
100	61417	UNEMPLOYMENT INSURANCE	696	—	—	348
670	61417	UNEMPLOYMENT INSURANCE	604	1,293	—	949
100	61640	SAFETY EQUIPMENT	1,082	1,607	1,097	1,097
250	61640	SAFETY EQUIPMENT	3,342	5,269	3,408	3,408

## Recommended Operating Expenditure Budget - Department Total

### 54 - PUBLIC WORKS

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
610	61640	SAFETY EQUIPMENT	1,096	927	1,003	1,003
620	61640	SAFETY EQUIPMENT	334	419	334	334
670	61640	SAFETY EQUIPMENT	2,924	3,692	3,018	3,018
810	61640	SAFETY EQUIPMENT	2,623	2,706	1,604	1,604
940	61640	SAFETY EQUIPMENT	4,824	5,372	4,540	4,540
810	61645	TOOL ALLOWANCE	1,800	1,600	1,800	1,800
940	61645	TOOL ALLOWANCE	200	200	200	200
100	61650	MEAL ALLOWANCE	528	1,740	513	620
250	61650	MEAL ALLOWANCE	5,022	6,612	4,638	4,638
610	61650	MEAL ALLOWANCE	282	696	—	282
620	61650	MEAL ALLOWANCE	18	42	18	18
670	61650	MEAL ALLOWANCE	54	102	25	25
810	61650	MEAL ALLOWANCE	630	1,074	250	250
940	61650	MEAL ALLOWANCE	252	498	150	288
100	61660	EMPLOYEE PHYSICALS	386	134	242	134
250	61660	EMPLOYEE PHYSICALS	2,051	1,766	2,051	1,766
610	61660	EMPLOYEE PHYSICALS	830	379	—	379
620	61660	EMPLOYEE PHYSICALS	646	398	646	398
670	61660	EMPLOYEE PHYSICALS	1,238	—	150	—
810	61660	EMPLOYEE PHYSICALS	248	255	—	255
940	61660	EMPLOYEE PHYSICALS	298	228	300	228
<b>61 - WAGES AND BENEFITS</b>			<b>7,759,123</b>	<b>7,909,760</b>	<b>7,935,258</b>	<b>8,271,844</b>
100	62010	OFFICE SUPPLIES	3,970	2,675	3,970	2,675
250	62010	OFFICE SUPPLIES	121	—	121	121
610	62010	OFFICE SUPPLIES	—	293	—	293
670	62010	OFFICE SUPPLIES	291	114	291	114
810	62010	OFFICE SUPPLIES	814	166	814	166
940	62010	OFFICE SUPPLIES	2,305	2,823	2,304	2,285
100	62011	UNIFORM PURCHASES	676	834	1,562	834
250	62011	UNIFORM PURCHASES	8,217	5,493	8,448	6,859
610	62011	UNIFORM PURCHASES	879	864	1,353	864
620	62011	UNIFORM PURCHASES	261	419	432	419
670	62011	UNIFORM PURCHASES	3,737	4,006	4,341	4,006
810	62011	UNIFORM PURCHASES	1,963	346	3,680	346
940	62011	UNIFORM PURCHASES	1,071	2,327	1,535	1,644
810	62013	UNIFORM MAINTENANCE	1,259	1,391	3,452	1,391
940	62013	UNIFORM MAINTENANCE	755	794	827	794
100	62030	POSTAGE AND SHIPPING	790	874	814	962
250	62030	POSTAGE AND SHIPPING	282	265	291	292
610	62030	POSTAGE AND SHIPPING	597	210	615	231
670	62030	POSTAGE AND SHIPPING	77	82	79	90
810	62030	POSTAGE AND SHIPPING	8	20	8	22
940	62030	POSTAGE AND SHIPPING	281	404	389	494
100	62033	HAND TOOLS/EQUIPMENT	260	462	260	471

## Recommended Operating Expenditure Budget - Department Total

### 54 - PUBLIC WORKS

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
250	62033	HAND TOOLS/EQUIPMENT	9,250	5,709	9,250	5,823
610	62033	HAND TOOLS/EQUIPMENT	1,503	260	1,503	265
620	62033	HAND TOOLS/EQUIPMENT	323	403	323	411
810	62033	HAND TOOLS/EQUIPMENT	1,550	131	1,550	133
940	62033	HAND TOOLS/EQUIPMENT	5,889	5,884	5,889	6,002
100	62034	REPAIR PARTS/SUPPLIES	16,579	24,028	9,777	19,994
250	62034	REPAIR PARTS/SUPPLIES	23,862	17,430	23,862	21,384
610	62034	REPAIR PARTS/SUPPLIES	21,532	24,111	21,532	24,593
620	62034	REPAIR PARTS/SUPPLIES	8,725	9,690	8,725	9,884
670	62034	REPAIR PARTS/SUPPLIES	1,272	1,066	1,272	1,088
810	62034	REPAIR PARTS/SUPPLIES	803	1,083	803	1,105
940	62034	REPAIR PARTS/SUPPLIES	29,935	27,663	30,506	34,759
250	62036	CONSTRUCTION SUPPLIES	38,533	38,761	38,533	39,537
810	62050	OFFICE EQUIPMENT MAINT	30	—	30	—
100	62061	DP EQUIP. MAINT CONTRACTS	6,496	6,887	6,558	8,226
810	62061	DP EQUIP. MAINT CONTRACTS	3,346	3,548	3,378	4,238
940	62061	DP EQUIP. MAINT CONTRACTS	—	1,735	—	—
250	62062	JANITORIAL SUPPLIES	7,687	6,858	7,687	6,995
670	62062	JANITORIAL SUPPLIES	1,450	1,292	1,450	1,318
810	62062	JANITORIAL SUPPLIES	2,756	2,455	2,756	2,504
940	62062	JANITORIAL SUPPLIES	878	1,426	878	1,455
100	62064	ELECTRICAL SUPPLIES	418	1,343	1,493	1,370
250	62064	ELECTRICAL SUPPLIES	2,109	292	2,109	298
670	62064	ELECTRICAL SUPPLIES	389	55	389	56
810	62064	ELECTRICAL SUPPLIES	739	105	739	107
940	62064	ELECTRICAL SUPPLIES	137	28	137	29
100	62090	PRINTING & BINDING	563	128	602	329
250	62090	PRINTING & BINDING	4,060	200	4,344	215
610	62090	PRINTING & BINDING	13	—	13	—
670	62090	PRINTING & BINDING	13,140	17,829	14,060	19,077
810	62090	PRINTING & BINDING	340	—	363	—
940	62090	PRINTING & BINDING	316	564	1,338	398
100	62110	COPYING/REPRODUCTION	1,049	988	1,122	988
250	62110	COPYING/REPRODUCTION	—	—	—	—
670	62110	COPYING/REPRODUCTION	155	207	166	207
810	62110	COPYING/REPRODUCTION	135	215	144	215
940	62110	COPYING/REPRODUCTION	1,258	(4,967)	1,346	1,346
100	62130	LEGAL NOTICES & ADS	450	4,770	450	4,770
250	62130	LEGAL NOTICES & ADS	438	4,245	438	2,462
670	62130	LEGAL NOTICES & ADS	1,800	3,962	1,800	3,963
810	62130	LEGAL NOTICES & ADS	3,057	—	1,124	—
940	62130	LEGAL NOTICES & ADS	648	1,555	648	1,555
670	62140	PROMOTION	5,152	4,772	8,152	8,152
940	62140	PROMOTION	11,317	9,245	24,715	17,584

## Recommended Operating Expenditure Budget - Department Total

### 54 - PUBLIC WORKS

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
100	62170	SUBSCRIPTIONS-BOOKS-MAPS	1,508	1,521	1,269	1,551
670	62170	SUBSCRIPTIONS-BOOKS-MAPS	—	18	—	19
940	62170	SUBSCRIPTIONS-BOOKS-MAPS	102	30	322	31
100	62190	DUES & MEMBERSHIPS	1,773	1,288	2,008	1,608
250	62190	DUES & MEMBERSHIPS	—	808	—	975
670	62190	DUES & MEMBERSHIPS	512	88	522	522
810	62190	DUES & MEMBERSHIPS	98	196	196	200
940	62190	DUES & MEMBERSHIPS	2,937	2,949	3,036	3,326
100	62204	REFUNDS	150	75	—	—
610	62204	REFUNDS	500	589	500	500
670	62204	REFUNDS	3,243	2,983	3,243	2,993
940	62204	REFUNDS	(31)	15	—	—
100	62206	PROPERTY INSURANCE	132	3,842	4,790	4,034
250	62206	PROPERTY INSURANCE	17,676	19,972	19,300	20,971
670	62206	PROPERTY INSURANCE	—	1,218	1,433	1,279
810	62206	PROPERTY INSURANCE	6,554	2,592	3,149	2,722
940	62206	PROPERTY INSURANCE	33,037	36,042	70,339	37,844
100	62208	GENERAL LIABILITY INSURAN	13,202	13,102	13,947	13,757
250	62208	GENERAL LIABILITY INSURAN	33,036	32,775	34,879	34,414
610	62208	GENERAL LIABILITY INSURAN	7,612	7,554	8,041	7,932
620	62208	GENERAL LIABILITY INSURAN	9,208	9,137	9,741	9,594
670	62208	GENERAL LIABILITY INSURAN	19,972	19,817	21,096	20,808
810	62208	GENERAL LIABILITY INSURAN	12,733	12,976	13,774	13,625
940	62208	GENERAL LIABILITY INSURAN	31,290	37,067	38,920	38,920
670	62210	SALES TAX	7,742	7,161	7,742	7,161
940	62210	SALES TAX	12,557	18,702	12,557	18,702
940	62211	PROPERTY TAX	2,582	3,186	2,582	3,313
250	62230	COURT COSTS & RECORD FEES	—	85	—	85
100	62310	TRAVEL-CONFERENCES	10,811	12,383	19,160	22,490
670	62310	TRAVEL-CONFERENCES	1,914	2,345	2,250	6,900
810	62310	TRAVEL-CONFERENCES	3,426	2,601	3,160	3,160
940	62310	TRAVEL-CONFERENCES	4,935	4,348	6,880	8,260
100	62320	TRAVEL-CITY BUSINESS	173	727	286	286
610	62320	TRAVEL-CITY BUSINESS	1,058	—	—	—
670	62320	TRAVEL-CITY BUSINESS	308	610	373	373
810	62320	TRAVEL-CITY BUSINESS	1,186	269	1,186	1,186
940	62320	TRAVEL-CITY BUSINESS	3,061	4,349	3,039	3,387
100	62340	MILEAGE/LOCAL TRANSP	536	297	536	307
670	62340	MILEAGE/LOCAL TRANSP	—	—	246	—
940	62340	MILEAGE/LOCAL TRANSP	1,025	935	1,108	1,036
100	62360	EDUCATION & TRAINING	802	3,403	2,452	7,552
250	62360	EDUCATION & TRAINING	9,708	11,643	10,727	10,727
610	62360	EDUCATION & TRAINING	7,069	5,383	8,000	8,000
620	62360	EDUCATION & TRAINING	225	—	300	300



## Recommended Operating Expenditure Budget - Department Total

### 54 - PUBLIC WORKS

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
670	62360	EDUCATION & TRAINING	1,238	—	1,200	1,200
810	62360	EDUCATION & TRAINING	3,935	4,393	12,000	12,000
940	62360	EDUCATION & TRAINING	4,868	3,932	5,639	8,735
940	62363	GREEN VISION - EDUC/TRAIN	47,520	38,352	58,355	57,502
100	62411	UTILITY EXP-ELECTRICITY	35,266	57,558	35,266	42,533
250	62411	UTILITY EXP-ELECTRICITY	59,192	54,245	59,192	58,584
610	62411	UTILITY EXP-ELECTRICITY	349	756	349	817
620	62411	UTILITY EXP-ELECTRICITY	1,469	1,818	1,469	1,963
670	62411	UTILITY EXP-ELECTRICITY	10,551	9,321	10,551	10,067
810	62411	UTILITY EXP-ELECTRICITY	20,048	17,711	20,048	19,127
940	62411	UTILITY EXP-ELECTRICITY	22,092	23,510	22,093	27,640
250	62412	UTILITY EXP-GAS	20,395	25,126	20,395	25,126
670	62412	UTILITY EXP-GAS	2,756	2,399	2,756	2,399
810	62412	UTILITY EXP-GAS	5,236	4,558	5,236	4,558
940	62412	UTILITY EXP-GAS	4,507	13,171	4,507	13,171
250	62415	UTILITY EXPENSE STORMWATR	215	909	244	1,037
940	62415	UTILITY EXPENSE STORMWATR	5,910	6,373	6,712	7,269
100	62419	UTILITY EXP-ELEC ST LTNG	179,108	32,278	35,382	35,506
250	62419	UTILITY EXP-ELEC ST LTNG	615,069	909,168	615,069	835,030
100	62421	TELEPHONE	4,145	5,555	4,145	5,556
250	62421	TELEPHONE	2,025	2,604	2,026	2,605
610	62421	TELEPHONE	226	164	226	164
620	62421	TELEPHONE	—	—	79	—
670	62421	TELEPHONE	1,320	1,608	1,320	1,608
810	62421	TELEPHONE	1,558	1,904	1,558	1,904
940	62421	TELEPHONE	3,490	2,931	3,490	3,510
100	62424	RADIO/PAGER FEE	2,685	2,546	2,791	2,673
250	62424	RADIO/PAGER FEE	12,093	11,574	12,577	12,153
610	62424	RADIO/PAGER FEE	1,806	1,698	1,879	1,782
620	62424	RADIO/PAGER FEE	903	849	939	891
670	62424	RADIO/PAGER FEE	5,118	4,810	5,323	5,050
810	62424	RADIO/PAGER FEE	903	849	939	891
940	62424	RADIO/PAGER FEE	3,964	3,704	4,123	3,889
100	62431	PROPERTY MAINTENANCE	3,396	1,878	21,560	6,878
250	62431	PROPERTY MAINTENANCE	52,194	30,696	59,679	65,433
670	62431	PROPERTY MAINTENANCE	9,284	4,861	25,571	19,861
680	62431	PROPERTY MAINTENANCE	—	—	500	—
810	62431	PROPERTY MAINTENANCE	35,371	27,448	52,111	27,448
940	62431	PROPERTY MAINTENANCE	96,125	76,423	76,930	83,069
250	62434	HVAC MAINTENANCE	—	19,031	9,251	9,300
670	62434	HVAC MAINTENANCE	—	3,148	1,529	3,148
810	62434	HVAC MAINTENANCE	—	5,337	1,654	5,337
940	62434	HVAC MAINTENANCE	—	83	—	83
250	62435	ELEVATOR MAINTENANCE	—	1,293	1,637	1,293

## Recommended Operating Expenditure Budget - Department Total

### 54 - PUBLIC WORKS

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
670	62435	ELEVATOR MAINTENANCE	—	244	309	244
810	62435	ELEVATOR MAINTENANCE	—	464	587	464
100	62436	RENTAL OF SPACE	720	660	720	660
250	62436	RENTAL OF SPACE	266	—	266	266
940	62436	RENTAL OF SPACE	1,853	1,915	1,853	1,915
100	62437	BARRICADE RENTAL	—	706	910	1,156
250	62437	BARRICADE RENTAL	7,219	12,010	7,219	12,010
610	62437	BARRICADE RENTAL	502	—	502	502
620	62437	BARRICADE RENTAL	500	416	500	500
250	62438	FIRE SUPPRESSION	—	3,004	2,515	3,004
670	62438	FIRE SUPPRESSION	—	567	475	567
810	62438	FIRE SUPPRESSION	—	1,077	901	1,077
100	62511	FUEL, MOTOR VEHICLE	12,278	18,252	12,097	13,854
250	62511	FUEL, MOTOR VEHICLE	141,875	176,425	114,266	141,951
610	62511	FUEL, MOTOR VEHICLE	11,574	12,441	11,697	11,263
620	62511	FUEL, MOTOR VEHICLE	14,136	37,620	8,192	18,685
670	62511	FUEL, MOTOR VEHICLE	124,344	131,802	106,511	118,876
810	62511	FUEL, MOTOR VEHICLE	3,300	5,354	3,764	4,034
940	62511	FUEL, MOTOR VEHICLE	2,970	2,814	2,630	2,769
100	62512	FUEL, OFF ROAD VEHICLE	2,461	90	2,633	850
810	62512	FUEL, OFF ROAD VEHICLE	389	450	416	366
940	62512	FUEL, OFF ROAD VEHICLE	118,745	129,918	127,058	115,759
100	62521	MOTOR VEHICLE MAINT.	20,426	17,295	23,179	17,642
250	62521	MOTOR VEHICLE MAINT.	108,397	129,534	169,570	132,124
610	62521	MOTOR VEHICLE MAINT.	30,767	12,554	27,914	12,805
620	62521	MOTOR VEHICLE MAINT.	12,665	8,605	12,218	8,777
670	62521	MOTOR VEHICLE MAINT.	265,587	253,257	234,854	258,322
810	62521	MOTOR VEHICLE MAINT.	4,015	9,066	6,287	9,247
940	62521	MOTOR VEHICLE MAINT.	5,469	1,983	6,318	2,023
250	62522	VEHICLE MAINT., ACCIDENT	4,700	—	—	—
610	62522	VEHICLE MAINT., ACCIDENT	364	—	—	—
670	62522	VEHICLE MAINT., ACCIDENT	568	8	—	—
100	62528	MOTOR VEH. MAINT. OUTSOUR	5,765	6,290	5,967	5,967
250	62528	MOTOR VEH. MAINT. OUTSOUR	28,211	31,456	42,275	42,275
610	62528	MOTOR VEH. MAINT. OUTSOUR	1,835	5,572	1,872	1,872
620	62528	MOTOR VEH. MAINT. OUTSOUR	1,038	433	922	922
670	62528	MOTOR VEH. MAINT. OUTSOUR	112,223	58,186	58,159	53,979
810	62528	MOTOR VEH. MAINT. OUTSOUR	120	807	279	279
940	62528	MOTOR VEH. MAINT. OUTSOUR	10,211	6,976	6,035	6,035
100	62611	MACH/EQUIP MAINTENANCE	22,575	15,404	23,075	22,125
250	62611	MACH/EQUIP MAINTENANCE	493,868	539,480	462,964	481,850
610	62611	MACH/EQUIP MAINTENANCE	5,850	6,262	5,850	6,262
620	62611	MACH/EQUIP MAINTENANCE	12,893	20,740	6,932	12,291
670	62611	MACH/EQUIP MAINTENANCE	81	—	81	—

## Recommended Operating Expenditure Budget - Department Total

### 54 - PUBLIC WORKS

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
810	62611	MACH/EQUIP MAINTENANCE	46,144	38,395	28,963	38,395
940	62611	MACH/EQUIP MAINTENANCE	156,925	115,961	120,176	115,961
100	62614	EQUIP MAINT CONTRACT	3,807	2,892	3,807	3,276
250	62614	EQUIP MAINT CONTRACT	10,805	12,152	10,805	12,152
610	62614	EQUIP MAINT CONTRACT	699	149	699	149
620	62614	EQUIP MAINT CONTRACT	350	74	350	74
670	62614	EQUIP MAINT CONTRACT	4,847	1,092	4,848	1,093
680	62614	EQUIP MAINT CONTRACT	734	939	734	939
810	62614	EQUIP MAINT CONTRACT	350	398	350	398
940	62614	EQUIP MAINT CONTRACT	8,755	7,588	8,755	7,588
100	62615	MACH/EQUIP MAINT. OUTSOUR	8,627	18,679	8,627	11,060
250	62615	MACH/EQUIP MAINT. OUTSOUR	15,049	46,532	15,049	34,109
610	62615	MACH/EQUIP MAINT. OUTSOUR	6,749	4,672	6,749	4,672
620	62615	MACH/EQUIP MAINT. OUTSOUR	—	3,379	—	3,379
670	62615	MACH/EQUIP MAINT. OUTSOUR	542	—	542	—
810	62615	MACH/EQUIP MAINT. OUTSOUR	792	1,212	792	1,212
940	62615	MACH/EQUIP MAINT. OUTSOUR	180,352	35,044	120,000	35,044
100	62616	TRAFFIC & ST LT COMPONENT	49,758	90,630	49,758	49,758
250	62616	TRAFFIC & ST LT COMPONENT	—	224	—	—
100	62617	TRAFFIC CONTROLLER REPAIR	—	184	3,200	1,128
250	62618	ASPHALT	339,432	489,924	713,100	696,846
610	62618	ASPHALT	5,651	14,164	5,651	5,651
620	62618	ASPHALT	9,202	2,790	9,202	9,202
940	62618	ASPHALT	1,261	—	1,261	1,261
100	62619	CONCRETE	1,169	2,744	1,168	3,852
250	62619	CONCRETE	111,321	102,717	125,453	102,717
610	62619	CONCRETE	12,372	11,730	12,372	11,730
620	62619	CONCRETE	15,598	12,865	15,598	12,865
940	62619	CONCRETE	—	7,010	—	7,010
100	62620	STONE	326	1,710	326	—
250	62620	STONE	25,715	23,709	36,704	36,704
610	62620	STONE	1,095	1,021	1,095	1,095
620	62620	STONE	1,926	1,111	1,926	1,926
670	62620	STONE	—	37	—	—
940	62620	STONE	69,695	78,668	69,695	78,668
100	62627	CAMERA MAINTENANCE	1,512	2,256	1,512	2,256
250	62627	CAMERA MAINTENANCE	84	144	84	144
940	62627	CAMERA MAINTENANCE	798	1,642	798	1,642
250	62636	DE-ICING PRODUCTS	13,885	16,098	13,885	16,098
940	62636	DE-ICING PRODUCTS	1,422	1,896	1,422	1,896
100	62637	LANDSCAPE/FERT/PLANTS	9,467	1,969	9,467	1,969
250	62637	LANDSCAPE/FERT/PLANTS	67	—	500	—
250	62640	SALT	132,472	305,220	333,905	350,955
680	62640	SALT	72,419	135,916	151,775	478,575

## Recommended Operating Expenditure Budget - Department Total

### 54 - PUBLIC WORKS

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
940	62649	BEVERAGE/ICE	910	971	910	971
100	62661	MISC. OPER. EXPENS	14	—	—	—
100	62663	SOFTWARE LICENSE EXP	8,792	11,213	9,831	11,662
250	62663	SOFTWARE LICENSE EXP	10,860	29,836	19,560	31,029
610	62663	SOFTWARE LICENSE EXP	17,681	20,718	18,565	24,170
670	62663	SOFTWARE LICENSE EXP	9,046	10,138	9,049	10,544
680	62663	SOFTWARE LICENSE EXP	—	—	73	—
810	62663	SOFTWARE LICENSE EXP	7,176	6,833	8,335	7,106
940	62663	SOFTWARE LICENSE EXP	11,261	10,320	12,018	34,430
680	62664	LICENSE/PERMIT FEES	—	700	—	700
810	62664	LICENSE/PERMIT FEES	220	195	220	195
940	62664	LICENSE/PERMIT FEES	785	1,441	785	1,441
940	62666	CREDIT CARD CHARGE	9,598	14,260	9,598	15,686
100	62667	DATA SERVICES	240	320	240	1,396
250	62667	DATA SERVICES	82	483	82	492
610	62667	DATA SERVICES	372	919	372	937
620	62667	DATA SERVICES	120	900	120	918
670	62667	DATA SERVICES	39	135	159	257
810	62667	DATA SERVICES	126	135	126	137
940	62667	DATA SERVICES	1,560	915	1,560	730
810	62669	PROGRAMMING	1,848	1,847	1,847	1,847
940	62671	MISC. OPERATING SUPPLIES	570	—	250	—
670	62673	FOOD SCRAP SUPPLIES	—	—	4,200	4,200
670	62674	BRUSH TIES	—	561	103	561
610	62680	MANHOLE COMPONENTS	56,523	50,233	56,523	50,233
100	62685	SIGN SUPPLIES	32,394	49,322	32,164	49,322
940	62685	SIGN SUPPLIES	—	532	—	—
250	62686	CRACKSEAL MATERIALS	5,792	—	5,792	11,584
250	62687	TAC OIL	4,272	3,956	4,272	3,956
250	62692	LANDFILL FEES	63,920	61,890	63,920	63,747
670	62692	LANDFILL FEES	422,361	442,851	434,814	457,595
680	62692	LANDFILL FEES	1,977	84	—	—
100	62696	OUTSIDE COLLECTOR EXPENSE	34	234	471	234
670	62696	OUTSIDE COLLECTOR EXPENSE	3,015	1,361	3,015	1,361
940	62699	CASH SHORT AND OVER	200	8	—	—
100	62706	SNOW - PLOWING	—	21,225	—	16,866
100	62710	CONTRACTOR SERVICES	20,814	35,647	19,041	23,316
250	62710	CONTRACTOR SERVICES	11,225	18,138	17,415	17,415
610	62710	CONTRACTOR SERVICES	1,568	3,470	11,091	5,376
670	62710	CONTRACTOR SERVICES	892	—	892	892
810	62710	CONTRACTOR SERVICES	1,095	954	920	920
940	62710	CONTRACTOR SERVICES	11,672	12,631	8,627	9,909
100	62712	CONSULTING ENGINEERS	3,073	1,288	5,100	5,100
940	62712	CONSULTING ENGINEERS	90,646	108,541	202,827	156,354

## Recommended Operating Expenditure Budget - Department Total

### 54 - PUBLIC WORKS

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
670	62713	LEGAL SERVICES	142	—	—	—
940	62713	LEGAL SERVICES	—	640	1,000	—
250	62715	FORECASTING SERVICE	4,739	—	4,803	3,303
250	62716	CONSULTANT SERVICES	—	3,800	—	—
670	62716	CONSULTANT SERVICES	—	29,997	—	—
940	62716	CONSULTANT SERVICES	16,484	17,014	8,833	14,110
670	62721	FINANCIAL CONSULTANT	188	—	92	—
940	62721	FINANCIAL CONSULTANT	—	1,000	5,000	5,000
940	62726	AUDIT SERVICES	4,200	5,000	4,200	5,000
940	62727	FINANCIAL SERVICE FEES	1,033	1,155	1,033	1,155
100	62731	MISCELLANEOUS SERVICES	283	—	—	—
670	62731	MISCELLANEOUS SERVICES	270	—	—	—
940	62731	MISCELLANEOUS SERVICES	4,000	2,000	—	—
940	62732	TEMP HELP/CONTRACT SERV.	23,001	23,896	23,001	5,000
940	62737	CONTRACT ADM SERVICE	49,272	30,608	50,655	50,802
100	62746	ONE CALL OPERATION	4,434	5,028	4,434	5,028
100	62747	MACH/EQUIPMENT RENTAL	1,508	4,160	1,762	1,762
250	62747	MACH/EQUIPMENT RENTAL	159	—	5,159	10,000
610	62747	MACH/EQUIPMENT RENTAL	—	5,130	—	—
940	62747	MACH/EQUIPMENT RENTAL	991	615	27,100	27,100
670	62748	APPLIANCE RECYCLING	—	—	1,500	1,500
940	62748	APPLIANCE RECYCLING	14,565	20,733	14,565	13,500
670	62750	TIRE RECYCLING	610	2,173	610	610
940	62750	TIRE RECYCLING	29,980	30,214	29,980	42,150
670	62761	PAY TO OTHER AGENCY	25,245	60,943	25,245	60,943
940	62761	PAY TO OTHER AGENCY	166,334	155,466	210,343	282,342
940	62763	PAYMENT TO IOWA DNR	283,354	296,912	304,500	304,500
940	62767	ENVIRON. TESTING/MON.	20,511	26,131	42,500	26,631
670	62768	E-WASTE EVENT	—	8,900	—	—
670	62770	GRIND/COMPOST SERVICE	—	2,716	—	—
940	62770	GRIND/COMPOST SERVICE	76,301	53,880	76,301	76,301
940	62778	SERVICES - OTHER DEPTS	—	1,575	—	—
100	62780	HAULING SERVICES	15,603	—	15,603	—
250	62780	HAULING SERVICES	—	—	50,000	50,000
940	62780	HAULING SERVICES	60,094	83,315	3,027	3,027
100	62781	LAWN CARE SERVICES	19,679	14,512	19,679	19,679
250	62782	HANDLING FEES	21,154	33,021	34,320	33,220
680	62782	HANDLING FEES	9,713	11,935	14,450	45,300
250	62783	TARPING FEES	23,414	—	—	—
680	62783	TARPING FEES	1,912	—	—	—
940	62784	ASPHALT SHINGLE RECYCLING	13,129	7,444	13,129	13,129
100	62811	ENG. DIVISION SERVICES	—	—	32,548	32,548
100	62833	SERVICE FROM WPC	—	—	2,000	2,000
<b>62 - SUPPLIES AND SERVICES</b>			<b>6,417,386</b>	<b>7,073,257</b>	<b>7,203,063</b>	<b>7,856,095</b>

## Recommended Operating Expenditure Budget - Department Total

### 54 - PUBLIC WORKS

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
940	62724	BOND PAYING AGENT FEE	—	—	750	750
<b>627 - CONTRACTUAL SERVICES</b>			<b>—</b>	<b>—</b>	<b>750</b>	<b>750</b>
810	63210	STORES-GARAGE	888,129	1,005,790	957,449	1,024,500
100	63311	ADMIN. OVERHEAD	55,262	53,673	54,098	62,414
250	63311	ADMIN. OVERHEAD	226,071	249,814	194,263	258,167
610	63311	ADMIN. OVERHEAD	30,142	29,277	29,508	34,044
620	63311	ADMIN. OVERHEAD	15,072	14,638	14,754	17,022
670	63311	ADMIN. OVERHEAD	70,307	68,312	68,852	79,436
680	63311	ADMIN. OVERHEAD	5,024	4,879	4,918	5,674
810	63311	ADMIN. OVERHEAD	25,119	24,397	24,590	28,370
820	63311	ADMIN. OVERHEAD	2,512	—	—	—
940	63311	ADMIN. OVERHEAD	72,843	69,584	71,313	82,273
100	63312	LESS ADMIN. RECHARGES	(502,352)	(486,775)	(491,804)	(567,400)
250	63313	LESS SERVICE FD CHARGES	—	—	29,508	—
<b>63 - ADMIN/OVERHEAD/STORES GAR</b>			<b>888,129</b>	<b>1,033,589</b>	<b>957,449</b>	<b>1,024,500</b>
100	71113	CALCULATORS	—	170	—	—
100	71120	PERIPHERALS, COMPUTER	—	1,000	—	—
670	71120	PERIPHERALS, COMPUTER	—	—	950	—
810	71120	PERIPHERALS, COMPUTER	829	—	—	—
670	71121	VIDEO GAME SYSTEM	—	—	27,000	—
610	71122	PRINTER	—	—	250	250
810	71122	PRINTER	2,292	—	—	—
940	71122	PRINTER	—	593	—	153
940	71123	SOFTWARE	—	1,055	—	—
100	71127	UPS SYSTEM	—	1,324	—	—
100	71211	DESKS/CHAIRS	—	175	—	—
810	71211	DESKS/CHAIRS	313	—	—	—
940	71211	DESKS/CHAIRS	174	—	—	—
940	71213	TABLES	75	—	—	—
670	71221	CARTS	38,377	60,961	29,240	57,200
100	71314	TRUCK-REPLACEMENT	90,634	—	—	—
250	71314	TRUCK-REPLACEMENT	31,674	812	—	—
670	71314	TRUCK-REPLACEMENT	—	31,094	—	—
810	71314	TRUCK-REPLACEMENT	—	16,600	—	25,500
250	71318	HEAVY EQUIP-REPLACEMENT	—	207,520	88,000	—
810	71318	HEAVY EQUIP-REPLACEMENT	17,790	—	—	—
250	71323	ASPHALT ROLLER	—	28,000	—	—
100	71328	TRAILERS	—	—	—	7,000
100	71410	SHOP EQUIPMENT	1,231	1,823	2,000	2,000
810	71410	SHOP EQUIPMENT	4,560	8,041	5,000	5,000
940	71410	SHOP EQUIPMENT	2,656	1,456	2,000	2,000
100	71411	TRAFFIC CONTROL EQUIPMENT	428	10,386	12,000	12,000
100	71414	AIR HAMMER/DRILL	—	—	—	4,000
100	71415	SAWS	—	195	—	—

## Recommended Operating Expenditure Budget - Department Total

### 54 - PUBLIC WORKS

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
250	71415	SAWS	—	1,136	—	—
940	71415	SAWS	400	—	—	—
250	71418	SALT SPREADERS	—	34,378	—	—
250	71420	EARTH COMPACTOR	2,265	—	—	—
250	71425	CURB FORMS	—	1,938	—	2,000
610	71511	PUMPS	—	—	30,000	20,000
940	71520	HVAC	15,918	4,512	—	—
810	71535	VEHICLE HOIST	—	13,779	—	—
250	71550	MISCELLANEOUS EQUIPMENT	31,975	—	—	25,000
810	71550	MISCELLANEOUS EQUIPMENT	7,306	—	—	—
940	71550	MISCELLANEOUS EQUIPMENT	9,750	—	—	—
810	71610	CUSTODIAL EQUIPMENT	—	6,600	—	—
100	71611	MOWING EQUIPMENT	—	—	—	550
250	71611	MOWING EQUIPMENT	10,850	—	550	—
100	71612	WEED WHIPS/SICKLE BAR	—	900	—	—
250	71612	WEED WHIPS/SICKLE BAR	277	—	600	—
100	71615	LEAF BLOWER	—	—	1,200	—
250	71616	SNOW BLOWER	—	—	1,200	—
250	71619	OTHER MAINT. EQUIPMENT	—	—	100,000	—
610	71619	OTHER MAINT. EQUIPMENT	—	—	—	5,000
670	71619	OTHER MAINT. EQUIPMENT	—	—	10,000	—
940	71619	OTHER MAINT. EQUIPMENT	5,504	23,731	12,000	12,000
610	72111	GAS SAFETY MONITOR	937	12,032	1,500	1,500
610	72114	CONFINED SPACE EQUIPMENT	602	—	—	—
940	72410	PAGER/RADIO EQUIPMENT	—	5,420	—	—
250	72414	TELEVISION	—	—	—	1,000
940	72417	CAMERA RELATED EQUIPMENT	3,747	6,251	10,000	—
100	72418	TELEPHONE RELATED	—	657	—	1,384
250	72418	TELEPHONE RELATED	—	—	—	550
610	72418	TELEPHONE RELATED	—	—	—	200
670	72418	TELEPHONE RELATED	291	165	350	350
810	72418	TELEPHONE RELATED	—	168	—	550
940	72418	TELEPHONE RELATED	291	—	—	350
100	72515	TEST EQUIPMENT, OTHER	—	—	—	12,400
610	72816	JET FLUSHER HOSE	—	4,100	3,500	5,250
670	72818	RECYCLING CONTAINER	26,450	22,745	11,500	11,814
940	72818	RECYCLING CONTAINER	100	—	—	—
<b>71 - EQUIPMENT</b>			<b>307,697</b>	<b>509,715</b>	<b>348,840</b>	<b>215,001</b>
250	72115	BARRICADES/WARN SIGNALS	3,781	20,899	3,400	3,400
<b>72 - EQUIPMENT</b>			<b>3,781</b>	<b>20,899</b>	<b>3,400</b>	<b>3,400</b>
400	74111	PRINCIPAL PAYMENT	91,357	103,289	104,289	104,889
670	74111	PRINCIPAL PAYMENT	31,993	5,000	5,222	5,351
940	74111	PRINCIPAL PAYMENT	395,000	400,000	410,000	425,000
400	74112	INTEREST PAYMENT	34,840	33,820	31,043	27,735

## Recommended Operating Expenditure Budget - Department Total

### 54 - PUBLIC WORKS

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
670	74112	INTEREST PAYMENT	2,717	2,277	2,064	1,925
940	74112	INTEREST PAYMENT	272,559	262,659	250,659	238,359
<b>74 - DEBT SERVICE</b>			<b>828,466</b>	<b>807,045</b>	<b>803,277</b>	<b>803,259</b>
670	91100	TO GENERAL	914,569	927,857	1,055,920	1,191,482
810	91100	TO GENERAL	12,973	—	—	—
940	91100	TO GENERAL	364,242	359,940	387,593	420,846
<b>91 - TRANSFER TO</b>			<b>1,291,784</b>	<b>1,287,797</b>	<b>1,443,513</b>	<b>1,612,328</b>
<b>54 - PUBLIC WORKS TOTAL</b>			<b>17,496,366</b>	<b>18,642,061</b>	<b>18,695,550</b>	<b>19,787,177</b>



## Recommended Expenditure Budget Report by Activity & Funding Source

### 54 - PUBLIC WORKS

#### ADMINISTRATION - 54100

##### FUNDING SOURCE: GENERAL

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
ADMIN/OVERHEAD/STORES				
GAR	(502,352)	(486,775)	(491,804)	(567,400)
DEBT SERVICE	34,710	7,277	7,286	7,276
EQUIPMENT	—	1,552	—	692
SUPPLIES AND SERVICES	46,512	46,797	53,516	64,059
TRANSFER TO	914,569	927,857	1,055,920	1,191,482
WAGES AND BENEFITS	441,691	410,607	441,480	512,438
<b>ADMINISTRATION</b>	<b>935,130</b>	<b>907,316</b>	<b>1,066,398</b>	<b>1,208,547</b>
<b>LANDFILL</b>		<b>- 54200</b>		

##### FUNDING SOURCE: DMASWA-GENERAL

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
ADMIN/OVERHEAD/STORES	40,188	38,391	39,344	45,392
CONTRACTUAL SERVICES	—	—	750	750
DEBT SERVICE	667,559	662,659	660,659	663,359
EQUIPMENT	34,228	20,518	24,000	14,503
SUPPLIES AND SERVICES	1,230,902	1,138,459	1,346,347	1,211,361
TRANSFER TO	364,242	359,940	387,593	420,846
WAGES AND BENEFITS	888,573	873,596	842,404	854,575
<b>LANDFILL</b>	<b>3,225,692</b>	<b>3,093,562</b>	<b>3,301,097</b>	<b>3,210,786</b>
<b>COMPOSTING LANDFILL</b>		<b>- 54210</b>		

##### FUNDING SOURCE: DMASWA-GENERAL

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
ADMIN/OVERHEAD/STORES	5,024	4,799	4,918	5,674
SUPPLIES AND SERVICES	80,100	58,396	82,201	82,014
WAGES AND BENEFITS	17,575	18,006	29,922	36,322
<b>COMPOSTING LANDFILL</b>	<b>102,699</b>	<b>81,200</b>	<b>117,041</b>	<b>124,010</b>
<b>HOUSEHOLD HAZ. MAT. R.C.C-</b>		<b>54220</b>		

##### FUNDING SOURCE: DMASWA-GENERAL

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
ADMIN/OVERHEAD/STORES	5,024	4,799	4,918	5,674
EQUIPMENT	2,245	—	—	0
SUPPLIES AND SERVICES	96,566	78,008	103,909	110,227
WAGES AND BENEFITS	57,530	55,686	98,094	106,293
<b>HOUSEHOLD HAZ. MAT. R.C.C</b>	<b>161,365</b>	<b>138,493</b>	<b>206,921</b>	<b>222,194</b>
<b>DMASWA EDUCATION &amp; COMM. -</b>		<b>54230</b>		

## Recommended Expenditure Budget Report by Activity & Funding Source

### 54 - PUBLIC WORKS

#### FUNDING SOURCE: DMASWA-GENERAL

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
ADMIN/OVERHEAD/STORES	5,024	4,799	4,919	5,674
SUPPLIES AND SERVICES	115,591	82,025	135,997	150,971
WAGES AND BENEFITS	—	5,519	30,295	15,158
<b>DMASWA EDUCATION &amp; COMM.</b>	<b>120,615</b>	<b>92,344</b>	<b>171,211</b>	<b>171,803</b>
<b>E-WASTE</b>		<b>- 54240</b>		

#### FUNDING SOURCE: DMASWA-GENERAL

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
ADMIN/OVERHEAD/STORES	5,024	4,799	4,919	5,674
SUPPLIES AND SERVICES	59,631	77,092	59,631	79,469
WAGES AND BENEFITS	26,660	27,061	64,966	59,149
<b>E-WASTE</b>	<b>91,315</b>	<b>108,952</b>	<b>129,516</b>	<b>144,292</b>
<b>RURAL RECYCLING</b>		<b>- 54250</b>		

#### FUNDING SOURCE: DMASWA-GENERAL

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
ADMIN/OVERHEAD/STORES	2,512	2,399	2,459	2,837
EQUIPMENT	—	22,500	—	0
SUPPLIES AND SERVICES	125,890	154,125	112,891	178,242
WAGES AND BENEFITS	2,500	3,752	16,784	21,220
<b>RURAL RECYCLING</b>	<b>130,902</b>	<b>182,777</b>	<b>132,134</b>	<b>202,299</b>
<b>LANDFILL GAS SYSTEM</b>		<b>- 54260</b>		

#### FUNDING SOURCE: DMASWA-GENERAL

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
ADMIN/OVERHEAD/STORES	10,047	9,598	9,836	11,348
EQUIPMENT	2,142	—	—	0
SUPPLIES AND SERVICES	74,988	36,107	67,911	42,587
WAGES AND BENEFITS	23,848	24,782	38,478	35,703
<b>LANDFILL GAS SYSTEM</b>	<b>111,025</b>	<b>70,487</b>	<b>116,225</b>	<b>89,638</b>
<b>SAN- SEWER MNTNCE</b>		<b>- 54300</b>		

#### FUNDING SOURCE: SEWAGE FACILITY OPERATION

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
ADMIN/OVERHEAD/STORES	30,142	29,277	29,508	34,044
EQUIPMENT	1,539	16,132	35,250	32,200
SUPPLIES AND SERVICES	196,746	190,917	204,963	182,158

## Recommended Expenditure Budget Report by Activity & Funding Source

### 54 - PUBLIC WORKS

WAGES AND BENEFITS	502,081	570,955	488,717	420,291
<b>SAN- SEWER MNTNCE</b>	<b>730,507</b>	<b>807,281</b>	<b>758,438</b>	<b>668,693</b>
<b>STORM SEWER MAINT</b>		<b>- 54310</b>		

#### FUNDING SOURCE: STORM WATER OPERATION

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
ADMIN/OVERHEAD/STORES	15,072	14,638	14,754	17,022
SUPPLIES AND SERVICES	89,541	111,248	77,968	93,001
WAGES AND BENEFITS	178,228	156,835	165,620	174,282
<b>STORM SEWER MAINT</b>	<b>282,840</b>	<b>282,721</b>	<b>258,342</b>	<b>284,305</b>
<b>RIVERFRONT MANAGEMNT.</b>		<b>- 54330</b>		

#### FUNDING SOURCE: GENERAL

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
ADMIN/OVERHEAD/STORES	5,024	4,879	4,918	5,674
EQUIPMENT	277	1,094	1,700	1,050
SUPPLIES AND SERVICES	24,898	36,322	22,936	30,226
WAGES AND BENEFITS	54,127	40,251	58,748	23,537
<b>RIVERFRONT MANAGEMNT.</b>	<b>84,326</b>	<b>82,546</b>	<b>88,302</b>	<b>60,487</b>
<b>FLOODWALL OPER./MAINT.</b>		<b>- 54340</b>		

#### FUNDING SOURCE: GENERAL

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
ADMIN/OVERHEAD/STORES	15,071	14,638	14,754	17,022
SUPPLIES AND SERVICES	107,966	144,263	101,658	120,981
WAGES AND BENEFITS	62,330	170,684	65,685	57,842
<b>FLOODWALL OPER./MAINT.</b>	<b>185,366</b>	<b>329,585</b>	<b>182,097</b>	<b>195,845</b>
<b>STREET MAINTENANCE</b>		<b>- 54400</b>		

#### FUNDING SOURCE: GENERAL

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
ADMIN/OVERHEAD/STORES	100,477	125,388	98,361	113,480
EQUIPMENT	69,694	260,455	191,400	6,750
SUPPLIES AND SERVICES	1,016,942	1,144,471	1,476,439	1,427,356
WAGES AND BENEFITS	1,465,324	1,369,105	1,474,352	1,529,499
<b>STREET MAINTENANCE</b>	<b>2,652,438</b>	<b>2,899,418</b>	<b>3,240,552</b>	<b>3,077,085</b>
<b>STREET CLEANING</b>		<b>- 54410</b>		

#### FUNDING SOURCE: ROAD USE TAX

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
ADMIN/OVERHEAD/STORES				
GAR	30,142	29,277	29,508	34,044

## Recommended Expenditure Budget Report by Activity & Funding Source

### 54 - PUBLIC WORKS

EQUIPMENT	11,127	—	1,150	0
SUPPLIES AND SERVICES	337,822	335,620	362,838	343,252
WAGES AND BENEFITS	373,677	315,919	344,253	412,496
<b>STREET CLEANING</b>	<b>752,768</b>	<b>680,817</b>	<b>737,749</b>	<b>789,792</b>
<b>SNOW &amp; ICE CONTROL</b>	<b>- 54420</b>			

#### FUNDING SOURCE: ROAD USE TAX

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
ADMIN/OVERHEAD/STORES				
GAR	97,964	95,149	95,902	110,643
EQUIPMENT	—	34,378	1,200	25,200
SUPPLIES AND SERVICES	526,569	849,617	740,822	845,282
WAGES AND BENEFITS	528,489	723,085	640,039	684,955
<b>SNOW &amp; ICE CONTROL</b>	<b>1,153,021</b>	<b>1,702,229</b>	<b>1,477,963</b>	<b>1,666,080</b>
<b>SALT OPS - PURINA DRIVE</b>	<b>- 54425</b>			

#### FUNDING SOURCE: SALT OPERATIONS

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
ADMIN/OVERHEAD/STORES				
GAR	5,024	4,879	4,918	5,674
SUPPLIES AND SERVICES	86,755	149,573	167,532	525,514
<b>SALT OPS - PURINA DRIVE</b>	<b>91,779</b>	<b>154,452</b>	<b>172,450</b>	<b>531,188</b>
<b>ST. &amp; TRAFFIC LTNG</b>	<b>- 54430</b>			

#### FUNDING SOURCE: GENERAL

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
ADMIN/OVERHEAD/STORES				
GAR	10,048	9,759	9,836	11,348
EQUIPMENT	1,383	13,344	13,000	33,092
SUPPLIES AND SERVICES	836,344	1,033,359	704,719	922,544
WAGES AND BENEFITS	203,079	184,696	195,391	280,592
<b>ST. &amp; TRAFFIC LTNG</b>	<b>1,050,853</b>	<b>1,241,158</b>	<b>922,946</b>	<b>1,247,576</b>
<b>ST. PARKING METERS</b>	<b>- 54433</b>			

#### FUNDING SOURCE: PARKING OPERATION

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
WAGES AND BENEFITS	460	3,782	0	0
<b>ST. PARKING METERS</b>	<b>460</b>	<b>3,782</b>	<b>—</b>	<b>0</b>
<b>ST. SIGNS &amp; MARKINGS</b>	<b>- 54435</b>			

#### FUNDING SOURCE: GENERAL

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
ADMIN/OVERHEAD/STORES				
GAR	10,048	9,759	9,836	11,348

## Recommended Expenditure Budget Report by Activity & Funding Source

### 54 - PUBLIC WORKS

EQUIPMENT	90,634	489	500	4,500
SUPPLIES AND SERVICES	48,205	70,192	64,993	81,033
WAGES AND BENEFITS	94,833	95,676	123,965	114,860
<b>ST. SIGNS &amp; MARKINGS</b>	<b>243,720</b>	<b>176,116</b>	<b>199,294</b>	<b>211,741</b>
<b>ONE CALL LOCATION SERVICE- 54440</b>				

#### FUNDING SOURCE: GENERAL

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	4,434	5,028	25,982	26,576
<b>ONE CALL LOCATION SERVICE</b>	<b>4,434</b>	<b>5,028</b>	<b>25,982</b>	<b>26,576</b>
<b>PORT OF DUB. MAINTENANCE - 54450</b>				

#### FUNDING SOURCE: GENERAL

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
ADMIN/OVERHEAD/STORES	15,071	14,638	14,754	17,022
SUPPLIES AND SERVICES	76,731	75,419	99,650	78,177
WAGES AND BENEFITS	68,499	76,825	62,730	77,128
<b>PORT OF DUB. MAINTENANCE</b>	<b>160,302</b>	<b>166,882</b>	<b>177,134</b>	<b>172,327</b>
<b>DEBT SERVICE - 54490</b>				

#### FUNDING SOURCE: DEBT SERVICE

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
DEBT SERVICE	126,197	137,109	135,332	132,624
<b>DEBT SERVICE</b>	<b>126,197</b>	<b>137,109</b>	<b>135,332</b>	<b>132,624</b>
<b>REFUSE COLLECTION - 54500</b>				

#### FUNDING SOURCE: REFUSE COLLECTION

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
ADMIN/OVERHEAD/STORES				
GAR	25,119	24,397	24,590	28,370
EQUIPMENT	19,791	63,008	36,300	35,350
SUPPLIES AND SERVICES	711,399	720,582	722,298	739,653
WAGES AND BENEFITS	947,754	937,216	912,884	962,224
<b>REFUSE COLLECTION</b>	<b>1,704,063</b>	<b>1,745,203</b>	<b>1,696,072</b>	<b>1,765,597</b>
<b>YARD WASTE COLLECTION - 54510</b>				

#### FUNDING SOURCE: REFUSE COLLECTION

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
ADMIN/OVERHEAD/STORES				
GAR	10,047	9,759	9,836	11,348
EQUIPMENT	3,274	5,043	3,240	4,200

## Recommended Expenditure Budget Report by Activity & Funding Source

### 54 - PUBLIC WORKS

SUPPLIES AND SERVICES	99,740	80,976	79,119	82,336
WAGES AND BENEFITS	122,816	129,560	116,715	151,666
<b>YARD WASTE COLLECTION</b>	<b>235,876</b>	<b>225,339</b>	<b>208,910</b>	<b>249,550</b>
<b>LARGE ITEM COLLECTION - 54520</b>				

#### FUNDING SOURCE: REFUSE COLLECTION

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
ADMIN/OVERHEAD/STORES GAR	15,047	14,638	14,754	17,022
SUPPLIES AND SERVICES	4,028	26,585	5,578	9,760
WAGES AND BENEFITS	10,884	10,542	15,807	16,402
<b>LARGE ITEM COLLECTION</b>	<b>29,958</b>	<b>51,765</b>	<b>36,139</b>	<b>43,184</b>
<b>RECYCLING COLL. PROG. - 54530</b>				

#### FUNDING SOURCE: REFUSE COLLECTION

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
ADMIN/OVERHEAD/STORES GAR	20,094	19,518	19,672	22,696
EQUIPMENT	42,054	46,913	39,500	29,814
SUPPLIES AND SERVICES	245,653	270,597	195,526	261,254
WAGES AND BENEFITS	684,413	696,067	690,391	676,638
<b>RECYCLING COLL. PROG.</b>	<b>992,214</b>	<b>1,033,095</b>	<b>945,089</b>	<b>990,402</b>
<b>PUBLIC WORKS GARAGE - 54600</b>				

#### FUNDING SOURCE: GARAGE SERVICE

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
ADMIN/OVERHEAD/STORES GAR	913,248	1,030,187	982,039	1,052,870
EQUIPMENT	33,090	45,188	5,000	31,050
SUPPLIES AND SERVICES	173,420	157,478	187,639	168,062
TRANSFER TO	12,973	—	—	0
WAGES AND BENEFITS	1,003,753	1,009,553	1,017,538	1,048,574
<b>PUBLIC WORKS GARAGE</b>	<b>2,136,484</b>	<b>2,242,406</b>	<b>2,192,216</b>	<b>2,300,556</b>
<b>PCARD CLEARING - 99999</b>				

#### FUNDING SOURCE: GENERAL

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	14	0	0	0
<b>PCARD CLEARING PUBLIC WKS</b>	<b>14</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>PUBLIC WORKS TOTAL</b>	<b>\$17,496,366</b>	<b>\$18,642,061</b>	<b>\$18,695,550</b>	<b>\$19,787,177</b>

CITY OF DUBUQUE, IOWA  
DEPARTMENT DETAIL - PERSONNEL COMPLEMENT

54 PUBLIC WORKS DEPARTMENT

FD	JC	WP-GR	JOB CLASS	FY 2019		FY 2020		FY 2021	
				FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
61010 Full Time Employee Expense									
100	3325	GE-41	PUBLIC WORKS DIRECTOR	1.00	\$ 117,283	1.00	\$ 119,966	1.00	\$ 121,305
100	1490	GE-38	ASSIST PUBLIC WORKS DIRECTOR	1.00	\$ 81,065	1.00	\$ 78,495	1.00	\$ 82,809
810	3225	GE-35	EQUIP MAINT. SUPERVISOR	1.00	\$ 68,953	1.00	\$ 70,530	1.00	\$ 75,299
670	6100	GE-35	RESOURCE MANAGEMENT COORD.	1.00	\$ 74,221	1.00	\$ 80,071	1.00	\$ 83,666
940	2625	GE-35	DMASWA ADMINISTRATOR	1.00	\$ 85,447	1.00	\$ 87,625	1.00	\$ 73,269
940	2625	GE-35	LANDFILL SUPERVISOR	1.00	\$ 81,734	1.00	\$ 83,579	1.00	\$ 84,504
100	2925	GE-31	TRAFFIC SIGNAL TECHNICIAN II	1.88	\$ 120,858	1.88	\$ 126,395	2.88	\$ 187,211
250	2925	GE-31	TRAFFIC SIGNAL TECHNICIAN II	0.12	\$ 7,617	0.12	\$ 8,001	0.12	\$ 8,085
100	225	GE-25	SECRETARY	1.00	\$ 48,841	1.00	\$ 49,956	2.00	\$ 90,279
100	2655	GD-11	FOREMAN	0.31	\$ 18,356	0.31	\$ 18,789	0.08	\$ 4,887
250	2655	GD-11	FOREMAN	3.65	\$ 217,137	3.65	\$ 223,086	4.18	\$ 257,796
610	2655	GD-11	FOREMAN	1.31	\$ 79,308	1.31	\$ 81,116	0.92	\$ 54,841
620	2655	GD-11	FOREMAN	0.73	\$ 42,988	0.73	\$ 43,967	0.82	\$ 49,473
940	2655	GD-11	FOREMAN	1.00	\$ 58,487	1.00	\$ 59,819	1.00	\$ 60,488
100		GD-11	FIELD SUPERVISOR	0.10	\$ 6,863	0.10	\$ 7,018	0.10	\$ 7,097
250		GD-11	FIELD SUPERVISOR	0.90	\$ 61,763	0.90	\$ 63,165	0.90	\$ 63,872
670	2655	GD-11	LEAD SANITATION DRIVER	1.00	\$ 61,412	1.00	\$ 62,810	1.00	\$ 63,514
810	7250	GD-11	LEAD MECHANIC	2.00	\$ 116,231	2.00	\$ 120,400	2.00	\$ 123,268
810	2525	GD-10	MECHANIC	7.00	\$ 397,566	7.00	\$ 411,821	7.00	\$ 414,299
940	2525	GD-10	MECHANIC	1.00	\$ 57,346	1.00	\$ 58,646	1.00	\$ 59,299
100	2300	GD-08	EQUIPMENT OPERATOR II	0.91	\$ 49,767	0.91	\$ 50,918	0.57	\$ 32,663
250	2300	GD-08	EQUIPMENT OPERATOR II	5.27	\$ 293,417	5.27	\$ 304,238	5.56	\$ 319,934
610	2300	GD-08	EQUIPMENT OPERATOR II	0.72	\$ 39,682	0.72	\$ 40,852	0.87	\$ 46,825
620	2300	GD-08	EQUIPMENT OPERATOR II	0.10	\$ 5,512	0.10	\$ 5,674	0.10	\$ 5,757
940	2300	GD-08	EQUIPMENT OPERATOR II	2.00	\$ 113,501	2.00	\$ 116,098	2.00	\$ 117,393
940		GD-08	LANDFILL EQUIPMENT OPERATOR	3.00	\$ 165,278	3.00	\$ 169,613	3.00	\$ 170,877
250		GD-05	UTILITY WORKER	4.70	\$ 232,432	4.70	\$ 240,004	6.80	\$ 344,839
610		GD-05	UTILITY WORKER	0.30	\$ 15,069	0.30	\$ 15,607	0.20	\$ 10,558
250		NA-48	UTILITY WORKER APPRENTICE	1.00	\$ 37,524	1.00	\$ 38,367	1.00	\$ 40,051
670		GD-04	SANITATION LABORER	1.00	\$ 53,436	1.00	\$ 54,717	1.00	\$ 55,818
810	835	GD-03	STOCK CLERK	2.00	\$ 94,245	2.00	\$ 97,084	2.00	\$ 98,148
100	2375	GD-06	EQUIPMENT OPERATOR I	0.90	\$ 48,931	0.90	\$ 50,083	1.67	\$ 91,650
250	2375	GD-06	EQUIPMENT OPERATOR I	5.60	\$ 300,862	5.60	\$ 308,601	5.14	\$ 284,721
610	2375	GD-06	EQUIPMENT OPERATOR I	3.38	\$ 183,625	3.38	\$ 189,029	2.97	\$ 167,251
620	2375	GD-06	EQUIPMENT OPERATOR I	1.12	\$ 61,652	1.12	\$ 63,225	1.12	\$ 61,814
670	1300	GD-06	SANITATION DRIVER	17.00	\$ 910,675	17.00	\$ 938,232	17.00	\$ 949,696
100	2205	GD-06	MAINTENANCE WORKER	0.77	\$ 43,090	0.77	\$ 44,076	0.02	\$ 1,157
250	2205	GD-06	MAINTENANCE WORKER	0.23	\$ 12,872	0.23	\$ 13,166	0.98	\$ 56,721
250		GD-06	ASSISTANT HORTICULTURALIST	0.42	\$ 6,606	0.42	\$ 20,424	0.42	\$ 20,652
100	1475	GD-05	TRUCK DRIVER	0.00	\$ —	0.00	\$ —	0.05	\$ 2,711
250	1475	GD-05	TRUCK DRIVER	5.70	\$ 300,982	5.70	\$ 306,597	0.10	\$ 5,609
610	1475	GD-05	TRUCK DRIVER	0.30	\$ 15,747	0.30	\$ 16,255	3.85	\$ 212,633
620	1475	GD-05	TRUCK DRIVER	0.00	\$ —	0.00	\$ —	0.00	\$ —
940	870	GD-04	SCALE HOUSE OPERATOR	2.00	\$ 103,738	2.00	\$ 106,133	2.00	\$ 102,363
100	811	NA-50	ACCOUNT CLERK II	1.00	\$ 56,460	1.00	\$ 57,749	1.00	\$ 58,383
TOTAL FULL TIME EMPLOYEES				87.42	\$ 4,948,579	87.42	\$ 5,101,997	89.42	\$ 5,223,485

CITY OF DUBUQUE, IOWA  
DEPARTMENT DETAIL - PERSONNEL COMPLEMENT

54 PUBLIC WORKS DEPARTMENT

FD	JC	WP-GR	JOB CLASS	FY 2019		FY 2020		FY 2021	
				FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
61020 Part Time Employee Expense									
250		OE-06	CUSTODIAN I	0.38	\$ 17,855	0.38	\$ 18,263	0.38	\$ 18,463
670		OE-06	CUSTODIAN I	0.08	\$ 3,759	0.08	\$ 3,845	0.08	\$ 3,887
810		OE-06	CUSTODIAN I	0.15	\$ 7,048	0.15	\$ 7,209	0.15	\$ 7,288
100		NA-22	CLERICAL ASSISTANT	0.68	\$ 17,658	0.68	\$ 18,058	0.00	\$ —
TOTAL PART TIME EMPLOYEES				1.29	\$ 46,320	1.29	\$ 47,375	0.61	\$ 29,638
61030 Seasonal Employee Expense									
670	1325	NA-26	SANITATION DRIVER	0.67	\$ 20,963	0.67	\$ 21,444	0.67	\$ 21,684
940	1325	NA-26	EQUIPMENT OPERATOR	0.75	\$ 23,466	0.75	\$ 24,004	0.75	\$ 24,273
100	898	NA-01	LABORER-ST/W/WW-SEASONAL	1.47	\$ 35,649	1.47	\$ 36,456	1.47	\$ 36,838
250	898	NA-01	LABORER-ST/W/WW-SEASONAL	0.36	\$ 8,474	0.36	\$ 8,670	0.36	\$ 8,765
TOTAL SEASONAL EMPLOYEES				3.25	\$ 88,552	3.25	\$ 90,574	3.25	\$ 91,560
TOTAL PUBLIC WORKS DEPARTMENT				91.96	\$ 5,083,451	91.96	\$ 5,239,946	93.28	\$ 5,344,683



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

ACCT	FD	JC	WP-GR	POSITION CLASS	FY 2019		FY 2020		FY 2021		
					FTE	BUDGET	FTE	BUDGET	FTE	BUDGET	
Public Works Administration-FT											
10054100	61010	100	3325	GE-41	PUBLIC WORKS DIRECTOR	1.00	\$ 117,283	1.00	\$ 119,966	1.00	\$ 121,305
10054100	61010	100	1490	GE-38	ASST PUBLIC WORKS DIRECTOR	1.00	\$ 81,065	1.00	\$ 78,495	1.00	\$ 82,809
10054100	61010	100	225	GE-25	SECRETARY	1.00	\$ 48,841	1.00	\$ 49,956	2.00	\$ 90,279
10054100	61010	100	811	NA-50	ACCOUNT CLERK II	1.00	\$ 56,460	1.00	\$ 57,749	1.00	\$ 58,383
Total						4.00	\$ 303,649	4.00	\$ 306,166	5.00	\$ 352,776
Public Works Administration-Part-Time											
10054100	61030	100	400	NA-22	CLERICAL ASSISTANT	0.68	\$ 17,658	0.68	\$ 18,058	0.00	\$ —
Total						0.68	\$ 17,658	0.68	\$ 18,058	0.00	\$ —
Riverfront Management-FT General Fund											
10054330	61010	100	1475	GD-05	TRUCK DRIVER	0.00	\$ —	0.00	\$ —	0.05	\$ 2,711
10054330	61010	100	2375	GD-07	EQUIPMENT OPERATOR II	0.10	\$ 5,566	0.10	\$ 5,694	0.05	\$ 2,878
10054330	61010	100	2205	GD-06	MAINTENANCE WORKER	0.50	\$ 27,981	0.50	\$ 28,621	0.00	\$ —
10054330	61010	100		GD-06	EQUIPMENT OPERATOR I	0.00	\$ —	0.00	\$ —	0.10	\$ 5,670
Total						0.60	\$ 33,547	0.60	\$ 34,315	0.20	\$ 11,259
Riverfront Management-Seasonal General Fund											
10054330	61030	100	898	NA-01	LABORER-ST/W/WW-SEASONAL	0.21	\$ 5,271	0.21	\$ 5,388	0.10	\$ 2,591
Total						0.21	\$ 5,271	0.21	\$ 5,388	0.10	\$ 2,591
Floodwall Oper./Maintenance											
10054340	61010	100	2205	GD-06	MAINTENANCE WORKER	0.02	\$ 1,119	0.02	\$ 1,145	0.02	\$ 1,157
10054340	61010	100	2300	GD-08	EQUIPMENT OPERATOR II	0.04	\$ 2,211	0.04	\$ 2,274	0.17	\$ 9,781
10054340	61010	100	2655	GD-11	FOREMAN	0.31	\$ 18,356	0.31	\$ 18,789	0.08	\$ 4,887
10054340	61010	100		GE-31	FIELD SUPERVISOR	0.10	\$ 6,863	0.10	\$ 7,018	0.10	\$ 7,097
10054340	61010	100	2375	GD-06	EQUIPMENT OPERATOR I	0.10	\$ 5,458	0.10	\$ 5,615	0.10	\$ 5,525
Total						0.57	\$ 34,007	0.57	\$ 34,841	0.47	\$ 28,447
Floodwall Oper./Maintenance-Seasonal											
10054340	61030	100	898	NA-01	LABORER SEASONAL	0.13	\$ 3,060	0.13	\$ 3,131	0.13	\$ 3,165
Total						0.13	\$ 3,060	0.13	\$ 3,131	0.13	\$ 3,165
Street & Traffic Lighting-FT General Fund											
10054430	61010	100	2300	GD-08	EQUIPMENT OPERATOR II	0.02	\$ 1,091	0.02	\$ 1,116	0.02	\$ 1,065
10054430	61010	100	2925	GE-31	TRAFFIC SIGNAL TECHNICIAN II	1.86	\$ 119,664	1.86	\$ 125,115	2.86	\$ 185,851
Total						1.88	\$ 120,755	1.88	\$ 126,231	2.88	\$ 186,916
Street Signs & Markings-FT General Fund											
10054435	61010	100	2925	GE-31	TRAFFIC SIGNAL TECHNICIAN II	0.01	\$ 597	0.01	\$ 640	0.01	\$ 680
10054435	61010	100	2375	GD-06	EQUIPMENT OPERATOR I	0.45	\$ 23,992	0.45	\$ 24,541	0.82	\$ 43,667
10054435	61010	100	2300	GD-08	EQUIPMENT OPERATOR II	0.85	\$ 46,465	0.85	\$ 47,528	0.35	\$ 20,004
Total						1.31	\$ 71,054	1.31	\$ 72,709	1.18	\$ 64,351
Street Signs & Markings-Seasonal General Fund											
10054435	61030	100	898	NA-01	LABORER-ST/W/WW-SEASONAL	0.67	\$ 15,772	0.67	\$ 16,136	0.67	\$ 16,312
Total						0.67	\$ 15,772	0.67	\$ 16,136	0.67	\$ 16,312
Port of Dubuque Maintenance-FT											
10054450	61010	100	2205	GD-06	MAINTENANCE WORKER	0.25	\$ 13,990	0.25	\$ 14,310	0.00	\$ —

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

	ACCT	FD	JC	WP-GR	POSITION CLASS	FY 2019		FY 2020		FY 2021	
						FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
10054450	61010	100	2925	GE-31	TRAFFIC SIGNAL TECHNICIAN II	0.01	\$ 597	0.01	\$ 640	0.01	\$ 680
10054450	61010	100	1475	GD-05	EQUIPMENT OPERATOR I	0.25	\$ 13,915	0.25	\$ 14,233	0.63	\$ 35,723
Total						0.51	\$ 28,502	0.51	\$ 29,183	0.64	\$ 36,403
Port of Dubuque Maintenance-Seasonal											
10054450	61030	100	898	NA-01	LABORER-SEASONAL	0.46	\$ 11,546	0.46	\$ 11,801	0.57	\$ 14,770
Total						0.46	\$ 11,546	0.46	\$ 11,801	0.57	\$ 14,770
Street Maintenance-FT Road Use Tax Fund											
25054400	61010	250		GD-06	ASSISTANT HORTICULTURALIST	0.25	\$ 3,932	0.25	\$ 12,157	0.25	\$ 12,293
25054400	61010	100	2205	GD-06	MAINTENANCE WORKER	0.07	\$ 3,918	0.07	\$ 4,007	0.10	\$ 5,788
25054400	61010	250		GD-05	UTILITY WORKER	3.85	\$ 190,356	3.85	\$ 196,663	5.63	\$ 285,427
25054400	61010			NA-48	UTILITY WORKER APPRENTICE	1.00	\$ 37,524	1.00	\$ 38,367	0.83	\$ 33,243
25054400	61010	250	2300	GD-08	EQUIPMENT OPERATOR II	0.94	\$ 52,374	0.94	\$ 57,133	1.89	\$ 107,311
25054400	61010	250	2375	GD-06	EQUIPMENT OPERATOR I	3.88	\$ 207,910	3.88	\$ 213,308	3.32	\$ 184,081
25054400	61010	250	2655	GD-11	FOREMAN	2.75	\$ 163,682	2.75	\$ 168,242	3.20	\$ 197,926
25054400	61010	250		GE-31	FIELD SUPERVISOR	0.73	\$ 50,096	0.73	\$ 51,234	0.73	\$ 51,807
25054400	61010	250	1475	GD-05	TRUCK DRIVER	3.87	\$ 203,691	3.87	\$ 206,570	1.61	\$ 88,869
Total						17.34	\$ 913,483	17.34	\$ 947,681	17.56	\$ 966,745
Street Maintenance-PT Road Use Tax Fund											
25054400	61020	250		OE-06	CUSTODIAN I	0.38	\$ 17,855	0.38	\$ 18,263	0.38	\$ 18,463
Total						0.38	\$ 17,855	0.38	\$ 18,263	0.38	\$ 18,463
Street Cleaning-Full Time Road Use Tax Fund											
25054410	61010	250	1475	GD-05	TRUCK DRIVER	0.83	\$ 45,021	0.83	\$ 46,046	1.56	\$ 86,125
25054410	61010	250	2205	GD-06	MAINTENANCE WORKER	0.00	\$ —	0.00	\$ —	0.73	\$ 42,252
25054410	61010	250	2375	GD-06	EQUIPMENT OPERATOR I	0.00	\$ —	0.00	\$ —	0.00	\$ —
25054410	61010	250	2300	GD-08	EQUIPMENT OPERATOR II	3.21	\$ 178,967	3.21	\$ 183,442	2.51	\$ 145,911
Total						4.04	\$ 223,988	4.04	\$ 229,488	4.80	\$ 274,288
Street Cleaning-Seasonal-Road Use Tax Fund											
25054410	61030	250	898	NA-01	LABORER-ST/WW- SEASONAL	0.36	\$ 8,474	0.36	\$ 8,670	0.36	\$ 8,765
Total						0.36	\$ 8,474	0.36	\$ 8,670	0.36	\$ 8,765
Snow Removal-FT											
25054420	61010	250	2925	GE-31	TRAFFIC SIGNAL TECH II	0.12	\$ 7,617	0.12	\$ 8,001	0.12	\$ 8,085
25054420	61010	250		GD-05	UTILITY WORKER	0.85	\$ 42,076	0.85	\$ 43,341	1.17	\$ 59,412
25054400	61010			NA-48	UTILITY WORKER APPRENTICE	0.00	\$ —	0.00	\$ —	0.17	\$ 6,808
25054420	61010	250		GD-06	ASSISTANT HORTICULTURALIST	0.17	\$ 2,674	0.17	\$ 8,267	0.17	\$ 8,359
25054420	61010	250	2205	GD-06	MAINTENANCE WORKER	0.16	\$ 8,954	0.16	\$ 9,159	0.15	\$ 8,681
25054420	61010	250	2655	GD-11	FOREMAN	0.90	\$ 53,455	0.90	\$ 54,844	0.98	\$ 59,870
25054420	61010	250		GE-31	FIELD SUPERVISOR	0.17	\$ 11,667	0.17	\$ 11,931	0.17	\$ 12,065
25054420	61010	250	2300	GD-08	EQUIPMENT OPERATOR II	1.12	\$ 62,076	1.12	\$ 63,663	1.16	\$ 66,712
25054420	61010	250	2375	GD-06	EQUIPMENT OPERATOR I	1.72	\$ 92,952	1.72	\$ 95,293	1.82	\$ 100,640
25054420	61010	250	1475	GD-05	TRUCK DRIVER	1.00	\$ 52,270	1.00	\$ 53,981	0.68	\$ 37,639
Total						6.21	\$ 333,741	6.21	\$ 348,480	6.59	\$ 368,271
Sanitary Sewer Maintenance-FT Sewer Use Fund											
61054300	61010	610	2375	GD-06	EQUIPMENT OPERATOR I	3.38	\$ 183,625	3.38	\$ 189,029	2.97	\$ 167,251

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

	ACCT	FD	JC	WP-GR	POSITION CLASS	FY 2019		FY 2020		FY 2021	
						FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
61054300	61010	610		GD-05	UTILITY WORKER	0.30	\$ 15,069	0.30	\$ 15,607	0.20	\$ 10,558
61054300	61010	610	2300	GD-08	EQUIPMENT OPERATOR II	0.72	\$ 39,682	0.72	\$ 40,852	0.87	\$ 46,825
61054300	61010	610	1475	GD-05	TRUCK DRIVER	0.30	\$ 15,747	0.30	\$ 16,255	0.10	\$ 5,609
61054300	61010	610	2655	GD-11	FOREMAN	1.31	\$ 79,308	1.31	\$ 81,116	0.92	\$ 54,841
Total						6.01	\$ 333,431	6.01	\$ 342,859	5.06	\$ 285,084
Storm Sewer Maintenance-FT Stormwater Fund											
62054310	61010	620	2300	GD-08	EQUIPMENT OPERATOR II	0.10	\$ 5,512	0.10	\$ 5,674	0.10	\$ 5,757
61054300	61010	610		GD-05	UTILITY WORKER	0.30	\$ 15,069	0.30	\$ 15,607	0.20	\$ 10,558
62054310	61010	620	2375	GD-06	EQUIPMENT OPERATOR I	1.12	\$ 61,652	1.12	\$ 63,225	1.12	\$ 61,814
62054310	61010	620	2655	GD-11	FOREMAN	0.73	\$ 42,988	0.73	\$ 43,967	0.82	\$ 49,473
Total						1.95	\$ 110,152	1.95	\$ 112,866	2.04	\$ 117,044
Refuse Collection-FT Refuse Fund											
67054500	61010	670	6100	GE-35	RESOURCE MGMT COORDINATOR	0.40	\$ 29,688	0.40	\$ 32,029	0.40	\$ 33,466
67054500	61010	670	2655	GD-11	LEAD SANITATION DRIVER	0.40	\$ 24,565	0.40	\$ 25,124	0.40	\$ 25,406
67054500	61010	670		GD-04	SANITATION LABORER	1.00	\$ 53,436	1.00	\$ 54,717	1.00	\$ 55,818
67054500	61010	670	1300	GD-06	SANITATION DRIVER	8.75	\$ 472,910	8.75	\$ 486,410	8.95	\$ 504,444
Total						10.55	\$ 580,599	10.55	\$ 598,280	10.75	\$ 619,134
Refuse Collection-PT											
67054500	61020	670		OE-06	CUSTODIAN I	0.08	\$ 3,759	0.08	\$ 3,845	0.08	\$ 3,887
Total						0.08	\$ 3,759	0.08	\$ 3,845	0.08	\$ 3,887
Refuse Collection-Seasonal Refuse Fund											
67054500	61030	670	898	NA-01	LABORER-ST/W/WW-SEASONAL	0.09	\$ 2,816	0.09	\$ 2,881	0.09	\$ 2,913
Total						0.09	\$ 2,816	0.09	\$ 2,881	0.09	\$ 2,913
Yard Waste Collection-FT Refuse Fund											
67054510	61010	670	2655	GD-11	LEAD SANITATION DRIVER	0.10	\$ 6,141	0.10	\$ 6,281	0.10	\$ 6,351
67054510	61010	670	1300	GD-06	SANITATION DRIVER	0.90	\$ 49,034	0.90	\$ 50,156	1.30	\$ 72,812
67054510	61010	670	6100	GE-35	RESOURCE MGMT COORDINATOR	0.10	\$ 7,422	0.10	\$ 8,007	0.10	\$ 8,367
Total						1.10	\$ 62,597	1.10	\$ 64,444	1.50	\$ 87,530
Yard Waste Collection-Seasonal Refuse Fund											
67054510	61030	670	1325	NA-26	SANITATION DRIVER	0.50	\$ 15,644	0.50	\$ 16,003	0.50	\$ 16,182
Total						0.50	\$ 15,644	0.50	\$ 16,003	0.50	\$ 16,182
Large Item Collection-FT Refuse Fund											
67054520	61010	670	2655	GD-11	LEAD SANITATION DRIVER	0.10	\$ 6,141	0.10	\$ 6,281	0.10	\$ 6,351
67054520	61010	670	6100	GE-35	RESOURCE MGMT COORDINATOR	0.06	\$ 4,454	0.06	\$ 4,804	0.06	\$ 5,020
Total						0.16	\$ 10,595	0.16	\$ 11,085	0.16	\$ 11,371
Recycling Collection Program-FT Refuse Fund											
67054530	61010	670	6100	GE-35	RESOURCE MGMT COORDINATOR	0.44	\$ 32,657	0.44	\$ 35,231	0.44	\$ 36,813
67054530	61010	670	2655	GD-11	LEAD SANITATION DRIVER	0.40	\$ 24,565	0.40	\$ 25,124	0.40	\$ 25,406
67054530	61010	670	1300	GD-06	SANITATION DRIVER	7.35	\$ 388,731	7.35	\$ 401,666	6.75	\$ 372,440
Total						8.19	\$ 445,953	8.19	\$ 462,021	7.59	\$ 434,659
Recycling Collection Program-Seasonal Refuse Fund											
67054530	61030	670	898	NA-01	SANITATION DRIVER-SEASONAL	0.08	\$ 2,503	0.08	\$ 2,560	0.08	\$ 2,589
Total						0.08	\$ 2,503	0.08	\$ 2,560	0.08	\$ 2,589

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

ACCT	FD	JC	WP-GR	POSITION CLASS	FY 2019		FY 2020		FY 2021		
					FTE	BUDGET	FTE	BUDGET	FTE	BUDGET	
City Garage-FT Service Fund											
81054600	61010	810	3225	GE-35	EQUIP MAINT. SUPERVISOR	1.00	\$ 68,953	1.00	\$ 70,530	1.00	\$ 75,299
81054600	61010	810	2525	GD-10	MECHANIC	7.00	\$ 397,566	7.00	\$ 411,821	7.00	\$ 414,299
81054600	61010	810	835	GD-03	STOCK CLERK	2.00	\$ 94,245	2.00	\$ 97,084	2.00	\$ 98,148
81054600	61010	810	7250	GD-11	LEAD MECHANIC	2.00	\$ 116,231	2.00	\$ 120,400	2.00	\$ 123,268
Total						12.00	\$ 676,995	12.00	\$ 699,835	12.00	\$ 711,014
City Garage-PT Service Fund											
81054600	61020	810	3056	OE-06	CUSTODIAN I	0.15	\$ 7,048	0.15	\$ 7,209	0.15	\$ 7,288
Total						0.15	\$ 7,048	0.15	\$ 7,209	0.15	\$ 7,288
Landfill-FT											
94054200	61010	940	2625	GE-35	DMASWA ADMINISTRATOR	0.40	\$ 34,179	0.40	\$ 35,049	0.40	\$ 29,309
94054200	61010	940	2625	GE-35	LANDFILL SUPERVISOR	0.63	\$ 51,493	0.63	\$ 52,654	0.60	\$ 50,702
94054200	61010	620	2655	GD-11	FOREMAN	0.63	\$ 36,847	0.63	\$ 37,686	0.60	\$ 36,294
94054200	61010	940	2525	GD-10	MECHANIC	1.00	\$ 57,346	1.00	\$ 58,646	1.00	\$ 59,299
94054200	61010	940	2300	GD-08	EQUIPMENT OPERATOR II	1.55	\$ 88,208	1.55	\$ 90,227	1.40	\$ 82,513
94054200	61010	940	2948	GD-08	LANDFILL EQUIP OPERATOR	2.80	\$ 154,319	2.80	\$ 158,404	2.75	\$ 156,788
94054200	61010	940	870	GD-04	SCALE HOUSE OPERATOR	1.10	\$ 57,084	1.10	\$ 58,403	1.40	\$ 70,467
Total						8.11	\$ 479,476	8.11	\$ 491,069	8.15	\$ 485,372
Landfill-Seasonal											
94054200	61030	940	1325	NA-26	EQUIPMENT OPERATOR	0.75	\$ 23,466	0.75	\$ 24,004	0.75	\$ 24,273
Total						0.75	\$ 23,466	0.75	\$ 24,004	0.75	\$ 24,273
Composting-Landfill Program-FT											
94054210	61010	940	2625	GE-35	DMASWA ADMINISTRATOR	0.05	\$ 4,272	0.05	\$ 4,381	0.10	\$ 7,327
94054210	61010	620	2655	GD-11	FOREMAN	0.05	\$ 2,924	0.05	\$ 2,991	0.05	\$ 3,024
94054210	61010	940	2948	GD-08	LANDFILL EQUIP OPERATOR	0.15	\$ 8,267	0.15	\$ 8,456	0.10	\$ 5,700
94054210	61010	940	2625	GE-35	LANDFILL SUPERVISOR	0.05	\$ 4,086	0.05	\$ 4,179	0.10	\$ 8,451
Total						0.30	\$ 19,549	0.30	\$ 20,007	0.35	\$ 24,502
HHMRCC-Landfill Program-FT											
94054220	61010	940	2625	GE-35	DMASWA ADMINISTRATOR	0.10	\$ 8,545	0.10	\$ 8,763	0.15	\$ 10,989
94054220	61010	940	2625	GE-35	LANDFILL SUPERVISOR	0.10	\$ 8,174	0.10	\$ 8,358	0.05	\$ 4,225
94054220	61010	620	2655	GD-11	FOREMAN	0.10	\$ 5,849	0.10	\$ 5,982	0.05	\$ 3,024
94054220	61010	940	2300	GD-08	EQUIPMENT OPERATOR II	0.10	\$ 5,621	0.10	\$ 5,749	0.30	\$ 17,440
94054220	61010	940	2948	GD-08	LANDFILL EQUIP OPERATOR	0.05	\$ 2,692	0.05	\$ 2,753	0.10	\$ 5,567
94054220	61010	940	870	GD-04	SCALE HOUSE OPERATOR	0.65	\$ 33,680	0.65	\$ 34,458	0.55	\$ 29,238
Total						1.10	\$ 64,561	1.10	\$ 66,063	1.20	\$ 70,483
Education & Communication-Landfill Program-FT											
94054230	61010	940	2625	GE-35	DMASWA ADMINISTRATOR	0.05	\$ 4,272	0.05	\$ 4,381	0.05	\$ 3,663
94054230	61010	940	2625	GE-35	LANDFILL SUPERVISOR	0.05	\$ 4,086	0.05	\$ 4,179	0.05	\$ 4,225
94054230	61010	620	2655	GD-11	FOREMAN	0.05	\$ 2,924	0.05	\$ 2,991	0.05	\$ 3,024
94054230	61010	940	870	GD-04	SCALE HOUSE OPERATOR	0.20	\$ 10,379	0.20	\$ 10,618	0.00	\$ —
Total						0.35	\$ 21,661	0.35	\$ 22,169	0.15	\$ 10,912
E-Scrap Recycling-Landfill Program-FT											
94054240	61010	940	2625	GE-35	DMASWA ADMINISTRATOR	0.15	\$ 12,817	0.15	\$ 13,144	0.10	\$ 7,327
94054240	61010	940	2625	GE-33	LANDFILL SUPERVISOR	0.05	\$ 4,086	0.05	\$ 4,179	0.05	\$ 4,225
94054240	61010	620	2655	GD-11	FOREMAN	0.05	\$ 2,924	0.05	\$ 2,991	0.10	\$ 6,049

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

						FY 2019		FY 2020		FY 2021	
	ACCT	FD	JC	WP-GR	POSITION CLASS	FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
94054240	61010	940	870	GD-04	SCALE HOUSE OPERATOR	0.05	\$ 2,595	0.05	\$ 2,654	0.05	\$ 2,658
94054240	61010	940	2300	GD-08	EQUIPMENT OPERATOR II	0.35	\$ 19,672	0.35	\$ 20,122	0.30	\$ 17,440
Total						0.65	\$ 42,094	0.65	\$ 43,090	0.60	\$ 37,699
DMASWA Rural Recycling Program - FT											
94054250	61010	940	2625	GE-35	DMASWA ADMINISTRATOR	0.10	\$ 8,545	0.10	\$ 8,763	0.10	\$ 7,327
94054250	61010	620	2655	GD-11	FOREMAN	0.02	\$ 1,170	0.02	\$ 1,196	0.05	\$ 3,024
94054250	61010	940	2625	GE-33	LANDFILL SUPERVISOR	0.02	\$ 1,635	0.02	\$ 1,672	0.05	\$ 4,225
Total						0.14	\$ 11,350	0.14	\$ 11,631	0.20	\$ 14,576
DMASWA Gas Collection - FT											
94054260	61010	940	2625	GE-35	DMASWA ADMINISTRATOR	0.15	\$ 12,817	0.15	\$ 13,144	0.10	\$ 7,327
94054260	61010	940	2625	GE-35	LANDFILL SUPERVISOR	0.10	\$ 8,174	0.10	\$ 8,358	0.10	\$ 8,451
94054260	61010	620	2655	GD-11	FOREMAN	0.10	\$ 5,849	0.10	\$ 5,982	0.10	\$ 6,049
94054240	61010	940	2948	GD-08	LANDFILL EQUIP OPERATOR	0.00	\$ —	0.00	\$ —	0.05	\$ 2,822
Total						0.35	\$ 26,840	0.35	\$ 27,484	0.35	\$ 24,649
TOTAL PUBLIC WORKS DEPT.						91.96	\$5,083,451	91.96	\$5,239,946	93.28	\$5,344,683

Capital Improvement Projects by Department/Division					
PUBLIC WORKS					
CIP Number	Capital Improvement Project Title	FY 18 Actual Expense	FY 19 Actual Expense	FY 20 Adopted Budget	FY 21 Recomm'd Budget
1012477	MSC AIR QUALITY	—	—	32,000	0
1022541	MSC LED LIGHTING	10,468	155	—	0
1022718	JULE BUILDING CONVERSION	—	—	48,000	0
2501209	ST SWEEPER REPL PROJECT	—	—	—	210,000
2501227	CURB RAMP PROGRAM	438,304	105,157	242,946	0
2501230	ASPHALT MILLING PROGRAM	86,841	—	—	0
2502039	DUMP TRUCK REPLACEMENT	—	—	—	215,000
2502223	LIQUID DEICER BLEND SYST	39,749	—	—	0
2502539	DUMP TRK REPLC	233,361	—	—	0
2502604	RADIO REPLACEMENT	23,156	—	—	0
2602775	STREET OVERLAYS	—	—	—	0
3001006	CONCRETE SECTION REPAIR	6,786	41,411	25,000	20,000
3001226	CURB REPLACEMENT PROGRAM	7,792	7,878	25,000	20,000
3001227	CURB RAMP PROGRAM	82,411	139,019	177,358	423,574
3001230	ASPHALT MILLING PROGRAM	—	42,555	80,000	82,500
3001432	STEPS, RAILINGS, FENCING	—	—	10,000	0
3001445	FLOODWALL POST FLOOD REPA	44,968	11,032	81,500	20,000
3001839	AERIAL BUCKET TRUCK	—	—	173,791	0
3001936	ENDLOADER PURCHASES	—	—	—	206,350
3001938	DT SIGN POST REPLAC PROJ	23,349	—	—	0
3002038	PORT AMENITIES MAINT	—	—	—	0
3002039	DUMP TRUCK REPLACEMENT	186,732	—	320,930	0
3002151	WAYFINDING SIGN REPLACE	329	—	25,000	0
3002221	TRUCK-MOUNTED NEW CONCEPT	71,360	—	—	0
3002539	DUMP TRK REPLC	252,633	—	—	0
3002542	MSC SECUIRTY CAMERAS	19,295	—	—	0
3002604	RADIO REPLACEMENT	105,607	—	—	0
3002665	VEH REFUEL SYSTEM UPGRADE	18,949	—	—	0
3002719	SALT STORAGE BUILDING	44,723	418,521	—	0
3002789	HAWTHORNE BOAT RAMP	—	—	41,410	0
3002815	BEE BRANCH TRANSFORMER	—	—	—	0
3502480	PURINA DRIVE FLOODWALL	—	—	—	0
3502605	MOORING DOLPHIN INSTALL	5,066	11,042	—	0
64054755	WATER MAIN REPLACEMENTS	11,693	10,602	—	0
6701533	DUAL PACKER RECYCLE VEH	275,627	419,208	490,000	596,260
6702542	MSC SECUIRTY CAMERAS	18,086	—	—	0
6702601	RADIO REPLACEMENT	58,410	—	—	0
6702843	TIPPER CARTS	—	—	—	280,000
7101341	SANITARY SEWER ROOT FOAM	24,686	15,664	30,000	30,000
7101840	SEWER PIPELINE INSPC EQUIP	22,700	—	—	0
7102405	HIGH PRESSURE SEWER JET	0	0	0	0
7202155	FLOOD CONTROL LEVEE CERT	0	0	200,000	0
7202405	HIGH PRESSURE JETVAC	0	0	0	0
7202480	PURINA DRIVE FLOODWALL	0	0	0	0
7202601	RADIO REPLACEMENT	9,735	0	0	0
7202790	SURFACE DEEP CLEAN UNIT	0	0	0	166,100
7202791	ASSET MANAGEMENT	0	0	81,206	0
7202792	ICE HARBOR ABUTMENT REP	0	0	190,000	0
7202845	SANDBAG EQUIPMENT	0	0	0	35,000

8102601	RADIO REPLACEMENT	12,980	0	0	0
9402631	LANDFILL CELL#9 PHASE 2	0	93,964	0	0
9402685	SHORT-TERM FACILITIES	0	1,583	0	0
9402702	CELL 9 PHASE 3	2,692,933	18,179	0	0
9402770	SWISS VALLEY LAND ACQUIS	27,927	181,398	0	0
<b>PUBLIC WORKS</b>	<b>TOTAL</b>	<b>4,856,657</b>	<b>1,517,368</b>	<b>2,274,141</b>	<b>2,304,784</b>

PRGRM /DEPT	PROJECT DESCRIPTION	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	TOTAL	PAGE
<b>PUBLIC WORKS</b>								
<b>Public Works</b>								
	Asphalt Milling Program	\$ 82,500	\$ 84,000	\$ 87,000	\$ 88,000	\$ 92,000	\$ 433,500	143
	Curb Ramp Program	\$ 423,574	\$ 300,000	\$ 400,000	\$ 425,000	\$ 250,000	\$ 1,798,574	144
	Floodwall Post-Flood Repair Program	\$ 20,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 120,000	145
	Curb Replacement Program	\$ 20,000	\$ 20,000	\$ 25,000	\$ 25,000	\$ 20,000	\$ 110,000	146
	Steps, Hand Railings and Wall-Top Fencing	\$—	\$—	\$ 10,000	\$ 25,000	\$ 20,000	\$ 55,000	147
	Street Sign and Post Replacement	\$—	\$ 10,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 55,000	148
	Concrete Street Section Repair Program	\$ 20,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 20,000	\$ 115,000	149
	56,000 Gross Vehicle Weight (GVW) Dump Truck Replacement	\$ 215,000	\$—	\$—	\$—	\$ 366,636	\$ 581,636	150
	Vacuum Street Sweeper Replacement	\$ 210,000	\$—	\$—	\$ 214,200	\$—	\$ 424,200	151
	35,000 GVW Dump Truck Replacement	\$—	\$ 381,404	\$—	\$—	\$—	\$ 381,404	152
	Wheel Loader Purchase	\$ 206,350	\$—	\$—	\$—	\$—	\$ 206,350	153
	Municipal Service Center CNG Retrofit	\$—			\$—	\$ 28,630	\$ 28,630	154
	Cab-Over Solid Waste Vehicles	\$ 596,260	\$ 528,628	\$ 540,800	\$ 314,308	\$ 471,324	\$ 2,451,320	155
	Sanitary Sewer Root Foaming	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 150,000	156
	High Pressure Sewer Jet Cleaner	\$—	\$—	\$—	\$ 210,000	\$—	\$ 210,000	157
	Flood Control Units	\$—	\$ 386,000	\$—	\$—	\$—	\$ 386,000	158
	Hard Surface Deep Cleaning Self-Propelled Unit	\$ 166,100	\$—	\$—	\$—	\$—	\$ 166,100	159
	City Tipper Carts	\$ 280,000	\$ 280,000	\$ 280,000	\$—	\$—	\$ 840,000	160
	Sandbagging Equipment	\$ 35,000	\$—	\$—	\$—	\$—	\$ 35,000	161
	<b>TOTAL</b>	<b>\$ 2,304,784</b>	<b>\$ 2,070,032</b>	<b>\$ 1,437,800</b>	<b>\$ 1,396,508</b>	<b>\$ 1,338,590</b>	<b>\$ 8,547,714</b>	



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# Engineering

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## ENGINEERING DEPARTMENT

<b>Budget Highlights</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Budget</b>	<b>FY 2021 Requested</b>	<b>% Change From FY 2020 Budget</b>
<u>Expenses</u>				
Employee Expense	2,753,468	2,970,550	3,098,790	4.3 %
Supplies and Services	1,339,936	1,504,928	1,664,443	10.6 %
Machinery and Equipment	321,971	566,194	747,433	32.0 %
Payment to Construction Fund	1,525,000	1,210,000	880,000	(27.3)%
Less Recharges to Service Funds	(1,392,720)	(1,619,636)	(1,675,236)	3.4 %
Administrative Overhead Charges	469,385	527,544	608,650	15.4 %
Total Expenses	5,017,040	5,159,580	5,324,080	3.2 %
<u>Resources</u>				
Operating Revenue - General	60,515	145,691	109,716	(24.7)%
Lease Expense Reimbursement	105,746	94,596	110,614	16.9 %
Administrative OH Recharges	411,666	390,986	399,221	2.1 %
Road Use Tax Funds	296,963	499,494	702,317	40.6 %
Utility Charges - Parking	2,045	—	2,832	— %
Utility Charges - Water	33,400	20,010	20,707	3.5 %
Utility Charges - Stormwater	3,086,549	2,914,854	2,775,669	(4.8)%
Utility Charges - Sanitary	159,611	280,899	251,566	(10.4)%
Total Resources	4,156,495	4,346,530	4,372,642	0.6 %
<u>Debt Service</u>				
Stormwater debt abated with Stormwater User Fees	1,866,877	2,161,259	2,759,445	27.7 %
Stormwater debt abated with Sales Tax Increment	2,642,669	2,562,323	2,561,881	— %
Street Projects Debt abated with Sales Tax Fund (30%)/RUT	251,865	246,836	244,287	(1.0)%
America's River Debt Abated with TIF & General	892,736	883,286	883,275	— %
Total Debt Service	5,654,147	5,853,704	6,448,888	10.2 %
Property Tax Support	860,545	813,050	951,438	138,388
Percent Increase/(Decrease)				17.0 %
<b>Personnel - Authorized FTE</b>	<b>30.23</b>	<b>29.96</b>	<b>30.71</b>	

## STORMWATER UTILITY

<b>Budget Highlights</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Budget</b>	<b>FY 2021 Requested</b>	<b>% Change From FY 2020 Budget</b>
<u>Expenses</u>				
Employee Expense	352,317	771,077	669,450	(13.2)%
Supplies and Services	723,771	813,491	932,982	14.7 %
Payment to Construction Fund	1,525,000	1,210,000	880,000	(27.3)%
Less Recharges to Service Funds	(134)	(552,757)	(457,783)	(17.2)%
Machinery and Equipment	16,210	75,186	70,620	(6.1)%
Administrative Overhead Recharge	469,385	527,544	608,650	15.4 %
Park Stormwater Maintenance Charges	111,094	202,644	122,777	(39.4)%
Public Information Office	—	70,313	71,750	2.0 %
Public Works Stormwater Maintenance Charges	282,721	258,342	284,305	10.0 %
Debt Service	4,509,546	4,723,582	5,321,326	12.7 %
Total Expenses	7,989,910	8,099,422	8,504,077	5.0 %
<u>Resources</u>				
Operating Revenue	5,252,452	5,544,639	5,928,093	6.9 %
Sales Tax Increment	2,642,669	2,562,323	2,561,881	— %
Total Resources	7,895,121	8,106,962	8,489,974	4.7 %
Net Operating Surplus (Deficit)	(94,789)	7,540	(14,103)	(21,643)
<b>Personnel - Authorized FTE</b>	<b>5.85</b>	<b>5.70</b>	<b>4.78</b>	
<b>Stormwater User Fee Rate Increase</b>	<b>6.75%</b>	<b>6.74%</b>	<b>6.83%</b>	
<b>Stormwater User Fee (per SFU)</b>	<b>\$ 7.76</b>	<b>\$ 8.29</b>	<b>\$ 8.85</b>	
<b>Revenue 1% Rate Increase Generates</b>			<b>\$ 48,494</b>	

## Improvement Package Summary

### **1 of 10**

This improvement request is to upgrade an existing, vacant position within the Engineering Department from an Engineering Technician (GE-31) to Civil Engineer (GE-38). The Civil Engineer position would be staffed with an individual with environmental/water resource expertise. The Civil Engineer would oversee activities associated with the compliance with the City's National Pollution Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) permit and that portion of the City's NPDES wastewater treatment permit (and associated consent decree with the EPA) related to the sanitary sewer collection system. In addition, the improvement request would provide an additional \$50,000 for growing the City's partnership with Dubuque County and the Dubuque Soil & Water Conservation District through an existing 28e agreement. The total cost of the improvement package (recurring) would be \$66,449.00, split between the stormwater utility (+\$19,731) and sanitary sewer (+\$46,736) funds.

Related Cost:	\$5,485	Sanitary User Fee	Recurring	<b>Recommend - Yes</b>
Related Cost:	\$46,344	Internal Service Fund	Recurring	
Related Cost:	\$65,969	Stormwater User Fee	Recurring	
Related Cost Savings:	\$48,722	Stormwater User Fee	Recurring	
Total Cost:	<u>69,076</u>			
Stormwater User Fee Impact	1.36%			
Sanitary User Fee Impact	0.54%			
Activity: Stormwater/Sanitary				

## 2 of 10

This decision package would provide for a full-time employee in the position of Camera Systems Technician (Camera and Traffic Networking GE-28B). The city has roughly 1,200 cameras to manage. Approximately 2 - 5% of the cameras are down at any one time. Maintenance of the existing system is overwhelming field staff constantly and additional help is needed to fulfill new camera requests while also providing assistance to the maintenance and upgrading of existing systems. The addition of a Camera Systems Technician would significantly reduce camera downtime, and improve the reliability and functionality of the citywide traffic camera surveillance system. This position would be utilized to shorten camera repair response time, while at the same time reduce ongoing installation and maintenance costs associated with outsourcing these services to commercial vendors. Currently many of the City's cameras and associated networking equipment are out of service on a regular basis. The lack of available city staff to respond to service requests leads to a delay in restoration of services, sometimes taking weeks at a time to restore equipment. The City of Dubuque's camera surveillance system is heavily leveraged by many departments and has become a key component of the City's public safety infrastructure. The system is used daily for several observational tasks including dispatcher reference, vehicle accident investigations, traffic flow improvement operations, drug task force investigations, construction project inspection, construction contractor claims investigation, emergency management storm event tracking, parking division monitoring and various other types of criminal investigations. The Camera Systems Technician would provide the following services to the department:

1. Configure, install and test low voltage communications.
2. Install and configure IP equipment in the field and in the Traffic Operations Center. This includes items such as cameras, network equipment, vehicle detection sensors, street lighting controllers, and other camera and vehicle transportation control system equipment.
3. Install and maintain automated control systems operation for enhance traffic flow, including, but not limited to: radio, cellular, fiber, and Ethernet communications systems, programmable logic controller hardware and software maintenance.
4. Knowledge and hands on experience of surge protection including proper grounding and bonding techniques to provide greater protection to City infrastructure from lightning strikes.
5. Application of the NEC, NEMA and MUTCD standards to the traffic camera surveillance system.
6. Knowledge and experience in servicing fiber optic communication systems.
7. Electrical schematic and construction plan reading.
8. Construction inspection related to traffic camera surveillance systems.

This improvement package supports the organizational goal of Financially Responsible City Government and High Performance City Organization and Partnership for a Better Dubuque, and Connected Community. It also aides in the Management Agenda High Priority of Community Security /Surveillance System Expansion because it will allow new camera placements at a quicker rate, higher quality data provided with timely equipment upgrades, and an additional staff member to aide in all aspects of camera maintenance.

Related Cost:	\$33,777	General Fund	Recurring	<b>Recommend - Yes</b>
Related Cost:	\$32,672	Internal Service Fund	Recurring	
Related Cost:	\$10,300	General Fund	Non-Recurring	
Total Cost:	<u>\$76,749</u>			
Property Tax Impact:	\$ 0.0173	0.17%		
Activity: Traffic Engineering				

### 3 of 10

This decision package would provide for the upgrading from a small car to a small 4-wheel drive pickup. The traffic engineer position needs to ability to go onto unimproved construction sites, jump curbs, etc in performance of their work. Additionally, a small car is not conducive to carrying traffic paint and aerosol cans, lathe, flags and other equipment. This vehicle also would carry the engineering department drone and requires more room than a small car. This improvement directly relates to Connected Community.

Related Cost:	\$ 7,500	Tax Funds	Non-Recurring	<b>Recommend - No</b>
Property Tax Impact:	\$ 0.003	0.03%		
Activity: Traffic Engineering				

### 4 of 10

This decision package would provide for additional funding to maintain and rehab ditches within city right-of-way or on city property. Maintenance includes such things as mowing, vegetation removal, debris removal. Rehab includes minor grading and re-seeding. The additional funding will allow the City to hire contractors to better maintain ditches that are part of the overall public municipal separate storm sewer system (MS4) permitted as part of the federal clean water act. Currently, the City has been allocating \$5,000 per year for this activity. The addition \$10,000 will allow the City to address more ditch maintenance related issues on a more timely basis.

Related Cost:	\$ 10,000	Stormwater User Fee	Recurring	<b>Recommend - Yes</b>
Stormwater User Fee Impact	0.21%			
Activity: Stormwater				

### 5 of 10

This improvement package would provide the funding to join the Iowa Stormwater Education Partnership (ISWEP). ISWEP is a member-driven organization formed in 2004 to address the educational needs of cities and others impacted by federal stormwater regulations. ISWEP focuses on two things: creating and providing its members with educational tools and resources and providing training. The educational tools can be used to help inform the public about the importance of clean stormwater and how to prevent pollution and soak up more rainfall and . They have been developed for various target audiences including city staff and councils, homeowners, builders, developers, contractors, business owners, and children. The training programs help to establish statewide standards to assist with implementation of stormwater regulations that includes the use and maintenance of appropriate pollution prevention practices. Events are held across the state every year. Additional training events address green infrastructure and urban stormwater management. The majority of Municipal Storm Sewer System (MS4) cities in Iowa are members of ISWEP. We are also comprised of educational organizations, professional firms, businesses, and individuals. Even though Dubuque has a robust stormwater and watershed program, citizens would benefit from further enhanced programs. Membership will also allow for the City to better share and collaborate with other communities across the state who deal with similar opportunities and challenges as Dubuque.

Related Cost:	<u>\$ 5,250</u>	Stormwater User Fee	Recurring	<b>Recommend - Yes</b>
Stormwater User Fee Impact	0.11%			
Activity: Stormwater				

## 6 of 10

This improvement package would provide the funding for adding automatic vehicle monitoring technology to all department vehicles. On a daily basis the Engineering Department staff make numerous daily trips from city hall to various project and inspection sites. For most personnel in the office, a trip into the field often results at multiple location stops during one trip. If better information was available relative to which staff were actively working in certain areas of the city, new requests for inspections or site visits could be dispatched by department administration staff in a much more efficient way. By eliminating unnecessary travel time, staff productivity will be increased.

Related Cost:	\$ 6,000	Tax Funds	Non-Recurring	<b>Recommend - Yes</b>
Related Cost:	\$ 1,000	Stormwater User Fees	Non-Recurring	
Related Cost:	\$ 1,500	Sanitary User Fees	Non-Recurring	
Related Cost:	\$ 1,440	Tax Funds	Recurring	
Related Cost:	\$ 240	Stormwater User Fees	Recurring	
Related Cost:	\$ 360	Sanitary User Fees	Recurring	
Total Cost:	<u>\$ 10,540</u>			
Property Tax Impact:	\$ 0.0029	0.03%		
Stormwater User Fee Impact:	0.03%			
Sanitary User Fee Impact:	0.02%			
Activity: Project Engineering				

## 7 of 10

This decision package is for limited grant funding to assist low to moderate income individuals who lack financial capacity to pay for clearing of snow from sidewalks along public roadways. In past years the City has had to direct hire contractors to remove snow from public sidewalks adjacent to private residences. In some situations age or a physical disability prevents some homeowners from removing the snow themselves. The Engineering Department has also found that some of these individuals do not have the option to request assistance from friends or family. If this request is approved an application and financial assistance program formula will be developed. Assistance will go directly toward offsetting the cost of snow removal on a one-time or two-time per season basis until all funding is exhausted.

Related Cost:	<u>\$ 5,000</u>	Tax Funds	Recurring	Recommend - Yes
Property Tax Impact:	\$ 0.002	0.02%		
Activity: Project Engineering				

## 8 of 10

This decision package is for a Traffic Intern (NA-34D, 624 hours annually, 0.30 FTE). This position would provide for an intern to be able to initially populate the database and make updates to reflect the continual changes that are happening as the result of new public-private partnerships, new city equipment installations, repairs, or modifications. The City's broadband public-private partnership initiative has been highly successful. In just the past two years the city has entered into numerous conduit or fiber optic cable sharing agreements with private entities that has resulted in a significant expansion of the City's fiber network or making multiple broadband service providers available to city businesses and residents. The time spent by city staff managing the locations and specific types of infrastructure shared as part of these agreements has grown significantly in the past two years. As future public-private partnerships are proposed, city staff is required to make trips to the field to inspect the roadside infrastructure in order to determine what city-owned broadband infrastructure is still remaining and available to be shared. In order to improve efficiently and best manage our infrastructure, the Engineering and Information Services Departments have recently invested in an industry specific software which actively manages fiber and conduit utilization in a database. Since none of the City's broadband infrastructure has been stored in this type of format, considerable time and effort is needed to initially populate the database with all



infrastructure that is owned by the City, including fiber counts, conduit configurations, traffic cabinets and server rack locations, rack mounted equipment at each location, and cable connections between various rack mounted equipment. An up-to-date and accurate database will save numerous hours of full time staff having to make site visits in order to assess and inventory existing city-owned broadband infrastructure.

Related Cost:	<u>\$ 10,438</u>	Tax Funds	Recurring	<b>Recommend - No</b>
Property Tax Impact:	\$ 0.0041	0.04%		
Activity: Traffic Engineering				

## 9 of 10

This decision package is for fire extinguisher for each department assigned vehicle. All the Engineering vehicles regularly visit construction sites which can be inherently dangerous. Having fire extinguishers readily available on construction sites is an industry best practice and if ever needed can be essential in extinguishing any potential fires before they grow into catastrophic events. Since the vehicles travel extensively throughout Dubuque on a daily basis, having a fire extinguisher on board also provides a secondary benefit to Dubuque residents if one were ever needed in an emergency and staff happened to be nearby.

Related Cost:	\$ 720	Tax Funds	Non-Recurring	<b>Recommend - Yes</b>
Related Cost:	\$ 120	Stormwater User Fees	Non-Recurring	
Related Cost:	\$ 180	Sanitary User Fees	Non-Recurring	
Related Cost:	\$ 120	Tax Funds	Recurring	
Related Cost:	\$ 20	Stormwater User Fees	Recurring	
Related Cost:	\$ 30	Sanitary User Fees	Recurring	
Total Cost:	<u>\$ 1,190</u>			
Property Tax Impact:	\$ 0.0003	0.004%		
Stormwater User Fee Impact:	0.003%			
Sanitary User Fee Impact:	0.002%			
Activity: Project Engineering				

## 10 of 10

This decision package is for software to manage critical fiber infrastructure. Most of today's critical infrastructure is controlled by complex network communications. These communications usually run via fiber optic and wireless connectivity. The platform for these communications is Ethernet which is comprised of a series of switches and computer equipment that runs across these communication lines. This same system connects employees together on their computers and phones also connects critical infrastructure used for water, flood control, storm sewer, wastewater, city surveillance, traffic control, Police and Fire communications, code blue phones and other critical public safety infrastructure. These systems will continue to grow and expand as the Internet of Things's expand. The importance of keeping these networks running at their optimal level is of vital importance. Troubleshooting these system to find the root cause of the network failure issue can be very laborious to nearly impossible without the supporting tools needed for this specialized task. This Path Solutions software was developed to resolve these critical network issues quickly and reduce the City's dependency on outside vendors for this type of help. In traffic, there is a vast network of equipment that demands constant care. There are intermittent users, which can actually create a void in performance since staff is not notified of issues when the problems arise. At times network problems occur when nobody is using or monitoring a particular network device. An example of this is the recording of surveillance footage on the video management software. Often staff is asked to pull footage of an occurrence that happened weeks ago. When pulling this footage, the video jumps and sometimes misses several seconds of video frames during critical moments that may be needed to solve a crime or accident investigation. These skipped frames are due to glitches in the network and can have various causes that are difficult to track down. Approval of this request would result

in higher network reliability and less money being spent on contracted vendors being hired to find network problems.

Related Cost:	\$ 30,240	Tax Funds	Non-Recurring	<b>Recommend - Yes</b>
Related Cost:	\$ 5,600	Tax Funds	Recurring	
Total Cost:	<u>\$ 35,840</u>			
Property Tax Impact:	\$ 0.0141	0.14%		
Activity: Traffic Engineering				

### Significant Line Items

#### **Employee Expense**

1. FY 2021 employee expense reflects a 1.5% wage package increase.
2. The Iowa Public Employee Retirement System (IPERS) City contribution of 9.44% is unchanged from FY 2020 The employee contribution of 6.29% is unchanged from FY 2020.
3. The City portion of health insurance expense is increased from \$921 in FY 2020 to \$1,013 in FY 2021 per month per contract which results in an annual cost increase of \$49,954 or 11.26%.
4. Overtime is unchanged from \$72,640 in FY 2020 to \$72,640 in FY 2021. FY 2019 actual was \$79,982.
5. Five-Year Retiree Sick leave payout decreased from \$11,977 in FY 2020 to \$11,976 in FY 2021.
6. 50% Sick Leave Payout increased from \$0 in FY 2020 to \$14,473 in FY 2021 based on FY 2020 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.
7. During FY 2020, the City Council approved a non-recurring engineering intern position to do a comprehensive update to the City's current policies and standards related to OSHA compliance and protection of the public during construction projects. This position will expire June 30, 2020. The elimination of this position in FY 2021 results in -0.25 FTE and a savings of \$9,982.
8. The Fiscal Year 2021 budget includes the following changes in the funding allocation of positions:
  - a. Civil Engineer I
    - i. +0.25 FTE to General Fund (+\$27,863)
    - ii. +0.15 FTE to Sanitary Sewer Internal Service Fund (+\$16,285)
    - iii. +0.20 FTE to General Project Engineering Internal Service Fund (+\$24,060)
    - iv. -0.05 FTE from Sanitary Sewer Fund (-\$5,429)
    - v. -0.10 FTE from Stormwater Fund (-\$10,858)
    - vi. -0.45 FTE from Stormwater Internal Service Fund (-\$51,921)
  - b. Civil Engineer II
    - i. +0.15 FTE to Stormwater Fund (+\$19,561)
    - ii. -0.15 FTE from General Fund (-\$19,561)
  - c. Engineering Technician
    - i. +0.03 FTE to Parking Fund (+\$2,774)
    - ii. +0.17 FTE to General Project Engineering Internal Service Fund (+\$15,716)
    - iii. +0.15 FTE to Sanitary Sewer Internal Service Fund (+\$13,867)
    - iv. -0.35 FTE from Stormwater Internal Service Fund (-\$32,357)

- d. Traffic Engineer
  - i. +0.10 FTE to General Project Engineering Internal Service Fund (+\$11,069)
  - ii. -0.10 FTE from General Fund (-\$11,069)
- e. Secretary
  - i. +0.55 FTE to General Fund (+\$38,669)
  - ii. +0.05 FTE to Stormwater Fund (+\$3,513)
  - iii. -0.20 FTE from Sanitary Sewer Fund (-\$14,060)
  - iv. -0.20 FTE from Sanitary Sewer Internal Service Fund (-\$14,061)
  - v. -0.20 FTE from Stormwater Internal Service Fund (-\$14,062)
- f. Confidential Account Clerk
  - i. +0.05 FTE to Sanitary Sewer Internal Service Fund (+\$3,016)
  - ii. +0.05 FTE to Stormwater Internal Service Fund (+\$3,017)
  - iii. -0.05 FTE from Sanitary Sewer Fund (-\$3,016)
  - iv. -0.05 FTE from Stormwater Fund (-\$3,017)

## Supplies & Services

9. Consultant Services is increased from \$72,051 in FY 2020 to \$85,801 in FY 2021. This line item represents Stormwater Maintenance (\$52,000), NPDES consultant services (\$7,250), Stormwater I&I Prevention (\$6,000), and Detention Basin Maintenance (\$3,936).
10. Inspection Reimbursement is unchanged from \$36,000 in FY 2020 to \$36,000 in FY 2021. This line item represents the refund to developers for subdivision inspection fees paid that were more than actual cost. There is offsetting revenue of \$65,000 in the Subdivision Inspection Fee revenue line item.
11. Pay to Other Agency is increased from \$67,957 in FY 2020 to \$117,957 in FY 2021. This line item represents the contract with East Central Iowa Association for transportation planning (\$20,000) and the Catfish Creek Watershed Partnership payment (\$97,957).
12. Grant expense increased from \$438,506 in FY 2020 to \$472,090 in FY 2021. This line item is the stormwater enterprise fund subsidies for low income households (\$34,326), residential farms (\$12,155), and property tax-exempt properties (\$400,609), lateral replacement assistance (\$10,000), as well as streambank rehabilitation grants (\$5,000) and rain gardens/barrel grants (\$5,000). The increase represents the planned increase in the Stormwater User Fee in FY 2021. There are 118 customers that receive the property tax-exempt subsidy, of which the top ten include schools, universities and hospitals, which account for 71% of the property tax-exempt subsidy paid. There are 18 customers that receive the residential farm subsidy and there are 465 customers that receive the low-income subsidy.
13. Sales Tax increased from \$166,099 in FY 2020 to \$178,403 in FY 2021 based on increased stormwater rates in FY 2021. This expense is directly offset by sales tax revenue.
14. Software License increased from \$162,194 in FY 2020 to \$181,200 in FY 2021. FY 2019 actual was \$89,026. In FY 2020, Milestone camera licenses increased \$22,000 and Milestone camera software maintenance was added for \$23,000. In FY 2021, Traffic Engineering increased \$20,699 due to an increase in the Milestone camera software (\$25,000) and a decrease in the Windows 2008 Server software (-\$7,800). Project Engineering increased \$6,467 due to an increase in the Drone Deploy license (\$500) and an increase in AutoCAD Civil 3D (\$4,527). Sanitary Sewer Engineering decreased \$(4,435) due to an increase in Win911pro (\$2,500), Mobile911 (\$1,200), an increase in hachWIMS custom report writer for SCADA (\$1,445), and an increase in Wonderware Historian Client (\$6,525). Stormwater decreased \$(4,003) due to adding 87 Milestone licenses for cameras.

15. Camera Maintenance decreased from \$63,592 in FY 2020 to \$60,400 in FY 2021. FY 2019 actual was \$26,094. Stormwater decreased \$3,192 due to moving camera annual software maintenance to the software maintenance line item. This line item represents maintenance contracts associated with the equipment and software used to run the Traffic Operations Center (\$36,500) and the Milestone Camera licenses (\$23,900).
16. Property Tax increased from \$87,645 in FY 2020 to \$89,498 in FY 2021. FY 2019 actual was \$85,092. This line item represents the property taxes paid on property that the City leases to other entities and is offset by lease revenue.
17. Education and Training increased from \$48,988 in FY 2020 to \$49,246 in FY 2021 based on FY 2020 plus 1%.
18. Conferences increased from \$31,526 in FY 2020 to \$35,264 in FY 2021. Project Engineering increased \$3,738 due to adding the ESRI User Conference and American Association of Highway Transportation Officials GIS-T symposium for the Engineering Technician.
19. Machinery and Equipment Maintenance increased from \$52,895 in FY 2020 to \$63,137 in FY 2021. FY 2019 actual was \$35,231. Stormwater increased \$8,242 due to adding a budget for the Bee Branch Pump Station maintenance and repairs (\$8,242). Traffic Engineering increased \$2,000 for traffic counter maintenance.

## **Machinery & Equipment**

20. Equipment replacement items include (\$747,433):

<b>Equipment Replacements</b>	
<b>Engineering Administration</b>	
Chairs/Desks	\$ 1,000
Label Maker	\$ 200
Spiral Binding System	\$ 2,500
Emergency Radio	\$ 3,800
Smart Phone	\$ 700
<b>Project Engineering General Fund</b>	
Digital Cameras (1)	\$ 200
ASTM Manuals/Lab Equipment	\$ 1,000
Desks/Chairs	\$ 1,000
Metal Detector	\$ 900
Auto Levels (2)	\$ 300
Motorola Radius Radios (2)	\$ 1,000
Ford Connect Van	\$ 38,000
Security Cameras (7)	\$ 8,400
Smart Phones (10)	\$ 3,850
<b>Traffic Engineering General Fund</b>	
Computer	\$ 2,400
2008 Toyota Prius	\$ 17,500
<b>Traffic Engineering Road Use Tax Fund</b>	

<b>Equipment Replacements</b>	
Label Printer	\$ 200
PTZ Cameras (2)	\$ 22,400
Battery Back-Up Systems (5)	\$ 25,000
Milestone Video Servers (4)	\$ 30,000
Virtual Servers (4)	\$ 8,000
Network Switch - City Hall	\$ 8,150
Network Switch - Operations and Maintenance (2)	\$ 16,275
Network Switch - Brocade Fiber (2)	\$ 11,500
HP Video Monitor CPU (2)	\$ 10,000
Axis Servers (10)	\$ 6,500
Wireless Point to Point (2)	\$ 10,000
Hardened Intersection Switches (17)	\$ 51,000
Nitek Extenders for cameras (5)	\$ 5,000
Data Collector	\$ 10,000
Milestone SAN - 2 CHASSIS	\$ 120,000
Mobile GPS (5)	\$ 2,100
ITERIS Cameras (4)	\$ 4,800
Axis Cameras (91)	\$ 109,200
Batteries (60)	\$ 12,000
APC Battery Back-Up (1)	\$ 3,000
Traffic Counters (3)	\$ 4,500
Smart Phone (1)	\$ 350
<b>Project Engineering Sanitary Sewer Fund</b>	
E-One Pumps (3)	\$ 6,000
Gas Air Meters (4) & Field Safety Equipment	\$ 2,400
Smart Phones (2)	\$ 1,050
<b>Project Engineering Stormwater Fund</b>	
Label Maker	\$ 200
Level Transducers	\$ 2,500
Weather Station	\$ 1,100
Smart Phones (2)	\$ 700
<b>Annual Projects</b>	
General Sanitary Sewer Repairs/Maintenance	\$ 92,868
General Stormwater Repairs/Maintenance	\$ 50,000
Detention Basin Maintenance	\$ 15,000
<b>Recommended Improvement Packages</b>	<b>\$ 22,890</b>
<b>Total Equipment</b>	<b>\$ 747,433</b>

## Debt Service

21. Annual Debt Service Payments for FY 2021 are as follows (\$6,448,888):

Amount	Debt Series	Source	Purpose	Final Payment	Call Date
\$ 23,876	2017A G.O.	Sales Tax 30%	Fiber Optic & Street Light	2029	2025
\$ 193,600	2017A G.O.	Stormwater Fees	Stormwater Improvements	2029	2025
\$ 876,221	2017A G.O.	GDTIF/General	America's River Project	2021	2021
\$ 420	2017A G.O.	Sales Tax 30%	Street Improvements	2030	2025
\$ 55,048	2006 SRF	Stormwater Fees	North Catfish Creek	2030	
\$ 115,520	2009 SRF	Stormwater Fees	West 32nd Detention Basin	2030	
\$ 71,155	2018A G.O.	Sales Tax 30%	Southwest Arterial	2031	2026
\$ 158,122	2018A G.O.	Stormwater Fees	Stormwater Improvements	2031	2026
\$ 127,732	2012B G.O.	Stormwater Fees	Stormwater Improvements	2031	2020
\$ 7,054	2019C G.O.	Sales Tax 30%	FEMA Flood Buyout	2027	2026
\$ 31,726	2019C G.O.	Stormwater Fees	Stormwater Improvements	2033	2026
\$ 79,563	2012E G.O.	Sales Tax 30%	Southwest Arterial	2032	2019
\$ 9,039	2012E G.O.	Stormwater Fees	Stormwater Improvements	2032	2019
\$ 413,280	2010 SRF	Stormwater Fees	Lower Bee Branch	2032	
\$ 323,100	2014A G.O.	Sales Tax Increment	Bee Branch Watershed	2029	2024
\$ 51,197	2014B G.O.	Sales Tax 30%	Street Improvements	2034	2021
\$ 20,660	2014 SRF	Sales Tax 30%	Lower Bee Branch	2034	
\$ 1,476,131	2015B SRF	Sales Tax Increment	Upper Bee Branch	2035	
\$ 762,650	2015A Revenue	Sales Tax Increment	Bee Branch Watershed	2029	2026
\$ 724,650	2016B G.O.	Sales Tax 20%	Stormwater Refunding	2036	2024
\$ 18,076	2016C G.O.	Stormwater Fees	Federal Building Roof	2037	2024
\$ 910,068	2019 SRF	Stormwater Fees	Bee Branch Watershed	2038	
<b>\$ 6,448,888</b>	<b>Total Engineering Annual Debt Service</b>				

## Revenue

22. Riverfront Leases increased from \$2,270,423 in FY 2020 to \$2,678,025 in FY 2021 based on the projected revenue which is as follows:

Riverfront Lease	FY20 Budget	FY21 Budget
Artco Fleeting Service	\$ 1,050	\$ 1,200
Colleen Bradley Lindstrom	\$ 3,600	\$ 3,600
Dubuque Marina	\$ 31,653	\$ 32,128
Dubuque Terminals - South Port Inland	\$ 13,900	\$ —
Dubuque Terminals Dove Harbor	\$ 121,890	\$ 123,718
Dubuque Yacht Basin	\$ 24,813	\$ 195,300
Flint Hill Resources	\$ 676,700	\$ 686,850
Freebird II, LLC - Lease 2	\$ 6,792	\$ —
Freebird III, LLC	\$ 58,000	\$ —
Hodge Transit Warehouse Co	\$ 355,064	\$ 360,390
Klauer Manufacturing	\$ 100	\$ 100
Riverboat Twilight	\$ 5,500	\$ 5,300



<u>Riverfront Lease</u>	<u>FY20 Budget</u>	<u>FY21 Budget</u>
Gavilon - 7th Street	\$ —	\$ 107,500
Gavilon - Purina Drive	\$ —	\$ 178,750
Gavilon - Land By City Salt Pile	\$ 264,180	\$ 268,143
Gavilon Dove Harbor	\$ 537,540	\$ 545,603
Thompson Truck and Trailer LLC	\$ 7,341	\$ 7,451
Port of Dubuque Brewery Development	\$ 62,100	\$ 62,100
Diamond Jo Patio Lease	\$ 25,000	\$ 25,000
Platinum Holdings LLC	\$ 75,200	\$ 74,892
Total	\$ 2,270,423	\$ 2,678,025

23. Wharfage Fees on Leased Property increased from \$123,000 in FY 2020 to \$148,024 in FY 2021 and is dependent on how much business is being conducted at the Wharf.

<u>Wharfage Fees on Leased Property</u>	<u>FY20 Budget</u>	<u>FY21 Budget</u>
Freebird II, LLC - Lease 2	\$ 22,000	\$ —
Gavilon - 7th Street	\$ —	\$ 53,008
Gavilon Dove Harbor	\$ 65,000	\$ 40,968
Gavilon - Salt Site	\$ 16,000	\$ 33,048
Flint Hill Resources	\$ 20,000	\$ 21,000
Total	\$ 123,000	\$ 148,024

24. Non-Riverfront Lease increased from \$135,138 in FY 2020 to \$137,923 in FY 2021.

<u>Non-Riverfront Lease</u>	<u>FY20 Budget</u>	<u>FY21 Budget</u>
Dubuque Rescue Mission	\$ 1	\$ 1
HHH Enterprises	\$ 2,093	\$ 2,135
Hartig Drug	\$ 1,844	\$ 1,881
16th St. Detention Basin - Rainbo Oil	\$ 123,031	\$ 125,492
Interstate Power & Light Co (Graf Farm Solar)	\$ 8,169	\$ 8,414
Total	\$ 135,138	\$ 137,923

25. Fiber Leases increased from \$0 in FY 2020 to \$14,178 in FY 2021 based on FY 2019 actual.
26. Telecomm Leases increased from \$0 in FY 2020 to \$9,600 in FY 2021 based on FY 2019 actual.
27. Subdivision Inspection Fees decreased from \$100,000 in FY 2020 to \$65,000 in FY 2021 based on projected construction of subdivisions.
28. Stormwater Penalties increased from \$28,845 in FY 2020 to \$31,295 in FY 2021 based on FY 2019 actual of \$31,295.

29. The FY 2021 Stormwater User Fee increased from \$8.29 per SFU to \$8.85 per SFU, a 6.83% increase, consistent with Ordinance 16-14 passed on March 5, 2014.

	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
Adopted Per Ordinance 21-12	\$ 8.50	\$ 9.00	\$ 9.00	\$ 9.00	\$ 9.00	\$ 9.00	\$ 9.00	\$ 9.00
Adopted Per Ordinance 16-14	\$ 6.38	\$ 6.81	\$ 7.27	\$ 7.76	\$ 8.29	\$ 8.85	\$ 9.00	\$ 9.00
% Decrease From Ordinance 21-12	-24.94%	-24.33%	-19.22%	-13.78%	-7.89%	-1.69%	—%	—%

\* The recommended rates for FY16 through FY20 reflect the rates previously established by Ordinance 16-14 following the State's approval of \$98.5 million in State Flood Mitigation state sales tax increment funds for the Bee Branch Watershed Flood Mitigation Project. Ordinance 21-12 was the ordinance adopted prior to the City receiving the Flood Mitigation grant.





# ENGINEERING DEPARTMENT

The mission of the Engineering Department is to promote public safety by providing engineering services related to the planning, development, construction, and maintenance of the City's public infrastructure systems.



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

## PEOPLE

Engineering continues in its emphasis on public information meetings concerning projects that have a significant impact on property owners. These meetings provide an opportunity for meaningful exchange between the City and property owners on the project scope and its impact.

## PLANNING

Engineering coordinates its project planning with multiple City Departments. In addition the department is involved in the Dubuque Metropolitan Area Transportation Study and works with the East Central Intergovernmental Agency in planning projects. This ensures a regional view is considered in project development.



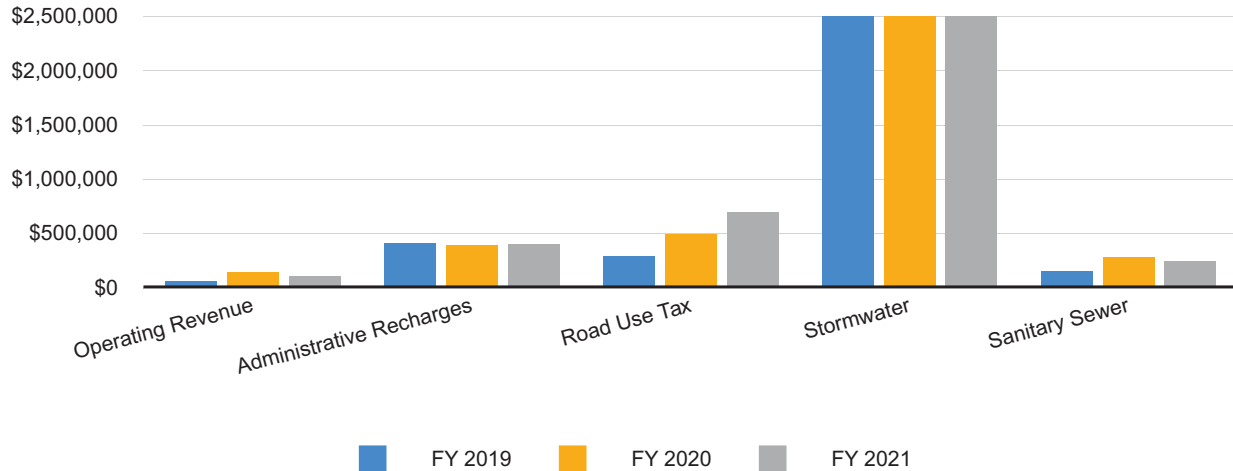
## PARTNERSHIPS

The Engineering Department works with the Iowa Department of Transportation (IDOT), the Access Board, Federal Highway Administration (FHWA), East Central Intergovernmental Agency (ECIA), Dubuque County, Historic Preservation Commission, Neighborhood Groups, Tri-State Trail Vision and many other entities when planning and constructing projects.

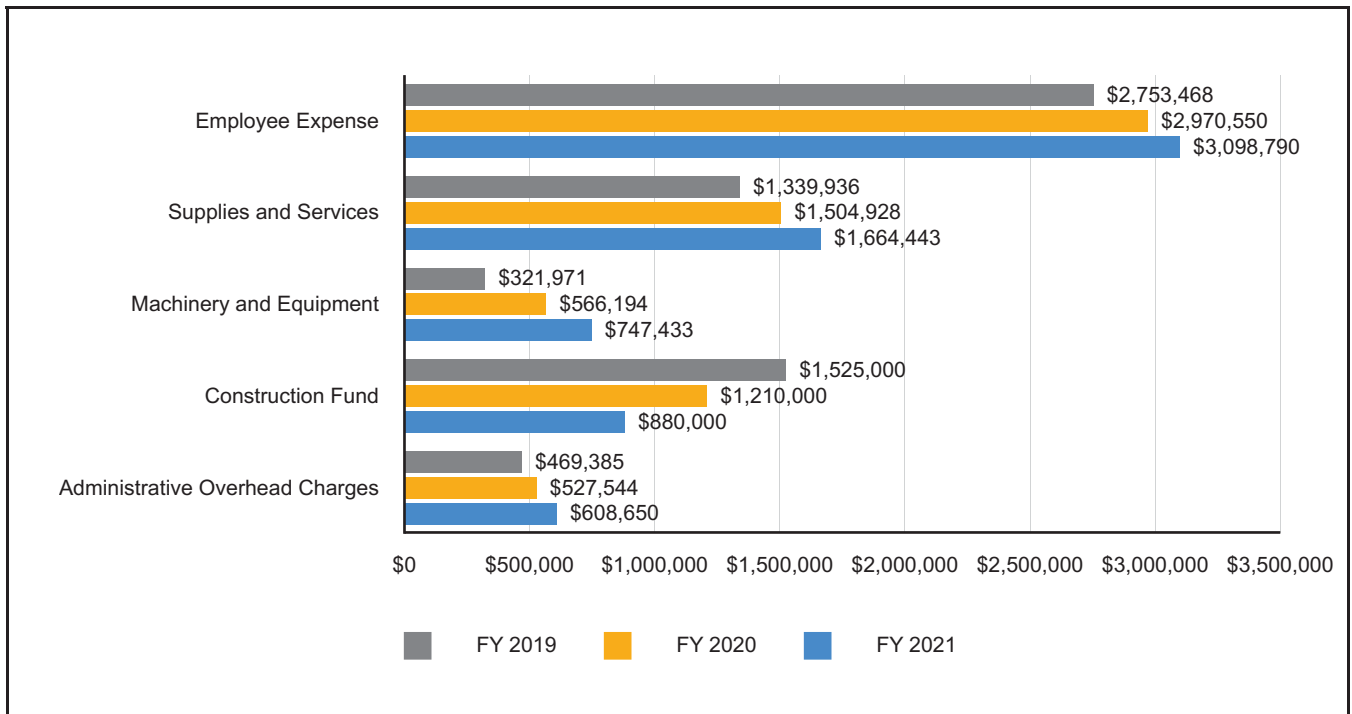
# ENGINEERING DEPARTMENT

	FY 2019	FY 2020	FY 2021
Full-Time Equivalent	30.23	29.96	30.71

## Resources



The Engineering Department is supported by 30.71 full-time equivalent employees, which accounts for 58.20% of the department expense as seen below. Overall, the department's expenses are expected to increase by 3.19% in FY 2021 compared to FY 2020.



# ENGINEERING DEPARTMENT

## Activity: Right-of-way Management and Streets

### Mission & Services

These activities manage the public right-of-way so it is safe and accessible for all users and constructing and maintaining [streets](#) in a fiscally-responsible way that also provides safe and efficient transportation. Responsibilities include monitoring [right-of-way](#), [excavations](#), [sidewalk](#) inspections, appeals, management of compliance, utility locate services, and street and [alley](#) planning, inspection, reconstruction, and maintenance.

Right-of-way and Streets Funding Summary			
	FY 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$2,642,157	\$2,056,049	\$2,200,504
Resources	\$(670,994)	\$1,221,090	\$(1,535,862)




Right-of-way and Streets Position Summary	
	FY 2021
City Engineer	0.30
City Engineer - Service Fund	0.15
Assistant City Engineer	0.30
Assistant City Engineer- Svc Fd	0.70
Project Manager	0.40
Project Manager - Service Fund	0.10
Civil Engineer II	0.80
Civil Engineer II - Service Fund	1.20
Survey Technician	0.15
Survey Technician - Service Fund	0.30
Survey Party Chief	0.15
Survey Party Chief - Service Fd	0.30
Engineering Technician	1.90
Engineering Technician - Service Fd	2.67
Engineering Assistant II	0.10
Engineering Assistant II - Service Fd	0.40
Surveyor	0.80
Surveyor - Service Fund	0.20
Engineering Aide	0.00
Engineering Aide - Service Fund	1.00
Traffic Engineer	0.50
Traffic Engineer - Service Fund	0.50
Confidential Account Clerk	0.65
Confidential Acct Clerk - Service Fd	0.00
Secretary - Admin	0.05
Secretary - Admin Internal Svc	0.00
ROW Technician	0.90
ROW Technician - Service Fd	0.10
Engineering Aide - Seasonal	0.00
<b>Total FT Equivalent Employees</b>	<b>14.62</b>

# ENGINEERING DEPARTMENT

## Right-of-Way Management and Streets

### Performance Measures

#### City Council Goal: Connected Community

	Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
<b>1</b>	<b>Activity Objective: Provide safe walking pathways throughout the City, including pedestrian access ramps.</b>					
	% of property notices resolved within allotted time for un-shoveled sidewalks	80%	57%	94%	80%	
	# of ADA curb ramps installed	100	104	95	100	
<b>2</b>	<b>Activity Objective: Provide complete, safe, and efficient street systems.</b>					
	Avg. condition rating (out of 100) of all Dubuque streets	70	78	73	73	
	# of vehicle crashes in the City of Dubuque	N/A	1,546	1,261	1,300	N/A

#### City Council Goal: Livable Neighborhoods & Housing

<b>3</b>	<b>Activity Objective: Manage the work in right-of-way permits.</b>					
	# of Right of Way excavation permits/person	N/A	227	306	350	N/A



# ENGINEERING DEPARTMENT

## Stormwater Management

### Mission & Services


The mission of the City's Stormwater Management Utility is to help protect the health of citizens and both the natural and built environment by designing, implementing, and maintaining an effective, efficient municipal stormwater management system. The City of Dubuque has the responsibility as private property owners: manage stormwater on its property. Programs include construction of new detention basins, extension of storm sewer systems, maintenance of ditches, sewers, and basins, and limiting pollutants associated with stormwater runoff.

Stormwater Funding Summary			
	FY 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$4,662,633	\$5,275,137	\$5,612,766
Resources	\$4,662,633	\$5,275,137	\$5,612,766


Stormwater Position Summary	
	FY 2021
Civil Engineer II	0.77
Civil Engineer II - Service Fund	0.68
City Engineer	0.15
City Engineer - Service Fund	0.10
Engineering Technician	0.15
Engineering Technician - Service Fd	1.35
Engineering Assistant II	0.10
Engineering Assistant II - Service Fd	0.40
Survey Party Chief - Service Fund	0.25
Survey Technician - Service Fund	0.25
Project Manager - Service Fund	0.25
Utility Locator - Stormwater	0.25
Utility Locator - Water	0.25
Confidential Account Clerk	0.25
I&I Inspector	1.46
Confidential Account Clerk - Service Fd	0.40
<b>Total FT Equivalent Employees</b>	<b>7.06</b>

### Performance Measures

#### City Council Goal: Livable Neighborhoods and Housing

Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
<b>1 Activity Objective: Engineer, construct, and maintain facilities to mitigate the effects of flooding.</b>					
# of phases completed in Bee Branch Watershed Flood Mitigation Project	12	4	5	5	

#### City Council Goal: Connected Community

<b>2 Activity Objective: Design and oversee construction of street/public ROW drainage systems to mitigate flooding and make the street available to the public during a rain event.</b>					
% of storm sewer construction occurring in conjunction with street replacement	80	95	95	85	



# ENGINEERING DEPARTMENT

## Sanitary Sewer Collection

### Mission & Services



The City of Dubuque's Sanitary Sewer Collection system delivers wastewater to the Water and Resource Recovery Center (W&RRC) where it is treated in accordance with the federal Clean Water Act before being discharged in the Mississippi River. This activity defines and implements capital improvements to improve the City's existing sanitary sewer collection infrastructure and provides direction and standards for future expansion and connections to the system.

Sanitary Sewer Collection Funding Summary			
	FY 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$159,603	\$557,989	\$603,695
Resources	\$159,603	\$557,989	\$603,695

Sanitary Sewer Collection Position Summary	
	FY 2021
City Engineer	0.15
City Engineer - Service Fund	0.15
Civil Engineer II	0.10
Project Manager	0.10
Project Manager - Service Fund	0.15
Engineering Technician	0.10
Engineering Technician - Service Fund	1.80
Survey Party Chief - Service Fund	0.30
Survey Technician - Service Fund	0.30
Secretary	0.05
Secretary - Service Fund	0.05
Confidential Account Clerk	0.25
Confidential Account Clerk - Svc Fund	0.15
Utility Locator	0.25
<b>Total FT Equivalent Employees</b>	<b>3.90</b>

### Performance Measures

#### City Council Goal: Sustainable Environment

	Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
1	<b>Activity Objective: Reduce inflow and infiltration (I&amp;I) into the sanitary sewer collection system and work to eliminate the source or secure the sanitary sewer from the source.</b>					
	# of feet pipe lined through I&I Program	1,000	6,239	0	300	
2	<b>Activity Objective: Reconstruct Sanitary Sewer Manholes and Pipe</b>					
	# of brick sanitary sewer manholes replaced	15	18	15	18	



# ENGINEERING DEPARTMENT

## Traffic Engineering

### Mission & Services


This Activity is responsible for overseeing the planning, inspection and daily operation of active projects for the movement of pedestrians, vehicular traffic, fiber optic expansion, street lighting, traffic signals, traffic controls, fiber optic and communications infrastructure, traffic and security cameras, traffic signage and pavement markings throughout the City and provides guidance to the Public Works Department. Other activities involve the review and recommendations for parking meter districts, residential parking districts and accessible parking spaces according to local, state and federal guidelines. This activity is highly called upon during emergency events and crises.

Traffic Engineering Funding Summary			
	FY 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$82,968	\$153,780	\$196,937
Resources	\$7,200	\$17,681	\$17,893




Traffic Engineering Position Summary	
	FY 2021
Confidential Account Clerk	0.20
Utility Locator	0.25
Traffic Engineering Assistant	0.00
Traffic Engineering Assistant - Svc Fd	0.00
<b>Total FT Equivalent Employees</b>	<b>0.45</b>

### Performance Measures

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

	Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
1	<b>Activity Objective: Reduce energy and maintenance costs as well as increase safety by replacing existing street lights with LED lighting.</b>					
	% of city-owned lights converted to LED	100%	32%	51%	53%	

#### City Council Goal: Connected Community

2	<b>Activity Objective: Provide a road network that ensures a high level of safety for vehicles, cyclists, and pedestrians.</b>					
	% of signalized Intersections with Microwave Detection	100%	26%	29%	31%	
2	<b>Activity Objective: Continue growth of traffic operation cameras, security cameras, and fiber and conduit.</b>					
	% of signalized Intersections with security cameras	100%	N/A	74%	80%	
	# of miles annually of conduit installed	N/A	12.51	4.75	4.29	

# Recommended Operating Revenue Budget - Department Total

## 55 - ENGINEERING

Fund	Account	Account Title	FY18 Actual Revenue	FY19 Actual Revenue	FY20 Adopted Budget	FY21 Recomm'd Budget
100	42170	MISC-LICENSES	3,381	2,986	3,381	800
100	42225	DUMPSTER PERMITS	2,960	3,140	2,960	3,200
100	42240	EXCAVATION PERMITS	22,363	25,418	22,363	23,000
620	42260	PERMIT, MISC	6,095	3,795	6,095	3,795
100	42305	SIDEWALK PERMIT	8,193	11,999	8,193	8,400
100	42315	SUBDIV. INSPECTION FEE 3%	139,318	850	100,000	65,000
610	42,315	SUBDIV. INSPECTION FEE 3%	0	1,017	0	0
640	42315	SUBDIV. INSPECTION FEE 3%	0	1,306	0	0
42	LICENSES AND PERMITS - Total		182,310	50,511	142,992	104,195
620	43110	INVESTMENT EARNINGS	29,235	58,744	41,628	52,869
100	43230	LEASE, PROPERTY	155,937	209,003	135,138	137,923
100	43231	LEASE, RIVERFRONT	1,922,503	2,208,827	2,270,423	2,678,025
100	43233	SIDEWALK CAFE LEASES	1,050	600	800	800
100	43259	LEASE, FIBER	0	26,034	0	14,178
100	43,265	LEASE, TELECOMM	0	9,600	0	9,600
100	43320	LEASE, WHARFAGE	164,152	158,975	123,000	148,024
100	43325	LEASE, OTHER	0	240	120	120
43	USE OF MONEY AND PROPERTY - Total		2,272,877	2,672,022	2,571,109	3,041,539
620	44405	FEMA PUBLIC ASSISTANCE	2,152	0	0	0
44	INTERGOVERNMENTAL - Total		2,152	0	0	0
620	45701	STATE GRANTS	0	1,236	0	0
45	STATE GRANTS - Total		0	1,236	0	0
620	51215	LATE PAYMENT PENALTY	28,845	31,295	28,845	31,295
610	51245	SEWER CONNECTION CHARGES	2,539	0	2,539	0
620	51805	STORMWATER USER FEE	4,224,607	4,539,386	4,849,462	5,180,637
620	51820	STORMWATER HALF RATE	28,178	30,466	32,131	32,131
51	CHARGES FOR SERVICES - Total		4,284,168	4,601,147	4,912,977	5,244,063
100	53403	IA DISTRICT COURT FINES	0	85	0	85
800	53530	SPECIALIZED SERVICES	1,683,777	1,392,719	1,619,636	1,675,236
100	53605	MISCELLANEOUS REVENUE	673	572	0	400
100	53610	INSURANCE CLAIMS	12,725	0	0	0
620	53610	INSURANCE CLAIMS	0	41,262	0	0
100	53615	DAMAGE CLAIMS	1,348	0	0	0
100	53620	REIMBURSEMENTS-GENERAL	10,504	14,863	6,150	6,150
620	53620	REIMBURSEMENTS-GENERAL	1,873	8,748	1,873	1,873
620	53630	SALES TAX COLLECTION	145,662	156,452	166,099	178,403
53	MISCELLANEOUS - Total		1,856,563	1,614,702	1,793,758	1,862,147
100	54105	LAND SALES	12	1	0	0
400	54210	GO BOND PROCEEDS	771,500	650	0	0
620	54210	GO BOND PROCEEDS	1,714,500	2,925	0	0
400	54220	BOND DISCOUNT	11,250	29	0	0
620	54220	BOND DISCOUNT	25,000	133	0	0
54	OTHER FINANCING SOURCES - Total		2,522,262	3,739	0	0
400	59100	FR GENERAL	541,984	388,568	548,936	543,375
620	59102	FR DRA DISTRIBUTION	125,876	258,990	299,600	177,978
400	59240	FR DOWNTOWN TIF	340,766	343,800	334,350	339,900
400	59250	FR ROAD USE TAX	21,267	21,381	23,992	23,876
620	59255	FR SPECIAL ASSESSMENT	105	114	0	0
400	59300	FR STREET CONSTRUCTION	210,097	209,125	204,096	201,915
400	59340	FR SALES TAX INCREMENT	2,118,792	2,642,669	2,562,323	2,561,881
400	59350	FR SALES TAX CONSTRUCTION	19,209	32,890	18,748	18,496
620	59350	FR SALES TAX CONSTRUCTION	226,950	118,906	118,906	269,112
100	59610	FR WPC OPERATING	330,040	291,095	261,845	273,439
100	59620	FR STORMWATER OPERATING	76,041	68,174	72,400	82,032
100	59640	FR WATER UTILITY	20,184	52,397	56,741	43,750
59	TRANSFER IN AND INTERNAL - Total		4,031,311	4,428,110	4,501,937	4,535,754
ENGINEERING - Total			15,151,643	13,371,467	13,922,773	14,787,698

# Recommended Operating Expenditure Budget - Department Total

## 55 - ENGINEERING

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
100	61010	FULL-TIME EMPLOYEES	555,757	567,280	651,051	700,433
610	61010	FULL-TIME EMPLOYEES	59,279	66,646	89,908	77,781
620	61010	FULL-TIME EMPLOYEES	227,196	216,514	145,000	143,790
630	61010	FULL-TIME EMPLOYEES	0	1,398	0	2,069
640	61010	FULL-TIME EMPLOYEES	21,471	21,800	14,374	14,654
800	61010	FULL-TIME EMPLOYEES	1,144,644	1,065,354	1,136,419	1,189,268
100	61020	PART-TIME EMPLOYEES	8,539	2,601	0	0
610	61020	PART-TIME EMPLOYEES	0	3,388	0	0
620	61020	PART-TIME EMPLOYEES	24,179	31,312	74,638	75,480
640	61020	PART-TIME EMPLOYEES	0	2,069	0	0
800	61020	PART-TIME EMPLOYEES	36,235	1,261	0	0
100	61030	SEASONAL EMPLOYEES	12,006	24,852	17,050	7,423
610	61030	SEASONAL EMPLOYEES	258	710	0	0
620	61030	SEASONAL EMPLOYEES	4,366	7,168	0	0
640	61030	SEASONAL EMPLOYEES	0	418	0	0
800	61030	SEASONAL EMPLOYEES	49,238	79,307	34,100	29,692
100	61050	OVERTIME PAY	14,443	19,407	18,390	18,390
610	61050	OVERTIME PAY	1,022	1,306	0	0
620	61050	OVERTIME PAY	6,325	8,148	0	0
630	61050	OVERTIME PAY	0	71	0	0
640	61050	OVERTIME PAY	1,053	1,281	0	0
800	61050	OVERTIME PAY	27,942	49,770	54,250	54,250
610	61071	HOLIDAY PAY-OVERTIME	0	32	0	0
620	61071	HOLIDAY PAY-OVERTIME	0	79	0	0
640	61071	HOLIDAY PAY-OVERTIME	0	31	0	0
800	61071	HOLIDAY PAY-OVERTIME	0	283	0	0
100	61091	SICK LEAVE PAYOFF	7,769	9,554	11,977	11,976
100	61092	VACATION PAYOFF	9,300	7,918	0	0
620	61092	VACATION PAYOFF	7,579	0	0	0
100	61096	50% SICK LEAVE PAYOUT	0	0	0	12,138
620	61096	50% SICK LEAVE PAYOUT	0	0	0	2,335
100	61310	IPERS	51,936	56,644	63,567	68,558
610	61310	IPERS	5,418	6,737	8,489	7,342
620	61310	IPERS	23,121	24,174	20,735	20,699
630	61310	IPERS	0	139	0	195
640	61310	IPERS	2,016	2,377	1,357	1,384
800	61310	IPERS	111,330	109,461	115,622	117,391
100	61320	SOCIAL SECURITY	43,952	45,871	52,430	57,401
610	61320	SOCIAL SECURITY	4,268	5,200	6,879	5,950
620	61320	SOCIAL SECURITY	19,028	18,658	16,802	16,953
630	61320	SOCIAL SECURITY	0	99	0	158
640	61320	SOCIAL SECURITY	1,580	1,818	1,100	1,121
800	61320	SOCIAL SECURITY	90,759	86,396	93,698	97,398
100	61410	HEALTH INSURANCE	(106,753)	112,855	91,778	116,751
610	61410	HEALTH INSURANCE	24,319	21,609	12,461	11,068
620	61410	HEALTH INSURANCE	56,286	40,509	20,585	15,306
630	61410	HEALTH INSURANCE	0	296	0	368
640	61410	HEALTH INSURANCE	5,332	3,578	2,709	3,074

## Recommended Operating Expenditure Budget - Department Total

### 55 - ENGINEERING

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
800	61410	HEALTH INSURANCE	222,761	0	154,196	185,116
100	61415	WORKMENS' COMPENSATION	42,143	14,337	14,773	16,705
610	61415	WORKMENS' COMPENSATION	9,455	2,110	2,451	2,880
620	61415	WORKMENS' COMPENSATION	26,788	5,451	5,725	6,223
640	61,415	WORKMENS' COMPENSATION	0	0	456	460
800	61415	WORKMENS' COMPENSATION	0	0	30,533	0
100	61416	LIFE INSURANCE	418	422	496	556
610	61416	LIFE INSURANCE	51	53	71	57
620	61416	LIFE INSURANCE	172	170	117	115
630	61416	LIFE INSURANCE	0	2	0	2
640	61416	LIFE INSURANCE	20	21	14	14
800	61416	LIFE INSURANCE	867	755	818	882
620	61417	UNEMPLOYMENT INSURANCE	5,031	0	5,031	2,516
100	61640	SAFETY EQUIPMENT	327	0	250	250
100	61660	EMPLOYEE PHYSICALS	888	1,887	250	2,084
620	61660	EMPLOYEE PHYSICALS	495	0	0	0
800	61660	EMPLOYEE PHYSICALS	0	134	0	134
100	61680	EMPLOYEE MOVING EXPENSE	0	1,750	0	0
<b>61 - WAGES AND BENEFITS</b>			<b>2,860,608</b>	<b>2,753,468</b>	<b>2,970,550</b>	<b>3,098,790</b>
100	62010	OFFICE SUPPLIES	6,635	7,066	6,634	7,065
250	62010	OFFICE SUPPLIES	0	208	0	208
610	62010	OFFICE SUPPLIES	0	8	0	8
620	62010	OFFICE SUPPLIES	0	283	0	198
100	62011	UNIFORM PURCHASES	0	0	400	400
100	62030	POSTAGE AND SHIPPING	2,324	2,440	2,395	2,950
610	62030	POSTAGE AND SHIPPING	25	169	26	186
620	62030	POSTAGE AND SHIPPING	307	323	316	355
100	62034	REPAIR PARTS/SUPPLIES	244	0	244	0
100	62050	OFFICE EQUIPMENT MAINT	0	428	1,740	900
100	62061	DP EQUIP. MAINT CONTRACTS	27,982	27,562	26,580	26,854
100	62090	PRINTING & BINDING	25	68	527	527
620	62090	PRINTING & BINDING	0	4,955	0	5,302
100	62110	COPYING/REPRODUCTION	5,823	4,458	6,231	4,459
610	62110	COPYING/REPRODUCTION	0	0	0	0
620	62110	COPYING/REPRODUCTION	356	417	381	417
100	62130	LEGAL NOTICES & ADS	223	2,985	223	2,985
610	62130	LEGAL NOTICES & ADS	0	27	0	27
620	62130	LEGAL NOTICES & ADS	0	534	0	533
630	62130	LEGAL NOTICES & ADS	0	40	0	40
100	62170	SUBSCRIPTIONS-BOOKS-MAPS	4,563	5,287	4,068	5,493
250	62170	SUBSCRIPTIONS-BOOKS-MAPS	0	352	735	710
610	62170	SUBSCRIPTIONS-BOOKS-MAPS	86	995	221	400
620	62170	SUBSCRIPTIONS-BOOKS-MAPS	0	0	126	322
100	62190	DUES & MEMBERSHIPS	2,898	2,410	4,584	6,551
250	62190	DUES & MEMBERSHIPS	0	410	995	995
610	62190	DUES & MEMBERSHIPS	0	0	0	510
620	62190	DUES & MEMBERSHIPS	0	0	648	541
610	62204	REFUNDS	1,721	0	1,721	0

# Recommended Operating Expenditure Budget - Department Total

## 55 - ENGINEERING

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
620	62204	REFUNDS	1,518	1,484	1,518	1,484
100	62206	PROPERTY INSURANCE	5,052	29	33	30
250	62206	PROPERTY INSURANCE	0	14,414	14,414	15,135
620	62206	PROPERTY INSURANCE	0	1,952	2,214	2,050
100	62208	GENERAL LIABILITY INSURAN	15,992	16,441	17,445	17,263
250	62208	GENERAL LIABILITY INSURAN	1,007	0	0	0
610	62208	GENERAL LIABILITY INSURAN	4,062	3,758	3,987	3,946
620	62208	GENERAL LIABILITY INSURAN	0	348	0	366
620	62210	SALES TAX	146,943	153,999	166,099	178,403
100	62211	PROPERTY TAX	86,580	85,092	87,645	89,498
100	62212	TECH/OTHER EQUIP INSURANC	251	0	264	277
100	62230	COURT COSTS & RECORD FEES	1,636	540	1,636	540
100	62310	TRAVEL-CONFERENCES	14,436	15,610	18,469	22,207
250	62310	TRAVEL-CONFERENCES	3,185	4,638	5,334	5,334
610	62310	TRAVEL-CONFERENCES	0	0	1,730	1,730
620	62310	TRAVEL-CONFERENCES	3,953	5,826	5,993	5,993
100	62320	TRAVEL-CITY BUSINESS	188	559	644	644
620	62320	TRAVEL-CITY BUSINESS	295	1,381	124	124
100	62340	MILEAGE/LOCAL TRANSP	37	472	40	489
620	62340	MILEAGE/LOCAL TRANSP	0	77	0	80
100	62360	EDUCATION & TRAINING	6,794	11,616	34,321	34,449
250	62360	EDUCATION & TRAINING	3,700	3,132	6,077	6,077
610	62360	EDUCATION & TRAINING	695	471	1,674	1,777
620	62360	EDUCATION & TRAINING	2,497	2,329	6,916	6,943
100	62411	UTILITY EXP-ELECTRICITY	1,432	3,151	1,920	3,403
620	62411	UTILITY EXP-ELECTRICITY	5,251	19,008	5,250	20,529
100	62415	UTILITY EXPENSE STORMWATR	2,579	3,243	4,428	7,566
100	62416	UTILITY EXP-WATER	52	160	120	785
620	62419	UTILITY EXP-ELEC ST LTNG	542	1,604	542	1,764
100	62421	TELEPHONE	12,266	13,414	12,265	14,039
250	62421	TELEPHONE	1,295	1,306	1,920	1,306
610	62421	TELEPHONE	1,706	1,791	1,706	1,791
620	62421	TELEPHONE	1,970	2,148	1,970	2,148
800	62421	TELEPHONE	0	0	0	625
100	62424	RADIO/PAGER FEE	1,967	2,205	2,633	1,630
100	62431	PROPERTY MAINTENANCE	157	1,018	1,000	1,233
250	62431	PROPERTY MAINTENANCE	1,367	0	0	0
610	62431	PROPERTY MAINTENANCE	1,367	0	0	0
620	62431	PROPERTY MAINTENANCE	14,984	700	15,590	11,290
100	62436	RENTAL OF SPACE	9,354	7,920	14,314	13,096
620	62436	RENTAL OF SPACE	480	440	480	400
100	62438	FIRE SUPPRESSION	0	0	0	120
610	62438	FIRE SUPPRESSION	0	0	0	30
620	62438	FIRE SUPPRESSION	0	0	0	20
100	62511	FUEL, MOTOR VEHICLE	10,710	12,502	10,710	10,999
610	62511	FUEL, MOTOR VEHICLE	689	0	689	708
620	62511	FUEL, MOTOR VEHICLE	494	448	494	508
100	62521	MOTOR VEHICLE MAINT.	6,994	13,600	7,133	13,872

# Recommended Operating Expenditure Budget - Department Total

## 55 - ENGINEERING

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
610	62521	MOTOR VEHICLE MAINT.	337	0	344	0
620	62521	MOTOR VEHICLE MAINT.	234	270	73	275
100	62522	VEHICLE MAINT., ACCIDENT	4,602	71	4,694	0
100	62528	MOTOR VEH. MAINT. OUTSOUR	1,358	1,933	1,386	1,386
100	62611	MACH/EQUIP MAINTENANCE	254	1,193	2,840	2,840
250	62611	MACH/EQUIP MAINTENANCE	22,000	22,000	22,000	24,000
610	62611	MACH/EQUIP MAINTENANCE	359	3,796	12,480	12,480
620	62611	MACH/EQUIP MAINTENANCE	15,575	8,242	15,575	23,817
100	62614	EQUIP MAINT CONTRACT	0	0	5,309	708
100	62627	CAMERA MAINTENANCE	401	23,118	23,900	23,900
250	62627	CAMERA MAINTENANCE	0	0	36,500	36,500
620	62627	CAMERA MAINTENANCE	3,192	2,976	3,192	0
100	62663	SOFTWARE LICENSE EXP	23,497	35,778	31,904	38,649
250	62663	SOFTWARE LICENSE EXP	37,235	43,127	116,522	137,221
610	62663	SOFTWARE LICENSE EXP	3,663	4,180	4,795	360
620	62663	SOFTWARE LICENSE EXP	20,169	5,940	8,973	4,970
100	62664	LICENSE/PERMIT FEES	650	0	650	650
620	62664	LICENSE/PERMIT FEES	0	1,250	0	1,250
100	62667	DATA SERVICES	1,912	2,336	5,520	5,692
250	62667	DATA SERVICES	5,033	4,761	7,920	4,856
610	62667	DATA SERVICES	341	404	2,400	2,400
620	62667	DATA SERVICES	1,081	1,124	2,400	2,400
800	62667	DATA SERVICES	0	0	0	480
620	62668	PROGRAM EQUIP/SUPPLIES	2,286	0	0	0
100	62671	MISC. OPERATING SUPPLIES	0	(25)	0	0
100	62683	FIELD OPERATIONS SUPPLIES	1,745	4,337	3,527	3,549
250	62683	FIELD OPERATIONS SUPPLIES	31	0	31	0
620	62683	FIELD OPERATIONS SUPPLIES	1,097	84	1,097	84
620	62692	LANDFILL FEES	8,452	0	0	0
100	62696	OUTSIDE COLLECTOR EXPENSE	8	91	8	91
620	62696	OUTSIDE COLLECTOR EXPENSE	2,583	1,643	2,583	1,643
620	62712	CONSULTING ENGINEERS	5,406	1,208	5,406	1,208
100	62713	LEGAL SERVICES	816	379	500	500
400	62713	LEGAL SERVICES	4,002	0	0	0
610	62713	LEGAL SERVICES	995	0	500	500
620	62713	LEGAL SERVICES	8,924	3,035	500	0
100	62716	CONSULTANT SERVICES	9,335	23,106	6,615	6,615
610	62716	CONSULTANT SERVICES	0	910	0	0
620	62716	CONSULTANT SERVICES	15,067	52,381	65,436	79,186
400	62721	FINANCIAL CONSULTANT	5,276	0	0	0
620	62721	FINANCIAL CONSULTANT	11,724	0	0	0
620	62726	AUDIT SERVICES	2,200	2,400	2,200	2,400
100	62731	MISCELLANEOUS SERVICES	1,206	17,026	0	0
400	62731	MISCELLANEOUS SERVICES	7,604	314	0	0
620	62731	MISCELLANEOUS SERVICES	16,898	1,412	0	0
100	62734	SPEAKERS/PROGRAMS	0	0	1,500	1,500
620	62734	SPEAKERS/PROGRAMS	0	2,033	0	0
610	62746	ONE CALL OPERATION	2,217	2,574	2,217	2,217

## Recommended Operating Expenditure Budget - Department Total

### 55 - ENGINEERING

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
620	62746	ONE CALL OPERATION	2,217	2,550	2,217	2,217
640	62746	ONE CALL OPERATION	0	7	0	0
100	62756	EMPLOYEE RECOGNITION	73	516	500	500
100	62757	INSPECTION REIMBURSEMENT	33,209	101,789	36,000	36,000
100	62761	PAY TO OTHER AGENCY	15,000	20,000	20,000	20,000
620	62761	PAY TO OTHER AGENCY	45,646	46,787	47,957	97,957
100	62765	GRANTS	0	0	0	5,000
610	62765	GRANTS	0	13,116	10,000	10,000
620	62765	GRANTS	358,224	380,035	428,506	457,090
620	62767	ENVIRON. TESTING/MON.	1,215	0	3,715	3,715
620	62781	LAWN CARE SERVICES	9,425	12,145	15,000	15,000
100	62811	ENG. DIVISION SERVICES	0	17,334	21,000	21,000
<b>62 - SUPPLIES AND SERVICES</b>			<b>1,142,461</b>	<b>1,339,936</b>	<b>1,504,928</b>	<b>1,664,443</b>
620	62724	BOND PAYING AGENT FEE	692	0	0	0
<b>627 - CONTRACTUAL SERVICES</b>			<b>692</b>	<b>0</b>	<b>0</b>	<b>0</b>
100	71110	MISC. OFFICE EQUIPMENT	0	0	0	2,500
100	71112	TYPEWRITERS	331	0	200	200
250	71112	TYPEWRITERS	106	0	0	200
620	71112	TYPEWRITERS	0	0	0	200
100	71118	PROJECTOR/CAMERA	0	35	0	200
250	71118	PROJECTOR/CAMERA	11,804	14,556	19,200	22,400
100	71120	PERIPHERALS, COMPUTER	40	5,533	4,200	1,050
250	71120	PERIPHERALS, COMPUTER	0	2,677	0	0
610	71120	PERIPHERALS, COMPUTER	0	0	3,150	980
620	71120	PERIPHERALS, COMPUTER	0	1,730	1,050	0
100	71123	SOFTWARE	0	180	0	6,000
610	71123	SOFTWARE	0	0	0	1,500
620	71123	SOFTWARE	0	0	0	1,000
100	71124	COMPUTER	0	0	2,400	4,800
250	71124	COMPUTER	0	0	6,000	2,100
610	71124	COMPUTER	0	0	2,400	2,440
620	71124	COMPUTER	0	0	2,400	0
250	71125	SERVERS	105,437	67,028	85,500	156,425
250	71127	UPS SYSTEM	140	0	3,000	3,000
100	71129	SCANNER	0	0	15,000	0
100	71211	DESKS/CHAIRS	783	5,604	2,000	2,000
100	71215	STORAGE CABINETS	0	0	8,600	0
100	71216	FURNITURE MISCELLANEOUS	0	563	0	0
100	71310	AUTO/JEEP REPLACEMENT	0	44,038	31,500	55,500
100	71329	VEHICLE ACCESSORIES	0	2,515	0	0
250	71405	SWITCH	0	0	45,000	0
250	71406	BATTERY BACKUP SYSTEM	0	0	25,000	0
250	71407	CAMERA BATTERIES	0	0	12,000	0
250	71408	AXIS CAMERAS	0	0	74,400	0
250	71409	ITERIS CAMERAS	0	0	9,600	0
250	71410	SHOP EQUIPMENT	589	0	0	0
100	71411	TRAFFIC CONTROL EQUIPMENT	13,625	4,241	0	8,400
250	71411	TRAFFIC CONTROL EQUIPMENT	48,724	108,255	4,500	285,500

# Recommended Operating Expenditure Budget - Department Total

## 55 - ENGINEERING

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
100	71412	SURVEY EQUIPMENT	35,251	0	12,000	2,200
250	71412	SURVEY EQUIPMENT	0	4,500	0	0
100	71413	LABORATORY EQUIPMENT	133	6,386	4,000	1,000
610	71,511	PUMPS	11,438	11,699	6,000	6,000
100	71550	MISCELLANEOUS EQUIPMENT	148	0	0	0
610	72113	OTHER SAFETY EQUIPMENT	2,032	1,402	4,500	2,400
620	72113	OTHER SAFETY EQUIPMENT	0	0	2,500	2,500
100	72,116	SAFETY EQUIP., FIRE DEPT	0	0	0	720
610	72116	SAFETY EQUIP., FIRE DEPT	0	0	0	180
620	72116	SAFETY EQUIP., FIRE DEPT	0	0	0	120
100	72410	PAGER/RADIO EQUIPMENT	0	11,095	0	3,800
610	72,410	PAGER/RADIO EQUIPMENT	0	2,259	0	0
250	72414	TELEVISION	4,998	5,028	2,500	0
620	72415	ELECTRONIC DATA COLLECTOR	0	0	1,100	1,100
100	72417	CAMERA RELATED EQUIPMENT	303	0	0	6,500
250	72,417	CAMERA RELATED EQUIPMENT	0	549	0	0
100	72418	TELEPHONE RELATED	1,169	2,476	792	4,550
250	72418	TELEPHONE RELATED	389	23	346	350
610	72418	TELEPHONE RELATED	100	517	100	1,050
620	72,418	TELEPHONE RELATED	379	430	346	700
610	72510	FLOW TEST EQUIPMENT	2,459	3,345	0	0
620	72510	FLOW TEST EQUIPMENT	0	1,050	2,000	0
100	72515	TEST EQUIPMENT, OTHER	0	860	320	0
<b>71 - EQUIPMENT</b>			<b>240,378</b>	<b>308,573</b>	<b>393,604</b>	<b>589,565</b>
100	73210	CONST CONTRACT-BLDG	0	0	6,800	0
610	73211	CONST.CONTR-NOT BLDG	52,071	398	100,000	92,868
620	73211	CONST.CONTR-NOT BLDG	101,271	13,000	65,790	65,000
<b>73 - CIP EXPENDITURES</b>			<b>153,342</b>	<b>13,398</b>	<b>172,590</b>	<b>157,868</b>
400	74111	PRINCIPAL PAYMENT	2,308,537	2,113,465	2,149,239	2,188,864
620	74111	PRINCIPAL PAYMENT	2,974,050	1,291,254	1,362,242	2,039,980
400	74112	INTEREST PAYMENT	1,709,135	1,666,658	1,543,206	1,500,579
620	74112	INTEREST PAYMENT	620,431	575,623	799,017	719,465
<b>74 - DEBT SERVICE</b>			<b>7,612,152</b>	<b>5,647,000</b>	<b>5,853,704</b>	<b>6,448,888</b>
620	91100	TO GENERAL	470,674	469,385	527,544	608,650
620	91720	TO STORM SEWER CONST	0	1,525,000	1,210,000	880,000
<b>91 - TRANSFER TO</b>			<b>470,674</b>	<b>1,994,385</b>	<b>1,737,544</b>	<b>1,488,650</b>
<b>55 - ENGINEERING TOTAL</b>			<b>12,480,308</b>	<b>12,056,759</b>	<b>12,632,920</b>	<b>13,448,204</b>



## Recommended Expenditure Budget Report by Activity & Funding Source

### 55 - ENGINEERING

**ENGINEERING ADMIN. - 55100**

#### FUNDING SOURCE: ENGINEERING SERVICE

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
CIP EXPENDITURES	—	6,800	—
EQUIPMENT	13,384	12,546	8,200
SUPPLIES AND SERVICES	83,658	92,325	96,949
WAGES AND BENEFITS	1,600,276	388,030	358,144
<b>ENGINEERING ADMIN.</b>	<b>1,697,318</b>	<b>499,701</b>	<b>463,293</b>
<b>LEASES</b>	<b>- 55150</b>		

#### FUNDING SOURCE: GENERAL

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	89,681	94,596	98,890
WAGES AND BENEFITS	16,066	—	11,724
<b>LEASES</b>	<b>105,746</b>	<b>94,596</b>	<b>110,614</b>
<b>PROJECT ENGINEERING</b>	<b>- 55400</b>		

#### FUNDING SOURCE: DEBT SERVICE

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
CIP EXPENDITURES	398	100,000	92,868
DEBT SERVICE	1,137,454	1,130,122	1,127,562
EQUIPMENT	282,944	367,162	551,345
SUPPLIES AND SERVICES	270,955	418,432	447,713
WAGES AND BENEFITS	716,698	1,383,810	1,529,161
<b>PROJECT ENGINEERING</b>	<b>2,408,448</b>	<b>3,399,526</b>	<b>3,748,649</b>
<b>SUBDIVISION INSPECTIONS</b>	<b>- 55405</b>		

#### FUNDING SOURCE: GENERAL

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	136,606	57,521	57,476
WAGES AND BENEFITS	8,484	24,701	26,730
<b>SUBDIVISION INSPECTIONS</b>	<b>145,090</b>	<b>82,222</b>	<b>84,206</b>
<b>FATS OILS GREASE</b>	<b>- 55500</b>		

#### FUNDING SOURCE: SEWAGE FACILITY OPERATION

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	8	—	8
<b>FATS OILS GREASE</b>	<b>8</b>	<b>—</b>	<b>8</b>
<b>SANITARY SEWER INT SERV</b>	<b>- 55610</b>		

#### FUNDING SOURCE: ENGINEERING SERVICE

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
WAGES AND BENEFITS	—	277,090	352,137
<b>SANITARY SEWER INT SERV</b>	<b>—</b>	<b>277,090</b>	<b>352,137</b>
<b>STORMWATER UTILITY O&amp;M</b>	<b>- 55620</b>		

# Recommended Expenditure Budget Report by Activity & Funding Source

## 55 - ENGINEERING

### FUNDING SOURCE: ENGINEERING SERVICE

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
CIP EXPENDITURES	6,600	50,000	50,000
CONTRACTUAL SERVICES	—	—	—
DEBT SERVICE	1,866,877	2,161,259	2,759,445
EQUIPMENT	3,210	9,396	5,620
SUPPLIES AND SERVICES	677,743	732,612	836,551
TRANSFER TO	1,994,385	1,737,544	1,488,650
WAGES AND BENEFITS	113,818	584,326	472,500
<b>STORMWATER UTILITY O&amp;M</b>	<b>4,662,633</b>	<b>5,275,137</b>	<b>5,612,766</b>
<b>RESIDENTIAL PARKING</b>	<b>- 55630</b>		

### FUNDING SOURCE: PARKING OPERATION

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	40	0	40
WAGES AND BENEFITS	2,004	—	2,792
<b>RESIDENTIAL PARKING</b>	<b>2,045</b>	<b>—</b>	<b>2,832</b>
<b>TRAFFIC ENGINEERING</b>	<b>- 55700</b>		

### FUNDING SOURCE: ENGINEERING SERVICE

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	9,035	4,500	24,400
SUPPLIES AND SERVICES	35,344	28,563	30,385
WAGES AND BENEFITS	57,624	125,842	148,652
<b>TRAFFIC ENGINEERING</b>	<b>102,003</b>	<b>158,905</b>	<b>203,437</b>
<b>NPDES DISCHARGE ELIM SYST- 55750</b>			

### FUNDING SOURCE: STORM WATER OPERATION

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	1,350	793	2,154
WAGES AND BENEFITS	24,187	5,032	6,529
<b>NPDES DISCHARGE ELIM SYST</b>	<b>25,536</b>	<b>5,825</b>	<b>8,683</b>
<b>NPDES EROSION &amp; SED CONTR- 55751</b>			

### FUNDING SOURCE: STORM WATER OPERATION

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	77	1,892	1,972
WAGES AND BENEFITS	25,157	37,195	2,151
<b>NPDES EROSION &amp; SED CONTR</b>	<b>25,234</b>	<b>39,087</b>	<b>4,123</b>
<b>NPDES DISCHARGE DETECTION- 55752</b>			

### FUNDING SOURCE: STORM WATER OPERATION

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	712	548	817
WAGES AND BENEFITS	4,305	1,860	1,320

## Recommended Expenditure Budget Report by Activity & Funding Source

### 55 - ENGINEERING

NPDES DISCHARGE DETECTION	5,017	2,408	2,137
<b>NPDES MUNICIPAL OPERATION- 55753</b>			

**FUNDING SOURCE: STORM WATER OPERATION**

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
CIP EXPENDITURES	—	790	—
WAGES AND BENEFITS	9,636	5,804	5,347
<b>NPDES MUNICIPAL OPERATION</b>			
	9,636	6,594	5,347
<b>NPDES PUBLIC EDUCATION - 55754</b>			

**FUNDING SOURCE: STORM WATER OPERATION**

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	7,024	1,500	10,552
WAGES AND BENEFITS	19,394	5,834	12,942
<b>NPDES PUBLIC EDUCATION</b>			
	26,418	7,334	23,494
<b>NPDES PUBLIC PARTICIPATIO- 55755</b>			

**FUNDING SOURCE: STORM WATER OPERATION**

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	2,314	5,000	5,000
WAGES AND BENEFITS	35,744	1,862	9,148
<b>NPDES PUBLIC PARTICIPATIO</b>			
	38,057	6,862	14,148
<b>NPDES POST CONSTRUCTION - 55756</b>			

**FUNDING SOURCE: STORM WATER OPERATION**

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
CIP EXPENDITURES	2,450	—	—
SUPPLIES AND SERVICES	13,597	5,032	5,032
WAGES AND BENEFITS	45,600	34,341	49,641
<b>NPDES POST CONSTRUCTION</b>			
	61,647	39,373	54,673
<b>SALES TAX INCR DEBT - 55800</b>			

**FUNDING SOURCE: DEBT SERVICE**

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
DEBT SERVICE	2,642,669	2,562,323	2,561,881
<b>SALES TAX INCR DEBT</b>			
	2,642,669	2,562,323	2,561,881
<b>STORMWATER I &amp; I PREVENT - 55900</b>			

**FUNDING SOURCE: STORM WATER OPERATION**

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
CIP EXPENDITURES	—	—	—
SUPPLIES AND SERVICES	4,500	10,693	10,803
WAGES AND BENEFITS	67,365	94,823	109,872
<b>STORMWATER I &amp; I PREVENT</b>			
	71,865	105,516	120,675
<b>STORMWATER DITCH REMEDIAT- 55910</b>			

**FUNDING SOURCE: STORM WATER OPERATION**

## Recommended Expenditure Budget Report by Activity & Funding Source

### 55 - ENGINEERING

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
CIP EXPENDITURES	3,950	—	—
SUPPLIES AND SERVICES	453	5,000	10,000
WAGES AND BENEFITS	3,785	0	0
<b>STORMWATER DITCH REMEDIAT</b>	<b>8,188</b>	<b>5,000</b>	<b>10,000</b>
<b>STREAMBANK REHAB ASSIST - 55911</b>			

**FUNDING SOURCE: STORM WATER OPERATION**

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	—	5,000	5,000
<b>STREAMBANK REHAB ASSIST</b>	<b>—</b>	<b>5,000</b>	<b>5,000</b>
<b>DETENTION BASIN MAINTENAN- 55920</b>			

**FUNDING SOURCE: STORM WATER OPERATION**

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
CIP EXPENDITURES	—	15,000	15,000
SUPPLIES AND SERVICES	16,001	41,251	40,931
WAGES AND BENEFITS	3,326	—	—
<b>DETENTION BASIN MAINTENAN</b>	<b>19,327</b>	<b>56,251</b>	<b>55,931</b>
<b>STORM SEWER INSP &amp; CLEAN - 55930</b>			

**FUNDING SOURCE: STORM WATER OPERATION**

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	0	4,170	4,170
<b>STORM SEWER INSP &amp; CLEAN</b>	<b>0</b>	<b>4,170</b>	<b>4,170</b>
<b>PCARD CLEARING - 99999</b>			

**FUNDING SOURCE: GENERAL**

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	(127)	0	0
<b>PCARD CLEARING ENGINEERIN</b>	<b>(127)</b>	<b>0</b>	<b>0</b>
<b>ENGINEERING TOTAL</b>	<b>\$12,056,759</b>	<b>\$12,632,920</b>	<b>\$13,448,204</b>

CITY OF DUBUQUE, IOWA  
DEPARTMENT DETAIL - PERSONNEL COMPLEMENT

55 ENGINEERING DEPARTMENT

FD	JC	WP-	JOB CLASS	FY 2019		FY 2020		FY 2021	
				FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
61010 Full Time Employee Expense									
100	9425	GE-44	CITY ENGINEER	0.25	\$ 34,431	0.30	\$ 42,261	0.30	\$ 42,732
610	9425	GE-44	CITY ENGINEER	0.10	\$ 13,772	0.15	\$ 21,131	0.15	\$ 21,366
620	9425	GE-44	CITY ENGINEER	0.10	\$ 13,772	0.15	\$ 21,131	0.15	\$ 21,366
800	9425	GE-44	CITY ENGINEER	0.55	\$ 75,748	0.40	\$ 56,349	0.40	\$ 54,220
100	3125	GE-40	ASSISTANT CITY ENGINEER	0.25	\$ 27,375	0.30	\$ 33,764	0.30	\$ 34,136
800	3125	GE-40	ASSISTANT CITY ENGINEER	0.75	\$ 82,126	0.70	\$ 78,782	0.70	\$ 79,652
100	4060	GE-40	PROJECT MANAGER	0.40	\$ 43,170	0.40	\$ 44,153	0.40	\$ 44,639
610	4060	GE-40	PROJECT MANAGER	0.10	\$ 10,793	0.10	\$ 11,038	0.10	\$ 11,160
800	4060	GE-40	PROJECT MANAGER	0.50	\$ 53,962	0.50	\$ 55,190	0.50	\$ 55,800
100		GE-35	CIVIL ENGINEER I	0.00	\$ —	0.00	\$ —	0.25	\$ 21,292
800		GE-35	CIVIL ENGINEER I	0.00	\$ —	0.00	\$ —	0.75	\$ 62,030
620	5525	GE-38	CIVIL ENGINEER II	0.15	\$ 14,604	0.20	\$ 19,951	0.77	\$ 76,511
610	5525	GE-38	CIVIL ENGINEER II	0.10	\$ 9,799	0.10	\$ 10,024	0.10	\$ 9,988
100	5525	GE-38	CIVIL ENGINEER II	0.95	\$ 89,134	0.95	\$ 91,171	0.80	\$ 80,990
800	5525	GE-38	CIVIL ENGINEER II	2.80	\$ 262,024	2.75	\$ 263,001	2.33	\$ 234,013
100		GE-28	CAMERA SYSTEMS TECHNICIAN	0.00	\$ —	0.00	\$ —	0.50	\$ 23,239
800		GE-28	CAMERA SYSTEMS TECHNICIAN	0.00	\$ —	0.00	\$ —	0.50	\$ 23,239
100	5,700	GE-36	SURVEYOR	0.80	\$ 68,446	0.80	\$ 70,622	0.80	\$ 55,693
800	5,700	GE-36	SURVEYOR	0.20	\$ 17,112	0.20	\$ 17,656	0.20	\$ 17,854
100	5550	GE-33	TRAFFIC ENGINEERING	0.87	\$ 18,807	0.00	\$ —	0.00	\$ —
800	5550	GE-33	TRAFFIC ENGINEERING	0.13	\$ 2,810	0.00	\$ —	0.00	\$ —
100		GE-35	TRAFFIC ENGINEER	0.60	\$ 49,032	1.47	\$ 108,299	1.37	\$ 101,053
800		GE-35	TRAFFIC ENGINEER	0.40	\$ 32,689	0.53	\$ 42,120	0.63	\$ 51,038
100	5575	GE-33	SURVEY PARTY CHIEF	0.15	\$ 11,354	0.15	\$ 11,611	0.15	\$ 11,401
800	5575	GE-33	SURVEY PARTY CHIEF	0.85	\$ 64,337	0.85	\$ 65,795	0.85	\$ 66,522
100		GE-31	ROW TECHNICAN	0.00	\$ —	0.90	\$ 48,594	0.90	\$ 46,529
800		GE-31	ROW TECHNICIAN	0.00	\$ —	0.10	\$ 5,399	0.10	\$ 5,757
100	2700	GE-31	ENGINEERING ASSISTANT II	1.00	\$ 68,555	0.10	\$ 6,999	0.10	\$ 7,097
620	2700	GE-31	ENGINEERING ASSISTANT II	0.10	\$ 6,796	0.10	\$ 6,999	0.10	\$ 7,097
800	2700	GE-31	ENGINEERING ASSISTANT II	0.90	\$ 61,236	0.80	\$ 55,990	0.80	\$ 56,774
100	2700	GE-31	ENGINEERING TECHNICAN	1.90	\$ 127,219	1.90	\$ 116,196	1.90	\$ 126,691
610	2700	GE-31	ENGINEERING TECHNICAN	0.05	\$ 3,301	0.10	\$ 6,784	0.10	\$ 6,860
620	2700	GE-31	ENGINEERING TECHNICAN	0.95	\$ 62,449	1.00	\$ 68,356	0.15	\$ 10,409
630	2700	GE-31	ENGINEERING TECHNICAN	0.00	\$ —	0.00	\$ —	0.03	\$ 2,069
800	2700	GE-31	ENGINEERING TECHNICAN	6.10	\$ 405,100	6.00	\$ 394,773	5.82	\$ 393,387
100	2,725	GE-30	SURVEY TECHNICIAN	0.15	\$ 9,645	0.15	\$ 9,881	0.15	\$ 9,606
800	2,725	GE-30	SURVEY TECHNICIAN	0.85	\$ 54,637	0.85	\$ 55,992	0.85	\$ 56,610
100	4,870	GE-28	UTILITY LOCATOR	0.25	\$ 14,054	0.25	\$ 14,374	0.25	\$ 14,654
610	4870	GE-28	UTILITY LOCATOR	0.25	\$ 14,054	0.25	\$ 14,374	0.25	\$ 14,654
620	4870	GE-28	UTILITY LOCATOR	0.25	\$ 14,054	0.25	\$ 14,374	0.25	\$ 14,654
640	4870	GE-28	UTILITY LOCATOR	0.25	\$ 14,054	0.25	\$ 14,374	0.25	\$ 14,654
100	225	GE-25	SECRETARY	0.25	\$ 12,044	0.25	\$ 12,368	0.80	\$ 40,021
610	225	GE-25	SECRETARY	0.25	\$ 12,044	0.25	\$ 12,368	0.05	\$ 2,501
620	225	GE-25	SECRETARY	0.00	\$ —	0.00	\$ —	0.05	\$ 2,501
800	225	GE-25	SECRETARY	0.50	\$ 24,088	0.50	\$ 24,736	0.10	\$ 5,002
100	1000	GE-25	CONFIDENTIAL ACCOUNT CLERK	0.50	\$ 23,712	0.90	\$ 40,758	0.90	\$ 41,004
610	1000	GE-25	CONFIDENTIAL ACCOUNT CLERK	0.25	\$ 11,856	0.30	\$ 14,189	0.25	\$ 11,252
620	1000	GE-25	CONFIDENTIAL ACCOUNT CLERK	0.25	\$ 11,856	0.30	\$ 14,189	0.25	\$ 11,252
800	1000	GE-25	CONFIDENTIAL ACCOUNT CLERK	0.00	\$ —	0.50	\$ 20,636	0.60	\$ 27,714
TOTAL FULL TIME EMPLOYEES				26.0	\$ 1,946,051	27.0	\$ 2,036,752	28.0	\$ 2,128,683

CITY OF DUBUQUE, IOWA  
DEPARTMENT DETAIL - PERSONNEL COMPLEMENT

55 ENGINEERING DEPARTMENT

FD	JC	WP-	JOB CLASS	FY 2019		FY 2020		FY 2021	
				FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
61020 Part-Time Employee Expense									
620		GE-26	I&I INSPECTOR	1.48	\$ 73,974	1.46	\$ 74,638	1.46	\$ 75,480
100	1000	GE-25	CONFIDENTIAL ACCOUNT CLERK	0.35	\$ 13,395	0.00	\$ —	0.00	\$ —
800	1000	GE-25	CONFIDENTIAL ACCOUNT CLERK	0.90	\$ 34,445	0.00	\$ —	0.00	\$ —
TOTAL PART TIME EMPLOYEES				2.73	\$ 121,814	1.46	\$ 74,638	1.46	\$ 75,480
61030 Seasonal Employee Expense									
100	5325	NA-34	ENGINEERING AIDE-SEASONAL	0.50	\$ 16,672	0.50	\$ 17,050	0.00	\$ —
100		NA-34	ENGINEERING INTERN	0.00	\$ —	0.00	\$ —	0.25	\$ 7,423
800		NA-34	ENGINEERING INTERN	0.00	\$ —	0.00	\$ —	1.00	\$ 29,692
800	5325	NA-34	ENGINEERING AIDE-SEASONAL	1.00	\$ 33,344	1.00	\$ 34,100	0.00	\$ —
TOTAL SEASONAL EMPLOYEES				1.50	\$ 50,016	1.50	\$ 51,150	1.25	\$ 37,115
TOTAL ENGINEERING				30.23	\$ 2,117,881	29.96	\$ 2,162,540	30.71	\$ 2,241,278

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

ACCT	FD	JC	WP-GR	POSITION CLASS	FY 2019		FY 2020		FY 2021		
					FTE	BUDGET	FTE	BUDGET	FTE	BUDGET	
Engineering Administration-FT General Fund											
10055100	61010	100	225	GE-25	SECRETARY	0.25	\$ 12,044	0.25	\$ 12,368	0.05	\$ 2,501
10055100	61010	100	1000	GE-25	CONFIDENTIAL ACCOUNT CLERK	0.25	\$ 11,856	0.65	\$ 28,633	0.65	\$ 29,752
10055100	61010	100	3125	GE-40	ASSISTANT CITY ENGINEER	0.25	\$ 27,375	0.30	\$ 33,764	0.30	\$ 34,136
10055100	61010	100	4060	GE-40	PROJECT MANAGER	0.40	\$ 43,170	0.40	\$ 44,153	0.40	\$ 44,639
10055100	61010	100	9425	GE-44	CITY ENGINEER	0.25	\$ 34,431	0.30	\$ 42,261	0.30	\$ 42,732
Total						1.40	\$ 128,876	1.90	\$ 161,179	1.70	\$ 153,760
Engineering Administration-PT General Fund											
10055100	61020	100	1000	GE-25	CONFIDENTIAL ACCOUNT CLERK	0.35	\$ 13,395	0.00	\$ —	0.00	\$ —
Total						0.35	\$ 13,395	0.00	\$ —	0.00	\$ —
Engineering Administration-Seasonal General Fund											
10055100	61030	100		NA-34	ENGINEERING AIDE	0.00	\$ —	0.25	\$ 8,525	0.00	\$ —
Total						0.00	\$ —	0.25	\$ 8,525	0.00	\$ —
Engineering Administration-FT Service Fund											
80055100	61010	800	1000	GE-25	CONFIDENTIAL ACCOUNT CLERK	0.00	\$ —	0.05	\$ 2,064	0.00	\$ —
80055100	61010	800	3125	GE-38	ASSISTANT CITY ENGINEER	0.75	\$ 82,126	0.70	\$ 78,782	0.70	\$ 79,652
80055100	61010	800	4060	GE-40	PROJECT MANAGER	0.10	\$ 10,793	0.10	\$ 11,038	0.10	\$ 11,160
80055100	61010	800	225	GE-25	SECRETARY	0.25	\$ 12,044	0.25	\$ 12,368	0.00	\$ —
80055100	61010	800	9425	GE-44	CITY ENGINEER	0.25	\$ 34,431	0.15	\$ 21,131	0.15	\$ 21,366
Total						1.35	\$ 139,394	1.25	\$ 125,383	0.95	\$ 112,178
Engineering Leases - FT General Fund											
10055150	61010	100		GE-25	CONFIDENTIAL ACCOUNT CLERK	0.00	\$ —	0.00	\$ —	0.05	\$ 2,324
Total						0.00	\$ —	0.00	\$ —	0.05	\$ 2,324
Engineering Leases - FT General Fund											
10055150	61010	100		NA-24	ENGINEERING INTERN	0.00	\$ —	0.00	\$ —	0.25	\$ 7,423
Total						0.00	\$ —	0.00	\$ —	0.25	\$ 7,423
Project Engineering-FT General Fund											
10055400	61010	100	2700	GE-31	ENGINEERING ASSISTANT II	1.00	\$ 68,555	0.10	\$ 6,999	0.10	\$ 7,097
10055400	61010	100		GE-31	ROW TECHNICIAN	0.00	\$ —	0.90	\$ 48,594	0.90	\$ 46,529
10055400	61010	100	2220	GE-31	ENGINEERING TECHNICIAN	1.60	\$ 107,277	1.60	\$ 98,444	1.60	\$ 107,514
10055400	61010	100	2725	GE-30	SURVEY TECHNICIAN	0.15	\$ 9,645	0.15	\$ 9,881	0.15	\$ 9,606
10055400	61010	100	5575	GE-33	SURVEY PARTY CHIEF	0.15	\$ 11,354	0.15	\$ 11,611	0.15	\$ 11,401
10055400	61010	100	4710	GE-35	TRAFFIC ENGINEER	0.60	\$ 49,032	0.60	\$ 50,147	0.50	\$ 42,251
10055400	61010	100		GE-35	CIVIL ENGINEER I	0.00	\$ —	0.00	\$ —	0.25	\$ 21,292
10055400	61010	100		GE-28	CAMERA SYSTEMS TECHNICIAN	0.00	\$ —	0.00	\$ —	0.50	\$ 23,239
10055400	61010	100		GE-25	SECRETARY	0.00	\$ —	0.00	\$ —	0.45	\$ 22,512
10055400	61010	100	5525	GE-38	CIVIL ENGINEER II	0.95	\$ 89,134	0.95	\$ 91,171	0.80	\$ 80,990
10055400	61010	100	5700	GE-36	SURVEYOR	0.80	\$ 68,446	0.80	\$ 70,622	0.80	\$ 55,693
Total						5.25	\$ 403,443	5.25	\$ 387,469	6.20	\$ 428,124
Project Engineering-Seasonal General Fund											
10055400	61030	100	5325	NA-34	ENGINEERING AIDE-SEASONAL	0.50	\$ 16,672	0.25	\$ 8,525	0.00	\$ —
Total						0.50	\$ 16,672	0.25	\$ 8,525	0.00	\$ —
Project Engineering Subdivision Inspection-FT General Fund											
10055405	61010	100	2220	GE-31	ENGINEERING TECHNICIAN	0.30	\$ 19,942	0.30	\$ 17,752	0.30	\$ 19,177
Total						0.30	\$ 19,942	0.30	\$ 17,752	0.30	\$ 19,177

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

ACCT	FD	JC	WP-GR	POSITION CLASS	FY 2019		FY 2020		FY 2021		
					FTE	BUDGET	FTE	BUDGET	FTE	BUDGET	
Project Engineering-FT Service Fund											
80055400	61010	800		GE-28	CAMERA SYSTEMS TECHNICIAN	0.00	\$ —	0.00	\$ —	0.50	\$ 23,239
80055400	61010	800		GE-31	ROW TECHNICIAN	0.00	\$ —	0.10	\$ 5,399	0.10	\$ 5,757
80055400	61010	800	2700	GE-31	ENGINEERING ASSISTANT II	0.50	\$ 34,049	0.40	\$ 27,995	0.40	\$ 28,387
80055400	61010	800		GE-25	CONFIDENTIAL ACCOUNT CLERK	0.00	\$ —	0.00	\$ —	0.05	\$ 2,232
80055400	61010	800		GE-35	CIVIL ENGINEER I	0.00	\$ —	0.00	\$ —	0.55	\$ 45,488
80055400	61010	800	2220	GE-31	ENGINEERING TECHNICIAN	2.90	\$ 193,636	2.50	\$ 161,223	2.67	\$ 179,946
80055400	61010	800	2725	GE-30	SURVEY TECHNICIAN	0.30	\$ 19,272	0.30	\$ 19,762	0.30	\$ 19,980
80055400	61010	800	5575	GE-33	SURVEY PARTY CHIEF	0.30	\$ 22,707	0.30	\$ 23,222	0.30	\$ 23,478
80055400	61010	800	5525	GE-38	CIVIL ENGINEER II	1.55	\$ 139,913	1.55	\$ 143,105	1.20	\$ 120,746
80055400	61010	800	4710	GE-35	TRAFFIC ENGINEER	0.40	\$ 32,689	0.40	\$ 33,431	0.50	\$ 42,251
80055400	61010	800	5700	GE-36	SURVEYOR	0.20	\$ 17,112	0.20	\$ 17,656	0.20	\$ 17,854
Total						6.15	\$ 459,378	5.75	\$ 431,793	6.77	\$ 509,358
Project Engineering-Seasonal Service Fund											
80055400	61030	800	5325	NA-34	ENGINEERING AIDE-SEASONAL	1.00	\$ 33,344	1.00	\$ 34,100	1.00	\$ 29,692
Total						1.00	\$ 33,344	1.00	\$ 34,100	1.00	\$ 29,692
Traffic Engineering-FT General Fund											
10055700	61010	100	1000	GE-25	CONFIDENTIAL ACCOUNT CLERK	0.25	\$ 11,856	0.25	\$ 12,125	0.20	\$ 8,928
10055700	61010	100		GE-25	SECRETARY					0.30	\$ 15,008
10055700	61010	100	4870	GE-28	UTILITY LOCATOR	0.25	\$ 14,054	0.25	\$ 14,374	0.25	\$ 14,654
10055700	61010	100		GE-35	TRAFFIC ENGINEER	0.00	\$ —	0.87	\$ 58,152	0.87	\$ 58,802
10055700	61010	100	5550	GE-33	TRAFFIC ENGINEERING ASSIST	0.87	\$ 18,807	0.00	\$ —	0.00	\$ —
Total						1.37	\$ 44,717	1.37	\$ 84,651	1.62	\$ 97,392
Traffic Engineering-FT Service Fund											
80055700	61010	800	5550	GE-33	TRAFFIC ENGINEERING ASSIST	0.13	\$ 2,810	0.00	\$ —	0.00	\$ —
80055700	61010	800		GE-35	TRAFFIC ENGINEER	0.00	\$ —	0.13	\$ 8,689	0.13	\$ 8,787
Total						0.13	\$ 2,810	0.13	\$ 8,689	0.13	\$ 8,787
Project Engineering-FT Sewer Fund											
61055400	61010	610	4870	GE-28	UTILITY LOCATOR	0.25	\$ 14,054	0.25	\$ 14,374	0.25	\$ 14,654
61055400	61010	610	1000	GE-25	CONFIDENTIAL ACCOUNT CLERK	0.25	\$ 11,856	0.30	\$ 14,189	0.25	\$ 11,252
61055400	61010	610	5525	GE-38	CIVIL ENGINEER II	0.10	\$ 9,799	0.10	\$ 10,024	0.10	\$ 9,988
61055400	61010	610	4060	GE-40	PROJECT MANAGER	0.10	\$ 10,793	0.10	\$ 11,038	0.10	\$ 11,160
61055400	61010	610	9425	GE-44	CITY ENGINEER	0.10	\$ 13,772	0.15	\$ 21,131	0.15	\$ 21,366
61055400	61010	610	2710	GE-26	I&I INSPECTOR	0.00	\$ —	0.00	\$ —	0.00	\$ —
61055400	61010	610	225	GE-25	SECRETARY	0.25	\$ 12,044	0.25	\$ 12,368	0.05	\$ 2,501
61055400	61010	610	2220	GE-31	ENGINEERING TECHNICIAN	0.05	\$ 3,301	0.10	\$ 6,784	0.10	\$ 6,860
Total						1.10	\$ 75,619	1.25	\$ 89,908	1.00	\$ 77,781
NPDES PERMIT-FT Stormwater Fund											
62055750	61010	620	2220	GE-31	ENGINEERING TECHNICIAN	0.04	\$ 2,614	0.04	\$ 2,731	0.00	\$ —
62055750	61010	620	1900	GE-38	CIVIL ENGINEER II	0.01	\$ 980	0.01	\$ 1,002	0.03	\$ 3,011
62055751	61010	620	2220	GE-31	ENGINEERING TECHNICIAN	0.40	\$ 26,141	0.40	\$ 27,322	0.00	\$ —
62055751	61010	620	2230	GE-38	CIVIL ENGINEER II	0.00	\$ —	0.00	\$ —	0.01	\$ 984
62055752	61010	620	2220	GE-31	ENGINEERING TECHNICIAN	0.02	\$ 1,307	0.02	\$ 1,367	0.00	\$ —
62055752	61010	620	2230	GE-38	CIVIL ENGINEER II	0.00	\$ —	0.00	\$ —	0.01	\$ 984
62055753	61010	620	2220	GE-31	ENGINEERING TECHNICIAN	0.02	\$ 1,307	0.02	\$ 1,367	0.00	\$ —
62055753	61010	620	1900	GE-38	CIVIL ENGINEER II	0.03	\$ 2,940	0.03	\$ 3,008	0.04	\$ 4,025
62055754	61010	620	2220	GE-31	ENGINEERING TECHNICIAN	0.05	\$ 3,431	0.05	\$ 3,415	0.00	\$ —
62055754	61010	620	1900	GE-38	CIVIL ENGINEER II	0.00	\$ —	0.01	\$ 1,002	0.10	\$ 9,988
62055755	61010	620	2220	GE-31	ENGINEERING TECHNICIAN	0.02	\$ 1,372	0.02	\$ 1,367	0.00	\$ —
62055755	61010	620		GE-38	CIVIL ENGINEER II	0.00	\$ —	0.00	\$ —	0.07	\$ 7,036



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

						FY 2019		FY 2020		FY 2021		
	ACCT	FD	JC	WP-GR	POSITION CLASS	FTE	BUDGET	FTE	BUDGET	FTE	BUDGET	
	62055756	61010	620	2220	GE-31	ENGINEERING TECHNICIAN	0.30	\$ 19,606	0.30	\$ 20,493	0.00	\$ —
	62055756	61010	620	1900	GE-38	CIVIL ENGINEER II	0.01	\$ 980	0.05	\$ 5,012	0.38	\$ 37,690
					Total	0.90	\$ 60,678	0.95	\$ 68,086	0.64	\$ 63,718	
Sanitary Utility -FT Service Fund												
	80055610	61010	800	5525	GE-38	CIVIL ENGINEER II	0.00	\$ —	0.00	\$ —	0.45	\$ 44,431
	80055610	61010	800		GE-35	CIVIL ENGINEER I					0.10	\$ 8,271
	80055610	61010	800	9425	GE-44	CITY ENGINEER	0.20	\$ 27,545	0.15	\$ 21,131	0.15	\$ 21,366
	80055610	61010	800	2220	GE-31	ENGINEERING TECHNICIAN	1.50	\$ 99,041	1.65	\$ 109,630	1.80	\$ 121,911
	80055610	61010	800	2725	GE-30	SURVEY TECHNICIAN	0.30	\$ 19,290	0.30	\$ 19,762	0.30	\$ 19,980
	80055610	61010	800	5575	GE-33	SURVEY PARTY CHIEF	0.30	\$ 22,707	0.30	\$ 23,222	0.30	\$ 23,478
	80055610	61010	800	1000	GE-25	CONFIDENTIAL ACCOUNT CLERK	0.00	\$ —	0.10	\$ 4,127	0.15	\$ 6,982
	80055610	61010	800	225	GE-25	SECRETARY	0.25	\$ 12,044	0.25	\$ 12,368	0.05	\$ 2,501
	80055610	61010	800	4060	GE-40	PROJECT MANAGER	0.15	\$ 16,188	0.15	\$ 16,557	0.15	\$ 16,740
					Total	2.70	\$ 196,815	2.90	\$ 206,797	3.45	\$ 265,660	
Sanitary Utility -PT Service Fund												
	80055610	61010	800	1000	GE-25	CONFIDENTIAL ACCOUNT CLERK	0.15	\$ 5,741	0.00	\$ —	0.00	\$ —
					Total	0.15	\$ 5,741	0.00	\$ —	0.00	\$ —	
Project Engineering-FT Stormwater Fund												
	62055620	61010	620	2220	GE-31	ENGINEERING TECHNICIAN	0.10	\$ 6,671	0.15	\$ 10,294	0.15	\$ 10,409
	62055620	61010	620	4870	GE-28	UTILITY LOCATOR	0.25	\$ 14,054	0.25	\$ 14,374	0.25	\$ 14,654
	62055620	61010	620	1000	GE-33	CONFIDENTIAL ACCOUNT CLERK	0.25	\$ 11,856	0.30	\$ 14,189	0.25	\$ 11,252
	62055620	61010	620	9425	GE-44	CITY ENGINEER	0.10	\$ 13,772	0.15	\$ 21,131	0.15	\$ 21,366
	62055620	61010	620	2700	GE-31	ENGINEERING ASST II	0.10	\$ 6,796	0.10	\$ 6,999	0.10	\$ 7,097
	62055620	61010	620	225	GE-25	SECRETARY	0.00	\$ —	0.00	\$ —	0.05	\$ 2,501
	62055620	61010	620	1900	GE-38	CIVIL ENGINEER II	0.10	\$ 9,704	0.10	\$ 9,927	0.00	\$ —
					Total	0.90	\$ 62,853	1.05	\$ 76,914	0.95	\$ 67,279	
Stormwater Utility FT Stormwater												
	62055900	61010	620	2230	GE-38	CIVIL ENGINEER II	0.00	\$ —	0.00	\$ —	0.13	\$ 12,793
					Total	0.00	\$ —	0.00	\$ —	0.13	\$ 12,793	
Stormwater Utility -PT Stormwater												
	62055900	61020	620	2710	GE-26	I&I INSPECTOR	1.48	\$ 73,974	1.46	\$ 74,638	1.46	\$ 75,480
					Total	1.48	\$ 73,974	1.46	\$ 74,638	1.46	\$ 75,480	
Stormwater Utility -FT Service Fund												
	80055620	61010	800	5525	GE-38	CIVIL ENGINEER II	1.25	\$ 122,111	1.20	\$ 119,896	0.68	\$ 68,836
	80055620	61010	800	9425	GE-44	CITY ENGINEER	0.10	\$ 13,772	0.10	\$ 14,087	0.10	\$ 11,488
	80055620	61010	800		GE-35	CIVIL ENGINEER I	0.00	\$ —	0.00	\$ —	0.10	\$ 8,271
	80055620	61010	800		GE-25	SECRETARY	0.00	\$ —	0.00	\$ —	0.05	\$ 2,501
	80055620	61010	800	2220	GE-31	ENGINEERING TECHNICIAN	1.70	\$ 112,423	1.85	\$ 123,920	1.35	\$ 91,530
	80055620	61010	800	2700	GE-31	ENGINEERING ASST II	0.40	\$ 27,187	0.40	\$ 27,995	0.40	\$ 28,387
	80055620	61010	800	2725	GE-30	SURVEY TECHNICIAN	0.25	\$ 16,075	0.25	\$ 16,468	0.25	\$ 16,650
	80055620	61010	800	4060	GE-40	PROJECT MANAGER	0.25	\$ 26,981	0.25	\$ 27,595	0.25	\$ 27,900
	80055620	61010	800	5575	GE-33	SURVEY PARTY CHIEF	0.25	\$ 18,923	0.25	\$ 19,351	0.25	\$ 19,566
	80055620	61010	800	1000	GE-25	CONFIDENTIAL ACCOUNT CLERK	0.00	\$ —	0.35	\$ 14,445	0.40	\$ 18,500
	80055620	61010	800	2710	GE-26	I&I INSPECTOR	0.00	\$ —	0.00	\$ —	0.00	\$ —
					Total	4.20	\$ 337,472	4.65	\$ 363,757	3.83	\$ 293,629	
Stormwater Utility -PT Service Fund												
	80055620	61020	800	1000	GE-25	CONFIDENTIAL ACCOUNT CLERK	0.75	\$ 28,704	0.00	\$ —	0.00	\$ —
					Total	0.75	\$ 28,704	0.00	\$ —	0.00	\$ —	

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

ACCT	FD	JC	WP-GR	POSITION CLASS	FY 2019		FY 2020		FY 2021		
					FTE	BUDGET	FTE	BUDGET	FTE	BUDGET	
Residential Parking - FT											
63055630	61010		GE-31	ENGINEERING TECHNICIAN	0.00	\$ —	0.00	\$ —	0.03	\$ 2,069	
Total					0.00	\$ —	0.00	\$ —	0.03	\$ 2,069	
Water Utility -FT											
64055400	61010	620	4870	GE-28	UTILITY LOCATOR	0.25	\$ 14,054	0.25	\$ 14,374	0.25	\$ 14,654
Total					0.25	\$ 14,054	0.25	\$ 14,374	0.25	\$ 14,654	
TOTAL ENGINEERING DIVISION						30.23	\$ 2,117,881	29.96	\$ 2,162,540	30.71	\$ 2,241,278

Capital Improvement Projects by Department/Division					
ENGINEERING					
CIP Number	Capital Improvement Project Title	FY 18 Actual Expense	FY 19 Actual Expense	FY 20 Adopted Budget	FY 21 Recomm'd Budget
1001108	SIDEWALK REPAIR/MAINTENAN	3,343	2,214	30,000	30,000
1001200	RIVER DISCOVERY CENTER	122	—	—	0
1002779	EXCURSION BOAT DOCKS	—	18,500	—	0
1021857	UTILITY FRANCHISE ANALYSI	606,303	—	—	0
1021963	RIVERWALK SECURITY CAMERA	—	—	—	0
1022673	16TH ST DET BASIN TRAIL	672	—	597,000	0
1022674	KERPER BLVD FIBER AND CAM	96,442	2,696	—	0
1022763	STREETS TRAFFIC CONTROL	—	—	—	250,000
1022798	PAVEMENT PRESERVATION	—	—	—	48,000
2501039	CORRIDOR STUDY ALTERNATES	1,948	159	—	0
2501210	GRANDVIEW AVE.LIGHT POLES	—	—	—	0
2501281	JACKSON ST. RECONSTRUCTIO	—	—	—	0
2501287	SOUTHWEST ARTERIAL	—	18,217	—	0
2501576	VILLA WALL	—	—	—	1,600,000
2501702	3RD ST OVERPASS-PAINT	—	—	—	0
2502253	ITS TRAFFIC CONTROL EQUIP	20,500	—	—	0
2502274	US 52/CENTRAL TRAFFIC IMP	71,077	537,095	—	0
2502422	TRAFFIC OPS CTR VIDEO SOF	—	—	—	0
2502676	CITY-WIDE SECURITY CAMERA	1,689	—	—	0
2502797	7TH ST EXT TO PINE	—	—	88,400	0
2502799	INET FIBER BUILD OUT	—	—	100,000	0
2601236	WHEEL CHAIR RAMPS	—	—	12,600	0
2601239	NEIGHBORHOOD REL IMPROVEM	236,273	—	10,000	0
2601549	STREET LIGHT REPLACEMENT	8,084	—	—	0
2602767	LEAD SVC LINE REPLACE	—	—	30,000	0
2602776	SIDEWALKS	—	12,148	—	0
2642769	HUD RESILIENCY ENGINEER	2,121,753	6,245,593	8,128,055	8,194,419
3001011	SIGNALIZATION PROGRAM	40,256	60,751	80,000	70,000
3001023	INTERSECTION PREEMPTION	6,260	—	15,000	15,000
3001027	GUARDRAIL REPLACEMENT	8,718	—	10,000	0
3001029	STONE RETAINING WALLS	42,548	198,065	—	0
3001039	CORRIDOR STUDY-ALTERNATES	—	12,000	—	0
3001041	CURB/CATCH BASIN REPL	69,969	10,684	10,000	25,000
3001133	TRAFFIC SIGNAL MASTARM RE	38,134	4,126	80,000	65,000
3001210	GRANDVIEW AVE.LIGHT POLES	110,571	13,015	50,000	35,000
3001229	TRAFFIC CONTR BATTERY PCK	—	2,119	20,000	10,000
3001256	SPECIAL ASSESSMENT ASSIST	41,286	—	—	0
3001258	BRIDGE REPAIRS/MAINT.	6,009	3,502	85,000	0
3001266	TRAFFIC SIGNAL INTERCONNE	84,703	20,795	40,000	30,000
3001274	TRAFFIC CONTROLLER REPLAC	2,253	41,697	45,000	35,000
3001287	SOUTHWEST ARTERIAL	5,870,338	4,259,584	100,000	550,000
3001425	SIDEWALK PROGRAM CITY OWN	44,580	50,912	—	170,000
3001466	HARBOR AREA MAINTENANCE	—	—	—	0
3001549	STREET LIGHT REPLACEMENT	19,819	1,018	—	20,000
3001615	SIGNAL INTERSEC RECONSTRU	127,652	—	65,000	40,000
3001630	DECORATIVE CONCRETE MAINT	6,551	92,939	—	0
3001631	TRAFF SIG FIBER OPTIC NET	95,473	85,520	80,000	65,000
3001634	WHITE WATER CREEK BRIDGE	—	—	—	0
3001702	3RD ST OVERPASS-PAINT	—	—	—	120,000
3001816	TRAFFIC SIG VIDEO DET CON	74,749	—	52,000	50,000
3001916	LED RE-LAMP SCHEDULE	—	—	29,000	0
3001922	SAFE ROUTES TO SCHOOL	—	—	—	0
3002021	N CASCADE RD RECONSTRUCT	2,164	19,445	—	

Capital Improvement Projects by Department/Division					
ENGINEERING					
CIP Number	Capital Improvement Project Title	FY 18 Actual Expense	FY 19 Actual Expense	FY 20 Adopted Budget	FY 21 Recomm'd Budget
3002142	STREET CONST-GENERAL	41,932	81,282	83,000	100,000
3002144	FIBER OPTIC CONDUIT-MISC	15,664	60,431	50,000	40,000
3002245	PAVEMENT MARKING	113,320	120,387	135,000	135,000
3002252	ST LIGHT/SIGNAL KNOCKDOWN	18,275	70,202	30,000	25,000
3002253	ITS TRAFFIC CONTROL EQUIP	49,500	4,800	17,000	20,000
3002256	PENN@RADFORD INTERESECT	2,900	4,751	—	0
3002324	UNI & ASBURY INTER IMPROV	—	682,644	—	0
3002336	N GRANDVIEW ESTATES ROAD	—	—	—	0
3002420	SRGE AND GRND IMPR SIGNAL	1,678	8,364	15,000	10,000
3002421	STREET CAMERA INSTALL	37,773	25,504	75,000	70,000
3002422	TRAFIC OPS CTR VIDEO SOFT	4,983	58,520	—	0
3002423	TRAFIC OPS CNTR EQUIP TEST	758	116	—	0
3002484	LED STREETLIGHT RETROFIT	2,401	—	—	0
3002491	FIBER OPTICS TO AIRPORT	106,214	321	—	0
3002552	WASH ST RECON 8TH TO 9TH	—	28,948	—	0
3002557	FLASH YELLOW LEFT TURN	—	1,148	—	0
3002558	REPLC LED SIGNS BEACONS	—	—	—	0
3002559	GRANDVIEW SIGNAL RECON	339,559	—	—	0
3002611	GRANDVIEW/DELHI ROUNDABOU	1,062	—	—	0
3002612	HEEB STREET RECON	—	—	50,000	0
3002615	WAH NEIGH STREET LIGHTS	672	—	—	0
3002617	JFK RD COORD WACKER/ASB	3,774	—	—	0
3002618	WEST LOCUST COMM/CAMERAS	13,786	14,125	92,000	0
3002619	UNIV/ASBURY FIBER/CAMERA	2,199	—	—	0
3002620	FIBER/NETWORK MGMT PROG	253	275	50,450	0
3002634	SMARTER TRAVEL PROJECT	5,987	—	—	0
3002674	KERPER BLVD FIBER AND CAM	22,220	4,830	—	0
3002675	NW ARTERIAL TURN LANE IMP	43,354	203,722	—	0
3002676	CITY-WIDE SECURITY CAMERA	116,385	75,119	—	0
3002695	NW ARTERIAL LEFT TURN LN	9,160	—	—	0
3002717	POD IRRIGATION REPLACEMEN	5,101	—	—	0
3002724	GRNDVW/UNVRSTY ROUNDABOUT	151,804	1,356,008	—	0
3002735	JFK DITCH IMPROVEMENTS	18,785	—	—	0
3002761	DERBY GRANGE RESURFACE	—	—	—	0
3002762	LANDFILL ACCESS ROAD	2,329	1,331	97,000	0
3002763	STREETS TRAFFIC CONTROL	—	—	100,000	3,216,250
3002796	CENTRAL AVE 1 TO 2 WAY	—	—	180,000	0
3002798	PAVEMENT PRESERVATION	—	—	32,984	0
3002799	INET FIBER BUILD OUT	—	—	—	90,000
3002800	ASBURY RD SIGNALIZATION	—	—	120,000	0
3002801	FIBR REEL TRAILER/TOOLS	—	—	15,000	0
3002848	SW ARTERIAL ITS CORRIDOR	—	—	—	850,000
3002849	PAVE REHAB CONCRETE ST	—	—	—	520,000
3002850	NW ARTERIAL LEFT ON JFK	—	—	—	180,000
3002851	PAVE PRES JOINT SEALING	—	—	—	50,000
3002852	BRICK PAVER MAINT	—	—	—	30,000
3002856	ASBURY & JFK SIGNAL RECON	—	—	—	120,000
3002857	BROADBAND ACC UNIV ACCESS	—	—	—	136,000
3401654	BEE BRANCH CREEK RESTORAT	2,772,324	628,057	—	0
3402608	GATE REPLC FLOOD MITIGATI	806	47,583	—	3,500,000
3402609	FLOOD CONTROL MAINT FACIL	130,325	133,895	—	0
3402690	HUD RESILIENCY	439,760	(24,727)	—	0
3402769	HUD RESILIENCY ENGINEER	—	2,758,357	3,523,143	1,311,008

Capital Improvement Projects by Department/Division					
ENGINEERING					
CIP Number	Capital Improvement Project Title	FY 18 Actual Expense	FY 19 Actual Expense	FY 20 Adopted Budget	FY 21 Recomm'd Budget
3402774	BEE BRANCH TRAIL CONNECT	—	—	—	0
3501029	STONE RETAINING WALLS	—	—	—	0
3501053	RIVERFRONT LEASEHOLD IMPR	7,667	6,291	—	0
3501425	SIDEWALK PROGRAM CITY OWN	—	12,938	25,000	0
3501465	REHAB RR TRACK	—	—	—	0
3501466	HARBOR AREA MAINTENANCE	—	—	—	25,000
3501549	STREET LIGHT REPLACEMENT	—	—	—	0
3501630	DECORATIVE CONCRETE MAINT	—	25,755	—	0
3501727	SIDEWALK FINANCIAL ASSIST	—	—	—	0
3501841	FEDERAL BUILDING RENOVTN	94,984	77,896	—	0
3502021	N CASCADE RD RECONSTRUCT	17,076	76,133	—	0
3502642	CHAVENELLE TRAIL	41,611	26	—	0
3502855	MUSEUM WETLAND RAILING	—	—	—	20,000
3601039	CORRIDOR STUDY ALTERNATES	—	—	4,450,000	0
3601053	RIVERFRONT LEASEHOLD IMPR	2,389	131,524	4,200	187,500
3601549	STREET LIGHT REPLACEMENT	—	14,175	—	12,000
3601608	DWNTWN ST LIGHT REPLACMNT	18,678	2,600	—	0
3601841	FEDERAL BUILDING RENOVTN	—	23,447	102,700	446,000
3602273	CHAVENELLE TRAIL	44,793	34,431	—	0
3602421	STREET CAMERA INSTALL	—	—	—	12,476
3602484	LED STREETLIGHT RETROFIT	—	—	—	0
3602487	POD PARKING LOT	—	—	—	0
3602494	DT SECURITY CAMERAS	120,939	14,308	—	0
3602551	CHAVANELLE RD REHAB	8,443	38,032	—	3,700,000
3602552	WASH ST RECON 8TH TO 9TH	14,465	269,288	—	0
3602554	11TH ST STAIRS RECON	21,235	—	—	0
3602612	HEEB STREET	—	—	—	300,000
3602671	DOWNTOWN STREET LIGHTS	47,622	—	—	0
3602676	DOWNTOWN SECURITY CAMERAS	10,000	—	—	0
3602677	DOWNTOWN SECURITY CAMERAS	—	—	—	0
3602760	HWY 52 PHASE 4 CENTRAL	—	—	—	0
3602796	CENTRAL AVE 1 TO 2 WAY	—	—	20,000	0
3602853	POD RIVERFRONT DOCK EXP	—	—	—	1,050,000
3602854	ABC SUPPLY BUILD DECON	—	—	—	417,000
7101067	SEWER CONN ASST-LOW/MOD	—	—	—	0
7101289	GENERAL SANITARY SEWER RE	—	—	—	200,000
7101293	SAN SEWER INTERNAL MAIN	3,108	341	34,822	13,275
7101294	I&I REDUCTION PROGRAM	17,574	820	—	0
7101297	LATERAL REPL ASST.LOW INC	9,349	—	—	0
7101309	SEWER LATERAL ASSISTANCE	—	—	—	0
7101320	LATERALS-I&I REDUCTION	4,600	—	—	0
7101335	SAN SEWER MANHOLE REPLACE	196,779	12,122	50,000	0
7101350	SEWER EXTENSIONS NEW DEV.	15,046	7,044	—	600,000
7101637	SAN SEWER LINING PROGRAM	160,132	26,993	27,500	0
7101638	STREET PROG/RELATED SANIT	—	—	—	0
7101797	MONROE ST SAN SEWER EXT	—	—	—	0
7102013	H&W SANITARY SEWER PROJ	637	—	—	0
7102406	FOX BLACKHAWK SAN SEWER	—	—	—	0
7102413	RELOC 30" MAIN OPW GARAGE	35,293	337,025	—	0
7102450	\$9.4 GREEN ALLEYS	468,851	40,274	—	0
7102546	TRACK LN SAN SEWER CLEAN	—	—	100,000	187,790
7102547	WASH ST SAN 7TH TO 9TH	662	—	—	0

Capital Improvement Projects by Department/Division					
ENGINEERING					
CIP Number	Capital Improvement Project Title	FY 18 Actual Expense	FY 19 Actual Expense	FY 20 Adopted Budget	FY 21 Recomm'd Budget
7102571	AUBURN & CUSTER SAN SEWER	—	—	—	316,400
7102606	CEDAR/TERM ASSESSMENTS	82,210	143,635	153,000	750,000
7102607	CATFISH/GRANGER LIFT IMPR	—	—	243,000	0
7102612	HEEB STREET	—	—	20,000	160,000
7102663	KERPER SANITARY	189,327	1,705,670	—	0
7102669	SW ART/MENARD UTLTY RELOC	—	—	—	0
7102670	SW ART/HWY 20 UTLTY RELOC	—	—	—	0
7102720	30TH & JACKSON SAN SEWER	7,346	120,399	—	0
7102721	MARQUETTE SAN SEWER	23,526	252,375	—	0
7102728	COATES SANITARY SEWER	15,947	—	—	0
7102729	DERBY GRANGE ANNEXATION	517,296	—	—	0
7102754	TWIN RIDGE LIFT ST ABANDO	—	122,774	—	0
7102755	HARLAN EUCLID SANITARY	—	—	—	0
7102780	TIMBERHYRST SANITARY	—	13,808	—	0
7102791	ASSET MANAGEMENT	—	—	164,000	237,000
7102793	CCTV INSPECT/CLEAN/ASSESS	—	—	75,000	285,000
7102794	WOOD ST SANITARY	—	—	15,000	95,000
7102795	HEMPSTEAD SANITARY	—	—	—	30,000
7102812	CREEKBNK_REPAIR_STEGTJARK	—	90,029	—	0
7102844	CENTER PLACE ALLEY SEWER	—	—	—	410,000
7102846	FORCE MAIN STABILIZATION	—	—	—	100,000
7201008	STORM SEWER IMPR/EXTENSIO	—	6,490	70,000	60,000
7201066	GENERAL REPAIRS	25,054	60,966	100,000	50,000
7201081	CATCH BASIN/WESTSIDE STOR	—	—	53,000	53,000
7201085	KAUFMANN AVE STORM	—	—	—	0
7201086	NW ARTERIAL DETENSION BAS	—	11,361	—	0
7201123	WILBRECHT LANE STORM SERW	5,172	—	—	0
7201180	JACKSON STREET STORM SEWE	—	—	—	0
7201354	DRAIN TILE PROGRAM	—	—	20,000	100,400
7201363	GUNITE ROCK STORM SEWER	—	—	—	0
7201365	MIDDLE ROAD CULVERT	—	81,739	—	0
7201379	SUNNYCREST/ROOSEVELT STRM	—	—	21,000	0
7201654	BEE BRANCH CREEK RESTORAT	1,757,334	—	—	0
7201809	VILLA ST STORM SEWER PROJ	509	—	—	33,000
7201811	UNIVERSITY AV CULVERT EXT	—	—	25,000	0
7202238	CEDAR CROSS RD STORM	—	—	—	0
7202274	US-52 STORM IMPROVEMENTS	8,158	83,523	—	0
7202331	CATFISH CRK WATERSHED PRT	403,352	244,218	—	0
7202332	STORMWTR INFILT & INFLOW	0	14,798	100,000	50,000
7202547	WASH ST SAN 7TH TO 9TH	0	0	0	0
7202608	GATE REPLC FLOOD MITIGATI	0	0	0	1,634,418
7202609	FLOOD CONTROL MAINT FACIL	82,255	26,899	0	0
7202610	ADMIRAL SHEEHY FLOOD GATE	0	0	0	0
7202612	HEEB STREET	0	0	5,000	25,000
7202632	S GRANDVIEW (CANGENELLI)	4,172	0	0	0
7202667	AVOCA STORM IMPROVEMENTS	37,911	0	0	0
7202668	NORTHRIDGE STORM EXTENSIO	0	0	0	0
7202669	SW ART/MENARD UTLTY RELOC	0	0	0	0
7202670	SW ART/HWY 20 UTLTY RELOC	0	0	325,000	

Capital Improvement Projects by Department/Division					
ENGINEERING					
CIP Number	Capital Improvement Project Title	FY 18 Actual Expense	FY 19 Actual Expense	FY 20 Adopted Budget	FY 21 Recomm'd Budget
7202690	HUD RESILIENCY	0	0	0	0
7202722	WILBRICHT DETENTION BASIN	4,531	63	0	0
7202723	VAN BUREN STORM OUTLET	6,739	6,074	0	0
7202756	US 52 CENTRAL STORMWATER	0	0	0	0
7202757	ST ANNE DR STORM	0	0	0	0
7202758	HILLCREST ROSEMONT DET	0	15,369	0	0
7202759	MAUS PARK CULVERT	0	0	0	0
7202762	LANDFILL ACCESS ROAD	0	0	222,000	0
7202769	HUD RESILIENCY ENGINEER	0	628,735	9,899,795	7,839,922
7202813	PERV PAVE BB RR SPONSOR	0	0	0	0
7202847	CATHERINE ST STORM SEWER	0	0	0	53,000
<b>ENGINEERING</b>	<b>TOTAL</b>	<b>18,868,051</b>	<b>22,839,178</b>	<b>30,747,649</b>	<b>41,278,858</b>

PRGRM/ DEPT	PROJECT DESCRIPTION	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	TOTAL	PAGE
<b>PUBLIC WORKS</b>								
<b>SANITARY SEWER</b>								
<b>Business Type</b>								
<b>General</b>								
	Sanitary Sewer Extensions to New Developments	\$ 13,275	\$ 33,866	\$ 59,145	\$ 174,473	\$ 31,925	\$ 312,684	162
	Sanitary Sewer Extensions to Existing Developments	\$ 600,000	\$ 1,200,000	\$ —	\$ —	\$ —	\$ 1,800,000	163
	Twin Ridge Subdivision -Lagoon Abandonment	\$ —	\$ 465,000	\$ —	\$ —	\$ —	\$ 465,000	164
	Sanitary Sewer Extensions - Existing Development, Pre-annexation and Annexation Agreements	\$ —	\$ 233,500	\$ —	\$ —	\$ —	\$ 233,500	165
	McFadden Farm Sanitary Sewer Extension	\$ —	\$ —	\$ 532,000	\$ —	\$ —	\$ 532,000	166
	Sewer Utility Master Plan	\$ 237,000	\$ 121,000	\$ —	\$ —	\$ —	\$ 358,000	167
	CCTV Inspection, Cleaning, and Assessment	\$ 285,000	\$ 180,000	\$ 180,000	\$ 180,000	\$ —	\$ 825,000	168
<b>Reconstruction</b>								
	Southfork Interceptor Sewer	\$ —	\$ —	\$ 34,181	\$ 533,819	\$ —	\$ 568,000	169
	Knob Hill-Duggan Drive Sanitary Sewer Reconstruction	\$ —	\$ —	\$ 149,310	\$ —	\$ —	\$ 149,310	170
	Brunswick Sanitary Sewer	\$ —	\$ —	\$ 9,400	\$ 68,900	\$ —	\$ 78,300	171
	Southgate Sanitary Sewer Reconstruction	\$ —	\$ —	\$ 13,300	\$ 98,100	\$ —	\$ 111,400	172
	Center Grove Sanitary Sewer Reconstruction	\$ —	\$ —	\$ 7,300	\$ 60,000	\$ —	\$ 67,300	173
	Wood Street Sanitary Sewer Reconstruction	\$ 95,000	\$ —	\$ —	\$ —	\$ —	\$ 95,000	174
	Auburn & Custer Sanitary Sewer Reconstruction	\$ 316,400	\$ —	\$ —	\$ —	\$ —	\$ 316,400	175
	Grove Terrace Sanitary Sewer Reconstruction	\$ —	\$ 110,000	\$ —	\$ —	\$ —	\$ 110,000	176
	Heeb Street Sanitary Sewer Reconstruction	\$ 160,000	\$ —	\$ —	\$ —	\$ —	\$ 160,000	177
	Hempstead Sanitary Sewer Reconstruction	\$ 30,000	\$ 250,000	\$ —	\$ —	\$ —	\$ 280,000	178
	Cooper Place and Maiden Lane Sanitary Sewer Reconstruction	\$ —	\$ —	\$ 30,000	\$ 300,000	\$ —	\$ 330,000	179
	Abbott & Cottage Sanitary Sewer Reconstruction	\$ —	\$ —	\$ 20,000	\$ 200,000	\$ —	\$ 220,000	180
	Harvard St Sanitary Sewer Reconstruction	\$ —	\$ —	\$ —	\$ 18,000	\$ 160,000	\$ 178,000	181
	Cedar and Terminal Street Lift Station and Force Main Assessment and Improvements	\$ 750,000	\$ 1,416,000	\$ 2,260,000	\$ —	\$ —	\$ 4,426,000	182
	Track Line Sanitary Cleaning and Lining	\$ 187,790	\$ —	\$ —	\$ —	\$ —	\$ 187,790	184
	Force Main Stabilization	\$ 100,000	\$ —	\$ —	\$ —	\$ 7,692,308	\$ 7,792,308	185
	Sanitary Sewer Lining Program	\$ —	\$ 132,500	\$ —	\$ —	\$ 220,000	\$ 352,500	186
	Manhole Replacement/Rehab Program	\$ —	\$ —	\$ 50,000	\$ —	\$ 40,000	\$ 90,000	187



PRGRM/ DEPT	PROJECT DESCRIPTION	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	TOTAL	PAGE
	Center Place Alley Sanitary Sewer Rehabilitation	\$ 410,000		\$ —	\$ —	\$ —	\$ 410,000	188
	Perry & Bradley Force Main and Lift Station Improvements	\$ —	\$ 35,000	\$ 225,000	\$ —	\$ —	\$ 260,000	189
	Couler Valley Interceptor Inspection, Cleaning and Rehabilitation	\$ —	\$ —	\$ 85,000	\$ —	\$ —	\$ 85,000	190
	General Sanitary Sewer Replacement	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 1,000,000	191
<b>STORMWATER</b>								
<b>Business Type</b>								
<b>General Storm Sewer Projects</b>								
	Stormwater Infiltration & Inflow Elimination Program	\$ 50,000	\$ 50,000	\$ 90,000	\$ 100,000	\$ 100,000	\$ 390,000	192
	Storm Sewer General Replacements	\$ 50,000	\$ 50,000	\$ 50,000	\$ 100,000	\$ 204,255	\$ 454,255	193
	Storm Sewer Improvements/Extensions	\$ 60,000	\$ 60,000	\$ 60,000	\$ 64,946	\$ 64,946	\$ 309,892	194
	Catch Basin Reconstruction	\$ 53,000	\$ 53,000	\$ 53,060	\$ 54,122	\$ 55,204	\$ 268,386	195
	Drain Tile Program	\$ 100,400	\$ 90,810	\$ 101,224	\$ 100,000	\$ 62,082	\$ 454,516	196
<b>Bee Branch Watershed Projects</b>								
	Bee Branch Creek RR Culverts	\$17,345,349	\$ —	\$ —	\$ —	\$ —	\$17,345,349	197
	Bee Branch Creek Gate & Pump Replacement	\$ 5,134,418	\$ 4,769,592	\$ —	\$ —	\$ —	\$ 9,904,010	199
	Flood Control Maintenance Facility	\$ —	\$ —	\$ —	\$ 220,000	\$ —	\$ 220,000	200
<b>Specific Storm Sewer Projects</b>								
	University Ave Storm Sewer	\$ —	\$ —	\$ 150,000	\$ —	\$ —	\$ 150,000	201
	Heeb Street Storm Sewer (Street Program)	\$ 25,000	\$ —	\$ —	\$ —	\$ —	\$ 25,000	202
	Keokuk Storm Sewer Extension	\$ —	\$ 44,600	\$ —	\$ —	\$ —	\$ 44,600	203
	Copper Field Storm Sewer Extension Project	\$ —	\$ 34,700	\$ —	\$ —	\$ —	\$ 34,700	204
	Key Way Drive Outfall Project	\$ —	\$ 30,100	\$ —	\$ —	\$ —	\$ 30,100	205
	Pennsylvania Culvert Replacement	\$ —	\$ —	\$ —	\$ —	\$ 25,000	\$ 25,000	206
	Windsor Street Storm Sewer Extension	\$ —	\$ —	\$ —	\$ 80,500	\$ —	\$ 80,500	207
	Seippel Road Culvert Replacement	\$ —	\$ 8,000	\$ 48,000	\$ —	\$ —	\$ 56,000	208
	Catherine Street Storm Sewer Improvements	\$ 53,000	\$ —	\$ —	\$ —	\$ —	\$ 53,000	209
	Villa Street Storm Sewer Replacement	\$ 33,000	\$ —	\$ —	\$ —	\$ —	\$ 33,000	210
	Northridge Dr Storm Sewer Extension	\$ —	\$ —	\$ —	\$ —	\$ 133,200	\$ 133,200	211
<b>STREETS</b>								
<b>Public Works</b>								
<b>Street Related Improvements</b>								
	Pavement Marking Project	\$ 135,000	\$ 135,000	\$ 135,000	\$ 135,000	\$ 135,000	\$ 675,000	212
	Street Construction General Repairs	\$ 100,000	\$ 100,000	\$ 110,000	\$ 110,000	\$ 100,000	\$ 520,000	213
	Pavement Preservation Program	\$ 48,000	\$ —	\$ —	\$ —	\$ —	\$ 48,000	214

PRGRM/ DEPT	PROJECT DESCRIPTION	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	TOTAL	PAGE
	East - West Corridor Capacity Improvements	\$ —	\$ 150,000	\$ 4,600,000	\$ —	\$ —	\$ 4,750,000	216
	Chavenelle Rd Reconstruction	\$ 3,700,000	\$ —	\$ —	\$ —	\$ —	\$ 3,700,000	218
	Heeb Street Reconstruction	\$ 300,000	\$ —	\$ —	\$ —	\$ —	\$ 300,000	220
	Southwest Arterial Project	\$ 550,000	\$ —	\$ —	\$ —	\$ —	\$ 550,000	221
	Southwest Arterial ITS Corridor Development	\$ 850,000	\$ 850,000	\$ —	\$ —	\$ —	\$ 1,700,000	223
	Westside Drive Street Lights	\$ —	\$ —	\$ 150,000	\$ —	\$ —	\$ 150,000	224
	7th Street Extension to Pine Street	\$ —	\$ —	\$ —	\$ 191,500	\$ 650,000	\$ 841,500	225
	North Cascade Road Reconstruction	\$ —	\$ 1,497,200	\$ —	\$ —	\$ —	\$ 1,497,200	226
	Cedar Cross Rd Reconstruction	\$ —	\$ —	\$ —	\$ —	\$ 400,000	\$ 400,000	228
	Seippel Road Reconstruction	\$ —	\$ —	\$ —	\$ —	\$ 280,000	\$ 280,000	229
	Pavement Rehabilitation - Concrete Street Repair, Mill and Asphalt Resurfacing	\$ 520,000	\$ —	\$ —	\$ —	\$ —	\$ 520,000	230
	Northwest Arterial Eastbound Dedicated Left Turn lane onto John F Kennedy (JFK) Road	\$ 180,000	\$ —	\$ —	\$ —	\$ —	\$ 180,000	231
	Pavement Preservation Joint Sealing	\$ 50,000	\$ 50,000	\$ 55,000	\$ 55,000	\$ —	\$ 210,000	232
	Rockdale Road Reconstruction	\$ —	\$ —	\$ —	\$ —	\$ 200,000	\$ 200,000	233
<b>Sidewalk Related</b>								
	Sidewalk Inspection Program - Assessable	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 150,000	234
	Sidewalk Program - City-Owned Property	\$ 170,000	\$ 100,000	\$ 100,000	\$ 50,000	\$ 50,000	\$ 470,000	235
	ADA Curb Ramp Construction	\$ —	\$ 12,600	\$ 12,600	\$ 12,600	\$ 12,600	\$ 50,400	236
	Sidewalk Program Related Curb and Catch Basin Replacements	\$ 25,000	\$ 25,000	\$ 30,000	\$ 32,000	\$ 35,000	\$ 147,000	237
	Decorative Concrete Maintenance Program	\$ —	\$ —	\$ —	\$ 35,000	\$ 40,000	\$ 75,000	238
<b>Trails/General Maintenance</b>								
	Stone Retaining Walls	\$ —	\$ 100,000	\$ 105,000	\$ 110,000	\$ —	\$ 315,000	239
	Bridge Repairs/Maintenance	\$ —	\$ 100,000	\$ 100,000	\$ 100,000	\$ —	\$ 300,000	240
	Villa Street Retaining Wall	\$ 1,600,000	\$ —	\$ —	\$ —	\$ —	\$ 1,600,000	241
	Lowell Street Retaining Wall	\$ —	\$ 141,500	\$ —	\$ —	\$ —	\$ 141,500	242
	Brick Paver Maintenance	\$ 30,000	\$ —	\$ 30,000	\$ —	\$ 30,000	\$ 90,000	243
	Complete Streets Elements	\$ —	\$ —	\$ 12,000	\$ 12,000	\$ 10,000	\$ 34,000	244
<b>MISCELLANEOUS</b>								
<b>General Government</b>								
	Federal Building Renovation	\$ 446,000	\$ 346,800	\$ 286,000	\$ 36,500	\$ —	\$ 1,115,300	245
<b>Community and Economic Development</b>								
<b>Public Works</b>								
	Riverfront Dock Expansion	\$ 1,050,000	\$ 1,050,000	\$ —	\$ —	\$ —	\$ 2,100,000	247
	Neighborhood Related Improvement	\$ —	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 40,000	249
	Riverfront Leasehold Improvements	\$ 187,500	\$ 73,500	\$ —	\$ —	\$ —	\$ 261,000	250

PRGRM/ DEPT	PROJECT DESCRIPTION	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	TOTAL	PAGE
	ABC Supply Building Deconstruction	\$ 417,000	\$ —	\$ —	\$ —	\$ —	\$ 417,000	251
	Port of Dubuque - Security Cameras	\$ —	\$ 20,000	\$ —	\$ 20,000	\$ —	\$ 40,000	252
	Harbor Area Maintenance	\$ 25,000	\$ —	\$ 30,000	\$ —	\$ 35,000	\$ 90,000	253
	Ice Harbor Road - Museum Wetland Railing	\$ 20,000	\$ —	\$ —	\$ —	\$ —	\$ 20,000	254
	Third Street Overpass Railing Painting	\$ 120,000	\$ —	\$ —	\$ —	\$ —	\$ 120,000	255
	Speed Shields	\$ —	\$ 46,000	\$ 46,000	\$ 46,000	\$ —	\$ 138,000	256
<b>TRAFFIC</b>								
<b>Public Works</b>								
	Street Light Replacement and New Installation	\$ 32,000	\$ 128,200	\$ 145,200	\$ 180,000	\$ 35,000	\$ 520,400	257
	Signalization Program	\$ 70,000	\$ 70,000	\$ 80,000	\$ 70,000	\$ 60,000	\$ 350,000	258
	Traffic Signal Mastarm Retrofit	\$ 65,000	\$ 70,000	\$ 75,000	\$ 80,000	\$ 65,000	\$ 355,000	259
	Traffic Signal Interconnect Conduit Replacement	\$ 30,000	\$ 40,000	\$ 70,000	\$ 40,000	\$ 40,000	\$ 220,000	260
	Traffic Signal Controller Replacement	\$ 35,000	\$ 35,000	\$ 45,000	\$ 45,000	\$ 35,000	\$ 195,000	261
	Street Lighting and Traffic Signal Knockdown/Insurance	\$ 25,000	\$ 25,000	\$ 30,000	\$ 30,000	\$ 25,000	\$ 135,000	262
	Street Camera Installation	\$ 82,476	\$ 105,775	\$ 89,798	\$ 105,000	\$ 15,000	\$ 398,049	263
	LED Re-lamp schedule	\$ —	\$ 25,000	\$ 30,000	\$ 25,000	\$ 20,000	\$ 100,000	264
	Traffic Signal Battery Backup Program	\$ 10,000	\$ 15,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 85,000	265
	Traffic Signal Intersection Reconstruction	\$ 40,000	\$ 50,000	\$ 75,000	\$ 72,472	\$ 65,000	\$ 302,472	266
	Surge and Grounding Improvements at Signals City- Wide	\$ 10,000	\$ 15,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 85,000	267
	STREETS Traffic Control Project	\$ 3,466,250	\$ 75,000	\$ 50,000	\$ —	\$ —	\$ 3,591,250	268
	Traffic Signal Fiber Optics	\$ 65,000	\$ 65,000	\$ 100,000	\$ 100,000	\$ —	\$ 330,000	269
	ITS Traffic Control Equipment	\$ 20,000	\$ 20,000	\$ 25,000	\$ 34,000	\$ 25,000	\$ 124,000	270
	Traffic Signal Vehicle Detection Conversion	\$ 50,000	\$ 50,000	\$ 60,000	\$ 64,000	\$ 40,000	\$ 264,000	271
	Grandview Street Light Replacement	\$ 35,000	\$ —	\$ 50,000	\$ 100,000	\$ —	\$ 185,000	272
	INET Replacement Build Out	\$ 90,000	\$ 90,000	\$ 150,000	\$ 65,000	\$ —	\$ 395,000	273
	Emergency Preemption Expansion and Upgrades	\$ 15,000	\$ 15,000	\$ 15,000	\$ 20,000	\$ 20,000	\$ 85,000	274
	Asbury Rd Signalization Reconstruction	\$ 120,000	\$ —	\$ —	\$ —	\$ —	\$ 120,000	275
	Fiber Optic Conduit - Miscellaneous	\$ 40,000	\$ 40,000	\$ 50,000	\$ 50,000	\$ 40,000	\$ 220,000	276
	Fiber Infrastructure Management System	\$ —	\$ 100,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 130,000	277
	Broadband Acceleration and Universal Access	\$ 136,000	\$ 130,000	\$ 125,000	\$ 120,000	\$ —	\$ 511,000	278
	<b>TOTAL</b>	<b>41,278,858</b>	<b>15,569,243</b>	<b>11,563,518</b>	<b>4,788,932</b>	<b>11,541,520</b>	<b>84,742,071</b>	

# **CITY OF DUBUQUE, IOWA**

## **Fiscal Year 2021-2025 Capital Improvement Program (CIP)**

**TO:** The Honorable Mayor and City Council Members

**FROM:** Michael C. Van Milligen, City Manager

Attached is the Fiscal Year 2021-2025 Capital Improvement Program (CIP). State law requires that a five-year CIP be adopted by the City Council after a public hearing. The required CIP public hearing will be held March 26, 2020, at the same time as the public hearing on the Fiscal Year 2021 Operating Budget.

The CIP, as the plan for the City's physical development effort, attempts to address a variety of needs that the City must meet if it is to maintain its physical facilities, meet its service commitments and provide for its future development. The CIP recommendation reflects the City's comprehensive plan and the goals and priorities established by the City Council and are shown in each of the State mandated budget program areas.

The Fiscal Year 2021 CIP budget recommendation of \$59,747,247 is a 4.43% increase from the Fiscal Year 2020 CIP budget of \$57,211,121.

For several years, the Mayor and City Council has been taking advantage of the historically low interest rates and investing in City infrastructure and economic development and redevelopment. At the 2015 City Council Goal Setting, the Mayor and City Council adopted debt reduction as a High Priority. This budget recommendation reflects that debt reduction priority.

While the City will issue \$54,821,719 in new debt in the recommended five-year CIP, mostly for fire truck and pumper replacements, fire station expansion, road improvements, sanitary sewer improvements, additional downtown parking, and maintenance of Five Flags (if the referendum does not pass), the City will access \$12,886,503 of previously issued state revolving fund loans as the related capital improvement projects progress, for a total of \$63,810,338 of debt in FY 2021-2025. The City will retire \$94,628,548 of existing debt, reducing the amount of City debt by \$26,920,326.

In this budget recommendation, the Mayor and City Council are currently reviewing for Fiscal Year 2021, the use of the statutory debt limit would be 47%, and by the end of the recommended 5-Year Capital Improvement Program (CIP) budget in Fiscal Year 2025, the City of Dubuque would be at 43% of the statutory debt limit. Projections out 10 years to Fiscal Year 2030 show the City of Dubuque at 22% of the statutory debt limit. This is an improvement on the debt reduction plan adopted in August 2015, that first began implementation in Fiscal Year 2016.

In this extremely low interest rate environment, the City had been increasing the use of debt to accomplish the projects that need to be done. To have any success, a community must have a sound infrastructure. The Mayor and City Council has recognized the infrastructure issues Dubuque faces and has been responsive. While there was some criticism of City use of debt to deal with those infrastructure challenges, that criticism fails to recognize that not financing the needed infrastructure maintenance and improvements is also a form of debt that is passed down to future generations. This was a strategic decision by the City Council realizing that infrastructure investment just gets more expensive over time for these

reasons: a) the older a piece of infrastructure gets and the more it is allowed to deteriorate increases costs; b) the longer the wait to invest in infrastructure the costs are increased by inflation; and c) If the investment in infrastructure is not made in this low interest rate environment this investment will eventually need to be made when interest rates are higher, thereby increasing costs. However, beginning in FY 2016 the City Council at their 2015 Goal Setting Session debt reduction was adopted as a High Priority. So the amount of outstanding debt began to decrease and in Fiscal Year 2021 the City will be issuing less debt than is retired and many projects will become pay-as-you-go.

The debt principal outstanding projected as of June 30, 2020, is currently \$260,864,394. The breakdown of the debt principle outstanding as of June 30, 2020, is as follows:

<b>Debt Obligation</b>	<b>6/30/2020 Principle Outstanding</b>
General Obligation Essential Corporate Purpose	\$ 87,271,829
Tax Increment Notes and Bonds	\$ 19,075,880
Economic Development TIF Rebate Agreements	\$ 7,653,959
General Fund Leases	\$ 155,000
Other Revenue-Backed Loans	\$ 3,639,903
Total Indebtedness Subject to Statutory Debt Limit of \$227,661,747	\$ 117,796,571
Percent of Statutory Debt Limit Used as of June 30, 2020	51.74%
Revenue Bonds	\$ 122,267,823
Debt Subject to Annual Appropriation	\$ 20,800,000
<b>Total City Indebtedness as of June 30, 2020</b>	<b>\$ 260,864,394</b>

The City will issue \$54,821,719 in new debt in the recommended 5-year CIP, mostly for fire truck and pumper replacements, fire station expansion, road improvements, sanitary sewer improvements, additional downtown parking, and maintenance of Five Flags (if the referendum does not pass).

Project	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
Chavenelle Road Rehab	\$ 1,295,000					\$ 1,295,000
Cedar and Terminal Sanitary Mains and Life	\$ 674,810	\$ 1,416,000	\$ 2,270,000			\$ 4,360,810
Sanitary Sewer Extension to Existing Developments	\$ 600,000	\$ 1,200,000				\$ 1,800,000
E 12th and Elm Parking Lot	\$ 589,000					\$ 589,000
Water SCADA and Communications	\$ 495,000					\$ 495,000
Transit Bus Replacement	\$ 426,522	\$ 187,201				\$ 613,723
Center Place Alley Sanitary Sewer Rehab	\$ 410,000					\$ 410,000
River Dock Expansion	\$ 406,000					\$ 406,000
Auburn and Custer Sanitary Sewer	\$ 316,400					\$ 316,400
Fire Ladder and Pumper Replacement	\$ 288,417	\$ 1,557,550		\$ 865,200		\$ 2,711,167
Sanitary Sewer CCTV Inspection	\$ 285,000		\$ 183,715	\$ 181,000		\$ 649,715
City-Wide Tipper Carts	\$ 280,000	\$ 280,000	\$ 280,000			\$ 840,000
General Ledger Software	\$ 250,000	\$ 750,000				\$ 1,000,000
Jackson Park Amenities	\$ 250,000					\$ 250,000
Water Wells, Well Field, & Well Transmission	\$ 250,000					\$ 250,000
Sanitary Sewer Asset Management Plan	\$ 237,000	\$ 121,000				\$ 358,000
Sanitary Sewer Track Line Cleaning & Lining	\$ 187,790					\$ 187,790
Replace HVAC Fire Headquarters	\$ 168,924	\$ 344,605				\$ 513,529
Public Lead Line Water Main Replacement	\$ 120,000					\$ 120,000
Water Treatment Plant Condition Assessment	\$ 115,000					\$ 115,000

Project	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
Downtown Ramp		\$ 10,000,000	\$ 7,240,000			\$ 17,240,000
W&RRC Final Clarifier		\$ 860,000				\$ 860,000
Fire Station Expansion Relocation					\$ 806,000	\$ 806,000
Street - Street Light Installation				\$ 150,000		\$ 150,000
W&RRC High Strength Storage		\$ 479,000	\$ 1,062,975			\$ 1,541,975
Sanitary Sewer Twin Ridge Lagoon Abandonment		\$ 465,000				\$ 465,000
Development of McFadden Farm			\$ 4,455,000	\$ 3,900,000		\$ 8,355,000
Airport Rehab Taxiway A			\$ 427,300	\$ 225,000		\$ 652,300
Sanitary Sewer Perry & Bradley St Force Main Improvements			\$ 225,000			\$ 225,000
Knob Hill-Duggan Drive Sanitary Sewer Reconstruction			\$ 154,310			\$ 154,310
Cooper Place and Maiden Lane Sanitary Sewer			\$ 30,000	\$ 305,000		\$ 335,000
Five Flags Improvements				\$ 6,000,000		\$ 6,000,000
GDT URD Incentives & Rehab				\$ 400,000		\$ 400,000
Downtown Urban Renewal ADA Assist				\$ 100,000		\$ 100,000
Street -7th Street Extension to Pine				\$ 40,000		\$ 40,000
Sanitary Sewer Lining Program					\$ 216,000	\$ 216,000
<b>Total New Debt</b>	<b>\$ 7,644,863</b>	<b>\$ 17,660,356</b>	<b>\$ 16,328,300</b>	<b>\$ 12,166,200</b>	<b>\$ 1,022,000</b>	<b>\$ 54,821,719</b>

In addition, the City will access \$12,886,503 of previously issued state revolving fund loans as the related capital improvement projects progress. The draw down on these previously issued loans is as follows:

Project	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
Stormwater Upper Bee Branch & Sponsor SRF	\$ 247,664					\$ 247,664
Stormwater Upper Bee Branch Railroad Culverts SRF	\$ 7,245,000	\$ 1,999,090				\$ 9,244,090
Water Roosevelt Water Tower SRF	\$ 1,304,749					\$ 1,304,749
Water CIWA Purchase & Improvements	\$ 1,060,000	\$ 1,030,000	\$ —			\$ 2,090,000
<b>Total Draw Downs</b>	<b>\$ 9,857,413</b>	<b>\$ 3,029,090</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$12,886,503</b>

The City will retire \$94,628,548 of existing debt over the next five-years (FY21-FY25).

The following chart shows the net reduction of debt from Fiscal Year 2021 - Fiscal Year 2025:

Project	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
New Debt	\$ 7,644,863	\$ 17,660,356	\$ 16,328,300	\$ 12,166,200	\$ 1,022,000	\$ 54,821,719
Previously Issued SRF Draw Downs	\$ 9,857,413	\$ 3,029,090	\$ —	\$ —	\$ —	\$ 12,886,503
Retired Debt	-\$18,195,851	-\$17,065,073	-\$18,646,375	-\$19,995,470	-\$20,725,779	-\$94,628,548
<b>Net Debt Reduction</b>	<b>-\$693,575</b>	<b>\$3,624,373</b>	<b>-\$2,318,075</b>	<b>-\$7,829,270</b>	<b>-\$19,703,779</b>	<b>-\$26,920,326</b>



There was a 5.11% increase in assessed value effective January 1, 2019, which is the assessment the Fiscal Year 2021 statutory debt limit is based on. The statutory debt limit effective June 30, 2021 is \$239,298,248. **The City will be at 46.67% of statutory debt limit by June 30, 2021.** In Fiscal Year 2015 the City was at 89.89% of statutory debt limit, so **46.67% in Fiscal Year 2021 is a 43.22% decrease in use of the statutory debt limit.**

The ten year history of the City's use of the statutory debt limit is as follows:

FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20
64.14%	69.69%	84.31%	83.87%	89.89%	86.13%	69.47%	63.42%	56.32%	51.74%

The five year projection of the City's use of the statutory debt limit from Fiscal Year 2021–2025 including all planned debt issuances subject to the statutory limit and assuming a 2% growth in the City's assessed valuation beginning in Fiscal Year 2021 is as follows:

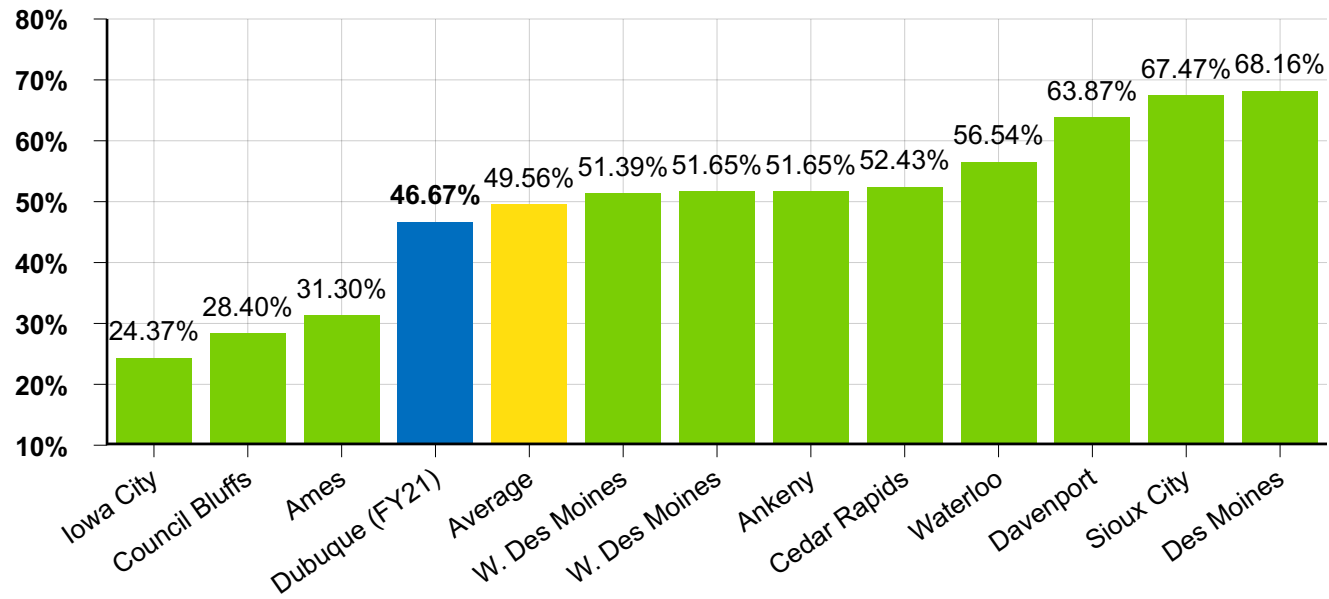
FY 21	FY 22	FY 23	FY 24	FY 25
46.67%	50.04%	46.56%	42.50%	42.77%

The following chart shows Dubuque's relative position pertaining to use of the statutory debt limit for Fiscal Year 2021 compared to the other cities in Iowa for Fiscal Year 2019 with a population over 50,000:

**Fiscal Year 2019 Legal Debt Limit Comparison for Eleven Largest Iowa Cities**

Rank	City	Legal Debt Limit (5%)	Statutory Debt Outstanding	Percentage of Legal Debt Limit Utilized
11	Des Moines	\$ 577,394,243	\$ 393,570,000	68.16%
10	Sioux City	\$ 213,569,727	\$ 144,100,000	67.47%
9	Davenport	\$ 330,626,114	\$ 211,165,000	63.87%
8	Waterloo	\$ 191,406,282	\$ 108,225,490	56.54%
7	Cedar Rapids	\$ 518,039,169	\$ 271,585,000	52.43%
6	Ankeny	\$ 245,580,138	\$ 126,830,000	51.65%
5	W. Des Moines	\$ 359,449,675	\$ 184,720,000	51.39%
<b>4</b>	<b>Dubuque (FY21)</b>	<b>\$ 239,298,248</b>	<b>\$ 111,687,827</b>	<b>46.67%</b>
3	Ames	\$ 209,227,522	\$ 65,480,000	31.30%
2	Council Bluffs	\$ 241,950,558	\$ 68,725,096	28.40%
1	Iowa City	\$ 274,723,837	\$ 66,945,000	24.37%
	Average w/o Dubuque			49.56%

### Percent of Legal Debt Limit Utilized



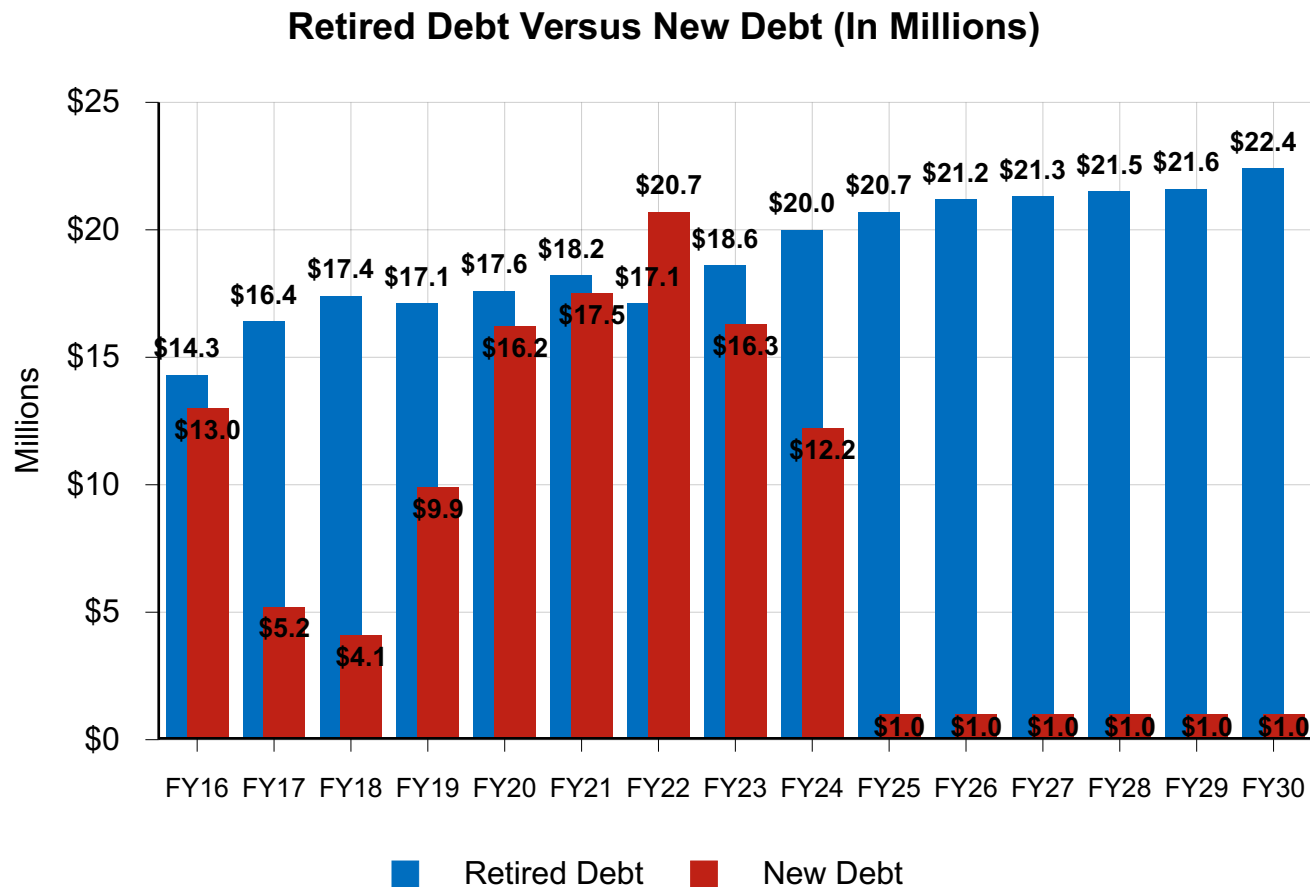
Dubuque ranks as the fourth lowest of the use of statutory debt limit of the 11 cities in Iowa with a population over 50,000 and Dubuque is below the average of the other Cities.

### Retired Debt Versus New Debt

The total City indebtedness as of June 30, 2021, is projected to be \$260,787,791 (46.67% of statutory debt limit). The total City indebtedness as of June 30, 2015, was \$295,561,181 (89.89% of statutory debt limit). **The City is projected to have \$34,773,390 less in debt as of June 30, 2021.**

The combination of reduced debt and increased utility rates partially reflects the movement to a more "pay as you go" strategy, which could lead to larger tax and fee increases than with the use of debt.

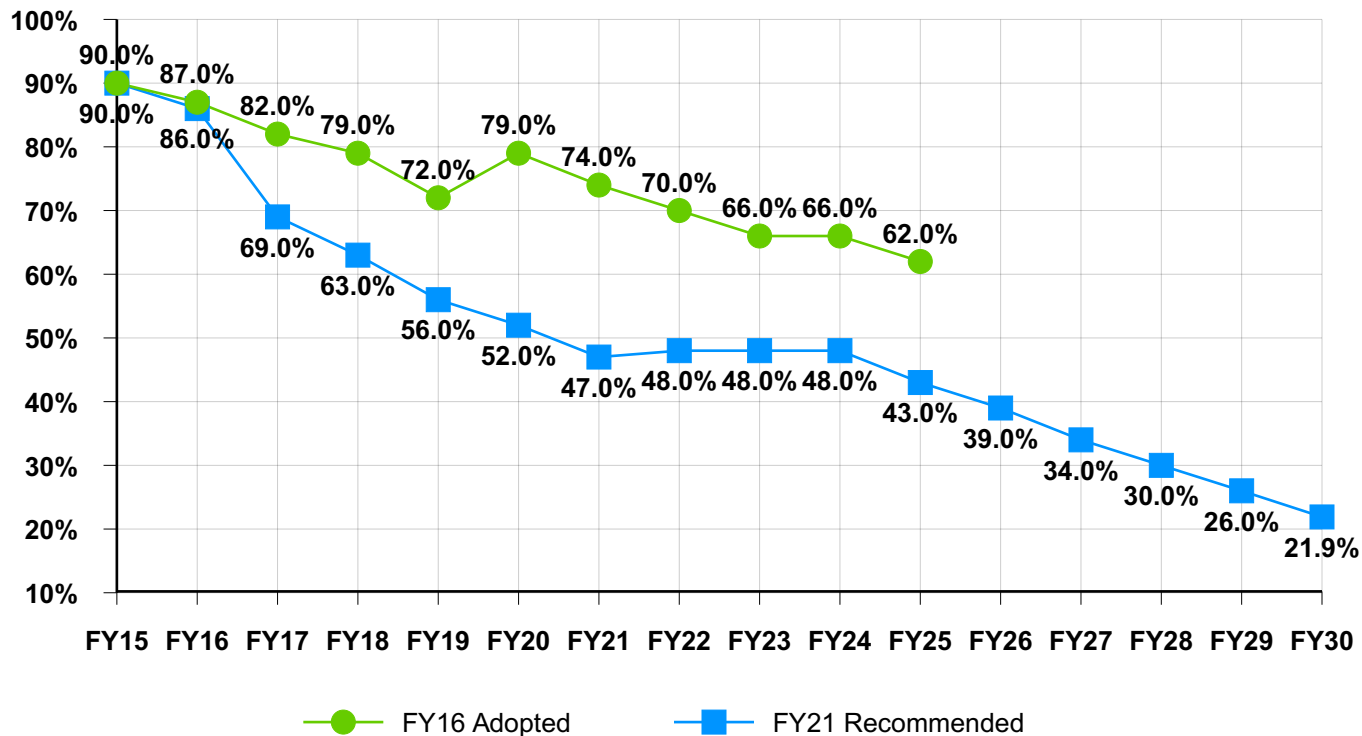
The following chart shows the amount of retired debt as compared to new debt. The new debt includes new debt issuances as well as draw downs on existing state revolving fund loans:



## Statutory Debt and Total Debt

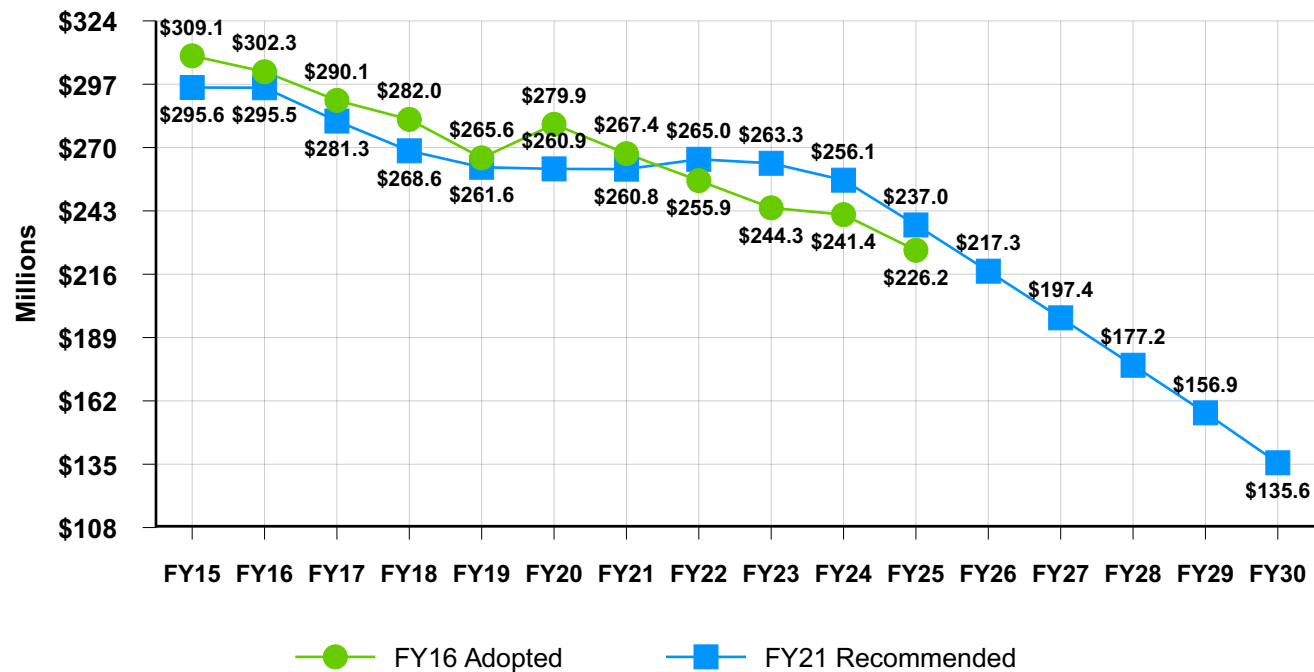
In August 2015, the Mayor and City Council adopted a debt reduction strategy which targeted retiring more debt each year than was issued by the City. This recommendation achieves that target In every year except Fiscal Year 2022 due to the issuance of debt for the new downtown parking ramp being moved up from FY 2025 to FY 2022. **You can see that the Mayor and City Council have significantly impacted the City's use of the statutory debt limit established by the State of Iowa. In Fiscal Year 2015, the City of Dubuque used 90% of the statutory debt limit. In this budget recommendation, the Mayor and City Council are currently reviewing for Fiscal Year 2021, the use of the statutory debt limit would be 47%, and by the end of the recommended 5-Year Capital Improvement Program (CIP) budget in Fiscal Year 2025, the City of Dubuque would be at 43% of the statutory debt limit. Projections out 10 years to Fiscal Year 2030 show the City of Dubuque at 22% of the statutory debt limit.** This is an improvement on the debt reduction plan adopted in August 2015, that first began implementation in Fiscal Year 2016.

### Statutory Debt Limit Used (As of June 30th)



By the end of the recommended 5-Year Capital Improvement Program (CIP) budget the total amount of debt for the City of Dubuque would be \$237.0 million (43% of the statutory debt limit) and the projection is to be at \$135.6 million (22% of statutory debt limit) within 10 years.

Total Debt (In Millions)

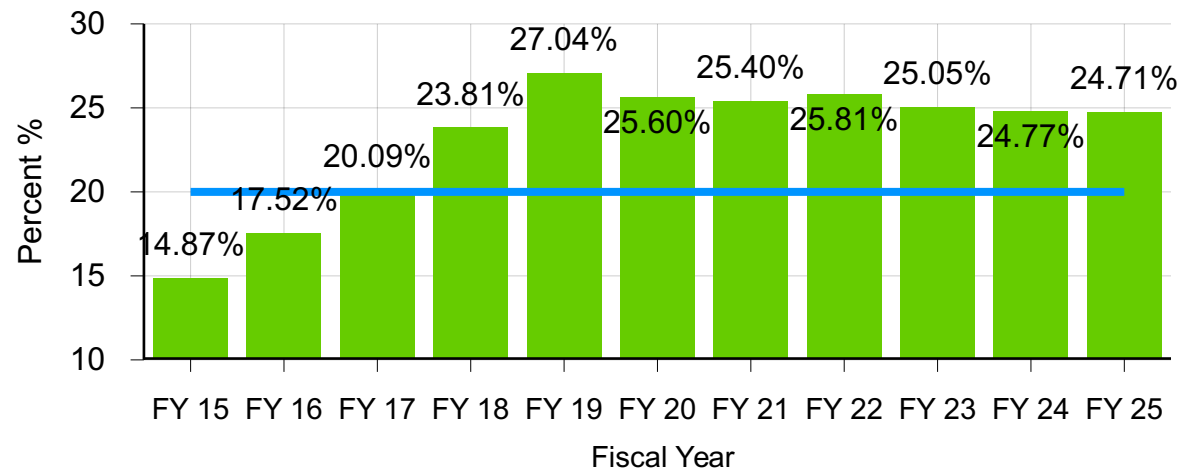


### General Fund Reserves

The City maintains a general fund reserve, or working balance, to allow for unforeseen expenses that may occur. Moody's Investor Service recommends a 20% General Fund Operating Reserve for "AA" rated cities. In May 2015, Moody's Investors Service downgraded Dubuque's general obligation bond rating from Aa2 to Aa3, but removed the negative future outlook. This followed two bond rating upgrades in 2003 and 2010, and one bond rating downgrade in 2014. In announcing the bond rating downgrade, Moody's noted the City's general fund balance/reserve declined.

<b>Fiscal Year</b>	<b>Fund Reserve (As percent of General Fund revenues)</b>	<b>Reason for change from previous Fiscal Year</b>
FY 2015	14.87%	Unchanged
FY 2016	17.52%	Increase due to capital projects not expended before the end of the FY and increase in general fund revenue
FY 2017	20.09%	Increase due to capital projects not expended before the end of the FY and additional contributions to general fund reserve
FY 2018	23.81%	Increase due to capital projects not expended before the end of the FY and additional contributions to general fund reserve
FY 2019	27.04%	Increase due to capital projects not expended before the end of the FY and additional contributions to general fund reserve
FY 2020	25.60%	Decrease due to planned capital expenditures
FY 2021	25.40%	Decrease due to planned capital expenditures

**Fund Reserve as a Percent of General Fund Revenue**



The City of Dubuque has historically adopted a general fund reserve policy as part of the Fiscal and Budget Policy Guidelines which is adopted each year as part of the budget process. During Fiscal Year 2013, the City adopted a formal Fund Reserve Policy which states the City may continue to add to the General Fund minimum balance of 10% when additional funds are available until 20% of Net General Fund Operating Cost is reached.

After all planned expenditures in FY 2020, the City of Dubuque will have a general fund reserve of 18.86% of general fund expenses as computed by the methodology adopted in the City's general fund reserve policy on a cash basis or 25.60% percent of general fund revenues as computed by the accrual basis methodology used by Moody's Investors Service. The general fund reserve cash balance is projected to be \$13,031,745 on June 30, 2020 as compared to the general fund reserve balance on an accrual basis of \$18,120,432 as computed by Moody's Investors Service. In Fiscal Year 2020, there are resources available for mid-year capital expenditures due to employee vacancy savings in several departments and additional riverfront lease, building permits, and franchise fee revenues. The general fund reserve balance on an accrual basis exceeds 22% in FY 2020, which is the margin of error used to ensure the City always has a general fund reserve of at least 20% as computed by Moody's Investors Service.

The reserve will increase by \$2,800,000 (20.3%) from Fiscal Year 2019 - Fiscal Year 2024.

	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
Contribution	\$1,700,000	\$—	\$—	\$—	\$—	\$—	\$—
City's Spendable General Fund Cash Reserve Fund Balance	\$20,011,333	\$18,120,432	\$18,120,432	\$18,120,432	\$18,120,432	\$18,120,432	\$18,120,432
% of Projected Revenue (Moody's)	27.04%	25.60%	25.40%	25.81%	25.05%	24.77%	24.71%

**In October 2016, Moody's Investors Service upgraded the rating on \$18 million in City of Dubuque bonds issued to support the Bee Branch Watershed Flood Mitigation Project from A3 to A2.**



## State Revolving Fund Sponsorship Projects and Green Project Loans

The City uses State Revolving Fund (SRF) loans for water and sanitary sewer projects whenever possible because of the **very low annual interest rate of 1.75% with an annual servicing fee of 0.25%**.

In 2009, legislation was passed in Iowa that allows water utilities that issue debt through the Clean Water State Revolving Fund Program to sponsor and help finance other water quality improvement (CWSRF) projects within or outside its service limits. This new funding mechanism, called Water Resource Restoration Sponsored Projects, will provide cities, counties, local watershed organizations, watershed management authorities, county conservation boards, and soil and water conservation districts a funding source to construct improvements throughout a watershed that keep sediment, nutrients, chemicals and other pollutants out of streams and lakes.

Repayment of a standard Clean Water SRF (CWSRF) loan includes the repayment of the original loan amount, the principal, and the cost to finance the loan, interest, and fees. On a CWSRF loan with a sponsored project, the financing costs are reduced by the amount of the cost of the sponsored project improvements. Figure 1 shows a comparison between a standard CWSRF loan and a CWSRF loan with a sponsorship project. As shown, the total cost to the utility (the total of loan repayments) remains unchanged as the cost of funding for the sponsorship project is offset by a reduction in loan financing costs. In essence, two water quality projects are completed for the price of one.

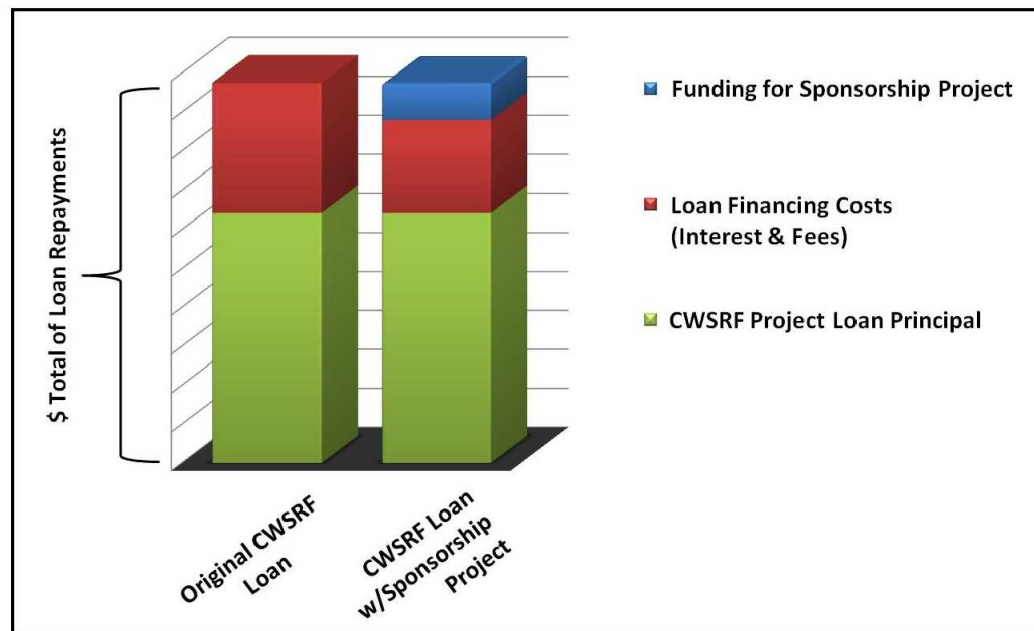


Figure 1. Loan repayment comparison between a standard CWSRF loan and a CWSRF loan with a sponsorship project.

**After three years of the State of Iowa being unsuccessful in completing one of these modified loans, the City of Dubuque had the first successful application for the state when, in April 2013, the City was awarded \$9.4 million of the interest paid on the Water and Resource Recovery Center to be used to reconstruct over 70 Green Alleys in the Bee Branch Watershed.** The principal for the Water & Resource Recovery Center Upgrade was increased from \$64,885,000 to \$75,145,579 and the interest rate plus annual servicing fee was decreased from 3.25% to 2.00% to add the Green Alley sponsorship project. This reduction allowed for increased proceeds **and resulted in a true interest cost of 1.96% and gross borrowing savings of \$11.4 million.**

The Federal Fiscal Years 2010, 2011, and 2012 State Revolving Fund capitalization grants included requirements for certain percentages of the funds to be allocated for green projects. Each green infrastructure project receives a portion of loan forgiveness not to exceed 30%. In June 2015, the City of Dubuque Upper Bee Branch Creek Restoration Project (Upper Bee Branch Project) qualified for a Green Project Loan from the CWSRF Program in the amount of \$29,541,000. The loan includes a principal forgiveness provision. The amount of the loan to be forgiven is 20% of the total loan disbursements made under the loan agreement. **The amount of the loan to be forgiven when the project is completed is estimated to be \$5,908,200. The actual true interest cost for total funds received was not the 2.00% borrowing rate (1.75% interest and 0.25% administrative fee), but just 0.07% after reflecting the receipt of interest free funds (forgiven portion).**

Then, in August 2017, the City was awarded \$1.4 million in funding for improvements with the Catfish Creek Watershed through the State of Iowa Water Resource Restoration Sponsored Project program as part of the City State Revolving Fund loan for the Upper Bee Branch Creek Restoration Project. The funding for the \$1.4 million in improvements will come from the interest payments on the City's Upper Bee Branch SRF loan. The Upper Bee Branch Creek SRF loan principal was increased to \$30,941,000 and **the interest rate plus the annual servicing fee was reduced from 2.00% to 1.43%. On a gross basis, the borrowing costs for the new loan were \$1.38 million less than the original loan.**

The five-year CIP adopted through the current year (Fiscal Year 2020) budget process covered Fiscal Year 2020 through 2024 and is \$192,780,230. The recommended five-year CIP for the upcoming budget process (Fiscal Year 2021) will cover Fiscal Year 2021 through 2025 and would be \$200,095,388 if adopted as recommended. This is a \$7,315,158 (3.79%) increase.

FY 2020-2024 Capital Improvement Program (CIP) compared to the FY 2021-2025 Capital Improvement Program is as follows:

	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
FY20 CIP	\$57,186,070	\$39,483,922	\$32,577,776	\$25,890,201	\$37,642,201	—	\$192,780,170
FY21 CIP	—	\$59,747,247	\$46,374,070	\$41,267,675	\$30,135,368	\$22,571,028	\$200,095,388
\$ Difference	—	+\$20,263,325	+\$13,796,294	+\$15,377,474	-\$7,506,833	—	\$7,315,218
% Change	—	+51.32%	+42.35%	+59.39%	-19.94%	—	3.79%

Further information about the changes to capital improvement projects can be found on pages xv-xxi.

Fiscal Year 2021 will be the fourteenth fiscal year that the Stormwater Fund is recommended to be fully funded by stormwater user fees. The General Fund will continue to provide funding for the stormwater fee subsidies that provide a 50% subsidy for the stormwater fee charged to property tax exempt properties, low-to-moderate income residents, and a 75% subsidy for the stormwater fee charged to residential farms. The FY 2021 Stormwater User Fee is proposed to increase from \$8.29 per SFU to \$8.85 per SFU, a 2.49% increase, consistent with Ordinance 16-14 passed on March 5, 2014.

	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
Adopted Per Ordinance 21-12	\$8.50	\$9.00	\$9.00	\$9.00	\$9.00	\$9.00	\$9.00
Adopted Per Ordinance 16-14	\$6.38	\$6.81	\$7.27	\$7.76	\$8.29	\$8.85	\$9.00
% Decrease From Ordinance 21-12	-24.94%	-24.33%	-19.22%	-13.78%	-7.89%	-1.69%	0%

\* The recommended rates for FY16 through FY20 reflect the rates previously established by Ordinance 16-14 following the State's approval of \$98.5 million in State Flood Mitigation state sales tax increment funds for the Bee Branch Watershed Flood Mitigation Project. Ordinance 21-12 was the ordinance adopted prior to the City receiving the Flood Mitigation grant.

The Stormwater Utility was formed on July 1, 2003, to update and expand the City's aging infrastructure, comply with the National Pollution Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) permit, and implement the various elements of the 2001 Drainage Basin Master Plan Stormwater Management Plan (amended in 2013), which outlined improvements in both the Catfish Creek and Bee Branch watersheds. The flood mitigation improvements in the Catfish Creek Watershed have been completed. The improvements in the Bee Branch

Watershed are part of the multi-phased, fiscally responsible, holistic Bee Branch Watershed Flood Mitigation Project which will mitigate flooding, improve water quality, stimulate investment, and enhance the quality of life. The City's has been able to garner support from local, state, and federal partners with over \$163 million in outside funding to help offset the cost of the overall \$232 million project. Since 2001, the City has made steady progress on the various phases of the project.

The phases of the Bee Branch Watershed Flood Mitigation Project are as follows:

<b>Phase</b>	<b>Description</b>	<b>Status</b>
<b>1</b>	Carter Road Detention Basin	Complete
<b>2</b>	West 32nd Street Detention Basin	Complete
<b>3</b>	Historic Millwork District	Complete
<b>4</b>	Lower Bee Branch Creek Restoration	Complete
<b>5</b>	Flood Mitigation Gate & Pump Replacement	Under Design
<b>6</b>	Impervious Surface Reduction	1/3 of alleys converted to "Green Alleys"
<b>7</b>	Upper Bee Branch Creek Restoration/Railroad Culverts	Under Construction
<b>8</b>	22nd Street Storm Sewer Improvements	Complete from Elm Street to N. Main
<b>9</b>	Flood Mitigation Maintenance Facility	Site Cleanup/Preparation
<b>10</b>	North End Storm Sewer Improvements	Initiate Design in 2021
<b>11</b>	Water Plant Flood Protection	Initiate Design in 2022
<b>12</b>	17th Street Storm Sewer Improvements	Complete from Elm St. to Heeb St.

In FY 2017, additional projects were added through the budget amendment process as the City learned late in the process of the award of a \$31.5 million HUD Resiliency grant for the Bee Branch Watershed.

Individually, the 12 phases of the project may provide some benefit. But flash flooding can be expected to occur until all of the improvements are implemented. But it is also true that with the completion of each subsequent phase, the threat of flash flood damage is lessened and the resulting damage will be mitigated.

Because of the public support for the Bee Branch Watershed Flood Mitigation Project, the stated commitment of the City of Dubuque City Council to implement the various phases of the project, and because the City has already started implementing some of the improvements, private investment in the Bee Branch Watershed has already eclipsed \$139 million since 2008 with an additional \$215 million expected to follow in the next ten years for a combined total of \$354 million in private investment. This non-public investment by private developers includes an estimated \$258 million for the rehabilitation of Caradco, Novelty Ironworks, Betty Building, Voices Building, Power Plant, Foundry, Farley Loetscher, Kirby Building and Wilmac Building all located in the Historic Millwork District; \$15.1 million of non-public investment in the Washington Neighborhood related to Community Housing Initiatives Acquisition & Redevelopment, St. Mary's Campus, Corner Grill, Rusk Building, Conlin Building, Welu Building, Richards Building,

High Building, Streinz Building, Widmeier Building and Engine House; and \$2.3 million in non-public investment in the Downtown Neighborhood related to the Babler Building, 324-326 West Locust Street, 346-348 West Locust Street and 407-409 Loras Boulevard.

The CIP budget reflects the **Dubuque Five-Year (2021-2025) City Council Goals** and **2019-2021 Policy Agenda, established by the City Council August, 2019.**

#### **Dubuque Five-Year City Council Goals**

Robust Local Economy: Diverse Businesses and Jobs with Economic Prosperity  
Vibrant Community: Healthy and Safe  
Livable Neighborhoods and Housing: Great Place to Live  
Financially Responsible, High Performance City Organization: Sustainable, Equitable and Effective Service Delivery  
Sustainable Environment: Preserving and Enhancing Natural Resources  
Partnership for a Better Dubuque: Building our Community that is Viable, Livable and Equitable  
Diverse Arts, Culture, Parks and Recreation Experiences and Activities  
Connected Community: Equitable Transportation, Technology, Infrastructure and Mobility

#### **Policy Agenda 2019 - 2021**

##### **Top Priority (in alphabetical order)**

- Affordable Childcare Study and Funding
- Five Flags Center: Direction and Funding
- Inclusive Dubuque Support
- Major Streets Improvement: Plan, Direction, and Funding
- Poverty Reduction: Action Plan
- River Cruise Docking Facilities: Direction
- Winter Farmers Market: Location and Funding Support

##### **High Priority**

- Bee Branch Floodwall Gates Funding
- Central Avenue Corridor: Economic Revitalization
- Crime Prevention Program: Maintenance
- Debt-Reduction Plan: Continuation
- Mental/Brain Health Strategy and Action Plan
- New Financial Software: Funding
- Pet-Friendly Community: Policy Direction and Actions
- Street Maintenance Program: Funding Level

**Attachment 3** provides a summary of these projects organized by City Council's five-year goals and Fiscal Year 2021 priorities reflect how these goals are addressed.

Finally, **Attachment 4** provides detail on the source of funds and highlights important points about the 5-year CIP Program.

## **CIP FORMAT**

The format for the Fiscal Year 2021-2025 CIP is substantially the same as previous fiscal years. First, an index referencing the 2021-2025 Capital Improvement Budget follows the budget message. The index identifies each capital improvement first by city department and then by all applicable State programs as a subcategory under each department. The index serves as a quick reference for each CIP, and the far right hand column shows the page number of each project. Secondly, a separate project page is provided to show the detail for each individual project. These projects pages are also arranged first by city department and then by State program as a subcategory within each department.

As in previous CIP budget documents, each detailed project page identifies the city department, the state program, project title, account code (consisting of program number, department number, fund and capital project number), and total project cost. The project page then shows any funds expended for the project in Fiscal Year 2019 and the adopted budget in Fiscal Year 2020. In Section A of the project form entitled "Expenditure Items", project costs are shown by major expenditure item (i.e., Design and Engineering, Land and Right-of-Way Purchase, Construction and Other Expense). In Section B, entitled "Project Financing", the project funding is presented by major revenue source (i.e., General Fund, Sales Tax Fund, Water Depreciation Fund, Sanitary Sewer Construction Fund, and Road Use Tax Fund). In Section C, entitled "Impact – Operations," the dollar impact on operations in terms of greater or lesser operating costs and/or greater or lesser revenue is provided when available. Lastly, there is a narrative section, which provides a description of the project, a justification for the project and, where appropriate, how it relates to other projects or plans. A small map may also be provided to further identify the location of the project.

Each detailed project page identifies the budget for each fiscal year in the next five years. There is a sixth column labeled "2026". This column is included to show that the project does not end in the next five years and that additional budget will be needed to fully complete the project. The "2026" column will show the total remaining estimate for the project, unless the project is annual. This column could also be known as "Beyond Fiscal Year 2025." If a project is annual the "2026" column will only show one years worth of budget.

New this fiscal year is a section in the detailed project pages called "First Year Submitted". This information represents the year the capital improvement project was first submitted for consideration. This is not the first year that the capital project was recommended for funding, but instead represents the first year a staff member identified a need for the project and created a CIP to present to the City Manager.

## **CONCLUSION**

The Capital Improvement Program represents the City of Dubuque's commitment to a maintenance and physical development plan for the next five years. The first year of the five-year CIP goes into the budget for next year and deserves the most attention. As you know, the CIP is updated each year so that City Council will have an opportunity in the next year to change Fiscal Year 2022 through Fiscal Year 2025 projects, as well as to add projects for Fiscal Year 2026.

A ranking system was established in Fiscal Year 2019 to more readily identify capital projects that directly meet City Council Goals and Priorities and address City needs. This ranking process also included several collaborative meetings with staff to determine which projects should be recommended for funding with the limited resources available. There are many capital projects that have been added to meet City Council Goals and Priorities and address City needs (\$37,432,931). Those new projects that appear in the five-year CIP are as follows:

<b>Department</b>	<b>New Project</b>	<b>Total CIP</b>
Airport	Replace DJC Hangar Floor Coating	\$ 41,000
Airport	Pavement Condition Study	\$ 103,472
Airport	Corporate Hangar Facilities Maintenance	\$ 40,000
Airport	Extend Runway 18/36	\$ 268,000
Building	Downtown URD Non-Profit Accessibility Assistance Program	\$ 500,000
City Clerk's Office	City Clerk's Office Re-Design	\$ 30,400
Conference Center	Roof Restoration	\$ 350,000
Conference Center	Wood Bench Replacement	\$ 25,000
Conference Center	Management and Operations Assessment	\$ 32,000
Conference Center	Furniture Upholstery	\$ 30,000
Conference Center	Trash Compactor Rehabilitation	\$ 30,700
Conference Center	Replace Clouds	\$ 83,800
Conference Center	Paint Bridge	\$ 35,000
Conference Center	Staging and Riser Replacement	\$ 25,000
Economic Development	Kerper Boulevard Revitalization	\$ 50,000
Economic Development	South Port Master Plan Implementation	\$ 215,000
Fire	Outdoor Warning Siren Repair/Replace	\$ 300,000
Fire	Fire Station Exhaust Systems	\$ 100,000
Fire	Station 6 Structural, Roof, and Tuckpointing Repairs	\$ 209,000
Fire	Station 5 Bathroom Remodel	\$ 15,000
Five Flags	Bijou Room & Hall - Tile Replacement	\$ 50,000



<b>Department</b>	<b>New Project</b>	<b>Total CIP</b>
Five Flags	Theater - Carpet Replacement	\$ 70,000
Housing	Neighborhood Reinvestment Partnership	\$ 1,200,000
Information Services	Enterprise Firewall Security Gateway Cluster	\$ 37,955
Information Services	Ransomware Defender & File Recovery	\$ 50,610
Information Services	Network Monitoring & Troubleshooting	\$ 30,240
Information Services	Third Street Data Center	\$ 303,000
Library	Replace Water Piping - Phase 4	\$ 71,835
Library	Landscaping and Plaza Redesign	\$ 100,202
Library	Removal of Underground Oil Tank	\$ 59,379
Parks	Westbrook Park Phase II	\$ 214,000
Parks	North Fork Trail	\$ 214,000
Parks	Pebble Cove Park	\$ 214,000
Parks	Usha Park	\$ 115,000
Parks	Allison Henderson Stormwater Project	\$ 25,000
Parks	Re-Imagine Comiskey Park	\$ 87,700
Parks	Eagle Point Park - Replace Roof on Eagles View Pavilion	\$ 45,000
Parks	Eagle Point Park - Renovate Shiras Memorial Pavilion	\$ 55,000
Parks	Eagle Point Park - Rest Room Renovation	\$ 40,000
Parks	Eagle Point Park - Building & Structures Assessment	\$ 5,000
Parks	Eagle Point Park - Replace Lights on Tennis Courts	\$ 102,000
Parks	Ham House Exterior and Landscape Improvements	\$ 90,834
Parks	Madison Park - Renovate Pavilion	\$ 82,500
Parks	Miller Riverview Park - Quick Connects for Pedestals	\$ 40,000
Parks	Veteran's Memorial Park - Disc Golf Course Renovation	\$ 40,000
Parks	Ash Tree Removal and Tree Replacement	\$ 1,625,000
Parks	Highway 20 - Replace Roses	\$ 100,000
Parks	Resurface Tennis Courts	\$ 40,000
Parks	Industrial Center Native Plantings	\$ 20,000
Parks	Washington Community Gateway	\$ 15,000
Parks	Forestry Building - Replace Roof	\$ 40,000
Parks	Parks - Paint Light Poles	\$ 15,000

<b>Department</b>	<b>New Project</b>	<b>Total CIP</b>
Parks	Maintenance Headquarters Wash Bay	\$ 20,000
Parks	Paint Railings	\$ 20,000
Public Works	City Tipper Carts	\$ 840,000
Public Works	Sandbagging Equipment	\$ 35,000
Recreation	Flora & Sutton Filter Tank Replacement	\$ 200,000
Recreation	Administrative Welcome Reception 1st Floor Remodel	\$ 15,000
Recreation	Range Project	\$ 320,000
Recreation	Multicultural Family Center Sidewalk Replacement and Concrete Improvements	\$ 25,000
Recreation	POD - Signage Replacement	\$ 10,000
Recreation	POD - Dock Maintenance	\$ 40,000
Recreation	LS Facility/Deferred Maintenance Assessment	\$ 90,000
Recreation	New Operating System (Registration, Reservation, POS)	\$ 90,000
Recreation	Quality of Life Needs Assessment	\$ 40,000
Sanitary Sewer	McFadden Farm Sanitary Sewer Extension	\$ 532,000
Sanitary Sewer	Abbott & Cottage Sanitary Sewer Reconstruction	\$ 220,000
Sanitary Sewer	Force Main Stabilization	\$ 7,792,308
Sanitary Sewer	General Sanitary Sewer Replacement	\$ 1,000,000
Stormwater	Bee Branch Creek Gate & Pump Replacement	\$ 9,904,010
Stormwater	Seippel Road Culvert Replacement	\$ 56,000
Stormwater	Catherine Street Storm Sewer Improvements	\$ 53,000
Stormwater	Villa Street Storm Sewer Replacement	\$ 33,000
Stormwater	Northridge Dr Storm Sewer Extension	\$ 133,200
Streets	Southwest Arterial ITS Corridor Development	\$ 1,700,000
Streets	Westside Drive Street Lights	\$ 150,000
Streets	Pavement Rehabilitation - Concrete Street Repair, Mill and Asphalt Resurfacing	\$ 520,000
Streets	Northwest Arterial Eastbound Dedicated Left Turn lane onto John F Kennedy (JFK) Road	\$ 180,000
Streets	Pavement Preservation Joint Sealing	\$ 210,000
Streets	Rockdale Road Reconstruction	\$ 200,000

Department	New Project	Total CIP
Streets	Decorative Concrete Maintenance Program	\$ 75,000
Streets	Villa Street Retaining Wall	\$ 1,600,000
Streets	Lowell Street Retaining Wall	\$ 141,500
Streets	Brick Paver Maintenance	\$ 90,000
Streets	Ice Harbor Road - Museum Wetland Railing	\$ 20,000
Streets	Third Street Overpass Railing Painting	\$ 120,000
Streets	Speed Shields	\$ 138,000
Traffic	Broadband Acceleration and Universal Access	\$ 511,000
Water	Westside Water System Service Line Installation/Fire Hydrant Install/ Purchase	\$ 65,000
Water	Water Treatment Plant Condition Assessment and Master Plan	\$ 155,000
Water	Landfill Frontage Rd. Water Main Extension	\$ 121,500
Water	Althausen St. & Eagle St. Water Main Improvements	\$ 292,490
Water	Public Safety Way Water Main Improvements	\$ 106,700
Water	Water Treatment Plant Boiler Improvements	\$ 20,000
Water	WTP and Pump Station Pipe Rehabilitation	\$ 20,000
Water	Pump Station Site Drainage Improvements	\$ 15,000
Water	McFadden Farm Water Main Improvement (S. Heacock Rd from Chavenelle to Pennsylvania)	\$ 693,596
WRRC	Final Clarifier Rehabilitation	\$ 860,000
WRRC	Activated Sludge Process Improvements	\$ 168,000
WRRC	Pump Trailer	\$ 110,000
	<b>TOTAL</b>	<b>\$ 37,432,931</b>

The Capital Improvement requests that were previously funded in the five-year CIP that are not included in this five-year CIP total \$6,219,974. To put these back into the five-year CIP, other projects will need to be removed, property taxes would need to be raised and/or more debt would need to be issued. Of those removed, \$3,955,410 are identified as deferred maintenance items, delineated with an asterisks below. The removed CIPs are as follows:

<b>Department</b>	<b>Existing Project Not Funded</b>	<b>Total CIP</b>
Building	ADA Compliance Consultant	\$ 78,347
Housing	Historic Preservation Housing Forgivable Loan	\$ 50,000
Public Works	Hawthorne Street Boat Ramp Repair	\$ 341,410 *
Sanitary Sewer	Catfish and Granger Creek Interceptor, Force Main	\$ 3,434,000 *
Parks	Re-landscape Locust Street Connector	\$ 30,000
Parks	Develop Dog Park	\$ 30,000
Parks	All Parks- Cameras/Code Blue Phones	\$ 216,217
Engineering	Railroad Quiet Zone Study	\$ 38,500
Streets	Guardrail Replacement	\$ 80,000 *
Streets	Traffic and Pedestrian Crossing Warning Devices	\$ 119,500
Streets	Green Alleys - Non Bee Branch	\$ 560,000
Streets	Bee Branch Creek Trail: 16th to 9th	\$ 1,142,000
Streets	Lead Service Line Replacement Program	\$ 100,000 *
<b>Total</b>		<b>\$ 6,219,974</b>
<i>Total Deferred Maintenance</i>		<i>\$ 3,955,410</i>

As is the case every year, there were new projects requested that were not able to be included in whole or in part in this five year CIP (\$27,759,418). Of those \$13,662,100 are identified as deferred maintenance, delineated with an asterisks below. CIP requests that were not funded include:

<b>Department</b>	<b>New Project Not Funded</b>	<b>Total CIP</b>
Airport	University of Dubuque Corporate Hangar Construction	\$1,400,000
Airport	University of Dubuque Parking Lot	\$220,000
Airport	Additional Terminal Parking	\$2,001,775
Airport	Construct Solar Photovoltaic System	\$3,095,000
Airport	Terminal Entrance Sign Regrading & Additional Lighting	\$216,138
CMO	Renew DBQ L/I Solar Pilot	\$80,000
CMO	Service Delivery Study	\$72,500
Public Works	Solid Waste Automated Vehicles	\$2,610,423
Public Works	Smart Lid Manhole Project	\$150,000
Sanitary Sewer	King Street Sanitary Sewer Reconstruction	\$94,100 *
Stormwater	Century Drive Storm Sewer Reconstruction (Street Project)	\$155,000 *
Parks	Eagle Point Park - Clear Trees From Bluff	\$20,000 *
Parks	Eagle Point Park - Indian Room Restoration	\$12,000 *
Parks	Madison Park - Flag Pole	\$25,000 *
Parks	Town Clock Lighting	\$10,000
Parks	Miller Riverview Park - Install Irrigation at Veterans' Memorial Site	\$10,000 *
Parks	Park Drinking Fountains	\$40,000 *
Parks	Ecological Restoration	\$20,000
Parks	Parks - Replace Trash Cans	\$40,000 *
Parks	Parks Fleet Automated Vehicle Location	\$38,000
Parks	Eagle Point Park - Accessible Walkway to the Log Cabin Pavilion	\$356,000 *
Parks	Greenhouse - Remove Trees on Hillside	\$25,000 *
Parks	Eagle Point Park - Develop Wading Pool Replacement Plans	\$40,000 *
Parks	Roosevelt Park Redevelopment	\$35,000 *
Parks	Replace Flag Poles in Major Parks	\$50,000 *
Parks	Welcome Sign North	\$6,000

<b>Department</b>	<b>New Project Not Funded</b>	<b>Total CIP</b>
Parks	Welcome Sign East	\$54,000
Parks	Maintenance Headquarters Storage Area	\$85,000
Parks	Valentine Park Pavilion Installation	\$5,000
Recreation	Multicultural Family Center Addition Remodel	\$226,482
Recreation	MFC and Human Rights Office Renovation	\$175,000
Recreation	City Department Office Space	\$669,000
Recreation	Port of Dubuque Flood Wall Dubuque Welcome Sign	\$30,000
Engineering	City Hall 3rd Floor Renovation	\$1,225,000
Streets	Landfill Access Frontage Road LED Street Lights	\$400,000
Streets	Pennsylvania Avenue and Radford Road Intersection Roundabout	\$1,100,000 *
Streets	Pavement Rehabilitation - Dowel Bar Concrete Joint Repair	\$1,608,000 *
Streets	Century Drive Reconstruction	\$1,850,000 *
Streets	Roosevelt Street Improvements	\$5,000,000 *
Streets	Washington Street Reconstruction - 7th to 9th	\$680,000 *
Streets	8th Street Reconstruction - Jackson St. to White St.	\$730,000 *
Streets	7th Street Reconstruction - Jackson St. to Iowa St.	\$1,637,000 *
Streets	Hillcrest Road Sidewalks	\$60,000
Streets	TRAIL - Chavenelle Road to SW Arterial	\$1,248,000
Streets	JFK Road Resurfacing - John Wesley Dr. to Derby Grange Road	\$155,000 *
<b>Total</b>		<b>\$27,759,418</b>
<i>Total Deferred Maintenance</i>		<i>\$13,662,100</i>

The CIP budget is the product of the hard work of a large number of people. It begins with department and division managers and their staff who prepared, ranked and updated the CIP requests. It extends to Boards and Commissions who review staff's recommendations and make modifications and establish priorities.

I wish to express my thanks to all who were involved in preparing the Fiscal Year 2021-2025 version of the City's Capital Improvement Program. Special thanks go to Director of Finance & Budget Jennifer Larson, Budget Analysts Rachel Kilburg, Elena Fox, and Kayla Morrison, City Manager's Office Manager Juanita Hilkin, City Manager's Office Secretary Stephanie Valentine and Finance Department Secretary Ella Lahey. I am proud of the work completed by City staff and the end-result. I hope after you have had an opportunity to review this document that you feel it is responsive to your priorities.

# ATTACHMENTS – PROVIDE OVERVIEW OF THE FISCAL YEAR 2021-2025 CAPITAL IMPROVEMENT PROGRAM

## Attachment 1

### FISCAL YEARS 2021-2025 CIP SOURCE OF FUNDS

To finance the CIP projects, a variety of funding sources are used. The following table shows the source of funds for each year of the 5 year CIP.

SOURCE OF FUNDS IN CAPITAL BUDGET	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	TOTAL	PERCENT
<b>Current Revenue</b>							
Rental Dwelling Rehab Loan Repayments	30,000	30,000	30,000	30,000	30,000	150,000	0.07%
Homeownership Loan Repayments	3,000	6,000	10,200	10,200	10,200	39,600	0.02%
Historic Preservation Loan Repayments	9,270	9,270	9,270	9,270	9,270	46,350	0.02%
Washington Neighborhood Loan Repayments	20,000	20,000	20,000	20,000	20,000	100,000	0.05%
Downtown Loan Pool Revolving Fund-Repayments	—	—	—	300,000	—	300,000	0.15%
Insurance and Other Reimbursements	30,000	40,000	25,000	25,000	25,000	145,000	0.07%
County Reimbursement	369,583	—	—	—	—	369,583	0.18%
Golf Revenue	—	20,000	—	10,000	10,000	40,000	0.02%
<b>Subtotal Current Revenue</b>	<b>461,853</b>	<b>125,270</b>	<b>94,470</b>	<b>404,470</b>	<b>104,470</b>	<b>1,190,533</b>	<b>0.59%</b>
Cable TV	3,070	—	—	3,070	3,070	9,210	0.00%
Internal Service Funds-City Garage	8,680	2,200	12,550	0	4,400	27,830	0.01%
Landfill Fund	2,550	36,600	13,700	7,000	950	60,800	0.03%
Transit Fund	4,580	—	—	16,478	—	21,058	0.01%
Parking Enterprise Fund	79,570	—	10,000	22,422	—	111,992	0.06%
Solid Waste Collection	604,175	528,628	542,034	319,142	476,124	2,470,103	1.23%
Sanitary Sewer Utility	934,407	1,350,487	548,680	1,722,477	3,259,933	7,815,984	3.91%
Stormwater Utility Fees	1,385,869	809,310	559,268	510,152	654,287	3,918,886	1.96%
Water Utility Fund	608,499	2,282,636	1,982,446	2,490,354	1,758,760	9,122,695	4.56%
<b>Current Revenue-Utility/Enterprise</b>	<b>3,631,400</b>	<b>5,009,861</b>	<b>3,668,678</b>	<b>5,091,095</b>	<b>6,157,524</b>	<b>23,558,558</b>	<b>11.77%</b>
Fund Balance	100,000	—	—	—	—	100,000	0.05%
Airport Customer Facility Charge	72,750	0	—	—	—	72,750	0.04%
Sales Tax 20%	1,460,273	570,617	501,000	565,962	885,610	3,983,462	1.99%
Sales Tax 30%	3,365,624	2,556,204	2,611,500	2,661,672	2,684,000	13,879,000	6.94%
SRF Bonds-Water Fund Abated	982,470	—	—	—	—	982,470	0.49%
SRF Bonds-Sewer Fund Abated	2,786,190	4,541,000	3,926,000	486,000	216,000	11,955,190	5.97%
SRF Bonds-Stormwater Abated	7,300,090	—	—	—	—	7,300,090	3.65%
GO Bonds - Solid Waste Collection	280,000	280,000	280,000	—	—	840,000	0.42%
GO Bonds-Sales Tax 20%	1,133,863	2,839,356	427,300	1,090,200	806,000	6,296,719	3.15%

<b>SOURCE OF FUNDS IN CAPITAL BUDGET</b>	<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>TOTAL</b>	<b>PERCENT</b>
GO Bonds - DICW	1,295,000	—	4,455,000	3,900,000	0	9,650,000	4.82%
GO Bonds-GDTIF	1,245,000	10,000,000	7,240,000	6,690,000	—	25,175,000	12.58%
<b>Total Construction</b>	<b>20,021,260</b>	<b>20,787,177</b>	<b>19,440,800</b>	<b>15,393,834</b>	<b>4,591,610</b>	<b>80,234,681</b>	<b>40.10%</b>
Community Development Funds	601,665	592,004	492,850	501,724	500,533	2,688,776	1.34%
FAA Total	360,180	4,275,000	4,725,000	2,297,945	241,200	11,899,325	5.95%
Federal HUD Resiliency Grant	10,912,419	674,000	—	—	—	11,586,419	5.79%
Federal Lead Paint Hazard Mitigation Grant	785,000	785,000	—	—	—	1,570,000	0.78%
Federal Transit Administration	13,796	—	—	—	—	13,796	0.01%
Federal Assistant	1,250,000	1,250,000	—	—	5,000,000	7,500,000	3.75%
Federal--STP Funds	1,853,000	—	—	—	—	1,853,000	0.93%
<b>Total Federal</b>	<b>15,776,060</b>	<b>7,576,004</b>	<b>5,217,850</b>	<b>2,799,669</b>	<b>5,741,733</b>	<b>37,111,316</b>	<b>18.55%</b>
Iowa Finance Authority	141,283	141,283	141,283	141,283	141,283	706,415	0.35%
Road Use Tax	2,028,680	170,000	55,000	0	24,636	2,278,316	1.14%
State Flood Mitigation Grant	4,811,008	3,519,592	—	220,000	—	8,550,600	4.27%
State Transit	17,140	—	—	18,189	—	35,329	0.02%
Other State Funding- IDOT & Trails Grants	2,168,250	2,297,200	4,310,000	—	—	8,775,450	4.39%
<b>Total State</b>	<b>9,166,361</b>	<b>6,128,075</b>	<b>4,506,283</b>	<b>379,472</b>	<b>165,919</b>	<b>20,346,110</b>	<b>10.17%</b>
DRA-Gaming Receipts	49,280	142,900	40,000	223,000	202,170	657,350	0.33%
DRA-Distribution of Surplus	2,711,375	2,476,982	2,603,519	2,546,731	1,940,440	12,279,047	6.14%
<b>Total DRA</b>	<b>2,760,655</b>	<b>2,619,882</b>	<b>2,643,519</b>	<b>2,769,731</b>	<b>2,142,610</b>	<b>12,936,397</b>	<b>6.47%</b>
Greater Downtown TIF Payments	2,468,876	2,404,275	3,105,998	719,000	1,195,000	9,893,149	4.94%
English Ridge Housing TIF Payments	415,544	200,006	229,133	250,414	325,917	1,421,014	0.71%
Rustic Point Housing TIF Payments	5,053	16,495	25,237	47,194	60,173	154,152	0.01%
South Pointe Housing TIF	215,802	191,230	268,318	377,230	634,076	1,686,656	0.01%
Dubuque Industrial West TIF Payments	2,105,000	—	1,135,547	807,351	300,000	4,347,898	2.17%
North Cascade Housing TIF Payments	1,237,190	502,865	557,252	619,626	673,988	3,590,921	1.79%
<b>Total TIF Funds</b>	<b>6,447,465</b>	<b>3,314,871</b>	<b>5,321,485</b>	<b>2,820,815</b>	<b>3,189,154</b>	<b>21,093,790</b>	<b>10.54%</b>
Private Participation	657,193	582,930	84,590	86,282	88,008	1,499,003	0.75%
<b>Total Private</b>	<b>657,193</b>	<b>582,930</b>	<b>84,590</b>	<b>86,282</b>	<b>88,008</b>	<b>1,499,003</b>	<b>0.75%</b>
Homeownership Sale Proceeds	155,000	200,000	260,000	360,000	360,000	1,335,000	0.67%
Ind. Parks Land Sales- Dubuque Industrial Center West	310,000	0	0	0	0	310,000	0.15%
<b>Total Land Sales</b>	<b>465,000</b>	<b>200,000</b>	<b>260,000</b>	<b>360,000</b>	<b>360,000</b>	<b>1,645,000</b>	<b>0.82%</b>
Special Assessments	360,000	30,000	30,000	30,000	30,000	480,000	0.24%
<b>Total Spec. Assessment</b>	<b>360,000</b>	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>	<b>480,000</b>	<b>0.24%</b>



SOURCE OF FUNDS IN CAPITAL BUDGET	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	TOTAL	PERCENT
GRAND TOTAL	59,747,247	46,374,070	41,267,675	30,135,368	22,571,028	200,095,388	100.0%

### FISCAL YEAR 2021 - 2025 CIP BUDGET GROUPED BY STATE PROGRAMS

The Fiscal Year 2021-2025 Capital Improvement Program totals \$200,095,388. The following table summarizes expenditures for each State program by year.

#### FISCAL YEAR 2021-2025 CIP CAPITAL IMPROVEMENT PROGRAM

<u>PROGRAM</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY 2025</u>	<u>5 YEAR TOTAL</u>	<u>PERCENT OF TOTAL</u>
Public Safety	1,134,714	2,157,915	559,740	1,071,210	1,279,250	6,202,829	3.1%
Public Works	16,464,650	11,382,679	12,609,898	5,610,044	3,657,866	49,725,137	24.9%
Culture & Recreation	2,077,157	1,054,531	1,316,000	7,659,942	1,409,170	13,516,800	6.8%
Community & Econ. Devl.	6,002,104	4,063,480	7,939,240	8,347,568	3,089,907	29,442,299	14.7%
General Government	1,780,272	2,454,733	1,458,097	1,428,984	1,359,443	8,481,529	4.2%
Business Type	32,288,350	25,260,732	17,384,700	6,017,620	11,775,392	92,726,794	46.3%
<b>TOTAL</b>	<b>59,747,247</b>	<b>46,374,070</b>	<b>41,267,675</b>	<b>30,135,368</b>	<b>22,571,028</b>	<b>200,095,388</b>	<b>100.0%</b>

The State Mandated Budget Program Areas and the City Departments/Activities that fall under each of these areas are as follows:

**Public Safety** – Includes Police, Emergency Communication Center, Fire, Disaster Services, Health Services: Animal Control, Public Works: Flood Control, Building Services: Inspection

**Public Works** – Includes Airport, Public Works, Engineering

**Health and Social Services** – Human Rights, Health Services, Purchase of Services

**Culture and Recreation** – Parks, Civic Center, Conference Center, Recreation, Library, City Manager: Cultural Affairs

**Community and Economic Development** - Economic Development, Housing and Community Development, Planning Services, Purchase of Services, City Manager: Neighborhood Development

**General Government** – Building Services: City Hall/Annex Maintenance/Grand River Center Maintenance, City Council, City Manager, City Clerk, Finance, Cable TV, Legal, Information Services

**Business Type** – Water, Water Pollution Control, Parking Division, Transit, Public Works: Landfill, Engineering: Sewer, Stormwater, Finance: Meter Reads/Service

**FISCAL YEAR 2021-2025 CIP BUDGET HIGHLIGHTS BY CITY COUNCIL GOALS & PRIORITIES****2025 CITY COUNCIL GOALS & CORRESPONDING PRIORITIES:****ROBUST LOCAL ECONOMY: DIVERSE BUSINESSES & JOBS WITH ECONOMIC PROSPERITY**

**Priority:** Dream Center: Facilities & Programs

**Priority classification:** Top Priority

**CIP projects supporting this Priority:** Downtown Urban Renewal District Non-Profit ADA Assistance (p 279) FY20 and FY21 funds. This priority is also supported through the Proposed FY21 Operating Budget in the Economic Development Department.

**Priority:** Fountain of Youth: Funding

**Priority classification:** High Priority

**CIP projects supporting this Priority:** Downtown Urban Renewal District Non-Profit ADA Assistance (p 279) FY21 and FY22 funds to be used for the United Way building, where Fountain of Youth is located. This priority is also supported through the Proposed FY21 Operating Budget in the Economic Development Department.

**VIBRANT COMMUNITY: HEALTHY & SAFE**

**Priority:** Brain Health Strategy & Action Plan

**Priority classification:** High Priority

**CIP projects supporting this Priority:** This priority does not currently have funds dedicated.

**LIVABLE NEIGHBORHOODS & HOUSING: GREAT PLACE TO LIVE**

**Priority:** Four Mounds/HEART Program: Funding

**Priority classification:** High Priority

**CIP projects supporting this Priority:** Downtown Urban Renewal District Non-Profit ADA Assistance (p 279) FY22-FY25 funds.

**FINANCIALLY RESPONSIBLE, HIGH-PERFORMANCE CITY ORGANIZATION: SUSTAINABLE, EQUITABLE, AND EFFECTIVE SERVICE DELIVERY**

**Priority:** Human Resources Policies & Handbook Revision

**Priority classification:** Top Priority

**CIP projects supporting this Priority:** This priority is also supported through the Proposed FY21 Operating Budget in the Human Resources Department and the City Managers Office.

**Priority:** Debt Reduction Plan: Re-Affirmation

**Priority classification:** High Priority

**CIP projects supporting this Priority:** This priority is addressed throughout the budget process and in the adopted FY21 Budget & Fiscal Policy Guidelines.

## **SUSTAINABLE ENVIRONMENT: PRESERVING & ENHANCING NATURAL RESOURCES**

**Priority:** Emerald Ash Borer Program

**Priority classification:** Top Priority

**CIP projects supporting this Priority:** Ash Tree Removal & Tree Replacement (p 48), Street Tree Program (p 49), Sidewalk Program - City Owned Property (p 235). This priority is also supported through the Proposed FY21 Operating Budget in the Leisure Services Department.

## **PARTNERSHIP FOR A BETTER DUBUQUE: BUILDING OUR COMMUNITY THAT IS VIABLE, LIVABLE & EQUITABLE**

**Priority:** Imagine Dubuque: Implementation

**Priority classification:** Top Priority

**CIP projects supporting this Priority:** Implementation of specific recommendations addressed through the operating budget and various CIPs.

## **DIVERSE ARTS, CULTURE, PARKS AND RECREATION EXPERIENCES & ACTIVITIES**

**Priority:** Dream Center: Facilities & Programs

**Priority classification:** Top Priority

**CIP projects supporting this Priority:** Downtown Urban Renewal District Non-Profit ADA Assistance (p 279) FY20 and FY21 fund. This priority is also supported through the Proposed FY21 Operating Budget in the Economic Development Department.

## **CONNECTED COMMUNITY: EQUITABLE TRANSPORTATION, TECHNOLOGY, INFRASTRUCTURE & MOBILITY**

**Priority:** Major Street Improvement Plan: Project Priority & Funding

**Priority classification:** Top Priority

**CIP projects supporting this Priority:** Chavanelle Rd Reconstruction (p 218), North Cascade Rd Reconstruction (p 226), Cedar Cross Rd Reconstruction (p 228), Seippel Rd Reconstruction (p 229), Pavement Rehabilitation (p 230), Pavement Preservation Joint Sealing (p 232), Rockdale Rd Reconstruction (p 233).

**Priority:** Parking Ramp Maintenance: Funding

**Priority classification:** Top Priority

**CIP projects supporting this Priority:** Port of Dubuque Ramp Major Maintenance (p 299), Locust/Iowa St Parking Ramp Repairs & Additional Parking (p 301). This priority is also supported through the Proposed FY21 Operating Budget in the Transportation Services Department.

**Priority:** Street Maintenance Program: Increased Funding

**Priority classification:** High Priority

**CIP projects supporting this Priority:** Asphalt Milling Program (p 143), Concrete Street Section Repair Program (p 149), Pavement Rehabilitation (p 230), Pavement Preservation Joint Sealing (p 232).

**Priority:** Transit Vehicle Replacement Funding

**Priority classification:** High Priority

**CIP projects supporting this Priority:** Transit Vehicle Replacement (p 295), McFadden Farm Water Main Improvements (p 126).

### **MANAGEMENT AGENDA**

The City Council also identified projects that were previously on the priority list but whose implementation has already begun and therefore these projects are now a part of the Dubuque 2019 - 2021 Management Agenda. These represent short-term projects for the City Manager and City of Dubuque staff and have previously been budgeted in Fiscal Year 2020 or prior.

**2019-2021 Management Agenda items are identified under their corresponding City Council Goal:**

#### **Robust Local Economy**

**1) Equitable Poverty Prevention: Action Plan (Top Priority)**

This priority is being addressed through the FY20 Planning Services Operating Budget and Proposed FY21 Operating Budgets of various departments.

**2) Industrial Park Development (Top Priority)**

This priority is addressed through proposed FY21 CIPs: Cottingham Road Water Main Extension & Highway Boring (p 105), McFadden Farm Water Main Improvement (p 126), McFadden Farm Sanitary Sewer Extension (p 166), Development of McFadden Properties (p 288), Kerper Boulevard Revitalization (p 283).

**3) Dubuque Riverfront Master Plan (Corps of Engineers) (High Priority)**

This priority is addressed through the FY20 and Proposed FY21 CIPs: Riverfront Dock Expansion (p 247), Riverfront Leasehold Improvements (p 250).

**4) Southwest Arterial Business Development (High Priority)**

This priority is being addressed through annexation efforts in the FY20 operating budget.

#### **Vibrant Community**

**5) School Resource Officer: Implementation (High Priority)**

This priority is being addressed through the proposed FY21 Police Department Operating budget.

#### **Livable Neighborhoods**

**6) CHANGE Program: True North Housing Initiative & Bee Branch Healthy Homes Resiliency Program (Top Priority)**

This program is being addressed through the FY20 and Proposed FY21 CIP: Bee Branch Healthy Homes Resiliency Grant (p 318).

**7) Multi-Tiered Housing Inspection Program (Top Priority)**

This priority is being addressed through the FY20 and proposed FY21 Housing & Community Development Department Operating budget.

**Financially Responsible, High Performance City Organization**

## 8) Citywide Departmental Work Order System Implementation (High Priority)

This priority is being addressed through the FY20 and proposed FY21 operating budgets in several departments.

## 7) Innovation and Entrepreneurial Strategy (High Priority)

This priority is being addressed through the FY20 and Proposed FY21 City Manager's Office Operating Budget.

**Sustainable Environment**

## 8) Bee Branch Creek: Next Steps (Top Priority)

This priority is being addressed through the FY20 and proposed FY21 CIPs: Bee Branch Creek RR Culverts (p 197), Bee Branch Creek Gate & Pump Replacement (p 199), HUD National Disaster Resiliency Competition (p 318).

## 9) Water &amp; Resource Recovery Center: Nutrient Trading (High Priority)

This priority is being addressed through the proposed FY21 CIP: Activated Sludge Process Improvements (p 129).

**Partnership For A Better Dubuque**

## 9) School Resource Officer: Implementation (High Priority)

This priority is being addressed through the proposed FY21 Police Department Operating budget.

**Diverse Arts, Culture, Parks & Recreation Experiences & Activities**

## 10) Leisure Services Facilities Deferred Maintenance Assessment (Top Priority)

This priority is being addressed through the proposed FY21 CIP: Leisure Services Facility/Deferred Maintenance Assessment (p 75).

## 11) Park Development Projects for Non-TIF (Tax-Increment Financing), Donated Park Sites (Top Priority)

This priority is being addressed through proposed FY21 CIPs: Westbrook Park Phase II (p 13), North Fork Trail (p 14), Pebble Cove (p 15).

**Connected Community**

## 13) Traffic Signal Synchronization/STREETS (Top Priority)

This priority is being addressed through the proposed FY21 CIP STREETS Traffic Control Project (p 268).

## **MANAGEMENT IN PROGRESS AND MAJOR PROJECTS:**

The following are projects that were identified as the 2019 - 2021 Management in Progress and Major Projects by the City Council and are included in the 2021 CIP budget according to one of the Council's goals.

### **2019 - 2021 Management in Progress**

**Management in Progress** are items that were previously a City Council Goal and are now in the implementation phase. These items are included in the existing FY 2020 and proposed FY 2021 Operating budgets unless noted for additional funding. The items are identified under their corresponding City Council Goal:

#### **Robust Local Economy**

- Business Development at the Airport: University of Dubuque
- GDDC Retail Attraction Strategy
- Downtown Housing Creation Strategy
- Riverfront Lease Sites
- Federal Opportunity Zones
- Brownfield Grants
- FAA Supplemental Funding: FY21 CIP *Rehabilitate Taxiway A (p 135)*
- Air Charters to Leisure Destinations

#### **Vibrant Community**

- Police Reaccreditation
- Humane Society Contract Renewal
- WRRRC Certification of Environmental Laboratory
- CAD Connection to City Cameras Network: FY21 CIPs - *Traffic Signal Fiber Optic Network Program (p 269)*
- *Traffic Camera System: ITS Traffic Control Equipment (p 270), Traffic Signal Vehicle Detection Conversion (p 271), Camera Systems Technician Improvement Package (Engineering)*
- School Safety and Security Plan and Protocols
- Dispatcher Training Program
- Communication National Quality Assurance
- Healthcare for Residents from Pacific Islands
- Smart 911 Personal and Building Profile Marketing
- Quick Response Pumper
- Fire Accreditation
- Police Officer Recruitment & Retention
- P25 Radio System Building & Implementation
- Panic Button for City
- Ambulance Staffing Alternatives
- Police Department Transition to New Caliber Weapons

### **Livable Neighborhoods & Housing**

- Barrington Lakes Reservoir Abandonment: *Westside Water System Service Line Installation/Fire Hydrant Install/Purchase (p 99)*
- Code Enforcement Accela Program
- Downtown Commercial Buildings Evaluation & Assessment Project

### **Financially Responsible, High Performance City Organization**

- 3<sup>rd</sup> St Data Center
- ADA Compliance Transition
- Aerial Photography & Control Monumentation: FY21 CIPs - *Aerial Orthophotography and LiDAR Data Collection (p 321)*
- Cartegraph OMS System Asset Management Expansion: FY21 CIPs - *Improvement package: Software licenses (Water)*
- Certified Financial Report Software Conversion
- City Website: Redesign
- Community Resident Survey and Actions
- Diverse Applicants Recruitment Strategy
- Financial Management Software: Study & Draft RFP
- Heath Benefits Consulting and Actuarial Services
- High Performing Organization/Outcome-driven Decision-making
- Indirect Rate for Grants
- Internal Liquor License Approval Process
- InVision Facility Management Software
- I-Net Connection for Remote Site
- Liquor License Process
- New Employee and Promoted Employee Orientation and Support Program
- Paperless Accounts Payable Workflow Development & Implementation
- Workers Compensation Claims Management

### **Sustainable Environment**

- Community Climate Action & Resiliency Plan: FY21 CIP - *Municipal & Community Greenhouse Gas Inventory and Climate Action Planning (p 322)*
- Flood Control System: FY21 CIP - *Corps of Engineers Project Approval: Floodwall Post-Flood Repair Program (p 145)*
- FOG Program
- Glass Collection Drop-off Programs
- Growing Sustainable Communities Conference
- Lead & Copper Rule Compliance Water Sampling & Testing
- Public Education on Bikeable/Walkable Dubuque
- Sanitary Sewer System Condition Assessment
- Sewer Infrastructure Asset Management Plan



**Partnership for a Better Dubuque**

- 2020 Census Complete Count
- Campaign for Grade Level Reading: Community Solution Action Plan
- City Racial Equity Toolkit: Results-based Accountability
- Civic Action Plan & Civic Leaders Program
- Equity Training for City Staff
- My Brother's Keeper
- Welcoming & Connecting with New Residents Program (GDDC)

**Diverse Arts, Culture, Parks, and recreation Experiences and Activities**

- All Community Reads Event
- Americorps
- Changing Lives Through Literature Program
- EB Lyons Center Partnership Development
- Library Marketing Campaign
- Pollinator Habitat in Park System

**Connected Community**

- ADA Pads for Bus Stops: FY21 CIP - *Bus Stop Improvements (p 297)*
- BUILD Grants & Other Grants
- Bus Routes: Update Maps
- Comprehensive Pavement Preservation Plan
- Downtown Parking Ordinance
- Ramps Structural Analysis
- Smart Tool for Integrated Parking Platform
- Smart Technology for Transportation Data Collection
- Transportation Customer App
- WiFi in Fixed Routes
- WiFi in Intermodal & Intermodal Lobby

**2018 - 2020 Major Projects****Robust Local Economy**

- Dmarc Relocation [Phone Lines from Old Terminal]
- Old Air Terminal Demolition

**Vibrant Community**

- Crescent Community Health Center: Clinic Construction
- Fire Headquarters and Stations ADA Compliance
- Fire Station HVAC and Lighting Improvements

- Multicultural Family Center Construction

### **Livable Neighborhoods and Housing**

- Lowell Street Retaining Wall Repair: Funding: FY21 CIP - *Lowell Street Retaining Wall (p 242)*
- Historic Millwork District Parking Lot and Signage

### **Financially Responsible, High Performance City Organization**

- City Hall Sidewalks Heating System
- City Hall Annex Windows Replacement

### **Sustainable Environment**

- 17<sup>th</sup> St/W Locust HUD Resiliency Storm Sewer Improvement Project
- 22<sup>nd</sup>/Kaufman Ave HUD Resiliency Storm Sewer Improvement Project
- Bee Branch Culvert Project Under Railroad
- Bee Branch Gates/Pump Station
- Cell 9 Landfill Project: Phase 4
- Fire Hydrants Installation [former Vernon Water System]
- Pressure Reducing Valve Implementation
- Sanitary Forcemain/Riverbank Stabilization Project (US Corps of Engineers)
- SCADA Overhaul: Water: FY21 CIP - *SCADA & Communications Infrastructure Improvement Project (p 108)*
- Roosevelt Street Water Tower Project
- Vernon Well Abandonment
- WRRRC Outfall Manhole Reconstruction
- Water Tank Inspection Program & Maintenance: FY21 CIP - *Water Storage Maintenance Program (p 115)*
- Water Lines Extension - SW Arterial: FY21 CIP - *Southwest Arterial Water Main Extension (p 106)*
- West 3<sup>rd</sup> St Generator

### **Partnership for a Better Dubuque**

There are many existing FY20 and proposed FY21 operating budget items and capital improvement projects in management supporting this city goal goal.

### **Diverse Arts, Culture, Parks and Recreation Experiences and Activities**

- Bunker Hill Golf Course Irrigation: FY21 CIP - *Bunker Hill Replace Irrigation System (p 69)*
- Comiskey Park Renovation: FY21 CIP - *Re-Imagine Comiskey Park (p 19)*
- Eagle Point Park Environmental Restoration Project
- English Ridge & Eagle Valley Subdivision Parks: FY21 CIP - *Eagle Valley Park Development (p 12)*
- Grand River Center: Upgrade Projects: FY21 CIP - *Conference Center CIPS (p 78-95)*
- Miracle League Complex
- Veterans Pond: Dedication

**Connected Community**

- Chavanelle Road Hike/Bike Trail: FY21 CIP - *Chavenelle Road Reconstruction (p 218)*
- Chavenelle Road Rehabilitation: FY21 CIP - *Chavenelle Road Reconstruction (p 218)*
- Four-laning SW Arterial: FY21 CIP - *Southwest Arterial Project (p 221)*
- Highway 52 Repaving
- North Cascade Reconstruction (to Timber Hyrst Subdivision) & Water Main Extension: FY21 CIP - *North Cascade Road Reconstruction (p 226)*,
- NW Arterial Upgrade (IDOT)
- Parking Lot Re-striping
- Roundabouts [3]: FY21 CIP - *East-West Corridor Capacity Improvements (p 216)*
- Washington Street Improvements (7<sup>th</sup> to 9<sup>th</sup>)

### **Source of Funds and Important Details**

The Fiscal Year 2021-2025 CIP presents a financial plan that reflects a \$276,674 general fund property tax levy supported annual debt service for the FY 2010 purchase of a replacement pumper truck (\$1,035,000) and the FY 2016 franchise fee litigation settlement judgment bond (\$2,800,000). No other borrowings included in the Fiscal Year 2021-2025 CIP utilize a debt service levy. It is anticipated that other borrowing from non-utility funds can and will be minimized by using other sources of funds such as future DRA annual distributions of operating surplus and sales tax revenue.

The following important details are about the source of funds:

#### **UTILITIES**

##### **Stormwater**

The Stormwater Utility was formed on July 1, 2003, to update and expand the City's aging infrastructure, comply with the National Pollution Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) permit, and implement the various elements of the 2001 Drainage Basin Master Plan Stormwater Management Plan (amended in 2013), which outlined improvements in both the Catfish Creek and Bee Branch watersheds. The City has been able to garner support from local, state, and federal partners with over \$163 million in outside funding to help offset the cost of the overall \$232 million project. Since 2001, the City has made steady progress on the various phases of the project.

In January 2016, the State was awarded \$95.7 million in HUD National Disaster Resiliency Competition grant funds (HUD NDR Grant). Per the award, the City of Dubuque is to receive \$8.4 million for a comprehensive "Bee Branch Healthy Homes Resiliency Program" to help residents address residual impacts from the flooding experienced within the Bee Branch Watershed. The City is also to receive \$23.1 million for design and construction of storm water infrastructure improvements associated with the Bee Branch Watershed Flood Mitigation Project. The HUD NDR Grant infrastructure improvements are as follows:

- Upper Bee Branch Creek Restoration Railroad Culvert Improvements involving the installation of culverts from the Lower Bee Branch Creek, through Canadian Pacific Railway property, to the Upper Bee Branch north of Garfield Avenue;
- 22nd Street/Kaufmann Ave Storm Sewer Improvements involving the installation of a large diameter storm sewer from 22nd & Elm up Kaufmann Avenue towards the Kaufmann & Kane intersection as funding allows. The work includes inlets and local sewer connections to the storm sewer and the complete reconstruction of the street and other underground utilities along street right-of-way corridor.
- 17th Street/W. Locust Street Storm Sewer Improvements involving the installation of a 96-inch diameter pipe from the Lower Bee Branch Creek through the Canadian Pacific Railway tracks to 17th Street then to the west along 17th Street and finally west along W. Locust Street towards Rosedale Avenue as funding allows. The work includes inlets and local sewer connections to the storm sewer and the complete reconstruction of the street and other underground utilities along street right-of-way corridor.

In October of 2016, the City Council adopted Resolution 362-16. It rescinded Resolution 176-15 which outlined the construction schedule of various phases of the Bee Branch Watershed Flood Mitigation Project. Resolution 362-16 also authorized the execution of the contract with the Iowa Economic Development Authority in order for the City to utilize the \$23,309,600 HUD NDR Grant funds for the administration, design, and construction of Bee Branch Watershed Flood Mitigation Project improvements.

Per the contract, the City must contribute the previously budgeted \$21,600,000 for the infrastructure improvements as local, direct leverage. The City also must provide \$38,219,000 in supporting leverage, monies that the City previously budgeted for and has been utilizing to construct the Lower Bee Branch Creek Restoration Project, the Upper Bee Branch Creek Restoration Project, and the SRF Green Alleys constructed over the past couple of years. Finally, in order to receive and utilize the funding, the City must construct all the improvements by September 30, 2021.

In order to ensure that the improvements related to the grant are completed by the deadline, adjustments were necessary to the funding schedule previously established by Resolution 176-15 for other phases of the Bee Branch Watershed Flood Mitigation Project (Flood Mitigation Project). The table below compares the funding schedule for the various phases of the Flood Mitigation Project established through the adoption of Resolution 176-15 to an updated, adjusted schedule that will ensure adherence to the terms of the Contract.

The following chart shows a Comparison of the funding schedule for the various phases of the Flood Mitigation Project established through the adoption of Resolution 176-15 to an updated, adjusted schedule that will ensure adherence to the terms of the HUD National Disaster Resilience Competition Grant Contract:

Improvements	Schedule Established by Res. 176-15	Adjusted Construction Schedule Milestones	Status
Flood Mitigation Gate Replacement	2015	2022*	Under Design
Lower Bee Branch Creek Restoration	2015	2016-2017	Complete
Upper Bee Branch Creek Restoration	2015-2016	2015-2017	Complete
Bee Branch Creek Railroad Culverts	2019	2019-2021	Ready to Bid
North End Storm Sewers	2017	2028-2030	
22nd Street Storm Sewer	2017	2017-2021	Under Construction
Flood Mitigation Maintenance Facility	2015-2017	2024-2027	Under Design
17th Street Storm Sewer	2019-2021	2018-2021	Under Construction
Water Plant Flood Protection	2022-2023	2029-2030	
Pervious Pavement Systems (Green Alleys)	2023-2040	2015-2040	80 of 240 Complete

**\*Due to the possibility of additional grant funding from the Corp of Engineers and the U.S. Economic Development Administration, the Flood Gates have been delayed from FY 2017**

The adopted Fiscal Year 2021-2025 Capital Improvement Program Budget includes \$4,847,483 for the 22nd Street Storm Sewer Improvements Project (Phase 8 of the Bee Branch Watershed Flood Mitigation Project) to improve the storm sewer system from Elm Street west across Central Avenue and up Kaufmann Avenue towards Kane Street. Exact limits to be determined by available funding. The HUD National Disaster Resiliency grant provides funding for this effort.

The adopted Fiscal Year 2021-2025 Capital Improvement Program Budget includes \$3,270,455 for the 17th Street Storm Sewer Improvements Project (Phase 12 of the Bee Branch Watershed Flood Mitigation Project) to construct a large diameter storm sewer along 17th Street from the Bee Branch Creek to West Locust Street. The HUD National Disaster Resiliency grant provides funding for this effort.

The adopted Fiscal Year 2021-2025 Capital Improvement Program Budget includes \$22,446,573 for the culverts under the Canadian Pacific Railway property as part of the Bee Branch Creek Restoration Project (Phase 7 of the Bee Branch Watershed Flood Mitigation Project). The HUD National Disaster Resiliency grant provides funding for this effort.

The adopted Fiscal Year 2021-2025 Capital Improvement Program Budget includes \$220,000 for the Flood Control Maintenance Facility as part of the Bee Branch Creek Restoration Project (Phase 9 of the Bee Branch Watershed Flood Mitigation Project).

Direct City leverage totals \$21,600,000; these funds have already been committed to the Bee Branch Watershed Flood Mitigation Project and were reflected in the adopted Fiscal Year 2017-2021 Capital Improvement Program Budget.

Fiscal Year 2021 will be the thirteenth fiscal year that the Stormwater Fund is recommended to be fully funded by stormwater user fees. The General Fund will continue to provide funding for the stormwater fee subsidies that provide a 50% subsidy for the stormwater fee charged to property tax exempt properties, low-to-moderate income residents, and a 75% subsidy for the stormwater fee charged to residential farms. The FY 2021 Stormwater User Fee is proposed to increase from \$8.29 per SFU to \$8.85 per SFU, a 2.49% increase, consistent with Ordinance 16-14 passed on March 5, 2014.

	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
Adopted Per Ordinance 21-12	\$8.50	\$9.00	\$9.00	\$9.00	\$9.00	\$9.00	\$9.00
Adopted Per Ordinance 16-14	\$6.38	\$6.81	\$7.27	\$7.76	\$8.29	\$8.85	\$9.00
% Decrease From Ordinance 21-12	-24.94%	-24.33%	-19.22%	-13.78%	-7.89%	-1.69%	0%

\* The recommended rates for FY16 through FY20 reflect the rates previously established by Ordinance 16-14 following the State's approval of \$98.5 million in State Flood Mitigation state sales tax increment funds for the Bee Branch Watershed Flood Mitigation Project. Ordinance 21-12 was the ordinance adopted prior to the City receiving the Flood Mitigation grant.

## **Water**

Water revenue represents a portion of the monthly water bill that goes for maintenance, repair, replacement and improvement of the Eagle Point Water Plant and water distribution system on a pay-as-you-go basis for all projects except the major extensions. The annual payment to the depreciation fund in Fiscal Year 2020 is \$400,000. The Fiscal Year 2021-2025 CIP anticipates \$608,499 in Fiscal Year 2021, \$2,282,636 in Fiscal Year 2022, \$1,982,446 in Fiscal Year 2023, \$2,490,354 in Fiscal Year 2024, and \$1,758,760 in Fiscal Year 2025.

Water State Revolving Fund Loans will be used to finance sewer projects in FY 2021-2025 as follows: \$982,470 FY 2021; \$0 FY 2022; \$0 FY 2023; \$0 FY 2024; and \$0 FY 2025. The debt service related to the total \$982,470 State Revolving Fund Loans over the 5-years will be paid from water fees and offset by reduced payments to Depreciation (Construction Fund). The State Revolving Fund Loans support such projects as Public Lead Line Water Main Replacement, Wells, Well Field, & Well Transmission, SCADA and Communications, and Water Treatment Plant Condition Assessment

Prior to FY 2013, the General fund has been subsidizing a portion of the utility funds use of administrative services such as Engineering administration, Engineering Project Management, Finance accounting services, Economic Development, Planning Services, Workforce Development, City Clerk services, Legal services, City Manager's Office including Budget, Geographic Information Systems, Sustainability, Neighborhood Development, Arts and Cultural Affairs and Personnel. Prior to FY 2013, the Engineering department estimated the amount of time spent on projects and allocated that time to an Internal Service Fund which is then allocated to the various capital improvement projects that the personnel work on. The remaining time not allocated to the Internal Service Fund was considered administrative and has been charged to the General Fund. In addition, administrative departments such as the City Manager's Office, Legal, Planning, Economic Development, City Clerk's Office and Workforce Development recharged expenses based upon each enterprise fund's percent of the City-wide operating budget, excluding debt service. The accounting activity of the Finance Department has not been recharged to the other funds with exception of payroll and loan processing, parking tickets and landfill billing.

Beginning in FY 2013, additional overhead recharges to the utility funds is being phased in over several years. Engineering administrative and project management expenses that are not recharged to capital projects will be split evenly between the Water, Sewer, Stormwater and General Funds. Finance accounting expenses and all other administrative departments such as Economic Development, Planning, Workforce Development, City Clerk, Legal Services and City Manager's Office will be split evenly between Water, Sewer, Stormwater, Refuse Collection and General Funds, with overhead costs being shared by the Landfill and Parking. This will be fully implemented over time.

Beginning in Fiscal Year 2018, Neighborhood Development, Economic Development and Workforce Development expenses will not be recharged to utility funds. In addition, the Landfill will not be recharged GIS and Planning expenses.

The Water Fund's share of the City's administrative overhead is 18.75%. In FY 2021, the Water Fund will only support 2.98%% of administrative overhead.

The water fees in FY 2021 are recommended to increase 5.0%; 5.0% for operating needs and 0% for capital needs.

## **Sewer**

Sewer revenue represents a portion of the monthly sewer bill that goes for the maintenance, repair, replacement and improvement of the Water & Resource Recovery Center Plant; lift stations, and sewer lines on a pay-as-you-go basis. The annual payment to the depreciation fund in Fiscal Year 2020 was \$458,758. The Fiscal Year 2021-2025 CIP anticipates \$934,407 in Fiscal Year 2021, \$1,350,487 in Fiscal Year 2022, \$548,680 in Fiscal Year 2023, \$1,722,477 in Fiscal Year 2024 and \$3,259,933 in Fiscal Year 2025.

Sanitary Sewer State Revolving Fund Loans will be used to finance sewer projects in FY 2021-2025 as follows: \$2,786,190 FY 2021; \$4,541,000 FY 2022; \$3,926,000 FY 2023; \$486,000 FY 2024; and \$216,000 FY 2025. The debt service related to the total \$11,955,190 State Revolving Fund Loans over the 5-years will be paid from sewer fees and offset by reduced payments to Depreciation (Construction Fund). The State Revolving Fund Loans support such projects as Asset Management Plan, Sanitary Sewer Extension to Existing Developments, Cedar and Terminal Mains and Lift, Final Clarifier, and High Strength Storage.

The sewer fees in FY 2021 are recommended to increase 5.0%; 5.0% for operating needs and 0% for capital needs.

Prior to FY 2013, the General fund has been subsidizing a portion of the utility funds use of administrative services such as Engineering administration, Engineering Project Management, Finance accounting services, Economic Development, Planning Services, Workforce Development, City Clerk services, Legal services, City Manager's Office including Budget, Geographic Information Systems, Sustainability, Neighborhood Development, Arts and Cultural Affairs and Personnel. Prior to FY 2013, the Engineering department estimated the amount of time spent on projects and allocated that time to an Internal Service Fund which is then allocated to the various capital improvement projects that the personnel work on. The remaining time not allocated to the Internal Service Fund was considered administrative and has been charged to the General Fund. In addition, administrative departments such as the City Manager's Office, Legal, Planning, Economic Development, City Clerk's Office and Workforce Development recharged expenses based upon each enterprise fund's percent of the City-wide operating budget, excluding debt service. The accounting activity of the Finance Department has not been recharged to the other funds with exception of payroll and loan processing, parking tickets and landfill billing.

Beginning in FY 2013, additional overhead recharges to the utility funds is being phased in over several years. Engineering administrative and project management expenses that are not recharged to capital projects will be split evenly between the Water, Sewer, Stormwater and General Funds. Finance accounting expenses and all other administrative departments such as Economic Development, Planning, Workforce Development, City Clerk, Legal Services and City Manager's Office will be split evenly between Water, Sewer, Stormwater, Refuse Collection and General Funds, with overhead costs being shared by the Landfill and Parking. This will be fully implemented over time.

Beginning in Fiscal Year 2018, Neighborhood Development, Economic Development and Workforce Development expenses will not be recharged to utility funds. In addition, the Landfill will not be recharged GIS and Planning expenses.

The Sanitary Sewer Fund's share of the City's administrative overhead is 18.75%. In FY 2021, the Sanitary Sewer Fund will support 18.75% of the administrative overhead.



## **Parking**

Parking revenue represents three primary sources: (a) the balance of prior year depreciation funds set aside for the maintenance and repair of parking ramps; (b) future payments to the depreciation fund for repair and maintenance of the parking system (there are no budgeted payments to the depreciation fund in future years due to using existing cash balance); and (c) interest income.

A \$18.5 million Greater Downtown TIF borrowing is anticipated in FY 2021-2025 for additional downtown parking ramp and other downtown projects. New debt service will be paid from the Greater Downtown TIF fund.

The Greater Downtown TIF will support parking related debt in the downtown as follows: \$280,000 in FY 2021; \$280,000 in FY 2022; \$280,000 in FY 2023; \$280,000 in FY 2024; and \$280,000 in FY 2025.

Prior to FY 2013, the General fund has been subsidizing a portion of the utility funds use of administrative services such as Engineering administration, Engineering Project Management, Finance accounting services, Economic Development, Planning Services, Workforce Development, City Clerk services, Legal services, City Manager's Office including Budget, Geographic Information Systems, Sustainability, Neighborhood Development, Arts and Cultural Affairs and Personnel. Prior to FY 2013, the Engineering department estimated the amount of time spent on projects and allocated that time to an Internal Service Fund which is then allocated to the various capital improvement projects that the personnel work on. The remaining time not allocated to the Internal Service Fund was considered administrative and has been charged to the General Fund. In addition, administrative departments such as the City Manager's Office, Legal, Planning, Economic Development, City Clerk's Office and Workforce Development recharged expenses based upon each enterprise fund's percent of the City-wide operating budget, excluding debt service. The accounting activity of the Finance Department has not been recharged to the other funds with exception of payroll and loan processing, parking tickets and landfill billing.

Beginning in FY 2013, additional overhead recharges to the utility funds is being phased in over several years. Engineering administrative and project management expenses that are not recharged to capital projects will be split evenly between the Water, Sewer, Stormwater and General Funds. Finance accounting expenses and all other administrative departments such as Economic Development, Planning, Workforce Development, City Clerk, Legal Services and City Manager's Office will be split evenly between Water, Sewer, Stormwater, Refuse Collection and General Funds, with overhead costs being shared by the Landfill and Parking. This will be fully implemented over time.

Beginning in Fiscal Year 2018, Neighborhood Development, Economic Development and Workforce Development expenses will not be recharged to utility funds. In addition, the Landfill will not be recharged GIS and Planning expenses.

The Parking Fund's share of the City's administrative overhead is 6.93%. In FY 2021, the Parking Fund will support 1.74% of the administrative overhead.

### **Solid Waste Collection Activities**

Solid waste collection activities revenue represents a portion of the monthly refuse bill that goes for the purchase of solid waste collection vehicles. The annual payment to the depreciation fund in Fiscal Year 2020 was \$510,000 and will be \$604,175 in FY 2021, \$528,628 in FY 2022; \$542,034 in FY 2023; \$319,142 in FY 2024; and \$476,124 in FY 2025.

The Solid Waste Collection will support solid waste related debt for City Issued Tipper Carts as follows: 280,000 in FY 2021; 280,000 in FY 2022; 280,000 in FY 2023.

Prior to FY 2013, the General fund has been subsidizing a portion of the utility funds use of administrative services such as Engineering administration, Engineering Project Management, Finance accounting services, Economic Development, Planning Services, Workforce Development, City Clerk services, Legal services, City Manager's Office including Budget, Geographic Information Systems, Sustainability, Neighborhood Development, Arts and Cultural Affairs and Personnel. Prior to FY 2013, the Engineering department estimated the amount of time spent on projects and allocated that time to an Internal Service Fund which is then allocated to the various capital improvement projects that the personnel work on. The remaining time not allocated to the Internal Service Fund was considered administrative and has been charged to the General Fund. In addition, administrative departments such as the City Manager's Office, Legal, Planning, Economic Development, City Clerk's Office and Workforce Development recharged expenses based upon each enterprise fund's percent of the City-wide operating budget, excluding debt service. The accounting activity of the Finance Department has not been recharged to the other funds with exception of payroll and loan processing, parking tickets and landfill billing.

Beginning in FY 2013, additional overhead recharges to the utility funds is being phased in over several years. Engineering administrative and project management expenses that are not recharged to capital projects will be split evenly between the Water, Sewer, Stormwater and General Funds. Finance accounting expenses and all other administrative departments such as Economic Development, Planning, Workforce Development, City Clerk, Legal Services and City Manager's Office will be split evenly between Water, Sewer, Stormwater, Refuse Collection and General Funds, with overhead costs being shared by the Landfill and Parking. This will be fully implemented over time.

Beginning in Fiscal Year 2018, Neighborhood Development, Economic Development and Workforce Development expenses will not be recharged to utility funds. In addition, the Landfill will not be recharged GIS and Planning expenses.

The Solid Waste Fund's share of the City's administrative overhead is 18.75%. In FY 2021, the Solid Waste Fund will support 17.44% of the administrative overhead.

The solid waste collection fees in FY 2021 are recommended to increase 7.68%.

### **GENERAL FUND**

The current revenue amount of \$1,190,533 (0.59% of CIP Total) during the five-year period represents \$40,000 in golf funds for improvements to the Bunker Hill Golf Course, \$46,350 in Historic Preservation Loan repayments, \$150,000 in Rental Dwelling Rehab Repayments, \$300,000 in Greater

Downtown Loan Pool Repayments, \$100,000 in Washington Neighborhood Loan Repayments, \$145,000 in insurance and other reimbursements, \$369,583 in Dubuque County reimbursement, and \$39,600 in repayments to the Homeownership Loan Program.

### **LOCAL OPTION SALES TAX (LOST)**

The local option Sales and Services Tax approved by the voters on February 2, 1988, provided that 20 percent of the proceeds would be used for: (a) the upkeep of City-owned property such as sidewalks, steps, storm sewers, walks, curbs, traffic signals and signs, bridges, and buildings and facilities; (b) transit equipment such as buses; (c) riverfront and wetland developments; and (d) economic development projects. This portion of the Sales and Services Tax shows up on the CIP Source of Funds Summary as “Sales Tax (20%)” totals \$3,983,462 and represents 1.99% of the total CIP.

The local option Sales and Services Tax approved by the voters on February 2, 1988, provided that 30 percent of the proceeds would be used to: (a) reduce street special assessments by at least 75 percent; and (b) maintain and repair streets. This portion of the Sales and Services Tax shows up on the CIP Source of Funds Summary as “Sales Tax/Street Projects (30 percent)” and totals \$13,879,000, or 6.94% of the total CIP.

### **GAMING**

DRA payments represent 0% in FY 2021 of the projected gaming taxes, rent, and admissions from the race track, slots and riverboat operations (\$657,350 or 0.33% of the total CIP) over the five-year period. When practical in future years, additional revenues will be moved to capital from operating. To the extent that there is any revenue shortfall in future years, capital projects will be eliminated or deferred. DRA distribution revenue projections (\$12,279,047 or 6.14% of the total CIP) are discounted consistent with the adopted budget guidelines by 5% in FY 2023, 10% in FY 2024 and 15% in FY 2025.

As reported in prior years, with the reduction in the Dubuque Racing Association's market impacts the City's lease payment from the DRA. The City's estimated lease payments through FY 2025 have been reduced \$27.2 million based on projections from the DRA. These adjustments to the City budget were made through current years and prior year's budgeting processes.

In Calendar Year 2019, gross gaming revenues were down .11% for the DRA and the Diamond Jo is up 2.27%. Overall, the Dubuque gaming market is up 1.27%. The DRA showed increases in hotel room revenue, food and beverage sales and entertainment ticket sales.

The Iowa Legislature passed Sports Betting Legislation in June 2019. DRA started Retail (On-Site) on August 27, 2019 with Mobile Wagering starting on November 12, 2019. Diamond Jo Casino started Sports Betting Retail in September 2019 and is working to start mobile wagering in early 2020. DRA had \$470,000 in Sports Book revenue during 2019. With an amended lease, the City will begin receiving 0.5% of the handle from Sports Betting in FY 2021.

## **FEDERAL FUNDING**

### **Community Development Block Grant (CDBG)**

The Fiscal year 2021-2025 CIP anticipates that Community Development Block Grant (CDBG) funds will be \$601,665 in FY 2021; \$592,004 in 2022; \$492,850 in FY 2023; \$501,724 in FY 2024; and \$500,533 in FY 2025 (1.34% of the total CIP). CDBG is budgeted at the same funding level as FY 2020.

### **Federal Aviation Administration (FAA)**

The FAA funding of \$11,899,325 (5.95% of the total CIP) provides 90 percent match on most airfield related improvements. The Fiscal Year 2021-2025 budget includes reconstruct taxiway A and extend runway 18/36.

### **Federal Transit Administration (FTA)**

The FTA funding of \$13,796 (0.01% of the total CIP) provides for the federal share of onboard security cameras.

### **Federal STP Funds (0.93% of Total CIP)**

Federal funds are anticipated for the STREETS Traffic Control Project (\$1,748,000); and Northwest Arterial East Bound Turn Lane to JFK (\$105,000).

### **Federal Lead Paint Hazard Mitigation Grant (0.78% of Total CIP)**

Federal funds for the Lead Paint Hazard Mitigation program awarded in FY 2019 with funding budgeted as follows: \$785,000 in FY 2021; and 785,000 in FY 2022.

### **Federal HUD Resiliency Grant (5.79% of Total CIP)**

The U.S. Department of Housing and Urban Development (HUD) has awarded the City of Dubuque \$31.5 million to assist Bee Branch Watershed homeowners in repairing and “flood-proofing” their homes and for stormwater infrastructure improvements. A total of \$8.4 million was provided for the rehabilitation of up to 320 housing units, including owner-occupied homes, single-unit rentals, and small, multi-family residential units, all within the targeted Bee Branch Watershed areas and \$23.1 million for the installation of culverts through the railroad property lying between the upper and lower sections of the Bee Branch Creek, storm sewer improvements on 17th Street & West Locust Street, and storm sewer improvements on 22nd Street & Kaufmann Avenue.

## **STATE FUNDING**

### **Road Use Tax**

Road Use Tax Funds (RUTF) of \$2,278,316 (1.14% of the total CIP) over five years represents the balance of annual payments not required for support of the operating budget and funds that had been reserved to finance high priority transportation projects. The Iowa Department of Transportation (IDOT) provides annual projections on the amount of RUTF the City of Dubuque will receive over the next five years based on a per capita amount. The State Road Use Tax Fund consist of revenues from fuel tax, vehicle registration fees, use tax, driver's license fees and other

miscellaneous sources and is distributed to cities on a per capita basis. It should be noted that in FY 2010, the Iowa Department of Revenue increased Road Use Tax Funds (RUT) as a result of higher vehicle registration fees passed into law in 2008. The gas tax was increased ten cents beginning in February 2015. The city is estimated to receive \$37,120,941 for FY 2021-2025.

### **Sales Tax Increment Revenue**

The City secured a \$98.5 million grant through the State of Iowa Flood Mitigation program funded by 70% of the sales tax increment revenue received from the State of Iowa's 5% portion of sales tax received from sales in the City of Dubuque. This revenue will fund the debt service payable on Sales Tax increment Revenue bonds and Iowa Finance Authority State Revolving Fund Loans issued for the Flood Mitigation project known as the Bee Branch Watershed Project. In the five year capital program, \$8,550,600 of sales tax increment revenue will fund pay-as-you-go projects related to the Bee Branch Watershed project.

### **Other State Grants (4.39% of Total CIP)**

State funding includes Iowa Department of Transportation Funding for street projects and trails and Historic Preservation Surveys and Regulations of \$8,775,450 are anticipated over the five-year program.

State transit funding includes \$35,329 over the five-year program for bus stop improvements.

Iowa Finance Authority funding of \$706,415 is anticipated over the five-year program for the Housing Department's Housing Trust Fund to provide permanently affordable housing or assistance to nonprofit organizations providing the same.

### **TAX INCREMENT FINANCING (TIF)**

#### **Dubuque Industrial Center West TIF District**

In FY 2006 and 2007, Tax Increment Financing (TIF) funds were committed towards abatement of the 20 year G.O. Bond issue for a Dubuque Industrial Center West (DICW) expansion and Chavenelle Road extension project, thereby delaying payback to the general fund for prior year development costs. In FY 2007, the TIF assessed values increased, allowing for additional increment for projects and cost recovery to continue. In FY 2017, the TIF assessed values increased again from a commercial 12% state equalization order.

The FY 2021-2025 CIP includes \$310,000 Fiscal Year 2021 to provide funding for the new campaign by the Greater Dubuque Development Corporation to improve the economy in Dubuque. Fiscal Years 2022-2025 for Greater Dubuque Development is budgeted in the operating budget by property tax funds in case there are not future land sales to cover the payments. Fiscal Year 2021 includes \$3,470,000 for Chavenelle Road Reconstruction. Fiscal Year 2023 and 2024 includes \$8,727,715 for Development of McFadden Farm. Fiscal Year 2025 includes \$280,000 for Seippel Road Extension.

## **Annexation Initiatives**

As annexation and development continues, the City has taken the following initiatives to provide services to annexed areas:

### **Additional Police Officers (Operating Budget)**

With the Police Department's crime strategy, Territory Accountability Design, in full implementation, the department projected the need to increase Dubuque's current six patrol territories to seven as new areas of the city are developed. To add a seventh territory, five additional police officers were needed.

Partly in response to this need, the Police Department developed a Sworn Officer Plan which proposed the addition of 15 sworn police officers over a five-year period, with the first five (four Police Officers and one Police Corporal acting as a Section 8 Investigator) approved in December 2007, four more were approved in FY 2009, three more were approved in FY 2010, two more were approved in FY 2011 and one more was approved in FY 2012. The plan's staff increases created sufficient staffing to establish an additional patrol territory. In FY 2019, an additional sworn police officer was added, an existing position was promoted to Captain and one Corporal position was eliminated in order to create a Specialty Unit Commander. The Fiscal Year 2020 budget approved the expansion of the Dubuque Police Department School Resource Officer Program. Three SRO's would be added over consecutive years: FY2020, FY2021, and FY2022 budget. Under this proposal, the DCSD would gradually pay 50% of the salary of the existing SRO Corporal, and the DARE Officer. DCSD would also begin paying 50% of the initial Iowa Law Enforcement Academy training costs and initial equipment for the proposed new SRO positions, including a squad car, and ongoing training costs for SRO's.

### **Fire Station and Additional Firefighters**

An additional west end fire station is currently projected to be designed in FY 2025, but may be delayed. This station would be approximately 10,000 square feet and house two response apparatus, plus storage for other reserve units. The City of Dubuque currently has an annexation study and not an annexation plan. However, addition of this fire station and associated ambulance and firefighting response capability and capacity positions the City will develop an annexation plan and begin the process of annexation in the near future. The City Development Board, that approves annexation expects services to be provided within 3 years of annexation. For a new station, operating costs include insurance, utilities, equipment, maintenance, furniture, and the cost of twelve new employees. Beginning in FY2020, one (1) new employee would be added, one (1) additional new employee would start in FY 2021 as well. In FY2022 and beyond one employee would be added each year until a total of 12 positions is reached. This is a change from the previous plan which proposed adding firefighter positions on a more accelerated schedule. The current minimum staffing per shift is 22, with 28 personnel assigned to cover leave. During the build up of positions before a fire station is constructed, the additional personnel will reduce the need for overtime as each shift will have more positions available to cover vacations and other leave. This advantage will diminish once the new engine and ambulance are placed in service in FY2025.

### **Additional Snow Plow Drivers and Snow Plow Route (Operating Budget)**

Dubuque's expansion also increased the number of streets and roads that must be maintained by the City's Public Works Department. In order to maintain the current level of street maintenance, street cleaning, and snow and ice control to all areas of the city, the Public Works Department was approved for the addition of a snow plow driver in FY 2009 and another is expected to be requested in a future year. Two drivers are needed to staff a route 24 hours a day in a snow event. The Public Works Department plans to create another snowplow route with these two employees as annexation and development dictates. In the warm months, this position will be assigned to the Leisure Services Department to maintain City parks and landscaping in the Washington Neighborhood, Port of Dubuque, Iowa Street and the Locust Street connector. In Fiscal Year 2009, the Public Works Department also began using Refuse, Recycling and Yard Waste Collection employees at the end of their collection routes and on overtime

to assist in snow removal duties. The City has also developed a plan to use personnel and equipment from other City departments to go from 22 pieces of snow removal equipment to 32 pieces of snow removal equipment in a snow storm that exceeds 5 inches. With the recommendation to eliminate full-time positions in the Engineering Department and create one part-time position, there will be less opportunity to supplement the snow plowing effort.

### **Water and Sanitary Sewer Service**

The City is in the process of extending sanitary sewers and water service into new development areas or recently annexed areas as part of pre-annexation agreements. Requests have been received for sanitary sewer and water service on North Cascade Road near Highway 20 and for water service further North on John F. Kennedy Road.

In 2003, a new water main was activated from Highway 20 north on the east side of the Northwest Arterial to John F. Kennedy Road then west to a new 1.25 million gallon water tower located at the Dubuque Soccer Complex. By constructing this tower and with this water main extension in the fourth pressure zone of the City's water distribution system, it allowed growth to take place for residential, commercial and industry to the west of the community.

To date, both sanitary sewer and water service have been extended through the Dubuque Industrial Center West, along Seippel Road to the north edge of the Callahan subdivision. Additional funds are available to extend water and sewer service to the 643 acres annexed and to other areas under consideration for annexation. The City has spent in excess of \$2 million to replace much of the North Fork Catfish Creek Sanitary Sewer Line. The City extended the Granger Creek Interceptor sewer and the public water main from the Technology Park South along highway 151/61 to the north side of the Dubuque Regional Airport. The Granger Creek sanitary sewer and water main extension provided immediate sanitary sewer and water services to the Dubuque Regional Airport and portions of the annexation areas that are adjacent to the highway 151/61 corridor.

### **Greater Downtown TIF District**

This district was formally the Downtown and Ice Harbor TIF districts but now have been combined to the Greater Downtown TIF district. Many projects, which are City Council priorities, are able to move forward due to the availability of Greater Downtown TIF revenue due to continued growth to further sustain a rejuvenated downtown and port of Dubuque. The following are projects included in the FY 2021-2025 CIP:

**Jackson Park Amenities (page 37)** – This project (\$310,000) provides funding for the improvement of amenities in Jackson park.

**Town Clock Rehab (page 44)** - This project (\$67,000) provides for concrete work throughout the plaza area.

**Washington Community Gateway (page 55)** - This project (\$15,000) provides for developing the vacant lot at 1401 Elm Street as a Washington Community Gateway.

**Civic Center Arena Roof Air Conditioner Replacement (page 60)** - This project (\$100,000) provides for emergency repairs to the arena air conditioning units (Roof Top Units 1-7 and 9). The air conditioning units were installed in 2005 and have a life span of fifteen years. The units are currently having issues with repair costs mounting. Replacement of the units is budgeted in the Five Flags Building Improvements CIP in FY2025.

**Five Flags Building Improvements (page 61)** - This project (\$6,000,000) provides for improvements to the building (arena, theater, lobby areas, exterior) and its equipment should a bond referendum for another scenario not pass or it is determined by City Council that Scenario 1 of status quo is the direction. This would be used on the current facility at its current footprint in its current state. The building is in need of wood window repairs, painting of the steel exterior, resealing the ballroom floor, remodeling/upgrading concession stands, carpet and tile replacement, locker shower upgrades, stage dimmer light replacement, dressing room upgrades, orchestra pit electronic lift, placement, refurbishing the stage floor, restoration of theater seats, painting walls and ceilings, satellite ticket booth, theater counter weight and grid system, lighting upgrades and retrofits and other building needs. Equipment replacement needs include the sound system, floor scrubber, tables and portable chairs, water fountains, popcorn popper, concert lighting, pipe and drape, follow spots, lighting consoles, masking equipment, scoreboard and other equipment replacements.

**Grand River Center Replace Carpet (page 79)** - This project (\$250,000) provides for the replacement of carpeting at the Grand River Center.

**Grand River Center Market Study and Facility Assessment (page 85)** - This project (\$65,000) provides for a facility assessment and market study in preparation of the Grand River Center's first twenty years.

**Grand River Center Roof Restoration (page 88)** - This project (\$350,000) provides for restoration of the roof on the Grand River Center. The roof was installed in 2002 and restoration is critical to prevent expensive damage if the roof begins leaking.

**East - West Corridor Capacity Improvements (page 216)** - This project (\$650,000) provides for capacity improvements along alternate east-west corridors to provide connectivity between the western growth areas and the downtown urban core. The section of University Avenue, from Pennsylvania Avenue to Loras Boulevard, referred to as the "Overlap Section" was recommended for converting the three intersections along University Avenue to roundabouts. With current available funding (FY 2019 – 2020), the next steps in the design development process are to complete the preliminary engineering and environmental (NEPA) study phase for intersection capacity improvements along University Avenue at Loras Boulevard, Asbury Road, and at Pennsylvania Avenue. Once the preliminary engineering and environmental (NEPA) study are completed, corridor impacts will be identified, and property acquisition could begin in approximately FY2021 / 2022 and would take approximately 2 years to complete. Once property acquisition is completed within the Overlap Section, construction to convert the three intersections along University Avenue to roundabouts could begin in FY2023 and would take approximately 2-3 years to complete.

**Heeb Street Reconstruction (page 220)** - This project (\$270,000) provides for the reconstruction of North Heeb Street just south of Kaufmann Avenue with new pavement, curb & gutter, and sidewalks. The existing asphalt street is degraded and needs to be replaced. A portion of the street does not have curb and gutter and this project will provide for installation of curb and gutter.

**7th Street Extension to Pine Street (page 225)** - This project (\$67,500) provides for an opportunity to evaluate alternatives and the feasibility of developing a roadway through the Alliant site which would connect 7th Street to Pine Street at 9th / Kerper Blvd. The potential extension of 7th Street to Pine Street would allow commercial traffic to use the US 61-151 on / off ramps at 9th Street to access Pine Street to 7th. This would provide commercial vehicles that currently use 7th, 9th, Central, Washington and Jackson Streets through the Historic Millwork District to get to the industrial businesses on 7th / Commercial Street, a more efficient, safer, and direct route. The FY21



programmed funding would allow for staff to work with Alliant Energy to evaluate alternatives, and if viable, prepare a feasibility study and perform an environmental assessment of potential site development. The FY22 programmed funding would allow for the development and potential construction of a roadway through the Alliant site which would connect 7th Street to Pine Street at 9th / Kerper Blvd.

**Federal Building Renovation (page 245)** - This project (\$1,524,543) provides funding in FY 2021 (\$45,000) to replace the pent house roof, \$6,000 to repair ADA non-compliant public sidewalks, \$220,000 for structural repairs to the loading dock and leaking building foundation and \$165,000 for replacement of the first floor lobby lights with replica period fixtures, main stairwell painting and lighting, and refinishing of the historic woodwork in the main lobby.

In FY 2022, \$250,000 is budgeted for an ASHRAE Level 2 & 3 Energy Assessment which will build off of the results from the Level 1 energy audit happening in FY20. The Level 2 Assessment provides detailed survey of building systems and operations, breakdown of energy source and end use, identification of Energy Efficiency Measures (EEMs) for each energy system, range of savings & costs for the EEMs, spotlight on operational discrepancies and outline of priorities for needed upgrades. The ASHRAE Level 3 Energy Assessment allows for complex HVAC system upgrade alternative analysis, return on investment and construction cost estimating. Additional funding in FY22 is being budgeted to address known long term building operations and maintenance requirements which include \$54,500 for tuck pointing and waterproofing of the building window wells, and \$29,500 to tuck point the front steps and replace rusting hand rails and \$4,500 is budgeted for improvements to the public way finding signs for the building.

In FY23 \$60,000 is budgeted for security camera improvements, \$45,000 to disconnect the roof drains from the sanitary sewer system in order to comply with the City's I&I ordinance, and \$176,000 is budgeted to tuck point and repair the copper soffit on the exterior of the building. FY24 is budgeted to upgrade and modernize the interior lighting system.

**Riverfront Dock Expansion (page 247)** - This project (\$694,000) is to expand the existing riverfront docking facility to accommodate large excursion boats in the Port of Dubuque. The City's proposed infrastructure plan is to construct a new pier wall landing platform near the bottom of Riverwalk Stair No. 2. A portion of Stair No. 2 will be reconstructed to connect to the new landing platform. The new landing platform will be connected to the Riverwalk by an ADA compliant ramped walkway. The excursion boats will moor against new pipe pile clusters and will access land from floating platform docks which will connect to the pier wall landing platform via ADA compliant gangway. The expanded docking facility will accommodate excursion boats 400 feet in length or greater. It is forecasted that excursion boat traffic on the Mississippi River will increase and a new docking facility will create an opportunity for significant tourism growth in Dubuque. Increased tourism will create employment in retail, dining, ground transportation, and excursions to local attractions, while other tourism-related sectors will benefit as a result.

**Riverfront Leasehold Improvements (page 250)** - This project (\$73,500) provides funding in FY21 to support the rail spur improvements along Kerper Blvd. and Commercial St and the deconstruction of the former Dodd's Terminal building foundation in the South Port. Clearing this site of the existing outdated and obsolete structure will help to prepare it for redevelopment. FY 22 would allow the city to evaluate redevelopment options for the industrial site on 7th street along Dove Harbor, as well as a site along Kerper Blvd at the Peosta Channel.

**ABC Supply Building Deconstruction (page 251)** - This project (\$417,000) provides funding for hazardous material remediation and structure deconstruction of a former City owned leased property along Highway 151 near the South Port. The Funding in FY21 would

support the deconstruction of the former ABC Supply building who's lease expired in December 2018. Clearing this site of the existing outdated and obsolete structure will help to prepared it for redevelopment.

**Greater Downtown Street Lights (page 257)** - This project (\$340,400) provides funding for replacement of the existing 30-foot white streetlights located in downtown Dubuque. Currently, there are approximately 60 white streetlights remaining. The project would replace all remaining white poles and install lighting controllers with meters. In certain cases, these would be replaced with historical streetlights. Many of the streetlights in the downtown area were installed in early 1950's. This program would promote the use of high efficiently, long life LED street lighting throughout the City of Dubuque which saves energy and operating expenses.

**Downtown Security Camera Program (page 263)** - This project (\$103,049) provides equipment, installation, and software licenses for the placement of fixed cameras (\$2,500 each) installed near roadways, alleys, and signalized intersections in Downtown Dubuque.

**Downtown Urban Renewal Area Non-Profit Accessibility Assistance Program (page 279)** - This project (\$500,000) provides assistance with accessibility improvements to existing public buildings either owned or operated by non-profits. The Non-Profit Accessibility Assistance Program is a competitive matching grant program that will fund up to \$50,000 in any one year for eligible projects and agencies. Eligible non-profits must be classified by the U.S. Internal Revenue Service under Section 501(c)(3) of the I.R.S. code and must have a minimum two-year operating history after the date of receipt of its 501(c)(3) classification. Eligible improvements include interior and exterior accessibility alterations and must comply with the most recent Department of Justice ADA Standards and Guidelines and locally adopted building codes. Additional criteria and an application will be developed.

**Downtown ADA Assistance Program (page 280)** - This project (\$155,000) provides assistance to residents and businesses to ensure facilities in the Downtown Urban Renewal Area are fully accessible and inclusive to all persons regardless of abilities. This includes parking lots, retail and wholesale stores, restaurants, cafés, taverns, gas stations, public buildings, lodging, schools, parks, and entertainment venues. The program is designed to assist businesses with the cost of becoming ADA compliant. Qualified applicants can receive up to 50% of the cost of the project from the City of Dubuque, at a maximum amount of \$5,000 per property.

**Greater Downtown Urban Renewal Incentive & Rehabilitation Program (page 282)** - This program (\$1,882,900) provides grants for rehabilitation and adaptive reuse of buildings in the Greater Downtown Urban Renewal District. Tax increment proceeds are used to capitalize the pool of funds for these grant. The program provides grants up to \$10,000 for each new housing unit created in the District. The program creates affordable, quality rental housing units for our workforce.

**Washington Neighborhood Facade Program (page 285)** - This program (\$550,000) provides for rehabilitation and adaptive reuse for buildings and grants for planning/design costs and facade improvements in the Downtown Washington Neighborhood.

**Downtown Rehab Grant Program (page 286)** – This program (\$300,000) provides grant funding for the rehabilitation of commercial or multi-family property in the Greater Downtown Urban Renewal District. The Facade Grant Program provides 1:1 matching grants not to exceed \$10,000 in grant funds per project for front or rear facade renovations designed to eliminate inappropriate additions or alterations and restore the facade to its historic appearance or to rehabilitate the facade to include new windows, paint, signage, awnings, etc. to improve overall appearance. Landscaping or screening with fencing or retaining walls may also be allowed, especially as it may improve

property adjacent to the right-of-way. The Planning and Design Grant Program provides 1:1 matching grants not to exceed \$10,000 in grant funds per project to offset the actual pre-development costs incurred prior to a Rehabilitation project. Reimbursement would be allowed for architectural and engineering fees, feasibility studies, environmental assessments or other related soft costs, but not owner/developer fees, incurred in the development of the project. The Financial Consultant Grant Program provides 1:1 matching grants not to exceed \$15,000 in grant funds per project to offset the actual cost of hiring a financial consultant used to analyze the feasibility of the projects that generally apply for historic tax credits. Additionally, there are several other property owners and developers that have expressed an interest in utilizing the program to fund projects. The Downtown Rehabilitation Facade Grant program receives the most inquiries and interest out of all programs provided by the Economic Development Department. This program has helped promote great successes in the redevelopment of the downtown. In order to meet the demand for this program, and maintain the historic appeal of downtown, additional funds have been requested for this program.

**Downtown Rehabilitation Loan Program (page 289)** - This project (\$300,000) provides low-interest loans for the rehabilitation and adaptive reuse of buildings in the Greater Downtown Urban Renewal District. Tax increment proceeds and loan repayments are used to capitalize the pool of funds for these loans. The program has been popular, with 19 loans provided since 1996 and additional loans that have been committed but have yet to be disbursed.

**Central Avenue Corridor Initiative (page 290)** - This project (\$1000,000) provides a loan loss reserve and interest rate “buy down” for eligible entrepreneurs seeking a microloan from Iowa Microloan, a 501(c)3 that provides loans of \$5,000 to \$50,000 to small businesses in Iowa having difficulty obtaining a loan from a traditional lender. The Economic Development Department will partner with either the City’s CDBG or IFA Trust Fund Committees to select qualified candidates whose applications will be forwarded to Iowa Microloan.

**Central Avenue Streetscape Master Plan Implementation (page 291)** - This project (\$240,000) provides for the implementation of priority actions in the Central Avenue Streetscape Master Plan. The funds allocated would be used to support infrastructure and streetscaping priority improvements justified in the master plan. The Central Avenue corridor is part of the Washington Neighborhood Revitalization Plan and includes the area between Central Avenue between 11th and 22nd streets. Included in this strategy is the redevelopment and reinvestment in residential and commercial areas in the neighborhood. Some public infrastructure improvements have already been initiated and the Central Avenue corridor is beginning to see private investment in building improvements and business location.

**East 12th and Elm Street Parking Lot Construction (page 300)** - This project (\$589,000) provides for the construction of a 73 stall parking lot at East 12th and Elm Street (Lot 1 Millwork Parking District). The parking lot design includes a code blue emergency phone, landscaping, environmental remediation and construction of the parking lot. The cost per parking stall would be approximately \$8,070 per stall for this proposed site.

**Locust/Iowa Street Parking Ramp Repairs and Additional Parking Possibilities (page 301)** - This project (\$18,500,000) provides for construction of a new 500-space parking facility in Downtown Dubuque. Existing FY 2020 funds provide for property acquisition and engineering services. The Locust Street Parking Ramp is reaching the end of its useful life.

**Washington Neighborhood Home Purchase Program (page 312)** - This project (\$250,000) supports and encourages homeownership in the Washington Neighborhood. The program operates under the oversight of the Housing Trust Fund Committee and is capitalized by

annual grants received from the Iowa Finance Authority (IFA). IFA requires a match for the program and the City provides IFA Trust Match of \$50,000 from the Greater Downtown TIF (GDTIF). The primary purpose is to complement housing assistance provided through the CDBG program by providing loans to low-to-mod income homeowners and buyers in the Washington Neighborhood and for households earning less than 30% MI are eligible to purchase any property within the City limits.

**Downtown Urban Renewal Area Non-Profit Weatherization Improvements Assistance (page 323)** - This project (\$500,000) provides funding for matching grants to assist non-profits in the Greater Downtown TIF area to make energy efficiency improvements to their buildings, including weatherization measures, HVAC system upgrades, and other work to decrease their utility bills. This reduction in annual operating costs will allow non-profits to invest more funds in achieving their organization's mission. Energy efficiency improvements not only result in financial savings to the organization but will also help to meet the 50% by 2030 Community Climate Action & Resiliency Plan goals approved by City Council in 2013. The program builds on the success of the Energy Efficiency Revolving Loan Fund (EELF) that is currently available to private businesses, which was created using funds the City received from the 2009 American Recovery & Reinvestment Act, and the Grants to Green program, a Community Foundation of Greater Dubuque program which invested over \$1.2 million in energy efficiency projects for non-profits. Ongoing community conversations have demonstrated a continued need to fill the gap between available utility rebates and the amount non-profits are able to pay for energy efficiency improvements. Similar to the existing EELF, non-profits may be able use funds for renewable energy installation, if all reasonable efficiency improvements have been made, in order to further reduce their utility costs and reduce their negative environmental impact. Additional criteria and an application will be developed.

#### **North Cascade Housing TIF District**

In FY 2014 the City created the first housing TIF district in the Timber Hyrst subdivision off of North Cascade Road. This is a ten year TIF which requires at least 38.1% of the income generated to be used for Low and Moderate Income residents anywhere in the City of Dubuque. The percentage to Low and Moderate Income residents can be higher than the required 38.1%. The LMI Housing TIF revenue can be used for City initiatives other than the Homeownership Grants in Targeted Neighborhoods & Purchase/Rehab/Resale and can be used outside the Greater Downtown TIF Area.

**Assistance for Homeownership (page 304)** - This project (\$133,685) provides for acquisition activities where the City may purchase abandoned, derelict buildings and houses; or it may purchase housing subject to mortgage foreclosure actions in order to secure City funds previously loaned as part of rehabilitation activities or other housing to accomplish the goals. Certain improvements will be made to the properties in order to make them marketable for resale. In this manner, neighborhood conditions are improved, dwellings are resold to responsible owners and City dollars are returned to the revolving fund.

**Neighborhood Reinvestment Partnership (page 310)** - This project (\$1,200,000) provides funding to achieve the goal of promoting a broader income mix of downtown homeowners. This Program also provides for acquisition activities where the City may purchase abandoned, derelict buildings and houses to accomplish the goals. Certain improvements will be made to the properties in order to make them marketable for resale. In this manner, neighborhood conditions are improved and dwellings are resold to responsible owners. Certain properties are targeted to be voluntarily acquired, for reason of poor maintenance and the inability or refusal of the owner to make improvements. These are then rehabilitated and resold to qualifying owner-occupied households. This is a ten year TIF which state law requires a minimum of 38.1% of the income generated to be used for Low and Moderate Income residents any where in the City of Dubuque. The percentage benefiting Low and Moderate Income residents can be higher than the required 38.1%. In FY 2019 the

percentage is 51.1%. It is anticipated that the City will acquire, renovate and sell for long-term home ownership 50 residential properties over the next 5-7 years with an estimated \$30,000 construction subsidy per property.

### **English Ridge Housing TIF District**

In FY 2015 the City created a housing TIF district in the English Ridge subdivision off of Stone Valley Drive. This is a ten year TIF which requires at least 38.1% of the income generated to be used for Low and Moderate Income residents anywhere in the City of Dubuque. The percentage to Low and Moderate Income residents can be higher than the required 38.1%. The LMI Housing TIF revenue can be used for City initiatives other than the Homeownership Grants in Targeted Neighborhoods & Purchase/Rehab/Resale and can be used outside the Greater Downtown TIF Area.

**Assistance for Homeownership (page 304)** - This project (\$172,836) provides for acquisition activities where the City may purchase abandoned, derelict buildings and houses; or it may purchase housing subject to mortgage foreclosure actions in order to secure City funds previously loaned as part of rehabilitation activities or other housing to accomplish the goals. Certain improvements will be made to the properties in order to make them marketable for resale. In this manner, neighborhood conditions are improved, dwellings are resold to responsible owners and City dollars are returned to the revolving fund.

### **South Pointe Housing TIF District**

In FY 2017 the City created a housing TIF district in the South Pointe subdivision off of Highway 151 South. This is a ten year TIF which requires at least 38.1% of the income generated to be used for Low and Moderate Income residents anywhere in the City of Dubuque. The percentage to Low and Moderate Income residents can be higher than the required 38.1%. The LMI Housing TIF revenue can be used for City initiatives other than the Homeownership Grants in Targeted Neighborhoods & Purchase/Rehab/Resale and can be used outside the Greater Downtown TIF Area.

**Assistance for Homeownership (page 304)** - This project (\$96,911) provides for acquisition activities where the City may purchase abandoned, derelict buildings and houses; or it may purchase housing subject to mortgage foreclosure actions in order to secure City funds previously loaned as part of rehabilitation activities or other housing to accomplish the goals. Certain improvements will be made to the properties in order to make them marketable for resale. In this manner, neighborhood conditions are improved, dwellings are resold to responsible owners and City dollars are returned to the revolving fund.

### **Rustic Point Housing TIF District**

In FY 2017 the City created a housing TIF district in the Rustic Point subdivision off of Derby Grange Road. This is a ten year TIF which requires at least 38.1% of the income generated to be used for Low and Moderate Income residents anywhere in the City of Dubuque. The percentage to Low and Moderate Income residents can be higher than the required 38.1%. The LMI Housing TIF revenue can be used for City initiatives other than the Homeownership Grants in Targeted Neighborhoods & Purchase/Rehab/Resale and can be used outside the Greater Downtown TIF Area.

**Assistance for Homeownership (page 304)** - This project (\$5,055) provides for acquisition activities where the City may purchase abandoned, derelict buildings and houses; or it may purchase housing subject to mortgage foreclosure actions in order to secure City funds previously loaned as part of rehabilitation activities or other housing to accomplish the goals. Certain improvements will be made to the properties in order to make them marketable for resale. In this manner, neighborhood conditions are improved, dwellings are resold to responsible owners and City dollars are returned to the revolving fund.

## **MISCELLANEOUS SOURCES**

### **Private Participation (0.75% of Total CIP)**

Private contributions represents the non-City share of the cost of several projects including private participation, fund raising, loans, grants and future resource allocation of City funds. Private participation funds included in the five year CIP include; contribution from the Diamond Jo Casino for the Port of Dubuque Parking Ramp for maintenance as required by the development agreement (\$423,116); Dubuque County contribution for HAZMAT Truck Replacement (\$119,583); Dubuque County Contribution for Southwest Arterial (\$250,000); Viking Cruises contribution for the Riverfront Dock Expansion (\$1,000,000); and Lead Based Paint Hazard Control education and training fees (\$30,000).

### **Special Assessments (0.24% of Total CIP)**

Special Assessments represent that portion of street and sanitary sewer improvement projects anticipated to be assessed to benefiting property owners. The \$480,000 amount breaks down: (a) \$30,000 for sanitary sewer special assessments, (b) \$150,000 for sidewalk lien special assessments, and (c) \$300,000 for street reconstruction assessments.

### **Cable TV (0.00% of Total CIP)**

It is anticipated that Cable TV funds will be used in the five-year CIP of \$9,210 for computer replacements.

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**City of Dubuque**  
**Recommended Capital Improvement Summary**  
**FY 2021 - FY 2025**

PROGRAM/ DEPT	PROJECT DESCRIPTION	SOURCE OF FUNDS	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	TOTAL	PAGE
<b>FIRE DEPARTMENT</b>									
<b>Public Safety</b>									
	Ladder Truck & Pumper Replacement	Dubuque County, G.O. Debt, Sales Tax Fund (20%)	\$ 408,000	\$ 1,557,550	\$ —	\$ 865,200	\$ —	\$ 2,830,750	1
	HVAC Replacement at Fire Headquarters 11 West 9th Street	G.O. Debt (Sales Tax Fund 20%)	\$ 168,924	\$ 344,605	\$ —	\$ —	\$ —	\$ 513,529	2
	Outdoor Warning Siren Repair/Replace	DRA Distribution	\$ 100,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 300,000	3
	Fire Station Exhaust Systems	DRA Gaming	\$ 30,000	\$ 30,000	\$ 40,000	\$ —	\$ —	\$ 100,000	4
	Station 6 Structural, Roof, and Tuckpointing Repairs	DRA Distribution	\$ 209,000	\$ —	\$ —	\$ —	\$ —	\$ 209,000	5
	Implement Mechanical & Electrical System Design Study Recommendations	Sales Tax Fund (20%)	\$ 26,010	\$ 26,010	\$ —	\$ 26,010	\$ 26,010	\$ 104,040	6
	Replace Flooring and Paint at Station 4	DRA Gaming	\$ 14,280	\$ —	\$ —	\$ —	\$ —	\$ 14,280	7
	Ambulance Replacement	DRA Distribution	\$ —	\$ —	\$ 267,240	\$ —	\$ 267,240	\$ 534,480	8
	Fire Station Expansion/Relocation	G.O. Debt (Sales Tax Fund 20%), Sales Tax Fund 20%	\$ —	\$ —	\$ 40,000	\$ —	\$ 806,000	\$ 846,000	9
	Station 5 Bathroom Remodel	Sales Tax Fund (20%)	\$ —	\$ —	\$ 15,000	\$ —	\$ —	\$ 15,000	11
<b>LEISURE SERVICES</b>									
<b>PARK DIVISION</b>									
<b>Culture and Recreation</b>									
<b>Park Development</b>									
	Eagle Valley Park	DRA Distribution	\$ 180,447	\$ —	\$ —	\$ —	\$ —	\$ 180,447	12
	Westbrook Park Phase II	Sales Tax Fund (20%)	\$ 214,000	\$ —	\$ —	\$ —	\$ —	\$ 214,000	13
	North Fork Trail	DRA Gaming	\$ —	\$ —	\$ —	\$ 214,000	\$ —	\$ 214,000	14
	Pebble Cove Park	DRA Distribution	\$ —	\$ —	\$ —	\$ 214,000	\$ —	\$ 214,000	15
	Usha Park	Sales Tax Fund (20%)	\$ —	\$ —	\$ 115,000	\$ —	\$ —	\$ 115,000	16
<b>Allison Henderson Park</b>									
	Allison Henderson Stormwater Project	DRA Gaming, Sales Tax Fund (20%)	\$ —	\$ —	\$ —	\$ —	\$ 25,000	\$ 25,000	17
<b>Avon Park</b>									
	Replace Play Unit	CDBG Entitlement	\$ 94,069	\$ —	\$ —	\$ —	\$ —	\$ 94,069	18
<b>Comiskey Park</b>									
	Re-Imagine Comiskey Park	CDBG Entitlement	\$ 87,700	\$ —	\$ —	\$ —	\$ —	\$ 87,700	19



**City of Dubuque**  
**Recommended Capital Improvement Summary**  
**FY 2021 - FY 2025**

PROGRAM/ DEPT	PROJECT DESCRIPTION	SOURCE OF FUNDS	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	TOTAL	PAGE
<b>LEISURE SERVICES</b>									
<b>PARK DIVISION</b>									
<b>Culture and Recreation</b>									
	<b>Eagle Point Park</b>								
	Repair Retaining Wall	Sales Tax Fund 20%	\$ 75,000	\$ —	\$ —	\$ —	\$ —	\$ 75,000	20
	Concrete Improvements	DRA Distribution	\$ —	\$ 60,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 150,000	21
	Stone Work	DRA Distribution	\$ —	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 200,000	22
	Renovate Log Cabin Pavilion	DRA Distribution	\$ —	\$ 71,000	\$ 40,000	\$ —	\$ —	\$ 111,000	23
	Street Light Replacement	DRA Distribution	\$ —	\$ 20,000	\$ 20,000	\$ —	\$ —	\$ 40,000	24
	Riverfront Pavilion Restoration	DRA Distribution	\$ —	\$ 5,000	\$ —	\$ —	\$ 89,000	\$ 94,000	25
	Replace Water Lines	DRA Distribution	\$ 51,218	\$ 48,782	\$ 160,000	\$ 50,000	\$ —	\$ 310,000	26
	Replace Roof on Terrace Room	DRA Distribution	\$ —	\$ —	\$ —	\$ 24,000	\$ —	\$ 24,000	27
	Replace Roof on Eagles View Pavilion	DRA Gaming, Sales Tax Fund (20%)	\$ —	\$ —	\$ —	\$ —	\$ 45,000	\$ 45,000	28
	Renovate Shiras Memorial Pavilion	DRA Gaming, Sales Tax Fund (20%)	\$ —	\$ —	\$ —	\$ —	\$ 55,000	\$ 55,000	29
	Rest Room Renovation	DRA Distribution	\$ —	\$ —	\$ —	\$ —	\$ 40,000	\$ 40,000	30
	Building & Structures Assessment	DRA Distribution	\$ —	\$ —	\$ —	\$ —	\$ 5,000	\$ 5,000	31
	<b>Flora Park</b>								
	Pave Wilbright, Pool, Tennis Court, and Slattery Center Parking Lots	Sales Tax Fund (20%)	\$ —	\$ —	\$ 25,000	\$ —	\$ 36,000	\$ 61,000	32
	Replace Lights on Tennis Courts	DRA Distribution	\$ —	\$ —	\$ —	\$ —	\$ 102,000	\$ 102,000	33
	<b>Gay Park</b>								
	Replace Play Unit	Sales Tax Fund (20%)	\$ —	\$ —	\$ —	\$ 90,000	\$ —	\$ 90,000	34
	<b>Ham House</b>								
	Replace Roof	DRA Distribution	\$ —	\$ —	\$ 75,000	\$ —	\$ —	\$ 75,000	35
	Ham House Exterior and Landscape Improvements	DRA Distribution	\$ 43,200	\$ 47,634	\$ —	\$ —	\$ —	\$ 90,834	36
	<b>Jackson Park</b>								
	Amenities Improvement	GDTIF, GDTIF G.O. Debt	\$ 250,000	\$ 60,000	\$ —	\$ —	\$ —	\$ 310,000	37
	<b>Madison Park</b>								
	Replace Play Unit	DRA Distribution	\$ —	\$ —	\$ 82,500	\$ —	\$ —	\$ 82,500	38
	<b>Miller Riverview Park</b>								
	Quick Connects for Pedestals	DRA Distribution	\$ —	\$ —	\$ —	\$ —	\$ 40,000	\$ 40,000	39

**City of Dubuque**  
**Recommended Capital Improvement Summary**  
**FY 2021 - FY 2025**

PROGRAM/ DEPT	PROJECT DESCRIPTION	SOURCE OF FUNDS	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	TOTAL	PAGE
<b>LEISURE SERVICES</b>									
<b>PARK DIVISION</b>									
<b>Culture and Recreation</b>									
	<b>Murphy Park</b>								
	Replace Play Unit	Sales Tax Fund (20%)	\$ 94,375	\$ —	\$ —	\$ —	\$ —	\$ 94,375	40
	Replace Water Lines	DRA Distribution	\$ —	\$ 10,000	\$ 100,000	\$ 50,000	\$ —	\$ 160,000	41
	Replace Roof on Rest Room Building by the Tennis Courts	DRA Distribution	\$ —	\$ —	\$ —	\$ 15,000	\$ —	\$ 15,000	42
	<b>Storybook Zoo</b>								
	Playground Replacement	DRA Distribution	\$ —	\$ —	\$ 110,000	\$ —	\$ —	\$ 110,000	43
	<b>Town Clock Plaza</b>								
	Plaza Rehabilitation	GDTIF G.O. Debt	\$ 67,000	\$ —	\$ —	\$ —	\$ —	\$ 67,000	44
	<b>Veterans Memorial Park</b>								
	Disc Golf Course Renovation	DRA Distribution	\$ 40,000	\$ —	\$ —	\$ —	\$ —	\$ 40,000	45
	<b>General Park Maintenance</b>								
	All Parks - Replace Security Lights	DRA Distribution	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 25,000	46
	All Parks - Renovate Water Systems	Sales Tax Fund (20%), DRA Distribution	\$ —	\$ 7,000	\$ 20,000	\$ 25,000	\$ 25,000	\$ 77,000	47
	Ash Tree Removal and Tree Replacement	DRA Distribution	\$ 275,000	\$ 275,000	\$ 275,000	\$ 375,000	\$ 425,000	\$ 1,625,000	48
	Street Tree Program	Sales Tax Fund (20%)	\$ 4,600	\$ 30,115	\$ 33,500	\$ 30,112	\$ 50,000	\$ 148,327	50
	Retaining Walls	DRA Distribution	\$ —	\$ 5,000	\$ 10,000	\$ 5,000	\$ 25,000	\$ 45,000	51
	Highway 20 - Irrigation	Sales Tax Fund (20%)	\$ —	\$ —	\$ —	\$ 25,000	\$ —	\$ 25,000	52
	Highway 20 - Replace Roses	DRA Gaming, Sales Tax Fund (20%)	\$ —	\$ —	\$ —	\$ —	\$ 100,000	\$ 100,000	53
	Resurface Tennis Courts	Sales Tax Fund (20%)	\$ —	\$ —	\$ —	\$ —	\$ 40,000	\$ 40,000	54
	Industrial Center Native Plantings	DICW TIF	\$ —	\$ —	\$ —	\$ —	\$ 20,000	\$ 20,000	55
	Washington Community Gateway	Greater Downtown TIF	\$ —	\$ —	\$ —	\$ —	\$ 15,000	\$ 15,000	56
	Forestry Building - Replace Roof	Sales Tax Fund (20%)	\$ —	\$ —	\$ —	\$ —	\$ 40,000	\$ 40,000	57
	Parks - Paint Light Poles	Sales Tax Fund (20%)	\$ —	\$ —	\$ —	\$ —	\$ 15,000	\$ 15,000	58
	Maintenance Headquarters Wash Bay	DRA Distribution	\$ —	\$ —	\$ —	\$ —	\$ 20,000	\$ 20,000	59
	Paint Railings	Sales Tax Fund (20%)	\$ —	\$ —	\$ —	\$ —	\$ 20,000	\$ 20,000	60

**City of Dubuque**  
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PROGRAM/ DEPT	PROJECT DESCRIPTION	SOURCE OF FUNDS	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	TOTAL	PAGE
<b>CIVIC CENTER DIVISION</b>									
<b>Culture and Recreation</b>									
<b>Arena</b>									
	Arena Air Conditioner Replacement	GDTIF G.O. Debt	\$ —	\$ 100,000	\$ —	\$ —	\$ —	\$ 100,000	61
	Five Flags Building Improvements	GDTIF G.O. Debt, GDTIF	\$ —	\$ —	\$ —	\$ 6,000,000	\$ —	\$ 6,000,000	62
	Bijou Room & Hall - Tile Replacement	Sales Tax Fund (20%)	\$ 50,000	\$ —	\$ —	\$ —	\$ —	\$ 50,000	63
	Theater - Carpet Replacement	DRA Distribution	\$ —	\$ 70,000	\$ —	\$ —	\$ —	\$ 70,000	64
<b>RECREATION DIVISION</b>									
<b>Culture and Recreation</b>									
<b>Swimming Pools</b>									
	Flora and Sutton Pools Annual Maintenance	DRA Distribution	\$ 70,000	\$ 30,000	\$ 135,000	\$ —	\$ —	\$ 235,000	65
	Flora Pool Replace Playground Surface	DRA Distribution	\$ 60,000	\$ —	\$ —	\$ —	\$ —	\$ 60,000	66
	Flora & Sutton Filter Tank Replacement	DRA Distribution	\$ —	\$ —	\$ —	\$ 200,000	\$ —	\$ 200,000	67
<b>Bunker Hill Golf Course</b>									
	Construct Cart Paths	Golf Fees	\$ —	\$ 10,000	\$ —	\$ —	\$ 10,000	\$ 20,000	68
	Tee Improvements	Golf Fees	\$ —	\$ 10,000	\$ —	\$ 10,000	\$ —	\$ 20,000	69
	Replace Irrigation System	DRA Distribution	\$ 54,132	\$ —	\$ —	\$ —	\$ —	\$ 54,132	70
	Administrative Welcome Reception 1st Floor Remodel	DRA Distribution	\$ 15,000	\$ —	\$ —	\$ —	\$ —	\$ 15,000	72
	Range Project	DRA Distribution, DRA Gaming	\$ —	\$ —	\$ 20,000	\$ 227,830	\$ 72,170	\$ 320,000	71
								\$ —	
<b>Multicultural Family Center</b>									
	Sidewalk Replacement and Concrete Improvements	CDBG	\$ 25,000	\$ —	\$ —	\$ —	\$ —	\$ 25,000	73
								\$ —	
<b>Port of Dubuque</b>									
	POD - Signage Replacement	DRA Distribution	\$ —	\$ —	\$ —	\$ 10,000	\$ —	\$ 10,000	74
	POD - Dock Maintenance	Sales Tax Fund (20%), DRA Gaming	\$ —	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 40,000	75
								\$ —	
<b>General Recreation</b>									
	LS Facility/Deferred Maintenance Assessment	DRA Gaming	\$ —	\$ 90,000	\$ —	\$ —	\$ —	\$ 90,000	76
	New Operating System (Registration, Reservation, POS)	DRA Gaming	\$ 90,000	\$ —	\$ —	\$ —	\$ —	\$ 90,000	77
	Quality of Life Needs Assessment	DRA Distribution	\$ —	\$ 40,000	\$ —	\$ —	\$ —	\$ 40,000	78

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PROGRAM/ DEPT	PROJECT DESCRIPTION	SOURCE OF FUNDS	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	TOTAL	PAGE
<b>CONFERENCE CENTER</b>									
<b>General Government</b>									
	Paint Exterior Metal	Sales Tax Fund (20%)	\$ —	\$ —	\$ —	\$ —	\$ 50,000	\$ 50,000	79
	Replace Carpet	GDTIF G.O. Debt	\$ —	\$ —	\$ 100,000	\$ 120,000	\$ 30,000	\$ 250,000	80
	Paint Interior Rooms and Areas	Sales Tax Fund (20%)	\$ —	\$ —	\$ —	\$ 38,000	\$ 18,000	\$ 56,000	81
	Replace Table, Chairs, and Podiums	DRA Distribution	\$ —	\$ —	\$ 300,000	\$ —	\$ 25,000	\$ 325,000	82
	Landscape Renovations	DRA Distribution	\$ —	\$ —	\$ —	\$ —	\$ 33,500	\$ 33,500	83
	Energy Efficiency Improvements	DRA Distribution	\$ 52,000	\$ 21,000	\$ —	\$ —	\$ —	\$ 73,000	84
	Market Study and Facility Assessment	Greater Downtown TIF	\$ —	\$ 65,000	\$ —	\$ —	\$ —	\$ 65,000	85
	Concrete Restoration	Sales Tax Fund (20%)	\$ —	\$ —	\$ 50,000	\$ —	\$ 175,000	\$ 225,000	86
	Repaint Exhibit Hall Airwalls	Sales Tax Fund (20%), DRA Distribution	\$ —	\$ —	\$ —	\$ 40,000	\$ —	\$ 40,000	87
	Replace Fabric Wall Covering	DRA Distribution	\$ —	\$ —	\$ 35,000	\$ 120,000	\$ 35,000	\$ 190,000	88
	Roof Restoration	Greater Downtown TIF	\$ —	\$ —	\$ —	\$ —	\$ 350,000	\$ 350,000	89
	Wood Bench Replacement	Sales Tax Fund (20%)	\$ —	\$ —	\$ —	\$ —	\$ 25,000	\$ 25,000	90
	Management and Operations Assessment	DRA Distribution	\$ —	\$ —	\$ —	\$ —	\$ 32,000	\$ 32,000	91
	Furniture Upholstery	DRA Distribution	\$ —	\$ —	\$ —	\$ —	\$ 30,000	\$ 30,000	92
	Trash Compactor Rehabilitation	DRA Distribution	\$ —	\$ —	\$ —	\$ —	\$ 30,700	\$ 30,700	93
	Replace Clouds	Sales Tax Fund (20%)	\$ —	\$ —	\$ —	\$ —	\$ 83,800	\$ 83,800	94
	Paint Bridge	DRA Distribution	\$ —	\$ —	\$ —	\$ —	\$ 35,000	\$ 35,000	95
	Staging and Riser Replacement	DRA Distribution	\$ —	\$ —	\$ —	\$ —	\$ 25,000	\$ 25,000	96
<b>LIBRARY</b>									
<b>Culture and Recreation</b>									
	Replace Water Piping - Phase 4	DRA Distribution	\$ 71,835	\$ —	\$ —	\$ —	\$ —	\$ 71,835	97
	Landscaping and Plaza Redesign	Sales Tax Fund (20%)	\$ 100,202	\$ —	\$ —	\$ —	\$ —	\$ 100,202	98
	Removal of Underground Oil Tank	Sales Tax Fund (20%)	\$ 59,379	\$ —	\$ —	\$ —	\$ —	\$ 59,379	99

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PROGRAM/ DEPT	PROJECT DESCRIPTION	SOURCE OF FUNDS	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	TOTAL	PAGE
<b>WATER DEPARTMENT</b>									
<b>Business Type</b>									
	Westside Water System Service Line Installation/Fire Hydrant Install/Purchase	Water Construction Fund	\$ 65,000	\$ —	\$ —	\$ —	\$ —	\$ 65,000	100
	Water Meter Replacement Program	Water Construction Fund	\$ 176,661	\$ 182,511	\$ 188,360	\$ 194,210	\$ 200,060	\$ 941,802	101
	Manhole Replacement Rehab	Water Construction Fund	\$ —	\$ 25,000	\$ —	\$ 25,000	\$ —	\$ 50,000	102
	Water Main Upgrades during Street General Repairs	Water Construction Fund	\$ —	\$ 20,000	\$ —	\$ 25,000	\$ —	\$ 45,000	103
	Maintenance of Public Water Mains during Stone Retaining Wall Repair	Water Construction Fund	\$ 20,000	\$ —	\$ 22,550	\$ —	\$ 22,550	\$ 65,100	104
	Fire Hydrant Assembly Relocation/Replacement for the Sidewalk Program	Water Construction Fund	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,400	\$ 100,400	105
	Cottingham Road Water Main	Water Construction Fund	\$ 187,813	\$ —	\$ —	\$ —	\$ —	\$ 187,813	106
	Southwest Arterial Water Main Extension	Water Construction Fund	\$ —	\$ 725,000	\$ —	\$ 1,575,000	\$ —	\$ 2,300,000	107
	SCADA & Communications Infrastructure	SRF Debt	\$ 495,000	\$ —	\$ —	\$ —	\$ —	\$ 495,000	109
	Water Main Replacements - Streets	Water Construction Fund	\$ 271,375	\$ —	\$ —	\$ —	\$ —	\$ 271,375	111
	Public Lead Line Water Replacement	SRF Debt	\$ 122,470	\$ 84,500	\$ 85,000	\$ —	\$ —	\$ 291,970	112
	Water Line Extensions to New Developments	SRF Debt	\$ 307,500	\$ 775,000	\$ —	\$ —	\$ —	\$ 1,082,500	113
	Wells, Well Field, and Raw Transmission Piping Repair	SRF Debt	\$ 250,000	\$ —	\$ 90,000	\$ —	\$ 110,500	\$ 450,500	114
	Water Treatment Plant Condition Assessment and Master Plan	SRF Debt	\$ 115,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 155,000	115
	Water Storage Tank Coating Program	Water Construction Fund	\$ 25,000	\$ 150,000	\$ 1,350,000	\$ 100,000	\$ 900,000	\$ 2,525,000	116
	Tamarak Park Frontage Road Water Main	Water Construction Fund	\$ 362,500	\$ —	\$ —	\$ —	\$ —	\$ 362,500	117
	West End Annexation Phase II	Water Construction Fund	\$ —	\$ —	\$ —	\$ —	\$ 300,250	\$ 300,250	118
	West End Annexation Phase I	Water Construction Fund	\$ —	\$ —	\$ —	\$ —	\$ 165,000	\$ 165,000	119
	Creek Crossing Restoration	Water Construction Fund	\$ 35,000	\$ 22,500	\$ 25,350	\$ 18,900	\$ 30,000	\$ 131,750	120
	Landfill Frontage Rd. Water Main Extension	Water Construction Fund	\$ 121,500	\$ —	\$ —	\$ —	\$ —	\$ 121,500	121
	Althausen St. & Eagle St. Water Main Improvements	SRF Debt	\$ 151,065	\$ 141,425	\$ —	\$ —	\$ —	\$ 292,490	122

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<b>WATER DEPARTMENT</b>									
<b>Business Type</b>									
	Public Safety Way Water Main Improvements	Water Construction	\$ —	\$ 106,700	\$ —	\$ —	\$ —	\$ 106,700	123
	Water Treatment Plant Boiler Improvements	Water Construction	\$ 20,000	\$ —	\$ —	\$ —	\$ —	\$ 20,000	124
	WTP and Pump Station Pipe Rehabilitation	Water Construction	\$ —	\$ 20,000	\$ —	\$ —	\$ —	\$ 20,000	125
	Pump Station Site Drainage Improvements	Water Construction	\$ —	\$ —	\$ 15,000	\$ —	\$ —	\$ 15,000	126
	McFadden Farm Water Main Improvement (S. Heacock Rd from Chavenelle to Pennsylvania)	Water Construction	\$ —	\$ —	\$ 176,186	\$ 517,410	\$ —	\$ 693,596	127
<b>WATER &amp; RESOURCE RECOVERY CENTER</b>									
<b>Business Type</b>									
	Final Clarifier Rehabilitation	State Revolving Fund Loan	\$ —	\$ 860,000	\$ —	\$ —	\$ —	\$ 860,000	128
	Lift Station SCADA Upgrades	Sanitary Sewer Construction Fund	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ —	\$ 200,000	129
	Activated Sludge Process Improvements	Sanitary Sewer Construction Fund	\$ —	\$ —	\$ —	\$ 70,000	\$ 98,000	\$ 168,000	130
	High-Strength Waste Receiving & Storage	State Revolving Fund Loan, Sanitary Sewer Construction Fund	\$ —	\$ 574,371	\$ 1,057,975	\$ —	\$ —	\$ 1,632,346	131
	UV Disinfection System Modifications	Sanitary Sewer Construction Fund	\$ 235,000	\$ —	\$ —	\$ —	\$ —	\$ 235,000	132
	Pump Trailer	Sanitary Sewer Construction	\$ 110,000	\$ —	\$ —	\$ —	\$ —	\$ 110,000	133
<b>AIRPORT</b>									
<b>Public Works</b>									
	Replace DJC Hangar Floor Coating	Sales Tax Fund (20%)	\$ 41,000	\$ —	\$ —	\$ —	\$ —	\$ 41,000	134
	Terminal Automated Vehicle Wash Facility	CSVI Funds, CFC Funds	\$ 227,750	\$ —	\$ —	\$ —	\$ —	\$ 227,750	135
	Rehabilitate Taxiway A	FAA Discretionary Funds, FAA Entitlement, Sales Tax Fund (20%)	\$ 350,000	\$ 4,702,500	\$ 5,152,300	\$ 2,475,000	\$ —	\$ 12,679,800	136
	Aviation Fueling Facilities NFPA Update	DRA Distribution	\$ 54,050	\$ —	\$ —	\$ —	\$ —	\$ 54,050	137

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PROGRAM/ DEPT	PROJECT DESCRIPTION	SOURCE OF FUNDS	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	TOTAL	PAGE
<b>Public Works</b>									
	Pavement Condition Study	FAA Entitlement, DRA Distribution	\$ 50,200	\$ —	\$ —	\$ 53,272	\$ —	\$ 103,472	138
	Asphalt Pavement Repair	DRA Distribution	\$ —	\$ 150,000	\$ —	\$ —	\$ —	\$ 150,000	139
	Perimeter Fence Improvements	Sales Tax Fund (20%)	\$ —	\$ 10,000	\$ —	\$ —	\$ —	\$ 10,000	140
	Corporate Hangar Facilities Maintenance	Sales Tax Fund (20%)	\$ —	\$ 20,000	\$ —	\$ 20,000	\$ —	\$ 40,000	141
	Storm Drain Improvements	Sales Tax Fund (20%)	\$ —	\$ —	\$ —	\$ 20,000	\$ —	\$ 20,000	142
	Extend Runway 18/36	FAA Entitlement Funds, Sales Tax Fund (20%)	\$ —	\$ —	\$ —	\$ —	\$ 268,000	\$ 268,000	143
<b>PUBLIC WORKS</b>									
<b>Public Works</b>									
	Asphalt Milling Program	Sales Tax Fund (30%)	\$ 82,500	\$ 84,000	\$ 87,000	\$ 88,000	\$ 92,000	\$ 433,500	144
	Curb Ramp Program	Sales Tax Fund (30%)	\$ 423,574	\$ 300,000	\$ 400,000	\$ 425,000	\$ 250,000	\$ 1,798,574	145
	Floodwall Post-Flood Repair Program	Sales Tax Fund (30%)	\$ 20,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 120,000	146
	Curb Replacement Program	Sales Tax Fund (30%)	\$ 20,000	\$ 20,000	\$ 25,000	\$ 25,000	\$ 20,000	\$ 110,000	147
	Steps, Hand Railings and Wall-Top Fencing	Sales Tax Fund (30%)	\$ —	\$ —	\$ 10,000	\$ 25,000	\$ 20,000	\$ 55,000	148
	Street Sign and Post Replacement	Sales Tax Fund (30%)	\$ —	\$ 10,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 55,000	149
	Concrete Street Section Repair Program	Sales Tax Fund (30%)	\$ 20,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 20,000	\$ 115,000	150
	56,000 Gross Vehicle Weight (GVW) Dump Truck Replacement	Sales Tax Fund (30%), Road Use Tax	\$ 215,000	\$ —	\$ —	\$ —	\$ 366,636	\$ 581,636	151
	Vacuum Street Sweeper Replacement	Road Use Tax, Sales Tax Fund (30%)	\$ 210,000	\$ —	\$ —	\$ 214,200	\$ —	\$ 424,200	152
	35,000 GVW Dump Truck Replacement	Sales Tax Fund (30%)	\$ —	\$ 381,404	\$ —	\$ —	\$ —	\$ 381,404	153
	Wheel Loader Purchase	Sales Tax Fund (30%)	\$ 206,350	\$ —	\$ —	\$ —	\$ —	\$ 206,350	154
<b>PUBLIC WORKS</b>									
<b>Public Works</b>									
	Municipal Service Center CNG Retrofit	DRA Distribution	\$ —			\$ —	\$ 28,630	\$ 28,630	155
<b>Business Type</b>									
	Cab-Over Solid Waste Vehicles	Refuse Collection Fund	\$ 596,260	\$ 528,628	\$ 540,800	\$ 314,308	\$ 471,324	\$ 2,451,320	156

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<b>PUBLIC WORKS</b>									
<b>Business Type</b>									
	Sanitary Sewer Root Foaming	Sanitary Sewer Construction Fund	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 150,000	157
	High Pressure Sewer Jet Cleaner	Sanitary Sewer Const. Fund	\$ —	\$ —	\$ —	\$ 210,000	\$ —	\$ 210,000	158
	Flood Control Units	Stormwater Construction Fund	\$ —	\$ 386,000	\$ —	\$ —	\$ —	\$ 386,000	159
	Hard Surface Deep Cleaning Self-Propelled Unit	Stormwater Construction Fund	\$ 166,100	\$ —	\$ —	\$ —	\$ —	\$ 166,100	160
	City Tipper Carts	Refuse Collection GO Debt	\$ 280,000	\$ 280,000	\$ 280,000	\$ —	\$ —	\$ 840,000	161
	Sandbagging Equipment	Stormwater Construction Fund	\$ 35,000	\$ —	\$ —	\$ —	\$ —	\$ 35,000	162
<b>ENGINEERING DEPARTMENT</b>									
<b>SANITARY SEWER</b>									
<b>Business Type</b>									
<b>General</b>									
	Sanitary Sewer Extensions to New Developments	Sanitary Sewer Construction Fund	\$ 13,275	\$ 33,866	\$ 59,145	\$ 174,473	\$ 31,925	\$ 312,684	163
	Sanitary Sewer Extensions to Existing Developments	Sanitary Sewer Construction Fund, Special Assessments, State Revolving Fund Loan	\$ 600,000	\$ 1,200,000	\$ —	\$ —	\$ —	\$ 1,800,000	164
	Twin Ridge Subdivision -Lagoon Abandonment	State Revolving Fund Loan	\$ —	\$ 465,000	\$ —	\$ —	\$ —	\$ 465,000	165
	Sanitary Sewer Extensions - Existing Development, Pre-annexation and Annexation Agreements	Sanitary Sewer Construction Fund	\$ —	\$ 233,500	\$ —	\$ —	\$ —	\$ 233,500	166
	McFadden Farm Sanitary Sewer Extension	DICW TIF	\$ —	\$ —	\$ 532,000	\$ —	\$ —	\$ 532,000	167
	Sewer Utility Master Plan	State Revolving Fund Loan	\$ 237,000	\$ 121,000	\$ —	\$ —	\$ —	\$ 358,000	168
	CCTV Inspection, Cleaning, and Assessment	State Revolving Fund Loan	\$ 285,000	\$ 180,000	\$ 180,000	\$ 180,000	\$ —	\$ 825,000	169



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<b>ENGINEERING DEPARTMENT</b>									
<b>SANITARY SEWER</b>									
<b>Business Type</b>									
	<b>Reconstruction</b>								
	Southfork Interceptor Sewer	Sanitary Sewer Construction	\$ —	\$ —	\$ 34,181	\$ 533,819	\$ —	\$ 568,000	170
	Knob Hill-Duggan Drive Sanitary Sewer Reconstruction	State Revolving Fund Loan	\$ —	\$ —	\$ 149,310	\$ —	\$ —	\$ 149,310	171
	Brunswick Sanitary Sewer	Sanitary Sewer Construction Fund	\$ —	\$ —	\$ 9,400	\$ 68,900	\$ —	\$ 78,300	172
	Southgate Sanitary Sewer Reconstruction	Sanitary Sewer Construction Fund	\$ —	\$ —	\$ 13,300	\$ 98,100	\$ —	\$ 111,400	173
	Center Grove Sanitary Sewer Reconstruction	Sanitary Sewer Construction Fund	\$ —	\$ —	\$ 7,300	\$ 60,000	\$ —	\$ 67,300	174
	Wood Street Sanitary Sewer Reconstruction	Sanitary Sewer Construction Fund	\$ 95,000	\$ —	\$ —	\$ —	\$ —	\$ 95,000	175
	Auburn & Custer Sanitary Sewer Reconstruction	State Revolving Fund Loan	\$ 316,400	\$ —	\$ —	\$ —	\$ —	\$ 316,400	176
	Grove Terrace Sanitary Sewer Reconstruction	Sanitary Sewer Construction Fund	\$ —	\$ 110,000	\$ —	\$ —	\$ —	\$ 110,000	177
	Heeb Street Sanitary Sewer Reconstruction	Sanitary Sewer Construction Fund	\$ 160,000	\$ —	\$ —	\$ —	\$ —	\$ 160,000	178
	Hempstead Sanitary Sewer Reconstruction	Sanitary Sewer Construction Fund	\$ 30,000	\$ 250,000	\$ —	\$ —	\$ —	\$ 280,000	179
	Cooper Place and Maiden Lane Sanitary Sewer Reconstruction	State Revolving Fund Loan	\$ —	\$ —	\$ 30,000	\$ 300,000	\$ —	\$ 330,000	180
	Abbott & Cottage Sanitary Sewer Reconstruction	Sanitary Sewer Construction Fund	\$ —	\$ —	\$ 20,000	\$ 200,000	\$ —	\$ 220,000	181
	Harvard St Sanitary Sewer Reconstruction	Sanitary Sewer Construction Fund	\$ —	\$ —	\$ —	\$ 18,000	\$ 160,000	\$ 178,000	182
	Cedar and Terminal Street Lift Station and Force Main Assessment and Improvements	State Revolving Loan Fund	\$ 750,000	\$ 1,416,000	\$ 2,260,000	\$ —	\$ —	\$ 4,426,000	183

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<b>ENGINEERING DEPARTMENT</b>									
<b>SANITARY SEWER</b>									
<b>Business Type</b>									
	Track Line Sanitary Cleaning and Lining	State Revolving Fund Loan	\$ 187,790	\$ —	\$ —	\$ —	\$ —	\$ 187,790	185
	Force Main Stabilization	General Fund, Federal Cap Section 14 Cap, State Revolving Loan Fund	\$ 100,000	\$ —	\$ —	\$ —	\$ 7,692,308	\$ 7,792,308	186
	Sanitary Sewer Lining Program	State Revolving Fund Loan	\$ —	\$ 132,500	\$ —	\$ —	\$ 220,000	\$ 352,500	187
	Manhole Replacement/Rehab Program	Sanitary Sewer Construction Fund	\$ —	\$ —	\$ 50,000	\$ —	\$ 40,000	\$ 90,000	188
	Center Place Alley Sanitary Sewer Rehabilitation	State Revolving Fund Loan	\$ 410,000	\$ —	\$ —	\$ —	\$ —	\$ 410,000	189
	Perry & Bradley Force Main and Lift Station Improvements	State Revolving Loan Fund	\$ —	\$ 35,000	\$ 225,000	\$ —	\$ —	\$ 260,000	190
	Couler Valley Interceptor Inspection, Cleaning and Rehabilitation	Sanitary Sewer Construction Fund	\$ —	\$ —	\$ 85,000	\$ —	\$ —	\$ 85,000	191
	General Sanitary Sewer Replacement	Sanitary Sewer Construction Fund	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 1,000,000	192
<b>STORMWATER</b>									
<b>Business Type</b>									
<b>General Storm Sewer Projects</b>									
	Stormwater Infiltration & Inflow Elimination Program	Stormwater Construction Fund	\$ 50,000	\$ 50,000	\$ 90,000	\$ 100,000	\$ 100,000	\$ 390,000	193
	Storm Sewer General Replacements	Stormwater Construction Fund	\$ 50,000	\$ 50,000	\$ 50,000	\$ 100,000	\$ 204,255	\$ 454,255	194
	Storm Sewer Improvements/Extensions	Stormwater Construction Fund	\$ 60,000	\$ 60,000	\$ 60,000	\$ 64,946	\$ 64,946	\$ 309,892	195
	Catch Basin Reconstruction	Stormwater Construction Fund	\$ 53,000	\$ 53,000	\$ 53,060	\$ 54,122	\$ 55,204	\$ 268,386	196
	Draintile Program	Stormwater Construction Fund	\$ 100,400	\$ 90,810	\$ 101,224	\$ 100,000	\$ 62,082	\$ 454,516	197
<b>Bee Branch Watershed Projects</b>									
	Bee Branch Creek RR Culverts	State Revolving Fund Loan, Federal Grant, Sales Tax Increment, Land & Water Conservation Grant, Stormwater Construction Fund	\$17,345,349	\$ —	\$ —	\$ —	\$ —	\$17,345,349	198
	Bee Branch Creek Gate & Pump Replacement	Federal Grant, State Sales Tax Increment, Stormwater Construction Fund	\$ 5,134,418	\$ 4,769,592	\$ —	\$ —	\$ —	\$ 9,904,010	200

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<b>ENGINEERING DEPARTMENT</b>									
<b>STORMWATER</b>									
<b>Business Type</b>									
	<b>Bee Branch Watershed Projects</b>								
	Flood Control Maintenance Facility	Sales Tax Increment	\$ —	\$ —	\$ —	\$ 220,000	\$ —	\$ 220,000	201
	<b>Specific Storm Sewer Projects</b>								
	University Ave Storm Sewer	Stormwater Construction Fund	\$ —	\$ —	\$ 150,000	\$ —	\$ —	\$ 150,000	202
	Heeb Street Storm Sewer (Street Program)	Stormwater Construction Fund	\$ 25,000	\$ —	\$ —	\$ —	\$ —	\$ 25,000	203
	Keokuk Storm Sewer Extension	Stormwater Construction Fund	\$ —	\$ 44,600	\$ —	\$ —	\$ —	\$ 44,600	204
	Copper Field Storm Sewer Extension Project	Stormwater Construction Fund	\$ —	\$ 34,700	\$ —	\$ —	\$ —	\$ 34,700	205
	Key Way Drive Outfall Project	Stormwater Construction Fund	\$ —	\$ 30,100	\$ —	\$ —	\$ —	\$ 30,100	206
	Pennsylvania Culvert Replacement	Stormwater Construction Fund	\$ —	\$ —	\$ —	\$ —	\$ 25,000	\$ 25,000	207
	Windsor Street Storm Sewer Extension	Stormwater Construction Fund	\$ —	\$ —	\$ —	\$ 80,500	\$ —	\$ 80,500	208
	Seippel Road Culvert Replacement	Stormwater Construction Fund	\$ —	\$ 8,000	\$ 48,000	\$ —	\$ —	\$ 56,000	209
	Catherine Street Storm Sewer Improvements	Stormwater Construction Fund	\$ 53,000	\$ —	\$ —	\$ —	\$ —	\$ 53,000	210
	Villa Street Storm Sewer Replacement	Stormwater Construction Fund	\$ 33,000	\$ —	\$ —	\$ —	\$ —	\$ 33,000	211
	Northridge Dr Storm Sewer Extension	Stormwater Construction Fund	\$ —	\$ —	\$ —	\$ —	\$ 133,200	\$ 133,200	212
<b>STREETS</b>									
<b>Public Works</b>									
	<b>Street Related Improvements</b>								
	Pavement Marking Project	Sales Tax Fund (30%), IDOT, Road Use Tax	\$ 135,000	\$ 135,000	\$ 135,000	\$ 135,000	\$ 135,000	\$ 675,000	213
	Street Construction General Repairs	Sales Tax Fund (30%)	\$ 100,000	\$ 100,000	\$ 110,000	\$ 110,000	\$ 100,000	\$ 520,000	214
	Pavement Preservation Program	DRA Distribution	\$ 48,000	\$ —	\$ —	\$ —	\$ —	\$ 48,000	215
	East - West Corridor Capacity Improvements	Road Use Tax, Fed DMATS Funding, State Grants (TSF), Greater Downtown TIF	\$ —	\$ 150,000	\$ 4,600,000	\$ —	\$ —	\$ 4,750,000	217
	Chavenelle Rd Reconstruction	DICW TIF, Special Assessments	\$ 3,700,000	\$ —	\$ —	\$ —	\$ —	\$ 3,700,000	219

**City of Dubuque**  
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PROGRAM/ DEPT	PROJECT DESCRIPTION	SOURCE OF FUNDS	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	TOTAL	PAGE
<b>ENGINEERING DEPARTMENT</b>									
<b>STREETS</b>									
<b>Public Works</b>									
	Heeb Street Reconstruction	Sales Tax Fund (30%), Special Assessments, General Obligation Debt	\$ 300,000	\$ —	\$ —	\$ —	\$ —	\$ 300,000	221
	Southwest Arterial Project	Sales Tax Fund (30%), Dubuque County	\$ 550,000	\$ —	\$ —	\$ —	\$ —	\$ 550,000	222
	Southwest Arterial ITS Corridor Development	Sales Tax Fund (30%), IDOT	\$ 850,000	\$ 850,000	\$ —	\$ —	\$ —	\$ 1,700,000	224
	Westside Drive Street Lights	Sales Tax Fund (30%)	\$ —	\$ —	\$ 150,000	\$ —	\$ —	\$ 150,000	225
	7th Street Extension to Pine Street	Sales Tax Fund (30%), Greater Downtown TIF	\$ —	\$ —	\$ —	\$ 191,500	\$ 650,000	\$ 841,500	226
	North Cascade Road Reconstruction	DMATS STP Funds, N Cascade Housing TIF	\$ —	\$ 1,497,200	\$ —	\$ —	\$ —	\$ 1,497,200	227
	Cedar Cross Rd Reconstruction	Road Use Tax, DMATS Funds, Special Assessments	\$ —	\$ —	\$ —	\$ —	\$ 400,000	\$ 400,000	229
	Seippel Road Reconstruction	DICW TIF and DMATS	\$ —	\$ —	\$ —	\$ —	\$ 280,000	\$ 280,000	230
	Pavement Rehabilitation - Concrete Street Repair, Mill and Asphalt Resurfacing	Sales Tax Fund (30%)	\$ 520,000	\$ —	\$ —	\$ —	\$ —	\$ 520,000	231
	Northwest Arterial Eastbound Dedicated Left Turn lane onto John F Kennedy (JFK) Road	Road Use Tax, Traffic Safety Grant	\$ 180,000	\$ —	\$ —	\$ —	\$ —	\$ 180,000	232
	Pavement Preservation Joint Sealing	Sales Tax Fund (30%), Road Use Tax	\$ 50,000	\$ 50,000	\$ 55,000	\$ 55,000	\$ —	\$ 210,000	233
	Rockdale Road Reconstruction	South Point Housing TIF, Special Assessments	\$ —	\$ —	\$ —	\$ —	\$ 200,000	\$ 200,000	234
<b>Sidewalk Related</b>									
	Sidewalk Inspection Program - Assessable	Special Assessments	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 150,000	235
	Sidewalk Program - City-Owned Property	Sales Tax Fund (30%)	\$ 170,000	\$ 100,000	\$ 100,000	\$ 50,000	\$ 50,000	\$ 470,000	236
	ADA Curb Ramp Construction	CDBG Grant	\$ —	\$ 12,600	\$ 12,600	\$ 12,600	\$ 12,600	\$ 50,400	237

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PROGRAM/ DEPT	PROJECT DESCRIPTION	SOURCE OF FUNDS	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	TOTAL	PAGE
<b>ENGINEERING DEPARTMENT</b>									
<b>STREETS</b>									
<b>Public Works</b>									
	Sidewalk Program Related Curb and Catch Basin Replacements	Sales Tax Fund (30%)	\$ 25,000	\$ 25,000	\$ 30,000	\$ 32,000	\$ 35,000	\$ 147,000	238
	Decorative Concrete Maintenance Program	Sales Tax Fund (20%)	\$ —	\$ —	\$ —	\$ 35,000	\$ 40,000	\$ 75,000	239
<b>Trails/General Maintenance</b>									
	Stone Retaining Walls	Sales Tax Fund (30%)	\$ —	\$ 100,000	\$ 105,000	\$ 110,000	\$ —	\$ 315,000	240
	Bridge Repairs/Maintenance	Sales Tax Fund (30%)	\$ —	\$ 100,000	\$ 100,000	\$ 100,000	\$ —	\$ 300,000	241
	Villa Street Retaining Wall	Road Use Tax	\$ 1,600,000	\$ —	\$ —	\$ —	\$ —	\$ 1,600,000	242
	Lowell Street Retaining Wall	Sales Tax Fund (30%)	\$ —	\$ 141,500	\$ —	\$ —	\$ —	\$ 141,500	243
	Brick Paver Maintenance	Sales Tax (30%)	\$ 30,000	\$ —	\$ 30,000	\$ —	\$ 30,000	\$ 90,000	244
	Complete Streets Elements	Sales Tax Fund (30%)	\$ —	\$ —	\$ 12,000	\$ 12,000	\$ 10,000	\$ 34,000	245
<b>ENGINEERING DEPARTMENT</b>									
<b>MISCELLANEOUS</b>									
<b>General Government</b>									
	Federal Building Renovation	GO Debt	\$ 446,000	\$ 346,800	\$ 286,000	\$ 36,500	\$ —	\$ 1,115,300	246
<b>Public Works</b>									
	Riverfront Dock Expansion	Greater Downtown TIF, Private Participant	\$ 1,050,000	\$ 1,050,000	\$ —	\$ —	\$ —	\$ 2,100,000	248
	Neighborhood Related Improvement	CDBG Grant	\$ —	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 40,000	250
	Riverfront Leasehold Improvements	Greater Downtown TIF	\$ 187,500	\$ 73,500	\$ —	\$ —	\$ —	\$ 261,000	251
	ABC Supply Building Deconstruction	GDTIF G.O. Debt	\$ 417,000	\$ —	\$ —	\$ —	\$ —	\$ 417,000	252
	Port of Dubuque - Security Cameras	DRA Distribution	\$ —	\$ 20,000	\$ —	\$ 20,000	\$ —	\$ 40,000	253
	Harbor Area Maintenance	Sales Tax Fund (20%)	\$ 25,000	\$ —	\$ 30,000	\$ —	\$ 35,000	\$ 90,000	254
	Ice Harbor Road - Museum Wetland Railing	Sales Tax Fund (20%)	\$ 20,000	\$ —	\$ —	\$ —	\$ —	\$ 20,000	255
	Third Street Overpass Railing Painting	Sales Tax Fund (30%)	\$ 120,000	\$ —	\$ —	\$ —	\$ —	\$ 120,000	256
	Speed Shields	Sales Tax Fund (30%)	\$ —	\$ 46,000	\$ 46,000	\$ 46,000	\$ —	\$ 138,000	257

**City of Dubuque**  
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PROGRAM/ DEPT	PROJECT DESCRIPTION	SOURCE OF FUNDS	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	TOTAL	PAGE
<b>TRAFFIC</b>									
<b>Public Works</b>									
	Street Light Replacement and New Installation	Sales Tax Fund (30%), Greater Downtown TIF	\$ 32,000	\$ 128,200	\$ 145,200	\$ 180,000	\$ 35,000	\$ 520,400	258
	Signalization Program	Sales Tax Fund (30%)	\$ 70,000	\$ 70,000	\$ 80,000	\$ 70,000	\$ 60,000	\$ 350,000	259
	Traffic Signal Mastarm Retrofit	Sales Tax Fund (30%)	\$ 65,000	\$ 70,000	\$ 75,000	\$ 80,000	\$ 65,000	\$ 355,000	260
	Traffic Signal Interconnect Conduit Replacement	Sales Tax Fund (30%)	\$ 30,000	\$ 40,000	\$ 70,000	\$ 40,000	\$ 40,000	\$ 220,000	261
	Traffic Signal Controller Replacement	Sales Tax Fund (30%)	\$ 35,000	\$ 35,000	\$ 45,000	\$ 45,000	\$ 35,000	\$ 195,000	262
	Street Lighting and Traffic Signal Knockdown/Insurance	Insurance Reimbursements, Sales Tax Fund (30%)	\$ 25,000	\$ 25,000	\$ 30,000	\$ 30,000	\$ 25,000	\$ 135,000	263
	Street Camera Installation	Sales Tax Fund (30%), GDTIF	\$ 82,476	\$ 105,775	\$ 89,798	\$ 105,000	\$ 15,000	\$ 398,049	264
	LED Re-lamp schedule	Sales Tax Fund (30%)	\$ —	\$ 25,000	\$ 30,000	\$ 25,000	\$ 20,000	\$ 100,000	265
	Traffic Signal Battery Backup Program	Sales Tax Fund (30%)	\$ 10,000	\$ 15,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 85,000	266
	Traffic Signal Intersection Reconstruction	Sales Tax Fund (30%)	\$ 40,000	\$ 50,000	\$ 75,000	\$ 72,472	\$ 65,000	\$ 302,472	267
	Surge and Grounding Improvements at Signals City-Wide	Sales Tax Fund (30%)	\$ 10,000	\$ 15,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 85,000	268
	STREETS Traffic Control Project	Sales Tax Fund (30%), Federal Grant, State Grants, IDOT, DMATS, DRA Distribution	\$ 3,466,250	\$ 75,000	\$ 50,000	\$ —	\$ —	\$ 3,591,250	269
	Traffic Signal Fiber Optics	Sales Tax Fund (30%)	\$ 65,000	\$ 65,000	\$ 100,000	\$ 100,000	\$ —	\$ 330,000	270
<b>ENGINEERING DEPARTMENT</b>									
<b>TRAFFIC</b>									
<b>Public Works</b>									
	ITS Traffic Control Equipment	Sales Tax Fund (30%)	\$ 20,000	\$ 20,000	\$ 25,000	\$ 34,000	\$ 25,000	\$ 124,000	271
	Traffic Signal Vehicle Detection Conversion	Sales Tax Fund (30%)	\$ 50,000	\$ 50,000	\$ 60,000	\$ 64,000	\$ 40,000	\$ 264,000	272
	Grandview Street Light Replacement	Sales Tax Fund (30%)	\$ 35,000	\$ —	\$ 50,000	\$ 100,000	\$ —	\$ 185,000	273
	INET Replacement Build Out	Sales Tax Fund (30%)	\$ 90,000	\$ 90,000	\$ 150,000	\$ 65,000	\$ —	\$ 395,000	274
	Emergency Preemption Expansion and Upgrades	Sales Tax Fund (30%)	\$ 15,000	\$ 15,000	\$ 15,000	\$ 20,000	\$ 20,000	\$ 85,000	275

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PROGRAM/ DEPT	PROJECT DESCRIPTION	SOURCE OF FUNDS	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	TOTAL	PAGE
<b>ENGINEERING DEPARTMENT</b>									
<b>TRAFFIC</b>									
<b>Public Works</b>									
	Asbury Rd Signalization Reconstruction	Sales Tax Fund (30%)	\$ 120,000	\$ —	\$ —	\$ —	\$ —	\$ 120,000	276
	Fiber Optic Conduit - Miscellaneous	Sales Tax Fund (30%)	\$ 40,000	\$ 40,000	\$ 50,000	\$ 50,000	\$ 40,000	\$ 220,000	277
	Fiber Infrastructure Management System	Sales Tax Fund (30%)	\$ —	\$ 100,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 130,000	278
	Broadband Acceleration and Universal Access	Sales Tax Fund (30%)	\$ 136,000	\$ 130,000	\$ 125,000	\$ 120,000	\$ —	\$ 511,000	279
<b>BUILDING SERVICES</b>									
<b>Public Safety</b>									
	Downtown URD Non-Profit ADA Assistance	Greater Downtown TIF	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 500,000	280
	Downtown ADA Assistance	Greater Downtown TIF	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 150,000	281
	Integrated Access Control and Security System	Sales Tax Fund (20%)	\$ 48,500	\$ 19,750	\$ 17,500	\$ —	\$ —	\$ 85,750	282
<b>ECONOMIC DEVELOPMENT</b>									
<b>Community and Economic Development</b>									
	Greater Downtown Urban Renewal District Incentive & Rehab Program	Greater Downtown TIF	\$ 392,900	\$ 350,000	\$ 390,000	\$ 400,000	\$ 350,000	\$ 1,882,900	283
	Kerper Boulevard Revitalization	DRA Distribution	\$ 50,000	\$ —	\$ —	\$ —	\$ —	\$ 50,000	284
	Workforce Development	General Fund, DICW (Land Sales)	\$ 310,000	\$ —	\$ —	\$ —	\$ —	\$ 310,000	285
	Washington Neighborhood Façade Program	Greater Downtown TIF	\$ 120,000	\$ 70,000	\$ 60,000	\$ 200,000	\$ 100,000	\$ 550,000	286
	Downtown Rehab Grant Program	Greater Downtown TIF	\$ 70,000	\$ 70,000	\$ 60,000	\$ 50,000	\$ 50,000	\$ 300,000	287
	Historic Preservation Revolving Loan	UDAG Loan Repayments	\$ 9,270	\$ 9,270	\$ 9,270	\$ 9,270	\$ 9,270	\$ 46,350	288
	Develop McFadden Property	DICW G.O. Debt	\$ —	\$ —	\$ 4,928,082	\$ 4,707,351	\$ —	\$ 9,635,433	289
	Downtown Rehabilitation Loan Program	Greater Downtown TIF, Loan Repayments	\$ —	\$ —	\$ —	\$ 300,000	\$ —	\$ 300,000	290

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PROGRAM/ DEPT	PROJECT DESCRIPTION	SOURCE OF FUNDS	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	TOTAL	PAGE
<b>ECONOMIC DEVELOPMENT</b>									
<b>Community and Economic Development</b>									
	Central Ave Corridor Initiative	GDTIF G.O. Debt	\$ 50,000	\$ 50,000	\$ 50,000	\$ —	\$ —	\$ 150,000	291
	Central Avenue Streetscape Master Plan Implementation	Greater Downtown TIF	\$ —	\$ 120,000	\$ 20,000	\$ —	\$ —	\$ 140,000	292
	Dubuque Industrial Center South Signs	DICW TIF	\$ —	\$ —	\$ 80,465	\$ —	\$ —	\$ 80,465	293
	Dubuque Industrial Center Signs	DICW TIF	\$ —	\$ —	\$ 50,000	\$ —	\$ —	\$ 50,000	294
	South Port Master Plan Implementation	EPA, Sales Tax Fund (20%)	\$ —	\$ —	\$ 215,000	\$ —	\$ —	\$ 215,000	295
<b>TRANSPORTATION SERVICES DEPARTMENT</b>									
<b>Transit Division</b>									
<b>Business Type</b>									
	Transit Vehicle Replacement	General Fund, General Obligation Debt, DRA Distribution, FTA Grant, Sales Tax 20%	\$ 794,824	\$ 560,276	\$ 383,182	\$ 100,000	\$ 298,997	\$ 2,137,279	296
	Bus Stop Improvements	CDBG	\$ 37,870	\$ 17,072	\$ 10,250	\$ 37,313	\$ 17,933	\$ 120,438	298
	Onboard Security Cameras	Sales Tax Fund (20%), FTA Allocation	\$ 112,740	\$ —	\$ —	\$ —	\$ —	\$ 112,740	299
<b>Parking Division</b>									
<b>Business Type</b>									
	Port of Dubuque Ramp Major Maintenance	Private Participant	\$ 81,305	\$ 82,931	\$ 84,590	\$ 86,282	\$ 88,008	\$ 423,116	300
	East 12th and Elm Street Parking Lot Construction	GDTIF G.O. Debt	\$ 589,000	\$ —	\$ —	\$ —	\$ —	\$ 589,000	301
	Locust/Iowa Street Parking Ramp Repairs and Additional Parking	Parking Construction Fund, GDTIF G.O. Debt	\$ —	\$ 10,000,000	\$ 8,500,000	\$ —	\$ —	\$ 18,500,000	302
	Maintenance of Municipal Parking Lots	Parking Construction Fund	\$ 50,000	\$ —	\$ —	\$ —	\$ —	\$ 50,000	303
	Parking Ramp Occupancy Engineering Certification	Parking Construction Fund	\$ 26,500	\$ —	\$ —	\$ —	\$ —	\$ 26,500	304





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PROGRAM/ DEPT	PROJECT DESCRIPTION	SOURCE OF FUNDS	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	TOTAL	PAGE
<b>CITY CLERKS OFFICE</b>									
<b>General Government</b>									
	City Clerk's Office Redesign	DRA Gaming, DRA Distribution	\$ 5,000	\$ 25,400	\$ —	\$ —	\$ —	\$ 30,400	325
<b>FINANCE</b>									
<b>General Government</b>									
	General Ledger Software	G.O. Debt (Sales Tax Fund 20%)	\$ 250,000	\$ 750,000	\$ —	\$ —	\$ —	\$ 1,000,000	326
<b>INFORMATION SERVICES</b>									
<b>Business Type</b>									
	City-Wide Computer and Printer Replacements	Sanitary Sewer Construction Fund, Storm Sewer Construction Fund, Garage Service Fund, Water Construction Fund	\$ 30,175	\$ 41,150	\$ 58,537	\$ 81,337	\$ 23,450	\$ 234,649	327
	City-Wide Multifunction Replacement	Sanitary Sewer Construction Fund, Storm Sewer Construction Fund, Garage Service Fund, Water Construction Fund	\$ 29,060	\$ —	\$ —	\$ —	\$ —	\$ 29,060	328
<b>INFORMATION SERVICES</b>									
<b>General Government</b>									
	City-Wide Computer and Printer Replacements	Sales Tax Fund (20%), DRA Distribution, Sales Tax Fund (30%), Cable TV Fund	\$ 620,023	\$ 1,003,804	\$ 522,097	\$ 598,274	\$ 281,443	\$ 3,025,641	329
	City-Wide Multifunction Replacement	Sales Tax Fund (20%), Road Use Tax Fund, Dubuque County Share	\$ 95,654	\$ —	\$ —	\$ —	\$ —	\$ 95,654	330
	Network Security Risk Assessment	DRA Distribution, Sales Tax Fund (20%)	\$ 22,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ —	\$ 67,000	331
	Layer 2 Redundant Network Switch	DRA Distribution	\$ 74,000	\$ 75,229	\$ —	\$ —	\$ —	\$ 149,229	332
	Enterprise Firewall Security Gateway Cluster	Sales Tax Fund (20%)	\$ 37,955	\$ —	\$ —	\$ —	\$ —	\$ 37,955	333
	Ransomware Defender & File Recovery	DRA Distribution	\$ 47,400	\$ —	\$ —	\$ 3,210	\$ —	\$ 50,610	334
	Network Monitoring & Troubleshooting	Sales Tax Fund (20%)	\$ 30,240	\$ —	\$ —	\$ —	\$ —	\$ 30,240	335
	Third Street Data Center	DRA Distribution	\$ —	\$ —	\$ —	\$ 303,000	\$ —	\$ 303,000	336
<b>Grand Total</b>			<b>\$ 59,747,247</b>	<b>\$ 46,374,070</b>	<b>\$ 41,267,675</b>	<b>\$ 30,135,368</b>	<b>\$ 22,571,028</b>	<b>\$ 200,095,388</b>	



DEPARTMENT: 13 - Fire		STATE PROGRAM: 1C - Public Safety	PROJECT TITLE: Ladder Truck & Pumper Replacement			YEAR FIRST SUBMITTED: FY 2016	ACTIVITY NO: 350-1016	TOTAL PROJECT COST \$ 3,462,487
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
		<b>A. EXPENDITURE ITEMS</b>						
\$ 97,385	\$ 350,000	Pumper or Ladder Truck	\$ —	\$ 1,557,550	\$ —	\$ 405,200	\$ —	\$ —
		Haz Mat Truck	\$ 408,000	\$ —	\$ —	\$ —	\$ —	\$ —
	\$ 179,325	Pumper (Fleet Expansion)	\$ —	\$ —	\$ —	\$ 460,000	\$ —	\$ —
\$ 5,027		Consultant	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —
			\$ —	\$ —	\$ —	\$ —	\$ —	\$ —
\$ 102,412	\$ 529,325	TOTAL	\$ 408,000	\$ 1,557,550	\$ —	\$ 865,200	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
		Dubuque County	\$ 119,583	\$ —	\$ —	\$ —	\$ —	\$ —
		G.O. Debt (Sales Tax Fund 20%)	\$ 288,417	\$ 1,557,550	\$ —	\$ 865,200	\$ —	\$ —
\$ 102,412	\$ 179,325	Sales Tax Fund (20%)	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —
\$ 102,412	\$ 179,325	TOTAL	\$ 408,000	\$ 1,557,550	\$ —	\$ 865,200	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project goal replaces fire apparatus based on a schedule of 20 year service life for pumpers and 30 year service life for ladder trucks. The project also replaces the 1998 Freightliner/Simon Hazmat truck at 23 years. FY21 funding would replace this Hazardous Materials Response Truck (23 yrs.). In FY22, funding would replace the 1995 General Safety ladder truck due to rust deterioration (27 yrs). FY24 funding would replace 2004 International/Simon pumper (20 yrs). Also in FY24, requested funding would provide for the addition of one fire engine to the fleet. This additional fire engine would be needed to equip the expansion to a seventh fire station. As an expansion unit, additional cost covers equipment for this engine (hose, tools, etc.).

#### RELATIONSHIP TO OTHER PROJECTS

This project is related to Fire Station Expansion/Relocation (#350-1864) for the additional unit funded in FY24.

#### OUTCOME

Healthy and Safe: Continue to provide a timely response to emergency calls for service.

#### FUNDING RESTRICTIONS

This project may only be funded by Sales Tax Fund (20%) or DRA Distribution/Gaming.

DEPARTMENT: 13 - Fire		STATE PROGRAM: 1C - Public Safety	PROJECT TITLE: HVAC Replacement at Fire Headquarters 11 West 9th Street			YEAR FIRST SUBMITTED: FY 2020	ACTIVITY NO: 350-2810	TOTAL PROJECT COST \$ 593,529
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
	\$ 80,000	<b>A. EXPENDITURE ITEMS</b>						
		HVAC Control Replacement	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —
		Boiler Replacement	\$ 168,924	\$ —	\$ —	\$ —	\$ —	\$ —
		Air Handler Replacement	\$ —	\$ 344,605	\$ —	\$ —	\$ —	\$ —
\$ —	\$ 80,000	<b>TOTAL</b>	\$ 168,924	\$ 344,605	\$ —	\$ —	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
	\$ 80,000	G.O. Debt (Sales Tax Fund 20%)	\$ 168,924	\$ 344,605	\$ —	\$ —	\$ —	\$ —
\$ —	\$ 80,000	<b>TOTAL</b>	\$ 168,924	\$ 344,605	\$ —	\$ —	\$ —	\$ —
		<b>C. IMPACT - OPERATIONS</b>						
		Operating Cost (Savings)	\$ (2,000)	\$ (1,500)	\$ —	\$ —	\$ —	\$ —
		Operating Revenue	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project replaces Heating Ventilation and Air Conditioning (HVAC) components at Fire Headquarters over a three-year period. The heating boiler, air handlers, and associated control system are original to the building (1970). All three components are beyond their expected service life. The HVAC and Lighting System Improvement Study completed in 2015 listed replacement of these components as the top priority. This project would provide for replacement of the system controls in FY2020 (\$80,000) with estimated pay-back in 12 years, replace the heating boiler in FY2021 (\$168,924) for which the study suggested "dramatic" energy savings, and replace all three air handling units in FY2022 (\$344,605) to relieve excess condensation and mold growth, improving the air quality in the building.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Sustainable Environment: Reduce the community's carbon footprint (50% by 2030).

#### FUNDING RESTRICTIONS

This project may only be funded by Sales Tax Fund (20%) or DRA Distribution/Gaming.

<b>DEPARTMENT:</b> 13 - Fire		<b>STATE PROGRAM:</b> 1C - Public Safety	<b>PROJECT TITLE:</b> Outdoor Warning Siren Repair/Replace			<b>YEAR FIRST SUBMITTED:</b> FY2021 <b>ACTIVITY NO:</b> 102-1135	<b>TOTAL PROJECT COST</b> \$ 300,000	
<b>2019 EXPENSE</b>	<b>2020 BUDGET</b>	<b>PROJECT BUDGET</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
		<b>A. EXPENDITURE ITEMS</b>						
		Equipment Purchase	\$ 100,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ 100,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ —
		<b>B. PROJECT FINANCING</b>						
		DRA Distribution	\$ 100,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ 100,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project seeks to extend the service life of the City-wide outdoor warning siren system. The components of this system are now over twenty years old and failure of siren components is starting to drive up repair costs. Additionally, any failure of this warning system could have serious safety ramifications. The project is designed to replace and or repair the system of 17 outdoor warning sirens over a five-year period.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other Capital Improvement Projects

#### OUTCOME

Healthy and Safe: Have residents feeling safe in any neighborhood and throughout the community.

#### FUNDING RESTRICTIONS

This project may only be funded by Sales Tax Fund (20%) or DRA Distribution/Gaming.

<b>DEPARTMENT:</b> 13 - Fire		<b>STATE PROGRAM:</b> 1C - Public Safety	<b>PROJECT TITLE:</b> Fire Station Exhaust Systems			<b>YEAR FIRST SUBMITTED:</b> <b>ACTIVITY NO:</b>	FY2021 101-2824	<b>TOTAL PROJECT COST</b> \$ 100,000
<b>2019 EXPENSE</b>	<b>2020 BUDGET</b>	<b>PROJECT BUDGET</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
		<b>A. EXPENDITURE ITEMS</b>						
		Equipment + Installation	\$ 30,000	\$ 30,000	\$ 40,000	\$ —	\$ —	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ 30,000	\$ 30,000	\$ 40,000	\$ —	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
		DRA Gaming	\$ 30,000	\$ 30,000	\$ 40,000	\$ —	\$ —	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ 30,000	\$ 30,000	\$ 40,000	\$ —	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project will provide air filtration for vehicle exhaust in the fire stations. Diesel exhaust has been identified as a health hazard within fire stations where personnel are living around-the-clock near fire apparatus. This project funds the installation of filtration and air-cleaning equipment to all stations over a three-year project. FY21 will address the most critical needs which are Stations 4, 5, & 6 due to living quarters over the apparatus garage. FY22 will provide equipment for Stations 2 & 3, and the final year will install the system at Fire Headquarters.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other Capital Improvement Projects.

#### OUTCOME

Financially Responsible, High Performance City Organization: Have well maintained City infrastructure.

#### FUNDING RESTRICTIONS

This project may only be funded by Sales Tax Fund (20%) or DRA Distribution/Gaming.

DEPARTMENT: 13 - Fire		STATE PROGRAM: 1C - Public Safety	PROJECT TITLE: Station 6 Structural, Roof, and Tuckpointing Repairs			YEAR FIRST SUBMITTED: FY19	TOTAL PROJECT COST	
						ACTIVITY NO: 350-2706	\$ 209,000	
						102-2706		
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
		<b>A. EXPENDITURE ITEMS</b>						
		Construction	\$ 190,000	\$ —	\$ —	\$ —	\$ —	\$ —
		Contingency	\$ 19,000	\$ —	\$ —	\$ —	\$ —	\$ —
\$ —	\$ —	TOTAL	\$ 209,000	\$ —	\$ —	\$ —	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
		DRA Distribution	\$ 209,000	\$ —	\$ —	\$ —	\$ —	\$ —
\$ —	\$ —	TOTAL	\$ 209,000	\$ —	\$ —	\$ —	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project completes building structural repair work that was not able to be previously funded in this CIP. In September of 2019, bids for the project came in well over engineering estimates and were rejected. This work will be re-bid during a more favorable construction season. During the design phase the fire station roof was identified as needing replacement. The CIP for structural repairs in FY19 contained only enough funds to complete tuckpointing of brick exterior in the construction area. Additional tuckpointing is necessary to maintain the exterior and stop water infiltration. This project will provide the additional funding expected for the structural repair, as well as roof and tuckpointing needs.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Financially Responsible, High Performance City Organization: Have well maintained City infrastructure.

#### FUNDING RESTRICTIONS

This project may only be funded by Sales Tax Fund (20%) or DRA Distribution/Gaming.



DEPARTMENT: 13 - Fire		STATE PROGRAM: 1C - Public Safety	PROJECT TITLE: Implement Mechanical & Electrical System Design Study Recommendations			YEAR FIRST SUBMITTED: FY 2018	ACTIVITY NO: 350-2575	TOTAL PROJECT COST \$ 108,937
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
		<b>A. EXPENDITURE ITEMS</b>						
\$ 4,897		Property Maintenance	\$ 26,010	\$ 26,010	\$ —	\$ 26,010	\$ 26,010	\$ —
\$ 4,897	\$ —	TOTAL	\$ 26,010	\$ 26,010	\$ —	\$ 26,010	\$ 26,010	\$ —
		<b>B. PROJECT FINANCING</b>						
\$ 4,897		Sales Tax Fund (20%)	\$ 26,010	\$ 26,010	\$ —	\$ 26,010	\$ 26,010	\$ —
			\$ —	\$ —	\$ —	\$ —	\$ —	\$ —
\$ 4,897	\$ —	TOTAL	\$ 26,010	\$ 26,010	\$ —	\$ 26,010	\$ 26,010	\$ —
		<b>C. IMPACT - OPERATIONS</b>						
		Operating Cost (Savings)	\$ —	\$ —	\$ (5,000)	\$ (5,000)	\$ (5,000)	\$ —
		Operating Revenue	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project would implement recommendations from the recent Heating, Ventilation, and Air Conditioning (HVAC) and Lighting study. Modus consultants provided a five-year plan to improve HVAC and lighting at all six fire stations. This report seeks to identify cost-savings and energy conservation projects among fire stations that will reduce the environmental impact and provide savings in operating costs. This project covers upgrades to lighting and HVAC projects at five satellite fire stations.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other Capital Improvement Projects.

#### OUTCOME

Sustainable Environment: Reduce the community's carbon footprint (50% by 2030).

#### FUNDING RESTRICTIONS

This project may only be funded by Sales Tax Fund (20%) or DRA Distribution/Gaming.

<b>DEPARTMENT:</b> 13 - Fire		<b>STATE PROGRAM:</b> 1C - Public Safety	<b>PROJECT TITLE:</b> Replace Flooring and Paint at Station 4			<b>YEAR FIRST SUBMITTED:</b> FY 2018 <b>ACTIVITY NO:</b> 101-1444	<b>TOTAL PROJECT COST</b> \$ 14,280	
<b>2019 EXPENSE</b>	<b>2020 BUDGET</b>	<b>PROJECT BUDGET</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
		<b>A. EXPENDITURE ITEMS</b>						
		Construction	\$ 14,280	\$ —	\$ —	\$ —	\$ —	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ 14,280	\$ —	\$ —	\$ —	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
		DRA Gaming	\$ 14,280	\$ —	\$ —	\$ —	\$ —	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ 14,280	\$ —	\$ —	\$ —	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project replaces deteriorating vinyl floor tile throughout the first floor of Station 4 (University). Installation of ceramic tile will eliminate the need for waxing and buffing, therefore reducing the time and cost to maintain a high-traffic area. This project also would provide for repainting of various areas of the interior plaster and paint. Loose plaster and peeling paint remain in living spaces of the building not done in previous projects .

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to another capital improvement project.

#### OUTCOME

Financially Responsible, High Performance City Organization: Have well maintained City infrastructure.

#### FUNDING RESTRICTIONS

This project may only be funded by Sales Tax Fund (20%) or DRA Distribution/Gaming

<b>DEPARTMENT:</b> 13 - Fire		<b>STATE PROGRAM:</b> 1C - Public Safety	<b>PROJECT TITLE:</b> Ambulance Replacement			<b>YEAR FIRST SUBMITTED:</b> <b>ACTIVITY NO:</b>	FY 2019 350-2507	<b>TOTAL PROJECT COST</b> \$ 534,480
<b>2019 EXPENSE</b>	<b>2020 BUDGET</b>	<b>PROJECT BUDGET</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
		<b>A. EXPENDITURE ITEMS</b>						
		Ambulance	\$ —	\$ —	\$ 267,240	\$ —	\$ 267,240	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ —	\$ —	\$ 267,240	\$ —	\$ 267,240	\$ —
		<b>B. PROJECT FINANCING</b>						
		DRA Distribution	\$ —	\$ —	\$ 267,240	\$ —	\$ 267,240	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ —	\$ —	\$ 267,240	\$ —	\$ 267,240	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project goal is to replace ambulances after a twelve-year service life. Due to the planned increase in staffing to accommodate a third, full-time ambulance crew, another ambulance will need to be added to the existing fleet. The FY23 begins the replacement of a five-vehicle fleet and would retire a 2010 Lifeline ambulance (13 years). The FY25 funding request provides for the additional ambulance and associated equipment for the fire station expansion and relocation project.

#### RELATIONSHIP TO OTHER PROJECTS

This project is related to the Fire Station Expansion/Relocation project (#350-1864) for the staffing need to cover an ambulance addition.

#### OUTCOME

Healthy and Safe: Continue to provide a timely response to emergency calls for service.

#### FUNDING RESTRICTIONS

This project may only be funded by Sales Tax Fund (20%) or DRA Distribution/Gaming.

DEPARTMENT: 13 - Fire		STATE PROGRAM: 1C - Public Safety	PROJECT TITLE: Fire Station Expansion/Relocation			YEAR FIRST SUBMITTED: FY 2007	ACTIVITY NO: 350-1864	TOTAL PROJECT COST \$ 846,000
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
		<b>A. EXPENDITURE ITEMS</b>						
		Design & Engineering	\$ —	\$ —	\$ —	\$ —	\$ 500,000	\$ 114,000
		Land and R.O.W	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —
		Construction	\$ —	\$ —	\$ —	\$ —	\$ 306,000	\$ 2,413,920
		Other	\$ —	\$ —	\$ 40,000	\$ —	\$ —	\$ 603,480
\$ —	\$ —	<b>TOTAL</b>	\$ —	\$ —	\$ 40,000	\$ —	\$ 806,000	\$ 3,131,400
		<b>B. PROJECT FINANCING</b>						
		Sales Tax Fund (20%)	\$ —	\$ —	\$ 40,000	\$ —	\$ —	\$ —
		G.O. Debt (Sales Tax Fund 20%)	\$ —	\$ —	\$ —	\$ —	\$ 806,000	\$ 3,131,400
\$ —	\$ —	<b>TOTAL</b>	\$ —	\$ —	\$ 40,000	\$ —	\$ 806,000	\$ 3,131,400
		<b>C. IMPACT - OPERATIONS</b>						
		Operating Cost (Savings)	\$ 175,426	\$ 267,744	\$ 367,702	\$ 462,385	\$ 559,909	\$ 1,162,605
		Operating Revenue	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides for an additional west end fire station as development and annexation occurs. It is currently projected to be designed in FY 2025 due to the Southwest Arterial opening one year later and no plans for development. This station would be approximately 10,000 square feet and house two response apparatus, plus storage for other reserve units. The City of Dubuque currently has an annexation study and not an annexation plan. However, addition of this fire station and associated ambulance and firefighting response capability and capacity positions the City well to develop an annexation plan and begin the process of annexation in the near future. The City Development Board, that approves annexation expects services to be provided within 3 years of annexation. For a new station, operating costs include insurance, utilities, equipment, maintenance, furniture, and the cost of twelve new employees. Beginning in FY2020, one (1) new employee was added, one (1) additional new employee would start in FY 2021, FY 2022, FY 2023, FY 2024, FY 2025 as well. The remaining positions would start in FY 2026 and after (for a total of 12 positions). The current minimum staffing per shift is 22, with 28 personnel assigned to cover leave. During the build up of positions before a fire station is constructed, the additional personnel will reduce the need for overtime as each shift will have more positions available to cover vacations and other leave. This advantage will diminish once the new engine and ambulance are placed in service in FY2026. This project does NOT include costs for an additional fire engine and ambulance, these costs are listed in separate CIPs.

<b>DEPARTMENT:</b> 13 - Fire	<b>STATE PROGRAM:</b> 1C - Public Safety	<b>PROJECT TITLE:</b> Fire Station Expansion/Relocation	<b>YEAR FIRST SUBMITTED:</b> FY 2007 <b>ACTIVITY NO:</b> 350-1864	<b>TOTAL PROJECT COST</b> \$ 846,000
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#### **PROJECT DESCRIPTION/JUSTIFICATION (Continued)**

In 2006 a study on Municipal Fire and Emergency Service Response and Deployment was done by Matrix Consulting Group. The study included an evaluation of station needs based on near-term and long-term growth projections and evaluation of alternative station locations. Over 164,000 different scenarios were evaluated. The report states, "As development occurs, the City should add one additional station and relocate one current station to accommodate the increase in fire department workload. This scenario would consist of adding a station at or near Chavenelle & Radford to provide service to the west side of the City." In FY 2022, this study will be updated to ensure the proper location and size of station is constructed based on the 15 years of growth that will have occurred since 2006. Should the study show that only the relocation of an existing station should occur in FY 2024, then six new fire fighters would be needed to allow for staffing a new ambulance and the remaining six personnel would move from the station being relocated. The design of this station is estimated to occur in Fiscal Year 2023, with construction in the following year; however, the timing is completely dependent on future development/annexation and could be delayed. This expanded fire station would provide coverage to several areas identified in the 2018 Annexation Study prepared by the Planning Services Department. This includes areas along the Southwest Arterial corridor identified in sections L, I, and G of the study. As annexation and development occurs in these areas, revenue derived would help support the fire station expansion. The cumulative cost for staff and operating the new station would be \$1,410,611 per year. Should the study show an existing station could be closed this would reduce operating expenses. Once an expansion fire station and two units are in service the daily minimum will increase to 26, with 32 personnel assigned per shift. At that time the 12 new positions would add 3 Medical Officers and 9 firefighters to the department roster.

#### **RELATIONSHIP TO OTHER PROJECTS**

This project is related to Ambulance Replacement and Addition (#350-3507) and Ladder Truck & Pumper Replacement and Addition (#350-1016).

#### **OUTCOME**

Healthy and Safe: Provide timely response to emergency calls for service.

#### **FUNDING RESTRICTIONS**

This project may only be funded by Sales Tax Fund (20%) or DRA Distribution/Gaming.

<b>DEPARTMENT:</b> 13 - Fire		<b>STATE PROGRAM:</b> 1C - Public Safety	<b>PROJECT TITLE:</b> Station 5 Bathroom Remodel			<b>YEAR FIRST SUBMITTED:</b> FY2021 <b>ACTIVITY NO:</b>	<b>TOTAL PROJECT COST</b> \$ 15,000	
<b>2019 EXPENSE</b>	<b>2020 BUDGET</b>	<b>PROJECT BUDGET</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
		<b>A. EXPENDITURE ITEMS</b>						
		Construction	\$ —	\$ —	\$ 15,000	\$ —	\$ —	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ —	\$ —	\$ 15,000	\$ —	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
		Sales Tax Fund (20%)	\$ —	\$ —	\$ 15,000	\$ —	\$ —	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ —	\$ —	\$ 15,000	\$ —	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project will remodel the only bathroom in Fire Station 5. The fixtures and finishes are worn and becoming more prone to repairs. As this is the only restroom for the building, reliability and functionality are important to maintain a habitable station. The project will update and rebuild the space to provide less maintenance and extend the useful life of the facility.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to another capital improvement project.

#### OUTCOME

Financially Responsible, High Performance City Organization: Have well maintained City infrastructure.

#### FUNDING RESTRICTIONS

This project may only be funded by Sales Tax Fund (20%) or DRA Distribution/Gaming.

DEPARTMENT: 30 - Leisure Services Park Division		STATE PROGRAM: 4C - Culture & Recreation	PROJECT TITLE: Eagle Valley Park Development			YEAR FIRST SUBMITTED: ACTIVITY NO:	FY 2005 102-2288	TOTAL PROJECT COST \$ 210,977
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
		A. EXPENDITURE ITEMS						
	\$ 20,000	Design & Engineering	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —
	\$ 10,530	Construction	\$ 180,447	\$ —	\$ —	\$ —	\$ —	\$ —
\$ —	\$ 30,530	TOTAL	\$ 180,447	\$ —	\$ —	\$ —	\$ —	\$ —
		B. PROJECT FINANCING						
	\$ 30,530	DRA Distribution	\$ 180,447	\$ —	\$ —	\$ —	\$ —	\$ —
\$ —	\$ 30,530	TOTAL	\$ 180,447	\$ —	\$ —	\$ —	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides for developing Eagle Valley Park in the Eagle Valley Subdivision between Roosevelt Street and Shiras Avenue. The developer has dedicated approximately 2.25 acres of property as a park and storm water detention facility. The final plat was approved in 2003. This project develops the park portion of the property. The primary service area for this park will be the ninety homes that will be constructed in this subdivision. A commitment was made that if parkland was donated the city would budget \$150,000 six years out in the CIP budget. This request is twenty one years after dedication. A majority of the homes have now been built.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Diverse Arts, Culture, Parks and Recreation Experiences and Activities: Have well-maintained and upgraded parks and park amenities.

#### FUNDING RESTRICTIONS

This project is restricted to Sales Tax Fund (20%), and DRA funding.

DEPARTMENT: 30 - Leisure Services Park Division		STATE PROGRAM: 4C - Culture & Recreation	PROJECT TITLE: Westbrook Park Development Phase II			YEAR FIRST SUBMITTED: ACTIVITY NO: 350-1582	FY 2010 TOTAL PROJECT COST \$ 214,000	
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
		<b>A. EXPENDITURE ITEMS</b>						
		Design & Engineering	\$ 20,000	\$ —	\$ —	\$ —	\$ —	\$ —
		Construction	\$ 194,000	\$ —	\$ —	\$ —	\$ —	\$ —
\$ —	\$ —	TOTAL	\$ 214,000	\$ —	\$ —	\$ —	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
		Sales Tax Fund (20%)	\$ 214,000	\$ —	\$ —	\$ —	\$ —	\$ —
\$ —	\$ —	TOTAL	\$ 214,000	\$ —	\$ —	\$ —	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides for developing Westbrook Park in the Westbrook Subdivision on Seippel Road next to the Dubuque Industrial Center West. The developer has dedicated approximately five acres of property as a park. The parcel was approved in 2011 with no specific timeline commitment. This park would primarily serve the homes constructed in the subdivision. The park development would include a playground and park amenities.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Diverse Arts, Culture, Parks and Recreation Experiences and Activities: Have well-maintained and upgraded parks and park amenities

#### FUNDING RESTRICTIONS

This project is restricted to Sales Tax Fund (20%), and DRA funding.



DEPARTMENT: 30 - Leisure Services Park Division		STATE PROGRAM: 4C - Culture & Recreation	PROJECT TITLE: North Fork Trail Park Development			YEAR FIRST SUBMITTED: FY 2010 ACTIVITY NO: 350	TOTAL PROJECT COST \$ 214,000	
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
		<b>A. EXPENDITURE ITEMS</b>						
		Design & Engineering	\$ —	\$ —	\$ —	\$ 20,000	\$ —	\$ —
		Construction	\$ —	\$ —	\$ —	\$ 194,000	\$ —	\$ —
\$ —	\$ —	TOTAL	\$ —	\$ —	\$ —	\$ 214,000	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
		DRA Gaming	\$ —	\$ —	\$ —	\$ 214,000	\$ —	\$ —
\$ —	\$ —	TOTAL	\$ —	\$ —	\$ —	\$ 214,000	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides for developing a mini park in the subdivision being constructed at the corner of Kennedy Road and Pennsylvania Avenue and can be accessed by Keymont Drive. The developer of this subdivision donated land for development of a mini park on eastern side of subdivision and west of creek. Council approved the subdivision in 2009 with no specific time line for development. In the future, this area could also serve as a trail head if a trail is developed, connecting this property with Usha Park (Pennsylvania and the Arterial) and with Asbury Road, if property along St. Celia is donated to the City (as shown on preliminary plat for that property).

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Diverse Arts, Culture, Parks and Recreation Experiences and Activities: Have well-maintained and upgraded parks and park amenities

#### FUNDING RESTRICTIONS

This project is restricted to Sales Tax Fund (20%), and DRA funding.

<b>DEPARTMENT:</b> 30 - Leisure Services Park Division		<b>STATE PROGRAM:</b> 4C - Culture & Recreation	<b>PROJECT TITLE:</b> Pebble Cove Park Development			<b>YEAR FIRST SUBMITTED:</b> <b>ACTIVITY NO:</b>	FY 2010 350	<b>TOTAL PROJECT COST</b> \$ 214,000
<b>2019 EXPENSE</b>	<b>2020 BUDGET</b>	<b>PROJECT BUDGET</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
		<b>A. EXPENDITURE ITEMS</b>						
		Design & Engineering	\$ —	\$ —	\$ —	\$ 20,000	\$ —	\$ —
		Construction	\$ —	\$ —	\$ —	\$ 194,000	\$ —	\$ —
\$ —	\$ —	TOTAL	\$ —	\$ —	\$ —	\$ 214,000	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
		DRA Distribution	\$ —	\$ —	\$ —	\$ 214,000	\$ —	\$ —
\$ —	\$ —	TOTAL	\$ —	\$ —	\$ —	\$ 214,000	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides for developing a mini park in the Pebble Cove subdivision off Charleston Court (south of the Northwest Arterial and west of John F. Kennedy Road). The developer of the Pebble Cove subdivision has donated property for development of this park. The Council approved the subdivision in 2008 with no specific timeline commitment. This park would primarily serve the subdivision. The park development would include a playground and park amenities. The parcel currently has a large culvert on the site for storm water runoff from the Northwest Arterial. This drainage issue will need to be evaluated and properly corrected before a park can be developed.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Diverse Arts, Culture, Parks and Recreation Experiences and Activities: Have well-maintained and upgraded parks and park amenities

#### FUNDING RESTRICTIONS

This project is restricted to Sales Tax Fund (20%), and DRA funding.

<b>DEPARTMENT:</b> 30 - Leisure Services Park Division		<b>STATE PROGRAM:</b> 4C - Culture & Recreation	<b>PROJECT TITLE:</b> Usha Park Development			<b>YEAR FIRST SUBMITTED:</b> FY 1999 <b>ACTIVITY NO:</b> 100-1173	<b>TOTAL PROJECT COST</b> \$ 115,000	
<b>2019 EXPENSE</b>	<b>2020 BUDGET</b>	<b>PROJECT BUDGET</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
		<b>A. EXPENDITURE ITEMS</b>						
		Construction	\$ —	\$ —	\$ 115,000	\$ —	\$ —	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ —	\$ —	\$ 115,000	\$ —	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
		Sales Tax Fund (20%)	\$ —	\$ —	\$ 115,000	\$ —	\$ —	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ —	\$ —	\$ 115,000	\$ —	\$ —	\$ —
		<b>C. IMPACT - OPERATIONS</b>						
		Operating Cost (Savings)	\$ —	\$ —	\$ 2,500	\$ —	\$ —	\$ —
		Operating Revenue	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides for development of additional planned amenities. Usha Park was donated to the city in 1996. The development plan was completed in 1999. Construction to date has been grading, seeding, fencing of the site, playground installation and a parking lot installed in 2013. Additional parking was installed in 2019. A cricket field has been developed which sees a lot of usage. Interest in cricket in Dubuque has really grown in recent years. The first development will be for a handicap accessible trail installed to connect the parking lot to the playground area and a basketball court. Addition of basketball courts on the western part of Dubuque is a Park and Recreation Commission priority. Operating costs include trail and court maintenance.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Diverse Arts, Culture, Parks and Recreation Experiences and Activities: Have well-maintained and upgraded parks and park amenities.

#### FUNDING RESTRICTIONS

This project is restricted to Sales Tax Fund (20%), and DRA funding.

DEPARTMENT: 30 - Leisure Services Park Division		STATE PROGRAM: 4C - Culture & Recreation	PROJECT TITLE: Allison Henderson Storm Water Project			YEAR FIRST SUBMITTED: 2021 ACTIVITY NO:		TOTAL PROJECT COST \$ 25,000
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
		<b>A. EXPENDITURE ITEMS</b>						
		Design and Engineering	\$ —	\$ —	\$ —	\$ —	\$ 10,000	\$ —
		Construction	\$ —	\$ —	\$ —	\$ —	\$ 15,000	\$ 75,000
\$ —	\$ —	TOTAL	\$ —	\$ —	\$ —	\$ —	\$ 25,000	\$ 75,000
		<b>B. PROJECT FINANCING</b>						
		Sales Tax Fund (20%)	\$ —	\$ —	\$ —	\$ —	\$ —	\$ 10,000
		DRA Gaming	\$ —	\$ —	\$ —	\$ —	\$ 25,000	\$ 65,000
\$ —	\$ —	TOTAL	\$ —	\$ —	\$ —	\$ —	\$ 25,000	\$ 75,000

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides for addressing storm water issues and converting some sidewalks to ADA compliance at Allison Henderson Park. Storm water runoff has created drainage issues and continues to wash out underneath the current sidewalk that leads to the lower level restrooms. During the winter months snow and ice also builds up on the sidewalk access to the upper level of the building from Nowata Street. This project would include removing and replacing the upper sidewalk to ADA compliance. The sidewalk leading to the lower level restrooms would be removed and relocated to the other side of the building to meet ADA compliance. Soil quality restoration, bioswales and earthen berms would be strategically placed throughout the park to lessen the impacts of storm water runoff specific to the upper access sidewalk. A new storm water drain would also be installed to funnel the storm water to a specific location.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Diverse Arts, Culture, Parks and Recreation Experiences and Activities: Have well-maintained and upgraded parks and park amenities.

#### FUNDING RESTRICTIONS

This project may only be funded with Sales Tax Fund (20%) or DRA Distribution/Gaming.

<b>DEPARTMENT:</b> 30 - Leisure Services Park Division		<b>STATE PROGRAM:</b> 4C - Culture & Recreation	<b>PROJECT TITLE:</b> Avon Park Replace Playground Equipment			<b>YEAR FIRST SUBMITTED:</b> <b>ACTIVITY NO:</b> 260-1574		<b>TOTAL PROJECT COST</b> \$ 94,069
<b>2019 EXPENSE</b>	<b>2020 BUDGET</b>	<b>PROJECT BUDGET</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
		<b>A. EXPENDITURE ITEMS</b>						
		Equipment	\$ 94,069	\$ —	\$ —	\$ —	\$ —	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ 94,069	\$ —	\$ —	\$ —	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
		CDBG Entitlement	\$ 94,069	\$ —	\$ —	\$ —	\$ —	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ 94,069	\$ —	\$ —	\$ —	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides for replacing the play unit in Avon Park. By Fiscal Year 2022, the play unit in Avon Park will be over twenty-eight years old. This is past typical replacement timing for the use it receives. The project includes the installation of a poured-in-place safety surfacing instead of wood chip safety surfacing. The poured in place surfacing will eliminate weeds in the playground and decrease maintenance costs in future years. The project includes contracted services for the removal of the old equipment.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Diverse Arts, Culture, Parks and Recreation Experiences and Activities: Have well-maintained and upgraded parks and park amenities.

#### FUNDING RESTRICTIONS

This project is restricted to Sales Tax Fund (20%) and DRA funding.

<b>DEPARTMENT:</b> 30 - Leisure Services Park Division		<b>STATE PROGRAM:</b> 4C - Culture & Recreation	<b>PROJECT TITLE:</b> Re-Imagine Comiskey Park			<b>YEAR FIRST SUBMITTED:</b> FY 2021 <b>ACTIVITY NO:</b> 260-2825	<b>TOTAL PROJECT COST</b> \$ 87,700	
<b>2019 EXPENSE</b>	<b>2020 BUDGET</b>	<b>PROJECT BUDGET</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
		<b>A. EXPENDITURE ITEMS</b>						
		Construction	\$ 87,700	\$ —	\$ —	\$ —	\$ —	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ 87,700	\$ —	\$ —	\$ —	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
		CDBG Entitlement	\$ 87,700	\$ —	\$ —	\$ —	\$ —	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ 87,700	\$ —	\$ —	\$ —	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

Comiskey Park has been expanded from 3.6 acres to 5.7 acres and will be updated to meet current recreation demand. Public input will guide the improvements that this funding will provide, including but not limited to, playground equipment, skate park, tennis court, basketball courts, building improvements, grading and construction of open field, splash pad. Re-Imagine Comiskey Park Plan Reveal will occur on Monday March 9th, 2020 which will identify the improvements the community feels are important for this park that is integral to the immediate neighborhood as well as surrounding neighborhoods. Comiskey Park is a destination park, and these improvements will allow access to state of the art improvements to low-moderate income residents.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Diverse Arts, Culture, Parks and Recreation Experiences and Activities: Have well-maintained and upgraded parks and park amenities.

#### FUNDING RESTRICTIONS

This project is restricted to Community Development Block Grant Entitlement Funds..

<b>DEPARTMENT:</b> 30 - Leisure Services Park Division		<b>STATE PROGRAM:</b> 4C - Culture & Recreation	<b>PROJECT TITLE:</b> Eagle Point Park - Repair Retaining Wall			<b>YEAR FIRST SUBMITTED:</b> <b>ACTIVITY NO:</b>	FY 2010 102-2459 350-2459	<b>TOTAL PROJECT COST</b> \$ 75,000
<b>2019 EXPENSE</b>	<b>2020 BUDGET</b>	<b>PROJECT BUDGET</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
		<b>A. EXPENDITURE ITEMS</b>						
		Construction	\$ 75,000	\$ —	\$ —	\$ —	\$ —	\$ —
\$ —	\$ —	TOTAL	\$ 75,000	\$ —	\$ —	\$ —	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
		Sales Tax Fund 20%	\$ 75,000	\$ —	\$ —	\$ —	\$ —	\$ —
\$ —	\$ —	TOTAL	\$ 75,000	\$ —	\$ —	\$ —	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides for repairing the limestone retaining wall behind the tennis courts in Eagle Point Park. A section of this wall has fallen and needs to be repaired. There is a storm water issue that will need to be addressed at the same time, which is the cause of the problem.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Diverse Arts, Culture, Parks and Recreation Experiences and Activities: Have well-maintained and upgraded parks and park amenities

#### FUNDING RESTRICTIONS

This project is restricted to Sales Tax Fund (20%), and DRA funding.

DEPARTMENT: 30 - Leisure Services Park Division		STATE PROGRAM: 4C - Culture & Recreation	PROJECT TITLE: Eagle Point Park - Concrete Improvements			YEAR FIRST SUBMITTED: ACTIVITY NO:	FY 2013 350-1453 102-1453	TOTAL PROJECT COST \$ 150,000
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
		<b>A. EXPENDITURE ITEMS</b>						
		Construction	\$ —	\$ 60,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
\$ —	\$ —	TOTAL	\$ —	\$ 60,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
		<b>B. PROJECT FINANCING</b>						
		DRA Distribution	\$ —	\$ 60,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
\$ —	\$ —	TOTAL	\$ —	\$ 60,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides for concrete repairs at the Riverfront, Terrace Room, Open Air and Shiras Memorial pavilions as well as areas around the maintenance building and a couple of small areas along the bluff. It also provides for sidewalk repairs. These areas are becoming uneven and will create a safety concern if replacement schedules are not created. Sidewalk improvements began in specific areas were completed in 2011 and 2012. Many sidewalks were not completed at that time due to budget constraints. These areas include Riverfront Pavilion walks, Open Air Pavilion deck and walk, Shiras Memorial south walk, park information board areas, maintenance shop decks, and two areas of the bluff walk. Many of these sidewalk improvements relate to ADA requirements.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Diverse Arts, Culture, Parks and Recreation Experiences and Activities: Have well-maintained and upgraded parks and park amenities.

#### FUNDING RESTRICTIONS

This project is restricted to Sales Tax Fund (20%) and DRA funding.



<b>DEPARTMENT:</b> 30 - Leisure Services Park Division		<b>STATE PROGRAM:</b> 4C - Culture & Recreation	<b>PROJECT TITLE:</b> Eagle Point Park - Stone Work			<b>YEAR FIRST SUBMITTED:</b> <b>ACTIVITY NO:</b>	FY 2000 102-1677	<b>TOTAL PROJECT COST</b> \$ 212,266
<b>2019 EXPENSE</b>	<b>2020 BUDGET</b>	<b>PROJECT BUDGET</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
		<b>A. EXPENDITURE ITEMS</b>						
\$ 12,266		Construction	\$ —	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
\$ 12,266	\$ —	TOTAL	\$ —	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
		<b>B. PROJECT FINANCING</b>						
\$ 12,266		DRA Distribution	\$ —	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
\$ 12,266	\$ —	TOTAL	\$ —	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides for repairs to the patio, steps and wall on the east and south side of the North and South Veranda, walkway around the Indian Room, walkway on the west side of the Veranda Rooms, the steps and walls in the tunnel area under the East Room, and the patio area of the Bridge Complex. The stone in these areas is becoming uneven, breaking, and in need of repair. Stone caps on the walls are breaking apart and need to be replaced to avoid moisture getting into the stones that make up the wall.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Diverse Arts, Culture, Parks and Recreation Experiences and Activities: Have well-maintained and upgraded parks and park amenities.

#### FUNDING RESTRICTIONS

This project is restricted to Sales Tax Fund (20%) and DRA funding.

<b>DEPARTMENT:</b> 30 - Leisure Services Park Division		<b>STATE PROGRAM:</b> 4C - Culture & Recreation	<b>PROJECT TITLE:</b> Eagle Point Park - Renovate Log Cabin Pavilion			<b>YEAR FIRST SUBMITTED:</b> FY 2010 <b>ACTIVITY NO:</b> 102-1683	<b>TOTAL PROJECT COST</b> \$ 111,000	
<b>2019 EXPENSE</b>	<b>2020 BUDGET</b>	<b>PROJECT BUDGET</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
		<b>A. EXPENDITURE ITEMS</b>						
		Design & Engineering	\$ —	\$ 8,000	\$ —	\$ —	\$ —	\$ —
		Construction	\$ —	\$ 63,000	\$ 40,000	\$ —	\$ —	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ —	\$ 71,000	\$ 40,000	\$ —	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
		DRA Distribution	\$ —	\$ 71,000	\$ 40,000	\$ —	\$ —	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ —	\$ 71,000	\$ 40,000	\$ —	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides for renovating the Log Cabin Pavilion. Renovation will include electrical wiring, light fixtures, windows, interior work and painting. The Log Cabin is one of the most popular pavilions in Eagle Point Park. With the historical significance of these structures money needs to be budgeted. The Riverfront and Indian Room are also being requested for renovations. Efforts will be made to restore all pavilions to their original condition.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Diverse Arts, Culture, Parks and Recreation Experiences and Activities: Have well-maintained and upgraded parks and park amenities.

#### FUNDING RESTRICTIONS

This project is restricted to Sales Tax Fund (20%) and DRA funding.

DEPARTMENT: 30 - Leisure Services Park Division		STATE PROGRAM: 4C - Culture & Recreation	PROJECT TITLE: Eagle Point Park - Street Light Replacement			YEAR FIRST SUBMITTED: FY 2002 ACTIVITY NO: 102-1594		TOTAL PROJECT COST \$ 40,000
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
		<b>A. EXPENDITURE ITEMS</b>						
		Equipment	\$ —	\$ 20,000	\$ 20,000	\$ —	\$ —	\$ —
\$ —	\$ —	TOTAL	\$ —	\$ 20,000	\$ 20,000	\$ —	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
		DRA Distribution	\$ —	\$ 20,000	\$ 20,000	\$ —	\$ —	\$ —
\$ —	\$ —	TOTAL	\$ —	\$ 20,000	\$ 20,000	\$ —	\$ —	\$ —
		<b>C. IMPACT - OPERATIONS</b>						
		Operating Cost (Savings)	\$ —	\$ (1,150)	\$ (2,300)	\$ (2,300)	\$ —	\$ —
		Operating Revenue	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides for replacing street lights throughout Eagle Point Park. Currently there are 123 street lights throughout Eagle Point Park. This project would allow for replacing current fixtures with energy efficient LED fixtures. These new fixtures would save approximately \$2,300 a year in operating cost.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Diverse Arts, Culture, Parks and Recreation Experiences and Activities: Have well-maintained and upgraded parks and park amenities.

#### FUNDING RESTRICTIONS

This project is restricted to Sales Tax Fund (20%) and DRA funding.

<b>DEPARTMENT:</b> 30 - Leisure Services Park Division		<b>STATE PROGRAM:</b> 4C - Culture & Recreation	<b>PROJECT TITLE:</b> Eagle Point Park - Riverfront Pavilion Restoration			<b>YEAR FIRST SUBMITTED:</b> FY 2007 <b>ACTIVITY NO:</b> 102-2190		<b>TOTAL PROJECT COST</b> \$ 94,000
<b>2019 EXPENSE</b>	<b>2020 BUDGET</b>	<b>PROJECT BUDGET</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
		<b>A. EXPENDITURE ITEMS</b>						
		Construction	\$ —	\$ 5,000	\$ —	\$ —	\$ 89,000	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ —	\$ 5,000	\$ —	\$ —	\$ 89,000	\$ —
		<b>B. PROJECT FINANCING</b>						
		DRA Distribution	\$ —	\$ 5,000	\$ —	\$ —	\$ 89,000	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ —	\$ 5,000	\$ —	\$ —	\$ 89,000	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides for historic restoration of the Riverfront Pavilion, including: removing the drop ceiling and restoring the original, restoring the plaster on the walls, replacing the light fixtures and re-wiring the building, repairing windows and replacing the doors. This is the most popular pavilion and upgrades are needed, so we would like to restore the building to as close to original as possible. The pavilions in the park are historic and an effort should be made to preserve that history. \$5,000 is for design and engineering, and the remaining \$89,000 is for construction.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Diverse Arts, Culture, Parks and Recreation Experiences and Activities: Have well-maintained and upgraded parks and park amenities.

#### FUNDING RESTRICTIONS

This project is restricted to Sales Tax Fund (20%) and DRA funding.

<b>DEPARTMENT:</b> 30 - Leisure Services Park Division		<b>STATE PROGRAM:</b> 4C - Culture & Recreation	<b>PROJECT TITLE:</b> Eagle Point Park - Replace Water Lines			<b>YEAR FIRST SUBMITTED:</b> FY 2018 <b>ACTIVITY NO:</b> 102-2827	<b>TOTAL PROJECT COST</b> \$ 310,000	
<b>2019 EXPENSE</b>	<b>2020 BUDGET</b>	<b>PROJECT BUDGET</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
		<b>A. EXPENDITURE ITEMS</b>						
		Design & Engineering	\$ 10,000	\$ —	\$ 10,000	\$ —	\$ —	\$ —
		Construction	\$ 41,218	\$ 48,782	\$ 150,000	\$ 50,000	\$ —	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ 51,218	\$ 48,782	\$ 160,000	\$ 50,000	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
		DRA Distribution	\$ 51,218	\$ 48,782	\$ 160,000	\$ 50,000	\$ —	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ 51,218	\$ 48,782	\$ 160,000	\$ 50,000	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides for replacing water lines throughout Eagle Point Park. The water system at Eagle Point park is failing. The galvanized piping in the system has begun to fail and there are numerous leaks throughout the park. Replacement of these lines is necessary to not only conserve water but to keep the correct water pressure within the system. A small portion (phase 1) of the water lines were replaced in FY19 with savings from two capital projects and use of other current capital projects related to Eagle Point Park. The remaining phases need to be completed.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Diverse Arts, Culture, Parks and Recreation Experiences and Activities: Have well-maintained and upgraded parks and park amenities.

#### FUNDING RESTRICTIONS

This project is restricted to Sales Tax Fund (20%) and DRA funding.

<b>DEPARTMENT:</b> 30 - Leisure Services Park Division		<b>STATE PROGRAM:</b> 4C - Culture & Recreation	<b>PROJECT TITLE:</b> Eagle Point Park - Replace Roof on Terrace Room			<b>YEAR FIRST SUBMITTED:</b> <b>ACTIVITY NO:</b>	FY 2011 102-1761	<b>TOTAL PROJECT COST</b> \$ 24,000
<b>2019 EXPENSE</b>	<b>2020 BUDGET</b>	<b>PROJECT BUDGET</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
		<b>A. EXPENDITURE ITEMS</b>						
		Design & Engineering	\$ —	\$ —	\$ —	\$ 3,000	\$ —	\$ —
		Construction	\$ —	\$ —	\$ —	\$ 21,000	\$ —	\$ —
\$ —	\$ —	TOTAL	\$ —	\$ —	\$ —	\$ 24,000	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
		DRA Distribution	\$ —	\$ —	\$ —	\$ 24,000	\$ —	\$ —
\$ —	\$ —	TOTAL	\$ —	\$ —	\$ —	\$ 24,000	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides for replacing the wood roof on the Terrace Room in Eagle Point Park. This roof will be over thirty-nine years old by Fiscal Year 2024 and is showing signs of leaking. Replacement is needed.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Diverse Arts, Culture, Parks and Recreation Experiences and Activities: Have well-maintained and upgraded parks and park amenities.

#### FUNDING RESTRICTIONS

This project is restricted to Sales Tax Fund (20%) and DRA funding.

DEPARTMENT: 30 - Leisure Services Park Division		STATE PROGRAM: 4C - Culture & Recreation	PROJECT TITLE: EPP-Replace Roof on Eagles View Pavilion			YEAR FIRST SUBMITTED: FY 2021 ACTIVITY NO:		TOTAL PROJECT COST \$ 45,000
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
		<b>A. EXPENDITURE ITEMS</b>						
		Engineering	\$ —	\$ —	\$ —	\$ —	\$ 5,000	\$ —
		Construction	\$ —	\$ —	\$ —	\$ —	\$ 40,000	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ —	\$ —	\$ —	\$ —	\$ 45,000	\$ —
		<b>B. PROJECT FINANCING</b>						
		DRA Gaming	\$ —	\$ —	\$ —	\$ —	\$ 5,000	\$ —
		Sales Tax Fund (20%)	\$ —	\$ —	\$ —	\$ —	\$ 40,000	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ —	\$ —	\$ —	\$ —	\$ 45,000	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides for replacement of the cedar shake roof on the Eagle's View Pavilion at Eagle Point Park. The roof is deteriorating and has begun to leak. The pavilion is one of the more popular pavilions that is rented at the park. Replacement is needed.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Diverse Arts, Culture, Parks and Recreation Experiences and Activities: Have well-maintained and upgraded parks and park amenities.

#### FUNDING RESTRICTIONS

This project may only be funded with Sales Tax Fund (20%) or DRA Gaming/Distribution.

DEPARTMENT: 30 - Leisure Services Park Division		STATE PROGRAM: 4C - Culture & Recreation	PROJECT TITLE: EPP- Renovate Shiras Memorial Pavilion			YEAR FIRST SUBMITTED: FY 2021 ACTIVITY NO:		TOTAL PROJECT COST \$ 55,000
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
		<b>A. EXPENDITURE ITEMS</b>						
		Design and Engineering	\$ —	\$ —	\$ —	\$ —	\$ 5,000	\$ —
		Construction	\$ —	\$ —	\$ —	\$ —	\$ 50,000	\$ —
\$ —	\$ —	TOTAL	\$ —	\$ —	\$ —	\$ —	\$ 55,000	\$ —
		<b>B. PROJECT FINANCING</b>						
		Sales Tax Fund (20%)	\$ —	\$ —	\$ —	\$ —	\$ 5,000	\$ —
		DRA Gaming	\$ —	\$ —	\$ —	\$ —	\$ 50,000	\$ —
\$ —	\$ —	TOTAL	\$ —	\$ —	\$ —	\$ —	\$ 55,000	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project would provide for the renovation of the Shiras Memorial Pavilion at Eagle Point Park. The pavilion has begun to deteriorate and is in need of repair. The spanish roof tiles are breaking and falling off. The stucco ceiling has also begun to deteriorate and come loose falling on the picnic tables. The fascia and soffit are also experiencing some rotting and needs to be replaced in some locations. This pavilion is one of the most popular pavilions and a truly unique structure within the park. Repairs are needed.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Diverse Arts, Culture, Parks and Recreation Experiences and Activities: Have well-maintained and upgraded parks and park amenities.

#### FUNDING RESTRICTIONS

This project may only be funded with Sales Tax Fund (20%) or DRA Gaming/Distribution. This project may only be funded with Sales Tax Fund (20%) or DRA Distribution.



<b>DEPARTMENT:</b> 30 - Leisure Services Park Division		<b>STATE PROGRAM:</b> 4C - Culture & Recreation	<b>PROJECT TITLE:</b> Eagle Point Park - Rest Room Renovation			<b>YEAR FIRST SUBMITTED:</b> <b>ACTIVITY NO:</b>	FY 2015 102-1866	<b>TOTAL PROJECT COST</b> \$ 40,000
<b>2019 EXPENSE</b>	<b>2020 BUDGET</b>	<b>PROJECT BUDGET</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
		<b>A. EXPENDITURE ITEMS</b>						
		Construction	\$ —	\$ —	\$ —	\$ —	\$ 40,000	\$ 50,000
\$ —	\$ —	TOTAL	\$ —	\$ —	\$ —	\$ —	\$ 40,000	\$ 50,000
		<b>B. PROJECT FINANCING</b>						
		DRA Distribution	\$ —	\$ —	\$ —	\$ —	\$ 40,000	\$ 50,000
\$ —	\$ —	TOTAL	\$ —	\$ —	\$ —	\$ —	\$ 40,000	\$ 50,000

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides for renovating Eagle Point Park rest rooms. The interior of the rest rooms has remained unchanged for many years. Plumbing and partitions would be updated and replaced. The renovations would include the rest room building near the Eagle's View Pavilion (\$40,000), and completing renovation of the center of the park rest room, Log Cabin rest room and Indian Room rest room. The exterior of the buildings will remain unchanged and protect their historic integrity.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Diverse Arts, Culture, Parks and Recreation Experiences and Activities: Have well-maintained and upgraded parks and park amenities

#### FUNDING RESTRICTIONS

This project is restricted to Sales Tax Fund (20%), and DRA funding.

<b>DEPARTMENT:</b> 30 - Leisure Services Park Division		<b>STATE PROGRAM:</b> 4C - Culture & Recreation	<b>PROJECT TITLE:</b> Eagle Point Park - Building & Structures Assessment			<b>YEAR FIRST SUBMITTED:</b> FY 2018 <b>ACTIVITY NO:</b> 350	<b>TOTAL PROJECT COST</b> \$ 5,000	
<b>2019 EXPENSE</b>	<b>2020 BUDGET</b>	<b>PROJECT BUDGET</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
		<b>A. EXPENDITURE ITEMS</b>						
		Design & Engineering	\$ —	\$ —	\$ —	\$ —	\$ 5,000	\$ 75,000
\$ —	\$ —	TOTAL	\$ —	\$ —	\$ —	\$ —	\$ 5,000	\$ 75,000
		<b>B. PROJECT FINANCING</b>						
		DRA Distribution	\$ —	\$ —	\$ —	\$ —	\$ 5,000	\$ 75,000
\$ —	\$ —	TOTAL	\$ —	\$ —	\$ —	\$ —	\$ 5,000	\$ 75,000

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides for an assessment of buildings and structures at Eagle Point Park. Eagle Point Park is an asset to the Dubuque community. A complete assessment of all buildings and structures is necessary to maintain the unique beauty of the park. The assessment would evaluate the integrity, deficiencies and longevity of all structures and buildings in the park both historic and modern. It would allow for budgeting to be based on priority needs of the park. This would help in grant preparation for future work.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Diverse Arts, Culture, Parks and Recreation Experiences and Activities: Have well-maintained and upgraded parks and park amenities

#### FUNDING RESTRICTIONS

This project is restricted to Sales Tax Fund (20%), and DRA funding.

DEPARTMENT: 30 - Leisure Services Park Division		STATE PROGRAM: 4C - Culture & Recreation	PROJECT TITLE: Flora Park - Pave Wilbright, Pool, Tennis Court, and Slattery Center Parking Lots			YEAR FIRST SUBMITTED: ACTIVITY NO: FY 2009 350-1868	TOTAL PROJECT COST \$ 61,000	
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
		A. EXPENDITURE ITEMS						
		Design & Engineering	\$ —	\$ —	\$ 5,000	\$ —	\$ 6,000	\$ 7,000
		Construction	\$ —	\$ —	\$ 20,000	\$ —	\$ 30,000	\$ 40,000
\$ —	\$ —	TOTAL	\$ —	\$ —	\$ 25,000	\$ —	\$ 36,000	\$ 47,000
		B. PROJECT FINANCING						
		Sales Tax Fund (20%)	\$ —	\$ —	\$ 25,000	\$ —	\$ 36,000	\$ 47,000
\$ —	\$ —	TOTAL	\$ —	\$ —	\$ 25,000	\$ —	\$ 36,000	\$ 47,000

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides for asphalt paving the Wilbright Lane, pool, tennis court and other Flora Park parking lots. These lots are beginning to crack and becoming uneven. An asphalt overlay is needed to level the lots and fill in the cracks. Operating cost is based on 5 year life cycle sealing and striping program.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Diverse Arts, Culture, Parks and Recreation Experiences and Activities: Have well-maintained and upgraded parks and park amenities.

#### FUNDING RESTRICTIONS

This project is restricted to Sales Tax Fund (20%) and DRA funding.

DEPARTMENT: 30 - Leisure Services Park Division		STATE PROGRAM: 4C - Culture & Recreation	PROJECT TITLE: Flora Park - Replace Lights on Tennis Courts			YEAR FIRST SUBMITTED: FY 2011 ACTIVITY NO: 102		TOTAL PROJECT COST \$ 102,000
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
		<b>A. EXPENDITURE ITEMS</b>						
		Design & Engineering	\$ —	\$ —	\$ —	\$ —	\$ 5,000	\$ —
		Construction	\$ —	\$ —	\$ —	\$ —	\$ 97,000	\$ —
\$ —	\$ —	TOTAL	\$ —	\$ —	\$ —	\$ —	\$ 102,000	\$ —
		<b>B. PROJECT FINANCING</b>						
		DRA Distribution	\$ —	\$ —	\$ —	\$ —	\$ 102,000	\$ —
\$ —	\$ —	TOTAL	\$ —	\$ —	\$ —	\$ —	\$ 102,000	\$ —
		<b>C. IMPACT - OPERATIONS</b>						
		Operating Cost (Savings)	\$ —	\$ —	\$ —	\$ —	\$ (1,300)	\$ (1,300)
		Operating Revenue	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides for replacing lights on the five tennis courts in Flora Park. The tennis courts in Flora Park are the most popular in the park system. The lights are outdated and the foot candle level is not adequate. The wood poles are no longer standing straight and lean, and they will be replaced with steel poles. These new fixtures will save approximately \$1,300 per year in operating costs.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Diverse Arts, Culture, Parks and Recreation Experiences and Activities: Have well-maintained and upgraded parks and park amenities

#### FUNDING RESTRICTIONS

This project is restricted to Sales Tax Fund (20%), and DRA funding.

<b>DEPARTMENT:</b> 30 - Leisure Services Park Division		<b>STATE PROGRAM:</b> 4C - Culture & Recreation	<b>PROJECT TITLE:</b> Gay Park- Replace Play Unit			<b>YEAR FIRST SUBMITTED:</b> FY 2018 <b>ACTIVITY NO:</b> 350-	<b>TOTAL PROJECT COST</b> \$ 90,000	
<b>2019 EXPENSE</b>	<b>2020 BUDGET</b>	<b>PROJECT BUDGET</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
		<b>A. EXPENDITURE ITEMS</b>						
		Equipment	\$ —	\$ —	\$ —	\$ 80,000	\$ —	\$ —
		Contract Services	\$ —	\$ —	\$ —	\$ 10,000	\$ —	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ —	\$ —	\$ —	\$ 90,000	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
		Sales Tax Fund (20%)	\$ —	\$ —	\$ —	\$ 90,000	\$ —	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ —	\$ —	\$ —	\$ 90,000	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides for replacing the play unit at Gay Park. By Fiscal Year 2023, the play unit will be over twenty-seven years old. This is past typical replacement timing for the use it receives. The project includes the installation of a poured in place safety surfacing instead of wood chip safety surfacing. The poured in place surfacing will eliminate weeds in the playground and decrease maintenance costs in future years. This project includes contracted services for the removal of the old equipment.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Diverse Arts, Culture, Parks and Recreation Experiences and Activities: Have well-maintained and upgraded parks and park amenities.

#### FUNDING RESTRICTIONS

This project is restricted to Sales Tax Fund (20%) and DRA funding.

<b>DEPARTMENT:</b> 30 - Leisure Services Park Division		<b>STATE PROGRAM:</b> 4C - Culture & Recreation	<b>PROJECT TITLE:</b> Ham House- Replace Roof			<b>YEAR FIRST SUBMITTED:</b> FY 2018 <b>ACTIVITY NO:</b> 350-2184		<b>TOTAL PROJECT COST</b> \$ 75,000
<b>2019 EXPENSE</b>	<b>2020 BUDGET</b>	<b>PROJECT BUDGET</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
		<b>A. EXPENDITURE ITEMS</b>						
		Design & Engineering	\$ —	\$ —	\$ 7,500	\$ —	\$ —	\$ —
		Construction	\$ —	\$ —	\$ 67,500	\$ —	\$ —	\$ —
\$ —	\$ —	TOTAL	\$ —	\$ —	\$ 75,000	\$ —	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
		DRA Distribution	\$ —	\$ —	\$ 75,000	\$ —	\$ —	\$ —
\$ —	\$ —	TOTAL	\$ —	\$ —	\$ 75,000	\$ —	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides for replacing the wood roof on the Ham House. The roof on the house was last replaced in 1992. By Fiscal Year 2023, the roof will be over thirty-one years old. This is well beyond the life expectancy of a wood shingle roof.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Diverse Arts, Culture, Parks and Recreation Experiences and Activities: Have well-maintained and upgraded parks and park amenities.

#### FUNDING RESTRICTIONS

This project is restricted to Sales Tax Fund (20%) and DRA funding.

DEPARTMENT: 30 - Leisure Services Park Division		STATE PROGRAM: 4C - Culture & Recreation	PROJECT TITLE: Ham House Exterior and Landscape Improvements			YEAR FIRST SUBMITTED: FY 2020 ACTIVITY NO: 102-2820		TOTAL PROJECT COST \$ 90,834
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
		<b>A. EXPENDITURE ITEMS</b>						
		Pay to Another Agency	\$ 43,200	\$ 47,634	\$ —	\$ —	\$ —	\$ —
\$ —	\$ —	TOTAL	\$ 43,200	\$ 47,634	\$ —	\$ —	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
		DRA Distribution	\$ 43,200	\$ 47,634	\$ —	\$ —	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides for matching funds in total of \$136,250 over three years provided to the Dubuque County Historical Society (DCHS). DCHS applied for a Great Places grant through the State of Iowa which requires matching funds. The grant covers to trails on the site, ADA access, repair of the log cabin and school house and landscape improvements. It also would provide for a conditions assessment. This assessment would be helpful in gaining insights and documentation that would be valuable in future grant writing. The grant currently is matched with a \$40,000 CIP from the Leisure Services FY 18 CIP budget for wood renovation on the exterior of the building, a \$23,557 city grant and a \$45,175 HRDP grant. The total grant project is \$666,993. The lease of the Ham House with DCHS provides that the City is to care for the exterior of the Ham House.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Partnership for a Better Dubuque: Engage all contracted partners in advancing Council goals and community betterment.

#### FUNDING RESTRICTIONS

This project is restricted to Sales Tax Fund (20%), and DRA funding.

DEPARTMENT: 30 - Leisure Services Park Division		STATE PROGRAM: 4C - Culture & Recreation	PROJECT TITLE: Jackson Park - Amenities Improvement			YEAR FIRST SUBMITTED: FY 2015 ACTIVITY NO: 360-2828		TOTAL PROJECT COST \$ 310,000
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
		<b>A. EXPENDITURE ITEMS</b>						
		Construction	\$ 240,000	\$ 60,000	\$ —	\$ —	\$ —	\$ —
		Contract Services	\$ 10,000	\$ —	\$ —	\$ —	\$ —	\$ —
\$ —	\$ —	TOTAL	\$ 250,000	\$ 60,000	\$ —	\$ —	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
		GDTIF G.O. Debt	\$ 250,000	\$ —	\$ —	\$ —	\$ —	\$ —
		Greater Downtown TIF	\$ —	\$ 60,000	\$ —	\$ —	\$ —	\$ —
\$ —	\$ —	TOTAL	\$ 250,000	\$ 60,000	\$ —	\$ —	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides for new playground units, poured in place rubber safety surfacing, and other amenities such as benches, drinking fountains and trash receptacles for Jackson Park. New play systems and amenities would greatly enhance the park and increase park attendance. A new play system, poured in place rubber safety surfacing and removal of old equipment would cost approximately \$225,000. The poured in place surfacing will eliminate weeds in the playground and decrease maintenance costs in future years. Other new park amenities including benches, drinking fountains and trash receptacles would cost approximately \$85,000.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Diverse Arts, Culture, Parks and Recreation Experiences and Activities: Have well-maintained and upgraded parks and park amenities.

#### FUNDING RESTRICTIONS

This project is restricted to Sales Tax Fund (20%), Greater Downtown TIF, and DRA funding.



<b>DEPARTMENT:</b> 30 - Leisure Services Park Division		<b>STATE PROGRAM:</b> 4C - Culture & Recreation	<b>PROJECT TITLE:</b> Replace Play Unit- Madison Park			<b>YEAR FIRST SUBMITTED:</b> FY 2018 <b>ACTIVITY NO:</b> 350-	<b>TOTAL PROJECT COST</b> \$ 82,500	
<b>2019 EXPENSE</b>	<b>2020 BUDGET</b>	<b>PROJECT BUDGET</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
		<b>A. EXPENDITURE ITEMS</b>						
		Equipment	\$ —	\$ —	\$ 72,500	\$ —	\$ —	\$ —
		Contract Services	\$ —	\$ —	\$ 10,000	\$ —	\$ —	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ —	\$ —	\$ 82,500	\$ —	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
		DRA Distribution	\$ —	\$ —	\$ 82,500	\$ —	\$ —	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ —	\$ —	\$ 82,500	\$ —	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides for replacing the play unit at Madison Park. By Fiscal Year 2023, the play unit will be over twenty-seven years old. This is past typical replacement timing for the use it receives. The project includes the installation of a poured in place safety surfacing instead of wood chip safety surfacing. The poured in place surfacing will eliminate weeds in the playground and decrease maintenance costs in future years. Contracted services will be used to remove the old equipment and wood chip surface.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Diverse Arts, Culture, Parks and Recreation Experiences and Activities: Have well-maintained and upgraded parks and park amenities.

#### FUNDING RESTRICTIONS

This project is restricted to Sales Tax Fund (20%) and DRA funding.

<b>DEPARTMENT:</b> 30 - Leisure Services Park Division		<b>STATE PROGRAM:</b> 4C - Culture & Recreation	<b>PROJECT TITLE:</b> Miller Riverview Park - Quick Connects for Pedestals			<b>YEAR FIRST SUBMITTED:</b> FY 2011 <b>ACTIVITY NO:</b> 102		<b>TOTAL PROJECT COST</b> \$ 40,000
<b>2019 EXPENSE</b>	<b>2020 BUDGET</b>	<b>PROJECT BUDGET</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
		<b>A. EXPENDITURE ITEMS</b>						
		Construction	\$ —	\$ —	\$ —	\$ —	\$ 40,000	\$ —
\$ —	\$ —	TOTAL	\$ —	\$ —	\$ —	\$ —	\$ 40,000	\$ —
		<b>B. PROJECT FINANCING</b>						
		DRA Distribution	\$ —	\$ —	\$ —	\$ —	\$ 40,000	\$ —
\$ —	\$ —	TOTAL	\$ —	\$ —	\$ —	\$ —	\$ 40,000	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides for quick connects on the campsite electrical pedestals. These quick connects will allow ease to remove pedestals during high water. Around \$3,000 to \$3,500 is spent each time the breaker panels are removed and re-installed so this project would pay for itself in around 10 flood events. Some years have as many as three separate flood events. It is difficult to estimate operating savings due to this being weather and flood related which varies year to year.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Diverse Arts, Culture, Parks and Recreation Experiences and Activities: Have well-maintained and upgraded parks and park amenities

#### FUNDING RESTRICTIONS

This project is restricted to Sales Tax Fund (20%), and DRA funding.

DEPARTMENT: 30 - Leisure Services Park Division		STATE PROGRAM: 4C - Culture & Recreation	PROJECT TITLE: Murphy Park Playground Equipment			YEAR FIRST SUBMITTED: ACTIVITY NO:	FY 2011 350-1450 102-1450	TOTAL PROJECT COST \$ 156,500
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
		<b>A. EXPENDITURE ITEMS</b>						
	\$ 52,125	Equipment	\$ 94,375	\$ —	\$ —	\$ —	\$ —	\$ —
	\$ 10,000	Contract Services	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —
\$ —	\$ 62,125	<b>TOTAL</b>	\$ 94,375	\$ —	\$ —	\$ —	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
	\$ 62,125	Sales Tax Fund (20%)	\$ 94,375	\$ —	\$ —	\$ —	\$ —	\$ —
\$ —	\$ 62,125	<b>TOTAL</b>	\$ 94,375	\$ —	\$ —	\$ —	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides for replacing the main play unit in Murphy Park, located by the enclosed Pavilion. The project includes the installation of a poured in place safety surfacing instead of wood chip safety surfacing. The poured in place surfacing will eliminate weeds in the playground and decrease maintenance costs in future years. The cost also includes contracting to remove the old equipment. \$62,125.00 is currently budgeted in the FY20 budget and this is the remaining funding needed to complete the project.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Diverse Arts, Culture, Parks and Recreation Experiences and Activities: Have well-maintained and upgraded parks and park amenities.

#### FUNDING RESTRICTIONS

This project is restricted to Sales Tax Fund (20%) and DRA funding.

DEPARTMENT: 30 - Leisure Services Park Division		STATE PROGRAM: 4C - Culture & Recreation	PROJECT TITLE: Murphy Park - Replace Water Lines			YEAR FIRST SUBMITTED: FY 2018 ACTIVITY NO: 350-		TOTAL PROJECT COST \$ 160,000
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
		<b>A. EXPENDITURE ITEMS</b>						
		Design & Engineering	\$ —	\$ 10,000	\$ —	\$ —	\$ —	\$ —
		Construction	\$ —	\$ —	\$ 100,000	\$ 50,000	\$ —	\$ —
\$ —	\$ —	TOTAL	\$ —	\$ 10,000	\$ 100,000	\$ 50,000	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
		DRA Distribution	\$ —	\$ 10,000	\$ 100,000	\$ 50,000	\$ —	\$ —
\$ —	\$ —	TOTAL	\$ —	\$ 10,000	\$ 100,000	\$ 50,000	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides for replacing water lines in Murphy Park. The water system at Murphy Park needs to be updated and replaced. There are areas where new back flow devices need to be installed and water lines replaced. A consultant will be hired to streamline the water system configuration and make recommendations for costs related to upgrades and water line replacement.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Diverse Arts, Culture, Parks and Recreation Experiences and Activities: Have well-maintained and upgraded parks and park amenities.

#### FUNDING RESTRICTIONS

This project is restricted to Sales Tax Fund (20%) and DRA funding.

<b>DEPARTMENT:</b> 30 - Leisure Services Park Division		<b>STATE PROGRAM:</b> 4C - Culture & Recreation	<b>PROJECT TITLE:</b> Murphy Park - Replace Roof on Rest Room Building by the Tennis Courts			<b>YEAR FIRST SUBMITTED:</b> FY 2011 <b>ACTIVITY NO:</b> 102-	<b>TOTAL PROJECT COST</b> \$ 15,000	
<b>2019 EXPENSE</b>	<b>2020 BUDGET</b>	<b>PROJECT BUDGET</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
		<b>A. EXPENDITURE ITEMS</b>						
		Design & Engineering	\$ —	\$ —	\$ —	\$ 1,500	\$ —	\$ —
		Construction	\$ —	\$ —	\$ —	\$ 13,500	\$ —	\$ —
\$ —	\$ —	TOTAL	\$ —	\$ —	\$ —	\$ 15,000	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
		DRA Distribution	\$ —	\$ —	\$ —	\$ 15,000	\$ —	\$ —
\$ —	\$ —	TOTAL	\$ —	\$ —	\$ —	\$ 15,000	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides for replacing the wood roof on the rest room building by the tennis courts in Murphy Park. This roof will be over thirty-nine years old by Fiscal Year 2024 and is showing signs of leaking. Replacement is needed.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Diverse Arts, Culture, Parks and Recreation Experiences and Activities: Have well-maintained and upgraded parks and park amenities.

#### FUNDING RESTRICTIONS

This project is restricted to Sales Tax Fund (20%) and DRA funding.

<b>DEPARTMENT:</b> 30 - Leisure Services Park Division		<b>STATE PROGRAM:</b> 4C - Culture & Recreation	<b>PROJECT TITLE:</b> Storybook Zoo Playground Replacement			<b>YEAR FIRST SUBMITTED:</b> FY 2009 <b>ACTIVITY NO:</b> 102-		<b>TOTAL PROJECT COST</b> \$ 110,000
<b>2019 EXPENSE</b>	<b>2020 BUDGET</b>	<b>PROJECT BUDGET</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
		<b>A. EXPENDITURE ITEMS</b>						
		Equipment	\$ —	\$ —	\$ 100,000	\$ —	\$ —	\$ —
		Contract Services	\$ —	\$ —	\$ 10,000	\$ —	\$ —	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ —	\$ —	\$ 110,000	\$ —	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
		DRA Distribution	\$ —	\$ —	\$ 110,000	\$ —	\$ —	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ —	\$ —	\$ 110,000	\$ —	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides for purchasing play equipment for the Storybook Hill Children's Zoo. The Zoo is leased to and operated by a nonprofit organization, Dubuque Children's Zoo Boosters. The group has made many improvements to the Zoo and it has really become a source of pride for the community. One area of improvement still needed is play equipment. Several pieces need to be replaced and the City's assistance is needed. The project includes the installation of a poured in place safety surfacing instead of wood chip safety surfacing. The poured in place surfacing will eliminate weeds in the playground and decrease maintenance costs in future years. This project includes contracted services for the removal of the old equipment.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Diverse Arts, Culture, Parks and Recreation Experiences and Activities: Have well-maintained and upgraded parks and park amenities.

#### FUNDING RESTRICTIONS

This project is restricted to Sales Tax Fund (20%) and DRA funding.

<b>DEPARTMENT:</b> 30 - Leisure Services Park Division		<b>STATE PROGRAM:</b> 4C - Culture & Recreation	<b>PROJECT TITLE:</b> Town Clock Plaza Rehabilitation			<b>YEAR FIRST SUBMITTED:</b> FY 2013 <b>ACTIVITY NO:</b> 360-1742		<b>TOTAL PROJECT COST</b> \$ 67,000
<b>2019 EXPENSE</b>	<b>2020 BUDGET</b>	<b>PROJECT BUDGET</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
		<b>A. EXPENDITURE ITEMS</b>						
		Design & Engineering	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —
		Construction	\$ 67,000	\$ —	\$ —	\$ —	\$ —	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ 67,000	\$ —	\$ —	\$ —	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
		GDTIF G.O. Debt	\$ 67,000	\$ —	\$ —	\$ —	\$ —	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ 67,000	\$ —	\$ —	\$ —	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides for concrete work throughout the plaza area as well as painting of rails, light posts and fleur de lis's on planters and other areas. Town Clock is the center for many festivals and is used every weekend from early spring through late fall. A renovation is necessary to maintain the quality of the public spaces. All are infrastructure maintenance improvements. \$33,000.00 was approved in the FY20 budget and this is the remainder to complete all the improvements.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Livable Neighborhoods and Housing: Increase the visual appeal and beauty of the city with attractive gateways, corridors, neighborhoods, homes and businesses.

#### FUNDING RESTRICTIONS

This project is restricted to Sales Tax Fund (20%), Greater Downtown TIF, and DRA funding.

<b>DEPARTMENT:</b> 30 - Leisure Services Park Division		<b>STATE PROGRAM:</b> 4C - Culture & Recreation	<b>PROJECT TITLE:</b> Veteran's Memorial Disc Golf Course Renovation			<b>YEAR FIRST SUBMITTED:</b> FY 2019	<b>ACTIVITY NO:</b> 102-2829	<b>TOTAL PROJECT COST</b> \$ 40,000
<b>2019 EXPENSE</b>	<b>2020 BUDGET</b>	<b>PROJECT BUDGET</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
		<b>A. EXPENDITURE ITEMS</b>						
		Construction	\$ 40,000	\$ —	\$ —	\$ —	\$ —	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ 40,000	\$ —	\$ —	\$ —	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
		DRA Distribution	\$ 40,000	\$ —	\$ —	\$ —	\$ —	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ 40,000	\$ —	\$ —	\$ —	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides for renovations to the frisbee disc golf course at Veteran's Memorial Park. Community members are beginning to voice their opinions related to the maintenance and upkeep of the course. Priority projects would be to replace and level all the concrete tee boxes. New tee box signage would be installed and brush removal would also be addressed in some areas. Disc golf usage and interest has increased in recent years.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects

#### OUTCOME

Diverse Arts, Culture, Parks and Recreation Experiences and Activities: Have well-maintained and upgraded parks and park amenities,

#### FUNDING RESTRICTIONS

This project is restricted to Sales Tax Fund (20%), and DRA funding.



DEPARTMENT: 30 - Leisure Services Park Division		STATE PROGRAM: 4C - Culture & Recreation	PROJECT TITLE: All Parks - Replace Security Lights			YEAR FIRST SUBMITTED: FY 2011 ACTIVITY NO: 102-2368		TOTAL PROJECT COST \$ 40,019
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
		<b>A. EXPENDITURE ITEMS</b>						
\$ 5,019	\$ 10,000	Equipment	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 50,000
\$ 5,019	\$ 10,000	TOTAL	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 50,000
		<b>B. PROJECT FINANCING</b>						
\$ 5,019	\$ 10,000	DRA Distribution	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 50,000
\$ 5,019	\$ 10,000	TOTAL	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 50,000
		<b>C. IMPACT - OPERATIONS</b>						
		Operating Cost (Savings)	\$ (3,000)	\$ (3,000)	\$ (3,000)	\$ (4,000)	\$ —	\$ —
		Operating Revenue	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides for replacing security lights including flag pole lighting in a number of different parks. The Safe Community Initiative, a 2013-2015 top priority of the City Council goal list is integral to safe lighting in parks. The security lights in many parks are getting very old and need to be replaced. This project will be a continuous project until lighting is replaced in all parks. Safety of parks' patrons will increase with better lighting. New efficient fixtures could potentially save between \$3,000 and \$5,000 in operating costs per year. The type of replacement fixtures effects the amount of cost savings per year. New lighting is additionally more sustainable and energy efficient. Dark sky technology will be used where possible.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Diverse Arts, Culture, Parks and Recreation Experiences and Activities: Have well-maintained and upgraded parks and park amenities.

#### FUNDING RESTRICTIONS

This project is restricted to Sales Tax Fund (20%) and DRA funding.

<b>DEPARTMENT:</b> 30 - Leisure Services Park Division		<b>STATE PROGRAM:</b> 4C - Culture & Recreation	<b>PROJECT TITLE:</b> All Parks - Renovate Water Systems			<b>YEAR FIRST SUBMITTED:</b> FY 2006 <b>ACTIVITY NO:</b> 350-1158	<b>TOTAL PROJECT COST</b> \$ 174,992	
<b>2019 EXPENSE</b>	<b>2020 BUDGET</b>	<b>PROJECT BUDGET</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
		<b>A. EXPENDITURE ITEMS</b>						
\$ 93,911	\$ 4,081	Construction	\$ —	\$ 7,000	\$ 20,000	\$ 25,000	\$ 25,000	\$ 50,000
\$ 93,911	\$ 4,081	TOTAL	\$ —	\$ 7,000	\$ 20,000	\$ 25,000	\$ 25,000	\$ 50,000
		<b>B. PROJECT FINANCING</b>						
\$ 93,911	\$ 4,081	Sales Tax Fund (20%)	\$ —	\$ —	\$ 20,000	\$ 25,000	\$ 25,000	\$ 50,000
		DRA Distribution	\$ —	\$ 7,000	\$ —	\$ —	\$ —	\$ —
\$ 93,911	\$ 4,081	TOTAL	\$ —	\$ 7,000	\$ 20,000	\$ 25,000	\$ 25,000	\$ 50,000

#### PROJECT DESCRIPTION/JUSTIFICATION

The Fiscal Year 2005 budget included \$34,000 to do an engineering study to determine what needs to be done to bring the water system in all parks (with water) up to code. The Fiscal Year 2006 project began the funding of that renovation work. Flora Park is complete, Murphy Park and Eagle Point Park have separate CIP requests. The plumbing code now requires all meters and Reduced Pressure Zone devices (backflow preventer) to be above ground. Most meters are in pits and there are no RPZ's in most locations. Some parks such as Avon Park may need the entire water system renovated and structures built to house the meter and backflow prevention valve. An engineer will be hired to help us determine how best to address this situation in each park and to provide cost estimates. Another CIP has been recommended for smaller parks to add water fountains that will meet code requirements by hooking them directly into the water system.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Diverse Arts, Culture, Parks and Recreation Experiences and Activities: Have well-maintained and upgraded parks and park amenities.

#### FUNDING RESTRICTIONS

This project is restricted to Sales Tax Fund (20%) and DRA funding.

DEPARTMENT: 30 - Leisure Services Park Division		STATE PROGRAM: 4C - Culture & Recreation	PROJECT TITLE: Ash Tree Removal and Tree Replacement			YEAR FIRST SUBMITTED: ACTIVITY NO: 102-2830	FY 2021 TOTAL PROJECT COST \$ 1,625,000	
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
		<b>A. EXPENDITURE ITEMS</b>						
		Tree Removal	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ —
		Tree Replacements	\$ 25,000	\$ 25,000	\$ 25,000	\$ 125,000	\$ 175,000	\$ —
\$ —	\$ —	TOTAL	\$ 275,000	\$ 275,000	\$ 275,000	\$ 375,000	\$ 425,000	\$ —
		<b>B. PROJECT FINANCING</b>						
		DRA Distribution	\$ 200,000	\$ 200,000	\$ 200,000	\$ 300,000	\$ 350,000	\$ —
		Sales Tax Fund (20%)	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ —
\$ —	\$ —	TOTAL	\$ 275,000	\$ 275,000	\$ 275,000	\$ 375,000	\$ 425,000	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This capital improvement project provides funds for the removal of ash trees due to Emerald Ash Borer(EAB) and for tree replacements. In FY20, \$45,000 was available in the Park Division operating budget to assist with contract removal of ash trees and stumps. There are approximately 900 ash trees that still need to be removed as of December 2019. This number includes City owned street ash trees, ash trees in parks and ash trees on other city properties. The removals would also include grinding of the stumps. On average it cost approximately \$1300 to remove a medium to large size ash tree including stump grinding. Approximately \$98,000 in savings from the FY19 budget is being used in FY20 to assist with contract removal of ash trees and tree stumps. In 2019 the Forestry Activity removed approximately 106 ash trees and contractors removed 70 ash trees. This request is to fund the contract removal of approximately 192 of the 850 ash trees that still need to be removed. The mortality rate of these ash trees is increasing dramatically and the trees will soon become a liability if not removed. Due to Emerald Ash Borer, ash trees are being removed as a top priority in the Park Division. There is a \$5,000 capital budget for grant matching funds for tree replacements. With trees being removed at an alarming rate, funds need to be readily available to replace these trees. In FY20, \$25,000 was approved in the Park Division operating budget for the purchase of trees. The average cost of a 2 1/2 inch caliper tree is approximately \$300 not including planting cost. The City has a great partnership with Dubuque Trees Forever. The Trees Forever group has been essential in assistance with planting trees throughout the community. In 2019, Trees Forever planted 45 trees. City staff planted an additional 48 trees. This funding would provide for the purchase of approximately 83 2 1/2 inch caliper trees to be planted throughout the community in FY 2021, FY 2022, and FY 2022, and 417 trees in FY 2023 and 583 in FY 2025. Trees provide so many benefits to the community including energy savings and storm water runoff reduction. It is estimated to cost \$500,000 for replacement(purchase and installation) of the 1300 ash trees that will be removed (data from 2015 EAB Readiness Plan). This request supports the City Council Goal of Sustainable Environment: Preserving and Enhancing Natural Resources by providing the benefits of trees back to community members.

<b>DEPARTMENT:</b> 30 - Leisure Services Park Division	<b>STATE PROGRAM:</b> 4C - Culture & Recreation	<b>PROJECT TITLE:</b> Ash Tree Removal and Tree Replacement	<b>YEAR FIRST SUBMITTED:</b> FY 2021 <b>ACTIVITY NO:</b> 102-2830	<b>TOTAL PROJECT COST</b> \$ 1,625,000
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#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to the Street Tree Program capital project.

#### OUTCOME

Sustainable Environment: Preserve and enhance Dubuque's natural resources.

#### FUNDING RESTRICTIONS

This project is restricted to Sales Tax Fund (20%) and DRA funding.

DEPARTMENT: 30 - Leisure Services Park Division		STATE PROGRAM: 4C - Culture & Recreation	PROJECT TITLE: Street Tree Program			YEAR FIRST SUBMITTED: ACTIVITY NO:	FY 2000 350-1458 102-1458	TOTAL PROJECT COST \$ 158,679
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
		<b>A. EXPENDITURE ITEMS</b>						
\$ 7,852	\$ 2,500	Landscaping	\$ 4,600	\$ 30,115	\$ 33,500	\$ 30,112	\$ 50,000	\$ 100,000
\$ 7,852	\$ 2,500	TOTAL	\$ 4,600	\$ 30,115	\$ 33,500	\$ 30,112	\$ 50,000	\$ 100,000
		<b>B. PROJECT FINANCING</b>						
\$ 7,852	\$ 2,500	Sales Tax Fund (20%)	\$ 4,600	\$ 30,115	\$ 33,500	\$ 30,112	\$ 50,000	\$ 100,000
\$ 7,852	\$ 2,500	TOTAL	\$ 4,600	\$ 30,115	\$ 33,500	\$ 30,112	\$ 50,000	\$ 100,000

#### PROJECT DESCRIPTION/JUSTIFICATION

The Fiscal Year 2017 to 2020 projects only provide matching funds for tree grants. Budget for FY 2022 and beyond would provide for replacing trees as specified in the Street Tree Policy updated in FY15 and after Emerald Ash Borer, a 2014-2016 top priority of the City Council goals list identifies the issue and one part of the plan is tree planting. The Street Tree Policy addresses size of planting lawns and type of trees allowed. Studies have shown that trees increase the value of property because of the improved appearance they create. A street lined with trees beautifies the neighborhood and community and conveys a sense of community pride. The 2011 Urban Forestry Study underlined the importance of tree planting in streets, parks and neighborhoods. Tree bids typically run \$300.00 each. With Emerald Ash Borer being discovered in August of 2015, it will become increasingly important to replace street trees. Twenty-four (24) percent of the 5,200 street trees are Ash trees. The Forestry Activity is currently removing an average of 300 to 400 trees per year over the last five years and definitely increases the need for tree replacements. CIP was first submitted in FY1999 but updated to include EAB in FY2015. The Emerald Ash Borer program was a 2019-2021 City Council Top Priority. Tree replacements is only one part of this program.

#### RELATIONSHIP TO OTHER PROJECTS

This project is related to the Ash Tree Removal and Tree Replacement capital project.

#### OUTCOME

Sustainable Environment: Preserve and enhance Dubuque's natural resources.

#### FUNDING RESTRICTIONS

This project is restricted to Sales Tax Fund (20%) and DRA funding.

DEPARTMENT: 30 - Leisure Services Park Division		STATE PROGRAM: 4C - Culture & Recreation	PROJECT TITLE: Retaining Walls			YEAR FIRST SUBMITTED: ACTIVITY NO:	FY 1999 350-1055 102-1055	TOTAL PROJECT COST \$ 45,000
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
		<b>A. EXPENDITURE ITEMS</b>						
		Construction	\$ —	\$ 5,000	\$ 10,000	\$ 5,000	\$ 25,000	\$ 25,000
\$ —	\$ —	TOTAL	\$ —	\$ 5,000	\$ 10,000	\$ 5,000	\$ 25,000	\$ 25,000
		<b>B. PROJECT FINANCING</b>						
		DRA Distribution	\$ —	\$ 5,000	\$ 10,000	\$ 5,000	\$ 25,000	\$ 25,000
\$ —	\$ —	TOTAL	\$ —	\$ 5,000	\$ 10,000	\$ 5,000	\$ 25,000	\$ 25,000

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides for the beginning of multi-year program to construct retaining walls on park property where the terrain is very difficult to mow and maintain. Many areas of our parks are difficult to maintain and mow because the terrain is steep and mowers cannot be used. Steep areas create a safety hazard for park employees. As a result, these areas look bad because grass grows long and the surface is uneven. Retaining walls will address this issue by creating a relatively flat surface at the top and bottom of the wall. Not only will maintenance effort be reduced, the appearance of the area will be enhanced.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Diverse Arts, Culture, Parks and Recreation Experiences and Activities: Have well-maintained and upgraded parks and park amenities.

#### FUNDING RESTRICTIONS

This project is restricted to Sales Tax Fund (20%) and DRA funding.

DEPARTMENT: 30 - Leisure Services Park Division		STATE PROGRAM: 4C - Culture & Recreation	PROJECT TITLE: Highway 20 Irrigation			YEAR FIRST SUBMITTED: FY 2016 ACTIVITY NO: 350-	TOTAL PROJECT COST \$ 25,000	
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
		<b>A. EXPENDITURE ITEMS</b>						
		Construction	\$ —	\$ —	\$ —	\$ 25,000	\$ —	\$ —
\$ —	\$ —	TOTAL	\$ —	\$ —	\$ —	\$ 25,000	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
		Sales Tax Fund (20%)	\$ —	\$ —	\$ —	\$ 25,000	\$ —	\$ —
\$ —	\$ —	TOTAL	\$ —	\$ —	\$ —	\$ 25,000	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides for installing irrigation to planters on Highway 20. There are certain planters along the Highway 20 corridor that do not have irrigation. A hose has to be run across on ramps, off ramps or across a four-lane roadway. This is not a practical process. Irrigation to the areas would allow the areas to be better maintained.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Livable Neighborhoods and Housing: Increase the visual appeal and beauty of the city with attractive gateways, corridors, neighborhoods, homes and businesses.

#### FUNDING RESTRICTIONS

This project is restricted to Sales Tax Fund (20%) and DRA funding.

<b>DEPARTMENT:</b> 30 - Leisure Services Park Division		<b>STATE PROGRAM:</b> 4C - Culture & Recreation	<b>PROJECT TITLE:</b> Highway 20 Replace Roses			<b>YEAR FIRST SUBMITTED:</b> FY 2011 <b>ACTIVITY NO:</b> 350-1588	<b>TOTAL PROJECT COST</b> \$ 117,514	
<b>2019 EXPENSE</b>	<b>2020 BUDGET</b>	<b>PROJECT BUDGET</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
		<b>A. EXPENDITURE ITEMS</b>						
		Construction	\$ —	\$ —	\$ —	\$ —	\$ 100,000	\$ 750,000
\$ 17,514		Design & Engineering	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —
\$ 17,514	\$ —	TOTAL	\$ —	\$ —	\$ —	\$ —	\$ 100,000	\$ 750,000
		<b>B. PROJECT FINANCING</b>						
\$ 17,514		DRA Gaming	\$ —	\$ —	\$ —	\$ —	\$ 50,000	\$ 750,000
\$ 17,514	\$ —	TOTAL	\$ —	\$ —	\$ —	\$ —	\$ 100,000	\$ 750,000

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides for a project to replace the roses on Highway 20. The rose beds are extremely high maintenance. The Junipers around them are starting to deteriorate. A plan to re-landscape the entire Hwy 20 Corridor from Locust Street to Devin Drive has been conceptually drafted. The new landscape will tolerate the highway elements, lower maintenance costs over time, and provide sustainability. Preliminary cost of the entire project is estimated at \$2.5 million. The first area to be addressed are the four landscaped beds with the roses in them. Secondary projects include exposing some bluffs along the corridor and some native plantings. It is estimated to cost \$403,000 re-landscape the 4 landscaped beds with roses.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Livable Neighborhoods and Housing: Increase the visual appeal and beauty of the city with attractive gateways, corridors, neighborhoods, homes and businesses

#### FUNDING RESTRICTIONS

This project is restricted to Sales Tax Fund (20%), and DRA funding.



<b>DEPARTMENT:</b> 30 - Leisure Services Park Division		<b>STATE PROGRAM:</b> 4C - Culture & Recreation	<b>PROJECT TITLE:</b> Parks - Resurface Tennis Courts			<b>YEAR FIRST SUBMITTED:</b> FY 2008 <b>ACTIVITY NO:</b> 350-2290	<b>TOTAL PROJECT COST</b> \$ 154,274	
<b>2019 EXPENSE</b>	<b>2020 BUDGET</b>	<b>PROJECT BUDGET</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
\$ 114,274		<b>A. EXPENDITURE ITEMS</b>						
		Construction	\$ —	\$ —	\$ —	\$ —	\$ 40,000	\$ 50,000
\$ 114,274	\$ —	<b>TOTAL</b>	\$ —	\$ —	\$ —	\$ —	\$ 40,000	\$ 50,000
		<b>B. PROJECT FINANCING</b>						
\$ 114,274		Sales Tax Fund (20%)	\$ —	\$ —	\$ —	\$ —	\$ 40,000	\$ 50,000
\$ 114,274	\$ —	<b>TOTAL</b>	\$ —	\$ —	\$ —	\$ —	\$ 40,000	\$ 50,000

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides for crack sealing and resurfacing of tennis and volleyball courts at Flora, Murphy, and Eagle Point Park. The existing courts are beginning to experience large cracks. Community members are beginning to voice their opinions on the safety of the courts. Flora Park would be addressed first, then the others. These courts are heavily used and require maintenance and upkeep on a scheduled basis. CIP first created in FY2008 to address Murphy, then additional facilities added in FY2016.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Diverse Arts, Culture, Parks and Recreation Experiences and Activities: Have well-maintained and upgraded parks and park amenities

#### FUNDING RESTRICTIONS

This project is restricted to Sales Tax Fund (20%), and DRA funding.

DEPARTMENT: 30 - Leisure Services Park Division		STATE PROGRAM: 4C - Culture & Recreation	PROJECT TITLE: Industrial Center Native Plantings			YEAR FIRST SUBMITTED: FY 2019 ACTIVITY NO:		TOTAL PROJECT COST \$ 20,000
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
		<b>A. EXPENDITURE ITEMS</b>						
		Contract Services	\$ —	\$ —	\$ —	\$ —	\$ 20,000	\$ 30,000
\$ —	\$ —	<b>TOTAL</b>	\$ —	\$ —	\$ —	\$ —	\$ 20,000	\$ 30,000
		<b>B. PROJECT FINANCING</b>						
		DICW TIF	\$ —	\$ —	\$ —	\$ —	\$ 20,000	\$ 30,000
\$ —	\$ —	<b>TOTAL</b>	\$ —	\$ —	\$ —	\$ —	\$ 20,000	\$ 30,000

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides for native seeding in Industrial Center areas. There are various areas in Technology Park, Dubuque Industrial Center West and Industrial Center South that would benefit from native plantings. The plantings would provide visual appeal as well as pollinator and bee habitat. The plantings would be installed by a certified contractor with a two year maintenance agreement. Staff would maintain the areas once the agreement has expired.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Livable Neighborhoods and Housing: Increase the visual appeal and beauty of the city with attractive gateways, corridors, neighborhoods, homes and businesses.

#### FUNDING RESTRICTIONS

This project is restricted to Sales Tax Fund (20%), and DRA funding.

DEPARTMENT: 30 - Leisure Services Park Division		STATE PROGRAM: 4C - Culture & Recreation	PROJECT TITLE: Washington Community Gateway			YEAR FIRST SUBMITTED: ACTIVITY NO: 360	FY 2016	TOTAL PROJECT COST \$ 15,000
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
		<b>A. EXPENDITURE ITEMS</b>						
		Design & Engineering	\$ —	\$ —	\$ —	\$ —	\$ 15,000	\$ —
		Construction	\$ —	\$ —	\$ —	\$ —	\$ —	\$ 90,000
\$ —	\$ —	TOTAL	\$ —	\$ —	\$ —	\$ —	\$ 15,000	\$ 90,000
		<b>B. PROJECT FINANCING</b>						
		Greater Downtown TIF	\$ —	\$ —	\$ —	\$ —	\$ 15,000	\$ 90,000
\$ —	\$ —	TOTAL	\$ —	\$ —	\$ —	\$ —	\$ 15,000	\$ 90,000

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides for developing the vacant lot at 1401 Elm Street as a Washington Community Gateway. The city purchased this property in 2014. The structure has been removed and the lot is currently grass. This project would provide for such amenities as three flag poles, park lighting, security cameras, perimeter fencing, welcome sign to the Washington neighborhood and drinking fountain.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Livable Neighborhoods and Housing: Increase the visual appeal and beauty of the city with attractive gateways, corridors, neighborhoods, homes and businesses

#### FUNDING RESTRICTIONS

This project is restricted to Sales Tax Fund (20%), Greater Downtown TIF, and DRA funding.

<b>DEPARTMENT:</b> 30 - Leisure Services Park Division		<b>STATE PROGRAM:</b> 4C - Culture & Recreation	<b>PROJECT TITLE:</b> Forestry Building - Replace Roof			<b>YEAR FIRST SUBMITTED:</b> FY 2014 <b>ACTIVITY NO:</b> 350		<b>TOTAL PROJECT COST</b> \$ 40,000
<b>2019 EXPENSE</b>	<b>2020 BUDGET</b>	<b>PROJECT BUDGET</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
		<b>A. EXPENDITURE ITEMS</b>						
		Construction	\$ —	\$ —	\$ —	\$ —	\$ 40,000	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ —	\$ —	\$ —	\$ —	\$ 40,000	\$ —
		<b>B. PROJECT FINANCING</b>						
		Sales Tax Fund (20%)	\$ —	\$ —	\$ —	\$ —	\$ 40,000	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ —	\$ —	\$ —	\$ —	\$ 40,000	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides for replacing the flat rubber roof on the forestry building. This roof is over thirty five years old and was to be replaced in Fiscal Year 2022. By Fiscal Year 2025 the roof will be over 40 years old.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Diverse Arts, Culture, Parks and Recreation Experiences and Activities: Have well-maintained and upgraded parks and park amenities

#### FUNDING RESTRICTIONS

This project is restricted to Sales Tax Fund (20%), and DRA funding.

<b>DEPARTMENT:</b> 30 - Leisure Services Park Division		<b>STATE PROGRAM:</b> 4C - Culture & Recreation	<b>PROJECT TITLE:</b> Parks - Paint Light Poles			<b>YEAR FIRST SUBMITTED:</b> FY 2015 <b>ACTIVITY NO:</b> 350		<b>TOTAL PROJECT COST</b> \$ 15,000
<b>2019 EXPENSE</b>	<b>2020 BUDGET</b>	<b>PROJECT BUDGET</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
		<b>A. EXPENDITURE ITEMS</b>						
		Construction	\$ —	\$ —	\$ —	\$ —	\$ 15,000	\$ 15,000
\$ —	\$ —	<b>TOTAL</b>	\$ —	\$ —	\$ —	\$ —	\$ 15,000	\$ 15,000
		<b>B. PROJECT FINANCING</b>						
		Sales Tax Fund (20%)	\$ —	\$ —	\$ —	\$ —	\$ 15,000	\$ 15,000
\$ —	\$ —	<b>TOTAL</b>	\$ —	\$ —	\$ —	\$ —	\$ 15,000	\$ 15,000

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides for painting light poles in park facilities. The light poles at Allison-Henderson Park need to be repainted. Future requests will include painting light poles at other park facilities.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Diverse Arts, Culture, Parks and Recreation Experiences and Activities: Have well-maintained and upgraded parks and park amenities

#### FUNDING RESTRICTIONS

This project is restricted to Sales Tax Fund (20%), and DRA funding.

DEPARTMENT: 30 - Leisure Services Park Division		STATE PROGRAM: 4C - Culture & Recreation	PROJECT TITLE: Maintenance Headquarters - Wash Bay			YEAR FIRST SUBMITTED: FY 2017 ACTIVITY NO: 102		TOTAL PROJECT COST \$ 20,000
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
		<b>A. EXPENDITURE ITEMS</b>						
		Construction	\$ —	\$ —	\$ —	\$ —	\$ 20,000	\$ —
\$ —	\$ —	TOTAL	\$ —	\$ —	\$ —	\$ —	\$ 20,000	\$ —
		<b>B. PROJECT FINANCING</b>						
		DRA Distribution	\$ —	\$ —	\$ —	\	\$ 20,000	\$ —
\$ —	\$ —	TOTAL	\$ —	\$ —	\$ —	\$ —	\$ 20,000	\$ —
		<b>C. IMPACT - OPERATIONS</b>						
		Operating Cost (Savings)	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —
		Operating Revenue	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides for constructing a wash bay at park maintenance headquarters for large and small equipment. There is currently no place to wash equipment and vehicles at the park maintenance shop. They are just washed where a hose is available to clean them. This allows grease and debris to flow into the storm drains. A wash bay would have a drain connected to the sanitary sewer for proper disposal of waste water.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Financially Responsible, High Performance City Organization: Service value for taxes and fees

#### FUNDING RESTRICTIONS

This project is restricted to Sales Tax Fund (20%), and DRA funding.

DEPARTMENT: 30 - Leisure Services Park Division		STATE PROGRAM: 4C - Culture & Recreation	PROJECT TITLE: Paint Railings			YEAR FIRST SUBMITTED: FY 2015 ACTIVITY NO: 350		TOTAL PROJECT COST \$ 20,000
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
		<b>A. EXPENDITURE ITEMS</b>						
		Construction	\$ —	\$ —	\$ —	\$ —	\$ 20,000	\$ 20,000
\$ —	\$ —	TOTAL	\$ —	\$ —	\$ —	\$ —	\$ 20,000	\$ 20,000
		<b>B. PROJECT FINANCING</b>						
		Sales Tax Fund (20%)	\$ —	\$ —	\$ —	\$ —	\$ 20,000	\$ 20,000
\$ —	\$ —	TOTAL	\$ —	\$ —	\$ —	\$ —	\$ 20,000	\$ 20,000

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides for painting railings throughout the park system maintenance areas. These include 16th Street, Orange Park, Pyatigorsk Park, Locust Street Connector and Main Street, as well as other parks. The railings are rusted and need to be repainted. Future budgeting will be added to put railings on a five-year paint cycle.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Diverse Arts, Culture, Parks and Recreation Experiences and Activities: Have well-maintained and upgraded parks and park amenities

#### FUNDING RESTRICTIONS

This project is restricted to Sales Tax Fund (20%), and DRA funding.

<b>DEPARTMENT:</b> 32 - Leisure Services / Civic Center Division		<b>STATE PROGRAM:</b> 4C - Culture & Recreation	<b>PROJECT TITLE:</b> Arena - Air Conditioner Replacement			<b>YEAR FIRST SUBMITTED:</b> FY 2012 <b>ACTIVITY NO:</b> 360-		<b>TOTAL PROJECT COST</b> \$ 100,000
<b>2019 EXPENSE</b>	<b>2020 BUDGET</b>	<b>PROJECT BUDGET</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
		<b>A. EXPENDITURE ITEMS</b>						
		Construction	\$ —	\$ 100,000	\$ —	\$ —	\$ —	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ —	\$ 100,000	\$ —	\$ —	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
		GDTIF G.O. Debt	\$ —	\$ 100,000	\$ —	\$ —	\$ —	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ —	\$ 100,000	\$ —	\$ —	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides for emergency repairs to the arena air conditioning units; Roof Top Units (RTU) 1-7 and 9. The air conditioning units were installed in 2005 and have a life span of fifteen years. The units are currently having issues with repair costs mounting. Replacement of the units is budgeted in the Five Flags Building Improvements CIP in FY2025.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Financially Responsible, High Performance City Organization: Service value for taxes and fees.

#### FUNDING RESTRICTIONS

This project is restricted to Sales Tax Fund (20%), Greater Downtown TIF, and DRA funding.



DEPARTMENT: 32 - Leisure Services / Civic Center Division		STATE PROGRAM: 4C - Culture & Recreation	PROJECT TITLE: Five Flags Building Improvements			YEAR FIRST SUBMITTED: FY 2020 ACTIVITY NO: 360-		TOTAL PROJECT COST \$ 6,026,334
2018 EXPENSE	2019 BUDGET	PROJECT BUDGET	2020	2021	2022	2023	2024	2025
\$ 14,334		<b>A. EXPENDITURE ITEMS</b>						
	\$ 12,000	Engineering	\$ —	\$ —	\$ —	\$ 600,000	\$ —	\$ —
		Construction	\$ —	\$ —	\$ —	\$ 5,400,000	\$ —	\$ —
\$ 14,334	\$ 12,000	TOTAL	\$ —	\$ —	\$ —	\$ 6,000,000	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
		GDTIF G.O. Debt	\$ —	\$ —	\$ —	\$ 4,800,000	\$ —	\$ —
		Greater Downtown TIF	\$ —	\$ —	\$ —	\$ 1,200,000	\$ —	\$ —
\$ —	\$ —	TOTAL	\$ —	\$ —	\$ —	\$ 6,000,000	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides for improvements to the building (arena, theater, lobby areas, exterior) and its equipment should a bond referendum for another scenario not pass or it is determined by City Council that Scenario 1 of status quo is the direction. This would be used on the current facility at its current footprint in its current state. The building is in need of wood window repairs, painting of the steel exterior, resealing the ballroom floor, remodeling/upgrading concession stands, carpet and tile replacement, locker shower upgrades, stage dimmer light replacement, dressing room upgrades, orchestra pit electronic lift, placement, refurbishing the stage floor, restoration of theater seats, painting walls and ceilings, satellite ticket booth, theater counter weight and grid system, lighting upgrades and retrofits and other building needs. Equipment replacement needs include the sound system, floor scrubber, tables and portable chairs, water fountains, popcorn popper, concert lighting, pipe and drape, follow spots, lighting consoles, masking equipment, scoreboard and other equipment replacements. New equipment necessary for a venue doing the level of business of Five Flags include wireless internet, point of sale system, and more. All projects listed have been submitted previously as individual projects with the oldest continuously submitted in the budget process since 2003 and the majority have been submitted and cut from the budget for 9-10 years and if approved in this CIP would be five more years until completed. Civic Center opened its doors in 1979, alongside the restored Theater paid for by a bond of \$3.7 million project. Additional upgrades and renovations were completed in 2005 at a cost of just over \$2.0 million.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Financially Responsible, High Performance City Organization: Service value for taxes and fees.

#### FUNDING RESTRICTIONS

This project is restricted to Sales Tax Fund (20%), Greater Downtown TIF, and DRA funding.

<b>DEPARTMENT:</b> 32 - Leisure Services / Civic Center Division		<b>STATE PROGRAM:</b> 4C - Culture & Recreation	<b>PROJECT TITLE:</b> Bijou Room & Hall - tile replacement			<b>YEAR FIRST SUBMITTED:</b> FY 2013 <b>ACTIVITY NO:</b> 350-2831		<b>TOTAL PROJECT COST</b> \$ 50,000
<b>2019 EXPENSE</b>	<b>2020 BUDGET</b>	<b>PROJECT BUDGET</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
		<b>A. EXPENDITURE ITEMS</b>						
		Construction	\$ 50,000	\$ —	\$ —	\$ —	\$ —	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ 50,000	\$ —	\$ —	\$ —	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
		Sales Tax Fund (20%)	\$ 50,000	\$ —	\$ —	\$ —	\$ —	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ 50,000	\$ —	\$ —	\$ —	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides for replacing the tile and floor molding in the Bijou Room and the hallway leading to the Bijou Room from the elevator. This tile was installed in the 1980's. The tile is failing and "popping up" causing tripping hazards. It is worn out and obsolete with no replacement tile available. This tile was not replaced as part of the 2005 renovation. Broken or uneven floor tile could contribute to slip/trip/fall incidents. The Bijou is used by partner Fly by Night as well as other events and partners in the performance arts.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Financially Responsible, High Performance City Organization: Service value for taxes and fees.

#### FUNDING RESTRICTIONS

This project is restricted to Sales Tax Fund (20%), Greater Downtown TIF, and DRA funding.

<b>DEPARTMENT:</b> 32 - Leisure Services / Civic Center Division		<b>STATE PROGRAM:</b> 4C - Culture & Recreation	<b>PROJECT TITLE:</b> Theater - Carpet Replacement			<b>YEAR FIRST SUBMITTED:</b> FY 2019 <b>ACTIVITY NO:</b> 102		<b>TOTAL PROJECT COST</b> \$ 70,000
<b>2019 EXPENSE</b>	<b>2020 BUDGET</b>	<b>PROJECT BUDGET</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
		<b>A. EXPENDITURE ITEMS</b>						
		Construction	\$ —	\$ 70,000	\$ —	\$ —	\$ —	\$ —
\$ —	\$ —	TOTAL	\$ —	\$ 70,000	\$ —	\$ —	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
		DRA Distribution	\$ —	\$ 70,000	\$ —	\$ —	\$ —	\$ —
\$ —	\$ —	TOTAL	\$ —	\$ 70,000	\$ —	\$ —	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides for replacing the carpet which was installed in 2001. It is bubbling up and creating a tripping hazard for people going to their seats. By FY25 the theater carpet will be 24 years old.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Financially Responsible, High Performance City Organization: Service value for taxes and fees.

#### FUNDING RESTRICTIONS

This project is restricted to Sales Tax Fund (20%), Greater Downtown TIF, and DRA funding.

<b>DEPARTMENT:</b> 34 - Leisure Services / Recreation Division		<b>STATE PROGRAM:</b> 4C - Culture & Recreation	<b>PROJECT TITLE:</b> Flora and Sutton Swimming Pools Annual Maintenance			<b>YEAR FIRST SUBMITTED:</b> FY 2016 <b>ACTIVITY NO:</b> 102-1890 350-1890	<b>TOTAL PROJECT COST</b> \$ 272,591	
<b>2019 EXPENSE</b>	<b>2020 BUDGET</b>	<b>PROJECT BUDGET</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
		<b>A. EXPENDITURE ITEMS</b>						
\$ 12,591	\$ 25,000	Construction	\$ 70,000	\$ 30,000	\$ 135,000	\$ —	\$ —	\$ —
\$ 12,591	\$ 25,000	TOTAL	\$ 70,000	\$ 30,000	\$ 135,000	\$ —	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
\$ 12,591	\$ 25,000	DRA Distribution	\$ 70,000	\$ 30,000	\$ 135,000	\$ —	\$ —	\$ —
\$ 12,591	\$ 25,000	TOTAL	\$ 70,000	\$ 30,000	\$ 135,000	\$ —	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides for the traditional annual maintenance for both the Flora and Sutton pools. Annual maintenance of Flora and Sutton pools as well as becoming compliant with ADA standards is required to keep the pools operational. The projects budgeted by fiscal year are as follows: FY 2021: Repair deck (\$10,000); Paint Flora Pool Tank (\$60,000 - 5 year cycle) FY2022: Repair Leak from underground pipe in Flora water playground (\$30,000) FY 2023: Pool Tank resurfacing for both pools (\$135,000 - 5 year).

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Diverse Arts, Culture, Parks and Recreation: Have well-maintained and upgraded parks and park amenities.

#### FUNDING RESTRICTIONS

This project is restricted to Sales Tax Fund (20%) and DRA funding.

<b>DEPARTMENT:</b> 34 - Leisure Services / Recreation Division		<b>STATE PROGRAM:</b> 4C - Culture & Recreation	<b>PROJECT TITLE:</b> Flora Swimming Pool Replace Playground Surface			<b>YEAR FIRST SUBMITTED:</b> FY 2016 <b>ACTIVITY NO:</b> 102-2120	<b>TOTAL PROJECT COST</b> \$ 120,540	
<b>2019 EXPENSE</b>	<b>2020 BUDGET</b>	<b>PROJECT BUDGET</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
	\$ 60,540	<b>A. EXPENDITURE ITEMS</b>						
		Construction	\$ 60,000	\$ —	\$ —	\$ —	\$ —	\$ —
\$ —	\$ 60,540	<b>TOTAL</b>	\$ 60,000	\$ —	\$ —	\$ —	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
	\$ 60,540	DRA Distribution	\$ 60,000	\$ —	\$ —	\$ —	\$ —	\$ —
\$ —	\$ 60,540	<b>TOTAL</b>	\$ 60,000	\$ —	\$ —	\$ —	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides for replacing the sand under the Flora Park Pool playground with a rubber safety surface. When the playground was installed, sand was chosen as the safety surface underneath the equipment. Sand is not ADA compliant in terms of the playground access. With the location of the playground within the fence property of the pool, this type of material was not a wise choice due to the affects that it can/does have on the adjacent water playground and zero depth pool area. As a result, the sand continues to end up in both the water playground and pool areas. This loose sand has a negative impact on the painted pool surface as it appears to be increasing the speed at which the paint is wearing. This sand also finds its' way into the filtration system. To try and prevent this excess wear, staff does their best to slow the process. Over 100 hours of staff time each season can be directly attributed to the remediation of the sand issues in the water areas. This does not include the additional wear on the equipment used to either vacuum, sweep, or rake these areas. The sand has also become a favorite nesting place for the Eastern Cicada Killer. This non-aggressive, large, black wasp looking insect, constantly causes issues due to overreactions of panic by both young children and adults. These nuisances also lead to frequent complaints by patrons. This project request is also a result of the ADA Audit and 2017 Aquatic Assessment.

#### RELATIONSHIP TO OTHER PROJECTS

This project is related to the Flora annual maintenance CIP

#### OUTCOME

Diverse Arts, Culture, Parks and Recreation: Have well-maintained and upgraded parks and park amenities.

#### FUNDING RESTRICTIONS

This project is restricted to Sales Tax Fund (20%) and DRA funding.

DEPARTMENT: 34 - Leisure Services / Recreation Division		STATE PROGRAM: 4C - Culture & Recreation	PROJECT TITLE: Flora & Sutton Filter Tank Replacement			YEAR FIRST SUBMITTED: FY2021 ACTIVITY NO:		TOTAL PROJECT COST \$ 200,000
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
		<b>A. EXPENDITURE ITEMS</b>						
		Construction	\$ —	\$ —	\$ —	\$ 200,000	\$ —	\$ —
\$ —	\$ —	TOTAL	\$ —	\$ —	\$ —	\$ 200,000	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
		DRA Distribution	\$ —	\$ —	\$ —	\$ 200,000	\$ —	\$ —
\$ —	\$ —	TOTAL	\$ —	\$ —	\$ —	\$ 200,000	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

The filter tanks at both Flora and Sutton pools are now over 25 years old and are beginning to show signs of deterioration both externally and internally. Staff began working with local contractors to service the tanks to keep them operational in 2017. In the spring of 2019, interior structural repairs were completed on the Flora tanks which should extend their life for another 3 or 4 years. Similar repairs will be made to the Sutton tanks in the spring of 2020. The cost of these repairs is roughly \$2,400 per tank depending on the damage uncovered while assessing the repair. Today's filter tanks are more efficient and constructed with more sustainable materials. Each pool currently has 3 tanks. With the newer tanks, 1 less tank would need to be replaced at each site. The rough estimate for this replacement including the disposal of the current structures are; \$135,000 for Flora and \$115,000 for Sutton.

#### RELATIONSHIP TO OTHER PROJECTS

This project is related to the F&S Annual Maintenance CIP (#102/350-1890)

#### OUTCOME

Diverse Arts, Culture, Parks and Recreation: Have well-maintained and upgraded parks and park amenities.

#### FUNDING RESTRICTIONS

This project is restricted to Sales Tax Fund (20%) and DRA funding.

<b>DEPARTMENT:</b> 34 - Leisure Services / Recreation Division		<b>STATE PROGRAM:</b> 4C - Culture & Recreation	<b>PROJECT TITLE:</b> Bunker Hill Golf Course - Construct Cart Paths			<b>YEAR FIRST SUBMITTED:</b> FY 2017 <b>ACTIVITY NO:</b> 370-2001		<b>TOTAL PROJECT COST</b> \$ 30,000
<b>2019 EXPENSE</b>	<b>2020 BUDGET</b>	<b>PROJECT BUDGET</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
		<b>A. EXPENDITURE ITEMS</b>						
	\$ 10,000	Construction	\$ —	\$ 10,000	\$ —	\$ —	\$ 10,000	\$ —
\$ —	\$ 10,000	<b>TOTAL</b>	\$ —	\$ 10,000	\$ —	\$ —	\$ 10,000	\$ —
		<b>B. PROJECT FINANCING</b>						
	\$ 10,000	Golf Fees	\$ —	\$ 10,000	\$ —	\$ —	\$ 10,000	\$ —
\$ —	\$ 10,000	<b>TOTAL</b>	\$ —	\$ 10,000	\$ —	\$ —	\$ 10,000	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides for construction of asphalt cart paths on areas heavily used by motorized carts. With the increasing use of golf carts, several sections of the golf course, particularly the grass areas, are being damaged. As a result of the grass being destroyed, erosion takes place causing an increase in maintenance expense. Asphalt paths enable the City to regulate usage of carts on the golf course and reduce maintenance costs. Phasing the project as proposed will allow the areas of greatest need to be constructed each year. The paths constructed in previous Fiscal Years greatly improved both the appearance and ability to maintain those areas. Repair of existing cart paths as needed is also included in this project.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Diverse Arts, Culture, Parks and Recreation: Have well-maintained and upgraded parks and park amenities.

#### FUNDING RESTRICTIONS

This project is restricted to Sales Tax Fund (20%), Golf Fees, and DRA funding.

<b>DEPARTMENT:</b> 34 - Leisure Services / Recreation Division		<b>STATE PROGRAM:</b> 4C - Culture & Recreation	<b>PROJECT TITLE:</b> Bunker Hill Golf Course - Tee Improvements			<b>YEAR FIRST SUBMITTED:</b> FY 2016 <b>ACTIVITY NO:</b> 370-1527	<b>TOTAL PROJECT COST</b> \$ 30,000	
<b>2019 EXPENSE</b>	<b>2020 BUDGET</b>	<b>PROJECT BUDGET</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
		<b>A. EXPENDITURE ITEMS</b>						
	\$ 10,000	Construction	\$ —	\$ 10,000	\$ —	\$ 10,000	\$ —	\$ —
\$ —	\$ 10,000	TOTAL	\$ —	\$ 10,000	\$ —	\$ 10,000	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
	\$ 10,000	Golf Fees	\$ —	\$ 10,000	\$ —	\$ 10,000	\$ —	\$ —
\$ —	\$ 10,000	TOTAL	\$ —	\$ 10,000	\$ —	\$ 10,000	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides for renovating tee areas. This project will be accomplished utilizing golf course personnel and golf course revenue. Several tee areas have a shallow dirt layer over rock, thus the health of the tee suffers most years. These will be renovated and dirt added. Red tee areas will be moved and enlarged on several tees. Enlarging the areas and improving the soil conditions will improve play for our patrons. Seventy-five percent of our players are recreational golfers that have a higher maintenance impact and will benefit from the improved red tees. Tee improvements completed to date have met with very positive comments from our golfers.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Diverse Arts, Culture, Parks and Recreation: Have well-maintained and upgraded parks and park amenities.

#### FUNDING RESTRICTIONS

This project is restricted to Sales Tax Fund (20%), Golf Fees, and DRA funding.



<b>DEPARTMENT:</b> 34 - Leisure Services / Recreation Division		<b>STATE PROGRAM:</b> 4C - Culture & Recreation	<b>PROJECT TITLE:</b> Bunker Hill Golf Course - Replace Irrigation System			<b>YEAR FIRST SUBMITTED:</b> FY 2015 <b>ACTIVITY NO:</b> 350-1530 102-1530	<b>TOTAL PROJECT COST</b> \$ 54,132	
<b>2019 EXPENSE</b>	<b>2020 BUDGET</b>	<b>PROJECT BUDGET</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
		<b>A. EXPENDITURE ITEMS</b>						
		Design & Engineering	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —
		Construction	\$ 54,132	\$ —	\$ —	\$ —	\$ —	\$ —
\$ —	\$ —	TOTAL	\$ 54,132	\$ —	\$ —	\$ —	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
		DRA Distribution	\$ 54,132	\$ —	\$ —	\$ —	\$ —	\$ —
\$ —	\$ —	TOTAL	\$ 54,132	\$ —	\$ —	\$ —	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This two-phased project provides for replacing the Bunker Hill Golf Course irrigation heads and piping and is listed on the 2018 City Council Goals & Priorities under Diverse Arts, Culture, Parks, & Recreation as a Management in Progress for FY'20 Funding. Phase 2 of the irrigation project began in 2015 with the completion of a 9 hole section of the course in FY16. To reduce the financial impact of this project, it was recommended to be completed in two phases (Phases 2 & 3). During the bid process of Phase 2, bidders were asked to also bid Phase 3 as an alternate. Based on the phase 3 alternate bids and inflation (5% per year), the bid of \$190, 070 will increase to \$231,029 in FY20. The irrigation system for the tees and greens was installed around 1980 and the fairway system was added in 1992. In Fiscal Year 2011 the satellite controllers, master control panel, variable speed pump, backflow preventer, pump shelter and electrical controls were replaced. The PVC pipe has a life expectancy of 25 years in the ground. This means that the tees and greens were ready to be replaced 8 years ago. In several areas, the pipe wall thickness has worn to .156" which is more than half of the pipe wall. Out-dated galvanized steel swing joints still exist throughout the system. The rust shavings from the aged steel block or deter the heads from working properly. Complete shut-down of the system is required to perform maintenance. There are also no "zone" shut-off valves. As a result, when there is a break at the lowest end of the course, all the water has to come out of the broken pipe before repair can begin. This can take several hours, cause localized flooding, and waste countless gallons of water. Both the outdated and/or obsolete sprinkler heads continue to absorb much needed man hours due to the complexity of the repair as well as the money spent to purchase parts if available. These parts can cost up to \$300 which is close to the purchase of a new more modern head.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Financially Responsible, High Performance City Organization: Service value for taxes and fees.

#### FUNDING RESTRICTIONS

This project is restricted to Sales Tax Fund (20%), Golf Fees, and DRA funding.

DEPARTMENT: 34 - Leisure Services / Recreation Division		STATE PROGRAM: 4C - Culture & Recreation	PROJECT TITLE: Bunker Hill Golf Course - Range Project			YEAR FIRST SUBMITTED: FY 2015 ACTIVITY NO: 350		TOTAL PROJECT COST \$ 320,000
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
		<b>A. EXPENDITURE ITEMS</b>						
		Design & Engineering	\$ —	\$ —	\$ 20,000	\$ —	\$ —	\$ —
		Construction	\$ —	\$ —	\$ —	\$ 227,830	\$ 72,170	\$ —
\$ —	\$ —	TOTAL	\$ —	\$ —	\$ 20,000	\$ 227,830	\$ 72,170	\$ —
		<b>B. PROJECT FINANCING</b>						
		DRA Distribution	\$ —	\$ —	\$ 20,000	\$ 227,830	\$ —	\$ —
\$ —	\$ —	TOTAL	\$ —	\$ —	\$ 20,000	\$ 227,830	\$ 72,170	\$ —
		<b>C. IMPACT - OPERATIONS</b>						
		Operating Cost (Savings)	\$ —	\$ —	\$ —	\$ —	\$ 1,000	\$ —
		Operating Revenue	\$ —	\$ —	\$ —	\$ —	\$ 49,387	\$ 49,387

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides a revised 18th fairway and green along with installation of a practice area/driving range. The golf industry will only continue to be more competitive in the future. The ability to attract new pass holders heavily relies on amenities. More importantly, the retention of current pass holders builds a foundation for consistent service and in-house marketing which both lead to growing revenue streams. The addition of a quality practice area and driving range will help both retain current pass holders and attract new golfers. It will also grow lesson revenue by having the ability to provide a wider range of offerings, off-season usage, increase partnership usage with the local schools, attract more tournaments, and increase ancillary sales through a standalone revenue source. Per the attached revenue projects for just the basic range operation and the minimal additional cost to operate, at 25% capacity during peak hours the facility could generate an additional \$49,387 annually.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Financially Responsible, High Performance City Organization: Customer-focused City service delivery.

#### FUNDING RESTRICTIONS

This project is restricted to Sales Tax Fund (20%), Golf Fees, and DRA funding.

DEPARTMENT: 34 - Leisure Services / Recreation Division		STATE PROGRAM: 4C - Culture & Recreation	PROJECT TITLE: Bunker Hill Administrative Welcome Reception 1st Floor Remodel			YEAR FIRST SUBMITTED: FY 2016 ACTIVITY NO: 102-2832		TOTAL PROJECT COST \$ 15,000
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
		A. EXPENDITURE ITEMS						
		Construction	\$ 15,000	\$ —	\$ —	\$ —	\$ —	\$ —
\$ —	\$ —	TOTAL	\$ 15,000	\$ —	\$ —	\$ —	\$ —	\$ —
		B. PROJECT FINANCING						
		DRA Distribution	\$ 15,000	\$ —	\$ —	\$ —	\$ —	\$ —
\$ —	\$ —	TOTAL	\$ 15,000	\$ —	\$ —	\$ —	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides for remodeling and refurbishing of the reception/welcome areas currently located at the Bunker Hill Golf Course. The current reception set-up for the front office staff is noisy and outdated which provides for a less than optimal customer service delivery. There is little room for families to register or ask for information and take pool pass photos, nor is the counter space provided ADA accessible. In addition, the current placement of the heating/cooling systems as well as the energy efficiency of the office lighting is highly inefficient. Remodeling the reception space will allow for modification to these in-efficiencies through better circulation, lighting, and energy control systems (motion lighting, individualized energy controls, etc.) providing a much more inclusive and inviting space for the public to interact with our department.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Financially Responsible, High Performance City Organization: Service value for taxes and fees.

#### FUNDING RESTRICTIONS

This project is restricted to Sales Tax Fund (20%), Golf Fees, and DRA funding.

DEPARTMENT: 34 - Leisure Services / Recreation Division		STATE PROGRAM: 4C - Culture & Recreation	PROJECT TITLE: Multicultural Family Center Sidewalk Replacement and Concrete Improvements			YEAR FIRST SUBMITTED: FY 2020 ACTIVITY NO: 260-2833		TOTAL PROJECT COST \$ 25,000
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
		<b>A. EXPENDITURE ITEMS</b>						
		Engineering & Construction	\$ 25,000	\$ —	\$ —	\$ —	\$ —	\$ —
\$ —	\$ —	TOTAL	\$ 25,000	\$ —	\$ —	\$ —	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
		CDBG	\$ 25,000	\$ —	\$ —	\$ —	\$ —	\$ —
\$ —	\$ —	TOTAL	\$ 25,000	\$ —	\$ —	\$ —	\$ —	\$ —
		<b>C. IMPACT - OPERATIONS</b>						
		Operating Cost (Savings)	\$ —	\$ —	\$ 500	\$ —	\$ —	\$ —
		Operating Revenue	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides for replacing the sidewalk along Central Avenue the entire length of the Multicultural Family Center Ruby Sutton building and the new expansion. The renovation of the expansion is funded and in progress. The current sidewalk is uneven and in need of replacement.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Robust Local Economy: Have the infrastructure and amenities to support economic development and growth: industrial/business parks, streets and utilities, air service and housing, bandwidth redundancy.

#### FUNDING RESTRICTIONS

This project is restricted to Sales Tax Fund (20%), DRA funding, Downtown TIF, and CDBG.

DEPARTMENT: 34 - Leisure Services / Recreation Division		STATE PROGRAM: 4C - Culture & Recreation	PROJECT TITLE: POD - Signage Replacement			YEAR FIRST SUBMITTED: FY21 ACTIVITY NO:		TOTAL PROJECT COST \$ 10,000
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
		<b>A. EXPENDITURE ITEMS</b>						
		Construction	\$ —	\$ —	\$ —	\$ 10,000	\$ —	\$ —
\$ —	\$ —	TOTAL	\$ —	\$ —	\$ —	\$ 10,000	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
		DRA Distribution	\$ —	\$ —	\$ —	\$ 10,000	\$ —	\$ —
\$ —	\$ —	TOTAL	\$ —	\$ —	\$ —	\$ 10,000	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

The original window signage located on the Port of Dubuque Convenient Store was installed in 2013. Due to weather and sun exposure, this window signage has a life span of 3 to 5 years. In 2019 the signage was clearly passed its' life span and was replaced using available operating funds. This capital improvement plan shortens the period of replacement to 4 years which is within the life span of the material while keeping up with the polished representation of the facility and the Port of Dubuque as a whole.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Financially Responsible, High Performance City Organization: Customer-focused City service delivery.

#### FUNDING RESTRICTIONS

This project may only be funded by Sales Tax Fund (20%) or DRA Distribution

DEPARTMENT: 34 - Leisure Services / Recreation Division		STATE PROGRAM: 4C - Culture & Recreation	PROJECT TITLE: Port of Dubuque Marina - Dock Maintenance			YEAR FIRST SUBMITTED: FY 2020 ACTIVITY NO:		TOTAL PROJECT COST \$ 40,000
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
		<b>A. EXPENDITURE ITEMS</b>						
		Construction	\$ —	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
\$ —	\$ —	TOTAL	\$ —	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
		<b>B. PROJECT FINANCING</b>						
		Sales Tax Fund (20%)	\$ —	\$ 10,000	\$ 10,000	\$ 9,000	\$ 10,000	\$ 10,000
\$ —	\$ —	TOTAL	\$ —	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides for the annual maintenance for the Port of Dubuque Marina. FY'21 will be the 8th operating season for the marina and 9th year of the dock project being completed. During the 2018 boating season, there have been several equipment maintenance needs above and beyond any of the previous years. These include but were not limited to unexpected/budgeted repairs to the fuel pumps, fuel dispensers, dock pedestals, water lines, pump out mechanism, electrical, etc. In order to maintain what has become widely known as a first class facility, a capital funded replacement/repair plan needs to be put in place in an effort to minimize the impact that these failures could have to the quality of services offered at the marina.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Financially Responsible, High Performance City Organization. Effective Service Delivery; Diverse Arts, Culture, Parks, and Recreation Experiences and Activities.

#### FUNDING RESTRICTIONS

This project may only be funded by Sales Tax Fund (20%) or DRA Distribution/Gaming.

DEPARTMENT: 34 - Leisure Services / Recreation Division		STATE PROGRAM: 4C - Culture & Recreation	PROJECT TITLE: LS Facility/Deferred Maintenance Assessment			YEAR FIRST SUBMITTED: FY 2021 ACTIVITY NO:		TOTAL PROJECT COST \$ 90,000
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
		<b>A. EXPENDITURE ITEMS</b>						
		Consulting	\$ —	\$ 90,000	\$ —	\$ —	\$ —	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ —	\$ 90,000	\$ —	\$ —	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
		DRA Gaming	\$ —	\$ 90,000	\$ —	\$ —	\$ —	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ —	\$ 90,000	\$ —	\$ —	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project would provide funding for a consulting agency to conduct a study of all leisure services facilities and parks, as well as a develop a maintenance plan for the best use of City funding to insure that the services provided of of the highest quality possible as well as sustainable for the future growth of Dubuque. Currently, the Leisure Services Department maintains 53 parks (48 of which are developed), 25 shelters, 46 miles of trails, 43 playgrounds, 3 skate parks and 13 building structures. The majority of these places and spaces have structures which are well over 25 years old and are still not ADA accessible. Over the years, the Parks and Recreation Divisions have submitted over 80 deferred maintenance CIP's totaling over \$4 million dollars. Many of these CIP's have been moved either to future year disbursements or are removed from the 5-year plan. As these deferred maintenance funds continue to be moved, these aging structures continue to deteriorate. Staff does use what operating funds are available each year to provide quick fixes to these spaces in an effort to keep them safe, more efficient, and usable. However, an assessment of the spaces will provide a clear plan and steps to improve these areas through a funding structure that can help the department continue to provide well-maintained, quality facilities and services as well as meet expectations for all residents of Dubuque.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Diverse Arts, Culture, Parks and Recreation: Have family-oriented programs and activities.

#### FUNDING RESTRICTIONS

This project is restricted to Sales Tax Fund (20%), and DRA funding. This project is restricted to Sales Tax 20% funds and DRA funds.

DEPARTMENT: 34 - Leisure Services / Recreation Division		STATE PROGRAM: 4C - Culture & Recreation	PROJECT TITLE: New Operating System (Registration, Reservation, POS)			YEAR FIRST SUBMITTED: FY 2019 ACTIVITY NO: 102-2834		TOTAL PROJECT COST \$ 90,000
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
		<b>A. EXPENDITURE ITEMS</b>						
		Operating System	\$ 90,000	\$ —	\$ —	\$ —	\$ —	\$ —
\$ —	\$ —	TOTAL	\$ 90,000	\$ —	\$ —	\$ —	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
		DRA Gaming	\$ 90,000	\$ —	\$ —	\$ —	\$ —	\$ —
\$ —	\$ —	TOTAL	\$ 90,000	\$ —	\$ —	\$ —	\$ —	\$ —
		<b>C. IMPACT - OPERATIONS</b>						
		Operating Cost (Savings)	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —
		Operating Revenue	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides funding to implement a new and more equitable operating system or update the current system for the Leisure Services Department to conduct program registrations, pavilions rentals, campground and marina rentals, POS, and other service/data related operations. Currently the online ActiveNet system is functional yet it lacks in the ability to extract data, is not user friendly to both the customer and staff, and charges high user fees for online users. The Marina, Campground, Golf Course and Pools currently use other systems that work better with their operations. Staff has experienced several other recreational based operating systems and is confident that a new system could be implemented that can address all of the inefficiencies of the current system as well as become a one stop shop for the Park and Recreation services. This should be coordinated with Transportation Services implementation of a cross-department CityCard which can be used for all city services.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Financially Responsible, High Performance City Organization: Customer-focused City service delivery.

#### FUNDING RESTRICTIONS

This project is restricted to Sales Tax Fund (20%), and DRA funding.



<b>DEPARTMENT:</b> 34 - Leisure Services / Recreation Division		<b>STATE PROGRAM:</b> 4C - Culture & Recreation	<b>PROJECT TITLE:</b> Quality of Life Needs Assessment			<b>YEAR FIRST SUBMITTED:</b> FY 2015 <b>ACTIVITY NO:</b>		<b>TOTAL PROJECT COST</b> \$ 40,000
<b>2019 EXPENSE</b>	<b>2020 BUDGET</b>	<b>PROJECT BUDGET</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
		<b>A. EXPENDITURE ITEMS</b>						
		Consultant Services	\$ —	\$ 40,000	\$ —	\$ —	\$ —	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ —	\$ 40,000	\$ —	\$ —	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
		DRA Distribution	\$ —	\$ 40,000	\$ —	\$ —	\$ —	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ —	\$ 40,000	\$ —	\$ —	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides for a parks and recreation department needs assessment. As part of the new Comprehensive Plan and its community engagement, it is clear that the Parks and Recreation Department plays a vital role in community health, play, growth and interaction. This assessment would cover an in-depth analysis of all services from parks, marketing, customer, trails, pools, golf, programs and facilities. The information gathered would then be used to determine facility, program, and staffing needs based on population, industry standards/trends, and the expectation of community growth. The findings from this assessment will help plan the future of the department based on the needs and expectations of the community.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Diverse Arts, Culture, Parks and Recreation: Have family-oriented programs and activities.

#### FUNDING RESTRICTIONS

This project is restricted to Sales Tax Fund (20%), and DRA funding.

<b>DEPARTMENT:</b> 33 - Leisure Services / Conference Center		<b>STATE PROGRAM:</b> 6C - General Government	<b>PROJECT TITLE:</b> Paint Exterior Metal			<b>YEAR FIRST SUBMITTED:</b> FY 2014 <b>ACTIVITY NO:</b> 350-2784 102-	<b>TOTAL PROJECT COST</b> \$ 50,000	
<b>2019 EXPENSE</b>	<b>2020 BUDGET</b>	<b>PROJECT BUDGET</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
		<b>A. EXPENDITURE ITEMS</b>						
		Contract Services	\$ —	\$ —	\$ —	\$ —	\$ 50,000	\$ —
\$ —	\$ —	TOTAL	\$ —	\$ —	\$ —	\$ —	\$ 50,000	\$ —
		<b>B. PROJECT FINANCING</b>						
		Sales Tax Fund (20%)	\$ —	\$ —	\$ —	\$ —	\$ 50,000	\$ —
\$ —	\$ —	TOTAL	\$ —	\$ —	\$ —	\$ —	\$ 50,000	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides for painting exterior metal of the Center. In 2009 the front metal and most of the metal around the River Room were painted. In FY 2019 River Room and under eaves was painted.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Livable Neighborhoods and Housing: Increase the visual appeal and beauty of the city with attractive gateways, corridors, neighborhoods, homes and businesses.

#### FUNDING RESTRICTIONS

This project is restricted to Sales Tax Fund (20%), Greater Downtown TIF, and DRA funding.

DEPARTMENT: 33 - Leisure Services / Conference Center		STATE PROGRAM: 6C - General Government	PROJECT TITLE: Replace Carpet			YEAR FIRST SUBMITTED: FY 2014	TOTAL PROJECT COST	
						ACTIVITY NO: 102-2113	360-2113	350-2113
								\$ 341,480
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
		<b>A. EXPENDITURE ITEMS</b>						
	\$ 8,480	Design & Engineering	\$ —	\$ —	\$ 10,000	\$ 10,000	\$ 2,000	\$ —
	\$ 83,000	Construction	\$ —	\$ —	\$ 90,000	\$ 110,000	\$ 28,000	\$ —
\$ —	\$ 91,480	TOTAL	\$ —	\$ —	\$ 100,000	\$ 120,000	\$ 30,000	\$ —
		<b>B. PROJECT FINANCING</b>						
		GDTIF G.O. Debt	\$ —	\$ —	\$ —	\$ 120,000	\$ —	\$ —
		Greater Downtown TIF	\$ —	\$ —	\$ 100,000	\$ —	\$ 30,000	\$ —
	\$ 91,480	DRA Distribution	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —
\$ —	\$ 91,480	TOTAL	\$ —	\$ —	\$ 100,000	\$ 120,000	\$ 30,000	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides for replacing the carpet in various rooms and areas throughout the Grand River Center. Higher use areas of the convention center are on an eight-year replacement cycle. The carpeting establishes a new, fresh look to the room. FY23 will replace the ballroom carpet (\$100,000). FY 24 will replace the pre-function, spine, stairs and elevator (\$85,000) and River room, ramp and pre-function to River Room (\$25,000). FY 25 will replace the green room (never replaced), sky bridge and river room stairs, escalator, elevator, and west entry walk off carpets (\$30,000).

#### RELATIONSHIP TO OTHER PROJECTS

This project is related to the GRC Replace Fabric Wall Covering (CIP 102-2112). This project is also related to Paint Interior Room and Areas (350-2391). The carpet and painting relates to the wall coverings in that all colors, fabrics and patterns are selected to redecorate the room at the time of the project.

#### OUTCOME

Financially Responsible, High Performance City Organization: Service value for taxes and fees.

#### FUNDING RESTRICTIONS

This project is restricted to Sales Tax Fund (20%), Greater Downtown TIF, and DRA funding.

<b>DEPARTMENT:</b> 33 - Leisure Services / Conference Center		<b>STATE PROGRAM:</b> 6C - General Government	<b>PROJECT TITLE:</b> Paint Interior Rooms and Areas			<b>YEAR FIRST SUBMITTED:</b> FY 2014 <b>ACTIVITY NO:</b> 350-2391	<b>TOTAL PROJECT COST</b> \$ 96,000	
<b>2019 EXPENSE</b>	<b>2020 BUDGET</b>	<b>PROJECT BUDGET</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
		<b>A. EXPENDITURE ITEMS</b>						
	\$ 40,000	Construction	\$ —	\$ —	\$ —	\$ 38,000	\$ 18,000	\$ —
\$ —	\$ 40,000	TOTAL	\$ —	\$ —	\$ —	\$ 38,000	\$ 18,000	\$ —
		<b>B. PROJECT FINANCING</b>						
	\$ 40,000	Sales Tax Fund (20%)	\$ —	\$ —	\$ —	\$ 38,000	\$ 18,000	\$ —
\$ —	\$ 40,000	TOTAL	\$ —	\$ —	\$ —	\$ 38,000	\$ 18,000	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides for painting interior rooms and areas of the Grand River Center. FY 2024 funding would provide for the painting of the ballroom (\$8000) and spine and pre-function space prior to carpeting (\$30,000). The FY25 project includes the back of house, stairwells and other smaller rooms which are original paint.

#### RELATIONSHIP TO OTHER PROJECTS

This project is related to the GRC Replace Fabric Wall Covering (CIP 102-2112). This project is also related to Replace Carpet (CIP 102-2113, 360-2113, 350-2113). The carpet and painting relates to the wall coverings in that all colors, fabrics and patterns are selected to redecorate the room at the time of the project.

#### OUTCOME

Financially Responsible, High Performance City Organization: Service value for taxes and fees.

#### FUNDING RESTRICTIONS

This project is restricted to Sales Tax Fund (20%), Greater Downtown TIF, and DRA funding.

<b>DEPARTMENT:</b> 33 - Leisure Services / Conference Center		<b>STATE PROGRAM:</b> 6C - General Government	<b>PROJECT TITLE:</b> Table, Chair, Podium Replacement			<b>YEAR FIRST SUBMITTED:</b> FY 2015 <b>ACTIVITY NO:</b> 350-1990	<b>TOTAL PROJECT COST</b> \$ 373,388	
<b>2019 EXPENSE</b>	<b>2020 BUDGET</b>	<b>PROJECT BUDGET</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
		<b>A. EXPENDITURE ITEMS</b>						
\$ 21,821	\$ 26,567	Equipment	\$ —	\$ —	\$ 300,000	\$ —	\$ 25,000	\$ —
\$ 21,821	\$ 26,567	TOTAL	\$ —	\$ —	\$ 300,000	\$ —	\$ 25,000	\$ —
		<b>B. PROJECT FINANCING</b>						
\$ 21,821	\$ 26,567	Sales Tax Fund (20%)	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —
		DRA Distribution	\$ —	\$ —	\$ 300,000	\$ —	\$ 25,000	\$ —
\$ 21,821	\$ 26,567	TOTAL	\$ —	\$ —	\$ 300,000	\$ —	\$ 25,000	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides for chair and table replacement. There were 3,000 chairs purchased when the building opened in 2003. In FY 23 the chairs will be 20 years old. All have been recovered/refurbished numerous times. These chairs are heavily used and need to be comfortable and in good appearance for guest comfort and enjoyment of events/seminars. Frames are showing the wear and rusting. The chairs cost is \$100 per chair. Replacement of banquet or meeting room tables is \$200 to \$400 each (FY 25). There are 600 tables in the inventory.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Financially Responsible, High Performance City Organization: Customer-focused City service delivery.

#### FUNDING RESTRICTIONS

This project is restricted to Sales Tax Fund (20%), Greater Downtown TIF, and DRA funding.

<b>DEPARTMENT:</b> 33 - Leisure Services / Conference Center		<b>STATE PROGRAM:</b> 6C - Culture & Recreation	<b>PROJECT TITLE:</b> Landscape Renovations			<b>YEAR FIRST SUBMITTED:</b> FY 2019 <b>ACTIVITY NO:</b> 102-2591		<b>TOTAL PROJECT COST</b> \$ 48,500
<b>2019 EXPENSE</b>	<b>2020 BUDGET</b>	<b>PROJECT BUDGET</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
		<b>A. EXPENDITURE ITEMS</b>						
	\$ 500	Design & Engineering	\$ —	\$ —	\$ —	\$ —	\$ 3,500	\$ —
	\$ 14,500	Construction	\$ —	\$ —	\$ —	\$ —	\$ 30,000	\$ —
\$ —	\$ 15,000	<b>TOTAL</b>	\$ —	\$ —	\$ —	\$ —	\$ 33,500	\$ —
		<b>B. PROJECT FINANCING</b>						
	\$ 15,000	DRA Distribution	\$ —	\$ —	\$ —	\$ —	\$ 33,500	\$ —
\$ —	\$ 15,000	<b>TOTAL</b>	\$ —	\$ —	\$ —	\$ —	\$ 33,500	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides for various landscape renovations. The landscape around the Grand River Center has matured and various areas are in need of renovations. The crab apple trees will need replaced. The islands in the parking lots, along the riverwalk as well as common space areas all have plant materials that need to be replaced. There is an area near the employee entrance that washes out due to the roof drain. This area would be renovated. The funds will be used for landscape materials and installation.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Livable Neighborhoods and Housing: Increase the visual appeal and beauty of the city with attractive gateways, corridors, neighborhoods, homes and businesses.

#### FUNDING RESTRICTIONS

This project is restricted to Sales Tax Fund (20%), Greater Downtown TIF, and DRA funding.

DEPARTMENT: 33 - Leisure Services / Conference Center		STATE PROGRAM: 6C - General Government	PROJECT TITLE: Energy Efficiency Improvements			YEAR FIRST SUBMITTED: FY 2015	ACTIVITY NO: 350-2590	TOTAL PROJECT COST \$ 81,770
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
\$ 6,450		<b>A. EXPENDITURE ITEMS</b>						
\$ 2,320		Design & Engineering	\$ 2,000	\$ —	\$ —	\$ —	\$ —	\$ —
\$ 8,770	\$ —	Construction	\$ 50,000	\$ 21,000	\$ —	\$ —	\$ —	\$ —
		<b>TOTAL</b>	\$ 52,000	\$ 21,000	\$ —	\$ —	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
\$ 8,770		DRA Distribution	\$ 52,000	\$ 21,000	\$ —	\$ —	\$ —	\$ —
\$ 8,770	\$ —	<b>TOTAL</b>	\$ 52,000	\$ 21,000	\$ —	\$ —	\$ —	\$ —
		<b>C. IMPACT - OPERATIONS</b>						
		Operating Cost (Savings)	\$ —	\$ 1,500	\$ 1,600	\$ —	\$ —	\$ —
		Operating Revenue	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides for energy saving improvements recommended by Alliant Energy Audit in 2012 and a Retro-Commissioning study completed in 2017. The City pays one half of the utilities. The project is replacement of garage lighting with LED, modulate hot water pump speed, and prefunction lighting with daylight sensors.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Sustainable Environment: Become a resilient city using sustainable and affordable technology for water, energy, transportation, health and wellness, discard, community engagement – a model community for the world.

#### FUNDING RESTRICTIONS

This project is restricted to Sales Tax Fund (20%), Greater Downtown TIF, and DRA funding.

DEPARTMENT: 33 - Leisure Services / Conference Center		STATE PROGRAM: 6C - General Government	PROJECT TITLE: Market Study and Facility Assessment			YEAR FIRST SUBMITTED: FY 2016 ACTIVITY NO: 360-		TOTAL PROJECT COST \$ 65,000
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
		<b>A. EXPENDITURE ITEMS</b>						
		Design & Engineering	\$ —	\$ 65,000	\$ —	\$ —	\$ —	\$ —
\$ —	\$ —	TOTAL	\$ —	\$ 65,000	\$ —	\$ —	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
		Greater Downtown TIF	\$ —	\$ 65,000	\$ —	\$ —	\$ —	\$ —
\$ —	\$ —	TOTAL	\$ —	\$ 65,000	\$ —	\$ —	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides a facility assessment and market study in preparation of the Center's first 20 years in FY22. The Grand River Center opened in 2003. In 2023, the facility will be 20 years old. Twenty years is the replacement cycle for many major mechanical systems within a building. The assessment will review and make recommendations about system upgrades and replacements necessary. The assessment would outline costs related to those replacements and consider improvements such as restroom and back-of-house renovations necessary for service and operation of the facility. The facility assessment would consider the Grand River Center's infrastructure in addition to the market study which would consider competing facilities and market opportunities. This information would be used in the consideration of the 20 year service cycle as well as if renovations to the meeting/event areas are necessary. These would be renovations beyond the decor upgrades that have been ongoing and pertain to physical layouts and patterns. Additionally, the study would consider trends of the hospitality industry that can affect the center market share.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Financially Responsible, High Performance City Organization: Service value for taxes and fees.

#### FUNDING RESTRICTIONS

This project is restricted to Sales Tax Fund (20%), Greater Downtown TIF, and DRA funding.



<b>DEPARTMENT:</b> 33 - Leisure Services / Conference Center		<b>STATE PROGRAM:</b> 6C - General Government	<b>PROJECT TITLE:</b> Concrete Restoration, Raising & Caulk			<b>YEAR FIRST SUBMITTED:</b> FY 2017 <b>ACTIVITY NO:</b> 350-2710		<b>TOTAL PROJECT COST</b> \$ 225,000
<b>2019 EXPENSE</b>	<b>2020 BUDGET</b>	<b>PROJECT BUDGET</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
		<b>A. EXPENDITURE ITEMS</b>						
		Professional Services	\$ —	\$ —	\$ 50,000	\$ —	\$ 175,000	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ —	\$ —	\$ 50,000	\$ —	\$ 175,000	\$ —
		<b>B. PROJECT FINANCING</b>						
		Sales Tax Fund (20%)	\$ —	\$ —	\$ 50,000	\$ —	\$ 175,000	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ —	\$ —	\$ 50,000	\$ —	\$ 175,000	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides funding to fix cracked portions, level the patio and reset the bricks that have settled in the river plaza area on the west side of the building and level sidewalks and steps that have settled. Funding in FY 25 provides for fixing all cracks and grinding concrete in the exhibit hall, then applying a reflector enhancer epoxy (\$25,000). The concrete section is located at the entrance of the loading dock and next to the concession stand and endures a lot of abuse with the staging area and entrance of machinery, boats, and cars into the Exhibit Hall. \$150,000 will be used for caulk, leveling and concrete repairs. There is a need to caulk numerous seams between all concrete panels of the patio and the River Room. The caulk is pulling away from the seams. Specialty concrete at the doorways to the patio will be leveled and sidewalk sections around and to the Grand River Center will be replaced as needed. This is to eliminate trip hazards.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Financially Responsible, High Performance City Organization: Service value for taxes and fees.

#### FUNDING RESTRICTIONS

This project is restricted to Sales Tax Fund (20%), Greater Downtown TIF, and DRA funding.

<b>DEPARTMENT:</b> 33 - Leisure Services / Conference Center		<b>STATE PROGRAM:</b> 6C - General Government	<b>PROJECT TITLE:</b> Repaint Exhibit Hall Airwalls			<b>YEAR FIRST SUBMITTED:</b> FY 2018 <b>ACTIVITY NO:</b> 350- 102-	<b>TOTAL PROJECT COST</b> \$ 40,000	
<b>2019 EXPENSE</b>	<b>2020 BUDGET</b>	<b>PROJECT BUDGET</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>
		<b>A. EXPENDITURE ITEMS</b>						
		Construction	\$ —	\$ —	\$ —	\$ 40,000	\$ —	\$ —
\$ —	\$ —	TOTAL	\$ —	\$ —	\$ —	\$ 40,000	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
		Sales Tax Fund (20%)	\$ —	\$ —	\$ —	\$ 5,840	\$ —	\$ —
		DRA Distribution	\$ —	\$ —	\$ —	\$ 34,160	\$ —	\$ —
\$ —	\$ —	TOTAL	\$ —	\$ —	\$ —	\$ 40,000	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides for repainting the airwalls in the Exhibit Hall. The airwalls were installed in 2003 and the paint is original. In FY 24 the paint will be 21 years old and in need of a refresh from scratches and staining.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Livable Neighborhoods and Housing: Increase the visual appeal and beauty of the city with attractive gateways, corridors, neighborhoods, homes and businesses.

#### FUNDING RESTRICTIONS

This project is restricted to Sales Tax Fund (20%), Greater Downtown TIF, and DRA funding.

DEPARTMENT: 33 - Leisure Services / Conference Center		STATE PROGRAM: 6C - General Government	PROJECT TITLE: Replace Fabric Wall Covering			YEAR FIRST SUBMITTED: FY 2016	TOTAL PROJECT COST	
						ACTIVITY NO: 102-2112 350-2112	\$ 190,000	
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
		<b>A. EXPENDITURE ITEMS</b>						
		Construction	\$ —	\$ —	\$ 35,000	\$ 120,000	\$ 35,000	\$ —
\$ —	\$ —	TOTAL	\$ —	\$ —	\$ 35,000	\$ 120,000	\$ 35,000	\$ —
		<b>B. PROJECT FINANCING</b>						
		DRA Distribution	\$ —	\$ —	\$ 35,000	\$ 120,000	\$ 35,000	\$ —
\$ —	\$ —	TOTAL	\$ —	\$ —	\$ 35,000	\$ 120,000	\$ 35,000	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides for replacing the vinyl-like wall covering. The wall covering in the ballroom was replaced in 2010. The meeting room was replaced in 2013. The air-walls were re-upholstered in 2016. In Fiscal Year 2023 the wall covering will be in need of replacement due to wear and staining from heavy use of the meeting room. This replacement schedule will coincide with the re-carpeting and painting of the meeting rooms. In Fiscal Year 2023 the ballroom will be in need of fabric wall re-covering due to wear and staining from heavy use of the room (\$35,000). This replacement schedule will coincide with the re-carpeting and repainting of the ballroom. Additionally the air-walls will be in need of re-upholstery in FY 24 (\$100,000) and would coincide with the re-carpeting and repainting of the room. FY 25 would be replacement in the meeting rooms. This replacement schedule is based on past performance of wall coverings.

#### RELATIONSHIP TO OTHER PROJECTS

This project is related to the GRC Replace Carpet CIP that is for the re-carpeting of the meeting rooms (CIP 102-2113, 360-2113, 350-2113). This project is also related to Paint Interior Room and Areas (350-2391). The carpet and painting relates to the wall coverings in that all colors, fabrics and patterns are selected to redecorate the room at the time of the project.

#### OUTCOME

Financially Responsible, High Performance City Organization: Service value for taxes and fees.

#### FUNDING RESTRICTIONS

This project is restricted to Sales Tax Fund (20%), Greater Downtown TIF, and DRA funding.

DEPARTMENT: 33 - Leisure Services / Conference Center		STATE PROGRAM: 6C - General Government	PROJECT TITLE: Roof Restoration			YEAR FIRST SUBMITTED: FY 2021 ACTIVITY NO:		TOTAL PROJECT COST \$ 350,000
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
		<b>A. EXPENDITURE ITEMS</b>						
		Construction	\$ —	\$ —	\$ —	\$ —	\$ 350,000	\$ 350,000
\$ —	\$ —	TOTAL	\$ —	\$ —	\$ —	\$ —	\$ 350,000	\$ 350,000
		<b>B. PROJECT FINANCING</b>						
		Greater Downtown TIF	\$ —	\$ —	\$ —	\$ —	\$ 350,000	\$ 350,000
\$ —	\$ —	TOTAL	\$ —	\$ —	\$ —	\$ —	\$ 350,000	\$ 350,000

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides for restoration of the roof. The roof was installed in 2002. Restoration is critical prior to problems in a building that would have very expensive damage caused if it began leaking.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Financially Responsible, High Performance City Organization: Service value for taxes and fees.

#### FUNDING RESTRICTIONS

This project is restricted to Sales Tax Fund (20%), Greater Downtown TIF, and DRA funding.

<b>DEPARTMENT:</b> 33 - Leisure Services / Conference Center		<b>STATE PROGRAM:</b> 6C - General Government	<b>PROJECT TITLE:</b> Wood Bench Replacement			<b>YEAR FIRST SUBMITTED:</b> FY 2021 <b>ACTIVITY NO:</b>		<b>TOTAL PROJECT COST</b> \$ 25,000
<b>2019 EXPENSE</b>	<b>2020 BUDGET</b>	<b>PROJECT BUDGET</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
		<b>A. EXPENDITURE ITEMS</b>						
		Construction	\$ —	\$ —	\$ —	\$ —	\$ 25,000	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ —	\$ —	\$ —	\$ —	\$ 25,000	\$ —
		<b>B. PROJECT FINANCING</b>						
		Sales Tax Fund (20%)	\$ —	\$ —	\$ —	\$ —	\$ 25,000	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ —	\$ —	\$ —	\$ —	\$ 25,000	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides for replacement of the wooden bench seats located over the radiators in the prefunction area as well as meeting room 4. The bench seats have been rehabilitated twice and are not able to be done again. The heat from the hidden radiators shortens the life.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Financially Responsible, High Performance City Organization: Customer-focused City service delivery.

#### FUNDING RESTRICTIONS

This project is restricted to Sales Tax Fund (20%), Greater Downtown TIF, and DRA funding.

<b>DEPARTMENT:</b> 33 - Leisure Services / Conference Center		<b>STATE PROGRAM:</b> 6C - General Government	<b>PROJECT TITLE:</b> Management and Operations Assessment			<b>YEAR FIRST SUBMITTED:</b> FY 2019 <b>ACTIVITY NO:</b> 102		<b>TOTAL PROJECT COST</b> \$ 32,000
<b>2019 EXPENSE</b>	<b>2020 BUDGET</b>	<b>PROJECT BUDGET</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
		<b>A. EXPENDITURE ITEMS</b>						
		Consultant	\$ —	\$ —	\$ —	\$ —	\$ 32,000	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ —	\$ —	\$ —	\$ —	\$ 32,000	\$ —
		<b>B. PROJECT FINANCING</b>						
		DRA Distribution	\$ —	\$ —	\$ —	\$ —	\$ 32,000	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ —	\$ —	\$ —	\$ —	\$ 32,000	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides for a consultant to review the management agreement, as well as management and operations of the Grand River Center. The term of the current management agreement is approaching. It is important to make sure that the agreements and operations provide the best possible value to the guests as well as the taxpayer. A third party review will assist in future decision making.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Financially Responsible, High Performance City Organization: Customer-focused City service delivery.

#### FUNDING RESTRICTIONS

This project is restricted to Sales Tax Fund (20%), Greater Downtown TIF, and DRA funding.

<b>DEPARTMENT:</b> 33 - Leisure Services / Conference Center		<b>STATE PROGRAM:</b> 6C - General Government	<b>PROJECT TITLE:</b> Furniture Upholstery			<b>YEAR FIRST SUBMITTED:</b> FY 2017 <b>ACTIVITY NO:</b> 350		<b>TOTAL PROJECT COST</b> \$ 30,000
<b>2019 EXPENSE</b>	<b>2020 BUDGET</b>	<b>PROJECT BUDGET</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
		<b>A. EXPENDITURE ITEMS</b>						
		Other	\$ —	\$ —	\$ —	\$ —	\$ 30,000	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ —	\$ —	\$ —	\$ —	\$ 30,000	\$ —
		<b>B. PROJECT FINANCING</b>						
		DRA Distribution	\$ —	\$ —	\$ —	\$ —	\$ 30,000	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ —	\$ —	\$ —	\$ —	\$ 30,000	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides for reupholstering common space furniture. There are benches, chairs and other seating that have been reupholstered once since the opening of the Grand River Center in 2003. By fiscal Year 2024, all common space furniture located in the pre-function, spine and sky walk will need to be reupholstered.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Financially Responsible, High Performance City Organization: Customer-focused City service delivery.

#### FUNDING RESTRICTIONS

This project is restricted to Sales Tax Fund (20%), Greater Downtown TIF, and DRA funding.

<b>DEPARTMENT:</b> 33 - Leisure Services / Conference Center		<b>STATE PROGRAM:</b> 6C - General Government	<b>PROJECT TITLE:</b> Trash Compactor Rehab			<b>YEAR FIRST SUBMITTED:</b> FY 2014 <b>ACTIVITY NO:</b> 102-2588	<b>TOTAL PROJECT COST</b> \$ 30,700	
<b>2019 EXPENSE</b>	<b>2020 BUDGET</b>	<b>PROJECT BUDGET</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
		<b>A. EXPENDITURE ITEMS</b>						
		Equipment	\$ —	\$ —	\$ —	\$ —	\$ 30,700	\$ —
\$ —	\$ —	TOTAL	\$ —	\$ —	\$ —	\$ —	\$ 30,700	\$ —
		<b>B. PROJECT FINANCING</b>						
		DRA Distribution	\$ —	\$ —	\$ —	\$ —	\$ 30,700	\$ —
\$ —	\$ —	TOTAL	\$ —	\$ —	\$ —	\$ —	\$ 30,700	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides for rehabilitation of the trash compactor. The compactor is original (2003) and will be in need of rehabilitation/rebuild.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Financially Responsible, High Performance City Organization: Customer-focused City service delivery.

#### FUNDING RESTRICTIONS

This project is restricted to Sales Tax Fund (20%), Greater Downtown TIF, and DRA funding.



<b>DEPARTMENT:</b> 33 - Leisure Services / Conference Center		<b>STATE PROGRAM:</b> 6C - General Government	<b>PROJECT TITLE:</b> Replace Clouds			<b>YEAR FIRST SUBMITTED:</b> FY 2018 <b>ACTIVITY NO:</b> 350		<b>TOTAL PROJECT COST</b> \$ 83,800
<b>2019 EXPENSE</b>	<b>2020 BUDGET</b>	<b>PROJECT BUDGET</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
		<b>A. EXPENDITURE ITEMS</b>						
		Equipment	\$ —	\$ —	\$ —	\$ —	\$ 83,800	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ —	\$ —	\$ —	\$ —	\$ 83,800	\$ —
		<b>B. PROJECT FINANCING</b>						
		Sales Tax Fund (20%)	\$ —	\$ —	\$ —	\$ —	\$ 83,800	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ —	\$ —	\$ —	\$ —	\$ 83,800	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides for replacing the cloth "clouds" that hang over the pre-function area on the east side of the building and in the River Room. The clouds were last replaced in 2013. Their life is 9 years due to the UV breaking down the fabric. They are starting to discolor, cloth beginning to fail due to UV light and need to be updated. This replacement timing is based on past experience. The style may be changed.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Financially Responsible, High Performance City Organization: Service value for taxes and fees.

#### FUNDING RESTRICTIONS

This project is restricted to Sales Tax Fund (20%), Greater Downtown TIF, and DRA funding.

<b>DEPARTMENT:</b> 33 - Leisure Services / Conference Center		<b>STATE PROGRAM:</b> 6C - General Government	<b>PROJECT TITLE:</b> Paint Bridge			<b>YEAR FIRST SUBMITTED:</b> FY 2014 <b>ACTIVITY NO:</b> 102-2589	<b>TOTAL PROJECT COST</b> \$ 35,000	
<b>2019 EXPENSE</b>	<b>2020 BUDGET</b>	<b>PROJECT BUDGET</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
		<b>A. EXPENDITURE ITEMS</b>						
		Construction	\$ —	\$ —	\$ —	\$ —	\$ 35,000	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ —	\$ —	\$ —	\$ —	\$ 35,000	\$ —
		<b>B. PROJECT FINANCING</b>						
		DRA Distribution	\$ —	\$ —	\$ —	\$ —	\$ 35,000	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ —	\$ —	\$ —	\$ —	\$ 35,000	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides for painting of the exterior of the bridge that connects the Grand Harbor to the Grand River Center. In 2009, other outdoor areas such as canopies and overhangs were painted however the bridge was not painted at that time. The bridge is in need of painting. Rusting is beginning in specific areas of the bridge. The bridge is an important visible feature to convention goers and tourists and is important to the overall look of the Port area.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Financially ResLivable Neighborhoods and Housing: Increase the visual appeal and beauty of the city with attractive gateways, corridors, neighborhoods, homes and businesses.

#### FUNDING RESTRICTIONS

This project is restricted to Sales Tax Fund (20%), Greater Downtown TIF, and DRA funding.

<b>DEPARTMENT:</b> 33 - Leisure Services / Conference Center		<b>STATE PROGRAM:</b> 6C - General Government	<b>PROJECT TITLE:</b> Staging and Riser Replacement			<b>YEAR FIRST SUBMITTED:</b> FY 2018 <b>ACTIVITY NO:</b> 350		<b>TOTAL PROJECT COST</b> \$ 25,000
<b>2019 EXPENSE</b>	<b>2020 BUDGET</b>	<b>PROJECT BUDGET</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
		<b>A. EXPENDITURE ITEMS</b>						
		Equipment	\$ —	\$ —	\$ —	\$ —	\$ 25,000	\$ 77,000
\$ —	\$ —	<b>TOTAL</b>	\$ —	\$ —	\$ —	\$ —	\$ 25,000	\$ 77,000
		<b>B. PROJECT FINANCING</b>						
		DRA Distribution	\$ —	\$ —	\$ —	\$ —	\$ 25,000	\$ 77,000
\$ —	\$ —	<b>TOTAL</b>	\$ —	\$ —	\$ —	\$ —	\$ 25,000	\$ 77,000

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides for replacement of staging and risers. This equipment is original to the Grand River Center (2003).

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Financially Responsible, High Performance City Organization: Customer-focused City service delivery.

#### FUNDING RESTRICTIONS

This project is restricted to Sales Tax Fund (20%), Greater Downtown TIF, and DRA funding.

DEPARTMENT: 36 - Library		STATE PROGRAM: 4C - Culture and Recreation	PROJECT TITLE: Replace Water Piping in Carnegie Building Phase 4			YEAR FIRST SUBMITTED: FY18	TOTAL PROJECT COST	
						ACTIVITY NO: 102-2712		
						350-2712	\$ 262,702	
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
		A. EXPENDITURE ITEMS						
	\$ 142,200	Construction	\$ 71,835	\$ —	\$ —	\$ —	\$ —	\$ —
\$ 48,667		Engineering/Design	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —
\$ 48,667	\$ 142,200	TOTAL	\$ 71,835	\$ —	\$ —	\$ —	\$ —	\$ —
		B. PROJECT FINANCING						
\$ 48,667	\$ 142,200	DRA Distribution	\$ 71,835	\$ —	\$ —	\$ —	\$ —	\$ —
\$ 48,667	\$ 142,200	TOTAL	\$ 71,835	\$ —	\$ —	\$ —	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

The water piping in the Carnegie building is very old and in poor condition causing frequent leaks that have caused damage in the facility. In FY 2018 the first phase of replacing the piping began in the basement. The second phase of replacing the piping included the risers from the basement, which was completed in FY 2019. The third phase (of five) is piping to the third floor and is in process during FY 20. This phase (FY21) replaces piping on the second floor of the library.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital improvement packages.

#### OUTCOME

Diverse Arts,Culture, Parks and Recreation: have a well-maintained and upgraded library.

#### FUNDING RESTRICTIONS

This project may only be funded with Sales Tax Fund (20%) or DRA Gaming.

DEPARTMENT: 36 - Library		STATE PROGRAM: 4C - Culture and Recreation	PROJECT TITLE: Library Landscaping and Plaza Redesign			YEAR FIRST SUBMITTED: FY 2017 ACTIVITY NO: 350-2006		TOTAL PROJECT COST \$ 100,202
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
		<b>A. EXPENDITURE ITEMS</b>						
		Construction	\$ 87,011	\$ —	\$ —	\$ —	\$ —	\$ —
		Architectural Fees	\$ 13,191	\$ —	\$ —	\$ —	\$ —	\$ —
\$ —	\$ —	TOTAL	\$ 100,202	\$ —	\$ —	\$ —	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
		Sales Tax Fund (20%)	\$ 100,202	\$ —	\$ —	\$ —	\$ —	\$ —
\$ —	\$ —	TOTAL	\$ 100,202	\$ —	\$ —	\$ —	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project will redesign the plaza area of the library at the Main entrance and incorporate landscaping that can thrive in this area. The area was not completely finished during the library's renovation and the landscaping has died and been replaced, but the conditions are not right to sustain growth. The area has also deteriorated, caused by people walking through areas that are planted. The proposed design is friendly to foot traffic in all directions, will introduce additional seating areas, and incorporate plantings that will be sustainable. An additional benefit is the grading, which will reduce the water runoff that freezes in cold temperatures.

#### RELATIONSHIP TO OTHER PROJECTS

This project is related to the Library Removal of Underground Oil Tank Project and must be funded in the same fiscal year as that project.

#### OUTCOME

Diverse Arts, Culture, Parks and Recreation: Have a well-maintained and upgraded library.

#### FUNDING RESTRICTIONS

This project may only be funded by Sales Tax Fund (20%) or DRA Distribution/Gaming.

<b>DEPARTMENT:</b> 36 - Library		<b>STATE PROGRAM:</b> 4C - Culture and Recreation	<b>PROJECT TITLE:</b> Removal of Underground Oil Tank			<b>YEAR FIRST SUBMITTED:</b> FY 2018 <b>ACTIVITY NO:</b> 350-2835		<b>TOTAL PROJECT COST</b> \$ 59,379
<b>2019 EXPENSE</b>	<b>2020 BUDGET</b>	<b>PROJECT BUDGET</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
		<b>A. EXPENDITURE ITEMS</b>						
		Construction	\$ 36,379	\$ —	\$ —	\$ —	\$ —	\$ —
		Remediation	\$ 23,000	\$ —	\$ —	\$ —	\$ —	\$ —
\$ —	\$ —	TOTAL	\$ 59,379	\$ —	\$ —	\$ —	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
		Sales Tax Fund (20%)	\$ 59,379	\$ —	\$ —	\$ —	\$ —	\$ —
\$ —	\$ —	TOTAL	\$ 59,379	\$ —	\$ —	\$ —	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project will remove a 40+-year-old oil tank that is located near the corner of Locust and 11th Street near the sign for the Carnegie-Stout Public Library. The purpose of the tank was to furnish a back-up heating system, but library staff estimates that it has not been used in over 20 years. A plan for landscaping and changing the plaza area of the Library above the tank provides the opportunity for removal. If oil has leaked into the area surrounding the tank, remediation is required with costs based on level of contamination. The lower level, or Tier 1, remediation costs are around \$23,000, which is not included in this CIP. Additional remediation work, if required will need additional funding.

#### RELATIONSHIP TO OTHER PROJECTS

This project is related to the Library Landscaping and Plaza Redesign CIP and must be funded in the same fiscal year as that project.

#### OUTCOME

Diverse Arts, Culture, Parks and Recreation: Have a well-maintained and upgraded library.

#### FUNDING RESTRICTIONS

This project may only be funded by Sales Tax Fund (20%) or DRA Distribution/Gaming.

DEPARTMENT: 42 - Water Department		STATE PROGRAM: 8C - Business Type	PROJECT TITLE: Westside Water System Service Line Installation/Fire Hydrant Install/Purchase			YEAR FIRST SUBMITTED: FY 2019 ACTIVITY NO: 740-2703		TOTAL PROJECT COST \$ 65,000
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
		<b>A. EXPENDITURE ITEMS</b>						
		Design	\$ —	\$ —	\$ —	\$ —	\$ —	\$ 15,000
		Construction	\$ 65,000	\$ —	\$ —	\$ —	\$ —	\$ 150,000
\$ —	\$ —	TOTAL	\$ 65,000	\$ —	\$ —	\$ —	\$ —	\$ 165,000
		<b>B. PROJECT FINANCING</b>						
		Water Construction Fund	\$ 65,000	\$ —	\$ —	\$ —	\$ —	\$ 165,000
\$ —	\$ —	TOTAL	\$ 65,000	\$ —	\$ —	\$ —	\$ —	\$ 165,000

#### PROJECT DESCRIPTION/JUSTIFICATION

In FY 2017, the city of Dubuque purchased the Central Iowa Water Associations water tower and drinking water infrastructure that serves Cedar Crest Subdivision, Wildwood Estates and Barrington Lakes Subdivision. As part of the acquisition, and acceptance of easements from the West Side Water System Connection to new water tower project the Water Department is required to install water service line(s) per easement agreement. Also, through the acquisition of the Westside Water System and in agreement with the Cedar Crest Subdivision, Wildwood Estates Subdivision and Barrington Lakes Subdivision property owners the Water Department will install approximately 148 Pressure Reducing Valves (PRV) in FY21.

#### RELATIONSHIP TO OTHER PROJECTS

This project is related to the Westside Water System System Security CIP.

#### OUTCOME

Robust Local Economy: Have the infrastructure and amenities to support economic development and growth: industrial/business parks, streets and utilities, air service and housing.

#### FUNDING RESTRICTIONS

This project may only be funded with the Water Construction Fund.

DEPARTMENT: 42 - Water Department		STATE PROGRAM: 8C - Business Type	PROJECT TITLE: Water Meter Product Replacement Program			YEAR FIRST SUBMITTED: FY 2019 ACTIVITY NO: 740-2052		TOTAL PROJECT COST \$ 1,028,727
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
		<b>A. EXPENDITURE ITEMS</b>						
		Water Registers	\$ 125,043	\$ 125,043	\$ 125,043	\$ 125,043	\$ 125,043	\$ 125,043
		Water Meters	\$ 10,670	\$ 10,670	\$ 10,670	\$ 10,670	\$ 10,670	\$ 10,670
		Meter Interface Units (MIU's)	\$ 40,948	\$ 46,798	\$ 52,647	\$ 58,497	\$ 64,347	\$ 70,197
\$ 7,080	\$ 79,845	Equipment Acquisition	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —
\$ 7,080	\$ 79,845	TOTAL	\$ 176,661	\$ 182,511	\$ 188,360	\$ 194,210	\$ 200,060	\$ 205,910
		<b>B. PROJECT FINANCING</b>						
\$ 7,080	\$ 79,845	Water Construction Fund	\$ 176,661	\$ 182,511	\$ 188,360	\$ 194,210	\$ 200,060	\$ 205,910
\$ 7,080	\$ 79,845	TOTAL	\$ 176,661	\$ 182,511	\$ 188,360	\$ 194,210	\$ 200,060	\$ 205,910

#### PROJECT DESCRIPTION/JUSTIFICATION

In 2009, the City of Dubuque conducted a city-wide water meter replacement program. All meters were replaced with Neptune brand water meters. Each part and product warranty varied with the meter assemblies. WATER REGISTERS had a 10 year full replacement warranty from the ship date of 2010; the warranty expiration is 2020, after which date the City will be responsible for the costs of replacement parts. There are approximately 19,772 older style (first run) registers that are prone to failure. Starting in year 2020 (FY19) first run registers will likely need to be replaced, at a cost of \$101.50 per unit. The warranty period for the WATER METER (accuracy) is 5 years from ship date. Staff has found that meters with serial numbers of 8879XXXXX have a high failure rate. There are approximately 844 of these serial numbers in Dubuque. Neptune has agreed to work with the City and will replace meters starting with 8879 under warranty. Should Neptune not replace all 8879 meters, an estimated 97 meters per year at estimated cost of \$10,670/year may be necessary until all are changed out by 2029. METER INTERFACE UNITS (MIUs) have a 10 year full replacement warranty from ship date, the remaining 10 years are prorated. Starting in year eleven (11) the City pays 30% and each year thereafter the City's percentage goes up 5% until the warranty is finished in 2034. The current number of MIUs identified for replacement starting in year 2020 is 19,111. Staff estimates change outs starting in year 2020 and continuing until at least 2035.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Financially Responsible, High Performance City Organization: Increase enterprise/general fund reserve funds to 20%.

#### FUNDING RESTRICTIONS

Local Funding-Water Utility



<b>DEPARTMENT:</b> 42 - Water Department		<b>STATE PROGRAM:</b> 8C - Business Type	<b>PROJECT TITLE:</b> Water Main Relocation for Sanitary Sewer Manhole Project			<b>YEAR FIRST SUBMITTED:</b> FY 2014 <b>ACTIVITY NO:</b> 740-2596	<b>TOTAL PROJECT COST</b> \$ 51,734	
<b>2019 EXPENSE</b>	<b>2020 BUDGET</b>	<b>PROJECT BUDGET</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
		<b>A. EXPENDITURE ITEMS</b>						
\$ 1,734		Construction	\$ —	\$ 25,000	\$ —	\$ 25,000	\$ —	\$ 25,000
\$ 1,734	\$ —	TOTAL	\$ —	\$ 25,000	\$ —	\$ 25,000	\$ —	\$ 25,000
		<b>B. PROJECT FINANCING</b>						
\$ 1,734		Water Construction Fund	\$ —	\$ 25,000	\$ —	\$ 25,000	\$ —	\$ 25,000
\$ 1,734	\$ —	TOTAL	\$ —	\$ 25,000	\$ —	\$ 25,000	\$ —	\$ 25,000

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides for the scheduled replacement/relocation of water mains as part of the Sanitary Sewer Manhole Replacement/Rehabilitation project. This fund covers the cost of material and labor for the relocation of water mains currently located in sewer manholes. The water mains must be relocated due to health and safety concerns in addition to meeting separation requirements of the Iowa Department of Natural Resources and Ten State Standards.

#### RELATIONSHIP TO OTHER PROJECTS

This project is related to the City Engineering Sanitary Sewer Manhole Replacement/Rehabilitation program, CIP #710-1335, and needs to be scheduled in the same fiscal year(s) as those Engineering projects.

#### OUTCOME

Sustainable Environment: Provide safe, dependable drinking water for all residents.

#### FUNDING RESTRICTIONS

Local Funding-Water Utility

<b>DEPARTMENT:</b> 42 - Water Department		<b>STATE PROGRAM:</b> 8C - Business Type	<b>PROJECT TITLE:</b> Water Main Upgrades during Street General Repairs			<b>YEAR FIRST SUBMITTED:</b> FY 2014 <b>ACTIVITY NO:</b> 740-2657	<b>TOTAL PROJECT COST</b> \$ 45,000	
<b>2019 EXPENSE</b>	<b>2020 BUDGET</b>	<b>PROJECT BUDGET</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
		<b>A. EXPENDITURE ITEMS</b>						
		Design & Engineering	\$ —	\$ 2,000	\$ —	\$ 3,000	\$ —	\$ 3,000
		Construction	\$ —	\$ 18,000	\$ —	\$ 22,000	\$ —	\$ 22,000
\$ —	\$ —	<b>TOTAL</b>	\$ —	\$ 20,000	\$ —	\$ 25,000	\$ —	\$ 25,000
		<b>B. PROJECT FINANCING</b>						
		Water Construction Fund	\$ —	\$ 20,000	\$ —	\$ 25,000	\$ —	\$ 25,000
\$ —	\$ —	<b>TOTAL</b>	\$ —	\$ 20,000	\$ —	\$ 25,000	\$ —	\$ 25,000

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides funding to support design and construction of water main improvements or relocations resulting from roads and street related improvements. This project is an annual program providing for the design and construction of water mains that are to be replaced or relocated as part of the general street construction repairs and related improvements. This project is to be coordinated with street projects developed in the Engineering and Public Works departments.

#### RELATIONSHIP TO OTHER PROJECTS

This project is related to the Street General Repairs Program, CIP #300-2142.

#### OUTCOME

Financially Responsible, High Performance City Organization: Have well maintained City infrastructure.

#### FUNDING RESTRICTIONS

Local Funding-Water Utility

DEPARTMENT: 42 - Water Department		STATE PROGRAM: 8C - Business Type	PROJECT TITLE: Maintenance of Public Water Mains during Stone Retaining Wall Repair			YEAR FIRST SUBMITTED: FY 2014 ACTIVITY NO: 740-2655		TOTAL PROJECT COST \$ 65,100
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
		<b>A. EXPENDITURE ITEMS</b>						
		Design & Engineering	\$ 2,000	\$ —	\$ 2,050	\$ —	\$ 2,050	\$ —
		Construction	\$ 18,000	\$ —	\$ 20,500	\$ —	\$ 20,500	\$ —
\$ —	\$ —	TOTAL	\$ 20,000	\$ —	\$ 22,550	\$ —	\$ 22,550	\$ —
		<b>B. PROJECT FINANCING</b>						
		Water Construction Fund	\$ 20,000	\$ —	\$ 22,550	\$ —	\$ 22,550	\$ —
\$ —	\$ —	TOTAL	\$ 20,000	\$ —	\$ 22,550	\$ —	\$ 22,550	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

Funding for this project provides for repair or relocation of existing water mains that may be impacted by repair work associated with retaining walls that are owned or are the responsibility of the City of Dubuque. It is necessary for the department to evaluate the water mains adjacent to or crossing retaining walls as they may need to be replaced, supported, or relocated during the retaining wall repair. Access to the water mains in these locations is often difficult and a condition assessment is completed as part of this project to determine if there is strain or issues with the water main. This annual program allows for maintenance, repair and reconstruction of the water mains.

#### RELATIONSHIP TO OTHER PROJECTS

This project is related to the Stone Retaining Wall Program, CIP #300-1029.

#### OUTCOME

Financially Responsible, High Performance City Organization: Have well maintained City infrastructure.

#### FUNDING RESTRICTIONS

Local Fundin - Water Utility

DEPARTMENT: 42 - Water Department		STATE PROGRAM: 8C - Business Type	PROJECT TITLE: Fire Hydrant Assembly Relocation / Replacement for Sidewalk Program			YEAR FIRST SUBMITTED: FY 2014 ACTIVITY NO: 740-2654		TOTAL PROJECT COST \$ 120,400
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
	\$ 20,000	<b>A. EXPENDITURE ITEMS</b>						
		Construction	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,400	\$ 20,400
		Design & Engineering	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —
		Machinery & Equipment	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —
\$ —	\$ 20,000	<b>TOTAL</b>	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,400	\$ 20,400
		<b>B. PROJECT FINANCING</b>						
	\$ 20,000	Water Construction Fund	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,400	\$ 20,400
\$ —	\$ 20,000	<b>TOTAL</b>	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,400	\$ 20,400

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides for two (2) fire hydrant assemblies to be relocated/replaced per year related to the City's sidewalk and curb ramp inspection and replacement program. Replacement of sidewalks, particularly those abutting the curb line at an intersection, will require the installation of curb ramps, typically fire hydrants are also located behind the curb line at an intersection and often conflict with the location where curb ramps will be located or replaced. It is anticipated in future years this program will increase with the installation of curb ramps with detectable warnings required by the Americans with Disabilities Act (ADA).

#### RELATIONSHIP TO OTHER PROJECTS

This project is related to the Curb and Catch Basin Replacement Program, CIP 260-1236, Sidewalk City Owned, CIP 300-1425 and Sidewalk Repair and MTC, CIP 100-1108

#### OUTCOME

Financially Responsible, High Performance City Organization: Have well maintained City infrastructure.

#### FUNDING RESTRICTIONS

Local Funding - Water Utility

DEPARTMENT: 42 - Water Department		STATE PROGRAM: 8C - Business Type	PROJECT TITLE: Cottingham Road Water Main Extension and Highway Boring			YEAR FIRST SUBMITTED: FY 2018 ACTIVITY NO: 740-2746		TOTAL PROJECT COST \$ 1,308,955
2018 EXPENSE	2019 BUDGET	PROJECT BUDGET	2020	2021	2022	2023	2024	2025
		<b>A. EXPENDITURE ITEMS</b>						
\$ 10,722	\$ 108,593	Design & Engineering	\$ 70,000	\$ —	\$ —	\$ —	\$ —	\$ —
\$ 24,483	\$ 977,344	Construction	\$ 117,813	\$ —	\$ —	\$ —	\$ —	\$ —
\$ 35,205	\$ 1,085,937	TOTAL	\$ 187,813	\$ —	\$ —	\$ —	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
\$ 35,205	\$ 1,085,937	Water Construction Fund	\$ 187,813	\$ —	\$ —	\$ —	\$ —	\$ —
\$ 35,205	\$ 1,085,937	TOTAL	\$ 187,813	\$ —	\$ —	\$ —	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

IDOT is reconstructing the intersection Highway 20 and Swiss valley Road. The City has been notified to upgrade any City utilities we have within that corridor to meet current IDOT standards. The City's only water main crossing in the Westside Water System at this location is a 8" water main that doesn't have the required casing to protect the water main that will be under the IDOT's new paving. City is required to upgrade this water main crossing to current IDOT standards. In addition to the boring upgrade, Water Department will be required to install a 12" water main on Cottingham Road (including highway boring) from the existing Westside Water Tower to the existing water main on Cottingham Road to supply water service to the Cedar Crest Subdivision during the 8" highway casing project. With the completion of this project the City will have the means of two water service lines across the highway to supply water service to the Cedar Crest Subdivision.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Robust Local Economy: Have the infrastructure and amenities to support economic development and growth: industrial/business parks, streets and utilities, air service and housing.

#### FUNDING RESTRICTIONS

Local Funding - Water Utility

DEPARTMENT: 42 - Water Department		STATE PROGRAM: 8C - Business Type	PROJECT TITLE: Southwest Arterial Water Main Extension			YEAR FIRST SUBMITTED: FY 2016 ACTIVITY NO: 740-2594		TOTAL PROJECT COST \$ 3,158,548
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
		<b>A. EXPENDITURE ITEMS</b>						
\$ 3,548	\$ 80,000	Design & Engineering	\$ —	\$ 72,500	\$ —	\$ 157,500	\$ —	\$ —
	\$ 35,000	Land and R.O.W.	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —
	\$ 740,000	Construction	\$ —	\$ 652,500	\$ —	\$ 1,417,500	\$ —	\$ —
\$ 3,548	\$ 855,000	TOTAL	\$ —	\$ 725,000	\$ —	\$ 1,575,000	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
\$ 3,548	\$ 855,000	Water Construction Fund	\$ —	\$ 725,000	\$ —	\$ 1,575,000	\$ —	\$ —
\$ 3,548	\$ 855,000	TOTAL	\$ —	\$ 725,000	\$ —	\$ 1,575,000	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides funding to extend water service to and along the Southwest Arterial corridor to current and future customers. FY22 Project Funding provides for the installation of 16" Diameter Water Main from the SE Quadrant of the Hwy 20/SW. Art. round about, east along the east bound of the SW Art. to English Mill Rd, and south along English Mill Rd to the English Mill Pump Station. The resulting benefit is a phased water main installation project that accomplishes water main looping to reduce water supply outages and supplying water to growth areas. The project directly addresses the necessary water main loop to the English Mill Pump Station, the Westside Water system (8th and 9th pressure zones), the existing 3rd pressure zone that supports the 6th pressure zone (Airport area), and potential growth and development in the immediate area of US 20 and the SW Arterial. The FY19 project provided funding for the installation of water main casing pipe at four predetermined SW Arterial crossings, and possible easement acquisitions for future water main installation. The FY20 funding provided for the installation of Water Main along Hwy 20 to the SW Art. round about; this project should be completed of the project scheduled for FY22.

#### RELATIONSHIP TO OTHER PROJECTS

Portions of this project is related to CIP #300-1287 Southwest Arterial Project in different phases.

#### OUTCOME

Robust Local Economy: Have the infrastructure and amenities to support economic development and growth: industrial/business parks, streets and utilities, air service and housing.

#### FUNDING RESTRICTIONS

Local funding-Water

<b>DEPARTMENT:</b> Water Department	<b>STATE PROGRAM:</b> Business Type	<b>PROJECT TITLE:</b> Southwest Arterial Water Main Extension	<b>PROGRAM:</b> <b>DEPARTMENT:</b> <b>FD/CIP NO:</b>	8C 42 740-2594 360-2594	<b>TOTAL PROJECT COST</b> \$ 3,158,548
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	2019-20	2020-21	2021-22	2022-23	2023-24	BEYOND 2024
From N. Cascade Road to English Mill pump station						\$ 1,305,000
South West Arterial 12" water main (4th pressure zone) from						\$ 978,750
South West Arterial 16" water main (4th pressure zone) from	\$ 855,000					
Lake Eleanor Road Water Main Loop Connection						\$ 115,000
Military Road 16" water main (from Key West Drive to S.W. Arterial)						\$ 345,000
HWY 151/61 off ramp to Olde Davenport Road 12" water main						\$ 295,000
South West Arterial 16" water main (from N. Cascade Road to HWY 151/61)						\$ 3,375,000
Key West Water Tower - 1.5 million gallons (3rd pressure zone)						\$ 4,300,000
English Mill Road 16" WP from S.W. Arterial to Crescent Ridge						\$ 1,900,000
	\$ 855,000	\$ —	\$ —	\$ —	\$ —	\$ 12,613,750

DEPARTMENT: 42 - Water Department		STATE PROGRAM: 8C - Business Type	PROJECT TITLE: SCADA & Communications Infrastructure Improvement Project			YEAR FIRST SUBMITTED: FY 2020 ACTIVITY NO: 740-1339		TOTAL PROJECT COST \$ 1,000,000
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
		<b>A. EXPENDITURE ITEMS</b>						
	\$ 200,000	Software	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —
		Hardware	\$ 25,000	\$ —	\$ —	\$ —	\$ —	\$ —
	\$ 250,000	Construction	\$ 400,000	\$ —	\$ —	\$ —	\$ —	\$ —
		Design & Engineering	\$ 10,000	\$ —	\$ —	\$ —	\$ —	\$ —
	\$ 55,000	Consultant Services	\$ 60,000	\$ —	\$ —	\$ —	\$ —	\$ —
\$ —	\$ 505,000	<b>TOTAL</b>	\$ 495,000	\$ —	\$ —	\$ —	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
		SRF Debt	\$ 495,000	\$ —	\$ —	\$ —	\$ —	\$ —
	\$ 505,000	Water Construction Fund	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —
\$ —	\$ 505,000	<b>TOTAL</b>	\$ 495,000	\$ —	\$ —	\$ —	\$ —	\$ —
		<b>C. IMPACT - OPERATIONS</b>						
		Operating Cost (Savings)	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides for the replacement of existing Supervisory Control and Data Acquisition (SCADA) hardware and software and the installation of replacement radio communications with fiber optic communications at the Eagle Point Water Treatment Plant, wells, pump stations, tanks, and towers. The existing SCADA programming and operating system RSLogix 500 is outdated and the hardware is no longer supported by the manufacturer/vendor and will need to be replaced for continued remote operations from and at the water treatment plant. The existing hardware has reached its capacity for installing new infrastructure controls and devices required to communicate with tanks, towers and other distribution hardware. This project also provides for the replacement of the existing communications channel. Currently, SCADA data is relayed to and from the water treatment plant from the remote sites via radio, however, the radio path is experiencing significant interference due to other devices transmitting data. The interference results in loss of communications and an immediate response is required by a technician to problem solve and restore communications. Over time this method of communication has become more challenging, continues to be prone to failure, and presents safety concerns as the radio antenna must be inspected by City staff requiring them to climb the tanks and towers. The project includes installation of fiber conduit and fiber optic lines as a replacement of the existing radio system to all current remote sites, with improved ability to expand to further locations as the City grows. The fiber optic portion of the project, estimated at \$575,000, complements the City's existing fiber optic network and is supported by Information Services and Engineering as an approved solution to improved communications. The enhanced fiber optic network will loop areas currently not connected, and will increase the City's opportunities to work with cellular companies that look to install their hardware on tanks and towers and transmit data via fiber optic lines. The fiber optic communications for Roosevelt Water Tower is included in this project. FY20 provides the engineering and design of the fiber optic communication ready SCADA system along with software and hardware upgrades at the Water Treatment Plant, and installation of conduit and fiber optic communications line to the proposed Roosevelt Water Tower. FY21 provides for the installation of conduit and fiber optic line to tanks, towers, and pump stations, also includes Microwave



<b>DEPARTMENT:</b> 42 - Water Department	<b>STATE PROGRAM:</b> 8C - Business Type	<b>PROJECT TITLE:</b> SCADA & Communications Infrastructure Improvement Project	<b>YEAR FIRST SUBMITTED:</b> FY 2020 <b>ACTIVITY NO:</b> 740-1339	<b>TOTAL PROJECT COST</b> \$ 1,000,000
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**PROJECT DESCRIPTION/JUSTIFICATION (Continued)**

Communication at the Landfill, additional funds for installation of fiber optic conduit and fiber and consultant services for the installation of communications and communication hardware in the City's Traffic Control Cabinets.

**RELATIONSHIP TO OTHER PROJECTS**

This project is not related to other capital projects.

**OUTCOME**

Sustainable Environment: Provide safe, dependable drinking water for all residents and Robust Local Economy: Have the infrastructure and amenities to support economic development and growth: industrial/business parks, streets and utilities, air service and housing, and Connected Community: Increase availability, bandwidth, and redundancy.

**FUNDING RESTRICTIONS**

Local Funding - Water Utility

<b>DEPARTMENT:</b> 42 - Water Department		<b>STATE PROGRAM:</b> 8C - Business Type	<b>PROJECT TITLE:</b> Water Main Replacements - Streets			<b>YEAR FIRST SUBMITTED:</b> FY 2007 <b>ACTIVITY NO:</b> 740-1405		<b>TOTAL PROJECT COST</b> \$ 642,082
<b>2019 EXPENSE</b>	<b>2020 BUDGET</b>	<b>PROJECT BUDGET</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
		<b>A. EXPENDITURE ITEMS</b>						
\$ 3,551	\$ 20,900	Design & Engineering	\$ 32,565	\$ —	\$ —	\$ —	\$ —	\$ —
\$ 158,156	\$ 188,100	Construction	\$ 238,810	\$ —	\$ —	\$ —	\$ —	\$ —
\$ 161,707	\$ 209,000	TOTAL	\$ 271,375	\$ —	\$ —	\$ —	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
\$ 161,707	\$ 209,000	Water Construction Fund	\$ 271,375	\$ —	\$ —	\$ —	\$ —	\$ —
\$ 161,707	\$ 209,000	TOTAL	\$ 271,375	\$ —	\$ —	\$ —	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides for an ongoing annual water main replacement associated with the City street improvement program. We have evaluated the integrity of water mains for the street improvement programs. Many sections of water mains, valves and hydrants are subject to failing due to corrosion and weathering. This project is for the replacement and repair of impaired water system infrastructure as part of the Street Improvement Program. Funding for future water main replacement projects will be evaluated annually and in conjunction with street improvement projects city-wide. Key projects include: KeyWay behind ARC water main replacement will be necessary due to the highly corrosive soils in and around the water main. FY20 Funding is available for Kleine Street \$47K and Central Avenue Resurfacing (9th to 21St) \$162K. FY21 Project: Chavenelle Road Reconstruct NW Arterial to Radford Road \$271,375.

#### RELATIONSHIP TO OTHER PROJECTS

This project is related to the Street Replacement Programs, CIPs 360-2552 & 300-2724, and Chavenelle Rd. Reconstruction CIP 360-2551. This project needs to be scheduled in the same fiscal year as those projects.

#### OUTCOME

Robust Local Economy: Have the infrastructure and amenities to support economic development and growth: industrial/business parks, streets and utilities, air service and housing.

#### FUNDING RESTRICTIONS

Local Funding - Water Utility

DEPARTMENT: 42 - Water Department		STATE PROGRAM: 8C - Business Type	PROJECT TITLE: Public Lead Line Water Main Replacement			YEAR FIRST SUBMITTED: FY 2017 ACTIVITY NO: 740-2744		TOTAL PROJECT COST \$ 353,803
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
		<b>A. EXPENDITURE ITEMS</b>						
	\$ 11,833	Design & Engineering	\$ 12,470	\$ 9,500	\$ 10,000	\$ —	\$ —	\$ —
	\$ 50,000	Construction	\$ 110,000	\$ 75,000	\$ 75,000	\$ —	\$ —	\$ —
\$ —	\$ 61,833	TOTAL	\$ 122,470	\$ 84,500	\$ 85,000	\$ —	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
		SRF Debt	\$ 122,470	\$ 84,500	\$ 85,000	\$ —	\$ —	\$ —
	\$ 61,833	Water Construction Fund	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —
\$ —	\$ 61,833	TOTAL	\$ 122,470	\$ 84,500	\$ 85,000	\$ —	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides funding for the removal and replacement of the Water Departments existing public lead water mains. Scheduled in phases, Union Street FY 18-19, Austin Street FY 19-20, May Place FY 20-21, Washington Street FY 21-22 and Roland Street FY 22-23. This project will eliminate the Water Department's public lead line water mains that were installed in the early 1920's. This is part of a phased proactive approach to upgrade the water distribution system.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Sustainable Environment: Provide safe, dependable drinking water for all residents.

#### FUNDING RESTRICTIONS

Local Funding - Water Utility

DEPARTMENT: 42 - Water Department		STATE PROGRAM: 8C - Business Type	PROJECT TITLE: Water Line Extensions to New Developments			YEAR FIRST SUBMITTED: FY 2020 ACTIVITY NO: 740-2836		TOTAL PROJECT COST \$ 1,082,500
2018 EXPENSE	2019 BUDGET	PROJECT BUDGET	2020	2021	2022	2023	2024	2025
		<b>A. EXPENDITURE ITEMS</b>						
		Design & Engineering	\$ 192,925	\$ 25,000	\$ —	\$ —	\$ —	\$ —
		Construction	\$ 114,575	\$ 750,000	\$ —	\$ —	\$ —	\$ —
\$ —	\$ —	TOTAL	\$ 307,500	\$ 775,000	\$ —	\$ —	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
		SRF Debt	\$ 307,500	\$ 775,000	\$ —	\$ —	\$ —	\$ —
\$ —		TOTAL	\$ 307,500	\$ 775,000	\$ —	\$ —	\$ —	\$ —
		<b>C. IMPACT - OPERATIONS</b>						
		Operating Cost (Savings)	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —
		Operating Revenue	\$ 25,422	\$ 25,422	\$ 25,422	\$ 25,422	\$ 25,422	\$ 25,422

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides funding for the installation of water main extensions to new and proposed developments as part of new or existing agreements. Projects will be phased and where applicable, the City may be requested to take ownership of a system and provide operation and maintenance of the separate system until such time as City funds are available to connect.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects

#### OUTCOME

Sustainable Environment: Provide safe, dependable drinking water for all residents.

#### FUNDING RESTRICTIONS

Local Funding - Water Utility

DEPARTMENT: 42 - Water Department		STATE PROGRAM: 8C - Business Type	PROJECT TITLE: Wells, Well Field, & Well Transmission Piping Repair and Rehabilitation Program			YEAR FIRST SUBMITTED: FY 2019 ACTIVITY NO: 740-1415		TOTAL PROJECT COST \$ 450,500
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
		<b>A. EXPENDITURE ITEMS</b>						
		Design & Engineering	\$ 50,000	\$ —	\$ 10,000	\$ —	\$ 10,500	\$ —
		Construction	\$ 200,000	\$ —	\$ 80,000	\$ —	\$ 100,000	\$ —
\$ —	\$ —	TOTAL	\$ 250,000	\$ —	\$ 90,000	\$ —	\$ 110,500	\$ —
		<b>B. PROJECT FINANCING</b>						
		SRF Debt	\$ 250,000	\$ —	\$ 90,000	\$ —	\$ 110,500	\$ —
\$ —	\$ —	TOTAL	\$ 250,000	\$ —	\$ 90,000	\$ —	\$ 110,500	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides funding for repairs and rehabilitation associated with the City's groundwater supply (wells, pumps, motors) including source water protection of the well field and the raw water transmission lines from the wells to the treatment plant. The City draws from both shallow and deep wells and each well should be inspected every 5 years and 10 years respectively, barring any known issues. Well No. 7 is experiencing issues, and is pumping sand, which can lead to premature wear and tear of pump impellers, possible plugging of the well transmission main and increased operations expense. The well needs be inspected to determine what rehabilitation may be necessary and a condition assessment made of the column piping, pump and motor. Well No. 4 was last inspected in 2008 and has experienced a drop in water production. The well should be inspected and the well screen cleaned to remove sediment or debris that may be reducing well output. FY19 Funding provided for the Rehabilitation of Wells 4 and 7. FY21 funding provides for the rehabilitation of Wells 2 and 6. FY23 funding provides for the rehabilitation of Well No. 9. FY25 funding provides for the rehabilitation of Well 3. The well field from where the City draws its drinking water supply was subject to the Safe Drinking Water Act amendments of 1996, which required a Source Water Assessment. The Assessment included evaluating the level of protection that was in place to protect sources of drinking water. The well field should be evaluated to determine what improvements are necessary to ensure the City is continuing to assess the protective measures in place for the City's drinking water supply. FY 21 provides for funding for source water protection. The project also provides for funding associated with the raw water transmission lines from the wells to the treatment plant. Raw water transmission lines can accumulate iron and sediment and over time, the flow will be restricted thereby reducing capacity of the water line. The raw water transmission lines need to be cleaned or pigged to remove mineral accumulation and remove sediment. In FY 21, this project provides for an engineering study and services required to clean the transmission lines from the shallow well field to the treatment plant. A proactive raw water transmission line cleaning program will optimize well efficiency and improve water quality, lower daily, peak and lifetime power use.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Sustainable Environment: Provide safe, dependable drinking water for all residents.

#### FUNDING RESTRICTIONS

Local Funding-Water Utility

DEPARTMENT: 42 - Water Department		STATE PROGRAM: 8C - Business Type	PROJECT TITLE: Water Treatment Plant Condition Assessment and Master Plan			YEAR FIRST SUBMITTED: FY 2019 ACTIVITY NO: 740-2837		TOTAL PROJECT COST \$ 155,000
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
		<b>A. EXPENDITURE ITEMS</b>						
		Design & Engineering	\$ 115,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
\$ —	\$ —	TOTAL	\$ 115,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
		<b>B. PROJECT FINANCING</b>						
		SRF Debt	\$ 115,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
\$ —	\$ —	TOTAL	\$ 115,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides for the development of a City of Dubuque Water Supply, Process Evaluation, and Distribution Master Plan. Over the past few decades, the City of Dubuque has experienced an increase in development, both residential and commercial, and growth of the community beyond the distribution and storage system original footprint. Most notably, the water infrastructure has expanded to include Twin Ridge to the south and Vernon and Barrington Lakes water systems to the west, and having reliable and dependable water infrastructure is critical to supporting all of the City's customers today and tomorrow. As the City looks to the future outlined in the Comprehensive Plan and with the completion of the SW Arterial, it is increasingly important that the existing water infrastructure is hydraulically analyzed to determine its capacity and capability to serve. A master plan will serve to provide direction in the development of alternative and additional water supply sources and treatment facilities, improve customer service through the evaluation of the pressure zones serving Dubuque, evaluate the existing aging water treatment plant and its processes, and determine a strategy for systematically replacing/rehabilitating aging infrastructure. FY21 funding is for the completion of the Eagle Point Water plant and source water analysis. Project funding starting in FY22 is for updates to the city wide distribution hydraulic model and for its use in planning and sizing new and/or extended water main.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Financially Responsible, High Performance City Organization: Have well maintained City infrastructure.

#### FUNDING RESTRICTIONS

Local Funding - Water Utility

DEPARTMENT: 42 - Water Department		STATE PROGRAM: 8C - Business Type	PROJECT TITLE: Water Storage Maintenance Program			YEAR FIRST SUBMITTED: FY 2009 ACTIVITY NO: 740-2656		TOTAL PROJECT COST \$ 2,525,000
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
		<b>A. EXPENDITURE ITEMS</b>						
		Consultant Services	\$ 25,000	\$ 150,000	\$ —	\$ 100,000	\$ —	\$ 50,000
		Construction	\$ —	\$ —	\$ 1,350,000	\$ —	\$ 900,000	\$ —
\$ —	\$ —	TOTAL	\$ 25,000	\$ 150,000	\$ 1,350,000	\$ 100,000	\$ 900,000	\$ 50,000
		<b>B. PROJECT FINANCING</b>						
		Water Construction Fund	\$ 25,000	\$ 150,000	\$ 1,350,000	\$ 100,000	\$ 900,000	\$ 50,000
\$ —	\$ —	TOTAL	\$ 25,000	\$ 150,000	\$ 1,350,000	\$ 100,000	\$ 900,000	\$ 50,000

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides the funding to clean, spot prime and paint the interior and exterior of the Water Storage Tanks. Painting of water tanks is a cyclical program; coatings can last up to 20-25 years. A study was conducted in 2010 by KLM Engineering; the results from this study supports the need to proceed with this program as identified. Tanks to be addressed are: College (2022/3 \$1.5M) Pennsylvania (2024/5, \$1M), Park Hill (2026/7, \$500,000). Tank coatings required to maintain the structure of the tank, the water quality to reduce bio-film, as well as enhancing the aesthetics of the tanks. This project is related to Water Treatment Plant conditon assessment and master planning in FY21. Starting in FY21 this project provides funding for the inspection of the former Vernon Water Tower located west on Hwy 20 prior to recoating. Tank maintenance may be adjusted to reflect possible operational and capital improvements recommended in the Water Master Plan. Further analysis following installation of the Roosevelt Street Water Tower will provide the information necessary to determine the prioritization of tank coating work on the other water tanks.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Robust Local Economy: Have the infrastructure and amenities to support economic development and growth.

#### FUNDING RESTRICTIONS

Local Funding - Water Utility

DEPARTMENT: 42 - Water Department		STATE PROGRAM: 8C - Business Type	PROJECT TITLE: Tamarack Park Drive/Wood Gate Drive Frontage Road Water Main Extension			YEAR FIRST SUBMITTED: FY 2018 ACTIVITY NO: 740-2745		TOTAL PROJECT COST \$ 363,457
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
		<b>A. EXPENDITURE ITEMS</b>						
\$ 957	\$ —	Design & Engineering	\$ 75,000	\$ —	\$ —	\$ —	\$ —	\$ 40,000
	\$ —	Easements	\$ 40,000	\$ —	\$ —	\$ —	\$ —	\$ 86,000
	\$ —	Construction	\$ 247,500	\$ —	\$ —	\$ —	\$ —	\$ 734,000
\$ 957	\$ —	TOTAL	\$ 362,500	\$ —	\$ —	\$ —	\$ —	\$ 860,000
		<b>B. PROJECT FINANCING</b>						
\$ 957	\$ —	Water Construction Fund	\$ 362,500	\$ —	\$ —	\$ —	\$ —	\$ 860,000
\$ 957	\$ —	TOTAL	\$ 362,500	\$ —	\$ —	\$ —	\$ —	\$ 860,000

#### PROJECT DESCRIPTION/JUSTIFICATION

Phase One was the installation of a 12" diameter water main across Highway 151/61 to the north property line (Tamarack Park Drive) in preparation for future connection with the South West Arterial water main and continuing south to the intersection of Tamarack Park Drive. Funding for FY21 is for Phase Two per the agreement includes continuing the 12" diameter water main installation from the end of Phase One(Tamarack Park Drive and Highway 151/61) to the Southern most Property Line per Exhibit C of the Agreement. Funding for FY26, Phase 3 provides funding for the continuation of 12" water main from Phase Two to Wood Gate Drive. . This project supports the pre-annexation agreement of Tamarack Park development. Per the agreement, water main is planned to be installed within a two year period of request or maximum of seven years from approved agreement and future development growth along the west side of Highway 151/61.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Robust Local Economy: Have the infrastructure and amenities to support economic development and growth: industrial/business parks, streets and utilities, air service and housing.

#### FUNDING RESTRICTIONS

Local Funding-Water Utility



<b>DEPARTMENT:</b> 42 - Water Department		<b>STATE PROGRAM:</b> 8C - Business Type	<b>PROJECT TITLE:</b> West End Annexation Phase II			<b>YEAR FIRST SUBMITTED:</b> FY 2004 <b>ACTIVITY NO:</b> 740-2146	<b>TOTAL PROJECT COST</b> \$ 300,250	
<b>2019 EXPENSE</b>	<b>2020 BUDGET</b>	<b>PROJECT BUDGET</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
		<b>A. EXPENDITURE ITEMS</b>						
		Design & Engineering	\$ —	\$ —	\$ —	\$ —	\$ 300,250	\$ 3,459,750
\$ —	\$ —	<b>TOTAL</b>	\$ —	\$ —	\$ —	\$ —	\$ 300,250	\$ 3,459,750
		<b>B. PROJECT FINANCING</b>						
		Water Construction Fund	\$ —	\$ —	\$ —	\$ —	\$ 300,250	\$ 3,459,750
\$ —	\$ —	<b>TOTAL</b>	\$ —	\$ —	\$ —	\$ —	\$ 300,250	\$ 3,459,750

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides for implementation of the amended annexation study based on models established in previous studies. As a result of these studies, the funds allocated would be used to support utility growth into the areas located north of the City's west side of the industrial park. To support these activities, water main would be installed on Seippel Rd to Pennsylvania Ave and along Middle Rd to Sundown Rd. The project includes 13,300 feet of water main and a pump station. The utilities have not been requested by property owners for the previously annexed areas and the City does not know when it will be necessary to construct the utilities. Due to this uncertainty, design is budgeted beyond Fiscal Year 2025 with construction. If the utilities are requested prior to Fiscal Year 2025, the City will adjust the budget as necessary to comply with the requests. The City has completed action steps adopted by the City Council as a result of the previous annexation study and has either completed or budgeted the balance of utility extensions necessary to serve citizens and businesses within the annexed areas. To maintain the City's ability to meet new growth demands, it is necessary to position ourselves for the future demand by identifying those growth areas and the costs associated with extending City services. As land develops, the City anticipates recovering a portion of costs through connection fees.

#### RELATIONSHIP TO OTHER PROJECTS

This project is related to Seippel Rd Reconstruction

#### OUTCOME

Robust Local Economy: Have the infrastructure and amenities to support economic development and growth: industrial/business parks, streets and utilities, air service and housing.

#### FUNDING RESTRICTIONS

Local Funding - Water Utility

<b>DEPARTMENT:</b> 42 - Water Department		<b>STATE PROGRAM:</b> 8C - Business Type	<b>PROJECT TITLE:</b> West End Annexation Study and Implementation Phase I			<b>YEAR FIRST SUBMITTED:</b> FY 2004 <b>ACTIVITY NO:</b> 740-1012	<b>TOTAL PROJECT COST</b> \$ 165,000	
<b>2019 EXPENSE</b>	<b>2020 BUDGET</b>	<b>PROJECT BUDGET</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
		<b>A. EXPENDITURE ITEMS</b>						
		Design & Engineering	\$ —	\$ —	\$ —	\$ —	\$ 165,000	\$ 1,485,000
\$ —	\$ —	<b>TOTAL</b>	\$ —	\$ —	\$ —	\$ —	\$ 165,000	\$ 1,485,000
		<b>B. PROJECT FINANCING</b>						
		Water Construction Fund	\$ —	\$ —	\$ —	\$ —	\$ 165,000	\$ 1,485,000
\$ —	\$ —	<b>TOTAL</b>	\$ —	\$ —	\$ —	\$ —	\$ 165,000	\$ 1,485,000

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides for implementation of a new annexation study based on the models established during the previous study. As a result of these studies, the funds allocated would be used to support utility growth into the areas located north of the City's west Industrial Park. The project provides for water main installation along Seippel Rd North of Pennsylvania Ave to Asbury Rd. Along Asbury Rd. to Spruce Wood Drive. The utilities have not been requested by property owners for previously annexed areas and the City does not know when it will be necessary to construct the utilities. Due to this uncertainty, design is budgeted in Fiscal Year 2025 with construction in Beyond FY25. If the utilities are requested prior to Fiscal Year 2025, the City will adjust the budget as necessary to comply with the requests. The City has completed action steps adopted by City Council as a result of the previous annexation study and has either completed or budgeted the balance of utility extensions necessary to serve citizens and businesses within the annexed areas. To maintain the City's ability to meet new growth demands, it is necessary to position ourselves for that future demand by identifying those growth areas and the costs associated with extending City services. As land develops, the City anticipates recovering a portion of costs through connection fees.

#### RELATIONSHIP TO OTHER PROJECTS

This project is related to Seippel Rd Reconstruction

#### OUTCOME

Robust Local Economy: Have the infrastructure and amenities to support economic development and growth: industrial/business parks, streets and utilities, air service and housing.

#### FUNDING RESTRICTIONS

Local Funding- Water Utility

<b>DEPARTMENT:</b> 42 - Water Department		<b>STATE PROGRAM:</b> 8C - Business Type	<b>PROJECT TITLE:</b> Creek Crossing Restoration			<b>YEAR FIRST SUBMITTED:</b> FY 2014 <b>ACTIVITY NO:</b> 740-2595		<b>TOTAL PROJECT COST</b> \$ 131,750
<b>2019 EXPENSE</b>	<b>2020 BUDGET</b>	<b>PROJECT BUDGET</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
		<b>A. EXPENDITURE ITEMS</b>						
		Design & Engineering	\$ 5,000	\$ 2,500	\$ 3,000	\$ 3,000	\$ 5,000	\$ 3,000
		Construction	\$ 30,000	\$ 20,000	\$ 22,350	\$ 15,900	\$ 25,000	\$ 26,900
\$ —	\$ —	TOTAL	\$ 35,000	\$ 22,500	\$ 25,350	\$ 18,900	\$ 30,000	\$ 29,900
		<b>B. PROJECT FINANCING</b>						
		Water Construction Fund	\$ 35,000	\$ 22,500	\$ 25,350	\$ 18,900	\$ 30,000	\$ 29,900
\$ —	\$ —	TOTAL	\$ 35,000	\$ 22,500	\$ 25,350	\$ 18,900	\$ 30,000	\$ 29,900

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides funding for the protection of water mains located across and through drainage-ways and creeks. During past storm events, the water main creek crossing protection or erosion control has washed away exposing lengths of the water distribution system. This project provides for the necessary restoration of the water main protection in and around creek crossings to prevent further exposure of the water mains. The locations and cost estimates are as follows:

<b>Cost Estimate</b>	<b>Project Name</b>	<b>Cost Estimate</b>	<b>Project Name</b>	<b>Cost Estimate</b>	<b>Project Name</b>
\$ 5,000	Pennsylvania Ave	\$ 13,200	Northwest Arterial (East)	\$ 5,000	32nd at Ski Slope
\$ 5,000	Seippel Rd.	\$ 15,900	Fremont Ave.	\$ 6,500	Carter Rd. 950' south of 32nd St
\$ 33,120	Cousins Rd.	\$ 5,000	Louella Lane	\$ 26,900	Carter Rd. at 32nd
\$ 9,500	Radford Rd.	\$ 9,680	Southern Ave.		
\$ 22,350	Northwest Arterial (West)	\$ 5,000	Rockdale at Brian		

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Sustainable Environment: Provide safe, dependable drinking water for all residents.

#### FUNDING RESTRICTIONS

Local Funding-Water Utility

<b>DEPARTMENT:</b> 42 - Water Department		<b>STATE PROGRAM:</b> 8C - Business Type	<b>PROJECT TITLE:</b> Landfill Frontage Rd. Water Main Extensin			<b>YEAR FIRST SUBMITTED:</b> 2019 <b>ACTIVITY NO:</b> 740-2821		<b>TOTAL PROJECT COST</b> \$ 121,500
<b>2019 EXPENSE</b>	<b>2020 BUDGET</b>	<b>PROJECT BUDGET</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
		<b>A. EXPENDITURE ITEMS</b>						
		Construction	\$ 121,500	\$ —	\$ —	\$ —	\$ —	\$ 512,000
		Engineering and Design	\$ —	\$ —	\$ —	\$ —	\$ —	\$ 128,000
\$ —	\$ —	<b>TOTAL</b>	\$ 121,500	\$ —	\$ —	\$ —	\$ —	\$ 640,000
		<b>B. PROJECT FINANCING</b>						
		Water Construction Fund	\$ 121,500	\$ —	\$ —	\$ —	\$ —	\$ 640,000
\$ —	\$ —	<b>TOTAL</b>	\$ 121,500	\$ —	\$ —	\$ —	\$ —	\$ 640,000

#### PROJECT DESCRIPTION/JUSTIFICATION

FY21 Project funding provides for Phase I which includes the 8" diameter and 12" diameter water main pipe. The Phase I project is part of the DMASWA Project, where they are the lead agency. FY26 provides project funding for Phase II which includes a water main loop from the Landfill frontage Rd. Water Main to Seippel Rd. This work would support future economic growth and development.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Robust Local Economy: Have the infrastructure and amenities to support economic development and growth: industrial/business parks, streets and utilities, air service and housing, bandwidth redundancy

#### FUNDING RESTRICTIONS

This project may only be funded with Water Construction Funds.

<b>DEPARTMENT:</b> 42 - Water Department		<b>STATE PROGRAM:</b> 8C - Business Type	<b>PROJECT TITLE:</b> Althausen St. and Eagle St. Water Main Improvements			<b>YEAR FIRST SUBMITTED:</b> 2019 <b>ACTIVITY NO:</b> 740-2838		<b>TOTAL PROJECT COST</b> \$ 292,490
<b>2019 EXPENSE</b>	<b>2020 BUDGET</b>	<b>PROJECT BUDGET</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
		<b>A. EXPENDITURE ITEMS</b>						
		Design and Engineering	\$ 27,065	\$ 25,225	\$ —	\$ —	\$ —	\$ —
		Construction	\$ 124,000	\$ 116,200	\$ —	\$ —	\$ —	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ 151,065	\$ 141,425	\$ —	\$ —	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
		SRF Debt	\$ 151,065	\$ 141,425	\$ —	\$ —	\$ —	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ 151,065	\$ 141,425	\$ —	\$ —	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

FY21 funding project provides for the replacement of water main along Althausen St. and FY22 funding provides for replacement of water main along Eagle St. The Water Mains in both of these locations are in poor condition follow multiple water main breaks. These water main breaks impact not only the neighborhood, but also Jefferson Middle School. Althausen and Eagle Streets are 1929 6" dia. water main installations

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects

#### OUTCOME

Financially Responsible, High Performance City Organization: Have well maintained City infrastructure.

#### FUNDING RESTRICTIONS

This project may only be funded with Water Construction Funds.

<b>DEPARTMENT:</b> 42 - Water Department		<b>STATE PROGRAM:</b> 8C - Business Type	<b>PROJECT TITLE:</b> Public Safety Way Water Main Improvements			<b>YEAR FIRST SUBMITTED:</b> 2019 <b>ACTIVITY NO:</b> 740-XXXX		<b>TOTAL PROJECT COST</b> \$ 106,700
<b>2019 EXPENSE</b>	<b>2020 BUDGET</b>	<b>PROJECT BUDGET</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
		<b>A. EXPENDITURE ITEMS</b>						
		Design and Engineering	\$ —	\$ 25,000	\$ —	\$ —	\$ —	\$ —
		Construction	\$ —	\$ 81,700	\$ —	\$ —	\$ —	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ —	\$ 106,700	\$ —	\$ —	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
		Water Construction	\$ —	\$ 106,700	\$ —	\$ —	\$ —	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ —	\$ 106,700	\$ —	\$ —	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

FY21 project funding provides for the installatoin of 8" dia. water main along Public Safety Way to serve the Public Safety Building and the proposed county office and storage facility. This project will be designed to improve water quality in the area.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Robust Local Economy: Have the infrastructure and amenities to support economic development and growth: industrial/business parks, streets and utilities, air service and housing, bandwidth redundancy

#### FUNDING RESTRICTIONS

This project may only be funded with Water Construction Funds.

<b>DEPARTMENT:</b> 42 - Water Department		<b>STATE PROGRAM:</b> 8C - Business Type	<b>PROJECT TITLE:</b> Water Treatment Plant Improvements, Valves, Pumps, Meter and Mechanical Devices			<b>YEAR FIRST SUBMITTED:</b> 2019 <b>ACTIVITY NO:</b> 740-2839		<b>TOTAL PROJECT COST</b> \$ 60,000
<b>2019 EXPENSE</b>	<b>2020 BUDGET</b>	<b>PROJECT BUDGET</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
		<b>A. EXPENDITURE ITEMS</b>						
		Design and Engineering	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —
		Construction	\$ 20,000	\$ —	\$ 20,000	\$ —	\$ 20,000	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ 20,000	\$ —	\$ 20,000	\$ —	\$ 20,000	\$ —
		<b>B. PROJECT FINANCING</b>						
		Water Construction	\$ 20,000	\$ —	\$ 20,000	\$ —	\$ 20,000	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ 20,000	\$ —	\$ 20,000	\$ —	\$ 20,000	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

FY21 Project funding provides for the replacement of the South Plant Effluent 24" Diameter Meter, the meter was last replaced October 1997. The CIP also provides funding in later years for the replacement of Penn Valley Solids Handling Facility Pump #3, the Mt. Carmel Effluent Meter, this meter is the original meter which was installed in 1964, and replacement of the Precipitator Mixer Gear Boxes.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects

#### OUTCOME

Financially Responsible, High Performance City Organization: Have well maintained City infrastructure.

#### FUNDING RESTRICTIONS

This project may only be funded with Water Construction Funds.

<b>DEPARTMENT:</b> 42 - Water Department		<b>STATE PROGRAM:</b> 8C - Business Type	<b>PROJECT TITLE:</b> WTP and Pump Station Pipe Rehabilitation			<b>YEAR FIRST SUBMITTED:</b> 2019 <b>ACTIVITY NO:</b> 740-XXX		<b>TOTAL PROJECT COST</b> \$ 20,000
<b>2019 EXPENSE</b>	<b>2020 BUDGET</b>	<b>PROJECT BUDGET</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
		<b>A. EXPENDITURE ITEMS</b>						
		Design and Engineering	\$ —	\$ 20,000	\$ —	\$ —	\$ —	\$ —
		Construction	\$ —	\$ —	\$ —	\$ —	\$ —	\$ 200,000
\$ —	\$ —	<b>TOTAL</b>	\$ —	\$ 20,000	\$ —	\$ —	\$ —	\$ 200,000
		<b>B. PROJECT FINANCING</b>						
		Water Construction	\$ —	\$ 20,000	\$ —	\$ —	\$ —	\$ 200,000
\$ —	\$ —	<b>TOTAL</b>	\$ —	\$ 20,000	\$ —	\$ —	\$ —	\$ 200,000

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides the funding to conduct an engineering and environmental analysis of the piping in the pipe gallery at the water treatment plant, and the Asbury and West Third Pump stations. This project also provides for construction funding associated with the piping rehabilitation. The current pipe protective coatings are starting to fail. The failure can be observed as the pipes and fasteners are beginning to corrode due to highly humid environment.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects

#### OUTCOME

Financially Responsible, High Performance City Organization: Have well maintained City infrastructure.

#### FUNDING RESTRICTIONS

This project may only be funded with Water Construction Funds.



<b>DEPARTMENT:</b> 42 - Water Department		<b>STATE PROGRAM:</b> 8C - Business Type	<b>PROJECT TITLE:</b> Pump Station Site Drainage Improvements			<b>YEAR FIRST SUBMITTED:</b> 2019 <b>ACTIVITY NO:</b> 740-XXXX		<b>TOTAL PROJECT COST</b> \$ 15,000
<b>2019 EXPENSE</b>	<b>2020 BUDGET</b>	<b>PROJECT BUDGET</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
		<b>A. EXPENDITURE ITEMS</b>						
		Design and Engineering	\$ —	\$ —	\$ 15,000	\$ —	\$ —	\$ —
		Construction	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ —	\$ —	\$ 15,000	\$ —	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
		Water Construction	\$ —	\$ —	\$ 15,000	\$ —	\$ —	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ —	\$ —	\$ 15,000	\$ —	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides funding for design and engineering associated with site drainage issues at College and Asbury Storage Facilities. Currently the sump pump discharge creates significant icing issues along the drive way and curb lines.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects

#### OUTCOME

Financially Responsible, High Performance City Organization: Have well maintained City infrastructure.

#### FUNDING RESTRICTIONS

This project may only be funded with Water Construction funds.

<b>DEPARTMENT:</b> 42 - Water Department		<b>STATE PROGRAM:</b> 8C - Business Type	<b>PROJECT TITLE:</b> McFadden Farm Water Main Improvement (S. Heacock Rd from Chavenelle to Pennsylvania Ave.			<b>YEAR FIRST SUBMITTED:</b> 2019 <b>ACTIVITY NO:</b> 740-XXXX	<b>TOTAL PROJECT COST</b> \$ 693,596	
<b>2019 EXPENSE</b>	<b>2020 BUDGET</b>	<b>PROJECT BUDGET</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
		<b>A. EXPENDITURE ITEMS</b>						
		Design and Engineering	\$ —	\$ —	\$ 23,000	\$ 67,410	\$ —	\$ —
		Construction	\$ —	\$ —	\$ 153,186	\$ 450,000	\$ —	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ —	\$ —	\$ 176,186	\$ 517,410	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
		Water Construction	\$ —	\$ —	\$ 176,186	\$ 517,410	\$ —	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ —	\$ —	\$ 176,186	\$ 517,410	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides funding for the installation of water main to serve the McFadden Farm Property. Funding requested in FY21 is for Phase I and includes 12" diameter water main from Chavenelle Rd North along S. Heacock to the Phase I culdesac for a total lineal footage of 1,200 feet. Funding requested in FY22 is for Phase II and includes the installation of 12" diameter water main from the Phase I culdesac to Pennsylvania Ave for a total lineal footage of 3,550 feet.

#### RELATIONSHIP TO OTHER PROJECTS

This project is related to the Sanitary Sewer McFadden Farm project and must be funded in the same fiscal year as that project.

#### OUTCOME

Robust Local Economy: Have the infrastructure and amenities to support economic development and growth: industrial/business parks, streets and utilities, air service and housing, bandwidth redundancy

#### FUNDING RESTRICTIONS

This project may only be funded with Water Construction Funds.

<b>DEPARTMENT:</b> 43 - Water & Resource Recovery Center		<b>STATE PROGRAM:</b> 8C - Business Type	<b>PROJECT TITLE:</b> Final Clarifier Rehabilitation			<b>YEAR FIRST SUBMITTED:</b> FY 2020 <b>ACTIVITY NO:</b> 710-2598		<b>TOTAL PROJECT COST</b> \$ 990,000
<b>2019 EXPENSE</b>	<b>2020 BUDGET</b>	<b>PROJECT BUDGET</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
	\$ 130,000	<b>A. EXPENDITURE ITEMS</b>						
		Construction	\$ —	\$ 800,000	\$ —	\$ —	\$ —	\$ —
		Engineering Services	\$ —	\$ 60,000	\$ —	\$ —	\$ —	\$ —
\$ —	\$ 130,000	<b>TOTAL</b>	\$ —	\$ 860,000	\$ —	\$ —	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
		State Revolving Fund Loan	\$ —	\$ 860,000	\$ —	\$ —	\$ —	\$ —
	\$ 130,000	Sanitary Sewer Construction Fund	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —
\$ —	\$ 130,000	<b>TOTAL</b>	\$ —	\$ 860,000	\$ —	\$ —	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project allows for the rehabilitation of four final clarifiers. The project includes blasting and painting of the feed well, scum arms and blades including supports and energy dissipating baffles; replacement of the tow bar suction header; and rehabilitation of the tank walls of each of the clarifiers. The final clarifiers were originally constructed in 1974 and rehabilitated in 1994. Typical life expectancy of a rehabilitated clarifier is 20 years. Rehabilitation would extend the life of the clarifiers by 20 years.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Financially Responsible, High Performance City Organization: Service value for taxes and fees.

#### FUNDING RESTRICTIONS

This project is restricted to Sanitary Sewer Construction Funds.

<b>DEPARTMENT:</b> 43 - Water & Resource Recovery Center		<b>STATE PROGRAM:</b> 8C - Business Type	<b>PROJECT TITLE:</b> Lift Station SCADA Upgrades			<b>YEAR FIRST SUBMITTED:</b> FY 2019 <b>ACTIVITY NO:</b> 710-1339		<b>TOTAL PROJECT COST</b> \$ 250,000
<b>2019 EXPENSE</b>	<b>2020 BUDGET</b>	<b>PROJECT BUDGET</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
	\$ 50,000	<b>A. EXPENDITURE ITEMS</b>						
		Design & Engineering	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ —	\$ —
		Construction	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ —	\$ —
\$ —	\$ 50,000	TOTAL	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
	\$ 50,000	Sanitary Sewer Construction Fund	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ —	\$ —
\$ —	\$ 50,000	TOTAL	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides for a SCADA connection to all lift stations, including integration with the W&RRC SCADA system. SCADA connection to all stations, including pump status, pump starts, and flow would provide real-time information that would allow staff to respond quickly to lift-station failures. Enhanced monitoring at stations, including bar screen monitoring, vibration sensing, cameras, and audio would allow reduced staff visits to lift stations, lowering operating costs.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Sustainable Environment: Become a resilient city using sustainable and affordable technology for water, energy, transportation, health and wellness, discard, community engagement – a model community for the world.

#### FUNDING RESTRICTIONS

This project is restricted to Sanitary Sewer Construction Funds.

DEPARTMENT: 43 - Water & Resource Recovery Center		STATE PROGRAM: 8C - Business Type	PROJECT TITLE: Activated Sludge Process Improvements			YEAR FIRST SUBMITTED: FY 2020 ACTIVITY NO: 710-		TOTAL PROJECT COST \$ 168,000
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
		<b>A. EXPENDITURE ITEMS</b>						
		Construction	\$ —	\$ —	\$ —	\$ 70,000	\$ 98,000	\$ 1,092,000
\$ —	\$ —	TOTAL	\$ —	\$ —	\$ —	\$ 70,000	\$ 98,000	\$ 1,092,000
		<b>B. PROJECT FINANCING</b>						
		Sanitary Sewer Construction Fund	\$ —	\$ —	\$ —	\$ 70,000	\$ 98,000	\$ 1,092,000
\$ —	\$ —	TOTAL	\$ —	\$ —	\$ —	\$ 70,000	\$ 98,000	\$ 1,092,000

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides for the design and construction of modifications to the high-purity oxygen-activated sludge basins for the implementation of the MLE nitrification/denitrification process. The MLE (Modified Ludzack Ettinger) process is used for total nitrogen removal and involves an anoxic zone and an aerobic zone. In this process, there is an internal recycle from the aerobic to anoxic zone, which provides nitrate as an oxygen source at the head of the tank. The bacteria remove the oxygen from the nitrate molecule, leaving a byproduct of inert nitrogen gas. The project was originally planned to begin in FY16 with completion in FY21. The WRRRC's NPDES permit has since been amended to require an addendum to the Nutrient Reduction Study submitted in 2015. The permit amendment allows the City to research new or additional treatment technologies for the reduction of nitrogen, including the implementation of practices within the watershed for the most cost-effective nitrogen removal technology. The City is required to submit, by January 1, 2022, an addendum to the 2015 Nutrient Reduction Study. The addendum must include an updated schedule for making operational changes and/or installing new or additional treatment technologies to achieve the goal of 66% reduction in total nitrogen. This project is related to Water & Resource Recovery Center: Nutrient Trading.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Sustainable Environment: Have clean water – ground and surface.

#### FUNDING RESTRICTIONS

This project is restricted to Sanitary Sewer Construction Funds.

<b>DEPARTMENT:</b> 43 - Water & Resource Recovery Center		<b>STATE PROGRAM:</b> 8C - Business Type	<b>PROJECT TITLE:</b> High-Strength Waste Receiving/Storage			<b>YEAR FIRST SUBMITTED:</b> FY 2018 <b>ACTIVITY NO:</b> 710-2701	<b>TOTAL PROJECT COST</b> \$ 1,632,346	
<b>2019 EXPENSE</b>	<b>2020 BUDGET</b>	<b>PROJECT BUDGET</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
		<b>A. EXPENDITURE ITEMS</b>						
		Other	\$ —	\$ 387,200	\$ —	\$ —	\$ —	\$ —
		Construction	\$ —	\$ 187,171	\$ 1,057,975	\$ —	\$ —	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ —	\$ 574,371	\$ 1,057,975	\$ —	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
		State Revolving Fund Loan	\$ —	\$ 574,371	\$ 1,057,975	\$ —	\$ —	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ —	\$ 574,371	\$ 1,057,975	\$ —	\$ —	\$ —
		<b>C. IMPACT - OPERATIONS</b>						
		Operating Cost (Savings)	\$ —	\$ —	\$ 33,081	\$ 33,081	\$ 33,081	\$ —
		Operating Revenue	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

The project would establish receiving and storage station dedicated to acceptance of high-strength hauled waste. The project would provide storage capacity in the form of a holding tank and associated plumbing. The cost to add only HSW receiving is estimated to be approximately \$804,000 while the cost to add only FOG receiving is estimated to be approximately \$1,509,000. The cost to add both HSW and FOG management facilities is estimated to be approximately \$1,580,000. Other line item in expenditures identifies contingencies and technical services at 40% of project. Construction costs have increased significantly since the project was first budgeted in FY18. Current cost estimate (2021) is \$1,632,346.00. The project would allow for more consistent feeding of high-strength waste to the anaerobic digesters, allowing the W&RRC to maximize biogas production, while minimizing operational upsets such as low pH conditions or foaming.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Robust Local Economy: Have the infrastructure and amenities to support economic development and growth: industrial/business parks, streets and utilities, air service and housing.

#### FUNDING RESTRICTIONS

This project is restricted to Sanitary Sewer Construction Funds.

<b>DEPARTMENT:</b> 43 - Water & Resource Recovery Center		<b>STATE PROGRAM:</b> 8C - Business Type	<b>PROJECT TITLE:</b> UV Disinfection System Modifications			<b>YEAR FIRST SUBMITTED:</b> FY 2018 <b>ACTIVITY NO:</b> 710-2841	<b>TOTAL PROJECT COST</b> \$ 235,000	
<b>2019 EXPENSE</b>	<b>2020 BUDGET</b>	<b>PROJECT BUDGET</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
		<b>A. EXPENDITURE ITEMS</b>						
		Design & Engineering	\$ 10,000	\$ —	\$ —	\$ —	\$ —	\$ —
		Construction	\$ 225,000	\$ —	\$ —	\$ —	\$ —	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ 235,000	\$ —	\$ —	\$ —	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
		Sanitary Sewer Construction Fund	\$ 235,000	\$ —	\$ —	\$ —	\$ —	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ 235,000	\$ —	\$ —	\$ —	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides for improvements to the Ultraviolet Disinfection System. The project includes replacement of electronic components, and addresses some environmental concerns such as sun and cottonwood tree seed with the construction of a shelter and screening. During the 2016 disinfection season, weaknesses in the system resulted in three incidents of non-compliance. Investigation into the causes of the incidents has identified opportunities to upgrade to more robust electronics (which were not available at the time of purchase of the system) and to better protect the system from the elements. These modifications will improve reliability and ability to meet discharge limits.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Sustainable Environment: Become a resilient city using sustainable and affordable technology for water, energy, transportation, health and wellness, discard, community engagement – a model community for the world.

#### FUNDING RESTRICTIONS

This project is restricted to Sanitary Sewer Construction Funds.

DEPARTMENT: 43 - Water & Resource Recovery Center		STATE PROGRAM: 8C - Business Type	PROJECT TITLE: Pump Trailer			YEAR FIRST SUBMITTED: FY21		TOTAL PROJECT COST \$ 110,000
						ACTIVITY NO: 710-2840		
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
		A. EXPENDITURE ITEMS						
		Construction	\$ 110,000	\$ —	\$ —	\$ —	\$ —	\$ —
\$ —	\$ —	TOTAL	\$ 110,000	\$ —	\$ —	\$ —	\$ —	\$ —
		B. PROJECT FINANCING						
		Sanitary Sewer Construction Fund	\$ 110,000	\$ —	\$ —	\$ —	\$ —	\$ —
\$ —	\$ —	TOTAL	\$ 110,000	\$ —	\$ —	\$ —	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides a trailer-mounted, diesel-powered, hydraulic slurry agitating/pumping package. The WRRC currently rents this type of pump from a contractor at a cost of \$70 per day. The rental pump is primarily used to convey wet weather wastewater flows from the Catfish Creek Lift Station to the WRRC, and has also been used for anaerobic digester cleanout and primary clarifier dewatering/cleaning. Purchase of this portable pump unit would eliminate an annual pump rental cost of up to \$25,000 per year, and reduce the need for contracted pumping services. In addition to pumping wet weather flows from Catfish Creek Lift Station to the WRRC, the pump will be used for digester cleaning, primary clarifier cleaning, activated sludge plant dewatering, lift station cleaning, and other tasks requiring agitation and pumping of liquids with high solids content. Purchase of this pump would reduce Machinery and Equipment operational expense by \$50,000.00 per year.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Sustainable Environment: Become a resilient city using sustainable and affordable technology for water, energy, transportation, health and wellness, discard, community engagement – a model community for the world.

#### FUNDING RESTRICTIONS

This project is restricted to Sanitary Sewer Construction Funds.



<b>DEPARTMENT:</b> 51 - Airport		<b>STATE PROGRAM:</b> 2C - Public Works	<b>PROJECT TITLE:</b> Replace DJC Hangar Floor Coating			<b>YEAR FIRST SUBMITTED:</b> FY 2019 <b>ACTIVITY NO:</b> 390-2008	<b>TOTAL PROJECT COST</b> \$ 41,000	
<b>2019 EXPENSE</b>	<b>2020 BUDGET</b>	<b>PROJECT BUDGET</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
		<b>A. EXPENDITURE ITEMS</b>						
		Construction	\$ 41,000	\$ —	\$ —	\$ —	\$ —	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ 41,000	\$ —	\$ —	\$ —	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
		Sales Tax Fund (20%)	\$ 41,000	\$ —	\$ —	\$ —	\$ —	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ 41,000	\$ —	\$ —	\$ —	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project will involve removing the existing coating, repairing cracks and holes and applying coating to seal, protect and extend the life of the existing concrete floor. The Jet Center Hangar is used for storing large based corporate aircraft.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Robust Local Economy: Have the infrastructure and amenities to support economic development and growth: industrial/business parks, streets and utilities, air service and housing.

#### FUNDING RESTRICTIONS

This project may only be funded by Sales Tax Fund (20%) or DRA Distribution/Gaming.

DEPARTMENT: 51 - Airport		STATE PROGRAM: 2C - Public Works	PROJECT TITLE: Terminal Vehicle Wash Facility			YEAR FIRST SUBMITTED: FY 2019 ACTIVITY NO: 390-2788		TOTAL PROJECT COST \$ 227,750
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
		<b>A. EXPENDITURE ITEMS</b>						
		Design	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —
		Construction	\$ 227,750	\$ —	\$ —	\$ —	\$ —	\$ —
\$ —	\$ —	TOTAL	\$ 227,750	\$ —	\$ —	\$ —	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
		CSVI Funds	\$ 72,750	\$ —	\$ —	\$ —	\$ —	\$ —
		CFC Funds	\$ 155,000	\$ —	\$ —	\$ —	\$ —	\$ —
\$ —	\$ —	TOTAL	\$ 227,750	\$ —	\$ —	\$ —	\$ —	\$ —
		<b>C. IMPACT - OPERATIONS</b>						
		Operating Cost (Savings)	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —
		Operating Revenue	\$ —	\$ —	\$ 8,600	\$ 1,500	\$ 1,500	\$ 1,500

#### PROJECT DESCRIPTION/JUSTIFICATION

Replace the existing vehicle wash located on the general aviation side of the airport with a vehicle wash near the recently constructed commercial service terminal building. This facility will consist of two self-serve wash bays and will be utilized by rental car agencies and airfield tenants.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Robust Local Economy: Have the infrastructure and amenities to support economic development and growth; industrial/business parks, streets and utilities, air service and housing.

#### FUNDING RESTRICTIONS

This will be funded by Customer Facility Charges (Rental Cars) and State Commercial Service Vertical Infrastructure funds (CSVI).

DEPARTMENT: 51 - Airport		STATE PROGRAM: 2C - Public Works	PROJECT TITLE: Reconstruct Taxiway Alpha			YEAR FIRST SUBMITTED: FY 2018 ACTIVITY NO: 390-2842		TOTAL PROJECT COST \$ 12,679,800
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
		<b>A. EXPENDITURE ITEMS</b>						
		Design & Engineering	\$ 350,000	\$ 712,500	\$ 787,500	\$ 375,000	\$ —	\$ —
		Construction	\$ —	\$ 3,990,000	\$ 4,364,800	\$ 2,100,000	\$ —	\$ —
\$ —	\$ —	TOTAL	\$ 350,000	\$ 4,702,500	\$ 5,152,300	\$ 2,475,000	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
		FAA Entitlement Funds	\$ 315,000	\$ 1,634,800	\$ 1,000,000	\$ 946,728	\$ —	\$ —
		FAA Discretionary Funds	\$ —	\$ 2,640,200	\$ 3,725,000	\$ 1,303,272	\$ —	\$ —
		Sales Tax Fund (20%)	\$ —	\$ —	\$ —	\$ 225,000	\$ —	\$ —
		DRA Distribution	\$ 35,000	\$ 427,500	\$ —	\$ —	\$ —	\$ —
		G.O. Debt (Sales Tax Fund 20%)	\$ —	\$ —	\$ 427,300	\$ —	\$ —	\$ —
\$ —	\$ —	TOTAL	\$ 350,000	\$ 4,702,500	\$ 5,152,300	\$ 2,475,000	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This will provide for rehabilitating Taxiway Alpha. The preliminary design phase for the rehabilitation of Taxiway Alpha including planning, schematic design and environmental assessment will be completed in FY21. Construction on Taxiway Alpha SE (between Runway 31 approach end to Taxiway Charlie) to include all aspects of taxiway reconstruction, including finish grading, drainage, under drains, paving, airfield lighting, marking and turfing, will be completed in FY22. Construction on Taxiway Alpha NW (between Runway 13 to Taxiway Delta) to include all aspects of taxiway reconstruction, including finish grading, drainage, under drains, paving, airfield lighting, marking and turfing, will be completed in FY23. Taxiway Alpha Center (between Taxiways Delta and Charlie) ramp construction will be completed in FY24 including finish grading, drainage, under drains, paving, airfield lighting, marking and turfing to finish this project.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Robust Local Economy: Have the infrastructure and amenities to support economic development and growth: industrial/business parks, streets and utilities, air service and housing.

#### FUNDING RESTRICTIONS

This project may only be funded by Sales Tax Fund (20%) or DRA Funding and FAA funds.

<b>DEPARTMENT:</b> 51 - Airport		<b>STATE PROGRAM:</b> 2C - Public Works	<b>PROJECT TITLE:</b> Aviation Fueling Facilities NFPA Update			<b>YEAR FIRST SUBMITTED:</b> FY 2019 <b>ACTIVITY NO:</b> 390-1503		<b>TOTAL PROJECT COST</b> \$ 54,050
<b>2019 EXPENSE</b>	<b>2020 BUDGET</b>	<b>PROJECT BUDGET</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
		<b>A. EXPENDITURE ITEMS</b>						
		Equipment	\$ 54,050	\$ —	\$ —	\$ —	\$ —	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ 54,050	\$ —	\$ —	\$ —	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
		DRA Distribution	\$ 54,050	\$ —	\$ —	\$ —	\$ —	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ 54,050	\$ —	\$ —	\$ —	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

Per NFPA regulation 407, 5.1.12.1 - 5.1.12.4 "all new and existing aviation fueling facilities shall be equipped with an automatic shutdown system that stops the tank loading operation when the fuel servicing vehicle tank is full." The Airport currently has 3 aviation fuel tanks and 4 aviation fuel trucks that would need to be updated to be in compliance with this mandatory regulation before June 2, 2021.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Robust Local Economy: Have the infrastructure and amenities to support economic development and growth: industrial/business parks, streets and utilities, air service and housing.

#### FUNDING RESTRICTIONS

This project may only be funded by Sales Tax Fund (20%) or DRA Funding.

<b>DEPARTMENT:</b> 51 - Airport		<b>STATE PROGRAM:</b> 2C - Public Works	<b>PROJECT TITLE:</b> Pavement Condition Study (PCN)			<b>YEAR FIRST SUBMITTED:</b> FY 2012 <b>ACTIVITY NO:</b> 390-1060		<b>TOTAL PROJECT COST</b> \$ 103,472
<b>2019 EXPENSE</b>	<b>2020 BUDGET</b>	<b>PROJECT BUDGET</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
		<b>A. EXPENDITURE ITEMS</b>						
		Service Contract	\$ 50,200	\$ —	\$ —	\$ 53,272	\$ —	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ 50,200	\$ —	\$ —	\$ 53,272	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
		FAA Entitlement Funds	\$ 45,180	\$ —	\$ —	\$ 47,945	\$ —	\$ —
		DRA Distribution	\$ 5,020	\$ —	\$ —	\$ 5,327	\$ —	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ 50,200	\$ —	\$ —	\$ 53,272	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides for the Pavement Condition Study (PCN), which is a method used to obtain a value for airfield pavements through a visual survey of the pavement. The PCN is a numerical rating of the pavement condition that can be used on both asphalt and concrete surfaces. This was adopted by the FAA to determine pavement conditions on areas financed by the FAA (namely airside) to assure they are being adequately maintained to reach their full life expectancy and to program the nationwide replacement of such pavements. This PCN is required every three years by the FAA.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Robust Local Economy: Have the infrastructure and amenities to support economic development and growth: industrial/business parks, streets and utilities, air service and housing.

#### FUNDING RESTRICTIONS

This project may only be funded by Sales Tax Fund (20%) or DRA Funding.

<b>DEPARTMENT:</b> 51 - Airport		<b>STATE PROGRAM:</b> 2C - Public Works	<b>PROJECT TITLE:</b> Asphalt Pavement Repair			<b>YEAR FIRST SUBMITTED:</b> FY 2016 <b>ACTIVITY NO:</b> 390-2664		<b>TOTAL PROJECT COST</b> \$ 150,000
<b>2019 EXPENSE</b>	<b>2020 BUDGET</b>	<b>PROJECT BUDGET</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
		<b>A. EXPENDITURE ITEMS</b>						
		Design & Engineering	\$ —	\$ 15,000	\$ —	\$ —	\$ —	\$ —
		Construction	\$ —	\$ 135,000	\$ —	\$ —	\$ —	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ —	\$ 150,000	\$ —	\$ —	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
		DRA Distribution	\$ —	\$ 150,000	\$ —	\$ —	\$ —	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ —	\$ 150,000	\$ —	\$ —	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This will provide for asphalt repairs for all the Airport land side paved areas as needed. These projects are coordinated with the Engineering Department to determine which repairs are needed. If funded, the next project would be to repair/replace the concrete at the Jet Center Building parking lot used by customers of the Jet Center. FY2025 funding will provide for pavement repair to the corporate hangar parking area.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Robust Local Economy: Have the infrastructure and amenities to support economic development and growth: industrial/business parks, streets and utilities, air service and housing.

#### FUNDING RESTRICTIONS

This project may only be funded by Sales Tax Fund (20%) or DRA Funding.

<b>DEPARTMENT:</b> 51 - Airport		<b>STATE PROGRAM:</b> 2C - Public Works	<b>PROJECT TITLE:</b> Perimeter Fence Improvements			<b>YEAR FIRST SUBMITTED:</b> FY 2018 <b>ACTIVITY NO:</b> 390-1497		<b>TOTAL PROJECT COST</b> \$ 13,575
<b>2019 EXPENSE</b>	<b>2020 BUDGET</b>	<b>PROJECT BUDGET</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
		<b>A. EXPENDITURE ITEMS</b>						
\$ 2,471	\$ 1,104	Construction	\$ —	\$ 10,000	\$ —	\$ —	\$ —	\$ —
\$ 2,471	\$ 1,104	TOTAL	\$ —	\$ 10,000	\$ —	\$ —	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
\$ 2,471	\$ 1,104	Sales Tax Fund (20%)	\$ —	\$ 10,000	\$ —	\$ —	\$ —	\$ —
\$ 2,471	\$ 1,104	TOTAL	\$ —	\$ 10,000	\$ —	\$ —	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This will provide for replacing damaged sections of the Airport perimeter fence and security gates. The current Airport perimeter fence was replaced in 1994 and is 8 foot high with 3 strands of barb wire, encompasses the entire airfield area and is over 6 miles long. The fence provides necessary airfield security and wildlife control. The security gate by the existing fuel farm and maintenance building will be replaced.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Connected Community: Air service access to major hub.

#### FUNDING RESTRICTIONS

This project may only be funded by Sales Tax Fund (20%) or DRA Funding.

<b>DEPARTMENT:</b> 51 - Airport		<b>STATE PROGRAM:</b> 2C - Public Works	<b>PROJECT TITLE:</b> Corporate Hangar Facilities Maintenance			<b>YEAR FIRST SUBMITTED:</b> FY 2017 <b>ACTIVITY NO:</b> 390-2008	<b>TOTAL PROJECT COST</b> \$ 63,052	
<b>2019 EXPENSE</b>	<b>2020 BUDGET</b>	<b>PROJECT BUDGET</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
		<b>A. EXPENDITURE ITEMS</b>						
\$ 23,052		Construction	\$ —	\$ 20,000	\$ —	\$ 20,000	\$ —	\$ —
\$ 23,052	\$ —	TOTAL	\$ —	\$ 20,000	\$ —	\$ 20,000	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
\$ 23,052		Sales Tax Fund (20%)	\$ —	\$ 20,000	\$ —	\$ 20,000	\$ —	\$ —
\$ 23,052	\$ —	TOTAL	\$ —	\$ 20,000	\$ —	\$ 20,000	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides for rehabilitation of existing corporate hangars and buildings. Rehabilitation would include large corporate hangars as well as existing leased T-hangars as they continue to age and will need structural repairs such as roofing, heating, flooring and door repairs/replacement.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Robust Local Economy: Retain, expand and grow local businesses, attract new businesses to provide a more diverse tax base and job opportunities.

#### FUNDING RESTRICTIONS

This project may only be funded by Sales Tax Fund (20%) or DRA Funding.



<b>DEPARTMENT:</b> 51 - Airport		<b>STATE PROGRAM:</b> 2C - Public Works	<b>PROJECT TITLE:</b> Storm Drain Improvements			<b>YEAR FIRST SUBMITTED:</b> FY 2018 <b>ACTIVITY NO:</b> 390-2662	<b>TOTAL PROJECT COST</b> \$ 20,000	
<b>2019 EXPENSE</b>	<b>2020 BUDGET</b>	<b>PROJECT BUDGET</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
		<b>A. EXPENDITURE ITEMS</b>						
		Construction	\$ —	\$ —	\$ —	\$ 20,000	\$ —	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ —	\$ —	\$ —	\$ 20,000	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
		Sales Tax Fund (20%)	\$ —	\$ —	\$ —	\$ 20,000	\$ —	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ —	\$ —	\$ —	\$ 20,000	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This will provide for storm drain improvements both on the airfield and land side areas. Currently there are storm drains that were installed as long ago as the 1950's. These are causing sinkholes and are in need of replacement. There are currently drains needing improvements located on the airfield, next to the corporate hangar area, FAA offices, the University of Dubuque, Aircraft Tower and in the FBO parking lot.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Connected Community: Air service access to major hub.

#### FUNDING RESTRICTIONS

This project may only be funded by Sales Tax Fund (20%) or DRA Funding.

<b>DEPARTMENT:</b> 51 - Airport		<b>STATE PROGRAM:</b> 2C - Public Works	<b>PROJECT TITLE:</b> Extend Runway 18/36			<b>YEAR FIRST SUBMITTED:</b> FY 2018 <b>ACTIVITY NO:</b> 390	<b>TOTAL PROJECT COST</b> \$ 268,000	
<b>2019 EXPENSE</b>	<b>2020 BUDGET</b>	<b>PROJECT BUDGET</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
		<b>A. EXPENDITURE ITEMS</b>						
		Design & Engineering	\$ —	\$ —	\$ —	\$ —	\$ 268,000	\$ 268,000
\$ —	\$ —	<b>TOTAL</b>	\$ —	\$ —	\$ —	\$ —	\$ 268,000	\$ 268,000
		<b>B. PROJECT FINANCING</b>						
		FAA Entitlement Funds	\$ —	\$ —	\$ —	\$ —	\$ 241,200	\$ 241,200
		Sales Tax Fund (20%)	\$ —	\$ —	\$ —	\$ —	\$ 26,800	\$ 26,800
\$ —	\$ —	<b>TOTAL</b>	\$ —	\$ —	\$ —	\$ —	\$ 268,000	\$ 268,000

#### PROJECT DESCRIPTION/JUSTIFICATION

This project will consist of a preliminary design phase for the extension of runway 18/36 including planning, schematic design, and environmental assessment before construction will begin.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Robust Local Economy: Have the infrastructure and amenities to support economic development and growth: industrial/business parks, streets and utilities, air service and housing.

#### FUNDING RESTRICTIONS

This project may only be funded by Sales Tax Fund (20%) or DRA Distribution/Gaming

<b>DEPARTMENT:</b> 54 - Public Works		<b>STATE PROGRAM:</b> 2C - Public Works	<b>PROJECT TITLE:</b> Asphalt Milling Program			<b>YEAR FIRST SUBMITTED:</b> FY 2000 <b>ACTIVITY NO:</b> 300-1230 250-1230	<b>TOTAL PROJECT COST</b> \$ 572,971	
<b>2019 EXPENSE</b>	<b>2020 BUDGET</b>	<b>PROJECT BUDGET</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
		<b>A. EXPENDITURE ITEMS</b>						
\$ 42,555	\$ 96,916	Construction	\$ 82,500	\$ 84,000	\$ 87,000	\$ 88,000	\$ 92,000	\$ 94,300
\$ 42,555	\$ 96,916	TOTAL	\$ 82,500	\$ 84,000	\$ 87,000	\$ 88,000	\$ 92,000	\$ 94,300
		<b>B. PROJECT FINANCING</b>						
\$ 42,555	\$ 96,916	Sales Tax Fund (30%)	\$ 82,500	\$ 84,000	\$ 87,000	\$ 88,000	\$ 92,000	\$ 94,300
\$ 42,555	\$ 96,916	TOTAL	\$ 82,500	\$ 84,000	\$ 87,000	\$ 88,000	\$ 92,000	\$ 94,300

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides funds for the milling of five (5) centerline miles of asphalt streets annually. The milled streets are then paved by City crews from the Public Works Department each year. This project provides for the hiring of a private milling contractor to grind a full-street-width pass to remove up to 2 inches of old asphalt from the street. The millings are then loaded onto City trucks and hauled to a local asphalt plant to be recycled into new hot mix asphalt. All milling is done by a private contractor with cleanup, hauling and repaving of the streets completed by Public Works department crews. Over the past twenty-five years, the Public Works Department has made great progress in improving Dubuque's street system by completing overlay projects on 225.95 centerline miles of asphalt streets. Since January 1, 2014, the City has been required to construct or reconstruct virtually all curb ramps at all street intersections and crosswalks included in the annual asphalt overlay program. While this project has been cut 50% from the previous standard of ten (10) centerline mile milling program to the current five (5) centerline mile program, this project can be expanded as savings from a previous fiscal year becomes available.

#### RELATIONSHIP TO OTHER PROJECTS

This project is related to the curb ramp program CIP #250-1227, 300-1227.

#### OUTCOME

Connected Community: Better conditions of streets and sidewalk with eliminated obstructions and improved visibility.

#### FUNDING RESTRICTIONS

This project is restricted to Sales Tax Fund (30%) and Road Use Tax Fund.

DEPARTMENT: 54 - Public Works		STATE PROGRAM: 2C - Public Works	PROJECT TITLE: Curb Ramp Program			YEAR FIRST SUBMITTED: FY 2006	TOTAL PROJECT COST	
						ACTIVITY NO: 300-1227 250-1227	\$ 2,829,504	
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
		<b>A. EXPENDITURE ITEMS</b>						
\$ 30,237	\$ 395,520	Engineering Services	\$ 33,371	\$ 23,556	\$ 33,371	\$ 33,371	\$ 33,371	\$ 34,629
\$ 215,469	\$ 389,704	Construction	\$ 390,203	\$ 276,444	\$ 366,629	\$ 391,629	\$ 216,629	\$ 441,020
\$ 245,706	\$ 785,224	TOTAL	\$ 423,574	\$ 300,000	\$ 400,000	\$ 425,000	\$ 250,000	\$ 475,649
		<b>B. PROJECT FINANCING</b>						
\$ 245,706	\$ 785,224	Sales Tax Fund (30%)	\$ 423,574	\$ 300,000	\$ 400,000	\$ 425,000	\$ 250,000	\$ 475,649
\$ 245,706	\$ 785,224	TOTAL	\$ 423,574	\$ 300,000	\$ 400,000	\$ 425,000	\$ 250,000	\$ 475,649

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides funds for an annual program to install curb ramps at various locations throughout the city. This program is managed by the Engineering Department and coordinated with the Public Works Department's five centerline mile asphalt overlay program. In July of 2013, the Iowa Department of Transportation (IDOT) received additional information from the federal Department of Justice further clarifying what constitutes resurfacing. Based on these clarifications, as of January 1, 2014 any alterations to an existing street's crosswalk, including asphalt resurfacing and "mill and fill" projects, require that existing curb ramps adhere to the latest ADA standards. While many of these corners have existing ramps, only a few of Dubuque's streets and alleys have curb ramps that meet current ADA standards. This project ensures that each intersection would be retrofitted with ADA-mandated curb ramps when a street receives a maintenance overlay. With the installation and upgrade to the ADA curb ramps as part of the asphalt overlay program, we improve accessibility for those with disabilities in our community as well as pedestrians seeking to travel the streets and sidewalks safely.

#### RELATIONSHIP TO OTHER PROJECTS

This project is related to the Asphalt Milling Program CIP # 250-1230 and 300-1230.

#### OUTCOME

Connected Community: Better conditions of streets and sidewalk with eliminated obstructions and improved visibility.

#### FUNDING RESTRICTIONS

This project is restricted to Sales Tax Fund (30%) and Road Use Tax Fund.

<b>DEPARTMENT:</b> 54 - Public Works		<b>STATE PROGRAM:</b> 2C - Public Works	<b>PROJECT TITLE:</b> Floodwall Post-Flood Repair Program			<b>YEAR FIRST SUBMITTED:</b> FY 2000 <b>ACTIVITY NO:</b> 300-1445		<b>TOTAL PROJECT COST</b> \$ 212,531
<b>2019 EXPENSE</b>	<b>2020 BUDGET</b>	<b>PROJECT BUDGET</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
		<b>A. EXPENDITURE ITEMS</b>						
\$ 11,031	\$ 81,500	Construction	\$ 20,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
\$ 11,031	\$ 81,500	TOTAL	\$ 20,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
		<b>B. PROJECT FINANCING</b>						
\$ 11,031	\$ 81,500	Sales Tax Fund (30%)	\$ 20,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
\$ 11,031	\$ 81,500	TOTAL	\$ 20,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides for an annual program to perform post-flood repairs and Corps of Engineers required maintenance along the City's control protection system. This project supplements the Public Works Department's floodwall operations activity (10054340) budget by providing funding that would allow for post-flood and Corps of Engineers required infrastructure repairs. As the floodwall's infrastructure ages and the frequency of flood events continues to increase, the almost-regular need for extraordinary repairs also has increased. This appropriation request would provide adequate funds to perform timely repairs, which in turn assures the integrity of the flood control system. Repairs may include rip-rap replacement, pump overhauls, gate repairs, floodwall and level repairs, dredging, debris removal, and associated storm sewer outlet remedial work.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Sustainable Environment: Reduce the potential flooding through flood plain management, mitigation and protection.

#### FUNDING RESTRICTIONS

This project is restricted to Sales Tax Fund (30%) and Stormwater Construction Fund.

<b>DEPARTMENT:</b> 54 - Public Works		<b>STATE PROGRAM:</b> 2C - Public Works	<b>PROJECT TITLE:</b> Curb Replacement Program			<b>YEAR FIRST SUBMITTED:</b> FY 2000 <b>ACTIVITY NO:</b> 300-1226		<b>TOTAL PROJECT COST</b> \$ 146,621
<b>2019 EXPENSE</b>	<b>2020 BUDGET</b>	<b>PROJECT BUDGET</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
		<b>A. EXPENDITURE ITEMS</b>						
\$ 7,878	\$ 28,743	Construction	\$ 20,000	\$ 20,000	\$ 25,000	\$ 25,000	\$ 20,000	\$ 25,000
\$ 7,878	\$ 28,743	TOTAL	\$ 20,000	\$ 20,000	\$ 25,000	\$ 25,000	\$ 20,000	\$ 25,000
		<b>B. PROJECT FINANCING</b>						
\$ 7,878	\$ 28,743	Sales Tax Fund (30%)	\$ 20,000	\$ 20,000	\$ 25,000	\$ 25,000	\$ 20,000	\$ 25,000
\$ 7,878	\$ 28,743	TOTAL	\$ 20,000	\$ 20,000	\$ 25,000	\$ 25,000	\$ 20,000	\$ 25,000

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides for an annual program to replace approximately 800 lineal feet of curb and gutter and related pavement at various locations throughout the city. Priority is given to streets scheduled for the Public Works Department's asphalt paving program, projects associated with improvements to sidewalks and driveways by homeowners. All work is done by private contractors. This project supplements the Public Works Department's regular curb reconstruction program. There are many streets in Dubuque that have good driving surfaces but have badly deteriorated limestone or concrete curbing. This program provides for hiring private contractors to replace curbing in poor condition on streets that are not scheduled, or anticipated to be scheduled, for reconstruction or sidewalk inspection. Priority is given to replacing poor curbing on good streets. On any given year, the Public Works Department receives curb replacement requests that usually total from 2,000 to 3,000 lineal feet. Public Works crews average approximately 2,000 feet of curb reconstruction annually. This appropriation request is intended to prevent any further backlog of workload. In turn, customer satisfaction should increase as the City's response time is reduced.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Livable Neighborhoods and Housing: Increase the visual appeal and beauty of the city with attractive gateways, corridors, neighborhoods, homes and businesses.

#### FUNDING RESTRICTIONS

This project is restricted to Sales Tax Fund (30%) and Road Use Tax Fund.

DEPARTMENT: 54 - Public Works		STATE PROGRAM: 2C - Public Works	PROJECT TITLE: Steps, Hand Railings and Wall-Top Fencing Program			YEAR FIRST SUBMITTED: FY 2000 ACTIVITY NO: 300-1432		TOTAL PROJECT COST \$ 65,000
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
		<b>A. EXPENDITURE ITEMS</b>						
	\$ 10,000	Construction	\$ —	\$ —	\$ 10,000	\$ 25,000	\$ 20,000	\$ 25,000
\$ —	\$ 10,000	TOTAL	\$ —	\$ —	\$ 10,000	\$ 25,000	\$ 20,000	\$ 25,000
		<b>B. PROJECT FINANCING</b>						
	\$ 10,000	Sales Tax Fund (30%)	\$ —	\$ —	\$ 10,000	\$ 25,000	\$ 20,000	\$ 25,000
\$ —	\$ 10,000	TOTAL	\$ —	\$ —	\$ 10,000	\$ 25,000	\$ 20,000	\$ 25,000

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides for repairing, replacing, and/or installing hand railings, staircases, and wall-top fencing on City properties. Due to its hilly terrain, Dubuque's infrastructure includes many large retaining walls and pedestrian staircases. While many of the walls are in good condition, many staircases, and the accompanying metal hand railings are not. Also, citizens and staff have become aware and concerned regarding securing the tops of tall City walls. The purpose of this program is to facilitate timely remedial action as staff is made aware of needs or deficiencies. Private contractors would perform the work under the direction of the Engineering Department or Public Works Department.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Connected Community: Better conditions of streets and sidewalk with eliminated obstructions and improved visibility.

#### FUNDING RESTRICTIONS

This project is restricted to Sales Tax Fund (30%).

<b>DEPARTMENT:</b> 54 - Public Works		<b>STATE PROGRAM:</b> 2C - Public Works	<b>PROJECT TITLE:</b> Street Sign and Post Replacement Project			<b>YEAR FIRST SUBMITTED:</b> FY 2008 <b>ACTIVITY NO:</b> 250-1938 300-1938	<b>TOTAL PROJECT COST</b> \$ 55,000	
<b>2019 EXPENSE</b>	<b>2020 BUDGET</b>	<b>PROJECT BUDGET</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
		<b>A. EXPENDITURE ITEMS</b>						
		Signage	\$ —	\$ 10,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
\$ —	\$ —	TOTAL	\$ —	\$ 10,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
		<b>B. PROJECT FINANCING</b>						
		Sales Tax Fund (30%)	\$ —	\$ 10,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
\$ —	\$ —	TOTAL	\$ —	\$ 10,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides funds to replace traffic and street name signs, along with rusted and/or twisted street and traffic sign posts and poles, located along street right-of-way throughout the city. Progress has been made over the the past years to replace street name signs with new signs that meet federal requirements for size and reflectivity, as required by the Federal Manual on Uniform Traffic Control Devices. However, regulatory, warning, and ground-mounted guide signs must be more reflective than many of the City's current signs are. While all compliance dates for replacing sub-standard signs have been removed from the Federal Register, the responsibility to upgrade replacement signs to the new standard has not been diminished. Therefore, all new signs that are installed must meet the new standards. This project also provides for the replacement of older sign posts and poles with new powder-coat-painted channel posts, square tubing galvanized posts or 2" poles. Galvanized or powder-coated sign posts and poles are much more resistant to corrosion and discoloration due to abrasion, winter weather, exposure to chlorides, and UV rays. Replacing Dubuque's substandard signs, and concurrently replacing the old sign posts and poles, would significantly improve public right-of-way aesthetics.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Livable Neighborhoods and Housing: Increase the visual appeal and beauty of the city with attractive gateways, corridors, neighborhoods, homes and businesses.

#### FUNDING RESTRICTIONS

This project is restricted to Sales Tax Fund (30%) and Road Use Tax Fund.



<b>DEPARTMENT:</b> 54 - Public Works		<b>STATE PROGRAM:</b> 2C - Public Works	<b>PROJECT TITLE:</b> Concrete Street Section Repair Program			<b>YEAR FIRST SUBMITTED:</b> <b>ACTIVITY NO:</b>	FY 1995 300-1006	<b>TOTAL PROJECT COST</b> \$ 142,838
<b>2019 EXPENSE</b>	<b>2020 BUDGET</b>	<b>PROJECT BUDGET</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
		<b>A. EXPENDITURE ITEMS</b>						
	\$ 7,838	Engineering Services	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 10,000
	\$ 20,000	Construction	\$ 15,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 15,000	\$ 40,000
\$ —	\$ 27,838	TOTAL	\$ 20,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 20,000	\$ 50,000
		<b>B. PROJECT FINANCING</b>						
	\$ 27,838	Sales Tax Fund (30%)	\$ 20,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 20,000	\$ 50,000
\$ —	\$ 27,838	TOTAL	\$ 20,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 20,000	\$ 50,000

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides for hiring private contractors to remove and replace, or assist the Public Works Department in removing and replacing, deteriorated concrete panels in concrete streets. All work is closely coordinated with, or under the direction of, the Engineering Department and its street reconstruction program. Many concrete streets in the city are in need of full depth concrete section replacement. Defects such as offset or spalling transverse joints create a poor riding surface. Surface and joint defects usually lead to other pavement deformation, such as pavement blow ups, settlements, cracks, and/or potholes. Timely panel replacements and section repairs extend the life of these concrete streets and usually preclude the need for asphalt overlays or total reconstruction projects.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Connected Community: Better conditions of streets and sidewalk with eliminated obstructions and improved visibility.

#### FUNDING RESTRICTIONS

This project is restricted to Sales Tax Fund (30%) and Road Use Tax Fund.

DEPARTMENT: 54 - Public Works		STATE PROGRAM: 2C - Public Works	PROJECT TITLE: 56,000 Gross Vehicle Weight Dump Truck Replacement			YEAR FIRST SUBMITTED: FY 2000 ACTIVITY NO: 300-2039 250-2039	TOTAL PROJECT COST \$ 1,187,514	
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
		A. EXPENDITURE ITEMS						
	\$ 605,878	Equipment	\$ 215,000	\$ —	\$ —	\$ —	\$ 366,636	\$ —
\$ —	\$ 605,878	TOTAL	\$ 215,000	\$ —	\$ —	\$ —	\$ 366,636	\$ —
		B. PROJECT FINANCING						
	\$ 605,878	Sales Tax Fund (30%)	\$ —	\$ —	\$ —	\$ —	\$ 342,000	\$ —
		Road Use Tax	\$ 215,000	\$ —	\$ —	\$ —	\$ 24,636	\$ —
\$ —	\$ 605,878	TOTAL	\$ 215,000	\$ —	\$ —	\$ —	\$ 366,636	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides funds for the purchase of one additional truck and for the replacement of two (2) of the Public Works Department's six 56,000 gross vehicle weight (GVW) street maintenance/snow and ice control dump trucks. The two existing units are recommended for replacement based on an eight (8) year replacement schedule. The one additional truck is requested in FY 2021 to meet the increased responsibility related to snow and ice control on the NW Arterial, which will become the City's responsibility once the SW Arterial is completed. The new trucks will be purchased with 58,000 GVW chassis and equipped with combination dump/spreader boxes, front and wing snow plow blades, and other related snow and ice control equipment. The two existing units #3216 and #3245 are recommended for replacement in FY2024. These units are used year-round for both street maintenance projects and snow and ice control. In the winter months, these trucks are used to apply deicer material and plow snow accumulations during, and immediately after, winter storms. The trucks are also used to haul snow during cleanup operations after winter storms. During the warm weather months, these units are used to haul asphalt for our street paving program, and stone, rock, curb, and concrete for other street maintenance projects. After eight years of continuous use, the trucks will be due for replacement. This funding request provides for the purchase of diesel powered chassis in 2020 and includes a \$40,000 upgrade per unit for the purchase of CNG powered chassis in 2024. A life-cycle cost evaluation will be made at the time of replacement to determine if the unit will be ordered with a CNG chassis.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Robust Local Economy: Have the infrastructure and amenities to support economic development and growth: industrial/business parks, streets and utilities, air service and housing.

#### FUNDING RESTRICTIONS

This project is restricted to Sales Tax Fund (30%) and Road Use Tax Fund.

DEPARTMENT: 54 - Public Works		STATE PROGRAM: 2C - Public Works	PROJECT TITLE: Vacuum Street Sweeper Replacement Project			YEAR FIRST SUBMITTED: FY 2015	TOTAL PROJECT COST	
						ACTIVITY NO: 300-1209 250-1209	\$ 424,200	
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
		<b>A. EXPENDITURE ITEMS</b>						
		Equipment	\$ 210,000	\$ —	\$ —	\$ 214,200	\$ —	\$ —
\$ —	\$ —	TOTAL	\$ 210,000	\$ —	\$ —	\$ 214,200	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
		Road Use Tax	\$ 210,000	\$ —	\$ —	\$ —	\$ —	\$ —
		Sales Tax Fund (30%)	\$ —	\$ —	\$ —	\$ 214,200	\$ —	\$ —
\$ —	\$ —	TOTAL	\$ 210,000	\$ —	\$ —	\$ 214,200	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides for the replacement of both of the Public Works Department's two air vacuum street sweepers. Unit # 4008 is a 2009 Elgin four-wheel sweeper and is requested to be replaced after eleven (11) years of service. Unit # 4002 is a Schwarze four-wheel air sweeper and is requested to be replaced after seven (7) years of service. A seven year work life for this type of unit is considered the industry norm, balancing warranties, depreciation, reliability, and trade-in value. The Public Works Department has a total of three sweepers in its fleet, two of which are air vacuum sweepers. The City's three street sweepers are used to clean Dubuque's streets, downtown alleys, green alleys, and municipal parking lots. These sweepers clean the downtown every two days, arterial streets every two weeks, and the remaining streets every two months. These sweepers are also used to sweep Dubuque's newly-constructed "green alleys" four times each year to ensure that they perform as designed. City streets are swept Monday through Friday year-round whenever weather permits. By sweeping litter, dirt, debris, leaves, etc. from city streets and green alleys, Dubuque's air quality and surface waters are protected and aesthetics improved. Replacing these machines will also help Dubuque comply with its federal Phase II stormwater permit obligations.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Financially Responsible, High Performance City Organization: Customer-focused City service delivery.

#### FUNDING RESTRICTIONS

This project is restricted to Sales Tax Fund (30%) and Road Use Tax Fund.

DEPARTMENT: 54 - Public Works		STATE PROGRAM: 2C - Public Works	PROJECT TITLE: 35,000 GVW Dump Truck Replacement			YEAR FIRST SUBMITTED: FY 2017	TOTAL PROJECT COST  \$ 381,404	
						ACTIVITY NO: 300-2539 250-2539		
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024		2025
		A. EXPENDITURE ITEMS						
		Equipment	\$ —	\$ 381,404	\$ —	\$ —	\$ —	\$ 619,265
\$ —	\$ —	TOTAL	\$ —	\$ 381,404	\$ —	\$ —	\$ —	\$ 619,265
		B. PROJECT FINANCING						
		Sales Tax Fund (30%)	\$ —	\$ 381,404	\$ —	\$ —	\$ —	\$ 619,265
\$ —	\$ —	TOTAL	\$ —	\$ 381,404	\$ —	\$ —	\$ —	\$ 619,265

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides funds for the replacement of five (5) of the nine (9) Public Works Department's 35,000 - 42,000 gross vehicle weight (GVW) street maintenance and snow/ice control dump trucks. These trucks are equipped in various configurations to meet the goals of Dubuque's snow and ice control program. The trucks are equipped with combination dump/spreader boxes, front snow plows, mid-mounted wing plows, underbody plows, full electric-over-hydraulic spreader and plow controls, rear-facing cameras, pavement temperature sensors, and other related snow and ice control equipment. Two units are scheduled for replacement in FY2022 and three units in 2024. All trucks are recommended for replacement based on an eight (8) year replacement schedule. Units #3205 and #3242 are scheduled for replacement in FY2022. Each unit will be replaced with 44,000 GVW chassis unit and equipped with a combination dump/spreader box, front-mounted snow plow, and wing plow. In FY2024 units #3241 and #3208 will be equipped with a combination dump/spreader box and front mounted snow plow. Unit #3206 will be equipped with a combination dump/spreader box, front mounted snow plow and wing plow. All of these trucks are used year round, with warm weather work dedicated to street paving and repair. This funding request includes \$40,000 per unit which would allow for the purchase of CNG powered chassis. A life-cycle cost evaluation will be made at the time of replacement which will determine if the unit will be ordered with a CNG chassis.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Robust Local Economy: Have the infrastructure and amenities to support economic development and growth: industrial/business parks, streets and utilities, air service and housing.

#### FUNDING RESTRICTIONS

This project is restricted to Sales Tax Fund (30%) and Road Use Tax Fund.

<b>DEPARTMENT:</b> 54 - Public Works		<b>STATE PROGRAM:</b> 2C - Public Works	<b>PROJECT TITLE:</b> Wheel Loader Purchase			<b>YEAR FIRST SUBMITTED:</b> FY 2017 <b>ACTIVITY NO:</b> 300-1936	<b>TOTAL PROJECT COST</b> \$ 206,350	
<b>2019 EXPENSE</b>	<b>2020 BUDGET</b>	<b>PROJECT BUDGET</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
		<b>A. EXPENDITURE ITEMS</b>						
		Equipment	\$ 206,350	\$ —	\$ —	\$ —	\$ —	\$ —
\$ —	\$ —	TOTAL	\$ 206,350	\$ —	\$ —	\$ —	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
		Sales Tax Fund (30%)	\$ 206,350	\$ —	\$ —	\$ —	\$ —	\$ —
\$ —	\$ —	TOTAL	\$ 206,350	\$ —	\$ —	\$ —	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project would provide for the replacement of wheel loader #3250, a 2000 John Deere 624H wheel loader, in FY2021. This new, replacement wheel loader will be equipped with a front-mount snow plow with plow gate attachment and wing plow. During the warm weather months, wheel loaders are used to lift and load stone, asphalt, and demolition materials on various street and sewer maintenance repair projects. During the winter months, wheel loaders are used to not only plow streets and cul-de-sacs during major winter snow storms, but also subsequently remove snow accumulations from downtown streets and residential cul-de-sacs. After twenty (20) years of continuous use, this unit will be in dire need of replacement.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Financially Responsible, High Performance City Organization: Customer-focused City service delivery.

#### FUNDING RESTRICTIONS

This project is restricted to Sales Tax Fund (30%) and Road Use Tax Fund.

DEPARTMENT: 54 - Public Works		STATE PROGRAM: 2C - Public Works	PROJECT TITLE: Municipal Services Center CNG Vehicle Maintenance Related Improvements			YEAR FIRST SUBMITTED: FY 2019 ACTIVITY NO: 350-		TOTAL PROJECT COST \$ 28,630
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
		<b>A. EXPENDITURE ITEMS</b>						
		Engineering and Design	\$ —		\$ —	\$ —	\$ 28,630	\$ —
		Construction	\$ —	\$ —		\$ —	\$ —	\$ 336,970
\$ —	\$ —	TOTAL	\$ —	\$ —	\$ —	\$ —	\$ 28,630	\$ 336,970
		<b>B. PROJECT FINANCING</b>						
		DRA Distribution	\$ —			\$ —	\$ 28,630	\$ 336,970
\$ —	\$ —	TOTAL	\$ —	\$ —	\$ —	\$ —	\$ 28,630	\$ 336,970

#### PROJECT DESCRIPTION/JUSTIFICATION

This project will provide funds for improvements to the vehicle maintenance area related to the maintenance and repair of CNG fueled vehicles. The Public Works vehicle maintenance activity is responsible for the maintenance and repair of most units in the City fleet. In 2017 the Public Works Department purchased three (3) additional trucks with CNG powered engines. With additional focus on various types of alternative fuel for the City fleet, it is equally important that the maintenance facilities are updated to meet the requirements for maintaining alternative fuel vehicles. This proposal would upgrade one area of the Municipal Services Center to meet the requirements to repair and maintain CNG powered vehicles. Improvements may include adding a methane gas detection system and modifying the ventilation system, along with the lighting and heating system.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Sustainable Environment: Become a resilient city using sustainable and affordable technology for water, energy, transportation, health and wellness, discard, community engagement – a model community for the world.

#### FUNDING RESTRICTIONS

This project is restricted to Sales Tax Fund (30%) and DRA Distribution.

<b>DEPARTMENT:</b> 54 - Public Works		<b>STATE PROGRAM:</b> 8C - Business Type	<b>PROJECT TITLE:</b> Solid Waste Collection Vehicles			<b>YEAR FIRST SUBMITTED:</b> FY 2017 <b>ACTIVITY NO:</b> 670-1533		<b>TOTAL PROJECT COST</b> \$ 3,360,528
<b>2019 EXPENSE</b>	<b>2020 BUDGET</b>	<b>PROJECT BUDGET</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
		<b>A. EXPENDITURE ITEMS</b>						
\$ 419,208	\$ 490,000	Equipment	\$ 596,260	\$ 528,628	\$ 540,800	\$ 314,308	\$ 471,324	\$ 163,503
\$ 419,208	\$ 490,000	TOTAL	\$ 596,260	\$ 528,628	\$ 540,800	\$ 314,308	\$ 471,324	\$ 163,503
		<b>B. PROJECT FINANCING</b>						
\$ 419,208	\$ 490,000	Refuse Collection Fund	\$ 596,260	\$ 528,628	\$ 540,800	\$ 314,308	\$ 471,324	\$ 163,503
\$ 419,208	\$ 490,000	TOTAL	\$ 596,260	\$ 528,628	\$ 540,800	\$ 314,308	\$ 471,324	\$ 163,503

#### PROJECT DESCRIPTION/JUSTIFICATION

This annual project provides for the replacement of eleven (11) solid waste collection vehicles from Fiscal Year 2021 through Fiscal Year 2026 as follows: Fiscal Year 2021 (#3411 and #3415 two automated side loaders); Fiscal Year 2022 (#3416 and #3417 two side loaders); Fiscal Year 2023 (#3408 and #3409 two side loaders); Fiscal Year 2024 (#3401 and #3405 two rear loaders); Fiscal Year 2025 ( #3402 and #3410 one side loader and one grapppler); and Fiscal Year 2026 (#3404 a rear loader). These semi-automated trucks will be used to collect garbage, bulky items, recyclables and yard waste and food scraps. In fiscal year 2021, staff is proposing to purchase two automated collection vehicles for refuse only. The conversion to automated collection is designed to improve collection efficiency, improve workers' safety and neighborhood aesthetics through reduced litter associated with the use of garbage bags. These trucks will be eight to ten years old by their proposed replacement years.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Financially Responsible, High Performance City Organization: Customer-focused City service delivery.

#### FUNDING RESTRICTIONS

This project is restricted to the Refuse Collection Fund.

<b>DEPARTMENT:</b> 54 - Public Works		<b>STATE PROGRAM:</b> 8C - Business Type	<b>PROJECT TITLE:</b> Sanitary Sewer Root Foaming			<b>YEAR FIRST SUBMITTED:</b> FY 2000 <b>ACTIVITY NO:</b> 710-1341		<b>TOTAL PROJECT COST</b> \$ 150,000
<b>2019 EXPENSE</b>	<b>2020 BUDGET</b>	<b>PROJECT BUDGET</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
		<b>A. EXPENDITURE ITEMS</b>						
		Consultant Services	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
\$ —	\$ —	<b>TOTAL</b>	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
		<b>B. PROJECT FINANCING</b>						
		Sanitary Sewer Construction Fund	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
\$ —	\$ —	<b>TOTAL</b>	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides funds to hire a private contractor to chemically treat up to 12,000 lineal feet of sanitary sewer lines throughout the city each year. Tree roots in sanitary sewer lines are one of the major causes of sanitary sewer clogs, backups into homes, and overflows onto streets and private properties. Tree roots are extremely invasive when seeking moisture and typically invade sanitary sewer pipes through cracks and open joints. They then grow into thick natural curtains, collecting solids and greases and eventually causing major clogs, backups and overflows. In-pipe chemical treatment of roots kills the invasive roots and mitigates future root growth for up to five years. This annual program reduces the number of sanitary sewer overflows and the number of private homes damaged due to sewer backups each year. This program is also noted in the City's Capacity, Management, Operations, and Maintenance (CMOM) program, which was approved by the United States Environmental Protection Agency in 2012.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Financially Responsible, High Performance City Organization: Service value for taxes and fees.

#### FUNDING RESTRICTIONS

This project is restricted to the Sanitary Sewer Construction Fund.



<b>DEPARTMENT:</b> 54 - Public Works		<b>STATE PROGRAM:</b> 2C - Public Works	<b>PROJECT TITLE:</b> High Pressure Sewer Jet Cleaner Replacement			<b>YEAR FIRST SUBMITTED:</b> FY 2020 <b>ACTIVITY NO:</b> 710-2405 720-2405	<b>TOTAL PROJECT COST</b> \$ 554,080	
<b>2019 EXPENSE</b>	<b>2020 BUDGET</b>	<b>PROJECT BUDGET</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
		<b>A. EXPENDITURE ITEMS</b>						
	\$ 344,080	Equipment Purchase	\$ —	\$ —	\$ —	\$ 210,000	\$ —	\$ —
\$ —	\$ 344,080	TOTAL	\$ —	\$ —	\$ —	\$ 210,000	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
	\$ 344,080	Sanitary Sewer Const. Fund	\$ —	\$ —	\$ —	\$ 210,000	\$ —	\$ —
\$ —	\$ 344,080	TOTAL	\$ —	\$ —	\$ —	\$ 210,000	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provide funds for the replacement of unit # 2703. This unit is a 2014 Freightliner equipped with a Sewer Equipment Company of America, high pressure sewer jet cleaner. This unit is used daily to clean pipes in Dubuque's gravity-flow sanitary sewer collection system. This unit is self-contained, using a high-pressure water jet hose equipped with various types of cleaner heads to remove debris and roots from Dubuque's sanitary sewers for the purpose of preventing basement back-ups and surface-level overflows. Problem pipes are cleaned on a monthly, quarterly, or semi-annual schedule. Other pipes are cleaned on a maintenance schedule as time allows. This unit is also used to open plugged storm sewers during heavy rain events to prevent street flooding. Replacing this unit in 2024 will provide the Public Works Department with a reliable unit for maintaining Dubuque's sanitary sewer system, as required by the United States Environmental Protection Agency (EPA) and the federal Clean Water Act.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Financially Responsible, High Performance City Organization: Service value for taxes and fees.

#### FUNDING RESTRICTIONS

This project is restricted to the Sanitary Sewer Construction Fund.

<b>DEPARTMENT:</b> 54 - Public Works		<b>STATE PROGRAM:</b> 8C - Business Type	<b>PROJECT TITLE:</b> Temporary Flood Control Units			<b>YEAR FIRST SUBMITTED:</b> FY 2011 <b>ACTIVITY NO:</b> 720-2335		<b>TOTAL PROJECT COST</b> \$ 386,000
<b>2019 EXPENSE</b>	<b>2020 BUDGET</b>	<b>PROJECT BUDGET</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
		<b>A. EXPENDITURE ITEMS</b>						
		Equipment	\$ —	\$ 386,000	\$ —	\$ —	\$ —	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ —	\$ 386,000	\$ —	\$ —	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
		Stormwater Construction Fund	\$ —	\$ 386,000	\$ —	\$ —	\$ —	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ —	\$ 386,000	\$ —	\$ —	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides funds to purchase flood control units to be used for temporary flood control along the City of Dubuque's flood control system and at other locations in the city, as deemed necessary. The City's flood control system protects it to a river elevation of 30' - with an additional 3' feet of "wakeboard". In FY2011 and FY2013, the City purchased 10,000 lineal feet of HESCO flood control units each year. The "Hescos" are currently stored on pallets at the Central Avenue (former bus garage) storage facility for quick deployment in the event of a river level forecast prediction overtopping the City's permanent flood control levees and walls. The units could also be used to stabilize a section of levee in the case of a developing levee breach. Funding is requested in FY2022 to purchase an additional 10,000 lineal feet of temporary flood control units similar to the Hescos - the final complement of flood control units needed to raise the City's entire flood control system. This request also provides for the purchase of an additional 2,000 lineal feet of two and six foot tall flood control units to protect the Mystique Ice Arena. The Mystique Ice Arena is located on Chaplain Schmitt Island, which is not protected by Dubuque's floodwall system.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Sustainable Environment: Reduce the potential flooding through flood plain management, mitigation and protection.

#### FUNDING RESTRICTIONS

This project is restricted to the Stormwater Construction Fund.

<b>DEPARTMENT:</b> 54 - Public Works		<b>STATE PROGRAM:</b> 2C - Public Works	<b>PROJECT TITLE:</b> Hard Surface Deep Cleaning Self-Propelled Unit			<b>YEAR FIRST SUBMITTED:</b> FY 2020 <b>ACTIVITY NO:</b> 720-2790	<b>TOTAL PROJECT COST</b> \$ 166,100	
<b>2019 EXPENSE</b>	<b>2020 BUDGET</b>	<b>PROJECT BUDGET</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
		<b>A. EXPENDITURE ITEMS</b>						
		Equipment Purchase	\$ 166,100	\$ —	\$ —	\$ —	\$ —	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ 166,100	\$ —	\$ —	\$ —	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
		Stormwater Construction Fund	\$ 166,100	\$ —	\$ —	\$ —	\$ —	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ 166,100	\$ —	\$ —	\$ —	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project would provide funding to purchase a self-propelled deep cleaning unit that would be used to maintain green alleys and other hard surface infrastructure. The unit would provide a chemical-free, deep cleaning solution for the green alleys using only water and heat. This unit would greatly reduce the amount of time needed to thoroughly clean the green alleys. Using a deep-cleaning solution in the green alleys will remove dirt and other debris from between the brick and assure the alleys continue to perform as designed and continue to capture and return stormwater back into the ground, reducing surface run-off during rain events. Currently the City has 78 green alleys constructed and has plans to increase this number as funding becomes available. We also have tow complete streets constructed with pervious pavers along with several parking areas. An efficient continuous cleaning program is needed to assure the green alleys and other pervious surfaces continue to perform as designed.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to any other Capital Improvement Project.

#### OUTCOME

Sustainable Environment: Reduce the potential flooding through flood plain management, mitigation and protection.

#### FUNDING RESTRICTIONS

This project funding is restricted to Stormwater Funds, Road Use Funds and Sales Tax Fund (30%).

<b>DEPARTMENT:</b> 54 - Public Works		<b>STATE PROGRAM:</b> 2C - Public Works	<b>PROJECT TITLE:</b> City Provided Tipper Carts			<b>YEAR FIRST SUBMITTED:</b> 2019 <b>ACTIVITY NO:</b> 670-2843		<b>TOTAL PROJECT COST</b> \$ 840,000
<b>2019 EXPENSE</b>	<b>2020 BUDGET</b>	<b>PROJECT BUDGET</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
		<b>A. EXPENDITURE ITEMS</b>						
		Tipper Cart	\$ 280,000	\$ 280,000	\$ 280,000	\$ —	\$ —	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ 280,000	\$ 280,000	\$ 280,000	\$ —	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
		Refuse Collection GO Debt	\$ 280,000	\$ 280,000	\$ 280,000	\$ —	\$ —	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ 280,000	\$ 280,000	\$ 280,000	\$ —	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project is to purchase and distribute 7,000 (trash only) tipper carts yearly, beginning Fiscal Year 2021 through Fiscal Year 2023. The project allows for the automated collection of trash in designated areas throughout the City. In an automated collection system, City customers will be provided a standardized container for waste only. City customers will have the option to subscribe to a large tipper cart if the capacity is needed and will pay according to the City pay-as-you-throw program. City tipper carts will help reduce staff injuries associated with repetitive manual lifting of solid waste containers and/or heavy bags and improve neighborhood aesthetics through reduced litter typically associated with torn garbage bags and cans with no lids. This system will be a phased in approach that will allow the City to consider new opportunities to improve workers' safety and improve collection efficiency. Estimated life of the carts is fifteen (15) years.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Financially Responsible, High Performance City Organization: Customer-focused service delivery

#### FUNDING RESTRICTIONS

This project is restricted to the Refuse Collection Fund.

<b>DEPARTMENT:</b> 54 - Public Works		<b>STATE PROGRAM:</b> 2C - Public Works	<b>PROJECT TITLE:</b> Sandbag Equipment Purchase			<b>YEAR FIRST SUBMITTED:</b> 2019 <b>ACTIVITY NO:</b> 720-2845		<b>TOTAL PROJECT COST</b> \$ 35,000
<b>2019 EXPENSE</b>	<b>2020 BUDGET</b>	<b>PROJECT BUDGET</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
		<b>A. EXPENDITURE ITEMS</b>						
		Equipment Purchase	\$ 35,000	\$ —	\$ —	\$ —	\$ —	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ 35,000	\$ —	\$ —	\$ —	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
		Stormwater Construction Fund	\$ 35,000	\$ —	\$ —	\$ —	\$ —	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ 35,000	\$ —	\$ —	\$ —	\$ —	\$ —
		<b>C. IMPACT - OPERATIONS</b>						
		Operating Cost (Savings)	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —
		Operating Revenue	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

During the flood event of 2019 the Mississippi River remained above flood stage for a record 86 consecutive days. During that time the river had three (3) crests above 20 ft. and required a total of 108 days of continuous days of flood control operations. During that time it became apparent that we needed to upgrade to our current sandbagging equipment. Once the river rises to 21 ft. with a prediction of 24 ft. our flood control plan requires that 5,000 sandbags be filled for flood control use. At river stage 26 ft with a prediction of 30 ft an additional 10,400 bags are needed to close off the levee system. Filling sandbags are time consuming and labor intense. Having additional sandbagging equipment available will ensure that sandbags can be filled at a high rate of speed while insuring that the the needed bags are available when needed.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to any other Capital Improvement Project.

#### OUTCOME

Sustainable Environment: Reduce the potential flooding through flood plain management, mitigation and protection.

#### FUNDING RESTRICTIONS

This project is restricted to Stormwater Funds.

DEPARTMENT: 55 - Engineering / Sanitary Sewer		STATE PROGRAM: 8C - Business Type	PROJECT TITLE: Sanitary Sewer Extensions to New Developments			YEAR FIRST SUBMITTED: FY 2018	ACTIVITY NO: 710-1293	TOTAL PROJECT COST \$ 324,238
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
\$ 6,554 \$ 490	\$ 4,510	<b>A. EXPENDITURE ITEMS</b>						
		Engineering Services	\$ 10,275	\$ 20,866	\$ 20,142	\$ 20,746	\$ 21,475	\$ —
		Property Cost	\$ 3,000	\$ 13,000	\$ 9,850	\$ 10,145	\$ 10,450	\$ —
		Construction Cost	\$ —	\$ —	\$ 29,153	\$ 143,582	\$ —	\$ —
\$ 7,044	\$ 4,510	TOTAL	\$ 13,275	\$ 33,866	\$ 59,145	\$ 174,473	\$ 31,925	\$ —
		<b>B. PROJECT FINANCING</b>						
\$ 7,044	\$ 4,510	Sanitary Sewer Construction Fund	\$ 13,275	\$ 33,866	\$ 59,145	\$ 174,473	\$ 31,925	\$ —
\$ 7,044	\$ 4,510	TOTAL	\$ 13,275	\$ 33,866	\$ 59,145	\$ 174,473	\$ 31,925	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This CIP provides TIF funding for residential, commercial and industrial developments located in planned growth areas. It provides funding for staff to coordinate the sanitary sewer portion of development agreements, initial design coordination, easement acquisition and a portion of the initial construction of sanitary sewer main extensions. Previously, the program spurred development using a revolving loan fund used to cover the up-front cost of utilities which was then paid back with the sale of each lot. This is being phased out. However, there is a subdivision that utilized \$140,037.21 in loan fund. Those repayments will be used to supplement the initial construction of future sewer extension until the TIF district begins reimbursements. The City has committed to funding the sanitary sewer mains associated with two additional subdivisions through development agreements estimated at \$150,000 and \$76,000.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Robust Local Economy: Have the infrastructure and amenities to support economic development and growth: industrial/business parks, streets and utilities, air service and housing.

#### FUNDING RESTRICTIONS

This project is restricted to the Sanitary Sewer Construction Fund.

DEPARTMENT: 55 - Engineering / Sanitary Sewer		STATE PROGRAM: 8C - Business Type	PROJECT TITLE: Sanitary Sewer Extensions to Existing Developments			YEAR FIRST SUBMITTED: FY 2018 ACTIVITY NO: 710-1350		TOTAL PROJECT COST \$ 1,800,000
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
		<b>A. EXPENDITURE ITEMS</b>						
		Engineering Services	\$ 90,000	\$ 180,000	\$ —		\$ —	\$ 51,530
		Property Acquisition	\$ 100,000	\$ —	\$ —		\$ —	\$ 15,000
		Construction	\$ 410,000	\$ 1,020,000	\$ —		\$ —	\$ 319,780
\$ —	\$ —	TOTAL	\$ 600,000	\$ 1,200,000	\$ —	\$ —	\$ —	\$ 386,310
		<b>B. PROJECT FINANCING</b>						
		Special Assessment	\$ —	\$ —	\$ —		\$ —	\$ 154,524
		State Revolving Fund Loan	\$ 600,000	\$ 1,200,000	\$ —		\$ —	\$ 231,786
\$ —	\$ —	TOTAL	\$ 600,000	\$ 1,200,000	\$ —	\$ —	\$ —	\$ 386,310
		<b>C. IMPACT - OPERATIONS</b>						
		Operating Cost (Savings)	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —
		Operating Revenue	\$ —	\$ —	\$ 50,000	\$ 66,263	\$ 68,251	\$ 76,698

#### PROJECT DESCRIPTION/JUSTIFICATION

This CIP provides funding to continue a 1990's council priority to extend sanitary sewer service to existing developments and individual properties. This CIP provides for the extension of sanitary sewer to 22 properties within the City limits. These properties have outdated septic systems that no longer provide adequate wastewater treatment and in most cases are not able to install a new compliant septic system. Projects included in this CIP are: Laurel Street (Orig. FY 10) \$386,310. Future projects will include Nightengale Lane (Orig. FY 11) \$477,400, Eagle Point Drive (Orig. FY 13) \$383,320, Richards Road (Orig. FY 13) \$367,040 and US 20 Annexation Area Phase 2 & 3 (Orig FY 02) outside the city limits \$1,008,000. The City has received a request for sanitary sewer on North Cascade Road at Highway 20.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Robust Local Economy: Have the infrastructure and amenities to support economic development and growth: industrial/business parks, streets and utilities, air service and housing.

#### FUNDING RESTRICTIONS

This project is restricted to the Sanitary Sewer Construction Fund.

DEPARTMENT: 55 - Engineering / Sanitary Sewer		STATE PROGRAM: 8C - Business Type	PROJECT TITLE: Twin Ridge Subdivision - Lagoon Abandonment			YEAR FIRST SUBMITTED: FY 2018 ACTIVITY NO: 710-2754	TOTAL PROJECT COST \$ 465,000	
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
		<b>A. EXPENDITURE ITEMS</b>						
		Consultant Cost	\$ —	\$ 60,000	\$ —	\$ —	\$ —	\$ —
		Construction Cost	\$ —	\$ 405,000	\$ —	\$ —	\$ —	\$ —
\$ —		TOTAL	\$ —	\$ 465,000	\$ —	\$ —	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
		State Revolving Fund Loan	\$ —	\$ 465,000	\$ —	\$ —	\$ —	\$ —
		Sanitary Sewer Construction Fund	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —
\$ —		TOTAL	\$ —	\$ 465,000	\$ —	\$ —	\$ —	\$ —
		<b>C. IMPACT - OPERATIONS</b>						
		Operating Cost (Savings)	\$ —	\$ —	\$ 12,880	\$ 12,880	\$ 12,880	\$ 12,880
		Operating Revenue	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides for the extension of the gravity sewer from Digital Drive, across U.S. Hwy 151/61, to Timothy St. This sewer will connect the remaining 2/3 of Twin Ridge subdivision to the City's sewer system and abandon the Twin Ridge Lagoon System. Abandonment of the wastewater lagoon system reduces operating costs and creates 14 acre city-owned parcel available for redevelopment.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Robust Local Economy: Have infrastructure and amenities to support economic development and growth; industrial/business parks, streets and utilities, air service and housing.

#### FUNDING RESTRICTIONS

This project is restricted to the Sanitary Sewer Construction Fund.



DEPARTMENT: 55 - Engineering / Sanitary Sewer		STATE PROGRAM: 8C - Business Type	PROJECT TITLE: Sanitary Sewer Extensions - Existing Development, Pre-annexation and Annexation Agreements			YEAR FIRST SUBMITTED: FY 2019 ACTIVITY NO: 710-1012		TOTAL PROJECT COST \$ 233,500
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
		<b>A. EXPENDITURE ITEMS</b>						
		Consultant Cost	\$ —	\$ —	\$ —	\$ —	\$ —	\$ 200,000
		Engineering Services	\$ —	\$ —	\$ 31,500	\$ —	\$ —	\$ —
		Property Cost	\$ —	\$ —	\$ —	\$ —	\$ —	\$ 200,000
		Construction Cost	\$ —	\$ —	\$ 202,000	\$ —	\$ —	\$ 600,000
\$ —	\$ —	<b>TOTAL</b>	\$ —	\$ —	\$ 233,500	\$ —	\$ —	\$ 1,000,000
		<b>B. PROJECT FINANCING</b>						
		Sanitary Sewer Construction Fund	\$ —	\$ —	\$ 233,500	\$ —	\$ —	\$ 1,000,000
\$ —	\$ —	<b>TOTAL</b>	\$ —	\$ —	\$ 233,500	\$ —	\$ —	\$ 1,000,000

#### PROJECT DESCRIPTION/JUSTIFICATION

This funding provides for the City to meet its contractual obligations for the extension of sanitary sewers into new development areas or recently-annexed areas as part of development agreements, pre-annexation agreements, and annexation agreements. The funds in this CIP are for annexation areas along Pennsylvania Ave, Middle Road (Merkes / Pothoff), Seippel Road (Callahan) and Tamarack Business Park (\$233,500). Agreements with property owners with the exception of Tamarack Business Park, state that the City will provide sanitary sewer service within one year of the filing of the final plat. The Tamarack Business Park agreement states the City will provide sanitary sewer service within two years of written request by the developer/property owner. The funding for the sanitary sewer extension to Tamarack business is set two years beyond the upcoming fiscal year to accommodate a request in FY19. To date there has been no request by the remaining property owners along Pennsylvania and Middle Road.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Robust Local Economy: Have infrastructure and amenities to support economic development and growth; industrial/business parks, streets and utilities, air service and housing.

#### FUNDING RESTRICTIONS

This project is restricted to the Sanitary Sewer Construction Fund.

<b>DEPARTMENT:</b> 55 - Engineering / Sanitary Sewer		<b>STATE PROGRAM:</b> 8C - Business Type	<b>PROJECT TITLE:</b> McFadden Farm Sanitary Sewer Extension			<b>YEAR FIRST SUBMITTED:</b> FY 2019 <b>ACTIVITY NO:</b>		<b>TOTAL PROJECT COST</b> \$ 532,000
<b>2019 EXPENSE</b>	<b>2020 BUDGET</b>	<b>PROJECT BUDGET</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
		<b>A. EXPENDITURE ITEMS</b>						
		Consultant	\$ —	\$ —	\$ 62,000	\$ —		\$ —
		Engineering Services	\$ —	\$ —	\$ 8,000	\$ —		\$ —
		Construction	\$ —	\$ —	\$ 462,000	\$ —		\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ —	\$ —	\$ 532,000	\$ —	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
		DICW TIF	\$ —	\$ —	\$ 532,000	\$ —		\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ —	\$ —	\$ 532,000	\$ —	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

The city is preparing a for new development in the DICW industrial park. The planned development requires new sanitary sewer service to be provided to the building pad. This project will fund the installation of new sewer pipe to serve this location.

#### RELATIONSHIP TO OTHER PROJECTS

This project is related to the DICW Development of the McFadden Farm and must be funded in the same fiscal year as those projects.

#### OUTCOME

Robust Local Economy: Have the infrastructure and amenities to support economic development and growth: industrial/business parks, streets and utilities, air service and housing.

#### FUNDING RESTRICTIONS

This project is restricted to the Sanitary Sewer Construction Fund.

DEPARTMENT: 55 - Engineering / Sanitary Sewer		STATE PROGRAM: 8C - Business Type	PROJECT TITLE: Sewer Utility Asset Management Plan			YEAR FIRST SUBMITTED: FY 2019 ACTIVITY NO: 710-2791		TOTAL PROJECT COST \$ 603,206
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
		<b>A. EXPENDITURE ITEMS</b>						
	\$ 218,300	Consultant Cost	\$ 220,000	\$ 110,000	\$ —	\$ —	\$ —	\$ —
	\$ 26,906	Engineering Services	\$ 17,000	\$ 11,000	\$ —	\$ —	\$ —	\$ —
\$ —	\$ 245,206	TOTAL	\$ 237,000	\$ 121,000	\$ —	\$ —	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
	\$ 245,206	State Revolving Fund Loan	\$ 237,000	\$ 121,000	\$ —	\$ —	\$ —	\$ —
\$ —	\$ 245,206	TOTAL	\$ 237,000	\$ 121,000	\$ —	\$ —	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

Management of the City's sanitary sewer collection system requires an understanding of how its aging infrastructure is performing in old areas of the City and how potential, rapid expansion related to growth from the completion of the Southwest Arterial and new annexation areas might impact the system. In order to maximize the return on investment as to how all sewer utility dollars are spent in combination with constrained capital and operating budgets, an asset management plan that identifies and helps prioritize the sewer improvements necessary in the next 25 years to ensure the system continues to meet the needs of the community. The first phase of the Sewer Utility Asset Management Plan (Plan) will take a comprehensions look at the Water & Resource Recovery Center, the pumped or force main collection system, and the gravity collection system. It will involve a review of existing project records and electronic or hard-copy data and compare it to existing GIS data to identify gaps in existing data and highlight needed data. It will also create a single data set for all pertinent data. In addition, wastewater flow and loading projections will be calculated to determine the needs of the system as the City grows. Phase 2 activities include the collection of any necessary data such as accurate sewer locations, depths, slopes, flows, and I&I in order to populate collection system analysis software that will be used for developing improvement alternatives and associated cost/benefit analysis. Phase 3 of the Plan includes full development of alternatives outlined in a Management Plan Report. The final deliverables will include a working collection system computer model that the City can use to assess the capacity of the system so that the impact of proposed changes and improvements can be fully understood. The Plan will also include a bench-marking study to illustrate the condition of the City's collections system compared to the national average. It will also make recommendations for improvements to routine maintenance schedules and any necessary computerized software/tools/forms to analyze system needs, prioritize work, and track maintenance activities.

#### RELATIONSHIP TO OTHER PROJECTS

This project is related to the Sanitary Sewer CCTV Inspection, Cleaning, and Assessment project.

#### OUTCOME

Financially Responsible, High Performance City Organization: Service value for taxes and fees.

#### FUNDING RESTRICTIONS

This project is restricted to the Sanitary Sewer Construction Fund.

DEPARTMENT: 55 - Engineering / Sanitary Sewer		STATE PROGRAM: 8C - Business Type	PROJECT TITLE: Sanitary Sewer CCTV Inspection, Cleaning, & Assessment			YEAR FIRST SUBMITTED: FY 2020 ACTIVITY NO: 710-2793		TOTAL PROJECT COST \$ 905,000
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
		<b>A. EXPENDITURE ITEMS</b>						
	\$ 5,000	Engineering Services	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ —	\$ 5,000
	\$ 75,000	Consulting Services	\$ 280,000	\$ 175,000	\$ 175,000	\$ 175,000	\$ —	\$ 175,000
\$ —	\$ 80,000	TOTAL	\$ 285,000	\$ 180,000	\$ 180,000	\$ 180,000	\$ —	\$ 180,000
		<b>B. PROJECT FINANCING</b>						
	\$ 80,000	State Revolving Fund Loan	\$ 285,000	\$ —	\$ 180,000	\$ 180,000	\$ —	\$ 180,000
		Sanitary Sewer Construction Fund	\$ —	\$ 180,000	\$ —	\$ —	\$ —	\$ —
\$ —	\$ 80,000	TOTAL	\$ 285,000	\$ 180,000	\$ 180,000	\$ 180,000	\$ —	\$ 180,000
		<b>C. IMPACT - OPERATIONS</b>						
		Operating Cost (Savings)	\$ —	\$ —	\$ 14,958	\$ 14,958	\$ —	\$ 29,916
		Operating Revenue	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

As of Fiscal Year 2019, the City has Closed Circuit Television (CCTV) records and condition assessments of 60% of the gravity sewer system. This project provides for the systematic CCTV inspection, cleaning, and condition assessment of the remaining 40% within a 10-year period. Inspecting each sewer pipe will provide the condition of each pipe so that the City can schedule and undertake proactive measures to improve performance levels of the system - identify degeneration that might lead to blockages, collapses, and/or sanitary sewer overflows. While the Public Works Department does inspect several miles of sewer each year, their efforts are rightly concentrated on sewers with known maintenance issues. As a result, there are sections of the City system that have not been televised within the past fifteen years and their condition remains unknown. Generally, inspections will be done first on older sewers and those that pose the greatest risk of failure. Although not directly related to other capital projects, it will inform the prioritization of sewer replacement and sewer lining efforts.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Financially Responsible, High Performance City Organization: Customer-focused City service delivery.

#### FUNDING RESTRICTIONS

This project is restricted to the Sanitary Sewer Construction Fund.

DEPARTMENT: 55 - Engineering / Sanitary Sewer		STATE PROGRAM: 8C - Business Type	PROJECT TITLE: Southfork Interceptor Sewer			YEAR FIRST SUBMITTED: FY 2012 ACTIVITY NO: 710-1899		TOTAL PROJECT COST \$ 568,000
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
		<b>A. EXPENDITURE ITEMS</b>						
		Consultant Cost	\$ —	\$ —	\$ 15,000	\$ —	\$ —	\$ —
		Engineering Services	\$ —	\$ —	\$ 19,181	\$ 34,019	\$ —	\$ —
		Construction Cost	\$ —	\$ —	\$ —	\$ 499,800	\$ —	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ —	\$ —	\$ 34,181	\$ 533,819	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
		Sanitary Sewer Construction Fund	\$ —	\$ —	\$ 34,181	\$ 533,819	\$ —	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ —	\$ —	\$ 34,181	\$ 533,819	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides for the replacement of 2,700 feet of 12" pipe with 18" piping from the South Dubuque Interceptor Sewer to the Southfork Interceptor Sewer. This piping was originally sized not to extend to its current limits with the addition of 10,000 feet of interceptor sewer to the Dubuque Landfill. This area should be upgraded to accommodate anticipated future flows.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Robust Local Economy: Have the infrastructure and amenities to support economic development and growth: industrial/business parks, streets and utilities, air service and housing

#### FUNDING RESTRICTIONS

This project is restricted to the Sanitary Sewer Construction Fund.

<b>DEPARTMENT:</b> 55 - Engineering / Sanitary Sewer		<b>STATE PROGRAM:</b> 8C - Business Type	<b>PROJECT TITLE:</b> Knob Hill-Duggan Drive Sanitary Sewer Reconstruction			<b>YEAR FIRST SUBMITTED:</b> FY 2012 <b>ACTIVITY NO:</b> 710-2323	<b>TOTAL PROJECT COST</b> \$ 149,310	
<b>2019 EXPENSE</b>	<b>2020 BUDGET</b>	<b>PROJECT BUDGET</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
		<b>A. EXPENDITURE ITEMS</b>						
		Engineering Services	\$ —	\$ —	\$ —	\$ 18,450	\$ —	\$ —
		Construction Cost	\$ —	\$ —	\$ —	\$ 130,860	\$ —	\$ —
\$ —	\$ —	TOTAL	\$ —	\$ —	\$ —	\$ 149,310	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
		Sanitary Sewer Construction Fund	\$ —	\$ —	\$ —	\$ 149,310	\$ —	\$ —
\$ —	\$ —	TOTAL	\$ —	\$ —	\$ —	\$ 149,310	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides for the reconstruction of 1,200 feet of 8-inch diameter clay sewer with an 8-inch ductile iron sewer. The age of the existing clay sewer runs through a wooded area that has resulted in root intrusions and defects in the pipe. The project will result in a water tight line that will prevent I & I from getting into the sewer system.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Financially Responsible, High Performance City Organization: Service value for taxes and fees.

#### FUNDING RESTRICTIONS

This project is restricted to the Sanitary Sewer Construction Fund.

<b>DEPARTMENT:</b> 55 - Engineering / Sanitary Sewer		<b>STATE PROGRAM:</b> 8C - Business Type	<b>PROJECT TITLE:</b> Brunswick Sanitary Sewer			<b>YEAR FIRST SUBMITTED:</b> FY 2019 <b>ACTIVITY NO:</b> 710-2232		<b>TOTAL PROJECT COST</b> \$ 78,300
<b>2019 EXPENSE</b>	<b>2020 BUDGET</b>	<b>PROJECT BUDGET</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
		<b>A. EXPENDITURE ITEMS</b>						
		Engineering Services	\$ —	\$ —	\$ —	\$ 9,400	\$ —	\$ —
		Construction Cost	\$ —	\$ —	\$ —	\$ —	\$ 68,900	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ —	\$ —	\$ —	\$ 9,400	\$ 68,900	\$ —
		<b>B. PROJECT FINANCING</b>						
		Sanitary Sewer Construction Fund	\$ —	\$ —	\$ —	\$ 9,400	\$ 68,900	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ —	\$ —	\$ —	\$ 9,400	\$ 68,900	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides for the reconstruction of 270 feet of 6-inch diameter sewer with an 8-inch diameter sewer and extending the 8-inch sewer north 165 feet. The existing sewer requires monthly maintenance because of its sub - standard size (6-inch) and poor flow characteristics. The project will result in a standard 8-inch line with improved flow characteristics to eliminate the need to flush and clean the sewer each month.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Financially Responsible, High Performance City Organization: Service value for taxes and fees.

#### FUNDING RESTRICTIONS

This project is restricted to the Sanitary Sewer Construction Fund.

<b>DEPARTMENT:</b> 55 - Engineering / Sanitary Sewer		<b>STATE PROGRAM:</b> 8C - Business Type	<b>PROJECT TITLE:</b> Southgate Sanitary Sewer Reconstruction			<b>YEAR FIRST SUBMITTED:</b> FY 2008 <b>ACTIVITY NO:</b> 710-2234	<b>TOTAL PROJECT COST</b> \$ 111,400	
<b>2019 EXPENSE</b>	<b>2020 BUDGET</b>	<b>PROJECT BUDGET</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
		<b>A. EXPENDITURE ITEMS</b>						
		Engineering Services	\$ —	\$ —	\$ —	\$ 13,300	\$ —	\$ —
		Construction Cost	\$ —	\$ —	\$ —	\$ —	\$ 98,100	\$ —
		Property Acquisition	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ —	\$ —	\$ —	\$ 13,300	\$ 98,100	\$ —
		<b>B. PROJECT FINANCING</b>						
		Sanitary Sewer Construction Fund	\$ —	\$ —	\$ —	\$ 13,300	\$ 98,100	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ —	\$ —	\$ —	\$ 13,300	\$ 98,100	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

The project involves the reconstruction of approximately 230 feet of 8-inch sanitary sewer along Southgate. The existing sewer is damaged in several locations and in need of repair or replacement.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Sustainable Environment: Have clean water – ground and surface.

#### FUNDING RESTRICTIONS

This project is restricted to the Sanitary Sewer Construction Fund.



DEPARTMENT: 55 - Engineering / Sanitary Sewer		STATE PROGRAM: 8C - Business Type	PROJECT TITLE: Center Grove Sanitary Sewer Reconstruction			YEAR FIRST SUBMITTED: FY 2014	ACTIVITY NO: 710-2550	TOTAL PROJECT COST \$ 67,300
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
		<b>A. EXPENDITURE ITEMS</b>						
		Engineering Services	\$ —	\$ —	\$ —	\$ 7,300	\$ —	\$ —
		Construction Cost	\$ —	\$ —	\$ —	\$ —	\$ 60,000	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ —	\$ —	\$ —	\$ 7,300	\$ 60,000	\$ —
		<b>B. PROJECT FINANCING</b>						
		Sanitary Sewer Construction Fund	\$ —	\$ —	\$ —	\$ 7,300	\$ 60,000	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ —	\$ —	\$ —	\$ 7,300	\$ 60,000	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides for the reconstruction of 250 feet of 8-inch diameter sewer on Center Grove near Cedar Cross Road.

#### RELATIONSHIP TO OTHER PROJECTS

The project is related to the Cedar Cross Road Reconstruction CIP and should be scheduled in the same fiscal years as that project.

#### OUTCOME

Sustainable Environment: Preserve and enhance Dubuque's natural resources.

#### FUNDING RESTRICTIONS

This project is restricted to the Sanitary Sewer Construction Fund.

<b>DEPARTMENT:</b> 55 - Engineering / Sanitary Sewer		<b>STATE PROGRAM:</b> 8C - Business Type	<b>PROJECT TITLE:</b> Wood Street Sanitary Sewer Reconstruction (Consent Decree)			<b>YEAR FIRST SUBMITTED:</b> FY 2018 <b>ACTIVITY NO:</b> 710-2794		<b>TOTAL PROJECT COST</b> \$ 110,000
<b>2019 EXPENSE</b>	<b>2020 BUDGET</b>	<b>PROJECT BUDGET</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
	\$ 15,000	<b>A. EXPENDITURE ITEMS</b>						
		Engineering Services	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —
		Construction Cost	\$ 95,000	\$ —	\$ —	\$ —	\$ —	\$ —
\$ —	\$ 15,000	TOTAL	\$ 95,000	\$ —	\$ —	\$ —	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
	\$ 15,000	Sanitary Sewer Construction Fund	\$ 95,000	\$ —	\$ —	\$ —	\$ —	\$ —
\$ —	\$ 15,000	TOTAL	\$ 95,000	\$ —	\$ —	\$ —	\$ —	\$ —
		<b>C. IMPACT - OPERATIONS</b>						
		Operating Cost (Savings)	\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,500	\$ —	\$ —
		Operating Revenue	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides for the removal and replacement of approximately 475 LF of 8-inch diameter vitrified clay sanitary sewer pipe. The project is located in Consent Decree Sewershed 11. The USEPA approved schedule requires the project be completed no later than December 2020. This project shall be coordinated with storm sewer and water main improvements. The 8-inch diameter vitrified clay pipe is deteriorated and has exceeded its design life. The pipe is laid in a shallow trench on top of rock with little to no base stone and over time the solid rock bedding has exerted upward pressure on the clay pipe leading to significant cracks, resulting in pipe failure. A layer of rock will need to be removed during installation of the proposed sanitary sewer to provide for adequate bedding material. There are also storm and water utilities located along the same alignment as the existing sanitary sewer. These will also need to be replaced as they are in conflict with the existing and proposed sanitary sewer and will be disturbed during installation.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Sustainable Environment: Have clean water – ground and surface.

#### FUNDING RESTRICTIONS

This project is restricted to the Sanitary Sewer Construction Fund and State Revolving Fund Loan.

<b>DEPARTMENT:</b> 55 - Engineering / Sanitary Sewer		<b>STATE PROGRAM:</b> 8C - Business Type	<b>PROJECT TITLE:</b> Auburn & Custer Sanitary Sewer Reconstruction (Consent Decree)			<b>YEAR FIRST SUBMITTED:</b> FY 2017 <b>ACTIVITY NO:</b> 710-2571		<b>TOTAL PROJECT COST</b> \$ 316,400
<b>2019 EXPENSE</b>	<b>2020 BUDGET</b>	<b>PROJECT BUDGET</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
		<b>A. EXPENDITURE ITEMS</b>						
		Engineering Services	\$ 41,270	\$ —	\$ —	\$ —	\$ —	\$ —
		Construction Cost	\$ 275,130	\$ —	\$ —	\$ —	\$ —	\$ —
\$ —	\$ —	TOTAL	\$ 316,400	\$ —	\$ —	\$ —	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
		State Revolving Fund Loan	\$ 316,400	\$ —	\$ —	\$ —	\$ —	\$ —
\$ —	\$ —	TOTAL	\$ 316,400	\$ —	\$ —	\$ —	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

The project provides for the removal and replacement of approximately 1,480 LF of 6-inch diameter vitrified clay sanitary sewer. The project is located in Consent Decree Sewershed 11. The USEPA approved schedule for project completion is no later than December 2021. The project shall be coordinated with storm sewer and water main improvements in the same location. Funding for this project is being requested through the Iowa SRF, therefore design and engineering funds are provided to fund an update to the 2016 CityWide Sanitary Sewer Collection System Facility Plan, as may be necessary. The sanitary sewer was scheduled for trench-less rehabilitation by method of cured in place pipe liner in 2013. During cleaning and televising prior to installation of the liner, the contractor experienced problems as several sections of pipe were offset and broken preventing the project to continue. The City requested schedule adjustment from the USEPA as the project is identified in the Sewershed 11 Corrective Action Plan which is subject to their approval, to allow for removal and replacement. Schedule adjustment was granted.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Sustainable Environment: Have clean water – ground and surface.

#### FUNDING RESTRICTIONS

This project is restricted to the Sanitary Sewer Construction Fund.

<b>DEPARTMENT:</b> 55 - Engineering / Sanitary Sewer		<b>STATE PROGRAM:</b> 8C - Business Type	<b>PROJECT TITLE:</b> Grove Terrace Sanitary Sewer Reconstruction (Consent Decree)			<b>YEAR FIRST SUBMITTED:</b> FY 2017 <b>ACTIVITY NO:</b> 710-2666	<b>TOTAL PROJECT COST</b> \$ 110,000	
<b>2019 EXPENSE</b>	<b>2020 BUDGET</b>	<b>PROJECT BUDGET</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
		<b>A. EXPENDITURE ITEMS</b>						
		Engineering Services	\$ —	\$ 10,000	\$ —	\$ —	\$ —	\$ —
		Construction Cost	\$ —	\$ 100,000	\$ —	\$ —	\$ —	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ —	\$ 110,000	\$ —	\$ —	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
		Sanitary Sewer Construction Fund	\$ —	\$ 110,000	\$ —	\$ —	\$ —	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ —	\$ 110,000	\$ —	\$ —	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides for the reconstruction of approximately 400 LF 8-inch diameter vitrified clay sanitary sewer along Grove Terrace. The sewer is located in Consent Decree Sanitary Sewershed 12. Funding was originally requested in FY 17, however, the project schedule has been adjusted to reflect the USEPA approved revised schedule. The required completion date of this project shall be no later than December 2022. Funding for this project is being requested through the Iowa SRF, therefore design and engineering funds are included as an update to the 2016 City-Wide Sanitary Sewer Collection System Facility Plan may be necessary. This project shall be coordinated with storm sewer and water main improvements. The 8-inch diameter vitrified clay sanitary sewer was installed in the early 1900's and has deteriorated to the point that reconstruction is necessary. In addition, property owners have indicated their laterals need to be replaced and in some locations laterals need to be separated to ensure uninterrupted service and reduce the risk of back up.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Sustainable Environment: Have clean water – ground and surface.

#### FUNDING RESTRICTIONS

This project is restricted to the Sanitary Sewer Construction Fund.

<b>DEPARTMENT:</b> 55 - Engineering / Sanitary Sewer		<b>STATE PROGRAM:</b> 8C - Business Type	<b>PROJECT TITLE:</b> Heeb Street Sanitary Sewer Reconstruction (Street Program)			<b>YEAR FIRST SUBMITTED:</b> FY 2017 <b>ACTIVITY NO:</b> 710-2612	<b>TOTAL PROJECT COST</b> \$ 180,000	
<b>2019 EXPENSE</b>	<b>2020 BUDGET</b>	<b>PROJECT BUDGET</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
	\$ 20,000	<b>A. EXPENDITURE ITEMS</b>						
		Engineering Services	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —
		Construction Cost	\$ 160,000	\$ —	\$ —	\$ —	\$ —	\$ —
\$ —	\$ 20,000	<b>TOTAL</b>	\$ 160,000	\$ —	\$ —	\$ —	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
	\$ 20,000	Sanitary Sewer Construction Fund	\$ 160,000	\$ —	\$ —	\$ —	\$ —	\$ —
\$ —	\$ 20,000	<b>TOTAL</b>	\$ 160,000	\$ —	\$ —	\$ —	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides for the reconstruction of approximately 625 feet (existing alignment) of 8-inch diameter vitrified clay sanitary sewer on Heeb Street from Kaufmann Street south to the cul-de-sac. The existing clay tile sewer that was installed in 1920 has deteriorated to the extent that cracks in the pipe result in poor performance. The sags and cracks require increased maintenance of the pipe and allow the inflow of extraneous groundwater into the sanitary sewer system. In addition, there are several properties not served by municipal sewer service, this will provide the opportunity for those residents to connect. There is also a need to extend water main to those residents, therefore this project would increase its benefit by coordinating efforts with the Water Department. The sewer is located in Consent Decree Sanitary Sewershed 7. Funding was originally requested in FY 17, however, the project schedule has been adjusted to coincide with both the Heeb Street Reconstruction Project and the 22nd St/Kaufmann Ave Storm Sewer Improvements Project scheduled for 2020.

#### RELATIONSHIP TO OTHER PROJECTS

This project is related to the Heeb Street Reconstruction Project and should be scheduled in the same fiscal year as that project.

#### OUTCOME

Sustainable Environment: Have clean water – ground and surface.

#### FUNDING RESTRICTIONS

This project is restricted to the Sanitary Sewer Construction Fund.

<b>DEPARTMENT:</b> 55 - Engineering / Sanitary Sewer		<b>STATE PROGRAM:</b> 8C - Business Type	<b>PROJECT TITLE:</b> Hempstead Sanitary Sewer Reconstruction			<b>YEAR FIRST SUBMITTED:</b> FY 2017	<b>ACTIVITY NO:</b> 710-2795	<b>TOTAL PROJECT COST</b> \$ 280,000
<b>2019 EXPENSE</b>	<b>2020 BUDGET</b>	<b>PROJECT BUDGET</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
		<b>A. EXPENDITURE ITEMS</b>						
		Engineering Services	\$ 30,000	\$ —	\$ —	\$ —	\$ —	\$ —
		Construction Cost	\$ —	\$ 250,000	\$ —	\$ —	\$ —	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ 30,000	\$ 250,000	\$ —	\$ —	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
		Sanitary Sewer Construction Fund	\$ 30,000	\$ 250,000	\$ —	\$ —	\$ —	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ 30,000	\$ 250,000	\$ —	\$ —	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides for the reconstruction of approximately 1,000 feet (existing alignment) of 8-inch diameter vitrified clay sanitary sewer on Hempstead Street from Kaufmann Street to Lowell Street. The existing clay tile sewer that was installed in 1924 has deteriorated to the extent that cracks and sags in the pipe result in poor performance. The sags and cracks require increased maintenance of the pipe and allow the inflow of extraneous groundwater into the sanitary sewer system. The current alignment places the sanitary sewer close to private property such that realignment of the sewer may be warranted. The sewer is located in Consent Decree Sanitary Sewershed 7.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Sustainable Environment: Have clean water – ground and surface.

#### FUNDING RESTRICTIONS

This project is restricted to the Sanitary Sewer Construction Fund.

<b>DEPARTMENT:</b> 55 - Engineering / Sanitary Sewer		<b>STATE PROGRAM:</b> 8C - Business Type	<b>PROJECT TITLE:</b> Cooper Place and Maiden Lane Sanitary Sewer Reconstruction (Consent Decree)			<b>YEAR FIRST SUBMITTED:</b> FY 2018 <b>ACTIVITY NO:</b> 710-	<b>TOTAL PROJECT COST</b> \$ 330,000	
<b>2019 EXPENSE</b>	<b>2020 BUDGET</b>	<b>PROJECT BUDGET</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
		<b>A. EXPENDITURE ITEMS</b>						
		Engineering Services	\$ —	\$ —	\$ 30,000	\$ —	\$ —	\$ —
		Construction Cost	\$ —	\$ —	\$ —	\$ 300,000	\$ —	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ —	\$ —	\$ 30,000	\$ 300,000	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
		State Revolving Fund Loan	\$ —	\$ —	\$ 30,000	\$ 300,000	\$ —	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ —	\$ —	\$ 30,000	\$ 300,000	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides for the reconstruction of approximately 1,000 feet (existing alignment) of 6-inch diameter vitrified clay sanitary sewer along Maiden Lane and Cooper Place. The existing 6-inch sewer will be replaced with 8-inch diameter PVC sanitary sewer. The existing 6-inch diameter vitrified clay sanitary sewer has been identified as a source of inflow and infiltration. There are multiple offset joints and pipe fractures showing the pipe is in need of rehabilitation or replacement. The sewer is not able to be rehabilitated using trench-less methods due to the challenges associated with reinstating services on small diameter line; and is scheduled for removal and replacement with a larger diameter sewer to improve operation and future maintenance. The sewer is located in Consent Decree Sanitary Sewershed 12. The project completion schedule as approved by the USEPA, shall be no later than December 2026.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Sustainable Environment: Have clean water – ground and surface.

#### FUNDING RESTRICTIONS

This project is restricted to the Sanitary Sewer Construction Fund.

<b>DEPARTMENT:</b> 55 - Engineering / Sanitary Sewer		<b>STATE PROGRAM:</b> 8C - Business Type	<b>PROJECT TITLE:</b> Abbott & Cottage Sanitary Sewer Reconstruction			<b>YEAR FIRST SUBMITTED:</b> FY 2018 <b>ACTIVITY NO:</b> 710-		<b>TOTAL PROJECT COST</b> \$ 220,000
<b>2019 EXPENSE</b>	<b>2020 BUDGET</b>	<b>PROJECT BUDGET</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
		<b>A. EXPENDITURE ITEMS</b>						
		Engineering Services	\$ —	\$ —	\$ 20,000	\$ —	\$ —	\$ —
		Construction Cost	\$ —	\$ —	\$ —	\$ 200,000	\$ —	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ —	\$ —	\$ 20,000	\$ 200,000	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
		Sanitary Sewer Construction Fund	\$ —	\$ —	\$ 20,000	\$ 200,000	\$ —	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ —	\$ —	\$ 20,000	\$ 200,000	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides for the reconstruction of approximately 800 linear feet (existing alignment) of 6-inch diameter vitrified clay sanitary sewer along Abbott Street and Cottage Street. The existing sanitary sewer is 6-inch diameter and is scheduled for replacement with 8-inch diameter PVC sanitary sewer. The existing 6-inch diameter vitrified clay sanitary sewer has been identified as a source of inflow and infiltration. There are multiple offset joints and pipe fractures showing the pipe is in need of rehabilitation or replacement. The area has also seen multiple water main breaks accelerating the damage to the sanitary sewer as the mains are located within the same area as the sanitary sewer. The sewer is not able to be rehabilitated using trench-less methods due to the challenges associated with reinstating services on small diameter line; and is scheduled for removal and replacement with a larger diameter sewer to improve operation and future maintenance. The sewer is located in Consent Decree Sanitary Sewershed 7. This project shall be coordinated with storm sewer and water main replacement as necessary.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Sustainable Environment: Have clean water – ground and surface.

#### FUNDING RESTRICTIONS

This project is restricted to the Sanitary Sewer Construction Fund.



<b>DEPARTMENT:</b> 55 - Engineering / Sanitary Sewer		<b>STATE PROGRAM:</b> 8C - Business Type	<b>PROJECT TITLE:</b> Harvard Street Sanitary Sewer Reconstruction (Consent Decree)			<b>YEAR FIRST SUBMITTED:</b> FY 2018 <b>ACTIVITY NO:</b> 710-	<b>TOTAL PROJECT COST</b> \$ 178,000	
<b>2019 EXPENSE</b>	<b>2020 BUDGET</b>	<b>PROJECT BUDGET</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
		<b>A. EXPENDITURE ITEMS</b>						
		Engineering Services	\$ —	\$ —	\$ —	\$ 18,000	\$ —	\$ —
		Construction Cost	\$ —	\$ —	\$ —	\$ —	\$ 160,000	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ —	\$ —	\$ —	\$ 18,000	\$ 160,000	\$ —
		<b>B. PROJECT FINANCING</b>						
		Sanitary Sewer Construction Fund	\$ —	\$ —	\$ —	\$ 18,000	\$ 160,000	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ —	\$ —	\$ —	\$ 18,000	\$ 160,000	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides for the reconstruction of approximately 450 linear feet (existing alignment) of 6-inch diameter vitrified clay sanitary sewer on Harvard Street from Alta Vista Street to Oxford Street. The existing sewer has been identified as a source of inflow and infiltration with multiple offset joints and pipe fractures showing the pipe is in need of rehabilitation or replacement. Rehabilitated using trench-less methods is not an option due to the challenges associated with reinstating services on small diameter line; and is scheduled for removal and replacement with a larger diameter sewer to improve operation and future maintenance. The sewer is located in Consent Decree Sanitary Sewershed 12. The project shall be completed no later than December 2025 per the schedule approved by the USEPA.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Sustainable Environment: Have clean water – ground and surface.

#### FUNDING RESTRICTIONS

This project is restricted to the Sanitary Sewer Construction Fund.

DEPARTMENT: 55 - Engineering / Sanitary Sewer		STATE PROGRAM: 8C - Business Type	PROJECT TITLE: Cedar and Terminal Street Lift Station and Force Main Assessment and Improvements			YEAR FIRST SUBMITTED: FY 2016	ACTIVITY NO: 710-2606	TOTAL PROJECT COST \$ 4,719,795
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
		<b>A. EXPENDITURE ITEMS</b>						
	\$ 125,000	Consultant Services	\$ —	\$ 135,000	\$ 200,000	\$ —	\$ —	\$ —
\$ 140,795	\$ 28,000	Engineering Services	\$ —	\$ 31,000	\$ 60,000	\$ —	\$ —	\$ —
		Construction Cost	\$ 750,000	\$ 1,250,000	\$ 2,000,000	\$ —	\$ —	\$ —
\$ 140,795	\$ 153,000	TOTAL	\$ 750,000	\$ 1,416,000	\$ 2,260,000	\$ —	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
\$ 140,795	\$ 153,000	State Revolving Loan Fund	\$ 674,810	\$ 1,416,000	\$ 2,260,000	\$ —	\$ —	\$ —
		Sanitary Sewer Construction Fund	\$ 75,190	\$ —	\$ —	\$ —	\$ —	\$ —
\$ 140,795	\$ 153,000	TOTAL	\$ 750,000	\$ 1,416,000	\$ 2,260,000	\$ —	\$ —	\$ —
		<b>C. IMPACT - OPERATIONS</b>						
		Operating Cost (Savings)	\$ —	\$ 60,660	\$ 148,170	\$ 148,170	\$ 148,170	\$ 148,170
		Operating Revenue	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project addresses needed reliability improvements to Terminal Street Lift Station, Cedar Street Lift Station, and the 30" Cedar and 42" Terminal Street Force Mains that connect the two lift stations to the Water & Resource Recovery Center. The original project was developed in FY 2016 to examine the force mains first and lift stations second, however due to recent emergency events at Terminal Street lift station the priority order has shifted to examine Terminal Street Lift Station first. FY 20-23 funding is to provide for new sluice gates, pump gates and repairs to the lift station foundation wall along with dry weather pumps and a new wet well to handle smaller average daily flows, which will reduce stress and strain on the larger pumps currently in the lift station which are not designed to operate with current daily/low flows. The funds also provide for ancillary improvements including a new gravity sewer connecting the new wet well to the existing lift station influent manhole, a new magnetic flow meter, and hot-tap to the 42" PCCP to allow the system to route without passing through Terminal Street lift station or the valve house. The project funding is also for the replacement of the wet weather pumps, replace piping in the drywell, replacement piping inside Terminal Street lift station that has deteriorated, complete new hardware and protective paint coatings of the lift station mechanical systems along with replacement plumbing and needed electrical improvements and similar improvements to the Valve House. This project currently does not include funding for any work associated with the repairs or replacement of the force mains, air release valve replacement, or adding insertion points for future flow rerouting in the event of a force main failure. The City has previously identified necessary improvements along the force main between Terminal Street to the W&RRC, specifically, during a visual inspection performed by City staff in 2014, the 42 inch diameter force main was exposed to the river at three locations and susceptible to possible damage from barge traffic. This project will also install camera and audio monitoring at the lift station to reduce in-person staff inspections.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

<b>DEPARTMENT:</b> 55 - Engineering / Sanitary Sewer	<b>STATE PROGRAM:</b> 8C - Business Type	<b>PROJECT TITLE:</b> Cedar and Terminal Street Lift Station and Force Main Assessment and Improvements	<b>YEAR FIRST SUBMITTED:</b> FY 2016 <b>ACTIVITY NO:</b> 710-2606	<b>TOTAL PROJECT COST</b> \$ 5,491,591
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#### **OUTCOME**

Robust Local Economy: Have the infrastructure and amenities to support economic development and growth: industrial/business parks, streets and utilities, air service and housing.

#### **FUNDING RESTRICTIONS**

This project is restricted to the Sanitary Sewer Construction Fund.

DEPARTMENT: 55 - Engineering / Sanitary Sewer		STATE PROGRAM: 8C - Business Type	PROJECT TITLE: Track Line Sanitary Sewer Cleaning and Lining			YEAR FIRST SUBMITTED: FY 2019 ACTIVITY NO: 710-2546		TOTAL PROJECT COST \$ 287,790
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
		<b>A. EXPENDITURE ITEMS</b>						
	\$ 10,000	Engineering Services	\$ 18,779	\$ —	\$ —	\$ —	\$ —	\$ —
	\$ 90,000	Construction Cost	\$ 169,011	\$ —	\$ —	\$ —	\$ —	\$ —
\$ —	\$ 100,000	TOTAL	\$ 187,790	\$ —	\$ —	\$ —	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
	\$ 100,000	State Revolving Fund Loan	\$ 187,790	\$ —	\$ —	\$ —	\$ —	\$ —
\$ —	\$ 100,000	TOTAL	\$ 187,790	\$ —	\$ —	\$ —	\$ —	\$ —
		<b>C. IMPACT - OPERATIONS</b>						
		Operating Cost (Savings)	\$ 7,972	\$ 7,972	\$ 7,972	\$ 7,972	\$ 7,972	\$ 7,972
		Operating Revenue	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides for the cleaning and lining of 5,150 feet of the 12-inch diameter sanitary sewer that runs along the DM&E/CP railroad tracks from Hawthorne Street to Fengler Street. The existing clay tile sewer that was installed in the 1920s still functions. However, the influx of sand has increasingly made the sewer difficult to maintain and indicates that groundwater is infiltrating into the pipe. Cleaning and lining the sewer that runs parallel to railroad tracks, and even under the tracks, will ensure that the sewer will function as originally designed and as desired for the next forty years. Reconstruction of the sewer is problematic and would be cost prohibitive due to its proximity to the railroad tracks. The project is located adjacent to Consent Decree Sewershed 10.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Sustainable Environment: Have clean water – ground and surface.

#### FUNDING RESTRICTIONS

This project is restricted to the Sanitary Sewer Construction Fund.

DEPARTMENT: 55 - Engineering / Sanitary Sewer		STATE PROGRAM: 8C - Business Type	PROJECT TITLE: Force Main Stabilization			YEAR FIRST SUBMITTED: FY 2021 ACTIVITY NO: 710-2846		TOTAL PROJECT COST \$ 7,792,308
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
		<b>A. EXPENDITURE ITEMS</b>						
		Engineering Services	\$ 100,000	\$ —	\$ —	\$ —	\$ —	\$ —
		Construction Cost	\$ —	\$ —	\$ —	\$ —	\$ 7,692,308	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ 100,000	\$ —	\$ —	\$ —	\$ 7,692,308	\$ —
		<b>B. PROJECT FINANCING</b>						
		State Revolving Fund Loan	\$ —	\$ —	\$ —	\$ —	\$ 2,692,308	\$ —
		Federal Cap Sect 14	\$ —	\$ —	\$ —	\$ —	\$ 5,000,000	\$ —
		General Fund	\$ 100,000	\$ —	\$ —	\$ —	\$ —	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ 100,000	\$ —	\$ —	\$ —	\$ 7,692,308	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides for the stabilization of approximately 3,000 feet the City's 42-inch diameter sanitary sewer force main that runs along the main channel of the Mississippi from Maus Lake to the south. The work entails the reconstruction of the river embankment so that there is adequate cover and protection from the river and debris floating along the river. It will also provide protection from river barges that travel up and down the river, sometimes tying off in areas where the existing force main is exposed. The project will be done in partnership with the U. S. Army Corps of Engineers (USACE) through their Emergency Streambank Repair and Shoreline Protection program (Section 14 of the Flood Control Act of 1946). Through that program, the USACE will design and construct the improvements. The first \$100,000 of the Planning Design Analysis phase (normally limited to 12 months) is a Federal expense. All PDA costs after the first \$100,000 are cost shared 50/50. All construction costs are cost shared 65% Federal and 35% non-Federal. Each project is limited to a total Federal cost of \$5 million. The City's 42-inch diameter sanitary sewer force main was constructed in 1977 with about 3,000 feet located along the banks of the Mississippi. It carries approximately 80 percent (80%) of the City's daily average flows to the Water and Resource Recovery Center. Over the years, erosion of the banks of the Mississippi have reduced the ground cover (and protection) to the point where the pipe is showing in a few places. Because the flow is under pressure, if the force main was to be ruptured, it would result in the discharge of thousands of gallons of untreated wastewater directly into the Mississippi.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Sustainable Environment: Have clean water – ground and surface.

#### FUNDING RESTRICTIONS

This project is restricted to the Sanitary Sewer Construction Fund.

DEPARTMENT: 55 - Engineering / Sanitary Sewer		STATE PROGRAM: 8C - Business Type	PROJECT TITLE: Sanitary Sewer Lining Program			YEAR FIRST SUBMITTED: FY 2010 ACTIVITY NO: 710-1637		TOTAL PROJECT COST \$ 407,992
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
		<b>A. EXPENDITURE ITEMS</b>						
\$ 1,429	\$ 7,500	Engineering Services		\$ 15,000			\$ 20,000	
\$ 26,563	\$ 20,000	Construction Cost		\$ 117,500			\$ 200,000	
\$ 27,992	\$ 27,500	TOTAL	\$ —	\$ 132,500	\$ —	\$ —	\$ 220,000	\$ —
		<b>B. PROJECT FINANCING</b>						
		State Revolving Fund Loan	\$ —	\$ —	\$ —	\$ —	\$ 220,000	\$ —
\$ 27,992	\$ 27,500	Sanitary Sewer Construction Fund		\$ 132,500				
\$ 27,992	\$ 27,500	TOTAL	\$ —	\$ 132,500	\$ —	\$ —	\$ 220,000	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides for systematic lining and associated grouting of sanitary sewers throughout the City. As outlined in the City's Capacity, Management, Operation, and Maintenance (CMOM) program that was reviewed and approved by the U. S. Environmental Protection Agency as part of the Consent Decree, "on average, the (City) will budget and spend approximately . . . \$100,000 lining sanitary sewer pipe and manholes." The lining process extends the useful life of existing sanitary sewers by 50 years or more, reducing I&I and eliminating maintenance needs.

#### RELATIONSHIP TO OTHER PROJECTS

This project is related to the Sanitary Sewer CCTV Inspection, Cleaning, & Assessment CIP which will identify and prioritize the sewers for lining.

#### OUTCOME

Sustainable Environment: Have clean water – ground and surface.

#### FUNDING RESTRICTIONS

This project is restricted to the Sanitary Sewer Construction Fund.

DEPARTMENT: 55 - Engineering / Sanitary Sewer		STATE PROGRAM: 8C - Business Type	PROJECT TITLE: Manhole Replacement / Rehabilitation Program (Consent Decree)			YEAR FIRST SUBMITTED: FY 2012 ACTIVITY NO: 710-1335		TOTAL PROJECT COST \$ 153,122
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
		<b>A. EXPENDITURE ITEMS</b>						
\$ 1,713	\$ 6,500	Engineering Services	\$ —	\$ —	\$ 6,500	\$ —	\$ 6,500	\$ —
\$ 11,409	\$ 43,500	Construction Cost	\$ —	\$ —	\$ 43,500	\$ —	\$ 33,500	\$ —
\$ 13,122	\$ 50,000	TOTAL	\$ —	\$ —	\$ 50,000	\$ —	\$ 40,000	\$ —
		<b>B. PROJECT FINANCING</b>						
\$ 13,122	\$ 50,000	Sanitary Sewer Construction Fund	\$ —	\$ —	\$ 50,000	\$ —	\$ 40,000	\$ —
\$ 13,122	\$ 50,000	TOTAL	\$ —	\$ —	\$ 50,000	\$ —	\$ 40,000	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides for the replacement/rehabilitation of aging and deteriorated sanitary sewer manholes. Project funds are to rehabilitative or replace sanitary sewer manholes per the approved Consent Decree or as appropriate throughout the City. This also provides for the installation of new manholes in conjunction with the street overlay program undertaken annually by the Public Works Department. Over time, manholes can deteriorate to the point such that they allow excessive inflow or infiltration (I&I) of groundwater or surface water into the sanitary sewer which can lead to sanitary sewer overflows. The replacement/rehabilitation cost of each manhole is approximately \$10,000. This project is related to Stormwater Infiltration & Inflow Elimination Program, CIP 720-2332. The City's sanitary sewer system Capacity, Management, Operation, and Maintenance Program (CMOM), established to fulfill a requirement of the Consent Decree, outlines that the City budgets "on average" \$100,000 per year to replace manholes. In accordance with CMOM, this CIP, along with CIP 7202332, should total "on average" \$100,000 each year to replace sanitary sewer manholes.

#### RELATIONSHIP TO OTHER PROJECTS

This capital project is related to the Stormwater Infiltration & Inflow Elimination Program (CIP #720-2332) and must be funded in the same year as that project to total \$100,000 between the two programs.

#### OUTCOME

Sustainable Environment: Have clean water – ground and surface.

#### FUNDING RESTRICTIONS

This project is restricted to the Sanitary Sewer Construction Fund.

DEPARTMENT: 55 - Engineering / Sanitary Sewer		STATE PROGRAM: 8C - Business Type	PROJECT TITLE: Center Place Alley Sanitary Sewer Rehabilitation			YEAR FIRST SUBMITTED: FY 2019	TOTAL PROJECT COST	
						ACTIVITY NO: 710-2844	\$ 410,000	
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
		<b>A. EXPENDITURE ITEMS</b>						
		Engineering Services	\$ 38,000	\$ —	\$ —	\$ —	\$ —	\$ —
		Construction Cost	\$ 372,000		\$ —	\$ —	\$ —	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ 410,000	\$ —	\$ —	\$ —	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
		State Revolving Fund Loan	\$ 410,000		\$ —	\$ —	\$ —	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ 410,000	\$ —	\$ —	\$ —	\$ —	\$ —
		<b>C. IMPACT - OPERATIONS</b>						
		Operating Cost (Savings)	\$ —	\$ 18,655	\$ 18,655	\$ 18,655	\$ —	\$ —
		Operating Revenue	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project replaces 500 LF of failing sanitary sewer with a new 8" line and resurfaces the heavily deteriorated alley pavement.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Financially Responsible, High Performance City Organization: Service value for taxes and fees.

#### FUNDING RESTRICTIONS

This project is restricted to the Sanitary Sewer Construction Fund.



<b>DEPARTMENT:</b> 55 - Engineering / Sanitary Sewer		<b>STATE PROGRAM:</b> 8C - Business Type	<b>PROJECT TITLE:</b> Perry Street & Bradley Street Lift Station and Force Main Improvements			<b>YEAR FIRST SUBMITTED:</b> FY 2018 <b>ACTIVITY NO:</b> 710-	<b>TOTAL PROJECT COST</b> \$ 260,000	
<b>2019 EXPENSE</b>	<b>2020 BUDGET</b>	<b>PROJECT BUDGET</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
		<b>A. EXPENDITURE ITEMS</b>						
		Engineering Services	\$ —	\$ 35,000		\$ —	\$ —	\$ —
		Construction Cost	\$ —	\$ —	\$ 225,000	\$ —	\$ —	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ —	\$ 35,000	\$ 225,000	\$ —	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
		State Revolving Loan Fund	\$ —	\$ —	\$ 225,000	\$ —	\$ —	\$ —
		Sanitary Sewer Construction Fund	\$ —	\$ 35,000	\$ —	\$ —	\$ —	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ —	\$ 35,000	\$ 225,000	\$ —	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides for the replacement of approximately 1,450 feet of 6-inch diameter ductile iron force main serving the Perry Street and Bradley Street lift stations. The design and engineering line item shall provide for professional engineering services to complete bid and award documents in accordance with Iowa SRF financing requirements. The City's W&RRC maintenance crew has identified necessary improvements following multiple 6-inch diameter force main breaks serving the Perry and Bradley Street lift stations. The force mains have experienced failures since 2010, causing disruption and damage to private property.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Financially Responsible, High Performance City Organization: Customer-focused City service delivery.

#### FUNDING RESTRICTIONS

This project is restricted to the Sanitary Sewer Construction Fund.

<b>DEPARTMENT:</b> 55 - Engineering / Sanitary Sewer		<b>STATE PROGRAM:</b> 8C - Business Type	<b>PROJECT TITLE:</b> Couler Valley Interceptor Inspection & Cleaning			<b>YEAR FIRST SUBMITTED:</b> FY 2018 <b>ACTIVITY NO:</b> 710-	<b>TOTAL PROJECT COST</b> \$ 85,000	
<b>2019 EXPENSE</b>	<b>2020 BUDGET</b>	<b>PROJECT BUDGET</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
		<b>A. EXPENDITURE ITEMS</b>						
		Consultant Cost	\$ —	\$ —	\$ 30,000	\$ —	\$ —	\$ —
		Engineering Services	\$ —	\$ —	\$ 5,000	\$ —	\$ —	\$ —
		Construction	\$ —	\$ —	\$ 50,000	\$ —	\$ —	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ —	\$ —	\$ 85,000	\$ —	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
		Sanitary Sewer Construction Fund	\$ —	\$ —	\$ 85,000	\$ —	\$ —	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ —	\$ —	\$ 85,000	\$ —	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project fund provides for investigation of the 36 and 42 inch diameter Couler Valley Sanitary Sewer Collector that runs along Elm Street between 14th Street and Garfield Avenue. The project length is approximately 2,091 LF of 42" pipe and 317 LF of 36" pipe with a total of 9 manholes. In 2016, the sewer was inspected and partially cleaned by the City's public works crew following flow metering indications of a partial blockage in the sewer along Elm Street downstream of the Bee Branch project where a recent sanitary siphon was installed. Any type of blockage downstream of a siphon could potentially lead to a sanitary sewer overflow. During cleaning and inspection there were several sections that were not passable by the City's crews and there were concerns about the pipe condition, prompting a request to seek professional inspection services and contracted heavy duty cleaning.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Sustainable Environment: Have clean water – ground and surface.

#### FUNDING RESTRICTIONS

This project is restricted to the Sanitary Sewer Construction Fund.

DEPARTMENT: 55 - Engineering / Sanitary Sewer		STATE PROGRAM: 8C - Business Type	PROJECT TITLE: General Sanitary Sewer Replacement			YEAR FIRST SUBMITTED: ACTIVITY NO: 710-1289		TOTAL PROJECT COST \$ 1,000,000
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
		<b>A. EXPENDITURE ITEMS</b>						
		Engineering & Design	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —
		Engineering Services	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
		Construction	\$ 180,000	\$ 180,000	\$ 180,000	\$ 180,000	\$ 180,000	\$ 180,000
\$ —	\$ —	TOTAL	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000
		<b>B. PROJECT FINANCING</b>						
		Sanitary Sewer Construction Fund	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000
\$ —	\$ —	TOTAL	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides for emergency replacement of the City's sanitary sewer system when significant and potentially hazardous defects are discovered. The City has initiated efforts to inspect and characterize the condition of the 300+ mile sanitary sewer system in order to prioritize and address high risk sections [see CIP 710-2793: Sanitary Sewer CCTV Inspection, Cleaning, & Assessment] in order to identify sewers in need of replacement and help prioritize those with a higher risk of failure. However, until that process is completed, this project provides funding to replace higher risk sewers discovered during the course of the year. Finally, this provides funding to replace sanitary sewers impacted by other City infrastructure replacement projects (i.e. street reconstruction/resurfacing projects).

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Sustainable Environment: Have clean water – ground and surface.

#### FUNDING RESTRICTIONS

This project is restricted to the Sanitary Sewer Construction Fund.

DEPARTMENT: 55 - Engineering / Stormwater		STATE PROGRAM: 8C - Business Type	PROJECT TITLE: Stormwater Infiltration & Inflow Elimination Program			YEAR FIRST SUBMITTED: FY 2015	ACTIVITY NO: 720-2332	TOTAL PROJECT COST \$ 504,798
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
		<b>A. EXPENDITURE ITEMS</b>						
	\$ 12,500	Design & Engineering	\$ 5,000	\$ 5,000	\$ 10,000	\$ 12,500	\$ 12,500	\$ 12,500
\$ 14,798	\$ 87,500	Construction	\$ 45,000	\$ 45,000	\$ 80,000	\$ 87,500	\$ 87,500	\$ 87,500
\$ 14,798	\$ 100,000	TOTAL	\$ 50,000	\$ 50,000	\$ 90,000	\$ 100,000	\$ 100,000	\$ 100,000
		<b>B. PROJECT FINANCING</b>						
\$ 14,798	\$ 100,000	Stormwater Construction Fund	\$ 50,000	\$ 50,000	\$ 90,000	\$ 100,000	\$ 100,000	\$ 100,000
\$ 14,798	\$ 100,000	TOTAL	\$ 50,000	\$ 50,000	\$ 90,000	\$ 100,000	\$ 100,000	\$ 100,000

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides for the elimination of the City's brick sanitary sewer manholes and replacement/rehabilitation of sewers as needed to eliminate wastewater from entering into the stormwater management system. Brick manholes are highly susceptible to leaking stormwater and when stormwater gets into the sanitary sewer collection system it can overwhelm the system and cause the stormwater/wastewater mixture to overflow into local creeks, streams and rivers. The City's NPDES stormwater permit requires the City to eliminate this discharge in order to protect the biological integrity of the receiving waters. Replacing porous brick manholes with water-tight manholes reduces the flow of stormwater into the sanitary sewer system and supports the city's efforts to comply with the requirements identified in the USEPA/IDNR/City of Dubuque Consent Decree. This project is related to Sanitary Sewer Manhole Replacement Project, CIP 710-1335. The City's sanitary sewer system Capacity, Management, Operation, and Maintenance Program (CMOM), established to fulfill a requirement of the Consent Decree, outlines that the City budgets "on average" \$100,000 per year to replace manholes. In accordance with CMOM, this CIP, along with CIP 7101335, should total "on average" \$100,000 each year to replace sanitary sewer manholes.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Sustainable Environment: Have clean water – ground and surface.

#### FUNDING RESTRICTIONS

This project is restricted to the Stormwater Construction Fund and the Sanitary Sewer Construction Fund.

<b>DEPARTMENT:</b> 55 - Engineering / Stormwater		<b>STATE PROGRAM:</b> 8C - Business Type	<b>PROJECT TITLE:</b> Storm Sewer - General Replacements			<b>YEAR FIRST SUBMITTED:</b> FY 2012 <b>ACTIVITY NO:</b> 720-1066		<b>TOTAL PROJECT COST</b> \$ 454,255
<b>2019 EXPENSE</b>	<b>2020 BUDGET</b>	<b>PROJECT BUDGET</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
		<b>A. EXPENDITURE ITEMS</b>						
		Design & Engineering	\$ 20,000	\$ 20,000	\$ 20,000	\$ 30,000	\$ 26,600	\$ 27,100
		Construction	\$ 30,000	\$ 30,000	\$ 30,000	\$ 70,000	\$ 177,655	\$ 181,240
\$ —	\$ —	<b>TOTAL</b>	\$ 50,000	\$ 50,000	\$ 50,000	\$ 100,000	\$ 204,255	\$ 208,340
		<b>B. PROJECT FINANCING</b>						
		Stormwater Construction Fund	\$ 50,000	\$ 50,000	\$ 50,000	\$ 100,000	\$ 204,255	\$ 208,340
\$ —	\$ —	<b>TOTAL</b>	\$ 50,000	\$ 50,000	\$ 50,000	\$ 100,000	\$ 204,255	\$ 208,340

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides for the unanticipated replacement of stormwater management facilities within the City's storm sewer system. While efforts are taken to identify and prioritize the replacement of storm sewer facilities (intakes, manholes, storm sewer pipes, culverts, ditches, detention basins, etc.), this funding allows for the replacement of facilities deemed to be likely to fail if not replaced in the short term.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Sustainable Environment: Reduce the potential flooding through flood plain management, mitigation and protection.

#### FUNDING RESTRICTIONS

This project is restricted to the Stormwater Construction Fund.

DEPARTMENT: 55 - Engineering / Stormwater		STATE PROGRAM: 8C - Business Type	PROJECT TITLE: Storm Sewer Improvements/Extensions			YEAR FIRST SUBMITTED: FY 2014 ACTIVITY NO: 720-1008		TOTAL PROJECT COST \$ 380,894
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
		<b>A. EXPENDITURE ITEMS</b>						
\$ 4,512	\$ 10,000	Design & Engineering	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,500	\$ 10,500	\$ —
\$ 6,490	\$ 50,000	Construction	\$ 50,000	\$ 50,000	\$ 50,000	\$ 54,446	\$ 54,446	\$ —
\$ 11,002	\$ 60,000	TOTAL	\$ 60,000	\$ 60,000	\$ 60,000	\$ 64,946	\$ 64,946	\$ —
		<b>B. PROJECT FINANCING</b>						
\$ 11,002	\$ 60,000	Stormwater Construction Fund	\$ 60,000	\$ 60,000	\$ 60,000	\$ 64,946	\$ 64,946	\$ —
\$ 11,002	\$ 60,000	TOTAL	\$ 60,000	\$ 60,000	\$ 60,000	\$ 64,946	\$ 64,946	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides for various storm sewer improvements such as adding storm sewer and catch basins. It also provides for City participation in the extension of public drainage facilities on private property. The extent of City participation will be limited to the City supplying construction materials on a case-by-case basis linked to private participation. These monies will only become available on a case-by-case basis, based on benefit to the City. This project is an appropriation for City participation in storm sewer construction in new subdivision developments and in existing areas to relieve drainage problems. Priorities are based upon citizen requests and severity of the problem.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Sustainable Environment: Reduce the potential flooding through flood plain management, mitigation and protection.

#### FUNDING RESTRICTIONS

This project is restricted to the Stormwater Construction Fund.

DEPARTMENT: 55 - Engineering / Stormwater		STATE PROGRAM: 8C - Business Type	PROJECT TITLE: Catch Basin Reconstruction			YEAR FIRST SUBMITTED: FY 2014 ACTIVITY NO: 720-1081		TOTAL PROJECT COST \$ 321,386
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
		<b>A. EXPENDITURE ITEMS</b>						
	\$ 10,000	Design & Engineering	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,500	\$ 10,500	\$ 10,500
	\$ 43,000	Construction	\$ 43,000	\$ 43,000	\$ 43,060	\$ 43,622	\$ 44,704	\$ 45,808
\$ —	\$ 53,000	TOTAL	\$ 53,000	\$ 53,000	\$ 53,060	\$ 54,122	\$ 55,204	\$ 56,308
		<b>B. PROJECT FINANCING</b>						
	\$ 53,000	Stormwater Construction Fund	\$ 53,000	\$ 53,000	\$ 53,060	\$ 54,122	\$ 55,204	\$ 56,308
\$ —	\$ 53,000	TOTAL	\$ 53,000	\$ 53,000	\$ 53,060	\$ 54,122	\$ 55,204	\$ 56,308

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides funding for the reconstruction of catch basins. There are approximately 900 curb opening style catch basins throughout the city which were the standard prior to 1990. This project provides for the replacement of these and other old-style catch basins that are in disrepair within a fifteen year period. The current standard catch basin is much more efficient at collecting stormwater than the old -style catch basins. Old catch basins do not collect the desired amount of street drainage causing unnecessary street flooding. Under some circumstances, the old style catch basins have larger openings which can pose a safety risk to pedestrians.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Sustainable Environment: Reduce the potential flooding through flood plain management, mitigation and protection.

#### FUNDING RESTRICTIONS

This project is restricted to the Stormwater Construction Fund.

DEPARTMENT: 55 - Engineering / Stormwater		STATE PROGRAM: 8C - Business Type	PROJECT TITLE: Drain Tile Program			YEAR FIRST SUBMITTED: FY 2014 ACTIVITY NO: 720-1354		TOTAL PROJECT COST \$ 475,206
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
		<b>A. EXPENDITURE ITEMS</b>						
\$ 690	\$ 2,000	Design & Engineering	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 7,000	\$ 12,000
	\$ 18,000	Construction	\$ 90,400	\$ 80,810	\$ 91,224	\$ 90,000	\$ 55,082	\$ 110,530
\$ 690	\$ 20,000	TOTAL	\$ 100,400	\$ 90,810	\$ 101,224	\$ 100,000	\$ 62,082	\$ 122,530
		<b>B. PROJECT FINANCING</b>						
\$ 690	\$ 20,000	Stormwater Construction Fund	\$ 100,400	\$ 90,810	\$ 101,224	\$ 100,000	\$ 62,082	\$ 122,530
\$ 690	\$ 20,000	TOTAL	\$ 100,400	\$ 90,810	\$ 101,224	\$ 100,000	\$ 62,082	\$ 122,530

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides for the installation of drain tile to collect sump pump discharge and direct it to a storm sewer where a storm sewer is not available. A significant number of homes in Dubuque utilize sump pumps to prevent groundwater from damaging basements. In many instances, sump pump discharge is directed through the curb into the street which serves as part of the public stormwater drainage system. The relatively constant flow of water into streets can damage streets and, in some instances, result in hazardous, slick street surfaces. This funding provides for addressing trouble spots where icing or algae impact intersections or where icing becomes extreme and its removal is beyond the capability of the average homeowner. When possible, the work is done in conjunction with street resurfacing projects and other Public Works efforts. Since 2007, over twenty of the more severe problem areas have been addressed. The cost per site has varied from \$3,500 to \$35,000. Some sites are more costly because they require the installation of additional storm sewer and catch basins; these are usually funded through unique CIP projects. The cost to address a typical site is roughly \$10,000. With approximately \$100,000 budgeted per year, the remaining identified and verified problem areas will be addressed within a 5-year period. The City continually receives calls about ice buildup and/or algae along the curb; However, not all warrant drain tile improvements.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Livable Neighborhoods and Housing: Have safe, healthy, inclusive neighborhoods citywide.

#### FUNDING RESTRICTIONS

This project is restricted to the Stormwater Construction Fund.



DEPARTMENT: 55 - Engineering / Stormwater		STATE PROGRAM: 8C - Business Type	PROJECT TITLE: Bee Branch Creek Railroad Culverts (Phase 7 of Bee Branch Watershed Flood Mitigation Project)			YEAR FIRST SUBMITTED: FY 2013	TOTAL PROJECT COST	
						ACTIVITY NO: 264-2769	\$ 48,234,260	
						340-2769	720-2769	
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
		<b>A. EXPENDITURE ITEMS</b>						
\$ 1,851,801	\$ 2,710,756	Design & Engineering	\$ 1,810,000	\$ —	\$ —	\$ —	\$ —	\$ —
	\$ 150,000	Engineering Services	\$ 150,000	\$ —	\$ —	\$ —	\$ —	\$ —
\$ 503,783	\$ 140,000	Property Acquisition	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —
\$ 6,982,334	\$ 18,550,237	Construction	\$ 15,385,349	\$ —	\$ —	\$ —	\$ —	\$ —
\$ 9,337,918	\$ 21,550,993	TOTAL	\$ 17,345,349	\$ —	\$ —	\$ —	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
\$ 5,650,607	\$ 8,128,055	Federal Grant	\$ 8,194,419	\$ —	\$ —	\$ —	\$ —	\$ —
\$ 613,700	\$ 9,000,000	State Revolving Fund Loan	\$ 7,300,090	\$ —	\$ —	\$ —	\$ —	\$ —
\$ 3,073,611	\$ 3,523,143	Sales Tax Increment	\$ 1,311,008	\$ —	\$ —	\$ —	\$ —	\$ —
		Land & Water Conservation Grant	\$ 175,000	\$ —	\$ —	\$ —	\$ —	\$ —
	\$ 899,795	Stormwater Construction Fund	\$ 364,832	\$ —	\$ —	\$ —	\$ —	\$ —
\$ 9,337,918	\$ 21,550,993	TOTAL	\$ 17,345,349	\$ —	\$ —	\$ —	\$ —	\$ —
		<b>C. IMPACT - OPERATIONS</b>						
		Operating Cost (Savings)	\$ 315,729	\$ 1,053,060	\$ 1,053,560	\$ 1,052,780	\$ 1,053,060	\$ —
		Operating Revenue	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides for the installation of culverts under the railroad tracks at the Canadian Pacific railroad yard at 506 Garfield Avenue. Improvements include six 8-foot diameter culverts to be tunneled under the railroad tracks. It also involves the construction of 3 12-foot wide by 10-foot high box culverts from Garfield Avenue to the south to a proposed transition structure where stormwater from the box culverts will join flow from the existing Bee Branch sewer and be directed into the proposed tunneled culverts and the existing box culverts under the railroad tracks. The project also includes construction of an outfall structure on the downstream end of the tunneled culverts where the culverts will discharge into the Bee Branch Creek south of the railroad tracks. Finally, it includes the retrofitting of the existing box culverts such that they provide dual functions: a hike/bike trail below the railroad tracks and stormwater management during extreme rain events. Installation of the new culverts is critical to mitigating the damage caused by repeated flash flooding in the Bee Branch Watershed. The Drainage Basin Master Plan predicted that there are over 1,155 homes and businesses in the Bee Branch Watershed at risk of flood damage during heavy rains, flooding and witnessed firsthand in Dubuque six times since 1999. A subsequent study in 2009 by the Federal Emergency Management Agency (FEMA) identified a flood prone area in the Bee Branch Watershed impacting 1,373 properties. Of the seven (7) Presidential Disaster Declarations issued between 1999 and 2011 due to the damage sustained as a result of intense rainfall and flash flooding, six (6) have hit the Bee Branch Watershed particularly hard with estimated damages totaling \$69.8 million, or about \$5.8 million annually. Once the improvements are implemented, flash flooding experienced within the Bee Branch Watershed will be mitigated and the annual cost of flood damage will be negligible.

<b>DEPARTMENT:</b> 55 - Engineering / Stormwater	<b>STATE PROGRAM:</b> 8C - Business Type	<b>PROJECT TITLE:</b> Bee Branch Creek Railroad Culverts (Phase 7 of Bee Branch Watershed Flood Mitigation Project)	<b>YEAR FIRST SUBMITTED:</b> FY 2013 <b>ACTIVITY NO:</b> 264-2769 340-2769 720-2769	<b>TOTAL PROJECT COST</b> \$ 48,234,260
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#### **PROJECT DESCRIPTION/JUSTIFICATION (Cont)**

The Bee Branch Creek Restoration is the key component of the Watershed Flood Mitigation Project that will prevent an estimated \$582 million in damages over the 100 year design life of the project, protect lives, and stop private disinvestment in the watershed. The use of the State Revolving Fund (SRF) loan will allow for spreading the cost of the improvements over several years with a known, low interest rate (1.75 to 2.75% depending on the repayment term). Through the SRF Sponsored Projects program, the interest rate can be lowered further when offset by increasing the loan principal to pay for additional water quality improvements within the watershed; The City would not pay any more than it would have for just the Bee Branch improvements. Instead, two water quality projects can be completed for the cost of one.

#### **RELATIONSHIP TO OTHER PROJECTS**

This project is not related to other capital projects.

#### **OUTCOME**

Sustainable Environment: Reduce the potential flooding through flood plain management, mitigation and protection.

#### **FUNDING RESTRICTIONS**

This project is restricted to the Stormwater Construction Fund, HUD NDRC grant funds, SRF, and Sales Tax Increment funds.

DEPARTMENT: 55 - Engineering / Stormwater		STATE PROGRAM: 8C - Business Type	PROJECT TITLE: Bee Branch Gate & Pump Replacement Project (Phase 5 of Bee Branch Watershed Flood Mitigation Project)			YEAR FIRST SUBMITTED: ACTIVITY NO: 3402608 7202608		TOTAL PROJECT COST \$ 9,959,249
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
\$ 46,335		<b>A. EXPENDITURE ITEMS</b>						
\$ 2,750	\$ 6,154	Design & Engineering	\$ 305,445	\$ 344,592	\$ —	\$ —	\$ —	\$ —
		Engineering Services	\$ 78,973	\$ 40,000	\$ —	\$ —	\$ —	\$ —
		Construction	\$ 4,750,000	\$ 4,385,000	\$ —	\$ —	\$ —	\$ —
\$ 49,085	\$ 6,154	TOTAL	\$ 5,134,418	\$ 4,769,592	\$ —	\$ —	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
		Federal Grant	\$ 1,250,000	\$ 1,250,000	\$ —	\$ —	\$ —	\$ —
\$ 49,085	\$ 6,154	Sales Tax Increment	\$ 3,500,000	\$ 3,519,592	\$ —	\$ —	\$ —	\$ —
		Stormwater Construction Fund	\$ 384,418	\$ —	\$ —	\$ —	\$ —	\$ —
\$ 49,085	\$ 6,154	TOTAL	\$ 5,134,418	\$ 4,769,592	\$ —	\$ —	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides for the replacement of the Bee Branch ponding area flood gates and the pumping station that help prevent the Mississippi from flooding in the Bee Branch Watershed. Improvements include replacement of the existing flood gates and the installation of an additional gate, replacement of the existing flood pumps and installation of additional pumps, replacement of the electrical service to the pump station, and the installation of an additional back-up generator. The improvements will provide a system that can accommodate the flooding that has been occurring since 1999, flooding that has resulted in six presidential disaster declarations. It also provides for additional resiliency options as rainstorms increase in both depth and intensity. This project is Phase 5 of the Bee Branch Watershed Flood Mitigation Project. The Bee Branch Watershed Flood Mitigation Project phases are as follows: Phase 1 - Carter Road Detention Basin; Phase 2 - W.32nd Street Detention Basin; Phase 3 - Historic Millwork District; Phase 4 - Lower Bee Branch Creek Restoration; Phase 5 - Bee Branch Flood Mitigation Gate Replacement Project; Phase 6 - Impervious Surface Reduction (Pervious Pavement Systems); Phase 7 - Upper Bee Branch Creek Restoration; Phase 8 - 22nd St/Kaufmann Ave Storm Sewer Improvements; Phase 9 - Flood Maintenance Facility; Phase 10 - North End Storm Sewer Improvements; Phase 11 - Water Plant Flood Protection System; Phase 12 - 17th St/W. Locust Street Storm Sewer Improvements.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Sustainable Environment: Reduce the potential flooding through flood plain management, mitigation and protection.

#### FUNDING RESTRICTIONS

This project is restricted to the Stormwater Construction Fund, EDA grant funds, SRF, and Sales Tax Increment funds.

DEPARTMENT: 55 - Engineering / Stormwater		STATE PROGRAM: 8C - Business Type	PROJECT TITLE: Flood Control Maintenance Facility (Phase 9 of Bee Branch Watershed Flood Mitigation Project)			YEAR FIRST SUBMITTED: FY 2017 ACTIVITY NO: 720-2609 340-2609	TOTAL PROJECT COST \$ 529,284	
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
		<b>A. EXPENDITURE ITEMS</b>						
	\$ 125,365	Design & Engineering	\$ —	\$ —	\$ —	\$ 210,000	\$ —	\$ —
\$ 138,700	\$ 34,730	Engineering Services	\$ —	\$ —	\$ —	\$ 10,000	\$ —	\$ —
	\$ 10,489	Construction	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —
\$ 138,700	\$ 170,584	TOTAL	\$ —	\$ —	\$ —	\$ 220,000	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
		Federal Grant	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —
\$ 138,700	\$ 143,684	Sales Tax Increment	\$ —	\$ —	\$ —	\$ 220,000	\$ —	\$ —
\$ 138,700	\$ 170,584	TOTAL	\$ —	\$ —	\$ —	\$ 220,000	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project involves the construction of a maintenance facility near 16th and Elm Streets near the Bee Branch Creek on the former Blum Metal Recycling facility. In addition to providing work space for City employees assigned to maintaining the Bee Branch Creek Greenway, the facility will provide storage of a boat that will allow access to every foot of the newly created creek shoreline. It will also provide public restrooms which will double as a storm shelter for people within the greenway in the event that severe weather approaches while they are in the mile long corridor. Parking will also be provided as part of the project. The Flood Mitigation Maintenance Facility will provide the work space and equipment storage areas necessary to provide adequate maintenance of the Bee Branch Creek and the 16th Street Detention Basin to ensure that the facilities are able to function at an optimum level when a flash flood occurs. While the buildings on the east property will be removed, the possible use of the existing Elm Street building on the west property is still under consideration. If it is saved, there will be a decision about the use of the upper floors possibly for City offices. Environmental cleanup activities are expected to conclude in FY21. Design of the facility will begin in FY24 with construction anticipated in FY28 based on available State Flood Mitigation Program funding. This project is Phase 9 of the Bee Branch Watershed Flood Mitigation Project. The Bee Branch Watershed Flood Mitigation Project phases are as follows: Phase 1 - Carter Road Detention Basin; Phase 2 - W.32nd Street Detention Basin; Phase 3 - Historic Millwork District; Phase 4 - Lower Bee Branch Creek Restoration; Phase 5 - Bee Branch Flood Mitigation Gate Replacement Project; Phase 6 - Impervious Surface Reduction (Pervious Pavement Systems); Phase 7 - Upper Bee Branch Creek Restoration; Phase 8 - 22nd St/Kaufmann Ave Storm Sewer Improvements; Phase 9 - Flood Maintenance Facility; Phase 10 - North End Storm Sewer Improvements; Phase 11 - Water Plant Flood Protection System; Phase 12 - 17th St/W. Locust Street Storm Sewer Improvements.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Sustainable Environment: Reduce the potential flooding through flood plain management, mitigation and protection.

#### FUNDING RESTRICTIONS

This project is restricted to the Stormwater Construction Fund and the State Flood Mitigation Funds.

DEPARTMENT: 55 - Engineering / Stormwater		STATE PROGRAM: 8C - Business Type	PROJECT TITLE: University Avenue Storm Sewer Reconstruction (Street Project)			YEAR FIRST SUBMITTED: FY 2018 ACTIVITY NO: 720-1811		TOTAL PROJECT COST \$ 175,000
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
	\$ 25,000	<b>A. EXPENDITURE ITEMS</b>						
		Design & Engineering	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —
		Construction	\$ —	\$ —	\$ 150,000	\$ —	\$ —	\$ —
\$ —	\$ 25,000	TOTAL	\$ —	\$ —	\$ 150,000	\$ —	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
	\$ 25,000	Stormwater Construction Fund	\$ —	\$ —	\$ 150,000	\$ —	\$ —	\$ —
\$ —	\$ 25,000	TOTAL	\$ —	\$ —	\$ 150,000	\$ —	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides for the relocation, reconstruction, and extension of storm sewer as necessary due to the construction of the three roundabouts on University Avenue outlined in the East/West Corridor Study. The construction of roundabouts requires the relocation and possible improvements to the existing storm sewer system along University Avenue between Loras Boulevard and Pennsylvania Avenue.

#### RELATIONSHIP TO OTHER PROJECTS

This project is related to the University Avenue Roundabout Project and must be scheduled in the same fiscal year as that project.

#### OUTCOME

Sustainable Environment: Reduce the potential flooding through flood plain management, mitigation and protection.

#### FUNDING RESTRICTIONS

This project is can be funded by the Stormwater Construction Fund or the funds utilized to reconstruct the street.

<b>DEPARTMENT:</b> 55 - Engineering / Stormwater		<b>STATE PROGRAM:</b> 8C - Business Type	<b>PROJECT TITLE:</b> Heeb Street Storm Sewer (Street Program)			<b>YEAR FIRST SUBMITTED:</b> FY 2019 <b>ACTIVITY NO:</b> 720-2612		<b>TOTAL PROJECT COST</b> \$ 30,000
<b>2019 EXPENSE</b>	<b>2020 BUDGET</b>	<b>PROJECT BUDGET</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
	\$ 5,000	<b>A. EXPENDITURE ITEMS</b>						
		Design & Engineering	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —
		Construction	\$ 25,000	\$ —	\$ —	\$ —	\$ —	\$ —
\$ —	\$ 5,000	<b>TOTAL</b>	\$ 25,000	\$ —	\$ —	\$ —	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
	\$ 5,000	Stormwater Construction Fund	\$ 25,000	\$ —	\$ —	\$ —	\$ —	\$ —
\$ —	\$ 5,000	<b>TOTAL</b>	\$ 25,000	\$ —	\$ —	\$ —	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides for the extension of storm sewer from Kaufmann Ave to the south on Heeb Street in conjunction with the reconstruction of Heeb Street. Reconstruction of Heeb Street with a standard curb and gutter will require catch basins and storm sewer to drain the pavement.

#### RELATIONSHIP TO OTHER PROJECTS

This project is related to the Heeb Street Reconstruction Project and needs to be scheduled in the same fiscal year as that project.

#### OUTCOME

Sustainable Environment: Reduce the potential flooding through flood plain management, mitigation and protection.

#### FUNDING RESTRICTIONS

This project is restricted to the Stormwater Construction Fund.

<b>DEPARTMENT:</b> 55 - Engineering / Stormwater		<b>STATE PROGRAM:</b> 8C - Business Type	<b>PROJECT TITLE:</b> Keokuk Storm Sewer Extension			<b>YEAR FIRST SUBMITTED:</b> FY 2017 <b>ACTIVITY NO:</b> 720-		<b>TOTAL PROJECT COST</b> \$ 44,600
<b>2019 EXPENSE</b>	<b>2020 BUDGET</b>	<b>PROJECT BUDGET</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
		<b>A. EXPENDITURE ITEMS</b>						
		Design & Engineering	\$ —	\$ 8,600	\$ —	\$ —	\$ —	\$ —
		Construction	\$ —	\$ 36,000	\$ —	\$ —	\$ —	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ —	\$ 44,600	\$ —	\$ —	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
		Stormwater Construction Fund	\$ —	\$ 44,600	\$ —	\$ —	\$ —	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ —	\$ 44,600	\$ —	\$ —	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project involves the construction of 15-inch diameter storm sewer from Keokuk Street to the north along the unimproved but platted National Street. The existing sewer from Keokuk discharges onto National Street and flows over ground for a few hundred feet before it enters into another section of the City's storm sewer system network. The current system is susceptible to erosion and maintenance issues and costs.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Sustainable Environment: Reduce the potential flooding through flood plain management, mitigation and protection.

#### FUNDING RESTRICTIONS

This project is restricted to the Stormwater Construction Fund.

<b>DEPARTMENT:</b> 55 - Engineering / Stormwater		<b>STATE PROGRAM:</b> 8C - Business Type	<b>PROJECT TITLE:</b> Copper Field Storm Sewer Extension			<b>YEAR FIRST SUBMITTED:</b> FY 2018 <b>ACTIVITY NO:</b> 720-		<b>TOTAL PROJECT COST</b> \$ 34,700
<b>2019 EXPENSE</b>	<b>2020 BUDGET</b>	<b>PROJECT BUDGET</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
		<b>A. EXPENDITURE ITEMS</b>						
		Design & Engineering	\$ —	\$ 6,000	\$ —	\$ —	\$ —	\$ —
		Construction	\$ —	\$ 28,700	\$ —	\$ —	\$ —	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ —	\$ 34,700	\$ —	\$ —	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
		Stormwater Construction Fund	\$ —	\$ 34,700	\$ —	\$ —	\$ —	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ —	\$ 34,700	\$ —	\$ —	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project involves the extension of approximately 150 feet of storm sewer along Copper Field to Mill Run. Several homes on Mill Run utilize sump pumps and drain tile to prevent groundwater damage to their homes. The sump pump discharge is directed through the curb into the street. While curb and gutter is designed to convey storm water, the relatively constant flow of drain tile and sump pump discharge has resulted in hazardous, slick street surfaces. Extension of the storm sewer will facilitate the extension of drain tile and the interception of the sometimes hazardous discharge.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Sustainable Environment: Reduce the potential flooding through flood plain management, mitigation and protection.

#### FUNDING RESTRICTIONS

This project is restricted to the Stormwater Construction Fund.



<b>DEPARTMENT:</b> 55 - Engineering / Stormwater		<b>STATE PROGRAM:</b> 8C - Business Type	<b>PROJECT TITLE:</b> Key Way Drive Outfall and Storm Sewer Replacement Project			<b>YEAR FIRST SUBMITTED:</b> FY 2018 <b>ACTIVITY NO:</b> 720-		<b>TOTAL PROJECT COST</b> \$ 30,100
<b>2019 EXPENSE</b>	<b>2020 BUDGET</b>	<b>PROJECT BUDGET</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
		<b>A. EXPENDITURE ITEMS</b>						
		Design & Engineering	\$ —	\$ 5,000	\$ —	\$ —	\$ —	\$ —
		Construction	\$ —	\$ 25,100	\$ —	\$ —	\$ —	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ —	\$ 30,100	\$ —	\$ —	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
		Stormwater Construction Fund	\$ —	\$ 30,100	\$ —	\$ —	\$ —	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ —	\$ 30,100	\$ —	\$ —	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides funds for the repair of approximately 64 linear feet of 48-inch diameter storm sewer located at the outfall adjacent to Key Way Drive. The project is subject to access issues, so costs include site access and site restoration as necessary. The area is residential. In response to a Public Works request and site investigation, the storm sewer sections scheduled for replacement were seen to be significantly eroded and beyond repair.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Sustainable Environment: Reduce the potential flooding through flood plain management, mitigation and protection.

#### FUNDING RESTRICTIONS

This project is restricted to the Stormwater Construction Fund.

<b>DEPARTMENT:</b> 55 - Engineering / Stormwater		<b>STATE PROGRAM:</b> 8C - Business Type	<b>PROJECT TITLE:</b> Pennsylvania Culvert Replacement			<b>YEAR FIRST SUBMITTED:</b> FY 2018 <b>ACTIVITY NO:</b> 720-	<b>TOTAL PROJECT COST</b> \$ 25,000	
<b>2019 EXPENSE</b>	<b>2020 BUDGET</b>	<b>PROJECT BUDGET</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
		<b>A. EXPENDITURE ITEMS</b>						
		Design & Engineering	\$ —	\$ —	\$ —	\$ —	\$ 25,000	\$ —
		Construction	\$ —	\$ —	\$ —	\$ —	\$ —	\$ 100,000
\$ —	\$ —	<b>TOTAL</b>	\$ —	\$ —	\$ —	\$ —	\$ 25,000	\$ 100,000
		<b>B. PROJECT FINANCING</b>						
		Stormwater Construction Fund	\$ —	\$ —	\$ —	\$ —	\$ 25,000	\$ 100,000
\$ —	\$ —	<b>TOTAL</b>	\$ —	\$ —	\$ —	\$ —	\$ 25,000	\$ 100,000

#### PROJECT DESCRIPTION/JUSTIFICATION

The project provides for the replacement/rehab of a large diameter corrugated metal culvert under Pennsylvania west of Radford Road near 6505 Pennsylvania Avenue. The culvert is in poor condition requiring repeated maintenance.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Sustainable Environment: Reduce the potential flooding through flood plain management, mitigation and protection.

#### FUNDING RESTRICTIONS

This project is restricted to the Stormwater Construction Fund.

<b>DEPARTMENT:</b> 55 - Engineering / Stormwater		<b>STATE PROGRAM:</b> 8C - Business Type	<b>PROJECT TITLE:</b> Windsor Storm Extension (Buena Vista to Strauss)			<b>YEAR FIRST SUBMITTED:</b> FY 2017 <b>ACTIVITY NO:</b> 720-2414	<b>TOTAL PROJECT COST</b> \$ 80,500	
<b>2019 EXPENSE</b>	<b>2020 BUDGET</b>	<b>PROJECT BUDGET</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
		<b>A. EXPENDITURE ITEMS</b>						
		Design & Engineering	\$ —	\$ —	\$ —	\$ 8,500	\$ —	\$ —
		Construction	\$ —	\$ —	\$ —	\$ 72,000	\$ —	\$ —
\$ —	\$ —	TOTAL	\$ —	\$ —	\$ —	\$ 80,500	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
		Stormwater Construction Fund	\$ —	\$ —	\$ —	\$ 80,500	\$ —	\$ —
\$ —	\$ —	TOTAL	\$ —	\$ —	\$ —	\$ 80,500	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

The project provides for the construction of 265 feet of 15-inch diameter storm sewer on Windsor Avenue from Buena Vista to Strauss. This project was budgeted previously but was delayed as a result of prioritizing other pressing stormwater management needs. The additional storm sewer will reduce the threat of stormwater entering onto private property and causing property damage just south of Buena Vista.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Sustainable Environment: Reduce the potential flooding through flood plain management, mitigation and protection.

#### FUNDING RESTRICTIONS

This project is restricted to the Stormwater Construction Fund.

<b>DEPARTMENT:</b> 55 - Engineering / Stormwater		<b>STATE PROGRAM:</b> 8C - Business Type	<b>PROJECT TITLE:</b> Seippel Road Culvert Replacement (Street Project)			<b>YEAR FIRST SUBMITTED:</b> FY 2018 <b>ACTIVITY NO:</b> 720		<b>TOTAL PROJECT COST</b> \$ 56,000
<b>2019 EXPENSE</b>	<b>2020 BUDGET</b>	<b>PROJECT BUDGET</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
		<b>A. EXPENDITURE ITEMS</b>						
		Engineering Services	\$ —	\$ 8,000	\$ —	\$ —	\$ —	\$ —
		Construction	\$ —	\$ —	\$ 48,000	\$ —	\$ —	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ —	\$ 8,000	\$ 48,000	\$ —	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
		Stormwater Construction Fund	\$ —	\$ 8,000	\$ 48,000	\$ —	\$ —	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ —	\$ 8,000	\$ 48,000	\$ —	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

The project involves the replacement of the existing large diameter culvert that passes stormwater under Seippel Road just south of Commerce Park. The existing corrugated metal culvert is starting to deteriorate and nearing the end of its life-cycle. This work would be most cost effective if done in conjunction with the Seippel Road Street Reconstruction Project. However, due to the deteriorated nature of the culvert, it may need to be replaced as a stand alone project if the street reconstruction does not proceed within the next few years.

#### RELATIONSHIP TO OTHER PROJECTS

This project is related to the Century Drive Street Reconstruction Project and should be scheduled in the same fiscal year as that project.

#### OUTCOME

Sustainable Environment: Reduce the potential flooding through flood plain management, mitigation and protection.

#### FUNDING RESTRICTIONS

This project is can be funded by the Stormwater Construction Fund or the funds utilized to reconstruct the street.

<b>DEPARTMENT:</b> 55 - Engineering / Stormwater		<b>STATE PROGRAM:</b> 8C - Business Type	<b>PROJECT TITLE:</b> Catherine Street Storm Sewer Improvements			<b>YEAR FIRST SUBMITTED:</b> 2021 <b>ACTIVITY NO:</b> 720-2847		<b>TOTAL PROJECT COST</b> \$ 53,000
<b>2019 EXPENSE</b>	<b>2020 BUDGET</b>	<b>PROJECT BUDGET</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
		<b>A. EXPENDITURE ITEMS</b>						
		Engineering Services	\$ 5,000	\$ —	\$ —	\$ —	\$ —	\$ —
		Construction	\$ 48,000	\$ —	\$ —	\$ —	\$ —	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ 53,000	\$ —	\$ —	\$ —	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
		Stormwater Construction Fund	\$ 53,000	\$ —	\$ —	\$ —	\$ —	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ 53,000	\$ —	\$ —	\$ —	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

Project involves storm sewer improvements to better manage stormwater on Catherine Street. Currently, the street lacks the capacity to pass runoff down Catherine Street from W. 16th Street to W. 17th Street. As a result, runoff will flow from the street onto private property resulting in property damage.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Sustainable Environment: Reduce the potential flooding through flood plain management, mitigation and protection.

#### FUNDING RESTRICTIONS

This project is restricted to the Stormwater Construction Fund.

DEPARTMENT: 55 - Engineering / Stormwater		STATE PROGRAM: 8C - Business Type	PROJECT TITLE: Villa Street Storm Sewer Replacement			YEAR FIRST SUBMITTED: FY2021	TOTAL PROJECT COST	
						ACTIVITY NO: 720-1809	\$ 33,330	
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
	\$ 330	<b>A. EXPENDITURE ITEMS</b>						
		Engineering Services	\$ 5,000	\$ —	\$ —	\$ —	\$ —	\$ —
		Construction	\$ 28,000	\$ —	\$ —	\$ —	\$ —	\$ —
\$ —	\$ 330	TOTAL	\$ 33,000	\$ —	\$ —	\$ —	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
	\$ 330	Stormwater Construction Fund	\$ 33,000	\$ —	\$ —	\$ —	\$ —	\$ —
\$ —	\$ 330	TOTAL	\$ 33,000	\$ —	\$ —	\$ —	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project involves the replacement of the storm sewer that serves Villa Street at the intersection with Rush Street. Reconstruction of the storm sewer is anticipated due to the impending reconstruction of the Villa Street retaining wall.

#### RELATIONSHIP TO OTHER PROJECTS

This project is related to the Villa Street Retaining Wall Reconstruction project and should be done in conjunction with that project.

#### OUTCOME

Sustainable Environment: Reduce the potential flooding through flood plain management, mitigation and protection.

#### FUNDING RESTRICTIONS

This project is can be funded by the Stormwater Construction Fund or the Sales Tax Fund (30%) utilized to reconstruct the street and retaining wall.

<b>DEPARTMENT:</b> 55 - Engineering / Stormwater		<b>STATE PROGRAM:</b> 8C - Business Type	<b>PROJECT TITLE:</b> Northridge Dr. Ct. Storm Sewer Extension			<b>YEAR FIRST SUBMITTED:</b> <b>ACTIVITY NO:</b>	FY 2010 720-2668	<b>TOTAL PROJECT COST</b> \$ 133,200
<b>2019 EXPENSE</b>	<b>2020 BUDGET</b>	<b>PROJECT BUDGET</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
		<b>A. EXPENDITURE ITEMS</b>						
		Design & Engineering	\$ —	\$ —	\$ —	\$ —	\$ 15,000	\$ —
		Construction	\$ —	\$ —	\$ —	\$ —	\$ 118,200	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ —	\$ —	\$ —	\$ —	\$ 133,200	\$ —
		<b>B. PROJECT FINANCING</b>						
		Stormwater Construction Fund	\$ —	\$ —	\$ —	\$ —	\$ 133,200	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ —	\$ —	\$ —	\$ —	\$ 133,200	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

The project provides for the extension of 820 feet of 15-inch to 27-inch reinforced concrete pipe from the Wildwood and Meadow Wood Drive intersection to the Northridge Drive Court area. This project was previously budgeted in FY 2010 but has been delayed due to the prioritization of stormwater projects. This project is not related to any other project. However, Public Works has identified the street as needing to be resurfaced which would best be done following installation of the storm sewer system.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Sustainable Environment: Reduce the potential flooding through flood plain management, mitigation and protection.

#### FUNDING RESTRICTIONS

This project is restricted to the Stormwater Construction Fund.

DEPARTMENT: 55 - Engineering / Street		STATE PROGRAM: 2C - Public Works	PROJECT TITLE: Pavement Marking Project			YEAR FIRST SUBMITTED: FY 1980	ACTIVITY NO: 300-2245	TOTAL PROJECT COST \$ 926,417
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
		<b>A. EXPENDITURE ITEMS</b>						
\$ 116,417	\$ 115,000	Construction	\$ 115,000	\$ 115,000	\$ 115,000	\$ 115,000	\$ 115,000	\$ 120,000
	\$ 20,000	Engineering Services	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
\$ 116,417	\$ 135,000	TOTAL	\$ 135,000	\$ 135,000	\$ 135,000	\$ 135,000	\$ 135,000	\$ 140,000
		<b>B. PROJECT FINANCING</b>						
\$ 116,417	\$ 135,000	Sales Tax Fund (30%)	\$ 120,000	\$ —	\$ 120,000	\$ 120,000	\$ 120,000	\$ 125,000
		IDOT Funding	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
		Road Use Tax	\$ —	\$ 120,000	\$ —	\$ —	\$ —	\$ —
\$ 116,417	\$ 135,000	TOTAL	\$ 135,000	\$ 135,000	\$ 135,000	\$ 135,000	\$ 135,000	\$ 140,000

#### PROJECT DESCRIPTION/JUSTIFICATION

This annual recurring budget provides for pavement markings on City streets. Markings typically include: centerlines, lane lines, edge lines, curb medians, diagonal gore markings, crosswalks, stop bars, arrows, word messages, railroad crossings, and disability symbols. In 2016 the City entered into an agreement with the Iowa DOT to include pavement markings on DOT designated roadway segments within the City and the Iowa DOT would reimburse the City for actual costs incurred. At one time the Public Works owned equipment that allowed City personnel to apply all pavement markings. In the early 1980's the City decided to outsource this activity because of the high cost of new painting equipment. The Engineering Department took over the responsibility of developing plans and specifications for this activity along with administering the pavement marking contract.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Connected Community: Improve traffic flow throughout the city (East-West corridor, roundabouts, light synchronization).

#### FUNDING RESTRICTIONS

This project is restricted to Sales Tax Fund (30%) and Road Use Tax.



<b>DEPARTMENT:</b> 55 - Engineering / Street		<b>STATE PROGRAM:</b> 2C - Public Works	<b>PROJECT TITLE:</b> Street Construction General Repairs			<b>YEAR FIRST SUBMITTED:</b> FY 2012 <b>ACTIVITY NO:</b> 300-2142		<b>TOTAL PROJECT COST</b> \$ 687,484
<b>2019 EXPENSE</b>	<b>2020 BUDGET</b>	<b>PROJECT BUDGET</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
		<b>A. EXPENDITURE ITEMS</b>						
\$ 10,461	\$ 53,000	Construction	\$ 70,000	\$ 70,000	\$ 80,000	\$ 80,000	\$ 70,000	\$ 90,000
\$ 74,023	\$ 30,000	Engineering Services	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
\$ 84,484	\$ 83,000	TOTAL	\$ 100,000	\$ 100,000	\$ 110,000	\$ 110,000	\$ 100,000	\$ 120,000
		<b>B. PROJECT FINANCING</b>						
\$ 84,484	\$ 83,000	Sales Tax Fund (30%)	\$ 100,000	\$ 100,000	\$ 110,000	\$ 110,000	\$ 100,000	\$ 120,000
\$ 84,484	\$ 83,000	TOTAL	\$ 100,000	\$ 100,000	\$ 110,000	\$ 110,000	\$ 100,000	\$ 120,000

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides funding for an annual program to perform design and construction for general street construction related improvements. In prior years, the City had an annual capital improvement budget that would collectively fund all construction related improvements and the 5-Year Annual Street Construction Program. This policy has been changed and now the Annual Street Construction Program is budgeted as individual CIP's. As a result, an annual program is needed to provide a funding mechanism to allow for the construction for general street construction repairs and related improvements as miscellaneous projects develop. The Engineering Department routinely work on miscellaneous repair projects that occur, require a quick response and that are both unexpected and not budgeted. This annual program will provide a funding source to cover the construction costs for those unanticipated small repair projects.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Connected Community: Better conditions of streets and sidewalk with eliminated obstructions and improved visibility.

#### FUNDING RESTRICTIONS

This project is restricted to Sales Tax Fund (30%) and Road Use Tax.

DEPARTMENT: 55 - Engineering / Street		STATE PROGRAM: 2C - Public Works	PROJECT TITLE: Pavement Preservation Program			YEAR FIRST SUBMITTED: FY 2020	TOTAL PROJECT COST	
						ACTIVITY NO: 300-2798	102-2798	
							\$ 48,000	
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
		<b>A. EXPENDITURE ITEMS</b>						
		Consultant Services	\$ 43,000	\$ —	\$ —	\$ —	\$ —	\$ —
		Engineering Services	\$ 5,000	\$ —	\$ —	\$ —	\$ —	\$ —
\$ —	\$ —	TOTAL	\$ 48,000	\$ —	\$ —	\$ —	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
		DRA Distribution	\$ 48,000	\$ —	\$ —	\$ —	\$ —	\$ —
\$ —	\$ —	TOTAL	\$ 48,000	\$ —	\$ —	\$ —	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

Pavement management is the practice of planning for pavement repairs and maintenance with the goal of maximizing the value and life of a street network or parking lot network. To accomplish this, a community needs to have several repair techniques in its arsenal and the knowledge of when to apply them. This is where pavement management comes into play. Pavement management puts a focus on pavement preservation. Maintaining roadways and parking lots in fair condition has been proven to be the most cost effective approach to sustaining a pavement network. A street or parking lot starts out in excellent condition when it is newly constructed. Midway through its life, a low-cost repairs such as crack sealing and full depth patching will cost approximately a dollar a square yard. It takes only a few years for the window of opportunity to perform this low-cost maintenance to pass after which the road or lot would need an overlay costing \$15-\$18 per square yard. With a comprehensive database of existing pavement conditions, pavement management software can model when to perform specific types of repairs on a road or parking lot network. Engineering judgment is utilized to finalize any list of pavement repairs, as no computer can take into account every variable analyzed in making a repair decision. By performing timely maintenance, road and parking lot conditions can be improved today thereby extending the service life of the pavement. This project will leverage the City's existing pavement management database to allow for a study to be undertaken to evaluate the pavement condition of Dubuque's 280 miles of public streets and public parking lots. The study will result in a comprehensive report that city staff can use to prioritize maintenance and rehabilitation activities. The study will also analyze various return on investment scenarios for specific pavement repair methods and provide a simple how to guide which will show examples of deteriorated pavement conditions and the recommended corresponding pavement repair method. Additionally typical design details and installation/materials specifications showing how to properly execute the repair will be created. The City's pavement management computer system is a great springboard to help Dubuque plan its street and parking lot repair program for each year and is an excellent method of storing data records of completed repairs. This project is structured so that every two years the Pavement Preservation Program will be updated to include any new streets or parking lots, pavement management data, and pavement repair technology that becomes available and would be beneficial for the city to take advantage of.

<b>DEPARTMENT:</b> 55 - Engineering / Street	<b>STATE PROGRAM:</b> 2C - Public Works	<b>PROJECT TITLE:</b> Pavement Preservation Program	<b>YEAR FIRST SUBMITTED:</b> FY 2020 <b>ACTIVITY NO:</b> 300-2798	<b>TOTAL PROJECT COST</b> \$ 48,000
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#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Connected Community: Better conditions for streets and sidewalks with eliminated obstructions and improved visibility.

#### FUNDING RESTRICTIONS

This project is restricted to Road Use Tax Fund and Sales Tax Fund (30%).

DEPARTMENT: 55 - Engineering / Street		STATE PROGRAM: 2C - Public Works	PROJECT TITLE: East - West Corridor Capacity Improvements			YEAR FIRST SUBMITTED: FY 2010	TOTAL PROJECT COST	
						ACTIVITY NO: 360-1039	250-1039 300-1039	
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
\$ 230	\$ 50,000 \$ 400,000	<b>A. EXPENDITURE ITEMS</b>						
		Engineering Services	\$ —	\$ 50,000	\$ 50,000	\$ —	\$ —	\$ —
		Consultant Services	\$ —	\$ 100,000	\$ —	\$ —	\$ —	\$ —
		Construction	\$ —	\$ —	\$ 4,550,000	\$ —	\$ —	\$ —
\$ 230	\$ 450,000	TOTAL	\$ —	\$ 150,000	\$ 4,600,000	\$ —	\$ —	\$ —
\$ 230	\$ 4,000,000	<b>B. PROJECT FINANCING</b>						
		DMATS STBG Funds	\$ —	\$ —	\$ 2,600,000	\$ —	\$ —	\$ —
		State Grants (TSF, ICAAP)	\$ —	\$ —	\$ 1,500,000	\$ —	\$ —	\$ —
\$ 230	\$ 450,000	GDTIF Debt	\$ —	\$ 150,000	\$ 500,000	\$ —	\$ —	\$ —
\$ 230	\$ 4,450,000	TOTAL	\$ —	\$ 150,000	\$ 4,600,000	\$ —	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

The US Highway 20 corridor is the primary east-west route in the City of Dubuque and future traffic volume projections indicate US Highway 20 alone will not provide sufficient capacity for east-west travel in the city. Capacity along alternate east-west corridors will need to be improved to provide connectivity between the western growth areas and the downtown urban core.

In February 2012, the City Council formally adopted the East-West Corridor Connectivity Study Final Report and directed City staff to begin implementation plans for the recommendations contained in the East-West Corridor Connectivity Report. The adopted East-West Corridor Connectivity Study report acts as the City's Master Plan for both short-term and long-term capacity improvements or corridor modifications to support growing east-west traffic flow in the City. The study includes recommended improvements supporting complete streets concepts, multi-modal transportation, vehicle, pedestrian, bicycle, and recreational improvements.

In August 2017, the City Council listed the East - West Corridor Capacity Improvement Implementation as a "Top-Priority" in its 2017-2019 Goals and Priorities. In an effort to advance this top priority, the City has already completed the following improvements:

2016	Property Acquisition	\$ 853,000
2016	Grandview - Delhi Roundabout	\$ 827,000
2017	Loras – Grandview Traffic Signals	\$ 370,300
2018	University - Grandview Roundabout	\$1,200,000
Total Improvements To-Date		\$3,250,300

<b>DEPARTMENT:</b> 55 - Engineering / Street	<b>STATE PROGRAM:</b> 2C - Public Works	<b>PROJECT TITLE:</b> East - West Corridor Capacity Improvements	<b>YEAR FIRST SUBMITTED:</b> FY 2010 <b>ACTIVITY NO:</b> 360-1039 250-1039 300-1039	<b>TOTAL PROJECT COST</b> \$ 5,200,230
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#### **PROJECT DESCRIPTION/JUSTIFICATION (Continued)**

In July 2018, the City applied for an \$18.1 million U.S. Department of Transportation Better Utilizing Investments to Leverage Development (BUILD) grant request to assist in funding both multi-modal and capacity improvements within the identified East-West Corridors. Staff was notified in December 2018 that the City was not selected to receive a BUILD grant.

Following the BUILD grant announcement, the City has an opportunity to move forward and advance the development of East-West Corridor Capacity Improvements utilizing the new Iowa DOT Federal Aid SWAP Policy. In January 2019, the City began the process to de-federalize the East-West Corridor project by paying back the federal funds previously used for property acquisition. On August 19th, 2019 the City received the FHWA final closure acceptance for the defederalization of funds related to the East - West Corridor project.

The section of University Avenue, from Pennsylvania Avenue to Loras Boulevard, referred to as the "Overlap Section" was recommended for converting the three intersections along University Avenue to roundabouts. With current available funding (FY 2019 – 2020), the next steps in the design development process are to complete the preliminary engineering and environmental (NEPA) study phase for intersection capacity improvements along University Avenue at Loras Boulevard, Asbury Road, and at Pennsylvania Avenue.

Once the preliminary engineering and environmental (NEPA) study are completed, corridor impacts will be identified, and property acquisition could begin in approximately FY2021 / 2022 and would take approximately 2 years to complete. Once property acquisition is completed within the Overlap Section, construction to convert the three intersections along University Avenue to roundabouts could begin in FY2023 and would take approximately 2-3 years to complete.

#### **RELATIONSHIP TO OTHER PROJECTS**

This project is not related to other capital projects.

#### **OUTCOME**

Connected Community: Improve traffic flow throughout the city (East-West corridor, roundabouts, light synchronization).

#### **FUNDING RESTRICTIONS**

This project is restricted to Sales Tax Fund (30%), Road Use Tax, Greater Downtown TIF, DMATS STBG and other eligible State grant funding.

DEPARTMENT: 55 - Engineering / Street		STATE PROGRAM: 2C - Public Works	PROJECT TITLE: Chavenelle Road Reconstruction			YEAR FIRST SUBMITTED: FY 2014 ACTIVITY NO: 360-2551		TOTAL PROJECT COST \$ 3,739,788
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
\$ 39,788		<b>A. EXPENDITURE ITEMS</b>						
		Engineering Services	\$ 300,000	\$ —	\$ —	\$ —	\$ —	\$ —
		Construction	\$ 3,400,000	\$ —	\$ —	\$ —	\$ —	\$ —
\$ 39,788	\$ —	TOTAL	\$ 3,700,000	\$ —	\$ —	\$ —	\$ —	\$ —
\$ 39,788		<b>B. PROJECT FINANCING</b>						
		(DICW TIF) GO Debt	\$ 1,295,000	\$ —	\$ —	\$ —	\$ —	\$ —
		Special Assessments	\$ 300,000	\$ —	\$ —	\$ —	\$ —	\$ —
		DICW TIF	\$ 2,105,000	\$ —	\$ —	\$ —	\$ —	\$ —
\$ 39,788	\$ —	TOTAL	\$ 3,700,000	\$ —	\$ —	\$ —	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides for the reconstruction of Chavenelle Road between the Northwest Arterial and Radford Road. The section of Chavenelle Road between the Northwest Arterial to Radford Road was constructed in 1981 with the original development of the Industrial Center properties. The pavement condition on Chavenelle Road is deteriorating due to concrete panel displacement at a majority of the transverse joints causing a nonuniform pavement with a rough riding surface. This section of Chavenelle is an 8-inch concrete pavement with minimal reinforcing steel which was constructed over soils that were used from developing the Industrial Center building sites. This section of Chavenelle Road is subject to wet subsurface conditions which cause the pavement supporting base material to become saturated thus reducing the load transfer capability of the subgrade base material. The wet subsurface conditions have also made the pavement highly susceptible to freeze - thaw conditions during the winter seasons. As part of the FY18 adopted budget, \$1,500,000 was programmed to compete the pavement rehabilitation of Chavenelle Road between the Northwest Arterial and Radford Road. However, upon reviewing the increasingly deteriorated pavement condition, staff believes this section of Chavenelle Road has reached the end of service life and that pavement rehabilitation is no longer a cost-effective alternative. Staff is now recommending the complete reconstruction of Chavenelle Road which will include the installation of longitudinal subdrain along each side of the road; storm sewer reconstruction; adding a stabilized stone base under the new pavement with curb and gutter; sidewalk along the southside of the road; a hike/bike trail along the southside of the road; and new energy efficient LED roadway lighting. Staff is also recommending that Chavenelle Road be converted from the existing 4-lane street width to a complete street 3-lane roadway with a center turn lane. By shifting the road to the south, constructing a new 3-lane street width, this will reduce construction costs while also allowing the Chavenelle Hike/Bike Trail to be constructed within the existing right-of-way along the northerly side of the roadway.

The reconstruction of Chavenelle Road between the Northwest Arterial and Radford Road will need to be coordinated with both the Southwest Arterial project and the Chavenelle Hike/Bike Trail project. With the Southwest Arterial / US20 interchange under construction and the local Seippel Road access to US20 being closed, this is requiring traffic from the Dubuque Industrial Center West to rely heavily on the Chavenelle Road corridor. The completion of the Southwest Arterial / US20 interchange and re-opening the Seippel Road access to US20 will not be completed in time for the Chavenelle Road Reconstruction project to be done in 2019. In an effort to minimize impacts to the traveling public, staff is recommending that the reconstruction of Chavenelle Road to occur in the 2020 construction season (FY21).

<b>DEPARTMENT:</b> 55 - Engineering / Street	<b>STATE PROGRAM:</b> 2C - Public Works	<b>PROJECT TITLE:</b> Chavenelle Road Reconstruction	<b>YEAR FIRST SUBMITTED:</b> FY 2014 <b>ACTIVITY NO:</b> 360-2551 102-2430	<b>TOTAL PROJECT COST</b> \$ 3,739,788
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Additionally, to continue the coordinated progress for the completion of the Chavenelle Hike/Bike Trail project, CIP 3602273, staff is recommending the Hike/Bike Trail project be constructed in 2 phases. Phase 1 would occur in the 2019 construction season and would include the construction of the westerly half of the Hike/Bike Trail from Radford to Seippel road. Phase 2 would include the construction of the easterly half of the Hike/Bike Trail from the Northwest Arterial to Radford road and will be incorporated as part of the Chavenelle Road reconstruction project in the 2020 construction season (FY21).

#### **RELATIONSHIP TO OTHER PROJECTS**

This project is not related to other capital projects.

#### **OUTCOME**

Connected Community: Better conditions of streets and sidewalk with eliminated obstructions and improved visibility.

#### **FUNDING RESTRICTIONS**

This project is restricted to DICW TIF, Special Assessments, Sales Tax Fund (30%) and Road Use Tax.

<b>DEPARTMENT:</b> 55 - Engineering / Street		<b>STATE PROGRAM:</b> 2C - Public Works	<b>PROJECT TITLE:</b> Heeb Street Reconstruction			<b>YEAR FIRST SUBMITTED:</b> FY 2018 <b>ACTIVITY NO:</b> 300-2612 360-2612	<b>TOTAL PROJECT COST</b> \$ 350,000	
<b>2019 EXPENSE</b>	<b>2020 BUDGET</b>	<b>PROJECT BUDGET</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
	\$ 50,000	<b>A. EXPENDITURE ITEMS</b>						
		Engineering Services	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —
		Construction	\$ 300,000	\$ —	\$ —	\$ —	\$ —	\$ —
\$ —	\$ 50,000	<b>TOTAL</b>	\$ 300,000	\$ —	\$ —	\$ —	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
		GDTIF G.O. Debt	\$ 270,000	\$ —	\$ —	\$ —	\$ —	\$ —
		Special Assessments	\$ 30,000	\$ —	\$ —	\$ —	\$ —	\$ —
	\$ 50,000	Road Use Tax	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —
\$ —	\$ 50,000	<b>TOTAL</b>	\$ 300,000	\$ —	\$ —	\$ —	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides for the reconstruction of North Heeb Street just south of Kaufmann Avenue with new pavement, curb & gutter, and sidewalks. The existing asphalt street is degraded and needs to be replaced. A portion of the street does not have curb and gutter and this project will provide for installation of curb and gutter. The Heeb Street retaining wall was reconstructed a few years ago. The water main in this street is sub-standard with multiple lead services. The Water Department prefers this street get replaced in conjunction with the Kaufmann Avenue HUD Resiliency Project. This project will impact the Water Department's water main fund, the sanitary sewer fund and the storm sewer fund.

#### RELATIONSHIP TO OTHER PROJECTS

This project is related to the Street Program Related Sanitary Sewer CIP (#710-1638) to rebuild sanitary sewer water mains and lateral and the Water Main Replacements CIP (#740-2658) to replace the water main. This project must be funded in the same fiscal year as those projects.

#### OUTCOME

Connected Community: Better conditions of streets and sidewalk with eliminated obstructions and improved visibility.

#### FUNDING RESTRICTIONS

This project is restricted to Sales Tax Fund (30%) and Road Use Tax.



DEPARTMENT: 55 - Engineering / Street		STATE PROGRAM: 2C - Public Works	PROJECT TITLE: Southwest Arterial Project			YEAR FIRST SUBMITTED: FY 2003 ACTIVITY NO: 300-1287		TOTAL PROJECT COST \$ 4,913,453
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
\$ 94,597	\$ 100,000	<b>A. EXPENDITURE ITEMS</b>						
\$ 729,596		Engineering Services	\$ 50,000	\$ —	\$ —	\$ —	\$ —	\$ —
\$ 970,897		Consultant Services	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —
\$ 2,468,363		Property Acquisition	\$ 500,000	\$ —	\$ —	\$ —	\$ —	\$ —
		Construction	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —
\$ 4,263,453	\$ 100,000	TOTAL	\$ 550,000	\$ —	\$ —	\$ —	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
\$ 48,332	\$ 100,000	Sales Tax Fund (30%)	\$ 300,000	\$ —	\$ —	\$ —	\$ —	\$ —
\$ 271,686		Dubuque County	\$ 250,000	\$ —	\$ —	\$ —	\$ —	\$ —
\$ 1,618,139		State Highway Assistance	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —
\$ 2,325,296		Federal STP Funds	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —
\$ 4,263,453	\$ 100,000	TOTAL	\$ 550,000	\$ —	\$ —	\$ —	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

The Southwest Arterial / US Highway 52 project will be a 6.1-mile four-lane divided freeway with priority 1-access control between Highway 61/151 and Highway 20. The Southwest Arterial (US 52) project will provide an alternate, direct and efficient route for traffic through southwestern Dubuque, which will connect two growing sections of the community together and will support future anticipated expansion growth to the southwest of the City toward the Dubuque Regional Airport. The project will provide a significant regional economic benefit in providing a direct connection between the Technology Park and the Industrial Center West.

TRANSFER OF JURISDICTION: As outlined in the executed Memorandum of Understanding (MOU) and the Transfer of Jurisdiction (TOJ) Agreements, the Iowa DOT proposed re-routing of US 52 and utilizing the Southwest Arterial to carry a portion of re-routed US 52 traffic. In return, the Iowa DOT and City, in joint cooperation, will TOJ the Southwest Arterial from the City to the State in exchange for the Transfer of Jurisdiction of the Northwest Arterial (or Iowa 32), and portions of existing US 52 / Iowa 3 through downtown Dubuque, from the State to the City. The Transfer of Jurisdiction will occur after the Southwest Arterial is completed and open to traffic. As agreed to per the MOU, the City will continue as the lead agency and will be responsible for completing the Final Design, Property Acquisition, Utility Relocations and for completing construction of the English Mill Road Reconstruction, the North Cascade Road Reconstruction, and the Military Road Reconstruction projects. The Iowa DOT will be responsible for the funding and construction of the Southwest Arterial (US 52), from US 20 to US 61/151.

CURRENT STATUS: The Southwest Arterial (US 52) project is fully under construction with multiple active construction projects underway from US20 to US61-151. The US20 interchange and access to Sieppel Road is anticipated to be completed and open to traffic in the fall 2019. The US61-151 interchange is also anticipated to be open to traffic in the fall 2019, however the 4-lane highway from US20 to US61-151 will not be completed in the 2019 construction season. With the 4-lane construction of the Southwest Arterial and the completion of the remaining two (2) bridge structures and 4-lane paving, the project is anticipated to be fully completed and open to traffic by June or July 2020.

<b>DEPARTMENT:</b> 55 - Engineering / Street	<b>STATE PROGRAM:</b> 2C - Public Works	<b>PROJECT TITLE:</b> Southwest Arterial Project	<b>YEAR FIRST SUBMITTED:</b> FY 2003 <b>ACTIVITY NO:</b> 300-1287	<b>TOTAL PROJECT COST</b> \$ 4,913,453
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#### **PROJECT DESCRIPTION/JUSTIFICATION (Continued)**

**PROPERTY ACQUISITION:** The City is complete with all the right-of-way acquisition for the 56 impacted properties along the Southwest Arterial (US 52) Corridor. In total, there were 93 owner, leasehold or rental tenants affected, each requiring separate negotiated purchase agreement settlements. To-date, the City has spent to-date approximately \$18.2 million for right-of-way property acquisition.

**CONSTRUCTION UPDATE:** The first city administered construction project, the North Cascade Road project was completed in November 2013. The project provided for the reconstruction (grading, paving & bridge) and realignment of North Cascade Road which will allow the Southwest Arterial to travel under the new North Cascade Road Bridge. Final project cost was approximately \$3.7 Million. The English Mill Road reconstruction was the second city administered project and it was completed in June 2017. The project provided for the reconstruction (grading, bridge, and paving) of English Mill Road which will allow the Southwest Arterial to travel under the new English Mill Road Bridge. The final project cost was approximately \$3.9 million dollars. The Military Road reconstruction project was the third and final side-road reconstruction project administered by the City as part of the Southwest Arterial project. The Military Road reconstruction project was completed in 2019 at a cost of approximately \$5.6 Million.

#### **RELATIONSHIP TO OTHER PROJECTS**

This project is not related to other capital projects.

#### **OUTCOME**

Connected Community: Improve traffic flow throughout the city (East-West corridor, roundabouts, light synchronization).

#### **FUNDING RESTRICTIONS**

This project is restricted to Sales Tax Fund (30%), Road Use Tax, Federal Appropriations, and DMATS STBG Funds.

DEPARTMENT: 55 - Engineering / Street		STATE PROGRAM: 2C - Public Works	PROJECT TITLE: Southwest Arterial ITS Corridor Development			YEAR FIRST SUBMITTED: FY 2021 ACTIVITY NO: 300-2848		TOTAL PROJECT COST \$ 1,700,000
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
		<b>A. EXPENDITURE ITEMS</b>						
		Engineering Services	\$ 50,000	\$ 50,000	\$ —	\$ —	\$ —	\$ —
		Consultant Services	\$ 50,000	\$ 50,000	\$ —	\$ —	\$ —	\$ —
		Construction	\$ 750,000	\$ 750,000	\$ —	\$ —	\$ —	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ 850,000	\$ 850,000	\$ —	\$ —	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
		Sales Tax Fund (30%)	\$ 50,000	\$ 50,000	\$ —	\$ —	\$ —	\$ —
		IDOT Funding	\$ 800,000	\$ 800,000	\$ —	\$ —	\$ —	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ 850,000	\$ 850,000	\$ —	\$ —	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

With the completion of the Southwest Arterial, this project provides funding to design and construct Intelligent Transportation System (ITS) infrastructure along the Southwest Arterial corridor, from US20 to US61-151. The City and Iowa Department of Transportation (Iowa DOT) have entered into an agreement for the City to design and construct an ITS network consisting of cameras, sensors, dynamic message boards, and other related technology infrastructure along the Southwest Arterial corridor. The City and Iowa DOT are willing to jointly participate in this project and the Iowa DOT will reimburse the City for costs to design and construct said ITS infrastructure.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Connected Community: Improve traffic flow throughout the city (East-West corridor, roundabouts, light synchronization).

#### FUNDING RESTRICTIONS

This project is restricted to Sales Tax Fund (30%), Road Use Tax, Iowa DOT Funding.

DEPARTMENT: 55 - Engineering / Street		STATE PROGRAM: 2C - Public Works	PROJECT TITLE: Westside Drive LED Street Lights			YEAR FIRST SUBMITTED: FY 2021 ACTIVITY NO:		TOTAL PROJECT COST \$ 150,000
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
		<b>A. EXPENDITURE ITEMS</b>						
		Engineering Services	\$ —	\$ —	\$ 25,000	\$ —	\$ —	\$ —
		Construction	\$ —	\$ —	\$ 125,000	\$ —	\$ —	\$ —
\$ —	\$ —	TOTAL	\$ —	\$ —	\$ 150,000	\$ —	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
		Sales Tax Fund (30%)	\$ —	\$ —	\$ 150,000	\$ —	\$ —	\$ —
\$ —	\$ —	TOTAL	\$ —	\$ —	\$ 150,000	\$ —	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

With the completion of the Southwest Arterial, the Iowa Department of Transportation constructed a new frontage road (Westside Drive) along the southside of US Highway 20. This project provides funding to design and construct new roadway street lighting along Westside Drive (Menards Frontage Road). The new Westside Drive is now under the jurisdiction of the City as a local public street and is responsible to pay the cost for infrastructure costs related to storm sewer, street lighting, and fiber conduit. The project will install high efficiently, long life LED street lighting and communication conduit along Westside Drive.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Healthy and Safe: Have residents feeling safe in any neighborhood and throughout the community.

#### FUNDING RESTRICTIONS

This project is restricted to Sales Tax Fund (30%) and Road Use Tax.

DEPARTMENT: 55 - Engineering / Street		STATE PROGRAM: 2C - Public Works	PROJECT TITLE: Pine Street Extension from 7th to 9th			YEAR FIRST SUBMITTED: FY 2019 ACTIVITY NO: 250-2797		TOTAL PROJECT COST \$ 929,900
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
	\$ 8,400	<b>A. EXPENDITURE ITEMS</b>						
		Engineering Services	\$ —	\$ —	\$ —	\$ 100,000	\$ 35,000	\$ —
		Consultant Services	\$ —	\$ —	\$ —	\$ 91,500	\$ —	\$ —
	\$ 80,000	Construction	\$ —	\$ —	\$ —	\$ —	\$ 615,000	\$ —
\$ —	\$ 88,400	<b>TOTAL</b>	\$ —	\$ —	\$ —	\$ 191,500	\$ 650,000	\$ —
		<b>B. PROJECT FINANCING</b>						
	\$ 88,400	Sales Tax Fund (30%)	\$ —	\$ —	\$ —	\$ 124,000	\$ 650,000	\$ —
		Greater Downtown TIF	\$ —	\$ —	\$ —	\$ 67,500	\$ —	\$ —
\$ —	\$ 88,400	<b>TOTAL</b>	\$ —	\$ —	\$ —	\$ 191,500	\$ 650,000	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

With the decommissioning of the Alliant Energy Power Generation Plant on 7th Street and the eventual redevelopment / reuse of the property, this may allow the City an opportunity to evaluate alternatives and the feasibility of developing a roadway through the Alliant site which would connect 7th Street to Pine Street at 9th / Kerper Blvd. The potential extension of 7th Street to Pine Street would allow commercial traffic to use the US 61-151 on / off ramps at 9th Street to access Pine Street to 7th. This would provide commercial vehicles that currently use 7th, 9th, Central, Washington and Jackson Streets through the Historic Millwork District to get to the industrial businesses on 7th / Commercial Street, a more efficient, safer, and direct route. The potential extension of 7th Street to Pine Street would allow commercial traffic to bypass the Historic Mill District creating a safer neighborhood for residents, pedestrians, and bicyclists. The FY21 programmed funding would allow for staff to work with Alliant Energy to evaluate alternatives, and if viable, prepare a feasibility study and perform an environmental assessment of potential site development. The FY22 programmed funding would allow for the development and potential construction of a roadway through the Alliant site which would connect 7th Street to Pine Street at 9th / Kerper Blvd.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Connected Community: Improve traffic flow throughout the city.

#### FUNDING RESTRICTIONS

This project is restricted to Sales Tax Fund (30%), Road Use Tax, and Greater Downtown TIF.

DEPARTMENT: 55 - Engineering / Street		STATE PROGRAM: 2C - Public Works	PROJECT TITLE: North Cascade Road Reconstruction			YEAR FIRST SUBMITTED: FY 2006	TOTAL PROJECT COST	
						ACTIVITY NO: 360-2021	350-2021	\$ 1,648,210
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
		<b>A. EXPENDITURE ITEMS</b>						
\$ 18,040		Property Acquisition	\$ —	\$ 100,000	\$ —	\$ —	\$ —	\$ —
\$ 32,377	\$ 42,500	Engineering Services	\$ —	\$ 210,000	\$ —	\$ —	\$ —	\$ —
		Construction	\$ —	\$ 1,187,200	\$ —	\$ —	\$ —	\$ —
\$ 58,093		Consulting Engineers	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —
\$ 108,510	\$ 42,500	TOTAL	\$ —	\$ 1,497,200	\$ —	\$ —	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
		DMATS SWAP Funds	\$ —	\$ 1,497,200	\$ —	\$ —	\$ —	\$ —
		Sales Tax Fund (30%)	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —
\$ 108,510	\$ 42,500	Road Use Tax Fund	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —
\$ 108,510	\$ 42,500	TOTAL	\$ —	\$ 1,497,200	\$ —	\$ —	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides for the reconstruction of North Cascade Road between the bridge over Catfish Creek to the future intersection of North Cascade Road and the Southwest Arterial. The project will be developed into 2 phases; Phase 1 (2020) - from Catfish Creek bridge to Edval Lane; and Phase 2 (2022) - from Edval Lane to Southwest Arterial. The current 24-foot roadway will be widened to accommodate a 35-foot urban "complete street" section with 5-foot paved shoulders / bike lanes on each side. The existing curves on North Cascade Road are substandard and will be realigned to improve safety and allow for better sight distance. The project will require the purchase of right-of-way property to accommodate the new roadway width and larger curves.

With the upcoming completion of the Southwest Arterial and the location of the Interchange at North Cascade / English Mill Road, traffic volumes are expected to increase on North Cascade Road. The existing roadway is narrow, substandard in design and is inadequate to accommodate future traffic and development growth. This roadway is classified as a collector under the FHWA Street Classification. The existing 24-foot rural roadway has granular shoulders and typical rural ditch grading and drainage. This project will provide for a 35-foot wide concrete roadway with curb and gutter, with 5-foot bike lanes and grading for future sidewalks on each side of the road.

The Timber Hyrst residential subdivision is under development and will connect Creekwood Drive to North Cascade Road between Edval Lane and the Catfish Creek bridge. The development agreement for this subdivision between the City of Dubuque and North Cascade Road Developers, LLC. stipulates that the City of Dubuque will have safety related improvement completed by the end of the 2012 construction season. However, due to funding restraints and previous housing market conditions, the development of the North Cascade Road Housing TIF as a revenue source for public improvement, the developer has agreed to allow the project to be postponed. The existing site distance along this stretch of North Cascade Road is less than desirable and the realignment of the existing curves in this area will improve safety for the motoring public. The City is proposing to use both DMATS SWAP funding and North Cascade Road Housing TIF Urban Renewal revenues generated to support funding the eligible public infrastructure, traffic capacity / safety related improvement along North Cascade Road.

<b>DEPARTMENT:</b> 55 - Engineering / Street	<b>STATE PROGRAM:</b> 2C - Public Works	<b>PROJECT TITLE:</b> North Cascade Road Reconstruction	<b>YEAR FIRST SUBMITTED:</b> FY 2006 <b>ACTIVITY NO:</b> 360-2021 350-2021      300-2021	<b>TOTAL PROJECT COST</b> \$ 1,648,210
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#### RELATIONSHIP TO OTHER PROJECTS

This project is related to the Westside Water System CIP (#740-2703).

#### OUTCOME

Connected Community: Improve traffic flow throughout the city.

#### FUNDING RESTRICTIONS

This project is restricted to Sales Tax Fund (30%), Road Use Tax, North Cascade Housing TIF, and DMATS STBG Funds.

DEPARTMENT: 55 - Engineering / Street		STATE PROGRAM: 2C - Public Works	PROJECT TITLE: Cedar Cross Road Reconstruction			YEAR FIRST SUBMITTED: FY 2020 ACTIVITY NO: 250-		TOTAL PROJECT COST \$ 400,000
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
		<b>A. EXPENDITURE ITEMS</b>						
		Engineering Services	\$ —	\$ —	\$ —	\$ —	\$ 200,000	\$ 100,000
		Land and ROW	\$ —	\$ —	\$ —	\$ —	\$ 200,000	\$ —
		Construction	\$ —	\$ —	\$ —	\$ —	\$ —	\$ 2,600,000
\$ —	\$ —	<b>TOTAL</b>	\$ —	\$ —	\$ —	\$ —	\$ 400,000	\$ 2,700,000
		<b>B. PROJECT FINANCING</b>						
		Sales Tax Fund (30%)	\$ —	\$ —	\$ —	\$ —	\$ 400,000	\$ 220,000
		DMATS SWAP Funding	\$ —	\$ —	\$ —	\$ —	\$ —	\$ 2,080,000
		Special Assessments	\$ —	\$ —	\$ —	\$ —	\$ —	\$ 400,000
\$ —	\$ —	<b>TOTAL</b>	\$ —	\$ —	\$ —	\$ —	\$ 400,000	\$ 2,700,000

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides for the reconstruction of Cedar Cross Road with 45' wide concrete pavement, curb & gutter and sidewalks. The existing street is badly deteriorated and substandard in design. The street is very narrow and is inadequate for the amount of traffic it carries. This street is classified as a minor arterial under the FHWA Street Classification. This street currently has no curb and sidewalks. This project will provide for a 37 foot wide concrete street with integral curb and gutter and 4 foot sidewalks on each side of the street, and reconstruction of all underground utilities. Fiber optic conduit will also be installed along the project. The installation of sidewalks will fill in the gap of sidewalks on Cedar Cross Road and provide an accessible route. There currently are sidewalks on each end of the proposed project. This project has a direct impact on the Cedar Cross Road Storm Sewer fund since that is planned to be used for the storm sewer improvements on this project. This project also has a direct impact on the Street Program Related Sanitary Sewer fund since the sanitary sewer mains and lateral will be rebuilt. The watermain replacements fund will be directly impacted due to watermain replacement. This project also has a direct impact on the Fiber Optic Conduits - Paving Projects fund since fiber conduits have typically been installed on all street reconstruction projects.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Connected Community: Better conditions of streets and sidewalk with eliminated obstructions and improved visibility.

#### FUNDING RESTRICTIONS

This project is restricted to Sales Tax Fund (30%) and Road Use Tax.



DEPARTMENT: 55 - Engineering / Street		STATE PROGRAM: 2C - Public Works	PROJECT TITLE: Seippel Road Reconstruction			YEAR FIRST SUBMITTED: FY 2018 ACTIVITY NO: 360-		TOTAL PROJECT COST \$ 280,000
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
		A. EXPENDITURE ITEMS						
		Engineering Services	\$ —	\$ —	\$ —	\$ —	\$ 280,000	\$ —
		Construction	\$ —	\$ —	\$ —	\$ —	\$ —	\$ 1,120,000
\$ —	\$ —	TOTAL	\$ —	\$ —	\$ —	\$ —	\$ 280,000	\$ 1,120,000
		B. PROJECT FINANCING						
		DICW TIF	\$ —	\$ —	\$ —	\$ —	\$ 280,000	\$ —
		Sales Tax Fund (30%)	\$ —	\$ —	\$ —	\$ —	\$ —	\$ 560,000
		Road Use Tax	\$ —	\$ —	\$ —	\$ —	\$ —	\$ 560,000
\$ —	\$ —	TOTAL	\$ —	\$ —	\$ —	\$ —	\$ 280,000	\$ 1,120,000

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides for the reconstruction of Seippel Road between Pennsylvania Avenue on the north end and the new section of Seippel to the south (approximately 13310 Seippel) with a 37' wide concrete pavement. The project would also provide for curb and gutter, sidewalks and storm sewer. The existing road is a 2 lane county road rural section with insufficient shoulders. Seippel Road was recently reconstructed by the City of Asbury between Asbury Road and Pennsylvania Avenue. The section of Seippel between 13310 Seippel and Old Highway Road has been reconstructed in the last 10 years. This project would have some impact on the Middle Road Reconstruction project proposed, and would affect sanitary sewer, storm sewer and water main in the area that would need to be scheduled in the same fiscal year as this project. This project would have some impact on the Middle Road Reconstruction project proposed, and would affect sanitary sewer, storm sewer and water main in the area that would need to be scheduled in the same fiscal year as this project.

#### RELATIONSHIP TO OTHER PROJECTS

This project is related to West End Annexation Phases I and II (CIP #740-1012 and #740-2146).

#### OUTCOME

Connected Community: Better conditions of streets and sidewalk with eliminated obstructions and improved visibility.

#### FUNDING RESTRICTIONS

This project is restricted to Sales Tax Fund (30%), Dubuque Industrial Center West TIF, and Road Use Tax.

DEPARTMENT: 55 - Engineering / Street		STATE PROGRAM: 2C - Public Works	PROJECT TITLE: Pavement Rehabilitation - Concrete Street Repair, Mill and Asphalt Resurfacing			YEAR FIRST SUBMITTED: FY 2021 ACTIVITY NO: 300-2849		TOTAL PROJECT COST \$ 520,000
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
		<b>A. EXPENDITURE ITEMS</b>						
		Engineering Services	\$ 70,000	\$ —	\$ —	\$ —	\$ —	\$ —
		Construction	\$ 450,000	\$ —	\$ —	\$ —	\$ —	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ 520,000	\$ —	\$ —	\$ —	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
		Sales Tax Fund (30%)	\$ 520,000	\$ —	\$ —	\$ —	\$ —	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ 520,000	\$ —	\$ —	\$ —	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides funding to complete pavement rehabilitation on concrete streets that are in a deteriorating condition. The identified streets were originally constructed in the early 1990's and are exhibiting significant slab and joint deterioration. Public Works staff has performed street patching maintenance; however, the pavements require major rehabilitation to extend the service life and reduce annual maintenance. Citizens have contacted staff to express their concerns and dissatisfaction with the poor condition of the streets. The pavement rehabilitation method recommended is to perform full depth pavement patching as needed, then mill the concrete pavement and resurface the street with asphalt pavement which will extend the life of the pavement and provide a more acceptable surface ride. The project scheduled for FY 2021 will address North Grandview Avenue (Loras to Audubon) which has been determined to be in the worst condition. After FY 2021, the CIP will be re-evaluated to determine where the greatest need is and project feasibility. Potential future streets identified include: Embassy West - Sunnyslope Subdivision (Camelot, Embassy West, Hummingbird), Embassy West - SunnySlope Subdivision (Camelot, Northstar, Sunny Slope), and Loras Blvd (Alta Vista - Central).

#### RELATIONSHIP TO OTHER PROJECTS

No relationship to other capital projects.

#### OUTCOME

Connected Community: Have well-maintained, improved transportation system – vehicles, roadways, sidewalks, and trails.

#### FUNDING RESTRICTIONS

This project is restricted to Sales Tax Fund (30%) and Road Use Tax.

DEPARTMENT: 55 - Engineering / Street		STATE PROGRAM: 2C - Public Works	PROJECT TITLE: Northwest Arterial Eastbound Dedicated Left Turn Lane onto John F Kennedy (JFK) Road			YEAR FIRST SUBMITTED: FY 2020 ACTIVITY NO: 300-2850		TOTAL PROJECT COST \$ 180,000
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
		<b>A. EXPENDITURE ITEMS</b>						
		Engineering Services	\$ 30,000	\$ —	\$ —	\$ —	\$ —	\$ —
		Construction	\$ 150,000	\$ —	\$ —	\$ —	\$ —	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ 180,000	\$ —	\$ —	\$ —	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
		Sales Tax Fund (30%)	\$ 75,000	\$ —	\$ —	\$ —	\$ —	\$ —
		Traffic Safety Grant	\$ 105,000	\$ —	\$ —	\$ —	\$ —	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ 180,000	\$ —	\$ —	\$ —	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

The existing eastbound Northwest Arterial dedicated left turn lane onto JFK Road is approximately 125' in length and is currently under capacity with left turn traffic movements regularly backing up into the inside eastbound thru-lane. Based on the current operational and capacity challenges the City is experiencing at the NW Arterial - JFK Road intersection, the proposed left turn lane improvement includes extending the existing eastbound Northwest Arterial dedicated left turn lane onto JFK Road to an approximate 400' storage length. The City submitted a grant application with the Iowa Department of Transportation for a Traffic Safety Improvement Grant to assist with funding for proposed turn lane improvements. This project is related to the Transfer of Jurisdiction (TOJ) Agreements of the Northwest Arterial to the City and bringing the roadway to a State of Good Repair.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Connected Community: Improve traffic flow throughout the city (East-West corridor, roundabouts, traffic signal synchronization), and have well-maintained, improved transportation system – vehicles, roadways, sidewalks, and trails.

#### FUNDING RESTRICTIONS

This project is restricted to Sales Tax Fund (30%) and Road Use Tax.

DEPARTMENT: 55 - Engineering / Street		STATE PROGRAM: 2C - Public Works	PROJECT TITLE: Pavement Preservation Joint Sealing			YEAR FIRST SUBMITTED: FY 2021 ACTIVITY NO: 300-2851		TOTAL PROJECT COST \$ 210,000
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
		<b>A. EXPENDITURE ITEMS</b>						
		Engineering Services	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ —	\$ 5,000
		Construction	\$ 45,000	\$ 45,000	\$ 50,000	\$ 50,000	\$ —	\$ 50,000
\$ —	\$ —	TOTAL	\$ 50,000	\$ 50,000	\$ 55,000	\$ 55,000	\$ —	\$ 55,000
		<b>B. PROJECT FINANCING</b>						
		Sales Tax Fund (30%)	\$ 50,000	\$ —	\$ —	\$ 55,000	\$ —	\$ 27,500
		Road Use Tax	\$ —	\$ 50,000	\$ 55,000	\$ —	\$ —	\$ 27,500
\$ —	\$ —	TOTAL	\$ 50,000	\$ 50,000	\$ 55,000	\$ 55,000	\$ —	\$ 55,000

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides funding to contract for the routing, cleaning and sealing of pavement joints around the City of Dubuque. It is very important to seal cracks in asphalt and concrete pavements as a proactive preservation practice to minimize water intrusion to extend the service life of the pavement. This will also include crack sealing of trail pavements as well. This project would be an annual program that would supplement the work Public Works currently performs.

#### RELATIONSHIP TO OTHER PROJECTS

No relationship to other capital projects.

#### OUTCOME

Connected Community: Have well-maintained, improved transportation system – vehicles, roadways, sidewalks, and trails.

#### FUNDING RESTRICTIONS

This project is restricted to Sales Tax Fund (30%) and Road Use Tax.

<b>DEPARTMENT:</b> 55 - Engineering / Street		<b>STATE PROGRAM:</b> 2C - Public Works	<b>PROJECT TITLE:</b> Rockdale Road Reconstruction - Maquoketa Dr to South Pointe Development			<b>YEAR FIRST SUBMITTED:</b> FY 2018 <b>ACTIVITY NO:</b> 360	<b>TOTAL PROJECT COST</b> \$ 200,000	
<b>2019 EXPENSE</b>	<b>2020 BUDGET</b>	<b>PROJECT BUDGET</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
		<b>A. EXPENDITURE ITEMS</b>						
		Engineering Services	\$ —	\$ —	\$ —	\$ —	\$ 200,000	\$ —
		Construction	\$ —	\$ —	\$ —	\$ —	\$ —	\$ 1,100,000
\$ —	\$ —	TOTAL	\$ —	\$ —	\$ —	\$ —	\$ 200,000	\$ 1,100,000
		<b>B. PROJECT FINANCING</b>						
		South Point Housing TIF	\$ —	\$ —	\$ —	\$ —	\$ 200,000	\$ 1,000,000
		Special Assessments	\$ —	\$ —	\$ —	\$ —	\$ —	\$ 100,000
\$ —	\$ —	TOTAL	\$ —	\$ —	\$ —	\$ —	\$ 200,000	\$ 1,100,000

#### PROJECT DESCRIPTION/JUSTIFICATION

This project involves the reconstruction of Rockdale Road to accommodate the South Pointe subdivision development. The project will include 8" PCC pavement, streetlights, storm sewer intakes and some storm sewer, sidewalks, retaining walls as needed, and fiber optic conduit and vaults. Sanitary Sewer and Water main would need to be separately funded improvements for this project. Rockdale Road is in need of reconstruction to accommodate the anticipated traffic from the proposed South Pointe development project. Timing of the Rockdale Road improvements is completely dependent on the rate of subdivision development and continued on the availability of tax increment revenue generated within the South Pointe Housing Urban Renewal Area to fund the public improvements.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Connected Community: Better conditions of streets and sidewalk with eliminated obstructions and improved visibility.

#### FUNDING RESTRICTIONS

This project is restricted to Sales Tax Fund (30%), Housing TIF and Road Use Tax.

<b>DEPARTMENT:</b> 55 - Engineering / Street		<b>STATE PROGRAM:</b> 2C - Public Works	<b>PROJECT TITLE:</b> Sidewalk Inspection Program - Assessable			<b>YEAR FIRST SUBMITTED:</b> FY 2012 <b>ACTIVITY NO:</b> 100-1108		<b>TOTAL PROJECT COST</b> \$ 150,000
<b>2019 EXPENSE</b>	<b>2020 BUDGET</b>	<b>PROJECT BUDGET</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
		<b>A. EXPENDITURE ITEMS</b>						
		Construction	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 40,000
\$ —	\$ —	TOTAL	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 40,000
		<b>B. PROJECT FINANCING</b>						
		Special Assessments	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 40,000
\$ —	\$ —	TOTAL	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 40,000

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides for the replacement of defective sidewalks by private contractors. City Ordinances #41-102 through #41-105 provide that a property owner be given a thirty day notice to replace a hazardous or defective sidewalk and, if they fail to do so, the City will have the repair made and the cost assessed to the property owner. In Fiscal Year 1989, the City began an inspection and reconstruction program for City sidewalks. Reconstruction is required on these walks when defective conditions are found. These funds enable the City to have the reconstruction done by contractors if the property owner does not make the corrections after proper notice and reasonable time. These costs are then placed as liens against the properties and property tax receipts are collected in the next fiscal year in the amount of the original expenditure. Past history reflects a higher construction and engineering cost and is reflected in Fiscal Years 2010-2014. Construction cost, time for completion of contracts, timing of contracts contribute to higher expenses.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Connected Community: Better conditions of streets and sidewalk with eliminated obstructions and improved visibility.

#### FUNDING RESTRICTIONS

This project is restricted to Special Assessment Funds specific to this project.

DEPARTMENT: 55 - Engineering / Street		STATE PROGRAM: 2C - Public Works	PROJECT TITLE: Sidewalk Program - City Owned Property			YEAR FIRST SUBMITTED: FY 2012	TOTAL PROJECT COST	
						ACTIVITY NO: 300-1425	350-1425	
							\$ 565,437	
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
		<b>A. EXPENDITURE ITEMS</b>						
\$ 50,959	\$ 20,000	Construction	\$ 145,000	\$ 75,000	\$ 75,000	\$ 1,000	\$ 1,000	\$ 70,000
\$ 19,478	\$ 5,000	Engineering Services	\$ 25,000	\$ 25,000	\$ 25,000	\$ 49,000	\$ 49,000	\$ 20,000
\$ 70,437	\$ 25,000	TOTAL	\$ 170,000	\$ 100,000	\$ 100,000	\$ 50,000	\$ 50,000	\$ 90,000
		<b>B. PROJECT FINANCING</b>						
\$ 70,437	\$ 25,000	Sales Tax Fund (30%)	\$ 170,000	\$ 100,000	\$ 100,000	\$ 50,000	\$ 50,000	\$ 90,000
			\$ —	\$ —	\$ —	\$ —	\$ —	\$ —
			\$ —	\$ —	\$ —	\$ —	\$ —	\$ —
			\$ —	\$ —	\$ —	\$ —	\$ —	\$ —
			\$ —	\$ —	\$ —	\$ —	\$ —	\$ —
			\$ —	\$ —	\$ —	\$ —	\$ —	\$ —
\$ 70,437	\$ 25,000	TOTAL	\$ 170,000	\$ 100,000	\$ 100,000	\$ 50,000	\$ 50,000	\$ 90,000

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides for a multi-year program for the installation and reconstruction of public sidewalks adjacent to City-owned property and City owned infrastructures, i.e., catch basins, hydrants, signals, financial assistance. This appropriation also provides for tree and tree stump removal when trees are needed to be removed as part of the reconstruction of the sidewalks. This project may also include the installation and reconstruction of curb ramps which is required by the Americans with Disabilities Act (ADA). The reconstruction of public sidewalks is necessary for the safety of pedestrians and to keep the City's liability to a minimum. ADA requires installation of curb ramps whenever a sidewalk is repaired at an intersection and if a ramp is not currently constructed. It should be noted that the city has over 218 stumps in the ROW that need to be removed which will affect the adjoining sidewalk. Additionally, there are 650 ash trees that are potentially going to be affected with emerald ash borer and will be a future liability the city has to deal with. Additional funding is shown in 2021 and 2022 to help catch up on the backlog and reduce the city liability. The 2021 year includes \$20,000 to address the sidewalk in front of the MFC to make it ADA accessible.

#### RELATIONSHIP TO OTHER PROJECTS

This project is may impact the water department due to hydrant relocations. This could impact water CIP 7402654.

#### OUTCOME

Connected Community: Better conditions of streets and sidewalk with eliminated obstructions and improved visibility.

#### FUNDING RESTRICTIONS

This project is restricted to Sales Tax Fund (30%) and Road Use Tax.

<b>DEPARTMENT:</b> 55 - Engineering / Street		<b>STATE PROGRAM:</b> 2C - Public Works	<b>PROJECT TITLE:</b> ADA Curb Ramp Construction Project			<b>YEAR FIRST SUBMITTED:</b> FY 2010 <b>ACTIVITY NO:</b> 260-1236		<b>TOTAL PROJECT COST</b> \$ 63,000
<b>2019 EXPENSE</b>	<b>2020 BUDGET</b>	<b>PROJECT BUDGET</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
		<b>A. EXPENDITURE ITEMS</b>						
	\$ 10,600	Construction	\$ —	\$ 10,600	\$ 10,600	\$ 10,600	\$ 10,600	\$ 10,600
	\$ 2,000	Engineering Services	\$ —	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
\$ —	\$ 12,600	TOTAL	\$ —	\$ 12,600	\$ 12,600	\$ 12,600	\$ 12,600	\$ 12,600
		<b>B. PROJECT FINANCING</b>						
	\$ 12,600	CDBG Grant	\$ —	\$ 12,600	\$ 12,600	\$ 12,600	\$ 12,600	\$ 12,600
\$ —	\$ 12,600	TOTAL	\$ —	\$ 12,600	\$ 12,600	\$ 12,600	\$ 12,600	\$ 12,600

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides funding for the annual program to install accessible curb ramps at existing intersections throughout the City. this project funds the accessible curb ramps in low to moderate income area only. The Americans with Disabilities Act requires the installation of curb ramps with detectable warnings at all intersections throughout the City. This would be a multi-year program until all installations are completed in compliance with ADA requirements. The regulations require that cities begin a program for compliance with the installation of curb ramps at all intersections by January 26, 2005, and for those areas where existing pedestrian walkways cross curbs serving state and local government offices and facilities. This project is may impact the water department due to hydrant relocations.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Connected Community: Better conditions of streets and sidewalk with eliminated obstructions and improved visibility.

#### FUNDING RESTRICTIONS

This project is restricted to Road Use Tax, DRA funding, and Sales Tax (30%), Community Development Block Grant Funds.



<b>DEPARTMENT:</b> 55 - Engineering / Street		<b>STATE PROGRAM:</b> 2C - Public Works	<b>PROJECT TITLE:</b> Sidewalk Program Related to Curb and Catch Basin Replacements			<b>YEAR FIRST SUBMITTED:</b> FY 2012 <b>ACTIVITY NO:</b> 300-1041	<b>TOTAL PROJECT COST</b> \$ 167,684	
<b>2019 EXPENSE</b>	<b>2020 BUDGET</b>	<b>PROJECT BUDGET</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
		<b>A. EXPENDITURE ITEMS</b>						
	\$ 9,000	Construction	\$ 20,000	\$ 20,000	\$ 24,000	\$ 26,000	\$ 28,000	\$ 28,000
\$ 10,684	\$ 1,000	Engineering Services	\$ 5,000	\$ 5,000	\$ 6,000	\$ 6,000	\$ 7,000	\$ 7,000
\$ 10,684	\$ 10,000	TOTAL	\$ 25,000	\$ 25,000	\$ 30,000	\$ 32,000	\$ 35,000	\$ 35,000
		<b>B. PROJECT FINANCING</b>						
\$ 10,684	\$ 10,000	Sales Tax Fund (30%)	\$ 25,000	\$ 25,000	\$ 30,000	\$ 32,000	\$ 35,000	\$ 35,000
\$ 10,684	\$ 10,000	TOTAL	\$ 25,000	\$ 25,000	\$ 30,000	\$ 32,000	\$ 35,000	\$ 35,000

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides for replacement of curbs and catch basins related to the sidewalk inspection and replacement program. Replacement of sidewalks, particularly those abutting the curb line or an intersection, frequently requires replacement of curbs and catch basins. It is anticipated in future years this program will increase with the installation of curb ramps with detectable warnings required by the Americans with Disabilities Act (ADA). Without funding for replacement of the curbs and catch basins, the program is restricted or delayed until funding can be secured. With funding earmarked for curb and catch basin replacement, the program can move forward on an established schedule. With an increase in curb and catch basin inspections at time of sidewalk inspections, additional curb and catch basins are identified for replacement, especially if the street is to be overlaid in the near future. The anticipated cost for curb and catch basin repairs has been increasing over the past few years and is anticipated to continue when the ramps needing walls, foundations, railings, and special designs are addressed.

#### RELATIONSHIP TO OTHER PROJECTS

This project is related to City Owned Sidewalk Replacements and needs to be scheduled in the same fiscal years as those projects (CIPs #300-1425 and #350-1425). This project is may impact the water department due to hydrant relocations (CIP #740-2654).

#### OUTCOME

Connected Community: Better conditions of streets and sidewalk with eliminated obstructions and improved visibility.

#### FUNDING RESTRICTIONS

This project is restricted to Sales Tax Fund (30%) and Road Use Tax.

<b>DEPARTMENT:</b> 55 - Engineering / Street		<b>STATE PROGRAM:</b> 2C - Public Works	<b>PROJECT TITLE:</b> Decorative Concrete Maintenance Program			<b>YEAR FIRST SUBMITTED:</b> FY 2006 <b>ACTIVITY NO:</b> 300-1630 350-1630	<b>TOTAL PROJECT COST</b> \$ 258,056	
<b>2019 EXPENSE</b>	<b>2020 BUDGET</b>	<b>PROJECT BUDGET</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
		<b>A. EXPENDITURE ITEMS</b>						
\$ 21,458	\$ 64,245	Engineering Services	\$ —	\$ —	\$ —	\$ 5,000	\$ 5,000	\$ 5,000
\$ 97,353		Construction	\$ —	\$ —	\$ —	\$ 30,000	\$ 35,000	\$ 35,000
\$ 118,811	\$ 64,245	TOTAL	\$ —	\$ —	\$ —	\$ 35,000	\$ 40,000	\$ 40,000
		<b>B. PROJECT FINANCING</b>						
\$ 118,811	\$ 64,245	Sales Tax Fund (20%)	\$ —	\$ —	\$ —	\$ 35,000	\$ 40,000	\$ 40,000
\$ 118,811	\$ 64,245	TOTAL	\$ —	\$ —	\$ —	\$ 35,000	\$ 40,000	\$ 40,000

#### PROJECT DESCRIPTION/JUSTIFICATION

This annual program provides funding to the Decorative Concrete Maintenance Program to perform preventative maintenance, cleaning, sealing and the repair of decorative concrete pavement at the Mississippi Riverwalk, Alliant Amphitheater, River's Edge Plaza, Ice Harbor West Road, Grand River Center, Main Street, Peosta Channel Trail, Flat Iron Park, City Hall, Chamber Building Plaza Area, and the Locust and 5th Street Gateway Locations. To maintain the quality appearance and integrity of the decorative concrete surface. An annual maintenance program is needed to remove dirt, oils, stains and apply a new protective sealer on the surface. Funding in FY21 was increased to repair the cascading stairs at River's Edge Plaza that were impacted by the extended high river water levels during 2019.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Connected Community: Better conditions of streets and sidewalk with eliminated obstructions and improved visibility.

#### FUNDING RESTRICTIONS

This project is restricted to Sales Tax Fund (30%) and Road Use Tax.

DEPARTMENT: 55 - Engineering / Street		STATE PROGRAM: 2C - Public Works	PROJECT TITLE: Stone Retaining Walls			YEAR FIRST SUBMITTED: FY 1980	TOTAL PROJECT COST  \$ 499,821	
						ACTIVITY NO: 300-1029		
						350-1029		
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
		A. EXPENDITURE ITEMS						
		Engineering Services	\$ —	\$ 20,000	\$ 20,000	\$ 20,000	\$ —	\$ 20,000
\$ 1,433		Consultant Services	\$ —	\$ 10,000	\$ 5,000	\$ 10,000	\$ —	\$ 10,000
\$ 183,388		Construction	\$ —	\$ 70,000	\$ 80,000	\$ 80,000	\$ —	\$ 90,000
\$ 184,821	\$ —	TOTAL	\$ —	\$ 100,000	\$ 105,000	\$ 110,000	\$ —	\$ 120,000
		B. PROJECT FINANCING						
\$ 184,821		Sales Tax Fund (30%)	\$ —	\$ 100,000	\$ 105,000	\$ 110,000	\$ —	\$ 120,000
\$ 184,821	\$ —	TOTAL	\$ —	\$ 100,000	\$ 105,000	\$ 110,000	\$ —	\$ 120,000

#### PROJECT DESCRIPTION/JUSTIFICATION

This annual funding provides for maintenance and repair of existing retaining walls that are owned by or are the responsibility of the City of Dubuque in various locations throughout the City. This annual program will allow for maintenance, repair and reconstruction of city owned retaining walls as needed. Based on the recommendation of the City's Legal Department, there are a significant number of private property owner retaining walls which are adjacent to City right-of-way in which a mutual benefit could be established through litigation, as a result, the annual funding for retaining wall maintenance, repair and reconstruction has been increased to address this potential liable cost to the City. This annual program would provide for proactive maintenance, reconstruction and emergency repairs to city owned retaining walls.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Healthy and Safe: Have residents feeling safe in any neighborhood and throughout the community.

#### FUNDING RESTRICTIONS

This project is restricted to Sales Tax Fund (30%) and Road Use Tax.

DEPARTMENT: 55 - Engineering / Street		STATE PROGRAM: 2C - Public Works	PROJECT TITLE: Bridge Repairs and Maintenance			YEAR FIRST SUBMITTED: FY 1980 ACTIVITY NO: 300-1258		TOTAL PROJECT COST \$ 388,501
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
		<b>A. EXPENDITURE ITEMS</b>						
\$ 2,673	\$ 10,000	Engineering Services	\$ —	\$ 10,000	\$ 10,000	\$ 10,000	\$ —	\$ 10,000
	\$ 75,000	Consultant Services	\$ —	\$ 5,000	\$ 5,000	\$ 5,000	\$ —	\$ 5,000
\$ 828		Construction	\$ —	\$ 85,000	\$ 85,000	\$ 85,000	\$ —	\$ 95,000
\$ 3,501	\$ 85,000	TOTAL	\$ —	\$ 100,000	\$ 100,000	\$ 100,000	\$ —	\$ 110,000
		<b>B. PROJECT FINANCING</b>						
\$ 3,501	\$ 85,000	Sales Tax Fund (30%)	\$ —	\$ 100,000	\$ 100,000	\$ 100,000	\$ —	\$ 110,000
\$ 3,501	\$ 85,000	TOTAL	\$ —	\$ 100,000	\$ 100,000	\$ 100,000	\$ —	\$ 110,000

#### PROJECT DESCRIPTION/JUSTIFICATION

The annual Bridge Repair and Maintenance program allocates funding for the maintenance, inspection, and load rating of bridges & culverts throughout the City. The periodic maintenance efforts are intended to maximize the serviceable life of these structures and mitigate any premature deterioration which would ultimately result in costly replacements. Some of the most common repair efforts include concrete rehabilitation of bridge decks, substructure, barrier rails, and various culvert components. Other activities include the painting of steel elements, sealing of concrete cracks on bridge decks and railings, and expansion joint maintenance and repairs. The installation and reconstruction of erosion & scour countermeasure systems are also included in this program. This funding also provides for the inspection, program management, and load rating efforts required to comply with the federally mandated National Bridge Inspection Standards (NBIS). The City's bridges are currently inspected on a biennial basis with one structure requiring an underwater inspection every 60 months. The City currently has 22 structures under its jurisdiction, which includes 13 bridges and 9 culverts. The last inspection, dated October 2019, indicated the city has no structures classified as functionally obsolete, or fracture critical, with one structure classified as structurally deficient. The structurally deficient structure will require rehabilitation or replacement within the next five years and several other structures require routine maintenance and repair efforts. The annual Bridge Repair and Maintenance program funding has been increased to account for the changing bridge load rating requirements and to allow for the increased preventative maintenance and repair needs of bridges and culverts throughout the City.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Connected Community: Improve traffic flow throughout the city (East-West corridor, roundabouts, light synchronization).

#### FUNDING RESTRICTIONS

This project is restricted to Sales Tax Fund (30%) and Road Use Tax.

<b>DEPARTMENT:</b> 55 - Engineering / Street		<b>STATE PROGRAM:</b> 2C - Public Works	<b>PROJECT TITLE:</b> Villa Street Retaining Wall			<b>YEAR FIRST SUBMITTED:</b> 2021 <b>ACTIVITY NO:</b> 250-1576		<b>TOTAL PROJECT COST</b> \$ 1,600,000
<b>2019 EXPENSE</b>	<b>2020 BUDGET</b>	<b>PROJECT BUDGET</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
		<b>A. EXPENDITURE ITEMS</b>						
		Engineering Services	\$ 100,000	\$ —	\$ —	\$ —	\$ —	\$ —
		Construction	\$ 1,450,000	\$ —	\$ —	\$ —	\$ —	\$ —
		Consultant	\$ 50,000	\$ —	\$ —	\$ —	\$ —	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ 1,600,000	\$ —	\$ —	\$ —	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
		Road Use Tax	\$ 1,600,000	\$ —	\$ —	\$ —	\$ —	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ 1,600,000	\$ —	\$ —	\$ —	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

The Villa Street retaining wall between Cleveland Avenue and Rush Street is showing signs of distress. Engineering staff have been monitoring the retaining wall for several years and have observed movement in the wall. This retaining wall supports Villa Street and is a very tall wall. It is estimated to be roughly 7400 SF of wall repair. Failure of the wall could impact city water and sanitary sewer utilities, limit access to homes and potentially impact private property. City staff are working with IIW to determine the current stability of the retaining wall.

#### RELATIONSHIP TO OTHER PROJECTS

This project is related to Maintenance of Public Water Mains during Stone Retaining Wall Repair CIP (#740-2655).

#### OUTCOME

Healthy and Safe: Have residents feeling safe in any neighborhood and throughout the community.

#### FUNDING RESTRICTIONS

This project is restricted to Sales Tax Fund (30%) and Road Use Tax.

DEPARTMENT: 55 - Engineering / Street		STATE PROGRAM: 2C - Public Works	PROJECT TITLE: Lowell Street Retaining Wall			YEAR FIRST SUBMITTED: 2021 ACTIVITY NO:		TOTAL PROJECT COST \$ 141,500
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
		<b>A. EXPENDITURE ITEMS</b>						
		Engineering Services	\$ —	\$ 55,000	\$ —	\$ —	\$ —	\$ —
		Construction	\$ —	\$ 66,500	\$ —	\$ —	\$ —	\$ —
		Consultant	\$ —	\$ 20,000	\$ —	\$ —	\$ —	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ —	\$ 141,500	\$ —	\$ —	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
		Sales Tax Fund (30%)	\$ —	\$ 141,500	\$ —	\$ —	\$ —	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ —	\$ 141,500	\$ —	\$ —	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project is to replace the Lowell Street retaining wall behind 346, 350, 364, 380 and 386 Klingenberg Terrace. The concrete retaining wall was originally constructed in the 1930's and has failed. The proposed project will replace the 300 foot retaining wall with either a concrete or modular retaining wall. Design has to occur to determine the most economical and long lasting wall design. Engineering has already done some preliminary geotechnical work and survey. This project would include reconstructing the north curb line of the street and include resurfacing of Lowell Street directly affected by the wall. The retaining wall helps support Lowell street.

#### RELATIONSHIP TO OTHER PROJECTS

This project is related to the Maintenance of Public Water Mains during Stone Retaining Wall Repair CIP (#740-2655).

#### OUTCOME

Healthy and Safe: Have residents feeling safe in any neighborhood and throughout the community.

#### FUNDING RESTRICTIONS

This project is restricted to Sales Tax Fund (30%) and Road Use Tax.

<b>DEPARTMENT:</b> 55 - Engineering / Street		<b>STATE PROGRAM:</b> 2C - Public Works	<b>PROJECT TITLE:</b> Brick Paver Maintenance			<b>YEAR FIRST SUBMITTED:</b> FY 2020 <b>ACTIVITY NO:</b> 300-2852		<b>TOTAL PROJECT COST</b> \$ 90,000
<b>2019 EXPENSE</b>	<b>2020 BUDGET</b>	<b>PROJECT BUDGET</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
		<b>A. EXPENDITURE ITEMS</b>						
		Engineering Services	\$ 5,000	\$ —	\$ 5,000	\$ —	\$ 5,000	\$ 5,000
		Construction	\$ 25,000	\$ —	\$ 25,000	\$ —	\$ 25,000	\$ 25,000
\$ —	\$ —	<b>TOTAL</b>	\$ 30,000	\$ —	\$ 30,000	\$ —	\$ 30,000	\$ 30,000
		<b>B. PROJECT FINANCING</b>						
		Sales Tax (30%)	\$ 30,000	\$ —	\$ 30,000	\$ —	\$ 30,000	\$ 30,000
\$ —	\$ —	<b>TOTAL</b>	\$ 30,000	\$ —	\$ 30,000	\$ —	\$ 30,000	\$ 30,000

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides annual funding to make spot repairs to the streets, sidewalks, alleys, or public spaces in the city that are constructed with brick pavers. This project will address any settled, irregular or defective pavers in the Historic Millwork District, the Bee Branch, the Grand River Center, along 8th Street, and in Green Alleys as needed as identified by City staff.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Connected Community: Better conditions of streets and sidewalks with eliminated obstructions and improved visibility.

#### FUNDING RESTRICTIONS

This project is restricted to Sales Tax Fund (30%) and Road Use Tax.

DEPARTMENT: 55 - Engineering / Street		STATE PROGRAM: 2C - Public Works	PROJECT TITLE: Complete Street Elements - Trails, Sidewalks and Signs			YEAR FIRST SUBMITTED: FY 2019	TOTAL PROJECT COST  \$ 34,000	
						ACTIVITY NO: 300-2430 102-2430		
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024		2025
		A. EXPENDITURE ITEMS						
		Construction	\$ —	\$ —	\$ 10,000	\$ 10,000	\$ 8,000	\$ 11,000
		Engineering Services	\$ —	\$ —	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
\$ —	\$ —	TOTAL	\$ —	\$ —	\$ 12,000	\$ 12,000	\$ 10,000	\$ 13,000
		B. PROJECT FINANCING						
		Sales Tax Fund (30%)	\$ —	\$ —	\$ 12,000	\$ 12,000	\$ 10,000	\$ 13,000
\$ —	\$ —	TOTAL	\$ —	\$ —	\$ 12,000	\$ 12,000	\$ 10,000	\$ 13,000

#### PROJECT DESCRIPTION/JUSTIFICATION

This project would provide for pavement markings/signs and additional sidewalk to expand Dubuque's Complete Streets. It is envisioned that this would fund bike lane markings, bike route signs, and sidewalks in areas where none exist. A planning group of staff from Engineering, Planning, Budget and Leisure Services met and propose this project as a way to track all complete street items and costs in one location. This project will have some relationship to Public Works ADA ramp program, city owned sidewalks, curb and catch basin replacements related to city owned sidewalks and the sidewalk inspection program.

#### RELATIONSHIP TO OTHER PROJECTS

This project does not relate to other capital projects.

#### OUTCOME

Connected Community: Better conditions of streets and sidewalk with eliminated obstructions and improved visibility.

#### FUNDING RESTRICTIONS

This project is restricted to Sales Tax Fund (30%) and Road Use Tax.



DEPARTMENT: 55 - Engineering / Miscellaneous		STATE PROGRAM: 6C - General Government	PROJECT TITLE: Federal Building Renovation			YEAR FIRST SUBMITTED: ACTIVITY NO:	FY 2016 350-1841 360-1841	TOTAL PROJECT COST \$ 1,524,543
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
\$ 11,507	\$ 25,500	<b>A. EXPENDITURE ITEMS</b>						
		Consultant Services	\$ 20,000	\$ 259,000	\$ 26,000	\$ 4,000	\$ —	\$ 752,000
		Property Acquisition	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —
\$ 67,577	\$ 73,000	Construction	\$ 416,000	\$ 79,500	\$ 255,000	\$ 30,000	\$ —	\$ 6,275,000
	\$ 231,659	Engineering Services	\$ 10,000	\$ 8,300	\$ 5,000	\$ 2,500	\$ —	\$ 35,000
\$ 79,084	\$ 330,159	TOTAL	\$ 446,000	\$ 346,800	\$ 286,000	\$ 36,500	\$ —	\$ 7,062,000
		<b>B. PROJECT FINANCING</b>						
\$ 79,084	\$ 330,159	GO Debt	\$ 446,000	\$ 346,800	\$ 286,000	\$ 36,500	\$ —	\$ 7,062,000
\$ 79,084	\$ 330,159	TOTAL	\$ 446,000	\$ 346,800	\$ 286,000	\$ 36,500	\$ —	\$ 7,062,000

#### PROJECT DESCRIPTION/JUSTIFICATION

In 2008 significant updates to the Historic Federal Building were completed to improve its overall condition and to ensure it remains as a historic structure anchoring downtown. Improvements to the building included: conversion of the former courtroom and two jury rooms on the second floor to the new City Council Chambers, small meeting room and remote broadcast studio for City Channel 8, the City Housing and Community Development Department moved into the completely renovated west half of the third floor, partial steel window renovation, exterior window painting, and exterior building signage. In FY 2021, \$45,000 is budgeted to replace the pent house roof, \$6,000 to repair ADA non-compliant public sidewalks, \$220,000 is budgeted for structural repairs to the loading dock and leaking building foundation and \$165,000 for replacement of the first floor lobby lights with replica period fixtures, main stairwell painting and lighting, and refinishing of the historic woodwork in the main lobby. In FY 2022, \$250,000 is budgeted for an ASHRAE Level 2 & 3 Energy Assessment which will build off of the results from the Level 1 energy audit happening in FY20. The Level 2 Assessment provides detailed survey of building systems and operations, breakdown of energy source and end use, identification of Energy Efficiency Measures (EEMs) for each energy system, range of savings & costs for the EEMs, spotlight on operational discrepancies and outline of priorities for needed upgrades. The ASHRAE Level 3 Energy Assessment allows for complex HVAC system upgrade alternative analysis, return on investment and construction cost estimating. Additional funding in FY22 is being budgeted to address known long term building operations and maintenance requirements which include \$54,500 for tuck pointing and waterproofing of the building window wells, and \$29,500 to tuck point the front steps and replace rusting hand rails and \$4,500 is budgeted for improvements to the public way finding signs for the building. In FY23 \$60,000 is budgeted for security camera improvements, \$45,000 to disconnect the roof drains from the sanitary sewer system in order to comply with the City's I&I ordinance, and \$176,000 is budgeted to tuck point and repair the copper soffit on the exterior of the building. FY24 is budgeted to upgraded and moderized the interior lighting system.

<b>DEPARTMENT:</b> 55 - Engineering / Miscellaneous	<b>STATE PROGRAM:</b> 6C - General Government	<b>PROJECT TITLE:</b> Federal Building Renovation	<b>YEAR FIRST SUBMITTED:</b>  <b>ACTIVITY NO:</b>	FY 2016  350-1841 360-1841	<b>TOTAL PROJECT COST</b>  \$ 1,524,543
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**PROJECT DESCRIPTION/JUSTIFICATION (Continued)**

Work still needed beyond this five year CIP includes: \$1,800,000 for restoration of the existing steel windows; \$125,000 for fire alarm system upgrade;\$250,000 for a generator for emergency operations; \$230,000 is budgeted to install a new building wide security system that will include electronic locks; \$2,535,000 to complete the replacement of the building's cooling, heating and ventilation systems with a new, energy efficient, high performance systems, \$36,250 for office space renovations to vacant rooms in building to improve their ability to be rented, \$30,000 to paint and replace blinds in the second floor offices, and \$450,000 to renovate the basement spaces so they can be leased to commercial entities. The FY26 budget includes associated design and construction contingency costs for all of the previously mentioned work.

**RELATIONSHIP TO OTHER PROJECTS**

This project is not related to other capital projects.

**OUTCOME**

Robust Local Economy: Have a diverse workforce prepared for 21st century jobs in the global marketplace.

**FUNDING RESTRICTIONS**

This project is restricted to Sales Tax Fund (20%), Greater Downtown TIF, and DRA Funding.

DEPARTMENT: 55 - Engineering / Miscellaneous		STATE PROGRAM: 2C - Public Works	PROJECT TITLE: Port of Dubuque Riverfront Dock Expansion			YEAR FIRST SUBMITTED: FY 2018 ACTIVITY NO: 360-2853		TOTAL PROJECT COST \$ 2,118,500
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
		<b>A. EXPENDITURE ITEMS</b>						
		Engineering Services	\$ 25,000	\$ 25,000	\$ —	\$ —	\$ —	\$ —
\$ 18,500		Consultant Services	\$ 150,000	\$ 50,000	\$ —	\$ —	\$ —	\$ —
		Construction	\$ 875,000	\$ 975,000	\$ —	\$ —	\$ —	\$ —
\$ 18,500	\$ —	TOTAL	\$ 1,050,000	\$ 1,050,000	\$ —	\$ —	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
		GDTIF G.O. Debt	\$ 406,000	\$ —	\$ —	\$ —	\$ —	\$ —
		Private Participant	\$ 500,000	\$ 500,000	\$ —	\$ —	\$ —	\$ —
\$ 18,500		Greater Downtown TIF	\$ 144,000	\$ 550,000	\$ —	\$ —	\$ —	\$ —
\$ 18,500	\$ —	TOTAL	\$ 1,050,000	\$ 1,050,000	\$ —	\$ —	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

The proposed project is to expand the existing riverfront docking facility to accommodate large excursion boats in the Port of Dubuque. The City's proposed infrastructure plan is to construct a new pier wall landing platform near the bottom of Riverwalk Stair No. 2. A portion of Stair No. 2 will be reconstructed to connect to the new landing platform. The new landing platform will be connected to the Riverwalk by an ADA compliant ramped walkway. The excursion boats will moor against new pipe pile clusters and will access land from floating platform docks which will connect to the pier wall landing platform via ADA compliant gangway. The expanded docking facility will accommodate excursion boats 400 feet in length or greater. It is estimated that excursion boat traffic on the Mississippi River will increase and a new docking facility will create an opportunity for significant tourism growth in Dubuque. Increased tourism will create employment in retail, dining, ground transportation, and excursions to local attractions, while other tourism-related sectors will benefit as a result.

The City has been approached by Viking River Cruise Lines to become a destination port when Viking begins to operate Mississippi River Cruises in FY 2022. Viking has offered to participate in the construction and maintenance costs of a new docking facility to accommodate their boats.

Viking advises that their first season in 2021 they would have one boat making 19 stops in Dubuque between July - October, with 385 passengers on each cruise, for a total of 7,350 passengers. In 2022, they would have two boats for a total of 38 stops and 14,700 passengers. Viking says they will keep building boats until the market says stop, with a maximum of 6 Upper Mississippi River boats. With 6 boats there would be a boat docked in Dubuque 6 days a week for 4 months which is approximately 100 days docked in Dubuque x 385 passengers = 38,500 passengers. The City will receive \$1 per passenger and the annual operating expenses includes installation and removal of the riverside dock and gangway. Travel Dubuque advises that the average daily expenditure of passengers from boats that currently dock in Dubuque is estimated at \$122 per day, or \$4,697,000 with 38,500 passengers, but they have heard estimates as high as \$500 per day, or \$19,250,000 for Viking Cruise passengers. All passengers would be provided a ticket to the National Mississippi River Museum and Aquarium.

This project implements a 2018-2020 Policy Agenda Top Priority, River Cruise Docking Facility: Direction, and a 2018-2020 Management Agenda Top Priority, Riverfront Master Plan.

<b>DEPARTMENT:</b> 55 - Engineering / Miscellaneous	<b>STATE PROGRAM:</b> 2C - Public Works	<b>PROJECT TITLE:</b> Port of Dubuque Riverfront Dock Expansion	<b>YEAR FIRST SUBMITTED:</b> FY 2018 <b>ACTIVITY NO:</b> 360-2853	<b>TOTAL PROJECT COST</b> \$ 2,118,500
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#### **RELATIONSHIP TO OTHER PROJECTS**

This project is not related to other capital projects.

#### **OUTCOME**

Have the infrastructure and amenities to support economic development and growth: industrial/business parks, streets and utilities, air service and housing.

#### **FUNDING RESTRICTIONS**

This project is restricted to Sales Tax Fund (20%), Greater Downtown TIF, and DRA Funding.

<b>DEPARTMENT:</b> 55 - Engineering / Miscellaneous		<b>STATE PROGRAM:</b> 2C - Public Works	<b>PROJECT TITLE:</b> Neighborhood Related Improvements			<b>YEAR FIRST SUBMITTED:</b> FY 2012 <b>ACTIVITY NO:</b> 260-1239		<b>TOTAL PROJECT COST</b> \$ 50,000
<b>2019 EXPENSE</b>	<b>2020 BUDGET</b>	<b>PROJECT BUDGET</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
		<b>A. EXPENDITURE ITEMS</b>						
	\$ 10,000	Construction	\$ —	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
\$ —	\$ 10,000	<b>TOTAL</b>	\$ —	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
		<b>B. PROJECT FINANCING</b>						
	\$ 10,000	CDBG Grant	\$ —	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
\$ —	\$ 10,000	<b>TOTAL</b>	\$ —	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides for the repair of public steps and sidewalks, pavement overlays, installation of railings, and other infrastructure items in neighborhoods primarily inhabited by low and moderate income persons. The project funds will be used to provide grants to low and moderate income homeowners for 75 percent of the cost of sidewalk repair and to buy materials for Public Works Department crews to install overlays using their own equipment and manpower. Funds will also be used to install railings where needed to targeted neighborhoods. This program consolidates the former Neighborhoods Street Improvement and Neighborhood Step/Sidewalk Programs. The consolidated plan, which is prepared by the Community and Economic Development Advisory Commission with citizen input, identified neighborhood preservation as a number-one priority. Maintenance of public facilities will contribute to neighborhood preservation and improve public safety.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Livable Neighborhoods and Housing: Have safe, healthy, inclusive neighborhoods citywide.

#### FUNDING RESTRICTIONS

This project is restricted to Community Development Block Grant Funds.

DEPARTMENT: 55 - Engineering / Miscellaneous		STATE PROGRAM: 2C - Public Works	PROJECT TITLE: Riverfront Leasehold Improvements			YEAR FIRST SUBMITTED:  ACTIVITY NO:	FY 2015  360-1053 350-1053	TOTAL PROJECT COST  \$ 389,289
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
		<b>A. EXPENDITURE ITEMS</b>						
\$ 6,290		Consultant Services	\$ —	\$ 65,000	\$ —	\$ —	\$ —	\$ —
\$ 117,799		Construction	\$ 187,500	\$ —	\$ —	\$ —	\$ —	\$ —
	\$ 4,200	Engineering Services	\$ —	\$ 8,500	\$ —	\$ —	\$ —	\$ —
\$ 124,089	\$ 4,200	TOTAL	\$ 187,500	\$ 73,500	\$ —	\$ —	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
\$ 124,089	\$ 4,200	Greater Downtown TIF	\$ —	\$ 73,500	\$ —	\$ —	\$ —	\$ —
		Sales Tax Fund (20%)	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —
		GDTIF G.O. Debt	\$ 187,500	\$ —	\$ —	\$ —	\$ —	\$ —
\$ 124,089	\$ 4,200	TOTAL	\$ 187,500	\$ 73,500	\$ —	\$ —	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides for environmental mitigation, structure demolition, appraisal and other related property improvement studies to the City's leased properties along the riverfront. City leases for several riverfront properties have recently expired, or are set to expire or be terminated by mutual agreement over the next ten years. These funds allow for the needed environmental testing and similar type studies, as well as the removal of abandoned leasehold improvements, and the clean-up of vacant city properties in preparation for redevelopment. The City also periodically facilitates commodity shipping at existing vacant sites in order to generate revenue. These temporary agreements sometimes require the removal of buildings or other out dated infrastructure in order to accommodate a particular need of the new lessee. Funding in FY21 would support the rail spur improvements along Kerper Blvd. and Commercial St, a condition assessment of the city-owned Grand Harbor Hotel and the deconstruction of the former Dodd's Terminal building foundation in the South Port. Clearing this site of the existing outdated and obsolete structure will help to prepared it for redevelopment. FY 22 would allow the city to evaluate redevelopment options for the industrial site on 7th street along Dove Harbor, as well as a site along Kerper Blvd at the Peosta Channel. The leases on these properties will be expiring, and while industrial use is probably the highest and best use of these parcels, the city should look at the possibilities of other redevelopment, especially with the Alliant Energy power plant being decommissioned.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Robust Local Economy: Retain, expand and grow local businesses, attract new businesses to provide a more diverse tax base and job opportunities.

#### FUNDING RESTRICTIONS

This project is restricted to Sales Tax Fund (20%), Greater Downtown TIF, and DRA Funding.

<b>DEPARTMENT:</b> 55 - Engineering / Miscellaneous		<b>STATE PROGRAM:</b> 2C - Public Works	<b>PROJECT TITLE:</b> ABC Supply Building Deconstruction			<b>YEAR FIRST SUBMITTED:</b> 2019 <b>ACTIVITY NO:</b> 360-2854		<b>TOTAL PROJECT COST</b> \$ 417,000
<b>2019 EXPENSE</b>	<b>2020 BUDGET</b>	<b>PROJECT BUDGET</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
		<b>A. EXPENDITURE ITEMS</b>						
		Consultant Services	\$ 25,000	\$ —	\$ —	\$ —	\$ —	\$ —
		Construction	\$ 380,000	\$ —	\$ —	\$ —	\$ —	\$ —
		Engineering Services	\$ 12,000	\$ —	\$ —	\$ —	\$ —	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ 417,000	\$ —	\$ —	\$ —	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
		GDTIF G.O. Debt	\$ 417,000	\$ —	\$ —	\$ —	\$ —	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ 417,000	\$ —	\$ —	\$ —	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides for hazardous material remediation and structure deconstruction of a former City owned leased property along Highway 151 near the South Port. The funding in FY21 would support the deconstruction of the former ABC Supply building. This lease expired in December 2018. Clearing this site of the existing outdated and obsolete structure will help to prepared it for redevelopment.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Robust Local Economy: Retain, expand and grow local businesses, attract new businesses to provide a more diverse tax base and job opportunities.

#### FUNDING RESTRICTIONS

This project is restricted to Sales Tax Fund (20%), Greater Downtown TIF, and DRA Funding.

DEPARTMENT: 55 - Engineering / Miscellaneous		STATE PROGRAM: 2C - Public Works	PROJECT TITLE: Port of Dubuque - Security Camera Expansion			YEAR FIRST SUBMITTED: FY 2008 ACTIVITY NO: 102-1963	TOTAL PROJECT COST \$ 40,000	
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
		A. EXPENDITURE ITEMS						
		Equipment	\$ —	\$ 20,000	\$ —	\$ 20,000	\$ —	\$ —
\$ —	\$ —	TOTAL	\$ —	\$ 20,000	\$ —	\$ 20,000	\$ —	\$ —
		B. PROJECT FINANCING						
		DRA Distribution	\$ —	\$ 20,000	\$ —	\$ 20,000	\$ —	\$ —
\$ —	\$ —	TOTAL	\$ —	\$ 20,000	\$ —	\$ 20,000	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This annual funding program will provide for the installation of additional security and surveillance cameras within the Port of Dubuque. The locations identified for surveillance coverage include; the northerly end of the Riverwalk, Riverwalk shade structures, the Alliant Amphitheater, the Historic Shot Tower, the Bell Street corridor and along Ice Harbor Drive. There are several public parking lots in the Port area that do not have camera coverage, which include; Grand River Center north parking lot, National Mississippi River Museum and Aquarium parking lot, Mississippi Plaza parking lot, River's Edge Plaza parking lot, Brewery parking lot and the McGraw Hill - Special Events parking lot. As camera coverage is expanded in the Port of Dubuque, additional cameras will be added to the network so that each of the Emergency Call Box locations has security and surveillance coverage. This project will expand and enhance security and surveillance coverage within the Port of Dubuque which will compliment the Riverwalk security camera system which was installed in response to the vandalism along the Port of Dubuque's Riverwalk. The expanded security and surveillance coverage will curtail vandalism and will also assist law enforcement officials with crowd control monitoring during large public events.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Healthy and Safe: Have residents feeling safe in any neighborhood and throughout the community.

#### FUNDING RESTRICTIONS

This project is restricted to Sales Tax Fund (20%) and DRA Funding.



DEPARTMENT: 55 - Engineering / Miscellaneous		STATE PROGRAM: 2C - Public Works	PROJECT TITLE: Harbor Area Maintenance - Dredging			YEAR FIRST SUBMITTED: FY 1980 ACTIVITY NO: 350-1466 300-1466	TOTAL PROJECT COST \$ 90,000	
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
		A. EXPENDITURE ITEMS						
		Engineering Services	\$ 1,000	\$ —	\$ 1,000	\$ —	\$ 1,000	\$ —
		Construction	\$ 24,000	\$ —	\$ 29,000	\$ —	\$ 34,000	\$ —
\$ —	\$ —	TOTAL	\$ 25,000	\$ —	\$ 30,000	\$ —	\$ 35,000	\$ —
		B. PROJECT FINANCING						
		Sales Tax Fund (20%)	\$ 25,000	\$ —	\$ 30,000	\$ —	\$ 35,000	\$ —
\$ —	\$ —	TOTAL	\$ 25,000	\$ —	\$ 30,000	\$ —	\$ 35,000	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This annual recurring budget provides for dredging harbor areas and the disposal of the spoil material to maintain adequate harbor and channel depths for the Port of Dubuque Marina and the Ice Harbor. The City had a previous contractual obligation under various riverfront-leased properties to maintain adequate harbor depths and to perform maintenance dredging operations for commercial barge and recreational navigation. However as leases are renewed or new lease agreements are approved, the maintenance dredging requirements are no longer the responsibility of the City. Beginning in Fiscal Year 2014, the City is no longer responsible for maintenance dredging at any industrial leased properties within Dove Harbor. On an annual basis, the budget allocation is evaluated and adjusted to reflect a more accurate determination of the dredging needs and the City attempts to provide sufficient funds for dredging of the City's waterfront, however the cost of dredging continues to significantly increase on a yearly basis. The temporary disposal site located along the east shoreline of the Peosta channel and adjacent to the 16th Street Bridge can hold approximately 7,500 cubic yards of dredge material. This annual budget includes funds for annual riverfront maintenance dredging as required at boat launch ramp locations, River's Edge Plaza and along the Riverwalk lower pier wall to accommodate excursion boat mooring.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Sustainable Environment: Reduce the potential flooding through flood plain management, mitigation and protection.

#### FUNDING RESTRICTIONS

This project is restricted to Sales Tax Fund (20%), Greater Downtown TIF, and DRA Funding.

<b>DEPARTMENT:</b> 55 - Engineering / Miscellaneous		<b>STATE PROGRAM:</b> 2C - Public Works	<b>PROJECT TITLE:</b> Ice Harbor West Road - Museum Wetland Railing			<b>YEAR FIRST SUBMITTED:</b> FY 2021 <b>ACTIVITY NO:</b> 350-2855	<b>TOTAL PROJECT COST</b> \$ 20,000	
<b>2019 EXPENSE</b>	<b>2020 BUDGET</b>	<b>PROJECT BUDGET</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
		<b>A. EXPENDITURE ITEMS</b>						
		Construction	\$ 20,000	\$ —	\$ —	\$ —	\$ —	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ 20,000	\$ —	\$ —	\$ —	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
		Sales Tax Fund (20%)	\$ 20,000	\$ —	\$ —	\$ —	\$ —	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ 20,000	\$ —	\$ —	\$ —	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides funding to install security fencing along Ice Harbor Drive adjacent to the outdoor wetland area of the National Mississippi River Museum and Aquarium. Over the past several years the museum has experienced unauthorized access to their outdoor campus during off business hours when the museum is closed. It appears that individuals are gaining access near the wetland area by climbing over the 42-inch height Riverwalk railing located along Ice Harbor Drive. Due to liability concerns and the accreditation standards for security of the museum campus, the museum has requested that the City install additional security fencing along Ice Harbor Drive to deter individuals from gaining access near the wetland area from abutting public property. The proposed security fencing would be approximately 60-feet in length, 6-feet height and would be constructed to replicate the Riverwalk railing standard in the Port of Dubuque.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Partnership for a Better Dubuque: Engage all contracted partners in advancing Council goals and community betterment.

#### FUNDING RESTRICTIONS

This project is restricted to Sales Tax Fund (20%), Greater Downtown TIF, and DRA Funding.

DEPARTMENT: 55 - Engineering / Miscellaneous		STATE PROGRAM: 2C - Public Works	PROJECT TITLE: Third Street Overpass Decorate Railing Painting Project			YEAR FIRST SUBMITTED: 2018 ACTIVITY NO: 250-1702 300-1702	TOTAL PROJECT COST \$ 123,270	
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
\$ 3,270		<b>A. EXPENDITURE ITEMS</b>						
		Design & Engineering	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —
		Construction	\$ 120,000	\$ —	\$ —	\$ —	\$ —	\$ —
\$ 3,270	\$ —	<b>TOTAL</b>	\$ 120,000	\$ —	\$ —	\$ —	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
		Private Participant	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —
\$ 3,270		Sales Tax Fund (30%)	\$ 120,000	\$ —	\$ —	\$ —	\$ —	\$ —
\$ 3,270	\$ —	<b>TOTAL</b>	\$ 120,000	\$ —	\$ —	\$ —	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project will provide for the temporary removal, sandblasting, re-painting and reinstalling of approximately 1,430 linear feet of decorative railing on the Third Street Overpass bridge into the Port of Dubuque. The decorative railing on the south side of the pedestrian walkway of the Third Street Overpass was installed in 2006. Over the past several years, the powder coat paint finish along the entire length has partially or completely failed. This has resulted in the paint peeling off, exposing the steel railing to the weather elements which has caused a majority of the fence panels to rust. The rusted and now unsightly decorative railing is a component of the pedestrian walkway and is a highly visual element on the Third Street Overpass bridge into the Port of Dubuque. Re-painting the decorative railing is recommended to maintain and protect the integrity of the railing while restoring the aesthetic appearance of the railing.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Livable Neighborhoods and Housing: Increase the visual appeal and beauty of the city with attractive gateways, corridors, neighborhoods, homes and businesses.

#### FUNDING RESTRICTIONS

This project is restricted to Road Use Tax Fund, Sales Tax Fund (20%), Greater Downtown TIF, and DRA Funding.

DEPARTMENT: 55 - Engineering / Miscellaneous		STATE PROGRAM: 6C - General Government	PROJECT TITLE: Speed Shields			YEAR FIRST SUBMITTED: FY 2020 ACTIVITY NO:		TOTAL PROJECT COST \$ 138,000
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
		<b>A. EXPENDITURE ITEMS</b>						
		Construction	\$ —	\$ 44,000	\$ 44,000	\$ 44,000	\$ —	\$ 44,000
		Engineering Services	\$ —	\$ 2,000	\$ 2,000	\$ 2,000	\$ —	\$ 2,000
\$ —	\$ —	TOTAL	\$ —	\$ 46,000	\$ 46,000	\$ 46,000	\$ —	\$ 46,000
		<b>B. PROJECT FINANCING</b>						
		Sales Tax Fund (30%)	\$ —	\$ 46,000	\$ 46,000	\$ 46,000	\$ —	\$ 46,000
\$ —	\$ —	TOTAL	\$ —	\$ 46,000	\$ 46,000	\$ 46,000	\$ —	\$ 46,000

#### PROJECT DESCRIPTION/JUSTIFICATION

This project will fund 10 portable speed shields a year to be used along various streets in the community. The speed shields are used to bring awareness to drivers on their speed and helps reduce speeds in areas know to have speeding issues. The speed shields are installed and managed by the Dubuque Police Department to assist in enforcement.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Livable Neighborhoods and Housing: Have safe, healthy, inclusive neighborhoods citywide.

#### FUNDING RESTRICTIONS

This project is restricted to Sales Tax Fund (30%) and DRA Funding.

DEPARTMENT: 55 - Engineering / Traffic		STATE PROGRAM: 2C - Public Works	PROJECT TITLE: Street Light Replacement and New Installation			YEAR FIRST SUBMITTED: FY 2010	TOTAL PROJECT COST	
						ACTIVITY NO: 360-1549	260-1549	\$ 534,574
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
		<b>A. EXPENDITURE ITEMS</b>						
		Engineering Services	\$ 12,000	\$ 15,000	\$ 15,000	\$ 10,000	\$ 5,000	\$ 5,000
\$ 14,174		Construction	\$ 20,000	\$ 113,200	\$ 130,200	\$ 170,000	\$ 30,000	\$ 40,000
\$ 14,174	\$ —	TOTAL	\$ 32,000	\$ 128,200	\$ 145,200	\$ 180,000	\$ 35,000	\$ 45,000
		<b>B. PROJECT FINANCING</b>						
		GDTIF Debt	\$ 12,000	\$ 88,200	\$ 85,200	\$ 150,000	\$ 5,000	\$ 5,000
\$ 14,174		Sales Tax Fund (30%)	\$ 20,000	\$ 40,000	\$ 60,000	\$ 30,000	\$ 30,000	\$ 40,000
\$ 14,174	\$ —	TOTAL	\$ 32,000	\$ 128,200	\$ 145,200	\$ 180,000	\$ 35,000	\$ 45,000

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides for a replacement program of the existing 30-foot white streetlights and some traffic signals located in downtown Dubuque. Currently, there are approximately 60 white streetlights remaining. The project would replace all remaining white poles and install lighting controllers with meters. In certain cases, these would be replaced with historical streetlights. Many of the streetlights in the downtown area were installed in early 1950's. These are the white 30-foot style found along Central, Main, Iowa, Locust and Bluff Streets. Many of these streetlights utilize a direct burial style feed and unique service panel which makes it very difficult and costly to maintain. The new downtown street lights will be capable of having banners brackets added. This CIP would also fund LED replacement luminaries throughout the City. Currently when street light fixtures burn out they are replaced with matching style high pressure sodium street lights. This program would promote the use of high efficiently, long life LED street lighting throughout the City of Dubuque which saves energy and operating expenses. . Current locations of interest include the Port of Dubuque Riverwalk, Bridge Lighting locations and miscellaneous subdivision locations. This project also initiates a scheduled replacement of older street lights throughout the City, and will also include the installation of new street lights when conditions warrant. Currently, the City owns approximately 2,500 street lights. In many older subdivisions the entire light fixture, base, pole and conduits need replacing. Currently there are around 60 lights in 24 locations outside of the downtown lights that are in need of replacement. Average cost of reconstruction is around \$1,500 to \$2,000 each.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Healthy and Safe: Have residents feeling safe in any neighborhood and throughout the community.

#### FUNDING RESTRICTIONS

This project is restricted to Sales Tax Fund (30%), Greater Downtown TIF, CDBG, and Road Use Tax Fund.

<b>DEPARTMENT:</b> 55 - Engineering / Traffic		<b>STATE PROGRAM:</b> 2C - Public Works	<b>PROJECT TITLE:</b> Signalization Program			<b>YEAR FIRST SUBMITTED:</b> FY 2014 <b>ACTIVITY NO:</b> 300-1011		<b>TOTAL PROJECT COST</b> \$ 435,687
<b>2019 EXPENSE</b>	<b>2020 BUDGET</b>	<b>PROJECT BUDGET</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
		<b>A. EXPENDITURE ITEMS</b>						
	\$ 15,000	Engineering Services	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
\$ 5,687	\$ 65,000	Construction	\$ 55,000	\$ 55,000	\$ 65,000	\$ 55,000	\$ 45,000	\$ 95,000
\$ 5,687	\$ 80,000	TOTAL	\$ 70,000	\$ 70,000	\$ 80,000	\$ 70,000	\$ 60,000	\$ 110,000
		<b>B. PROJECT FINANCING</b>						
\$ 5,687	\$ 80,000	Sales Tax Fund (30%)	\$ 70,000	\$ 70,000	\$ 80,000	\$ 70,000	\$ 60,000	\$ 110,000
\$ 5,687	\$ 80,000	TOTAL	\$ 70,000	\$ 70,000	\$ 80,000	\$ 70,000	\$ 60,000	\$ 110,000

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides for the improvement of existing traffic signals, replacement of signal controllers and/or the signalization of additional intersections as the need may arise. This project also covers engineering staff time related to additional signals and is combined with other programs such as Traffic Signal Intersection Reconstruction and Traffic Signal Interconnect to make a project viable. Each year appropriations are intended to fund the signalization of intersections through the City as the need may arise. New signals will be given consideration utilizing the warrants established in the Iowa Manual on Uniform Traffic Control Devices. Currently, each new signal installation can cost approximately \$225,000 and there are multiple locations under consideration.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Connected Community: Improve traffic flow throughout the city (East-West corridor, roundabouts, light synchronization).

#### FUNDING RESTRICTIONS

This project is restricted to Sales Tax Fund (30%) and Road Use Tax Fund.

DEPARTMENT: 55 - Engineering / Traffic		STATE PROGRAM: 2C - Public Works	PROJECT TITLE: Traffic Signal Mastarm Retrofit			YEAR FIRST SUBMITTED: FY 2014 ACTIVITY NO: 300-1133		TOTAL PROJECT COST \$ 505,206
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
		<b>A. EXPENDITURE ITEMS</b>						
	\$ 71,080	Engineering Services	\$ 5,000	\$ 10,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
\$ 4,126	\$ 75,000	Construction	\$ 60,000	\$ 60,000	\$ 70,000	\$ 75,000	\$ 60,000	\$ 80,000
\$ 4,126	\$ 146,080	TOTAL	\$ 65,000	\$ 70,000	\$ 75,000	\$ 80,000	\$ 65,000	\$ 85,000
		<b>B. PROJECT FINANCING</b>						
\$ 4,126	\$ 146,080	Sales Tax Fund (30%)	\$ 65,000	\$ 70,000	\$ 75,000	\$ 80,000	\$ 65,000	\$ 85,000
\$ 4,126	\$ 146,080	TOTAL	\$ 65,000	\$ 70,000	\$ 75,000	\$ 80,000	\$ 65,000	\$ 85,000

#### PROJECT DESCRIPTION/JUSTIFICATION

This program would provide for reconstruction of intersection mastarm retrofit for key intersections in the Central Business District. White and Central Avenue contain a mix of different styles of traffic signalization. Some locations have pedestal mounted signal heads, other locations have mastarm mounted heads. The differing location of the traffic signals sometimes causes motorists to react to the 2nd signal ahead as opposed to their nearer intersection. This program would provide for installing mastarm mounted signals along Loras, White, Jackson, Washington, Elm and Central Corridors. Intersections included: 14th at Jackson, 14th and Elm, 14th and Washington. This would standardize the location of the signal heads along the major arterial routes. This project has been extended out to cover increased costs. High priority locations include signals along Loras Blvd including Jackson, Washington and Elm.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Connected Community: Improve traffic flow throughout the city (East-West corridor, roundabouts, light synchronization).

#### FUNDING RESTRICTIONS

This project is restricted to Sales Tax Fund (30%) and Road Use Tax Fund.

DEPARTMENT: 55 - Engineering / Traffic		STATE PROGRAM: 2C - Public Works	PROJECT TITLE: Traffic Signal Interconnect Conduit Replacement			YEAR FIRST SUBMITTED: FY 2012 ACTIVITY NO: 300-1266		TOTAL PROJECT COST \$ 273,800
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
		<b>A. EXPENDITURE ITEMS</b>						
	\$ 5,000	Engineering Services	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
\$ 13,800	\$ 35,000	Construction	\$ 25,000	\$ 35,000	\$ 65,000	\$ 35,000	\$ 35,000	\$ 60,000
\$ 13,800	\$ 40,000	TOTAL	\$ 30,000	\$ 40,000	\$ 70,000	\$ 40,000	\$ 40,000	\$ 65,000
		<b>B. PROJECT FINANCING</b>						
\$ 13,800	\$ 40,000	Sales Tax Fund (30%)	\$ 30,000	\$ 40,000	\$ 70,000	\$ 40,000	\$ 40,000	\$ 65,000
\$ 13,800	\$ 40,000	TOTAL	\$ 30,000	\$ 40,000	\$ 70,000	\$ 40,000	\$ 40,000	\$ 65,000

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides for reconstruction of a portion of the underground wiring system for the traffic signal interconnect system. It will also tie in some miscellaneous intersections that were not part of the original interconnect. As part of the project, the conduit will be upsized to a multi-duct conduit system so that it could be utilized as part of the City's Fiber Optic Network. Much of the underground galvanized steel conduit and wiring is in excess of 25 years old and is in need of replacement. Currently, annual repairs are needed to maintain the traffic signal coordination system operating in the downtown area. Much of the system is corroded to the extent that new wiring cannot be pulled through the old conduit, thereby requiring several spotted areas of conduit removal and replacement each year. The majority of the new conduit would be bored under the streets and sidewalks to minimize the need for street patches. When this interconnect fails, traffic lights go out of coordination and run free. Many times the power feed is also interrupted. This fiber conduit allows for the coordination of traffic signals and will also be used to leverage private/public partnerships for broadband expansion. High priority signals to interconnect include Asbury at Carter and at Chaney and St. Ambrose; 14th at Elm and Jackson; Locust at Charter; and Bryant and Mt. Loretta.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Connected Community: Improve traffic flow throughout the city (East-West corridor, roundabouts, light synchronization).

#### FUNDING RESTRICTIONS

This project is restricted to Sales Tax Fund (30%) and Road Use Tax Fund.



<b>DEPARTMENT:</b> 55 - Engineering / Traffic		<b>STATE PROGRAM:</b> 2C - Public Works	<b>PROJECT TITLE:</b> Traffic Signal Controller Replacement			<b>YEAR FIRST SUBMITTED:</b> FY 2012 <b>ACTIVITY NO:</b> 300-1274		<b>TOTAL PROJECT COST</b> \$ 281,697
<b>2019 EXPENSE</b>	<b>2020 BUDGET</b>	<b>PROJECT BUDGET</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
		<b>A. EXPENDITURE ITEMS</b>						
\$ 41,697	\$ 45,000	Equipment	\$ 35,000	\$ 35,000	\$ 45,000	\$ 45,000	\$ 35,000	\$ 45,000
\$ 41,697	\$ 45,000	TOTAL	\$ 35,000	\$ 35,000	\$ 45,000	\$ 45,000	\$ 35,000	\$ 45,000
		<b>B. PROJECT FINANCING</b>						
\$ 41,697	\$ 45,000	Sales Tax Fund (30%)	\$ 35,000	\$ 35,000	\$ 45,000	\$ 45,000	\$ 35,000	\$ 45,000
\$ 41,697	\$ 45,000	TOTAL	\$ 35,000	\$ 35,000	\$ 45,000	\$ 45,000	\$ 35,000	\$ 45,000

#### PROJECT DESCRIPTION/JUSTIFICATION

This project initiates a scheduled replacement of the older traffic signal controllers throughout the City. This project would provide for the replacement of approximately 3 of the City's 115 traffic signal controllers per year. The new controllers are needed for signal coordination and compatibility with the pre-emption program for the traffic signals being proposed by the Fire and Police Departments. All new intersections are currently compatible. The cost of a single controller is approximately \$14,000 plus \$6,000 for a battery backup system and \$6,000 for pre-emption. Recently, the cost of these cabinets have increased due to advanced technical equipment within the cabinet. This appropriation would allow for two to three replacements per year. This replacement schedule also is in keeping up with the replacement needs for the older controllers, purely from a maintenance perspective. The City is currently redesigning cabinet standards and drawing down existing stock in preparation for the these new cabinet standards. Windsor at 22nd and Windsor at Rhomberg were updated in 2017. Nevada and University in FY 2018, Locust and Charter along with Carter and Chaney on Asbury Road will be updated in FY 2021.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Connected Community: Have well-maintained, improved transportation system – vehicles, roadways, sidewalks, and trails.

#### FUNDING RESTRICTIONS

This project is restricted to Sales Tax Fund (30%) and Road Use Tax Fund.

DEPARTMENT: 55 - Engineering / Traffic		STATE PROGRAM: 2C - Public Works	PROJECT TITLE: Street Lighting and Traffic Signal Knockdown/Insurance			YEAR FIRST SUBMITTED: FY 2014 ACTIVITY NO: 300-2252		TOTAL PROJECT COST \$ 241,346
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
		<b>A. EXPENDITURE ITEMS</b>						
\$ 37,634	\$ 38,393	Construction	\$ 25,000	\$ 25,000	\$ 30,000	\$ 30,000	\$ 25,000	\$ 30,000
\$ 30,319		Equipment	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —
\$ 67,953	\$ 38,393	TOTAL	\$ 25,000	\$ 25,000	\$ 30,000	\$ 30,000	\$ 25,000	\$ 30,000
		<b>B. PROJECT FINANCING</b>						
\$ 37,634	\$ 38,393	Insurance Reimbursements	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
		Sales Tax Fund (30%)	\$ 15,000	\$ 15,000	\$ 20,000	\$ 20,000	\$ 15,000	\$ 20,000
\$ 37,634	\$ 38,393	TOTAL	\$ 25,000	\$ 25,000	\$ 30,000	\$ 30,000	\$ 25,000	\$ 30,000

#### PROJECT DESCRIPTION/JUSTIFICATION

This fund will be used to purchase and track replacement traffic control and street lighting equipment and would be used as a depository to track insurance claims. The City of Dubuque replaces equipment that is damaged or destroyed due to accidents and weather related activities. Many of the new traffic cabinets along the major corridors may contain \$60,000 to \$75,000 of equipment. In some instances this equipment is purchased to replace equipment that was damaged due to an accident in which there is an insurance claim. Insurance reimbursements are put back into the CIP to fund expenditures which helps track the costs due to accidents, and how much the city spends on hit and run or uninsured accidents. Major storm events due to lightening alone can expend the budget.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Connected Community: Have well-maintained, improved transportation system – vehicles, roadways, sidewalks, and trails.

#### FUNDING RESTRICTIONS

This project is restricted to Sales Tax Fund (30%) and Road Use Tax Fund.

DEPARTMENT: 55 - Engineering / Traffic		STATE PROGRAM: 2C - Public Works	PROJECT TITLE: Street Camera Installation			YEAR FIRST SUBMITTED: FY 2017	TOTAL PROJECT COST	
						ACTIVITY NO: 300-2421 360-2421	\$ 499,553	
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
		<b>A. EXPENDITURE ITEMS</b>						
\$ 25,504	\$ 70,000	Equipment	\$ 75,000	\$ 100,775	\$ 84,798	\$ 100,000	\$ 15,000	\$ 110,000
	\$ 6,000	Engineering Services	\$ 7,476	\$ 5,000	\$ 5,000	\$ 5,000	\$ —	\$ 5,000
\$ 25,504	\$ 76,000	TOTAL	\$ 82,476	\$ 105,775	\$ 89,798	\$ 105,000	\$ 15,000	\$ 115,000
		<b>B. PROJECT FINANCING</b>						
\$ 25,504	\$ 76,000	Sales Tax Fund (30%)	\$ 70,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ —	\$ 100,000
		Greater Downtown TIF	\$ 12,476	\$ 30,775	\$ 14,798	\$ 30,000	\$ 15,000	\$ 15,000
\$ 25,504	\$ 76,000	TOTAL	\$ 82,476	\$ 105,775	\$ 89,798	\$ 105,000	\$ 15,000	\$ 115,000
		<b>C. IMPACT - OPERATIONS</b>						
		Operating Cost (Savings)	\$ 5,256	\$ 11,826	\$ 24,090	\$ 35,040	\$ 35,040	\$ —
		Operating Revenue	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project funds the equipment, installation and software license for the placement of fixed cameras at \$2,500 each installed near roadways, alleys and signalized intersections throughout the City of Dubuque. Currently, the Traffic Operations Center has communication lines throughout the city along major and minor arterials, city streets and near signalized intersections. Engineering uses these cameras to remotely monitor and adjust traffic operations. Over the last few years, Engineering and Police have worked together using these cameras to aid the police in accident and crime investigations on a daily basis making them an integral part of public safety. These funds would also be available to replace existing cameras as they age and as technology advances.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Healthy and Safe: Have residents feeling safe in any neighborhood and throughout the community.

#### FUNDING RESTRICTIONS

This project is restricted to Sales Tax Fund (30%) and Road Use Tax Fund.

<b>DEPARTMENT:</b> 55 - Engineering / Traffic		<b>STATE PROGRAM:</b> 2C - Public Works	<b>PROJECT TITLE:</b> LED Re-Lamp Schedule			<b>YEAR FIRST SUBMITTED:</b> FY 2015 <b>ACTIVITY NO:</b> 300-1916		<b>TOTAL PROJECT COST</b> \$ 129,000
<b>2019 EXPENSE</b>	<b>2020 BUDGET</b>	<b>PROJECT BUDGET</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
		<b>A. EXPENDITURE ITEMS</b>						
	\$ 1,000	Engineering Services	\$ —	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 2,500
	\$ 28,000	Equipment	\$ —	\$ 24,000	\$ 29,000	\$ 24,000	\$ 19,000	\$ 25,000
\$ —	\$ 29,000	TOTAL	\$ —	\$ 25,000	\$ 30,000	\$ 25,000	\$ 20,000	\$ 27,500
		<b>B. PROJECT FINANCING</b>						
	\$ 29,000	Sales Tax Fund (30%)	\$ —	\$ 25,000	\$ 30,000	\$ 25,000	\$ 20,000	\$ 27,500
\$ —	\$ 29,000	TOTAL	\$ —	\$ 25,000	\$ 30,000	\$ 25,000	\$ 20,000	\$ 27,500

#### PROJECT DESCRIPTION/JUSTIFICATION

In 2001-2002, the city traffic signals were converted from 150 watt incandescent bulbs to 10 watt LED lamps. This conversion also included a large rebate incentive from the local power company along with drastically reduced electrical consumption. These new LED fixtures have a life-span of 5 - 7 years. This appropriation will provide for the re-lamping of approximately 1/10th of the City owned traffic signal lamps in each year. Currently the City has 115 traffic signals that with an average of about 40 lamps per intersection. Each lamp runs approximately \$70 each. New LED signal heads can be purchased with a 15 year warranty. This project will reduce maintenance problems (burnouts/failures) with traffic signals in future years. These existing LED's have lasted approximately twice their warrantied lifespan, instead of burning out they dim over time and become non-compliant with MUTCD guidelines. This Capital Improvement program will systematically replace these lamps by corridor starting with the oldest LED's.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Connected Community: Improve traffic flow throughout the city (East-West corridor, roundabouts, light synchronization).

#### FUNDING RESTRICTIONS

This project is restricted to Sales Tax Fund (30%) and Road Use Tax Fund.

DEPARTMENT: 55 - Engineering / Traffic		STATE PROGRAM: 2C - Public Works	PROJECT TITLE: Traffic Signal Battery Backup			YEAR FIRST SUBMITTED: FY 2012 ACTIVITY NO: 300-1229		TOTAL PROJECT COST \$ 141,449
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
		<b>A. EXPENDITURE ITEMS</b>						
\$ 36,449	\$ 20,000	Equipment	\$ 10,000	\$ 15,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
\$ 36,449	\$ 20,000	TOTAL	\$ 10,000	\$ 15,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
		<b>B. PROJECT FINANCING</b>						
\$ 36,449	\$ 20,000	Sales Tax Fund (30%)	\$ 10,000	\$ 15,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
\$ 36,449	\$ 20,000	TOTAL	\$ 10,000	\$ 15,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides needed traffic control at signalized intersections during times of power outages. This project will provide for the purchase and installation of battery backup systems by City traffic signal technicians in existing traffic signal controllers at various locations throughout the city. These battery backups will provide backup power to run each intersection on in full colors for up to eight hours during power outages. When power is restored, the controllers will automatically reset and go back into service. These battery backup units also serve as lighting controllers and can be placed midblock in the Central Business District to serve two intersections with one BBS. Each BBS costs between \$6,500 to \$9,500. This CIP will fund the addition of 2 to 3 BBS per year. In the City of Dubuque, there are 115 traffic controllers located at various intersections and crosswalks throughout the city. During times of power outages, crews are dispatched to the signalized intersections to place portable stop signs. Depending on when these power outages occur, the response time for crews to load stop signs and place them averages thirty minutes to one hour. The response time is even longer when outages occur at night and/or on a weekend. During this time, police officers are dispatched to direct traffic until stop signs can be placed. When major outages occur, many intersections at one time can be affected, which endanger public safety and severely interrupt both police and maintenance operations. This project allows the City of Dubuque to provide normal traffic control at intersections during power outages, with the least interruption to the driving public, police and maintenance operations.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Connected Community: Equitable Transportation, Technology, Infrastructure & Mobility: Improve traffic flow throughout the city.

#### FUNDING RESTRICTIONS

This project is restricted to Sales Tax Fund (30%) and Road Use Tax Fund.

<b>DEPARTMENT:</b> 55 - Engineering / Traffic		<b>STATE PROGRAM:</b> 2C - Public Works	<b>PROJECT TITLE:</b> Traffic Signal Intersection Reconstruction			<b>YEAR FIRST SUBMITTED:</b> FY 2007 <b>ACTIVITY NO:</b> 300-1615		<b>TOTAL PROJECT COST</b> \$ 368,087
<b>2019 EXPENSE</b>	<b>2020 BUDGET</b>	<b>PROJECT BUDGET</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
		<b>A. EXPENDITURE ITEMS</b>						
	\$ 5,615	Engineering Services	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
	\$ 60,000	Construction	\$ 35,000	\$ 45,000	\$ 70,000	\$ 67,472	\$ 60,000	\$ 70,000
\$ —	\$ 65,615	<b>TOTAL</b>	\$ 40,000	\$ 50,000	\$ 75,000	\$ 72,472	\$ 65,000	\$ 75,000
		<b>B. PROJECT FINANCING</b>						
	\$ 65,615	Sales Tax Fund (30%)	\$ 40,000	\$ 50,000	\$ 75,000	\$ 72,472	\$ 65,000	\$ 75,000
\$ —	\$ 65,615	<b>TOTAL</b>	\$ 40,000	\$ 50,000	\$ 75,000	\$ 72,472	\$ 65,000	\$ 75,000

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides for the reconstruction of one intersection in the downtown every two years. New findings have prompted the City to accelerate this program. Much of the underground galvanized steel conduit and wiring is in excess of 25 years old and is in need of replacement. Many times when repairs are needed the conduit at the intersection is corroded to the extent that new wiring cannot be pulled through; thereby requiring several spotted areas of conduit to be removed and replaced each year. Anchor bolts and bases are often times corroded or rusted off, requiring new foundations and equipment during which time the signal remains down or in an "all red" flash status. New findings this year have demonstrated a potentially urgent situation. Mastarms that were installed in the early 1980's as part of a major signalization effort are now in need of replacement. Most of these poles are the white painted signal poles in the area of White, Main, Elm, Iowa and Bluff Streets. These poles and transformer bases are rusting from the inside out and it was found that many of the transformer bases looked adequate from the outside but were nearly completely rusted through. Many additional intersections are in need of rebuilding. New mastarm equipment is fully galvanized with many of the attached parts composed of plastic, aluminum or stainless steel which virtually eliminates this type of corrosion problem. These newly rebuilt intersections will include standard ITS equipment. Future high priority intersections in the downtown include Iowa at 7th, Bluff at 9th, Bluff at 10th, 14th Street signals west of White, Charter at Locust and various improvements in the 1-way to 2-way corridors.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Connected Community: Have well-maintained, improved transportation system – vehicles, roadways, sidewalks, and trails.

#### FUNDING RESTRICTIONS

This project is restricted to Sales Tax Fund (30%) and Road Use Tax Fund.

<b>DEPARTMENT:</b> 55 - Engineering / Traffic		<b>STATE PROGRAM:</b> 2C - Public Works	<b>PROJECT TITLE:</b> Surge and grounding Improvement at Signals			<b>YEAR FIRST SUBMITTED:</b> FY 2017 <b>ACTIVITY NO:</b> 300-2420	<b>TOTAL PROJECT COST</b> \$ 100,000	
<b>2019 EXPENSE</b>	<b>2020 BUDGET</b>	<b>PROJECT BUDGET</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
		<b>A. EXPENDITURE ITEMS</b>						
	\$ 15,000	Construction	\$ 10,000	\$ 15,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
\$ —	\$ 15,000	TOTAL	\$ 10,000	\$ 15,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
		<b>B. PROJECT FINANCING</b>						
\$ 8,364	\$ 15,000	Sales Tax Fund (30%)	\$ 10,000	\$ 15,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
\$ 8,364	\$ 15,000	TOTAL	\$ 10,000	\$ 15,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000

#### PROJECT DESCRIPTION/JUSTIFICATION

This project would add additional surge protection to the 115 traffic signals and miscellaneous camera systems currently operated by the City of Dubuque. Newer ITS signalized intersections are becoming more complex with advanced communications networks, battery backup systems, pre-emption equipment, cameras and high end detection equipment -- a recipe which makes these units more susceptible to lightning, surge and grounding issues. This project would fund the retrofitting of these signals and cameras systems with surge protection ranging from \$500 to \$2000 at each intersection (depending on the degree of equipment at each location). During the summer of 2011, twenty intersections were struck by lightning during two storm events that caused an estimated \$100,000 in damages. All newly installed intersections and camera locations will be designed with this additional surge protection to prevent a similar occurrence. This program has proven successful with a lower rate of damaged equipment after installation of this surge equipment. This surge equipment does require frequent analysis to ensure it continues to protect as it ages and often times will need replacement after multiple storm events.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Connected Community: Have well-maintained, improved transportation system – vehicles, roadways, sidewalks, and trails.

#### FUNDING RESTRICTIONS

This project is restricted to Sales Tax Fund (30%) and Road Use Tax Fund.

DEPARTMENT: 55 - Engineering / Traffic		STATE PROGRAM: 2C - Public Works	PROJECT TITLE: STREETS Traffic Control Project			YEAR FIRST SUBMITTED: FY 2019	TOTAL PROJECT COST	
						ACTIVITY NO: 300-2763	102-2763	
							\$ 3,691,250	
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
	\$ 100,000	<b>A. EXPENDITURE ITEMS</b>						
		Consultant Services	\$ 100,000	\$ 75,000	\$ 50,000	\$ —	\$ —	\$ —
		Construction	\$ 2,693,000	\$ —	\$ —	\$ —	\$ —	\$ —
		Engineering Services	\$ 673,250	\$ —	\$ —	\$ —	\$ —	\$ —
\$ —	\$ 100,000	<b>TOTAL</b>	\$ 3,466,250	\$ 75,000	\$ 50,000	\$ —	\$ —	\$ —
	\$ 100,000	<b>B. PROJECT FINANCING</b>						
		Sales Tax Fund (30%)	\$ 100,000	\$ 75,000	\$ 50,000	\$ —	\$ —	\$ —
		FHWA AID Grant	\$ 998,000	\$ —	\$ —	\$ —	\$ —	\$ —
		State ICAAP Grant	\$ 818,250	\$ —	\$ —	\$ —	\$ —	\$ —
		State TSIP Grant	\$ 500,000	\$ —	\$ —	\$ —	\$ —	\$ —
		IADOT Primary Road Funds	\$ 50,000	\$ —	\$ —	\$ —	\$ —	\$ —
		DMATS Primary Road Conv.	\$ 200,000	\$ —	\$ —	\$ —	\$ —	\$ —
		DMATS STBG	\$ 500,000	\$ —	\$ —	\$ —	\$ —	\$ —
		IADOT TSIP	\$ 50,000	\$ —	\$ —	\$ —	\$ —	\$ —
		DRA Distribution	\$ 250,000	\$ —	\$ —	\$ —	\$ —	\$ —
\$ —	\$ 100,000	<b>TOTAL</b>	\$ 3,466,250	\$ 75,000	\$ 50,000	\$ —	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project will cover the City staff, engineering, and administrative costs associate with the STREETS (Smart Traffic Routing with Efficient and Effective Traffic Signals) project. This program will also be used to fund match funding required for grants associated with this project. Once STREETS is implemented and US 52 is rerouted, this program will study traffic patterns in the downtown to determine which streets may be converted into two-way streets and if any signalized intersections can be removed. FY 2022-23 cover consulting services to improve the efficiency of the STREETS system.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Connected Community: Improve traffic flow throughout the city (East-West corridor, roundabouts, light synchronization).

#### FUNDING RESTRICTIONS

This project is restricted to state grant funds, Sales Tax Fund (30%), Road Use Tax Fund, and DRA Distribution/Gaming.



DEPARTMENT: 55 - Engineering / Traffic		STATE PROGRAM: 2C - Public Works	PROJECT TITLE: Traffic Signal Fiber Optic Network Program			YEAR FIRST SUBMITTED: FY 2015 ACTIVITY NO: 300-1631		TOTAL PROJECT COST \$ 495,189
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
		<b>A. EXPENDITURE ITEMS</b>						
\$ 45,425	\$ 5,000	Engineering Services	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ —	\$ 10,000
\$ 39,764	\$ 75,000	Construction	\$ 60,000	\$ 60,000	\$ 95,000	\$ 95,000	\$ —	\$ 100,000
\$ 85,189	\$ 80,000	TOTAL	\$ 65,000	\$ 65,000	\$ 100,000	\$ 100,000	\$ —	\$ 110,000
		<b>B. PROJECT FINANCING</b>						
\$ 85,189	\$ 80,000	Sales Tax Fund (30%)	\$ 65,000	\$ 65,000	\$ 100,000	\$ 100,000	\$ —	\$ 110,000
\$ 85,189	\$ 80,000	TOTAL	\$ 65,000	\$ 65,000	\$ 100,000	\$ 100,000	\$ —	\$ 110,000

#### PROJECT DESCRIPTION/JUSTIFICATION

This will be an annual project that provides for the necessary fiber optics communication equipment to be installed along key corridors that will allow for the interconnection network of traffic signals via fiber optics back to the Traffic Operations Center at City Hall and the Traffic Shop located at the Municipal Service Center. This fiber allows for the coordination of traffic signals and will also be used to leverage private/public partnerships for broadband expansion. This also covers fiber used by many other city entities including Traffic and Security Cameras, Information Services, Police, and Fire. The City of Dubuque has invested heavily into the installation of fiber optics conduits throughout the City. All of the new traffic signal installations in the last three years have been installed to be fiber ready. Now there are communications standards in place and the City will be installing fiber optics and communication equipment throughout the city starting with the major traffic corridors including US 20, NW Arterial, Central Ave, White Street, Loras Blvd, Locust Connector, and US 61/151. One of the primary goals of this project is to complete fiber optic communications loops around the City utilizing US 20, NW Arterial, Pennsylvania, Asbury Road and US 52 down to Central to Locust and back onto US 20. Fiber optics communications will also replace the existing Central Business District traffic 7 wire interconnect. This change-out to fiber will occur over the upcoming years. There are many older signals through town that need to be updated prior to going on this new system. These signals will be added to the system as they are updated.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Connected Community: Increase availability, bandwidth and redundancy.

#### FUNDING RESTRICTIONS

This project is restricted to Sales Tax Fund (30%) and Road Use Tax Fund.

DEPARTMENT: 55 - Engineering / Traffic		STATE PROGRAM: 2C - Public Works	PROJECT TITLE: ITS Traffic Control Equipment			YEAR FIRST SUBMITTED: FY 2015	TOTAL PROJECT COST	
						ACTIVITY NO: 300-2253 250-2253	\$ 212,800	
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
		<b>A. EXPENDITURE ITEMS</b>						
\$ 4,800	\$ 80,000	Equipment	\$ 18,000	\$ 18,000	\$ 23,000	\$ 32,000	\$ 23,000	\$ 50,000
	\$ 4,000	Engineering	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
\$ 4,800	\$ 84,000	TOTAL	\$ 20,000	\$ 20,000	\$ 25,000	\$ 34,000	\$ 25,000	\$ 52,000
		<b>B. PROJECT FINANCING</b>						
\$ 4,800	\$ 84,000	Sales Tax Fund (30%)	\$ 20,000	\$ 20,000	\$ 25,000	\$ 34,000	\$ 25,000	\$ 52,000
\$ 4,800	\$ 84,000	TOTAL	\$ 20,000	\$ 20,000	\$ 25,000	\$ 34,000	\$ 25,000	\$ 52,000

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides funds for the maintenance and expansion of the Traffic Management Center's ITS Improvements, including remote management and monitoring of the City's traffic signals along with automated vehicle counters, cameras, classifiers, connected vehicles infrastructure, roadside units broadcasting SPat data and variable message boards along key city corridors. In addition, funds will be used for ITS equipment located within the Traffic Management Center located at City Hall. This fund would also be used as match money in joint projects which are suggested by the Iowa DOT. Using state-of-the-art electronics, ITS Technologies improve the efficiency of traffic control equipment, congestion, air improvement, travel improvements, citizen concerns, and green communities. Examples of these technologies include traffic counters, traffic monitoring equipment for speeds and occupancy, and variable message boards to inform the traveling public. The I-80 detour through Dubuque in the Summer of 2008 used some of the City's existing ITS technologies to aid the flow of traffic through Dubuque. Future funds will support the installation of DSRC radios and updated equipment for connected vehicle equipment. FY 20 funds were used to install Roadside Units along the signalized intersections of US 20. These devices broadcast Signal Phasing and Timing data to newer cars that have this technology built in. Dubuque is the first city in the state to install this technology.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Connected Community: Improve traffic flow throughout the city (East-West corridor, roundabouts, light synchronization).

#### FUNDING RESTRICTIONS

This project is restricted to Sales Tax Fund (30%) and Road Use Tax Fund.

DEPARTMENT: 55 - Engineering / Traffic		STATE PROGRAM: 2C - Public Works	PROJECT TITLE: Traffic Signal Vehicle Detection Conversion			YEAR FIRST SUBMITTED: FY 2012 ACTIVITY NO: 300-1816		TOTAL PROJECT COST \$ 264,000
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
		<b>A. EXPENDITURE ITEMS</b>						
		Equipment	\$ 48,000	\$ 48,000	\$ 58,000	\$ 62,000	\$ 38,000	\$ 63,000
		Engineering Services	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
\$ —	\$ —	TOTAL	\$ 50,000	\$ 50,000	\$ 60,000	\$ 64,000	\$ 40,000	\$ 65,000
		<b>B. PROJECT FINANCING</b>						
		Sales Tax Fund (30%)	\$ 50,000	\$ 50,000	\$ 60,000	\$ 64,000	\$ 40,000	\$ 65,000
\$ —	\$ —	TOTAL	\$ 50,000	\$ 50,000	\$ 60,000	\$ 64,000	\$ 40,000	\$ 65,000

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides for the conversion of two signalized intersections per year to a new vehicle detection system and stop bar video cameras. Traffic signals require vehicle detection to minimize delay. Some older installations did not have vehicle detection or have faulty loop detectors (loops cut into the roadway that measure inductance to detect if a car is waiting or not). Microwave detection is an easy, safe alternative that we have been using throughout the City at new installations. FY 21 and FY 22 locations targeted include Intersections along Asbury Road including Sam's South entrance, JFK, Carter, Chaney and St. Ambrose. Locations that currently are in need of maintenance and potential candidates include Locust at 151, Locust at Locust Connector, Hwy 151 at Jones, Locust at Charter, Elm at 16th, University at Pennsylvania. The newest model of equipment allows this technology to be installed at more existing locations. This technology and equipment upgrade offers some of the best performance enhancements to a signal for the dollar spent.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Connected Community: Improve traffic flow throughout the city (East-West corridor, roundabouts, light synchronization).

#### FUNDING RESTRICTIONS

This project is restricted to Sales Tax Fund (30%) and Road Use Tax Fund.

DEPARTMENT: 55 - Engineering / Traffic		STATE PROGRAM: 2C - Public Works	PROJECT TITLE: Grandview Street Light Replacement			YEAR FIRST SUBMITTED: FY 2016 ACTIVITY NO: 300-1210		TOTAL PROJECT COST \$ 246,890
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
		<b>A. EXPENDITURE ITEMS</b>						
	\$ 50,000	Engineering Services	\$ 2,000	\$ —	\$ 5,000	\$ 5,000	\$ —	\$ 5,000
\$ 11,890		Construction	\$ 10,000	\$ —	\$ 45,000	\$ 95,000	\$ —	\$ 95,000
		Equipment	\$ 23,000	\$ —	\$ —	\$ —	\$ —	\$ —
\$ 11,890	\$ 50,000	TOTAL	\$ 35,000	\$ —	\$ 50,000	\$ 100,000	\$ —	\$ 100,000
		<b>B. PROJECT FINANCING</b>						
\$ 11,890	\$ 50,000	Sales Tax Fund (30%)	\$ 35,000	\$ —	\$ 50,000	\$ 100,000	\$ —	\$ 100,000
\$ 11,890	\$ 50,000	TOTAL	\$ 35,000	\$ —	\$ 50,000	\$ 100,000	\$ —	\$ 100,000

#### PROJECT DESCRIPTION/JUSTIFICATION

This CIP would fund the replacement of 60 concrete streetlights along Grandview Avenue with historic LED fixtures. The project boundaries include Grandview at Delhi to the North to Grandview at 151 to the South. The existing streetlights along Grandview Avenue are constructed from concrete poles. These poles require yearly maintenance and replacement due to rebar rusting from within. The engineering department buys replacement poles, but the newer poles seem to be breaking down quicker than the older poles. This CIP would fund the replacement of these 60 poles with a lower maintenance nolstagic-style light pole. New conduit and lighting cabinets would also be part of this project. The concrete poles removed would be used to replace weathered poles in the older section until they are fully replaced. The Grandview Avenue corridor is a great opportunity to connect fiber optic lines between major roadways. Included in this project is 12,000 feet of fiber optic cable and 20 security cameras at key locations along Grandview, which will be completed with previous FY funding. This fiber line will tie US 61/151 into US 20 fiber optics and provide future feeds to neighborhoods along the way. This fiber will create a redundant route between US 20 and Hwy 151 and be used for private/public partnerships with broadband carriers. All the underground improvements have been installed north of US 20. FY 21 funds will be used to install the new light pole equipment on the section North of 20. Starting FY 23 funds will be used to install new light poles between Grandview and US 20.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Healthy and Safe: Have residents feeling safe in any neighborhood and throughout the community.

#### FUNDING RESTRICTIONS

This project is restricted to Sales Tax Fund (30%) and Road Use Tax Fund.

DEPARTMENT: 55 - Engineering / Traffic		STATE PROGRAM: 2C - Public Works	PROJECT TITLE: INET Fiber Replacement Build Out			YEAR FIRST SUBMITTED: FY 2020	TOTAL PROJECT COST	
						ACTIVITY NO: 250-2799 300/101 350-2799	\$ 495,000	
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
		<b>A. EXPENDITURE ITEMS</b>						
	\$ 80,000	Construction	\$ 70,000	\$ 70,000	\$ 125,000	\$ 50,000	\$ —	\$ —
	\$ 15,000	Equipment	\$ 15,000	\$ 15,000	\$ 15,000	\$ 10,000	\$ —	\$ —
	\$ 5,000	Engineering Services	\$ 5,000	\$ 5,000	\$ 10,000	\$ 5,000	\$ —	\$ —
\$ —	\$ 100,000	TOTAL	\$ 90,000	\$ 90,000	\$ 150,000	\$ 65,000	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
	\$ 100,000	Sales Tax Fund (30%)	\$ 90,000	\$ 90,000	\$ 150,000	\$ 65,000	\$ —	\$ —
\$ —	\$ 100,000	TOTAL	\$ 90,000	\$ 90,000	\$ 150,000	\$ 65,000	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

In 2005 the City entered into a franchise agreement with Mediacom. Part of that agreement was to install “dark fiber” to 77 city, county, non-profit, schools and medical sites. Although that agreement was converted to a state of Iowa franchise in 2008, I-Net fiber optic cabling is supported through 2020 by Mediacom. At the expiration of the franchise, the city has the option to purchase the I-Net. The fiber is 15+ years old, is mostly aerial and is co-located with Mediacom residential/business fiber in termination cabinets. This makes it a less than reliable and difficult to maintain asset. Since 2016 the City of Dubuque undertook its Broadband Acceleration Initiative. The Initiative focuses on public/private collaborations and includes a comprehensive strategy to reduce the cost and time required for broadband expansions in Dubuque. Although many of the sites served originally by I-Net fiber have now been converted to city fiber, some still remain that will need connectivity for data, phones and other devices. It is recommended to leverage existing telecommunications public/private partnerships in addition to building out the city’s own fiber to insure connectivity. The locations impacted for voice/data/device connectivity are: Leisure Services/Bunker Hill, EOC (Public/Private Partnership with CS Tech), Fire Station 6 Rhomberg (+Solar Collector) (Public/Private Partnership With ImOn), Fire Station 2 JFK (+Solar Collector), Fire Station 5 Grandview (+Solar Collector), WRRRC In addition connectivity at the following sites will need connectivity to serve water meter collectors, Key West St. Joe School, Wartburg, Wahlert, Table Mound The following sites house I-Net fiber that serves as “pass through” fiber connectivity to make complete fiber runs from additional locations. Fiber will need a re-route to/from these locations: Emmaus and Loras.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Connected Community: Equitable Transportation, Technology, Infrastructure & Mobility: Increase availability, bandwidth and redundancy.

#### FUNDING RESTRICTIONS

This project is restricted to DRA Distribution/Gaming, Road Use Tax and Sales Tax (20%) & (30%).

<b>DEPARTMENT:</b> 55 - Engineering / Traffic		<b>STATE PROGRAM:</b> 2C - Public Works	<b>PROJECT TITLE:</b> Emergency Preemption Expansion and Upgrades			<b>YEAR FIRST SUBMITTED:</b> FY 2020 <b>ACTIVITY NO:</b> 300-1023	<b>TOTAL PROJECT COST</b> \$ 100,000	
<b>2019 EXPENSE</b>	<b>2020 BUDGET</b>	<b>PROJECT BUDGET</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
		<b>A. EXPENDITURE ITEMS</b>						
	\$ 2,500	Equipment	\$ 15,000	\$ 15,000	\$ 15,000	\$ 20,000	\$ 20,000	\$ 20,000
\$ —	\$ 15,000	TOTAL	\$ 15,000	\$ 15,000	\$ 15,000	\$ 20,000	\$ 20,000	\$ 20,000
		<b>B. PROJECT FINANCING</b>						
	\$ 15,000	Sales Tax Fund (30%)	\$ 15,000	\$ 15,000	\$ 15,000	\$ 20,000	\$ 20,000	\$ 20,000
\$ —	\$ 15,000	TOTAL	\$ 15,000	\$ 15,000	\$ 15,000	\$ 20,000	\$ 20,000	\$ 20,000

#### PROJECT DESCRIPTION/JUSTIFICATION

Emergency Preemption equipment was originally started in 2000. This system can be used by fire, ambulance and police units responding to emergencies to provide for quicker response times by removing stopped traffic due to red signals at busy intersections. It will also improve safety for the community and emergency personnel. The optical system provides the capability of placing this on other vehicles such as snow plows allowing them to hold green lights to expedite the task of snow removal, but does not allow the snowplow driver to change the light from red to green. It also has the capability of supervision so that there is a record of units using the preemption system. The priority can be set into this system which would allow emergency vehicles to have priority over non-emergency vehicles using the system. The City of Dubuque is currently using Optical Preemption while new GPS technologies are now more popular and minimize roadway delays by only preempting the direction (Straight or Left) as needed. Current optical preemption disrupts the opposing lane because it always brings up both the left and the through for the direction of travel. New equipment is tied to the direction on the vehicle and will not disrupt the left turn if not needed. New replacement equipment for the older optical equipment can operate both optical or GPS based communications. This CIP is for the installation of new GPS based equipment at new locations and the replacement of equipment at older intersections.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Robust Local Economy: Have the infrastructure and amenities to support economic development and growth: industrial/business parks, streets and utilities, air service and housing.

#### FUNDING RESTRICTIONS

This project is restricted to Sales Tax Fund (30%) and Road Use Tax Fund.

DEPARTMENT: 55 - Engineering / Traffic		STATE PROGRAM: 2C - Public Works	PROJECT TITLE: Asbury & JFK Traffic Signal Reconstruction			YEAR FIRST SUBMITTED: ACTIVITY NO: 300-2856		TOTAL PROJECT COST \$ 120,000
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
		<b>A. EXPENDITURE ITEMS</b>						
		Engineering	\$ 15,000	\$ —	\$ —	\$ —	\$ —	\$ —
		Construction	\$ 40,000	\$ —	\$ —	\$ —	\$ —	\$ —
		Equipment	\$ 65,000	\$ —	\$ —	\$ —	\$ —	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ 120,000	\$ —	\$ —	\$ —	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
		Sales Tax Fund (30%)	\$ 120,000	\$ —	\$ —	\$ —	\$ —	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ 120,000	\$ —	\$ —	\$ —	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project will fund the partial rebuilding of the traffic signal located at JFK and Asbury Road. This signal currently has underground conduits that are damaged and are no longer able to be maintained. The vehicle detection no longer works for two of the four approaches which results in inefficient operation of the signal (long wait times). The two mastarms located on the north side of the intersection are in need of replacement. This project would fund the installation on a new control cabinet, new conduit around the entire intersection, and the replacement of the two mastarms on the north side of the intersection.

#### RELATIONSHIP TO OTHER PROJECTS

This is related to City Owned Sidewalks, ADA Ramps, Water Department Hydrant replacement fund

#### OUTCOME

Connected Community: Improve traffic flow throughout the city (East-West corridor, roundabouts, light synchronization).

#### FUNDING RESTRICTIONS

Road Use Tax, Sales Tax Fund (30%), possible TIF funding

DEPARTMENT: 55 - Engineering / Traffic		STATE PROGRAM: 2C - Public Works	PROJECT TITLE: Fiber Optic Conduit - Miscellaneous			YEAR FIRST SUBMITTED: FY 2015 ACTIVITY NO: 300-2144		TOTAL PROJECT COST \$ 331,683
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
		<b>A. EXPENDITURE ITEMS</b>						
\$ 2,712	\$ 5,000	Engineering Services	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
\$ 58,971	\$ 45,000	Construction	\$ 35,000	\$ 35,000	\$ 45,000	\$ 45,000	\$ 35,000	\$ 45,000
\$ 61,683	\$ 50,000	TOTAL	\$ 40,000	\$ 40,000	\$ 50,000	\$ 50,000	\$ 40,000	\$ 50,000
		<b>B. PROJECT FINANCING</b>						
\$ 61,683	\$ 50,000	Sales Tax Fund (30%)	\$ 40,000	\$ 40,000	\$ 50,000	\$ 50,000	\$ 40,000	\$ 50,000
\$ 61,683	\$ 50,000	TOTAL	\$ 40,000	\$ 40,000	\$ 50,000	\$ 50,000	\$ 40,000	\$ 50,000

#### PROJECT DESCRIPTION/JUSTIFICATION

This improvement provides an annual program for installing conduit for fiber optic in miscellaneous projects throughout the community. Installation of fiber conduit into existing infrastructure typically ranges from \$25 to \$35 a linear foot when installed in a stand alone project. When combined with other projects the cost can drop to around \$10 to \$20 a linear foot. This improvement item funds the installation of fiber conduit along other unscheduled City projects and in conjunction with other private utility projects where it is convenient and at a cost savings to the community. This budget item would extend fiber optic conduit as part of the City wide effort to create a network of City owned fiber optic systems and will also aid linking adjacent projects together and can be shared with public/private partnerships. This fiber, once installed, is used by many City entities including Information Services, Fire, and Police Department.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Connected Community: Increase availability, bandwidth and redundancy.

#### FUNDING RESTRICTIONS

This project is restricted to Sales Tax Fund (30%) and Road Use Tax Fund.



DEPARTMENT: 55 - Engineering / Traffic		STATE PROGRAM: 2C - Public Works	PROJECT TITLE: Fiber Infrastructure Management System			YEAR FIRST SUBMITTED: FY 2019 ACTIVITY NO: 300-2620		TOTAL PROJECT COST \$ 180,450
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
		<b>A. EXPENDITURE ITEMS</b>						
	\$ 30,000	Software	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —
	\$ 10,000	Equipment	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —
	\$ 10,450	Engineering Services	\$ —	\$ 100,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
\$ —	\$ 50,450	TOTAL	\$ —	\$ 100,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
		<b>B. PROJECT FINANCING</b>						
	\$ 50,450	Sales Tax Fund (30%)	\$ —	\$ 100,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
\$ —	\$ 50,450	TOTAL	\$ —	\$ 100,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
		<b>C. IMPACT - OPERATIONS</b>						
		Operating Cost (Savings)	\$ —	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
		Operating Revenue	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This program would fund the purchase and implementation of a fiber infrastructure management program. Currently fiber infrastructure is documented on spreadsheets and drawings located in various locations throughout the city. This program will consolidate all this information into one software program with the ability to include network information that documents failover redundancy paths and VLANs within the city. This program would also be used to document and assist in the exchange of assets to grow broadband in the Dubuque area via public/private partnerships. Documentation of this information is crucial for the maintenance and operation of a fiber communications network that will be used to serve all departments along with public/private partnerships. Fiber communications is becoming a critical driver of economic growth in the city of Dubuque.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Connected Community: Increase availability, bandwidth and redundancy.

#### FUNDING RESTRICTIONS

This project is restricted to Sales Tax Fund (30%) and Road Use Tax Fund.

<b>DEPARTMENT:</b> 55 - Engineering / Traffic		<b>STATE PROGRAM:</b> 2C - Public Works	<b>PROJECT TITLE:</b> Broadband Acceleration and Universal Access			<b>YEAR FIRST SUBMITTED:</b> 2020 <b>ACTIVITY NO:</b> 300-2857	<b>TOTAL PROJECT COST</b> \$ 511,000	
<b>2019 EXPENSE</b>	<b>2020 BUDGET</b>	<b>PROJECT BUDGET</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
		<b>A. EXPENDITURE ITEMS</b>						
		Engineering	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ —	\$ 10,000
		Construction	\$ 126,000	\$ 120,000	\$ 115,000	\$ 110,000	\$ —	\$ 100,000
\$ —	\$ —	<b>TOTAL</b>	\$ 136,000	\$ 130,000	\$ 125,000	\$ 120,000	\$ —	\$ 110,000
		<b>B. PROJECT FINANCING</b>						
		Sales Tax Fund (30%)	\$ 136,000	\$ 130,000	\$ 125,000	\$ 120,000	\$ —	\$ 110,000
\$ —	\$ —	<b>TOTAL</b>	\$ 136,000	\$ 130,000	\$ 125,000	\$ 120,000	\$ —	\$ 110,000

#### PROJECT DESCRIPTION/JUSTIFICATION

This program will fund the expansion of communication duct and fiber that will significantly enhance public safety, improve a wide-range of city services and enable equitable and universal access to broadband (high-speed internet). The City will collaborate with other public entities and private carriers and specifically target its funds to "last block" undertakings, ranging from connecting widely dispersed city facilities and assets to specifically connecting low income or geographically stranded neighborhoods that the private sector cannot/will not.

This program will leverage significantly larger private sector investments in Dubuque (usually 5X to 7X City investment), provides City infrastructure that reduces costs/improves services for multiple City agencies and create public assets which can in turn be leased or licensed to private partners to recover costs and support future broadband expansion and innovation. Incorporated into this project are several traditionally stand-alone CIPs such as extending the City's fiber backbone from 27th and Elm up to Jackson and 32nd and over to Central and 32nd. This brings broadband and surveillance infrastructure to this area of the City. These types of projects have been folded into this request in order to be positioned to reduce costs through public/private partnerships.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Robust Local Economy: Have the infrastructure and amenities to support economic development and growth: industrial/business parks, streets and utilities, air service and housing, bandwidth redundancy.

#### FUNDING RESTRICTIONS

This project may only be funded with Sales Tax Fund (30%), Road Use Tax, and TIF funding in TIF districts.

DEPARTMENT: 57 - Building Service		STATE PROGRAM: 1C - Public Safety	PROJECT TITLE: Downtown Urban Renewal Area Non-Profit Accessibility Assistance Program			YEAR FIRST SUBMITTED:    FY 2020 ACTIVITY NO:    360-2802		TOTAL PROJECT COST \$     600,000
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
		A. EXPENDITURE ITEMS						
\$        —	\$     100,000	Construction	\$     100,000	\$     100,000	\$     100,000	\$     100,000	\$     100,000	\$     100,000
\$        —	\$     100,000	TOTAL	\$     100,000	\$     100,000	\$     100,000	\$     100,000	\$     100,000	\$     100,000
		B. PROJECT FINANCING						
\$        —	\$     100,000	Greater Downtown TIF	\$     100,000	\$     100,000	\$     100,000	\$     100,000	\$     100,000	\$     100,000
\$        —	\$     100,000	TOTAL	\$     100,000	\$     100,000	\$     100,000	\$     100,000	\$     100,000	\$     100,000

#### PROJECT DESCRIPTION/JUSTIFICATION

The Non-Profit Accessibility Assistance Program is designed to help non-profit agencies that are located and provide service(s) within the Greater Downtown Urban Renewal Area in the City of Dubuque. This program assists with accessibility improvements to existing public buildings either owned or operated by the non-profit. The Non-Profit Accessibility Assistance Program is a competitive matching grant program that will fund up to \$50,000 in any one year for eligible projects and agencies. Eligible non-profits must be classified by the U.S. Internal Revenue Service under Section 501(c)(3) of the I.R.S. code and must have a minimum two-year operating history after the date of receipt of its 501(c)(3) classification. Eligible improvements include interior and exterior accessibility alterations and must comply with the most recent Department of Justice ADA Standards and Guidelines and locally adopted building codes. For organizations with annual operating budgets exceeding \$500,000, the non-profit must match the city's contribution dollar for dollar (100% of the project funding). For organizations with operating budgets less than \$500,000, the non-profit must match the city's contribution with 50 cents on the dollar (50% of the funding). Additional criteria and an application process will be developed.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Healthy and Safe: Continue to become an inclusive and equitable community in which all feel welcome, included, and leaving no one behind

#### FUNDING RESTRICTIONS

This project may only be funded by Sales Tax Fund (20%), DRA Distribution/Gaming, or TIF.

<b>DEPARTMENT:</b> 57 - Building Service		<b>STATE PROGRAM:</b> 1C - Public Safety	<b>PROJECT TITLE:</b> Downtown ADA Assistance			<b>YEAR FIRST SUBMITTED:</b> FY 2017 <b>ACTIVITY NO:</b> 360-2424		<b>TOTAL PROJECT COST</b> \$ 174,996
<b>2019 EXPENSE</b>	<b>2020 BUDGET</b>	<b>PROJECT BUDGET</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
		<b>A. EXPENDITURE ITEMS</b>						
\$ 9,996	\$ 15,000	Construction	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
\$ 9,996	\$ 15,000	TOTAL	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
		<b>B. PROJECT FINANCING</b>						
\$ 9,996	\$ 15,000	Greater Downtown TIF	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
\$ 9,996	\$ 15,000	TOTAL	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000

#### PROJECT DESCRIPTION/JUSTIFICATION

This program funds the City of Dubuque Downtown Urban Renewal District ADA Assistance Program. The program supports residents and businesses to ensure facilities in the Downtown Urban Renewal Area are fully accessible and inclusive to all persons regardless of abilities. This includes parking lots, retail and wholesale stores, restaurants, cafes, taverns, gas stations, public buildings, lodging, schools, parks, and entertainment venues. The program is designed to assist businesses with the cost of becoming ADA compliant. Qualified applicants can receive up to 50% of the cost of the project from the City of Dubuque, at a maximum amount of \$5,000 per property.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Healthy and Safe: Continue to become an inclusive and equitable community in which all feel welcome, included, and leaving no one behind

#### FUNDING RESTRICTIONS

This project may only be funded by Sales Tax Fund (20%), DRA Distribution/Gaming, or TIF.

<b>DEPARTMENT:</b> 57 - Building Service		<b>STATE PROGRAM:</b> 6C - Public Safety	<b>PROJECT TITLE:</b> Integrated Access Control and Security System			<b>YEAR FIRST SUBMITTED:</b> FY 2020 <b>ACTIVITY NO:</b> 350-2858		<b>TOTAL PROJECT COST</b> \$ 85,750
<b>2018 EXPENSE</b>	<b>2019 BUDGET</b>	<b>PROJECT BUDGET</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>
		<b>A. EXPENDITURE ITEMS</b>						
		City Hall	\$ 48,500	\$ —	\$ —	\$ —	\$ —	\$ —
		City Hall Annex	\$ —	\$ 19,750	\$ —	\$ —	\$ —	\$ —
		Ruby Sutton Building	\$ —	\$ —	\$ 17,500	\$ —	\$ —	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ 48,500	\$ 19,750	\$ 17,500	\$ —	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
		Sales Tax Fund (20%)	\$ 48,500	\$ 19,750	\$ 17,500	\$ —	\$ —	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ 48,500	\$ 19,750	\$ 17,500	\$ —	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

The Access Control and Security Program will replace antiquated lock and key access systems for City Hall and City Hall Annex. This will modernize the access control system and enhance security in city facilities managed by the Building Services Department. Employees currently use metal keys to access these buildings and rooms within these buildings. Circulating metal keys is difficult to track due to turnover and employees outside of City Hall that need access to these facilities. It also does not allow staff to differentiate credentials. City Hall currently has more keys in circulation than employees working in these facilities. The Integrated Security and Access Control System can be scaled to organizational needs, and allows for programmable access control for city employees and facilities. The Building Safety Department will gain the ability to program doors to automatically lock and unlock at specific times of the day. Additionally, the system will allow the Building Services Department to track and maintain a record of authorized personnel who access the system and when.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Financially Responsible, High Performance City Organization: Secure City information and data using the “Best Practices.”

#### FUNDING RESTRICTIONS

This project may only be funded by Sales Tax Fund (20%) or DRA Distribution/Gaming.

DEPARTMENT: 60 - Economic Development		STATE PROGRAM: 5C - Community & Economic Development	PROJECT TITLE: Greater Downtown Housing Creation Grant Program			YEAR FIRST SUBMITTED: FY 2016 ACTIVITY NO: 360-2438		TOTAL PROJECT COST \$ 1,998,201
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
\$ 115,301		<b>A. EXPENDITURE ITEMS</b> Grants/Loans	\$ 392,900	\$ 350,000	\$ 390,000	\$ 400,000	\$ 350,000	\$ —
\$ 115,301	\$ —	TOTAL	\$ 392,900	\$ 350,000	\$ 390,000	\$ 400,000	\$ 350,000	\$ —
\$ 115,301		<b>B. PROJECT FINANCING</b> Greater Downtown TIF	\$ 392,900	\$ 350,000	\$ 390,000	\$ 400,000	\$ 350,000	\$ —
\$ 115,301	\$ —	TOTAL	\$ 392,900	\$ 350,000	\$ 390,000	\$ 400,000	\$ 350,000	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This program provides grants for rehabilitation and adaptive reuse of buildings in the Greater Downtown Urban Renewal District. Tax increment proceeds are used to capitalize the pool of funds for these grant. The program provides grants up to \$10,000 for each new housing unit created in the District. The program creates affordable, quality rental housing units for our workforce. Potential projects identified at this time are: former Prescott school (12 units), Brewing & malting complex (75+ units), Kalmes building (2 units), 1706 Central (10 units), and 801 Jackson (70 units).

#### RELATIONSHIP TO OTHER PROJECTS

Relationship to other projects

#### OUTCOME

Livable Neighborhoods and Housing: Increase the visual appeal and beauty of the city with attractive gateways, corridors, neighborhoods, homes and businesses.

#### FUNDING RESTRICTIONS

This project is restricted to Greater Downtown TIF funding.

DEPARTMENT: 60 - Economic Development		STATE PROGRAM: 5C - Community & Economic Development	PROJECT TITLE: Kerper Boulevard Revitalization			YEAR FIRST SUBMITTED: FY 2019 ACTIVITY NO: 102-2859		TOTAL PROJECT COST \$ 50,000
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
		<b>A. EXPENDITURE ITEMS</b>						
		Consultant Services	\$ 50,000	\$ —	\$ —	\$ —	\$ —	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ 50,000	\$ —	\$ —	\$ —	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
		DRA Distribution	\$ 50,000	\$ —	\$ —	\$ —	\$ —	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ 50,000	\$ —	\$ —	\$ —	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

Kerper Boulevard connects the new Intermodal Transportation Center, Bee Branch Creek Greenway, Sutton Pool, and 229 acre Kerper Boulevard Industrial Park. There are large vacant and under-utilized buildings in the industrial park. The street design is a four-lane divided roadway that lacks accommodations for multiple modes of transportation, and could benefit from a Compete Streets re-design. The project would fund a multi-disciplinary consultant team to work with City Engineering, Planning Services and Economic Development Departments to create a comprehensive master plan that incorporates community engagement and stakeholder input to identify strategies, catalytic actions, and resources for revitalization. The project would: explore development opportunities for vacant and under-utilized buildings; develop a Complete Streets design to improve safe access for buses, bicyclists, and pedestrians; complete a traffic analysis and evaluate a roundabout at 16th Street and Kerper Boulevard; investigate opportunities for additional green space and recreation along the riverfront; complete an economic feasibility and market study; and develop a marketing plan for Kerper Boulevard revitalization.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Robust Local Economy: Have the infrastructure and amenities to support economic development and growth: industrial/business parks, streets and utilities, air service and housing.

#### FUNDING RESTRICTIONS

This project may only be funded by DRA Distribution/Gaming.

DEPARTMENT: 60 - Economic Development		STATE PROGRAM: 5C - Community & Economic Development	PROJECT TITLE: Workforce Development			YEAR FIRST SUBMITTED: FY 2016 ACTIVITY NO: 360-1842		TOTAL PROJECT COST \$ 931,054
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
		<b>A. EXPENDITURE ITEMS</b>						
\$ 311,054	\$ 310,000	Pay to Other Agency	\$ 310,000	\$ —	\$ —	\$ —	\$ —	\$ —
\$ 311,054	\$ 310,000	TOTAL	\$ 310,000	\$ —	\$ —	\$ —	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
\$ 311,054	\$ 310,000	DICW Land Sales/TIF	\$ 310,000	\$ —	\$ —	\$ —	\$ —	\$ —
\$ 311,054	\$ 310,000	TOTAL	\$ 310,000	\$ —	\$ —	\$ —	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

The Greater Dubuque Development Corporation has embarked on the Greater Dubuque 2022 Campaign, which will conclude in 2022. The program's objectives are to: engage a wide range of partnerships and resources to promote career opportunities with area businesses, recruit first-rate talent, and grow the regional workforce to 64,000; increase the Dubuque Metropolitan Statistical Area's Median Household Income to \$60,000; encourage and facilitate \$800 million in new residential and commercial construction in Dubuque County; and grow the Dubuque County population to 100,000 by December 2022. The City has committed \$185,000 annually for the five years of this campaign and \$125,000 annually for the Greater Dubuque Development Corporation to hire staff dedicated to assisting local employers with workforce development and recruitment. Funding for this staff is funded through land sales, therefore payments FY2022 and beyond are budgeted to be funded by property tax, however it is anticipated that the City will have future land sales to cover the cost.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Robust Local Economy: Create a resilient, sustainable and diverse regional Dubuque economy; Retain, expand and grow local businesses; and have a workforce prepared for 21st century jobs in the global marketplace.

#### FUNDING RESTRICTIONS

This project may only be funded by Dubuque Industrial Center West land sales and TIF funding.



DEPARTMENT: 60 - Economic Development		STATE PROGRAM: 5C - Community & Economic Development	PROJECT TITLE: Washington Neighborhood Rehabilitation Grant Program			YEAR FIRST SUBMITTED: FY 2017 ACTIVITY NO: 360-2436		TOTAL PROJECT COST \$ 719,633
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
		<b>A. EXPENDITURE ITEMS</b>						
\$ 4,633	\$ 165,000	Grants	\$ 120,000	\$ 70,000	\$ 60,000	\$ 200,000	\$ 100,000	\$ —
\$ 4,633	\$ 165,000	TOTAL	\$ 120,000	\$ 70,000	\$ 60,000	\$ 200,000	\$ 100,000	\$ —
		<b>B. PROJECT FINANCING</b>						
\$ 4,633	\$ 165,000	Greater Downtown TIF	\$ 120,000	\$ 70,000	\$ 60,000	\$ 200,000	\$ 100,000	\$ —
\$ 4,633	\$ 165,000	TOTAL	\$ 120,000	\$ 70,000	\$ 60,000	\$ 200,000	\$ 100,000	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This program provides grants for rehabilitation and adaptive reuse of buildings in the Greater Downtown Urban Renewal District. Tax increment proceeds are used to capitalize the pool of funds for these grants. This grant program provides a 1:1 match for eligible expenses for improvements to façades, as well as accompanying costs for financial consulting and planning & design work for the project. This grant program receives the most inquiries and interest of all Economic Development Department's programs. The program promotes the redevelopment of the downtown, maintains its historic appeal, and complements grant/loan programs provided by our partners at Dubuque Main Street.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Livable Neighborhoods and Housing: Increase the visual appeal and beauty of the city with attractive gateways, corridors, neighborhoods, homes and businesses.

#### FUNDING RESTRICTIONS

This project is restricted to Greater Downtown TIF funding.

<b>DEPARTMENT:</b> 60 - Economic Development		<b>STATE PROGRAM:</b> 5C - Community & Economic Development	<b>PROJECT TITLE:</b> Downtown Rehabilitation Grant Program			<b>YEAR FIRST SUBMITTED:</b> FY 2020 <b>ACTIVITY NO:</b> 241-1942		<b>TOTAL PROJECT COST</b> \$ 709,462
<b>2019 EXPENSE</b>	<b>2020 BUDGET</b>	<b>PROJECT BUDGET</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
		<b>A. EXPENDITURE ITEMS</b>						
\$ 53,462	\$ 356,000	Grants	\$ 70,000	\$ 70,000	\$ 60,000	\$ 50,000	\$ 50,000	\$ —
\$ 53,462	\$ 356,000	TOTAL	\$ 70,000	\$ 70,000	\$ 60,000	\$ 50,000	\$ 50,000	\$ —
		<b>B. PROJECT FINANCING</b>						
\$ 53,462	\$ 356,000	Greater Downtown TIF	\$ 70,000	\$ 70,000	\$ 60,000	\$ 50,000	\$ 50,000	\$ —
\$ 53,462	\$ 356,000	TOTAL	\$ 70,000	\$ 70,000	\$ 60,000	\$ 50,000	\$ 50,000	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This program provides grants for rehabilitation and adaptive reuse of buildings in the Greater Downtown Urban Renewal District. Tax increment proceeds are used to capitalize the pool of funds for these grants. This grant program provides a 1:1 match for eligible expenses for improvements to façades, as well as accompanying costs for financial consulting and planning & design work for the project. This grant program receives the most inquiries and interest of all Economic Development Department's programs. The program promotes the redevelopment of the downtown, maintains its historic appeal, and complements grant/loan programs provided by our partners at Dubuque Main Street.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Livable Neighborhoods and Housing: Increase the visual appeal and beauty of the city with attractive gateways, corridors, neighborhoods, homes and businesses.

#### FUNDING RESTRICTIONS

This project is restricted to Greater Downtown TIF funding.

DEPARTMENT: 60 - Economic Development		STATE PROGRAM: 5C - Community & Economic Development	PROJECT TITLE: Historic Preservation Revolving Loan Fund			YEAR FIRST SUBMITTED: FY 2002 ACTIVITY NO: 265-1247		TOTAL PROJECT COST \$ 95,870
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
		<b>A. EXPENDITURE ITEMS</b>						
\$ 15,250	\$ 34,270	Loans	\$ 9,270	\$ 9,270	\$ 9,270	\$ 9,270	\$ 9,270	\$ —
\$ 15,250	\$ 34,270	TOTAL	\$ 9,270	\$ 9,270	\$ 9,270	\$ 9,270	\$ 9,270	\$ —
		<b>B. PROJECT FINANCING</b>						
\$ 15,250	\$ 34,270	UDAG Loan Repayments	\$ 9,270	\$ 9,270	\$ 9,270	\$ 9,270	\$ 9,270	\$ —
\$ 15,250	\$ 34,270	TOTAL	\$ 9,270	\$ 9,270	\$ 9,270	\$ 9,270	\$ 9,270	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This program creates a revolving loan fund available on a competitive basis to property owners in the Jackson Park, Cathedral, W 11th Street, Old Main and Langworthy Historic Preservation and Conservation Districts. Low interest loans are made to support exterior rehabilitation projects that result in saving, restoring or reconstructing original building elements using original materials that reflect the architectural character or significance of the building. his program provides a valuable financial resource to property owners in the city's historic district and acts as an incentive to maintain and improve the community's architectural heritage.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Livable Neighborhoods and Housing: Increase the visual appeal and beauty of the city with attractive gateways, corridors, neighborhoods, homes and businesses.

#### FUNDING RESTRICTIONS

This project can only be funded by UDAG Loan Repayments

DEPARTMENT: 60 - Economic Development		STATE PROGRAM: 5C - Community & Economic Development	PROJECT TITLE: Development of McFadden Properties			YEAR FIRST SUBMITTED: FY 2018 ACTIVITY NO: 360-		TOTAL PROJECT COST \$ 9,635,433
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
		<b>A. EXPENDITURE ITEMS</b>						
		Construction + Contingency	\$ —	\$ —	\$ 4,318,712	\$ 2,928,821	\$ —	\$ —
		Design & Engineering	\$ —	\$ —	\$ 590,870	\$ 660,970	\$ —	\$ —
		Land Acquisition	\$ —	\$ —	\$ 18,500	\$ 1,117,560	\$ —	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ —	\$ —	\$ 4,928,082	\$ 4,707,351	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
		DICW G.O. Debt	\$ —	\$ —	\$ 4,344,630	\$ 3,851,085	\$ —	\$ —
		RISE Reimbursement	\$ —	\$ —	\$ 583,452	\$ 856,266	\$ —	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ —	\$ —	\$ 4,928,082	\$ 4,707,351	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project would continue predevelopment construction in the Dubuque Industrial Center West, including grading and paving on the McFadden Farm area, as well as any necessary land acquisition. Several recent business expansions in the DICW have created the need for additional predevelopment work in order to facilitate the attraction and expansion of additional businesses in the area by preparing development pads and the access to them.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Robust Local Economy: Have the infrastructure and amenities to support economic development and growth: industrial/business parks, streets and utilities, air service and housing, bandwidth redundancy.

#### FUNDING RESTRICTIONS

This project is restricted to DICW TIF funding only.

<b>DEPARTMENT:</b> 60 - Economic Development		<b>STATE PROGRAM:</b> 5C - Community & Economic Development	<b>PROJECT TITLE:</b> Downtown Rehabilitation Loan Program			<b>YEAR FIRST SUBMITTED:</b> FY 2017 <b>ACTIVITY NO:</b> 241-1033		<b>TOTAL PROJECT COST</b> \$ 900,000
<b>2019 EXPENSE</b>	<b>2020 BUDGET</b>	<b>PROJECT BUDGET</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
	\$ 600,000	<b>A. EXPENDITURE ITEMS</b>						
		Loans	\$ —	\$ —	\$ —	\$ 300,000	\$ —	\$ —
\$ —	\$ 600,000	<b>TOTAL</b>	\$ —	\$ —	\$ —	\$ 300,000	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
	\$ 600,000	Greater Downtown TIF	\$ —	\$ —	\$ —	\$ 300,000	\$ —	\$ —
\$ —	\$ 600,000	<b>TOTAL</b>	\$ —	\$ —	\$ —	\$ 300,000	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This program provides low-interest loans for the rehabilitation and adaptive reuse of buildings in the Greater Downtown Urban Renewal District. Tax increment proceeds and loan repayments are used to capitalize the pool of funds for these loans. The program has been popular, with 19 loans provided since 1996 and additional loans that have been committed but have yet to be disbursed. Those loans and the anticipated funding date are as follows: Riverworks, 44 Main St, \$300,000 (FY24); Caradco, 900 Jackson St, \$300,000 (FY26); Franklin School, 39 Bluff St, \$300,000 (FY26); Allison Row Houses, 1132-1136 Locust, \$300,000 (FY26). Due to outstanding commitments made until 2026, the City Council has suspended applications for new loans until such time as the waiting list can be reduced or eliminated.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Livable Neighborhoods and Housing: Increase the visual appeal and beauty of the city with attractive gateways, corridors, neighborhoods, homes and businesses.

#### FUNDING RESTRICTIONS

This project may only be funded through loan repayments.

DEPARTMENT: 60 - Economic Development		STATE PROGRAM: 5C - Community & Economic Development	PROJECT TITLE: Central Avenue Corridor Microloan Initiative			YEAR FIRST SUBMITTED: FY 2017 ACTIVITY NO: 360-2679		TOTAL PROJECT COST \$ 150,000
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
		<b>A. EXPENDITURE ITEMS</b>						
		Consultant Services	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —
		Pay to other agency	\$ 50,000	\$ 50,000	\$ 50,000	\$ —	\$ —	\$ —
\$ —	\$ —	TOTAL	\$ 50,000	\$ 50,000	\$ 50,000	\$ —	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
		GDTIF G.O. Debt	\$ 50,000	\$ —	\$ —	\$ —	\$ —	\$ —
		Greater Downtown TIF	\$ —	\$ 50,000	\$ 50,000	\$ —	\$ —	\$ —
\$ —	\$ —	TOTAL	\$ 50,000	\$ 50,000	\$ 50,000	\$ —	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

To complement the physical improvement work along the Central Avenue Corridor, this program will provide a loan loss reserve and interest rate “buy down” for eligible entrepreneurs seeking a microloan from Iowa Microloan, a 501(c)3 that provides loans of \$5,000 to \$50,000 to small businesses in Iowa having difficulty obtaining a loan from a traditional lender. The Economic Development Department will partner with either the City’s CDBG or IFA Trust Fund Committees to select qualified candidates whose applications will be forwarded to Iowa Microloan. With approximately \$50,000 in local funding to provide loan loss reserve and interest rate buy down funds, we will be able to leverage \$200,000 in loan funds for local entrepreneurs. As part of their services, Iowa Microloan also provides technical assistance as well as financial coaching.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Robust Local Economy: Have the infrastructure and amenities to support economic development and growth: industrial/business parks, streets and utilities, air service and housing, bandwidth redundancy.

#### FUNDING RESTRICTIONS

This project may only be funded by Sales Tax Fund (20%), DRA, and Greater Downtown TIF.

DEPARTMENT: 60 - Economic Development		STATE PROGRAM: 5C - Community & Economic Development	PROJECT TITLE: Central Avenue Corridor Streetscape Master Plan Implementation			YEAR FIRST SUBMITTED: FY 2018 ACTIVITY NO: 360-2561		TOTAL PROJECT COST \$ 240,000
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
		<b>A. EXPENDITURE ITEMS</b>						
		Construction	\$ —	\$ 120,000	\$ 20,000	\$ —	\$ —	\$ —
	\$ 100,000	Business Incentives	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —
\$ —	\$ 100,000	TOTAL	\$ —	\$ 120,000	\$ 20,000	\$ —	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
	\$ 100,000	Greater Downtown TIF	\$ —	\$ 19,500	\$ 20,000	\$ —	\$ —	\$ —
		GDTIF G.O. Debt	\$ —	\$ 100,500	\$ —	\$ —	\$ —	\$ —
\$ —	\$ 100,000	TOTAL	\$ —	\$ 120,000	\$ 20,000	\$ —	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

As follow-up to the Central Avenue Streetscape Master Plan, this project will provide funds for implementation of recommendations in the plan, such as transit stops, beautification efforts, etc. in the area between 11th and 22nd Streets. The Corridor is beginning to see private investment in building improvements and business location. The implementation of public infrastructure improvements is needed to support and leverage that private investment. It is anticipated that this project may have an impact on operating costs associated with infrastructure improvements. However, it is premature to include operating expenses for specific projects at this time.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Robust Local Economy: Have the infrastructure and amenities to support economic development and growth: industrial/business parks, streets and utilities, air service and housing, bandwidth redundancy.

#### FUNDING RESTRICTIONS

This project may only be funded by Sales Tax Fund (20%), DRA, and Greater Downtown TIF.

DEPARTMENT: 60 - Economic Development		STATE PROGRAM: 5C - Community & Economic Development	PROJECT TITLE: Dubuque Industrial Center South Signs			YEAR FIRST SUBMITTED: FY 2018 ACTIVITY NO: 360-		TOTAL PROJECT COST \$ 80,465
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
		<b>A. EXPENDITURE ITEMS</b>						
		Signs	\$ —	\$ —	\$ 80,465	\$ —	\$ —	\$ —
\$ —	\$ —	TOTAL	\$ —	\$ —	\$ 80,465	\$ —	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
		DICW TIF	\$ —	\$ —	\$ 80,465	\$ —	\$ —	\$ —
\$ —	\$ —	TOTAL	\$ —	\$ —	\$ 80,465	\$ —	\$ —	\$ —
		<b>C. IMPACT - OPERATIONS</b>						
		Operating Cost (Savings)	\$ —	\$ —	\$ —	\$ 1,000	\$ 1,000	\$ —
		Operating Revenue	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

To install and maintain appropriate signs for the Dubuque Industrial Center South consistent with the current approved signage within and around the City to effectively identify the area and expansion opportunities. Project includes additional operating costs in FY23 for annual lighting costs.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Robust Local Economy: Have the infrastructure and amenities to support economic development and growth: industrial/business parks, streets and utilities, air service and housing, bandwidth redundancy.

#### FUNDING RESTRICTIONS

This project may only be funded through DICW TIF.



DEPARTMENT: 60 - Economic Development		STATE PROGRAM: 5C - Community & Economic Development	PROJECT TITLE: Dubuque Industrial Center McFadden Signs			YEAR FIRST SUBMITTED: FY 2018 ACTIVITY NO: 360-2725		TOTAL PROJECT COST \$ 50,000
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
		<b>A. EXPENDITURE ITEMS</b>						
		Equipment	\$ —	\$ —	\$ 50,000	\$ —	\$ —	\$ —
\$ —	\$ —	TOTAL	\$ —	\$ —	\$ 50,000	\$ —	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
		DICW TIF	\$ —	\$ —	\$ 50,000	\$ —	\$ —	\$ —
\$ —	\$ —	TOTAL	\$ —	\$ —	\$ 50,000	\$ —	\$ —	\$ —
		<b>C. IMPACT - OPERATIONS</b>						
		Operating Cost (Savings)	\$ —	\$ —	\$ —	\$ 1,000	\$ 1,000	\$ —
		Operating Revenue	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

To install and maintain appropriate signs for the Dubuque Industrial Center consistent with the current approved signage within and around the City to effectively identify the area and expansion opportunities. Project includes additional operating costs in FY23 for annual lighting costs.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Robust Local Economy: Have the infrastructure and amenities to support economic development and growth: industrial/business parks, streets and utilities, air service and housing, bandwidth redundancy.

#### FUNDING RESTRICTIONS

This project may only be funded through DICW TIF.

DEPARTMENT: 60 - Economic Development		STATE PROGRAM: 5C - Community & Economic Development	PROJECT TITLE: South Port Master Plan Implementation			YEAR FIRST SUBMITTED: 2021 ACTIVITY NO:		TOTAL PROJECT COST \$ 215,000
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
		<b>A. EXPENDITURE ITEMS</b>						
		Construction	\$ —	\$ —	\$ 200,000	\$ —	\$ —	\$ —
		Engineering	\$ —	\$ —	\$ 15,000	\$ —	\$ —	\$ —
\$ —	\$ —	TOTAL	\$ —	\$ —	\$ 215,000	\$ —	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
		EPA Construction Funds	\$ —	\$ —	\$ 200,000	\$ —	\$ —	\$ —
		Sales Tax Fund (20%)	\$ —	\$ —	\$ 15,000	\$ —	\$ —	\$ —
\$ —	\$ —	TOTAL	\$ —	\$ —	\$ 215,000	\$ —	\$ —	\$ —
		<b>C. IMPACT - OPERATIONS</b>						
		Operating Cost (Savings)	\$ —	\$ —	\$ —	\$ 1,000	\$ 1,000	\$ —
		Operating Revenue	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project will provide predevelopment funding for public improvements in the South Port. Following an EPA Area Wide Planning grant in the South Port, the area is now ready for redevelopment. The approach that has created recognizable success in both the North Port and Historic Millwork District was to make public improvements on the front end of the redevelopment. Relatively moderate public investment has led to significant private investment. The North Port initial improvements included burying the flood wall, creating the Riverwalk, and construction of the hotel and conference center. Construction dollars are included in this project to support the contaminated site cleanup activities as part of the EPA multipurpose grant. Future activities could include undertaking such projects as creation of a river walk, replacement of underground utilities, and construction of streets.

#### RELATIONSHIP TO OTHER PROJECTS

This project is related to the South Port Bury Flood Wall Feasibility Study which should be funded before this project.

#### OUTCOME

Robust Local Economy: Have the infrastructure and amenities to support economic development and growth: industrial/business parks, streets and utilities, air service and housing, bandwidth redundancy.

#### FUNDING RESTRICTIONS

This project may only be funded by EPA grant funds, Sales Tax Fund (20%), and DRA Distribution/Gaming.

DEPARTMENT: 53 - Transportation Services		STATE PROGRAM: 8C - Business Type	PROJECT TITLE: Vehicle Replacement			YEAR FIRST SUBMITTED: FY 2018	TOTAL PROJECT COST	
						ACTIVITY NO: 600-1222 600-1224	\$ 4,449,371	
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
		<b>A. EXPENDITURE ITEMS</b>						
	\$ 512,092	Vehicle - MiniBus - Light Duty	\$ 368,302	\$ 125,223	\$ 383,182	\$ 100,000	\$ 298,997	\$ —
	\$ 1,800,000	Vehicle - Fixed-Route - Heavy	\$ 426,522	\$ 435,053	\$ —	\$ —	\$ —	\$ 887,507
		Onboard computer	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —
		Swipe card reader	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —
		Electronic farebox	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —
		Farebox collection vault	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —
\$ —	\$ 2,312,092	<b>TOTAL</b>	\$ 794,824	\$ 560,276	\$ 383,182	\$ 100,000	\$ 298,997	\$ 887,507
		<b>B. PROJECT FINANCING</b>						
		Sales Tax Fund (30%)	\$ —	\$ —	\$ —	\$ 100,000	\$ —	\$ —
	\$ 372,420	G.O. Debt (Sales Tax Fund 20%)	\$ 426,522	\$ 187,201	\$ —	\$ —	\$ —	\$ —
		DRA Distribution	\$ 368,302	\$ 373,075	\$ 383,182	\$ —	\$ 298,997	\$ 887,507
	\$ 1,939,672	FTA Grant	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —
\$ —	\$ 2,312,092	<b>TOTAL</b>	\$ 794,824	\$ 560,276	\$ 383,182	\$ 100,000	\$ 298,997	\$ 887,507

#### PROJECT DESCRIPTION/JUSTIFICATION

Vehicle reliability is essential in securing choice riders. This CIP requests funds for bus replacement and is based on a vehicle assessment score and year of eligibility for state and federal funding. Eligibility does not guarantee funding, only that vehicles are beyond an age or mileage where funding could be requested. As grant funding is unlikely because of the age of the City's fleet when compared to other Iowa cities, this CIP plans for the purchase of used vehicles using local funds over the next three years and new vehicles beginning in 2022. In a scenario where large grants become available for vehicle replacement prior to 2022, the City would be in a position to use these requested local funds as match. Maintenance costs have started to increase as the vehicles are requiring major component replacement. It is important for the City to have a funding plan for vehicle replacement that does not assume large grants will be received. Minibuses transport individuals with disabilities who are unable to utilize the fixed-route service. For ADA compliance, The Jule must provide equally reliable service. Replacing these vehicles at the end of their useful life is essential to avoiding delays in service or inoperable wheelchair lifts.

<b>DEPARTMENT:</b> 53 - Transportation Services	<b>STATE PROGRAM:</b> 8C - Business Type	<b>PROJECT TITLE:</b> Vehicle Replacement	<b>YEAR FIRST SUBMITTED:</b> FY 2018 <b>ACTIVITY NO:</b> 600-1222 600-1224	<b>TOTAL PROJECT COST</b> \$ 4,449,371
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#### **PROJECT DESCRIPTION/JUSTIFICATION (Continued)**

Requests in subsequent years will be made to begin replacing the light duty and medium duty buses on a rolling replacement schedule gradually to continue to sustain and maintain the integrity of the transit system. If the Jule would come up on the State bus replacement list, the CIP funds would be used for the 20% local match required by the DOT. As The Jule continues to improve and provide additional services, the quality and efficiency of its vehicles will continue to be a priority. Vehicles beyond their useful life increase maintenance costs and the likelihood of breakdowns causing interruption of service. As vehicles age, their fuel efficiency is also reduced. As new vehicle technologies develop that provide improved fuel efficiency or utilize alternative fuels, The Jule must be positioned to transition its fleet for improved air quality and greater efficiency. Vehicles are assessed annually by the Vehicle Maintenance Supervisor, Mechanic, and Service worker based on interior, exterior, engine, electrical, suspension, structure, lift, safety system conditions. Vehicles with lower scores will be replaced first. In FY2020 funds are requested for local match portion of the awarded FTA bus and facilities grant (to purchase 9 heavy duty buses). FY2021: replacement of 2 used heavy duty buses, units will be 19 years at replacement. FY2022: replacement of 3 used heavy duty buses, units will be 18 years at replacement. FY2026: replacement of 2 heavy duty buses, units will be 12 years at replacement. FY2027: replacement of 2 heavy duty buses, units will be 13 years at replacement. (The Heavy duty bus category has a standard useful life of 12 years). MiniBus replacement schedule: FY2021: replacement of 3 light duty buses, units will be 10 years at replacement. FY2022: replacement of 3 light duty buses, units will be 11 years at replacement. FY2023: replacement of 3 light duty buses, units will be 12 years at replacement. FY2024: replacement of 1 light duty buses, unit will be 10 years at replacement. F2025: replacement of 2 light duty buses, units will be 4 years at replacement (The MiniBus bus category has standard useful life of 4 years).

#### **RELATIONSHIP TO OTHER PROJECTS**

This project is not related to other capital projects.

#### **OUTCOME**

Connected Community: Increase public transit ridership by choice.

#### **FUNDING RESTRICTIONS**

This project is restricted to Sales Tax Fund (20%), and DRA funding. The project may be eligible for state and federal grant funds.

DEPARTMENT: 53 - Transportation Services		STATE PROGRAM: 8C - Business Type	PROJECT TITLE: Bus Stop Improvements			YEAR FIRST SUBMITTED: FY 2016	TOTAL PROJECT COST	
						ACTIVITY NO: 600-2235 260-2235	\$ 120,437	
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
		<b>A. EXPENDITURE ITEMS</b>						
		Construction	\$ 10,612	\$ 10,824	\$ 3,938	\$ 11,262	\$ 11,487	\$ 11,717
		Equipment	\$ 24,074	\$ 3,000	\$ 3,000	\$ 22,737	\$ 3,000	\$ 3,000
		Engineering Services	\$ 3,184	\$ 3,247	\$ 3,312	\$ 3,314	\$ 3,446	\$ 3,515
\$ —	\$ —	TOTAL	\$ 37,870	\$ 17,071	\$ 10,250	\$ 37,313	\$ 17,933	\$ 18,232
		<b>B. PROJECT FINANCING</b>						
		CDBG	\$ 20,730	\$ 17,072	\$ 10,250	\$ 19,124	\$ 17,933	\$ 18,232
		PTIG State Funding (80%)	\$ 17,140	\$ —	\$ —	\$ 18,189	\$ —	\$ —
\$ —	\$ —	TOTAL	\$ 37,870	\$ 17,072	\$ 10,250	\$ 37,313	\$ 17,933	\$ 18,232

#### PROJECT DESCRIPTION/JUSTIFICATION

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Healthy and Safe: Continue to become an inclusive and equitable community in which all feel welcome, included, and leaving no one behind.

#### FUNDING RESTRICTIONS

This project is restricted to Sales Tax Fund (20%), and DRA funding. Purchase of the vertical infrastructure items/equipment are eligible for the Public Transit Infrastructure grant program, however, there is no guarantee that funds will be received.

DEPARTMENT: 53 - Transportation Services		STATE PROGRAM: 8C - Business Type	PROJECT TITLE: Onboard Security Camera Upgrade			YEAR FIRST SUBMITTED: FY 2019 ACTIVITY NO: 600-2860		TOTAL PROJECT COST \$ 112,740
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
		<b>A. EXPENDITURE ITEMS</b>						
		Installation Services	\$ 34,170	\$ —	\$ —	\$ —	\$ —	\$ —
		Bus Equipment - Security	\$ 66,720	\$ —	\$ —	\$ —	\$ —	\$ —
		Building Equipment - Security	\$ 3,500	\$ —	\$ —	\$ —	\$ —	\$ —
		Camera License	\$ 8,100	\$ —	\$ —	\$ —	\$ —	\$ —
		Shipping	\$ 250	\$ —	\$ —	\$ —	\$ —	\$ —
\$ —	\$ —	TOTAL	\$ 112,740	\$ —	\$ —	\$ —	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
		FTA Capital (1% of allocation)	\$ 13,796	\$ —	\$ —	\$ —	\$ —	\$ —
		DRA Distribution	\$ 98,944	\$ —	\$ —	\$ —	\$ —	\$ —
\$ —	\$ —	TOTAL	\$ 112,740	\$ —	\$ —	\$ —	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This CIP request is to install updated camera systems on the Jule's buses to include drive-in download of video as vehicles enter the Jule Operations & Training Center. This request would bring the Jule's fleet onto the Milestone Recording system that all other city buildings and vehicles utilize for security camera recording. 1% of the Jule's FTA allocation must be spent on safety and security projects and this is reflected in the Project Funding.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Financially Responsible, High Performance City Organization: Service value for taxes and fees.

#### FUNDING RESTRICTIONS

This project is restricted to Sales Tax Fund (20%) and DRA funding.

DEPARTMENT: 46 - Transportation Services Parking Division		STATE PROGRAM: 8C - Business Type	PROJECT TITLE: Port of Dubuque Ramp Major Maintenance			YEAR FIRST SUBMITTED: FY 2013 ACTIVITY NO: 730-2162		TOTAL PROJECT COST \$ 493,316
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
		<b>A. EXPENDITURE ITEMS</b>						
	\$ 70,200	Construction	\$ 81,305	\$ 82,931	\$ 84,590	\$ 86,282	\$ 88,008	\$ 89,767
\$ —	\$ 70,200	TOTAL	\$ 81,305	\$ 82,931	\$ 84,590	\$ 86,282	\$ 88,008	\$ 89,767
		<b>B. PROJECT FINANCING</b>						
	\$ 70,200	Private Participant	\$ 81,305	\$ 82,931	\$ 84,590	\$ 86,282	\$ 88,008	\$ 89,767
\$ —	\$ 70,200	TOTAL	\$ 81,305	\$ 82,931	\$ 84,590	\$ 86,282	\$ 88,008	\$ 89,767

#### PROJECT DESCRIPTION/JUSTIFICATION

This project covers major repairs and maintenance issues for the Port of Dubuque Parking Ramp. The Diamond Jo contributes an annual amount of \$70,200 as determined by the development agreement and adjusted annually by Consumer Price Index. Prioritized projects will be identified in the CIP budget and major ramp maintenance projects will be budgeted on an as-needed basis. Although there is no impact on the operating budget, operating revenue is manufactured by an ongoing maintenance program. Maintenance and repairs extend the life of the ramps and reduce costs by repairing degraded areas prior to damage becoming serious. Major repair maintenance programs are funded on an annual basis. All expenses related to the ramp are reimbursed to the City by the Diamond Jo. The CIP balance accumulates to fund future parking maintenance projects.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Robust Local Economy: Have the infrastructure and amenities to support economic development and growth: industrial/business parks, streets and utilities, air service and housing.

#### FUNDING RESTRICTIONS

This project is restricted to Private Participant funding.

DEPARTMENT: 46 - Transportation Services Parking Division		STATE PROGRAM: 8C - Business Type	PROJECT TITLE: East 12th and Elm Street Parking Lot Construction (Lot 1 Millwork Parking District)			YEAR FIRST SUBMITTED: FY 2020 ACTIVITY NO: 360-2861		TOTAL PROJECT COST \$ 589,000
2018 EXPENSE	2019 BUDGET	PROJECT BUDGET	2020	2021	2022	2023	2024	2025
		<b>A. EXPENDITURE ITEMS</b>						
		Code Blue Phone	\$ 24,000	\$ —	\$ —	\$ —	\$ —	\$ —
		Landscaping	\$ 25,000	\$ —	\$ —	\$ —	\$ —	\$ —
		Environmental Remediation	\$ 50,000	\$ —	\$ —	\$ —	\$ —	\$ —
		Construction	\$ 490,000	\$ —	\$ —	\$ —	\$ —	\$ —
\$ —	\$ —	TOTAL	\$ 589,000	\$ —	\$ —	\$ —	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
		GDTIF G.O. Debt	\$ 589,000	\$ —	\$ —	\$ —	\$ —	\$ —
\$ —	\$ —	TOTAL	\$ 589,000	\$ —	\$ —	\$ —	\$ —	\$ —
		<b>C. IMPACT - OPERATIONS</b>						
		Operating Cost (Savings)	\$ —	\$ 1,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
		Operating Revenue	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project constructs a 73 stall parking lot at East 12th and Elm Street (Lot 1 Millwork Parking District). The parking lot design includes a code blue emergency phone, landscaping, environmental remediation and construction of the parking lot. The cost per parking stall would be approximately \$8,070 per stall for this proposed site.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Robust Local Economy: Have the infrastructure and amenities to support economic development and growth: industrial/business parks, streets and utilities, air service and housing.

#### FUNDING RESTRICTIONS

This project is restricted to Parking Fees and Greater Downtown TIF.



DEPARTMENT: 46 - Transportation Services Parking Division		STATE PROGRAM: 8C - Business Type	PROJECT TITLE: Locust/Iowa Street Parking Ramp Repairs and Additional Parking Possibilities			YEAR FIRST SUBMITTED: FY 2010 ACTIVITY NO: 730-1671 360-1671	TOTAL PROJECT COST \$ 20,000,000	
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
	\$ 500,000	A. EXPENDITURE ITEMS						
		Design & Engineering	\$ —	\$ 84,901	\$ —	\$ —	\$ —	\$ —
		Acquisition	\$ —	\$ 9,915,099	\$ 8,500,000	\$ —	\$ —	\$ —
	\$ 1,000,000	Construction	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —
\$ —	\$ 1,500,000	TOTAL	\$ —	\$ 10,000,000	\$ 8,500,000	\$ —	\$ —	\$ —
		B. PROJECT FINANCING						
	\$ —	Parking Construction Fund	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —
	\$ 1,500,000	GDTIF G.O. Debt	\$ —	\$ 10,000,000	\$ 8,500,000	\$ —	\$ —	\$ —
\$ —	\$ 1,500,000	TOTAL	\$ —	\$ 10,000,000	\$ 8,500,000	\$ —	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

Recommendations based on the May 2018 structural review of the Locust/Iowa Street Parking Ramp recommended by IIW Consultants' structural evaluation. This will include concrete slab repairs, structural column repairs, joint and crack repairs, replace and repair bearing pads, complete replacement of rubberized coating top level and improved level of lighting. Some of these repairs are non-structural, but are recommended to be completed as soon as fiscally possible. Immediate attention is needed for the Locust Street Parking Ramp (830 Bluff Street) stairs - top levels are severely corroded, consultants recommend closing and replacing as soon as possible. The Locust Street Parking Ramp is reaching the end of its useful life. A FY 2024 replacement study will include sizing, design, and site selection of a new facility to be built when needed. The City will also continue to evaluate parking needs in the Downtown, Historic Millwork District, and Central Avenue Corridor.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Financially Responsible, High Performance City Organization: Service value for taxes and fees.

#### FUNDING RESTRICTIONS

This project is restricted to Parking Fees and Greater Downtown TIF.

<b>DEPARTMENT:</b> 46 - Transportation Services Parking Division		<b>STATE PROGRAM:</b> 8C - Business Type	<b>PROJECT TITLE:</b> Maintenance of Municipal Parking Lots			<b>YEAR FIRST SUBMITTED:</b> FY 2010 <b>ACTIVITY NO:</b> 730-1380		<b>TOTAL PROJECT COST</b> \$ 50,000
<b>2019 EXPENSE</b>	<b>2020 BUDGET</b>	<b>PROJECT BUDGET</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
		<b>A. EXPENDITURE ITEMS</b>						
		Design & Engineering	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —
		Construction	\$ 50,000	\$ —	\$ —	\$ —	\$ —	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ 50,000	\$ —	\$ —	\$ —	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
		Parking Construction Fund	\$ 50,000	\$ —	\$ —	\$ —	\$ —	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ 50,000	\$ —	\$ —	\$ —	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides for maintaining the surface of 14 off-street municipal parking lots. This project also includes signage, landscaping, and screening improvements to surface lots. Lots include: Lot 2 (9th and Bluff), Lot 3 (5th and Bluff), Lot 5 (City Hall Lot), Lot 6 (Library Lot), Lot 7 (3rd and Main), Lot 10 (5th and Main), Lot 12 (4th and Central), Crescent Community Health Center Parking Lot, Lot 4 (12th and Bluff), Port of Dubuque Surface Lot, Federal Building Parking Lot, Elm Street Parking Lot, Ice Harbor Drive Parking Lot, and Lot 9 (3rd and Locust). The funding for maintenance of municipal parking lots provides for repairs and asphalt overlays on surfaces of municipal parking lots. Lot resurfacing will be scheduled as necessary and asphalt overlays will be applied, when economically feasible, to all municipal lots.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Financially Responsible, High Performance City Organization: Service value for taxes and fee.

#### FUNDING RESTRICTIONS

This project is restricted to Parking Fees and Greater Downtown TIF Funding funding.

<b>DEPARTMENT:</b> 46 - Transportation Services Parking Division		<b>STATE PROGRAM:</b> 8C - Business Type	<b>PROJECT TITLE:</b> Parking Ramp Occupancy Engineering Certification			<b>YEAR FIRST SUBMITTED:</b> FY 2000 <b>ACTIVITY NO:</b> 730-2046		<b>TOTAL PROJECT COST</b> \$ 26,500
<b>2019 EXPENSE</b>	<b>2020 BUDGET</b>	<b>PROJECT BUDGET</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
		<b>A. EXPENDITURE ITEMS</b>						
		Design & Engineering	\$ 26,500	\$ —	\$ —	\$ —	\$ —	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ 26,500	\$ —	\$ —	\$ —	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
		Parking Construction Fund	\$ 26,500	\$ —	\$ —	\$ —	\$ —	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ 26,500	\$ —	\$ —	\$ —	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides for a certified engineering inspection of each parking ramp every five years on a rotating basis. This will provide a necessary inspection of each of the ramps to assure the structural integrity of each facility and also provide a high level of safety for staff and customers of the ramps. Throughout the parking industry, it is quickly becoming the recommended standard that parking ramps/garages be inspected on a regular basis (3-5 years) to recognize any defects or substandard conditions that may compromise the safety of employees or customers. This inspection is especially recommended in areas experiencing extreme weather conditions, as are often experienced in this area.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Financially Responsible, High Performance City Organization: Service value for taxes and fees.

#### FUNDING RESTRICTIONS

This project is restricted to the Parking Construction Fund.

DEPARTMENT: 61 - Housing & Community Development		STATE PROGRAM: 5C - Community & Economic Development	PROJECT TITLE: Assistance for Homeownership			YEAR FIRST SUBMITTED: FY 2017 ACTIVITY NO: 360-1595 101-1595	TOTAL PROJECT COST \$6,239,452	
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
		<b>A. EXPENDITURE ITEMS</b>						
		Loans	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —
	\$ 7,782	Property Maintenance	\$ 6,252	\$ 7,782	\$ 7,782	\$ 7,782	\$ 7,782	\$ —
		Construction	\$ 264,000	\$ 365,813	\$ 412,000	\$ 918,882	\$ 1,118,572	\$ —
\$ 886	\$ 181,046	Property Acquisition	\$ 209,233	\$ 330,000	\$ 485,108	\$ 538,000	\$ 538,000	\$ —
	\$ 87,500	Grants	\$ 87,000	\$ 113,000	\$ 145,250	\$ 200,000	\$ 200,000	\$ —
\$ 886	\$ 276,328	TOTAL	\$ 566,485	\$ 816,595	\$ 1,050,140	\$ 1,664,664	\$ 1,864,354	\$ —
		<b>B. PROJECT FINANCING</b>						
\$ 886	\$ 276,328	Housing TIF	\$ 408,485	\$ 610,595	\$ 779,940	\$ 1,294,464	\$ 1,494,154	\$ —
		Loan Repayments	\$ 3,000	\$ 6,000	\$ 10,200	\$ 10,200	\$ 10,200	\$ —
		Sales Proceeds	\$ 155,000	\$ 200,000	\$ 260,000	\$ 360,000	\$ 360,000	\$ —
\$ 886	\$ 276,328	TOTAL	\$ 566,485	\$ 816,595	\$ 1,050,140	\$ 1,664,664	\$ 1,864,354	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

The Comprehensive Housing Activities for Neighborhood Growth and Enrichment, or C.H.A.N.G.E. Initiative is a holistic approach to sustainability that addresses ecological, environmental integrity, economic prosperity, and social/cultural vibrancy. C.H.A.N.G.E. is a campaign of neighborhood revitalization and an extension of sustainability to specifically address marginal properties, affordable housing and home-ownership. Under the umbrella of C.H.A.N.G.E., this initiative provides funding towards the City's strategy of revitalization for the downtown neighborhoods and centers on increasing home-ownership. The City administers a number of programs of federal- and state-provided financial assistance for low-moderate income households (earning less than 80% of area median income) to achieve this. This Program also provides for acquisition activities where the City may purchase abandoned, derelict buildings and houses; or it may purchase housing subject to mortgage foreclosure actions in order to secure City funds previously loaned as part of rehabilitation activities or other housing to accomplish the goals. Certain improvements will be made to the properties in order to make them marketable for resale. In this manner, neighborhood conditions are improved, dwellings are resold to responsible owners and City dollars are returned to the revolving fund. The program offers loans up to \$25,000 for down payments and closing costs and approximately \$30,000 to subsidize rehabilitation.

<b>DEPARTMENT:</b> 61 - Housing & Community Development	<b>STATE PROGRAM:</b> 5C - Community & Economic Development	<b>PROJECT TITLE:</b> Assistance for Homeownership	<b>YEAR FIRST SUBMITTED:</b> FY 2017 <b>ACTIVITY NO:</b> 360-1595 101-1595	<b>TOTAL PROJECT COST</b> \$6,239,452
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#### **PROJECT DESCRIPTION/JUSTIFICATION (Continued)**

This program is offered to households above and below 80% of median income, as an incentive to purchase and improve homeowner properties in sections of Census Tracts 1 and 5 as part of the Washington Neighborhood revitalization strategy. The loan repayment funds can be used for over 80% median. The other sources of funds can be used anywhere within the City of Dubuque limits. Consideration will be given to increasing the amounts for purchase of rental properties converted to owner occupied. Beginning in 2008, selective purchases have been made. Certain properties are targeted to be voluntarily acquired, for reason of poor maintenance and the inability or refusal of the owner to make improvements. These are then resold to qualifying owner-occupied households committed to restoration of the home. This program can help to expand the Four Mounds HEART program partnership. This CIP will also significantly enhance GHFI. This is a ten year TIF which requires 38.1% of the income generated to be used for Low and Moderate Income residents any where in the City of Dubuque. The percentage to Low and Moderate Income residents can be higher than the required 38.1%. In FY 2020 the percentage is 69.37%; FY 2021 is 73.14%; and FY 2022 is 55.38%. All other years are 38.1%. This Housing TIF revenue can be used for City initiatives other than Homeownership Grants in Targeted Neighborhoods & Purchase/ Rehab/Resale and can be used outside the Greater Downtown TIF Urban Renewal area.

#### **RELATIONSHIP TO OTHER PROJECTS**

This project is related to the True North Neighborhood Reinvestment Partnership (#360-2766).

#### **OUTCOME**

Livable Neighborhoods and Housing: Increase the availability of affordable housing throughout the city, not in concentrated areas of poverty and low income housing.

#### **FUNDING RESTRICTIONS**

This project may only be funded by Housing TIF and General Fund loan repayments.

DEPARTMENT: 61 - Housing & Community Development		STATE PROGRAM: 5C - Community & Economic Development	PROJECT TITLE: Lead Based Paint Hazard Control			YEAR FIRST SUBMITTED: FY 1997	TOTAL PROJECT COST \$1,675,147	
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
\$ 35,147	\$ 40,000	<b>A. EXPENDITURE ITEMS</b>						
		Loans - LBPHC	\$ 600,000	\$ 600,000	\$ —	\$ —	\$ —	\$ —
		Grants - LBPHC	\$ 200,000	\$ 200,000	\$ —	\$ —	\$ —	\$ —
\$ 35,147	\$ 40,000	TOTAL	\$ 800,000	\$ 800,000	\$ —	\$ —	\$ —	\$ —
\$ 35,147	\$ 40,000	<b>B. PROJECT FINANCING</b>						
		HUD Lead Grant	\$ 785,000	\$ 785,000	\$ —	\$ —	\$ —	\$ —
		Private Participant	\$ 15,000	\$ 15,000	\$ —	\$ —	\$ —	\$ —
\$ 35,147	\$ 40,000	TOTAL	\$ 800,000	\$ 800,000	\$ —	\$ —	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

The Comprehensive Housing Activities for Neighborhood Growth and Enrichment, or C.H.A.N.G.E. Initiatives is a holistic approach to sustainability that addresses ecological, environmental integrity, economic prosperity, and social/cultural vibrancy. C.H.A.N.G.E. is a campaign of neighborhood revitalization and an extension of sustainability to specifically address marginal properties, affordable housing and home ownership. Under the umbrella of C.H.A.N.G.E., the Lead Based Paint Hazard Control (LBPHC) Program provides financial assistance to low-and-moderate-income homeowners and rental property owners to eliminate lead-based paint hazards in their properties. The program is specifically targeted to assist families with children under the age of 6. The Program also includes a component to provide additional financial assistance to re-mediate select identified health and safety deficiencies. The Lead Based Paint Hazard Control Program had been funded through HUD grants received in national competition from 1997 to 2018, totaling \$16 million. The Lead Hazard Control Program was awarded \$2.9 million for lead hazard reduction and \$581,000 for health and safety repairs and remediation's from HUD in FY 2019. The grant performance period is anticipated to be March 2019 through September 2022. In this performance period 120 units will receive an average of \$14,000 to be made lead safe. Owners are required to contribute a small portion of the funding to the project as part of the match for the grant. This Program partners with the Health Services Department, the VNA, and numerous agencies through the Green & Healthy Homes Initiative. This has resulted in the Dubuque's blood lead poisoning occurrence in young children being reduced by nearly 70%. Beginning in FY 2011, Dubuque was selected as one of 16 cities nationally to participate in the Green and Healthy Homes Initiative (GHHI). The partnership has been expanded to include the Community Foundation of Greater Dubuque and Operation New View's Weatherization Program. This collaborative approach to home interventions includes the Lead Hazard Control, Healthy Homes, Rehab and Housing Inspection activities at the Housing Department. It is designed to achieve efficiency and lower costs of operations, reduce interruptions and inconveniences for the property residents and improve health and behavioral outcomes for the occupants.

#### RELATIONSHIP TO OTHER PROJECTS

This project is related to the Lead Paint Abatement Program, CIP 260-1232

<b>DEPARTMENT:</b> 61 - Housing & Community Development	<b>STATE PROGRAM:</b> 5C - Community & Economic Development	<b>PROJECT TITLE:</b> Lead Based Paint Hazard Control	<b>YEAR FIRST SUBMITTED:</b> FY 1997 <b>ACTIVITY NO:</b> 275-2429	<b>TOTAL PROJECT COST</b> \$1,675,147
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#### **OUTCOME**

Livable Neighborhoods and Housing: Have safe, healthy, inclusive neighborhoods citywide.

#### **FUNDING RESTRICTIONS**

This project may only be funded by the Federal Housing & Urban Development Department.

DEPARTMENT: 61 - Housing & Community Development		STATE PROGRAM: 5C - Community & Economic Development	PROJECT TITLE: Lead Paint Abatement Program Grant Match			YEAR FIRST SUBMITTED: FY 1997	ACTIVITY NO: 260-1232	TOTAL PROJECT COST \$ 206,498
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
		<b>A. EXPENDITURE ITEMS</b>						
		Grants	\$ 104,166	\$ 102,332	\$ —	\$ —	\$ —	\$ —
\$ —	\$ —	TOTAL	\$ 104,166	\$ 102,332	\$ —	\$ —	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
		CDBG Grant	\$ 104,166	\$ 102,332	\$ —	\$ —	\$ —	\$ —
\$ —	\$ —	TOTAL	\$ 104,166	\$ 102,332	\$ —	\$ —	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

The Comprehensive Housing Activities for Neighborhood Growth and Enrichment, or C.H.A.N.G.E. Initiatives is a holistic approach to sustainability that addresses ecological, environmental integrity, economic prosperity, and social/cultural vibrancy. C.H.A.N.G.E. is a campaign of neighborhood revitalization and an extension of sustainability to specifically address marginal properties, affordable housing and home ownership. Under the umbrella of C.H.A.N.G.E., the Lead Based Paint Hazard Control (LBPHC) Program provides financial assistance to low-and-moderate-income homeowners and rental property owners to eliminate lead-based paint hazards in their properties. The program is specifically targeted to assist families with children under the age of 6. The Program also includes a component to provide additional financial assistance to re-mediate select identified health and safety deficiencies. The Lead Based Paint Hazard Control Program had been funded through HUD grants received in national competition from 1997 to 2018, totaling \$16 million. The Lead Hazard Control Program was awarded \$2.9 million for lead hazard reduction and \$581,000 for health and safety repairs and remediation's from HUD in FY 2019. The grant performance period is anticipated to be March 2019 through September 2022. In this performance period 120 units will receive an average of \$14,000 to be made lead safe. Owners are required to contribute a small portion of the funding to the project as part of the match for the grant. This Program partners with the Health Services Department, the VNA, and numerous agencies through the Green & Healthy Homes Initiative. This has resulted in the Dubuque's blood lead poisoning occurrence in young children being reduced by nearly 70%. Beginning in FY 2011, Dubuque was selected as one of 16 cities nationally to participate in the Green and Healthy Homes Initiative (GHHI). The partnership has been expanded to include the Community Foundation of Greater Dubuque and Operation New View's Weatherization Program. This collaborative approach to home interventions includes the Lead Hazard Control, Healthy Homes, Rehab and Housing Inspection activities at the Housing Department. It is designed to achieve efficiency and lower costs of operations, reduce interruptions and inconveniences for the property residents and improve health and behavioral outcomes for the occupants. This Capital Improvement Project provides the local match required for the Lead & Healthy Homes grant.

#### RELATIONSHIP TO OTHER PROJECTS

This project is related to the Lead Based Paint Hazard Control Program (#275-2429) and must be funded in the same fiscal year as that project.



<b>DEPARTMENT:</b> 61 - Housing & Community Development	<b>STATE PROGRAM:</b> 5C - Community & Economic Development	<b>PROJECT TITLE:</b> Lead Paint Abatement Program Grant Match	<b>YEAR FIRST SUBMITTED:</b> FY 1997 <b>ACTIVITY NO:</b> 260-1232	<b>TOTAL PROJECT COST</b> \$ 206,498
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#### OUTCOME

Livable Neighborhoods and Housing: Have safe, healthy, inclusive neighborhoods citywide.

#### FUNDING RESTRICTIONS

This project may only be funded by CDBG Grant.

DEPARTMENT: 61 - Housing & Community Development		STATE PROGRAM: 5C - Community & Economic Development	PROJECT TITLE: Neighborhood Reinvestment Partnership			YEAR FIRST SUBMITTED: FY 2019 ACTIVITY NO: 360-2766		TOTAL PROJECT COST \$1,650,000
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
		<b>A. EXPENDITURE ITEMS</b>						
\$ 150,000	\$ 300,000	Construction	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ —	\$ —
\$ 150,000	\$ 300,000	TOTAL	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
\$ 150,000	\$ 300,000	Housing TIF	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ —	\$ —
\$ 150,000	\$ 300,000	TOTAL	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides funding to achieve the goal of promoting a broader income mix of downtown homeowners. This Program also provides for acquisition activities to purchase abandoned, derelict buildings and houses to accomplish the goals. Certain improvements will be made to the properties in order to make them marketable for resale. In this manner, neighborhood conditions are improved and dwellings are resold to responsible owners. Certain properties are targeted to be voluntarily acquired, for reason of poor maintenance and the inability or refusal of the owner to make improvements. These are then rehabilitated and resold to qualifying owner-occupied households. This is a ten year TIF which state law requires a minimum of 38.1% of the income generated to be used for Low and Moderate Income residents any where in the City of Dubuque. The percentage benefiting Low and Moderate Income residents can be higher than the required 38.1%. In FY 2019 the percentage was 51.1%. It is anticipated that this program will allow for the acquisition, renovation and sale of 40 residential properties for long-term homeownership over 5-7 years with an estimated \$30,000 construction subsidy per property.

#### RELATIONSHIP TO OTHER PROJECTS

This project is related to Assistance for Homeownership Project (#360-1595/#101-1595) and the Homeowner Rehab Program (#260-1065/#270-1065).

<b>DEPARTMENT:</b> 61 - Housing & Community Development	<b>STATE PROGRAM:</b> 5C - Community & Economic Development	<b>PROJECT TITLE:</b> True North Neighborhood Reinvestment Partnership	<b>YEAR FIRST SUBMITTED:</b> FY 2019 <b>ACTIVITY NO:</b> 360-2766	<b>TOTAL PROJECT COST</b> \$1,650,000
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#### **OUTCOME**

Livable Neighborhoods and Housing: Increase the availability of affordable housing throughout the city, not in concentrated areas of poverty and low income housing.

#### **FUNDING RESTRICTIONS**

This project may only be funded by Housing TIF.

DEPARTMENT:		STATE PROGRAM:	PROJECT TITLE:			YEAR FIRST SUBMITTED: FY 2005		TOTAL PROJECT COST
61 - Housing & Community Development		5C - Community & Economic Development	Washington Neighborhood Homebuyer Program			ACTIVITY NO: 268-1021		\$ 1,371,965
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
		<b>A. EXPENDITURE ITEMS</b>						
\$ 104,267	\$ 211,283	Loans	\$ 141,283	\$ 141,283	\$ 141,283	\$ 141,283	\$ 141,283	\$ 141,283
		Loans (Repayments)	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
		Loans (GDTIF match)	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
\$ 104,267	\$ 211,283	TOTAL	\$ 211,283	\$ 211,283	\$ 211,283	\$ 211,283	\$ 211,283	\$ 211,283
		<b>B. PROJECT FINANCING</b>						
\$ 104,267	\$ 211,283	IFA Trust	\$ 141,283	\$ 141,283	\$ 141,283	\$ 141,283	\$ 141,283	\$ 141,283
		IFA Trust Loan Repayments	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
		Greater Downtown TIF	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
\$ 104,267	\$ 211,283	TOTAL	\$ 211,283	\$ 211,283	\$ 211,283	\$ 211,283	\$ 211,283	\$ 211,283

#### PROJECT DESCRIPTION/JUSTIFICATION

The Comprehensive Housing Activities for Neighborhood Growth and Enrichment, or C.H.A.N.G.E. Initiative is a holistic approach to sustainability that addresses ecological, environmental integrity, economic prosperity, and social/cultural vibrancy. C.H.A.N.G.E. is a campaign of neighborhood revitalization and an extension of sustainability to specifically address marginal properties, affordable housing and homeownership. Under the umbrella of C.H.A.N.G.E., the Washington Neighborhood Homebuyer Program supports and encourages homeownership in the Washington Neighborhood. The program operates under the oversight of the Housing Trust Fund Committee and is capitalized by annual grants received from the Iowa Finance Authority (IFA). IFA requires a match for the program and the City provides IFA Trust Match of \$50,000 from the Greater Downtown TIF (GDTIF). The primary purpose is to complement homebuyer programs provided through the CDBG program by providing loans to low-to-mod income homeowners and buyers in the Washington Neighborhood and for households earning less than 30% MI are eligible to purchase any property within the City limits. Homebuyer loans are offered on a sliding scale. Households earning less 30% MI are eligible for \$25,000; less than 50% MI are eligible for \$20,000; less than 80% MI are eligible for \$15,000. All loans are 0% interest and have a monthly payment of \$60 per month until paid in full or it is no longer their principal place of residence. Homeowners may be eligible for up to \$25,000 for rehabilitation of their property. All loans are 0% interest and repayments will depend on gross income of the household. The HOME Workshop is a requirement for all participants. If the new application is approved in January 2020, the new boundaries will be 11th Street to 32nd Street; Elm Street to Central Avenue.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Livable Neighborhoods and Housing: Have strong vibrant 24/7 residential/central business core (Dubuque Main Street Service Area Downtown, Central Avenue Corridor and Dubuque Millwork District, including residential opportunities, retail and entertainment).

#### FUNDING RESTRICTIONS

This project may only be funded by Iowa Finance Authority Trust Fund, Greater Downtown TIF, Housing TIF, or General Funds

DEPARTMENT: 61 - Housing & Community Development		STATE PROGRAM: 5C - Community & Economic Development	PROJECT TITLE: Homeowner Rehabilitation Program			YEAR FIRST SUBMITTED: FY1978	TOTAL PROJECT COST	
						ACTIVITY NO: 260-1065 270-1065	\$ 1,269,669	
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
		<b>A. EXPENDITURE ITEMS</b>						
\$ 145,621	\$ 75,000	Loans (CDBG-Homeowner)	\$ 100,000	\$ 145,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000
		Loans (CDBG-Home Repair)	\$ 25,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
\$ 29,048	\$ 30,000	Loans (RRP Repayments)	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
\$ 174,669	\$ 105,000	TOTAL	\$ 155,000	\$ 205,000	\$ 210,000	\$ 210,000	\$ 210,000	\$ 210,000
		<b>B. PROJECT FINANCING</b>						
\$ 29,048	\$ 30,000	RRP Repayments	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
\$ 145,621	\$ 75,000	CDBG Grant	\$ 125,000	\$ 175,000	\$ 180,000	\$ 180,000	\$ 180,000	\$ 180,000
\$ 174,669	\$ 105,000	TOTAL	\$ 155,000	\$ 205,000	\$ 210,000	\$ 210,000	\$ 210,000	\$ 210,000

#### PROJECT DESCRIPTION/JUSTIFICATION

The Comprehensive Housing Activities for Neighborhood Growth and Enrichment, or C.H.A.N.G.E. Initiative is a holistic approach to sustainability that addresses ecological, environmental integrity, economic prosperity, and social/cultural vibrancy. C.H.A.N.G.E. is a campaign of neighborhood revitalization and an extension of sustainability to specifically address marginal properties, affordable housing and homeownership. Under the umbrella of C.H.A.N.G.E., the Homeowner Rehabilitation Program provides Community Development Block Grant (CDBG) funding for loans to owner-occupied single family or duplex properties for comprehensive rehabilitation of their homes, including the Homeowner Rehabilitation Loan Program, Home Repair Program and the Accessibility Program. The Homeowner Rehabilitation Loan Program provides loans up to \$25,000, at 0% interest. For households below 30% median income loans will be deferred until sale of property; households below 50% median income loans will be \$40/mo. repayment and households below 80% median income \$60/mo. repayment. Loans may be made for greater amounts if approved on a case-by-case basis by the Community Development Advisory Commission. The Home Repair Program provides \$5,000, 0% interest loans for repairs to the home exterior and critical interior repairs. For households below 30% median income loans will be a 3-year forgivable loan; households below 50% median income will be deferred until sale of property and households below 80% median income \$40/mo. repayment. The Accessibility Program will offer \$5,000 0% interest, 3-year forgivable loans for accessibility/ADA upgrades for physical accessibility or such improvements in order to make mobility safer and keep homeowners in their homes. These programs are City-wide and are partnered, whenever possible, with other programs and departments such as Engineering Dept (sidewalk and sewer programs) Water Dept (broken water/lead lines) Lead Program, Bee Branch Resiliency Program and Operation New View Weatherization Program in order to make all repairs cost effective for the homeowner. This program has been in operation since 1978. The HOME Workshop is a requirement for all participants. The total portfolio of all housing lending programs is now 285 loans with a current balance of \$3 million.

<b>DEPARTMENT:</b> 61 - Housing & Community Development	<b>STATE PROGRAM:</b> 5C - Community & Economic Development	<b>PROJECT TITLE:</b> Homeowner Rehabilitation Program	<b>YEAR FIRST SUBMITTED:</b> FY1978 <b>ACTIVITY NO:</b> 260-1065 270-1065	<b>TOTAL PROJECT COST</b> \$ 1,269,669
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#### **RELATIONSHIP TO OTHER PROJECTS**

This project is not related to other capital projects.

#### **OUTCOME**

Livable Neighborhoods and Housing: Increase the availability of affordable housing throughout the city, not in concentrated areas of poverty and low income housing.

#### **FUNDING RESTRICTIONS**

This project may only be funded by Community Development Block Grant, Housing TIF, or General Funds.

DEPARTMENT: 61 - Housing & Community Development		STATE PROGRAM: 5C - Community & Economic Development	PROJECT TITLE: Purchase/Rehab/Resale			YEAR FIRST SUBMITTED: FY 2016 ACTIVITY NO: 260-1231		TOTAL PROJECT COST \$ 1,354,912
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
		<b>A. EXPENDITURE ITEMS</b>						
	\$ 60,000	Construction	\$ 25,000	\$ 155,000	\$ 160,000	\$ 160,000	\$ 160,000	\$ —
\$ 391,829	\$ 143,083	Property Acquisition	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ —
\$ 391,829	\$ 203,083	TOTAL	\$ 45,000	\$ 175,000	\$ 180,000	\$ 180,000	\$ 180,000	\$ —
		<b>B. PROJECT FINANCING</b>						
\$ 391,829	\$ 203,083	CDBG Grant	\$ 45,000	\$ 95,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ —
		Sale Proceeds	\$ —	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ —
\$ 391,829	\$ 203,083	TOTAL	\$ 45,000	\$ 175,000	\$ 180,000	\$ 180,000	\$ 180,000	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

The Comprehensive Housing Activities for Neighborhood Growth and Enrichment, or C.H.A.N.G.E. Initiatives is a holistic approach to sustainability that addresses ecological, environmental integrity, economic prosperity, and social/cultural vibrancy. C.H.A.N.G.E. is a campaign of neighborhood revitalization and an extension of sustainability to specifically address marginal properties, affordable housing and home ownership. Under the umbrella of C.H.A.N.G.E., this project provides for funding activities related to neighborhood revitalization and housing improvements. Under acquisition activities, the City may purchase abandoned, derelict properties, or it may purchase housing subject to mortgage foreclosure actions in order to secure City funds previously loaned as part of rehabilitation activities. Improvements may be made to the properties in order to make them marketable for resale. In this manner, neighborhood conditions are improved, dwelling are resold to income-eligible households and City dollars are returned to the revolving loan fund. The Housing & Community Development Department's Homeowner Rehabilitation Program provides homeownership opportunities for low- and moderate-income households. The City strives to provide affordable homeownership opportunities throughout the City of Dubuque. The residential rehabilitation loan programs are a major element of the City's neighborhood revitalization efforts, which also include the rental dwelling rehabilitation programs, purchase and resale of dilapidated properties and home purchase assistance loans, all administered through the Housing Department. This program increases sustainability and homeownership throughout the City.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Livable Neighborhoods and Housing: Have more equitable residential developments and homes with a variety of housing options and price points.

#### FUNDING RESTRICTIONS

This project may only be funded by CDBG Entitlement and sale proceeds.

DEPARTMENT: 61 - Housing & Community Development		STATE PROGRAM: 5C - Community & Economic Development	PROJECT TITLE: First-Time Home Buyer Program			YEAR FIRST SUBMITTED: FY 1999 ACTIVITY NO: 260-1234		TOTAL PROJECT COST \$ 315,000
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
		<b>A. EXPENDITURE ITEMS</b>						
\$ 45,000	\$ 20,000	Loans	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
\$ 45,000	\$ 20,000	TOTAL	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
		<b>B. PROJECT FINANCING</b>						
\$ 45,000	\$ 20,000	CDBG Grant	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
\$ 45,000	\$ 20,000	TOTAL	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000

#### PROJECT DESCRIPTION/JUSTIFICATION

The Comprehensive Housing Activities for Neighborhood Growth and Enrichment, or C.H.A.N.G.E. Initiative is a holistic approach to sustainability that addresses ecological, environmental integrity, economic prosperity, and social/cultural vibrancy. C.H.A.N.G.E. is a campaign of neighborhood revitalization and an extension of sustainability to specifically address marginal properties, affordable housing and homeownership. Under the umbrella of C.H.A.N.G.E., this City-wide project provides loans to income-qualifying homebuyers for down payment and/or closing costs. Assistance is offered as \$5,000, interest-free loans. Buyers make principal-only payments, deferred payments loans for five years for below 30% median income; \$40 per month for below 50% median income for three years, then increase to \$60 for the remaining five years; or \$60 per month for 51-80% median income. The HOME Workshop is a requirement for all participants. In FY 2019, loan repayments were \$61,422.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Livable Neighborhoods and Housing: Increase the availability of affordable housing throughout the city, not in concentrated areas of poverty and low income housing.

#### FUNDING RESTRICTIONS

This program may only be funded with Community Development Block Grant, Sales Tax Fund (20%), or DRA Distribution)



DEPARTMENT: 61 - Housing & Community Development		STATE PROGRAM: 5C - Community & Economic Development	PROJECT TITLE: Rental Dwelling Rehabilitation Programs			YEAR FIRST SUBMITTED: FY 2004 ACTIVITY NO: 260-1233		TOTAL PROJECT COST \$ 495,000
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
		<b>A. EXPENDITURE ITEMS</b>						
	\$ 245,000	Loans	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
\$ —	\$ 245,000	TOTAL	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
		<b>B. PROJECT FINANCING</b>						
	\$ 245,000	CDBG Grant	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
\$ —	\$ 245,000	TOTAL	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000

#### PROJECT DESCRIPTION/JUSTIFICATION

The Comprehensive Housing Activities for Neighborhood Growth and Enrichment, or C.H.A.N.G.E. Initiatives is a holistic approach to sustainability that addresses ecological, environmental integrity, economic prosperity, and social/cultural vibrancy. C.H.A.N.G.E. is a campaign of neighborhood revitalization and an extension of sustainability to specifically address marginal properties, affordable housing, and home-ownership. Under the umbrella of C.H.A.N.G.E., this project provides for Community Development Block Grants (CDBG) funding to programs that are used as rehabilitation loans to owners of rental properties. This includes the Moderate-Income Rental Rehabilitation, Emergency Code Enforcement Loan, and Accessibility Rehab programs. The Moderate-Income Rehab Program, initially funded in Fiscal Year 1995, is designed to promote mixed-income tenants in rental properties. Owners receiving these loans are not required to exclusively rent units to Housing Choice Voucher participants. The Emergency Loan Program is designed to serve as a last resort alternative to posting and vacating rental properties. In these cases, when failure of a building system renders the units uninhabitable - and the owner is otherwise unwilling or unable to make comprehensive repairs - a loan may be made to correct only the deficiency. While this does not result in the more desirable complete rehabilitation of the structure, it does prevent the costly and time-consuming alternative of relocating the tenants to other housing. The entire building is inspected and must be code compliant. The Accessibility Rehab Program provides rehabilitation assistance to disabled tenants seeking to modify rental units to accommodate them. Although tenants have this right under federal fair housing laws, owners have no obligation to provide the funds. This program provides a 3-year forgivable loan up to \$5,000, to owners, on behalf of the qualifying tenants. The rental dwelling rehabilitation loan programs are an element of the City's neighborhood revitalization efforts, which also include the homeowner rehabilitation programs, purchase and resale of dilapidated properties, and home purchase assistance loans, all administered through the Housing Department.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Livable Neighborhoods and Housing: Have more equitable residential developments and homes with a variety of housing options and price points.

#### FUNDING RESTRICTIONS

This program may only be funded through the Community Development Block Grant and General Funds.

DEPARTMENT: 61 - Housing & Community Development		STATE PROGRAM: 5C - Community & Economic Development	PROJECT TITLE: HUD National Disaster Resiliency Competition			YEAR FIRST SUBMITTED: FY 2017 ACTIVITY NO: 264-2690		TOTAL PROJECT COST \$ 8,015,078
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
\$ 1,534,167 \$ 370,911	\$ 2,718,000	<b>A. EXPENDITURE ITEMS</b>						
		Construction	\$ 2,718,000	\$ 674,000	\$ —	\$ —	\$ —	\$ —
		Consultant Services	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —
		Engineering Services	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —
\$ 1,905,078	\$ 2,718,000	TOTAL	\$ 2,718,000	\$ 674,000	\$ —	\$ —	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
\$ 1,905,078	\$ 2,718,000	HUD NDRC Grant	\$ 2,718,000	\$ 674,000	\$ —	\$ —	\$ —	\$ —
\$ 1,905,078	\$ 2,718,000	TOTAL	\$ 2,718,000	\$ 674,000	\$ —	\$ —	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

The Comprehensive Housing Activities for Neighborhood Growth and Enrichment, or C.H.A.N.G.E. Initiatives is a holistic approach to sustainability that addresses ecological, environmental integrity, economic prosperity, and social/cultural vibrancy. C.H.A.N.G.E. is a campaign of neighborhood revitalization and an extension of sustainability to specifically address marginal properties, affordable housing and home ownership. Under the umbrella of C.H.A.N.G.E., this project provides for funding activities related to the U.S. Department of Housing and Urban Development (HUD) awarding the City of Dubuque \$8.4 million to assist residents in the Bee Branch Watershed to repair flood damage and make housing more resistant to future flooding. The project will provide flood-related resiliency improvements to 277 housing units over the next 4 years. The National Disaster Resiliency Grant Bee Branch Healthy Homes Program coordinates with the First Time Home Buyer Program, Lead Based Paint Hazard Control Program, Homeownership Rehabilitation Program, and the Washington Neighborhood Home Purchase and Rehabilitation programs. The City of Dubuque partnered with the State of Iowa to apply for federal funds through the National Disaster Resilience Competition (NDRC). This nearly \$1 billion competition invited communities that have experienced natural disasters in 2011, 2012, or 2013 to compete for funds to help them rebuild and increase their resilience to future disasters. This project is a significant contributor to Dubuque's effort to create a viable and equitable community.

#### RELATIONSHIP TO OTHER PROJECTS

This project needs is related to the Bee Branch Creek Restoration Project, 17th Street Storm Sewer Improvements, and 22nd Street Storm Sewer Improvements (340-1645, 340-2690, 720-2690).

#### OUTCOME

Livable Neighborhoods and Housing: Have safe, healthy, inclusive neighborhoods citywide.

#### FUNDING RESTRICTIONS

This project may only be funded through the National Disaster Resiliency (NDR).

<b>DEPARTMENT:</b> 62 - Planning Services		<b>STATE PROGRAM:</b> 5C - Community & Economic Development	<b>PROJECT TITLE:</b> Trail Planning			<b>YEAR FIRST SUBMITTED:</b> FY 2019 <b>ACTIVITY NO:</b> 102-2768	<b>TOTAL PROJECT COST</b> \$ 40,000	
<b>2019 EXPENSE</b>	<b>2020 BUDGET</b>	<b>PROJECT BUDGET</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
		<b>A. EXPENDITURE ITEMS</b>						
		Consultant Services	\$ —	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ —	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ —
		<b>B. PROJECT FINANCING</b>						
		DRA Distribution	\$ —	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ —	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides annual funding for trail planning to retain a consultant to prepare preliminary plans, engineering cost estimates, and conceptual designs for the Planning Services Department to successfully apply for competitive state and federal grants for multi-use bicycle/pedestrian trails and other recreational trails, such as mountain biking. The 2017 Comprehensive Plan, "Imagine Dubuque 2037: A Call to Action", includes recommendations for trails in the Land Use Chapter. This project also would coordinate with implementation of the Dubuque Metropolitan Area Transportation Study (DMATS) 2045 Long Range Transportation Plan's existing and future regional bicycle/pedestrian plans. The City's current bike/hike network has been created almost exclusively through federal and state grants for trails and related transportation enhancements such as trailheads with parking. To compete for these grants, the City must have sufficient planning documentation meeting the application requirements.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Diverse Arts, Culture, Parks and Recreation: Have well-built, well-maintained and upgraded parks and park amenities.

#### FUNDING RESTRICTIONS

This project may only be funded with Sales Tax Fund (20%) or DRA Distribution.

DEPARTMENT: 62 - Planning Services		STATE PROGRAM: 5C - Community & Economic Development	PROJECT TITLE: Historic Preservation Technical Assistance Program			YEAR FIRST SUBMITTED: FY 2012 ACTIVITY NO: 102-2431		TOTAL PROJECT COST \$ 25,000
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
		<b>A. EXPENDITURE ITEMS</b>						
		Consultant Services	\$ —	\$ —	\$ 15,000	\$ 5,000	\$ 5,000	\$ 15,000
\$ —	\$ —	<b>TOTAL</b>	\$ —	\$ —	\$ 15,000	\$ 5,000	\$ 5,000	\$ 15,000
		<b>B. PROJECT FINANCING</b>						
		State Grant	\$ —	\$ —	\$ 10,000	\$ —	\$ —	\$ 10,000
		DRA Distribution	\$ —	\$ —	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
\$ —	\$ —	<b>TOTAL</b>	\$ —	\$ —	\$ 15,000	\$ 5,000	\$ 5,000	\$ 15,000

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides for a phased program of historic and architectural surveys of Dubuque's older neighborhoods to identify cultural resources for planning and program implementation as well as neighborhood revitalization and sustainability. This project also supports registrations through nomination and listing of local historic districts, sites, and properties to the National Register of Historic Places, which facilitates access to historic tax credits and other preservation funding sources. This project can also assist with historic structure reports or surveys to facilitate rehab and adaptive reuse. City funds would be used to leverage state grants where feasible; state grants are highly competitive and can extend project timeline. This project helps to maintain status as a Certified Local Government (CLG) with the State of Iowa. The CLG program requires that historic and architectural surveys and registrations be conducted on a periodic basis. Between 2000 and 2005, nearly 5,000 structures in Dubuque's historic districts, conservation districts, and conservation planning areas were surveyed. These surveys and registrations assist Planning Services staff with conducting mandated Section 106 reviews of potential impacts to cultural resources for federally-funded housing rehab and other City projects. CLG status allows the City to conduct these reviews in-house, which streamlines project review. These surveys and registrations also assist with federal and state tax credit applications and disaster assistance. This project implements the Historic Preservation Commission's annual work plan, a key component of the City's Historic Preservation Program.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Partnership for a Better Dubuque: Advocate for the Dubuque community and City at state and federal levels.

#### FUNDING RESTRICTIONS

This project may only be funded by Sales Tax Fund (20%) or DRA Distribution.

DEPARTMENT: 72-City Manager's Office Public Information Office		STATE PROGRAM: 6C - General Government	PROJECT TITLE: Aerial Orthophotography and LiDAR Data Collection			FIRST YEAR SUBMITTED ACTIVITY NO: 102-1070	FY 2011	TOTAL PROJECT COST \$115,999
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
		<b>A. EXPENDITURE ITEMS</b>						
\$ 911	\$ 7,088	Consultant Services	\$ —	\$ 7,500	\$ —	\$ 7,500	\$ —	\$ 7,500
		Control and Monumentation	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —
		Aerial Photography	\$ —	\$ 45,000	\$ —	\$ 48,000	\$ —	\$ 50,000
\$ 911	\$ 7,088	TOTAL	\$ —	\$ 52,500	\$ —	\$ 55,500	\$ —	\$ 57,500
		<b>B. PROJECT FINANCING</b>						
\$ 911	\$ 7,088	DRA Distribution	\$ —	\$ 52,500	\$ —	\$ 55,000	\$ —	\$ 57,500
\$ 911	\$ 7,088	TOTAL	\$ —	\$ 52,500	\$ —	\$ 55,000	\$ —	\$ 57,500

#### PROJECT DESCRIPTION/JUSTIFICATION

Initial funding for this project, including consultant services, control and monumentation, aerial photography, LiDAR data, and quality control/assurance for this project was provided in FY19 and will be completed in Spring 2020 as weather permits. For future improvements to this project, money has been requested on a biennial basis to update photography and to procure a consultant to manage those projects. The updated photography continually assists the City and partnering agencies in project and economic development, public safety, and requirements by the FAA for the electronic airport layout plan (eALP).

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Robust Local Economy: Have the infrastructure and amenities to support economic development and growth: industrial/business parks, streets and utilities, air service and housing.

#### FUNDING RESTRICTIONS

This project may only be funded by Sales Tax Fund (20%) or DRA Distribution/Gaming.

<b>DEPARTMENT:</b> 72 - City Manager's Office		<b>STATE PROGRAM:</b> 6C - General Government	<b>PROJECT TITLE:</b> Municipal & Community Green House Gas Inventory and Climate Action Planning			<b>YEAR FIRST SUBMITTED:</b> FY 2018 <b>ACTIVITY NO:</b> 101-2682		<b>TOTAL PROJECT COST</b>  \$150,000
<b>2019 EXPENSE</b>	<b>2020 BUDGET</b>	<b>PROJECT BUDGET</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
		<b>A. EXPENDITURE ITEMS</b>						
\$ —	\$ 100,000	Service Contract	\$ —	\$ —	\$ 50,000	\$ —	\$ —	\$ 50,000
\$ —	\$ 100,000	TOTAL	\$ —	\$ —	\$ 50,000	\$ —	\$ —	\$ 50,000
		<b>B. PROJECT FINANCING</b>						
	\$ 100,000	Sales Tax Fund (20%)	\$ —	\$ —	\$ 50,000	\$ —	\$ —	\$ 50,000
\$ —	\$ 100,000	TOTAL	\$ —	\$ —	\$ 50,000	\$ —	\$ —	\$ 50,000

#### PROJECT DESCRIPTION/JUSTIFICATION

This project will provide funding for the City to hire a consultant to update the community's greenhouse gas (GHG) inventory and community climate action plan. The community inventory was first completed in 2011, and best practices indicate it should be updated every three years. The updated inventory will track progress towards the 50% by 2030 Community Climate Action & Resiliency Plan approved by City Council in 2013. The contract would request a consultant to work closely with City departments to collect data regarding building energy use, fleet operations, and other GHG-emitting municipal sources. The contract would also request a consultant to work with the City and other community partners to update the community's GHG inventory and ensure complete final documentation to comply with the City's national commitments, including the Compact of Mayors. In 2015, Mayor Buol signed on to the Compact of Mayors, which commits Dubuque to developing a GHG mitigation and climate adaptation plan within three years. Part of this requirement is reporting municipal and community data via an internationally-recognized reporting protocol such as the Carbon Disclosure Project. Lastly, the hired consultant would work with a community-based steering committee to update the community climate action plan, which should be updated on a regular basis.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Sustainable Environment: Reduce the community's carbon footprint (50% by 2030).

#### FUNDING RESTRICTIONS

This project may only be funded by Sales Tax Fund (20%) or DRA Distribution/Gaming.

DEPARTMENT: 72 - City Manager's Office		STATE PROGRAM: 6C - General Government	PROJECT TITLE: Downtown Urban Renewal Area Non-Profit Weatherization Improvements Assistance			YEAR FIRST SUBMITTED: FY 2020 ACTIVITY NO: 360-2807		TOTAL PROJECT COST \$600,000
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
		<b>A. EXPENDITURE ITEMS</b>						
	\$ 100,000	Construction	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 50,000
\$ —	\$ 100,000	TOTAL	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 50,000
		<b>B. PROJECT FINANCING</b>						
	\$ 100,000	Greater Downtown TIF	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 50,000
\$ —	\$ 100,000	TOTAL	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 50,000

#### PROJECT DESCRIPTION/JUSTIFICATION

This project will provide funding for matching grants to assist non-profits in the Greater Downtown TIF area to make energy efficiency improvements to their buildings, including weatherization measures, HVAC system upgrades, alternative energy sources, and other work to decrease their utility bills. This reduction in annual operating costs will allow non-profits to invest more funds in achieving their organization's mission. Energy efficiency improvements not only result in financial savings to the organization but will also help to meet the 50% by 2030 Community Climate Action & Resiliency Plan goals approved by City Council in 2013. The program builds on the success of the Energy Efficiency Revolving Loan Fund (EELF) that is currently available to private businesses, which was created using funds the City received from the 2009 American Recovery & Reinvestment Act, and the Grants to Green program, a Community Foundation of Greater Dubuque program which invested over \$1.2 million in energy efficiency projects for non-profits. Ongoing community conversations have demonstrated a continued need to fill the gap between available utility rebates and the amount non-profits are able to pay for energy efficiency improvements. Similar to the existing EELF, non-profits may be able use funds for renewable energy installation, if all reasonable efficiency improvements have been made, in order to further reduce their utility costs and reduce their negative environmental impact. Additional criteria and an application has been developed.

#### RELATIONSHIP TO OTHER PROJECTS

This project is related to the Downtown URA Non-Profit Accessibility Assistance Program (CIP #3602802).

#### OUTCOME

Sustainable Environment: Reduce the community's carbon footprint (50% by 2030).

#### FUNDING RESTRICTIONS

This project may only be funded by Greater Downtown TIF.

DEPARTMENT: 73-City Clerk's Office		STATE PROGRAM: 6C - General Government	PROJECT TITLE: City Clerk's Office Redesign			FIRST YEAR SUBMITTED ACTIVITY NO: 101-2863	FY 2021	TOTAL PROJECT COST \$30,400
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
		<b>A. EXPENDITURE ITEMS</b>						
		Design & Engineering	\$ 5,000	\$ —	\$ —	\$ —	\$ —	\$ —
		Construction	\$ —	\$ 25,000	\$ —	\$ —	\$ —	\$ —
		Telephone/Computer Relocate	\$ —	\$ 400	\$ —	\$ —	\$ —	\$ —
\$ —	\$ —	TOTAL	\$ 5,000	\$ 25,400	\$ —	\$ —	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
		DRA Gaming	\$ 5,000	\$ 22,900	\$ —	\$ —	\$ —	\$ —
		DRA Distribution	\$ —	\$ 2,500	\$ —	\$ —	\$ —	\$ —
\$ —	\$ —	TOTAL	\$ 5,000	\$ 25,400	\$ —	\$ —	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This CIP allows for the redesign of the City Clerk's Office space. The office was last redesigned in July 2007. Recent digitization and organization of records will help open the floor plan to an efficient design that will accommodate clearer communication between staff, efficient access to records, allow for a private office for the City Clerk, create potential for future secretarial staff space, and develop a more accommodating customer connection. Coordinating the redesign with that of the Utility Billing and Finance Department areas will create a cohesive look on the first floor of City Hall and establish a comfortable customer service atmosphere.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Financially Responsible, High Performance City Organization: Provide easy access to City information and services for all.

#### FUNDING RESTRICTIONS

This project may only be funded by DRA distribution/gaming.



DEPARTMENT: 74 - Finance		STATE PROGRAM: 6C - General Government	PROJECT TITLE: General Ledger Software			YEAR FIRST SUBMITTED: FY 2016	ACTIVITY NO: 350-1025	TOTAL PROJECT COST \$1,000,000
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
		<b>A. EXPENDITURE ITEMS</b>						
		Software	\$ 250,000	\$ 750,000	\$ —	\$ —	\$ —	\$ —
\$ —	\$ —	TOTAL	\$ 250,000	\$ 750,000	\$ —	\$ —	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
		G.O. Debt (Sales Tax Fund 20%)	\$ 250,000	\$ 750,000	\$ —	\$ —	\$ —	\$ —
\$ —	\$ —	TOTAL	\$ 250,000	\$ 750,000	\$ —	\$ —	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides for a major upgrade to the financial and utility billing software systems. The City has used the FinancePlus and CommunityPlus products since the early 1990s. Finance is looking for a more robust budgeting module; automated streamline workflows for the purchasing, accounts payable, human resources, and payroll modules; and easier integration of data between other City databases such as Socrata (open expenses/budget) and GIS. The planning process to begin selecting a new enterprise resource planning (ERP) financial system began in Fall 2019. Based on research, the selection and implementation of a new system will take approximately 3 years. The first six months will entail reviewing and revising business processes (January - June 2020). The next six months will focus on determining what is needed in the ERP and writing an RFP, doing software demonstrations, and selecting a vendor (July - December 2020). The second year will involve implementation of the main financial core of the system (January 2021 - January 2022). The third and final year will include implementation of the human resources module and other modules of the system (February 2022 - February 2023). Due to the highly technical and complicated components of reviewing business processes, determining organizational readiness for implementation, determining the necessary components of the ERP system, writing an RFP, and selecting and implementing a software, the City has contracted with the Government Finance Officers Association Research and Consulting Center for ERP selection advisory services. The ERP selection advisory services include: (1) Project planning, including governance support, project plan, project documentation, and project management; (2) needs assessment and process analysis, including facilitation of business process mapping sessions; (3) developing RFP which includes determining the project scope; (4) evaluation and selection of a vendor, including software demos; and (5) contract negotiations.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital improvement projects.

#### OUTCOME

Financially Responsible, High Performance City Organization: Secure City information, including personal information.

#### FUNDING RESTRICTIONS

This project may only be funded by Sales Tax Fund (20%) or DRA Distribution/Gaming.

DEPARTMENT: 77 - Information Services		STATE PROGRAM: 8C - Business Type	PROJECT TITLE: City-Wide Computer and Printer Replacements			YEAR FIRST SUBMITTED: ACTIVITY NO: 720, 710, 670 730, 810, 940 740-1069		TOTAL PROJECT COST \$456,644
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
		<b>A. EXPENDITURE ITEMS</b>						
\$ 2,633	\$ 8,175	Computer Tablets	\$ 3,900	\$ 3,050	\$ 3,900	\$ 8,650	\$ 2,000	\$ —
\$ 118,269	\$ 71,284	Computers	\$ 25,675	\$ 7,000	\$ 43,237	\$ 72,687	\$ 21,200	\$ —
	\$ 5,432	Printers/Scanners/Plotter	\$ 600	\$ 600	\$ 600	\$ —	\$ 250	\$ —
\$ 9,835	\$ 6,367	Servers	\$ —	\$ 30,500	\$ 10,800	\$ —	\$ —	\$ —
\$ 130,737	\$ 91,258	TOTAL	\$ 30,175	\$ 41,150	\$ 58,537	\$ 81,337	\$ 23,450	\$ —
		<b>B. PROJECT FINANCING</b>						
	\$ 20,266	Solid Waste Collection Fund	\$ 5,368	\$ —	\$ 1,234	\$ 4,834	\$ 4,800	\$ —
\$ 14,496	\$ 4,834	Transit/Landfill Fund	\$ 2,550	\$ 36,600	\$ 13,700	\$ 23,478	\$ 950	\$ —
	\$ 20,584	Stormwater Construction Fund	\$ 11,119	\$ 2,100	\$ 6,984	\$ 10,584	\$ 9,600	\$ —
\$ 73,312	\$ 5,950	Water Construction Fund	\$ 569	\$ —	\$ —	\$ 4,834	\$ —	\$ —
	\$ 11,201	Parking Construction Fund	\$ —	\$ —	\$ 10,000	\$ 22,422	\$ —	\$ —
\$ 41,146	\$ 20,123	Sanitary Sewer Construction Fund	\$ 6,169	\$ 250	\$ 14,069	\$ 15,185	\$ 3,700	\$ —
\$ 1,783	\$ 8,300	Garage Service Fund	\$ 4,400	\$ 2,200	\$ 12,550	\$ —	\$ 4,400	\$ —
\$ 130,737	\$ 91,258	TOTAL	\$ 30,175	\$ 41,150	\$ 58,537	\$ 81,337	\$ 23,450	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides for replacement of computers and printers for all enterprise-type City departments. This reflects a four-year replacement schedule for computers, a five-year replacement schedule for printers and a two-year replacement schedule for computer tablets. Software capabilities continue to out pace hardware and also provide continued opportunity for productivity enhancement. In the past we tried to maintain a five year replacement schedule. However, this has been ineffective and is at least a year too long, based on the pace of hardware and software industries.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Financially Responsible, High Performance City Organization: Easy, convenient access to City information and services.

#### FUNDING RESTRICTIONS

This project may only be funded by City enterprise funds.

DEPARTMENT: 77 - Information Services		STATE PROGRAM: 8C - Business Type	PROJECT TITLE: Citywide Multifunction Replacement			YEAR FIRST SUBMITTED: FY 2020	TOTAL PROJECT COST	
						ACTIVITY NO: 600-2435		
						670/710/730 740/810	\$36,128	
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
		<b>A. EXPENDITURE ITEMS</b>						
	\$ 7,068	Multifunction Machine	\$ 29,060	\$ —	\$ —	\$ —	\$ —	\$ —
\$ —	\$ 7,068	<b>TOTAL</b>	\$ 29,060	\$ —	\$ —	\$ —	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
		Transit Fund	\$ 4,580	\$ —	\$ —	\$ —	\$ —	\$ —
	\$ 944	Solid Waste Fund	\$ 2,547	\$ —	\$ —	\$ —	\$ —	\$ —
	\$ 945	Sanitary Sewer Construction Fund	\$ 4,963	\$ —	\$ —	\$ —	\$ —	\$ —
		Parking	\$ 3,070	\$ —	\$ —	\$ —	\$ —	\$ —
	\$ 1,889	Water Construction Fund	\$ 9,620	\$ —	\$ —	\$ —	\$ —	\$ —
	\$ 3,290	Garage Services Fund	\$ 4,280	\$ —	\$ —	\$ —	\$ —	\$ —
\$ —	\$ 7,068	<b>TOTAL</b>	\$ 29,060	\$ —	\$ —	\$ —	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project would replace all multifunction devices (printer/copier/scanners) over a period of 2 years. These devices were last replaced in July of 2014 and will be 5 years old in 2020. Beginning in 2008, the City replaced over 300 standalone printers, copiers and scanners with sixty two (62) multifunction machines. At the same time, Rightfax electronic faxing was implemented, replacing standalone fax machines. Prior to 2008, there were 7 different copier/printer vendors and no standard purchasing contract or strategy for office equipment to leverage volume production. It is conservatively estimated that a \$90,000/year savings results from the city's move from standalone printers, copiers and fax machines to multifunction machines. Savings result from a reduced price per print/copy which currently is .0068 per black and white copy/print and .0498 per color copy/print. In addition, departments have benefited from an expanded use of Laserfiche document management with improved scanning methods. The multifunction devices also provide a higher quality, more consistent print/copy environment. A majority of the fleet of multifunction machines will be reaching an end of useful life in 2019, which means an expected maximum number of copies/prints has been reached and machine failures and calls for service will increase.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other projects.

#### OUTCOME

Financially Responsible, High Performance City Organization: Secure City information, including personal information.

#### FUNDING RESTRICTIONS

This project may only be funded by City enterprise funds.

DEPARTMENT: 77 - Information Services		STATE PROGRAM: 6C - General Government	PROJECT TITLE: City-Wide Computer and Printer Replacements			YEAR FIRST SUBMITTED: ACTIVITY NO: 300, 350 101, 102, 290 100-1069		TOTAL PROJECT COST \$4,247,304
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
		<b>A. EXPENDITURE ITEMS</b>						
\$ 23,678	\$ 34,613	Computer Tablets	\$ 15,579	\$ 55,379	\$ 36,968	\$ 15,028	\$ 22,499	\$ —
\$ 341,791	\$ 259,785	Computers	\$ 200,508	\$ 498,725	\$ 233,954	\$ 237,422	\$ 197,570	\$ —
	\$ 1,640	Printers/Scanners/Plotter	\$ 2,900	\$ 500	\$ 4,175	\$ 4,000	\$ 2,900	\$ —
\$ 77,560	\$ 482,596	Servers	\$ 364,036	\$ 413,200	\$ 233,000	\$ 338,274	\$ 39,374	\$ —
		Software	\$ 37,000	\$ 36,000	\$ 14,000	\$ 3,550	\$ 19,100	\$ —
\$ 443,029	\$ 778,634	TOTAL	\$ 620,023	\$ 1,003,804	\$ 522,097	\$ 598,274	\$ 281,443	\$ —
		<b>B. PROJECT FINANCING</b>						
	\$ 300,000	General Fund	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —
	\$ 138,095	Sales Tax Fund (20%)	\$ 208,926	\$ 483,309	\$ —	\$ —	\$ —	\$ —
\$ 443,029	\$ 217,156	DRA Distribution	\$ 405,827	\$ 507,195	\$ 505,597	\$ 595,204	\$ 278,373	\$ —
	\$ 116,483	Sales Tax Fund (30%)	\$ 2,200	\$ 13,300	\$ 16,500	\$ —	\$ —	\$ —
\$ 4,740	\$ 6,900	Cable TV Fund	\$ 3,070	\$ —	\$ —	\$ 3,070	\$ 3,070	\$ —
		CDBG Grant Fund	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —
\$ 447,769	\$ 778,634	TOTAL	\$ 620,023	\$ 1,003,804	\$ 522,097	\$ 598,274	\$ 281,443	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project provides for replacement of computers and printers for all City departments except those funded through Community Development Block Grant or Housing grant funds. This reflects a four-year replacement schedule for micros, a five-year replacement schedule for printers and a two-year replacement schedule for computer tablets. Software capabilities continue to out pace hardware and also provide continued opportunity for productivity enhancement. In the past we tried to maintain a five year replacement schedule. However, this has been ineffective and is at least a year too long, based on the pace of hardware and software industries.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Financially Responsible, High Performance City Organization: Easy, convenient access to City information and services.

#### FUNDING RESTRICTIONS

This project may only be funded by Sales Tax Funds, CDBG, and DRA Gaming/Distribution.

DEPARTMENT: 77 - Information Services		STATE PROGRAM: 6C - General Government	PROJECT TITLE: Citywide Multifunction Replacement			YEAR FIRST SUBMITTED: FY2020	TOTAL PROJECT COST	
						ACTIVITY NO: 250-2435 350-2435	\$230,529	
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
		<b>A. EXPENDITURE ITEMS</b>						
	\$ 134,875	Multifunction Machine	\$ 95,654	\$ —	\$ —	\$ —	\$ —	\$ —
\$ —	\$ 134,875	TOTAL	\$ 95,654	\$ —	\$ —	\$ —	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
	\$ 134,875	Sales Tax Fund (20%)	\$ 91,974	\$ —	\$ —	\$ —	\$ —	\$ —
		Road Use Tax Fund	\$ 3,680	\$ —	\$ —	\$ —	\$ —	\$ —
\$ —	\$ 134,875	TOTAL	\$ 95,654	\$ —	\$ —	\$ —	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project would replace all multifunction devices (printer/copier/scanners) over a period of 2 years. These devices were last replaced in July of 2014 and will be 5 years old in 2020. Beginning in 2008, the City replaced over 300 standalone printers, copiers and scanners with sixty two (62) multifunction machines. At the same time, Rightfax electronic faxing was implemented, replacing standalone fax machines. Prior to 2008, there were 7 different copier/printer vendors and no standard purchasing contract or strategy for office equipment to leverage volume production. It is conservatively estimated that a \$90,000/year savings results from the city's move from standalone printers, copiers and fax machines to multifunction machines. Savings result from a reduced price per print/copy which currently is .0068 per black and white copy/print and .0498 per color copy/print. In addition, departments have benefited from an expanded use of Laserfiche document management with improved scanning methods. The multifunction devices also provide a higher quality, more consistent print/copy environment. A majority of the fleet of multifunction machines will be reaching an end of useful life in 2019, which means an expected maximum number of copies/prints has been reached and machine failures and calls for service will increase.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other projects.

#### OUTCOME

Financially Responsible, High Performance City Organization: Have well maintained City infrastructure

#### FUNDING RESTRICTIONS

This project may only be funded by Sales Tax Funds or DRA Distribution/Gaming.

DEPARTMENT: 77 - Information Services		STATE PROGRAM: 6C - General Government	PROJECT TITLE: Network Security Risk Assessment			YEAR FIRST SUBMITTED: FY 2019	TOTAL PROJECT COST	
						ACTIVITY NO: 102-2808 350-2808	\$ 82,000	
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
		<b>A. EXPENDITURE ITEMS</b>						
	\$ 15,000	Consultant Services	\$ 22,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ —	\$ —
\$ —	\$ 15,000	<b>TOTAL</b>	\$ 22,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
	\$ 15,000	DRA Distribution	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ —	\$ —
		Sales Tax Fund (20%)	\$ 12,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ —	\$ —
\$ —	\$ 15,000	<b>TOTAL</b>	\$ 22,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project would addresses the outcome of secure city information and data using "best practices" to ensure secure City information, including personal information. According to the IBM Security and Ponemon Institute's "2019 Cost of Data Breach Study: Global Overview," the average cost for each lost or stolen record containing sensitive and confidential information is \$150. This increase is 1.5% over the previous year and continues to grow. A majority of malicious attacks can be attributed to human error and issues with systems such as lack of security patching. Although \$150 per record lost would seem a small amount, when scaled to databases maintained on city hosted systems, a breach of the Utility Billing database alone would bear a total cost of over \$3.6 million in remediation and 279 days to identify, contain and recover from the breach. Best practices of cyber-liability and security support a multi-year effort to assess network security, make recommendations for necessary changes, conduct remediation (or follow-up with future budget requests) on any issues discovered, test modifications for security and train staff and end-users. This project would include services for full network penetration testing of existing network assets. Follow-up assessments and testing of effectiveness of changes made are recommended for future years.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related directly to other capital projects.

#### OUTCOME

Financially Responsible, High Performance City Organization: Secure City information and data, including personal information using "Best Practices."

#### FUNDING RESTRICTIONS

This project may only be funded by Sales Tax Fund (20%) or DRA Distribution/Gaming.

<b>DEPARTMENT:</b> 77 - Information Services		<b>STATE PROGRAM:</b> 6C - General Government	<b>PROJECT TITLE:</b> Layer 2 Redundant Network Switch			<b>YEAR FIRST SUBMITTED:</b> FY 2018 <b>ACTIVITY NO:</b> 102-2809	<b>TOTAL PROJECT COST</b> \$ 149,229	
<b>2019 EXPENSE</b>	<b>2020 BUDGET</b>	<b>PROJECT BUDGET</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
		<b>A. EXPENDITURE ITEMS</b>						
		Equipment	\$ 63,000	\$ 65,229	\$ —	\$ —	\$ —	\$ —
		Design & Engineering	\$ 11,000	\$ 10,000	\$ —	\$ —	\$ —	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ 74,000	\$ 75,229	\$ —	\$ —	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
		DRA Distribution	\$ 74,000	\$ 75,229	\$ —	\$ —	\$ —	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ 74,000	\$ 75,229	\$ —	\$ —	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project would provide a redundant 10G core fiber switch and a 1000Base-T switch and necessary transceivers to connect the secondary core switch to the primary core switch as 40G interfaces over single mode fiber. This project includes technical services to configure and install the secondary core switches. This project would provide critical network support and availability for sites at City Hall Annex, City Hall and DLEC -- serving the City's most critical users and assets and maximizing up-time and throughput. The City's enterprise network core and aggregation layers have moved to 10 Gigabit Ethernet (GbE) switching environment to accommodate high bandwidth users such as CCTV for sewer cameras, High-Definition (HD) video, GIS and a infrastructure with high virtualization -- driving the need for resilient, high-bandwidth access networks. To meet these challenges the City's network solutions must not only provide better performance, port density, reliability, security, and Quality of Service (QoS), but also a resiliency at a data link layer (layer 2) to maximize and balance loads along with providing a failover at the most critical part of the infrastructure. As the City enters into more public/private conduit and fiber optic sharing agreements this level of redundancy will provide for a more resilient network with seamless failover occurring.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other projects.

#### OUTCOME

Financially Responsible, High Performance City Organization: Easy, convenient access to City information and services.

#### FUNDING RESTRICTIONS

This project may only be funded by Sales Tax Fund (20%) or DRA Distribution/Gaming.

<b>DEPARTMENT:</b> 77 - Information Services		<b>STATE PROGRAM:</b> 6C - General Government	<b>PROJECT TITLE:</b> Enterprise Firewall Security Gateway Cluster			<b>YEAR FIRST SUBMITTED:</b> 2021 <b>ACTIVITY NO:</b> 350-2862		<b>TOTAL PROJECT COST</b> \$ 37,955
<b>2019 EXPENSE</b>	<b>2020 BUDGET</b>	<b>PROJECT BUDGET</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
		<b>A. EXPENDITURE ITEMS</b>						
		Security Appliances	\$ 28,860	\$ —	\$ —	\$ —	\$ —	\$ —
		Installation	\$ 9,095	\$ —	\$ —	\$ —	\$ —	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ 37,955	\$ —	\$ —	\$ —	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
		Sales Tax Fund (20%)	\$ 37,955	\$ —	\$ —	\$ —	\$ —	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ 37,955	\$ —	\$ —	\$ —	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project would provide an enterprise-grade Firewall in a security gateway cluster configuration. This solution includes two firewalls. The existing firewalls would be retained to handle internal segmentation functionality. This configuration would not only provide intrusion protection, prevention of attacks such as Denial of Service, network traffic rules and routing, but also user and device behavior insights, malware monitoring using network traffic patterns, connection and interface for all devices including mobile monitoring and load balancing of network resources for better performance. This solution would work in concert with existing virus and malware prevention applications to provide a complete and cohesive security solution monitored and administered from one control center.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Financially Responsible, High Performance City Organization: Secure City information and data using the “Best Practices.”

#### FUNDING RESTRICTIONS

This project may only be funded by Sales Tax Fund (20%) or DRA Distribution/Gaming.



<b>DEPARTMENT:</b> 77 - Information Services		<b>STATE PROGRAM:</b> 6C - General Government	<b>PROJECT TITLE:</b> Ransomware Defender and File Recovery			<b>YEAR FIRST SUBMITTED:</b> 2021 <b>ACTIVITY NO:</b> 102-2864		<b>TOTAL PROJECT COST</b> \$ 50,610
<b>2019 EXPENSE</b>	<b>2020 BUDGET</b>	<b>PROJECT BUDGET</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
		<b>A. EXPENDITURE ITEMS</b>						
		Software and 3 year Support	\$ 47,400	\$ —	\$ —	\$ 3,210	\$ —	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ 47,400	\$ —	\$ —	\$ 3,210	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
		DRA Distribution	\$ 47,400	\$ —	\$ —	\$ 3,210	\$ —	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ 47,400	\$ —	\$ —	\$ 3,210	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

City governments continue to fall victim to ransomware threats and the subsequent loss of data. Not only are large ransomware demands made, the cost to recover and the amount of downtime can be extraordinary. For example, the City of Baltimore experienced downtime for many systems for over a month with cost estimates of over \$18 million dollars to recover. The City of Atlanta estimates their ransomware recovery costs at over \$17 million. On average, ransomware downtime costs organizations more than \$64,000 per incident. This project will provide software that will allow for automating recovery of key files in the event of a failover or failback, including built-in disaster recovery logic and policies. This software also allows staff the ability to audit file changes and deletions in real time and historically. In addition, this software contains active auditing that can detect large amounts of file moving/deletion/changing. The included ransomware module monitors user behavior to detect, stop and recover from ransomware attacks and will automatically lock down a user or data if an attack is suspected. This software also has a “self-service” recovery feature that end users can use to recover files without Information Services intervention.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Financially Responsible, High Performance City Organization: Secure City information and data using the “Best Practices.”

#### FUNDING RESTRICTIONS

This project may only be funded by Sales Tax Fund (20%) or DRA Distribution/Gaming.

<b>DEPARTMENT:</b> 77 - Information Services		<b>STATE PROGRAM:</b> 6C - General Government	<b>PROJECT TITLE:</b> Network Monitoring & Troubleshooting Software			<b>YEAR FIRST SUBMITTED:</b> 2021 <b>ACTIVITY NO:</b> 350-2865		<b>TOTAL PROJECT COST</b> \$ 30,240
<b>2019 EXPENSE</b>	<b>2020 BUDGET</b>	<b>PROJECT BUDGET</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
		<b>A. EXPENDITURE ITEMS</b>						
		Software	\$ 30,240	\$ —	\$ —	\$ —	\$ —	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ 30,240	\$ —	\$ —	\$ —	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
		Sales Tax Fund (20%)	\$ 30,240	\$ —	\$ —	\$ —	\$ —	\$ —
\$ —	\$ —	<b>TOTAL</b>	\$ 30,240	\$ —	\$ —	\$ —	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project would provide a "total view" of all network endpoints for both city and traffic networks. The software continually tracks and monitors network devices alerting and analyzing when, where and why problems have occurred and offering solutions for remediation. The software would monitor up to 7,000 devices including firewalls, switches, routers and adapters. The growth and interconnectedness of both networks has brought us to a need for an ability to view, monitor and analyze the whole network - not just segments. This is more than a solution to identify and alert — by using an artificial intelligence engine it also analyzes and resolves issues using a dynamically updated engine of patterns of network behavior. The City has great dependence on network resources including traffic cameras and connectivity between sites. There is also a great expectation of performance when accessing those resources and without a holistic approach it is not timely nor sometimes even impossible task to identify issues and follow-up with a fix.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Financially Responsible High Performance City Organization: Secure City Information Using "Best Practices."

#### FUNDING RESTRICTIONS

This project may only be funded by Sales Tax Fund (20%) or DRA Distribution/Gaming.

DEPARTMENT: 77 - Information Services		STATE PROGRAM: 6C - General Government	PROJECT TITLE: 3rd Street Data Center			YEAR FIRST SUBMITTED: FY 2020 ACTIVITY NO:		TOTAL PROJECT COST \$ 303,000
2019 EXPENSE	2020 BUDGET	PROJECT BUDGET	2021	2022	2023	2024	2025	2026
		<b>A. EXPENDITURE ITEMS</b>						
		Server and Storage	\$ —	\$ —	\$ —	\$ 250,000	\$ —	\$ —
		Generator and Electrical	\$ —	\$ —	\$ —	\$ 53,000	\$ —	\$ —
\$ —	\$ —	TOTAL	\$ —	\$ —	\$ —	\$ 303,000	\$ —	\$ —
		<b>B. PROJECT FINANCING</b>						
		DRA Distribution	\$ —	\$ —	\$ —	\$ 303,000	\$ —	\$ —
\$ —	\$ —	TOTAL	\$ —	\$ —	\$ —	\$ 303,000	\$ —	\$ —

#### PROJECT DESCRIPTION/JUSTIFICATION

This project would provide funding for storage and licensing to complete the build of a third data center located at 3rd Street. A data center is a facility used to house computer systems and associated components, such as telecommunications and storage systems. It includes redundant or backup power supplies, redundant data communications connections, environmental controls (e.g., air conditioning, fire suppression), and various security devices. Data centers are currently housed at DLEC and City Hall Annex. This project creates a replicated server environment at a location that is at a distance away from the two existing data centers which would provide for high availability of critical technology resources if one of the other sites fail or have a physical threat or damage. Servers, storage and telecommunications for traffic would be housed at this location. The proposed 3rd Street data center site is hardened and has back-up power as part of a public/private partnership with ImOn Communications. This project would allow for a failover site meaning either of the other data centers could become available with minimal impact on end-users.

#### RELATIONSHIP TO OTHER PROJECTS

This project is not related to other capital projects.

#### OUTCOME

Financially Responsible, High Performance City Organization: Secure City information and data, including personal information, using "Best Practices."

#### FUNDING RESTRICTIONS

This project may only be funded by Sales Tax Fund (20%) or DRA Distribution/Gaming.

Recommended  
for Fiscal Year

2021



# RESIDENT'S BUDGET GUIDE

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**CITY of DUBUQUE, IOWA**

**RESIDENT'S GUIDE**

**to the**

**RECOMMENDED**

**FISCAL YEAR 2021 Budget**

**CITY COUNCIL**

**Roy D. Buol, Mayor**

**Ric W. Jones**

**David T. Resnick**

**Brett M. Shaw**

**Laura J. Roussell**

**Danny C. Sprank**

**Brad M. Cavanagh**

**ADMINISTRATIVE STAFF**

**Michael C. Van Milligen**

**City Manager**

**Crenna M. Brumwell**

**City Attorney**

**Kevin S. Firnstahl**

**City Clerk**

**Cori L. Burbach**

**Assistant City Manager**

**Teri H. Goodmann**

**Assistant City Manager**

**Jennifer M. Larson**

**Director of Finance & Budget**

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**Budget & Financial Analyst**

**Elena M. Fox**

**Budget & Financial Analyst**

**Kayla A. Morrison**

**Budget & Financial Analyst**

**Juanita A. Hilkin**

**Office Manager**

**Stephanie A. Valentine**

**Secretary**

**Ella M. Lahey**

**Confidential Account Clerk**

**Randy W. Gehl**

**Public Information Officer**

**Kristin R. Hill**

**Communications Specialist**

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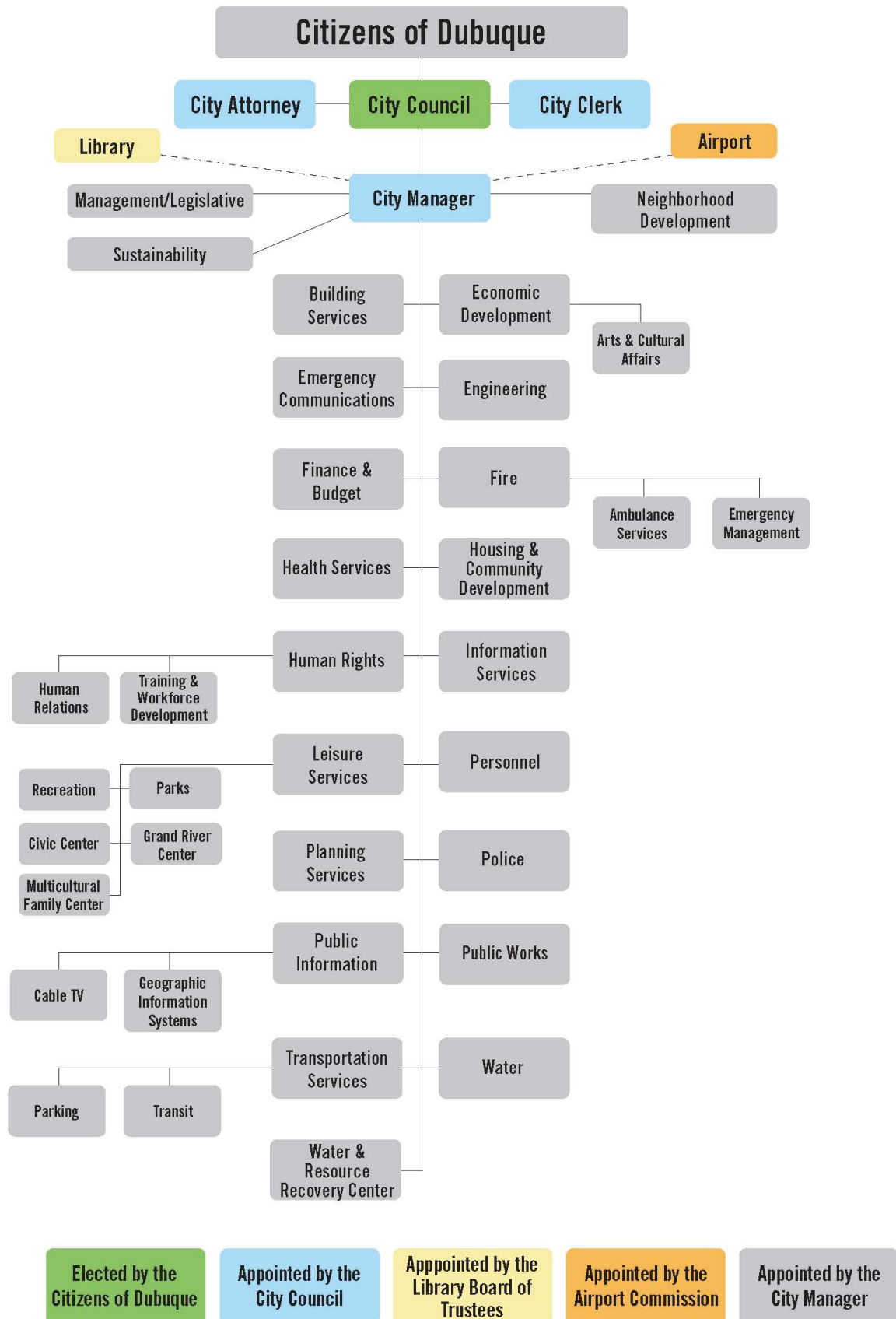
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# MEET THE DEPARTMENT MANAGERS

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*Masterpiece on the Mississippi*



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## CITY COUNCIL'S FISCAL YEAR 2021 BUDGET PUBLIC MEETING SCHEDULE

DATE	DAY	TIME	PLACE	TOPIC
February 14	Monday	6:00 p.m.	Council Chambers	Budget document presentation to City Council at Council Meeting
February 22	Saturday	9:00 a.m.	Council Chambers	Information Services Legal Services City Clerk City Manager's Office City Council Cable TV Adjournment
February 24	Monday	6:00 p.m.	Council Chambers	Health Human Rights Library Airport Finance Adjournment
February 26	Wednesday	6:00 p.m.	Council Chambers	Housing/Community Development Planning Transportation Services Economic Development Adjournment
February 27	Thursday	6:00 p.m.	Council Chambers	Purchase of Services Five Flags Civic Center Conference Center Parks Recreation Adjournment
March 23	Monday	6:00 p.m.	Council Chambers	Emergency Management Emergency Communications Police Fire Building Services Adjournment
March 25	Wednesday	6:00 p.m.	Council Chambers	Water Water & Resource Recovery Center Public Works Engineering Adjournment
March 26	Thursday	6:00 p.m.	Council Chambers	Public Hearing to Adopt FY 2021 Budget

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GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Dubuque  
Iowa**

For the Fiscal Year Beginning

**July 1, 2019**

*Christopher P. Morill*

Executive Director

The Government Finance Officer's Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the City of Dubuque, Iowa, for its annual budget for the fiscal year beginning July 1, 2019. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device. This award is valid for a period of one year only. We believe our current budget continues to conform to the program requirements, and we are submitting it to GFOA to determine its eligibility for another award.



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# **CITY MANAGER'S BUDGET MESSAGE**

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## BUDGET INTRODUCTION

Attached for your review is the Fiscal Year 2021  
Recommended Budget.

The Budget and Fiscal Policy Guidelines are developed and adopted by City Council early in the budgeting process in order to provide targets or parameters within which the budget recommendation is to be formulated.

The budget recommendation presented by the City Manager may not meet all of these targets due to changing conditions and updated information during budget preparation. To the extent the adopted budget varies from the guidelines, an explanation is provided following the Budget Transmittal Message.

The following Fiscal Year 2021 Budget Transmittal Message is written in February as recommended by the City Manager to the Honorable Mayor and City Council.

A series of Budget Hearings take place following the presentation of the recommended budget, to allow for public input and analysis.

***This budget was presented on February 17, 2020  
to the Honorable Mayor and City Council.***



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**TO:** The Honorable Mayor and City Council Members

**FROM:** Michael C. Van Milligen, City Manager

**SUBJECT:** Fiscal Year 2021 Budget Recommendation

**DATE:** February 11, 2020

It is my goal that the Fiscal Year 2021 budget recommendation will reflect the City Vision and Mission Statements and be responsive to the goals and priorities established by the Mayor and City Council. The Fiscal Year 2021 budget recommendation includes a property tax rate increase of 1.00%. This translates into the following:

	% Change	\$ Change
Property Tax Rate	+1.00%	+\$0.10
Average Residential Payment	+2.72%	+\$20.94
Average Commercial Payment	-0.53%	-\$16.89
Average Industrial Property	-0.03%	-\$1.39
Average Multi-Residential Property	+12.26%	+\$213.06

### 2034 VISION STATEMENT

Dubuque 2034 is a sustainable and resilient city and an inclusive and equitable community. Dubuque 2034 has preserved our Masterpiece on the Mississippi, has a strong diverse economy and expanding connectivity. Our residents experience healthy living and active lifestyles; have choices of quality, livable neighborhoods; have an abundance of fun things to do; and are engaged in the community.

## CITY MISSION STATEMENT

Dubuque city government is progressive and financially sound with residents receiving value for their tax dollars and achieving goals through partnerships. Dubuque city government's mission is to deliver excellent municipal services that support urban living; contribute to an equitable, sustainable city; plan for the community's future; and facilitate access to critical human services

## CITY OF DUBUQUE GOALS 2024

♦**Robust Local Economy:** Diverse Businesses and Jobs with Economic Prosperity

♦**Sustainable Environment:** Preserving and Enhancing Natural Resources

♦**Vibrant Community:** Healthy and Safe

♦**Partnership for a Better Dubuque:** Building Our Community that is Viable, Livable, and Equitable

♦**Livable Neighborhoods and Housing:** Great Place to Live

♦**Diverse Arts, Culture, Parks, and Recreation Experiences and Activities**

♦**Financially Responsible, High-Performance City Organization:** Sustainable, Equitable, and Effective Service Delivery

♦**Connected Community:** Equitable Transportation, Technology Infrastructure, and Mobility

**POLICY AGENDA** items are issues that need direction or a policy decision by the City Council, or need a major funding decision by the City Council, or issues that need City Council leadership in the community or with other governmental bodies. The policy agenda is divided into top priorities and high priorities.

## 2019-2021 POLICY AGENDA

### **TOP PRIORITIES (in alphabetical order)**

- **Dream Center: Facilities and Programs:** The Dubuque Dream Center is a community outreach center committed to mobilizing youth and families to build on Dr. King's Dream of transforming communities by embracing, empowering, and unifying those who live there. The Center provides structured academic programs, college and career preparation, and goal-setting where youth build relationships with caring adults, have a safe place to belong, and participate in value driven programs and activities.

Multiple City departments have existing relationships with the Dream Center. These include funding for "Dream Center School Connectors" through the FY20 Purchase of Services grant, Community Oriented Policing (COP) division assisting with mentoring and recreation activities, Leisure Services partnerships to make connections with current services and other organizations that will may be beneficial to them. The City provided a \$10,000 planning grant to prepare for ADA improvements to their building, which are recommended for funding in the FY21 budget proposal in addition to \$40,00 in operating support in FY21 and FY22. The Dream Center has some capitals needs and resources are being identified outside of the FY21 budget process as well.

- **Emerald Ash Borer Program:** In 2015, the City established the Emerald Ash Borer (EAB) Readiness Plan to be prepared to respond to the presence of the EAB, a destructive, highly invasive, non-native insect. The objective of this Plan is to minimize the destructive effects of EAB on the City's ash tree population. Approximately 24% of the 5,500 deciduous trees located within the planting lawns on City right-of-way were ash trees at the time the plan was developed. 450 ash trees existed on other City property including parks and greenspaces. Implementation of the plan includes monitoring, prevention and treatment options where appropriate, removal of trees, disposal of debris, and reforestation. Staff have developed a robust communication plan to educate residents and requested additional funding in FY 21 for contract removal of ash trees, stump grinding, tree replacement, and sidewalk replacement. The Street Tree and Landscaping Policy is being updated by the Legal Department as well. In the five year capital improvement budget there is \$2,243,327 identified for tree removal and replacement.
- **Human Resources Policies and Handbook Revision:** City staff have been working for some time to become a more equitable organization of choice. This work has been done while also striving to achieve the City Council goal of becoming a more High-Performing City Organization. To further the progress that has already been made, a team focused on becoming a more high-performing government and equitable organization of choice began meeting in October 2019 under the direction of the City Manager. The intent of this core team is to act as a central hub, coordinating and aligning teams across the organization that include many more employees, and are doing work in these areas. The team will review existing Administrative Policies in the "Employee Relations" Section and the "Personnel Manual", in addition to other policies and procedures in the first six months of 2020. This work will be supported by several human resources-related improvement packages recommended for funding in the City Managers Office and Human Resources operating budgets.
- **Imagine Dubuque: Implementation:** In September 2017 the Mayor and City Council adopted a new comprehensive plan, "Imagine Dubuque 2037: A Call to Action." The comprehensive plan serves as a guide for the community's physical, social, and economic development. It can only be considered successful through the input and implementation of the community at-large. Engaging the community in a conversation about the future of Dubuque was at the core of the Imagine Dubuque process. Comprehensive plans are policy guides. Unlike zoning or city codes, they are not regulatory in purpose or application. Information in the Comprehensive Plan is used in many facets of city life. Of greatest note is its role in informing City Council goal setting, which creates the annual budget priorities and land use decisions; the plan is not a substitute for the annual City Council goal setting process.

After adoption, early objectives included developing an implementation model that would lend itself to pooling the talents and resources of many partner organizations and building the partnership network needed to tackle the 110 recommendations outlined in Imagine Dubuque. The Collective Impact Model was selected as the best approach to achieving the vision outlined in the plan. This approach brings multiple individuals and groups (important actors) together to achieve a common agenda (Imagine Dubuque) to solve specific problems (110 plan recommendations). The City contracted with Teska Associates Inc to implement this

model. Connectors, coordinators and champions were identified to facilitate the ownership of project implementation, flow of information, and measurement of success.

The Fiscal Year 2021 recommended budget includes \$25,000 for the first year of a three-year contract for continued consultant assistance with implementation of the 2017 Imagine Dubuque Comprehensive Plan, a Top Priority on the City Council's 2019-2021 Policy Agenda.

- **Major Street Improvement Plan:** Project Priority and Funding: There is a backlog on streets needing to be reconstructed due to pavement condition and utility issues/concerns. Some of the utility concerns include old water and sanitary mains that need to be reconstructed, but limited funds due to debt limits and covenants. Street priority was developed and used to identify CIP requests for the FY21 budget. Based on funding availability, projects will be developed, bid and completed. Projects recommended for funding in FY21 include Chavanelle Rd, North Cascade Rd, Cedar Cross Rd, Seippel Rd, Rockdale Rd reconstructions; pavement rehabilitation; and pavement preservation joint sealing.
- **Parking Ramp Maintenance: Funding:** Maintenance and repairs extend the life of the City's parking ramps and reduce costs by repairing degraded areas prior to damage becoming serious. The Transportation Services department budgets to complete a certified engineering inspection of each parking ramp every five years on a rotating basis. This provides a necessary inspection of each of the ramps to assure the structural integrity of each facility and also provide a high level of safety for staff and customers of the ramps. Major repair maintenance programs are funded on an annual basis. The Transportation Services and Engineering departments are currently engaging firm(s) that specialize in parking ramp structures, and through the CIP process will invest in improvements at ramps in need.

#### **HIGH PRIORITIES (in alphabetical order)**

- **Brain Health Strategy and Action Plan:** Based on community feedback received through the Project HOPE initiative, the Community Foundation of Greater Dubuque facilitated a community needs assessment specific to mental health services in the fall of 2016. To address these needs a 34-member Brain Health Task Force was formed to focus on advocacy, assessment and services. County Board of Supervisors are determining tax levy for mental/brain health services along with awaiting selection of Access Center development consultant. Hillcrest has eliminated sub-acute beds at their facility due to financial concerns. This service is a critical component needed to support the proposed Access Center for Dubuque County. The Dubuque County Supervisors have agreed to provide funding for three months to allow Hillcrest to keep several crisis beds open. This time period will allow Hillcrest to assess their ability to move forward as a provider for an Access Center. In light of this, The Access Center development consultant selection was delayed and Access Center project is on hold during this time of transition.
- **Debt Reduction Plan: Re-Affirmation:** In August 2015, the Mayor and City Council adopted a debt reduction strategy which targeted retiring more debt each year than was issued by the City. The FY 2021 budget recommendation achieves that target.

- **Fountain of Youth: Funding:** The Fountain of Youth exists to assist individuals in escaping generational poverty. They offer REAL TALK, Getting in Tune, and Partners in Change programs. Through a FY20 Purchase of Services grant, the City provides funding for FOY's "Partners in Change" program. In addition, the City has offered technical assistance to the FOY for grantwriting, strategic planning, and is facilitating the ESPERE Workshop (The School of Forgiveness and Reconciliation) with FOY participants.

Funding recommendations in the FY21 budget include \$40,000 per year in operating support.

- **Four Mounds/HEART Program: Funding:** The City contracts with Four Mounds/HEART to complete construction work at City-owned properties. HEART students recently finished a property at 396 W Locust and are working on 2243 Central Avenue. Funding for the existing Four Mounds Heart Project is in the requested FY21 budget for \$10,000; additional funding is being provided for the Adult HEART program through labor and materials contracts underway. Community Development Block Grant (CDBG) funds are provided to Four Mounds to run their adventure day camp program as well.

Four Mounds has asked for assistance with capital needs at their property from the City. It is recommended that the City purchase 40 acres located near Four Mounds owned by the Four Mounds Foundation and provide fiscal support for renovations with funds identified outside of the budget process.

- **Street Maintenance Program: Increased Funding:** The City's Public Works department maintains and repairs approximately 282 centerline miles of city streets, curb and gutter, alleys, and sidewalks. These projects provide improvements for both the driving and walking public. Along with the pavement improvements which improve the drivability of the street, the ADA curb ramps are brought up to meet current standards and improves the walkability of neighborhood. These projects also improve the neighborhood aesthetics. The department aims to complete five centerline miles of asphalt overlays annually, in addition to ADA ramp improvements. Should the city continue to have a mild winter, some of the funds allocated for snow and ice control could be used to expand next year's street program.
- **Transit Vehicle Replacement Funding:** Vehicle reliability is essential in securing choice riders. Plans for bus replacement are based on a vehicle assessment score and year of eligibility for state and federal funding. Eligibility does not guarantee funding, only that vehicles are beyond an age or mileage where funding could be requested. As grant funding is unlikely because of the age of the City's fleet when compared to other Iowa cities, the CIP plans for the purchase of used vehicles using local funds over the next three years and new vehicles beginning in 2022. In a scenario where large grants become available for vehicle replacement prior to 2022, the City would be in a position to use these requested local funds as match. Minibuses transport individuals with disabilities who are unable to utilize the fixed-route service. For ADA compliance, The City must provide equally reliable service. Replacing these vehicles at the end of their useful life is essential to avoiding delays in service or inoperable wheelchair lifts.

**MANAGEMENT AGENDA** items are issues for which the City Council has set the overall direction and provided initial funding, may require further City Council action or funding, or are major

management projects that may take multiple years to implement. The management agenda is divided into top priorities and high priorities.

## **2019-2021 MANAGEMENT AGENDA**

### **TOP PRIORITIES (in alphabetical order)**

- **Bee Branch Creek Projects: Next Steps:** According to scientists at the National Oceanic and Atmospheric Administration's (NOAA) National Centers for Environmental Information, wet conditions from July 2018 through June 2019 resulted in a new 12-month precipitation record in the U.S., with an average of 37.86 inches (almost 8 inches above average). June was the third consecutive time in 2019 (April, May and June) that the past 12-month precipitation record was broken.

Locally, Dubuque normally receives 36 inches of rain annually but our weather has not been "normal" lately. According to the National Weather Service, Dubuque received nearly 53 inches of rain through late November in 2019. This marks the second consecutive year Dubuque received at least 50 inches of rain.

If you consider an 18-month comparison (May 2018 - October 2019), Dubuque received over 95 inches of rain making it the wettest 18-month period on record for Dubuque. Based on 30 years of measurements, Dubuque usually receives just under 60 inches during that 18-month period. That's nearly an extra year's worth of rain in 18 months!

Dubuque also experienced the second-wettest September on record in 2019 when 13.31 inches of precipitation fell over the city. That is second only to the record rainfall of 15.46 inches in September of 1965.

In June 2019, according to data from NOAA, Iowa set the record for rainfall and snow in a 12-month period since official records began in 1895. Relatedly, the Mississippi River spent a record 86 days above flood stage in Dubuque, from March 20 to June 13. The previous record was just 37 days and was set in 2001.

The Bee Branch Works! Climate change is impacting cities around the country and the world in different ways. Some cities are taking steps to be more resilient to these effects, including Dubuque.

Even though it is not yet completed, the Bee Branch Watershed Flood Mitigation Project is functioning as designed and is protecting Dubuque residents and businesses from flash flooding caused by heavy rainfall. The Bee Branch infrastructure improvements are providing incremental benefits. As each phase of construction is completed, Dubuque is seeing greater flash flood protection.

Despite record-setting rainfall, very few properties have experienced flood damage since the completion of the Bee Branch Creek Restoration in 2017. Previously, residents and businesses in the watershed would have experienced devastating flash flooding during this record setting year. The City would have received widespread reports of flooding and hundreds of basements filled with water but, due to improvements made throughout the watershed, there have been only minimal reports of damage.

The Bee Branch Creek Railroad Culverts Project is under construction and is a critical phase of the overall flood mitigation project. It involves using micro-tunneling methods to install six, 8-foot diameter culverts under the Canadian Pacific Railway tracks which are located between the two sections of the Bee Branch Creek. Adding this additional capacity will allow stormwater to drain more efficiently from the upper portion of the creek to the lower. Once completed, it will increase the flood mitigation system's capacity to protect the area from a 75-year rain event to a 500-year rain event.

The Bee Branch Watershed Flood Mitigation Project is a long-term investment and there is more work to be done but it is working and will continue to do so for generations to come. This \$232 million project became a reality because the Mayor and City Council listened to the needs of residents and businesses and chose to invest in the community.

Next steps for this project in FY 21 include the following: 1) Clean up/stabilize maintenance facility site, 2) Construct Lower Bee Branch Bike Trail, 3) Complete culvert project. Staff will prepare a site redevelopment/reuse plan for the Maintenance Facility Site for City Council Consideration by June 2020. Preliminary coordination with the Iowa Department of Transportation for the Lower Bee Branch Bike Trail, and preliminary design, have begun. Recent activity on the culvert includes completion of the tunnel boring, machining launch and retrieval pits. Work has started on the box culvert extension downstream of Garfield Ave. Tunneling work is expected to begin in April 2020.

- **CHANGE Program: True North Housing Initiative and Bee Branch Healthy Homes Resiliency Program:** The CHANGE Initiative is a campaign of neighborhood revitalization and an extension of sustainability to specifically address marginal properties, affordable housing, and homeownership. The intended outcomes of the program are increased flood protection; increased home ownership; deconcentration of low-income housing; reduction in number of households in poverty; reduction in number of blighted properties; stabilization and increase of property values; increase in quality, affordable housing stock; reduction in lead hazards; greater landlord and tenant responsibility; and an increase in first-time homeowners.

Residential property acquisition was transferred from Greater Dubuque Development Corporation to the Housing Department in early 2020. Construction on two of eight properties is almost complete, with additional construction slated to begin in March. The Bee Branch Healthy Homes Resiliency Program has completed approximately 200 units of the 275 targeted for completed, with work anticipated to continue in 2020.

- **Equitable Poverty Prevention: Action Plan:** Poverty remains a significant issue in Dubuque. According to the latest data, Dubuque's 16.3% poverty rate means that one out of every six residents live in poverty. In 2017, 8,933 of 54,940 residents had reported income levels below the poverty line. On average, Dubuque's 16.3% poverty rate is significantly higher than the average 12% poverty rate across the state of Iowa. Dubuque is ranked 6th below the poverty line at 16.3% out of 11 major cities in Iowa. In Dubuque, the population demographics consists of 84.3% (49,224) White residents, followed by 3.8% (2,232) African Americans, 1.9% (1,341) two or more races and 1.8% (1,059) Hispanics. When the citywide poverty data is disaggregated by race and ethnicity, the statistics tell a different story for Dubuque. Recent



numbers show 60.1% black residents live below the poverty line, which is significantly higher than the national average of 25.2%. Overall 1,341 of 2,232 black residents live below the poverty line and 3.8% of the total population of Dubuque is black. The 26.3% of Hispanic residents below the poverty line is dramatically higher than the national average of 22.2%. Of the 1,059 Hispanic residents, 279 live below the poverty line.

In September 2019, the City retained Public Works, LLC to complete an Equitable Poverty Prevention Action Plan. The Research phase and the Community Engagement phase both were completed as scheduled in September through December, 2019. The Community Engagement phase began in January, 2020.

- **Industrial Park Development:** The Imagine Dubuque Comprehensive Plan calls for sufficient opportunities for industrial development sites within the community; promotes the retention and expansion of existing, and attraction of new, industrial development opportunities in suitable locations; and encourages annexation of land suitable for industrial usage if necessary.

The Comprehensive Plan also calls for reducing unemployment, achieving economic stability, and increasing the standard of living for all citizens. In order to reach this goal, the Comprehensive Plan lists objectives of evaluating potential commercial sites, based on the city's future land use map.

Acquisition of additional industrial park land is consistent with the Mayor and City Council 5-year goals, which includes Planned and Managed Growth, and Sustainability. Included by the City Council in the Management Agenda is industrial park expansion, including acquisition and infrastructure. This acquisition will add approximately 161 acres to the industrial park.

The City of Dubuque has had tremendous success with economic development receiving multiple national recognitions for job creation. This is in no small part to the City's decision in the mid 1990's to acquire and develop over 900 acres of property to provide a 20-year supply of industrial park land. This proposed expansion of the Dubuque Industrial Center Economic Development District would further the City's goals for economic development. Efforts in FY23 and FY24 will focus on development of the McFadden Farm and Cottingham Road Water Main Expansion.

- **Leisure Services Facilities Deferred Maintenance Assessment:** The Leisure Services Department, through the Park Division and Recreation Division, provides quality services to the entire community with diverse recreational programs for all ages and an integrated, efficient, and safe system of parks, trails, and recreational facilities. The department also plans, develops, and maintains the formal public landscaping and natural areas in and around the City, demonstrating an appreciation for the environment. However, the department lacks a parks & recreation plan that identifies deferred maintenance and facilities needs, as well as the changing needs and desires of the community. Staff have researched similar projects throughout the Midwest region. A funding recommendation for the assessment is included in the FY22 capital budget.

- **Multi-Tiered Housing Inspection Program:** The Housing & Community Development Department performs routine rental property inspections and responds to housing complaints as required by Iowa Code. In 2018, the department recommended changes to the inspection cycle to restore the five-year cycle for every rental unit in Dubuque. The changes allow large, professionally managed apartment complexes designated as tier one (1), that pass inspection on a random sample of 20% of the units, to self-inspect and self-certify the remaining 80%. Allowing self-inspection and certification allows inspection staff to devote additional time and resources to properties most in need of attention. Those properties in need of additional attention typically require several trips to the property and often entail court intervention to achieve compliance. These properties will be designated tier three (3) and will be on a shortened inspection cycle until they have achieved compliance for a period of not less than two (2) years.

To date there have been over thirty properties designated as tier three and four property owners/agents designated as "Priority Category". Collectively there are over 700 units that will be subject to more frequent inspections due to the Tier 3 or Priority Category designations. Landlords (rental property owners/agents) receiving three or more municipal infractions within a 12-month period or designated as priority. Owners/agents designated in this category have any or all rental units they own or manage inspected more frequently and inspectors follow-up on violations until all are addressed. Additionally, they are ineligible for rental licenses while this designation is in place.

- **Park Development Projects for Non-TIF (Tax-Increment Financing), Donated Park Sites: Funding:** The City accepted Westbrook subdivision parkland in 2011 and began the park planning process to engage the neighbors in the planning the park in 2012 as money was in the budget for planning and construction of the park. The park construction funds were then removed from the budget and have been proposed in the five year CIP since then but never funded to allow construction. The City accepted Pebble Cove subdivision parkland in 2008 and North Fork Trail Subdivision parkland in 2009. All three of the land areas for the parks were donated. Funds for planning and construction have been requested and some funds for each are included in the five-year CIP. These three parks are in non-TIF areas of the city. TIF subdivision parks can be funded from the TIF they are in.
- **Traffic Signal Synchronization/STREETS (Smart Traffic Routing with Efficient and Effective Traffic Signals): Funding:** Dubuque's Smart Traffic Routing with Efficient and Effective Traffic Signals (STREETS) project, a collaboration between the East Central Intergovernmental Association (ECIA), City of Dubuque, and Iowa DOT, was awarded Accelerated Innovation Deployment (AID) Demonstration funds in 2019. The goal of Dubuque's STREETS project is to develop an automatic system that will use traffic-control strategies to enable dynamic traffic routing on 10 Dubuque traffic corridors to maximize existing roadway capacities in the Dubuque metro area. The total project cost is estimated at \$5 million and will be funded through a combination of funds from various agencies. The STREETS project will use Dubuque's existing system to reduce congestion and improve safety in the metro area by dynamically rerouting traffic on roads with extra capacities. This system, the first of its kind in the nation, will give the City's operators the ability to help drivers to reduce their commuting time by better utilizing existing road capacity. This project will also help identify future projects that will improve safety and reduce congestion in the Dubuque metro area. It intends to allow staff to monitor traffic operations and intervene as

necessary but does not require constant or significant manual operations. The project is expected to reduce equipment costs at individual intersections by providing signal timings through a centralized Adaptive (Dynamic) Traffic Control System. Local funding support is included in the STREETS Traffic Control Project located in the FY21 capital budget.

### **HIGH PRIORITIES (in alphabetical order)**

- **Citywide Departmental Work Order System Implementation:** In FY19- 20 the City began the discovery phase of a citywide enterprise work order system. Designed with the goal of an integrated system for non-emergency service needs and request, the outcome of this project is designing a data gathering and incident tracking process resulting in a system that not only provides outputs of “how much/how many” but also assists in answering the question “are we making a difference” and “how can we make better informed operational and strategic decisions based on that information.” A pilot project is in process for Public Works, Engineering and WRRRC around tracking issues and work orders in the Bee Branch Creek area. The pilot addresses issues that typically cross departmental boundaries providing a replicable model as we move forward citywide toward a more data driven approach to this system.
- **Dubuque Riverfront Master Plan (Corps of Engineers):** The United States Army Corps of Engineers’ (USACE) Section 22 Planning Assistance to States program allows for the USACE to provide assistance in the preparation of comprehensive water resources plans to a State or city. At the request of a governmental agency, the USACE “may provide certain technical assistance related to the management of State water resources, including the provision and integration of hydrologic, economic, or environmental data and analysis.” The technical assistance must be in support of the State’s water resources management and related land resources development plans or other water resources management related documents, such as “State hazard mitigation, preparedness, response, and recovery plans and plans associated with changing hydrologic conditions, climate change, long-term sustainability, and resilience.” The non-Federal share of the costs, which can be “in-kind,” must be at least 50 percent of the total cost. The assistance cannot include the preparation of site-specific designs or construction. In October of 2018, the City sent a letter to the USACE expressing the City’s interest in developing a plan for the riverfront with possible foci on dredging Peosta Channel, construction of a larger boat docking facility, environmental enhancements at Maus Park and Lake, and other recreational and environmental studies along the Dubuque waterfront. In November of 2018, the City received a proposed agreement from the USACE. Per the terms of the agreement, the USACE will develop a comprehensive plan, a Dubuque Riverfront Master Plan, that will:
  1. Create a hydrologic computer model of the Bee Branch watershed, the Ice Harbor watershed, and the Maus Lake watershed that reflects the rainfall and runoff that can be expected under current conditions. In addition, the models will project future runoff conditions based on future climate projections.
  2. Assess Mississippi River level trends as compared to river levels expected when the John C. Culver Floodwall/Levee system was design and constructed circa 1970. In recent years, the Mississippi has risen above flood stage more frequently than what would have been predicted previously.

3. Increase ecosystem education and outreach within the Dubuque region which could promote ecotourism economic growth and enhance environmental stewardship in the study area.
4. Identify the proper identification and placement of native species that could stimulate restoration of a natural regional ecosystem.
5. Promote recreational development measures that will encourage ecotourism within the City of Dubuque - recreational strategies which align with the City's ecosystem restoration objectives and could encourage economic and environmental development.
6. Increase non-motorized boating in water resources within the Dubuque area. Investigate the use of dredged material, which cannot be used for either ecosystem restoration purposes or recreational enhancement measures, for other various infrastructure enhancements.

The City entered into the agreement in December of 2018. Per the agreement, the total project cost is \$196,300. The City's 50% local match would consist of \$69,800 of in-kind City activity and \$28,350 in payments to the USACE.

- **Innovation & Entrepreneurial Strategy:** An entrepreneurial culture is necessary to create the type of business diversity that promotes innovation, retains talent in the community, and insulates the economy from outside economic impacts. City staff work with numerous public, private, and non-profit partners to assist budding entrepreneurs in their journey. An asset map is currently being created, with a committee of partners committed to taking next steps to direct entrepreneurs to their needed resources and to fill any identified gaps.
- **School Resource Officer: Implementation:** Another Police Officer position was recommended to be added in Fiscal Year 2020. This started a three year process to add three Police Officer positions to strengthen the School Resource Officer program partnership with the Dubuque Community School District bringing the number of School Resource Officers to 8 and bringing the Police Department to an authorized strength of 113 sworn officers. Once the expansion is completed, there will be a dedicated SRO at each DCSD middle school and high school. The expansion plan also called for elevating a corporal position to the rank of Lieutenant and to assign all supervisory SRO duties to this person. Both the first expansion SRO and the lieutenant have been selected and will transition in early 2020.
- **Southwest Arterial Business Development:** Upon completion of the Southwest Arterial, and in alignment with the Imagine Dubuque land use plan an annexation strategy, the City will partner with Greater Dubuque Development Corporation to attract commercial interest to the area for mixed-use development, and work with interested parties. In the coming year, attention will focus utility development to support that growth in the near future.
- **Water and Resource Recovery Center: Nutrient Trading:** In 2007, the Dubuque Soil and Water Conservation District (SWCD) initiated the Catfish Creek Watershed project, which began as a small 9,000 acre project focused on utilizing urban and agricultural conservation

practices to reduce sediment runoff to a treasured local cold water trout stream. After experiencing success with both conservation project implementation and a new county-wide stormwater policy; the District, County and City continued working with NRCS and other local stakeholders to expand the project to cover the entire 46,000 acre, HUC 10 watershed. In 2018, the City of Dubuque was successfully awarded a \$326,712.00 NRCS grant to continue this work. Measurable outcomes will be the development of an online publicly accessible database detailing pollutant load contributions/deductions, structural and non-structural conservation project implementation and mapping, and a locally funded cover crop program. The ACPF approach is grounded in "precision conservation"; the idea of not only selecting the right conservation practice, but also putting it where it will be most effective. Dubuque County, the City of Dubuque and the Dubuque SWCD intend to work together to create a long-term sustainable policy that not only expands the use of cover crops and no-till systems, but also ensures long-term permanent adoption of these practices. These models will be used in conjunction with the Iowa Nutrient Tracking Tool (NTT) which will be the recognized model the Iowa Department of Natural Resources (IDNR) will accept to receive "credit" towards nutrient reduction.

In October of 2015, the Iowa League of Cities received \$715,000 in a three-year Conservation Innovation Grant (CIG) for the purposes of developing a nutrient trading model for the State of Iowa. Dubuque and Storm Lake were partners in the grant and both cities used the implementation of conservation projects as cost share matches for the grant. The next step in this process would be to codify the registry in the State Code of Iowa and to develop "regulatory certainty" for Publicly Owned Treatment Works (POTW) for future permits in which nutrient reduction standards are included. This would allow for POTW's to use conservation projects installed in the watershed as a method of nutrient reduction in addition to treatment plant upgrades for nitrogen and phosphorus removal. This would most likely take place between the IDNR and the POTW through a Memorandum of Understanding (MoU).

The Sand County Foundation of Wisconsin recently received grant funding from the Walton Foundation to explore and expand the work of Wisconsin's Adaptive Management Approach, which uses an MoU to achieve nutrient reduction goals, into Iowa and Illinois. Bartlett Durand, an attorney working with the Sand County Foundation has met with City staff and is eager to work with Dubuque, using the Walton Foundation grant, to ensure that the City's best interests are met when developing an MoU with the State for nutrient trading.

Creating an Equitable Community of Choice



# Creating an Equitable Community of Choice

A High-Performance Organization (and Community) that is Data-Driven and Outcome-Focused built on the four pillars of:

Resiliency

Sustainability

Equity

Compassion

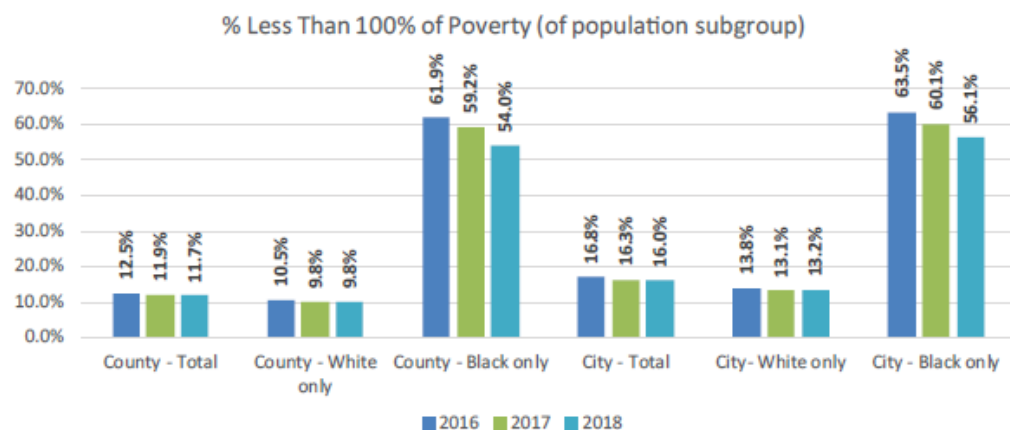
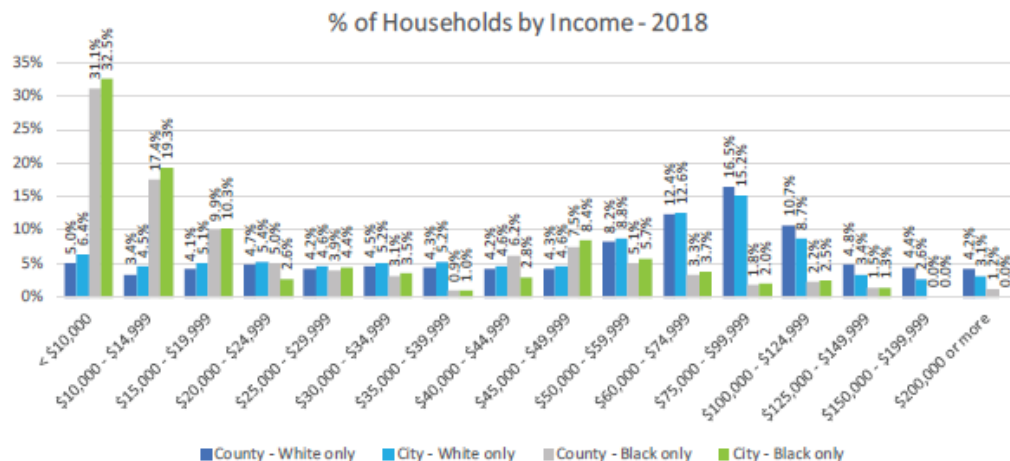
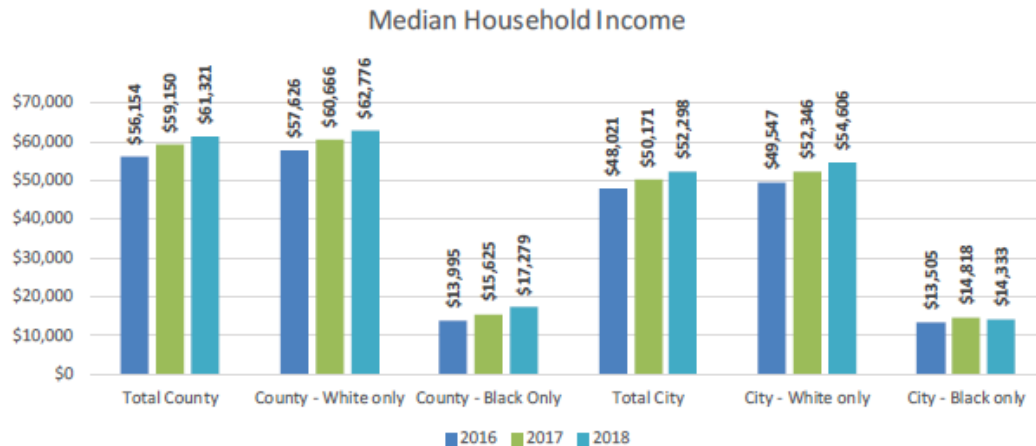
Through **Planning,  
Partnerships,  
& People**

[www.cityofdubuque.org](http://www.cityofdubuque.org)

CMQ24-111618

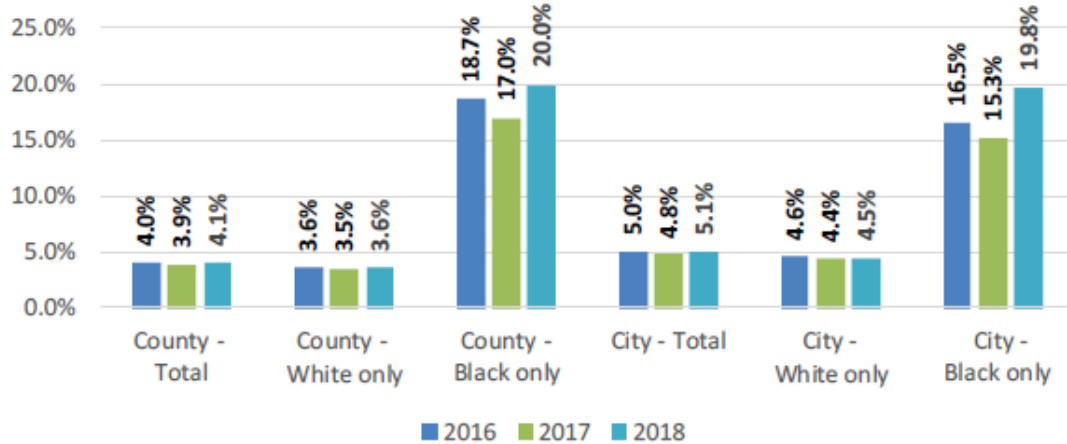
In order to create an Equitable Community of Choice for all members of our community, we must look at key performance indicators of community well-being and success, and disaggregate them to ensure that all groups are experiencing the same positive outcomes. This budget makes recommendations that attempt to address the disparities identified below.

Data represented from the ACS 5-year estimates. Margin of error is higher among smaller population groups.

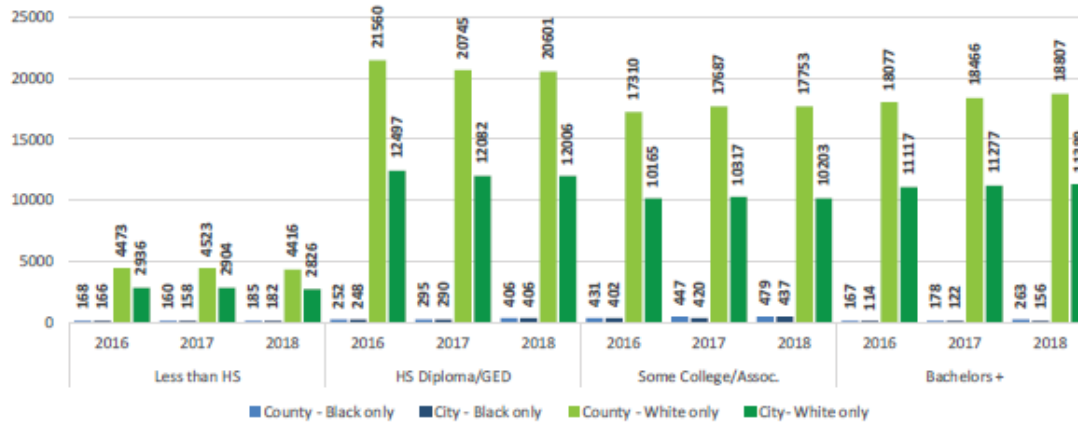




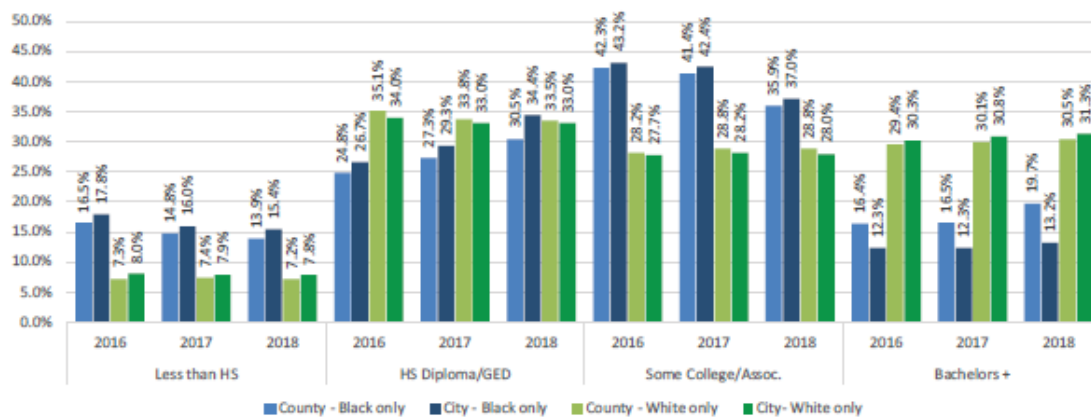
Unemployment Rate (ACS)



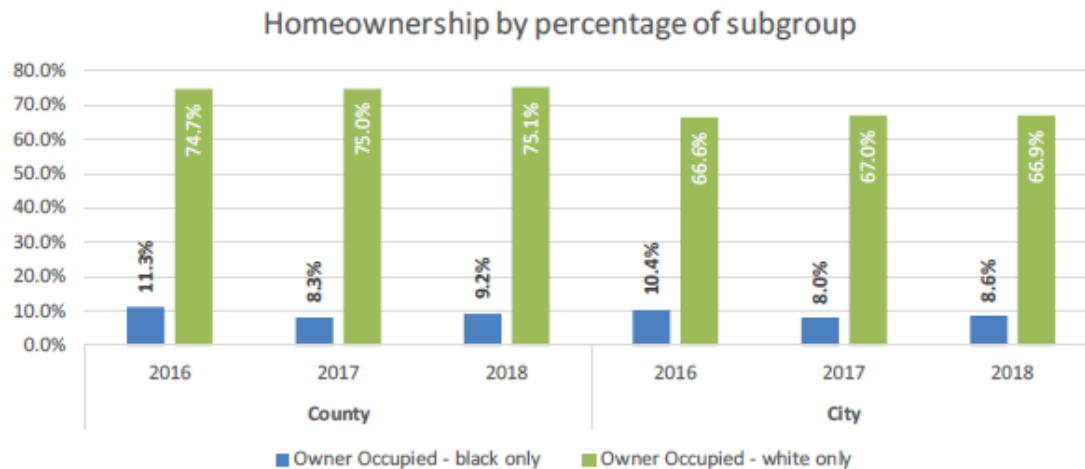
Educational Attainment, Ages 25+, Totals



Educational Attainment, 25+, as a percentage of population subgroup







### A Budget Focused on Public Safety

With only a few regions in the country with under 2% unemployment, the City of Dubuque has reached an important milestone in recovery from the 1980's highest unemployment rate in the country. With this unemployment milestone has come a tipping point in the history of Dubuque, and the goal to become an Equitable Community of Choice. How does the City grow the workforce, continue to support local business expansions, attract new businesses and prevent poverty? When a tipping point is reached the goal is to take action that continues to move in the positive direction.

If the City Council approves the recommendation, it will support continued investment in people, businesses and organizations that are making a difference in our community, and continued investment in the infrastructure that must exist for Dubuque to continue to thrive.

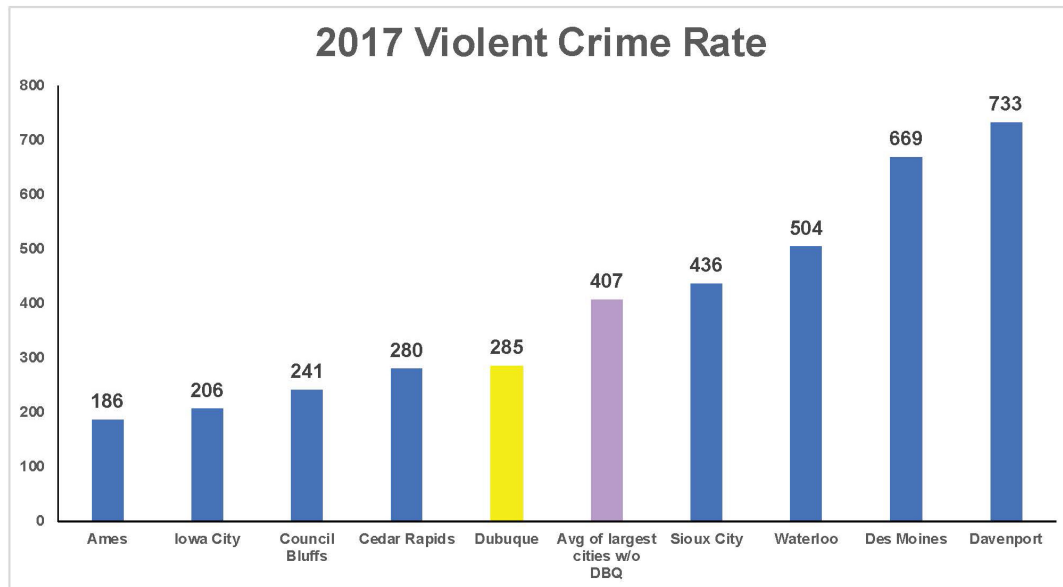
### "Part I" Crimes for Calendar Years 2012-2019

Compiled by the Dubuque Police Department

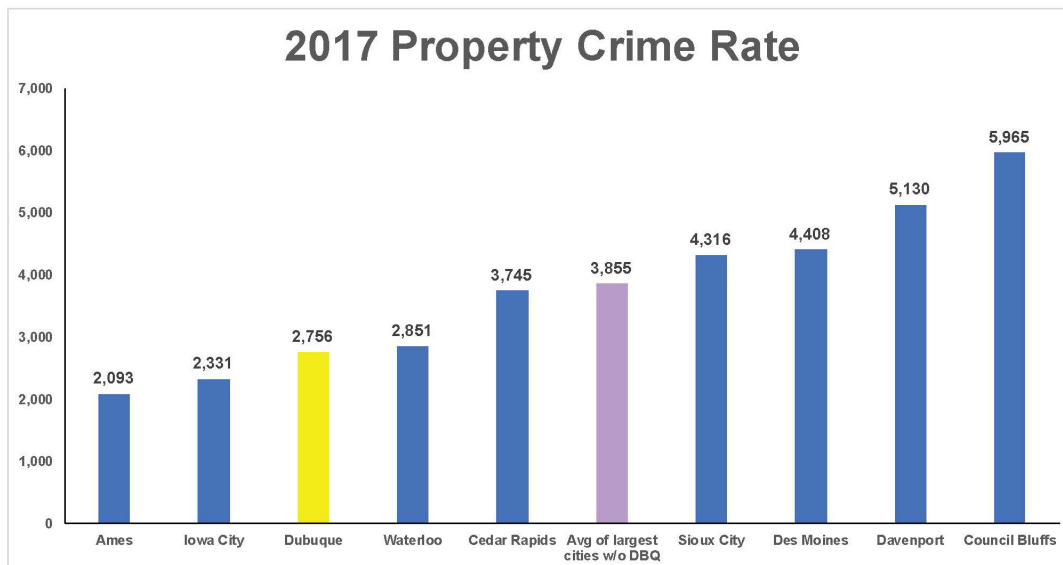
Performance Measures	CY12	CY13	CY14*	CY15	CY16	CY17	CY18	CY19	Avg.	CY19% Over/Under CY18
<b>No. of Crimes Against Persons</b>	<b>186</b>	<b>208</b>	<b>220</b>	<b>265</b>	<b>243</b>	<b>203</b>	<b>190</b>	<b>190</b>	<b>213</b>	<b>0.0%</b>
Murder	2	0	0	5	1	2	1	0	1	-100.0%
Sexual Assault	43	38	61	80	98	90	75	91	72	21.3%
Robbery	21	32	20	27	26	16	29	14	23	-51.7%
Aggravated Assault	120	138	139	153	118	95	85	85	933	0.0%
<b>No. of Crimes Against Property</b>	<b>1,992</b>	<b>1,791</b>	<b>1,662</b>	<b>1,953</b>	<b>1,875</b>	<b>1,667</b>	<b>1,543</b>	<b>1,319</b>	<b>1,725</b>	<b>-14.5%</b>
Burglary	583	431	416	548	420	331	299	205	404	-31.4%
Burglary to Motor Vehicle	298	231	168	106	144	157	145	88	167	-39.3%
Theft	1,080	1,103	1,035	1,245	1,235	1,116	1,036	945	1,099	-8.8%
Theft of Motor Vehicle	31	26	43	54	76	63	63	81	55	28.6%
<b>Total</b>	<b>2,178</b>	<b>1,999</b>	<b>1,882</b>	<b>2,218</b>	<b>2,118</b>	<b>1,870</b>	<b>1,733</b>	<b>1,509</b>	<b>1,938</b>	<b>-12.9%</b>

\* Switch to new public safety software August 2014

Peak Year



*In 2017, Dubuque had the fifth lowest violent crime rate (285 per 100,000 population) as compared to the 8 largest, stand-alone Iowa cities. The average of the other 7 cities (407) is 43% higher than Dubuque. The highest-ranked city (Davenport) is 157% higher.*



*In 2017, Dubuque had the third lowest property crime rate as compared to the other 8 largest, stand-alone cities in the state of Iowa (2,756 per 100,000 population). The average of the other 7 cities (3,855) is 29% higher than Dubuque. The highest-ranked city (Council Bluffs) is 116% higher.*

## Traffic/Security Camera System

In 2019, the City has installed 22 new cameras, along with 4.29 miles of conduit and many miles of fiber that will allow for future camera installation. In addition to the new cameras, another 56 cameras were replaced because of newer technology or camera failure. These newer cameras have a higher resolution and Wide Dynamic Range feature which allows them to see better in all light conditions. Today, there are 648 Traffic/Security cameras recorded through the Traffic Operations

Center in City Hall. The remaining 556 cameras are recorded at various servers throughout the City. The recommended budget has funding for additional cameras in the amount of \$398,049 from FY 2021 through FY 2025. Additional funding is also allocated to the network of fiber optics that supports the camera system; Traffic Signal Fiber Optics, Fiber Infrastructure Management System, and Fiber Optic Conduit Miscellaneous (\$680,000).

A key emphasis in this budget is on public safety, with more public safety personnel (Police and Fire), two new positions to support the ever expanding traffic and security camera system, transition of another part-time Animal Control Officer to full-time, another position in Housing and Community Development monitoring vacant and abandoned properties, supporting the Dubuque Dream Center, Fountain of Youth and the Four Mounds Heart Program as they invest in some of our most vulnerable residents and expanding City recreation programs (especially related to the arts). Outside of the general fund there will be further progress on the prevention of stormwater flooding, expansion of the City water and sanitary sewer system to promote 2 water quality, and changes to the refuse collection system to help clean up the streets and alleys with the implementation of a City-wide automated garbage cart collection system.

However, creating an Equitable Community of Choice means more than investing in public safety and the budget recommendation will accomplish that goal. There will be a full-time position in the Library Youth Services activity to focus on service to teens, pet friendly amenities throughout the City, support of low income residents to access programs, water and sanitary sewer extensions to protect water quality, and important improvements to the City ambulance fleet.

In November 2019, the number of people working in Dubuque County reached 62,300, the highest on record and an increase of 6.9% (4,000) over the 2012 benchmark used by the Greater Dubuque Development Corporation (GDGC). GDGC is projecting that with the current trajectory, if Dubuque can maintain their positive momentum, there could be as many as 67,759 people working here by 2029. The November 2019 unemployment rate in Dubuque County is 2.2% (and has reached as low as 1.9% twice in 2019). This is down from 5.4% in January 2014. Median Household Income (MHI) in Dubuque County was at \$48,573 as of December 31, 2010, and was at \$61,231 as of December 31, 2018, a 26.1% increase. Nationally there are over 7 million open positions with only 5 million people looking for work.

**Letter to State Legislators**

A crisis is occurring in the State of Iowa before our very eyes. The crisis is both partially caused by and masked by the State of Iowa low unemployment rate of 2.4%.

What is the crisis? In spite of some pockets of modest prosperity the State of Iowa, and states similar to Iowa, are struggling.

This issue was highlighted in an April 4, 2018 article in the Wall Street Journal, "Iowa's Employment Problem: Too Many Jobs, Not Enough People." (Attachment #1) A few lines in that article stand out, "If every employed person in the Midwest was placed in an open job, there would still be more than 180,000 unfilled positions, according to the most recent Labor Department Data. The 12-state region is the only area of the country where job openings outnumber out of work job seekers." And, "The Midwest has seen an outflow of people. A net 1.3 million people living in the Midwest in 2010 had left by the middle of last year, according to census data."

The State of Iowa needs to be an Equitable State of Choice to retain and attract a skilled workforce so existing employers can grow, so Iowa entrepreneurs can start new businesses and so that Iowa can attract new companies to call Iowa home.

We know that Iowa is a great place to live with a high quality of life, a good education system, modest cost of living and low crime rates, but what the numbers are telling us is that is not enough. We have all heard the definition of insanity is to keep doing things the same way and expect to get different results. I know this is not how you operate.

The international economy is at a turning point as is the economy of the United States and the State of Iowa. We are entering the 4th industrial revolution where the importance of an updated infrastructure is paramount to success and the most important part of that infrastructure is going to be a skilled and adequate workforce.

In a March 8, 2018 publication in the International Journal of Financial Research, "The Fourth Industrial Revolution: Opportunities and Challenges," it is pointed out that, "In the future, talent, more than capital, will represent the critical factors of production."

Iowa is competing on a world stage. In doing this, Iowa must fight above its weight class. Iowa only has eleven cities with a population greater than 50,000 people. With 3.1 million people, Iowa is only the 30<sup>th</sup> largest state in the United States. Iowa needs more and better tools to compete successfully for jobs and workers, and needs to use these tools more aggressively.

Communities across the Midwest are having difficulties adjusting to the changing economy:

City	1970 Population	2010 Population	% Change
Gary, IN	175,415	80,294	-54.2%
South Bend, IN	125,580	75,065	-40.2%
Flint, MI	193,317	102,434	-47.0%
Detroit, MI	1,511,482	713,777	-52.8%
Akron, OH	275,425	199,110	-27.8%
Cincinnati, OH	452,524	296,943	-34.4%
Cleveland, OH	750,903	396,815	-47.2%
Dayton, OH	243,601	141,527	-41.9%
Toledo, OH	383,818	287,208	-25.2%
Youngstown, OH	139,788	66,982	-52.1%

Information recently released by the State of Iowa Legislative Services Agency shows the change in population in counties across Iowa 2010-2017. It is a frightening trend that must serve as a wake-up call for all Iowans. If we want our children and grandchildren to be able to stay in Iowa and be successful, we must all work to make Iowa a place of choice, not only for businesses but also the workforce they will need to thrive. We should be considering how to improve economic development and community rehabilitation tools to create more growth in jobs and population and to make the incentives more competitive.

Iowa Percent Change in Population by County 2010-2017  
State of Iowa +3.2% (+99,356)

There are 99 counties in the state of Iowa. Only 23 showed any growth at all over a 7-year period from 2010 to 2017. If you only consider counties that had at least 1% growth and have a population of 25,000 or more, only 11 of the 99 counties met these criteria and four of them are in the Des Moines/Ames corridor. In fact, the Des Moines/ Ames corridor accounted for 81,808 (82%) of the 99,356 of the state-wide population growth.

Even some of the counties that include some of Iowa's larger cities showed very little growth or an actual decline.

COUNTY	% Population Change: 2010-2017
Woodbury (Sioux City)	+0.1%
Muscatine (Muscatine)	+0.3%
Pottawattamie (Council Bluffs)	+0.0%
Jasper (Newton)	+0.4%
Wapello (Ottumwa)	-1.7%
Cerro Gordo (Mason City)	-2.5%
Webster (Fort Dodge)	-3.4%
Clinton (Clinton)	-4.2%

Looking at micropolitan areas in the State of Iowa, the news on population change (2010-2015) is not any better:

<b>Percent Change in Population: 2010-2015</b>	Micropolitan Statistical Area	% Change
	Fairfield	4.2%
	Spirit Lake	2.7%
	Boone	1.3%
	Storm Lake	1.2%
	Muscatine	0.6%
	Marshalltown	0.2%
	Newton	0.0%
	Oskaloosa	-0.3%
	Spencer	-1%
	Ottumwa	-1%
	Burlington	-1.3%
	Mason City	-2.2%
	Fort Dodge	-2.5%
	Fort Madison-Keokuk	-2.7%
	Clinton	-2.7%

The picture is just as discouraging when you look at the Estimated Population Migration from 2010 to 2017 (Attachment #4). This measurement represents the number of people who have moved to these counties vs. the number of people who have left. The State of Iowa experienced a net inflow of only 24,342 people during this 7-year period.

If you only consider counties that had a net positive change of at least 1,000 people, only 9 (9%) of the 99 counties met that criteria, with 4 of those in the Des Moines/Ames Corridor.

Additional information from the Legislative Services Agency shows the change in population and employment by County from 2010-2017 (Attachment #5). The news is not good:

- 23 of the 99 counties have seen declines in both population and employment.
- 25 of the 99 counties have seen declines in employment for a total of lost jobs of 8,047.
- Clinton County lost the most jobs at 1,835 (8%), but 10 counties lost more than 250 jobs.
- Hamilton County lost 12.9% (874) of their jobs, Cherokee County 12.8% (695) and the average job loss of the 25 counties was 4.8%.
- 10 of the counties lost more than 5% of their jobs.

A 2018 report released by the Iowa Business Council, which represents many of the state's largest employers, should be a great cause of concern for the State of Iowa. When compared with how Iowa ranks among all 50 states in key metrics comparing the year 2000 with 2017, it is clear that Iowa needs to do more to support economic development, job growth, and workforce development:

	2000 Ranking	2017 Ranking
Median Household Income	21	26
Gross State Product	29	30
8 <sup>th</sup> Grade Reading Proficiency	11	17
8 <sup>th</sup> Grade Math Proficiency	12	14
Education Attainment High School	9	11

Education Attainment Bachelor Degree	22	34
Gallup-Healthways Well-Being Index	7	19

We need to focus on how we can all work together to grow Iowa and to make our communities a place of choice where our children and grandchildren want to stay and new people want to come as we deal with the biggest problem identified by business and industry and that is the availability of a skilled workforce. We need to focus on quality of life issues, on job creation, on job training, on our children's education and on the future. To do that we need tools at the local level and we need healthy, engaged and active partners. Those partners need to support strategic initiatives around mental health, childcare, quality affordable housing, job training, workforce development, job creation and do all this looking through an equity lens.

When it comes to job creation and economic development, Dubuque is a leader in the Midwest and in the State of Iowa.

"Would the last person to leave Dubuque please turn off the lights?" Residents used this dark humor to help deal with Dubuque's dire unemployment rate which hit 23% in January 1982. High school and college graduates left for more prosperous cities and states, taking their talent with them, with Dubuque losing almost 10% of its population in the 1980's.

Dubuque has built 1,468 acres of industrial parks, now home to 55 businesses, including 47 local businesses that needed a place to expand.

The City of Dubuque has committed \$86 million in Tax Increment Financing incentives for businesses since 1990 in the industrial parks and in downtown Dubuque. This has leveraged \$490 million in private investment by these businesses. With the use of TIF, businesses in Dubuque have retained 3,988 existing jobs and created 6,428 new jobs. To date, 78 projects have benefitted from the use of Tax Increment Financing.

Dubuque's responsible use of this only meaningful local economic incentive has created a nationally-recognized transformation. The Dubuque metropolitan statistical area (MSA) total employment for June 2018 was 60,500, a 61% increase since 1983 when total employment was 37,600. In October 2018, the Dubuque MSA's unemployment rate was 1.7%. Dubuque County's Median Household Income (MHI) rose from \$48,012 in 2009 to \$56,154 in 2016, a 14% increase. In this same period, the national MHI increased by only 2.5%. Dubuque has been ranked by Forbes, Kiplinger, the U.S. Conference of Mayors, the National Civic League, and the Milken Institute as one of the best cities in the United States to live and work.

**Fortunately from 2010-2017, Dubuque County showed a growth of 3.3%, achieving a population of 97,041.**

Information recently released by the State of Iowa Legislative Services Agency shows the performance of Main Street Iowa communities from Fiscal Year 1987 - Fiscal Year 2018. Of the Urban Main Street communities over 50,000 population, Dubuque has leveraged \$716,853,589 in private and public dollars invested in acquisition and rehabilitation. This amount is the highest amount of any city and represents 37% of the \$1,912,278,450 grand total for the State of Iowa.

Downtown historic redevelopment in Dubuque has added well over 2,100 permanent jobs in buildings that had been underutilized or were deteriorating or vacant for decades. Dubuque developers have completed 35 projects to date using the Iowa Historic Tax Credit Program. Just

over \$42.5 million in Iowa HTCP funding has leveraged over \$143 million in private investment. Dubuque currently has 19 more projects in the works, with an estimated \$18.5 million in Iowa HTCP funding, which is expected to leverage approximately \$56 million in private investment.

Dubuque's responsible use of historic tax credits is nationally-recognized as noted in the Fall 2018 Preservation Magazine produced by the National Trust for Historic Preservation, in *Finding Dubuque: An Iowa City Rediscovered Its Sense of Place* by Lisa Selin Davis:

"Never, in 15 years of writing about historic preservation, had I heard so many people utter the words "historic tax credits" with such passion and reverence...The tour helped me understand the unusually deep and detailed public-private partnerships that are making Dubuque a model of economic development and community revitalization.

As impressive as these buildings are, just as impressive is the preservation fever that has taken hold of the city. Preservation projects are creating ripple effects-bringing in new blood, welcoming long-lost Dubuquers home, and encouraging people from all over the city to participate in the salvation of historic Dubuque.

Anyone can restore a building. But Dubuque residents, together, are restoring a community."

A recent review of Dubuque by Moody's Analytics says, "Dubuque's economy is expanding at a solid rate. Job growth last year was the strongest since 2015, and this year payroll employment is up slightly more than in the same period in 2018. Goods industries are leading the charge, but private services have assumed a greater role with payrolls breaking out of a multiyear holding pattern to an all-time high. At just over 2%, the jobless rate is near its low for the cycle and series dating back to 1990. Strong demand for labor has lifted average hourly earnings to a three-year high. Higher wages are attracting job seekers, with labor force participation up more than 3 percentage points from its cycle low to its highest since 2010. The increase in workers is enabling firms to expand at a faster clip even though the job market is exceptionally tight.



**Greater Dubuque Development Corporation 2019 Community Perception Survey**

One of the many benefits that will result from the True North expanded partnership with the community is the "Greater Dubuque Development Corporation 2019 Community Perception Survey" conducted in September 2019. This is the third year of the survey.

While I believe this poll indicates there is much work to be done, I also believe the results are notable:

- Only 11% disagreed with the statement, "Dubuque is a Safe Place to Live."
- Only 7% disagreed with the statement, "Dubuque is a Good Place to Live."
- Only 7% disagreed with the statement, "Dubuque is a Good Place to Work."
- Only 15% said, "Dubuque is Headed in the Wrong Direction."
- From across the city, 18% disagreed with the statement, "I Feel Safe in the North End." This is an improvement from the 27% in 2017 and 25% in 2018.
- From across the city, 36% disagreed with the statement, "I Feel Safe in the Downtown."
- Only 11% disagreed with the statement, "Diversity is Beneficial in Our Community."

**GDDC Business Retention and Expansion Interviews**

The results of the GDDC Business Retention and Expansion interviews (300) of regional corporate chief executive officers through June 30, 2019, show 71.4% with increased sales, 56.3% reporting increased market share, and 40% reporting plans to expand.



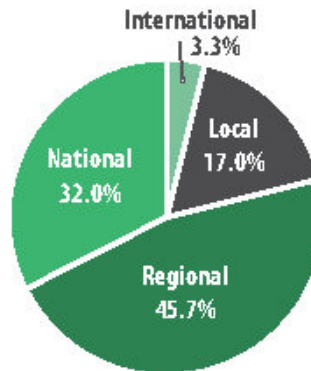
# INFOACTION Action DASHBOARD <sup>FY</sup> 18-19

What CEOs, business owners, and top managers have told us

## Company Visits

July 01, 2018 TO June 30, 2019

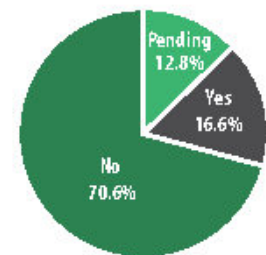
**300** TOTAL VISITS



PRIMARY MARKET

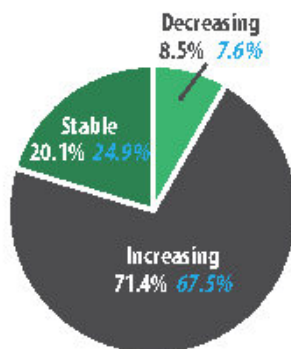
## Company Plans

**40%**  
HAVE PLANS TO  
EXPAND

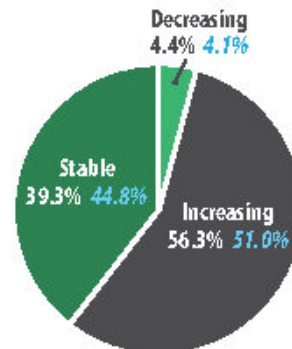


MANAGEMENT CHANGES

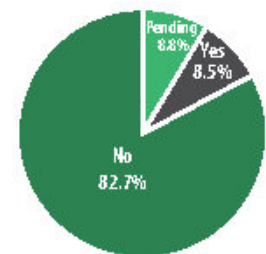
## Sales & Market Share *FY17-18 in Italics*



SALES



MARKET SHARE



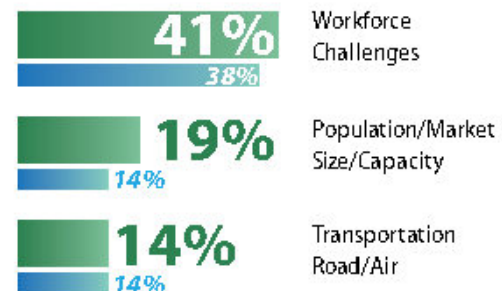
OWNERSHIP CHANGES

## Community Strengths & Weaknesses *FY17-18 in Italics*

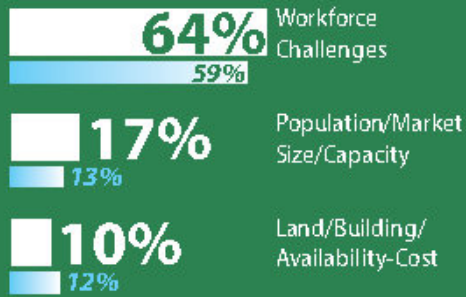
### TOP 3 STRENGTHS



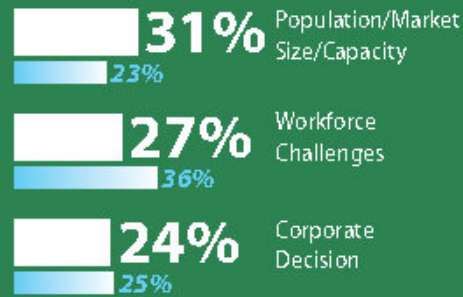
### TOP 3 WEAKNESSES



## Barriers to Growth *FY17-18 Initiatives*

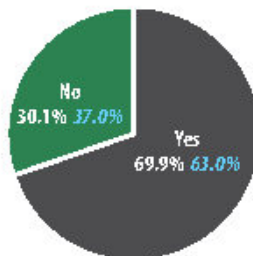


## Reasons to Expand Elsewhere *FY17-18 Initiatives*

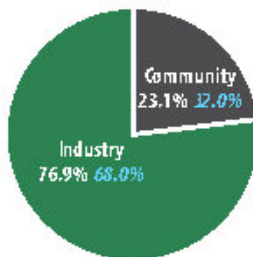


## Workforce Assessment

*FY17-18 Initiatives*



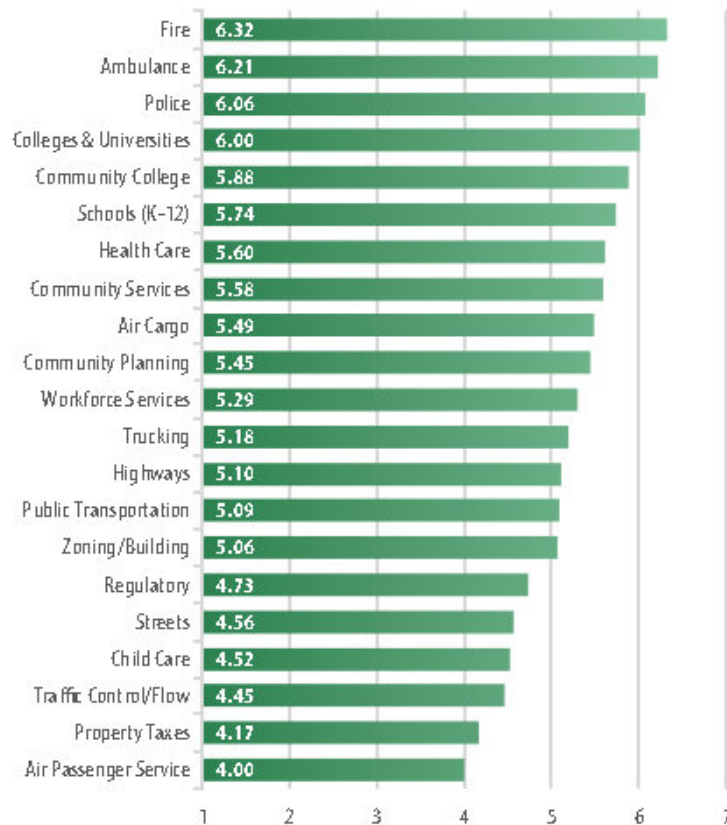
### RECRUITMENT CHALLENGES?



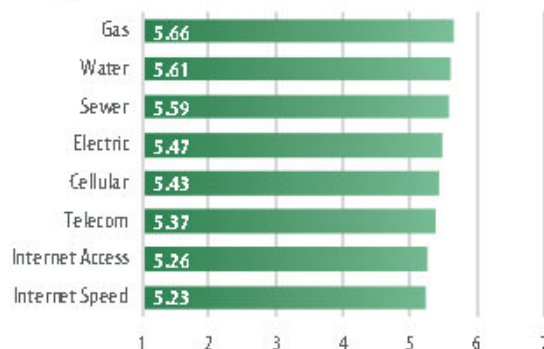
### IF YES, IT IS COMMUNITY OR INDUSTRY?

## Community Services Index

Scale: 1 is poor, 7 is excellent



## Utility Services Index



## GDDC Human Resources Professionals Action Interviews



# HR ACTION

What Human Resources Professionals have told us

## Action

DASHBOARD

FY  
18-19

### Company Visits July 01, 2018 TO June 30, 2019

70 TOTAL VISITS

22,972 TOTAL EMPLOYEES

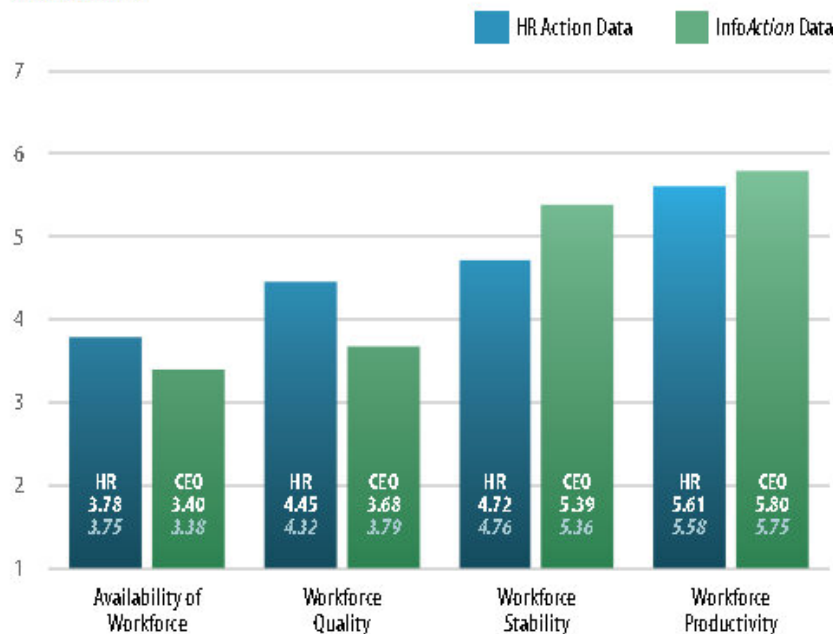


TOTAL EMPLOYEES REPRESENTED

### Personnel Rankings

FY16-17 in Italic

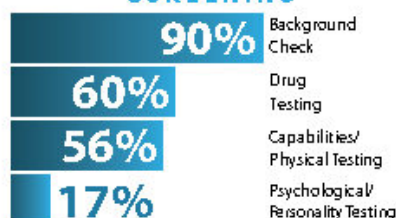
Scales of 1 to 7: 1 is Low, 7 is High



### PERSONAL BARRIERS TO EMPLOYMENT



### PRE-EMPLOYMENT SCREENING



### Recruitment

89% Use AccessDubuqueJobs

87% Use job board other than/in addition to ADJ.com

67% Attend Career Fairs

63% Offer referral incentive

59% Host Interns

50% Use LinkedIn

50% Place newspaper ads

39% Use Recruitment Agency

37% Use other resources

34% Offer Flex Scheduling as recruitment tool

30% Use Industry-associated job boards

21% Use Local Job Service (such as IowaWorks)

19% Apply for H1B visas or hire foreign labor

17% Use an outdoor sign

#### MOST EFFECTIVE:

- 1: AccessDubuqueJobs
- 2: Other online job board
- 3: Employee Referral

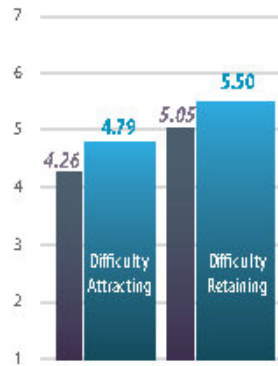
### UNIQUE POPULATIONS





## TALENT ATTRACTION FROM OUTSIDE THE AREA

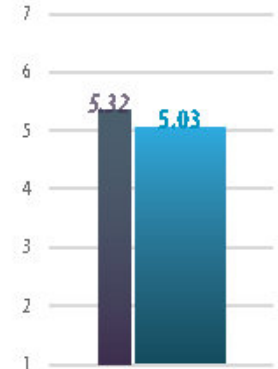
FY17-18 in Italics



## EMPLOYEE ENGAGEMENT

The commitment the employee has to the success of the organization and its goals

FY17-18 in Italics



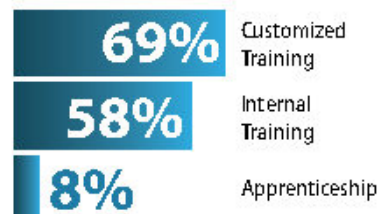
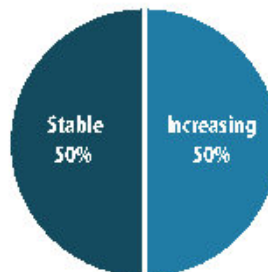
## Training

### TOP SKILLS GAP WITH NEW HIRES

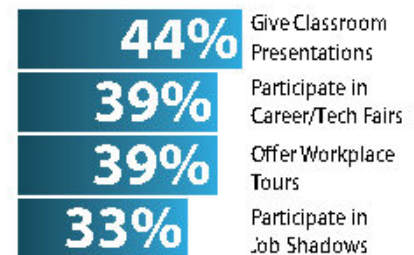


**INTERNSHIPS**  
**385+** **83%** USING **INTERNS**  
**INTERNS** **6.1** **QUALITY**  
**HOSTED** **OF INTERNS**

### COMPANY INVESTMENT IN EMPLOYEE TRAINING

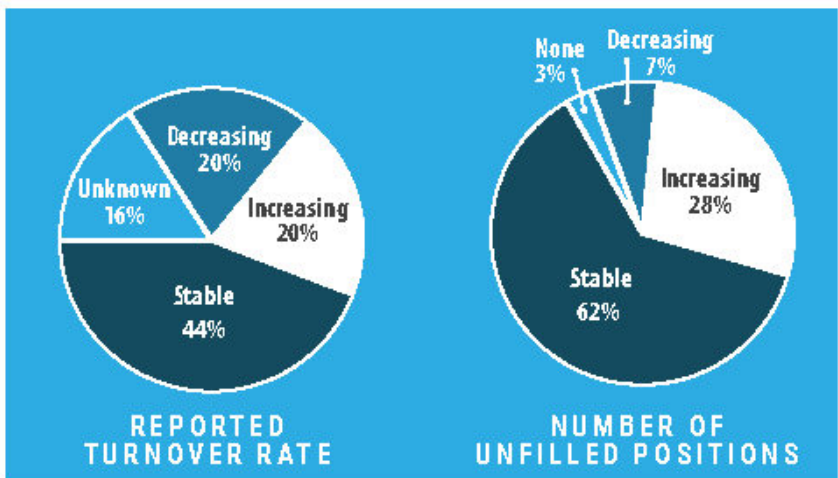


### PARTNERSHIP WITH K-12 EDUCATION



### TOP HR GOALS FOR NEXT 12 MONTHS

- 1: Improving Company Culture/ Employee Engagement
- 2: Recruitment
- 3: Retention
- 4: Succession Planning
- 5: Training



## Wages & Benefits FY17-18 in Italics

**62%** **69%**  
 Believe **WAGES** are  
 At Market

**25%** **13%**  
 Believe **WAGES** are  
 Above Market

**59%** **50%**  
 Believe **BENEFITS** are  
 At Market

**38%** **46%**  
 Believe **BENEFITS** are  
 Above Market

Type of Benefit	% of Employees Offering Benefit	Type of Benefit	% of Employees Offering Benefit
Vacation - paid	100%	Employee Referral Incentive	61%
Healthcare	97%	Bonus Program	63%
Retirement match	97%	Flex-time Schedule	53%
Sick Leave - Paid	87%	Product Discounts	36%
Parking	90%	Work from Home	29%
Family Leave	91%	Free Meals/Discount	19%
Career Development	69%	Other	n/a
Part-time (Less than FT)	53%	Volunteer Time	37%
Health & Wellness Program	66%	Spot Bonuses	29%
Tuition Reimbursement	61%	Child Care	n/a

## Greater Dubuque Region Skills Gap Analysis Fall 2019

### Labor Market Overview (continued)

Employment Growth		
Region	'09-'19 Chg	'19-'29 Chg
Dubuque MSA	13.2%	8.9%
Dubuque Region	8.8%	7.1%
State	8.5%	6.9%
Nation	15.4%	8.0%

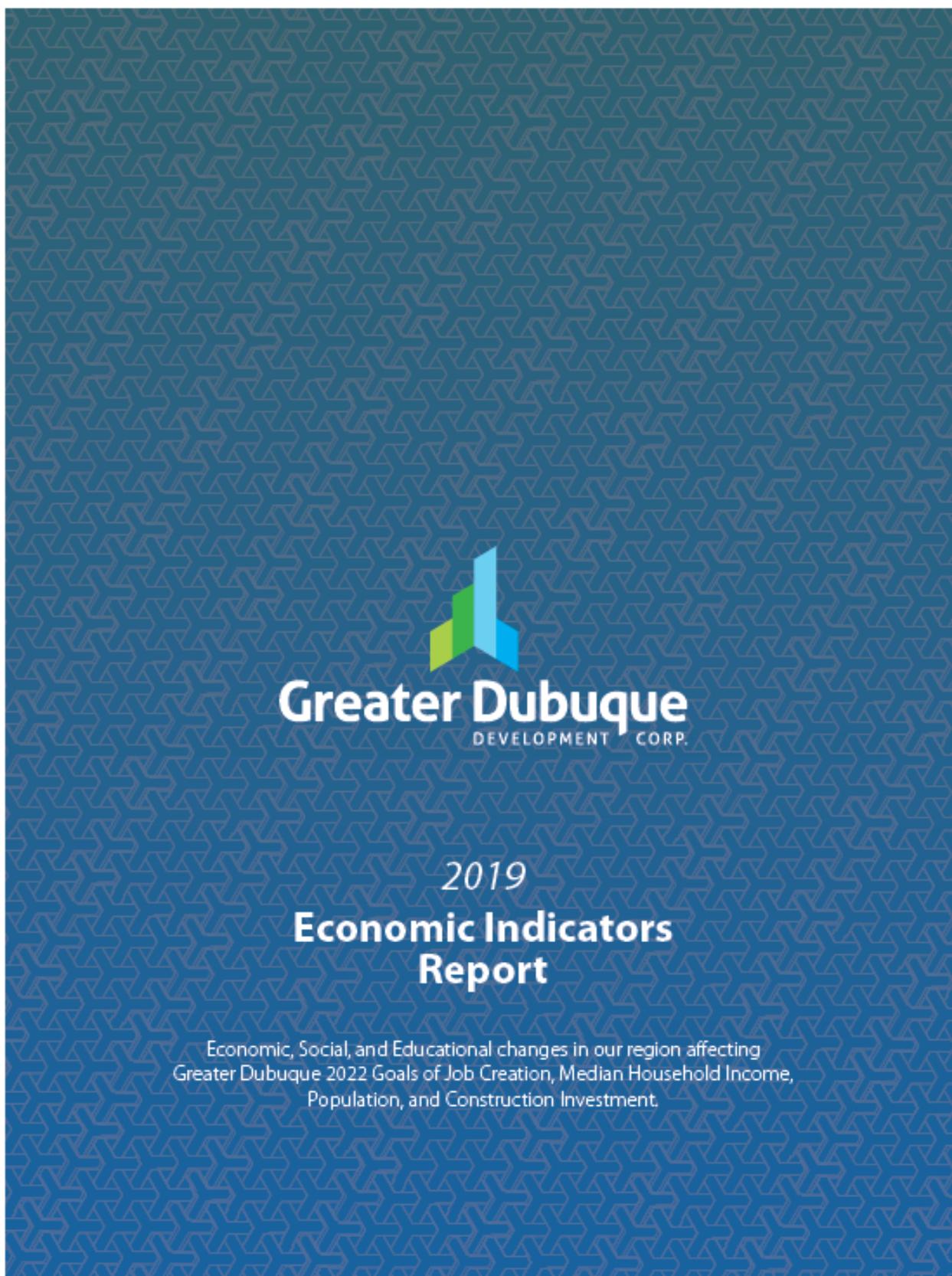
Working Age Growth		
Region	'09-'19 Chg	'19-'29 Chg
Dubuque MSA	4.2%	-4.8%
Dubuque Region	-0.3%	-6.5%
State	3.7%	-3.2%
Nation	6.5%	-1.2%

- Employment in the Dubuque MSA is projected to grow (8.9%) above the projections for the region (7.1%), State of Iowa (6.9%) and the Nation (8.0%).
- While the working age population (age 15 to 69) is projected to decline nationally (-1.2%), greater declines are projected in Iowa (-3.2%), the Dubuque MSA (-4.8%), and the region (-6.5%).
- The region's unemployment rate remains low and below the national unemployment rate.
- The Dubuque MSA's median hourly earnings per worker of \$16.78 is (4.2%) increase over 2018 Median Hourly Earnings. The earnings are less (-6.5%) than the National median.
- Of the 8 MSAs in the tri-state area, Dubuque ranks 6th in Median Hourly Wage.  
 Rochester \$20.23   Cedar Rapids \$19.15   Iowa City \$19.03   Davenport \$17.61  
 Dubuque \$17.73   Waterloo \$16.80   LaCrosse \$17.61   Platteville \$16.61

### MSA Median Wage Change

Area	2014	2015	2016	2017	2018	1yr Chg	5yr Chg	Rank
Rochester	\$18.26	\$18.45	\$19.20	\$20.03	\$20.23	4%	5%	1
Cedar Rapids	\$17.50	\$17.65	\$18.04	\$18.48	\$19.15	2%	3%	2
Iowa City	\$17.55	\$17.53	\$17.71	\$18.38	\$19.03	1%	1%	3
Quad Cities	\$15.61	\$16.00	\$16.59	\$17.07	\$17.61	4%	6%	4
La Crosse	\$16.05	\$15.88	\$16.31	\$16.92	\$17.61	3%	2%	5
Dubuque	\$15.45	\$15.71	\$16.02	\$16.82	\$17.37	2%	4%	6
Waterloo	\$15.56	\$15.78	\$16.16	\$16.30	\$16.80	2%	4%	7
Platteville	\$14.58	\$14.84	\$15.40	\$15.83	\$16.61	4%	6%	8

**GDDC 2019 Economic Indicators Report**





# GREATER DUBUQUE 2022

## GOALS BREAKDOWN

### TO BE ACHIEVED BY JUNE 30, 2022:

**Job Creation**  
64,000

**Median Household Income**  
\$60,000

**Population**  
100,000

**Investment**  
\$800,000,000

Quarterly & Annual Action Dashboards\*  
(InfoAction & HR Action Reporting, primarily quantitative)

#### Education/ Occupational Data

- Number of Businesses
- Top & Fastest-growing Occupations
- Top & Fastest-growing Industries
- Skills Gap Analysis\*
- Higher Education Enrollments & Completions
- Certified K-12 Enrollment
- K-12 Reading & Math Proficiency

#### Median Household Income

- Salary Trends
- % Paying More Than 35% on Mortgage/Rent
- % K-12 Students Eligible for Free/Reduced Lunch
- Poverty Indicators
- SNAP Recipients
- Average Household Income for In- and Out-migration
- Data for Dubuque's True North Census Tracts 1 & 5

#### Population

- Migration Flow
- Cost of Living Composite
- Retail - Total Taxable Sales
- Vehicle Ownership

#### Investment

- Housing Units
- Median Property Value
- Mortgage Status
- Rental Vacancy Rate
- Median Rent
- Home & Property Sales

\*Available reports can be found at [www.greaterdubuque.org/data](http://www.greaterdubuque.org/data)

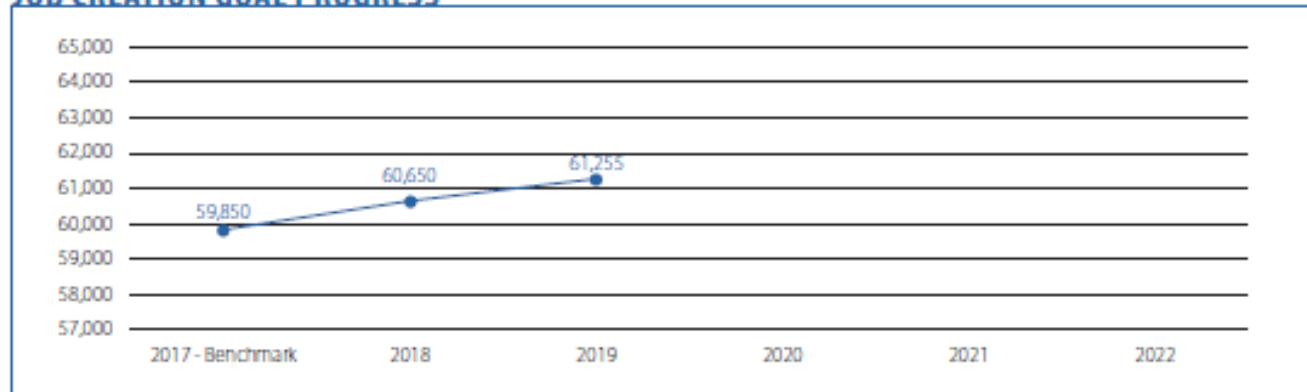
Note: The Dubuque Metropolitan Statistical Area (MSA) and Dubuque County are the same area for analysis.



# JOB CREATION

**GOAL: 64,000** in Dubuque Metropolitan Statistical Area (MSA)/Dubuque County

## JOB CREATION GOAL PROGRESS



## NUMBER OF BUSINESSES

**2017: 2,797 2016: 2,759 2015: 2,762 2014: 2,779**

Number of Employees	1-4	5-9	10-19	20-49	50-99	100-249	250-499	500-999	1000+	Total
Businesses within the Dubuque MSA (2014)	1,350	560	391	283	98	63	24	6	4	2,779
Businesses within the Dubuque MSA (2015)	1,350	517	412	286	99	62	24	11	1	2,762
Businesses within the Dubuque MSA (2016)	1,324	511	422	302	95	69	27	6	3	2,759
Businesses within the Dubuque MSA (2017)	1,358	544	397	298	97	67	29	4	3	2,797

96 Small Businesses: 68% of all establishments have 9 employees or less

**OVERALL TREND: UNCHANGED (2010 Census: 2,738 businesses)**

Dubuque MSA/Dubuque County

Source: U.S. Census Bureau, 2017 County Business Patterns Survey

## TOP 10 INDUSTRIES BY VOLUME OF JOBS 2014 & 2019

INDUSTRY	2014 JOBS	2019 JOBS	# CHANGE	% CHANGE
Manufacturing	9,151	9,956	805	9%
Health Care and Social Assistance	8,218	9,121	903	11%
Retail Trade	6,900	6,751	(149)	(2%)
Government	5,073	5,165	92	2%
Finance and Insurance	3,596	4,841	1,245	35%
Accommodation and Food Services	4,380	4,437	57	1%
Wholesale Trade	3,406	3,149	(257)	(8%)
Educational Services	3,065	2,857	(208)	(7%)
Other Services (except Public Administration)	2,880	2,760	(120)	(4%)
Construction	2,473	2,624	151	6%

Dubuque MSA/Dubuque County

Source: EMSI (QCEW Employees, Non-QCEW Employees, & Self-employed)

**FASTEST GROWING INDUSTRIES BY % JOB INCREASE 2014 & 2019**

INDUSTRY	2014 JOBS	2019 JOBS	# CHANGE	% CHANGE
Transportation and Warehousing	1,864	2,533	669	36%
Finance and Insurance	3,596	4,841	1,245	35%
Management of Companies and Enterprises	616	767	151	25%
Information	893	1,085	192	22%
Agriculture, Forestry, Fishing and Hunting	260	296	36	14%
Health Care and Social Assistance	8,218	9,121	903	11%
Manufacturing	9,151	9,956	805	9%
Real Estate and Rental and Leasing	455	487	32	7%
Construction	2,473	2,624	151	6%
Government	5,073	5,165	92	2%

Dubuque MSA/Dubuque County

Source: EMSI (QCEW Employees, Non-QCEW Employees, &amp; Self-employed)

**TOP 10 JOBS BY VOLUME 2014 & 2019**

OCCUPATION	2014	2019
Retail Salespersons	2,301	2,200
Customer Service Representatives	1,373	1,590
Combined Food Preparation and Serving Workers, Including Fast Food	1,444	1,559
Registered Nurses	1,317	1,500
Office Clerks, General	1,418	1,345
Cashiers	1,292	1,258
Heavy and Tractor-Trailer Truck Drivers	933	1,099
Assemblers and Fabricators, All Other, Including Team Assemblers	945	973
General and Operations Managers	854	919
Personal Care Aides	594	909

Dubuque MSA/Dubuque County

Source: EMSI (QCEW Employees, Non-QCEW Employees, &amp; Self-employed)

**FASTEST GROWING OCCUPATIONS BY % INCREASE 2014 & 2019**

OCCUPATION	# CHANGE	% CHANGE
Insurance Underwriters	65	97%
Insurance Claims and Policy Processing Clerks	145	85%
First-Line Supervisors of Personal Service Workers	42	53%
Personal Care Aides	315	53%
Mechanical Engineers	176	43%
Education Administrators, Postsecondary	84	37%
Counter Attendants, Cafeteria, Food Concession, and Coffee Shop	88	35%
Insurance Sales Agents	141	34%
Fitness Trainers and Aerobics Instructors	60	34%
Industrial Truck and Tractor Operators	128	33%

Dubuque MSA/Dubuque County

Source: EMSI (QCEW Employees, Non-QCEW Employees, &amp; Self-employed)

## HIGHER EDUCATION GRADUATES

2011	2016	2017	2018
4,881	5,663	5,444	5,663

Source: EMSI (IPEDS)

## HIGHER EDUCATION ENROLLMENT

	Undergraduate & Graduate	Continuing Education, Adult Education, Certificate/Licensure	Massage & Cosmetology	Total
2014-2015	30,456	33,462	301	64,309
2016-2017	29,424	26,208	362	55,994
2017-2018*	28,624	29,005	316	57,945

\*Previous data included ALL major completions, including second majors. 2017-2018 and subsequent reporting will only include first majors to eliminate duplication.

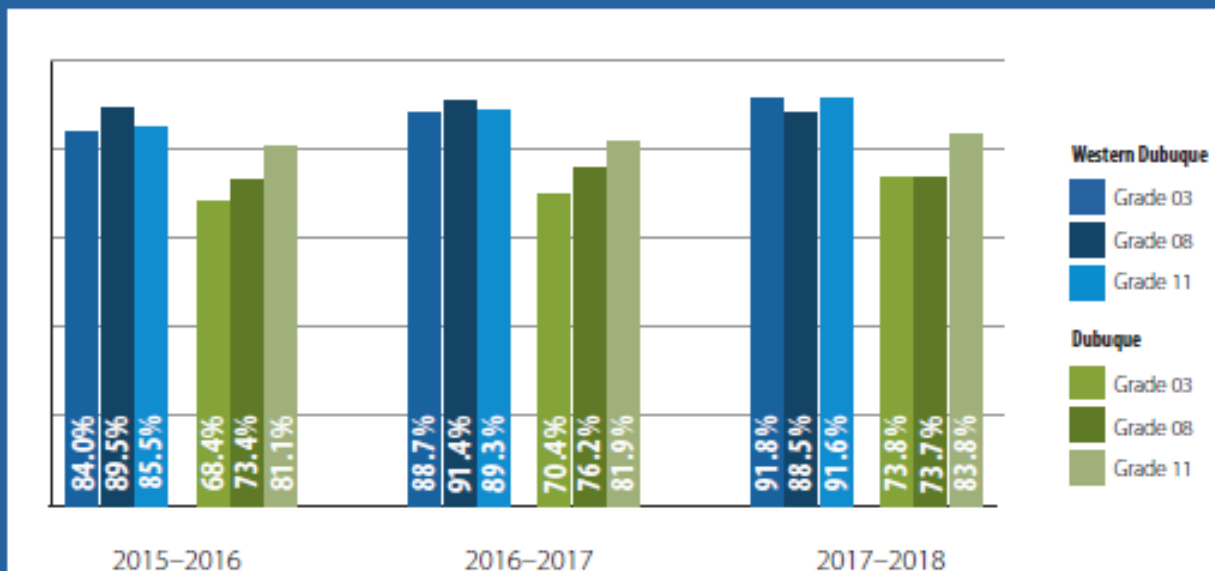
Source: EMSI (IPEDS)

## K-12 DUBUQUE AND WEST DUBUQUE CERTIFIED ENROLLMENT

	Dubuque	Western Dubuque	Holy Family/Dubuque Lutheran	Private Schools in West Dubuque
2016-2017	10,555	3,149	1,614	1,362
2017-2018	10,506	3,099	1,582	1,365
2018-2019	10,430	3,094	1,563	1,281

Source: State of Iowa Department of Education

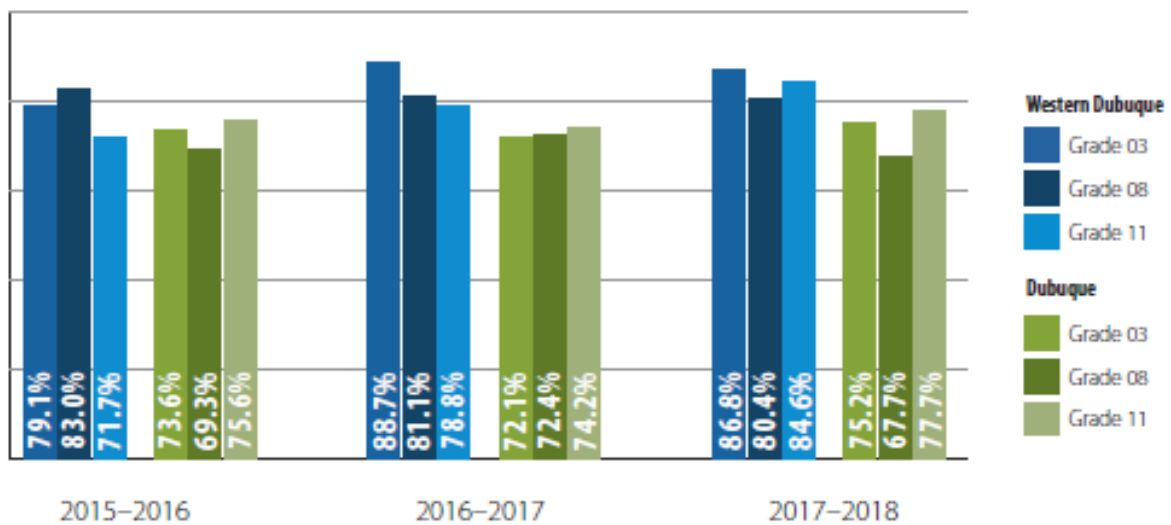
## MATH PROFICIENCY



The 2018-2019 proficiency data release has been delayed by the State of Iowa and was not available for this report. A revised report will be available once the data is released.

Source: State of Iowa Department of Education

## READING PROFICIENCY



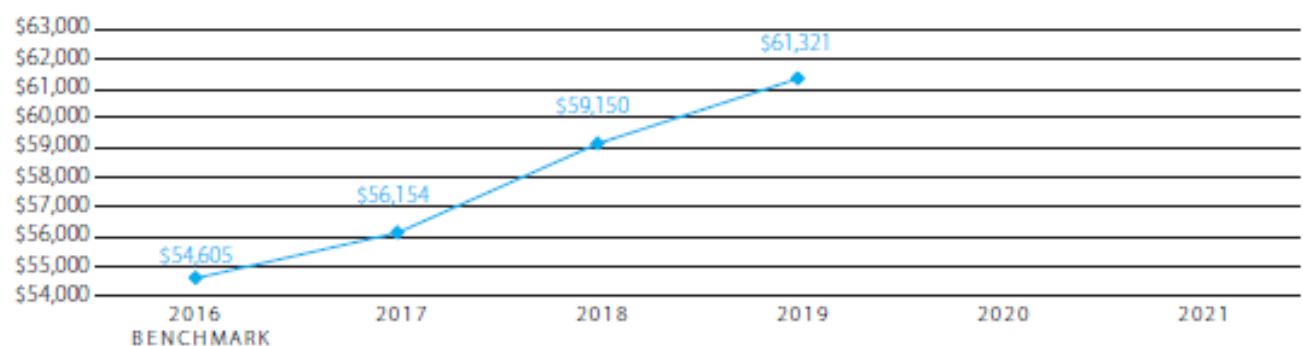
The 2018-2019 proficiency data release has been delayed by the State of Iowa and was not available for this report. A revised report will be available once the data is released.

Source: State of Iowa Department of Education

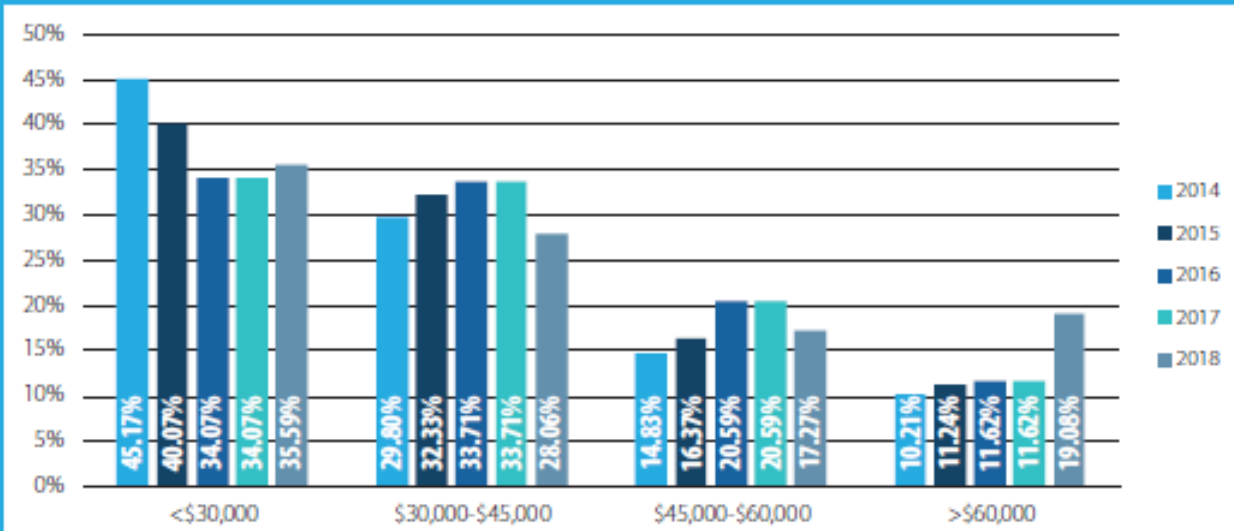
# MEDIAN HOUSEHOLD INCOME

GOAL: \$60,000

## MEDIAN HOUSEHOLD INCOME GOAL PROGRESS



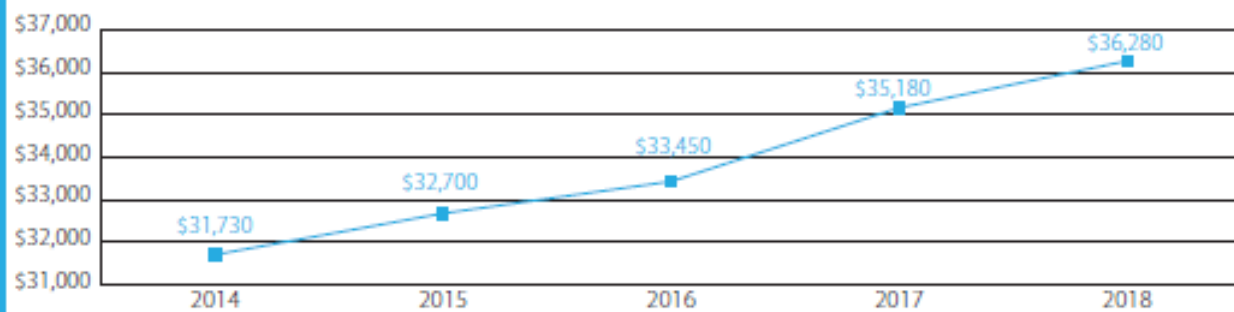
## SALARY TREND 2014–2018: % OF JOBS IN MARKET BY WAGE LEVEL



Dubuque MSA/Dubuque County

Source: Bureau of Labor Statistics, Occupational Employment Statistics

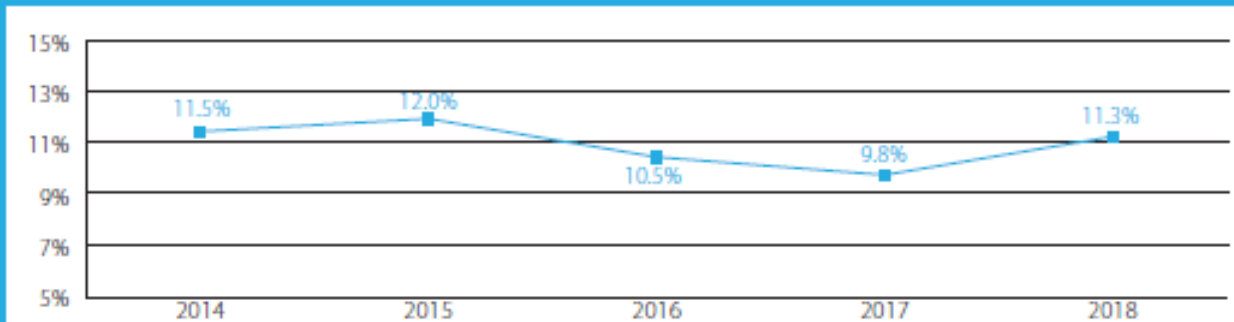
## MEDIAN ANNUAL SALARY 2014–2018



Dubuque MSA/Dubuque County

Source: Bureau of Labor Statistics, Occupational Employment Statistics

## POVERTY RATE 2014–2018



Dubuque MSA/Dubuque County

Source: U.S. Census Bureau, Small Area Income and Poverty Estimates

## POVERTY BY OTHER INDICATORS

	TOTAL NUMBER IN SUBSET		% BELOW POVERTY LEVEL		MARGIN OF ERROR	
	2017	2018	2017	2018	2017	2018
<b>AGE</b>						
Below 18	21,883	21,788	15.8%	14.8%	+/- 2.1%	+/- 2.1%
18 to 34 years	19,882	19,924	17.9%	16.9%	+/- 1.9%	+/- 2.0%
35 to 64 years	35,848	35,571	7.4%	7.9%	+/- 0.8%	+/- 0.9%
65 years and older	15,143	15,655	9.2%	9.5%	+/- 1.6%	+/- 1.7%
<b>RACE &amp; HISPANIC ORIGIN*</b>						
White/Caucasian alone	86,810	86,694	9.8%	9.8%	+/- 0.9%	+/- 0.9%
Black/African American alone	2,437	2,966	59.2%	54.0%	+/- 9.9%	+/- 12.4%
Asian alone	1,200	1,130	17.0%	12.5%	+/- 8.2%	+/- 8.5%
Two or more races	1,477	1,216	40.8%	21.5%	+/- 11.4%	+/- 8.7%
Hispanic or Latino origin (of any race)	1,987	2,113	32.0%	27.7%	+/- 11.3%	+/- 11.7%
<b>OTHER</b>						
Less than high school graduate	4,584	4,596	23.5%	21.5%	+/- 4.1%	+/- 5.1%
Employed, civilian labor force 16 years+	49,714	51,429	6.4%	7.4%	+/- 0.7%	+/- 0.7%
Female Householder Families with Children	2,278	2,337	47.2%	43.3%	+/- 7.3%	+/- 6.7%

\* Smaller populations have a higher margin of error

Source: American Community Survey 2014-2018 5-year estimates

## FREE AND REDUCED LUNCH PROGRAM PERCENTAGE

District	Year	Total Enrollment	Free Lunch	Reduced Lunch	% eligible for Free/Reduced Lunch
Dubuque	2015-16	10,419	3,244	604	36.93%
Dubuque	2016-17	10,360	3,152	532	35.56%
Dubuque	2017-18	10,293	3,219	584	36.95%
Dubuque	2018-19	10,175	3,743	715	43.8%
Western Dubuque	2015-16	3,178	713	276	31.1%
Western Dubuque	2016-17	3,297	742	295	31.45%
Western Dubuque	2017-18	3,276	697	323	31.14%
Western Dubuque	2018-19	3,285	732	313	31.8%

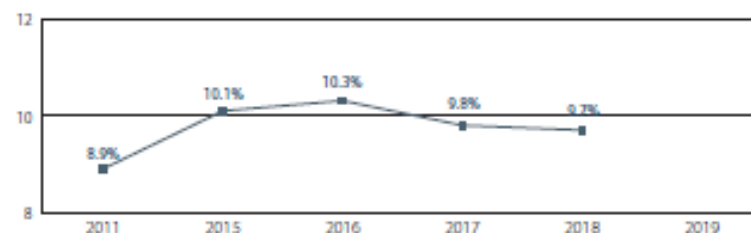
Source: State of Iowa Department of Education

## SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP) PARTICIPANTS

Percent of Households on cash public assistance or SNAP

**2011:** 3,312  
of 36,984 Total Households

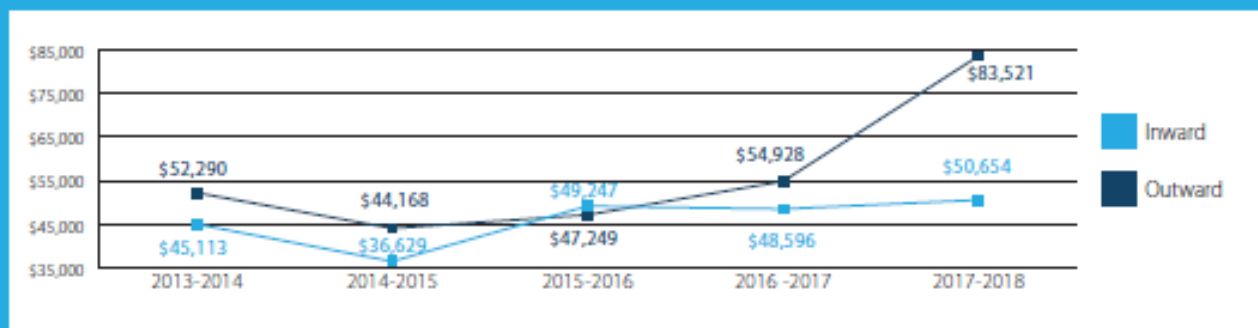
**2018:** 3,707  
of 38,330 Total Households



Dubuque MSA/Dubuque County

Source: American Community Survey 2014-2018 5-year Estimates

## AVERAGE HOUSEHOLD INCOME OF RESIDENTS MOVING IN OR OUT



Dubuque MSA/Dubuque County

Source: Internal Revenue Service

## PERCENT OF INCOME TOWARDS HOUSING

% with Mortgage and Owner Costs At or Exceeding 35% of Income	13.6%
% with Gross Rent At or Exceeding 35% of Income	37.1%

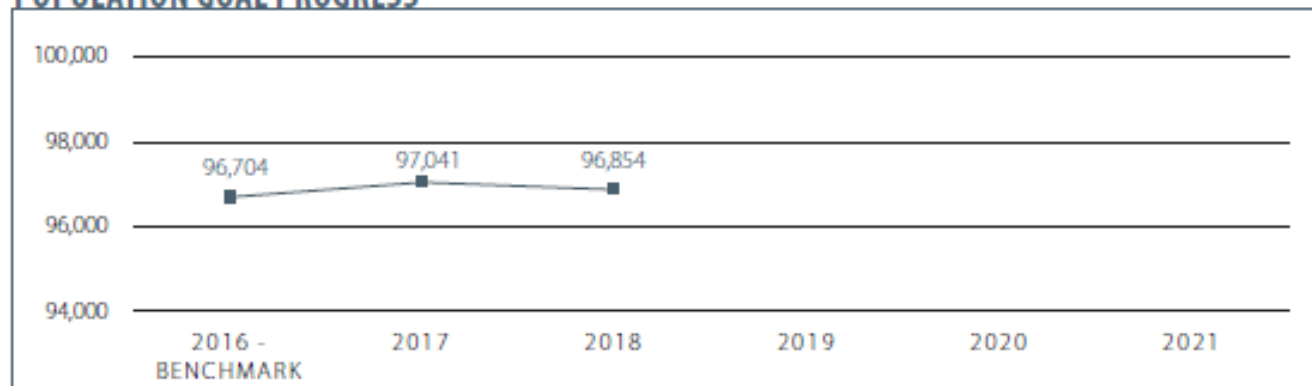
Dubuque MSA/Dubuque County

Source: American Community Survey 2014-2018 5-year Estimates

## POPULATION

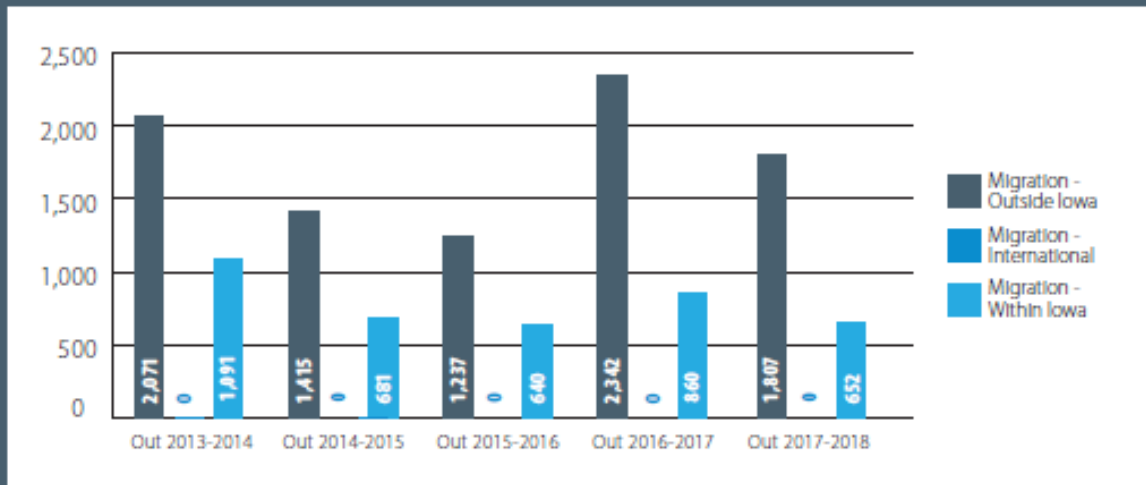
GOAL: 100,000

## POPULATION GOAL PROGRESS





## DUBUQUE COUNTY OUTFLOW (ESTIMATED FROM TAX RETURNS)



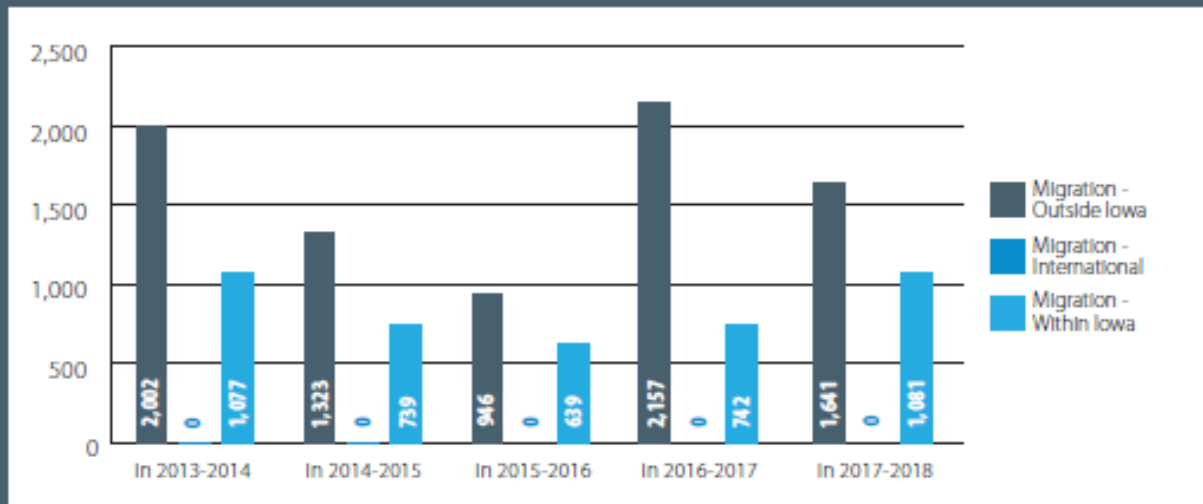
## TOP OUTFLOW LOCATIONS

NUMBER OF RETURNS	COUNTY	STATE
100	Grant County	WI
90	Cook County	IL
89	Jo Daviess County	IL
86	Linn County	IA
83	Jackson County	IA
70	Delaware County	IA
61	Scott County	IA
60	Dane County	WI
51	Johnson County	IA
44	Polk County	IA

Source: Internal Revenue Service



## DUBUQUE COUNTY INFLOW (ESTIMATED FROM TAX RETURNS)

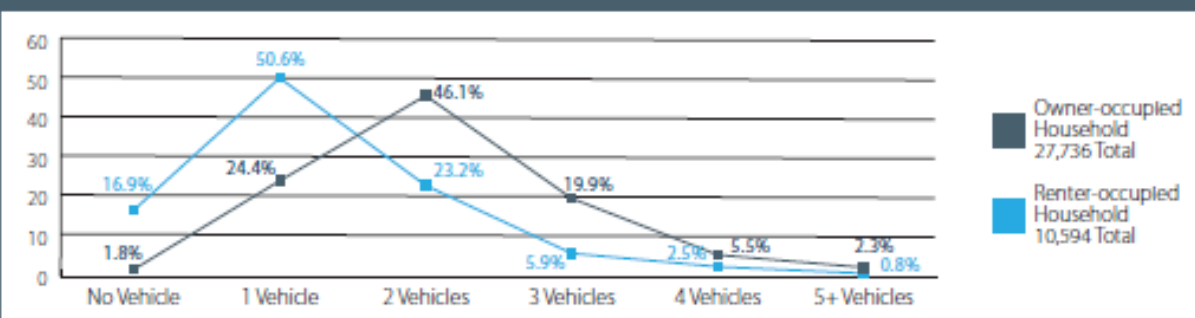


## TOP INFLOW LOCATIONS

NUMBER OF RETURNS	COUNTY	STATE
104	Grant County	WI
103	Jo Daviess County	IL
91	Jackson County	IA
89	Cook County	IL
72	Linn County	IA
60	Delaware County	IA
43	Black Hawk County	IA
41	Scott County	IA
39	Jones County	IA
34	Johnson County	IA

Source: Internal Revenue Service

## VEHICLE AVAILABLE BY HOUSEHOLD



Dubuque MSA/Dubuque County

Source: American Community Survey 2014-2018 5-year Estimates

## COST OF LIVING COMPOSITE

This index measures the relative price levels for consumer goods and services. The average of all participating areas equals 100 and each index is read as a percentage of the average for all places.

	2016 INDEX (%WEIGHT)	2017 INDEX (%WEIGHT)	2018 INDEX (%WEIGHT)
<b>Composite (100%)</b>	89.3%	89.2%	90.8%
<b>Grocery</b>	98.3%	96.8%	101.1%
<b>Housing</b>	67.3%	69.4%	72.3%
<b>Utilities</b>	91.1%	88.4%	100.8%
<b>Transportation</b>	88.9%	100.4%	96.8%
<b>Health</b>	91.6%	92.7%	89.3%
<b>Miscellaneous</b>	102.5%	99.1%	98.4%

Dubuque MSA/Dubuque County

Source: Council for Community & Economic Research, 2018 Annual Averages

## RETAIL—TOTAL TAXABLE SALES

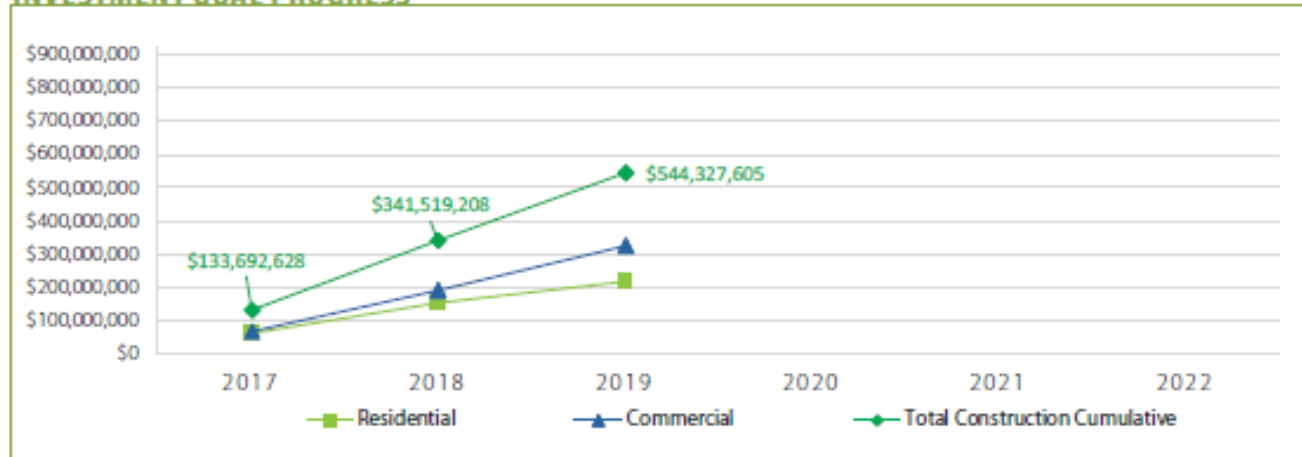
	FY2017	FY2018	% Change
<b>Real total taxable sales</b>	\$1,349,779,034	\$1,323,052,623	-2.0%
<b>Number of reporting firms (annualized)</b>	2,724	2,713	0.4%
<b>Population</b>	96,896	96,932	0.0%
<b>Average sales per capita</b>	\$13,930	\$13,649	-2.0%
<b>Average sales per firm</b>	\$495,468	\$487,761	-1.6%

Source: Iowa State University, Retail Trade Analysis FY 2018

# INVESTMENT

## GOAL: \$800,000,000

### INVESTMENT GOAL PROGRESS



### HOUSING DATA

	2017	2018
Total Housing Units	40,818	41,065
Median Property Value of Owner-Occupied Units	\$157,200	\$160,900
Mortgage Status of Owner-Occupied Units	61.0% Mortgage 39.0% No Mortgage	60.8% Mortgage 39.2% No Mortgage
Rental Vacancy Rate	6.5%	6.6%
Median Rent	\$742	\$763

Source: American Community Survey 2014-2018 5-year Estimates

### HOME & PROPERTY SALES

Residential Home Sales - Dubuque Area: **965** (2019), 4% Decrease over 2018  
 Commercial/Industrial Sales - Dubuque Area: **21** (2019), 12% Decrease over 2018

Source: East Central Iowa Association of REALTORS 2019 Data

# DUBUQUE'S TRUE NORTH CENSUS TRACTS 1&5

The Dubuque's True North area includes Census Tract 1, Block Groups 1 & 3 and Census Tract 5, Block Groups 1, 2, 3, & 4. Data in this chart is unavailable at the Block Group level. Census Tract 1, Block Group 2 is the only block group included in this data that is not in the Dubuque's True North area.

	COUNTY		TRACTS 1 & 5	
	2017	2018	2017	2018
Employment (Civilian Labor Force)	66.1%	65.3%	61.4%	60.8%
Commuting to work by walking or public transportation	4.7%	4.4%	17.8%	14.0%
Median Household Income	\$59,150	\$61,321	\$30,299	\$32,507
Poverty Level	11.9%	11.7%	33.4%	31.2%
SNAP Participation for past 12 months (households)	9.8%	9.7%	30.3%	30.3%

Source: American Community Survey 2014-2018 5-year Estimates

# SOURCES

## & UPDATE CYCLES

Source	Used for	When Updated
U.S. Census Estimates	# of businesses	Annually (April)
EMSI - QCEW, non-QCEW, self-employed	Job growth, top jobs by industry	Quarterly
EMSI - IPEDS	Higher education graduates and enrollment	Annually
State of Iowa Department of Education	Math & Reading proficiency, Free/Reduced lunch	Annually
Bureau of Labor Statistics	Salary trends	Annually
Internal Revenue Service	Income of inward/outward migration, Outflow & Inflow data	Annually (November)
American Community Survey	Housing Data, Poverty, Income	Annually (December)
Iowa State University	Retail data	Annually (March)
East Central Iowa Association of REALTORS	Housing Data	Annually (January)

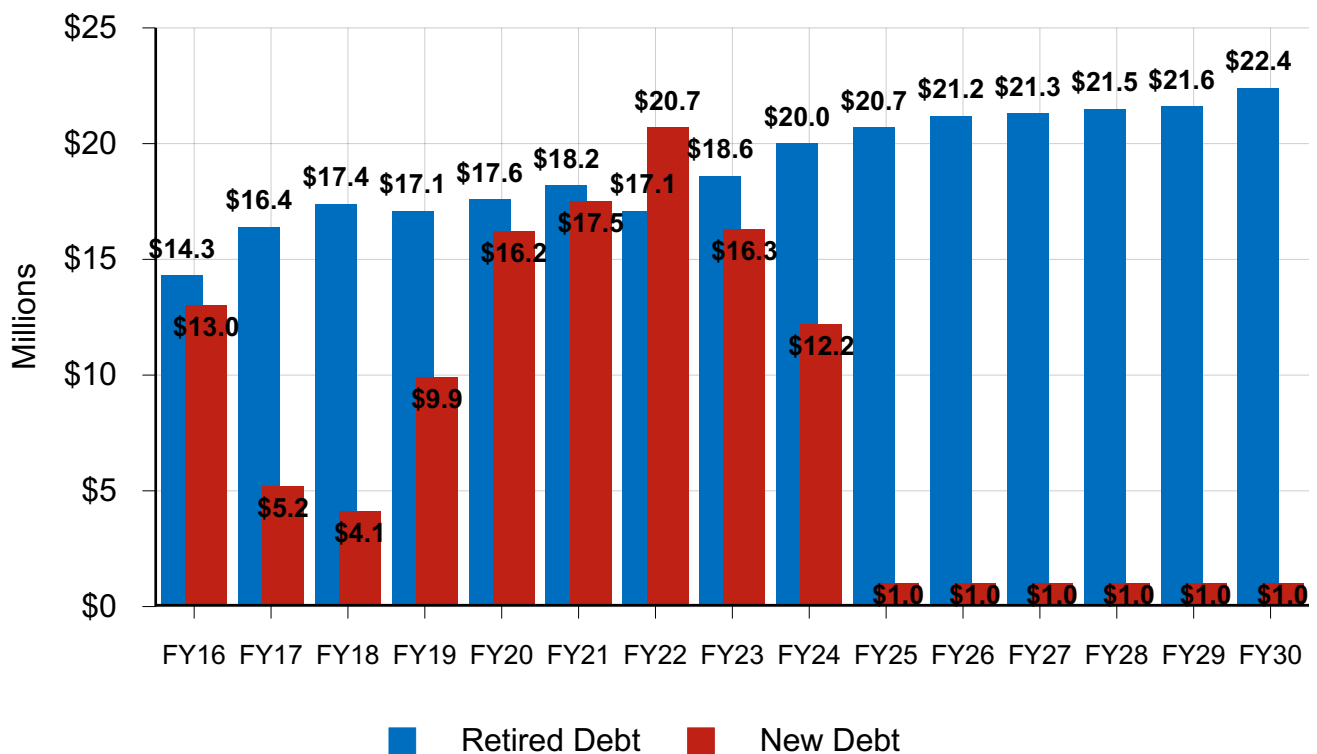
## Fiscal Year 2021 Budget Recommendation

The goal of the Fiscal Year 2021 budget recommendation is to maintain the momentum of our community. The budget has been built around the vision, mission, goals, priorities and direction provided by the Mayor and City Council at the August 2019 goal setting session, with input from the community. A series of six public hearings will now be held by the Mayor and City Council before adopting a final budget on March 26, 2020. The Fiscal Year 2021 budget year begins on July 1, 2020.

While in August 2015 the Mayor and City Council directed staff to start reducing the amount of City debt, previous investments are still paying dividends. With the current City strategy of more pay as you go investments and the acceptance that some debt will be issued each year, with a goal to retire more debt each year than is issued, the City will continue to be able to leverage past investment and create new opportunities to improve quality of life for residents, create jobs and maintain infrastructure.

In Fiscal year 2021 City staff has been able to meet that goal of retiring more debt than is being issued in every year for the sixth consecutive year. However, in Fiscal Year 2022 due to the issuance of debt for the new downtown parking ramp being moved up from FY 2025 to FY 2022, it is anticipated the City will not meet that goal, returning to meeting the goal in FY 2023 and beyond.

### Retired Debt Versus New Debt (In Millions)



While accomplishing the Mayor and City Council priorities, the goal is to minimize the costs for the residents and businesses.

### Property Taxes

The Fiscal Year 2021 recommended City property tax rate of \$10.43 per thousand is a 1.00% increase from Fiscal Year 2020, which follows a 2.43% decrease from Fiscal Year 2019, and a 2.79% decrease from Fiscal Year 2018.

The average homeowner would see a 2.72% (\$20.94) increase in their property tax payment for the City portion of their property tax bill. The average commercial property would see a 0.53% (\$16.89) decrease, the average industrial property a 0.03% (\$1.39) decrease, and the average multi-residential property a 12.26% (\$213.06) increase.

Fiscal Year 2021 follows Fiscal Year 2020 where the average homeowner saw no change in their property tax payment for the city portion of their property tax bill, the average commercial property saw a 3.58% (\$117.52) decrease, the average industrial property saw a 3.21% (\$156.15) decrease, and the average multi-residential property saw a 7.07% (\$132.29) decrease.

The following chart shows the impact on the average homeowner with the commercial and industrial backfill phased out over five-years and with the backfill remaining at 100%:

Fiscal Year	Reduced Backfill			100% Backfill		
	City Tax	% Change	\$ Change	City Tax	% Change	\$ Change
2012	\$791.11	2.72%	\$20.94	\$791.11	2.72%	\$20.94
2022	\$816.97	3.27%	\$25.86	\$812.13	2.66%	\$21.02
2023	\$845.01	3.43%	\$28.04	\$840.25	3.46%	\$28.12
2024	\$884.47	4.67%	\$39.46	\$879.77	4.70%	\$39.52
205	\$925.44	4.63%	\$40.97	\$920.83	4.67%	\$41.06

### City Property Tax Rate Comparison for Eleven Largest Iowa Cities

Rank	City	Tax Rate
11	Des Moines	\$18.3798
10	Council Bluffs	\$18.2629
9	Waterloo	\$17.5480
8	Davenport	\$16.7800
7	Sioux City	\$16.0707
6	Iowa City	\$15.8331
5	Cedar Rapids	\$15.4362
4	West Des Moines	\$11.7980
3	Ankeny	\$11.4140
2	<b>Dubuque (FY 2021)</b>	<b>\$10.4346</b>
1	Ames	\$10.0256
	AVERAGE w/o Dubuque	\$15.15

\*Includes the transit tax levy adopted by the Des Moines Area Regional Transit Authority for comparability.

Dubuque has the **SECOND LOWEST** property tax rate as compared to the eleven largest cities in the state. The highest rate (Des Moines) is 76.14% higher than Dubuque's rate, and the average is 45.24% higher than Dubuque.

At the end of the Fiscal Year 2020 budget cycle for all cities, the highest ranked city was 77% higher than Dubuque and the average was 47% higher than Dubuque, so there is a significant possibility that in Fiscal Year 2021 Dubuque will not only maintain its position as second lowest property tax rate but also improve its relative position to the other large cities in Iowa.

**Property Taxes per Capita  
Comparison for Eleven Largest Iowa Cities**

Rank	City	Taxes Per Capita
11	West Des Moines	\$1,269.20
10	Iowa City	\$993.15
9	Ankeny	\$900.76
8	Cedar Rapids	\$881.00
7	Council Bluffs	\$924.59
6	Des Moines	\$833.62
5	Davenport	\$840.11
4	Sioux City	\$671.69
3	Waterloo	\$681.77
2	Ames	\$542.07
1	<b>Dubuque (FY 21)</b>	<b>\$539.94</b>
	AVERAGE w/o Dubuque	\$853.79

Dubuque has the **LOWEST** taxes per capita as compared to the eleven largest cities in the state. The highest (West Des Moines) is 135.06% higher than Dubuque's taxes per capita, and the average is 58.13% higher than Dubuque.

The projected Fiscal Year 2021 property tax asking of \$26,952,048 is a \$655,967 (2.49%) increase from Fiscal Year 2020. The total Fiscal Year 2021 budget recommendation (\$199,808,524) is 4.33% more than the current budget year (Fiscal Year 2020). The Fiscal Year 2021 operating budget recommendation is \$140,061,277 and the Fiscal Year 2021 Capital Improvement Program budget recommendation is \$59,747,247.

After the local option sales tax was passed by referendum in 1988 with 50% of revenue going to property tax relief, the average property tax classification over that 30 years has seen the following results:

	Prior to Sales Tax FY 1988	FY 2021	\$ Difference	% Difference
Property Tax Rate	\$ 14.5819	\$ 10.4346	-\$4.1473	-28.44%
Average Residential Payment	\$ 512.38	\$ 791.11	+\$278.73	+54.40%
Average Commercial Payment	\$ 2,490.61	\$3,143.82	+\$653.21	+26.23%
Average Industrial Property	\$ 6,975.00	\$4,712.37	-\$2,262.63	-32.44%
Average Multi-Residential Property (FY17)	\$ 2,472.99	\$1,950.98	-\$522.01	-21.11%



**Position Eliminations, New Positions and Unfrozen Positions**

The Fiscal Year 2021 budget increases the full-time equivalents by 11.50 FTE, decreases part-time equivalents by 2.83 FTE, and increases seasonal equivalents by 0.32 FTE, **resulting in a net increase of 8.35 full-time equivalents**. The following chart summarizes the personnel changes adopted in Fiscal Year 2021:

Department	Position	Type	FY 2021 Cost (Savings) Includes Benefits	FTE
City Clerk	Limited Term Clerical Assistant	Seasonal	\$ (13,657)	-0.50
City Clerk	Intern	Seasonal	\$ (8,331)	-0.31
Engineering	Camera Systems Technician	Full-Time	\$ 66,774	1.00
Engineering	Environmental Engineer	Full-Time	\$ 127,576	1.00
Engineering	Engineering Technician	Full-Time	\$ (93,866)	-1.00
Engineering	Intern	Seasonal	\$ (8,692)	-0.25
Finance	Budget Manager	Full-Time	\$ (107,438)	-1.00
Finance	Budget/Financial Analyst	Full-Time	\$ 86,714	1.00
Finance	Budget/Financial analyst	Full-Time	\$ 86,714	1.00
Finance	Finance Intern	Seasonal	\$ 16,384	0.51
Finance	Confidential Account Clerk	Full-Time	\$ 69,157	1.00
Finance	Confidential Account Clerk	Part-Time	\$ (43,072)	-0.75
Fire	Firefighter	Full-Time	\$ 88,645	1.00
Health Services	Animal Control Officer	Full-Time	\$ 83,350	1.00
Health Services	Animal Control Officer	Part-Time	\$ (51,119)	-0.72
Housing	Assistant Housing Director	Full-Time	\$ 110,316	1.00
Housing	Grant Administrator	Full-Time	\$ (91,851)	-1.00
Housing	Resiliency Coordinator	Full-Time	\$ 105,279	1.00
Housing	Nuisance Specialist	Full-Time	\$ 72,885	1.00
Housing	Inspector I	Full-Time	\$ (84,275)	-1.00
Housing	Inspector II	Full-Time	\$ 95,841	1.00
Housing	Inspector I	Seasonal	\$ (21,182)	-0.30
Library	Library Aide	Full-Time	\$ 71,800	1.00
Parks	Laborer II	Seasonal	\$ 14,785	0.53
Police	School Resource Officer	Full-Time	\$ 103,158	1.00
Public Information Office	Communications Assistant	Full-Time	\$ 39,140	0.50
Public Information Office	Communications Specialist	Part-Time	\$ (21,904)	-0.38
Public Works	Traffic Signal Technician II	Full-Time	\$ 78,502	1.00
Public Works	Secretary	Full-Time	\$ 71,258	1.00
Public Works	Clerical Assistant	Part-Time	\$ (21,461)	-0.68
Water	Water Distribution Maintenance Worker	Part-Time	\$ 29,545	0.50
Water	Water Meter Service Worker	Part-Time	\$ (60,331)	-0.80
	<b>FY 2021 Total</b>		<b>\$ 790,644</b>	<b>8.35</b>

Looking at the FY 2021 recommended budget, the current budget year (Fiscal Year 2020) and previous budget years (Fiscal Year 2019 and 2018), 55.24 FTE positions have been eliminated:

Department	Positions Eliminated	Type	FY 2017 Savings (Includes Benefits)	FY 2018 Savings (Includes Benefits)	FY 2019 Savings (Includes Benefits)	FY 2020 Savings (Includes Benefits)	FY 2021 Savings (Includes Benefits)	FTE
Budget	Budget Director	FT				\$ 154,947		-1.00
Building	Building Inspector II	PT		\$ 66,112				-0.75
Building	Building Inspector II	FT			\$ 86,938			-1.00
City Clerk	Clerical Assistant	Seas					\$ 13,657	-0.50
City Clerk	Intern	Seas					\$ 8,331	-0.31
CMO	Management Intern (ICMA)	PT				\$ 31,605		-0.60
ED	Arts Coordinator	PT		\$ 28,836				-0.50
ED	Project Coordinator	FT				\$ 81,322		-1.00
Engineering	Limited Term Engineering Tech	FT		\$ 75,126	\$ 4,900			-1.00
Engineering	Engineering Tech	FT					\$ 93,866	-1.00
Engineering	Environmental Engineer	FT		\$ 125,359				-1.00
Engineering	I&I Inspectors	FT		\$ 146,953				-2.00
Engineering	Confidential Account Clerk	PT		\$ 5,274				-0.12
Engineering	Engineering Aide NA	Seas		\$ 58,584				-1.50
Engineering	Engineering Assistant	Seas		\$ 25,808			\$ 8,692	-0.80
Engineering	Confidential Account Clerk	PT				\$ 56,353		-1.25
Engineering	I&I Inspector	PT				\$ 1,196		-0.02
Finance	Finance Director	FT				\$ 125,074		-1.00
Finance	Assistant Finance Dir.	FT				\$ 110,888		-1.00
Finance	Payroll Specialist	PT				\$ 46,659		-0.70
Finance	Budget Manager	FT					\$ 107,438	-1.00
Finance	Confidential Account Clerk	PT					\$ 43,072	-0.75
Health Services	Animal Control Officer	PT				\$ 50,695	\$ 51,119	-1.44
Housing	Assisted Housing Supervisor	FT		\$ 87,011				-1.00
Housing	Lead Paint Supervisor	FT			\$ 59,464			-0.62
Housing	Lead Paint Inspector	FT			\$ 99,050			-1.24
Housing	Lead Paint Assistant	FT			\$ 45,191			-0.62
Housing	Resiliency Coordinator	FT				\$ 81,312		-0.75
Housing	Grant Administrator	FT					\$ 91,851	-1.00
Housing	Inspector I	FT					\$ 84,275	-1.00
Housing	Inspector I	Seas					\$ 21,182	-0.30
Legal	Assistant City Attorney	FT		\$ 153,256				-1.00
Parking	Laborer	FT		\$ 75,243	\$ 75,140			-2.00
Parking	Parking Meter Service Worker	FT	\$ 71,104	\$ 72,526				-1.00

Department	Positions Eliminated	Type	FY 2017 Savings (Includes Benefits)	FY 2018 Savings (Includes Benefits)	FY 2019 Savings (Includes Benefits)	FY 2020 Savings (Includes Benefits)	FY 2021 Savings (Includes Benefits)	FTE
Parking	Laborer	PT	\$ 37,331	\$ 38,078				-0.50
Parking	Ramp Cashier	PT	\$ 1,844	\$ 1,881				-0.05
Parking	Parking Supervisor	FT			\$ 95,113			-1.00
Parking	Confidential Account Clerk	FT			\$ 59,170			-1.00
Parking	Parking System Technician	FT			\$ 78,903			-1.00
Parking	Customer Service Representative	PT			\$ 23,602			-0.55
Parks	Park Ranger	FT	\$ 76,249	\$ 77,774				-1.00
Parks	Custodian	PT	\$ 4,696	\$ 4,790				-0.10
Parks	Laborer	Seas			\$ 14,019			-0.52
Police	Corporal	FT			\$ 112,511			-1.00
Public Information	Communications Specialist	PT				\$ 26,130	\$ 21,904	-0.75
Public Works	Laborer	Seas			\$ 36,105			-1.31
Public Works	Clerical Assistant	PT					\$ 21,461	-0.68
Recreation	Custodian	PT	\$ 4,696	\$ 4,790				-0.10
Recreation	Snack Bar Manager	Seas				\$ 2,017		-0.07
Recreation	Concession Worker	Seas				\$ 409		-0.02
Recreation	Dock Worker	Seas				\$ 2,185		-0.09
Recreation	Cashier	Seas				\$ 3,398		-0.14
Transit	Confidential Account Clerk	FT		\$ 62,509				-1.00
Transit	Dispatcher	PT		\$ 29,571	\$ 48,966			-1.46
Transit	Service Worker	PT		\$ 41,468				-0.70
Transit	Bus Operator	PT			\$ 6,639			-0.12
Transit	Assistant Operations Supervisor	PT			\$ 54,368			-0.75
Transit	Customer Service Representative	PT			\$ 23,603			-0.55
Transit	Marketing Intern	Seas			\$ 15,537			-0.50
Transp. Svcs	Bus Operators	PT				\$ 143,419		-3.05
W&RRC	Lab Intern	Seas		\$ 4,974				-0.16
W&RRC	Assistant Manager	FT			\$ 86,873			-1.00
W&RRC	Plant Operator Grade II	FT			\$ 79,663			-1.00
W&RRC	Plant Operator Grade IV	FT			\$ 85,473			-1.00
Water	Plant Manager	FT			\$ 125,708			-1.00
Water	Plant Operator	FT			\$ 74,959			-1.00
Water	Water Meter Service Worker	PT					\$ 60,331	-0.80
Water	Secretary	PT				\$ 22,923		-0.50
<b>Total Positions Eliminated</b>			<b>\$ 195,920</b>	<b>\$ 1,185,923</b>	<b>\$1,391,895</b>	<b>\$ 940,532</b>	<b>\$ 627,179</b>	<b>-55.24</b>

**Over a five-year period (Fiscal Year 2017, Fiscal Year 2018, Fiscal Year 2019, Fiscal Year 2020, and Fiscal Year 2021) the City will have eliminated 55.24 full-time equivalent positions and added 51.12 full-time equivalent positions resulting in -4.12 net change in number of employees over that five-year period.**

Since 1981, the City has minimized the number of positions added. If the Fiscal Year 2021 staffing changes are approved, the City will have increased its full-time workforce by 0.4% since 1981. This was achieved in spite of all the new services that have been added in that time period including staff-intensive activities like recycling and combined county-wide public safety dispatching. Also, the number of sworn Police Officer positions has increased by 37 over that time period.

### Debt

**The City will issue \$54,821,719 in new debt in the recommended 5-year CIP, mostly for fire truck and pumper replacements, fire station expansion, road improvements, sanitary sewer improvements, additional downtown parking, and maintenance of Five Flags (if the referendum does not pass).**

Project	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
Chavenelle Road Rehab	\$ 1,295,000					\$ 1,295,000
Cedar and Terminal Sanitary Mains and Life	\$ 674,810	\$ 1,416,000	\$ 2,270,000			\$ 4,360,810
Sanitary Sewer Extension to Existing Developments	\$ 600,000	\$ 1,200,000				\$ 1,800,000
E 12th and Elm Parking Lot	\$ 589,000					\$ 589,000
Water SCADA and Communications	\$ 495,000					\$ 495,000
Transit Bus Replacement	\$ 426,522	\$ 187,201				\$ 613,723
Center Place Alley Sanitary Sewer Rehab	\$ 410,000					\$ 410,000
River Dock Expansion	\$ 406,000					\$ 406,000
Auburn and Custer Sanitary Sewer	\$ 316,400					\$ 316,400
Fire Ladder and Pumper Replacement	\$ 288,417	\$ 1,557,550		\$ 865,200		\$ 2,711,167
Sanitary Sewer CCTV Inspection	\$ 285,000	\$ —	\$ 183,715	\$ 181,000		\$ 649,715
City-Wide Tipper Carts	\$ 280,000	\$ 280,000	\$ 280,000			\$ 840,000
General Ledger Software	\$ 250,000	\$ 750,000				\$ 1,000,000
Jackson Park Amenities	\$ 250,000					\$ 250,000
Water Wells, Well Field, & Well Transmission	\$ 250,000					\$ 250,000
Sanitary Sewer Asset Management Plan	\$ 237,000	\$ 121,000				\$ 358,000
Sanitary Sewer Track Line Cleaning & Lining	\$ 187,790					\$ 187,790
Replace HVAC Fire Headquarters	\$ 168,924	\$ 344,605				\$ 513,529
Public Lead Line Water Main Replacement	\$ 120,000					\$ 120,000

Project	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
Water Treatment Plant Condition Assessment	\$ 115,000					\$ 115,000
Downtown Ramp	\$ —	\$10,000,000	\$ 7,240,000			\$ 17,240,000
W&RRC Final Clarifier		\$ 860,000				\$ 860,000
Fire Station Expansion Relocation					\$ 806,000	\$ 806,000
Street - Street Light Installation				\$ 150,000		\$ 150,000
W&RRC High Strength Storage	\$ —	\$ 479,000	\$ 1,062,975			\$ 1,541,975
Sanitary Sewer Twin Ridge Lagoon Abandonment		\$ 465,000				\$ 465,000
Development of McFadden Farm			\$ 4,455,000	\$ 3,900,000		\$ 8,355,000
Airport Rehab Taxiway A			\$ 427,300	\$ 225,000		\$ 652,300
Sanitary Sewer Perry & Bradley St Force Main Improvements			\$ 225,000			\$ 225,000
Knob Hill-Duggan Drive Sanitary Sewer Reconstruction			\$ 154,310			\$ 154,310
Cooper Place and Maiden Lane Sanitary Sewer			\$ 30,000	\$ 305,000		\$ 335,000
Five Flags Improvements				\$ 6,000,000		\$ 6,000,000
GDT URD Incentives & Rehab				\$ 400,000		\$ 400,000
Downtown Urban Renewal ADA Assist				\$ 100,000		\$ 100,000
Street -7th Street Extension to Pine				\$ 40,000		\$ 40,000
Sanitary Sewer Lining Program					\$ 216,000	\$ 216,000
<b>Total New Debt</b>	<b>\$ 7,644,863</b>	<b>\$17,660,356</b>	<b>\$16,328,300</b>	<b>\$12,166,200</b>	<b>\$ 1,022,000</b>	<b>\$ 54,821,719</b>

In addition, the City will access \$12,886,503 of previously issued state revolving fund loans as the related capital improvement projects progress. The draw down on these previously issued loans is as follows:

Project	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
Stormwater Upper Bee Branch & Sponsor SRF	\$ 247,664					\$ 247,664
Stormwater Upper Bee Branch Railroad Culverts SRF	\$ 7,245,000	\$ 1,999,090				\$ 9,244,090
Water Roosevelt Water Tower SRF	\$ 1,304,749					\$ 1,304,749
Water CIWA Purchase & Improvements	\$ 1,060,000	\$ 1,030,000	\$ —			\$ 2,090,000
<b>Total Draw Downs</b>	<b>\$ 9,857,413</b>	<b>\$ 3,029,090</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$12,886,503</b>

The City will retire \$94,628,548 of existing debt over the next five-years (FY21-FY25).The following chart shows the net reduction of debt from Fiscal Year 2021 - Fiscal Year 2025:

Project	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
New Debt	\$ 7,644,863	\$ 17,660,356	\$ 16,328,300	\$ 12,166,200	\$ 1,022,000	\$ 54,821,719
Previously Issued SRF Draw Downs	\$ 9,857,413	\$ 3,029,090	\$ —	\$ —	\$ —	\$ 12,886,503
Retired Debt	-\$18,195,851	-\$17,065,073	-\$18,646,375	-\$19,995,470	-\$20,725,779	-\$94,628,548
<b>Net Debt Reduction</b>	<b>-\$693,575</b>	<b>\$3,624,373</b>	<b>-\$2,318,075</b>	<b>-\$7,829,270</b>	<b>-\$19,703,779</b>	<b>-\$26,920,326</b>

Outstanding General Obligation (G.O.) debt on June 30, 2021 is projected to be \$111,687,827 (46.67% of the statutory debt limit), **leaving an available debt capacity of \$127,610,421 (53.33%)**. In Fiscal Year 2016, the City was at 86.13% of statutory debt limit, so **46.67% in Fiscal Year 2021 is a 43.22% decrease in use of the statutory debt limit.**

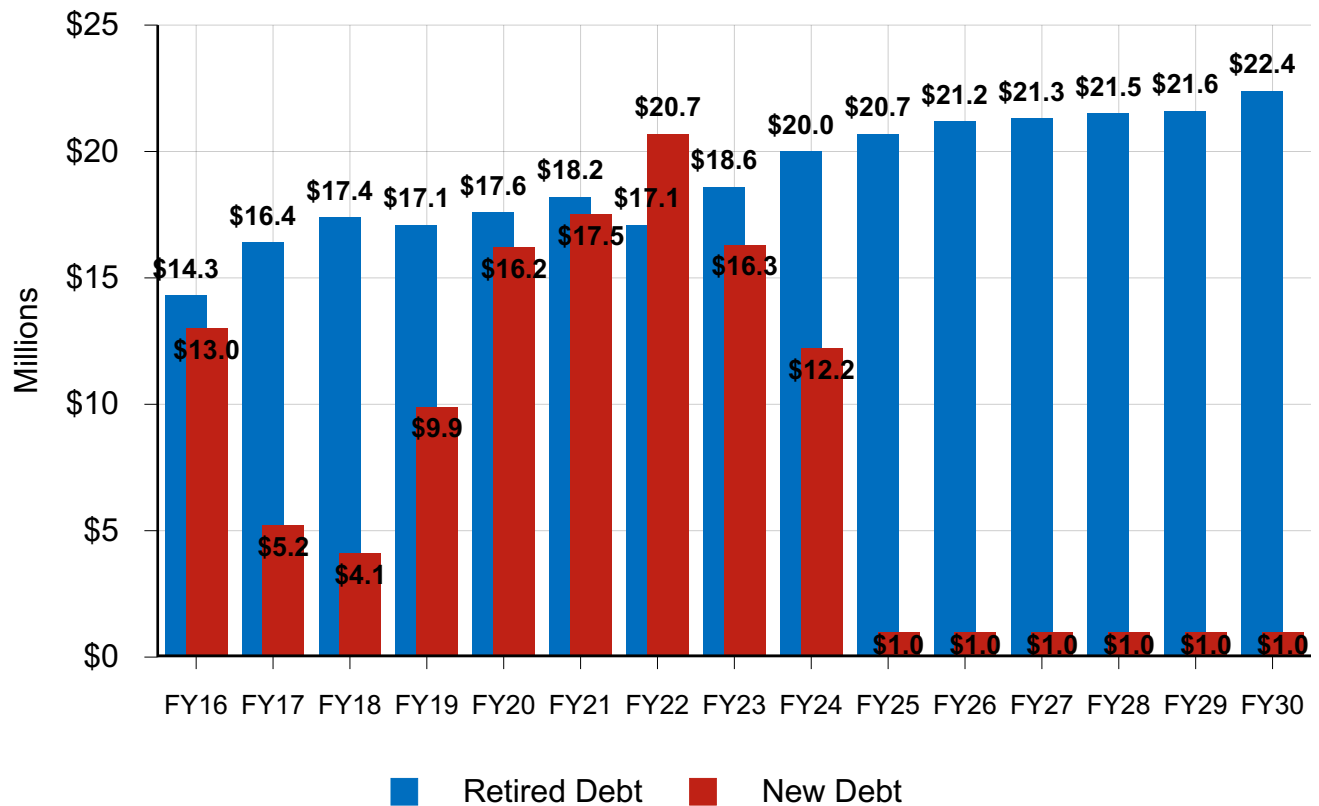
The City also has debt that is not subject to the statutory debt limit, such as revenue bonds. Outstanding revenue bonds payable by water, sewer, parking and stormwater fees, will have a balance of \$149,099,964 on June 30, 2021 .

The total City indebtedness as of June 30, 2021, is projected to be \$260,787,791 (46.67% of statutory debt limit). The total City indebtedness as of June 30, 2016, was \$295,477,641 (86.13% of statutory debt limit). **The City is projected to have \$34,689,850 less in debt as of June 30, 2021.**

The combination of reduced debt and increased utility rates partially reflects the movement to a more "pay as you go" strategy, which could lead to larger tax and fee increases than with the use of debt.

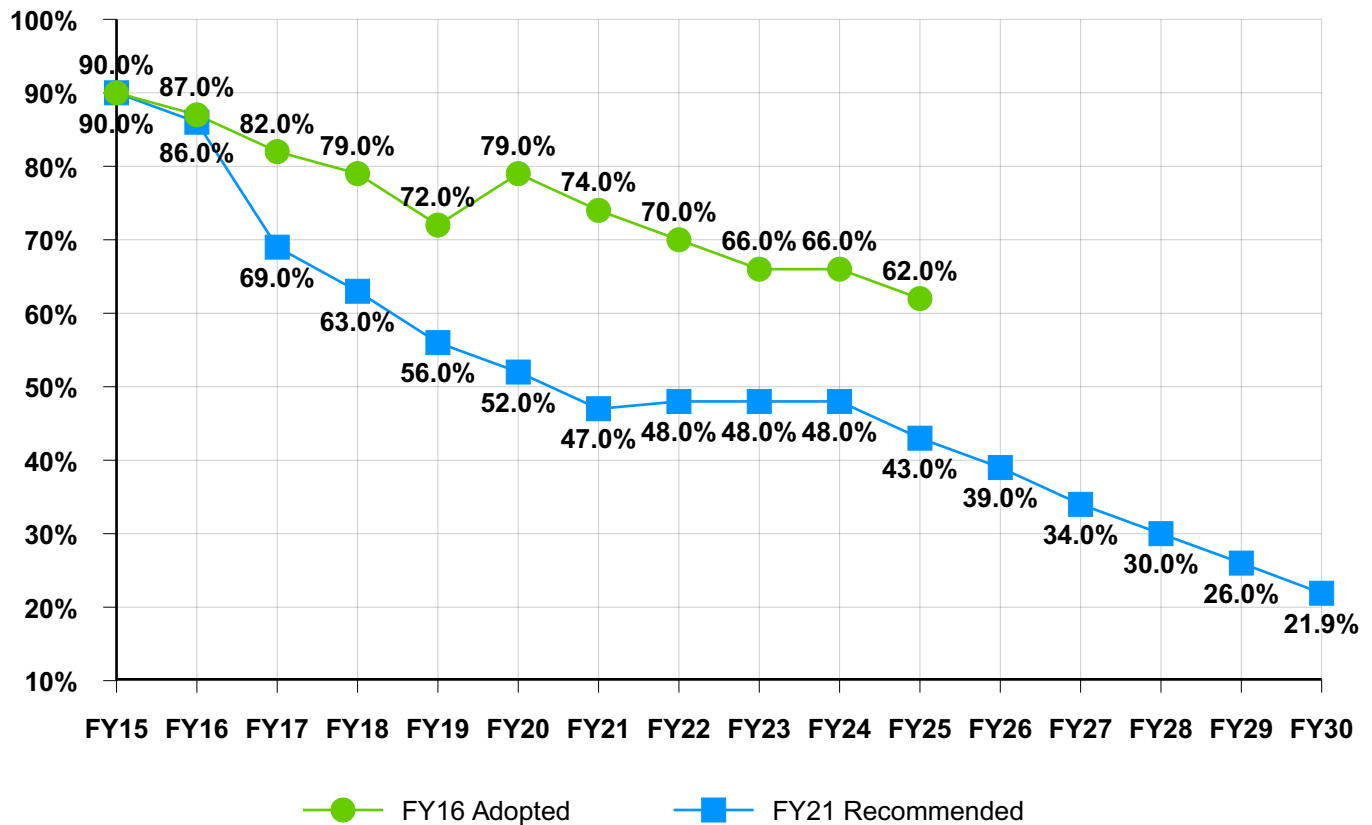
The following chart shows the amount of retired debt as compared to new debt. The new debt includes new debt issuances as well as draw downs on existing state revolving fund loans:

### Retired Debt Versus New Debt (In Millions)



In August 2015, the Mayor and City Council adopted a debt reduction strategy which targeted retiring more debt each year than was issued by the City. This recommendation achieves that target in every year except Fiscal Year 2022 due to the issuance of debt for the new downtown parking ramp being moved up from FY 2025 to FY 2022. **You can see that the Mayor and City Council have significantly impacted the City's use of the statutory debt limit established by the State of Iowa.** In Fiscal Year 2015, the City of Dubuque used 90% of the statutory debt limit. In this budget recommendation, the Mayor and City Council are currently reviewing for Fiscal Year 2021, the use of the statutory debt limit would be 47%, and by the end of the recommended 5-Year Capital Improvement Program (CIP) budget in Fiscal Year 2025, the City of Dubuque would be at 43% of the statutory debt limit. Projections out 10 years to Fiscal Year 2030 show the City of Dubuque at 22% of the statutory debt limit. This is an improvement on the debt reduction plan adopted in August 2015, that first began implementation in Fiscal Year 2016.

### Statutory Debt Limit Used (As of June 30th)



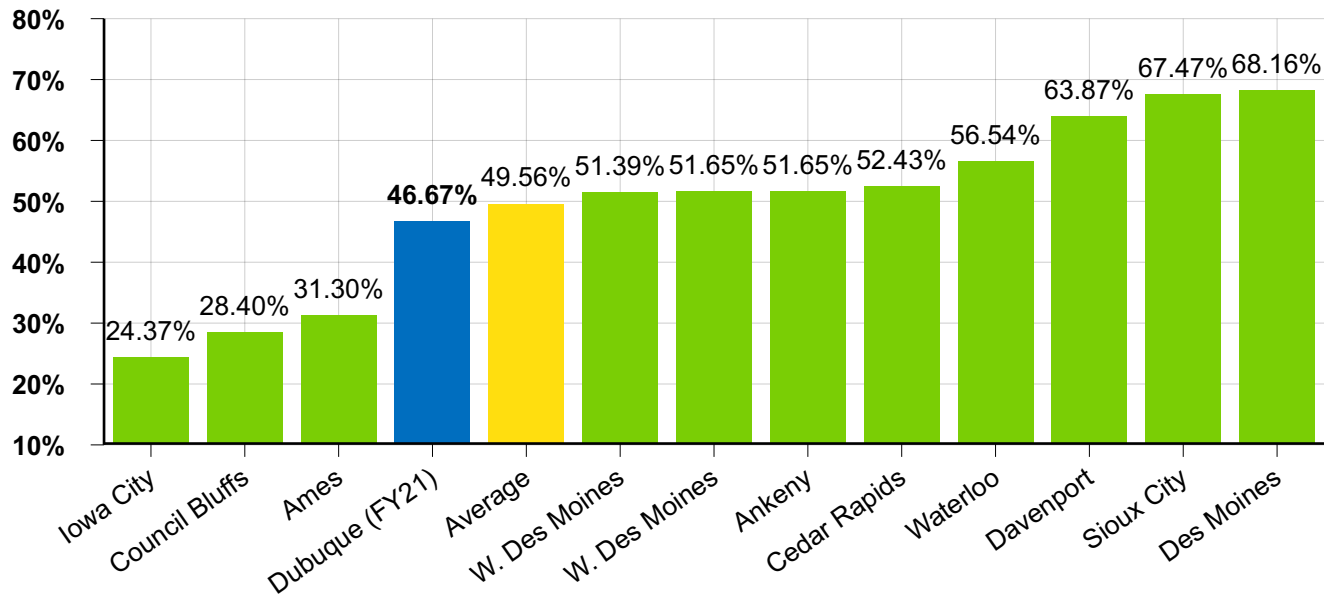
The following chart shows Dubuque's relative position pertaining to use of the statutory debt limit for Fiscal Year 2021 compared to the other cities in Iowa for Fiscal Year 2019 with a population over 50,000:

#### Fiscal Year 2019 Legal Debt Limit Comparison for Eleven Largest Iowa Cities

Rank	City	Legal Debt Limit (5%)	Statutory Debt Outstanding	Percentage of Legal Debt Limit Utilized
11	Des Moines	\$ 577,394,243	\$ 393,570,000	68.16%
10	Sioux City	\$ 213,569,727	\$ 144,100,000	67.47%
9	Davenport	\$ 330,626,114	\$ 211,165,000	63.87%
8	Waterloo	\$ 191,406,282	\$ 108,225,490	56.54%
7	Cedar Rapids	\$ 518,039,169	\$ 271,585,000	52.43%
6	Ankeny	\$ 245,580,138	\$ 126,830,000	51.65%
5	W. Des Moines	\$ 359,449,675	\$ 184,720,000	51.39%
4	<b>Dubuque (FY21)</b>	<b>\$ 239,298,248</b>	<b>\$ 111,687,827</b>	<b>46.67%</b>
3	Ames	\$ 209,227,522	\$ 65,480,000	31.30%
2	Council Bluffs	\$ 241,950,558	\$ 68,725,096	28.40%
1	Iowa City	\$ 274,723,837	\$ 66,945,000	24.37%
	<b>Average w/o Dubuque</b>			<b>49.56%</b>



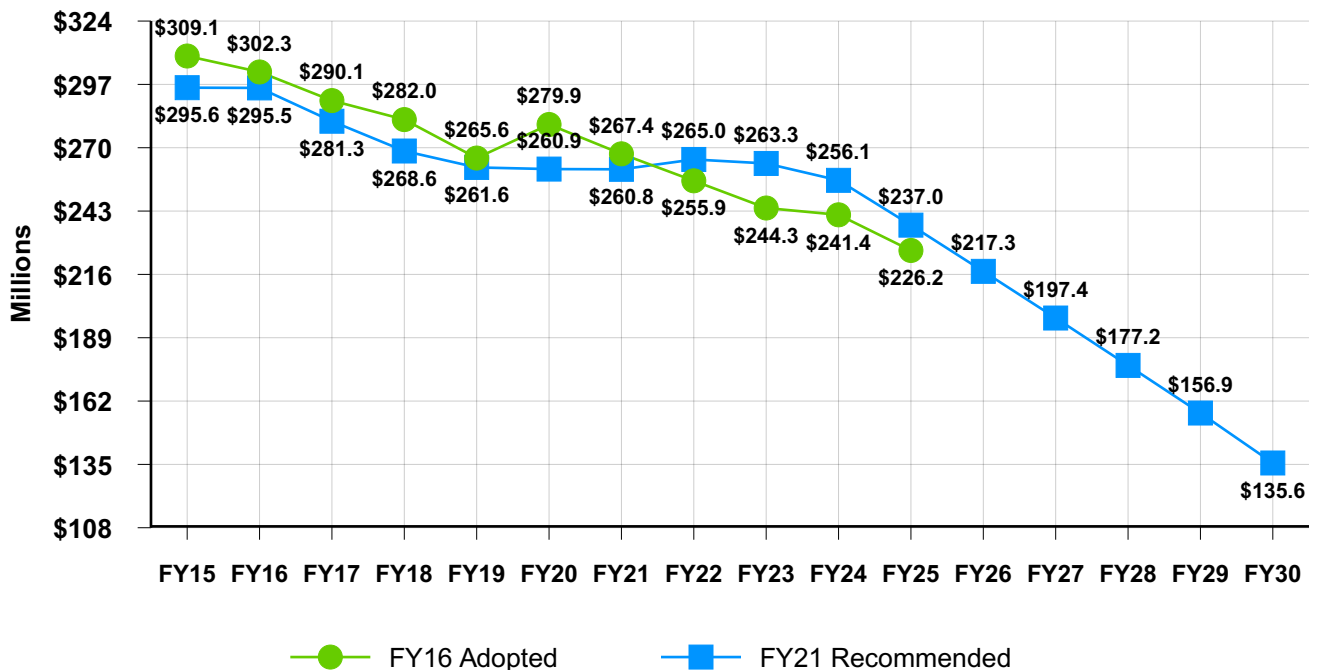
## Percent of Legal Debt Limit Utilized



Dubuque ranks as the fourth lowest of the use of statutory debt limit of the 11 cities in Iowa with a population over 50,000 and Dubuque is below the average of the other Cities.

By the end of the recommended 5-Year Capital Improvement Program (CIP) budget the total amount of debt for the City of Dubuque would be \$237.0 million (43% of the statutory debt limit) and the projection is to be at \$135.6 million (22% of statutory debt limit) within 10 years.

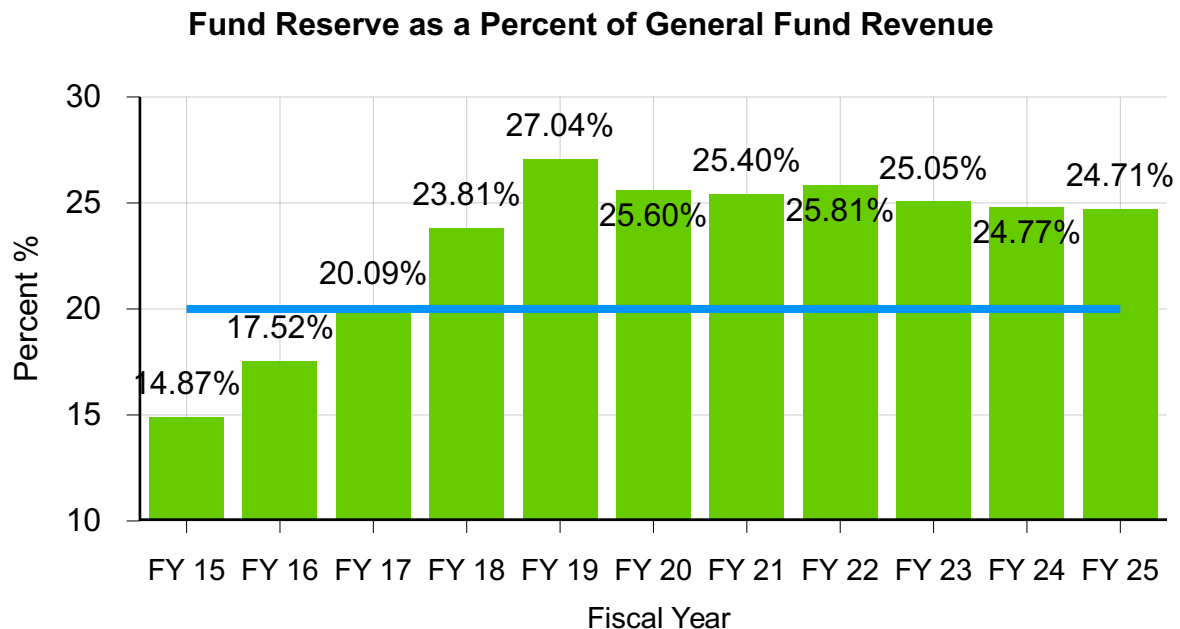
## Total Debt (In Millions)



### General Fund Reserve

The City maintains a general fund reserve, or working balance, to allow for unforeseen expenses that may occur. Moody's Investor Service recommends a 20% General Fund Operating Reserve for "AA" rated cities. In May 2015, Moody's Investors Service downgraded Dubuque's general obligation bond rating from Aa2 to Aa3, but removed the negative future outlook. This followed two bond rating upgrades in 2003 and 2010, and one bond rating downgrade in 2014. In announcing the bond rating downgrade, Moody's noted the City's general fund balance/reserve declined.

<b>Fiscal Year</b>	<b>Fund Reserve (As percent of General Fund revenues)</b>	<b>Reason for change from previous Fiscal Year</b>
FY 2015	14.87%	Unchanged
FY 2016	17.52%	Increase due to capital projects not expended before the end of the FY and increase in general fund revenue
FY 2017	20.09%	Increase due to capital projects not expended before the end of the FY and additional contributions to general fund reserve
FY 2018	23.81%	Increase due to capital projects not expended before the end of the FY and additional contributions to general fund reserve
FY 2019	27.04%	Increase due to capital projects not expended before the end of the FY and additional contributions to general fund reserve
FY 2020	25.60%	Decrease due to planned capital expenditures
FY 2021	25.40%	Decrease due to planned capital expenditures



The City of Dubuque has historically adopted a general fund reserve policy as part of the Fiscal and Budget Policy Guidelines which is adopted each year as part of the budget process. During Fiscal Year 2013, the City adopted a formal Fund Reserve Policy which states the City may continue to add

to the General Fund minimum balance of 10% when additional funds are available until 20% of Net General Fund Operating Cost is reached.

After all planned expenditures in FY 2020, the City of Dubuque will have a general fund reserve of 18.86% of general fund expenses as computed by the methodology adopted in the City's general fund reserve policy on a cash basis or 25.60% percent of general fund revenues as computed by the accrual basis methodology used by Moody's Investors Service. The general fund reserve cash balance is projected to be \$13,031,745 on June 30, 2020 as compared to the general fund reserve balance on an accrual basis of \$18,120,432 as computed by Moody's Investors Service. In Fiscal Year 2020, there are resources available for mid-year capital expenditures due to employee vacancy savings in several departments and additional riverfront lease, building permits, and franchise fee revenues. The general fund reserve balance on an accrual basis exceeds 22% in FY 2020, which is the margin of error used to ensure the City always has a general fund reserve of at least 20% as computed by Moody's Investors Service.

The reserve will increase by \$2,800,000 (20.3%) from Fiscal Year 2019 - Fiscal Year 2024.

	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
Contribution	\$1,700,000	\$—	\$—	\$—	\$—	\$—	\$—
City's Spendable General Fund Cash Reserve Fund Balance	\$20,011,333	\$18,120,432	\$18,120,432	\$18,120,432	\$18,120,432	\$18,120,432	\$18,120,432
% of Projected Revenue (Moody's)	27.04%	25.60%	25.40%	25.81%	25.05%	24.77%	24.71%

**In October 2016, Moody's Investors Service upgraded the rating on \$18 million in City of Dubuque bonds issued to support the Bee Branch Watershed Flood Mitigation Project from A3 to A2.**

### State Revolving Fund Sponsorship Projects and Green Project Loans

The City uses State Revolving Fund (SRF) loans for water and sanitary sewer projects whenever possible because of the **very low annual interest rate of 1.75% with an annual servicing fee of 0.25%.**

In 2009, legislation was passed in Iowa that allows water utilities that issue debt through the Clean Water State Revolving Fund Program to sponsor and help finance other water quality improvement (CWSRF) projects within or outside its service limits. This new funding mechanism, called Water Resource Restoration Sponsored Projects, will provide cities, counties, local watershed organizations, watershed management authorities, county conservation boards, and soil and water conservation districts a funding source to construct improvements throughout a watershed that keep sediment, nutrients, chemicals and other pollutants out of streams and lakes.

Repayment of a standard Clean Water SRF (CWSRF) loan includes the repayment of the original loan amount, the principal, and the cost to finance the loan, interest and fees. On a CWSRF loan with a sponsored project, the financing costs are reduced by the amount of the cost of the sponsored project improvements. Figure 1 shows a comparison between a standard CWSRF loan and a CWSRF loan with a sponsorship project. As shown, the total cost to the utility (the total of loan repayments) remains unchanged as the cost of funding for the sponsorship project is offset by a

reduction in loan financing costs. In essence, two water quality projects are completed for the price of one.

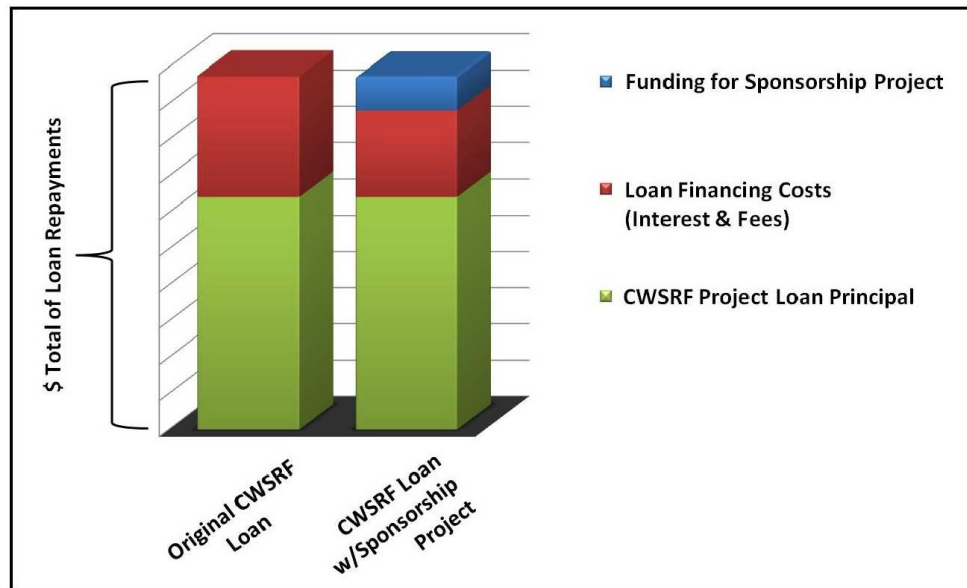


Figure 1. Loan repayment comparison between a standard CWSRF loan and a CWSRF loan with a sponsorship project.

After three years of the State of Iowa being unsuccessful in completing one of these modified loans, the City of Dubuque had the first successful application for the state when, in April 2013, the City was awarded \$9.4 million of the interest paid on the Water and Resource Recovery Center to be used to reconstruct over 70 Green Alleys in the Bee Branch Watershed. The principal for the Water & Resource Recovery Center Upgrade was increased from \$64,885,000 to \$75,145,579 and the interest rate plus annual servicing fee was decreased from 3.25% to 2.00% to add the Green Alley sponsorship project. This reduction allowed for increased proceeds **and resulted in a true interest cost of 1.96% and gross borrowing savings of \$11.4 million.**

The Fiscal Years 2010, 2011, and 2012 State Revolving Fund capitalization grants included requirements for certain percentages of the funds to be allocated for green projects. Each green infrastructure project receives a portion of loan forgiveness not to exceed 30%. In June 2015, the City of Dubuque Upper Bee Branch Creek Restoration Project (Upper Bee Branch Project) qualified for a Green Project Loan from the CWSRF Program in the amount of \$29,541,000. The loan includes a "principal forgiveness" provision. The amount of the loan to be forgiven is 20% of the total loan disbursements made under the loan agreement. **The amount of the loan to be forgiven when the project is completed is estimated to be \$5,908,200. The actual true interest cost for total funds received was not the 2.00% borrowing rate (1.75% interest and 0.25% administrative fee), but just 0.07% after reflecting the receipt of interest free funds (forgiven portion).**

Then, in August 2017, the City was awarded \$1.4 million in funding for improvements with the Catfish Creek Watershed through the State of Iowa Water Resource Restoration Sponsored Project program as part of the City's State Revolving Fund loan for the Upper Bee Branch Creek Restoration Project. The funding for the \$1.4 million in improvements will come from the interest payments on the City's Upper Bee Branch SRF loan. The Upper Bee Branch Creek SRF loan principal was increased to \$30,941,000 and **the interest rate plus the annual servicing fee was reduced from 2.00% to 1.43%. On a gross basis, the borrowing costs for the new loan were \$1.38 million less than the original loan.**

### City Utilities

The water rate increase recommendation is 5.00%, the sanitary sewer rate increase recommendation is 5.00%, and the solid waste collection rate increase recommendation is 7.68%. The City Council previously approved a 6.76% stormwater rate increase for Fiscal Year 2021 and this recommendation does not change that amount.

The following are the utility rate comparisons for other cities in the State of Iowa:

### **RATES AND COMPARISONS**

#### Water Rate Comparison for Largest Iowa Cities with Water Softening

Rank	City	Water Rate (6,000 Gallons/ residence avg.)
7	West Des Moines	\$36.98
6	Des Moines	\$35.79
5	Iowa City	\$35.01
<b>4</b>	<b>Dubuque</b>	<b>\$32.28</b>
3	Cedar Rapids	\$32.16
2	Ames	\$31.87
1	Council Bluffs	\$29.60
	Average w/o Dubuque	\$33.57

Dubuque's water is some of the best in the world! The highest rate (West Des Moines) is 14.55% higher than Dubuque's rate, and the average is 3.98% higher than Dubuque.

#### Sanitary Sewer Rate Comparison for Eleven Largest Iowa Cities

Rank	City	Sanitary Sewer Rate (Based on 6,000 Gallons/month)
11	Ankeny	\$61.66
10	Davenport	\$60.33
9	Des Moines	\$50.66
<b>8</b>	<b>Dubuque</b>	<b>\$44.35</b>
7	West Des Moines	\$40.88
6	Iowa City	\$36.65
5	Ames	\$36.17
4	Sioux City	\$35.26
3	Cedar Rapids	\$30.96
2	Waterloo	\$29.82
1	Council Bluffs	\$22.94
	Average w/o Dubuque	\$40.53

The highest rate (Ankeny) is 39.03% higher than Dubuque's rate, and the average is 8.61% lower than Dubuque.

## Solid Waste Collection Rate Comparison for Eleven Largest Iowa Cities

Rank	City	Solid Waste Monthly Rate
11	Ames	\$26.25
10	Cedar Rapids	\$22.53
9	Council Bluffs	\$18.00
8	Iowa City	\$17.10
<b>7</b>	<b>Dubuque</b>	<b>\$16.82</b>
6	Sioux City	\$16.63
5	Ankeny	\$16.25
4	Des Moines	\$13.64
3	Davenport	\$13.02
2	West Des Moines	\$12.25
1	Waterloo	\$10.00
	Average w/o Dubuque	\$16.57

The highest rate (Ames) is 56.06% higher than Dubuque's rate, and the average is (1.51)% lower than Dubuque.

## Stormwater Rate Comparison for the Largest Iowa Cities with Stormwater Fees

Rank	City	Stormwater Rate
10	Des Moines	\$14.68
<b>9</b>	<b>Dubuque</b>	<b>\$8.85</b>
8	Cedar Rapids	\$6.91
7	West Des Moines	\$6.05
6	Ankeny	\$5.50
5	Iowa City	\$5.00
4	Ames	\$4.95
3	Waterloo	\$4.25
2	Davenport	\$2.88
1	Sioux City	\$2.80
	Average w/o Dubuque	\$5.89

The highest rate (Des Moines) is 65.88% higher than Dubuque's rate, and the average is 33.43% lower than Dubuque.

### Improvement Packages

There were 136 improvement level decision packages requested in Fiscal Year 2021, of which 88 are being recommended for funding. The recurring general fund expenditures total \$407,455 and will also impact future budget years. The non-recurring general fund expenditures total \$217,039. The remaining improvement packages recommended for funding from non-property tax support total \$461,846.

### State-Funded Backfill on Commercial and Industrial Property Tax

Commercial and Industrial property taxpayers previously were taxed at 100% of assessed value; however, due to property tax reform legislation in Fiscal Year 2013, a 95% rollback factor was applied in Fiscal Year 2015 and a 90% rollback factor will be applied in Fiscal Year 2016 and each year beyond. The State of Iowa committed to backfill the loss in property tax revenue from the rollback and the backfill 100% in Fiscal Year 2015 through Fiscal Year 2017 and then the backfill was capped at the Fiscal Year 2017 level in Fiscal Year 2018 and beyond. **The FY 2021 State backfill for property tax loss is estimated to be \$1,016,776.**

Elements of the property tax reform passed by the Iowa Legislature in 2013 have created a tremendous amount of uncertainty in the budget process. While the State has committed to provide some funding for the City revenue reductions caused by the decrease in taxable value for commercial and industrial properties, key legislators have been quoted in the media as casting doubt on the reimbursements continuing. **Beginning in FY 2022, it is assumed that the State will eliminate the backfill over a five-year period.**

The projected reduction of State backfill revenue to the general fund is as follows:

Fiscal Year	State Backfill Reduction
2022	\$ 203,355
2023	\$ 203,355
2024	\$ 203,355
2025	\$ 203,355
2026	\$ 203,356
<b>Total</b>	<b>\$ 1,016,776</b>

In the Tax Increment Financing (TIF) Economic Development and Slum and Blight Urban Renewal Districts in each of the five fiscal years in this budget recommendation, there is some built-in protection against the possibility that, at some point in time, the State of Iowa might stop funding the property tax reform backfill payments. In these TIF areas, the City is not allocating backfill in Fiscal Year 2022 and beyond. Each year the State funds the backfill will give the City greater resources to accomplish the intended goals of the TIF district that can be carried into the next budget year. There are numerous unfunded needs.



### Local Option Sales Tax

The City is beginning to see stagnation in local option sales tax revenues. Sales tax receipts are projected to decrease 4.35% under FY 2020 budget (\$426,400) and 2.40% over FY 2020 actual of \$4,581,312 based on FY 2020 revised revenue estimate which includes a reconciliation payment from the State of Iowa of \$438,664 received in November 2019, increased 2.40% percent to calculate the FY 2021 budget, and then increased at an annual rate of 2.00% percent per year beginning in FY 2022. The estimates received from the State of Iowa show a 0.54% increase in the first payment estimated for FY 2021 as compared to the first payment budgeted for FY 2020. The following chart shows the past four years of actual sales tax funds and projected FY 2021 for the General Fund:

Sales Tax Funds	FY17	FY18	FY19	FY20	FY21
PY Quarter 4 (Half)	\$ 748,170	\$ 748,108	\$ 366,087	355,026.5	380,548.5
Quarter 1	\$ 1,112,755	\$ 1,080,294	\$ 1,066,816	1,124,104.5	1,146,586.5
Quarter 2	\$ 1,146,296	\$ 1,109,978	\$1,098,595.5	1,149,881	1,172,878.6
Quarter 3	\$ 960,626	\$ 939,923	\$ 1,031,606	971,871	991,308.42
Quarter 4 (Half)	\$ 374,054	\$ 366,087	\$ 700,311.5	761,097	776,318.94
Reconciliation	\$ 103,185	\$ 77,018	\$ 217,699	219,332.185	223,718.828
Total	\$ 4,445,086	\$ 4,321,408	\$ 4,481,115	\$ 4,581,312	\$ 4,691,360
% Change	(4.36)%	(2.86)%	+3.70%	+2.24%	+2.40%

While it is easy to blame this on e-commerce (ex: Amazon.com), and that certainly is having an impact, it cannot be forgotten that in March 2016 the State of Iowa amended the sales and use tax exemption provided by Iowa Code Sec. 423.3(47) for items used by manufacturers to specifically exempt qualifying “replacement parts” and “supplies.” While we cannot quantify this because the State does not provide sales information, the impact has probably been substantial. Effective July 1, 2018, the State eliminated the sales tax on potable water and replaced it with a water excise tax which is a loss of revenue of \$132,000 per year.

### Gaming Revenue

Gaming revenues generated from lease payments from the Dubuque Racing Association (DRA) are estimated to increase \$198,633 from \$4,987,104 in FY 2020 to \$5,185,737 in FY 2021 based on adding \$140,000 in FY 2021 for sports betting and revised projections from the DRA. This follows a \$85,928 increase from budget in FY 2020 and a \$1,906 increase from budget in FY 2019.

In Calendar Year 2019, gross gaming revenues were down .11% for the DRA and the Diamond Jo is up 2.27%. Overall, the Dubuque gaming market is up 1.27%. The DRA showed increases in hotel room revenue, food and beverage sales and entertainment ticket sales.

The Iowa Legislature passed Sports Betting Legislation in June 2019. DRA started Retail (On-Site) on August 27, 2019 with Mobile Wagering starting on November 12, 2019. Diamond Jo Casino started Sports Betting Retail in September 2019 and is working to start mobile wagering in early 2020. DRA had \$470,000 in Sports Book revenue during 2019. With an amended lease, the City will begin receiving 0.5% of the handle from Sports Betting in FY 2021.



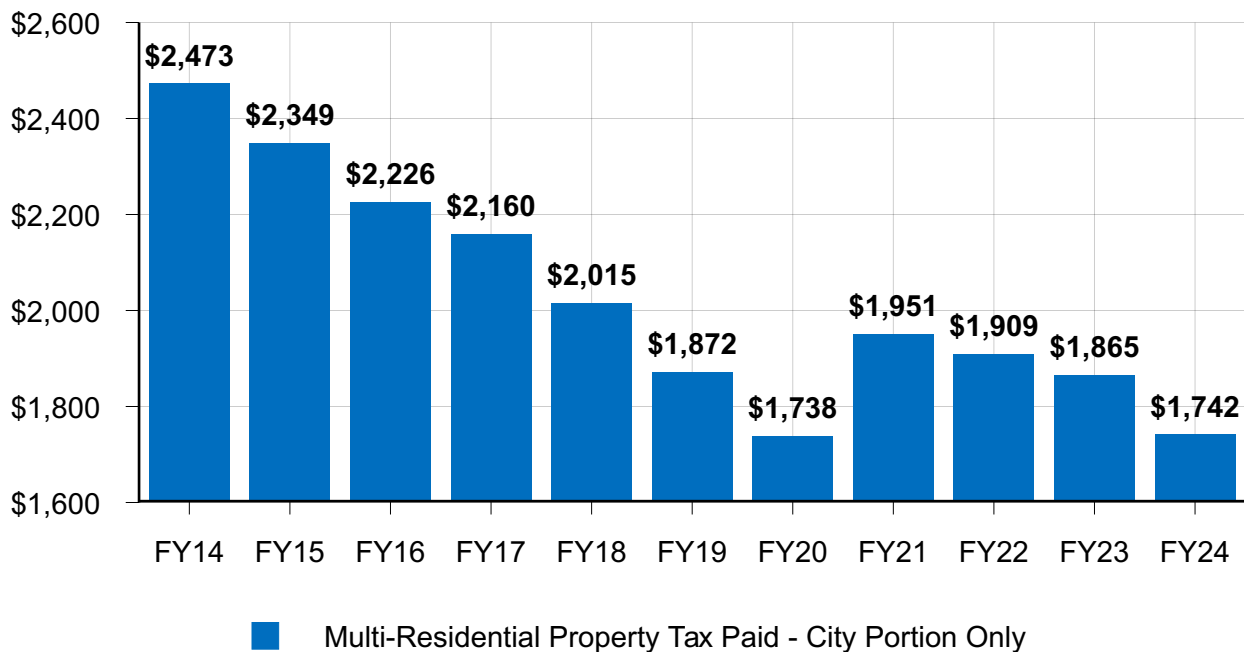
### **Multi-Residential Property Tax Classification**

Beginning in Fiscal Year 2017 (July 1, 2016), new State legislation created a new property tax classification for rental properties called multi-residential, which requires a rollback, or assessment limitations order, on multi-residential property which will eventually equal the residential rollback. Multi-residential property includes apartments with three or more units. Rental properties of two units were already classified as residential property. The State of Iowa will not backfill property tax loss from the rollback on multi-residential property. The rollback will occur as follows:

<b>Fiscal Year</b>	<b>Rollback %</b>	<b>Annual Loss of Tax Revenue</b>
FY 2017	86.25%	\$331,239
FY 2018	82.50%	\$472,127
FY 2019	78.75%	\$576,503
FY 2020	75.00%	\$691,640
FY 2021	71.25%	\$1,332,445
FY 2022	67.50%	\$1,189,029
FY 2023	63.75%	\$1,276,899
FY 2024	55.07%	\$1,535,997
<b>Total</b>		<b>\$7,405,879</b>

**This annual loss in tax revenue of \$1,332,445 in FY 2021 and \$1,535,997 from multi-residential property when fully implemented in FY 2024 will not be backfilled by the State.** From Fiscal Year 2017 through Fiscal Year 2024 the City will lose \$7,405,879 in total, meaning landlords will have paid that much less in property taxes. The state did not require landlords to charge lower rents or to make additional investment in their property.

### **Multi-Residential Property Tax Based on Average Assessed Value \$262,418**



### Health Insurance

The City portion of health insurance expense is projected to increase from \$921 per month per contract to \$1,013 per month per contract (based on 588 contracts) in FY 2021 (general fund cost of \$507,492). The City of Dubuque is self-insured, and actual expenses are paid each year with the City only having stop-loss coverage for major claims. Beginning in FY 2020, actual experience has been a 12.19% projected increase in health insurance costs. Estimates for FY 2022 were increased 5.62%; FY 2023 were increased 10%; FY 2024 were increased 12.5%; and FY 2025 were increased 11%.

The City went out for bid for a third-party administrator in FY 2017 and the estimated savings has resulted from the new contract and actual claims paid with there being actual reductions in cost in FY 2018 (19.42%) and FY 2019 (0.35%). In addition, the Firefighters Collective Bargaining Group began paying an increased employee health care premium sharing from 10% to 15% on July 1, 2018 and the Police Collective Bargaining Group began paying an increased employee health care premium sharing from 10% to 15% on January 1, 2010 matching all other City employees. There was a 7% increase in the employee health care premium on July 1, 2018. During FY 2018, the City went out for bid for benefit provider for the prescription drug plan and there is an estimated \$243,808 in savings resulting from the bid award.

The following chart demonstrates the health plan cost savings due to a new third party administrator (TPA) for the health plan and a new pharmacy coalition:

Fiscal Year	Without TPA RFP		With Wellmark and New Pharmacy Coalition	
	Amount	% Change	Amount	% Change
2016 Actual	\$ 9,622,297			
2017 Actual	\$ 11,080,429	15.15%		
2018 Actual	\$ 11,780,712	6.32%	\$ 8,928,974	-19.42%
2019 Actual	\$ 12,525,253	6.32%	\$ 8,897,960	-24.47%
2020 Projected	\$ 13,316,849	6.32%	\$ 9,983,020	-20.30%
2021 Projected	\$ 14,158,474	6.32%	\$ 10,491,949	-21.21%
	\$14,158,474			
	\$10,491,949			
	<b><u>-\$3,666,525</u></b>	<b>FY21 Savings due to new TPA and Pharmacy Coalition</b>		

With Wellmark as the new third party administrator, FY 2018 actual savings was \$2,151,455 (19.42%) as compared to FY17 actual. The projected savings budgeted in FY 2018 was \$897,443. The actual health plan savings in Fiscal Year 2018 exceeded the budget by \$1,254,012, which increased the health insurance reserve. The FY 2019 actual savings was \$31,010 (0.35%) as compared to FY 2018 actual cost. The projected increase in health costs in FY 2020 of \$1,085,060 (12.19%) caused the City to increase the City portion of city employee health insurance expense from \$921 per month per contract in Fiscal Year 2020 to \$1,013 per month per contract in Fiscal Year 2021, a 11.29% increase (based on 588 contracts) in Fiscal Year 2021 (General Fund cost of \$507,492).

### **Housing Tax Increment Financing**

Dubuque's four Housing Tax Increment Financing (TIF) Districts (Timber-Hyrst, English Ridge, South Pointe, and Rustic Point) will generate an estimated \$11.1 million from Fiscal Year 2021 - 2025, with at least 38.1% (\$5.5 million) going to affordable housing needs, mainly through the CHANGE program in partnership with groups like Community Housing Initiative and the HEART Program.

The successful use of Housing TIF's to create incentives for more residential development is important to encourage population growth in the city limits and increase assessed values. It is also important as the Dubuque Community School District has just experienced their first increase in enrollment after experiencing five consecutive years of declining enrollment and, at 10,489 students, is 245 (2.3%) less than the near term peak year of 10,734 in school year 2006/2007.

### **Opportunity Dubuque**

The Opportunity Dubuque program was launched in 2012 to meet the needs of local employers who were experiencing difficulty hiring CNC Machinists and Welders through short-term certification through Northeast Iowa Community College. Since then, the program has expanded to include certificates of training in other areas of manufacturing, as well as construction, transportation, customer service, child care and healthcare. To ensure student success, each student works with a success coach throughout the recruitment, training, and employment process. Due to initial low enrollment of students of color in Opportunity Dubuque, Greater Dubuque Development partnered with Northeast Iowa Community College to hire an Outreach Success Coach in 2015 to intentionally engage students of color to enroll in the program through outreach and partnership with existing service providers. Some examples of these providers include Iowa Workforce Development, The Dubuque Dream Center, The Multicultural Family Center, City of Dubuque Housing, The Fountain of Youth, The Department of Corrections, and Opening Doors. Success coaches also work closely with various community health and mental health facilities to help educate front line staff with Opportunity Dubuque program information. Once enrolled, success coaches work with students to address barriers to completion of education and to obtaining employment, such transportation, child care, and tuition. They also work with partner organizations to help connect the student with social supports such as housing/rental assistance, health care assistance, and food assistance. In 2019, Opportunity Dubuque launched a child care pilot with funding from the City of Dubuque and Dubuque County, to assist parents in enrolling in Opportunity Dubuque by providing child care during training and assisting with child care expenses for up to year after they graduate and obtain full-time eligible employment. Because of these strong community relationships and targeted recruitment efforts, the Opportunity Dubuque program has significantly increased enrollment, completion and employment of students of color.

Since 2012, Opportunity Dubuque has had 817 enrollments and 640 successful graduates with an employment or continuing education rate of 96% within the first year after completion for those program staff have been able to contact (86% post-program contact rate). To date, 26 completers identify as Hispanic, 121 as African-American/Black, 16 as Asian, 2 as Pacific Islander, 3 as American Native, 11 as more than one race, and 330 as White/Caucasian. This represents 65% Caucasian/White completers and 35% non-White completers out of those who reported race/ethnicity information. (Note: 130 participants chose not to identify their racial/ethnic status (20%). For the most recent fiscal year of the program (2019), 48% of completers reporting race/ethnicity data (37) identified as non-White: 5 Hispanic, 30 Black/African-American, 1 Multiple, 6 Unknown, 40

white. Before January 2016, only 24/356 (6%) of enrollees were students of color. As of June 30, 2019, 39% of total enrollees (259/660) who reported race/ethnicity were students of color, demonstrating significant success in outreach to diverse populations. Regarding child care assistance, since 2019, 11 students have use child care services provided through Opportunity Dubuque. This represents 17 children provided care. An additional nine students have indicated plans to use child care assistance once they find employment after graduation in Spring 2020.

One success story includes: Jaime Hernandez-Rodriguez, Hispanic single father, completed his High School Equivalency Diploma, Welding, and Computer Numerical Control program through Opportunity Dubuque. He is now employed at Mi-T-M in Peosta and is enrolled in his third Opportunity Dubuque certificate in Industrial Maintenance.

### Downtown Revitalization



## Downtown Revitalization

Improvement	1985 through December 2019	% since 2000
New Construction	\$261 million	92%
Building Rehabilitation	\$404 million	91%
Real Estate Sales	\$189 million	76%
Public Improvements	\$135 million	95%
Net New Jobs	+4,300	70%
<b>Total Improvements:</b>	<b>\$800 million</b>	<b>92%</b>



## **Government Transparency**

The Budget Office conducted community outreach with Balancing Act using print and digital marketing and presentations.

October: Point Neighborhood Association, Downtown Neighborhood, and at City Expo. The City Manager hosted an evening public budget input meeting at the City Council Chambers in the Historic Federal Building.

November: The City Manager hosted an evening public budget input meeting at the City Council Chambers in the Historic Federal Building. The Budget Office conducted community outreach with the North End Neighborhood Association and the City Life group.

January: City staff conducted community outreach with a social studies class at the Alternative Learning Campus as part of a documentary that the students are working on.

A total of 195 community members attended the budget presentations. There have been 433 page views of the Balancing Act budget simulator tool and 33 budgets have been submitted by the public as of February 5, 2020. The input provided was analyzed by City staff and evaluated by the City Manager for inclusion in the Fiscal Year 2021 budget recommendation as deemed appropriate.

### **Open Budget**

[URL: www.dollarsandcents.cityofdubuque.org](http://www.dollarsandcents.cityofdubuque.org)

During Fiscal Year 2016, the City launched a web based open data platform. The City of Dubuque's Open Budget application provides an opportunity for the public to explore and visually interact with Dubuque's operating and capital budgets. This application is in support of the five-year organizational goal of a financially responsible city government and high-performance organization and allows users with and without budget data experience, to better understand expenditures in these categories.

### **Open Expenses**

[URL: http://expenses.cityofdubuque.org/](http://expenses.cityofdubuque.org/)

During Fiscal Year 2017, an additional module was added to the open data platform which included an interactive checkbook which will allow residents to view the City's payments to vendors. The final step will be adding performance measures to the open data platform to allow residents to view outcomes of the services provided by the City.

### **Balancing Act**

[URL: https://dubuque.abalancingact.com/fiscal-year-2021-budget-simulation](https://dubuque.abalancingact.com/fiscal-year-2021-budget-simulation)

During Fiscal Year 2019, the City of Dubuque launched a new interactive budget simulation tool called Balancing Act. The online simulation invites community members to learn about the City's budget process and submit their own version of a balanced budget under the same constraints faced by City Council, respond to high-priority budget input questions, and leave comments.

### **Taxpayer Receipt**

[URL: https://dubuque.abalancingact.com/2020](https://dubuque.abalancingact.com/2020)

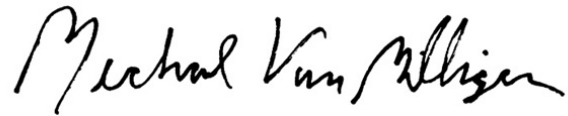
During Fiscal Year 2019, the City launched an online application which allows users to generate an estimate of how their tax dollars are spent. The tool uses data inputted by the user such as income, age, taxable value of home, and percentage of goods purchased within City limits. The resulting

customized receipt demonstrates an estimate of how much in City taxes the user contributes to Police, Fire, Library, Parks, and other city services. This tool is in support of the City Council goal of a financially responsible and high-performance organization and addresses a Council-identified outcome of providing opportunities for residents to engage in City governance and enhance transparency of City decision-making.

### **Conclusion**

There will be six City Council special meetings prior to the adoption of the Fiscal Year 2020 budget before the state mandated deadline of March 31, 2020.

I want to thank Director of Finance and Budget Jennifer Larson, Assistant City Manager Cori Burbach, Budget/Financial Analyst Rachel Kilburg, Public Information Officer Randy Gehl, Office Manager Juanita Hilkin, Secretary Stephanie Valentine, ICMA Managment Fellow Rahim Akrami, and Communications Specialist Kristin Hill, for all their hard work and dedication in preparation of this budget recommendation.



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Michael C. Van Milligen  
City Manager

MCVM:jml

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## **DIFFERENCES OF FISCAL YEAR 2021 RECOMMENDED BUDGET FROM FISCAL POLICY GUIDELINES**

### **Tax Asking**

The property tax guideline amount approved by the City Council on February 4, 2020, as part of the policy guidelines for preparing the Fiscal Year 2021 budget, totaled \$27.0 million (2.49% percent more than Fiscal Year 2020 tax asking). The recommended tax asking is \$27.0 million (2.49% percent more than Fiscal Year 2020 tax asking). The tax asking is unchanged from the projected property tax guideline.

### **Property Tax Paid by Average Homeowner**

The recommended policy guideline included 2.72% (\$20.94) increase for the average homeowner property tax payment for the City portion of their property tax bill assuming the Homestead Property Tax Credit is fully funded. The recommendation included in this budget remained is unchanged.

### **Property Tax Paid by Average Commercial Property**

The recommended policy guideline included a 0.53percent tax decrease for the average commercial property owner. The recommendation included in this budget is a 0.53 percent tax decrease for the average commercial property owner.

### **Property Tax Paid by Average Industrial Property**

The recommended policy guideline included a 0.03 percent tax decrease for the average industrial property owner. The recommendation included in this budget is a 0.03 percent tax decrease for the average industrial property owner.

### **Property Tax Paid by Multi-residential Property**

The recommended policy guideline included a 12.26 percent tax decrease for the average multi-residential property owner. The recommendation included in this budget is a 12.26 percent tax decrease for the average multi-residential property owner.

### **Tax Rate**

The Fiscal Year 2021 “City” portion of the tax rate is being increased by \$0.1031 from the Fiscal Year 2020 rate of \$10.3314 to a tax rate of \$10.4346 per \$1,000 of taxable assessed valuation. The property tax guideline established by City Council included a rate of \$10.4346 (1.00% more than FY 2020). The recommendation included in this budget is a rate of \$10.4346 (1.00% more than FY 2020).



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# GUIDING PRINCIPLES OF THE MANAGEMENT PHILOSOPHY

Michael C. Van Milligen  
*Dubuque City Manager*

## 1. PLAN YOUR WORK AND WORK YOUR PLAN

The plan needs to be driven by:

- *Engagement (employee, resident, customer)*
- *Data that focuses on outcomes*

## 2. INPUT-ORIENTED

Team members should take advantage of the valuable input that can be provided by residents and employees for department decision-making.

Themes for effective use of the guiding principles

- *Believe that people of all cultures and backgrounds provide valuable input*
- *Understand the benefits of receiving input from others*
- *Develop the processes that capitalize on the input of others, and work to remove barriers to participation*
- *Understand the benefits of empowering others*
- *Seek first to understand and then to be understood – Steven Covey*
- *Motivate staff and encourage employee initiative*

## 3. PROBLEM SOLVERS

Team members' approach to issues should be to focus on what can be done to solve the problem.

Themes for effective use of the guiding principles

- *Create processes that help others be more creative problem solvers*
- *Perceive problems as opportunities*
- *Look to others to help solve problems*
- *Develop an understanding of the various cultural approaches to conflict and learn skills to adapt*
- *Encourage risk-taking*
- *Practice flexibility and assume good intent from participants with whom you disagree*
- *Understand that bureaucracies function best in black and white issues, while most issues are varying shades of gray*

## 4. DEVELOP PARTNERSHIPS

Team members can be more effective by developing partnerships with other departments and outside organizations.

Themes for effective use of the guiding principles

- *Form teams around defined tasks*
- *Encourage employee involvement through problem-solving task forces*
- *Develop team processes for decision-making and setting goals and objectives*
- *Facilitate the group process and develop the ability to adapt to various communication styles*
- *Form partnerships that reflect the variety of backgrounds and interests in the community that we serve*

## 5. ACT WITH A SENSE OF URGENCY

*Success is about Planning, Partnerships and People leading to desired outcomes.*

*Management Style: Socratic*

In my opinion, the City Manager's job is multi-faceted in the work to create a viable, livable, and equitable community:

- 1) Most importantly, follow the policy direction of the Mayor and City Council.
- 2) Create a data-driven, outcome-focused, high-performance organization with engaged employees and residents including processes and resources that allow employees and partners to be successful.
- 3) Create an atmosphere for the successful investment of capital by private businesses, not-for-profits, and individuals, while not sacrificing community quality of life attributes.
- 4) By your actions let people know that you care with the goal of providing them hope that they can achieve their personal goals.

*"Luck is when preparation meets opportunity."*

Norman Vincent Peale

*"The harder you work the luckier you get."*

Al Van Milligen

*"You cannot control what other people do or say  
just your reaction."*

*"Hard work and a good attitude are the key to success,  
oh yeah, be nice."*

Hedwig Van Milligen

*"If I have seen further, it is by standing  
on the shoulders of giants."*

Isaac Newton

*"We are all equally ignorant, just about different things."*

Will Rogers

*"Performance is not determined by your conditions,  
but largely by your own actions."*

*"This research project began with the premise that we live in an environment of chaos and uncertainty. But the environment doesn't determine why some companies thrive in chaos and why others don't. People do. People are disciplined fanatics. People are empirical. People are creative. People are productively paranoid. People lead. People build teams. People build organizations. People build cultures. People exemplify values, pursue purpose, and achieve big hairy audacious goals. Of all the luck we can get, people luck—the luck of finding the right mentor, partner, teammate, leader, friend—is one of the most important."*

Jim Collins  
Great by Choice

*"The conductor of an orchestra does not make a sound,  
he depends, for his power, on his ability to make other people powerful."*

Benjamin Zander, Conductor, Boston Philharmonic

# **BUDGET PROCESS**

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## OVERVIEW OF BUDGETING

### INTRODUCTION

The review and adoption of the budget is the single most important thing that a City Council does each year. The budget sets the tempo, capabilities, commitments and direction of the city government for an entire year. It is the yardstick against which the city operations can be evaluated. But what is a budget?

The purpose of this narrative is to identify:

- a) what a budget is;
- b) why we prepare a budget;
- c) alternative types of budgets;
- d) major characteristics of the Dubuque budget system; and
- e) roles and responsibilities in preparing the annual budget.

### WHAT IS A BUDGET?

A budget is several things:

1. The budget is a fiscal plan setting out anticipated revenue and expenditures for accomplishing a variety of services over a given time frame. The fiscal plan includes:
  - a) an explanation of the services, activities, programs and projects to be provided by the City to the residents;
  - b) the resultant expenditure requirements; and
  - c) the resources available for meeting the expenditure requirements.
2. The budget is a process concerned with the allocation of available resources among alternatives and competing departments, activities and programs. Cities rarely have enough money to be able to appropriate all the funds requested to all departments and activities and, as a result, there is considerable competition for whatever money is available. Budgeting, as a process, is concerned with developing an acceptable mix or balance between costs and services and represents the decisions made with respect to:
  - a) quality and quantity of activities and projects to be undertaken; and
  - b) financing of those activities and projects.
3. The budget is a policy document which:
  - a. establishes the authority to spend funds, and levy and collect property taxes;
  - b. represents a commitment to provide a specific level of service within a given amount of resources; and

- c. establishes criteria (objectives, measures and dollar limits) for evaluating and controlling expenditures, revenue collections and performance. Through the budget, policies are made, put into effect, and controlled.
4. The budget is a legal requirement. State law requires the City Manager to prepare the annual budget and the City Council to adopt the annual budget and certify it to the County Auditor by March 31st of each year preceding the beginning of the fiscal year on July 1st. The budget must be on a program - performance basis and show:
  - a) expenditures for each program;
  - b) income from sources other than property taxes; and
  - c) amount to be raised by the property taxation and the property tax rate expressed in dollars per thousand of assessed value.

The budget must also show comparisons between expenditures in each program and between levels of service.

### **WHY DO WE BUDGET? WHY IS IT IMPORTANT?**

Why do we go through the agony and the work? There are several reasons:

1. To meet the legal requirement.
2. To establish spending and income-raising authority.
3. To establish a work program for the fiscal year (objectives) and present it to the public.
4. To manage and control resources and their use.
5. To assure the proper mix of costs and services.
6. To assure the most effective and efficient use of available resources.
7. To set the tempo and direction of the city government.
8. To prioritize policies and objectives.
9. To link dollars with results.

### **ALTERNATIVE TYPES OF BUDGETS**

#### **Line-Item Budget**

The most commonly used budget format in local government today is the line-item budget. A line-item budget is one, which allocates money for specific expense items or objects of expenditure without reference to the purpose, activities or program they will serve. This type of budget lists expenditures by such categories as full-time salaries, overtime, office supplies, postage, travel, rental expense, maintenance of buildings and grounds, office furniture and equipment, etc.

The principal advantage of a line-item budget is that it is easy to prepare and facilitates expenditure control. However, this form of budget tells very little about the purposes, activities and programs of the city it serves. For example, it shows the amount of money that has been budgeted for personnel, but it does not show the nature of the services such personnel are to provide.

Furthermore, the traditional line-item approach does not show comparative costs and benefits of competing programs, thus making it difficult for the City Council and management to evaluate individual activities and allocate resources. These characteristics limit its usefulness as a device for giving direction and purpose to public service activities and programs.

### **Program Budget**

Local governments usually spend money to accomplish something more than purchasing goods and services. They are also concerned about programs, missions, or functions. A budget organized on the basis of its intended purpose is called a program budget. A program budget allocates money to functions or activities rather than to specific items of costs. A municipal budget of this type lists expenditures for such cost categories as protective services, leisure time opportunities, and administration.

Few, if any, budgets are prepared exclusively on a program basis. Instead, program costs are usually broken into line items.

The primary advantage of a program budget is that it shows the broad goals and purposes for which we are spending money and allows for setting priorities. The disadvantage is that it does not show the level of services that will be produced by the functions for which money has been allocated. This characteristic weakens its value as a tool for managing the quality and quantity of public service programs.

### **Performance Budgeting**

Performance budgeting goes a step further than program budgeting by requiring the breakdown of service into workload or units of performance and the assigning of unit costs. A system of work measurement is used to evaluate productivity and effectiveness.

The principal advantage of the performance type budget is that it shows both the activities of the city and the service levels of those activities and their respective costs. Thus, it can be a useful tool for regulating in a positive way, both the quality and quantity of city services. This characteristic makes the performance type budget the most useful of those types mentioned so far. However, it is also the most difficult to prepare. There are three reasons for this. First, it is difficult to define the units by which the work of the department or an activity or program can be measured. Second, even when the work unit can be defined, it may not be easy to establish a system, which will supply a reliable measure of the work output. And third, it requires much thought and study to establish acceptable service levels for various activities and programs.



### **Zero Base Budgeting**

Traditional budgeting, whether line-item or program-oriented, tends to focus on how much you spent last year as a beginning point for budget preparation. That is to say that it is incremental, it adds an increment on top of last year's spending level generally without challenge and without consideration of alternatives or trade-offs.

Zero Base Budgeting (ZBB) is a system whereby each activity or program, regardless of whether it is a new or existing program, must be justified in its entirety each time a new budget is formulated. Rather than using the previous year's budget as a base, ZBB assumes no base; all activities old and new must be explained and justified each year. The agency starts at zero.

ZBB measures the desirability, need and beneficiaries of services as well as the reasonableness of the proposed costs, alternatives to the activity, and trade-offs between partial achievement of goals and the ability to fund all proposed budget expenditures. ZBB accomplishes this by dividing all the proposed activities or services of the governmental body into units of manageable size, subjecting them to detailed examination, and ranking them according to their importance.

Revenues are matched against the list of services according to their rank. High-priority services are funded first. If money runs out, the low-priority services are not funded.

The characteristics of ZBB can be summarized as follows:

1. Scrutiny of old or existing activities as closely as new or proposed activities;
2. Reallocation of resources from low-priority activities to high-priority activities;
3. Emphasis on alternatives (levels of expenditures and services and methods of providing services); and
4. Allowance for budget reduction or expansion in a planned, logical manner.

### **Dubuque Budget Approach**

The budget system being utilized by the City of Dubuque incorporates aspects of each of the several budget alternative types discussed here. The major characteristics of our budget system are:

1. It has line items for control and fiscal management purposes.
2. It is organized by program, department and fund.
3. It attempts to identify, analyze, and articulate the fundamental purposes and objectives of the Dubuque City government. This approach is intended to place emphasis upon commitments, accomplishments, and activities performed rather than upon items purchased and to provide for the establishment of priorities.

4. It attempts to identify, quantify, and analyze the demands on and accomplishments of organizational units in terms of established goals, objectives, and purposes. Are we achieving our goals and living up to our promises? This requires the establishment of workload and demand indicators and evaluation criterion. It is performance that counts.
5. It attempts to identify all costs of each department, activity, and program, including capital expenditure, debt service, and employee benefit costs. What does an activity or department really cost?
6. It presents alternative service and funding levels for all activities in the operating budget. The purpose is to provide the City Council with the widest possible range of alternatives to maximize their opportunity for making policy decisions, assigning priorities and allocating scarce resources to accomplish their policy objectives.

The City's budget approach involves the preparation of three budget documents. The **Policy Budget**, the **Capital Improvement Program (CIP) Budget**, and the **Resident's Guide**.

The Policy Budget includes the City department detail, by defining 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.

The Capital Improvement Program (CIP) Budget represents the City of Dubuque's five year physical development effort, attempts to address a variety of needs, which the City must meet if it is to maintain its physical facilities, meet its service commitments and provide for its future development. The CIP Budget reflects the City's comprehensive plan and the goals and priorities established by the City Council. The first year of the five-year CIP Budget goes into the budget for the next year and deserves the most attention. The CIP Budget is updated each year so that City Council has the opportunity to change the next four years and add a new year.

The Resident's Guide pulls the entire budget together through visuals, narratives and summaries. It explains the budget, provides revenue, expenditure and personnel summaries and provides the City Council vision, goals and priorities on which the budget is based.

**ROLES AND RESPONSIBILITIES**

Budget preparation and administration is a shared responsibility between the City Council, City Manager, Finance Department, department manager, division manager, and supervisor. Each plays an important role in the fiscal management system and the quality of and satisfaction derived from the fiscal management system is a direct result of the efforts of the several participants. Lack of attention, failure to follow procedures and/or poor follow through at any level can undermine the best fiscal management system.

Let's look at the roles each plays.

**City Council**

In a very real sense, budget preparation and administration begins and ends with the City Council. The City Council has the following responsibilities:

1. Establish City goals and major performance objectives.
2. Approve guidelines for preparing the annual operating budget.
3. Establish through adoption of an annual budget what services and the level of services to be provided and how they will be financed.
4. Establish rules for the conduct of the City's fiscal operations.
5. Monitor progress toward achievement of objectives.
6. Require independent audit of fiscal records and transactions.

**The City Manager**

The City Manager is responsible to the City Council for the day-to-day operation and administration of the City government. In terms of fiscal management, the City Manager has the following responsibilities:

1. Develop policy guidelines for City Council review and adoption.
2. Develop Maximum Property Tax Levy Resolution for City Council review and adoption.
3. Prepare and submit an annual operating budget and a five-year Capital Improvement Budget premised upon Council guidelines and goals and major performance objectives.
4. Ensure the adopted budget is properly administered.
5. Supervise the performance of all contracts for work to be done by the City.
6. Authorize and direct the purchase of all supplies and materials used by the City.
7. Keep Council fully advised on financial conditions of the City.
7. Establish rules for conduct of fiscal operations for which he is responsible.

**Finance Department**

The Finance Department becomes an extension of the City Manager's Office for purposes of performing the delegated responsibilities. The responsibilities of the Finance Department include the following:

1. Administer the approved budget on a day-to-day basis to see that funds are being expended for the purposes approved and that all claims are supported by proper documentation.
2. Supervise sale of bond issues.
3. Administer centralized payroll system.
4. Administer decentralized purchase order system.
5. Assist the City Manager's Office in preparing the budget.

**Department Managers, Division Managers, and Supervisors**

The critical role in the fiscal management system is performed by department managers and their division managers and supervisors. The fiscal management system will be only as good as they make it. Their role includes:

1. Responsibility for the efficient and effective operation of the activities and tasks under their direction. Line supervisors are expected to control costs and achieve results.
2. Responsibility for preparation of budget requests, which emphasize objectives and service levels as well as traditional line item explanations and justifications for various funding levels and development of measures for evaluating progress toward objectives. What is the level of accomplishment, which can be expected from various funding levels, and how do we measure it? It is absolutely essential in our approach to budget preparation that accomplishments, objectives, and estimated costs be established by those in the organization who know the most about it and can be held accountable. Those are the department managers and their division managers and supervisors.
3. Responsibility for recommending and explaining needs and opportunities for service changes; reductions as well as expansions.
4. Responsibility for providing the planned and approved service level within budget limitations.
5. Responsibility for day-to-day department and activity budget administration.

## **BUDGET CYCLE**

The budget cycle is a sequence of events covering the life of a budget from beginning to end; from the City Manager's review of prior year accomplishments and future initiatives, to the City Council approval of the final budget amendment. The budget cycle is approximately twelve months long. The critical dates are spelled out in State law: March 15<sup>th</sup> is when the budget for the following fiscal year must be adopted by the City Council; and July 1<sup>st</sup> as the beginning of the fiscal year. Throughout the entire budget cycle, public input is encouraged to insure the adopted budget is resident-based. The budget cycle can be summarized as follows:

<b>SPRING</b>	<b>City Council</b> formulates negotiation strategy for collective bargaining.
<b>JUNE - JULY</b>	<b>City Manager</b> recommends budget carryover amendment for City Council approval. <b>City Manager</b> , along with Department Managers, review fiscal year accomplishments and identify future initiatives for City Council consideration during goal setting.
<b>AUGUST</b>	<b>City Council</b> holds 2-day goal setting to develop Vision and Mission statements, identify 5 year goals and establish Policy agenda including Top Priorities for upcoming fiscal year and Management Agenda/special projects.
<b>SEPTEMBER OCTOBER</b>	<b>City departments</b> prepare Capital Improvement project information and budget requests for review by City Manager.
<b>OCTOBER NOVEMBER</b>	<b>City departments</b> prepare operating budget and other budget requests for review by City Manager. <b>City Manager</b> holds Public Input meetings to review issues and priorities for the capital budget and the operating budget.
<b>JANUARY</b>	<b>City Manager</b> presents draft Policy guidelines and Maximum Property Tax Resolution to City Council for City Council approval.
<b>JANUARY</b>	<b>City Manager and Director of Finance and Budget</b> analyze, review and balance capital and Operating budget requests and prepare final budget recommendation.
<b>FEBRUARY MARCH</b>	<b>City Council</b> holds public meetings to review recommended budget by department. Meetings are held in the evening and are available for live viewing on City Channel Dubuque.
<b>MARCH</b>	<b>City Council</b> holds final public hearing on the recommended. The meeting is held in the evening and is available for live viewing on City Channel Dubuque. <b>City Council</b> adopts budget and city staff certifies budget by March 31 in compliance with State law.
<b>APRIL</b>	<b>Director of Finance and Budget</b> reviews budgeted revenues and expenses and recommends adjustments to more accurately reflect the anticipated revenues and expenses for the fiscal year ending June 30. <b>City Council</b> reviews and approves an amended fiscal year budget and city staff certifies the budget amendments by May 31 in compliance with State law.

**BUDGET AMENDMENT PROCESS**

Budget estimates may be amended and increased as the need arises to permit appropriation and expenditure of unexpended cash balances on hand and unanticipated revenues. Such amendment may be considered and adopted at any time during the fiscal year covered by the budget (but prior to May 31) by filing the amendments and upon publishing them and giving notice of the public hearing in the manner required in the State Code. Within ten days of the decision or order of the City Council, the proposed amendment of the budget is subject to protest, hearing on the protest, appeal to the state appeal board, and review by that body. A local budget must be amended by May 31 of the current fiscal year-to allow time for a protest hearing to be held and a decision to be rendered before June 30.

Except as specifically provided elsewhere in the Iowa Administrative Code rules, all appropriation transfers between programs or funds are budget amendments and shall be prepared as provided in Iowa Code section 384.16. The program reference means any one of the following nine major areas of public service that the City Finance Committee requires cities in Iowa to use in defining its program structure: Public Safety, Public Works, Health & Social Services, Culture & Recreation, Community & Economic Development, General Government, Debt Service/Capital Improvement Projects, Business Type, and Non-Program.

**BUDGET ACCOUNTING BASIS**

The operating budget of the City of Dubuque is written so that available resources and anticipated expenditures are equal. The City's accounting and budget records for general governmental operations are maintained on a modified accrual basis, with the revenue being recorded when available and measurable and expenditures being recorded when the services or goods are received and the liabilities incurred. Accounting records for the Enterprise and Internal Service Funds are maintained on the accrual basis, while the budget records are maintained on the modified accrual basis.

Differences between budgetary policies and Generally Accepted Accounting Principles (GAAP) in the Enterprise and Internal Service Funds exist for several reasons. One reason is that existing procedures have worked well and continue to work well for administrative and control purposes. Some other reasons for differences between budget and GAAP are the treatment of interfund transfers, departmental capital outlay, debt service principal payments, and depreciation. The City's budgeting practices include interfund transfers as revenue and expenditures, while GAAP classifies interfund transactions as other financing sources and uses. Also City management desires an operating statement budget line item for each anticipated cash outflow, including debt service and capital outlay. If the City budgeted the enterprise funds on a full accrual basis, capital outlay and debt service payments would not be reported in the operating statement.

Depreciation expense, which is recognized in the accounting records, is not budgeted. Not providing for depreciation in the budget is a policy decision that has not adversely affected the funds.

**FUND ACCOUNTING BASIS**

The accounts of the City are organized on the basis of funds and groups of accounts, each of which is considered to be a separate accounting entity. The operations of each fund are accounted for by providing a separate set of self-balancing accounts, which comprise its assets, liabilities, equities, revenues and expenditures or expenses.

**The City reports the following major governmental funds:**

The *General Fund* is the City's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.

The *Employee Benefits Fund* is used to account for pension and related employee benefit costs for those employees paid wages from the General Fund.

The *Community Development Fund* is used to account for the use of Community Development Block Grant funds as received from federal and state governmental agencies.

The *Street Construction Fund* is used to account for the resources and costs related to street capital improvements.

The *General Construction Fund* is used to account for the resources and costs related to nonassignable capital improvements.

**The City reports the following major proprietary funds:**

The *Sewage Disposal Works Fund* is used to account for the operations of the City's sewage disposal works and services.

The *Water Utility Fund* is used to account for the operations of the City's water facilities and services.

The *Stormwater Utility Fund* is used to account for the operations of the City's stormwater services.

The *Parking Facilities Fund* is used to account for the operations of the City-owned parking ramps and other parking facilities.

The *America's River Project* is used to account for the construction of all projects covered by the Vision Iowa Grant, including all matching funds.

**The City reports the following non-major governmental funds:**

*Airport Construction Fund* - This fund is used to account for the resources and costs related to airport capital improvements.

*Sales Tax Construction Fund* - This fund is used to account for the resources and costs related to capital improvements financed through the local option sales tax.

*Road Use Tax Fund* - This fund is used to account for state revenues allocated to the City for maintenance and improvement of City streets.

*Section VIII Housing Fund* - This fund is used to account for the operations of federal Section VIII existing, voucher, and moderate rehabilitation projects.

*Tort Liability Fund* - This fund is used to collect a special property tax levy which is then transferred to the General Fund. The General Fund accounts for the administration and payment of damage claims against the City.

*Special Assessments Fund* - This fund is used to account for the financing of public improvements that are deemed to benefit primarily the properties against which special assessments are levied and to accumulate monies for the payment of principal and interest on the outstanding long-term debt service.

*Tax Increment Financing Fund* - This fund is used to account for the receipt of property taxes, for the payment of projects within the tax increment financing district, and for the payment of remaining principal and interest costs on the tax increment financing districts' long-term debt service.

*Cable TV Fund* - This fund is used to account for the monies and related costs as set forth in the cable franchise agreement between the City of Dubuque and the cable franchisee.

*Library Expendable Gifts Trust* - This fund is used to account for contributions given to the library to be spent for specific purposes.

*IFA Housing Trust*- This fund is used to account for funds received under the Iowa Finance Authority State Housing Trust Fund Program.

*Debt service fund* – This fund is used to account for the accumulation of resources and payment of general obligation bond principal and interest from governmental resources and special

assessment bond principal and interest from special assessment levies when the government is obligated in some manner for the payment.

*Ella Lyons Peony Trail Trust Fund* - This fund is used for dividends and maintenance cost related to the City Peony Trail, per trust agreement.

*Library Gifts Trust Fund* - This fund is used to account for testamentary gifts to the City

**The City reports the following non-major proprietary funds:**

*Refuse Collection Fund* - This fund is used to account for the operations of the City's refuse collection services.



*Transit System Fund* - This fund is used to account for the operations of the City's bus and other transit services.

### **Governmental Fund Types (Budgetary)**

Governmental funds are those through which most governmental functions of the City are financed. The acquisition, use, and balances of the City's expendable financial resources and the related liabilities (other than those in proprietary funds) are accounted for through governmental funds. The measurement focus is upon determination of changes in financial position. The following are the City's governmental fund types:

- The **General Fund** is the principal operating fund of the City and accounts for all financial transactions not accounted for in other funds. The general operating expenditures, fixed charges, and capital improvement costs that are not paid through other funds are financed through revenues received by the General Fund.
- **Special Revenue Funds** are used to account for revenues derived from specific taxes, governmental grants, or other revenue sources, which are restricted to finance particular functions or activities of the City. The City's special revenue funds include such funds as Road Use Tax, Community Development, UDAG Repayments, Section 8 Housing, Lead Paint Grant, State Rental Rehab, Cable TV, Special Assessment, Expendable Library Gifts Trust, Tort Liability, Employee Benefits, and TIF funds.
- **Debt Service Funds** are used to account for the accumulation of resources for, and the payment of, principal, interest, and other related costs of the City's general obligation debt. The City uses this fund to pay some of the debt service paid from other funds with the revenue transferred in.
- **Permanent Funds** are used to account for resources that are legally restricted to the extent that only the earnings, and not principal, may be used for purposes that support the reporting of governmental programs. The City's permanent funds include: Lyons Peony Trust and Library Gifts Trusts.
- **Capital Improvement Funds** are used to account for financial resources segregated for the acquisition or construction of major capital facilities. (Even if a capital project fund is used, not all capital acquisitions need be accounted for in the fund). For example, the routine purchases of capitalizable items (e.g., police vehicles, copy equipment) are typically budgeted and reported in the General Fund or other governmental fund.

### **Proprietary Fund Types (Budgetary)**

The City also has proprietary fund types, which are different from governmental fund types in that their focus is on the determination of net income or loss. The revenue from these funds is assumed to be adequate to fund the operation of the funds. The City's proprietary funds are as follows:

- **Enterprise Funds** are used to account for operations that are financed and operated in a manner similar to private business enterprises where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods and services to the general

public on a continuing basis be financed or recovered primarily through use charges or where the periodic determination of net income or loss is deemed appropriate. The City's enterprise funds include Water, Sewer, Stormwater, Refuse/Solid Waste, Transit, Parking and America's River Project.

- The **Internal Service Fund** accounts for the financing of goods and/or services provided by one department or agency to other departments or agencies of the City, or to other governmental units, on a cost reimbursement basis. The City's Internal Service Funds include Engineering Service, Garage Service, General Service and Stores/Printing.

### **Self-Insurance Funds (Non-Budgetary)**

- The **Self Insurance Funds** are considered Internal Service Funds, are not budgeted, but are summarized in the audited financial statements. These include Health Insurance Reserve and Workers' Compensation Insurance Reserve.

### **Fiduciary Fund Types (Non-Budgetary)**

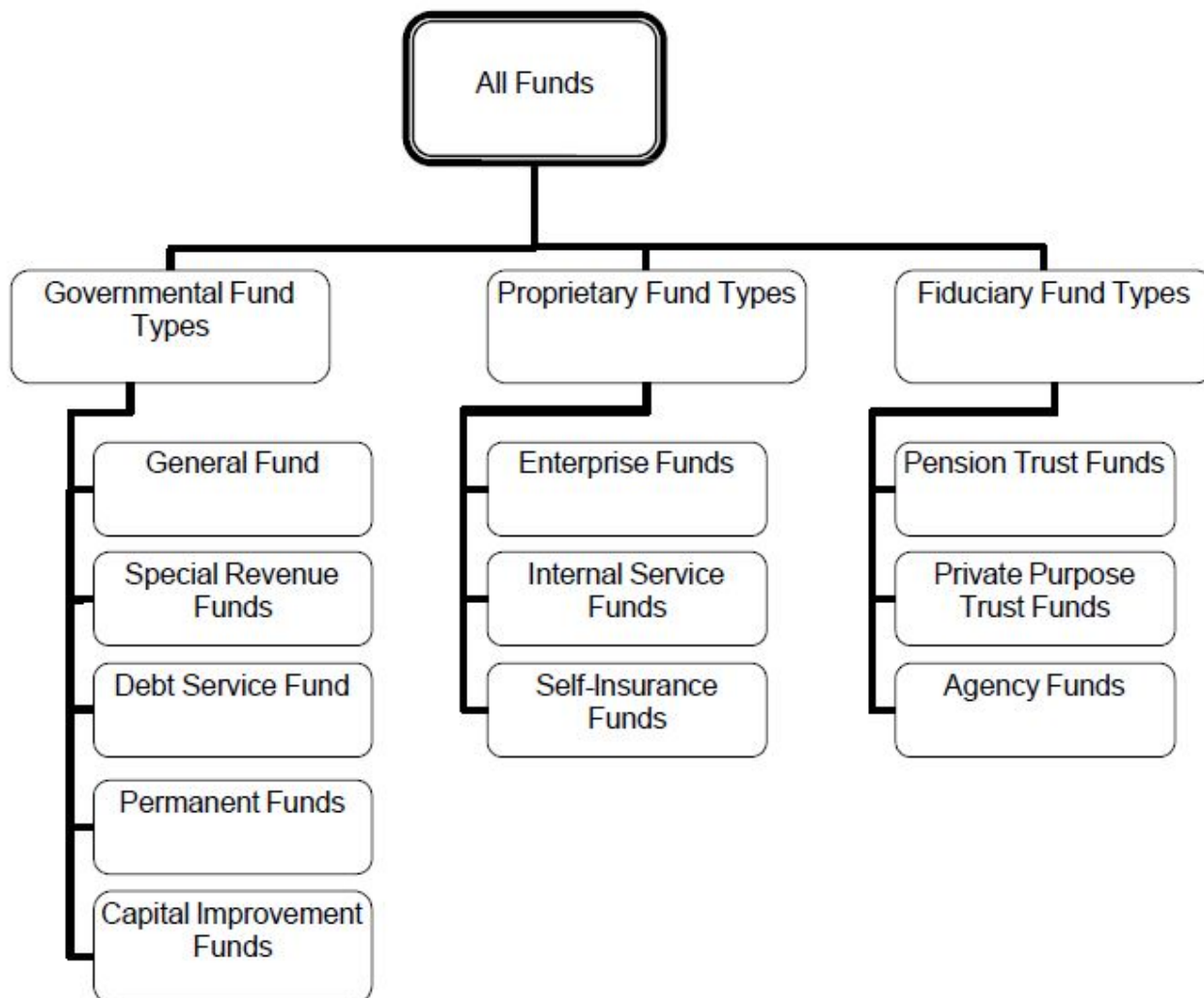
The City also has fiduciary fund types, which account for assets in a trustee or custodial capacity:

- **Pension Trust Funds** account for assets of pension plans held by a government in a trustee capacity. The City of Dubuque has no such funds.
- **Private Purpose Trust Funds** account for trust arrangements, including those for escheat property, where principal and income benefit individuals, private organizations, or other governments. The major use of private purpose funds is for escheat property. The City has no such funds.
- **Agency Funds** account for those assets held solely in a custodial capacity by the City as an agent for individuals, private organizations, other governmental units, and/or other funds. The City's Agency Funds include the Cable Equipment Fund (monies received from Mediacom through the Cable Franchise Agreement for distribution), Dog Track Bond Depreciation (monies held for dog track infrastructure needs), and the Dubuque Metropolitan Area Solid Waste Agency General and DNR Planning. These funds are not budgeted.

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## FUND - DEPARTMENT RELATIONSHIP

The various funds are grouped by type in the budget. The following fund types are used by the City:



The following table shows each City department and its associated funds.

		Special Revenue															Construction					Enterprise							Internal Service		Perm- anent	Debt						
	General Fund	Road Use Tax	Customer Facility Charge	CDBG	State Rental Rehab	Section 8	HUD Disaster Relief	Housing Trust	CIRCLES Donations	Cable TV	Tax Increment Finance	Special Assessments	UDAG	Lead Paint	Veteran's Memorial	Expendable Library Gifts	Expendable Police Trust	Street Construction	Sales Tax Increment	Sales Tax Construction	General Construction	Golf Construction	Airport Construction	Transit	Sanitary Sewer	Stormwater	Parking	Water	Refuse	Salt Operations	Landfill	Engineering Service	Garage Service	General Service	Stores/Printing	Lyons Peony Trust	Library Gift Trust	Debt Service
Airport	X		X																X				X															X
AmeriCorps	X			X																																		
Budget	X						X																		X	X	X	X	X		X							
Building Services	X																		X																			X
Cable TV	X									X																												
City Clerk	X																								X	X	X	X	X		X							
City Council	X																																					
City Manager	X			X																					X	X	X	X	X		X							
Civic Center	X																			X	X																	X
Conference Center	X																			X	X																	X
Economic Development	X										X		X								X																	X
Emergency Communications	X																			X																		X
Emergency Management	X																			X																		X
Engineering	X	X		X			X				X	X						X	X	X	X				X	X		X				X						X
Finance	X																		X						X	X	X	X	X		X				X			X
Fire	X																		X							X	X	X	X	X		X						X
GIS	X																								X	X	X	X	X		X							X
Health Services	X																									X	X	X	X	X		X						
Housing	X			X	X	X	X	X	X		X			X							X																	
Human Rights	X																																					
Information Services	X	X																X		X				X	X		X	X	X		X							
Legal	X																								X	X		X	X	X		X						
Library	X															X				X	X					X		X	X	X		X					X	
Multicultural Family Center	X																			X																		X
Parking	X										X										X							X										X
Parks	X										X				X				X	X																X		X
Personnel	X																								X	X	X	X	X		X							
Planning Services	X																								X	X	X	X	X		X							
Police	X																X		X							X	X											X
Public Works	X	X		X														X		X	X				X	X	X	X	X	X	X	X	X	X				X
Recreation	X			X															X	X	X	X				X	X	X	X	X			X	X				X
Transit	X										X								X	X				X					X									X
Water																								X				X										X
Water & Resource Recovery																									X													X

## KEY TERMS FOR UNDERSTANDING DUBUQUE'S BUDGET

### **Program**

Programs are presented as general statements, which define a major purpose of City government. Each program is divided into several departments and activities representing a separate and significant segment of the program of which it is an integral part. The state budget law requires that the budget be certified on a program basis. The City of Dubuque uses the following nine programs:

1. **Public Safety:** Police Department, Emergency Communication Center, Fire Department, Disaster Services, Health Services-Animal Control activity, Public Works-Flood Control activity, Building Services-Inspection activities.
2. **Public Works:** Airport Department, Public Works Department, Engineering Department.
3. **Health and Social Services:** Human Rights Department, Health Services Department, Purchase of Services
4. **Culture and Recreation:** Parks Division, Recreation Division, Civic Center Division, Conference Center, Library Department, City Manager-Arts and Cultural Affairs activity.
5. **Community and Economic Development:** Economic Development Department, Housing and Community Development Department, Planning Services, Purchase of Services, City Manager-Neighborhood Development activity.
6. **General Government:** Building Services-City Hall/Annex Maintenance, City Council, City Manager, City Clerk, Finance Department, Cable TV Division, Legal Department, Information Services Department.
7. **Debt Service and Capital Projects** in programs 1-6 for governmental funds.
8. **Business Type (includes business type operating, capital and debt service):** Water Department, Water Pollution Control Department, Parking Division, Transit Division, Public Works-Landfill activities and Garage internal service fund activities, Engineering-Sewer and Stormwater activities, Finance-Utility Meter Reads activity and Stores internal service fund activities.
9. **Non-Program:** City Manager-Health and Worker's Compensation Insurance Reserve fund activities and Public Works-Dubuque Metropolitan Area Solid Waste activities.

\* Prior to Fiscal Year 2004, the State of Iowa, City Finance Committee changed the number of programs from 4 to 9 on the expenditure side.

### **Operating Budget**

The Operating Budget represents the various recurring activities and services provided by the several departments in the City government. The Operating Budget provides those services normally associated with the City government (e.g., police, fire, street maintenance, recreation) and involves expenditures which benefit the current fiscal year. (That is, items purchased are used up during the current fiscal period.) Expenditures in the Operating Budget are for such categories as Employee Expense, Supplies and Services, and Debt Service. Funding of the Operating Budget includes property taxes, shared state and federal revenues, fees, fines, licenses, permits, user charges and cash balances.

**Capital Budget**

The Capital Budget represents major "permanent" capital improvement projects requiring the nonrecurring expenditures of public funds for the acquisition of property or easement, construction, renovation or replacement of a physical asset of the City and any studies, engineering or surveys which are an integral part thereof. The Capital Budget is multi-year in scope, is updated annually and includes project-funding information. The first year of the Capital Budget (or Capital Improvement Program) is included with the Operating Budget for the same year to arrive at a total or gross budget amount. Capital budget financing comes primarily from bond proceeds, state and federal grants, Road Use Tax funds, Dubuque Racing Association profit distribution, and utility depreciation funds.

**Expenditure Category**

Expenditure category or classification is the basis for classifying and codifying costs. Categories of expense include: (a) Employee Expense; (b) Supplies and Services; (c) Capital Outlay (Machinery and Equipment); (d) Debt Service; and (e) Capital Improvements. Categories of expense consist of various expense accounts. For example, Employee Expense is divided into expense accounts such as full-time, part-time & seasonal employees, overtime pay, holiday pay, social security expense and health insurance. Supplies and Services include accounts such as postage, telephone expense, office supplies, dues and memberships, utility expense - electricity, motor vehicle expense - fuel, library books, and architectural services.

**Revenue Category**

Revenue category or classification is a basis for classifying and codifying revenue. There are eight major categories of revenue, each divided into specific revenue items.

The eight major categories of revenue are as follows:

1. Taxes
2. Licenses and permits
3. Use of Money and Property
4. Intergovernmental Revenue
5. Charges for services
6. Special Assessments
7. Miscellaneous Revenue
8. Other Financing Sources

An example of the specific revenue items would include the following items in the licenses and permits revenue category: business licenses, cigarette licenses, beer permits, building permits, plumbing permits, heating permits, etc.

**Alternative Budget Levels**

The Dubuque budget system utilizes a variation of the zero-based budget (ZBB) approach utilizing three alternative funding or budget levels: Maintenance Budget Level, Base Budget Level and Improvement Level.

Each alternative funding level includes specific objectives to be accomplished (service levels to be offered) and associated costs. The budget decision becomes one of selecting alternatives, which maximize the achievements of City objectives according to established priorities within the context of limited resources and City Council policy.

# **BUDGET IN BRIEF**



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## BUDGET IN BRIEF

The City Council will approve the fiscal year 2021 operating and capital budgets on March 26, 2020. The adopted FY21 budget is balanced and includes a 2.72% property tax increase to the average homeowner for the City portion of their taxes.

The keys to the City of Dubuque's financial success include a continued growth in assessed property valuation (1.47% in FY 21); efficient operation with a 0.04% reduction in the City's workforce since the 1980's; increased use of Federal and State grants; diversified revenue streams; minimal property tax supported debt; increased public and private partnerships; entrepreneurial City Council policy decisions; and caring residents, committed elected officials, hard-working not-for-profits, and talented city employees.

The City's five-year capital improvement plan (CIP) continues to allocate funding for the maintenance and refurbishment of city facilities. The approved five-year CIP totals \$200,095,388.

This budget in brief is intended to provide the residents of Dubuque with an overview of the approved operating and capital budgets. Throughout this document, you will find **highlighted sections** noting the location of detailed information in the approved budget document. Detailed information related to the approved budget can also be found on the City's website at [www.cityofdubuque.org](http://www.cityofdubuque.org).

### Fee Increases for Fiscal Year 2021

Various fee increases will be implemented beginning on July 1, 2020. These fee increases are intended to provide additional revenues to maintain and expand the level of service in various areas. The following is a summary of the increased fees:

Water, Sewer, & Stormwater Increases - Fee increases for water, sewer, and stormwater that are recommended to the City Council and will be effective July 1, 2020: sewer rates will increase by \$2.11 per month for an average residential customer, water rates will increase by \$1.54 per month for an average residential customer; solid waste collection rates will increase by \$1.20 per month for an average residential customer; and stormwater rates will increase \$0.53 per month per standard family unit (SFU) equivalent.

Parks Fee Increases - Pavilion Fee increases across all parks at the rate of a 10% increase for all rentals over \$100 and a 20% increase for all rentals under \$100. The estimated increase in revenue for the fee increase based on calendar year 2019 pavilion rentals is approximately \$11,000.

Recreation Fee Increases - Daily and Annual Golf Fee increases: \$1 increase for 18-hole daily rounds, \$2 increase for PGA rounds, and a \$10 increase on all annual passes. These fee increases will generate \$11,695 in additional revenue based on the FY 2021 usage estimates. Cart Rental fee increase of \$1 on daily 1/2 cart rentals. This will generate \$6,900 based on FY 2021 usage estimates.

Planning Fee Increases - Development Services fee increase of 4%, based on an average 2% annual increase over 2 years, since fees were last raised in FY2019. With the 4% fee increase, annual revenue is estimated to increase by \$1,896. Fees for Special Exceptions and Design Reviews continue to be set at 50% of actual costs.

Health Services - Animal License fee increases to \$14 for spayed/neutered animals, \$34 for non-spayed/non-neutered animals, and \$16 late fee. Previously, animal license fees had not been increased since 2009 and late fees had not been increased since 2009 and were the lowest late fee of the eleven largest cities in Iowa researched. These fee increases are estimated to increase licensing revenue by approximately 59% over FY 2019 revenue totals.

**Housing Fee Increases** - Increase dwelling license fees by \$5, increase rooming unit license by \$5, and decrease structure license by \$5. A single family rental would have no change, a duplex would have a 6% increase, tri-plex would have a 10% increase, 4-plex would have a 12% increase, 12-plex would have a 17% increase, and 10 rooming units would have a 25% increase from the current annual licensing fees.

## FY21 ADOPTED BUDGET

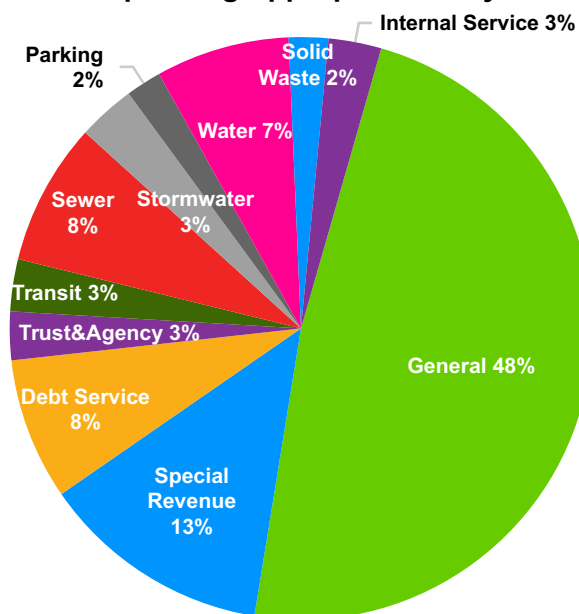
The City's adopted budget provides estimated revenues and expenditures for programs and services to be provided during the fiscal year from July 1, 2020 through June 30, 2021. A separate capital budget includes appropriations for infrastructure related to projects, such as roads, buildings, and equipment that may require more than one fiscal year to complete or to acquire.

OPERATING & CAPITAL BUDGET SUMMARY									
OPERATING		\$	140,061,277		CAPITAL	\$	59,747,247		
General Fund		\$	67,116,381		General Fund		\$	2,229,339	
Special Revenue Funds		\$	17,874,613		Special Revenue Funds		\$	14,666,387	
Debt Service Fund		\$	10,984,416		Capital Projects Funds		\$	24,178,328	
Enterprise Funds		\$	36,248,667		Enterprise Funds		\$	18,661,963	
Internal Service Funds		\$	4,091,024		Internal Service Funds		\$	8,680	
Trust & Agency Funds		\$	3,746,176		Trust & Agency Funds		\$	2,550	

## APPROPRIATED BUDGET BY FUND

The City's total appropriated operating budget of \$140.1 million is made up of the general, special revenue, debt service, enterprise, internal service, and trust and agency funds. A complete self-contained budget, including both revenues and expenses, is prepared for each of these funds.

**FY20 Operating Appropriations by Fund**



Transfers from one fund to another, such as a transfer from the general fund to a capital project fund to offset costs of a capital project, are shown as an expense (or transfer) for the entity fund providing the funding and as revenue to the fund receiving the transfer. In order to determine the actual amount of expenditures authorized by the budget, the transfer amount must be excluded.

All funds are balanced in fiscal year 2021. The City's general fund is balanced in 2021.

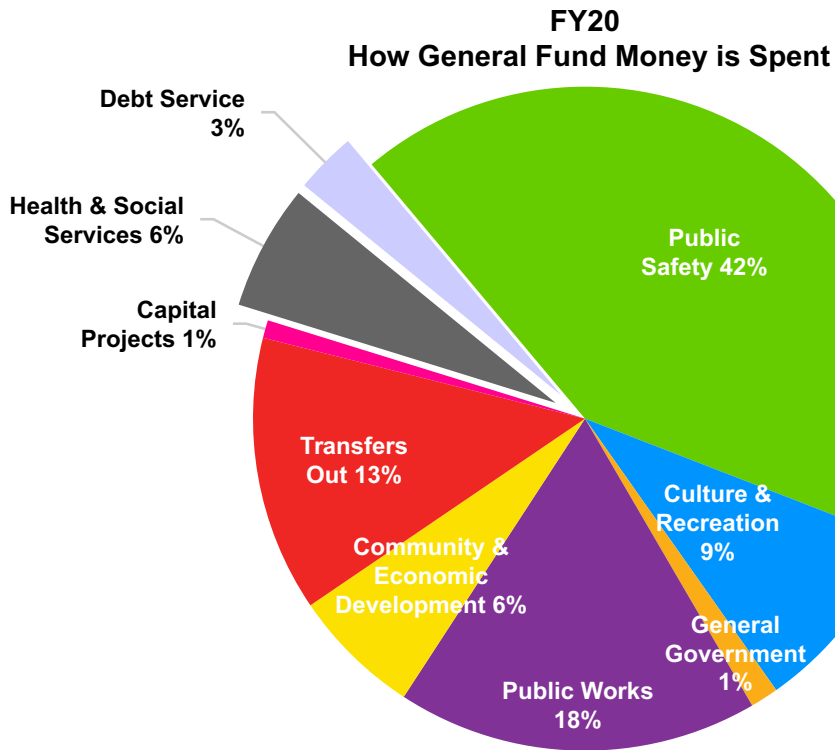
Utility funds are balanced in fiscal year 2021 as a result of rate increases.

For additional information on the amount of funding included for each fund, total funding by department, and detailed information on reserves, see the Financial Summaries section

## How General Fund Money is Spent

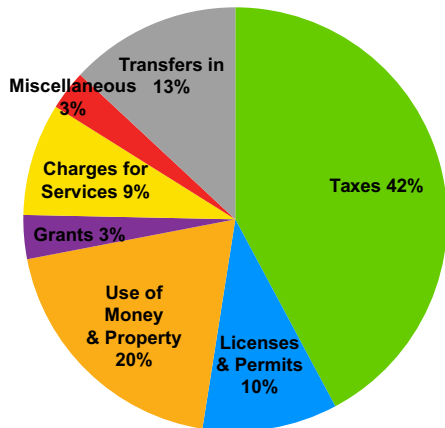
The general fund is the operating fund of the City for general service departments. The general fund has an operating budget of \$67.1 million and a capital budget of \$2.2 million. This fund encompasses the bulk of activities that are traditionally considered basic governmental services such as public safety, culture & recreation, health & social services, and general government.

42.0%	<b>PUBLIC SAFETY</b>	(animal control, building inspections, crime prevention, emergency management, flood control, fire police, etc.)
17.6%	<b>CULTURE &amp; RECREATION</b>	(AmeriCorps, arts & cultural affairs, civic center, conference center, library, marina, parks, recreation, etc.)
13.4%	<b>GENERAL GOVERNMENT</b>	(city attorney & legal services, city clerk, city council, city hall & general buildings, city manager, finance, information services, etc.)
9.3%	<b>PUBLIC WORKS</b>	(airport, maintenance of streets, bridges, and sidewalks, snow removal, street cleaning, street lighting, traffic control, etc.)
6.3%	<b>COMMUNITY &amp; ECONOMIC DEVELOPMENT</b>	(economic development, housing and community development, neighborhood development, planning and zoning, etc.)
6.1%	<b>TRANSFERS OUT</b>	(to funds other than General Fund)
3.0%	<b>CAPITAL PROJECTS</b>	(City infrastructure improvements or major equipment purchases)
1.4%	<b>HEALTH &amp; SOCIAL SERVICES</b>	(community health, health regulation and inspection, human rights, etc.)
0.9%	<b>DEBT SERVICE</b>	(government capital projects, tax-increment financing [TIF] capital projects)

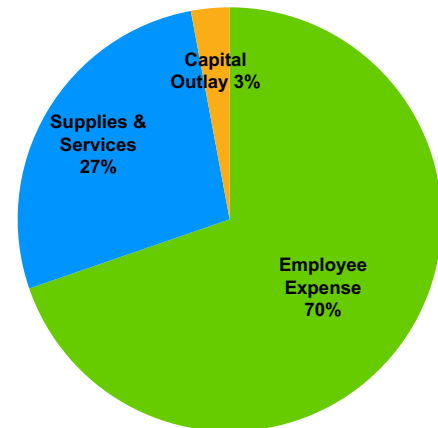


## GENERAL FUND REVENUE & EXPENDITURES

**General Fund Operating Sources**



**General Fund Operating Uses**

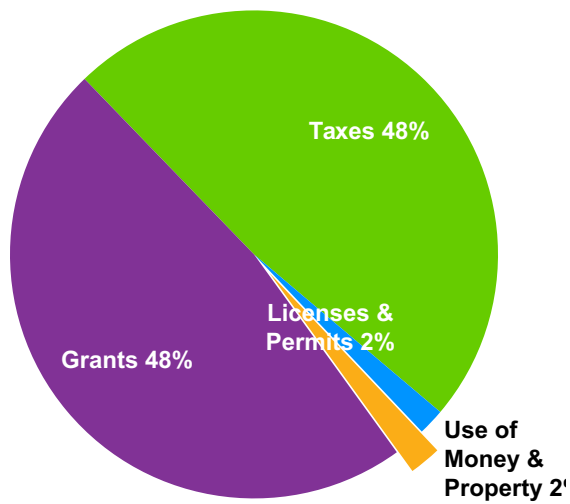


## SPECIAL REVENUE FUNDS

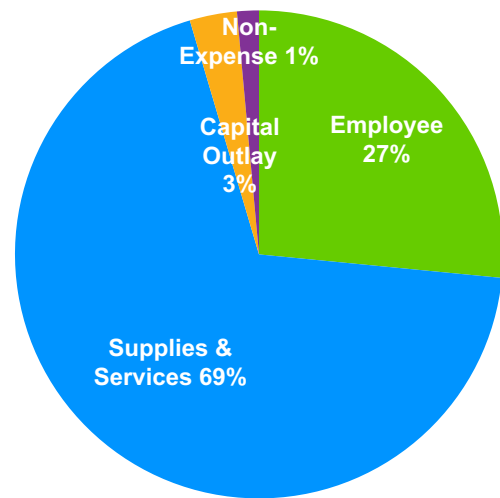
The special revenue funds have an operating budget of \$17.9 million and a capital budget of \$14.7 million. Special revenue funds are used to account for specific revenues that are legally restricted to expenditure for particular purposes. The City's special revenue funds include: Employee Benefits; Community Development; Road Use Tax;

Section 8 Housing; Tort Liability; Special Assessments; Tax Increment Financing; HUD Disaster Relief; Housing Trust; Cable TV; and Library Expendable Gifts.

**Special Revenue Operating Sources**



**Special Revenue Operating Uses**

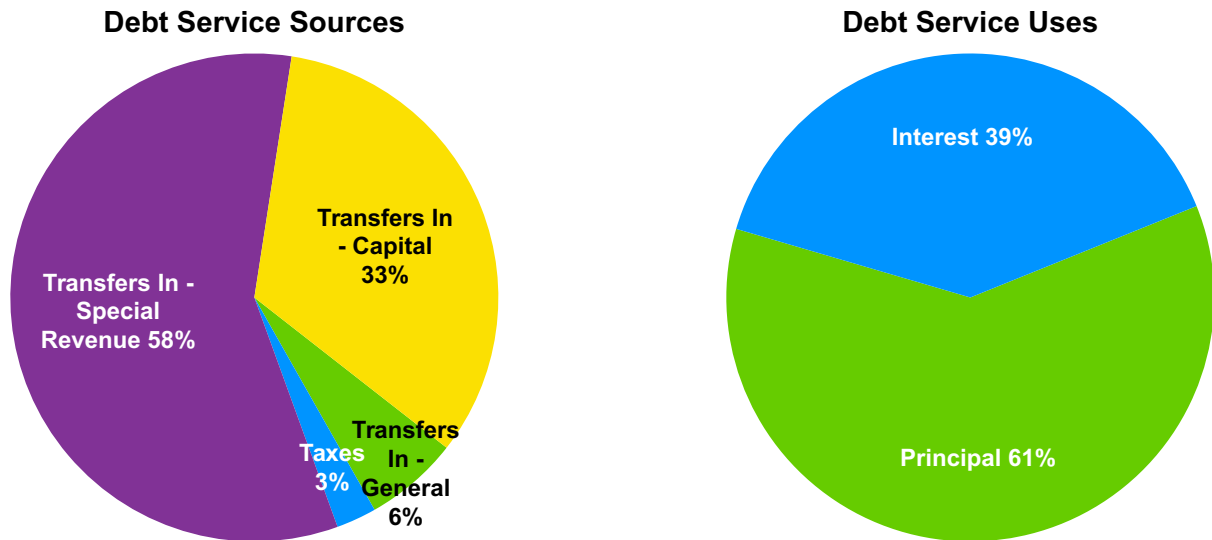


Special Revenue Funds budgets are shown in the Financial Summaries section.

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## DEBT SERVICE FUND

The debt service fund has an operating budget of \$11.0 million. The debt service fund is used to account for the accumulation of resources and payment of general obligation bond principal and interest from governmental resources and special assessment bond principal and interest from special assessment levies when the government is obligated in some manner for the payment.



Additional information on the Debt Service Fund is shown in the Debt Summaries section.

## ENTERPRISE FUNDS

Enterprise funds are expected to be self-supporting and expected to be funded entirely from user fees for services. Except for Transit, no tax revenues are used for these activities in the FY21 budget. A transfer from the general fund to the Transit fund is budgeted to fund transit operations in the City. Each utility transfers revenue to the general fund for general government services. Transfers from the utilities in FY 2021 to support general government services total \$4,642,535.

• Sewer Utility	\$1,682,275
• Stormwater Utility	\$608,650
• Parking	\$172,088
• Water Utility	\$567,194
• Solid Waste	\$1,191,482
• Landfill	\$420,846

Enterprise Funds budgets are shown in the Financial Summaries section.

## INTERNAL SERVICE FUNDS

Internal service funds provide goods or services to other department within the City, with full costs to be recovered. An example of this would be the City's Garage Service. These expenses are included in both the department budget providing the service, as well as in the budget of the department receiving the service. To avoid double counting, the appropriated budget includes only the budgets for the departments receiving internal services (Engineering Service \$1,790,468 and Garage Service \$2,300,556).

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**STAFFING CHANGES**

The City of Dubuque has 718.54 (FTE) employees budgeted in FY 2021. This represents a net increase of 8.45 FTE's from FY 2020.

Since 1981, the city has minimized the number of positions added. The adopted budget provides funding for a net decrease of 8.45 FTE's related to general fund departments.

Funding has been changes to include the following changes to FTE's:

- The Library eliminated a full-time Librarian I -1.00 FTE and added two full-time Library Aides +2.00 FTE.
- Parks staff changes resulted in a net change of +0.53 FTE and include the following: Laborer II -3.22 FTE, Laborer II Storm -0.11 FTE, Laborer I +3.75 FTE, and Laborer I Storm +0.11 FTE.
- The Human Rights Department transferred the full-time Strategic Workforce Equity Coordinator -1.00 FTE to the Human Resources Department +1.00 FTE.
- Police added a full-time School Resource Officer +1.00 FTE.
- Engineering eliminated a full-time Engineering Technician -1.00 FTE, added a full-time Camera Systems Technician +1.00 FTE, added a Civil Engineer I +1.00 FTE, and downgraded a seasonal Engineering Aide -0.50 FTE to a seasonal engineering intern +0.25 FTE.
- Fire added full-time firefighter +1.00 FTE as part of the plan for a new west end firestation.
- Health Services upgraded part-time Animal Control Officer -0.72 FTE to full-time Animal Control Officer +1.00 FTE.
- The Water Department upgraded a part-time Water Meter Service Worker I -0.80 FTE to a part-time Water Distribution Maintenance Worker +0.50 FTE, and upgraded a Water Meter Repairworker I -1.00 FTE to a Water Meter Repairworker II +1.00 FTE.
- The Public Works Department moved two full-time Truck Drivers -2.00 FTE to two full-time Utility Workers +2.00 FTE, eliminated a Traffic Signal Technician II -1.00 FTE, and upgraded a part-time Clerical Assistant -0.68 to full-time Secretary +1.00 FTE.
- The Housing and Community Development Department eliminated a full-time Resiliency Grant Administrator -1.00 FTE, added an Assistant Housing Director +1.00 FTE, added a FTE Nuisance Specialist +1.00 FTE, and eliminated a seasonal Inspector I -0.30 FTE. Other upgrades transitions include: upgrade full-time Inspector I -1.00 FTE to a full-time Inspector II +1.00 FTE, move two full-time Assisted Housing Specialists -2.00 FTE to two full-time Family Self-Sufficiency Coordinators +2.00 FTE, increase full-time resiliency coordinator from -0.25 FTE to +1.00 FTE.
- The Public Information Office upgraded a part-time Communications Assistant -0.75 FTE to a full-time Communications Assistant +1.00 FTE and reduced a part-time Communications Specialist from -0.88 FTE to +0.75 FTE.
- The City Clerk's Office eliminated a seasonal Clerical Assistant -0.50 FTE and a seasonal Intern -0.31 FTE.
- The Finance Department eliminated a full-time Budget Manager -1.00, added two full-time Budget & Financial Analysts +2.00, moved a full-time Senior Budget Analyst -1.00 FTE to a full-time Budget & Financial Analyst +1.00 FTE, upgraded a part-time Confidential Account Clerk -0.75 FTE to a full-time Secretary +1.00 FTE, and added a seasonal Intern +0.51 FTE.



<b>Total FTE's FY 2019</b>	<b>710.09</b>
FT Librarian	-1.00
FT Library Aides	+2.00
Seasonal PT Parks Laborer II	-3.22
Seasonal Parks Laborer II Storm	-0.11
Seasonal Parks Laborer I	+3.75
Seasonal Parks Laborer I Storm	+0.11
FT School Resource Officer	+1.00
FT Engineering Technician	-1.00
FT Camera Systems Technician	+1.00
FT Civil Engineer	+1.00
Seasonal Engineering Aide	-0.50
Seasonal Engineering Intern	+0.25
FT Firefighter	+1.00
PT Animal Control Officer	-0.72
FT Animal Control Officer	+1.00
PT Water Meter Service Worker I	-0.80
PT Water Distribution Maintenance Worker	+0.50
FT Water Meter Repair Worker I	-1.00
FT Water Meter Repair Worker II	+1.00
FT Truck Drivers	-2.00
FT Utility Workers	+2.00
FT Traffic Signal Technician II	+1.00
PT Public Works Clerical Assistant	-0.68
FT Public Works Secretary	+1.00
FT Resiliency Grant Administrator	-1.00
FT Grants Supervisor	+0.25
FT Assistant Housing Director	+1.00
FT Nuisance Specialist	+1.00
Seasonal Inspector I	-0.30
FT Inspector I	-1.00
FT Inspector II	+1.00
FT Assisted Housing Specialists	-2.00
FT Family Self-Sufficiency Coordinators	+2.00
FT Resiliency Coordinator	+0.75
PT Communications Assistant	-0.75
FT Communications Assistant	+1.00
PT Communications Specialist	-0.13
Seasonal City Clerk Clerical Assistant	-0.50
Seasonal City Clerk Intern	-0.31
FT Budget Manager	-1.00
FT Senior Budget Analyst	-1.00
FT Budget & Financial Analyst	+3.00
PT Finance Confidential Account Clerk	-0.75
FT Finance Secretary	+1.00
Seasonal Finance Intern	+0.51
<b>Total Adopted FTE's FY 2020</b>	<b>718.44</b>

## SUMMARY OF PERSONNEL APPROPRIATIONS AND POSITIONS BY DEPARTMENT

Department/Service	Fiscal Year 2019	Fiscal Year 2020 Budget	Fiscal Year 2021 Budget	FY 2019 FTE's	FY 2020 FTE's	FY 2021 FTE's
Police	\$ 8,384,730	\$ 8,691,695	\$ 8,969,386	119.56	120.56	121.56
E911	\$ 1,027,510	\$ 1,086,437	\$ 1,125,732	18.28	19.28	19.28
Fire	\$ 6,372,827	\$ 6,552,552	\$ 6,719,000	90.16	91.16	92.16
Human Rights	\$ 265,767	\$ 350,652	\$ 295,927	5.00	5.00	4.00
Building Services	\$ 738,518	\$ 774,980	\$ 788,998	11.75	11.75	11.75
Health Services	\$ 352,242	\$ 382,402	\$ 393,094	5.58	5.86	6.14
Parks Division	\$ 1,590,165	\$ 1,705,385	\$ 1,743,405	36.68	36.48	37.01
Civic Center	\$ 16,922	\$ 17,309	\$ 19,541	0.15	0.15	0.15
Recreation	\$ 1,672,385	\$ 1,729,271	\$ 1,778,911	46.86	48.00	48.00
Library	\$ 1,807,797	\$ 1,879,164	\$ 1,956,937	34.14	34.14	35.14
Airport	\$ 934,180	\$ 998,995	\$ 981,235	17.96	19.16	19.16
Transportation Services	\$ 2,322,221	\$ 2,376,484	\$ 2,378,802	53.77	53.73	53.73
Engineering	\$ 2,117,881	\$ 2,162,540	\$ 2,241,278	30.23	29.96	30.71
Water	\$ 1,544,325	\$ 1,600,917	\$ 1,629,256	25.87	26.37	26.07
W&RRC	\$ 961,728	\$ 990,095	\$ 980,914	15.00	15.00	15.00
Public Works	\$ 5,083,451	\$ 5,239,946	\$ 5,344,683	91.96	91.96	93.28
Economic Development	\$ 254,245	\$ 252,286	\$ 263,521	3.50	3.75	3.75
Housing & Community Dev.	\$ 1,473,896	\$ 1,737,120	\$ 1,895,132	23.82	27.30	29.00
Planning Services	\$ 562,296	\$ 524,878	\$ 530,791	8.38	8.38	8.38
Personnel Office	\$ 259,215	\$ 265,400	\$ 357,040	3.63	3.63	4.63
Public Information Office	\$ 325,565	\$ 391,362	\$ 420,754	5.00	6.38	6.50
City Council	\$ 76,600	\$ 77,191	\$ 76,892	3.50	3.50	3.50
City Manager's Office	\$ 825,648	\$ 903,392	\$ 937,481	9.77	9.67	9.67
City Clerk	\$ 221,131	\$ 237,725	\$ 202,248	3.31	3.81	3.00
Finance Department	\$ 1,174,355	\$ 1,117,676	\$ 1,217,865	18.94	18.24	20.00
Legal Department	\$ 540,639	\$ 610,353	\$ 621,004	4.62	5.62	5.62
Information Services	\$ 569,896	\$ 616,477	\$ 637,131	9.00	9.00	9.00
Cable TV	\$ 161,147	\$ 164,947	\$ 147,431	2.25	2.25	2.25
<b>TOTAL</b>	<b>\$41,637,282</b>	<b>\$43,437,631</b>	<b>\$44,654,389</b>	<b>698.67</b>	<b>710.09</b>	<b>718.44</b>

## HOW IS THE BUDGET FUNDED?

Property Taxes

General fund, transit, payroll benefit costs, and general liability insurance expenses are supported by property tax dollars. The property tax rate for fiscal year 2021 is 10.43456 per \$1,000 of taxable valuation. It is estimated that a total of \$26,952,048 will be received from property taxes in FY 2021. This represents a increase of 2.49% from fiscal year 2020. For FY 2021 there is a 2.72% property tax increase for the City portion of property taxes paid by the average homeowner.

Other Taxes

Other taxes that the City collects include local option sales tax, hotel/motel tax, and tax on agricultural land. In 2021, approximately \$9,345,876 will be received in local option sales tax. This is a 4.17% increase over FY 2020. Of this amount, 50% is for property tax relief (\$4,672,938), 20% is for City facilities maintenance (\$1,794,421), and 30% is for special assessment relief (\$2,691,632). In 2021 approximately \$2,354,015 will be received in hotel/motel tax. By resolution, 50% of this amount is to be used for promotion and encouragement of tourism and convention business and the remaining 50% goes into the General Fund for property tax relief.

Licenses and Permits

Fees from licenses include business, beer, liquor, cigarette, dog, cat, bicycle, housing, and other miscellaneous. Fees from permits include building, electrical, mechanical, plumbing, refuse hauling, excavation, subdivision inspection, swimming pool inspection, animal impoundments, and other miscellaneous. The City estimates \$1,529,906 in licenses and permits in FY 2021. Also included are cable TV franchise fees (5%) and utility franchise fees (5% gas & 5% electric). The FY 2021 projection for cable franchise fees is \$570,000 and utility franchise fee projection is \$5,398,786. The utility franchise fees are all used for property tax relief.

Use of Money and Property

This category includes interest and investment earnings collected, rent received from City owned property, and lease revenue, which is estimated at \$15,327,571 in FY 2021. The gaming related leases generate the most revenue. The lease with the Dubuque Racing Association (DRA) includes collection of 1% of coin-in and unadjusted drop and a distribution of profit from the DRA of 50%. Diamond Jo also pays a parking lease. City Council's policy is to use 100% of the DRA distribution of profit to support the Capital Improvement Budget and the total received from DRA operating and taxes is split 96% for property tax relief and 4% for capital projects. Gaming leases are projected to be \$5,770,062 in FY 2021. Riverfront leases are expected to generate \$2,678,025 in FY 2021.

Intergovernmental Revenue

Intergovernmental revenues are projected to decrease -10.50% from FY 2020. The city is estimated to receive \$43,308,198 in Federal and State grants, State Road Use Tax Funds, and County Contributions

Charges for Services

This includes revenue from charges for services for Water, Sewer, Stormwater, Solid Waste, Transit, Parking and Landfill. Rate increases have been incorporated into all utilities (as shown on the "Fact Sheet" under the Budget Overviews tab). Rate increases were necessary due to a combination of operating costs rising, additional capital projects to support additional debt service and to meet revenue bond covenants. Utility charges are projected to be \$43,702,401. Other charges for services include copy charges, sales of maps and publications, street, sidewalk, and curb repairs, special Police services, Library services, Recreation programs, etc. Other charges for services are estimated at \$3,468,722 in FY 2021.

Special Assessments

Special assessments are an additional tax levied on private property for public improvements that enhance the value of the property. In FY 2021, special assessment revenue is estimated at \$360,000.

Miscellaneous Revenue

This category includes internal charges for services, proceeds from bonds, and revenues of a non-recurring nature. Miscellaneous revenues are estimated at \$24,836,866 in FY 2021.

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**ADOPTED CAPITAL IMPROVEMENT PLAN**

The City of Dubuque's Capital Improvement Plan (CIP) represents the City's five-year plan for capital improvements and totals \$200,095,388. Appropriations of funding are made on an annual basis. The capital budget is therefore the first year of the five-year CIP. The approved capital budget for fiscal year 2021 totals \$59,747,247.

The adopted CIP reflects the City's comprehensive plan and the goals and priorities established by the City Council. Funding required to meet the capital needs for FY 2021 totals \$59.7. Approximately 25.14% (\$15.0 million) of this will be provided by issuance of new debt, primarily for stormwater utility related projects (\$7.3 million). Another funding source representing approximately 6.06% of total sources is operating receipts. Operating receipts come from current year revenues and essentially represent the amount of "cash" or pay as you go financing provided by each enterprise operation.

A major focus of the capital budget and capital improvement plan is the maintenance and refurbishment of existing city facilities. To this end, significant resources are dedicated for these types of projects including, Bee Branch Creek Watershed, Airport, Fire facilities, Civic Center, Grand River Center and Street, Sanitary and Water Improvements.

The following page provides a listing of some of the highlighted projects in the fiscal year 2021 capital budget.

**The Capital Budget in the Resident's Guide includes a summary by department of all projects planned through FY 2025.**

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**FY21 ADOPTED CAPITAL BUDGET HIGHLIGHTS****Fire**

Ladder & Pumper Truck Replacement - \$408,000  
HVAC Replacement at Fire HQ - \$168,924  
Outdoor Warning Siren Repair/Replacement - \$100,000  
Station 6 Structural, Roof, and Tuckpointing Repairs - \$209,000

**Leisure Services**

Eagle Valley Park Development - \$180,447  
Westbrook Park Phase II - \$214,000  
Jackson Park Amenities Improvements - \$250,000  
Ash Tree Removal and Tree Replacement - \$275,000

**Library**

Landscaping and Plaza Redesign - \$100,202

**Water**

Water Meter Replacement Program - \$176,661  
Cottingham Road Water Main - \$187,813  
SCADA & Communications Infrastructure - \$495,000  
Water Main Replacements (Streets) - \$271,375  
Public Lead Line Water Replacement - \$122,470  
Water Line Extensions to New Developments - \$307,500  
Wells, Well Field, and Raw Transmission Piping Repair - \$250,000  
Water Treatment Plant Condition Assessment and Master Plan - \$115,000  
Tamarack Park Frontage Road Water - \$362,500  
Landfill Frontage Road Water Main Extension - \$121,500  
Althaus St. & Eagle St. Water Main Improvements - \$151,065

**Water & Resource Recovery Center**

UV Disinfection System Modifications - \$235,000  
Pump Trailer - \$110,000

**Airport**

Terminal Automated Vehicle Wash Facility - \$227,750  
Rehabilitate Taxiway A - \$350,000

**Public Works**

Curb Ramp Program - \$423,574  
56,000 GVW Dump Truck Replacement - \$215,000  
Vacuum Street Sweeper Replacement - \$210,000  
Wheel Loader Purchase - \$206,350  
Cab-Over Solid Waste Vehicles - \$596,260  
Hard Surface Deep Cleaning Self-Propelled Unit - \$166,100  
City Tipper Carts - \$280,000

**Sanitary Sewer Improvements**

Sanitary Sewer Extensions to Existing Developments - \$600,000  
Sewer Utility Master Plan - \$237,000  
CCTV Inspection, Cleaning, and Assessment - \$285,000  
Auburn & Custer Sanitary Sewer Reconstruction - \$316,400  
Heeb Street Sanitary Sewer Reconstruction - \$160,000  
Cedar & Terminal Lift Station & Force Main Assessment and Improvements - \$750,000  
Track Line Sanitary Cleaning and Lining - \$187,790  
Center Place Alley Sanitary Sewer Rehabilitation - \$410,000  
General Sanitary Sewer Replacement - \$200,000

**Stormwater Improvements**

Drainage Program - \$100,000  
Bee Branch Creek RR Culverts - \$17,345,349  
Bee Branch Creek Gate & Pump Replacements - \$5,134,418

**Street Related Improvements**

Street Construction General Repairs - \$100,000  
Chavenelle Rd Reconstruction - \$3,700,000  
Heeb Street Reconstruction - \$300,000  
Southwest Arterial Project - \$550,000  
Southwest Arterial ITS Corridor Development - \$850,000  
Pavement Rehabilitation - Concrete Street Repair, Mill and Asphalt Resurfacing - \$520,000  
Northwest Arterial Eastbound Dedicated Left Turn Lane onto JFK Road - \$180,000  
Sidewalk Program - City-Owned Sidewalk - \$170,000  
Villa Street Retaining Wall - \$1,600,000

**Traffic Improvements**

STREETS Traffic Control Project - \$3,466,250  
Asbury Road Signalization Reconstruction - \$120,000  
Broadband Acceleration and Universal Access - \$136,000

**Engineering Miscellaneous**

Federal Building Renovation - \$446,000  
Riverfront Dock Expansion - \$1,050,000  
Riverfront Leasehold Improvements - \$187,500  
ABC Supply Building Deconstruction - \$417,000  
Third Street Overpass Railing Painting - \$120,000

**Building**

Downtown URD Non-Profit ADA Assistance - \$100,000

**Economic Development**

Greater Downtown Urban Renewal District Incentive & Rehab Program - \$392,900  
Workforce Development - \$310,000  
Washington Neighborhood Facade Program - \$120,000

**Transit**

Transit Vehicle Replacement - \$794,824  
Onboard Security Cameras - \$112,740

**Parking**

East 12th & Elm St. Parking Lot Construction - \$589,000

**Housing and Community Development**

Homeownership Assistance - \$566,485  
Lead Based Paint Hazard Control - \$800,000  
Lead Based Paint Hazard Control Grant Match - \$104,166  
Neighborhood Reinvestment Partnership - \$300,000  
Washington Neighborhood Home Purchase Program - \$211,283  
Homeowner Rehabilitation Program - \$155,000  
Bee Branch Healthy Homes Resiliency Grant - \$2,718,000

**City Manager's Office**

Downtown Urban Renewal Area Non-Profit Weatherization Assistance - \$100,000

**Finance**

Department Remodel - \$250,000

**Information Services**

City-Wide Computer Replacements - \$620,023

# **COMMUNITY INFORMATION**

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Founded by Julien Dubuque in 1785, Dubuque is Iowa's oldest city and is among the oldest settlements west of the Mississippi River. Dubuque has long been a historical and cultural center with its numerous historic sites, architectural Historic Districts with well-preserved buildings and homes, a revitalized main street, history and art museums, live theaters, ballet troupes, a symphony, three private colleges, two seminaries, a Bible college, libraries and a local history research center, recreational and sports venues, beautiful parks, a state park and nature interpretive center, miles of hiking and biking trails and the great Mississippi River.



Recent recognitions include being named one of the 100 Best Communities for Young People, the Most Livable Small City, an Iowa Great Place, an All-America City, and a LEED Certified City (Leadership in Energy and Environmental Design). Dubuque scored 100 on the 2018 Municipal Equality Index, issued by the Human Rights Campaign (HRC), in partnership with the Equality Federation Institute.

Dubuque, Iowa is truly a "Masterpiece on the Mississippi."

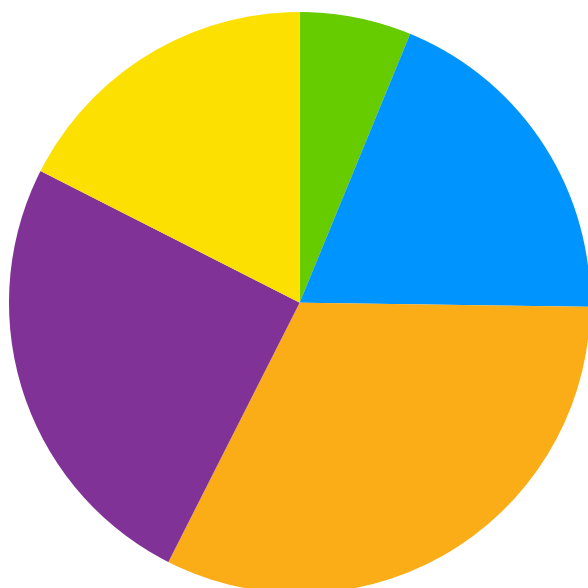
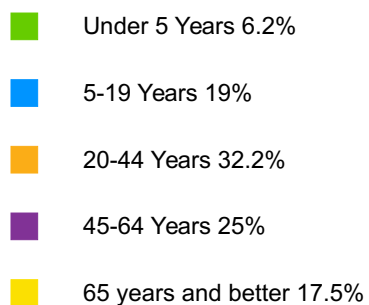




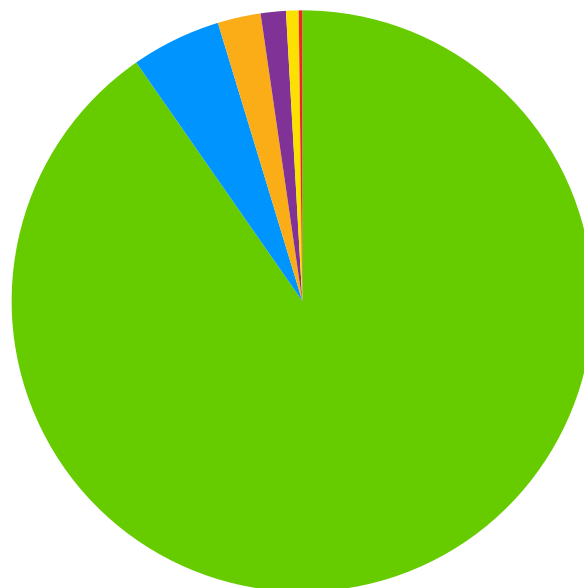
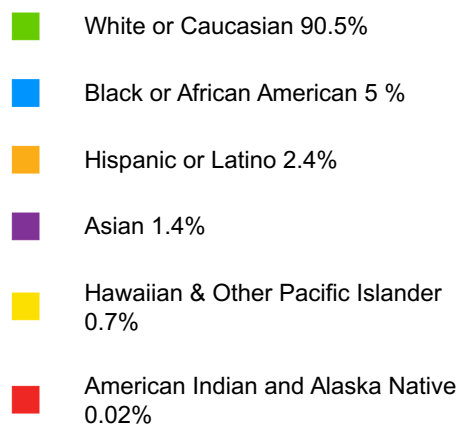
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ACCORDING TO THE 2014-2018 AMERICAN COMMUNITY SURVEY (ACS), THE CITY OF DUBUQUE'S DEMOGRAPHICS INCLUDE THE FOLLOWING:

AGE



RACE



## POPULATION

Total Population: 58,340  
Female Population: 51.6%  
Male Population: 48.4%

Average Household Size: 2.27  
Family Households: 59.1%  
Non-Family Households: 40.9%

Average Family Size: 2.88

Median Age: 37 years

## HOUSING

Total Housing Units: 25,918  
Housing Occupancy: 92.3%  
Owner-Occupied: 63.4%  
Renter-Occupied: 36.6%

## INCOME

Median Household Income: \$52,298  
Median Family Income: \$67,436  
Families below poverty: 10.4%  
Individuals below poverty: 16%  
Over 18 years old: 14.4%

## DUBUQUE'S LOCATION

Situated at the intersection of Iowa, Illinois, and Wisconsin, the community of Dubuque, Iowa, stands among the Mississippi River bluffs as a metropolitan service area for seven surrounding counties.

Dubuque is connected by four-lane highways to Davenport, Des Moines, Madison and Minneapolis. The majority of the way to Chicago is also four-lane highway. Dubuque is centrally located amongst several major metropolitan areas:

The Dubuque Regional Airport serves both business and leisure travelers with service through Envoy (formerly American Eagle) between Dubuque and Chicago's O'Hare International Airport. Private and corporate jets also make use of the great central location of the airport as well.

Land Area: 32.7 square miles  
Riverfront shoreline: 8.8 miles



## SERVICES PROVIDED BY THE CITY OF DUBUQUE

Airport  
Ambulance & EMS  
Animal Control  
Arts & Culture  
Building Permits  
Campground  
Civic Center  
Conference Center  
Community Development  
Economic Development  
Emergency Communications/911  
Emergency Notifications  
Fire/Rescue  
Golf Course  
Health Services  
Historic Preservation  
Housing  
Human Rights

Library  
Licenses & Permits  
Marina  
Parking  
Parks  
Planning & Zoning  
Police  
Recreation  
Sanitary Sewer  
Sidewalks  
Snow & Ice Control  
Street Maintenance  
Stormwater Management  
Transit  
Trash & Recycling  
Utility Billing  
Water  
Wastewater

## RECREATION OPPORTUNITIES

53 parks with 1,246 acres  
25 park shelters  
19 tennis courts  
21 restrooms  
4 accessible fishing piers  
3 skate parks  
1 dog park  
288 units of play equipment  
1 Disc golf course  
1 In-line hockey rink  
10 softball fields  
1 baseball field  
5,200 street trees  
46 miles of trails  
1,000 picnic tables



## CULTURAL AMENITIES

In Dubuque there are over 45 non-profit arts and cultural organizations that provide year-round cultural programming in Dubuque and the surrounding area. Dubuque is home to a world-class Symphony Orchestra and Arboretum, two Smithsonian Affiliates - the Dubuque Museum of Art and the National Mississippi River Museum and Aquarium, JDIFF - an international film festival, multiple community theater groups including Grand Opera House, Bell Tower, Rising Star and Fly By Night. There are on average over 125 special events throughout the year from community festivals to outdoor music venues to parades and neighborhood events.

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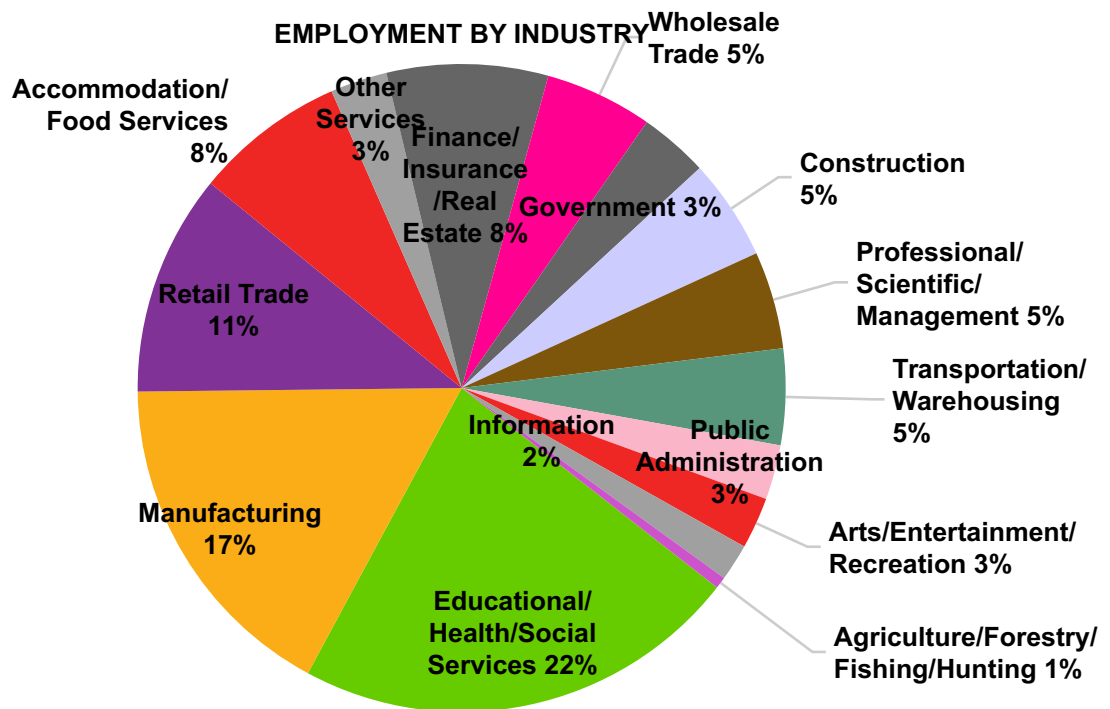
## WORKFORCE

Today there are over 12,000 employees working in downtown Dubuque. Dubuque leads the State in downtown rehabilitation and development with over \$600 million of public and private investment since 1985.

According to the latest data from Iowa Workforce Development (December 2019), Dubuque's employment is at 56,100. Dubuque County's unemployment rate for December 2019 was 3.1% while Iowa's rate was 2.9% and the nation's was 3.5%.

The top ten employers in the area employ less than 20% of the total workforce. Interstate Power & Light CO., the greatest revenue source among all taxpayers, contributes approximately 6% of the City's taxable valuation.

TOP EMPLOYERS		
Employer	Valuation	Employees
John Deere *		2,600
Kennedy Mall Inc.	\$ 37,660,860	957
MercyOne Medical Center		1,410
Progressive Processing LLC	\$ 25,385,510	61
Unity Point Health-Finley Hospital		975
Mar Holdings LLC	\$ 21,342,734	Confidential
City of Dubuque		737
Nordstrom Inc.	\$ 13,907,930	25
Cottingham & Butler		650
McGraw-Hill Global Education	\$ 13,500,000	600
Source: Greater Dubuque Development Corporation		
* Located just outside the City limits.		
Taxpayer	Valuation	
Peninsula Gaming Co. LLC	\$ 63,874,814	
Kennedy Mall Inc.	\$ 37,660,860	
GRTD Investments LLC	\$ 26,264,760	
Progressive Processing LLC	\$ 25,385,510	
Walter Development LLC	\$ 24,854,730	
Mar Holdings LLC	\$ 21,342,734	
Flexsteel Industries Inc.	\$ 18,916,230	
Nordstrom Inc.	\$ 13,907,930	
Platinum Holdings LLC	\$ 13,500,000	
McGraw-Hill Global Education	\$ 13,500,000	
Source: Dubuque County Iowa Auditor's Office		



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## **City of Dubuque Mayor and City Council Non-profit & Partner Board Representation**



As elected officials, the Mayor and City Council serve as a City Council Representative on a number of local, not-for-profit and partner organizations. Appointments are made at the request of the organization or are included in the organization's Bylaws or Articles of Incorporation. These appointments are affirmed every year by the City Council at an official meeting.

Area Council of Governments  
Dubuque County Conference Board  
Convention & Visitor's Bureau Board of Directors  
Convention and Visitors Bureau Advisory Committee  
County Resource Enhancement and Protection Act (REAP) Committee  
Dubuque County Early Childhood Board  
Dubuque County Emergency Management Council  
Dubuque Initiatives  
Dubuque Main Street  
Dubuque Metropolitan Area Solid Waste Agency  
Dubuque Metropolitan Area Transportation System (DMATS)  
Dubuque Racing Association  
Dubuque County Examining Board  
Four Mounds Foundation  
Friends of the Mines of Spain Advisory Board  
Greater Dubuque Development Corporation (GDDC)  
Operation: New View Community Action Agency  
Pre-Disaster Mitigation Plan Committee (PDMP)  
River Valley Initiative Foundation Board of Directors  
Sister City Relationships Advisory Committee





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# City of Dubuque

## Boards and Commissions

Individuals serving on Boards and Commissions play an important role in advising the City Council on matters of interest to our community and its future. The City Clerk's Office accepts applications for any Board or Commission at any time, and the application stays active for one year from the date of receipt in the Clerk's Office. Applicants must be a resident of the City of Dubuque. Some boards and commissions may require compliance with the State of Iowa Gender Balance Law.

Airport Commission

Airport Zoning Commission

Airport Zoning Board of Adjustment

Arts and Cultural Affairs Advisory  
Commission

Board of Appeals

Building Code Board

Cable TV Commission

Catfish Creek Watershed Management  
Authority

City Board of Review

Civic Center Commission

Civil Service Commission

Community Development Advisory  
Commission

Electrical Code Board

Environmental Stewardship Advisory  
Commission

Enterprise Zone Commission

Historic Preservation Commission

Housing Commission

Housing Trust Fund Advisory Committee

Housing Board of Appeals

Human Rights Commission

Investment Oversight Commission

Library Board of Trustees

Long Range Planning Advisory Commission

Mechanical & Plumbing Code Board

Mechanical Code Board

Mediacom Charitable Foundation

Parks and Recreation Advisory Commission

Plumbing Code Board

Sister City Relationships Advisory  
Commission

Safe Community Advisory Committee

Resilient Community Advisory Commission

Transit Advisory Board

Zoning Advisory Commission

Zoning Board of Adjustment



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# **BUDGET OVERVIEWS**

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# 2019

## City Council Goals & Priorities



### City of Dubuque Goals 2024

- **Robust Local Economy:** Diverse Businesses and Jobs with Economic Prosperity
- **Vibrant Community:** Healthy & Safe
- **Livable Neighborhoods & Housing:** Great Place to Live
- **Financially Responsible, High-Performance City Organization:** Sustainable, Equitable, and Effective Service Delivery
- **Sustainable Environment:** Preserving and Enhancing Natural Resources
- **Partnership for a Better Dubuque:** Building Our Community that is Viable, Livable, and Equitable
- **Diverse Arts, Culture, Parks, and Recreation Experiences and Activities**
- **Connected Community:** Equitable Transportation, Technology Infrastructure, and Mobility

### 2019-2021 POLICY AGENDA

Policy Agenda items are issues that need direction or a policy decision by the City Council, or need a major funding decision by the City Council, or issues that need City Council leadership in the community or with other governmental bodies. The policy agenda is divided into top priorities and high priorities.

#### TOP PRIORITIES (in alphabetical order)

- Dream Center: Facilities & Programs
- Emerald Ash Borer Program
- Human Resources Policies & Handbook Revision
- Imagine Dubuque: Implementation
- Major Street Improvement Plan: Project Priority & Funding
- Parking Ramp Maintenance: Funding

#### HIGH PRIORITIES (in alphabetical order)

- Brain Health Strategy & Action Plan
- Debt Reduction Plan: Re-Affirmation
- Fountain of Youth: Funding
- Four Mounds/HEART Program: Funding
- Street Maintenance Program: Increased Funding
- Transit Vehicle Replacement Funding

### 2019-2021 MANAGEMENT AGENDA

Management agenda items are issues for which the City Council has set the overall direction and provided initial funding, may require further City Council action or funding, or are major management projects that may take multiple years to implement. The management agenda is divided into top priorities and high priorities.

#### TOP PRIORITIES (in alphabetical order)

- Bee Branch Creek Projects: Next Steps
- CHANGE Program: True North Housing Initiative & Bee Branch Healthy Homes Resiliency Program
- Equitable Poverty Prevention: Action Plan
- Industrial Park Development
- Leisure Services Facilities Deferred Maintenance Assessment
- Multi-Tiered Housing Inspection Program
- Park Development Projects for Non-TIF(Tax-Increment Financing), Donated Park Sites
- Traffic Signal Synchronization/STREETS

#### HIGH PRIORITIES (in alphabetical order)

- Dubuque Riverfront Master Plan (Corps of Engineers)
- Citywide Departmental Work Order System Implementation
- Innovation & Entrepreneurial Strategy
- School Resource Officer: Implementation
- Southwest Arterial Business Development
- Water & Resource Recovery Center: Nutrient Trading





## MANAGEMENT IN PROGRESS >>

Items that are underway and budgeted. Staff is implementing and providing updates to City Council.

Projects that are underway and budgeted. Staff is implementing and providing updates to City Council.

## << MAJOR PROJECTS

### Robust Local Economy: Diverse Businesses and Jobs with Economic Prosperity

#### Management in Progress

- Business Development at the Airport: University of Dubuque
- GDDC Retail Attraction Strategy
- Downtown Housing Creation Strategy
- Riverfront Lease Sites
- Federal Opportunity Zones
- Brownfield Grants
- FAA Supplemental Funding
- Air Charters to Leisure Destinations

#### Major Projects

- Demarcation Point Relocation [Phone Line Termination Point]
- Old Air Terminal Demolition

### Vibrant Community: Healthy & Safe

#### Management in Progress

- Police Reaccreditation
- Humane Society Contract Renewal
- WRRC: Certification of Environmental
- CAD Connection to City Cameras Network
- Traffic Camera System
- School Safety and Security Plan and Protocols
- Dispatcher Training Program
- Communication National Quality Assurance
- Healthcare for Residents from Pacific Islands
- Smart 911 Personal and Building Profile Marketing
- Quick Response Pumper
- Fire Accreditation
- Police Officer Recruitment & Retention
- P25 Radio System Building & Implementation
- Panic Button for City Facilities
- Ambulance Staffing Alternatives
- Police Department Transition to New Caliber Weapons

#### Major Projects

- Crescent Community Health Center: Clinic Construction
- Fire Headquarters and Stations ADA Compliance
- Fire Stations HVAC and Lighting Improvements
- Multicultural Family Center Construction

### Livable Neighborhoods & Housing: Great Place to Live

#### Management in Progress

- Barrington Lakes Reservoir Abandonment
- Code Enforcement: Acoela Program
- Downtown Commercial Buildings Evaluation & Assessment Project

#### Major Projects

- Lowell Street Retaining Wall Repair: Funding
- Historic Millwork District Parking Lot and Signage







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

### Management in Progress

- Third St. Data Center
- ADA Compliance Transition
- Aerial Photography & Control Monumentation
- Cartegraph OMS System Asset Management Expansion
- Certified Financial Report Software Conversion
- City Website: Redesign
- Community Resident Survey and Actions
- Diverse Applicants Recruitment Strategy
- Financial Management Software: Study & Draft RFP
- Health Benefits Consulting and Actuarial Services
- High Performing Organization/Outcome-driven Decision-making Strategy

- Indirect Rate for Grants
- Internal Liquor License Approval Process
- InVision Facility Management Software
- I-Net Connection for Remote Site
- Liquor License Process
- New Employee and Promoted Employee Orientation and Support Program
- Paperless Accounts Payable Workflow Development & Implementation
- Workers Compensation Claims Management

### Major Projects

- City Hall Sidewalks Heating System
- City Hall Annex Windows Replacement

## Sustainable Environment: Preserving and Enhancing Natural Resources

### Management in Progress

- Community Climate Action & Resiliency Plan
- Flood Control System: Corps of Engineers Project Approval
- FOG (Fats, Oils, & Greases) Program
- Glass Collection Drop-off Programs
- Growing Sustainable Communities Conference
- Lead & Copper Rule Compliance Water Sampling & Testing
- Public Education on Bikeable/Walkable Dubuque
- Sanitary Sewer System Condition Assessment
- Sewer Infrastructure Asset Management Plan

### Major Projects

- 17th St./W. Locust St. HUD Resiliency Storm Sewer Improvement Project
- 22nd St./Kaufman Ave. HUD Resiliency Storm Sewer Improvement Project
- Bee Branch Culvert Project Under Railroad
- Bee Branch Gates/Pump Station
- Cell 9 Landfill Project: Phase 4
- Fire Hydrants Installation [former Vernon Water System]
- Pressure Reducing Valve Implementation
- Sanitary Forcemain/Riverbank Stabilization Project (US Corps of Engineers)
- SCADA Overhaul: Water
- Roosevelt Street Water Tower Project
- Vernon Well Abandonment
- WRRF Outfall Manhole Reconstruction
- Water Tank Inspection Program & Maintenance
- Water Lines Extension – SW Arterial
- West 3rd St. Generator





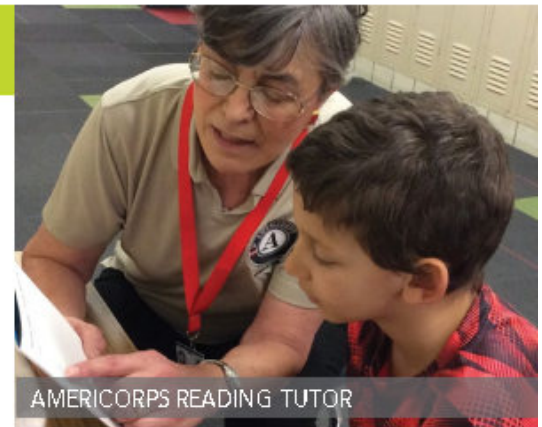
## management in progress and major projects: continued

### Partnership for a Better Dubuque:

Building Our Community that is Viable, Livable, and Equitable

#### Management in Progress

- 2020 Census Complete Count
- Campaign for Grade Level Reading: Community Solution Action Plan
- City Racial Equity Toolkit: Results-based Accountability
- Civic Action Plan & Civic Leaders Program
- Equity Training for City Staff
- My Brother's Keeper
- Welcoming & Connecting with New Residents Program (GDDC)



AMERICORPS READING TUTOR

### Diverse Arts, Culture, Parks, and Recreation Experiences and Activities

#### Management in Progress

- All Community Reads Event
- AmeriCorps
- Changing Lives Through Literature Program
- EB Lyons Center Partnership Development
- Library Marketing Campaign
- Pollinator Habitat in Park System

#### Management in Progress

- Bunker Hill Golf Course Irrigation
- Corniskey Park Renovation
- Eagle Point Park Environmental Restoration Project
- English Ridge & Eagle Valley Subdivision Parks
- Grand River Center: Upgrade Projects
- Miracle League Complex
- Veterans Pond: Dedication

### Connected Community: Equitable Transportation, Technology Infrastructure, and Mobility

#### Management in Progress

- ADA Pads for Bus Stops
- BUILD Grant & Other Grants
- Bus Routes: Update Maps
- Comprehensive Pavement Preservation Plan
- Downtown Parking Ordinance
- Ramps Structural Analysis
- Smart Tool for Integrated Parking Platform
- Smart Technology for Transportation Data Collection
- Transportation Customer App
- WiFi in Fixed Routes
- WiFi in Intermodal & Intermodal Lobby

#### Major Projects

- Chavanelle Road Hike/Bike Trail
- Chavenelle Road Rehabilitation
- Four-laning Southwest Arterial(US52)
- Highway 52 Repaving
- North Cascade Rd. Reconstruction (to Timber Hyrst Subdivision) & Water Main Extension
- Northwest Arterial Upgrade (IDOT)
- Parking Lot Re-striping
- Roundabouts
- Washington Street Improvements (7th to 9th)



MIRACLE LEAGUE OF DUBUQUE AT VETERANS PARK

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LINKING LONG- AND SHORT-TERM GOALS

LONG-TERM GOAL	SHORT-TERM GOAL	IMPLEMENTATION DEPARTMENT
Robust Local Economy: Diverse Businesses and Jobs with Economic Prosperity	Grand River Center Concrete Restoration	Leisure Services
	Grand River Center Roof Restoration	Leisure Services
	Grand River Center Replace Table/Chairs/Podiums	Leisure Services
	Water Meter Replacement Program	Water
	Cottingham Road Water Main	Water
	Southwest Arterial Water Main Extension	Water
	Water Line Extensions to New Developments	Water
	Wells, Well Field, and Raw Transmission Piping Repair	Water
	Tamarak Park Frontage Road Water Main	Water
	West End Annexation Phase II	Water
	West End Annexation Phase I	Water
	Creek Crossing Restoration	Water
	Landfill Frontage Rd. Water Main Extension	Water
	Althausen St. & Eagle St. Water Main Improvements	Water
	Public Safety Way Water Main Improvements	Water
	McFadden Farm Water Main Improvement (S. Heacock Rd from Chavenelle to Pennsylvania)	Water
	Terminal Automated Vehicle Wash Facility	Airport
	Asphalt Pavement Repair	Airport
	Sanitary Sewer Extensions to New Developments	Water
	Sanitary Sewer Extensions to Existing Developments	Water
	Twin Ridge Subdivision -Lagoon Abandonment	Water
	Sanitary Sewer Extensions - Existing Development, Pre-annexation and Annexation Agreements	Water
	McFadden Farm Sanitary Sewer Extension	Engineering
	Southfork Interceptor Sewer	Engineering
	Knob Hill-Duggan Drive Sanitary Sewer Reconstruction	Engineering
	Southgate Sanitary Sewer Reconstruction	Engineering
	Auburn & Custer Sanitary Sewer Reconstruction	Engineering
	Grove Terrace Sanitary Sewer Reconstruction	Engineering
	Heeb Street Sanitary Sewer Reconstruction	Engineering
	Hempstead Sanitary Sewer Reconstruction	Engineering
	Cooper Place and Maiden Lane Sanitary Sewer Reconstruction	Engineering
	Abbott & Cottage Sanitary Sewer Reconstruction	Engineering
	Harvard St Sanitary Sewer Reconstruction	Engineering
	Force Main Stabilization	Engineering
	Center Place Alley Sanitary Sewer Rehabilitation	Engineering
	Perry & Bradley Force Main and Lift Station Improvements	Engineering
	Storm Sewer Improvements/Extensions	Engineering
	University Ave Storm Sewer	Engineering
	Northridge Dr Storm Sewer Extension	Engineering

**Robust Local  
Economy: Diverse  
Businesses and  
Jobs with Economic  
Prosperity**

Riverfront Dock Expansion	Engineering
Riverfront Leasehold Improvements	Engineering
ABC Supply Building Deconstruction	Engineering
INET Replacement Build Out	Engineering
Fiber Optic Conduit - Miscellaneous	Engineering
Broadband Acceleration and Universal Access	Engineering
Washington Neighborhood Façade Program	Engineering
Downtown Rehab Grant Program	Engineering
Develop McFadden Property	Engineering
Downtown Rehabilitation Loan Program	Engineering
Central Ave Corridor Initiative	Engineering
Central Avenue Streetscape Master Plan Implementation	Engineering
South Port Master Plan Implementation	Engineering
Port of Dubuque Ramp Major Maintenance	Parking
East 12th and Elm Street Parking Lot Construction	Parking
Locust/Iowa Street Parking Ramp Repairs and Additional Parking	Parking

**LONG-TERM GOAL**

**SHORT-TERM GOAL**

**IMPLEMENTATION  
DEPARTMENT**

**Vibrant Community:  
Healthy and Safe**

Ladder Truck & Pumper Replacement	Fire
HVAC Replacement at Fire Headquarters 11 West 9th Street	Fire
Outdoor Warning Siren Repair/Replace	Fire
Fire Station Exhaust Systems	Fire
Ambulance Replacement	Fire
Fire Station Expansion/Relocation	Fire
Landscaping and Plaza Redesign	Library
Public Lead Line Water Replacement	Public Works
Floodwall Post-Flood Repair Program	Public Works
Flood Control Units	Public Works
Speed Shields	Engineering
Street Light Replacement and New Installation	Engineering
Street Camera Installation	Engineering
Grandview Street Light Replacement	Engineering
Bus Stop Improvements	Transit
Onboard Security Cameras	Transit
Bee Branch Healthy Homes Resiliency Grant	Housing

**Livable  
Neighborhoods and  
Housing: Great  
Place to Live**

**LONG-TERM GOAL**

**SHORT-TERM GOAL**

**IMPLEMENTATION  
DEPARTMENT**

**LONG-TERM GOAL**

**SHORT-TERM GOAL**

**IMPLEMENTATION  
DEPARTMENT**

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

Station 6 Structural, Roof, and Tuckpointing Repairs	Fire
Implement Mechanical & Electrical System Design Study Recommendations	Fire
Eagle Point Park - Replace Water Lines	Leisure Services
Pebble Cove Park	Leisure Services
Murphy Park Replace Water Lines	Leisure Services
Five Flags - Arena Air Conditioner Replacement	Leisure Services
Flora and Sutton Pools Annual Maintenance	Leisure Services
Flora & Sutton Filter Tank Replacement	Leisure Services
SCADA & Communications Infrastructure	Water Department
Water Treatment Plant Condition Assessment and Master Plan	Water Department
Water Storage Tank Coating Program	Water Department
Final Clarifier Rehabilitation	Water & Resource Recovery Center
Lift Station SCADA Upgrades	Water & Resource Recovery Center
Pump Trailer	Water & Resource Recovery Center
Pavement Condition Study	Airport
56,000 Gross Vehicle Weight (GVW) Dump Truck Replacement	Public Works
Vacuum Street Sweeper Replacement	Public Works
35,000 GVW Dump Truck Replacement	Public Works
Wheel Loader Purchase	Public Works
Cab-Over Solid Waste Vehicles	Public Works
High Pressure Sewer Jet Cleaner	Public Works
Hard Surface Deep Cleaning Self-Propelled Unit	Public Works
Sewer Utility Master Plan	Engineering
CCTV Inspection, Cleaning, and Assessment	Engineering
Cedar and Terminal Street Lift Station and Force Main Assessment and Improvements	Engineering
Track Line Sanitary Cleaning and Lining	Engineering
General Sanitary Sewer Replacement	Engineering

**LONG-TERM GOAL**

**SHORT-TERM GOAL**

**IMPLEMENTATION  
DEPARTMENT**

<b>Financially Responsible, High Performance City Organization: Sustainable, Equitable and Effective Service Delivery</b>	Storm Sewer General Replacements	Engineering
	Catch Basin Reconstruction	Engineering
	Third Street Overpass Railing Painting	Engineering
	Fiber Infrastructure Management System	Engineering
	Aerial Orthophotography	City Manager's Office
	Layer 2 Redundant Network Switch	Information Services
	General Ledger Software	Finance
	City-Wide Computer and Printer Replacements	Information Services
	Layer 2 Redundant Network Switch	Information Services
	Third Street Data Center	Information Services

LONG-TERM GOAL	SHORT-TERM GOAL	IMPLEMENTATION DEPARTMENT
<b>Sustainable Environment: Preserving and Enhancing Natural Resources</b>	Ash Tree Removal and Tree Replacement	Parks
	Street Tree Program	Parks
	Highway 20 - Replace Roses	Parks
	Activated Sludge Process Improvements	WRRC
	High-Strength Waste Receiving & Storage	WRRC
	UV Disinfection System Modifications	WRRC
	Sanitary Sewer Root Foaming	Public Works
	City Tipper Carts	Public Works
	Sanitary Sewer Lining Program	Engineering
	Stormwater Infiltration & Inflow Elimination Program	Engineering
	Draintile Program	Engineering
	Bee Branch Creek RR Culverts	Engineering
	Bee Branch Creek Gate & Pump Replacement	Engineering
	Flood Control Maintenance Facility	Engineering
	LED Re-lamp schedule	Engineering
	Lead Based Paint Hazard Control	Housing
	Lead Based Paint Hazard Control Grant Match	Housing

LONG-TERM GOAL	SHORT-TERM GOAL	IMPLEMENTATION DEPARTMENT
<b>Partnership for a Better Dubuque: Building Our Community that is Viable, Livable and Equitable</b>	Downtown URD Non-Profit ADA Assistance	Building
	Downtown ADA Assistance	Building
	Greater Downtown Urban Renewal District Incentive & Rehab Program	Economic Development
	Workforce Development	Economic Development
	Downtown Urban Renewal Area Non-Profit Weatherization Assistance	Economic Development



LONG-TERM GOAL	SHORT-TERM GOAL	IMPLEMENTATION DEPARTMENT
Diverse Arts, Culture, Parks and Recreation: Experiences and Activities	Eagle Valley Park	Parks
	Westbrook Park Phase II	Parks
	North Fork Trail	Parks
	Pebble Cove Park	Parks
	Usha Park	Parks
	Eagle Point Park - Concrete Improvements	Parks
	Eagle Point Park - Stone Work	Parks
	Eagle Point Park - Renovate Log Cabin Pavilion	Parks
	Bunker Hill Golf Course - Replace Irrigation System	Recreation
	Replace Lights on Tennis Courts	Parks
	Jackson Park Amenities Improvement	Parks
	Storybook Zoo Playground Replacement	Parks
	Five Flags Building Improvements	Civic Center
	Bunker Hill Golf Course Range Project	Recreation

LONG-TERM GOAL	SHORT-TERM GOAL	IMPLEMENTATION DEPARTMENT
Connected Community: Equitable Transportation, Technology, Infrastructure and Mobility	Fire Hydrant Assembly Relocation/Replacement for the Sidewalk Program	Water
	Water Main Replacements - Streets	Water
	Rehabilitate Taxiway A	Airport
	Extend Runway 18/36	Airport
	Asphalt Milling Program	Public Works
	Curb Ramp Program	Public Works
	Curb Replacement Program	Public Works
	Concrete Street Section Repair Program	Public Works
	Pavement Marking Project	Engineering
	Street Construction General Repairs	Engineering
	East - West Corridor Capacity Improvements	Engineering
	Chavenelle Rd Reconstruction	Engineering
	Heeb Street Reconstruction	Engineering
	Southwest Arterial Project	Engineering
	Southwest Arterial ITS Corridor Development	Engineering
	Westside Drive Street Lights	Engineering
	7th Street Extension to Pine Street	Engineering
	North Cascade Road Reconstruction	Engineering
	Cedar Cross Rd Reconstruction	Engineering
	Seippel Road Reconstruction	Engineering
	Pavement Rehabilitation - Concrete Street Repair, Mill and Asphalt Resurfacing	Engineering
	Northwest Arterial Eastbound Dedicated Left Turn lane onto John F Kennedy (JFK) Road	Engineering
	Pavement Preservation Joint Sealing	Engineering
	Rockdale Road Reconstruction	Engineering
	Sidewalk Inspection Program - Assessable	Engineering
	Sidewalk Program - City-Owned Property	Engineering

**Connected  
Community:  
Equitable  
Transportation,  
Technology,  
Infrastructure and  
Mobility**

Sidewalk Program Related Curb and Catch Basin Replacements	Engineering
Stone Retaining Walls	Engineering
Bridge Repairs/Maintenance	Engineering
Villa Street Retaining Wall	Engineering
Lowell Street Retaining Wall	Engineering
Signalization Program	Engineering
Traffic Signal Mastarm Retrofit	Engineering
Traffic Signal Interconnect Conduit Replacement	Engineering
Traffic Signal Controller Replacement	Engineering
Street Lighting and Traffic Signal Knockdown/Insurance	Engineering
Traffic Signal Intersection Reconstruction	Engineering
STREETS Traffic Control Project	Engineering
Traffic Signal Fiber Optics	Engineering
ITS Traffic Control Equipment	Engineering
Traffic Signal Vehicle Detection Conversion	Engineering
Asbury Rd Signalization Reconstruction	Engineering
Transit Vehicle Replacement	Transit



**CITY OF DUBUQUE  
FISCAL YEAR 2021 RECOMMENDED BUDGET  
FACT SHEET**

Total Budget	\$199,808,524	4.33% more than FY 2020
Operating Budget	\$140,061,277	4.29% more than FY 2020
Capital Budget	\$59,747,247	4.43% more than FY 2020
City Tax Asking	\$26,952,048	2.49% more than FY 2020
City Tax Rate	\$10.43456 per \$1,000	1.00% more than FY 2020
Taxable Valuation	\$2,579,355,511	+1.47% more than FY 2020
TIF Increment Valuation	\$405,604,502	+14.77% more than FY 2020
Tax Rate Change	+1.00%	

**Impact on Property Owners** (City Taxes Only)

Residential = +2.72%	Commercial = -0.53%	Industrial = -0.03%	Multi-residential = +12.26%
+\$20.94	-\$16.89	-\$1.39	\$213.06

**Recommended Fee Adjustments**

Sewer	5% rate increase effective July 1, 2020
Water	5% rate increase effective July 1, 2020
Stormwater	6.83% rate increase effective July 1, 2020
Solid Waste	7.68% rate increase effective July 1, 2020
Parks	Pavilion fee increases across all parks at the rate of a 10% increase for all rentals over \$100 and a 20% increase for all rentals under \$100.
Recreation	Annual Golf fee increases/decreases to maintain 100% self-support guideline: \$1 increase for 18-hole daily rounds, \$2 increase for PGA rounds, and a \$10 increase on all annual passes. \$1 increase on daily 1/2 cart rentals.
Health Services	Pet license fees \$2 increase for spayed/neutered animals (from \$12 to \$14), and \$4 increase for non-spayed/non-neutered animals (from \$30 to \$34) along with increasing the late fee \$6 (from \$10 to \$16).
Housing	\$5 increase to Dwelling Unit fees (from \$25 to \$30), \$5 reduction in Structure fees (from \$30 to \$25). The result is no increase to single-family dwelling units and a \$5 increase for duplexes, \$10 increase for Tri-plex, etc.
Building Services	Implement a minimum permit fee of \$25, a \$150 application fee for appeals applications, and charge 20% of the permit fee for plan review rather than an hourly rate. In FY21 the Building Services Department would also move to one fee schedule for residential and commercial projects. This fee schedule will reflect the averages of all other large cities in Iowa and fees will be rounded to the nearest whole value. Fee adjustments will occur over two years (FY20 and FY21).
Planning	4% increase in Development Services fees to reflect actual processing costs based on FY2021 wages and benefits

<u>Positions</u>	<u>Full-Time Equivalent Changes</u>	<u>Full-Time Equivalent</u>
All Funds	8.45	718.54*

\* Included Full Time employees (589.00), Part Time employees (72.42), and Seasonal (57.02)

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# SUMMARY OF TOTAL REVENUE AND EXPENDITURES

## - ALL BUDGETED FUNDS

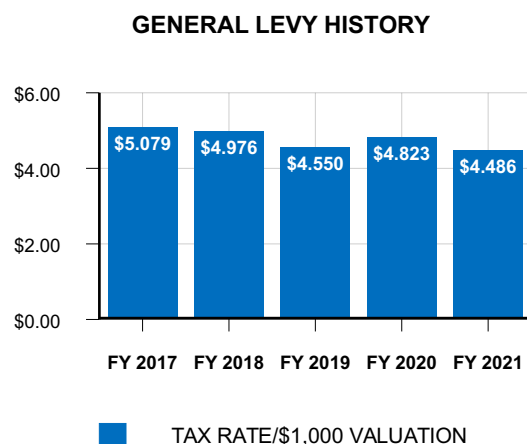
Revenues/Sources	FY19 Actual	FY20 Adopted Budget	FY21 Recommended Budget
Taxes	\$ 54,097,369	\$ 54,481,634	\$ 57,305,187
Licenses and Permits	1,847,283	1,827,379	2,050,744
Use of Money and Property	16,374,351	14,403,278	15,327,571
Intergovernmental	37,996,696	48,391,282	43,308,198
Charges of Services	39,581,715	49,517,331	47,171,123
Special Assessments	145,155	30,000	360,000
Miscellaneous	9,908,524	8,034,665	8,724,253
<b>Subtotal Revenues</b>	<b>159,951,093</b>	<b>176,685,569</b>	<b>174,247,076</b>
Other Financing Sources:			
Proceeds from Bonds	3,997,025	12,926,487	16,112,613
Transfers In	30,320,431	30,478,335	39,033,466
Beginning Fund Balance	50,449,606	51,692,603	49,796,371
<b>Total Available Resources</b>	<b>\$ 244,718,155</b>	<b>\$ 271,782,994</b>	<b>\$ 279,189,526</b>
<b>Expenditures/Uses</b>			
Public Safety	\$ 28,823,140	\$ 30,100,398	\$ 31,321,124
Public Works	13,216,464	13,042,583	14,056,822
Health and Social Services	988,853	1,196,081	1,031,213
Culture and Recreation	12,152,055	12,850,660	13,340,836
Community and Economic Development	13,776,986	14,781,941	15,074,655
General Government	8,789,376	9,865,798	10,235,365
Business Type	27,501,620	28,552,756	30,553,908
Debt Service	22,935,490	23,906,950	24,447,354
Capital Improvement Projects	34,673,991	57,211,121	59,747,247
<b>Subtotal Expenditures</b>	<b>162,857,975</b>	<b>191,508,288</b>	<b>199,808,524</b>
Other Financing Uses:			
Transfers Out	30,320,431	30,478,335	39,033,466
Ending Fund Balance	51,539,749	49,796,371	40,347,536
<b>Total Uses and Fund Balance</b>	<b>\$ 244,718,155</b>	<b>\$ 271,782,994</b>	<b>\$ 279,189,526</b>

# REVENUE CATEGORY EXPLANATIONS

## PROPERTY TAXES

All property taxes collected for the City are levied on the assessed valuation of real and personal property as determined by the City Assessor. For Fiscal Year 2021, the total tax collection of \$26,952,048 is a +2.49% increase as compared to FY 2020. The total tax collection includes \$9,683 for agricultural land. The overall levy is made up of five parts as described below.

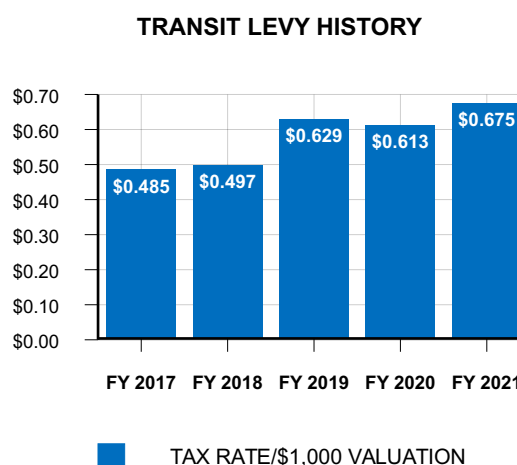
## GENERAL LEVY HISTORY



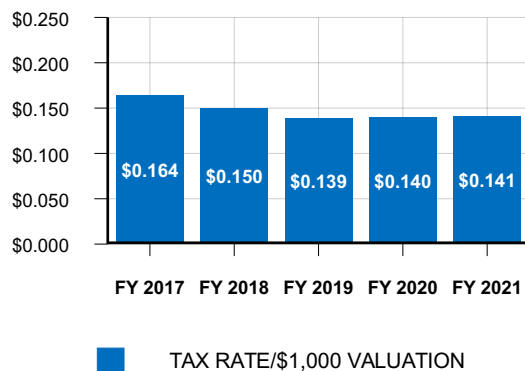
The **General Levy** for the general fund is limited by the State of Iowa to \$8.10 per \$1,000 of assessed valuation in any tax year, except for specific levies authorized outside the limit. The City of Dubuque general levy for FY 2021 is just \$4.486, which is down from \$4.550 the year before. The General Levy is certified with the State of Iowa at \$8.10 by moving eligible Employee Trust & Agency expenses (allowable in the Trust & Agency Levy) into the General Levy.

The State of Iowa requires this shift to maximize the General Levy first. Also, 50% of the one cent local option sales tax and 98% of the gaming revenues (taxes and lease) is applied for property tax relief which has created a savings in the total City tax rate of \$3.82/\$1,000 valuation.

Outside of the General Fund levy, a **Transit Levy** can be used without the vote of the electors to fund the operations of a municipal transit system. This levy may not exceed 95 cents/\$1,000 valuation. The levy is collected in the General Fund, and then transferred to the Transit Fund. The FY 2021 levy of 0.675 cents will generate \$1,739,786 which is a 7.27% decrease from FY 2020.



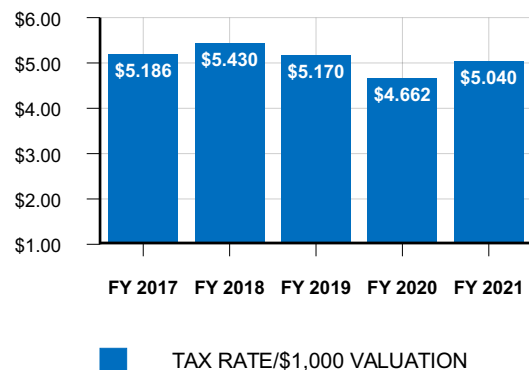
### TORT LIABILITY LEVY HISTORY



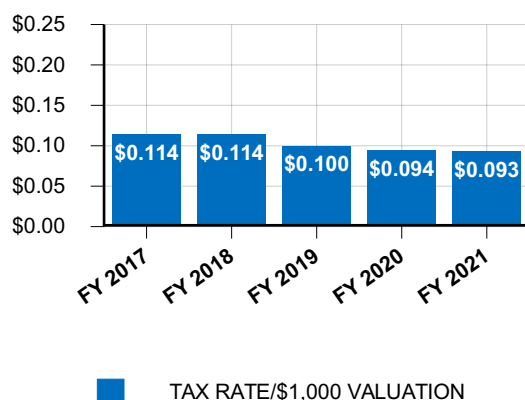
Outside of the General Fund levy, a **Tort Liability Levy** can be used without the vote of the electors to fund the cost of general liability insurance to the total amount necessary. The levy is collected in the Tort Liability fund and then transferred into the General Fund to pay general liability insurance expense. The FY 2021 levy of 0.141 cents generates \$363,759. The City is a member of the Iowa Community Assurance Pool (ICAP) which is a local government risk-sharing pool in the State of Iowa. The tort liability levy request changes based on risk adjustments received from ICAP.

The **Trust and Agency Levy** is available for payroll benefit costs (as defined by the City Finance Committee) including Retirement (IPERS), Municipal Fire and Police Retirement (MFPRSI), Police Pensions, Social Security/Medicare, Police and Fire medical costs, Health Insurance, Worker's Compensation, Life Insurance, and Unemployment. The total payroll benefit costs allowable in this levy are \$13.2 million. The trust and agency levy has decreased to \$5.040 in FY 2021 as a result of significant savings from switching health insurance third party administrator in FY 2018.

### TRUST & AGENCY LEVY HISTORY



### DEBT SERVICE LEVY HISTORY



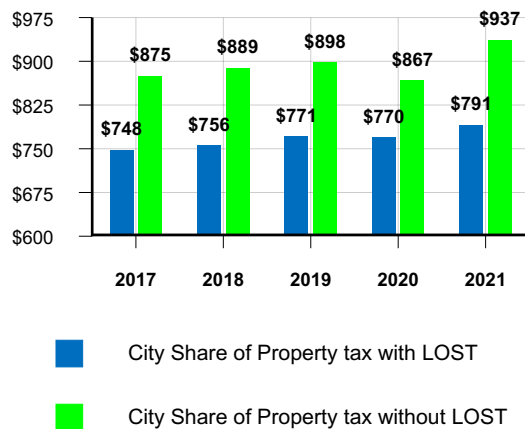
The final portion of the levy is for **Debt Service**. This levy is restricted to General Obligation (GO) bond debt and judgments. The City of Dubuque has a GO bond issuance for the replacement of fire trucks and an ambulance issued in FY 2011 for \$1,355,500 and a franchise fee judgment bond issued in FY 2016 for \$2,800,000 with debt service abated by the debt service levy of \$276,674 in FY 2021.

## OTHER TAXES

### Local Option Sales Tax (LOST)

Beginning April 1, 1988, an additional 1% local option sales tax is applied to all goods and services delivered within the City of Dubuque, to which the State of Iowa sales tax already applies. This was approved by the voters in February of 1988. Of the total received, 50% of the funds are marked for property tax relief; 20% for City facilities maintenance (upkeep of City-owned property, transit equipment, riverfront and wetland development, and economic development); and 30% for special assessment relief (street special assessments and the maintenance and repair of streets). Annually the State sends the City an estimate of the amount of local option sales tax it will receive monthly for the year. The amount is 95% of the estimated collection and then in November, the City will receive an adjustment to actual for the prior year. This estimate along with actual receipt and sales growth trends, are used to budget. The budget for FY 2021 decreased 4.17% compared to FY 2020, which reflects increased sales growth.

**Impact of Local Option Sales Tax on City's Share of Property Tax Paid by the Average Homeowner**



In FY 2021 approximately \$4,672,938 will be generated for property tax relief. This translates into a reduction of the City share of property tax paid by the Average Homeowner of \$0.00. This chart illustrates the amount the total levy would have to be if the Local Option Sales Tax had not been approved.

### Hotel/Motel Tax

Beginning in November of 1991, a referendum was passed to increase hotel/motel tax from 5% to 7% (limit). This tax is levied upon the occupancy of any room furnished by a hotel/motel in the City. By Resolution, 50% of the hotel/motel tax is to be used for promotion and encouragement of tourism and convention business. City Council's policy is to provide 50% of the past 4 quarters actual receipts to the Convention & Visitors Bureau (CVB) in the next fiscal year's budget. The remaining 50% goes into the General Fund for property tax relief. Additional commitments include, 25% of actual hotel/motel tax paid by the Grand Harbor Hotel and Water Park be returned to them.

Hotel/motel tax has increased gradually over the years until FY 2004, when a 35% increase was realized. This was due to the addition of several new hotel/motels in Dubuque. FY 2021 is budgeted with an increase of (3.83)% over FY 2020, which reflects the actual trend.

**Other Taxes**

Other taxes include tax on agricultural land (state levy limit is \$3.00375), military service, county monies & credits, gaming taxes (Greyhound Park and Casino para-mutual and slot machine tax and Diamond Jo riverboat tax on bets), mobile home tax, and tax increment property tax revenues.

**LICENSES AND PERMITS**

Fees from licenses include business, beer, liquor, cigarette, dog, cat, bicycle, housing, and other miscellaneous. Fees from permits include building, electrical, mechanical, plumbing, refuse hauling, excavation, subdivision inspection, swimming pool inspection, animal impoundments, and other miscellaneous.

Also included are cable TV franchise fees (5%) and utility franchise fees (5% gas and 5% electric) – recommended to increase 11.38% in FY 2021. The Fiscal Year 2021 projection for Cable Franchise Fees is \$570,000. The Utility Franchise Fees FY 2021 projection is \$5,398,786, all for property tax relief.

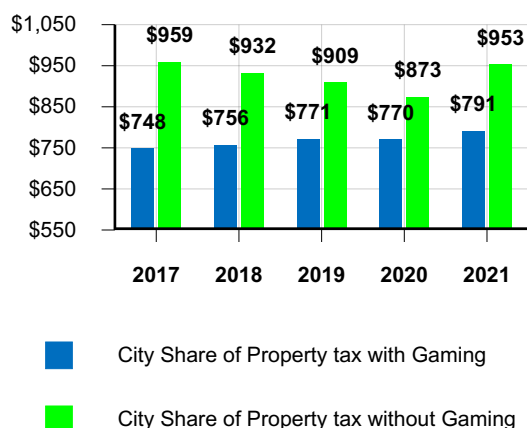
**USE OF MONEY AND PROPERTY**

This category includes interest and investment earnings collected, rent received from City owned property, and lease revenue. The gaming related leases generate the most revenue. In 1984, the residents of Dubuque approved a referendum allowing dog racing. In 1987, this expanded to include riverboat gaming and in 1994 slot machines at the dog track. The Greyhound Park and Casino expanded with a bigger and better facility and in June 2005, slot machines were added to go from 600 to 1,000 and in March 2006, table games were added.

Effective April 1, 2004 the lease with the Dubuque Racing Association (DRA) was revised to collect 1% of coin-in and unadjusted drop from .5% previously, and its end date changed from 2009 to 2018. The City receives a distribution of profit from the DRA annually that was previously split 40% to the City, 30% to local charities and 30 % retained by the DRA. A lease amendment in FY 2010 changed this split to 50% City / 50% Charities / DRA. In addition, this lease amendment changed the unadjusted drop from .5% for table games to 4.8 percent of adjusted gross receipts. Diamond Jo admissions are also collected through their lease.

City Council policy is to use 100% of the DRA distribution of profit to support the Capital Improvement budget. City Council policy for the total received from the DRA operating lease and taxes, and the Diamond Jo admissions and taxes, is to split it 96% for property tax relief in the General Fund and 4% to support the Capital Improvement program.

**Impact of Gaming Revenues on City's Share of Property Tax Paid by the Average Homeowner**



In 2021, 96% of the total or approximately \$5,185,737 is projected to be generated and reduce the amount paid by the average homeowner by \$162.17. This chart illustrates the total the average homeowner would have to pay without the contribution of gaming revenue. FY 2021 and beyond gaming projections include the impact of video gaming terminals in Illinois and the new casino in Davenport.

## INTERGOVERNMENTAL REVENUE

Intergovernmental revenues include Federal grants and reimbursements, State grants and reimbursements, State shared revenues, and County or other local grants and reimbursements. Many of these revenues are construction project related and thus significantly increase and decrease with the timing of projects. Federal and State grants received by the City are listed on the 'Summary of How Budgeted Expenditures are Funded by Source of Income' under the Financial Summaries tab.

In FY 03/04, the State of Iowa discontinued State shared recurring revenues (liquor tax, personal property tax replacement, municipal assistance, and state funded monies and credits) due to a budget crisis at the State level. This caused a shortfall of \$1,051,625 in the City of Dubuque's General Fund. Then in FY 04/05 the bank franchise tax was eliminated by the State causing a shortfall of \$145,000. This was addressed by making cuts, shifting funding and increasing revenues by adding a 2% gas and electric franchise fee.

The Iowa Department of Transportation (IDOT) provides annual projections on the amount of Road Use Tax Funds the City of Dubuque will receive over the next five years based on a per capita amount. The State Road Use Tax Fund consist of revenues from fuel tax, vehicle registration fees, use tax, driver's license fees and other miscellaneous sources and is distributed to cities on a per capita basis. It should be noted that in FY 2010, the Iowa Department of Revenue increased Road Use Tax Funds (RUT) as a result of higher vehicle registration fees passed into law in 2008. The gas tax was increased ten cents beginning in February 2015. The city is estimated to receive \$35,368,613 for FY 2021-2025.



## **CHARGES FOR SERVICES**

### **Utility Charges**

This includes revenue from charges for services for Water, Sewer, Stormwater, Solid Waste, and Landfill. Rate increases have been incorporated in all utilities (as listed on the “Fact Sheet” under the Budget Overviews tab). Rate increases were necessary due to a combination of operating costs rising (fuel, gas/electric, supplies), additional capital projects, to support additional debt service, and to meet revenue bond covenants.

### **Other Charges for Services**

This includes revenue from all charges for current services exclusive of utilities, such as:

**General Government** - Copy charges, sale of maps and publications, zoning adjustment fees, sub plat review fees, plan check fees, and temporary use fees.

**Highways/Streets/Sanitation** – Street, sidewalk, and curb repairs, engineering and inspection fees, and weed cutting charges.

**Public Safety** – Special Police services and ambulance fees.

**Municipal Enterprises** – Library services, transit services, airport charges and fuel sales, and parking meters and lot collections.

**Recreation** – Recreation programs, golf course fees, aquatics, and park fees.

## **SPECIAL ASSESSMENTS**

Special Assessments are an additional tax levied on private property for public improvements that enhance the value of the property. Principal and interest payments received on special assessments are included in this revenue category.

## **MISCELLANEOUS REVENUE**

### **Internal Charges**

These are the charges for labor, equipment, materials, printing, and messenger service which City departments pay to internal services departments or to other City departments.

### **Proceeds from Bonds**

This includes proceeds from sale of bonds for the principal, premium, and accrued interest.

### **Miscellaneous Revenue**

This includes revenues of a non-recurring nature which are not assigned above.

### **Transfers**

This is for the transfer of money between City funds.

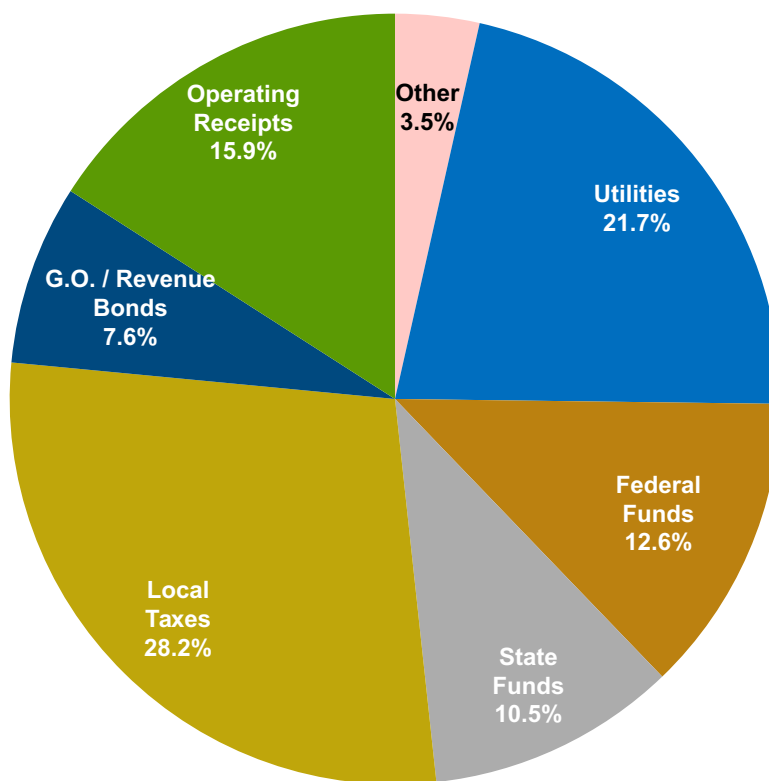
## REVENUE HIGHLIGHTS

### REVENUE PROJECTIONS

The revenue projection process starts with five year projections calculated on all tax levied funds (General, Transit, Debt, Tort, and Trust & Agency). Prior year's actual and current year-to-date amounts are used to project both the current year and next four year's revenues. Information received from the State, County, and Iowa League of Municipalities is utilized to project recent trends and anticipated amounts. The City Manager and the Director of Finance and Budget review estimates, with input from the Personnel Manager and Finance Director, to make informed judgments on all revenues city wide. The Budget and Fiscal Policy Guidelines are recommended to City Council for adoption.

The Departments then submit their estimates and the Director of Finance and Budget review all detail, discusses with Departments, makes appropriate adjustments and prepares the Budget Financial Summary for their Department. Budget Hearings begin with the City Manager, Assistant City Manager, Director of Finance and Budget, and each Department. At the Hearings, reviews are completed of Department revenues, expenses, and ending fund balances or property tax support change to determine if fees and charges need to be adjusted. Many funds have a restricted or a minimum fund balance required for cash flow or other purposes. Fund balances above the restricted amounts are used to fund nonrecurring expenses.

### WHERE THE MONEY COMES FROM FY 2021 RECOMMENDED TOTAL BUDGET



**Total Adopted Budget \$199,808,524**

\*Excludes Transfers

**The major resource assumptions used in preparing the Fiscal Year 2021 recommended budget include the following:**

- a. Unencumbered funds or cash balances of \$200,000 will be available in FY 2021 and each succeeding year to support the operating budget
- b. By resolution, 50% of sales tax funds must be used in the General Fund for property tax relief in FY 2021. Sales tax receipts are projected to decrease 4.35% under FY 2020 budget (\$426,400) and 2.40% over FY 2020 actual of \$4,581,312 based on FY 2020 revised revenue estimate which includes a reconciliation payment from the State of Iowa of \$438,664 received in November 2019, increased 2.40% percent to calculate the FY 2021 budget, and then increased at an annual rate of 2.00% percent per year beginning in FY 2022. The estimates received from the State of Iowa show a 0.54% increase in the first payment estimated for FY 2021 as compared to the first payment budgeted for FY 2020. The following chart shows the past four years of actual sales tax funds and projected FY 2021 for the General Fund:

<b>Sales Tax Funds</b>	<b>FY17</b>	<b>FY18</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>
PY Q4	\$ 748,170	\$ 748,108	\$ 366,087	\$ 355,027	\$ 380,549
Quarter 1	\$ 1,112,755	\$ 1,080,294	\$ 1,066,816	\$ 1,124,105	\$ 1,146,587
Quarter 2	\$ 1,146,296	\$ 1,109,978	\$ 1,098,596	\$ 1,149,881	\$ 1,172,879
Quarter 3	\$ 960,626	\$ 939,923	\$ 1,031,606	\$ 971,871	\$ 991,308
Quarter 4	\$ 374,054	\$ 366,087	\$ 700,312	\$ 761,097	\$ 776,319
Reconciliation	\$ 103,185	\$ 77,018	\$ 217,699	\$ 219,332	\$ 223,719
Total	\$ 4,445,086	\$ 4,321,408	\$ 4,481,116	\$ 4,581,313	\$ 4,691,361
<b>% Change</b>	<b>(4.36)%</b>	<b>(2.86)%</b>	<b>3.70%</b>	<b>2.24%</b>	<b>2.40%</b>

- c. Hotel/motel tax receipts are projected to decrease 3.83% (\$93,711) under FY 2020 budget and 2.00% over FY 2020 re-estimated receipts of \$2,307,858 , and then increase at an annual rate of 2.00% per year.
- d. Federal Transportation Administration (FTA) transit operating assistance is anticipated to increase 6% or \$72,838 from FY 2020 budget based on the revised FY 2020 budget received from the FTA. Federal operating assistance is based on a comparison of larger cities. Previously the allocation was based on population and population density.
- e. Miscellaneous revenue has been estimated at 2%growth per year over budgeted FY 2020.
- f. Building fees (Building Permits, Electrical Permits, Mechanical Permits and Plumbing Permits) are anticipated to increase \$98,071 from \$673,215 in FY 2020 to \$771,286 in FY 2021 based on Fiscal Year 2019 actual.
- g. Gaming revenues generated from lease payments from the Dubuque Racing Association (DRA) are estimated to increase \$198,633 from \$4,987,104 in FY 2020 to \$5,185,737 in FY 2021 based on adding \$140,000 in FY 2021 for sports betting and revised projections from the DRA. This follows a \$85,928 increase from budget in FY 2020 and a \$1,906 increase from budget in FY 2019.

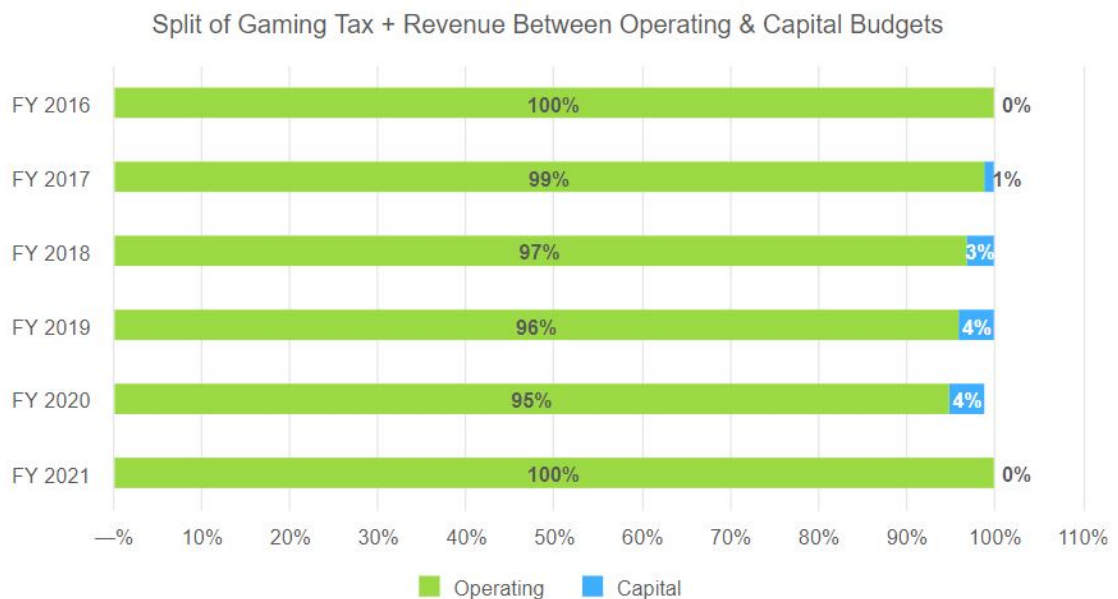
The following is a ten-year history of DRA lease payments to the City of Dubuque:

<u>Fiscal Year</u>	<u>DRA Lease</u>	<u>\$ Change</u>	<u>% Change</u>
FY 2021	\$ 5,185,737	\$ +234,441	+4.73%
FY 2020 Revised	\$ 4,951,296	\$ -197,892	-3.84%
FY 2020 Budget	\$ 4,987,104	\$ -162,084	-3.15%

FY 2019 Actual	\$5,149,187.9	\$ +293,177	+6.04%
FY 2018 Actual	\$4,856,011.1	\$ +18,879	+0.39%
FY 2017 Actual	\$ 4,837,132	\$ -195,083	-3.88%
FY 2016 Actual	\$ 5,032,215	\$ -155,297	-2.99%
FY 2015 Actual	\$ 5,187,512	\$ -158,104	-2.96%
FY 2014 Actual	\$ 5,345,616	\$ -655,577	-10.92%
FY 2013 Actual	\$ 6,001,193	\$ +3,305	+0.06%
FY 2012 Actual	\$ 5,997,888	\$ -345,242	-5.44%
FY 2011 Actual	\$ 6,343,130	\$ -477,153	-7.00%
FY 2010 Actual	\$ 6,820,283	\$ (1,586,64	-18.87%

The Diamond Jo payment related to the revised parking agreement increased from \$567,306 in FY 2020 to \$584,325 in 2021 based on estimated Consumer Price Index adjustment (3.00%).

- h. The split of gaming revenues from taxes and the DRA lease (not distributions) in FY 2021 is recommended to change to 100% operating and 0% capital. This is a change from 96% operating and 4% capital in FY 2020. When practical in future years, additional revenues will be moved to the capital budget from the operating budget.



- i. The Diamond Jo Patio lease (\$25,000 in FY 2021) and the Diamond Jo parking privileges (\$584,325 in FY 2021) have not been included in the split with gaming revenues. This revenue is allocated to the operating budget.
- j. The residential rollback factor will decrease from 56.9180% in 2020 to 55.0743% or a 3.24% decrease in FY 2021. The rollback has been estimated to remain the same from Fiscal Years 2022 through 2025.

The percent of growth from revaluation is to be the same for agricultural and residential property; therefore, if one of these classes has less than 3% growth for a year, the other class is limited to the same percent of growth. A balance is maintained between the two classes by ensuring that they increase from revaluation at the same rate. In FY 2021,

agricultural property had less growth than residential property which caused the rollback factor to decrease.

Residential property was revalued by the City Assessor by neighborhood for the January 1, 2019 property assessments, which impacts the Fiscal Year 2021 budget. The average residential property value increased 5%. This revaluation of residential property resulted in the taxable value for the average homeowner calculation to increase from \$139,493 to \$146,467 (+5%).

The decrease in the residential rollback factor decreases the value that each residence is taxed on. This increased taxable value for the average homeowner (\$79,396 taxable value in FY 2020 and \$80,666 taxable value in 2021) results in more taxes to be paid per \$1,000 of assessed value. In an effort to keep property taxes low to the average homeowner, the City calculates the property tax impact to the average residential property based on the residential rollback factor and property tax rate. In a year that the residential rollback factor increases, the City recommends a lower property tax rate than what would be recommended had the rollback factor remained the same.

The residential rollback in Fiscal Year 1987 was 75.6481 percent as compared to 55.0743% percent in Fiscal Year 2021. The rollback percent had steadily decreased since FY 1987, which has resulted in less taxable value and an increase in the City's tax rate. However, that trend began reversing in FY 2009 when the rollback reached a low of 44.0803 percent. If the rollback had remained at 75.6481 percent in FY 2020, the City's tax rate would have been \$7.65 per \$1,000 of assessed value instead of \$10.33 in FY 2020.

- k. There would have been an equalization order of 17% for multi-residential property in Fiscal Year 2021 based on values established through actual sales, so the City Assessor adjusted multi-residential property values. There was not an equalization order for commercial or industrial property in Fiscal Year 2021. The Iowa Department of Revenue is responsible for "equalizing" assessments every two years. Also, equalization occurs on an assessing jurisdiction basis, not on a statewide basis.

Commercial and Industrial taxpayers previously were taxed at 100 percent of assessed value; however due to legislative changes in FY 2013, a 95% rollback factor was applied in FY 2015 and a 90% rollback factor will be applied in FY 2016 and beyond. The State of Iowa backfilled the loss in property tax revenue from the rollback 100% in FY 2015 through FY 2017 and the backfill was capped at the FY 2017 level in FY 2018 and beyond. The FY 2021 State backfill for property tax loss is estimated to be \$1,016,776.

Elements of the property tax reform passed by the Iowa Legislature in 2013 have created a tremendous amount of uncertainty in the budget process. While the State has committed to provide some funding for the City revenue reductions caused by the decrease in taxable value for commercial and industrial properties, key legislators have been quoted in the media as casting doubt on the reimbursements continuing. Beginning in FY 2022, it is assumed that the State will eliminate the backfill over a five-year period.

The projected reduction of State backfill revenue to the general fund is as follows:

Fiscal Year	State Backfill Reduction
2022	-\$203,355
2023	-\$203,355
2024	-\$203,355
2025	-\$203,355

2026	-\$203,356
<b>Total</b>	<b>-\$1,016,776</b>

FY 2015 was the first year that commercial, industrial and railroad properties were eligible for a Business Property Tax Credit. The Business Property Tax Credit will be deducted from the property taxes owed and the credit is funded by the State of Iowa.

Eligible businesses must file an application with the Assessor's office to receive the credit with a deadline of January 15, 2020 for applications to be considered for FY 2021. The calculation of the credit is dependent on the number of applications that were received and approved statewide versus the amount that was appropriated for the fiscal year, the levy rates for each parcel, and the difference in the commercial/industrial rollback compared to residential rollback. In FY 2015, the Iowa Legislature appropriated \$50 million for FY15; \$100 million for FY16; and \$125 million for FY17 and thereafter. The estimated amount of value that will be used to compute the credit in FY 2015 is \$33,000, FY 2016 is \$183,220, FY 2017 is \$255,857, FY 2018 is \$266,340, FY 2019 is \$231,603, and FY 2020 is \$251,788.

The basic formula is the value multiplied by the difference in rollbacks of commercial and residential property then divided by one thousand and then multiplied by the corresponding levy rate:

$$= (\text{VALUE} \times (\text{Commercial Rollback} - \text{Residential Rollback}) \div 1,000) \times \text{Levy Rate}$$

The average commercial and industrial properties (\$432,475 Commercial / \$599,500 Industrial) will receive a Business Property Tax Credit from the State of Iowa for the City share of their property taxes of \$148 in FY 2015, \$693 in FY 2016, \$982 in FY 2017, \$959 in FY 2018, \$843 in FY 2019, and \$861 in FY 2020. FY 2021 is project to be \$918.

Beginning in FY 2017 (July 1, 2016), new State legislation created a new property tax classification for rental properties called multi-residential, which requires a rollback, or assessment limitations order, on multi-residential property which will eventually equal the residential rollback. Multi-residential property includes apartments with 3 or more units. Rental properties of 2 units were already classified as residential property.

The State of Iowa will not backfill property tax loss from the rollback on multi-residential property. The rollback will occur as follows:

<b>Fiscal Year</b>	<b>Rollback %</b>	<b>Annual Loss of Tax Revenue</b>
FY 2017	86.25%	\$331,239
FY 2018	82.5%	\$472,127
FY 2019	78.75%	\$576,503
FY 2020	75%	\$691,640
FY 2021	71.25%	\$1,332,445
FY 2022	67.5%	\$1,186,818
FY 2023	63.75%	\$1,276,102
FY 2024	55.0743%	\$1,535,004
<b>Total</b>		<b>\$7,401,878</b>

\*55.07% = Current residential rollback

This annual loss in tax revenue of \$1,332,445 in FY 2021 and \$1,535,004 from multi-residential property when fully implemented in FY 2024 will not be backfilled by the State. From Fiscal Year 2017 through Fiscal Year 2024 the City will lose \$7,401,878 in total,

meaning landlords will have paid that much less in property taxes. The state did not require landlords to charge lower rents or to make additional investment in their property.

In addition, the State of Iowa eliminated the:

- Machinery and Equipment Tax Replacement in FY 2003 (-\$200,000)
- Personal Property Tax Replacement in FY 2004 (-\$350,000)
- Municipal Assistance in FY 2004 (-\$300,000)
- Liquor Sales Revenue in FY 2004 (-\$250,000)
- Bank Franchise Tax in FY 2005 (-\$145,000)

The combination of the decreased residential rollback, State funding cuts and increased expenses has forced the City's tax rate to increase since 1987 when the residents passed a referendum to establish a one percent local option sales tax with 50% of the revenue going to property tax relief.

- n. FY 2021 will reflect the following impacts of taxable values of various property types:

Property Type	Percent Change in Taxable Value
Residential	1.99%
Commercial	3.94%
Industrial	0.83%
Multi-Residential	11.63%
Overall	1.47%

\*Overall taxable value increased 1.47% percent after deducting Tax Increment Financing values

Assessed valuations were increased 2 percent per year beyond FY 2021.

- o. Riverfront property lease revenue is projected to increase by \$424,621 in FY 2021 due to anticipated additional industrial riverfront leases.
- p. Natural Gas franchise fees have been projected to increase zero percent over FY 2019 actual of \$1,153,753. Also, Electric franchise fees have been projected to increase 8 percent over 2020 budget of \$3,510,806. The franchise fee revenues are projected to increase at an annual rate of 4 percent per year from FY 2022 through FY 2025. The franchise fee charged on gas and electric bills increased from 3% to 5%, the legal maximum, on June 1, 2015.
- q. For purposes of budget projections only, it is assumed that City property taxes will continue to increase at a rate necessary to meet additional requirements over resources beyond FY 2021.
- r. FY 2021 reflects the twelfth year that payment in lieu of taxes is charged to the Water and Sanitary Sewer funds for Police and Fire Protection. In FY 2021, the Sanitary Sewer fund is charged 0.43% of building value and the Water fund is charged 0.62% of building value, for payment in lieu of taxes for Police and Fire Protection. This revenue is reflected in the General Fund and is used for general property tax relief.

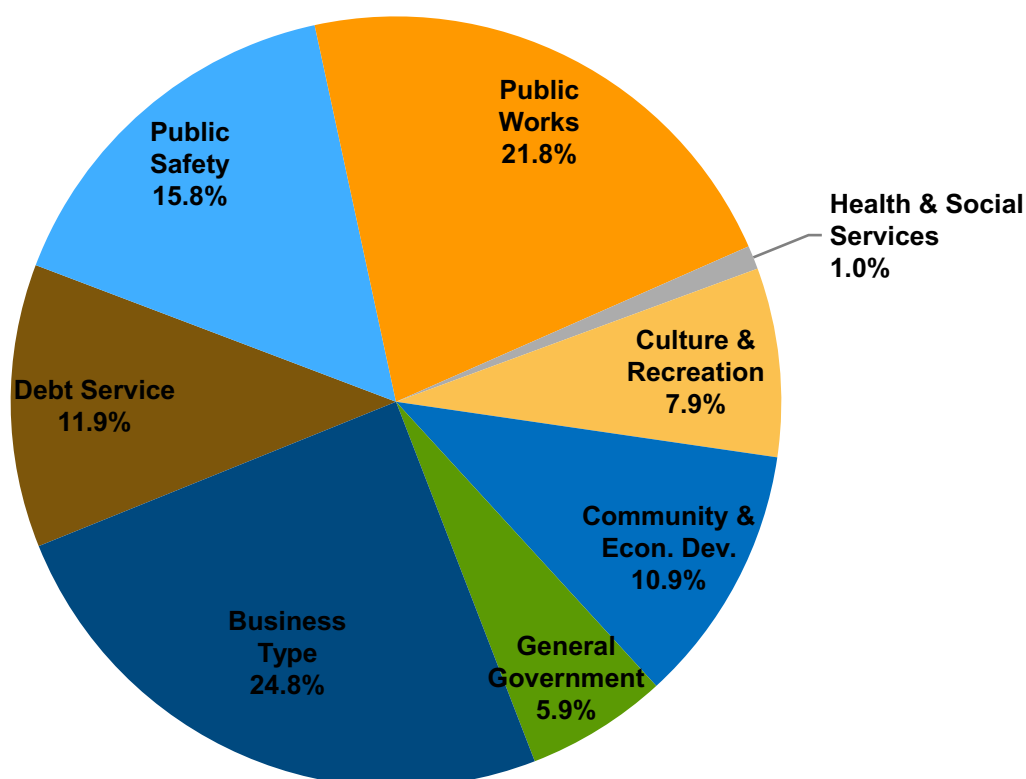
# EXPENDITURE HIGHLIGHTS

## EXPENDITURE PROJECTIONS

The expenditure projection process starts with 5 year projections calculated on all tax levied funds (General, Transit, Debt, Tort, and Trust & Agency). Prior year's actuals and current year-to-date amounts are used to project both the current year and next four year's revenues. The City Manager and the Director of Finance and Budget review estimates, with input from the Personnel Manager and Finance Director, to make informed judgments on expenditure trends and economic conditions. The Budget and Fiscal Policy Guidelines are recommended to City Council for adoption.

The Departments then submit their estimates and the Director of Finance and Budget review all detail, discusses with Departments, makes appropriate adjustments and prepares the Budget Financial Summary for their Department. Budget Hearings begin with the City Manager, Assistant City Manager, Director of Finance and Budget, and each Department. At the Hearings, reviews are completed of Department revenues, expenses, and ending fund balances or property tax support change to determine if fees and charges need to be adjusted. Many funds have a restricted or a minimum fund balance required for cash flow or other purposes. Fund balances above the restricted amounts are used to fund nonrecurring expenses.

## HOW THE MONEY IS SPENT RECOMMENDED FY2021 BUDGET



**TOTAL ADOPTED BUDGET \$199,808,524**

\*Excludes transfers and non-program expense for self-insurance, Metro Landfill accounts & Agency Fund accounts



The major requirement assumptions used in preparing the Fiscal Year 2021 recommended budget include the following:

**Employee Expense (+\$2,657,538/ +4.20% over FY 2020 Adopted Budget)**

- a. The Municipal Fire and Police Retirement System of Iowa (MFPRSI) Board of Trustees City contribution for Police and Fire retirement increased from 24.41% percent in FY 2020 to 25.31% percent in FY 2021 (general fund cost of \$148,555 for Police and \$60,471 for Fire or a total of \$209,026). The Iowa Public Employee Retirement System (IPERS) City contribution is unchanged from the FY 2020 contribution rate of 9.44% (no general fund impact). The IPERS employee contribution is unchanged from the FY 2020 contribution rate of 6.29% (which does not affect the City's portion of the budget). The IPERS rate is anticipated to increase 1 percent each succeeding year.
- b. Consistent with the already approved collective bargaining agreements for Teamsters Local Union 120, Teamsters Local Union 120 Bus Operators, Dubuque Professional Firefighters Association, and International Union of Operating Engineers, in FY 2021 there is a 1.50% employee wage increase for represented and non-represented employees at a cost of \$578,016 to the General Fund.
- c. The City portion of health insurance expense is projected to increase from \$921 per month per contract to \$1,013 per month per contract (based on 588 contracts) in FY 2021 (general fund cost of \$507,492). The City of Dubuque is self-insured, and actual expenses are paid each year with the City only having stop-loss coverage for major claims. In FY 2017, The City went out for bid for third party administrator and the estimated savings has resulted from the new contract and actual claims paid with there being actual reductions in cost in FY 2018 (19.42%) and FY 2019 (0.35%). In addition, firefighters began paying an increased employee health care premium sharing from 10% to 15% and there was a 7% increase in the premium on July 1, 2018. During FY 2019, the City went out for bid for third party administrator for the prescription drug plan there has been savings resulting from the bid award. Beginning in FY 2020, actual experience has been a 12.19% projected increase in health insurance costs. Estimates for FY 2022 were increased 5.62%; FY 2023 were increased 10%; FY 2024 were increased 12.5%; and FY 2025 were increased 11%.
- d. FY 2013 was the first year that eligible retirees with at least twenty years of continuous service in a full-time position or employees who retired as a result of a disability and are eligible for pension payments from the pension system can receive payment of their sick leave balance with a maximum payment of 120 sick days, payable bi-weekly over a five-year period. The sick leave payout expense budget in the General Fund in FY 2020 was \$194,628 as compared to FY 2021 of \$201,556, based on qualifying employees officially giving notice of retirement.
- e. 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. The 50% sick leave payout expense budget in the General Fund in FY 2020 was \$112,000 as compared to FY 2021 of \$102,607, based on FY 2020 year-to-date expense.
- f. Effective March 8, 2019, employees may use Parental leave to take paid time away from work for the birth or the adoption of a child under 18 years old. Eligible employees receive their regular base pay (plus longevity) and benefits for twelve weeks following the date of birth, adoption event or foster-to-adopt placement. If both parents are eligible employees, each receive the leave benefit. The parental leave expense budget in the General Fund in

FY 2020 was \$47,015 as compared to FY 2021 of \$0 based on departments covering parental leave with existing employees and not incurring additional cost for temporary help.

**Supplies and Service (+\$1,699,777 / +4.00% over 2020 Adopted Budget)**

- g. General operating supplies and services are estimated to increase 2% over actual in FY 2019. A 2% increase is estimated in succeeding years.
- h. Electrical energy expense is estimated to have a 8% increase over FY 2019 actual expense, then 2% per year beyond.
- i. Natural gas expense is estimated to have no increase over FY 2018 actual expense, then 2% per year beyond.
- j. The Dubuque Area Convention and Visitors Bureau contract will continue at 50% of actual hotel/motel tax receipts.
- k. Equipment costs for FY 2020 are estimated to decrease 15.5% under FY 2018 budget, then remain constant per year beyond.
- l. Debt service is estimated based on the tax-supported, unabated General Obligation bond sale for fire truck and franchise fee litigation settlement.
- m. Unemployment expense in the General Fund increased from \$54,286 in FY 2020 to \$65,574 in FY 2021 based on last three prior years.
- n. Motor vehicle fuel is estimated to remain at the FY 2020 budget, then increase 2.0% per year beyond.
- o. Motor vehicle maintenance is estimated remain at the FY 2020 budget based on FY 2019 actual, then increase 2.0% per year and beyond.
- p. The increase in property tax support for Transit from FY 2020 to FY 2021 is \$181,326, which reflects increase in employee expense (\$59,465); increase in motor vehicle maintenance and diesel fuel (\$143,999); increase in snow removal (\$47,770); increase in machinery and equipment (\$50,891); and increased Federal and State operating revenue (\$108,430).

The following is a ten-year history of the Transit subsidy:

Fiscal Year	Amount	% Change
2021 Projection	\$ 1,726,584	+10.8%
2020 Budget	\$ 1,558,460	+6.9%
2019 Actual	\$ 1,458,109	-5.0%
2018 Actual	\$ 1,534,726	+30.9%
2017 Actual	\$ 1,172,885	+24.4%
2016 Actual	\$ 942,752	-13.2%
2015 Actual	\$ 1,086,080	+30.3%
2014 Actual	\$ 833,302	-20.2%
2013 Actual	\$ 1,044,171	+45.5%
2012 Actual	\$ 717,611	-33.5%
2011 Actual	\$ 1,078,726	-7.1%
2010 Actual	\$ 1,161,393	-7.4%

- o. Postage rates for FY 2021 are estimated to increase 15% over FY 2019 actual expense and proposed cost increases by USPS. A 2.0 percent increase is estimated in succeeding years.
- p. Insurance costs are estimated to change as follows:
  - Workers Compensation is increasing 8% based on FY 2019 actual expense.
  - General Liability is increasing 1% based on FY 2019 actual plus 5%.
  - Damage claims is increasing 10% based on a three year average.
  - Property insurance is decreasing 5% based on FY 2019 actual plus 6%.
- q. The Housing Choice Voucher subsidy payment from the General Fund is estimated to increase \$247,711 in FY 2021. In FY 2011, the City approved reducing the number of allowed Housing Choice Vouchers from 1,060 to 900 vouchers. This reduction in vouchers was estimated to reduce Section 8 administrative fees from HUD by \$100,000 per year. However, in the transition, the number of vouchers dropped to 803 vouchers. HUD has based the Section 8 administrative fees for FY 2021 on the lower number of vouchers held in FY 2020 which has decreased the amount of revenue received by the Section 8 program in FY 2021. The City is in the process of increasing the Section 8 Housing Vouchers back to 1,072. The City of Dubuque will not be receiving the HUD grant to fund two positions for the Family Self-Sufficiency Program in calendar year 2020 due to a late submission of grant application. The current grant period ends on December 31, 2019. Although the funding for the positions to maintain the Family Self-Sufficiency (FSS) program will not be grant funded, the City is obligated to finish the current contract with participants. There are 69 participants under contract currently. The City anticipates receiving the grant in calendar year 2021.
- r. The Cable TV Fund no longer funds Police and Fire public education, Information Services, Health Services, Building Services, Legal Services, and City Manager's Office due to reduced revenues from the cable franchise. This is due to Mediacom's conversion from a Dubuque franchise to a state franchise in October 2009 which changed the timing and calculation of the franchise fee payments.

Effective June 2020, Mediacom will no longer contribute to the Public, Educational, and Governmental Access Cable Grant (PEG) Fund, and after the balance in that fund is expended, the City will be responsible for all City Cable TV equipment replacement costs. Other jurisdictions will need to plan accordingly.

- s. Greater Dubuque Development Corporation support of \$713,748 is budgeted to be paid mostly from Dubuque Industrial Center Land Sales in FY 2021, with \$25,000 for True North strategy paid from the Greater Downtown TIF. In FY 2022 and beyond Greater Dubuque Development Corporation will be paid from the Greater Downtown TIF and Dubuque Industrial Center West land sales.

**Capital Outlay (\$798,939 / 21.79 over FY 2020 Adopted Budget)**

- t. Equipment costs for FY 2021 are estimated to decrease 21.79% over FY 2020 budget, then remain constant per year beyond.

**Debt Service (+\$540,404 / +2.26 under FY 2020 Adopted Budget)**

- u. Debt service is estimated based on the balance of debt outstanding in Fiscal Year 2021.

**CITY OF DUBUQUE COSTS OF MUNICIPAL SERVICES**  
**INCREASE FOR AVERAGE HOME'S CITY UTILITY AND PROPERTY TAX EXPENSE FY 1989-2025**

FISCAL YEAR	WATER	SEWER	GAS & ELECTRIC FRANCHISE FEE	REFUSE MONTHLY RATE	%INCR/ (DECR)	STORMWATER MONTHLY FEE	%INCR	RESIDENTIAL PROPERTY TAX	CHANGE PASSED BY CITY COUNCIL	PROPERTY TAX RATE	CHANGE IN ANNUAL COST OF MUNICIPAL SERVICES
FY 1988 Base				\$3.75						\$13.95	
FY 1989	3.00%	0.00%		\$4.00	6.67%			(11.40)%	(11.40)%	\$11.80	
FY 1990	3.00%	3.00%		\$4.50	12.50%			(0.89)%	(0.89)%	\$11.69	\$9.55
FY 1991	2.00%	2.00%		\$6.00	33.33%			3.77 %	3.77 %	\$12.27	\$40.20
FY 1992	3.00%	3.00%		\$7.00	16.67%			3.58 %	3.58 %	\$12.77	\$36.39
FY 1993	0.00%	0.00%		\$9.00	28.57%			5.19 %	5.19 %	\$12.50	\$49.10
FY 1994	0.00%	0.00%		\$9.00	0.00%			0.30 %	0.30 %	\$12.61	\$1.51
FY 1995	0.00%	0.00%		\$8.50	-5.56%			2.43 %	2.43 %	\$11.78	\$6.41
FY 1996	3.00%	0.00%		\$7.50	-11.76 %			(0.87)%	(0.87)%	\$11.78	-\$12.69
FY 1997	0.00%	0.00%		\$7.25	-3.33%			(0.42)%	(0.42)%	\$11.38	-\$5.19
FY 1998	0.00%	0.00%		\$7.00	-3.45%			(0.71)%	(0.71)%	\$11.40	-\$6.66
FY 1999	4.00%	0.00%		\$7.00	0.00%			0.00 %	0.00 %	\$11.07	\$5.30
FY 2000	1.00%	0.00%		\$7.00	0.00%			(0.17)%	(0.17)%	\$10.72	\$0.51
FY 2001	3.00%	0.00%		\$7.44	6.29%			0.00 %	0.00 %	\$11.07	\$9.45
FY 2002	0.00%	4.00%		\$7.50	0.81%			0.00 %	0.00 %	\$10.76	\$79.73
FY 2003 (July and August)				\$8.20		Pre UBP System					
FY 2003	2.00%	1.00%	2.00%	\$7.20	-4.00%			(5.00)%	(5.00)%	\$10.21	\$15.40
FY 2004	4.68%	3.00%	2.00%	\$7.60	5.56%	1.29		1.54 %	0.00 %	\$10.27	\$43.89
FY 2005	3.00%	4.00%	2.00%	\$8.51	11.97 %	1.29	0.00%	0.40 %	(1.48)%	\$10.07	\$29.31
FY 2006	4.00%	5.50%	2.00%	\$8.70	2.23%	1.79	38.76%	1.90 %	0.00 %	\$9.70	\$36.45
FY 2007	4.00%	9.00%	2.00%	\$9.46	8.74%	2.25	25.70%	(1.52)%	(3.73)%	\$9.98	\$26.57
FY 2008	5.00%	5.00%	2.00%	\$9.89	4.55%	3.25	44.44%	2.72 %	0.00 %	\$10.32	\$52.96
FY 2009	9.00%	9.00%	2.00%	\$10.35	4.65%	4.00	23.08%	5.41 %	2.76 %	\$9.97	\$72.76
FY 2010	3.00%	5.00%	3.00%	\$10.60	2.42%	4.00	0.00%	2.40 %	0.00 %	\$9.86	\$55.60
FY 2011	4.00%	11.00%	3.00%	\$11.09	4.62%	5.25	31.25%	5.65 %	2.47 %	\$10.03	\$75.93
FY 2012	5.00%	15.00%	3.00%	\$10.72	-3.34%	5.60	6.67%	8.19 %	4.88 %	\$10.45	\$74.61
FY 2013	15.00%	15.00%	3.00%	\$11.69	9.05%	5.60	0.00%	6.82 %	5.00 %	\$10.78	\$105.34
FY 2014	9.00%	17.00%	3.00%	\$12.74	8.98%	5.60	0.00%	4.90 %	4.90 %	\$11.03	\$86.83
FY 2015	5.00%	5.00%	3.00%	\$13.24	3.92%	5.98	6.79%	3.23 %	3.23 %	\$11.03	\$66.45
FY 2016	10.00%	10.00%	5.00%	\$13.90	4.98%	6.38	6.69%	2.63 %	2.63 %	\$11.03	\$139.07
FY 2017	3.00%	3.00%	5.00%	\$14.77	6.26%	6.81	6.74%	1.08 %	1.08 %	\$11.22	\$46.98
FY 2018	3.00%	3.00%	5.00%	\$15.11	2.30%	7.27	6.75%	0.00 %	0.00 %	\$10.89	\$33.25
FY 2019	3.00%	3.00%	5.00%	\$15.37	1.72%	7.76	6.74%	1.91 %	1.92 %	\$10.59	\$47.83
FY 2020	5.00%	4.50%	5.00%	\$15.62	1.63%	8.29	6.83%	0.00 %	0.00 %	\$10.33	\$48.76
FY 2021	5.00%	5.00%	5.00%	\$16.82	7.68%	8.85	6.76%	2.72 %	?	?	\$85.85
<b>PROJECTION</b>											
FY 2022	5.00%	5.00%	5.00%	\$17.12	1.78%	9.00	1.69%	3.27 %	?	?	\$77.24
FY 2023	5.00%	5.00%	5.00%	\$17.55	2.51%	9.00	0.00%	3.43 %	?	?	\$81.48
FY 2024	5.00%	5.00%	5.00%	\$17.85	1.71%	9.00	0.00%	4.67 %	?	?	\$93.75
FY 2025	5.00%	5.00%	5.00%	\$18.15	1.68%	9.00	0.00%	4.63 %	?	?	\$97.80
<b>AVERAGE CHANGE</b>											
FY1989-2021	3.75%	4.39%	3.26%		4.99%		12.78%	1.39 %	0.61 %	\$10.98	\$42.42

These projections do not include any anticipated tax burden shifts as a result of state issued equalizations orders or rollback factors.

The projections for the cost of municipal services are based on average water usage of 6,000 gallons per month and assessed value on the home in FY 2021 of \$146,467 (before rollback).

State increased property taxes to the average homeowner by underfunding the Homestead property tax credit. FY 2020-2023 residential property tax projections assume Homestead property tax credit funded 100%, which has happened since FY 2014.

The Utility Franchise Fee for gas and electric is calculated for all years using the FY 2015 electric gas rates for average residential customers.

FY 2021 Assumes a 5% increase in assessed value for residential and a 17% increase in assessed value for multi-residential.

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## RATES AND COMPARISONS

### Water Rate Comparison for Largest Iowa Cities with Water Softening

Rank	City	Water Rate (6,000 Gallons/ residence avg.)
7	West Des Moines	\$36.98
6	Des Moines	\$35.79
5	Iowa City	\$35.01
4	<b>Dubuque</b>	<b>\$32.28</b>
3	Cedar Rapids	\$32.16
2	Ames	\$31.87
1	Council Bluffs	\$29.60
	Average w/o Dubuque	\$33.57

Dubuque's water is some of the best in the world! The highest rate (West Des Moines) is 14.55% higher than Dubuque's rate, and the average is 3.98% higher than Dubuque.

### Sanitary Sewer Rate Comparison for Eleven Largest Iowa Cities

Rank	City	Sanitary Sewer Rate (Based on 6,000 Gallons/month)
11	Ankeny	\$61.66
10	Davenport	\$60.33
9	Des Moines	\$50.66
8	<b>Dubuque</b>	<b>\$44.35</b>
7	West Des Moines	\$40.88
6	Iowa City	\$36.65
5	Ames	\$36.17
4	Sioux City	\$35.26
3	Cedar Rapids	\$30.96
2	Waterloo	\$29.82
1	Council Bluffs	\$22.94
	Average w/o Dubuque	\$40.53

The highest rate (Ankeny) is 39.03% higher than Dubuque's rate, and the average is 8.61% lower than Dubuque.

## RATES AND COMPARISONS

### Solid Waste Collection Rate Comparison for Eleven Largest Iowa Cities

Rank	City	Solid Waste Monthly Rate
11	Ames	\$26.25
10	Cedar Rapids	\$22.53
9	Council Bluffs	\$18.00
<b>8</b>	<b>Dubuque</b>	<b>\$16.82</b>
7	Iowa City	\$17.10
6	Sioux City	\$16.63
5	Ankeny	\$16.25
4	Des Moines	\$13.64
3	Davenport	\$13.02
2	West Des Moines	\$12.25
1	Waterloo	\$10.00
	Average w/o Dubuque	\$16.57

The highest rate (Ames) is 56.06% higher than Dubuque's rate, and the average is (1.51)% lower than Dubuque.

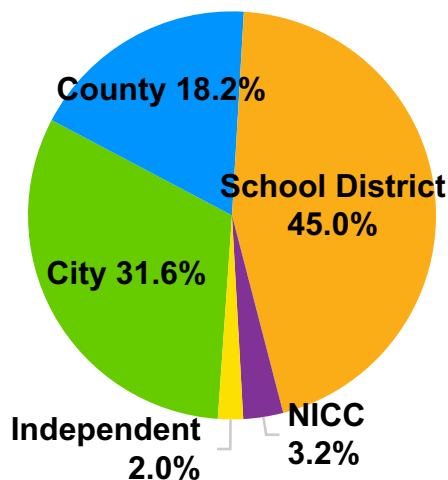
### Stormwater Rate Comparison for the Largest Iowa Cities with Stormwater Fees

Rank	City	Stormwater Rate
10	Des Moines	\$14.68
<b>9</b>	<b>Dubuque</b>	<b>\$8.85</b>
8	Cedar Rapids	\$6.91
7	West Des Moines	\$6.05
6	Ankeny	\$5.50
5	Iowa City	\$5.00
4	Ames	\$4.95
3	Waterloo	\$4.25
2	Davenport	\$2.88
1	Sioux City	\$2.80
	Average w/o Dubuque	\$5.89

The highest rate (Des Moines) is 65.88% higher than Dubuque's rate, and the average is 33.43% lower than Dubuque.

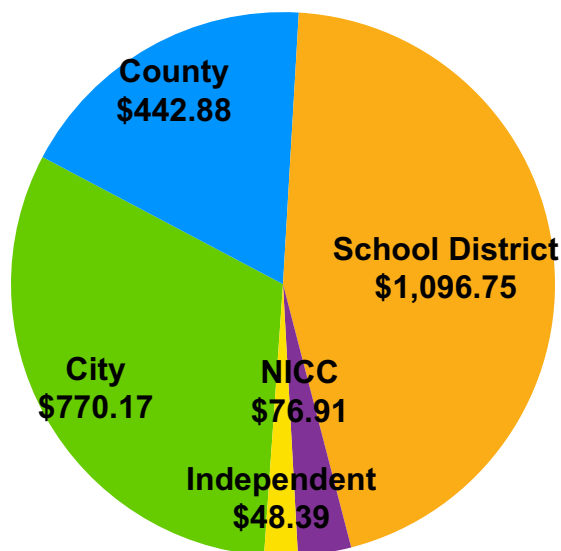
# PROPERTY TAXES

**How Your Property Tax Rate is Split**  
FY 2020 Consolidated Rate of 32.66554



Previous Year's Rates	FY 2020
City	31.63%
County	18.19%
School District	45.04%
NICC	3.16%
Independent	1.99%
	100%

**How Your Property Tax Payment is Split**  
FY 2020



Calculating City Property Tax		
Assessed Value	\$	139,493
Rollback	x	0.56918
Taxable value	\$	79,396.63
City Tax rate/\$1,000	x	10.33144
Gross Prop. Tax	\$	820.28
Homestead Credit	\$	(50.11)
Net Property Tax	\$	770.17

The chart to the left is based upon an average home assessment of \$139,493. The inset box provides a summary of how your City property tax is calculated.

Property taxes are certified July 1 with the first half due on or before September 30 and the second half due on or before March 31. The first half taxes becomes delinquent on October 1 and the second half taxes become delinquent on April 1. There is a 1.5% per month penalty for delinquency. Taxes are collected by the County and distributed to the City monthly in proportion of its levy to all levies.



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**FISCAL YEAR 2021 RECOMMENDED BUDGET  
CITY PROPERTY TAX RATE AND TAX LEVY**

**TAX LEVY**

		Non-Debt Levy	Debt Levy	Total Tax Levy/ Tax Rate
<i>Tax Levy</i>				
<i>Total Tax Levy (Tax Asking including Debt)</i>	<b>FY 2019</b>	\$ 26,210,592	\$ 283,612	\$ 26,494,204
<i>Divided by Valuation Subject to Property Tax</i>		\$ 2,499,017,299	\$ 2,833,898,452	
	<b>Tax Rate</b>	<b>\$10.4883</b>	<b>\$0.1001</b>	<b>\$10.5884</b>
<i>Tax Levy</i>				
<i>Total Tax Levy (Tax Asking including Debt)</i>	<b>FY 2020</b>	\$ 26,024,755	\$ 271,326	\$ 26,296,081
<i>Divided by Valuation Subject to Property Tax</i>		\$ 2,542,043,244	\$ 2,895,439,960	
<i>For All Levies Including Debt Service</i>	<b>Tax Rate</b>	<b>\$10.2377</b>	<b>\$0.0937</b>	<b>\$10.3314</b>
<i>Tax Rate = Net Requirement</i>	<b>FY 2021</b>	\$ 26,675,374	\$ 276,674	\$ 26,952,048
<i>Divided by Valuation Subject to Property Tax</i>		\$ 2,579,355,511	\$ 2,984,960,013	
<i>Tax Rate in Dollars per \$1,000</i>	<b>Tax Rate</b>	<b>\$10.3419</b>	<b>\$0.0927</b>	<b>\$10.4346</b>

	BUDGET	FY 2019	BUDGET	FY 2020	BUDGET	FY 2021
TAX LEVY FUNDS	Rate in Dollars/\$1,000	Amount Levied	Rate in Dollars/\$1,000	Amount Levied	Rate in Dollars/\$1,000	Amount Levied
General Fund	\$4.5503	\$11,371,326	\$4.8227	\$12,259,564	\$4.4861	\$11,571,141
Transit Fund	\$0.6288	\$1,571,307	\$0.6131	\$1,558,460	\$0.6745	\$1,739,786
Debt Service Fund	\$0.1001	\$283,612	\$0.0937	\$271,326	\$0.0927	\$276,674
Tort Liability Fund	\$0.1393	\$348,181	\$0.1397	\$355,216	\$0.1410	\$363,759
Trust and Agency Fund	\$5.1699	\$12,919,778	\$4.6622	\$11,851,515	\$5.0403	\$13,000,688
<b>TOTAL</b>	<b>\$10.5884</b>	<b>\$26,494,204</b>	<b>\$10.3314</b>	<b>\$26,296,081</b>	<b>\$10.4346</b>	<b>\$26,952,048</b>

**City Property Tax Rate Comparison for Eleven Largest Iowa Cities**

Rank	City	Tax Rate
11	Des Moines	\$18.3798
10	Council Bluffs	\$18.2629
9	Waterloo	\$17.5480
8	Davenport	\$16.7800
7	Sioux City	\$16.0707
6	Iowa City	\$15.8331
5	Cedar Rapids	\$15.4362
4	West Des Moines	\$11.7980
3	Ankeny	\$11.4140
<b>2</b>	<b>Dubuque (FY 2021)</b>	<b>\$10.4346</b>
1	Ames	\$10.0256
	AVERAGE w/o Dubuque	\$15.15

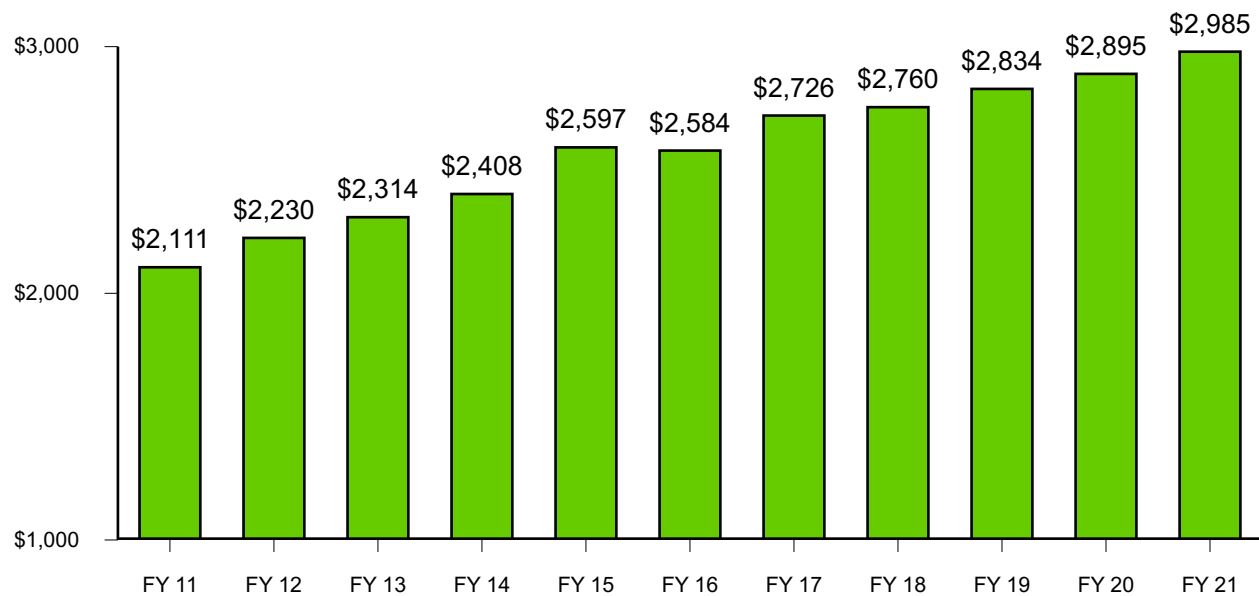
Dubuque has the SECOND LOWEST property tax rate as compared to the eleven largest cities in the state. The highest rate (Des Moines) is 76.14% higher than Dubuque's rate, and the average is 45.24% higher than Dubuque. Dubuque's adopted FY 2021 property tax is \$10.4346 (increase of 1.00% from FY 2020)

\*Includes the transit tax levy adopted by the Des Moines Area Regional Transit Authority for comparability.

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## VALUATION GROWTH

### History of Taxable Debt Valuation (in millions)



■ Valuation Growth (in millions)

The FY 2021 budget is based upon a 3.09% increase (\$89,520,053) to the taxable debt valuation for the City. Without Tax Increment Financing there is a 5.25% increase in the taxable valuation for all other levies (General Fund property tax levy). The total taxable debt valuation of \$2,984,960,013 is made up of the following components:

Valuation by Class of Property	Taxable Debt Valuation	Percentage of Valuation	Change from Prior Year
Residential & Ag property	\$1,600,970,785	53.63 %	1.99 %
Ag Land & building	\$3,223,560	0.11 %	3.33 %
Commercial property	\$1,017,971,613	34.10 %	3.94 %
Multi-residential property	\$152,994,277	5.13 %	11.63 %
Industrial property	\$133,356,321	4.47 %	0.83 %
Railroad bridge	\$3,483,962	0.12 %	14.98 %
Other	\$634,617	0.02 %	— %
Utilities	\$79,856,190	2.68 %	2.60 %
Less: Veterans credit	\$(4,307,752)	(0.14)%	(4.71)%
Ag Land & building	\$(3,223,560)	(0.11)%	3.33 %
Total	\$2,984,960,013	100 %	3.09 %
Tax Increment Financing (TIF)	\$(405,604,502)		14.77 %
Taxable Levy	<u>\$2,579,355,511</u>		<u>1.47 %</u>

#### Utilities - Excise Tax

Legislation in FY 2001 changed the taxation of utilities from a property tax to an excise tax. The City's tax rate/ \$1,000 is first calculated on a valuation which includes utilities, then those calculated rates are used against a valuation figure with utilities removed. The excise tax makes up the difference in each levy.

#### Rollback

The growth in the valuation for the City of Dubuque continues to be impacted by the State of Iowa rollback adjustment. The State adjusts taxable valuations based upon a formula using the growth of the value of agricultural land. In the late 1980's the rollback was 80.6%, meaning only 80.6% of the value was taxable. For FY 2021 the State issued rollback for residential property is 56.9391%.

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**Comparison for Eleven Largest Iowa Cities  
Taxable Value per Capita**

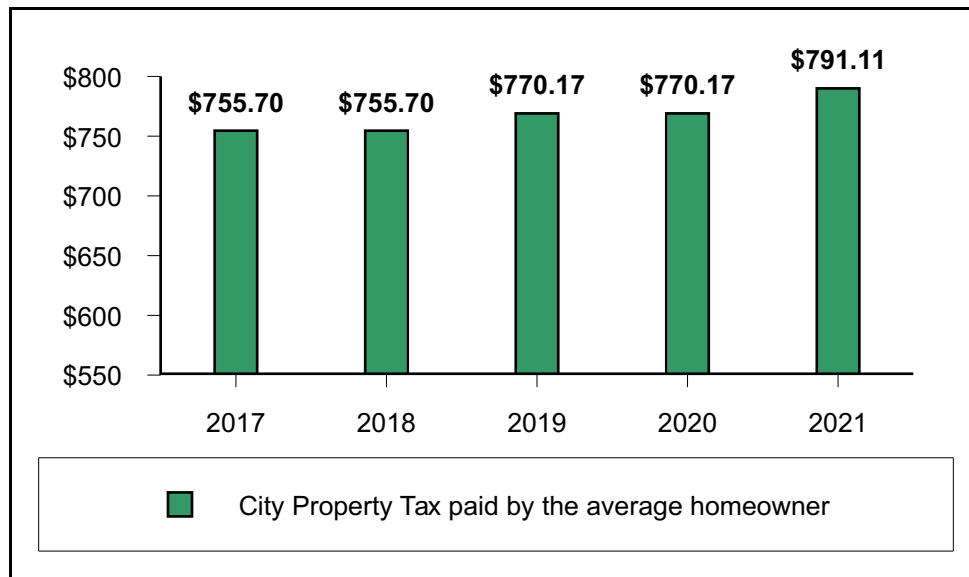
Rank	City	Taxes Per Capita	Tax Rate	2010 Census Population	Taxable Value With Gas & Electric
11	West Des Moines	\$1,269.20	\$11.7980	56,609	6,089,840,771
10	Iowa City	\$993.15	\$15.8331	67,862	4,256,753,820
9	Ankeny	\$924.59	\$11.4140	51,567	4,177,177,183
8	Cedar Rapids	\$900.76	\$15.4362	126,326	7,371,573,148
7	Council Bluffs	\$881.00	\$18.3798	62,230	2,982,868,709
6	Des Moines	\$840.11	\$18.2629	203,433	9,358,072,742
5	Davenport	\$833.62	\$16.7800	99,685	4,952,300,751
4	Sioux City	\$681.77	\$16.0707	82,684	3,507,719,743
3	Waterloo	\$671.69	\$17.5480	68,406	2,618,387,984
2	Ames	\$542.07	\$10.0256	58,965	3,188,143,157
1	<b>Dubuque (FY 21)</b>	<b>\$539.94</b>	<b>\$10.4346</b>	<b>57,686</b>	<b>2,984,960,013</b>
	AVERAGE w/o Dubuque	\$853.79	\$15.15	87,777	4,850,283,801

Dubuque is the LOWEST taxes per capita as compared to the eleven largest cities in the state. The highest (West Des Moines) is 135.06% higher than Dubuque's taxes per capita, and the average is 58.13% higher than Dubuque.

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## IMPACT OF BUDGET ON CLASS OF PROPERTY

## RESIDENTIAL

**Fiscal Year 2020**

January 1, 2018 Valuation	\$139,493
Less Rollback Factor	0.569180
Fiscal Year 2020 Taxable Value	\$79,397
Fiscal Year 2020 City Tax Rate	\$10.3314
Fiscal Year 2020 City Property Tax	\$820.28
Homestead Tax Credit	\$(50.11)
Net Fiscal Year 2020 City Property Tax	\$770.17

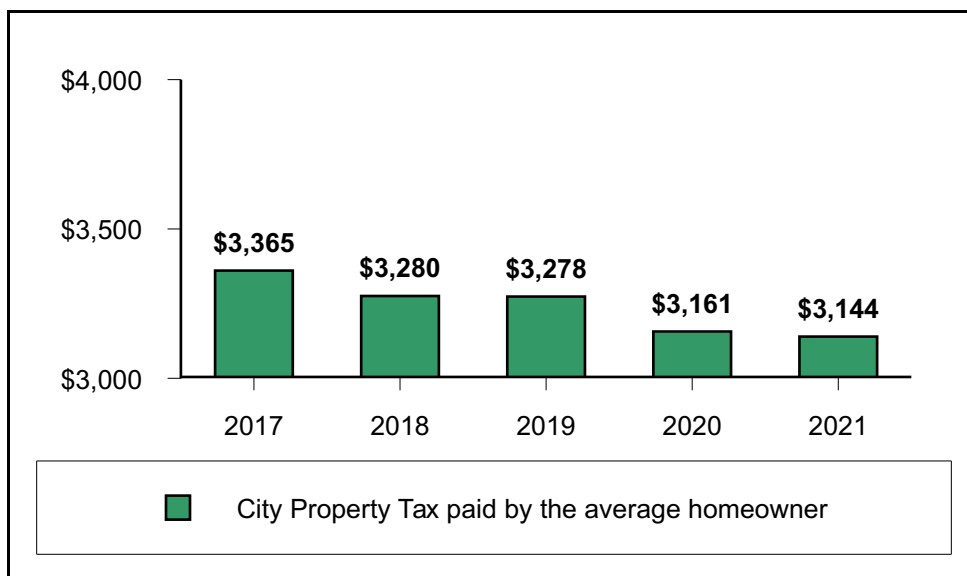
**Fiscal Year 2021**

January 1, 2019 Valuation	\$139,493
Revaluation	5.00%
Assessed Value	\$146,468
Less Rollback Factor	0.550743
Fiscal Year 2021 Taxable Value	\$80,666
Fiscal Year 2021 City Tax Rate	\$10.4346
Fiscal Year 2021 City Property Tax	\$841.72
Homestead Tax Credit	\$(50.61)
Net Fiscal Year 2021 City Property Tax	\$791.11

Dollar Increase in Property Tax	\$20.94
Percent Increase in Property Tax	2.72%



## IMPACT OF BUDGET ON COMMERCIAL PROPERTY



### **Fiscal Year 2019**

January 1, 2017 Valuation	\$432,475
Less Rollback Factor	0.9000
Fiscal Year 2019 Taxable Value	<u>\$389,228</u>
Fiscal Year 2019 City Tax Rate	<u>\$10.5884</u>
Fiscal Year 2019 City Property Tax	\$4,121.31
Business Tax Credit	<u>\$843.08</u>
Net Fiscal Year 2019 City Property Tax	<u><u>\$3,278.23</u></u>
<b>Dollar Decrease in Property Tax</b>	<b>-\$2.21</b>
<b>Percent Decrease in Property Tax</b>	<b>-0.07%</b>

### **Fiscal Year 2020**

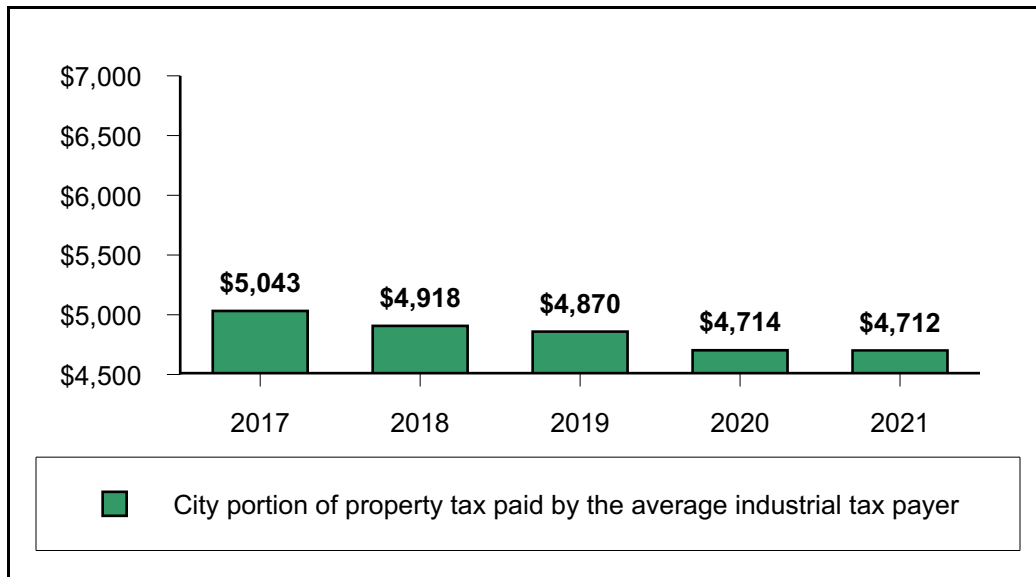
January 1, 2018 Valuation	\$432,475
Less Rollback Factor	0.9000
Fiscal Year 2020 Taxable Value	<u>\$389,228</u>
Fiscal Year 2020 City Tax Rate	<u>\$10.3314</u>
Fiscal Year 2020 City Property Tax	\$4,021.28
Business Tax Credit	<u>\$860.57</u>
Net Fiscal Year 2020 City Property Tax	<u><u>\$3,160.71</u></u>
<b>Dollar Decrease in Property Tax</b>	<b>-\$117.52</b>
<b>Percent Decrease in Property Tax</b>	<b>-3.58%</b>

### **Fiscal Year 2021**

January 1, 2019 Valuation	\$432,475
Less Rollback Factor	0.9000
Fiscal Year 2021 Taxable Value	<u>\$389,228</u>
Fiscal Year 2021 City Tax Rate	<u>\$10.4346</u>
Fiscal Year 2021 City Property Tax	\$4,061.42
Business Tax Credit	<u>\$917.60</u>
Net Fiscal Year 2021 City Property Tax	<u><u>\$3,143.82</u></u>
<b>Dollar Decrease in Property Tax</b>	<b>-\$16.89</b>
<b>Percent Decrease in Property Tax</b>	<b>-0.53%</b>

## IMPACT OF BUDGET ON CLASS OF PROPERTY

## INDUSTRIAL

**Fiscal Year 2019**

January 1, 2017 Valuation	\$599,500
Less Rollback Factor	0.9000
Fiscal Year 2019 Taxable Value	\$539,550
Fiscal Year 2019 City Tax Rate	10.5884
Fiscal Year 2019 City Property Tax	\$5,712.99
Business Tax Credit	\$843.08
Net Fiscal Year 2019 City Property Tax	\$4,869.91
<b>Dollar Decrease in Property Tax</b>	<b>-\$47.87</b>
<b>Percent Decrease in Property Tax</b>	<b>-0.97%</b>

**Fiscal Year 2020**

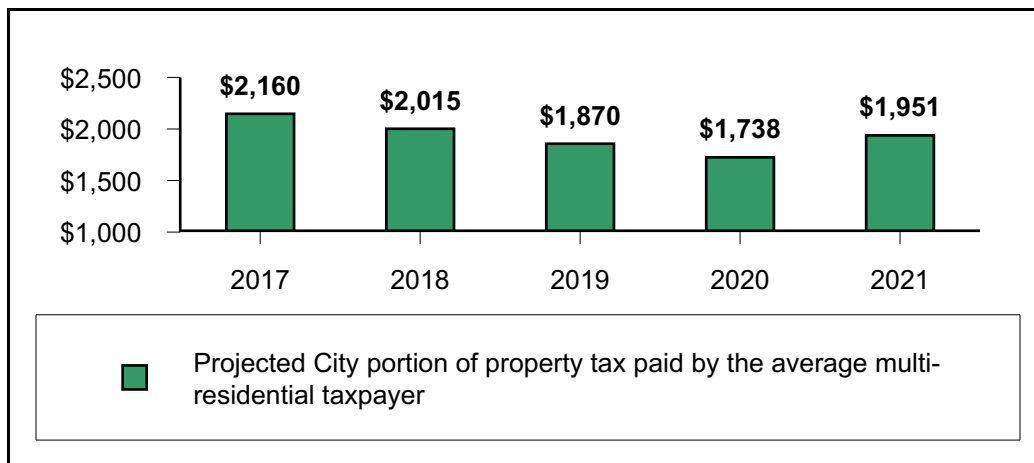
January 1, 2018 Valuation	\$599,500
Less Rollback Factor	0.9000
Fiscal Year 2020 Taxable Value	\$539,550
Fiscal Year 2020 City Tax Rate	\$10.3314
Fiscal Year 2020 City Property Tax	\$5,574.33
Business Tax Credit	\$860.57
Net Fiscal Year 2020 City Property Tax	\$4,713.76
<b>Dollar Decrease in Property Tax</b>	<b>-\$156.15</b>
<b>Percent Decrease in Property Tax</b>	<b>-3.21%</b>

**Fiscal Year 2021**

January 1, 2019 Valuation	\$599,500
Less Rollback Factor	0.9000
Fiscal Year 2021 Taxable Value	\$539,550
Fiscal Year 2021 City Tax Rate	\$10.4346
Fiscal Year 2021 City Property Tax	\$5,629.97
Business Tax Credit	\$917.60
Net Fiscal Year 2021 City Property Tax	\$4,712.37
<b>Dollar Decrease in Property Tax</b>	<b>-\$1.39</b>
<b>Percent Decrease in Property Tax</b>	<b>-0.03%</b>

## IMPACT OF BUDGET ON CLASS OF PROPERTY

### MULTIRESIDENTIAL - BEGAN FISCAL YEAR 2017



#### **Fiscal Year 2019**

January 1, 2017 Valuation	\$224,289
Less Rollback Factor	0.7875
Fiscal Year 2019 Taxable Value	\$176,628
Fiscal Year 2019 City Tax Rate	\$10.5884
Fiscal Year 2019 City Property Tax	\$1,870.21

**Dollar Decrease in Property Tax** **-\$145.27**  
**Percent Decrease in Property Tax** **-7.21%**

#### **Fiscal Year 2020**

January 1, 2018 Valuation	\$224,289
Less Rollback Factor	0.7500
Fiscal Year 2020 Taxable Value	\$168,217
Fiscal Year 2020 City Tax Rate	\$10.3314
Fiscal Year 2020 City Property Tax	\$1,737.92

**Dollar Decrease in Property Tax** **-\$132.29**  
**Percent Decrease in Property Tax** **-7.07%**

#### **Fiscal Year 2021**

January 1, 2019 Valuation	\$224,289
Revaluation	17.00%
Fiscal Year 2019 Taxable Value	\$262,418
Less Rollback Factor	0.7125
Fiscal Year 2021 Taxable Value	\$186,973
Fiscal Year 2021 City Tax Rate	\$10.4346
Fiscal Year 2021 City Property Tax	\$1,950.98

**Dollar Decrease in Property Tax** **\$213.06**  
**Percent Decrease in Property Tax** **12.26%**

\* In Fiscal Year 2015 and 2016, properties that had both commercial space and apartments with three or more units were eligible for the State Business Property Tax Credit which was calculated based on the total assessed value of the building. In Fiscal Year 2017, the properties that are dual classed as commercial and multi-residential will only receive the State Business Property Tax Credit calculated on the commercial portion of their property assessment only. The City did not include the State Business Property Tax Credit in these calculations because it was only paid over a two year period and has been eliminated for multi-residential property in Fiscal Year 2017.

# **FY 2021 AVERAGE HOMEOWNER PROPTERY TAX RECEIPT** **(Based on Average Taxable Value of \$80,666)**

## YOUR 2021 TAX RECEIPT

<b>Culture and Recreation</b>	<b>\$156.01</b>
Five Flags Civic Center ⓘ	\$17.02
Recreation ⓘ	\$18.53
Library ⓘ	\$56.50
Parks ⓘ	\$50.17
Grand River Center ⓘ	\$8.24
Arts & Cultural Affairs ⓘ	\$5.56
<b>Capital Projects</b>	<b>\$102.65</b>
General Government - Capital Projects ⓘ	\$72.58
Debt Service - Capital Projects ⓘ	\$30.07
<b>Streets &amp; Infrastructure</b>	<b>\$29.56</b>
Public Works ⓘ	\$14.93
Engineering ⓘ	\$14.63
<b>Public Safety</b>	<b>\$407.47</b>
Police ⓘ	\$232.87
Fire ⓘ	\$154.39
Emergency Communications (E911) ⓘ	\$16.56
General Safety ⓘ	\$3.65

<b>Public Safety</b>	<b>\$407.47</b>
Police ⓘ	\$232.87
Fire ⓘ	\$154.39
Emergency Communications (E911) ⓘ	\$16.56
General Safety ⓘ	\$3.65
<b>Community and Economic Development</b>	<b>\$29.83</b>
City Planning ⓘ	\$7.93
Housing and Community Development ⓘ	\$11.93
Economic Development ⓘ	\$9.96
<b>General Government</b>	<b>\$62.52</b>
Administration ⓘ	\$31.32
Information Technology ⓘ	\$14.49
City Attorney's Office ⓘ	\$7.92
City Building Maintenance ⓘ	\$6.47
City Council ⓘ	\$2.32
<b>Transportation Services</b>	<b>\$36.35</b>
Transit ⓘ	\$25.12
Airport ⓘ	\$11.23
<b>Health and Social Services</b>	<b>\$17.34</b>
Health Services ⓘ	\$7.69
Human Rights ⓘ	\$9.65
<b>TOTAL: ⓘ</b>	<b>\$841.71</b>

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FISCAL YEAR 2021

**SUMMARY OF ALL RECOMMENDED DECISION (IMPROVEMENT) PACKAGES WITH PROPERTY TAX IMPACT**

There were 136 improvement level decision packages requested in Fiscal Year 2021, of which 88 are being recommended for funding.

The recurring general fund expenditures total \$902,556 and will also impact future budget years. The non-recurring general fund expenditures total \$466,638. The remaining improvement packages adopted for funding from non-property tax support total \$304,768.

Department	Description	R/N	ADDL Expense	ADDL Revenue	Net Tax Impact
<b>RECURRING DECISION PACKAGE COSTS</b>					
<b>GENERAL FUND</b>					
Building Services	GPS Fleet Management Software. Verizon Wireless Reveal Now Fleet Tracking Software will allow Building Services Staff to track and locate vehicles in the field. It will improve fleet operations, worker productivity, and encourage safe driving.	R	\$ 1,380	\$ —	\$ 1,380
City Manager	Increase the City Managers Office education & training line item for the cost to hire Employee & Family Resources, the City's employee assistance program provider, to conduct one one-hour training for all City employees, but could be used for any training deemed appropriate by the City Manager and Human Resources Director.	R	\$ 7,000	\$ 3,524	\$ 3,476
City Manager	Develop an annual performance evaluation and professional development program for department managers. Department managers' responsibilities vary significantly and require a combination of leadership and management skills. 360 evaluations would provide the opportunity for the City Manager, department managers' peers, employees, and partners to provide constructive feedback.	R	\$ 61,100	\$ 30,758	\$ 30,342
Economic Development	Continuing operating support for the Fountain of Youth.	R	\$ 40,000	\$ —	\$ 40,000
Economic Development	Two years operating support for the Dubuque Dream Center (Fiscal Years 2021 and 2022).	R	\$ 40,000	\$ —	\$ 40,000
Economic Development	Data plan for tablet for the Arts & Cultural Affairs Coordinator.	R	\$ 120	\$ —	\$ 120
Economic Development	Increase in the funds available to be granted out to Dubuque arts and culture organizations via the Operating Support (OS) funding program through the Office of Arts and Cultural Affairs. In FY05, \$200,000 was distributed to 12 organizations; in FY13, OS funds were increased by \$10,000 to \$210,00 and supported 10 organizations.	R	\$ 40,000	\$ —	\$ 40,000
Emergency Communications	Consulting stipend for a physician/Medical Director for the Communication Center. This stipend would help offset the cost for education or increased involvement in the Communications Centers medical training.	R	\$ 2,400	\$ 799	\$ 1,601
Emergency Communications	Stipends for dispatchers who lead trainings. Dispatchers and Lead Dispatchers who help train new staff currently do not receive any incentive to help train new people. This improvement level request would provide each trainer one hour of compensatory time or one hour of pay at regular rate for every 10 hours that they train new dispatchers.	R	\$ 1,063	\$ 354	\$ 709

## Budget Overviews

Department	Description	R/N	ADDL Expense	ADDL Revenue	Net Tax Impact
Engineering	Full-time employee in the position of Camera Systems Technician (Camera and Traffic Networking). The city has roughly 1,200 cameras to manage. Approximately 2 - 5% of the cameras are down at any one time. Maintenance of the existing system is overwhelming field staff constantly and additional help is needed to fulfill new camera requests while also providing assistance to the maintenance and upgrading of existing systems.	R	\$ 34,088	\$ —	\$ 34,088
Engineering	Automatic vehicle monitoring technology to all department vehicles. On a daily basis the Engineering Department staff make numerous daily trips from city hall to various project and inspection sites.	R	\$ 1,440	\$ —	\$ 1,440
Engineering	Limited grant funding to assist low to moderate income individuals who lack financial capacity to pay for clearing of snow from sidewalks along public roadways.	R	\$ 5,000	\$ —	\$ 5,000
Engineering	Annual Fire extinguisher inspection for each department assigned vehicle.	R	\$ 120		\$ 120
Engineering	Annual Software maintenance to manage critical fiber infrastructure. Most of today's critical infrastructure is controlled by complex network communications. These communications usually run via fiber optic and wireless connectivity. The platform for these communications is Ethernet which is comprised of a series of switches and computer equipment that runs across these communication lines.	R	\$ 5,600	\$ —	\$ 5,600
Finance	Seasonal twenty hour per week (0.51 FTE) Finance Intern (NA-38F). The Finance Department currently has one twenty hour per week intern (0.49 FTE). The intern assists the accountants to perform a wide variety of tasks including auditing accounts payable, auditing purchasing card statements, preparation of audit workpapers, scanning, and various monthly reporting and reconciliations. The second Finance Intern would also become involved in Utility Billing.	R	\$ 16,148	\$ 16,148	\$ —
Finance	Additional overtime for Utility Billing staff meetings. This request is to fund one hour staff meeting per month (twelve staff meetings) for seven Utility Billing employees.	R	\$ 2,284	\$ 2,284	\$ —
Finance	Increase in the education and training budget for both accounting and utility billing staff. The current budget for education and training is \$3,600 for Accounting and \$2,400 for Utility Billing.	R	\$ 6,000	\$ 4,212	\$ 1,788
Finance	Purchase of two uniform shirts with the City of Dubuque logo for all members of the Finance Department. The Finance Department provides customer service for Utility Billing and for internal departments. In addition, Finance, Budget and Utility Billing participate in community outreach throughout the year.	R	\$ 1,050	\$ 705	\$ 345
Fire	Addition of one firefighter position. This position is the second year of a five-year effort to increase the number of positions in anticipation of staffing additional fire and/or ambulance units. The position will increase the number of days where staffing is above minimum and also reduce the use of overtime during the build-up period before a fire station is built.	R	\$ 88,645	\$ —	\$ 88,645
Fire	Conferences related to the accreditation process. The requested amount includes estimated conference and travel costs for two employees.	R	\$ 2,000	\$ —	\$ 2,000

Department	Description	R/N	ADDL Expense	ADDL Revenue	Net Tax Impact
Fire	A license for the Fire Department to access the city fleet maintenance program (Collective Fleet). This will allow the Fire Department to monitor repairs and scheduled maintenance of Fire Department vehicles in the Public Works Fleet Maintenance system.	R	\$ 1,500	\$ —	\$ 1,500
Fire	Software program to schedule firefighting personnel and assist in staffing documentation and record keeping. Selected program will integrate with the current reporting system and dispatch program to provide automatic upload of vehicle staffing from the schedule.	R	\$ 500	\$ —	\$ 500
Health Services	Increase one part-time Animal Control Officer to full-time (+0.28 FTE or 582 hours annually), increasing Animal Control staffing by 11 hours. Another full-time Animal Control Officer would provide additional coverage and more timely follow-ups on animal control incidents and complaints.	R	\$ 32,456	\$ 8,000	\$ 24,456
Health Services	Increasing animal license fees. The history of animal license fee increases includes July 2003 when animal license fees increased to \$10 to spayed/neutered animals and \$25 for non-spayed/non-neutered animals; and 2009 when the license fees increased to \$12 for spayed/neutered animals, and \$30 for non-spayed/non-neutered animals. Additionally, the fee for late licensing has been \$10 since 2009, which is the lowest late fee of the Iowa large cities researched. Increasing the pet license fees to \$14 for spayed/neutered animals, and \$34 for non-spayed/non-neutered animals along with increasing the late fee to \$16 would increase licensing revenue by an estimated \$83,370 from the FY 2019 total of FY 2019 (59%).	R	\$ —	\$ 83,370	\$ (83,370)
Housing	\$5 increase to Dwelling Unit fees (from \$25 to \$30), \$5 reduction in Structure fees (from \$30 to \$25). The result is no increase to single-family dwelling units and a \$5 increase for duplexes, \$10 increase for Tri-plex, etc.	R		\$ 38,725	\$ (38,725)
Human Resources	Funding to the Wellness Committee to provide employee incentives throughout the year.	R	\$ 12,850	\$ 6,469	\$ 6,381
Human Resources	Third party consultant to conduct exit interviews. Multiple studies have shown that conducting exit interviews after an employee leaves and using a 3rd party changes the given reason for leaving 40-63% of the time. Preferably the consultant would use a mixed methodology approach for collecting both quantitative and qualitative data.	R	\$ 7,500	\$ 3,776	\$ 3,724
Human Resources	Annually recurring emotional intelligence (EQ) training resources. This includes an EQ employee assessment tool and an agreement with a preferred EQ full-scope service partner such as 6 Seconds. This request also includes \$60,000 of non-recurring funding for EQ train-the-trainer training for three City employees for 3 years.	R	\$ 6,800	\$ 3,424	\$ 3,376
Information Services	Licensing O365 Manager Plus tools. This software is used for reporting, managing, monitoring, auditing and creating critical real-time alerts as issues happen within the Office365 set of software. The software provides auditing, reporting and over 700 reports.	R	\$ 3,720	\$ —	\$ 3,720
Legal Services	Education and training funds for the Civil Rights Specialist position, which was a newly created position in FY20.	R	\$ 4,000	\$ 2,014	\$ 1,986
Library	Collection and maintenance support for the Bicycle Library.	R	\$ 3,000	\$ —	\$ 3,000



## Budget Overviews

Department	Description	R/N	ADDL Expense	ADDL Revenue	Net Tax Impact
Library	Full-time position in the Youth Services Activity to focus on service to teens.	R	\$ 69,109	\$ —	\$ 69,109
Parks	Staff and maintenance costs for the Veterans Memorial Project on Chaplain Schmitt Island. An improvement package was approved in FY 2020 for one month of seasonal staff (.05 FTE or 110 hours) and maintenance cost. The project was slated to be completed in May of 2020 but has been delayed. This request would provide for the remaining 11 months of staffing (.53 or 1,210 hours) and maintenance, although the project will not be complete by the beginning of FY 2021.	R	\$ 20,240	\$ 20,240	\$ —
Parks	Addition of pet friendly amenities throughout the City. This would include amenities such as pet waste stations, and educational signage. Costs include purchase and installation of the amenity as well as maintenance of those amenities (i.e. pet waste bags).	R	\$ 15,000	\$ —	\$ 15,000
Parks	Contract services of snow removal on the new hike/ bike trail that is to be built along Chavenelle Road in Dubuque Industrial Center West.	R	\$ 4,000	\$ —	\$ 4,000
Parks	Annual cost savings from Installation of two forced-air gas heaters in the greenhouse.	R	\$ —	\$ 1,000	\$ (1,000)
Parks	Pavilion fee increases across all parks at the rate of a 10% increase for all rentals over \$100 and a 20% increase for all rentals under \$100.	R		\$ 11,000	\$ (11,000)
Planning	Three-year contract with Teska Associates to continue to serve as the collective Impact project manager, data manager, and facilitator for Imagine Dubuque: Implementation, which is a Top Priority on the City Council's 2019-2021 Policy Agenda.	R	\$ 25,000	\$ 10,504	\$ 14,496
Planning	4% increase in Development Services fees to reflect actual processing costs based on FY2021 wages and benefits. The 4% increase is based on an average 2% annual increase over 2 years, since fees were last raised in FY2019.	R	\$ —	\$ 1,895	\$ (1,895)
Public Works	Assistant Public Works Director to participate in Laserfiche software conference. This professional development will assist in streamlining processes and data capture capabilities to mitigate duplication in workflows and minimize human error.	R	\$ 3,600	\$ —	\$ 3,600
Public Works	Additional training for traffic signal technicians. This request allows one technician each year to attend the Traffic Expo in Reno, Nevada sponsored by the International Municipal Signal Association.	R	\$ 3,500	\$ —	\$ 3,500
Public Works	One additional Traffic Signal Tech II position in the Public Works Department. This staffing level increase is requested to meet the rising demand for maintenance related to the traffic signal, street light and camera systems.	R	\$ 77,544	\$ —	\$ 77,544
Public Works	Tablet and a yearly data plan for the tablet. The tablet would be used by the Public Works Field Supervisor to access mobile GIS used to locate underground utilities while working in the field.	R	\$ 120	\$ —	\$ 120
Recreation	Program funding for Arts & Cultural teen programming including contractual instructors, pay to partner agencies to host programming, and materials and supplies.	R	\$ 35,000	\$ 12,500	\$ 22,500

Department	Description	R/N	ADDL Expense	ADDL Revenue	Net Tax Impact
Recreation	Addition of 50 annual household scholarships. Over the last three years, 150 qualifying low-income households annually have taken advantage of this CDBG-funded scholarship program. These \$125 scholarships create opportunities for low-income families to participate in any of the Recreation Division's 400+ programs and services.	R	\$ 6,250	\$ —	\$ 6,250
Recreation	Increase in operating revenue for the Bunker Hill Golf Course through increases in the following fees; \$1 increase for 18-hole daily rounds, \$2 increase for PGA rounds, and a \$10 increase on all annual passes. The sum of these fee increases would equate to \$11,695 in additional revenue based on the FY 2021 usage estimates. In addition, this request also includes a \$1 increase on daily 1/2 cart rentals. This would generate \$6,900 based on FY 2021 usage estimates.	R	\$ —	\$ 18,595	\$ (18,595)
Transportation Services	Data plan for a smartphone for the Transportation Analyst.	R	\$ 624	\$ —	\$ 624
<b>TOTAL GENERAL FUND NON-RECURRING PACKAGES</b>			<b>\$ 687,751</b>	<b>\$ 280,296</b>	<b>\$ 407,455</b>
<b>NON-RECURRING DECISION PACKAGE COSTS</b>				<b>GENERAL FUND</b>	
Airport	Airport's direct financial sponsor support to the Great Lakes Chapter of the American Association of Airport Executives conference budget. The Dubuque Airport is hosting this conference in August of 2020.	N	\$ 8,500	\$ —	\$ 8,500
City Manager	Trainings and assessments to continue the professional and organizational development work underway to create a more High Performing Organization.	N	\$ 14,900	\$ 7,501	\$ 7,399
Economic Development	Purchase of tablet for the Arts & Cultural Affairs Coordinator.	N	\$ 920	\$ —	\$ 920
Emergency Communications	installation of high-density fiberglass sound panels on the walls of the Communication Center. Due to past construction and changes in number of monitors hanging on the walls, the old sound barriers do not fit the current lay out and additional staffing has resulted in increased volume during busy times.	N	\$ 2,400	\$ 800	\$ 1,600
Engineering	Computer, tablet, phone and workspace for full-time employee in the position of Camera Systems Technician (Camera and Traffic Networking).	N	\$ 10,300	\$ —	\$ 10,300
Engineering	Automatic vehicle monitoring technology to all department vehicles. On a daily basis the Engineering Department staff make numerous daily trips from city hall to various project and inspection sites.	N	\$ 6,000	\$ —	\$ 6,000
Engineering	Fire extinguisher for each department assigned vehicle.	N	\$ 720	\$ —	\$ 720
Engineering	Software to manage critical fiber infrastructure. Most of today's critical infrastructure is controlled by complex network communications. These communications usually run via fiber optic and wireless connectivity. The platform for these communications is Ethernet which is comprised of a series of switches and computer equipment that runs across these communication lines.	N	\$ 30,240	\$ —	\$ 30,240
Finance	Expanded camera system in the first floor hallway and the new Utility Billing cashier area in the Finance Department. This request would include 8 cameras.	N	\$ 12,500	\$ 6,293	\$ 6,207

Department	Description	R/N	ADDL Expense	ADDL Revenue	Net Tax Impact
Finance	Computer and desk phone for seasonal twenty hour per week (0.51 FTE) Finance Intern (NA-38F). The Finance Department currently has one twenty hour per week intern (0.49 FTE). The intern assists the accountants to perform a wide variety of tasks including auditing accounts payable, auditing purchasing card statements, preparation of audit workpapers, scanning, and various monthly reporting and reconciliations. The second Finance Intern would also become involved in Utility Billing.	N	\$ 2,524	\$ 2,524	\$ —
Fire	Power load cot lifting device for the fourth ambulance. Only one ambulance is not equipped with this device which lifts the ambulance cot (with patient) into and out of the vehicle.	N	\$ 28,000	\$ —	\$ 28,000
Fire	Patient positioning devices that work in conjunction with automated CPR devices. The request would purchase four devices (one for each ambulance) for use during cardiac arrest/CPR incidents. Based on the latest research and practices for patient care in cardiac arrest events, this device provides a controlled "heads up" position of the patient during mechanical CPR administration.	N	\$ 24,000	\$ —	\$ 24,000
Fire	Software program to schedule firefighting personnel and assist in staffing documentation and record keeping. Selected program will integrate with the current reporting system and dispatch program to provide automatic upload of vehicle staffing from the schedule.	N	\$ 5,000	\$ —	\$ 5,000
Health Services	Phone and computer for full-time Animal Control Officer. Another full-time Animal Control Officer would provide additional coverage and more timely follow-ups on animal control incidents and complaints.	N	\$ 2,275	\$ —	\$ 2,275
Health Services	Portable printer for Animal Control to keep in the Animal Control truck. Animal Control officers use tablets in the field and need to be able to print citations, forms, notices etc while they are personally working with residents.	N	\$ 200	\$ —	\$ 200
Health Services	Supply of leashes for animal control to use in the field, educate residents, provide to residents at City Expo and give to residents who do not have a leash.	N	\$ 650	\$ —	\$ 650
Health Services	Funds for tick removal kits to give away at City Expo and Health outreach events.	N	\$ 500	\$ —	\$ 500
Human Resources	Ten members of the Leadership Team to attend the Dale Carnegie training course.	N	\$ 16,950	\$ 8,534	\$ 8,416
Human Resources	Job classification and wage plan review. The process to conduct the review would include: 1) identification, through Request For Proposals (RFP), of a third-party consultant and 2) for that third-party consultant to review, update and/or create a compensation and classification system for the City that is competitive and equitable and that promotes employee engagement, recruitment and retention of a diverse workforce.	N	\$ 32,000	\$ 16,108	\$ 15,892
Human Resources	Consultant to assess the Human Resource's department operations and functions and provide recommendations on the department structure, staffing levels, and resources	N	\$ 10,500	\$ 5,286	\$ 5,214
Human Resources	Three years of Emotional Intelligence EQ Practitioner Training (Train the Trainer) costs. This would fund the training of 3 EQ leaders in the City. This request also includes \$6,800 in recurring training costs.	N	\$ 60,000	\$ 30,204	\$ 29,796

## Budget Overviews

Department	Description	R/N	ADDL Expense	ADDL Revenue	Net Tax Impact
Human Rights	Civic Leadership: Train the trainers program	N	\$ 3,510	\$ —	\$ 3,510
Information Services	40 hour professional service package for Laserfiche. This package would help cover a health check of Laserfiche and fix Laserfiche servers if needed.	N	\$ 6,400	\$ —	\$ 6,400
Information Services	Network Transmission Testing Kit. This kit would provide advanced cable troubleshooting including end to end and power meter testing. The kit will provide the City with a ruggedized high quality set of tools for testing both fiber optic and low voltage cabling.	N	\$ 2,400	\$ —	\$ 2,400
Information Services	9 polo style shirts and 9 zip long sleeve shirts for all staff.	N	\$ 500	\$ —	\$ 500
Library	Catering for the Iowa Library Association (ILA) Conference in October, 2020 at a reception hosted by Carnegie-Stout Public Library.	N	\$ 2,500	\$ —	\$ 2,500
Parks	Installation two forced-air gas heaters in the greenhouse.	N	\$ 7,000	\$ —	\$ 7,000
Parks	Consultant fees for park planning for Washington Park. Washington Park is Dubuque's oldest platted park.	N	\$ 10,000	\$ 10,000	\$ —
Public Works	Assistant Public Works Director to complete a Data Analytics certificate program. This program is designed to assist with organizations becoming data-driven and high-performing focusing in the ability to: interpret data to inform business decisions, recognize trends, detect outliers, and summarize data sets, analyze relationships between variables, develop and test hypotheses, craft sound survey questions and draw conclusions from population samples, and implement regression analysis and other analytical techniques in Excel.	N	\$ 1,600	\$ —	\$ 1,600
Public Works	tablet and a yearly data plan for the tablet. The tablet would be used by the Public Works Field Supervisor to access mobile GIS used to locate underground utilities while working in the field.	N	\$ 950	\$ —	\$ 950
Transportation Services	Smartphone for the Transportation Analyst.	N	\$ 350	\$ —	\$ 350
<b>TOTAL GENERAL FUND NON-RECURRING PACKAGES</b>			<b>\$ 304,289</b>	<b>\$ 87,250</b>	<b>\$ 217,039</b>
<b>TOTAL RECURRING AND NON-RECURRING TAX SUPPORTED</b>			<b>\$ 992,040</b>	<b>\$ 367,546</b>	<b>\$ 624,494</b>

**SUMMARY OF RECOMMENDED DECISION (IMPROVEMENT) PACKAGES FOR  
NON-PROPERTY TAX FUNDS**

Department	Description	R/N	ADDL Expense	ADDL Revenue	Net Impact
<b>Internal Service Funds</b>					
Engineering	Upgrade existing Engineering Tech (GE-31) to a Full time Environmental Engineer position (GE-38A/B). The position would oversee activities associated with the compliance with the City's NPDES Municipal Separate Storm Sewer System permit and the portion of the City's NPDES wastewater treatment permit related to the sanitary sewer collection system.	R	\$ 41,701		\$ 41,701
Engineering	Full-time employee in the position of Camera Systems Technician (Camera and Traffic Networking). The city has roughly 1,200 cameras to manage. Approximately 2 - 5% of the cameras are down at any one time. Maintenance of the existing system is overwhelming field staff constantly and additional help is needed to fulfill new camera requests while also providing assistance to the maintenance and upgrading of existing systems.	R	\$ 34,088	\$ —	\$ 34,088
<b>Subtotal Internal Service Fund</b>			<b>\$ 75,789</b>	<b>\$ —</b>	<b>\$ 75,789</b>
<b>ENTERPRISE FUNDS</b>					
<b>Stormwater Fund</b>					
Engineering	Upgrade existing Engineering Tech (GE-31) to a Full time Environmental Engineer position (GE-38A/B). The position would oversee activities associated with the compliance with the City's NPDES Municipal Separate Storm Sewer System permit and the portion of the City's NPDES wastewater treatment permit related to the sanitary sewer collection system.	R	\$ 36,552	\$ —	\$ 36,552
Engineering	Additional funding to maintain and rehab ditches within city right-of-way or on city property. Maintenance includes such things as mowing, vegetation removal, debris removal. Rehab includes minor grading and re-seeding.	R	\$ 10,000	\$ —	\$ 10,000
Engineering	Iowa Stormwater Education Partnership (ISWEP). ISWEP is a member-driven organization formed in 2004 to address the educational needs of cities and others impacted by federal stormwater regulations. ISWEP focuses on two things: creating and providing its members with educational tools and resources and providing training.	R	\$ 5,250	\$ —	\$ 5,250
Engineering	Automatic vehicle monitoring technology to all department vehicles. On a daily basis the Engineering Department staff make numerous daily trips from city hall to various project and inspection sites.	N	\$ 1,000	\$ —	\$ 1,000
Engineering	Automatic vehicle monitoring technology to all department vehicles. On a daily basis the Engineering Department staff make numerous daily trips from city hall to various project and inspection sites.	R	\$ 240	\$ —	\$ 240
Engineering	Annual Fire extinguisher inspection for each department assigned vehicle.	R	\$ 20	\$ —	\$ 20
Engineering	Fire extinguisher for each department assigned vehicle.	N	\$ 120	\$ —	\$ 120
<b>Subtotal Stormwater Fund</b>			<b>\$ 53,182</b>	<b>\$ —</b>	<b>\$ 53,182</b>

**SUMMARY OF RECOMMENDED DECISION (IMPROVEMENT) PACKAGES FOR  
NON-PROPERTY TAX FUNDS**

Department	Description	R/N	ADDL Expense	ADDL Revenue	Net Impact
<b>Water Fund</b>					
Water	Cartegraph or other applicable software licenses to help to efficiently manage and report on daily operations including generation of work orders, preventative and corrective maintenance orders, inventory management, job costing, procurement management (quotation and requisition processes) and scheduling and service requests.	N	\$ 45,000	\$ —	\$ 45,000
Water	Upgrade the two ruggedized cell phones to smartphones and provides service for six additional smartphones for the water distribution crew. Smartphones would enable the crews to have access to WebQA and GIS mapping during the response to an emergency improving the time with which it takes to locate isolation valves.	N	\$ 700	\$ —	\$ 700
Water	Data plans for upgrade the two ruggedized cell phones to smartphones and provides service for six additional smartphones for the water distribution crew.	R	\$ 4,992	\$ —	\$ 4,992
Water	Two additional smartphones for the Water Plant Operators Special Assignment. These will enable the Water Plant Operators to respond to requests from the Electrical and Mechanical Staff as needed.	N	\$ 700	\$ —	\$ 700
Water	Data plans for two additional smartphones for the Water Plant Operators Special Assignment.	R	\$ 1,248	\$ —	\$ 1,248
Water	Tablet to be used by the Operators Special Assignment at the Water Plant and out in the field. This will enable data to be collected directly from the Well Sites, the distribution sites, the pump stations and customer properties in response to water quality concerns.	N	\$ 950	\$ —	\$ 950
Water	Data plan for tablet to be used by the Operators Special Assignment at the Water Plant and out in the field.	R	\$ 120	\$ —	\$ 120
Water	leadership development for the City of Dubuque Water Department Leadership Team. The primary area of emphasis for maintaining positive momentum includes implementation of strategic priorities and reinforcing the Work of Leaders model of Vision, Alignment, and Execution.	R	\$ 10,713	\$ —	\$ 10,713
Water	Purchase of cut off saw. The addition is a Chain saw Style, unlike the existing one and will be run by hydraulics not gas, which makes it much safer for the Distribution Crew when using it.	N	\$ 4,200	\$ —	\$ 4,200
Water	New ground penetrating radar. As the City purchased other utilities, the Distribution Staff has found the field record documentation of these utilities to be unsatisfactory. This ground penetrating radar would be used to assist in the field locating new utilities and document them to our GIS record system, providing accurate records.	N	\$ 30,000	\$ —	\$ 30,000
Water	Upgrade the 3/4 ton truck to a utility truck.	N	\$ 25,000	\$ —	\$ 25,000
Water	Upgrade the 3/4 ton 4X4 Super Cab truck to a Utility Truck, 4X4 450 Series, Regular Cab with a 10' Utility box with crane, ladder rack, front mount valve turner and Hydraulic motor pump.	N	\$ 40,000	\$ —	\$ 40,000



**SUMMARY OF RECOMMENDED DECISION (IMPROVEMENT) PACKAGES FOR  
NON-PROPERTY TAX FUNDS**

Department	Description	R/N	ADDL Expense	ADDL Revenue	Net Impact
Water	Upgrade the replacement of the 2002 Freightliner Tandem Dump Truck to a Tandem Truck that has greater horse power and larger carrying capacity to meet the needs of the Water Distribution division	N	\$ 40,000	\$ —	\$ 40,000
Water	Backhoe/Loader to be replaced by a Skid Steer with a rubber track, bucket and broom attachments with a trailer.	N	\$ 35,000	\$ —	\$ 35,000
<b>Subtotal Water Fund</b>			<b>\$ 238,623</b>	<b>\$ —</b>	<b>\$ 238,623</b>
<b>Sanitary Sewer Fund</b>					
W&RRC	Arc flash risk assessment of 17 lift stations (including 181 individual devices) and the WRRRC Facility (including 710 individual devices).	N	\$ 71,500	\$ —	\$ 71,500
W&RRC	Four tablets with data service and one smartphone with voice and data service. The improvement will supply two Equipment Mechanics with one tablet each, one tablet for Operations staff, and one tablet and one smartphone for the Maintenance Supervisor.	N	\$ 4,060	\$ —	\$ 4,060
W&RRC	Four tablets with data service and one smartphone with voice and data service. The improvement will supply two Equipment Mechanics with one tablet each, one tablet for Operations staff, and one tablet and one smartphone for the Maintenance Supervisor.	R	\$ 1,824		\$ 1,824
Engineering	Upgrade existing Engineering Tech (GE-31) to a Full time Environmental Engineer position (GE-38A/B). The position would oversee activities associated with the compliance with the City's NPDES Municipal Separate Storm Sewer System permit and the portion of the City's NPDES wastewater treatment permit related to the sanitary sewer collection system.	R	\$ 6,378	\$ —	\$ 6,378
Engineering	Computer, tablet and smartphone for full time Environmental Engineer position (GE-38A/B).	N	\$ 3,770	\$ —	\$ 3,770
Engineering	Automatic vehicle monitoring technology to all department vehicles. On a daily basis the Engineering Department staff make numerous daily trips from city hall to various project and inspection sites.	N	\$ 1,500	\$ —	\$ 1,500
Engineering	Automatic vehicle monitoring technology to all department vehicles. On a daily basis the Engineering Department staff make numerous daily trips from city hall to various project and inspection sites.	R	\$ 360	\$ —	\$ 360
Engineering	Annual Fire extinguisher inspection for each department assigned vehicle.	R	\$ 30	\$ —	\$ 30
Engineering	Fire extinguisher for each department assigned vehicle.	N	\$ 180	\$ —	\$ 180
<b>Subtotal Sanitary Sewer Fund</b>			<b>\$ 89,602</b>	<b>\$ —</b>	<b>\$ 89,602</b>
<b>Solid Waste Fund</b>					
Public Works	Resource Management and Coordinator to participate in the Leading, Educating and Developing (LEAD) program.	N	\$ 4,650	\$ —	\$ 4,650
<b>Subtotal Solid Waste Fund</b>			<b>\$ 4,650</b>	<b>\$ —</b>	<b>\$ 4,650</b>

**SUMMARY OF RECOMMENDED DECISION (IMPROVEMENT) PACKAGES FOR  
NON-PROPERTY TAX FUNDS**

Department	Description	R/N	ADDL Expense	ADDL Revenue	Net Impact
<b>Landfill Fund</b>					
Public Works	Training the landfill foreman. The request provides funding for the landfill foremen to attend the ISOSWO spring and fall conferences.	R	\$ 1,240	\$ —	\$ 1,240
<b>Subtotal Landfill Fund</b>			\$ 1,240	\$ —	\$ 1,240
<b>TOTAL NON-PROPERTY TAX FUND PACKAGES</b>			\$ 461,846	\$ —	\$ 461,846
<b>TOTAL IMPROVEMENT PACKAGES ALL FUNDS</b>			\$ 1,503,886	\$ 367,546	\$ 1,086,340



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# FULL-TIME EQUIVALENT (FTE) PERSONNEL CHANGES IN RECOMMENDED FY 2021 BUDGET

The Fiscal Year 2021 budget increases the full-time equivalents by 11.50 FTE, decreases part-time equivalents by 2.83 FTE, and increases seasonal equivalents by 0.32 FTE. The changes can be summarized as follows:

DEPARTMENT	POSITION	FULL-TIME	PART-TIME	SEASONAL	
City Clerk	Limited Term Clerical Assistant			-0.50	Temporary position for completion of archival projects associated with necessary record retention practices
City Clerk	Intern			-0.31	Eliminated position
Engineering	Camera Systems Technician	1.00			Full-time position to fulfill new camera requests while also providing assistance to the maintenance and upgrading of existing systems.
Engineering	Environmental Engineer	1.00			Upgrade existing Engineering Tech (GE-31) to a full time Environmental Engineer position (GE-38A/B).
Engineering	Engineering Technician	-1.00			Upgrade existing Engineering Tech (GE-31) to a full time Environmental Engineer position (GE-38A/B).
Engineering	Intern			-0.25	Temporary position to update to the City's current policies and standards related to OSHA compliance and protection of the public during construction projects
Finance	Budget Manager	-1.00			FY20 eliminated position and added Budget/Financial Analyst
Finance	Budget/Financial Analyst	1.00			FY20 eliminated position and added Budget/Financial Analyst
Finance	Budget/Financial analyst	1.00			FY20 added position to focus on grants
Finance	Finance Intern			0.51	Added a seasonal Finance Intern for Utility Billing
Finance	Confidential Account Clerk	1.00			FY20 eliminated part-time and added full-time Confidential Account Clerk
Finance	Confidential Account Clerk		-0.75		FY20 eliminated part-time and added full-time Confidential Account Clerk
Fire	Firefighter	1.00			Schedule to add positions for future staffing of additional fire units
Health Services	Animal Control Officer	1.00			Increase Animal Control staffing by 11 hours, providing additional coverage and more timely follow-ups on animal control incidents and complaints.
Health Services	Animal Control Officer		-0.72		Upgrade part-time Animal Control Officer to full-time
Housing	Assistant Housing Director	1.00			FY20 added full-time Assistant Director.
Housing	Grant Administrator	-1.00			FY20 eliminated Grant Administrator and added Resiliency Coordinator
Housing	Resiliency Coordinator	1.00			FY20 eliminated Grant Administrator and added Resiliency Coordinator
Housing	Nuisance Specialist	1.00			FY20 added Nuisance Specialist and eliminated seasonal Inspector I
Housing	Inspector I			-0.30	FY20 added Nuisance Specialist and eliminated seasonal Inspector I

DEPARTMENT	POSITION	FULL-TIME	PART-TIME	SEASONAL	
Housing	Inspector II	1.00			FY20 eliminated Inspector I and added Inspector II
Housing	Inspector I	-1.00			FY20 eliminated Inspector I and added Inspector II
Human Resources	Strategic Workforce Equity Coordinator	1.00			Moved Strategic Workforce Equity Coordinator from Human Rights to Human Resources
Human Rights	Strategic Workforce Equity Coordinator	-1.00			Moved Strategic Workforce Equity Coordinator from Human Rights to Human Resources
Library	Library Aide	1.00			Full-time position in the Youth Services Activity to focus on service to teens.
Parks	Laborer II			0.53	Maintenance of Veterans Memorial Project on Chaplain Schmitt Island fully reimbursed by Dubuque Racing Association
Police	School Resource Officer	1.00			Expansion of School Resource Officer Program adding 3 SRO officers over 3 years. Reimbursed 50% by DCSD
Public Information Office	Communications Specialist		-0.38		Part-time position upgraded to full-time effective January 1, 2020
Public Information Office	Communications Specialist	0.50			Part-time position upgraded to full-time effective January 1, 2020
Public Works	Traffic Signal Technician II	1.00			Position to meet the rising demand for maintenance related to the traffic signal, street light and camera systems.
Public Works	Secretary	1.00			FY20 eliminated part-time Clerical Assistant and add full-time Secretary position to handle call volume.
Public Works	Clerical Assistant		-0.68		FY20 eliminated part-time Clerical Assistant and add full-time Secretary position to handle call volume.
Water	Water Distribution Maintenance Worker		0.50		Replace part-time Water Meter Service Worker with part-time Water Distribution Maintenance Worker
Water	Water Meter Service Worker		-0.80		Replace part-time Water Meter Service Worker with part-time Water Distribution Maintenance Worker
					<b>Total change in FTE from FY 2020</b>
<b>TOTAL FTE CHANGES</b>		<b>11.50</b>	<b>-2.83</b>	<b>-0.32</b>	<b>8.35</b>
					<b>Total FTE for FY 2021</b>
<b>TOTAL F.T.E.s FOR FY 2021</b>		<b>589.00</b>	<b>72.42</b>	<b>57.02</b>	<b>718.44</b>

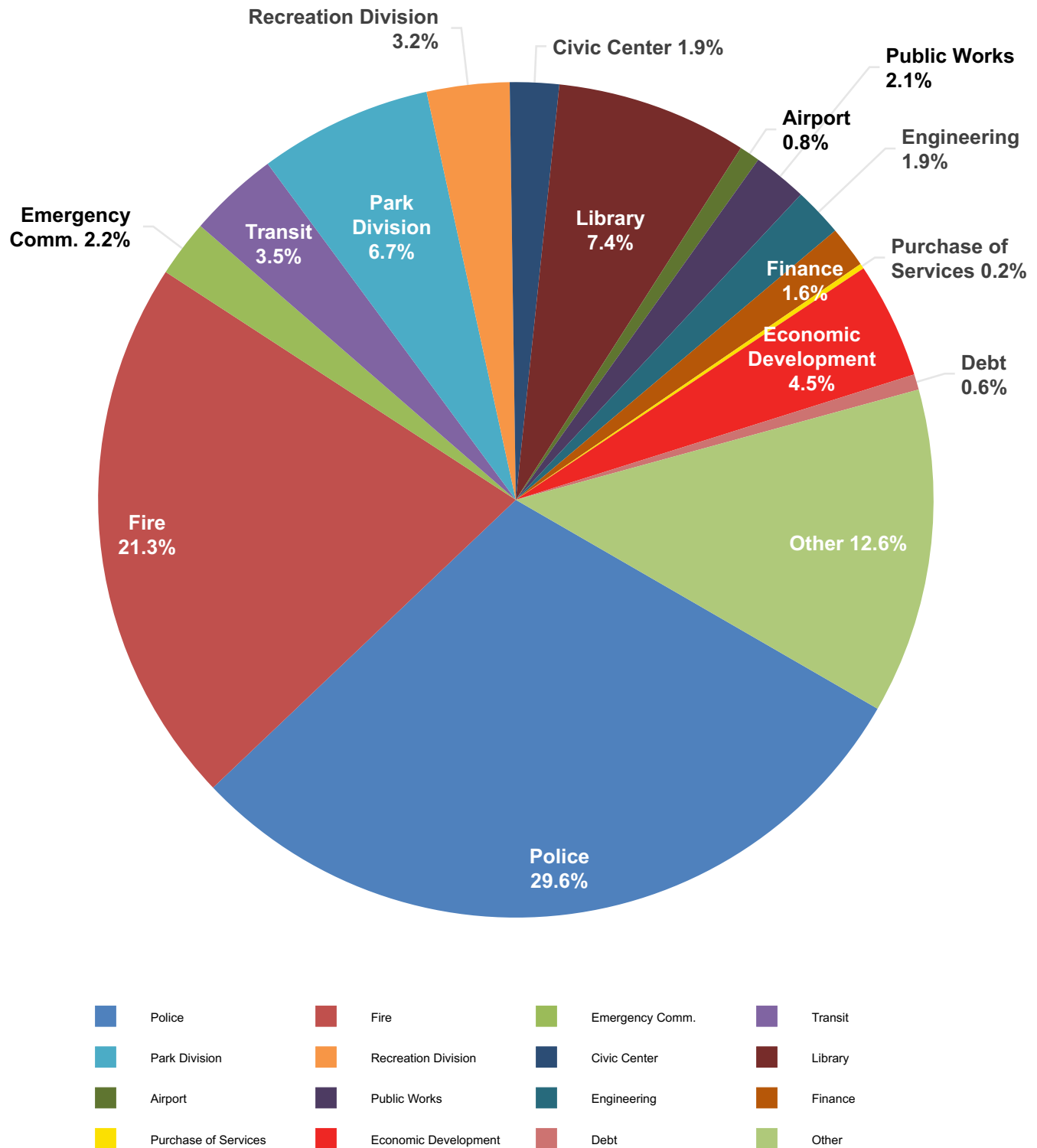
PERSONNEL COMPLEMENT -- FULL-TIME 1981-2021									
DEPARTMENT/ DIVISION	1981 NUMBER	40-YEAR HIGH FISCAL YR	NUMBER	40-YEAR LOW FISCAL YR	NUMBER	2019 NUMBER	2020 NUMBER	2021 NUMBER	NOTES
Police Department	90.00	2021	119.00	1985-1990	82.00	117.00	118.00	119.00	In 2019, Eliminated a Corporal position and added a Captain and an Officer. FY20 & FY21 added 1 SRO.
Emergency Comm	—	2020	15.00	1985-1991	8.00	14.00	15.00	15.00	Part of Police & Fire Depts. in 1981. Added 2 Dispatchers in 2009. 1 Dispatcher added 2017 & 2020.
Fire Department	94.00	1981-1987	94.00	1988-1990	88.50	90.00	91.00	92.00	1 Firefighter added FY20 & FY21.
Human Rights	3.00	1981; 1986 1990-1997; 2006*;2013 -2019	5.00	1982-1985; 1988-1989; 1998-2005	2.00	5.00	5.00	4.00	Community Relations Coordinator added 2013 & Strategic Workforce Equity Coordinator moved to Human Resources in FY21.
Building Safety	12.00	1981; 2016-2018	12.00	1985-1988	6.00	11.00	11.00	11.00	Custodians added FT 2015. Inspector II Eliminated 2019
Health Services	9.50	1981	9.50	1989-2019	4.00	4.00	5.00	6.00	Included School Nursing Program in 1981. FT Animal Control Officer added FY20 and FY21.
Park Division	27.20	1981	27.20	1996-2001	20.92	22.50	22.50	22.50	Added Assist. Gardener 2012. Eliminated FT Park Ranger 2017.
Civic Center	13.75	1981	13.75	2005-2019	0.15	0.15	0.15	0.15	Changed to private mgmt. 7/1/04. Employees to new firm.
Recreation Division	13.00	1981	13.00	1991; 2007*-2009	7.93	11.93	11.93	11.93	*Golf- FT to PT; AmeriCorps Director shifted from Housing 2012; Facilities Supervisor 2015;MFC Assist. Dir. FT in 2016.
Library	20.00	1981; 2021	20.00	1989	14.00	19.00	19.00	20.00	Library Aide Changed to FT 2013. Library Aide added to Teen in FY20.
Airport	8.00	2003	14.00	1983-1994	7.00	12.00	12.00	12.00	
Transportation Services	44.00	1981-1982	44.00	2010-2011	6.00	20.00	23.00	23.00	Transit Management changed to City Employees 2016. 1 Transit Dispatcher added 2018. Parking Division merged with Transit Division in 2019 to form the Transportation Services Department. 3 Bus Operators added in FY 2019.
Engineering	22.00	2016-2017	30.00	1983; 1985-1987	18.00	26.00	27.00	28.00	Temporary Engineering Technician removed FY19. Eliminated Environmental Engineer FY18. Confidential Account Clerk added FY19. Environmental Engineer and Camera Systems Tech added and Engineering Tech removed FY21.
Water Department	32.00	1981-1982	32.00	1999-2009	23.00	24.00	25.00	25.00	Secretary changed to part-time 2016. Eliminated Plant Manager position in 2019. Confidential Account Clerk in 2020.
Water & Resource Rec	37.00	1981-1982	37.00	2019	14.50	15.00	15.00	15.00	(2) Plant Operators eliminated and Environmental Coordinator added 2016. Assistant Manager, Operator Ii, and Operator IV position removed in FY 2019.
Public Works	1.00	1990-1991	2.00	1993-2001	—	—	—	—	
Public Works	89.00	2021	89.42	1990	73.00	87.42	87.42	89.42	Utility Worker Apprentice added FY19; Secretary added FY20; Traffic Signal Tech II added FY21.
Parking Division	9.80	2002-2003	11.50	2019	—	—	—	—	Eliminated Laborer 2017. Eliminated Laborer 2018. Parking division merged with Transit to become the Transportation Services Department in 2019.

PERSONNEL COMPLEMENT -- FULL-TIME 1981-2021									
DEPARTMENT/ DIVISION	1981 NUMBER	40-YEAR HIGH FISCAL YR	NUMBER	40-YEAR LOW FISCAL YR	NUMBER	2019 NUMBER	2020 NUMBER	2021 NUMBER	NOTES
Community/ Economic Development	7.00	1981	7.00	2016-2017	2.00	3.00	3.00	3.00	Assist. Director, Economic Development Coordinator and Confidential Clerk eliminated and Project Coordinator added in 2016. Arts & Cultural Coordinator FT in 2018. Project Coordinator eliminated and Assist Director added in FY 2020.
Housing Services	12.50	2021	29.00	1984-1985	10.50	23.52	27.00	29.00	2.48 Lead positions added 2020; added General Housing Inspector FY20; Assistant Housing Director and Nuisance Specialist added FY20
Planning Services	4.00	2006*-2019	8.00	1985-1987	2.50	8.00	8.00	8.00	*PT Asst Planner to FT
Human Resources	—	2021	4.00	2019	3.00	3.00	3.00	4.00	Strategic Workforce Equity Coordinator moved from Human Rights FY21.
Public Information	—	2021	5.00	2018	3.00	3.50	4.50	5.00	GIS Specialist added and Communications Specialist full-time January 2019.
City Manager's Office	11.00	2020	9.00	1993	7.60	8.00	9.00	9.00	ICMA Management Intern Full-Time FY 2020.
City Clerk's Office	3.00	1981-2021	3.00	1981-2021	3.00	3.00	3.00	3.00	
Finance and Budget	—	2021	19.00	2020	17.00	—	17.00	19.00	Finance and Budget consolidated in FY 2020. Budget/Financial Analyst and Confidential Account Clerk added FY20.
Finance Department	20.50	1981-1989	20.50	1997*-2011, 2019	14.00	14.00	—	—	*Meter Reading Outsourced/ Cashier changed to FT 2015. Water Meter Inspector moved to Water Department in 2019. Budget and Finance consolidated FY2020.
Legal Department	2.00	2020-2021	5.00	1986	1.00	4.00	5.00	5.00	FT City Attorney moved to PT Senior Counsel. FT Assistant City Attorney promoted to City Attorney. Civil Rights Specialist added FY 2020.
Information Services	2.50	2014-2019	8.00	1981	2.50	8.00	8.00	8.00	Help Desk Position added 2013.
Cable TV	—	1991; 1993	4.00	1981	—	2.00	2.00	2.00	
City Hall Maintenance	1.00	1981-1982	1.00	1983-2001*	—	—	—	—	*Outsourced (brought back in FY 2006 with PT employees)
	<b>588.75</b>	<b>1981</b>	<b>588.75</b>	<b>1989</b>	<b>495.80</b>	559.02	577.50	589.00	<b>0.04% Increase 1981-2021</b>

# **FINANCIAL SUMMARIES**

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## HOW YOUR CITY SHARE OF PROPERTY TAXES ARE DISTRIBUTED FY 2021 RECOMMENDED OPERATING BUDGET IN LEVIED FUNDS





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**FISCAL YEAR 2021 RECOMMENDED BUDGET  
NET OPERATING BUDGET IN FUNDS INCLUDING TAX LEVY REVENUE  
BY DEPARTMENT**

Represents Department's Net Budgets in Funds with Tax Levies  
General Fund, Transit Fund, Trust and Agency Fund, Tort Liability Fund and Debt Fund

DEPARTMENT/DIVISION	FY 2020			FY 2021			
	TAXABLE FUNDS	REVENUE GENERATED & TRANS IN	NET OPERATING BUDGET	TAXABLE FUNDS	REVENUE GENERATED & TRANS IN	NET OPERATING BUDGET	% OF NET OPERATING BUDGET
Police	15,894,744	1,446,021	14,448,723	16,277,586	1,463,658	14,813,928	29.64 %
Emergency Comm. Center	1,565,496	537,852	1,027,644	1,630,523	546,403	1,084,120	2.17 %
Fire	11,370,532	1,703,195	9,667,337	12,014,165	1,390,933	10,623,232	21.25 %
Emergency Management	107,115	2,281	104,834	107,271	2,871	104,400	0.21 %
Building Services	1,249,476	726,403	523,073	1,286,767	815,700	471,067	0.94 %
Subtotal	30,187,363	4,415,752	25,771,611	31,316,312	4,219,565	27,096,747	54.21 %
Human Rights	602,466	3,900	598,566	491,095	3,525	487,570	0.98 %
Health Services	846,247	369,013	477,234	899,880	474,586	425,294	0.85 %
Parks Division	3,431,383	318,357	3,113,026	3,698,701	348,493	3,350,208	6.70 %
Civic Center	1,056,057	—	1,056,057	955,043	—	955,043	1.91 %
Grand River Center	511,143	—	511,143	514,420	—	514,420	1.03 %
Recreation	3,647,468	2,148,166	1,499,302	3,817,622	2,226,333	1,591,289	3.18 %
Library	3,546,781	41,450	3,505,331	3,734,174	40,125	3,694,049	7.39 %
Subtotal	13,641,545	2,880,886	10,760,659	14,110,935	3,093,062	11,017,873	22.04 %
Airport	4,205,734	3,572,021	633,713	4,498,524	4,092,754	405,770	0.81 %
Transit	3,745,349	2,186,889	1,558,460	4,037,224	2,297,438	1,739,786	3.48 %
Public Works	985,012	58,843	926,169	1,090,561	55,445	1,035,116	2.07 %
Engineering	1,444,323	631,273	813,050	1,570,989	619,551	951,438	1.90 %
Economic Development	2,580,854	468,553	2,112,301	2,666,728	418,644	2,248,084	4.50 %
Housing & Comm. Dev.	1,690,049	1,011,596	678,453	1,797,242	1,171,142	626,100	1.25 %
Purchase of Services	100,000	—	100,000	100,000	—	100,000	0.20 %
Subtotal	14,751,321	7,929,175	6,822,146	15,761,268	8,654,974	7,106,294	14.22 %
Planning	917,609	425,308	492,301	895,688	461,283	434,405	0.87 %
City Council	148,335	4,564	143,771	148,549	1,211	147,338	0.29 %
City Manager's Office	1,439,233	732,038	707,195	1,578,101	758,692	819,409	1.64 %
Budget	570,747	239,302	331,445	—	—	—	— %
Human Resources	895,530	477,828	417,702	978,551	540,853	437,698	0.88 %
Public Information	294,429	104,474	189,955	327,027	137,162	189,865	0.38 %
City Clerk	468,832	308,672	160,160	399,989	273,490	126,499	0.25 %
Finance and Budget	3,096,171	2,349,844	746,327	3,224,594	2,401,589	823,005	1.65 %
Legal	996,396	505,196	491,200	1,026,160	519,722	506,438	1.01 %
Information Services	1,513,565	556,990	956,575	1,583,645	582,867	1,000,778	2.01 %
Subtotal	10,340,847	5,704,216	4,636,631	10,162,304	5,676,869	4,485,435	8.97 %
Total Without Debt	68,921,076	20,930,029	47,991,047	71,350,819	21,644,470	49,706,349	99.45 %
Debt Service	10,779,398	10,508,072	271,326	10,984,416	10,707,742	276,674	0.55 %
Total With Debt	79,700,474	31,438,101	48,262,373	82,335,235	32,352,212	49,983,023	100.00 %

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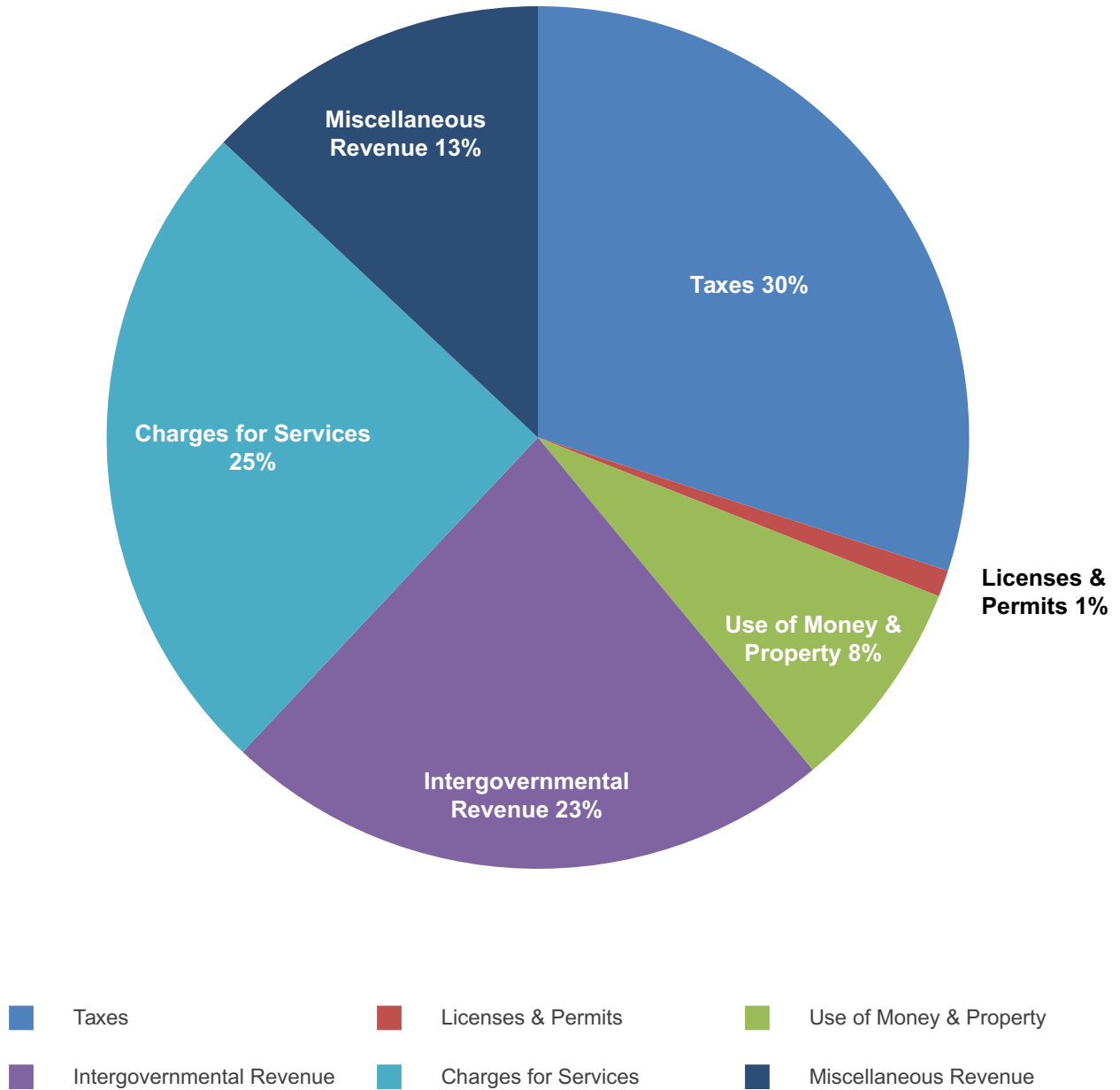
**FISCAL YEAR 2021 RECOMMENDED BUDGET  
DISTRIBUTION OF THE CITY PORTION OF YOUR PROPERTY TAX PAYMENT  
RESIDENTIAL PROPERTY EXAMPLE**

For a residential property, with an assessed value of \$146,467 (and a taxable value of \$80,666) the City portion of their Fiscal Year 2021 (July 1, 2020 - June 30, 2021) tax bill would be \$791.11 with homestead tax credit. The distribution of their tax dollars to City departments and divisions would be:

CITY OF DUBUQUE DEPARTMENT/DIVISION		NET			TOTAL
		OPERATING EXPENSE	DEBT SERVICE		
Police	29.64%	234.49			234.49
Emergency Comm. Center	2.17%	17.17			17.17
Fire	21.25%	168.12	1.35	0.55%	169.47
Emergency Management	0.21%	1.67			1.67
Building Services	0.94%	7.44			7.44
<b>Subtotal</b>	0.5421	428.89	1.35		430.24
Human Rights	0.98%	7.76			7.76
Health Services	0.85%	6.73			6.73
Park Division	6.70%	53.01			53.01
Civic Center	1.91%	15.12			15.12
Grand River Center	1.03%	8.15			8.15
Recreation	3.18%	25.16			25.16
Library	7.39%	58.46			58.46
<b>Subtotal</b>	0.2204	174.39	—		174.39
Airport	0.81%	6.41			6.41
Transit	3.48%	27.54			27.54
Public Works	2.07%	16.38			16.38
Engineering	1.90%	15.04			15.04
Economic Development	4.50%	35.60			35.6
Housing & Comm. Dev.	1.25%	9.89			9.89
Purchase of Services	0.20%	1.59			1.59
<b>Subtotal</b>	0.1421	112.45	—		112.45
Planning	0.87%	6.88			6.88
City Council	0.29%	2.29			2.29
City Manager's Office	1.64%	12.97			12.97
City Manager - Budget	—%	—			—
City Manager - Personnel	0.88%	6.96			6.96
City Manager - Public Info.	0.38%	3.00			3
City Clerk	0.25%	1.97			1.97
Finance	1.65%	13.05	3.01	0.55%	16.06
Legal	1.01%	8.00			8
Information Services	2.01%	15.90			15.90
<b>Subtotal</b>	0.0898	71.02	3.01		74.03
<b>GRAND TOTAL</b>		786.75	4.36		791.11

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## BUDGET REVENUE BY CATEGORY



**FY 2021 RECOMMENDED REVENUE BUDGET \$190,359,689**

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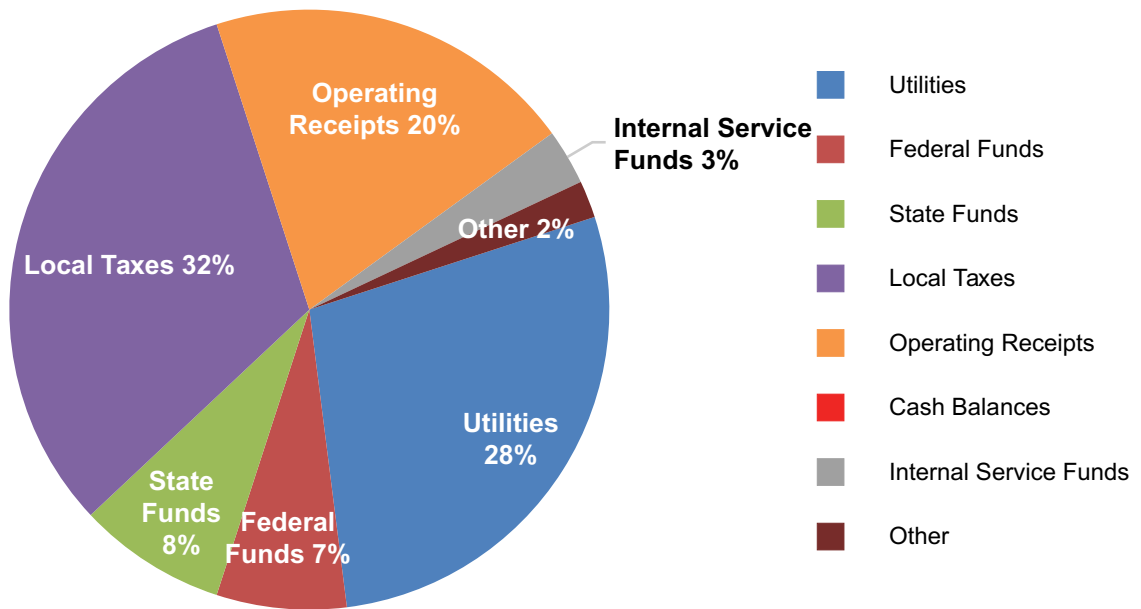
**SUMMARY OF TOTAL REVENUES  
BY REVENUE CATEGORY**

Revenue Category	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2021 Recomm'd Budget	% Change from Adopted FY20
<b>Taxes</b>					
Property Taxes	25,845,701	26,466,355	26,305,451	26,961,731	2.49 %
Local Option Sales Tax	9,374,990	8,962,230	8,972,106	9,345,876	4.17 %
Hotel/Motel Taxes	2,276,763	2,149,840	2,447,726	2,354,015	(3.83)%
Gaming Tax	614,666	626,718	605,069	610,815	0.95 %
Utility franchise tax	5,110,197	5,934,997	5,359,008	5,968,786	11.38 %
Other Taxes	12,080,281	9,957,229	10,792,274	12,063,964	11.78 %
Total Taxes	55,302,598	54,097,369	54,481,634	57,305,187	0.46 %
<b>Licenses &amp; Permits</b>					
Licenses & Permits	1,750,691	1,847,283	1,827,379	2,050,744	12.22 %
Total Licenses & Permits	1,750,691	1,847,283	1,827,379	2,050,744	(1.09)%
<b>Use of Money &amp; Property</b>					
Interest Earnings	1,193,430	1,861,201	914,175	1,005,660	10.01 %
Gaming Leases	5,331,011	6,159,328	5,554,410	5,770,062	3.88 %
Other Uses of Money	8,093,879	8,353,822	7,934,693	8,551,849	7.78 %
Total Use of Money & Property	14,618,320	16,374,351	14,403,278	15,327,571	(2.79)%
<b>Intergovernmental Revenue</b>					
Federal Grants	11,771,971	8,813,785	17,845,732	12,229,585	(31.47)%
State Road Use Funds	7,353,913	7,445,877	7,353,913	7,445,877	1.25 %
State Grants	18,755,836	20,437,656	22,197,787	22,238,382	0.18 %
County Contributions	708,870	1,299,378	993,850	1,394,354	40.30 %
Total Intergovernmental Revenue	38,590,590	37,996,696	48,391,282	43,308,198	(9.56)%
<b>Charges for Services</b>					
Utility Charges	35,679,133	36,703,105	46,082,173	43,702,401	(5.16)%
Other Charges for Services	2,885,150	2,878,610	3,435,158	3,468,722	0.98 %
Total Charges for Services	38,564,283	39,581,715	49,517,331	47,171,123	3.17 %
<b>Special Assessments</b>	173,374	145,155	30,000	360,000	1100.00 %
<b>Miscellaneous Revenue</b>					
Internal Charges	4,587,370	4,497,171	4,679,721	4,819,058	2.98 %
Proceeds from Bonds	12,014,076	3,997,025	12,926,487	16,112,613	24.65 %
Other Miscellaneous Revenue	6,844,475	5,411,353	3,354,944	3,905,195	16.40 %
Total Miscellaneous Revenue	23,445,921	13,905,549	20,961,152	24,836,866	18.49 %
<b>Total Revenues Before Transfers</b>	<b>172,445,777</b>	<b>163,948,118</b>	<b>189,612,056</b>	<b>190,359,689</b>	<b>0.39 %</b>
Transfers	29,044,815	30,320,431	30,478,335	39,033,466	28.07 %
<b>Grand Total Revenues</b>	<b>201,490,592</b>	<b>194,268,549</b>	<b>220,090,391</b>	<b>229,393,155</b>	<b>4.23 %</b>



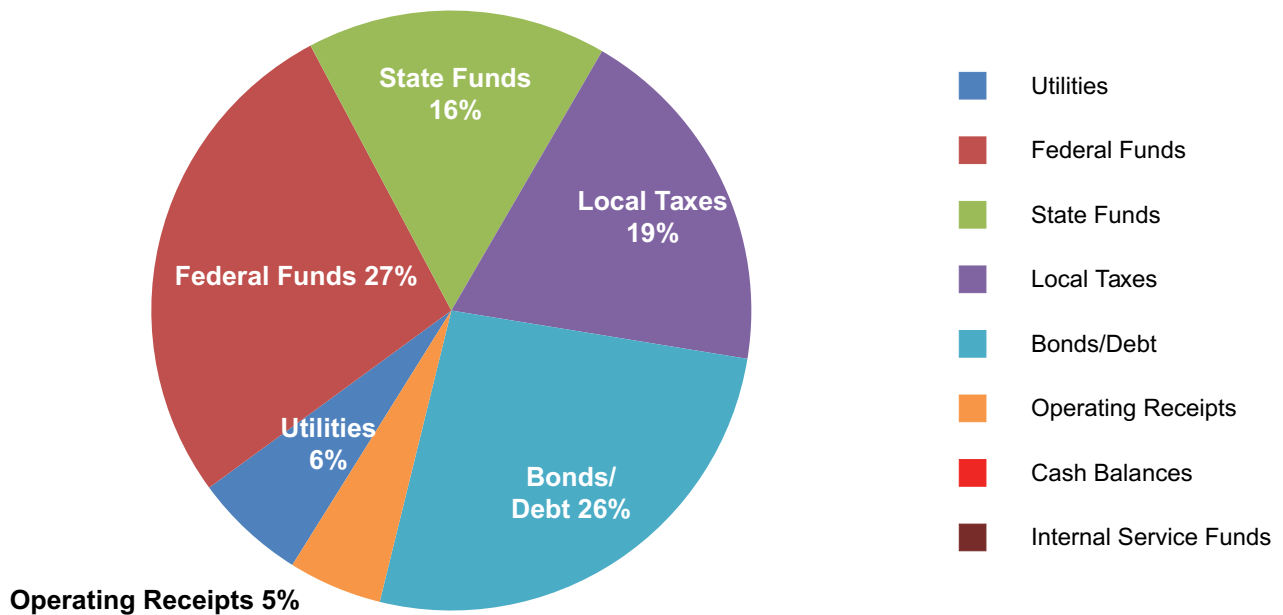
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## WHERE THE MONEY COMES FROM 2021 OPERATING BUDGET



**TOTAL RECOMMENDED OPERATING BUDGET \$140,061,277**

## 2021 CAPITAL BUDGET



**TOTAL RECOMMENDED CAPITAL BUDGET \$58,172,247**

\* Excludes Transfers and non-program accounts for self-insurance, Metro Landfill accounts & Agency Fund accounts

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**SUMMARY OF HOW BUDGETED EXPENDITURES ARE FUNDED  
BY SOURCE OF INCOME**

Revenue Type	FY20 Total Adopted Revenues	FY21 Total Recomm'd Budget		FY21 Recomm'd Operating Budget		FY21 Recomm'd Capital Budget	
	Dollars	Dollars	Percent	Dollars	Percent	Dollars	Percent
<b>Utilities</b>							
Water	11,880,486	10,435,345	5.26%	9,826,846	7.02%	608,499	1.05%
Sewer	12,740,840	13,643,609	6.88%	12,709,202	9.07%	934,407	1.61%
Solid Waste	4,445,286	4,851,666	2.45%	4,247,491	3.03%	604,175	1.04%
Parking	3,485,954	2,728,820	1.38%	2,649,250	1.89%	79,570	0.14%
Stormwater	6,182,122	6,000,975	3.03%	4,615,106	3.30%	1,385,869	2.38%
Landfill	4,185,735	4,167,572	2.10%	4,165,022	2.97%	2,550	—%
Salt Operations	172,450	531,188	0.27%	531,188	0.38%	0	—%
Transit	563,802	572,087	0.29%	567,507	0.41%	4,580	0.01%
<b>Subtotal</b>	<b>43,656,675</b>	<b>42,931,262</b>	<b>21.66%</b>	<b>39,311,612</b>	<b>28.07%</b>	<b>3,619,650</b>	<b>6.22%</b>
<b>Federal Funds</b>							
Community Development	1,391,252	1,335,181	0.67%	733,516	0.52%	601,665	1.03%
HUD Lead Grant	969,965	1,257,230	0.63%	472,230	0.34%	785,000	1.35%
Federally Assisted Housing	6,110,056	5,977,587	3.02%	5,977,587	4.27%	—	—%
Federal Grants - AmeriCorps	239,713	278,788	0.14%	278,788	0.20%	—	—%
Federal Grants - Continuum Care	82,411	84,739	0.04%	84,739	0.06%	—	—%
Federal Grants - Build America Bonds	0	—	—%	0	—%	—	—%
Federal Grants - Law Enforcement	138,234	109,584	0.06%	109,584	0.08%	—	—%
Federal Assistance	233,167	1,318,114	0.66%	68,114	0.05%	1,250,000	2.15%
Federal Transportation	4,000,000	1,853,000	0.93%	—	—%	1,853,000	3.19%
Federal Transit Authority	3,120,621	1,267,583	0.64%	1,253,787	0.90%	13,796	0.02%
Federal HUD Resiliency Grant	10,847,251	10,912,419	5.50%	0	—%	10,912,419	18.76%
Passenger Facility Charge	199,134	201,334	0.10%	201,334	0.14%	—	—%
Federal Aviation Administration	6,411,537	360,180	0.18%	—	—%	360,180	0.62%
<b>Subtotal</b>	<b>33,743,341</b>	<b>24,955,739</b>	<b>12.59%</b>	<b>9,179,679</b>	<b>6.55%</b>	<b>15,776,060</b>	<b>27.12%</b>
<b>State Funds</b>							
State Health Grant/Lead Grant	12,099	8,808	—%	8,808	0.01%	—	—%
State Police Program Grant	0	6,525	—	6,525	—	—	—
State Iowa Finance Authority	141,283	141,283	0.07%	—	—%	141,283	0.24%
State Flood Mitigation	6,085,466	7,372,889	3.72%	2,561,881	1.83%	4,811,008	8.27%
State Transit	612,219	327,425	0.17%	310,285	0.22%	17,140	0.03%
State Airport Grant	—	72,750	0.04%	0	—%	72,750	0.13%
Highway Maintenance & Trails Grants	448,644	2,194,895	1.11%	26,645	0.02%	2,168,250	3.73%
Road Use Tax	7,061,329	9,157,817	4.62%	7,129,137	5.09%	2,028,680	3.49%
Industrial and Commercial State Backfill	1,493,677	1,434,262	0.72%	1,434,262	1.02%	—	—%
Mobile Home Tax	54,166	51,044	0.03%	51,044	0.04%	—	—%
<b>Subtotal</b>	<b>15,908,883</b>	<b>20,767,698</b>	<b>10.48%</b>	<b>11,528,587</b>	<b>8.23%</b>	<b>9,239,111</b>	<b>15.88%</b>
<b>Local Taxes</b>							
Property Tax	26,296,081	26,952,048	13.60%	26,952,048	19.24%	—	—%
Hotel/Motel Tax	2,447,726	2,354,015	1.19%	2,354,015	1.68%	—	—%
Military Service	10,868	10,490	0.01%	10,490	0.01%	—	—%
Monies & Credits	79,796	149,000	0.08%	149,000	0.11%	—	—%
Ag Land Tax	9,370	9,683	—%	9,683	0.01%	—	—%
TIF Increment Property Tax	10,910,537	15,100,632	7.62%	8,653,167	6.18%	6,447,465	11.08%
DRA-Parimutuel Tax	263,319	266,415	0.13%	266,415	0.19%	—	—%

**SUMMARY OF HOW BUDGETED EXPENDITURES ARE FUNDED  
BY SOURCE OF INCOME**

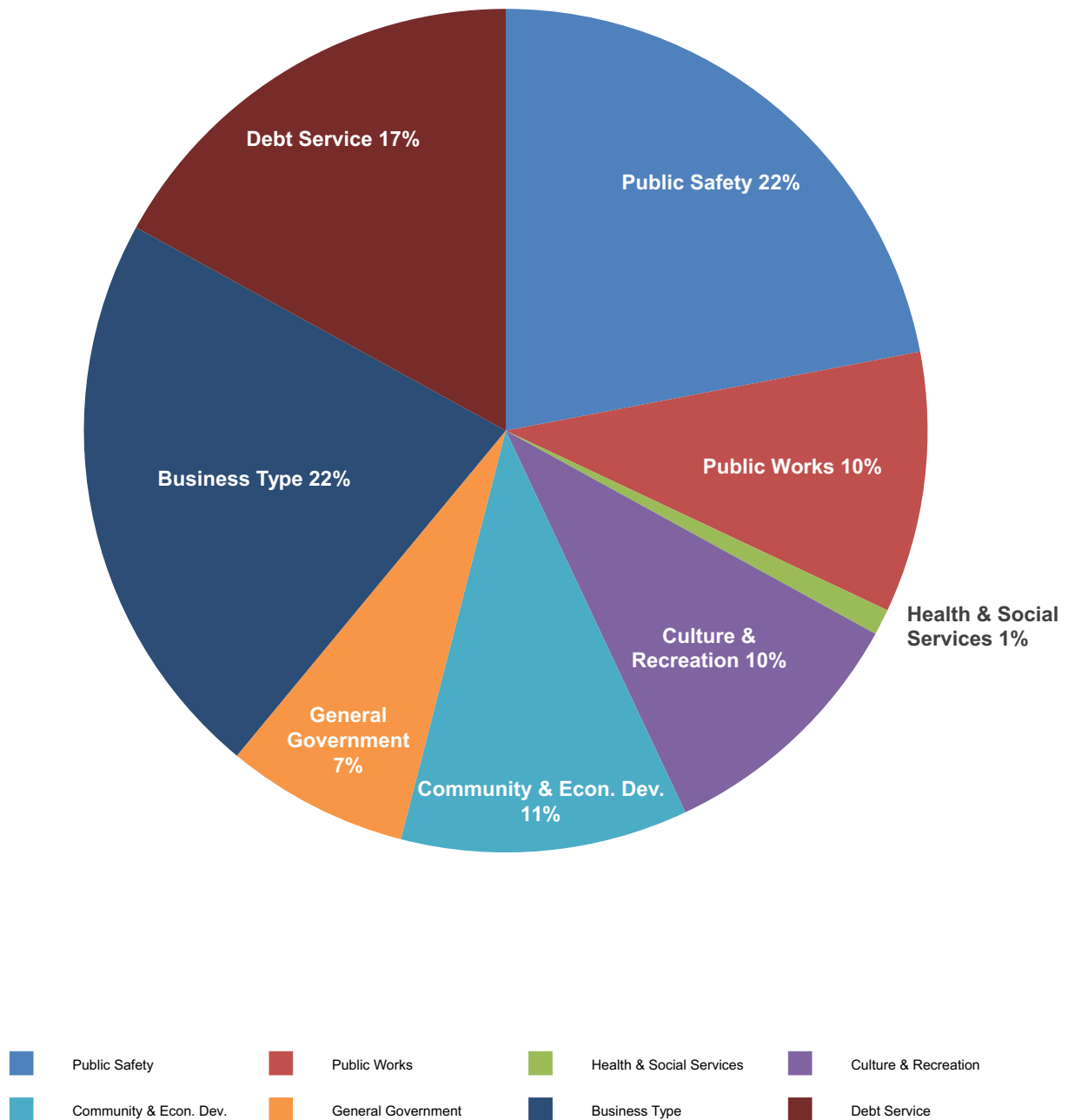
Revenue Type	FY20 Total Adopted Revenues	FY21 Total Recomm'd Budget		FY21 Recomm'd Operating Budget		FY21 Recomm'd Capital Budget	
	Dollars	Dollars	Percent	Dollars	Percent	Dollars	Percent
Diamond Jo-Tax on Bets	341,750	344,400	0.17%	344,400	0.25%	—%	
Sales Tax-50% and 20%	6,134,483	7,078,271	3.57%	5,617,998	4.01%	1,460,273	2.51%
Sales Tax-30%	3,112,471	3,650,568	1.84%	284,944	0.20%	3,365,624	5.79%
<b>Subtotal</b>	49,606,401	55,915,522	28.21%	44,642,160	31.87%	11,273,362	19.38%
<b>Operating Receipts</b>							
Airport	3,560,615	4,083,960	2.06%	4,083,960	2.92%	—%	
Ambulance	1,476,424	1,191,695	0.60%	1,191,695	0.85%	—%	
Animal Licenses/Impoundments Fee	177,223	271,963	0.14%	271,963	0.19%	—%	
Business License/Permits	273,573	280,435	0.14%	280,435	0.20%	—%	
Cable TV	632,091	608,170	0.31%	605,100	0.43%	3,070	0.01%
Grand Harbor Land Lease	0	—	—%	0	—%	—%	
County Participation Comm. Center	531,718	540,089	0.27%	540,089	0.39%	—%	
County Payment	373,301	752,503	0.38%	382,920	0.27%	369,583	0.64%
Dental Premium Reimbursements	203,416	177,575	0.09%	177,575	0.13%	—%	
Diamond Jo-Admissions	500,000	500,000	0.25%	500,000	0.36%	—%	
DRA-Equity Distribution (Used for CIP only)	1,402,070	2,889,353	1.46%	177,978	0.13%	2,711,375	4.66%
DRA-Gaming used for America's River Project/Parking/Fire Debt Abatement	548,936	543,375	0.27%	543,375	0.39%	—%	
DRA-Gaming Revenues (Lease & Slots)	4,489,113	4,691,642	2.37%	4,642,362	3.31%	49,280	0.08%
DRA-Police Overtime - Security	137,717	113,092	0.06%	113,092	0.08%	—%	
Dubuque Casino Hotel & Diamond Jo Lease	688,139	705,158	0.36%	705,158	0.50%	—%	
Engineering Division incl' Riverfront Leases	2,666,378	3,089,070	1.56%	3,089,070	2.21%	—%	
Federal Building Leases	338,961	331,028	0.17%	331,028	0.24%	—%	
Golf	929,392	927,192	0.47%	927,192	0.66%	—	—%
Information Services Recharges	555,819	582,867	0.29%	582,867	0.42%	—%	
Inspection (Building/Health/Fire/Planning)	741,951	862,951	0.44%	862,951	0.62%	—%	
Interest Earnings-Tax Funds	403,618	505,105	0.25%	505,105	0.36%	—%	
Iowa District Court Fines	353,537	356,624	0.18%	356,624	0.25%	—%	
Library Receipts	41,181	39,847	0.02%	39,847	0.03%	—%	
Misc./Administration Overhead Charges	387,309	370,107	0.19%	340,107	0.24%	30,000	0.05%
Public Works	29,519	28,681	0.01%	28,681	0.02%	—%	
Park	253,174	248,090	0.13%	248,090	0.18%	—%	
Port of Dubuque Marina	207,138	181,026	0.09%	181,026	0.13%	—%	
Police	124,497	104,209	0.05%	104,209	0.07%	—%	
Recreation	634,921	593,802	0.30%	593,802	0.42%	—%	
Rental Housing	513,315	551,290	0.28%	551,290	0.39%	—%	
Utility Franchise Fees	4,794,979	5,398,786	2.72%	5,398,786	3.85%	—%	
Zoning	59,991	58,046	0.03%	58,046	0.04%	—%	
<b>Subtotal</b>	28,030,016	31,577,731	15.93%	28,414,423	20.29%	3,163,308	5.44%
<b>Cash Balances</b>							
Tax Funds	871,776	356,521	0.18%	256,521	0.18%	100,000	0.17%
Non-Enterprise Const.& Oper. Funds	815,501	118,960	0.06%	118,960	0.08%	—%	
<b>Subtotal</b>	1,687,277	475,481	0.24%	375,481	0.27%	100,000	0.17%
Land Sales--Industrial Parks	580,613	580,613	0.29%	270,613	0.19%	310,000	0.53%
Homeownership Sale Proceeds	100,000	155,000	0.08%	—%		155,000	0.27%

**SUMMARY OF HOW BUDGETED EXPENDITURES ARE FUNDED  
BY SOURCE OF INCOME**

Revenue Type	FY20 Total Adopted Revenues	FY21 Total Recomm'd Budget		FY21 Recomm'd Operating Budget		FY21 Recomm'd Capital Budget	
	Dollars	Dollars	Percent	Dollars	Percent	Dollars	Percent
Farm Land Rents	49,708	74,475	0.04%	74,475	0.05%	—%	
SRF Loans (Water Abated)	1,090,000	2,072,470	1.05%	1,090,000	0.78%	982,470	1.69%
SRF Loans (Sewer Abated)	865,000	2,786,190	1.41%	—%		2,786,190	4.79%
SRF Loans (Stormwater Abated Debt)	9,000,000	7,300,090	3.68%	—%		7,300,090	12.55%
G.O. Bonds (GDTIF Abated)	841,000	1,245,000	0.63%	—%		1,245,000	2.14%
G.O. Bonds (Parking-Parking Abated)	0	—	—%	—%		0	—%
G.O. Bonds (RUT/Sales Tax Abated)	1,130,487	1,133,863	0.57%	—%		1,133,863	1.95%
Loan Repayments							
UDAG	9,270	9,270	—%	—%		9,270	0.02%
Econ. Dev-Loan Pool and ED	401,922	300,844	0.15%	300,844	0.21%	0	—%
Washington Neighborhood	12,000	20,000		0		20,000	
Homeownership	0	3,000	—%	—%		3,000	0.01%
Rehab/RRP	45,185	43,000	0.02%	13,000	0.01%	30,000	0.05%
Special Assessments	30,000	360,000	0.18%	0	—%	360,000	0.62%
Private Funding	667,077	1,426,572	0.72%	769,379	0.55%	657,193	1.13%
<b>Subtotal</b>	<b>14,822,262</b>	<b>17,510,387</b>	<b>8.83%</b>	<b>2,518,311</b>	<b>1.80%</b>	<b>14,992,076</b>	<b>25.77%</b>
Budget Less Service Funds	187,454,855	194,133,820	97.93%	135,970,253	97.08%	58,163,567	99.99%
Internal Service Funds	3,947,632	4,099,704	2.07%	4,091,024	2.92%	8,680	0.01%
<b>Total Budget</b>	<b>191,402,487</b>	<b>198,233,524</b>	<b>100.00%</b>	<b>140,061,277</b>	<b>100.00%</b>	<b>58,172,247</b>	<b>100.00%</b>

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## HOW THE MONEY IS SPENT FY 2021 RECOMMENDED OPERATING BUDGET



**TOTAL RECOMMENDED OPERATING BUDGET \$140,061,277**

\* Excludes transfers and non-program expense for self-insurance, Metro Landfill accounts & Agency Fund accounts



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**SUMMARY OF TOTAL EXPENDITURES  
BY DEPARTMENT AND STATE PROGRAM**

State Program / Department	FY 2018 Actual	FY 2019 Actual	FY 2020 Adopted Budget	FY 2021 Recomm'd Budget	% Change from Adopted FY20
<b>OPERATING EXPENDITURES</b>					
<b>Public Safety</b>					
Police	14,696,718	14,785,092	15,962,765	16,348,401	2.42%
Emergency Comm. Center	1,458,246	1,514,052	1,586,070	1,645,943	3.77%
Fire	11,365,573	11,247,061	11,370,532	12,014,165	5.66%
Disaster Services	82,686	82,872	107,115	107,271	0.15%
Health Services - Animal Control	287,513	324,603	352,388	419,762	19.12%
Public Works - Flood Control	185,366	329,585	182,097	195,845	7.55%
Building Services - Inspections	752,875	799,724	844,299	863,186	2.24%
Total Public Safety	28,828,977	29,082,989	30,405,266	31,594,573	3.91%
Debt Service	(260,551)	(259,849)	(304,868)	(273,449)	-10.31%
Total Public Safety without Debt Service	28,568,426	28,823,140	30,100,398	31,321,124	4.06%
<b>Public Works</b>					
Airport	4,657,389	4,874,578	4,562,000	4,814,707	5.54%
Public Works	6,211,274	7,067,265	7,008,354	7,394,077	5.50%
Engineering	5,326,833	5,551,002	5,656,272	5,986,288	5.83%
Total Public Works	16,195,496	17,492,845	17,226,626	18,195,072	5.62%
Debt Service	(4,498,288)	(4,276,381)	(4,184,043)	(4,138,250)	-1.09%
Total Public Works without Debt Service	11,697,208	13,216,464	13,042,583	14,056,822	7.78%
<b>Health &amp; Social Services</b>					
Human Rights	357,887	414,058	602,466	491,095	-18.49%
Health Services	468,477	478,039	493,859	480,118	-2.78%
Purchase of Services	27,780	96,756	99,756	60,000	-39.85%
Total Health & Social Services	854,144	988,853	1,196,081	1,031,213	-13.78%
<b>Culture &amp; Recreation</b>					
Parks	3,390,326	3,396,334	3,566,177	3,897,503	9.29%
Civic Center	875,904	1,094,636	1,108,120	998,972	-9.85%
Conference Center	401,100	484,636	533,318	544,926	2.18%
Recreation	3,491,822	3,408,566	3,813,645	3,965,605	3.98%
Library	3,760,386	3,860,007	3,928,128	4,038,011	2.80%
Purchase of Services	0	0	0	0	—%
Economic Development-Arts & Cultural Affairs	320,645	302,384	348,952	394,985	13.19%
Total Culture & Recreation	12,240,183	12,546,563	13,298,340	13,840,002	4.07%
Debt Service	(393,516)	(394,508)	(447,680)	(499,166)	11.50%
Total Culture & Rec without Debt Service	11,846,667	12,152,055	12,850,660	13,340,836	3.81%
<b>Community &amp; Economic Development</b>					
Economic Development	11,272,391	8,262,548	8,259,108	8,634,521	4.55%
Housing & Comm. Development	7,369,861	7,392,175	8,495,126	8,666,402	2.02%

**SUMMARY OF TOTAL EXPENDITURES  
BY DEPARTMENT AND STATE PROGRAM**

State Program / Department	FY 2018 Actual	FY 2019 Actual	FY 2020 Adopted Budget	FY 2021 Recomm'd Budget	% Change from Adopted FY20
Planning Services	819,091	869,901	917,609	895,688	-2.39%
City Manager's-Neighborhood Development	140,122	142,653	164,516	149,841	-8.92%
Purchase of Services	10,000	111,880	120,000	137,961	14.97%
Total Comm. & Econ. Development (CED)	19,611,465	16,779,157	17,956,359	18,484,413	2.94%
Debt Service	(4,560,784)	(3,002,171)	(3,174,418)	(3,409,758)	7.41%
Total CED without Debt Service	15,050,681	13,776,986	14,781,941	15,074,655	1.98%
<b>General Government</b>					
Building Services - City Hall & Bldg Maint.	883,743	483,430	523,082	532,906	1.88%
Historic Federal Building - Housing	392,391	394,404	394,298	398,866	1.16%
City Council	128,523	125,398	148,335	148,549	0.14%
Personnel	666,399	664,209	895,530	978,551	9.27%
Budget	344,274	352,756	570,747	0	—%
Public Information Office	426,764	442,363	613,528	638,309	4.04%
City Manager's Office	797,445	914,587	1,024,044	1,119,303	9.30%
City Clerk	388,704	392,911	468,832	399,989	-14.68%
Finance	3,081,964	2,815,027	2,728,030	3,424,500	25.53%
Cable TV	257,861	264,916	309,922	293,818	-5.20%
Legal	907,528	997,309	996,396	1,026,160	2.99%
Information Services	1,270,329	1,265,247	1,513,565	1,583,645	4.63%
Total General Government	9,545,925	9,112,557	10,186,309	10,544,596	3.52%
Debt Service	(707,403)	(323,181)	(320,511)	(309,231)	-3.52%
Total General Government without Debt Service	8,838,522	8,789,376	9,865,798	10,235,365	3.75%
<b>Business Type</b>					
Parks - Stormwater	123,712	111,094	202,644	122,777	-39.41%
Public Information Office - Stormwater	0	0	70,313	71,750	2.04%
Water	7,510,111	8,635,776	9,431,693	10,328,945	9.51%
Water Resource & Recovery Center	10,301,977	9,728,117	9,769,904	10,106,668	3.45%
Parking Division	5,263,917	5,213,140	5,155,945	4,768,205	-7.52%
Transit	4,166,058	4,022,306	4,096,997	4,414,870	7.76%
Public Works- Solid Waste & Landfill	6,576,793	6,470,554	6,680,140	6,800,185	1.80%
Public Works- Salt Operations	91,779	154,452	172,450	531,188	208.02%
Public Works- Garage Service	2,126,023	2,242,406	2,192,216	2,300,556	4.94%
Public Works- Sewer/Stormwater Maint.	1,013,347	1,090,002	1,016,780	952,998	-6.27%
Engineering - Sewer/Stormwater Improv.	4,999,024	3,118,652	3,619,468	4,298,030	18.75%
Engineering - Service Fund	1,683,777	1,392,720	1,619,636	1,675,236	3.43%
Finance - Meter Reads/Service	160,396	1,801	0	0	—%
Total Business Type	44,016,914	42,181,020	44,028,186	46,371,408	5.32%
Debt Service	(17,243,371)	(14,679,400)	(15,475,430)	(15,817,500)	2.21%
Total Business Type without Debt Service	26,773,543	27,501,620	28,552,756	30,553,908	7.01%
Total Expenditures without Debt	103,629,191	105,248,494	110,390,217	115,613,923	4.73%

**SUMMARY OF TOTAL EXPENDITURES  
BY DEPARTMENT AND STATE PROGRAM**

State Program / Department	FY 2018 Actual	FY 2019 Actual	FY 2020 Adopted Budget	FY 2021 Recomm'd Budget	% Change from Adopted FY20
Total Debt Service	27,663,913	22,935,490	23,906,950	24,447,354	2.26%
<b>TOTAL OPERATING EXPENDITURES</b>	<b>131,293,104</b>	<b>128,183,984</b>	<b>134,297,167</b>	<b>140,061,277</b>	<b>4.29%</b>
<b>Capital Improvement Projects (CIP)</b>					
Public Safety	340,525	136,832	545,000	1,086,214	99.31%
Public Works	20,266,892	20,670,472	27,194,447	29,470,077	8.37%
Culture & Recreation	1,056,727	1,934,818	1,700,582	2,077,157	22.14%
Community & Economic Development	6,094,241	4,377,638	5,881,891	6,002,104	2.04%
General Government	998,679	678,133	1,754,392	1,828,772	4.24%
Business Type	13,013,607	6,876,098	20,134,809	19,282,923	-4.23%
<b>TOTAL CIP EXPENDITURES</b>	<b>41,770,671</b>	<b>34,673,991</b>	<b>57,211,121</b>	<b>59,747,247</b>	<b>4.43%</b>
<b>Total Expenditures Before Transfers</b>	<b>173,063,775</b>	<b>162,857,975</b>	<b>191,508,288</b>	<b>199,808,524</b>	<b>4.33%</b>
Interfund Transfers	29,007,967	30,320,431	30,478,335	39,033,466	28.07%
<b>Grand Total Expenditures</b>	<b>202,071,742</b>	<b>193,178,406</b>	<b>221,986,623</b>	<b>238,841,990</b>	<b>7.59%</b>

\* Excludes non-program expense for self-insurance, Metro Landfill accounts & Agency Fund accounts

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CITY OF DUBUQUE  
FY 2021  
GRAND TOTAL EXPENDITURE SUMMARIES

	FY 2018 Actual	FY 2019 Actual	FY 2020 Adopted Budget	FY 2021 Recomm'd Budget	% Change from Adopted FY20
<b>PROGRAM EXPENSE *</b>					
EMPLOYEE EXPENSE	60,620,976	60,246,227	63,273,791	65,931,329	4.20%
SUPPLIES & SERVICES	39,417,240	40,560,862	42,500,163	44,199,940	4.00%
CAPITAL OUTLAY	2,727,550	3,413,453	3,667,170	4,466,109	21.79%
SUBTOTAL	102,765,766	104,220,542	109,441,124	114,597,378	4.71%
DEBT SERVICE	27,663,915	22,935,489	23,906,950	24,447,354	2.26%
NON-EXPENSE ACCOUNTS	863,422	1,027,953	949,093	1,016,545	7.11%
<b>TOTAL OPERATING BUDGET</b>	<b>131,293,103</b>	<b>128,183,984</b>	<b>134,297,167</b>	<b>140,061,277</b>	<b>4.29%</b>
CAPITAL IMPROVEMENTS	41,731,051	34,521,137	57,211,121	59,747,247	4.43%
<b>TOTAL BUDGET</b>	<b>173,024,154</b>	<b>162,705,121</b>	<b>191,508,288</b>	<b>199,808,524</b>	<b>4.33%</b>
<b>* Excludes transfers and non-program expense for self-insurance, Metro Landfill accounts &amp; Agency Fund accounts</b>					
<b>OPERATING EXPENDITURES BY FUND</b>					
100 GENERAL FUND	59,653,960	61,218,500	64,382,707	67,116,381	4.25%
205 TRUST & AGENCY FUND	177	229	—	—	—%
210 TIF-METRIX/NORDSTROM	1,697,467	1,057,944	1,081,427	1,114,380	3.05%
215 TIF-N CASCADE HOUSING	11,147	85,385	144,669	—	—%
216 TIF- ENGLISH RIDGE	—	59,313	60,345	73,909	22.48%
217 TIF - SOUTH POINTE	—	—	5,159	17,561	240.40%
218 TIF - RUSTIC POINT	—	—	2,356	2,681	13.79%
225 TIF-TECH PARK SOUTH	267,592	101,204	37,566	38,352	2.09%
231 TIF-LAKE RIDGE	13,913	15,324	16,938	25,844	52.58%
240 TIF-GREATER DOWNTOWN	2,235,865	1,282,500	1,155,376	1,285,308	11.25%
250 ROAD USE TAX FUND	5,419,194	6,488,462	6,569,601	7,069,054	7.60%
260 COMM DEVEL FUND	780,606	799,555	848,122	733,516	-13.51%
264 HUD RESILIENCY FUND	41,300	20,388	1,196	—	—%
266 GUARDIAN ANGEL	1,140	3,689	—	—	—%
269 CIRCLES DONATIONS	3,230	6,561	20,212	8,850	-56.21%
270 RRP LOAN REPAYMENTS	—	—	3,000	3,000	—%
275 LEAD GRANT PROGRAM	446,983	231,040	427,465	472,230	10.47%
280 SECTION 8 HOUSING FD	5,484,314	5,637,577	6,207,194	6,322,436	1.86%
290 CABLE TV FUND	538,942	547,019	629,021	605,100	-3.80%
293 VETERANS MEMORIAL	—	11,775	—	12,018	—%
295 LIBRARY GIFTS TR FD	163,271	132,152	157,580	80,374	-48.99%
297 STYLEMASTER/CANINE	29,913	5,930	6,000	10,000	66.67%
400 DEBT SERVICE FUND	12,774,038	10,593,529	10,779,398	10,984,416	1.90%
500 ELLA LYONS PEONY TR	—	1,811	2,000	2,000	—%
550 LIBRARY PERMENANENT TR	—	—	—	—	—%
600 TRANSIT FUND	3,833,245	3,671,492	3,745,349	4,037,224	7.79%
605 INTERMODAL RAMP FUND	28,025	33,410	18,895	36,959	95.60%
610 SEWAGE UTIL-OPER FD	11,220,944	10,687,308	10,809,241	11,026,927	2.01%
<b>OPERATING EXPENDITURES BY FUND</b>					
620 STORMWATER UTILITY	5,234,524	3,352,866	3,799,555	4,453,546	17.21%
630 PARKING FAC-OPER FD	3,250,377	3,205,591	3,140,820	2,757,162	-12.22%

**CITY OF DUBUQUE**  
**FY 2021**  
**GRAND TOTAL EXPENDITURE SUMMARIES**

	<b>FY 2018 Actual</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Adopted Budget</b>	<b>FY 2021 Recomm'd Budget</b>	<b>% Change from Adopted FY20</b>
640 WATER UTIL-OPER FUND	7,701,240	8,670,978	9,451,703	10,349,652	9.50%
670 SOLID WASTE COLLECTION	2,997,422	3,062,679	2,893,588	3,056,009	5.61%
680 SALT OPERATIONS	91,779	154,452	172,450	531,188	208.02%
800 ENGINEERING SERV FD	1,683,777	1,392,720	1,749,466	1,790,468	2.34%
810 GARAGE SERVICE FUND	2,123,511	2,242,406	2,192,216	2,300,556	4.94%
820 GENERAL SERVICE FUND	2,512	—	—	—	—%
830 STORES/PRINTING FUND	(16,677)	2,319	—	—	—%
940 LANDFILL OPER FUND	3,579,372	3,407,876	3,786,552	3,744,176	-1.12%
<b>TOTAL OPERATING BUDGET</b>	<b>131,293,103</b>	<b>128,183,984</b>	<b>134,297,167</b>	<b>140,061,277</b>	<b>4.29%</b>
<b>CAPITAL EXPENDITURES BY FUND</b>					
100 GENERAL FUND	1,911,074	1,015,072	2,233,906	2,229,339	-0.20%
241 TAX INCRE-DOWNTOWN LOAN	68,356	53,464	400,000	70,000	-82.50%
250 ROAD USE TAX FUND	916,625	711,607	431,346	2,028,680	370.31%
252 CUSTOMER FACILITY CHG	280,583	—	—	—	—%
255 SPECIAL ASSESSMENTS	269	—	—	—	—%
260 COMM DEVEL FUND	852,397	672,245	543,130	601,665	10.78%
264 HUD RESILIENCY FUND	5,485,656	8,292,024	10,846,055	10,912,419	0.61%
265 UDAG REPAYMENTS	—	15,250	9,270	9,270	—%
268 HOUSING TRUST FUND	315,100	104,268	211,283	211,283	—%
270 STATE RENTAL REHAB	57,019	70,347	30,000	30,000	—%
275 LEAD PAINT GRANT	739,426	440,897	550,000	800,000	45.45%
290 CABLE TV	—	5,116	3,070	3,070	—%
295 EXPENDABLE LIBRARY GIFTS	7,654	—	—	—	—%
300 STREET CONST FUND	8,706,675	8,402,365	2,870,323	7,666,874	167.11%
340 SALES TAX INCRFEMENT	3,343,215	3,626,704	3,523,143	4,811,008	36.55%
350 SALES TAX CONSTR. FD	1,498,836	1,649,969	1,251,868	1,977,085	57.93%
360 GENERAL CONSTR FUND	1,976,573	2,370,863	6,536,238	9,000,361	37.70%
370 GOLF CONSTRUCTION FD	11,953	15,536	20,000	—	—%
390 AIRPORT CONST FUND	2,585,654	352,801	7,616,680	723,000	-90.51%
600 TRANSIT FUND	3,525,072	51,853	2,738,044	929,284	-66.06%
670 REFUSE COLLECTION FD	357,445	419,208	495,778	884,175	78.34%
700 AMERICA'S RIVER FD	13,579	19,874	—	—	—%
710 SAN-SEWER CONST FD	2,014,241	3,037,871	1,209,601	3,820,597	215.86%
720 STORM SEWER CONST FD	2,345,751	1,241,937	11,333,529	10,110,959	-10.79%
730 PARKING FAC CONST FD	8,840	37,556	480,323	160,875	-66.51%
740 WATER CONST FUND	4,691,510	1,898,031	3,859,994	2,756,073	-28.60%
810 GARAGE SERVICE FUND	14,979	1,783	5,950	8,680	45.88%
940 LANDFILL OPER FUND	2,570	14,496	11,590	2,550	-78.00%
<b>TOTAL CAPITAL BUDGET</b>	<b>41,731,052</b>	<b>34,521,137</b>	<b>57,211,121</b>	<b>59,747,247</b>	<b>4.43%</b>
<b>TOTAL BUDGET (excl' transfers)</b>	<b>173,024,155</b>	<b>162,705,121</b>	<b>191,508,288</b>	<b>199,808,524</b>	<b>4.33%</b>

**CITY OF DUBUQUE**  
**FY 2021 RECOMMENDED BUDGET**  
**BY MAJOR CATEGORIES AND DEPARTMENT & CAPITAL BUDGET BY DEPARTMENT**

DEPARTMENT/DIVISION	EMPLOYEE EXPENSE	SUPPLIES & SERVICES	CAPITAL OUTLAY	NON-EXP ACCOUNTS	SUBTOTAL OPERATING	DEBT SERVICE	TOTAL BUDGET
Police Department	13,965,539	1,781,479	540,568	—	16,287,586	60,815	16,348,401
Emergency Communications	1,549,216	78,557	2,750	—	1,630,523	15,420	1,645,943
Fire Department	10,447,536	1,039,465	329,950	—	11,816,951	197,214	12,014,165
Emergency Management	—	107,271	—	—	107,271	—	107,271
Human Rights	398,621	92,474	—	—	491,095	—	491,095
Health Services	550,974	345,706	3,200	—	899,880	—	899,880
Multicultural Family Center	279,222	28,151	—	—	307,373	—	307,373
Park Division	2,490,686	1,005,010	339,800	—	3,835,496	184,784	4,020,280
AmeriCorps	400,542	34,730	2,190	—	437,462	—	437,462
Civic Center Division	24,781	930,262	—	—	955,043	43,929	998,972
Grand River Center	—	423,574	90,846	—	514,420	30,506	544,926
Recreation Division	1,919,669	1,206,967	77,650	—	3,204,286	16,484	3,220,770
Library Department	2,617,002	1,119,826	77,720	—	3,814,548	223,463	4,038,011
Water Department	2,506,633	2,621,409	1,339,511	—	6,467,553	3,861,392	10,328,945
Water & Resource Recovery Center	1,469,123	3,272,671	28,380	—	4,770,174	5,336,494	10,106,668
Parking Division	648,664	1,096,800	173,894	—	1,919,358	2,848,847	4,768,205
Airport	1,505,966	2,815,747	176,811	—	4,498,524	316,183	4,814,707
Transit Division	2,619,066	1,400,911	54,206	—	4,074,183	340,687	4,414,870
Public Works	8,271,844	7,856,845	218,401	1,024,500	17,371,590	803,259	18,174,849
Engineering	3,098,790	1,664,443	747,433	—	5,510,666	6,448,888	11,959,554
Building Services	1,085,076	409,620	27,600	(235,529)	1,286,767	109,325	1,396,092
Economic Development	346,615	4,877,228	920	—	5,224,763	3,409,758	8,634,521
Housing & Community Dev	2,620,709	6,202,732	56,298	235,529	9,115,268	—	9,115,268
Planning Services	741,693	129,179	24,816	—	895,688	—	895,688
Personnel	686,406	291,795	350	—	978,551	—	978,551
Budget	—	—	—	—	—	—	—
Public Information Office	533,131	175,932	996	—	710,059	—	710,059
City Council	85,472	63,077	—	—	148,549	—	148,549
City Manager's Office	1,230,694	431,685	1,750	—	1,664,129	—	1,664,129
City Clerk's Office	297,693	101,891	405	—	399,989	—	399,989
Finance	1,673,822	1,531,853	26,874	(7,955)	3,224,594	199,906	3,424,500
Cable TV Division	201,836	76,332	15,650	—	293,818	—	293,818
Legal Services	810,665	214,970	525	—	1,026,160	—	1,026,160
Information Services	853,643	623,387	106,615	—	1,583,645	—	1,583,645
Purchase of Services	—	147,961	—	—	147,961	—	147,961
<b>TOTAL DEPTS/DIVISIONS</b>	<b>65,931,329</b>	<b>44,199,940</b>	<b>4,466,109</b>	<b>1,016,545</b>	<b>115,613,923</b>	<b>24,447,354</b>	<b>140,061,277</b>



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**CITY OF DUBUQUE**  
**FY 2021 RECOMMENDED BUDGET**  
**BY MAJOR EXPENSE CATEGORIES BY FUND AND DEPARTMENT**

<b>FUND</b>	<b>DEPARTMENT/DIVISION</b>	<b>EMPLOYEE EXPENSE</b>	<b>SUPPLIES &amp; SERVICES</b>	<b>CAPITAL OUTLAY</b>	<b>DEBT SERVICE</b>	<b>NON-EXP ACCOUNTS</b>	<b>TOTAL</b>
<b>General</b>	Police Department	13,965,539	1,776,479	535,568	—	—	16,277,586
	Emergency Communications	1,549,216	78,557	2,750	—	—	1,630,523
	Fire Department	10,447,536	1,039,465	329,950	—	—	11,816,951
	Emergency Management	—	107,271	—	—	—	107,271
	Human Rights	398,621	92,474	—	—	—	491,095
	Health Services	550,974	345,706	3,200	—	—	899,880
	Multicultural Family Center	279,222	28,151	—	—	—	307,373
	Parks Division	2,422,570	936,331	339,800	—	—	3,698,701
	AmeriCorps	400,542	34,730	2,190	—	—	437,462
	Civic Center Division	24,781	930,262	—	—	—	955,043
	Grand River Center	—	423,574	90,846	—	—	514,420
	Recreation Division	1,867,329	1,127,808	77,650	—	—	3,072,787
	Library Department	2,576,314	1,080,140	77,720	—	—	3,734,174
	Airport Department	1,505,966	2,815,747	176,811	—	—	4,498,524
	Public Works Department	1,066,397	489,816	39,334	—	(504,986)	1,090,561
	Engineering Department	1,012,665	458,904	99,420	—	—	1,570,989
	Building Services	1,085,076	409,620	27,600	—	(235,529)	1,286,767
	Economic Development	346,615	2,319,193	920	—	—	2,666,728
	Housing & Community Dev	993,101	548,024	20,588	—	235,529	1,797,242
	Planning Services	741,693	129,179	24,816	—	—	895,688
	Human Resources	686,406	291,795	350	—	—	978,551
	Budget	—	—	—	—	—	—
	Public Information Office	309,945	17,082	—	—	—	327,027
	City Council	85,472	63,077	—	—	—	148,549
	City Manager's Office	1,170,684	405,845	1,572	—	—	1,578,101
	City Clerk's Office	297,693	101,891	405	—	—	399,989
	Finance Department	1,673,822	1,523,898	26,874	—	—	3,224,594
	Legal Services	810,665	214,970	525	—	—	1,026,160
	Information Services	853,643	623,387	106,615	—	—	1,583,645
	Purchase of Services	—	100,000	—	—	—	100,000
	<b>Total, General Fund</b>	<b>47,122,487</b>	<b>18,513,376</b>	<b>1,985,504</b>	<b>—</b>	<b>(504,986)</b>	<b>67,116,381</b>
<b>Transit</b>	Transit Division	2,619,066	1,363,952	54,206	—	—	4,037,224
	<b>Total, Transit Fund</b>	<b>2,619,066</b>	<b>1,363,952</b>	<b>54,206</b>	<b>—</b>	<b>—</b>	<b>4,037,224</b>
<b>Intermodal Ramp</b>	Transit Division	—	36,959	—	—	—	36,959
	<b>Total, Transit Fund</b>	<b>—</b>	<b>36,959</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>36,959</b>

CITY OF DUBUQUE  
FY 2021 RECOMMENDED BUDGET  
BY MAJOR EXPENSE CATEGORIES BY FUND AND DEPARTMENT

FUND	DEPARTMENT/DIVISION	EMPLOYEE EXPENSE	SUPPLIES & SERVICES	CAPITAL OUTLAY	DEBT SERVICE	NON-EXP ACCOUNTS	TOTAL
<b>Debt Service</b>	Police Department	—	—	—	60,815	—	60,815
	Emergency Communications	—	—	—	15,420	—	15,420
	Fire Department	—	—	—	197,214	—	197,214
	Park Division	—	—	—	184,784	—	184,784
	Civic Center Division	—	—	—	43,929	—	43,929
	Grand River Center	—	—	—	30,506	—	30,506
	Recreation Division	—	—	—	16,484	—	16,484
	Library Department	—	—	—	223,463	—	223,463
	Parking Division	—	—	—	2,013,875	—	2,013,875
	Airport Department	—	—	—	316,183	—	316,183
	Transit Division	—	—	—	340,687	—	340,687
	Public Works Department	—	—	—	132,624	—	132,624
	Engineering Department	—	—	—	3,689,443	—	3,689,443
	Building Services	—	—	—	109,325	—	109,325
	Economic Development	—	—	—	3,409,758	—	3,409,758
	Finance and Budget	—	—	—	199,906	—	199,906
	<b>Total, Debt Service Fund</b>	—	—	—	<b>10,984,416</b>	—	<b>10,984,416</b>
<b>Tax Increment</b>	Library Department	—	—	—	—	—	—
	Parking Division	—	—	—	—	—	—
	Economic Development	—	2,558,035	—	—	—	2,558,035
	<b>Total, Tax Increment Funds</b>	—	<b>2,558,035</b>	—	—	—	<b>2,558,035</b>
<b>Road Use Tax</b>	Public Works Department	2,626,950	3,449,670	31,950	—	258,167	6,366,737
	Engineering Department	—	232,342	469,975	—	—	702,317
	<b>Total, Road Use Tax Fund</b>	<b>2,626,950</b>	<b>3,682,012</b>	<b>501,925</b>	—	<b>258,167</b>	<b>7,069,054</b>
<b>Community</b>	Human Rights	—	—	—	—	—	—
<b>Development</b>	Recreation Division	52,340	79,159	—	—	—	131,499
	Housing & Community Dev	406,898	55,275	5,855	—	—	468,028
	City Manager's Office	60,010	25,840	178	—	—	86,028
	Purchase Of Services	—	47,961	—	—	—	47,961
	<b>Total, Comm. Dev. Fund</b>	<b>519,248</b>	<b>208,235</b>	<b>6,033</b>	—	—	<b>733,516</b>
<b>Circles Donations</b>	Housing & Community Dev	—	8,850	—	—	—	8,850
	<b>Total, Circles Donations</b>	—	<b>8,850</b>	—	—	—	<b>8,850</b>

CITY OF DUBUQUE  
FY 2021 RECOMMENDED BUDGET  
BY MAJOR EXPENSE CATEGORIES BY FUND AND DEPARTMENT

FUND	DEPARTMENT/DIVISION	EMPLOYEE EXPENSE	SUPPLIES & SERVICES	CAPITAL OUTLAY	DEBT SERVICE	NON-EXP ACCOUNTS	TOTAL
<b>Lead Paint Grant</b>	Housing & Community Dev	387,097	66,083	19,050	—	—	472,230
	<b>Total, Lead Paint Grant</b>	<b>387,097</b>	<b>66,083</b>	<b>19,050</b>	<b>—</b>	<b>—</b>	<b>472,230</b>
<b>State Rental Rehab</b>	Economic Development	—	—	—	—	—	—
	Housing & Community Dev	—	3,000	—	—	—	3,000
	<b>Total, UDAG Repmt. Fund</b>	<b>—</b>	<b>3,000</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>3,000</b>
<b>Section 8 Housing</b>	Housing & Community Dev	790,131	5,521,500	10,805	—	—	6,322,436
	<b>Total, Section 8 Housing Fund</b>	<b>790,131</b>	<b>5,521,500</b>	<b>10,805</b>	<b>—</b>	<b>—</b>	<b>6,322,436</b>
<b>Veterans Memorial</b>	Parks Division	—	12,018	—	—	—	12,018
	<b>Total, Veterans Memorial Fund</b>	<b>—</b>	<b>12,018</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>12,018</b>
<b>Stylemaster Trust</b>	Police Department - Canine Unit	—	5,000	5,000	—	—	10,000
	<b>Total Stylemaster Trust</b>	<b>—</b>	<b>5,000</b>	<b>5,000</b>	<b>—</b>	<b>—</b>	<b>10,000</b>
<b>Water Operating</b>	Water Department	2,506,633	2,621,409	1,339,511	3,861,392	—	10,328,945
	Engineering Department - One Calls	20,707	—	—	—	—	20,707
	<b>Total, Water Operating Fund</b>	<b>2,527,340</b>	<b>2,621,409</b>	<b>1,339,511</b>	<b>3,861,392</b>	<b>—</b>	<b>10,349,652</b>
<b>Sewer Operating</b>	Water & Resource Recovery Center	1,469,123	3,272,671	28,380	5,336,494	—	10,106,668
	Public Works Department	420,291	182,158	32,200	—	34,044	668,693
	Engineering Department	105,078	39,070	107,418	—	—	251,566
	<b>Total, Sewer Operating Fund</b>	<b>1,994,492</b>	<b>3,493,899</b>	<b>167,998</b>	<b>5,336,494</b>	<b>34,044</b>	<b>11,026,927</b>
<b>Solid Waste Operating</b>	Public Works Department	1,806,930	1,093,003	69,364	7,276	79,436	3,056,009
	<b>Total, Solid Waste Oper. Fund</b>	<b>1,806,930</b>	<b>1,093,003</b>	<b>69,364</b>	<b>7,276</b>	<b>79,436</b>	<b>3,056,009</b>
<b>Salt Operations</b>	Public Works Department	—	525,514	—	—	5,674	531,188
	<b>Total, Salt Operations</b>	<b>—</b>	<b>525,514</b>	<b>—</b>	<b>—</b>	<b>5,674</b>	<b>531,188</b>

**CITY OF DUBUQUE**  
**FY 2021 RECOMMENDED BUDGET**  
**BY MAJOR EXPENSE CATEGORIES BY FUND AND DEPARTMENT**

FUND	DEPARTMENT/DIVISION	EMPLOYEE EXPENSE	SUPPLIES & SERVICES	CAPITAL OUTLAY	DEBT SERVICE	NON-EXP ACCOUNTS	TOTAL
<b>Stormwater Operating</b>	Park Division	68,116	54,661	—	—	—	122,777
	Public Works Department	174,282	93,001	—	—	17,022	284,305
	Engineering Department	283,417	932,982	70,620	2,759,445	—	4,046,464
	<b>Total, Stormwater Operating</b>	<b>525,815</b>	<b>1,080,644</b>	<b>70,620</b>	<b>2,759,445</b>	<b>17,022</b>	<b>4,453,546</b>
<b>Landfill</b>							
<b>DMASWA</b>	Public Works Department	1,128,420	1,855,621	14,503	663,359	82,273	3,744,176
	<b>Total, Landfill Operating Fund</b>	<b>1,128,420</b>	<b>1,855,621</b>	<b>14,503</b>	<b>663,359</b>	<b>82,273</b>	<b>3,744,176</b>
<b>Parking Operating</b>	Parking Division	648,664	1,096,800	173,894	834,972	—	2,754,330
	Engineering Department	2,792	40	—	—	—	2,832
	<b>Total, Parking Operating Fund</b>	<b>651,456</b>	<b>1,096,840</b>	<b>173,894</b>	<b>834,972</b>	<b>—</b>	<b>2,757,162</b>
<b>Cable TV</b>	Public Information Office	177,376	132,910	996	—	—	311,282
	Cable TV Division	201,836	76,332	15,650	—	—	293,818
	<b>Total, Cable TV Fund</b>	<b>379,212</b>	<b>209,242</b>	<b>16,646</b>	<b>—</b>	<b>—</b>	<b>605,100</b>
<b>Expendable</b>							
<b>Library Gifts</b>	Library Department	40,688	39,686	—	—	—	80,374
	<b>Total, Expendable Library Gifts</b>	<b>40,688</b>	<b>39,686</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>80,374</b>
<b>Permanent</b>	Library Gift Trust	—	—	—	—	—	—
	Park Division-Lyons Peony Trust	—	2,000	—	—	—	2,000
	<b>Total, Permanent Funds</b>	<b>—</b>	<b>2,000</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>2,000</b>
<b>Internal</b>							
<b>Service Funds</b>	Engineering Department	1,674,131	1,105	—	—	—	1,675,236
	Public Information Office	45,810	25,940	—	—	—	71,750
	Housing	43,482	—	—	—	—	43,482
	Public Works Department	1,048,574	168,062	31,050	—	1,052,870	2,300,556
	<b>Total, Service Fund</b>	<b>2,811,997</b>	<b>195,107</b>	<b>31,050</b>	<b>—</b>	<b>1,052,870</b>	<b>4,091,024</b>
<b>TOTAL OPERATING BUDGET (excl' transfers)</b>		<b>65,931,329</b>	<b>44,191,985</b>	<b>4,466,109</b>	<b>24,447,354</b>	<b>1,024,500</b>	<b>140,061,277</b>

**CITY OF DUBUQUE**  
**FUND BALANCE, INCOME AND EXPENSE SUMMARY**  
**FY 2021 RECOMMENDED BUDGET**

<b>FUND</b>	<b>BEG. BALANCE</b>	<b>PLUS INCOME NOT TAXES</b>	<b>PLUS TRANSFERS IN</b>	<b>PLUS PROPERTY TAX</b>	<b>LESS ENDING BALANCE</b>
<b>GENERAL</b>					
General	\$ 14,011,799	\$ 39,936,567	\$ 11,663,039	\$ 20,892,780	\$ 12,954,035
Tort Liability		\$ 13,499		\$ 363,759	\$ 2,251
<b>SUBTOTAL, General Funds</b>	<b>\$ 14,014,050</b>	<b>\$ 39,950,066</b>	<b>\$ 11,663,039</b>	<b>\$ 21,256,539</b>	<b>\$ 12,956,286</b>
<b>SPECIAL REVENUE</b>					
Road Use Tax Fund	\$ 1,730,127	\$ 7,450,173			\$ 22,483
Tax Increment & Reserve	\$ 5,238,662	\$ 12,833,510	\$ 70,000		\$ 1,973,441
Trust & Agency	\$ —	\$ 156,977		\$ 3,679,049	\$ —
Special Assessments	\$ —	\$ 360,000			\$ —
UDAG Repayments	\$ 42,351	\$ 9,270			\$ 42,351
Community Development	\$ 116,577	\$ 1,335,181			\$ 116,577
Customer Facility Charge	\$ 122,293	\$ 62,960			\$ 30,253
HUD Resiliency	\$ —	\$ 10,912,419			\$ —
Circles Donations	\$ 49,109	\$ 850			\$ 41,109
Lead Grant Program	\$ —	\$ 1,272,230			\$ —
Housing Trust Fund	\$ —	\$ 161,283	\$ 50,000		\$ —
RRP Repayments	\$ 56,070	\$ 49,000			\$ 72,070
Section 8	\$ 596,829	\$ 5,977,587	\$ 344,849		\$ 596,829
Cable TV and Equipment Fund	\$ 417,914	\$ 577,657			\$ 387,401
Veteran's Memorial Fund	\$ 16,807	\$ 12,018			\$ 16,807
Expendable Police Gifts	\$ 89	\$ 10,000			\$ 89
Expendable Library Gifts Trust	\$ 1,106,575				\$ 1,026,201
<b>SUBTOTAL, Special Revenue</b>	<b>\$ 9,493,406</b>	<b>\$ 41,181,115</b>	<b>\$ 464,849</b>	<b>\$ 3,679,049</b>	<b>\$ 4,325,614</b>
<b>G.O. DEBT SERVICE</b>	<b>\$ 4,793</b>	<b>\$ 311,958</b>	<b>\$ 10,395,784</b>	<b>\$ 276,674</b>	<b>\$ 4,793</b>
<b>SUBTOTAL, G.O. Debt</b>	<b>\$ 4,793</b>	<b>\$ 311,958</b>	<b>\$ 10,395,784</b>	<b>\$ 276,674</b>	<b>\$ 4,793</b>
<b>PERMANENT</b>					
Library Gifts Trust	\$ 19,229				\$ 19,229
E.B.Lyons Peony Trust	\$ 71,447	\$ 5,009			\$ 74,456
<b>SUBTOTAL, Trust Funds</b>	<b>\$ 90,677</b>	<b>\$ 5,009</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ 93,686</b>
<b>CAPITAL PROJECT</b>					
Street Construction	\$ 846,805	\$ 7,105,013			\$ —
Sales Tax Increment	\$ 8,937,079	\$ 5,548,704			\$ 7,112,894
Sales Tax Construction	\$ 423,912	\$ 1,988,758	\$ 707,341		\$ 156,866
Passenger Facility Charge	\$ 34,406	\$ 167,000			\$ 72
Airport Construction	\$ 259,684	\$ 432,930	\$ 290,070		\$ 259,684
Golf Construction	\$ 50,702				\$ 50,702
Dog Track/Riverboat Depreciation	\$ 98,955				\$ 98,955
GO Bond Fund	\$ —	\$ 3,673,863			\$ —
General Construction Fund		\$ 658,000	\$ 8,342,361		\$ 280,000
<b>SUBTOTAL, Construction Funds</b>	<b>\$ 10,931,543</b>	<b>\$ 19,574,268</b>	<b>\$ 9,339,772</b>	<b>\$ —</b>	<b>\$ 7,959,173</b>

**CITY OF DUBUQUE**  
**FUND BALANCE, INCOME AND EXPENSE SUMMARY**  
**FY 2021 RECOMMENDED BUDGET**

FUND	LESS		REQUIREMENTS						
	TRANSFERS		TOTAL	OPERATING	CAPITAL				
	OUT		BUDGET	BUDGET	BUDGET				
GENERAL									
General	\$	4,204,430	\$	69,345,720	\$	67,116,381	\$	2,229,339	
Tort Liability	\$	377,258	\$	—	\$	—			
SUBTOTAL, General Funds	*	\$	4,581,688	\$	69,345,720	\$	67,116,381	\$	2,229,339
SPECIAL REVENUE									
Road Use Tax Fund	\$	60,083	\$	9,097,734	\$	7,069,054	\$	2,028,680	
Tax Increment & Reserve	\$	13,540,696	\$	2,628,035	\$	2,558,035	\$	70,000	
Trust & Agency	\$	3,836,026	\$	—	\$	—			
Special Assessments	\$	360,000	\$	—	\$	—			
UDAG Repayments			\$	9,270	\$	—	\$	9,270	
Community Development			\$	1,335,181	\$	733,516	\$	601,665	
Customer Facility Charge	\$	155,000	\$	—	\$	—			
HUD Resiliency			\$	10,912,419	\$	—	\$	10,912,419	
Circles Donations			\$	8,850	\$	8,850			
Lead Grant Program			\$	1,272,230	\$	472,230	\$	800,000	
Housing Trust Fund			\$	211,283	\$	—	\$	211,283	
RRP Repayments			\$	33,000	\$	3,000	\$	30,000	
Section 8	\$	—	\$	6,322,436	\$	6,322,436			
Cable TV and Equipment Fund	\$	—	\$	608,170	\$	605,100	\$	3,070	
Veteran's Memorial Fund	\$	—	\$	12,018	\$	12,018			
Expendable Police Gifts	\$	—	\$	10,000	\$	10,000	\$	—	
Expendable Library Gifts Trust			\$	80,374	\$	80,374			
SUBTOTAL, Special Revenue	\$	17,951,805	\$	32,541,000	\$	17,874,613	\$	14,666,387	
G.O. DEBT SERVICE			\$	10,984,416	\$	10,984,416			
SUBTOTAL, G.O. Debt	\$	—	\$	10,984,416	\$	10,984,416	\$	—	
PERMANENT									
Library Gifts Trust									
E.B.Lyons Peony Trust			\$	2,000	\$	2,000			
SUBTOTAL, Trust Funds	\$	—	\$	2,000	\$	2,000	\$	—	
CAPITAL PROJECT									
Street Construction	\$	284,944	\$	7,666,874	\$	—	\$	7,666,874	
Sales Tax Increment	\$	2,561,881	\$	4,811,008	\$	—	\$	4,811,008	
Sales Tax Construction	\$	986,060	\$	1,977,085	\$	—	\$	1,977,085	
Passenger Facility Charge	\$	201,334	\$	—	\$	—			
Airport Construction			\$	723,000	\$	—	\$	723,000	
Golf Construction			\$	—	\$	—	\$	—	
Dog Track/Riverboat Depreciation			\$	—	\$	—			
GO Bond Fund	\$	3,673,863	\$	—	\$	—			
General Construction Fund			\$	9,000,361	\$	—	\$	9,000,361	
SUBTOTAL, Construction Funds	\$	7,708,082	\$	24,178,328	\$	—	\$	24,178,328	

**CITY OF DUBUQUE**  
**FUND BALANCE, INCOME AND EXPENSE SUMMARY**  
**FISCAL YEAR 2019 ADOPTED BUDGET**

<b>FUND</b>	<b>BEG. BALANCE</b>	<b>PLUS INCOME NOT TAXES</b>	<b>PLUS TRANSFERS IN</b>	<b>PLUS PROPERTY TAX</b>	<b>LESS ENDING BALANCE</b>
<b>UTILITY/ENTERPRISE</b>					
Transit	\$ 1,073,923	\$ 2,193,670	\$ 1,028,472	\$ 1,739,786	\$ 1,069,343
Intermodal Ramp	\$ 9,518	\$ 36,438			\$ 8,997
Sewer Operating	\$ 811,403	\$ 13,809,029			\$ 1,011,230
San. Sewer Construction	\$ 34,407	\$ 2,786,190	\$ 1,000,000		\$ —
Stormwater Operating	\$ 2,861,275	\$ 5,481,003	\$ 447,090		\$ 2,847,172
Stormwater Construction	\$ 5,892,851	\$ 8,725,090	\$ 880,000		\$ 5,386,982
Parking Operating	\$ 156,564	\$ 3,047,383	\$ 280,000		\$ 475,127
Parking Construction	\$ —	\$ 81,305	\$ 79,570		\$ —
Water Operating	\$ 1,171,490	\$ 11,333,793			\$ 1,038,437
Water Construction	\$ 2,352,152	\$ 982,470	\$ 1,715,104		\$ 2,293,653
Solid Waste	\$ 577,074	\$ 4,800,653			\$ 246,061
Salt Operations	\$ 24,237	\$ 560,925			\$ 53,974
Landfill	\$ 10,292,755	\$ 4,167,572			\$ 10,292,755
T&A-Self Insurance Reserves	\$ 7,132,788				\$ 7,132,788
Service Fund Charges	\$ 297,009	\$ 4,099,704			\$ 297,009
<b>SUBTOTAL, Utility Enterprise Fund</b>	<b>\$ 32,687,447</b>	<b>\$ 62,105,225</b>	<b>\$ 5,430,236</b>	<b>\$ 1,739,786</b>	<b>\$ 32,153,529</b>
<b>TOTAL ALL FUNDS</b>	<b>\$ 67,221,914</b>	<b>\$ 163,127,641</b>	<b>\$ 37,293,680</b>	<b>\$ 26,952,048</b>	<b>\$ 57,493,079</b>



**CITY OF DUBUQUE**  
**FUND BALANCE, INCOME AND EXPENSE SUMMARY**  
**FY21 ADOPTED BUDGET**

FUND	LESS		REQUIREMENTS		
	TRANSFERS	TOTAL	OPERATING	CAPITAL	
	OUT	BUDGET	BUDGET	BUDGET	
<b>UTILITY/ENTERPRISE</b>					
Transit		\$ 4,966,508	\$ 4,037,224	\$ 929,284	
Intermodal Ramp		\$ 36,959	\$ 36,959		
Sewer Operating	\$ 2,582,275	\$ 11,026,927	\$ 11,026,927		
San. Sewer Construction		\$ 3,820,597	\$ —	\$ 3,820,597	
Stormwater Operating	\$ 1,488,650	\$ 4,453,546	\$ 4,453,546		
Stormwater Construction		\$ 10,110,959	\$ —	\$ 10,110,959	
Parking Operating	\$ 251,658	\$ 2,757,162	\$ 2,757,162		
Parking Construction		\$ 160,875	\$ —	\$ 160,875	
Water Operating	\$ 1,117,194	\$ 10,349,652	\$ 10,349,652		
Water Construction		\$ 2,756,073	\$ —	\$ 2,756,073	
Refuse	\$ 1,191,482	\$ 3,940,184	\$ 3,056,009	\$ 884,175	
Salt Operations		\$ 531,188	\$ 531,188		
Landfill	\$ 420,846	\$ 3,746,726	\$ 3,744,176	\$ 2,550	
T&A-Self Insurance Reserves		\$ —	\$ —		
Service Fund Charges		\$ 4,099,704	\$ 4,091,024	\$ 8,680	
<b>SUBTOTAL, Utility Enterprise Fund</b>	<b>\$ 7,052,105</b>	<b>\$ 62,757,060</b>	<b>\$ 44,083,867</b>	<b>\$ 18,673,193</b>	
<b>TOTAL ALL FUNDS</b>	<b>\$ 37,293,680</b>	<b>\$ 199,808,524</b>	<b>\$ 140,061,277</b>	<b>\$ 59,747,247</b>	

## CITY OF DUBUQUE FUND BALANCE CHANGES

FUND	BEGINNING BALANCE	REVENUES	EXPENDITURES	ENDING BALANCE	CHANGE IN FUND BALANCE	DOLLAR CHANGE IN FUND BALANCE
General (1)	\$ 14,011,799	\$ 72,492,386	\$ 73,550,150	\$ 12,954,035	(7.55)%	\$ (1,057,764)
Tort Liability	\$ 2,251	\$ 377,258	\$ 377,258	\$ 2,251	— %	\$ —
Trust and Agency	\$ —	\$ 3,836,026	\$ 3,836,026	\$ —	— %	\$ —
Tax Increment & Reserve (2)	\$ 5,238,662	\$ 12,903,510	\$ 16,168,731	\$ 1,973,441	(62.33)%	\$ (3,265,221)
Sales Tax Increment (1)	\$ 8,937,079	\$ 5,548,704	\$ 7,372,889	\$ 7,112,894	(20.41)%	\$ (1,824,185)
Road Use Tax Fund (1)	\$ 1,730,127	\$ 7,450,173	\$ 9,157,817	\$ 22,483	(98.70)%	\$ (1,707,644)
Special Assessment	\$ —	\$ 360,000	\$ 360,000	\$ —	— %	\$ —
Community Development (1)	\$ 116,577	\$ 1,335,181	\$ 1,335,181	\$ 116,577	— %	\$ —
UDAG Repayments (3)	\$ 42,351	\$ 9,270	\$ 9,270	\$ 42,351	— %	\$ —
State Rental Rehab	\$ 56,070	\$ 49,000	\$ 33,000	\$ 72,070	29 %	\$ 16,000
HUD Resiliency	\$ —	\$ 10,912,419	\$ 10,912,419	\$ —	— %	\$ —
Housing Trust Fund	\$ —	\$ 211,283	\$ 211,283	\$ —	— %	\$ —
Circles Private Donations	\$ 49,109	\$ 850	\$ 8,850	\$ 41,109	(16.29)%	\$ (8,000)
Section 8 Housing (4)	\$ 596,829	\$ 6,322,436	\$ 6,322,436	\$ 596,829	— %	\$ —
Lead Grant Program	\$ —	\$ 1,272,230	\$ 1,272,230	\$ —	— %	\$ —
Cable TV & Equipment Fund (5)	\$ 417,914	\$ 577,657	\$ 608,170	\$ 387,401	(7.30)%	\$ (30,513)
Veteran's Memorial Fund (15)	\$ 16,807	\$ 12,018	\$ 12,018	\$ 16,807	— %	\$ —
Expendable Police Gift Trusts (14)	\$ 89	\$ 10,000	\$ 10,000	\$ 89	— %	\$ —
Expendable Library Gift Trusts (6)	\$ 1,106,575	\$ —	\$ 80,374	\$ 1,026,201	(7.26)%	\$ (80,374)
G.O. Debt Service	\$ 4,793	\$ 10,984,416	\$ 10,984,416	\$ 4,793	— %	\$ —
Street Construction (1)	\$ 846,805	\$ 7,105,013	\$ 7,951,818	\$ —	(100.00)%	\$ (846,805)
Sales Tax Construction (1)	\$ 423,912	\$ 2,696,099	\$ 2,963,145	\$ 156,866	(63.00)%	\$ (267,046)
GO Bond Fund	\$ —	\$ 3,673,863	\$ 3,673,863	\$ —	— %	\$ —
General Construction (1)	\$ 280,000	\$ 9,000,361	\$ 9,000,361	\$ 280,000	— %	\$ —
Golf Construction (1)	\$ 50,702	\$ —	\$ —	\$ 50,702	— %	\$ —
Airport Construction	\$ 259,684	\$ 723,000	\$ 723,000	\$ 259,684	— %	\$ —
Passenger Facility (12)	\$ 34,406	\$ 167,000	\$ 201,334	\$ 72	(99.79)%	\$ (34,334)
Customer Facility (13)	\$ 122,293	\$ 62,960	\$ 155,000	\$ 30,253	(75.26)%	\$ (92,040)
Lyons Peony Trust	\$ 71,447	\$ 5,009	\$ 2,000	\$ 74,456	4.21 %	\$ 3,009
Library Gift Trusts	\$ 19,229	\$ —	\$ —	\$ 19,229	— %	\$ —
Transit	\$ 1,073,923	\$ 4,961,928	\$ 4,966,508	\$ 1,069,343	(0.43)%	\$ (4,580)
Intermodal	\$ 9,518	\$ 36,438	\$ 36,959	\$ 8,997	(5.47)%	\$ (521)
Sewage Facility Operation (7)	\$ 811,403	\$ 13,809,029	\$ 13,609,202	\$ 1,011,230	24.63 %	\$ 199,827
Stormwater Operating (8)	\$ 2,861,275	\$ 5,928,093	\$ 5,942,196	\$ 2,847,172	(0.49)%	\$ (14,103)
Parking Operation (7)	\$ 156,564	\$ 3,327,383	\$ 3,008,820	\$ 475,127	203.47 %	\$ 318,563
Water Utility Operation (1)	\$ 1,171,490	\$ 11,333,793	\$ 11,466,846	\$ 1,038,437	(11.36)%	\$ (133,053)
Refuse Collection (9)	\$ 577,074	\$ 4,800,653	\$ 5,131,666	\$ 246,061	(57.36)%	\$ (331,013)
Salt Operations (11)	\$ 24,237	\$ 560,925	\$ 531,188	\$ 53,974	122.69 %	\$ 29,737
Sanitary Sewer Construction (1)	\$ 34,407	\$ 3,786,190	\$ 3,820,597	\$ —	(100.00)%	\$ (34,407)
Stormwater Construction (1)	\$ 5,892,851	\$ 9,605,090	\$ 10,110,959	\$ 5,386,982	(8.58)%	\$ (505,869)
Parking Facility Construction (1)	\$ —	\$ 160,875	\$ 160,875	\$ —	— %	\$ —
Water Construction (1)	\$ 2,352,152	\$ 2,697,574	\$ 2,756,073	\$ 2,293,653	(2.49)%	\$ (58,499)

## CITY OF DUBUQUE FUND BALANCE CHANGES

FUND	BEGINNING BALANCE	REVENUES	EXPENDITURES	ENDING BALANCE	CHANGE IN FUND BALANCE	DOLLAR CHANGE IN FUND BALANCE
Service Fund Charges (10)	\$ 297,009	\$ 4,099,704	\$ 4,099,704	\$ 297,009	— %	\$ —
T&A Self Insurance Reserves	\$ 7,132,788	\$ —	\$ —	\$ 7,132,788	— %	\$ —
General Obligation Bond Fund	\$ —	\$ —	\$ —	\$ —	— %	\$ —
Dog Track Bond Depreciation	\$ 98,955	\$ —	\$ —	\$ 98,955	— %	\$ —
Landfill (1)	\$ 10,292,755	\$ 4,167,572	\$ 4,167,572	\$ 10,292,755	— %	\$ —
<b>Total</b>	<b>\$ 67,221,914</b>	<b>\$ 227,373,369</b>	<b>\$ 237,102,204</b>	<b>\$ 57,493,079</b>	<b>(14.47)%</b>	<b>\$ (9,728,835)</b>

1. Use of fund balance will be used to pay for projects in the City's five-year Capital Improvement Program.
2. Tax Increment & Reserve Fund use of fund balance will be used to pay pay for projects in the City's five-year Capital Improvement Program and to repay internal loans for developing the City's industrial parks / technology parks.
3. UDAG Repayments Fund use of fund balance will be used for Economic Development initiatives.
4. Section 8 Fund use of balance is reserved for housing assistance payments.
5. Cable TV & Equipment Fund use of fund balance will be used for future capital projects.
6. Expendable Library Gift Trusts Fund use of fund balance will be used for programs and speakers at the Library.
7. Increase in fund balance is required to maintain the operating reserve requirement of 10% of operating expenditures.
8. Stormwater Operation Fund use of fund balance represents spending down cash balance due to debt being issued for the Bee Branch project at a much slower time line which reduced debt service costs and increased fund balance.
9. Refuse Collection Fund use of fund balance will be used for future capital projects.
10. Service Fund Charges addition to fund balance will be used to purchase equipment in future years.
11. Salt Operations Fund addition to fund balance will be used to fund future capital purchases.
12. Passenger Facility Charge Fund balance will be used to pay for debt issued for the new Airport terminal project.
13. Customer Facility Charge Fund balance will be used to pay for parking lot improvements at the Airport.
14. Expendable Police Gift Trusts Fund use of fund balance will be used for maintenance of 1948 Stylemaster and canine expenses.
15. Veteran's Memorial Fund balance will be used for maintenance of the Veteran's Memorial.

# **DISTRIBUTION OF COMMUNITY DEVELOPMENT FUNDS**

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# **PROPOSED FY 21 ANNUAL PLAN**

**FOR USE OF PROGRAM YEAR 2020**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**(CDBG) FUNDS**

**For Inclusion in the Fiscal Year 2021 City Budget.  
This document is subject to revision.**

**Exhibit A**

PREPARED BY THE CITY OF DUBUQUE HOUSING & COMMUNITY DEVELOPMENT  
DEPARTMENT

**CITY OF DUBUQUE, IOWA  
FY 2021 ANNUAL ACTION PLAN  
FOR THE USE OF PROGRAM YEAR 2019**

**COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS**

The City of Dubuque distinguishes between four different but complementary areas of program development in its overall CDBG program: Housing Development, Economic Development, Neighborhood and Community Development and Planning & Administration. The following description of activities summarizes the projects to be completed in the FY 2021 Annual Action Plan with the use of CDBG funds; the adopted City Budget and recommended amended City Budget are shown in Exhibit A.:

**RESOURCES**

**CDBG Entitlement 2021** **\$1,080,989**

**Program Income** **\$254,192**

Program income projects are based on forecast for loan repayments based on the loan portfolio and program income generated from CDBG funded programs.

**TOTAL RESOURCES** **\$1,335,181**

**PLANNING AND ADMINISTRATION** **\$242,504**

CDBG regulations limit expenditure on planning and administrative funds to 20% of the current year program income plus the current entitlement. The proposed resources for administration support the plan's current requirements.

**Housing & Community Development Administration** **\$70,143**

On-going staff support for general management, oversight, and coordination of the Community Development Block Grant housing programs.

**Neighborhood Development Administration** **\$63,818**

The Neighborhood Development Specialist coordinates the City's neighborhood Development programs and provides technical assistance to organizations and residents to improve Dubuque's neighborhoods.

**Priority:** High  
**Objective/Outcome:** Suitable Living Environment/Accessibility (SL1)

**Planning, Monitoring, & Budgeting** **\$108,543**

Staff support for general management. Oversight and coordination of the Community Development Block Grant program; assures compliance with federal regulations and reporting requirements.

**Priority:** High  
**Objective/Outcome:** Suitable Living Environment/ Sustainability (SL3)

**HOUSING DEVELOPMENT PROGRAMS****\$659,135****First Time Home Buyer Program****\$50,000**

Provides for loans to assist low and moderate-income families to purchase their first homes. These funds are used to cover the "entry costs" of homeownership – down payments and closing costs.

**National Objective:** Low and Moderate-Income Housing  
**Location:** Citywide  
**Proposed Accomplishments:** 10 Households  
**Priority:** High  
**Objective/Outcome:** Decent Housing/Affordability (DH2)

**Homeowner Rehabilitation****\$125,000**

## 1) Residential Rehabilitation Loan Program

An on-going program to provide low-interest loans to qualified low and moderate-income homeowners for the rehabilitation of substandard housing units.

## 2) Home Repair Program

Zero % loans to improve conditions of property for income-eligible homeowners

## 3) Accessibility

Zero % and forgivable loans to remove architectural barriers and increase access for people with physical disabilities.

**National Objective:** Low and Moderate-Income Housing  
**Location:** Citywide  
**Proposed Accomplishments:** 10 Housing Units  
**Priority:** High  
**Objective/Outcome:** Decent Housing/Affordability (DH2)

**Lead Hazard Reduction (Lead & Healthy Homes Grant Match)****\$104,166**

Provides activities in support of efforts to reduce lead paint hazards in housing, including assessment and lead paint reduction or abatement, with forgivable loans to low/Moderate-Income residents.

**National Objective:** Low and Moderate-Income Housing  
**Location:** Citywide  
**Proposed Accomplishments:** 10 Housing units  
**Priority:** High  
**Objective/Outcome:** Decent Housing/Sustainability (DH3)

**Purchase/Rehab/Resale****\$45,000**

Provides funding to address the redevelopment of sub-standard and vacant/abandoned city-owned properties. Properties acquired, rehabbed, and sold to low and Moderate-Income homebuyers or to property owners maintaining affordable rents.

**National Objective:** Low and Moderate-Income Housing  
**Location:** Citywide  
**Proposed Accomplishments:** 1 Housing Unit  
**Priority:** High  
**Objective/Outcome:** Decent Housing/Affordability (DH2)

**Housing Rehabilitation Services and Staff****\$284,969**

On-going staff support, including program management, technical assistance, loan packaging and inspection, for the City's rehabilitation loan program.

**Priority:** High  
**Objective/Outcome:** Decent Housing/Accessibility (DH1)

**Rental Dwelling Rehabilitation Programs****\$50,000**

## 1) Rental Rehabilitation Loan Program

An on-going program to provide loans to qualified housing providers serving low and moderate-income residents for the rehabilitation of substandard housing units.

## 2) Emergency Code Enforcement Loan Program



4

Provides loans to correct code deficiencies and emergency or health and safety corrections for rental properties. The program prevents the displacement of economically disadvantaged tenants resulting from code enforcement actions.

3) Accessibility Rehab

Provides forgivable loans to disabled tenants to make rental units accessible to the physically disabled

<b>National Objective:</b>	Low and Moderate-Income Housing
<b>Location:</b>	Citywide
<b>Proposed Accomplishments:</b>	6 Housing Units
<b>Priority:</b>	High
<b>Objective/Outcome:</b>	Decent Housing/Affordability (DH2)

## **PUBLIC FACILITIES**

**\$181,769**

### **Comiskey Park**

**\$87,700**

New playground equipment at Comiskey Park based on community input.

<b>National Objective:</b>	Low and Moderate-Income Benefit
<b>Location:</b>	Low/Mod Residential Areas
<b>Proposed Accomplishments:</b>	Park Design/Community Input
<b>Priority:</b>	High
<b>Objective/Outcome:</b>	Suitable Living Environment/Accessibility (SL1)

### **Avon Park**

**\$94,069**

Replace play unit and add accessible surfacing at Avon Park.

<b>National Objective:</b>	Low and Moderate-Income Benefit
<b>Location:</b>	Low/Mod Residential Areas
<b>Proposed Accomplishments:</b>	Park Design/Community Input
<b>Priority:</b>	High
<b>Objective/Outcome:</b>	Suitable Living Environment/Accessibility (SL1)

## **NEIGHBORHOOD and COMMUNITY DEVELOPMENT PROGRAMS**

**\$251,773**

Public Services activities are restricted to 15% of the previous year program income and the current year entitlement. Public Service activities in this plan represent 15% of the proposed expenditures.

### **Neighborhood Recreation Programs**

**\$131,499**

1) Recreation Programs:

**\$81,718**

Targeted and enhanced recreation offered in the City's older low-and moderate-income neighborhoods to meet the needs of at-risk youth, promote self-esteem, and build community. Activities include expanded after-school programs, open gym, basketball league, music lessons, playtime for tots, scholarships, swim passes, summer day camp and other recreational programs.

2) Neighborhood Recreation Program Grants:

**\$49,781**

Provide funding to organizations delivering recreational and educational services aligned with the neighborhood and recreation development goals of the Leisure Services Department.

<b>National Objective:</b>	Low and Moderate-Income Benefit
<b>Location:</b>	City wide
<b>Proposed Accomplishments:</b>	5,730 persons
<b>Priority:</b>	High
<b>Objective/Outcome:</b>	Suitable Living Environment/Accessibility (SL1)

### **Four Mounds HEART Program**

**\$10,000**

Youth education program where youth experience hands-on learning while promoting neighborhood revitalization and earning high school diploma.

<b>National Objective:</b>	Low and Moderate-Income Benefit
<b>Location:</b>	Citywide

**Proposed Accomplishments:** 12 People  
**Priority:** High  
**Objective/Outcome:** Suitable Living Environment/Accessibility (SL1)

**Neighborhood Support Grants \$14,500**

This grant program provides resources for organized neighborhoods in low/mod income areas to encourage self-initiated revitalization efforts including physical improvements, clean-ups, communication efforts or other special projects.

**National Objective:** Low and Moderate-Income Benefit  
**Location:** Low/Mod Residential Areas  
**Proposed Accomplishments:** 2,000 People  
**Priority:** High  
**Objective/Outcome:** Suitable Living Environment/Sustainability (SL3)

**Neighborhood Related Infrastructure Improvements \$45,730**

**National Objective:** Low and Moderate-Income Benefit  
**Priority:** High  
**Objective/Outcome:** Suitable Living Environment/Sustainability (SL3)

1) Bus Stop Improvements \$20,730

ADA Accessible bus stop improvements including push lighting, cement pads, and benches.

**Location:** Low/Mod Residential Areas

**Proposed Accomplishments:** 3 Bus Stops

2) Multicultural Family Center Sidewalk Program \$25,000

Grant program to income eligible homeowners, on a case-by-case basis, to pay a maximum of 75% of the cost to repair public sidewalks in front of their home. Grant amount varies based on percentage of area median income.

**Location:** City Wide

**Proposed Accomplishments:** 1 Sidewalk

**Purchase of Services: Grant Competition \$37,961**

Competitive grant program providing funding for organizations providing human service needs in the community. Services must be consistent with needs identified in the Consolidated Plan and the City's adopted goals and priorities.

**National Objective:** Low and Moderate-Income Benefit  
**Location:** City Wide  
**Proposed Accomplishments:** 1,200 People  
**Priority:** High  
**Objective/Outcome:** Suitable Living Environment/Accessibility (SL1)

**Zoning Inspection/Enforcement \$7,710**

This project provides funding for inspection/enforcement staff services to low/mod income areas for zoning ordinance infractions and to provide support for neighborhood clean-up efforts.

**National Objective:** Low and Moderate-Income Benefit  
**Location:** Low/Mod Residential Areas  
**Proposed Accomplishments:** 45 Housing Units  
**Objective/Outcome:** Decent Housing/Sustainability (DH3)

**Vacant/Abandoned Building Inspection \$4,373**

This project provides funding for part-time inspection staff to ensure sustained code compliance in vacant and abandoned buildings in low/mod income areas.

**National Objective:** Low and Moderate-Income Benefit  
**Location:** Low/Mod Residential Areas  
**Proposed Accomplishments:** 25 Units  
**Objective/Outcome:** Decent Housing/Sustainability (DH3)

**Grand Total: CDBG Funding Proposed for FY 2020 \$1,335,181**

COMMUNITY DEVELOPMENT BLOCK GRANT - FY 2021 ANNUAL ACTION PLAN: CAPS

20 % ADMINISTRATIVE CAP	
FY 21 CDBG Allocation	1,080,989
Current Year Program Income	<u>254,192</u>
Total Available	1,335,181
Cap %	20%
Maximum allowed	<b>267,036</b>

15 % PUBLIC SERVICE CAP	
1,080,989	FY 21 CDBG Allocation
<u>261,576</u>	Previous Year Program Income
1,342,565	Total Available
15%	Public Service Cap %
<b>201,385</b>	Maximum allowed

	ADMIN	PUB SERVICE	UNCAPPED
	FY21 AP	FY21 AP	FY21 AP
First Time Homebuyer Program			50,000
Comiskey Park Development			87,700
Avon Park Development			94,069
Homeowner Rehab (Small & Large)			125,000
Housing Rehabilitation Services and Staff			284,969
Lead Hazard Reduction			104,166
Purchase/Rehab/Resale			45,000
Rental Unit Rehabilitation			50,000
Bus Stop Improvements			20,730
Neighborhood Infrastructure Improvements			25,000
Zoning Inspection/Enforcement			7,710
Vacant/Abandoned Building Inspection			4,373
Neighborhood Recreation Program		131,499	
Neighborhood Support Grants		14,500	
Four Mounds HEART		10,000	
Purchase of Services		37,961	
Neighborhood Development Services and Staff	63,818		
Housing Administration	70,143		
CDBG Admin. Services and Staff	108,543		
<b>TOTALS</b>	<b>242,504</b>	<b>193,960</b>	<b>898,717</b>
Subtract Previous Year Unspent Public Service Obligations			
<b>TOTAL PROPOSED FOR PUBLIC SERVICE</b>		<u>193,960</u>	
<b>OVER (UNDER) Maximum Cap</b>	<b>(24,532)</b>	<b>(7,425)</b>	

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# **DEBT MANAGEMENT**

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## DEBT SERVICE FUND

The Debt Service Fund is a legally required fund. The fund administers the payments for all of the City's general obligation debt. Revenue bonds, other than those from tax increment revenues, are administered in the enterprise fund that is securing the debt.

For the majority of projects funded through general obligation debt, the City usually issues twenty-year general obligation bonds. In Fiscal Year 2021, there is anticipated to be an additional \$3,899,761 in general obligation debt issued that would apply against the statutory debt limit and \$10,671,724 in principal retired will be applied against the statutory debt limit.

In fiscal year 2021, debt service expense related to general obligation bonds that counts against the statutory debt limit will decrease 3.17% under fiscal year 2020 in the debt service fund. New general obligation bond debt which counts against the statutory debt limit planned to be issued (non-enterprise fund) in fiscal year 2021 is as follows:

Project	Amount of Debt Issue	FY 2021 Debt Service
Chavenelle Road Rehabilitation	1,295,000	—
River Dock Expansion	406,000	—
Jackson Park Amenities	250,000	—
E 12th and Elm Parking Lot	589,000	—
General Ledger Software	250,000	—
Fire Ladder and Pumper Replacement	288,417	—
Replace HVAC Fire Headquarters	168,924	—
City-Wide Tipper Carts	280,000	—
Transit Vehicle Replacement	372,420	—
<b>GRANDTOTAL</b>	<b>3,899,761</b>	<b>—</b>

The new debt issued in fiscal year 2021 will be issued in June, which delays debt service until fiscal year 2022.

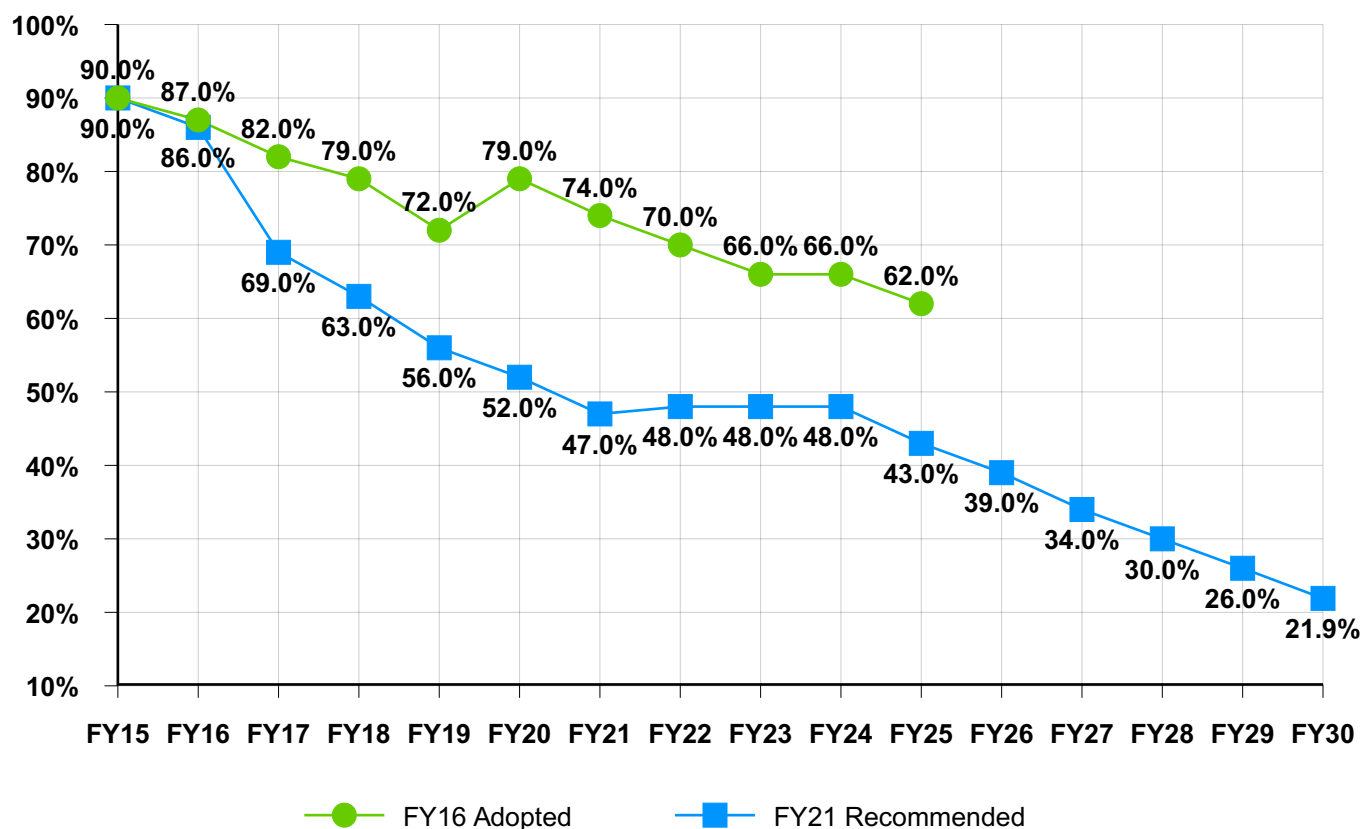
The debt service property tax levy finances the bond and interest payments that are not being secured from other revenue sources. The levy rate for debt service will increase by \$0.01 to \$0.09 in fiscal year 2021. The debt service property tax levy represents the repayment of bonds related to the Fire Department pumper truck replacement and the franchise fee litigation judgment bond.

Funding sources other than property taxes are also used to repay general obligation debt. The City's general obligation debt is also funded by other revenues including water, sewer and tax increment financing. One percent of the City's general obligation debt service is funded from the debt service property tax levy. Other revenues being used to repay debt service are shown as transfers in.

### Statutory Debt Limit

In August 2015, the Mayor and City Council adopted a debt reduction strategy which targeted retiring more debt each year than was issued by the City. This recommendation achieves that target in every year except Fiscal Year 2022 due to the issuance of debt for the new downtown parking ramp being moved up from FY 2025 to FY 2022. **You can see that the Mayor and City Council have significantly impacted the City's use of the statutory debt limit established by the State of Iowa. In Fiscal Year 2015, the City of Dubuque used 90% of the statutory debt limit. In this budget recommendation, the Mayor and City Council are currently reviewing for Fiscal Year 2021, the use of the statutory debt limit would be 47%, and by the end of the recommended 5-Year Capital Improvement Program (CIP) budget in Fiscal Year 2025, the City of Dubuque would be at 43% of the statutory debt limit. Projections out 10 years to Fiscal Year 2030 show the City of Dubuque at 22% of the statutory debt limit. This is an improvement on the debt reduction plan adopted in August 2015, that first began implementation in Fiscal Year 2016.**

### Statutory Debt Limit Used (As of June 30th)





The following chart shows Dubuque's relative position pertaining to use of the statutory debt limit for Fiscal Year 2021 compared to the other cities in Iowa for Fiscal Year 2019 with a population over 50,000:

**Fiscal Year 2019 Legal Debt Limit Comparison for Eleven Largest Iowa Cities**

Rank	City	Legal Debt Limit (5%)	Statutory Debt Outstanding	Percentage of Legal Debt Limit Utilized
11	Des Moines	\$ 577,394,243	\$ 393,570,000	68.16%
10	Sioux City	\$ 213,569,727	\$ 144,100,000	67.47%
9	Davenport	\$ 330,626,114	\$ 211,165,000	63.87%
8	Waterloo	\$ 191,406,282	\$ 108,225,490	56.54%
7	Cedar Rapids	\$ 518,039,169	\$ 271,585,000	52.43%
6	Ankeny	\$ 245,580,138	\$ 126,830,000	51.65%
5	W. Des Moines	\$ 359,449,675	\$ 184,720,000	51.39%
<b>4</b>	<b>Dubuque (FY21)</b>	<b>\$ 239,298,248</b>	<b>\$ 111,687,827</b>	<b>46.67%</b>
3	Ames	\$ 209,227,522	\$ 65,480,000	31.30%
2	Council Bluffs	\$ 241,950,558	\$ 68,725,096	28.40%
1	Iowa City	\$ 274,723,837	\$ 66,945,000	24.37%

**STATUTORY DEBT CAPACITY  
FISCAL YEAR 2020 RECOMMENDED BUDGET**

The Iowa Constitution (Article XI, Section 3) stipulates that the debt of a community may not exceed five percent of the **Actual Assessed Value** of Taxable Property (debt levy) within the city or town.

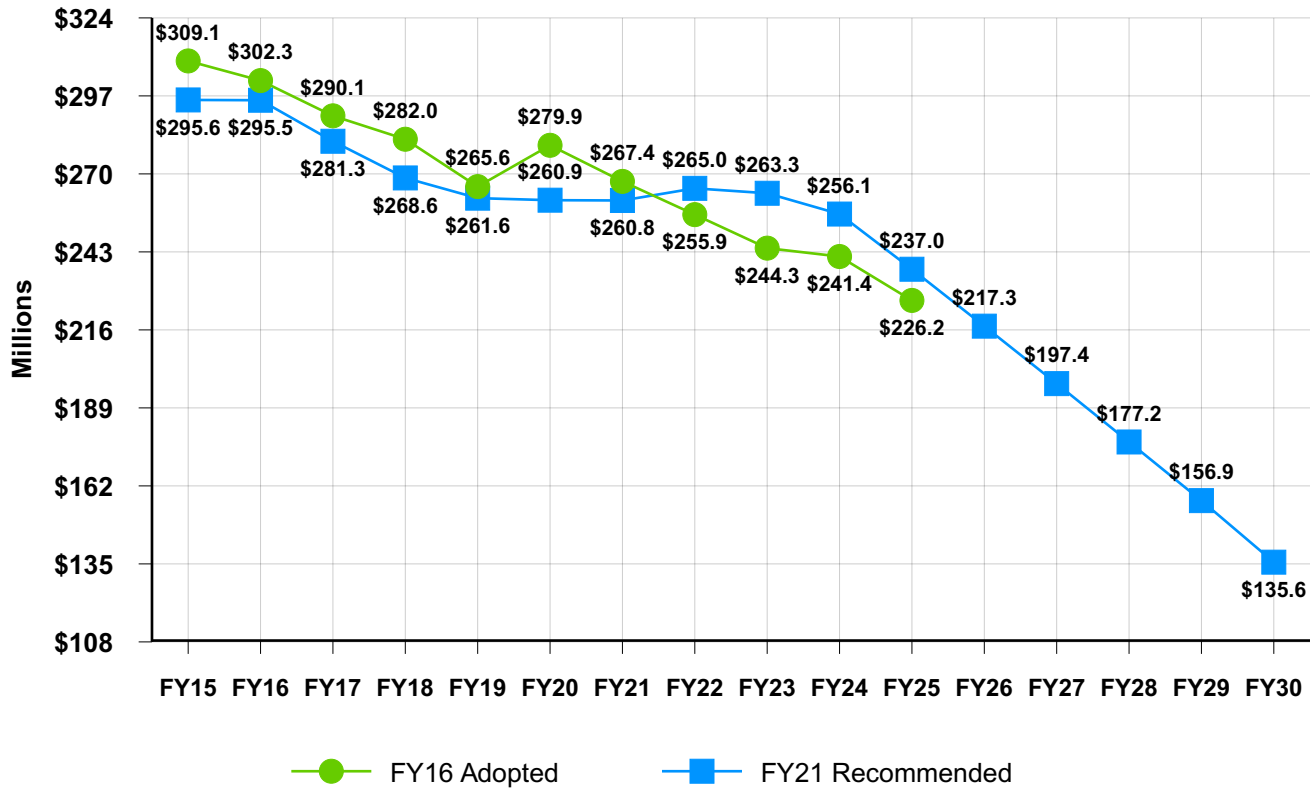
General Obligations, TIF debt (bonds, notes and rebates), and leases paid from the general fund are included as indebtedness of the City under the statutory debt limit.

	<b>January 1, 2019</b>
	<b><u>FY 2021</u></b>
<b>ASSESSED VALUE OF REAL PROPERTY</b>	\$4,409,442,803
Less Veterans' Exemption	<u>(4,307,752)</u>
Subtotal	4,405,135,051
<b>UTILITIES ASSESSED VALUE</b>	<u>380,829,906</u>
<b>TOTAL ASSESSED VALUE OF TAXABLE PROPERTY</b>	4,785,964,957
	<b>June 30, 2021</b>
<b>STATUTORY DEBT (5% OF TOTAL ASSESSED VALUE)</b>	\$239,298,248
Less Outstanding G.O. Debt, TIF Debt & Lease Obligations paid from General Fund	<u>\$111,687,827.03</u>
<b>STATUTORY DEBT CAPACITY</b>	<u><u>\$127,610,420.97</u></u>
<b>PERCENT OF LEGAL DEBT MARGIN UTILIZED</b>	46.67%

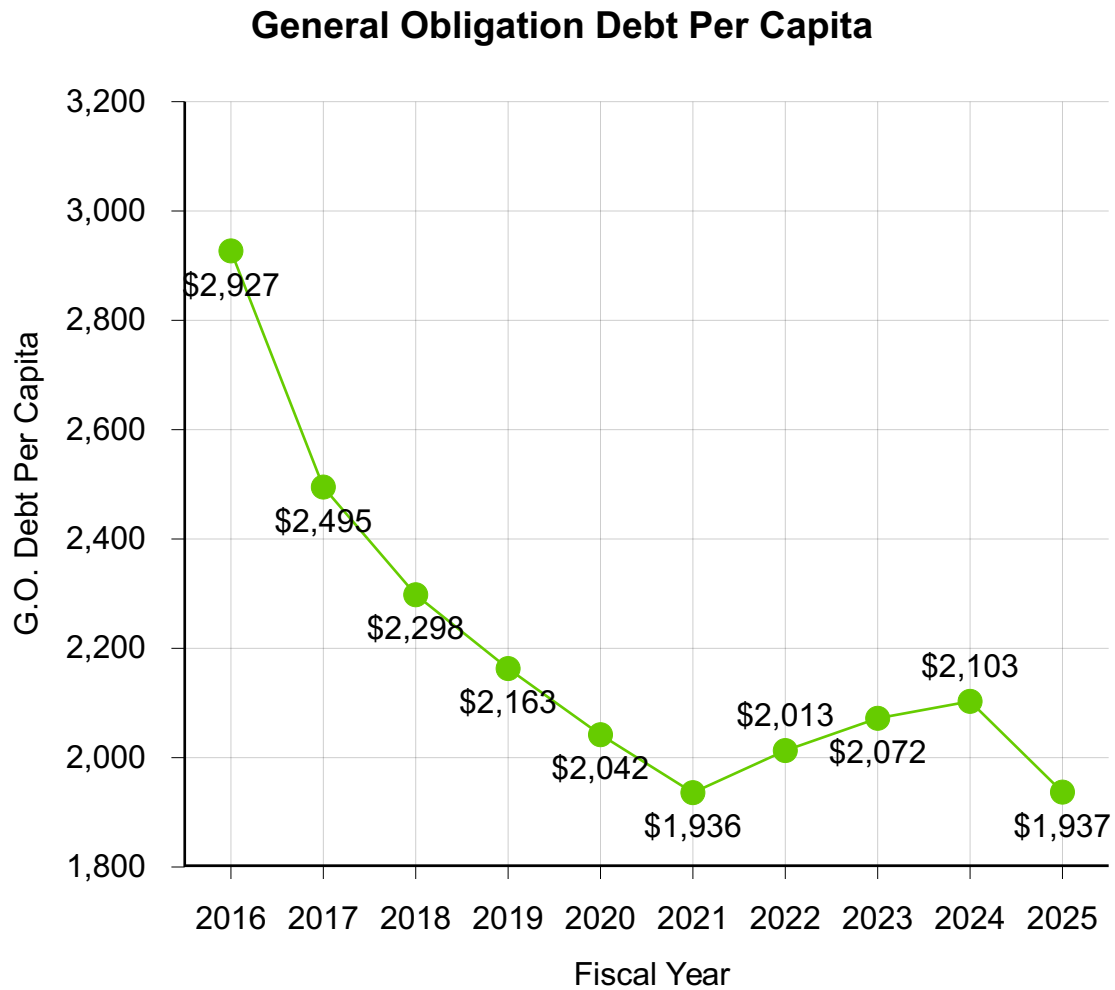
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**Total Debt Outstanding**

By the end of the recommended 5-Year Capital Improvement Program (CIP) budget the total amount of debt for the City of Dubuque would be \$237.0 million (43% of the statutory debt limit) and the projection is to be at \$135.6 million (22% of statutory debt limit) within 10 years.

**Total Debt (In Millions)**

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General Obligation Debt Per Capita reflects all general obligation bonds, both tax supported and enterprise fund supported. The decrease in G.O. Debt Per Capita is related to the City Council debt reduction strategy which targeted retiring more debt each year than was issued by the City.

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City of Dubuque  
Summary of Bonded Indebtedness

Description	Date of Issue	Average Interest Rate	Year of Final Payment	Amount of Issue	Principal Outstanding 6/30/20	Principal Due FY 2021	Interest Due FY 2021	Principal Outstanding 6/30/21
<b>General Obligation Bonds (Essential Corporate Purpose)</b>								
Airport New Term Furnishings - STax 20%	11/17/14	3.30%	2026	55,000	30,000	5,000	900	25,000
Airport Improvements Refunding	4/17/17	3.00%	2030	282,200	228,100	19,200	6,843	208,900
Airport Improvements - PFC	6/28/12	3.20%	2032	2,145,000	1,470,000	105,000	48,728	1,365,000
Airport Improvements - Sales Tax 20%	6/28/12	3.20%	2032	90,000	20,000	10,000	480	10,000
Airport Terminal Utility Improv - PFC	11/17/14	3.30%	2034	690,000	540,000	30,000	17,456	510,000
Airport New Terminal Roads/Parking	4/4/16	2.79%	2036	635,927	523,705	28,775	14,053	494,930
Airport Runway Lighting- FY20	Future	4.00%	2040	156,400	156,400	2,686	6,256	153,714
Airport Snow Removal Equip- FY20	Future	4.00%	2040	230,000	230,000	3,949	9,200	226,051
America's River Refunding -General Fund	4/17/17	3.00%	2021	1,984,100	520,700	520,700	15,621	—
America's River Refunding - GDTIF	4/17/17	3.00%	2021	1,255,000	330,000	330,000	9,900	—
Building -Conf Center Improv - ST20%	6/20/19	3.00%	2022	25,076	16,725	8,358	2,838	8,368
Building- Conf Center Energy Improv	6/20/19	3.00%	2027	187,136	164,288	22,848	4,929	141,440
Building 18th Street Improv Sales Tax 20%	3/19/18	3.05%	2026	391,913	306,121	46,796	9,294	259,325
Building City Hall Brickwork - ST20%	6/20/19	3.00%	2027	236,448	210,230.61	27,697.18	9,405	182,533
Building Smart Meters Refunding	4/17/17	3.00%	2030	45,400	36,700	3,100	1,101	33,600
Building Federal Building Roof - Sales Tax	4/4/16	2.79%	2035	268,404	221,039	12,145	5,931	208,894
Civic Center Improvements - Sales Tax	6/20/19	3.00%	2027	323,146	287,316	37,853	12,854	249,463
Civic Center Chair Platform Section 3	6/20/19	3.00%	2027	59,340	52,095	7,245	1,563	44,850
DICW Expansion-Non Taxable - Refunding	4/4/16	2.91%	2023	3,175,000	700,000	625,000	21,000	75,000
DICW Expansion - South Siegert Farm	3/19/18	3.05%	2026	239,534	187,099	28,601	5,680	158,498
DICW North Siegert Refunding	4/17/17	3.00%	2029	1,285,000	1,010,000	100,000	30,300	910,000
DICW Expansion - Consultant	12/10/12	2.53%	2032	151,462	107,582	7,785	2,709	99,797
DICW Expansion - South Siegert Farm -	6/28/12	3.20%	2032	3,975,000	2,725,000	195,000	90,365	2,530,000
DICW Expansion - South Siegert Farm-	6/20/19	3.00%	2032	305,357	285,937	19,437	6,600	266,500
DICW Taxable - Land Acquisition	11/17/14	3.99%	2034	1,640,000	1,235,000	70,000	44,875	1,165,000
DICWChavenelle Road - FY21 Non-	Future	6.00%	2041	1,295,000	—	—	—	1,295,000
E911 Tower Relocation - Sales Tax 20%	6/20/19	3.00%	2027	141,869	126,139	16,618	5,643	109,520
Finance General Ledger Software - FY21	Future	4.00%	2041	250,000	—	—	—	250,000
Fire Station #4 Improvements - Gaming	6/20/19	3.00%	2027	188,054	161,108	26,968	9,158	134,140
Fire Amb/Building HVAC/Bunker Irrigation/	11/17/14	3.30%	2025	715,000	375,000	70,000	11,250	305,000
Fire Truck Refunding - Debt Service Levy	4/17/17	3.00%	2030	951,500	769,400	64,800	23,082	704,600
Fire Station #2/Park Improvements - Sales	11/17/14	3.30%	2034	320,000	245,000	15,000	7,925	230,000
Fire Ambulance Replacement	4/17/17	3.00%	2030	230,000	185,000	15,000	5,550	170,000
Fire Structural Repairs 5&6/Quick Pump -	6/20/19	3.00%	2039	448,875	448,875	—	13,466	448,875
Fire Pumper Replacement - FY20	Future	4.00%	2040	292,000	292,000	5,014	11,680	286,986
Fire Replace HVAC Headquarters - FY20	Future	4.00%	2040	80,000	80,000	1,374	3,200	78,626
Fire Ladder Replacement - FY21	Future	4.00%	2041	289,000	—	—	—	289,000
Fire Replace HVAC Headquarters - FY21	Future	4.00%	2041	169,000	—	—	—	169,000
Franchise Fee Settlement Judgment Bond	4/4/16	2.93%	2035	2,830,000	2,310,000	135,000	64,906	2,175,000
GDTIF Main Street Refunding	4/17/17	3.00%	2021	305,000	80,000	80,000	2,400	—
GDTIF Kephart's Building - Refunding	4/4/16	2.91%	2023	200,000	90,000	30,000	2,700	60,000
GDTIF Library Renovation - Refunding	4/4/16	2.91%	2023	1,275,000	580,000	185,000	17,400	395,000
GDTIF Colts Building Renovation	6/20/19	3.00%	2039	1,575,000	1,575,000	—	47,250	1,575,000
GDTIF East/West Corridor - FY20	Future	4.00%	2040	450,000	450,000	7,727	18,000	442,273
GDTIF - Engineering Projects - FY20	Future	4.00%	2040	108,000	108,000	1,854	1,287	106,146
GDTIF - Parks Projects - FY20	Future	4.00%	2040	283,000	283,000	4,859	11,320	278,141
GDTIF - DT Parking Ramp - FY20	Future	4.50%	2040	1,500,000	1,500,000	24,428	67,500	1,475,572
GDTIF Eng Dock Expansion - FY21	Future	4.00%	2041	406,000	—	—	—	406,000
GDTIF Parks Jackson Park Amenities-21	Future	4.00%	2041	250,000	—	—	—	250,000



Description	Date of Issue	Average Interest Rate	Year of Final Payment	Amount of Issue	Principal Outstanding 6/30/20	Principal Due FY 2021	Interest Due FY 2021	Principal Outstanding 6/30/21
GDTIF Parking E 12th and Elm- FY21	Future	4.50%	2041	589,000	—	—	—	589,000
GDTIF Downtown Housing Refunding	4/17/17	3.00%	2030	2,120,000	1,745,000	140,000	54,955	1,605,000
GDTIF Millwork District Refunding	4/17/17	3.00%	2030	2,080,000	1,685,000	145,000	50,550	1,540,000
GDTIF 7th Street/2-Way Conversion	3/15/12	2.70%	2031	5,560,000	3,675,000	290,000	98,194	3,385,000
GDTIF Intermodal	3/15/12	2.54%	2031	4,380,000	2,890,000	225,000	73,312	2,665,000
GDTIF 5th St Restroom/MFC	12/10/12	2.53%	2032	1,988,538	1,412,421	102,215	35,560	1,310,206
GDTIF MCIC/ADA Assist./Econ. Dev Grants	12/10/12	1.70%	2032	1,035,000	275,000	135,000	5,780	140,000
GDTIF Washington Neighborhood	6/28/12	3.20%	2032	755,000	540,000	40,000	17,885	500,000
GDTIF Intermodal/Millwork Parking/CHI	11/17/14	3.99%	2034	5,670,000	5,570,000	75,000	203,889	5,495,000
GDTIF Transit Roof/DT Loan Pool/ADA	11/17/14	3.30%	2034	190,000	170,000	10,000	5,525	160,000
Library Improvements - Sales Tax 20%	6/20/19	3.00%	2022	39,408	35,038	4,616	1,568	30,422
Library Improvements	12/10/12	2.49%	2027	173,992	97,435	12,909	3,871	84,526
Park Improvements - Gaming	12/10/12	2.49%	2022	209,050	66,600	22,200	1,360	44,400
Park Improvements Sales Tax 20%	12/10/12	2.49%	2022	171,808	43,733	21,595	954	22,138
Park Improvements - Sales Tax 20%	6/20/19	3.00%	2027	47,290	42,047	5,539	1,881	36,507
Park Water System Study Refunding	4/17/17	3.00%	2030	60,000	48,500	4,100	1,455	44,400
Park Ham House - Sales Tax 20%	4/4/16	2.79%	2035	200,668	165,256	9,080	4,434	156,176
Park Skate Park (FY 19)	6/20/19	3.00%	2027	613,524	538,617	74,907	16,159	463,710
Parking Refinanced Portions 5th/3rd St/IA	12/10/12	1.22%	2021	5,541,573	50,000	50,000	1,100	—
Parking Port of Dubuque Parking Ramp	3/19/18	3.05%	2026	373,553	291,780	44,603	8,860	247,177
Parking Central Ave Ramp Refunding	4/17/17	3.00%	2030	6,380,000	5,035,000	485,000	151,050	4,550,000
Parking Iowa Street Ramp Improvements	3/19/18	2.91%	2031	45,516	39,664	3,070	1,128	36,594
Parking Locust Ramp Security Cameras	6/20/19	3.00%	2033	126,054	116,344	9,718	3,300	106,626
Parking Improvements	11/17/14	3.30%	2034	185,000	140,000	10,000	4,487	130,000
Parking Ramp Improvements - Taxable	11/17/14	3.99%	2034	305,000	240,000	15,000	8,705	225,000
Police Software Replacement - Gaming	12/10/12	2.49%	2022	355,950	113,400	37,800	2,315	75,600
Police CAD Software - Gaming	11/17/14	3.30%	2030	260,000	185,000	15,000	5,700	170,000
Public Works Equipment Sales Tax 30%	11/17/14	3.30%	2022	305,000	90,000	45,000	2,700	45,000
Public Works Equip Refunding	4/17/17	3.00%	2030	392,000	316,900	26,700	9,507	290,200
Public Works Radio Replacement	3/19/18	2.91%	2028	110,000	88,536	10,732	2,441	77,804
PW Curb Ramp/Engineering Street Improv	11/17/14	3.30%	2034	1,250,000	975,000	55,000	31,525	920,000
Recreation Improvements - Sales Tax 20%	6/20/19	3.00%	2022	4,082	2,723	1,361	462	1,362
Recreation Improvements - Sales Tax 20%	12/10/12	2.49%	2027	14,924	8,633	1,061	208	7,572
Sanitary Improvements Refunding	4/17/17	3.00%	2030	660,000	535,000	45,000	16,050	490,000
Sanitary Sewer Improvements	3/19/18	2.91%	2031	1,030,009	897,595	69,463	25,528	828,132
Sanitary Forcemain Repair	12/10/12	2.49%	2032	655,239	445,659	32,521	11,565	413,138
Sanitary Sewer Improvements	6/20/19	3.00%	2033	1,124,412	1,051,586	72,887	24,750	978,699
Sanitary Sewer Improvements	11/17/14	3.30%	2034	5,670,000	4,845,000	285,000	156,675	4,560,000
Sanitary Sewer Improvements	4/4/16	2.79%	2035	2,405,000	1,985,000	110,000	53,206	1,875,000
Solid Waste Collection Refunding	4/17/17	3.00%	2030	51,300	41,500	3,500	1,245	38,000
Solid Waste Collection	3/19/18	2.91%	2031	27,447	23,919	1,851	680	22,068
Solid Waste Tipper Carts - FY21	Future	4.00%	2041	280,000	—	—	—	280,000
Stormwater Refunding	4/4/16	2.91%	2028	6,270,000	3,655,000	615,000	109,650	3,040,000
Stormwater Sales Tax Revenue - GO	5/19/14	3.23%	2029	7,190,000	7,190,000		323,100	7,190,000
Stormwater Improvements Refunding	4/17/17	3.00%	2030	2,015,000	1,620,000	145,000	48,600	1,475,000
Stormwater Improvements	3/19/18	2.91%	2031	1,714,542	1,494,127	115,628	42,494	1,378,499
Stormwater Improvements	3/15/12	2.70%	2031	1,935,000	1,225,000	95,000	32,732	1,130,000
Stormwater 7th Street Storm Improvements	12/10/12	2.49%	2032	134,342	91,371	6,668	2,371	84,703
Stormwater Improvements	6/20/19	3.00%	2033	290,796	271,376	19,437	6,600	251,939
Streetlight Replacement Refunding - ST	4/17/17	3.00%	2030	4,900	4,000	300	120	3,700
Street FEMA Land Buyout - Gaming	6/20/19	3.00%	2027	64,901	57,861	7,046	2,393	50,815
Street Fiber/Sidewalk/Lights Refunding	4/17/17	3.00%	2030	258,600	209,200	17,600	6,276	191,600
Street Southwest Arterial	3/19/18	2.91%	2031	771,557	672,369	52,033	19,122	620,336
Street Southwest Arterial - Sales Tax 30%	12/10/12	2.49%	2032	1,280,545	885,052	58,276	21,287	826,776
Transit Radio Replacement	3/19/18	2.91%	2028	95,000	76,464	9,268	2,109	67,196
Transit Midtown Transfer	6/20/19	3.00%	2039	216,125	216,125		6,484	216,125
Transit Vehicle Replacement- FY20	Future	4.00%	2040	372,420	372,420	6,394	14,896	366,026
Transit Vehicle Replacement - FY21	Future	4.15%	2041	427,000	—	—	—	427,000
Water System Improvements	3/19/18	2.91%	2031	1,155,930	1,007,328	77,955	28,648	929,373

Description	Date of Issue	Average Interest Rate	Year of Final Payment	Amount of Issue	Principal Outstanding 6/30/20	Principal Due FY 2021	Interest Due FY 2021	Principal Outstanding 6/30/21
Water System Improvements	12/10/12	2.49%	2032	644,151	438,119	31,971	11,369	406,148
Water System Improvements	6/20/19	3.00%	2033	1,323,107	1,240,571	87,465	29,700	1,153,106
Water System Improvements	11/17/14	3.30%	2034	9,195,000	8,250,000	485,000	266,781	7,765,000
Water System Improvements	4/4/16	2.79%	2035	635,000	525,000	30,000	14,088	495,000
<b>Total General Obligation Bonds</b>				<b>123,813,394</b>	<b>87,271,828.</b>	<b>7,558,286.1</b>	<b>2,791,937</b>	<b>83,668,541</b>
<b>Tax Increment</b>								
Port of Dubuque Parking Ramp	10-16-07	7.5000%	2037	23,025,000	18,985,000	590,000	1,423,875	18,395,000
<b>Total Tax Increment Bonds</b>				<b>23,025,000</b>	<b>18,985,000</b>	<b>590,000</b>	<b>1,423,875</b>	<b>18,395,000</b>
40 Main (GDTIF)	08-06-09		2020	690,529	90,880	90,880	4,529	—
<b>Total Tax Increment Notes</b>				<b>690,529</b>	<b>90,880</b>	<b>90,880</b>	<b>4,529</b>	<b>—</b>
<b>Total Tax Increment</b>				<b>23,715,529</b>	<b>19,075,880</b>	<b>680,880</b>	<b>1,428,404</b>	<b>18,395,000</b>
TIF bond issue for the Port of Dubuque Parking Ramp backed by Greater Downtown TIF & a minimum assessment agreement								
<b>Tax Increment</b>								
<b>Economic Development TIF Rebate Agreements</b>								
Faley Properties (DICW)	2/7/11	Rebate	2022	904,638	210,806	105,403	—	105,403
Green Industrial Supply (DICW)	8/15/11	Rebate	2023	2,908,812	533,776	177,925	—	355,851
Tri-State Quality Metals (DICW) Non-	3/17/14	Rebate	2026	32,510	49,387	49,387	—	49,387
Roasting Solutions (DICW) Non-	1/14/16	Rebate	2028	33,666	40,045	40,045	—	40,045
Rite Hite(DICW) Non-Appropriation	1/14/17	Rebate	2030	24,190	24,473	24,473	—	24,473
Hormel Foods (DICW) (100% 2021/40%	4/21/08	Rebate	2026	8,250,067	2,016,934	672,311	—	1,344,623
Victory Café 756 Main St. (GDTIF)	6/21/10	Rebate	2022	87,053	11,239	5,749	—	5,490
Bowling & Beyond Lease Buyout (GDTIF)	10/15/12	Lease	2032	1,000,000	600,000	50,000	—	550,000
Flexsteel (GDTIF)	4/18/11	Rebate	2024	2,020,572	781,743	195,436	—	586,307
The Rose (Lake Ridge)	9/26/11	Rebate	2024	136,014	68,527	17,132	—	51,395
Linseed Oil (GDTIF) Multi-Res	3/7/13	Rebate	2030	576,504	168,384	16,838	—	151,546
Rousselot (GDTIF) (Non-Appropriation)	1/22/13	Rebate	2025	4,931	10,915	10,915	—	10,915
Julien Hotel (GDTIF)	4/21/08	Rebate	2026	3,260,286	1,250,396	208,399	—	1,041,997
44 Main (GDTIF) Multi-Res	10/18/10	Rebate	2027	446,799	144,767	22,851	—	121,916
Barker Financial (GDTIF) Multi-Res	8/16/10	Rebate	2027	297,282	67,950	12,537	—	55,413
Engine House #1 (GDTIF)	6/6/11	Rebate	2027	171,166	68,927	9,847	—	59,080
253 Main St. (GDTIF) (Non-Appropriation)	4/6/15	Rebate	2027	5,798	2,997	2,997	—	2,997
Spahn and Rose (GDTIF) (Non-	4/21/14	Rebate	2027	108,221	105,313	105,313	—	105,313
Franklin Investment -Multires (GDTIF)	4/4/11	Rebate	2028	437,225	189,322	29,069	—	160,253
Plastic Center Betty Jane Block (GDTIF)	2/7/11	Rebate	2028	148,957	60,518	7,565	—	52,953
Caradco (GDTIF) Multi-Res	3/21/11	Rebate	2028	1,499,442	820,675	113,018	—	707,657
Bonson 356 Main St. (GDTIF) Multi-Res	12/19/11	Rebate	2028	152,286	48,393	7,282	—	41,111
Roshek Building (GDTIF) (Non-	2/17/09	Rebate	2030	5,149,852	266,124	266,124	—	266,124
Novelty Iron Works (GDTIF) (Non-Approp)	6/17/13	Rebate	2031	33,105	75,352	75,352	—	71,732
Smokestack (GDTIF) (Non-Approp)	6/17/18	Rebate	2022	1,623	541	541	—	541
Rockfarm Holdings (TECH) Non-	10/7/14	Rebate	2027	42,301	36,455	36,455	—	36,455
<b>Total TIF Rebates</b>				<b>27,733,300</b>	<b>7,653,959</b>	<b>2,262,964</b>	<b>—</b>	<b>5,998,977</b>
<b>General Fund Leases</b>	Various	Various	Ongoing	194,160	155,000			155,000
Iowa Finance Authority Loan - Caradco	12-01-10	3.0000%	2030	4,500,000	3,639,903	169,594	131,250	3,470,309
<b>Total Other Lns-Rev Backed</b>				<b>4,500,000</b>	<b>3,639,903</b>	<b>169,594</b>	<b>131,250</b>	<b>3,470,309</b>
<b>Total City Indebtedness Subject to Debt Limit</b>				<b>179,956,383</b>	<b>117,796,570</b>	<b>10,671,724.</b>	<b>4,351,591</b>	<b>111,687,827</b>
<b>Revenue Bonds</b>								
Parking Bricktown Parking Lot	7/21/08	5.00%	2023	400,000	121,344	32,557	5,665	88,787
Sanitary Northfork Catfish Improvements SRF	1/13/10	3.25%	2031	912,000	529,000	46,000	17,192	483,000

## Debt Management

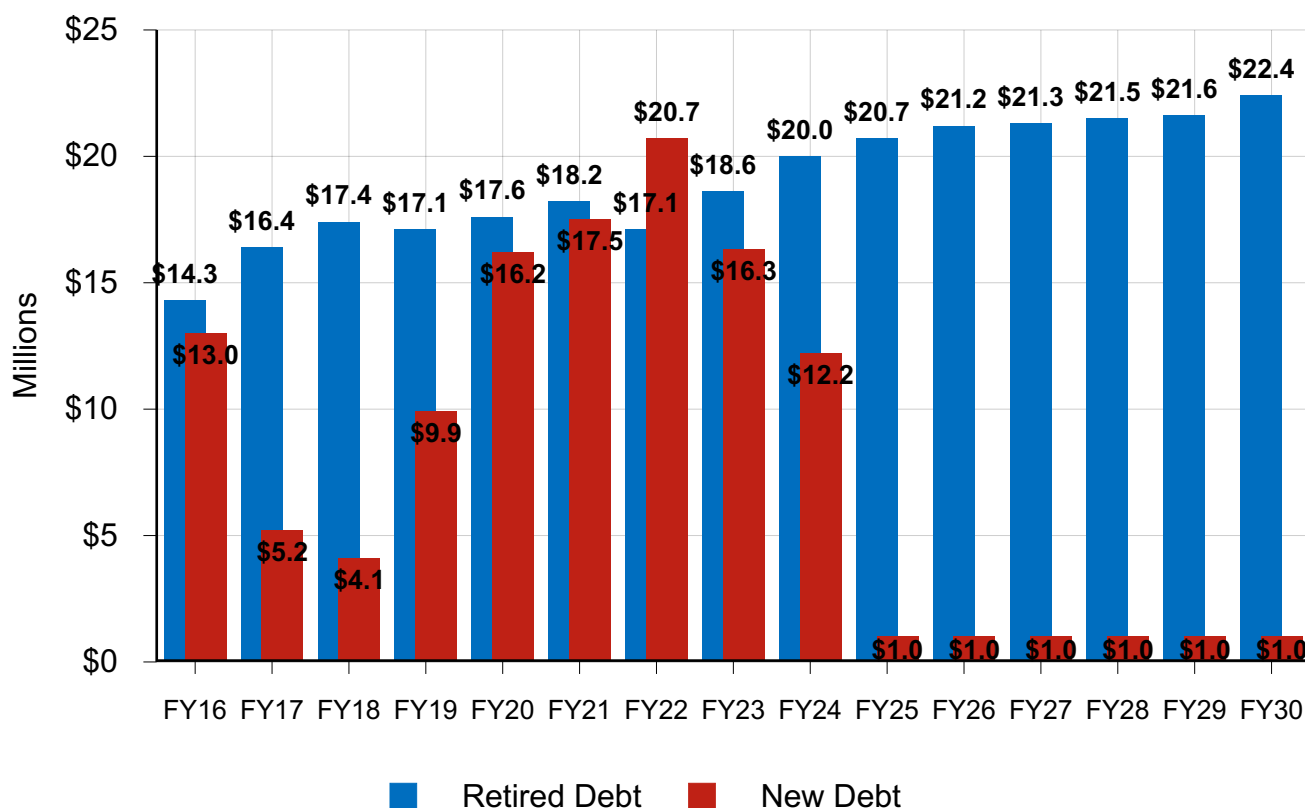
Description	Date of Issue	Average Interest Rate	Year of Final Payment	Amount of Issue	Principal Outstanding 6/30/20	Principal Due FY 2021	Interest Due FY 2021	Principal Outstanding 6/30/21
Sanitary Water & Resource Recovery Upgrade SRF	8/18/10	3.25%	2039	74,285,000	57,961,000	2,538,000	1,159,220	55,423,000
Sanitary WRRRC Cogeneration & Sponsor SRF	5/17/13	2.00%	2033	3,048,000	2,116,000	144,000	42,320	1,972,000
Sanitary Kerper Boulevard SRF	3/8/19	1.00%	2038	2,763,000	2,406,682	124,000	24,120	2,290,537
Sanitary Projects - FY20	Future	2.00%	2040	871,000	871,000	19,570	17,420	851,430
Sanitary Projects- FY21	Future	2.00%	2041	2,711,000	—	—	49,838	2,711,000
Stormwater Lower Bee Branch Restoration	10/27/10	3.25%	2041	7,850,000	6,224,000	211,000	202,280	6,013,000
Stormwater Lower Bee Branch SRF -	9/1/14	2.00%	2034	1,029,000	715,000	49,000	14,300	666,000
Stormwater Northfork Catfish Improv. SRF	1/13/10	3.25%	2031	800,000	463,000	40,000	15,048	423,000
Stormwater Sales Tax Increment Revenue	6/15/15	3.72%	2031	20,800,000	20,800,000	—	762,650	20,800,000
Stormwater Upper Bee Branch & Sponsor SRF	6/17/15	2.00%	2037	30,941,000	21,890,336	1,160,000	316,131	20,978,000
Stormwater Upper Bee Branch RR SRF	6/7/19	2.00%	2040	16,382,000	7,137,910	674,000	206,560	13,708,910
Stormwater West 32nd Detention Basin	1/14/09	3.25%	2028	1,847,000	876,000	98,000	28,470	778,000
Water Planned Projects - FY21	Future	2.00%	2041	980,000	—	—	—	980,000
Water Roosevelt Water Tower SRF	8/9/19	2.00%	2040	4,400,000	3,095,251	181,000	80,508	4,219,000
Water CIWA Purchase & Improvements	7/7/17	2.00%	2036	10,198,000	7,277,300	512,000	162,260	7,825,300
Water - CIWA Contract Purchase	12/28/16	3.00%	2022	5,000,000	2,000,000	1,000,000	60,000	1,000,000
Water- Clear Well Reservoirs SRF	10/18/07	3.25%	2028	915,000	435,000	48,000	8,700	387,000
Water Meter Change Out Program SRF	2/12/10	3.25%	2031	6,394,000	3,984,000	307,000	129,480	3,677,000
Water System Improvements & Ext.	11/4/08	4.71%	2023	1,195,000	315,000	100,000	15,598	215,000
Water System Improvements & Ext.	8/16/10	3.54%	2030	5,700,000	3,850,000	240,000	144,450	3,610,000
<b>Total Revenue Bonds</b>				199,421,000	143,067,823	7,524,127	3,462,210	149,099,964
<b>Total City Indebtedness</b>				379,377,383	260,864,394	18,195,851	7,813,801	260,787,791
<b>Statutory Debt Limit</b>					227,661,474			\$239,298,248
<b>% of Debt Limit Used</b>					51.74%			46.67%
<b>Remaining Debt Capacity</b>					109,864,903			127,610,421

Retired Debt Versus New Debt

The total City indebtedness as of June 30, 2021, is projected to be \$260,787,791 (46.67% of statutory debt limit). The total City indebtedness as of June 30, 2016, was \$295,477,641 (86.13% of statutory debt limit). **The City is projected to have \$34,689,850 less in debt as of June 30, 2021.**

The combination of reduced debt and increased utility rates partially reflects the movement to a more "pay as you go" strategy, which could lead to larger tax and fee increases than with the use of deb

The following chart shows the amount of retired debt as compared to new debt. The new debt includes new debt issuances as well as draw downs on existing state revolving fund loans:

**Retired Debt Versus New Debt (In Millions)**

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### Bond Rating

The City's General Obligation Debt ratings with Moody's Investors Service is Aa3 The bond rating for Moody's Investors Service was affirmed in February 2018. Remarks from Moody's rating report include:

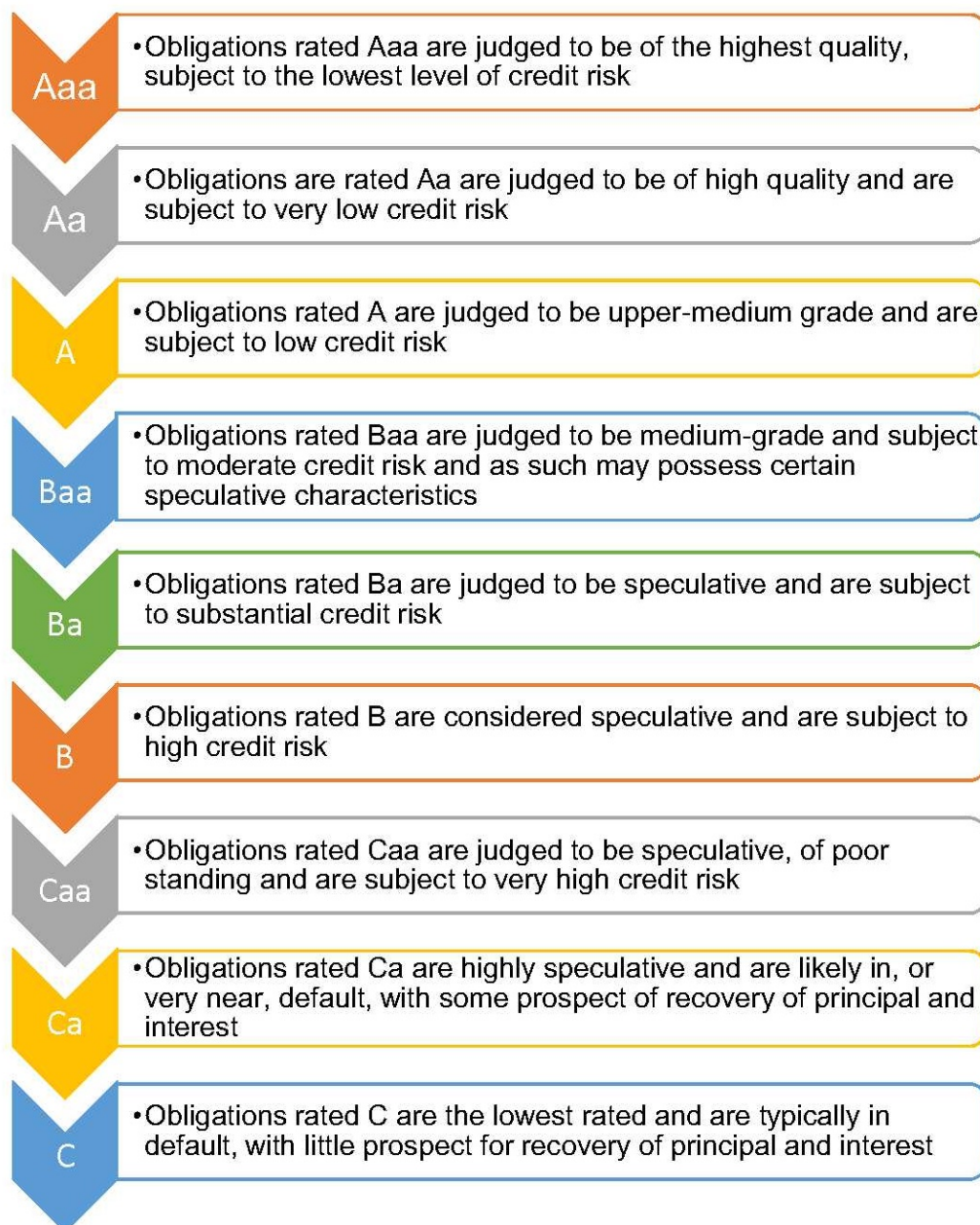
#### **Credit Strengths:**

- Growing economy bolstered by role as a regional economic center for northeast Iowa and surrounding states
- Revenue raising flexibility through access of multiple property tax levies and franchise fees

#### **Credit Challenges:**

- Relatively low resident income levels
- While satisfactory, operating fund balance is more narrow than similarly rated entities
- Elevated leverage related to debt and pensions

#### **Moody's Investors Service Rating Scale**



## FY 2021 Moody's Investors Service Bond Ratings Comparison for Iowa Cities

Ranking	City	Rating
1	Iowa City	AAA
	West Des Moines	AAA
	Clive	AAA
2	Cedar Rapids	Aa1
	Ames	Aa1
	Ankeny	Aa1
	Urbandale	Aa1
	Cedar Falls	Aa1
	Marion	Aa1
3	Des Moines	Aa2
	Waterloo	Aa2
	Sioux City	Aa2
	Bettendorf	Aa2
	Council Bluffs	Aa2
4	Dubuque	Aa3
	Davenport	Aa3

# **CAPITAL BUDGET**



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## **CAPITAL IMPROVEMENTS PROGRAM (CIP)**

The City's five-year Capital Improvement Program (CIP), contained in a separate document, and is used to plan for major changes to the City's infrastructure and other capital improvements. Departments propose projects in the fall and a draft of the CIP is developed before operational budgets are submitted. The CIP by department is reviewed with the operating budgets during budget hearings with City Council in February. The CIP is approved in March with the operating budget.

The CIP document has a page for every project and the format includes description of the project, City Council Goals & Priority outcome, funding restrictions, effect on operations, and relationship to other projects. The CIP recommendation reflects the City's comprehensive plan and the goals and priorities established by City Council.

The FY 2021 adopted capital projects are incorporated into the budget as capital programs. They are found at the end of each applicable program section. Projects which have an effect on operations are noted. The City's CIP Policies are shown in the Policy Budget documents.

The five-year CIP adopted through the current year (Fiscal Year 2020) budget process covered Fiscal Year 2020 through 2024 and is \$192,780,230. The adopted five-year CIP for the upcoming budget process (Fiscal Year 2021) will cover Fiscal Year 2021 through 2025 and is \$200,095,388. This is a \$7,315,158, or 3.79% increase.

The Fiscal Year 2021 CIP budget adoption of \$59,747,247 is a 4.43% increase from the Fiscal Year 2020 CIP budget of \$57,211,121.

For several years, the Mayor and City Council has been taking advantage of the historically low interest rates and investing in City infrastructure and economic development and redevelopment. At the 2015 City Council Goal Setting in July and August, the Mayor and City Council adopted debt reduction as a High Priority. This budget adoption reflects that debt reduction priority.

While the City will be issuing \$54,821,719 in new debt in the adopted five-year CIP, mostly for fire truck and pumper replacements, sanitary improvements and renovation of the former Colts Building as part of the Multicultural Family Center, the City will also be accessing \$12,886,503 of previously issued state revolving fund loans as the related capital improvement projects progress, for a total of \$42,930,470 of debt in FY 2019. The City will be retiring \$94,628,548 of existing debt, reducing the amount of City debt by \$26,920,326.

In this budget recommendation, adopted by the Mayor and City Council for Fiscal Year 2021, the use of the statutory debt limit would be 47%, and by the end of the recommended 5-Year Capital Improvement Program (CIP) budget in Fiscal Year 2025, the City of Dubuque would be at 43% of the statutory debt limit. Projections out 10 years to Fiscal Year 2029 show the City of Dubuque at 28% of the statutory debt limit. This is an improvement on the debt reduction plan adopted in August 2015, that first began implementation in Fiscal Year 2016.

In this extremely low interest rate environment, the City had been increasing the use of debt to accomplish the projects that need to be done. To have any success, a community must have a sound infrastructure. The Mayor and City Council has recognized the infrastructure issues Dubuque faces and has been responsive. While there was some criticism of City use of debt to deal with those infrastructure challenges, that criticism fails to recognize that not financing the needed infrastructure maintenance and improvements is also a form of debt that is passed down to future generations. This was a strategic decision by the City Council realizing that infrastructure investment just gets more expensive over time for these reasons: a) the older a piece of infrastructure gets and the more it is allowed to deteriorate increases costs; b) the longer the wait to invest in infrastructure the costs are increased by inflation; and c) If the investment in infrastructure is not made in this low interest rate environment this investment will

eventually need to be made when interest rates are higher, thereby increasing costs. However, beginning in FY 2016 the City Council at their 2015 Goal Setting Session debt reduction was adopted as a High Priority. So the amount of outstanding debt will begin to decrease and going forward the City will be issuing less debt each year than is retired and many projects will become pay-as-you-go.

The debt principal outstanding projected as of June 30, 2020, is currently \$260,864,394. The breakdown of the debt principle outstanding as of June 30, 2020, is as follows:

<b>Debt Obligation</b>	<b>6/30/2020 Principle Outstanding</b>
General Obligation Essential Corporate Purpose	\$ 87,271,827.24
Tax Increment Notes and Bonds	\$ 19,075,880
Economic Development TIF Rebate Agreements	\$ 7,653,959
General Fund Leases	\$ 155,000
Other Revenue-Backed Loans	\$ 3,639,903
Total Indebtedness Subject to Statutory Debt Limit of \$227,661,747	\$ 117,796,571
Percent of Statutory Debt Limit Used as of June 30, 2020	51.74%
Revenue Bonds	\$ 122,267,823
Debt Subject to Annual Appropriation	\$ 20,800,000
<b>Total City Indebtedness as of June 30, 2020</b>	<b>\$</b>

## Capital Improvement Program

The City will issue \$54,821,719 in new debt in the recommended 5-year CIP, mostly for fire truck and pumper replacements, fire station expansion, road improvements, sanitary sewer improvements, additional downtown parking, and maintenance of Five Flags (if the referendum does not pass).

Project	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
Chavenelle Road Rehab	\$ 1,295,000					\$ 1,295,000
Cedar and Terminal Sanitary Mains and Life	\$ 674,810	\$ 1,416,000	\$ 2,270,000			\$ 4,360,810
Sanitary Sewer Extension to Existing Developments	\$ 600,000	\$ 1,200,000				\$ 1,800,000
E 12th and Elm Parking Lot	\$ 589,000					\$ 589,000
Water SCADA and Communications	\$ 495,000					\$ 495,000
Transit Bus Replacement	\$ 426,522	\$ 187,201				\$ 613,723
Center Place Alley Sanitary Sewer Rehab	\$ 410,000					\$ 410,000
River Dock Expansion	\$ 406,000					\$ 406,000
Auburn and Custer Sanitary Sewer	\$ 316,400					\$ 316,400
Fire Ladder and Pumper Replacement	\$ 288,417	\$ 1,557,550		\$ 865,200		\$ 2,711,167
Sanitary Sewer CCTV Inspection	\$ 285,000		\$ 183,715	\$ 181,000		\$ 649,715
City-Wide Tipper Carts	\$ 280,000	\$ 280,000	\$ 280,000			\$ 840,000
General Ledger Software	\$ 250,000	\$ 750,000				\$ 1,000,000
Jackson Park Amenities	\$ 250,000					\$ 250,000
Water Wells, Well Field, & Well Transmission	\$ 250,000					\$ 250,000
Sanitary Sewer Asset Management Plan	\$ 237,000	\$ 121,000				\$ 358,000
Sanitary Sewer Track Line Cleaning & Lining	\$ 187,790					\$ 187,790
Replace HVAC Fire Headquarters	\$ 168,924	\$ 344,605				\$ 513,529
Public Lead Line Water Main Replacement	\$ 120,000					\$ 120,000
Water Treatment Plant Condition Assessment	\$ 115,000					\$ 115,000
Downtown Ramp		\$ 10,000,000	\$ 7,240,000			\$ 17,240,000
W&RRC Final Clarifier		\$ 860,000				\$ 860,000
Fire Station Expansion Relocation					\$ 806,000	\$ 806,000
Street - Street Light Installation				\$ 150,000		\$ 150,000
W&RRC High Strength Storage		\$ 479,000	\$ 1,062,975			\$ 1,541,975

# Capital Improvement Program

Project	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
Sanitary Sewer Twin Ridge Lagoon Abandonment		\$ 465,000				\$ 465,000
Development of McFadden Farm			\$ 4,455,000	\$ 3,900,000		\$ 8,355,000
Airport Rehab Taxiway A			\$ 427,300	\$ 225,000		\$ 652,300
Sanitary Sewer Perry & Bradley St Force Main Improvements			\$ 225,000			\$ 225,000
Knob Hill-Duggan Drive Sanitary Sewer Reconstruction			\$ 154,310			\$ 154,310
Cooper Place and Maiden Lane Sanitary Sewer			\$ 30,000	\$ 305,000		\$ 335,000
Five Flags Improvements				\$ 6,000,000		\$ 6,000,000
GDT URD Incentives & Rehab				\$ 400,000		\$ 400,000
Downtown Urban Renewal ADA Assist				\$ 100,000		\$ 100,000
Street -7th Street Extension to Pine				\$ 40,000		\$ 40,000
Sanitary Sewer Lining Program					\$ 216,000	\$ 216,000
<b>Total New Debt</b>	<b>\$7,644,863</b>	<b>\$ 17,660,356</b>	<b>\$16,328,300</b>	<b>\$12,166,200</b>	<b>\$1,022,000</b>	<b>\$ 54,821,719</b>

## Capital Improvement Program

In addition, the City will access \$12,886,503 of previously issued state revolving fund loans as the related capital improvement projects progress. The draw down on these previously issued loans is as follows:

Project	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
Stormwater Upper Bee Branch & SRF	\$ 247,664					\$ 247,664
Stormwater Upper Bee Branch Railroad Culverts SRF	\$ 7,245,000	\$ 1,999,090				\$ 9,244,090
Water Roosevelt Water Tower SRF	\$ 1,304,749					\$ 1,304,749
Water CIWA Purchase & Improvements	\$ 1,060,000	\$ 1,030,000	\$ —			\$ 2,090,000
<b>Total Draw Downs</b>	<b>\$ 9,857,413</b>	<b>\$ 3,029,090</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$12,886,503</b>

**The City will retire \$94,628,548 of existing debt over the next five-years (FY21-FY25).**

The following chart shows the net reduction of debt from Fiscal Year 2021 - Fiscal Year 2025:

Project	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
New Debt	\$ 7,644,863	\$ 17,660,356	\$ 16,328,300	\$ 12,166,200	\$ 1,022,000	\$ 54,821,719
Previously Issued SRF Draw Downs	\$ 9,857,413	\$ 3,029,090	\$ —	\$ —	\$ —	\$ 12,886,503
Retired Debt	-\$18,195,851	-\$17,065,073	-\$18,646,375	-\$19,995,470	-\$20,725,779	-\$94,628,548
<b>Net Debt Reduction</b>	<b>-\$693,575</b>	<b>\$3,624,373</b>	<b>-\$2,318,075</b>	<b>-\$7,829,270</b>	<b>-\$19,703,779</b>	<b>-\$26,920,326</b>

Capital improvement activities have been established in the City's budget to separate CIP projects and project expense (i.e., Storm Sewer Capital Improvement Activity, Street Capital Improvement Activity, Park Capital Improvement Activity) from operating expense (i.e., supplies, insurance salaries). The State of Iowa budget law requires that a city's budget be prepared and certified on a program basis. This means that each activity must fall under one of the State mandated budget program areas.

Table 1 below shows a summary of the five-year CIP by State Program. This is a increase of \$7,315,158 from the FY 2020-2024 total CIP budget of \$192,780,230.

**TABLE 1 - FISCAL YEAR 2021-2025 CIP CAPITAL IMPROVEMENT PROGRAM**

EXPENDITURES	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	TOTAL
Public Safety	1,134,714	2,157,915	559,740	1,071,210	1,279,250	6,202,829
Public Works	16,464,650	11,382,679	12,609,898	5,610,044	3,657,866	49,725,137
Culture & Recreation	2,077,157	1,054,531	1,316,000	7,659,942	1,409,170	13,516,800
Community & Economic Devl	6,002,104	4,063,480	7,939,240	8,347,568	3,089,907	29,442,299
General Government	1,780,272	2,454,733	1,458,097	1,428,984	1,359,443	8,481,529
Business Type	32,288,350	25,260,732	17,384,700	6,017,620	11,775,392	92,726,794
<b>TOTAL</b>	<b>59,747,247</b>	<b>46,374,070</b>	<b>41,267,675</b>	<b>30,135,368</b>	<b>22,571,028</b>	<b>200,095,388</b>

**HOW THE MONEY IS SPENT  
5 YEAR CAPITAL IMPROVEMENT BUDGET**

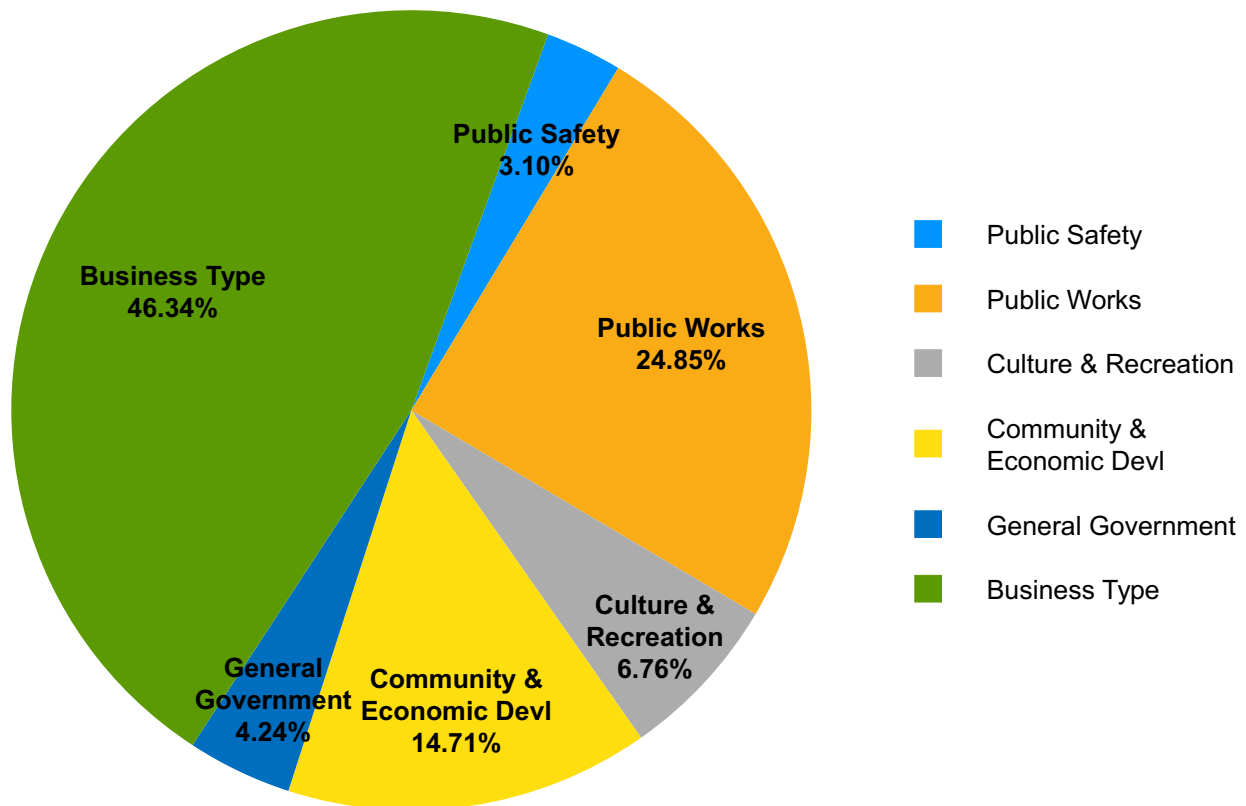
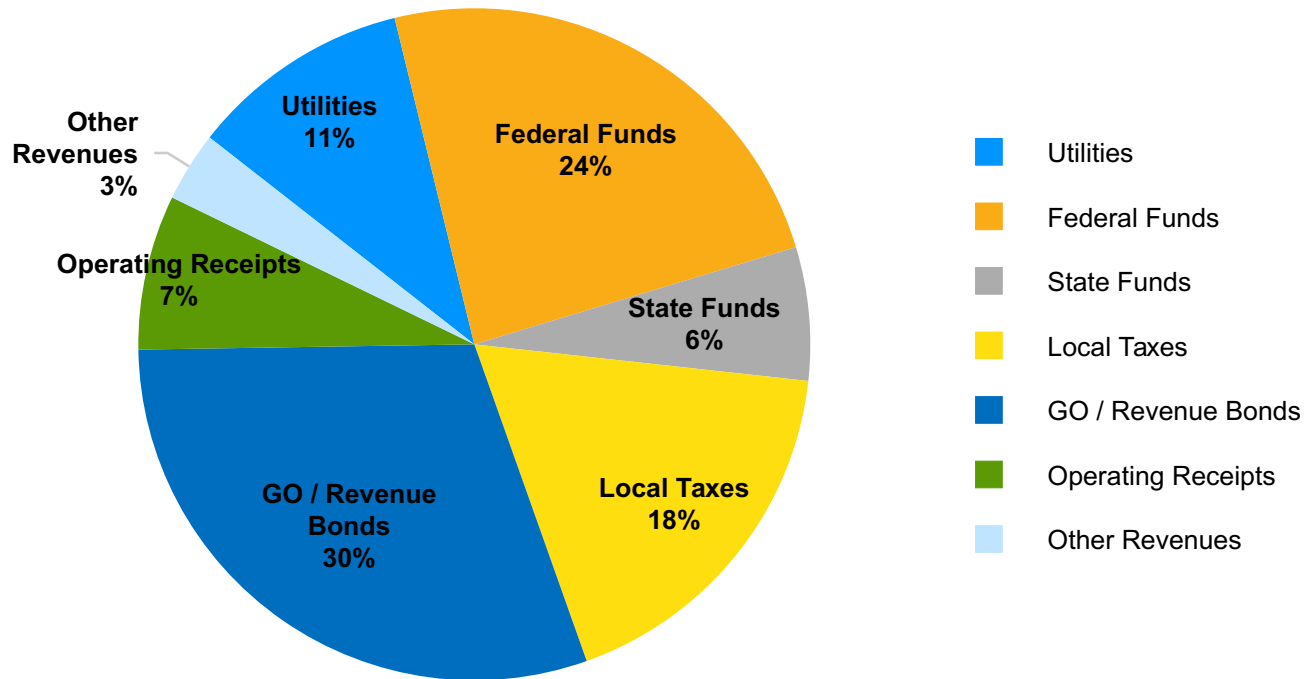


TABLE 2 - CIP FUNDING SOURCES

FUNDING SOURCES	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	TOTAL
Utilities	3,619,650	5,229,043	3,264,125	3,650,288	5,000,591	20,763,697
Federal Funds	15,776,060	9,081,288	9,929,132	6,357,400	6,020,270	47,164,150
State Funds	9,239,111	303,970	618,283	911,283	1,446,523	12,519,170
Local Taxes	11,273,362	5,208,276	5,798,386	5,652,124	6,907,453	34,839,601
GO / Revenue Bonds	15,022,613	15,598,627	9,363,511	5,186,976	13,777,205	58,948,932
Operating Receipts	3,163,308	2,493,165	2,456,369	3,367,520	3,070,965	14,551,327
Other Revenues	1,653,143	1,569,553	1,147,970	764,670	1,419,194	6,554,530
<b>TOTAL</b>	<b>59,747,247</b>	<b>39,483,922</b>	<b>32,577,776</b>	<b>25,890,261</b>	<b>37,642,201</b>	<b>195,341,407</b>

### WHERE THE MONEY COMES FROM 5 YEAR CAPITAL IMPROVEMENT BUDGET





**Operating Impacts**

The projects listed in the five-year Capital Improvement Program will have operating impacts as indicated below:

Project Name	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
HVAC Replacement at Fire Headquarters 11 West 9th Street	(2,000)	(1,500)		—	—
Implement Mechanical & Electrical System Design Study Recommendations	—	—	(5,000)	(5,000)	(5,000)
Fire Station Expansion/Relocation	175,426	267,744	367,702	462,385	559,909
Usha Park Development			(2,500)		
Eagle Point Park - Street Light Replacement		(1,150)	(2,300)	(2,300)	
Flora Park - Replace Lights on Tennis Courts	—	—	—	(1,300)	
Dubuque Industrial Center South Signs	—	—	—	1,000	1,000
All Parks - Replace Security Lights	(3,000)	(3,000)	(3,000)	(4,000)	
Bunker Hill Golf Course Range Project				48,387	
Multicultural Family Center Sidewalk Replacement			500		
POD - Signage Replacement				10,000	
Leisure Services - New Operating System	(4,000)	(4,000)	(4,000)	(4,000)	
Grand River Center Energy Efficiency Improvements		1,500	1,600		
Water Line Extensions to New Developments	(25,422)	(25,422)	(25,422)	(25,422)	(25,422)
SCADA & Communications Infrastructure Improvement Project	1,200	1,200	1,200	1,200	1,200
High-Strength Waste Receiving & Storage			33,081	33,081	33,081
Airport Terminal Vehicle Wash Facility			(8,600)	(1,500)	(1,500)
Bee Branch Creek Railroad Culverts (Phase 7 of Bee Branch Watershed Flood Mitigation Project)	315,729	1,053,060	1,053,560	1,052,780	1,053,060
Sanitary Sewer Extensions to Existing Developments	—	—	(50,000)	(66,263)	(68,251)
Twin Ridge Subdivision - Lagoon Abandonment			12,880	12,880	12,880
Sanitary Sewer CCTV Inspection, Cleaning & Assessment			14,958	14,958	
Cedar and Terminal Street Lift Station and Force Main Assessment and Improvements	—	60,660	148,170	148,170	148,170
Wood Street Sanitary Sewer Reconstruction (Consent Decree)	4,500	4,500	4,500	4,500	
Track Line Sanitary Sewer Cleaning and Lining	7,972	7,972	7,972	7,972	7,972
Center Place Alley Sanitary Sewer Rehabilitation	—	18,655	18,655	18,655	
Dubuque Industrial Center South Signs				1,000	1,000
Dubuque Industrial Center McFadden Signs				1,000	1,000
South Port Master Plan Implementation				1,000	1,000
East 12th & Elm St Parking Lot Construction (Lot 1 Millwork Parking District)		1,000	1,000	1,000	1,000
Street Camera Installation	5,256	11,826	24,090	35,040	35,040
Fiber Infrastructure Management System	—	15,000	15,000	15,000	15,000
<b>Total Operating Impact</b>	<b>475,661</b>	<b>1,408,045</b>	<b>1,604,046</b>	<b>1,760,223</b>	<b>1,771,139</b>
Category	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
Personnel	175,426	263,812	617,447	815,716	1,210,464
Operating	300,235	1,144,233	986,599	944,507	560,675
<b>Total Operating Costs</b>	<b>475,661</b>	<b>1,408,045</b>	<b>1,604,046</b>	<b>1,760,223</b>	<b>1,771,139</b>

**CITY OF DUBUQUE, IOWA**  
**Fiscal Year 2021-2025 Capital Improvement Program (CIP)**

**TO:** The Honorable Mayor and City Council Members

**FROM:** Michael C. Van Milligen, City Manager

Attached is the Fiscal Year 2021-2025 Capital Improvement Program (CIP). State law requires that a five-year CIP be adopted by the City Council after a public hearing. The required CIP public hearing will be held March 7, 2019, at the same time as the public hearing on the Fiscal Year 2021 Operating Budget.

The CIP, as the plan for the City's physical development effort, attempts to address a variety of needs that the City must meet if it is to maintain its physical facilities, meet its service commitments and provide for its future development. The CIP recommendation reflects the City's comprehensive plan and the goals and priorities established by the City Council and are shown in each of the State mandated budget program areas.

The Fiscal Year 2021 CIP budget recommendation of \$59,747,247 is a 4.43% increase from the Fiscal Year 2020 CIP budget of \$57,211,121.

For several years, the Mayor and City Council has been taking advantage of the historically low interest rates and investing in City infrastructure and economic development and redevelopment. At the 2015 City Council Goal Setting, the Mayor and City Council adopted debt reduction as a High Priority. This budget recommendation reflects that debt reduction priority.

While the City will issue \$54,821,719 in new debt in the recommended five-year CIP, mostly for fire truck and pumper replacements, fire station expansion, sanitary sewer improvements, additional downtown parking, and maintenance of Five Flags (if there is no referendum or the referendum does not pass), the City will access \$12,886,503 of previously issued state revolving fund loans as the related capital improvement projects progress, for a total of \$63,810,338 of debt in FY 2021-2025. The City will retire \$94,628,548 of existing debt, reducing the amount of City debt by \$26,920,326.

In this budget recommendation, the Mayor and City Council are currently reviewing for Fiscal Year 2021, the use of the statutory debt limit would be 47%, and by the end of the recommended 5-Year Capital Improvement Program (CIP) budget in Fiscal Year 2025, the City of Dubuque would be at 43% of the statutory debt limit. Projections out 10 years to Fiscal Year 2030 show the City of Dubuque at 28% of the statutory debt limit. This is an improvement on the debt reduction plan adopted in August 2015, that first began implementation in Fiscal Year 2016.

In this extremely low interest rate environment, the City had been increasing the use of debt to accomplish the projects that need to be done. To have any success, a community must have a sound infrastructure. The Mayor and City Council has recognized the infrastructure issues Dubuque faces and has been responsive. While there was some criticism of City use of debt to deal with those infrastructure challenges, that criticism fails to recognize that not financing the needed infrastructure maintenance and improvements is also a form of debt that is passed down to future generations. This was a strategic decision by the City Council realizing that infrastructure investment just gets more expensive over time for these reasons: a) the older a piece of infrastructure gets and the more it is allowed to deteriorate increases costs; b) the longer the wait to invest in infrastructure the costs are increased by inflation; and c) If the investment in infrastructure is not made in this low interest rate environment this investment will eventually need to be made when interest rates are higher, thereby increasing costs. However, beginning in FY 2016 the City Council at their 2015 Goal Setting Session

debt reduction was adopted as a High Priority. So the amount of outstanding debt will began to decrease and in FY 2021 the City will be issuing less debt each year than is retired and many projects will become pay-as-you-go.

The debt principal outstanding projected as of June 30, 2020, is currently \$260,864,394. The breakdown of the debt principle outstanding as of June 30, 2020, is as follows:

<b>Debt Obligation</b>	<b>6/30/2020 Principle Outstanding</b>
General Obligation Essential Corporate Purpose	\$ 87,271,828.61
Tax Increment Notes and Bonds	\$ 19,075,880
Economic Development TIF Rebate Agreements	\$ 7,653,959
General Fund Leases	\$ 155,000
Other Revenue-Backed Loans	\$ 3,639,903
Total Indebtedness Subject to Statutory Debt Limit of \$227,661,747	\$ 117,796,571
Percent of Statutory Debt Limit Used as of June 30, 2020	51.74%
Revenue Bonds	\$ 122,267,823
Debt Subject to Annual Appropriation	\$ 20,800,000
<b>Total City Indebtedness as of June 30, 2020</b>	<b>\$</b>

## Capital Improvement Program

The City will issue \$54,821,719 in new debt in the recommended 5-year CIP, mostly for fire truck and pumper replacements, fire station expansion, sanitary sewer improvements, additional downtown parking, and maintenance of Five Flags (if there is no referendum or the referendum does not pass).

Project	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total
Chavenelle Road Rehab	\$ 1,295,000					\$ 1,295,000
Cedar and Terminal Sanitary Mains and Life	\$ 674,810	\$ 1,416,000	\$ 2,270,000			\$ 4,360,810
Sanitary Sewer Extension to Existing Developments	\$ 600,000	\$ 1,200,000				\$ 1,800,000
E 12th and Elm Parking Lot	\$ 589,000					\$ 589,000
Water SCADA and Communications	\$ 495,000					\$ 495,000
Transit Bus Replacement	\$ 426,522	\$ 187,201				\$ 613,723
Center Place Alley Sanitary Sewer Rehab	\$ 410,000					\$ 410,000
River Dock Expansion	\$ 406,000					\$ 406,000
Auburn and Custer Sanitary Sewer	\$ 316,400					\$ 316,400
Fire Ladder and Pumper Replacement	\$ 288,417	\$ 1,557,550		\$ 865,200		\$ 2,711,167
Sanitary Sewer CCTV Inspection	\$ 285,000		\$ 183,715	\$ 181,000		\$ 649,715
City-Wide Tipper Carts	\$ 280,000	\$ 280,000	\$ 280,000			\$ 840,000
General Ledger Software	\$ 250,000	\$ 750,000				\$ 1,000,000
Jackson Park Amenities	\$ 250,000					\$ 250,000
Water Wells, Well Field, & Well Transmission	\$ 250,000					\$ 250,000
Sanitary Sewer Asset Management Plan	\$ 237,000	\$ 121,000				\$ 358,000
Sanitary Sewer Track Line Cleaning & Lining	\$ 187,790					\$ 187,790
Replace HVAC Fire Headquarters	\$ 168,924	\$ 344,605				\$ 513,529
Public Lead Line Water Main Replacement	\$ 120,000					\$ 120,000
Water Treatment Plant Condition Assessment	\$ 115,000					\$ 115,000
Downtown Ramp		\$ 10,000,000	\$ 7,240,000			\$ 17,240,000
W&RRC Final Clarifier		\$ 860,000				\$ 860,000
Fire Station Expansion Relocation					\$ 806,000	\$ 806,000
Street - Street Light Installation				\$ 150,000		\$ 150,000
W&RRC High Strength Storage		\$ 479,000	\$ 1,062,975			\$ 1,541,975
Sanitary Sewer Twin Ridge Lagoon Abandonment		\$ 465,000				\$ 465,000
Development of McFadden Farm			\$ 4,455,000	\$ 3,900,000		\$ 8,355,000
Airport Rehab Taxiway A			\$ 427,300	\$ 225,000		\$ 652,300
Sanitary Sewer Perry & Bradley St Force Main Improvements			\$ 225,000			\$ 225,000

## Capital Improvement Program

Project	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total
Knob Hill-Duggan Drive Sanitary Sewer Reconstruction			\$ 154,310			\$ 154,310
Cooper Place and Maiden Lane Sanitary Sewer			\$ 30,000	\$ 305,000		\$ 335,000
Five Flags Improvements				\$ 6,000,000		\$ 6,000,000
GDT URD Incentives & Rehab				\$ 400,000		\$ 400,000
Downtown Urban Renewal ADA Assist				\$ 100,000		\$ 100,000
Street -7th Street Extension to Pine				\$ 40,000		\$ 40,000
Sanitary Sewer Lining Program					\$ 216,000	\$ 216,000
<b>Total New Debt</b>	<b>\$ 7,644,863</b>	<b>\$ 17,660,356</b>	<b>\$ 16,328,300</b>	<b>\$ 12,166,200</b>	<b>\$ 1,022,000</b>	<b>\$ 54,821,719</b>

In addition, the City will access \$12,886,503 of previously issued state revolving fund loans as the related capital improvement projects progress. The draw down on these previously issued loans is as follows:

Project	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total
Stormwater Upper Bee Branch & Sponsor SRF	\$ 247,664					\$ 247,664
Stormwater Upper Bee Branch Railroad Culverts	\$ 7,245,000	\$ 1,999,090				\$ 9,244,090
Water Roosevelt Water Tower SRF	\$ 1,304,749					\$ 1,304,749
Water CIWA Purchase & Improvements	\$ 1,060,000	\$ 1,030,000	\$ —			\$ 2,090,000
<b>Total Draw Downs</b>	<b>\$ 9,857,413</b>	<b>\$ 3,029,090</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$12,886,503</b>

The City will retire \$94,628,548 of existing debt over the next five-years (FY21-FY25).

## Capital Improvement Program

The following chart shows the net reduction of debt from Fiscal Year 2021 - Fiscal Year 2025:

Project	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
New Debt	\$ 7,644,863	\$ 17,660,356	\$ 16,328,300	\$ 12,166,200	\$ 1,022,000	\$ 54,821,719
Previously Issued SRF Draw Downs	\$ 9,857,413	\$ 3,029,090	\$ —	\$ —	\$ —	\$ 12,886,503
Retired Debt	-\$18,195,851	-\$17,065,073	-\$18,646,375	-\$19,995,470	-\$20,725,779	-\$94,628,548
<b>Net Debt Reduction</b>	<b>-\$693,575</b>	<b>\$3,624,373</b>	<b>-\$2,318,075</b>	<b>-\$7,829,270</b>	<b>-\$19,703,779</b>	<b>-\$26,920,326</b>

There was a 5.11% increase in assessed value effective January 1, 2019, which is the assessment the Fiscal Year 2021 statutory debt limit is based on. The statutory debt limit effective June 30, 2021 is \$239,298,248. **The City will be at 46.67% of statutory debt limit by June 30, 2021.** In Fiscal Year 2015 the City was at 89.89% of statutory debt limit, so **46.67% in Fiscal Year 2021 is a -43.22% decrease in use of the statutory debt limit.**

The ten year history of the City's use of the statutory debt limit is as follows:

FY 10	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19
54.38%	64.14%	69.69%	84.31%	83.87%	89.89%	86.13%	69.47%	63.42%	56.32%

The five year projection of the City's use of the statutory debt limit from Fiscal Year 2021–2025 including all planned debt issuances subject to the statutory limit and assuming a 2% growth in the City's assessed valuation beginning in Fiscal Year 2021 is as follows:

FY 21	FY 22	FY 23	FY 24	FY 25
46.67%	50.04%	46.56%	42.50%	42.77%

The following chart shows Dubuque's relative position pertaining to use of the statutory debt limit for Fiscal Year 2021 compared to the other cities in Iowa for Fiscal Year 2019 with a population over 50,000:

**Fiscal Year 2019 Legal Debt Limit Comparison for Eleven Largest Iowa Cities**

Rank	City	Legal Debt Limit (5%)	Statutory Debt Outstanding	Percentage of Legal Debt Limit Utilized
11	Des Moines	\$ 577,394,243	\$ 393,570,000	68.16%
10	Sioux City	\$ 213,569,727	\$ 144,100,000	67.47%
9	Davenport	\$ 330,626,114	\$ 211,165,000	63.87%
8	Waterloo	\$ 191,406,282	\$ 108,225,490	56.54%
7	Cedar Rapids	\$ 518,039,169	\$ 271,585,000	52.43%
6	Ankeny	\$ 245,580,138	\$ 126,830,000	51.65%
5	W. Des Moines	\$ 359,449,675	\$ 184,720,000	51.39%
<b>4</b>	<b>Dubuque (FY21)</b>	<b>\$ 239,298,248</b>	<b>\$ 111,687,827</b>	<b>46.67%</b>
3	Ames	\$ 209,227,522	\$ 65,480,000	31.30%
2	Council Bluffs	\$ 241,950,558	\$ 68,725,096	28.40%
1	Iowa City	\$ 274,723,837	\$ 66,945,000	24.37%
	Average w/o Dubuque			49.56%

**Retired Debt Versus New Debt**

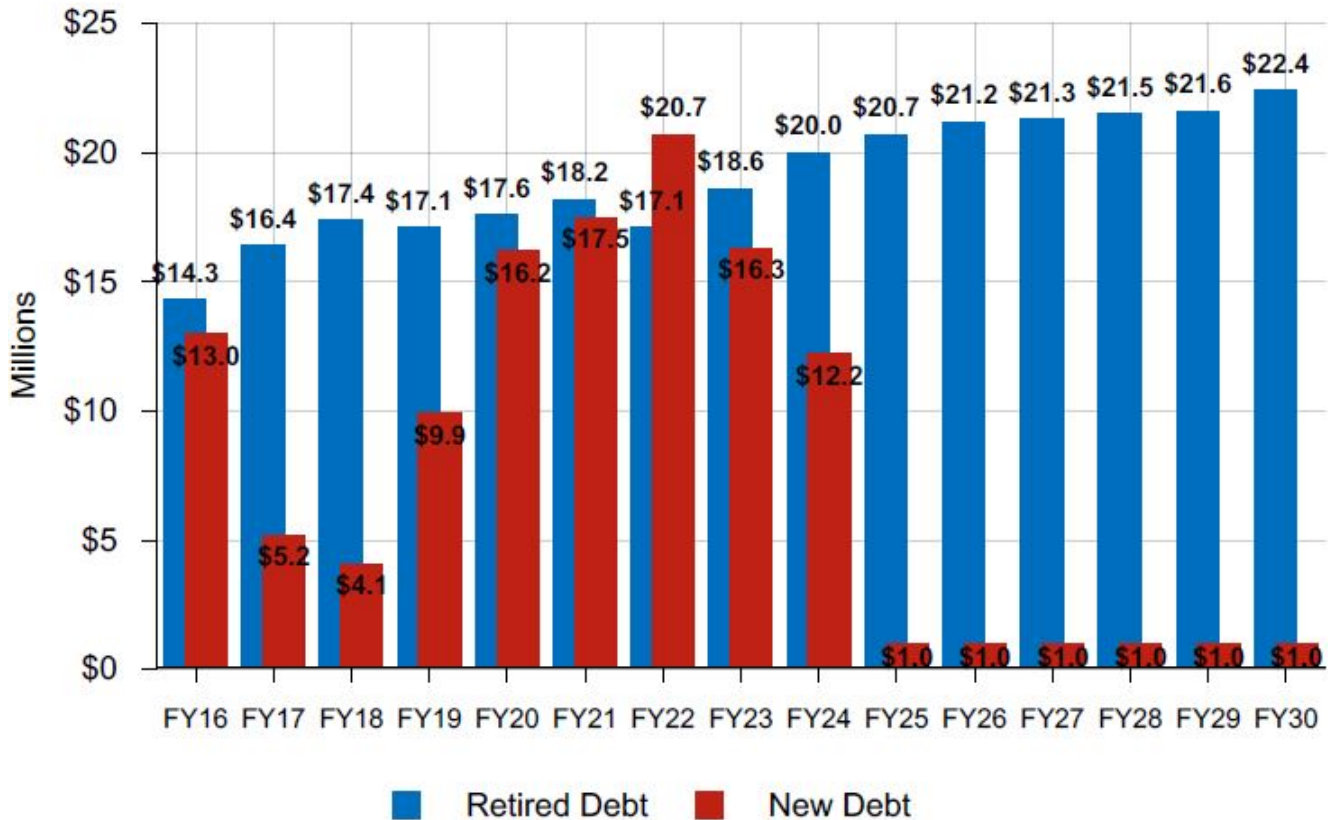
The total City indebtedness as of June 30, 2021, is projected to be \$260,787,791 (46.67% of statutory debt limit). The total City indebtedness as of June 30, 2015, was \$295,561,181 (89.89% of statutory debt limit).

**The City is projected to have \$34,773,390 less in debt as of June 30, 2021.**

The combination of reduced debt and increased utility rates partially reflects the movement to a more "pay as you go" strategy. This could lead to larger tax and fee increases than with the use of debt.

The following chart shows the amount of retired debt as compared to new debt for the five-year Capital Improvement Program ending in Fiscal Year 2025 and then for 10 years ending in Fiscal Year 2030. The new debt includes new debt issuances as well as draw downs on existing state revolving fund loans:

## Retired Debt Versus New Debt (In Millions)

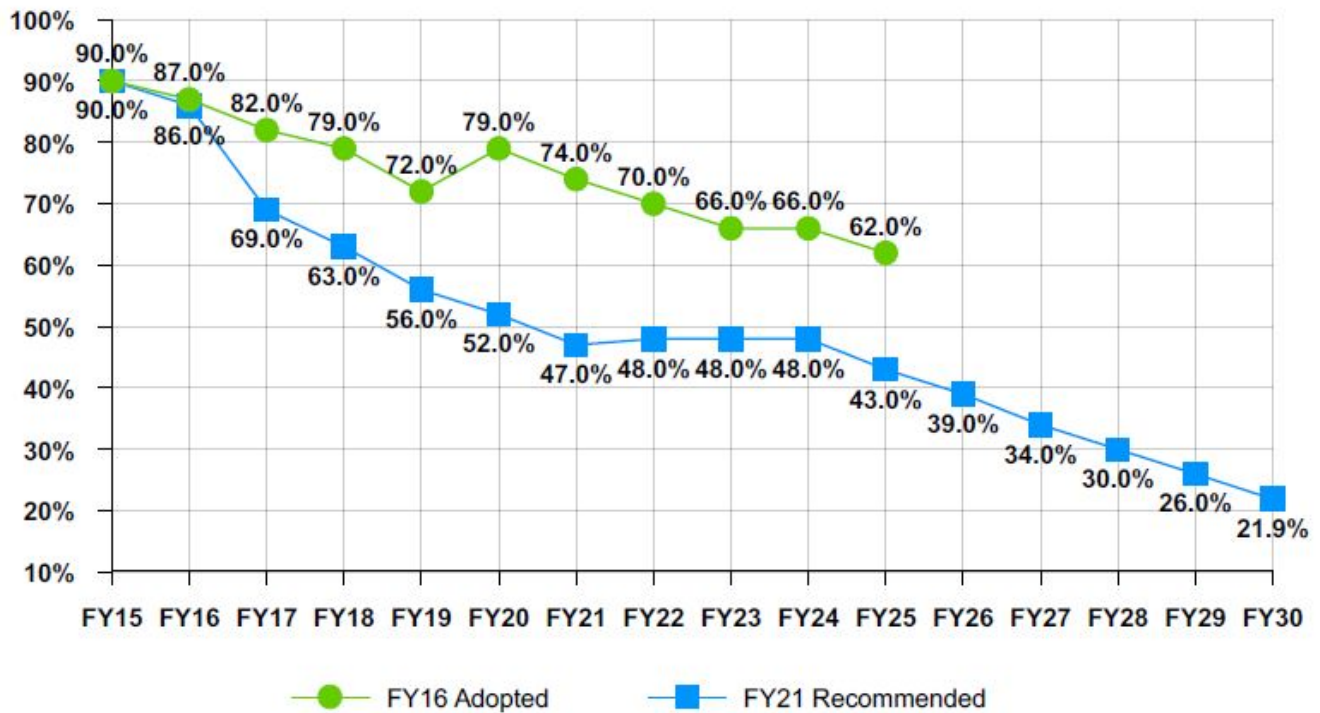
Statutory Debt and Total Debt

In August 2015, the Mayor and City Council adopted a debt reduction strategy which targeted retiring more debt each year than was issued by the City. This recommendation achieves that target In every year except Fiscal Year 2022 due to the issuance of debt for the new downtown parking ramp being moved up from FY 2025 to FY 2022. **You can see that the Mayor and City Council have significantly impacted the City's use of the statutory debt limit established by the State of Iowa. In Fiscal Year 2015, the City of Dubuque used 90% of the statutory debt limit. In this budget recommendation, the Mayor and City Council are currently reviewing for Fiscal Year 2021, the use of the statutory debt limit would be 47%, and by the end of the recommended 5-Year Capital Improvement Program (CIP) budget in Fiscal Year 2025, the City of Dubuque would be at 43% of the statutory debt limit. Projections out 10 years to Fiscal Year 2030 show the City of Dubuque at 22% of the statutory debt limit.** This is an improvement on the debt reduction plan adopted in August 2015, that first began implementation in Fiscal Year 2016.

By the end of the recommended 5-Year Capital Improvement Program (CIP) budget the total amount of debt for the City of Dubuque would be \$242.2 million (43% of the statutory debt limit) and the projection is to be at \$161 million (28% of statutory debt limit) within 10 years.

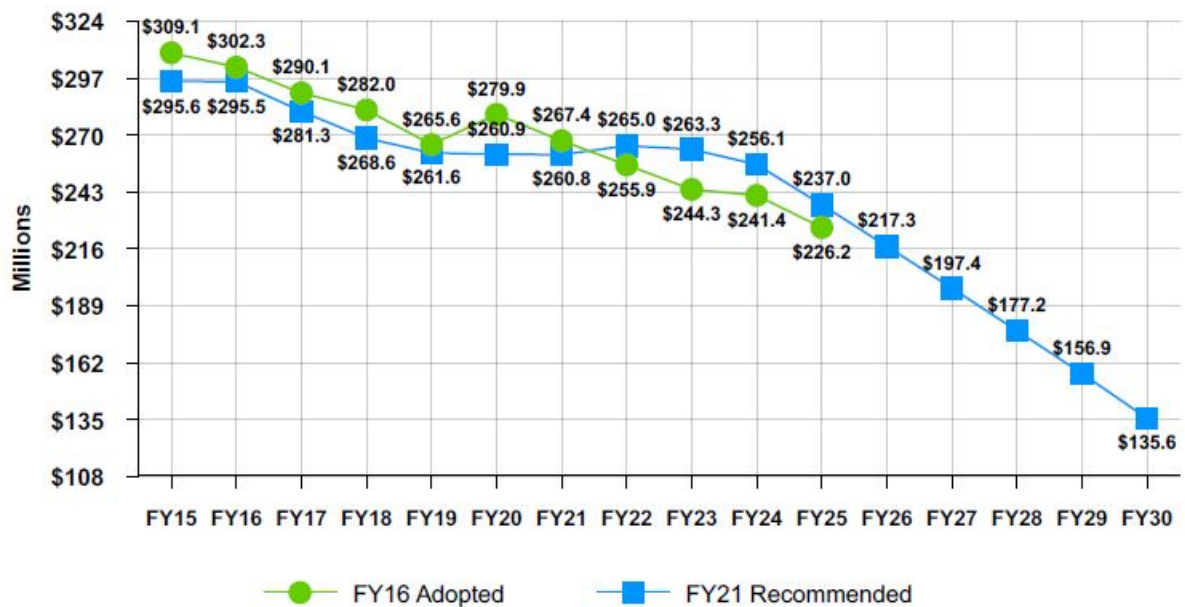


### Statutory Debt Limit Used (As of June 30th)



By the end of the recommended 5-Year Capital Improvement Program (CIP) budget the total amount of debt for the City of Dubuque would be \$237.0 million (43% of the statutory debt limit) and the projection is to be at \$135.6 million (22% of statutory debt limit) within 10 years.

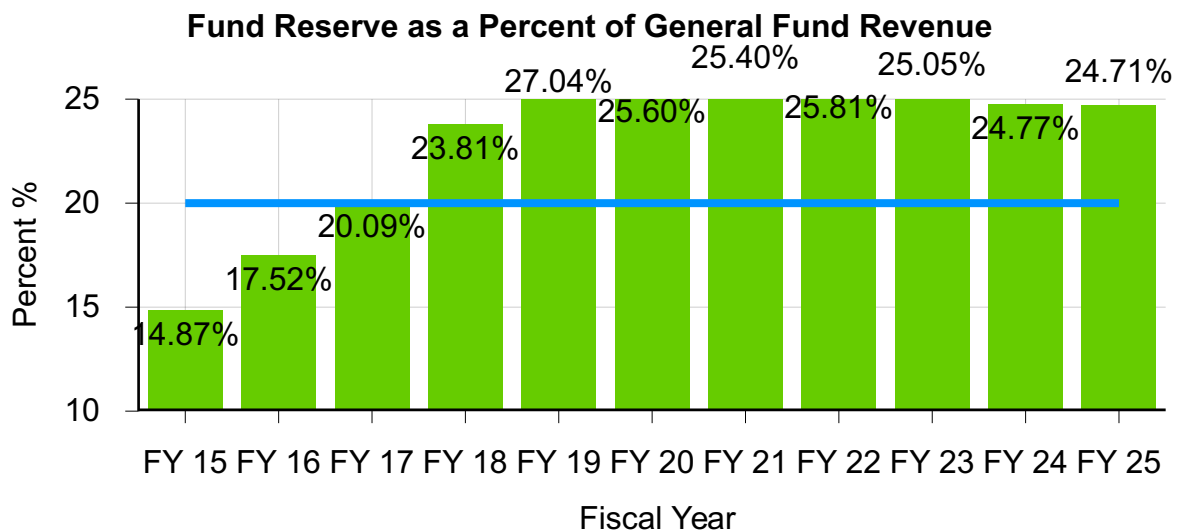
### Total Debt (In Millions)



**General Fund Reserves**

The City maintains a general fund reserve, or working balance, to allow for unforeseen expenses that may occur. Moody's Investor Service recommends a 20% General Fund Operating Reserve for "AA" rated cities. In May 2015, Moody's Investors Service downgraded Dubuque's general obligation bond rating from Aa2 to Aa3, but removed the negative future outlook. This followed two bond rating upgrades in 2003 and 2010, and one bond rating downgrade in 2014. In announcing the bond rating downgrade, Moody's noted the City's general fund balance/reserve declined.

<b>Fiscal Year</b>	<b>Fund Reserve (As percent of General Fund revenues)</b>	<b>Reason for change from previous Fiscal Year</b>
FY 2015	14.87%	Unchanged
FY 2016	17.52%	Increase due to capital projects not expended before the end of the FY and increase in general fund revenue
FY 2017	20.09%	Increase due to capital projects not expended before the end of the FY and additional contributions to general fund reserve
FY 2018	23.81%	Increase due to capital projects not expended before the end of the FY and additional contributions to general fund reserve
FY 2019	27.04%	Increase due to capital projects not expended before the end of the FY and additional contributions to general fund reserve
FY 2020	25.60%	Increase due to capital projects not expended before the end of the FY
FY 2021	25.40%	Decrease due to planned capital expenditures
FY 2022	25.81%	Decrease due to planned capital expenditures
FY 2023	25.05%	
FY 2024	24.77%	
FY 2025	24.71%	



The City of Dubuque has historically adopted a general fund reserve policy as part of the Fiscal and Budget Policy Guidelines which is adopted each year as part of the budget process. During Fiscal Year 2013, the City adopted a formal Fund Reserve Policy which states the City may continue to add to the General Fund minimum balance of 10% when additional funds are available until 20% of Net General Fund Operating Cost is reached.

After all planned expenditures in FY 2020, the City of Dubuque will have a general fund reserve of 18.86% of general fund expenses as computed by the methodology adopted in the City's general fund reserve policy on a cash basis or 25.60% percent of general fund revenues as computed by the accrual basis methodology used by Moody's Investors Service. The general fund reserve cash balance is projected to be \$13,031,745 on

## Capital Improvement Program

June 30, 2020 as compared to the general fund reserve balance on an accrual basis of \$18,120,432 as computed by Moody's Investors Service. In Fiscal Year 2020, there are resources available for mid-year capital expenditures due to employee vacancy savings in several departments and additional riverfront lease, building permits, and franchise fee revenues. The general fund reserve balance on an accrual basis exceeds 22% in FY 2020, which is the margin of error used to ensure the City always has a general fund reserve of at least 20% as computed by Moody's Investors Service.

The reserve will increase by \$2,800,000 (20.3%) from Fiscal Year 2019 - Fiscal Year 2024.

	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
Contribution	\$1,700,000	\$—	\$—	\$—	\$—	\$—	\$—
City's Spendable General Fund Cash Reserve Fund Balance	\$20,011,333	\$18,120,432	\$18,120,432	\$18,120,432	\$18,120,432	\$18,120,432	\$18,120,432
% of Projected Revenue (Moody's)	27.04%	25.6%	25.4%	25.81%	25.05%	24.77%	24.71%

**In October 2016, Moody's Investors Service upgraded the rating on \$18 million in City of Dubuque bonds issued to support the Bee Branch Watershed Flood Mitigation Project from A3 to A2.**

### State Revolving Fund Sponsorship Projects and Green Project Loans

The City uses State Revolving Fund (SRF) loans for water and sanitary sewer projects whenever possible because of the **very low annual interest rate of 1.75% with an annual servicing fee of 0.25%**.

In 2009, legislation was passed in Iowa that allows water utilities that issue debt through the Clean Water State Revolving Fund Program to sponsor and help finance other water quality improvement (CWSRF) projects within or outside its service limits. This new funding mechanism, called Water Resource Restoration Sponsored Projects, will provide cities, counties, local watershed organizations, watershed management authorities, county conservation boards, and soil and water conservation districts a funding source to construct improvements throughout a watershed that keep sediment, nutrients, chemicals and other pollutants out of streams and lakes.

Repayment of a standard Clean Water SRF (CWSRF) loan includes the repayment of the original loan amount, the principal, and the cost to finance the loan, interest, and fees. On a CWSRF loan with a sponsored project, the financing costs are reduced by the amount of the cost of the sponsored project improvements. Figure 1 shows a comparison between a standard CWSRF loan and a CWSRF loan with a sponsorship project. As shown, the total cost to the utility (the total of loan repayments) remains unchanged as the cost of funding for the sponsorship project is offset by a reduction in loan financing costs. In essence, two water quality projects are completed for the price of one.

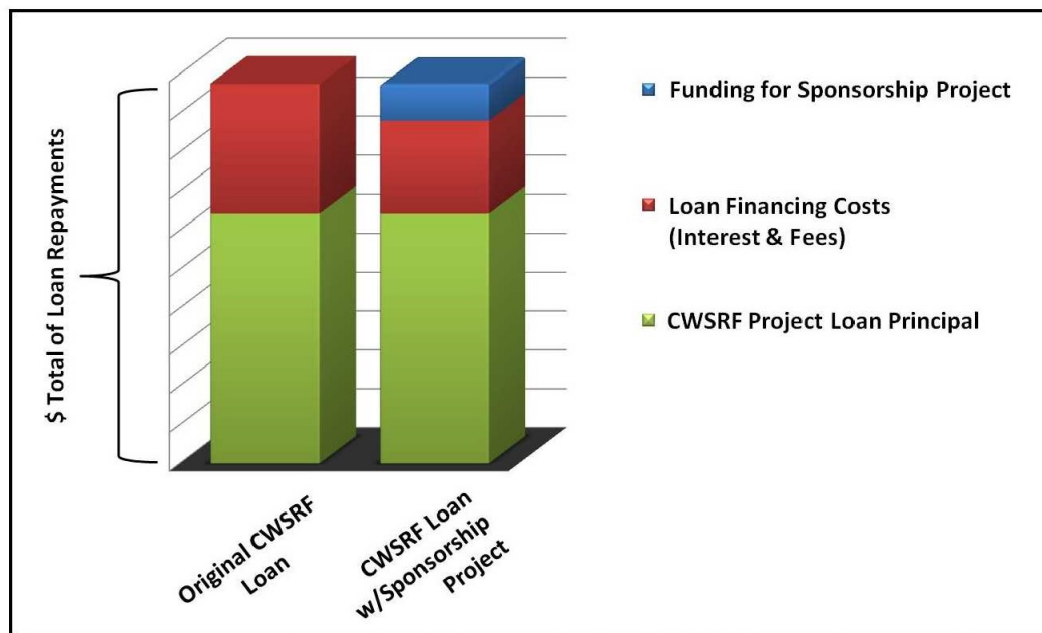


Figure 1. Loan repayment comparison between a standard CWSRF loan and a CWSRF loan with a sponsorship project.

After three years of the State of Iowa being unsuccessful in completing one of these modified loans, the City of Dubuque had the first successful application for the state when, in April 2013, the City was awarded \$9.4 million of the interest paid on the Water and Resource Recovery Center to be used to reconstruct over 70 Green Alleys in the Bee Branch Watershed. The principal for the Water & Resource Recovery Center Upgrade was increased from \$64,885,000 to \$75,145,579 and the interest rate plus annual servicing fee was decreased from 3.25% to 2.00% to add the Green Alley sponsorship project. This reduction allowed for increased proceeds and resulted in a true interest cost of 1.96% and gross borrowing savings of \$11.4 million.

The Federal Fiscal Years 2010, 2011, and 2012 State Revolving Fund capitalization grants included requirements for certain percentages of the funds to be allocated for green projects. Each green infrastructure project receives a portion of loan forgiveness not to exceed 30%. In June 2015, the City of Dubuque Upper Bee Branch Creek Restoration Project (Upper Bee Branch Project) qualified for a Green Project Loan from the CWSRF Program in the amount of \$29,541,000. The loan includes a principal forgiveness provision. The amount of the loan to be forgiven is 20% of the total loan disbursements made under the loan agreement. The amount of the loan to be forgiven when the project is completed is estimated to be \$5,908,200. The actual true interest cost for total funds received was not the 2.00% borrowing rate (1.75% interest and 0.25% administrative fee), but just 0.07% after reflecting the receipt of interest free funds (forgiven portion).

Then, in August 2017, the City was awarded \$1.4 million in funding for improvements with the Catfish Creek Watershed through the State of Iowa Water Resource Restoration Sponsored Project program as part of the City State Revolving Fund loan for the Upper Bee Branch Creek Restoration Project. The funding for the \$1.4 million in improvements will come from the interest payments on the City's Upper Bee Branch SRF loan. The Upper Bee Branch Creek SRF loan principal was increased to \$30,941,000 and the interest rate plus the annual servicing fee was reduced from 2.00% to 1.43%. On a gross basis, the borrowing costs for the new loan were \$1.38 million less than the original loan.

The five-year CIP adopted through the current year (Fiscal Year 2020) budget process covered Fiscal Year 2020 through 2024 and is \$192,780,230. The recommended five-year CIP for the upcoming budget process

## Capital Improvement Program

(Fiscal Year 2021) will cover Fiscal Year 2021 through 2025 and would be \$200,095,388 if adopted as recommended. This is a \$7,315,158 (3.79%) increase.

FY 2020-2024 Capital Improvement Program (CIP) compared to the FY 2021-2025 Capital Improvement Program is as follows:

	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
FY19 CIP	\$43,584,986	\$48,027,072	\$23,976,270	\$24,923,765	\$26,487,922	—	\$167,000,015
FY20 CIP	—	\$59,747,247	\$46,374,070	\$41,267,675	\$30,135,368	\$22,571,028	\$200,095,388
\$ Difference	—	+\$11,720,175	+\$22,397,800	+\$16,343,910	+\$3,647,446	—	\$33,095,373
% Change	—	+24.40%	+93.42%	+65.58%	+13.77%	—	19.82%

Further information about the changes to capital improvement projects can be found on pages xv-xxi.

Fiscal Year 2021 will be the fourteenth fiscal year that the Stormwater Fund is recommended to be fully funded by stormwater user fees. The General Fund will continue to provide funding for the stormwater fee subsidies that provide a 50% subsidy for the stormwater fee charged to property tax exempt properties, low-to-moderate income residents, and a 75% subsidy for the stormwater fee charged to residential farms. The FY 2021 Stormwater User Fee is proposed to increase from \$8.29 per SFU to \$8.85 per SFU, a 2.49% increase, consistent with Ordinance 16-14 passed on March 5, 2014.

	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
Adopted Per Ordinance 21-12	\$8.50	\$9.00	\$9.00	\$9.00	\$9.00	\$9.00	\$9.00
Adopted Per Ordinance 16-14	\$6.38	\$6.81	\$7.27	\$7.76	\$8.29	\$8.85	\$9.00
% Decrease From Ordinance 21-12	-24.94%	-24.33%	-19.22%	-13.78%	-7.89%	-1.69%	0%

\* The recommended rates for FY16 through FY20 reflect the rates previously established by Ordinance 16-14 following the State's approval of \$98.5 million in State Flood Mitigation state sales tax increment funds for the Bee Branch Watershed Flood Mitigation Project. Ordinance 21-12 was the ordinance adopted prior to the City receiving the Flood Mitigation grant.

The Stormwater Utility was formed on July 1, 2003, to update and expand the City's aging infrastructure, comply with the National Pollution Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) permit, and implement the various elements of the 2001 Drainage Basin Master Plan Stormwater Management Plan (amended in 2013), which outlined improvements in both the Catfish Creek and Bee Branch watersheds. The flood mitigation improvements in the Catfish Creek Watershed have been completed. The improvements in the Bee Branch Watershed are part of the multi-phased, fiscally responsible, holistic Bee Branch Watershed Flood Mitigation Project which will mitigate flooding, improve water quality, stimulate investment, and enhance the quality of life. The City's has been able to garner support from local, state, and federal partners with over \$163 million in outside funding to help offset the cost of the overall \$232 million project. Since 2001, the City has made steady progress on the various phases of the project.

The phases of the Bee Branch Watershed Flood Mitigation Project are as follows:

<b>Phase</b>	<b>Description</b>	<b>Status</b>
<b>1</b>	Carter Road Detention Basin	Complete
<b>2</b>	West 32 <sup>nd</sup> Street Detention Basin	Complete
<b>3</b>	Historic Millwork District	Complete
<b>4</b>	Lower Bee Branch Creek Restoration	Under Design/Under Construction
<b>5</b>	Flood Mitigation Gate Replacement	Under Design
<b>6</b>	Impervious Surface Reduction	Under Design/Under Construction
<b>7</b>	Upper Bee Branch Creek Restoration/Railroad Culverts	Under Design/Under Construction
<b>8</b>	22 <sup>nd</sup> Street Storm Sewer Improvements	Under Design
<b>9</b>	Flood Mitigation Maintenance Facility	Under Design/Site Clearing
<b>10</b>	North End Storm Sewer Improvements	Initiate Design in 2021
<b>11</b>	Water Plant Flood Protection	Initiate Design in 2022
<b>12</b>	17 <sup>th</sup> Street Storm Sewer Improvements	Under Design/Under Construction

In FY 2017, additional projects were added through the budget amendment process as the City learned late in the process of the award of a \$31.5 million HUD Resiliency grant for the Bee Branch Watershed.

Individually, the 12 phases of the project may provide some benefit. But flash flooding can be expected to occur until all of the improvements are implemented. But it is also true that with the completion of each subsequent phase, the threat of flash flood damage is lessened and the resulting damage will be mitigated.

Because of the public support for the Bee Branch Watershed Flood Mitigation Project, the stated commitment of the City of Dubuque City Council to implement the various phases of the project, and because the City has already started implementing some of the improvements, private investment in the Bee Branch Watershed has already eclipsed \$139 million since 2008 with an additional \$215 million expected to follow in the next ten years for a combined total of \$354 million in private investment. This non-public investment by private developers includes an estimated \$258 million for the rehabilitation of Caradco, Novelty Ironworks, Betty Building, Voices Building, Power Plant, Foundry, Farley Loetscher, Kirby Building and Wilmac Building all located in the Historic Millwork District; \$15.1 million of non-public investment in the Washington Neighborhood related to Community Housing Initiatives Acquisition & Redevelopment, St. Mary's Campus, Corner Grill, Rusk Building, Conlin Building, Welu Building, Richards Building, High Building, Streinz Building, Widmeier Building and Engine House; and \$2.3 million in non-public investment in the Downtown Neighborhood related to the Babler Building, 324-326 West Locust Street, 346-348 West Locust Street and 407-409 Loras Boulevard.

The CIP budget reflects the **Dubuque Five-Year (2021-2025) City Council Goals** and **2019-2021 Policy Agenda, established by the City Council August, 2019.**

## Dubuque Five-Year City Council Goals

Robust Local Economy: Diverse Businesses and Jobs with Economic Prosperity  
Vibrant Community: Healthy and Safe  
Livable Neighborhoods and Housing: Great Place to Live  
Financially Responsible, High Performance City Organization: Sustainable, Equitable and Effective Service Delivery  
Sustainable Environment: Preserving and Enhancing Natural Resources  
Partnership for a Better Dubuque: Building our Community that is Viable, Livable and Equitable  
Diverse Arts, Culture, Parks and Recreation Experiences and Activities  
Connected Community: Equitable Transportation, Technology, Infrastructure and Mobility

## Policy Agenda 2019 - 2021

### Top Priority (in alphabetical order)

- Affordable Childcare Study and Funding
- Five Flags Center: Direction and Funding
- Inclusive Dubuque Support
- Major Streets Improvement: Plan, Direction, and Funding
- Poverty Reduction: Action Plan
- River Cruise Docking Facilities: Direction
- Winter Farmers Market: Location and Funding Support

### High Priority

- Bee Branch Floodwall Gates Funding
- Central Avenue Corridor: Economic Revitalization
- Crime Prevention Program: Maintenance
- Debt-Reduction Plan: Continuation
- Mental/Brain Health Strategy and Action Plan
- New Financial Software: Funding
- Pet-Friendly Community: Policy Direction and Actions
- Street Maintenance Program: Funding Level

**Attachment 3** provides a summary of these projects organized by City Council's five-year goals and Fiscal Year 2021 priorities reflect how these goals are addressed.

Finally, **Attachment 4** provides detail on the source of funds and highlights important points about the 5-year CIP Program.

## CIP FORMAT

The format for the Fiscal Year 2021-2025 CIP is substantially the same as previous fiscal years. First, an index referencing the 2021-2025 Capital Improvement Budget follows the budget message. The index identifies each capital improvement first by city department and then by all applicable State programs as a subcategory under each department. The index serves as a quick reference for each CIP, and the far right hand column shows the page number of each project. Secondly, a separate project page is provided to show the detail for each individual project. These projects pages are also arranged first by city department and then by State program as a subcategory within each department.

As in previous CIP budget documents, each detailed project page identifies the city department, the state program, project title, account code (consisting of program number, department number, fund and capital project number), and total project cost. The project page then shows any funds expended for the project in



## Capital Improvement Program

Fiscal Year 2019 and the adopted budget in Fiscal Year 2020. In Section A of the project form entitled "Expenditure Items", project costs are shown by major expenditure item (i.e., Design and Engineering, Land and Right-of-Way Purchase, Construction and Other Expense). In Section B, entitled "Project Financing", the project funding is presented by major revenue source (i.e., General Fund, Sales Tax Fund, Water Depreciation Fund, Sanitary Sewer Construction Fund, and Road Use Tax Fund). In Section C, entitled "Impact – Operations," the dollar impact on operations in terms of greater or lesser operating costs and/or greater or lesser revenue is provided when available. Lastly, there is a narrative section, which provides a description of the project, a justification for the project and, where appropriate, how it relates to other projects or plans. A small map may also be provided to further identify the location of the project.

Each detailed project page identifies the budget for each fiscal year in the next five years. There is a sixth column labeled "2026". This column is included to show that the project does not end in the next five years and that additional budget will be needed to fully complete the project. The "2026" column will show the total remaining estimate for the project, unless the project is annual. This column could also be known as "Beyond Fiscal Year 2025." If a project is annual the "2026" column will only show one years worth of budget.

New this fiscal year is a section in the detailed project pages called "First Year Submitted". This information represents the year the capital improvement project was first submitted for consideration. This is not the first year that the capital project was recommended for funding, but instead represents the first year a staff member identified a need for the project and created a CIP to present to the City Manager.

### **CONCLUSION**

The Capital Improvement Program represents the City of Dubuque's commitment to a maintenance and physical development plan for the next five years. The first year of the five-year CIP goes into the budget for next year and deserves the most attention. As you know, the CIP is updated each year so that City Council will have an opportunity in the next year to change Fiscal Year 2022 through Fiscal Year 2025 projects, as well as to add projects for Fiscal Year 2026.

A ranking system was established in Fiscal Year 2019 to more readily identify capital projects that directly meet City Council Goals and Priorities and address City needs. This ranking process also included several collaborative meetings with staff to determine which projects should be recommended for funding with the limited resources available. There are many capital projects that have been added to meet City Council Goals and Priorities and address City needs (\$37,432,931). Those new projects that appear in the five-year CIP are as follows:

<b>Department</b>	<b>New Project</b>	<b>Total CIP</b>
Airport	Replace DJC Hangar Floor Coating	\$ 41,000
Airport	Pavement Condition Study	\$ 103,472
Airport	Corporate Hangar Facilities Maintenance	\$ 40,000
Airport	Extend Runway 18/36	\$ 268,000
Building	Downtown URD Non-Profit Accessibility Assistance Program	\$ 500,000
City Clerk's Office	City Clerk's Office Re-Design	\$ 30,400
Conference Center	Roof Restoration	\$ 350,000
Conference Center	Wood Bench Replacement	\$ 25,000
Conference Center	Management and Operations Assessment	\$ 32,000
Conference Center	Furniture Upholstery	\$ 30,000
Conference Center	Trash Compactor Rehabilitation	\$ 30,700
Conference Center	Replace Clouds	\$ 83,800



## Capital Improvement Program

Department	New Project	Total CIP
Conference Center	Paint Bridge	\$ 35,000
Conference Center	Staging and Riser Replacement	\$ 25,000
Economic Development	Kerper Boulevard Revitalization	\$ 50,000
Economic Development	South Port Master Plan Implementation	\$ 215,000
Fire	Outdoor Warning Siren Repair/Replace	\$ 300,000
Fire	Fire Station Exhaust Systems	\$ 100,000
Fire	Station 6 Structural, Roof, and Tuckpointing Repairs	\$ 209,000
Fire	Station 5 Bathroom Remodel	\$ 15,000
Five Flags	Bijou Room & Hall - Tile Replacement	\$ 50,000
Five Flags	Theater - Carpet Replacement	\$ 70,000
Housing	Neighborhood Reinvestment Partnership	\$ 1,200,000
Information Services	Enterprise Firewall Security Gateway Cluster	\$ 37,955
Information Services	Ransomware Defender & File Recovery	\$ 50,610
Information Services	Network Monitoring & Troubleshooting	\$ 30,240
Information Services	Third Street Data Center	\$ 303,000
Library	Replace Water Piping - Phase 4	\$ 71,835
Library	Landscaping and Plaza Redesign	\$ 100,202
Library	Removal of Underground Oil Tank	\$ 59,379
Parks	Westbrook Park Phase II	\$ 214,000
Parks	North Fork Trail	\$ 214,000
Parks	Pebble Cove Park	\$ 214,000
Parks	Usha Park	\$ 115,000
Parks	Allison Henderson Stormwater Project	\$ 25,000
Parks	Re-Imagine Comiskey Park	\$ 87,700
Parks	Eagle Point Park - Replace Roof on Eagles View Pavilion	\$ 45,000
Parks	Eagle Point Park - Renovate Shiras Memorial Pavilion	\$ 55,000
Parks	Eagle Point Park - Rest Room Renovation	\$ 40,000
Parks	Eagle Point Park - Building & Structures Assessment	\$ 5,000
Parks	Eagle Point Park - Replace Lights on Tennis Courts	\$ 102,000
Parks	Ham House Exterior and Landscape Improvements	\$ 90,834
Parks	Madison Park - Renovate Pavilion	\$ 82,500
Parks	Miller Riverview Park - Quick Connects for Pedestals	\$ 40,000
Parks	Veteran's Memorial Park - Disc Golf Course Renovation	\$ 40,000
Parks	Ash Tree Removal and Tree Replacement	\$ 1,625,000
Parks	Highway 20 - Replace Roses	\$ 100,000
Parks	Resurface Tennis Courts	\$ 40,000
Parks	Industrial Center Native Plantings	\$ 20,000
Parks	Washington Community Gateway	\$ 15,000
Parks	Forestry Building - Replace Roof	\$ 40,000
Parks	Parks - Paint Light Poles	\$ 15,000

## Capital Improvement Program

Department	New Project	Total CIP
Parks	Maintenance Headquarters Wash Bay	\$ 20,000
Parks	Paint Railings	\$ 20,000
Public Works	City Tipper Carts	\$ 840,000
Public Works	Sandbagging Equipment	\$ 35,000
Recreation	Flora & Sutton Filter Tank Replacement	\$ 200,000
Recreation	Administrative Welcome Reception 1st Floor Remodel	\$ 15,000
Recreation	Range Project	\$ 320,000
Recreation	Multicultural Family Center Sidewalk Replacement and Concrete Improvements	\$ 25,000
Recreation	POD - Signage Replacement	\$ 10,000
Recreation	POD - Dock Maintenance	\$ 40,000
Recreation	LS Facility/Deferred Maintenance Assessment	\$ 90,000
Recreation	New Operating System (Registration, Reservation, POS)	\$ 90,000
Recreation	Quality of Life Needs Assessment	\$ 40,000
Sanitary Sewer	McFadden Farm Sanitary Sewer Extension	\$ 532,000
Sanitary Sewer	Abbott & Cottage Sanitary Sewer Reconstruction	\$ 220,000
Sanitary Sewer	Force Main Stabilization	\$ 7,792,308
Sanitary Sewer	General Sanitary Sewer Replacement	\$ 1,000,000
Stormwater	Bee Branch Creek Gate & Pump Replacement	\$ 9,904,010
Stormwater	Seippel Road Culvert Replacement	\$ 56,000
Stormwater	Catherine Street Storm Sewer Improvements	\$ 53,000
Stormwater	Villa Street Storm Sewer Replacement	\$ 33,000
Stormwater	Northridge Dr Storm Sewer Extension	\$ 133,200
Streets	Southwest Arterial ITS Corridor Development	\$ 1,700,000
Streets	Westside Drive Street Lights	\$ 150,000
Streets	Pavement Rehabilitation - Concrete Street Repair, Mill and Asphalt Resurfacing	\$ 520,000
Streets	Northwest Arterial Eastbound Dedicated Left Turn lane onto John F Kennedy (JFK) Road	\$ 180,000
Streets	Pavement Preservation Joint Sealing	\$ 210,000
Streets	Rockdale Road Reconstruction	\$ 200,000
Streets	Decorative Concrete Maintenance Program	\$ 75,000
Streets	Villa Street Retaining Wall	\$ 1,600,000
Streets	Lowell Street Retaining Wall	\$ 141,500
Streets	Brick Paver Maintenance	\$ 90,000
Streets	Ice Harbor Road - Museum Wetland Railing	\$ 20,000
Streets	Third Street Overpass Railing Painting	\$ 120,000
Streets	Speed Shields	\$ 138,000
Traffic	Broadband Acceleration and Universal Access	\$ 511,000
Water	Westside Water System Service Line Installation/Fire Hydrant Install/Purchase	\$ 65,000
Water	Water Treatment Plant Condition Assessment and Master Plan	\$ 155,000
Water	Landfill Frontage Rd. Water Main Extension	\$ 121,500
Water	Althausen St. & Eagle St. Water Main Improvements	\$ 292,490

## Capital Improvement Program

<b>Department</b>	<b>New Project</b>	<b>Total CIP</b>
Water	Public Safety Way Water Main Improvements	\$ 106,700
Water	Water Treatment Plant Boiler Improvements	\$ 20,000
Water	WTP and Pump Station Pipe Rehabilitation	\$ 20,000
Water	Pump Station Site Drainage Improvements	\$ 15,000
Water	McFadden Farm Water Main Improvement (S. Heacock Rd from Chavenelle to Pennsylvania)	\$ 693,596
WRRC	Final Clarifier Rehabilitation	\$ 860,000
WRRC	Activated Sludge Process Improvements	\$ 168,000
WRRC	Pump Trailer	\$ 110,000
<b>TOTAL</b>		<b>\$37,432,931</b>

The Capital Improvement requests that were previously funded in the five-year CIP that are not included in this five-year CIP total \$6,219,974. To put these back into the five-year CIP, other projects will need to be removed, property taxes would need to be raised and/or more debt would need to be issued. Of those removed, \$3,955,410 are identified as deferred maintenance items, delineated with an asterisks below. The removed CIPs are as follows:

<b>Department</b>	<b>Existing Project Not Funded</b>	<b>Total CIP</b>
Building	ADA Compliance Consultant	\$ 78,347
Housing	Historic Preservation Housing Forgivable Loan	\$ 50,000
Public Works	Hawthorne Street Boat Ramp Repair	\$ 341,410 *
Sanitary Sewer	Catfish and Granger Creek Interceptor, Force Main	\$ 3,434,000 *
Parks	Re-landscape Locust Street Connector	\$ 30,000
Parks	Develop Dog Park	\$ 30,000
Parks	All Parks- Cameras/Code Blue Phones	\$ 216,217
Engineering	Railroad Quiet Zone Study	\$ 38,500
Streets	Guardrail Replacement	\$ 80,000 *
Streets	Traffic and Pedestrian Crossing Warning Devices	\$ 119,500
Streets	Green Alleys - Non Bee Branch	\$ 560,000
Streets	Bee Branch Creek Trail: 16th to 9th	\$ 1,142,000
Streets	Lead Service Line Replacement Program	\$ 100,000 *
<b>Total</b>		<b>\$ 6,219,974</b>
<i>Total Deferred Maintenance</i>		<i>\$ 3,955,410</i>

## Capital Improvement Program

As is the case every year, there were new projects requested that were not able to be included in whole or in part in this five year CIP (\$27,759,418). Of those \$13,662,100 are identified as deferred maintenance, delineated with an asterisks below. CIP requests that were not funded include:

Department	New Project Not Funded	Total CIP
Airport	University of Dubuque Corporate Hangar Construction	\$1,400,000
Airport	University of Dubuque Parking Lot	\$220,000
Airport	Additional Terminal Parking	\$2,001,775
Airport	Construct Solar Photovoltaic System	\$3,095,000
Airport	Terminal Entrance Sign Regrading & Additional Lighting	\$216,138
CMO	Renew DBQ L/I Solar Pilot	\$80,000
CMO	Service Delivery Study	\$72,500
Public Works	Solid Waste Automated Vehicles	\$2,610,423
Public Works	Smart Lid Manhole Project	\$150,000
Sanitary Sewer	King Street Sanitary Sewer Reconstruction	\$94,100 *
Stormwater	Century Drive Storm Sewer Reconstruction (Street Project)	\$155,000 *
Parks	Eagle Point Park - Clear Trees From Bluff	\$20,000 *
Parks	Eagle Point Park - Indian Room Restoration	\$12,000 *
Parks	Madison Park - Flag Pole	\$25,000 *
Parks	Town Clock Lighting	\$10,000
Parks	Miller Riverview Park - Install Irrigation at Veterans' Memorial Site	\$10,000 *
Parks	Park Drinking Fountains	\$40,000 *
Parks	Ecological Restoration	\$20,000
Parks	Parks - Replace Trash Cans	\$40,000 *
Parks	Parks Fleet Automated Vehicle Location	\$38,000
Parks	Eagle Point Park - Accessible Walkway to the Log Cabin Pavilion	\$356,000 *
Parks	Greenhouse - Remove Trees on Hillside	\$25,000 *
Parks	Eagle Point Park - Develop Wading Pool Replacement Plans	\$40,000 *
Parks	Roosevelt Park Redevelopment	\$35,000 *
Parks	Replace Flag Poles in Major Parks	\$50,000 *
Parks	Welcome Sign North	\$6,000
Parks	Eagle Point Park - Develop Wading Pool Replacement Plans	\$40,000
Parks	Roosevelt Park Redevelopment	\$35,000
Parks	Welcome Sign North	\$60,000
Parks	Welcome Sign East	\$54,000
Parks	Maintenance Headquarters Storage Area	\$85,000
Parks	Valentine Park Pavilion Installation	\$5,000
Recreation	Multicultural Family Center Addition Remodel	\$226,482
Recreation	MFC and Human Rights Office Renovation	\$175,000
Recreation	City Department Office Space	\$669,000
Recreation	Port of Dubuque Flood Wall Dubuque Welcome Sign	\$30,000

## Capital Improvement Program

Department	New Project Not Funded	Total CIP
Engineering	City Hall 3rd Floor Renovation	\$1,225,000
Streets	Landfill Access Frontage Road LED Street Lights	\$400,000
Streets	Pennsylvania Avenue and Radford Road Intersection Roundabout	\$1,100,000 *
Streets	Pavement Rehabilitation - Dowel Bar Concrete Joint Repair	\$1,608,000 *
Streets	Century Drive Reconstruction	\$1,850,000 *
Streets	Roosevelt Street Improvements	\$5,000,000 *
Streets	Washington Street Reconstruction - 7th to 9th	\$680,000 *
Streets	8th Street Reconstruction - Jackson St. to White St.	\$730,000 *
Streets	7th Street Reconstruction - Jackson St. to Iowa St.	\$1,637,000 *
Streets	Hillcrest Road Sidewalks	\$60,000
Streets	TRAIL - Chavenelle Road to SW Arterial	\$1,248,000
Streets	JFK Road Resurfacing - John Wesley Dr. to Derby Grange Road	\$155,000 *
<b>Total</b>		<b>\$27,759,418</b>
<i>Total Deferred Maintenance</i>		<i>\$13,662,100</i>

The CIP budget is the product of the hard work of a large number of people. It begins with department and division managers and their staff who prepared, ranked and updated the CIP requests. It extends to Boards and Commissions who review staff's recommendations and make modifications and establish priorities.

I wish to express my thanks to all who were involved in preparing the Fiscal Year 2021-2025 version of the City's Capital Improvement Program. Special thanks go to Director of Finance & Budget Jennifer Larson, Budget Analysts Rachel Kilburg, Elena Fox, and Kayla Morrison, City Manager's Office Manager Juanita Hilkin, City Manager's Office Secretary Stephanie Valentine and Finance Department Secretary Ella Lahey. I am proud of the work completed by City staff and the end-result. I hope after you have had an opportunity to review this document that you feel it is responsive to your priorities.

**FISCAL YEARS 2021-2025 CIP SOURCE OF FUNDS**

To finance the CIP projects, a variety of funding sources are used. The following table shows the source of funds for each year of the 5 year CIP.

<b>SOURCE OF FUNDS IN CAPITAL BUDGET</b>	<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>TOTAL</b>	<b>PERCENT</b>
<b>Current Revenue</b>							
Rental Dwelling Rehab Loan Repayments	30,000	30,000	30,000	30,000	30,000	150,000	0.07%
Homeownership Loan Repayments	3,000	6,000	10,200	10,200	10,200	39,600	0.02%
Historic Preservation Loan Repayments	9,270	9,270	9,270	9,270	9,270	46,350	0.02%
Washington Neighborhood Loan Repayments	20,000	20,000	20,000	20,000	20,000	100,000	0.05%
Downtown Loan Pool Revolving Fund-Repayments	—	—	—	300,000	—	300,000	0.15%
Insurance and Other Reimbursements	30,000	40,000	25,000	25,000	25,000	145,000	0.07%
County Reimbursement	369,583	—	—	—	—	369,583	0.18%
Golf Revenue	—	20,000	—	10,000	10,000	40,000	0.02%
<b>Subtotal Current Revenue</b>	<b>461,853</b>	<b>125,270</b>	<b>94,470</b>	<b>404,470</b>	<b>104,470</b>	<b>1,190,533</b>	<b>0.59%</b>
Cable TV	3,070	—	—	3,070	3,070	9,210	0.00%
Internal Service Funds-City Garage	8,680	2,200	12,550	0	4,400	27,830	0.01%
Landfill Fund	2,550	36,600	13,700	7,000	950	60,800	0.03%
Transit Fund	4,580	—	—	16,478	—	21,058	0.01%
Parking Enterprise Fund	79,570	—	10,000	22,422	—	111,992	0.06%
Solid Waste Collection	604,175	528,628	542,034	319,142	476,124	2,470,103	1.23%
Sanitary Sewer Utility	934,407	1,350,487	548,680	1,722,477	3,259,933	7,815,984	3.91%
Stormwater Utility Fees	1,385,869	809,310	559,268	510,152	654,287	3,918,886	1.96%
Water Utility Fund	608,499	2,282,636	1,982,446	2,490,354	1,758,760	9,122,695	4.56%
<b>Current Revenue-Utility/Enterprise</b>	<b>3,631,400</b>	<b>5,009,861</b>	<b>3,668,678</b>	<b>5,091,095</b>	<b>6,157,524</b>	<b>23,558,558</b>	<b>11.77%</b>
Fund Balance	100,000	—	—	—	—	100,000	0.05%
Airport Customer Facility Charge	72,750	0	—	—	—	72,750	0.04%
Sales Tax 20%	1,460,273	570,617	501,000	565,962	885,610	3,983,462	1.99%
Sales Tax 30%	3,365,624	2,556,204	2,611,500	2,661,672	2,684,000	13,879,000	6.94%
SRF Bonds-Sewer Fund Abated	2,786,190	4,541,000	3,926,000	486,000	216,000	11,955,190	5.97%
SRF Bonds-Stormwater Abated	7,300,090	—	—	—	—	7,300,090	3.65%
GO Bonds - Solid Waste Collection	280,000	280,000	280,000	—	—	840,000	0.42%
GO Bonds-Sales Tax 20%	1,133,863	2,839,356	427,300	1,090,200	806,000	6,296,719	3.15%
GO Bonds - DICW	1,295,000	—	4,455,000	3,900,000	—	9,650,000	4.82%
GO Bonds-GDTIF	1,245,000	10,000,000	7,240,000	6,690,000	0	25,175,000	12.58%
<b>Total Construction</b>	<b>20,021,260</b>	<b>20,787,177</b>	<b>19,440,800</b>	<b>15,393,834</b>	<b>4,591,610</b>	<b>80,234,681</b>	<b>40.10%</b>
Community Development Funds	601,665	592,004	492,850	501,724	500,533	2,688,776	1.34%
FAA Total	360,180	4,275,000	4,725,000	2,297,945	241,200	11,899,325	5.95%
Federal HUD Resiliency Grant	10,912,419	674,000	—	—	—	11,586,419	5.79%
Federal Lead Paint Hazard Mitigation Grant	785,000	785,000	—	—	—	1,570,000	0.78%
Federal Transit Administration	13,796	—	0	—	—	13,796	0.01%
Federal Assistant	1,250,000	1,250,000	—	—	5,000,000	7,500,000	3.75%
Federal-STP Funds	1,853,000	0	0	0	0	1,853,000	0.93%
<b>Total Federal</b>	<b>15,776,060</b>	<b>7,576,004</b>	<b>5,217,850</b>	<b>2,799,669</b>	<b>5,741,733</b>	<b>37,111,316</b>	<b>18.55%</b>
Iowa Finance Authority	141,283	141,283	141,283	141,283	141,283	706,415	0.35%
Road Use Tax	2,028,680	170,000	55,000	—	24,636	2,278,316	1.14%
State Flood Mitigation Grant	4,811,008	3,519,592	—	220,000	—	8,550,600	4.27%

# Capital Improvement Program

SOURCE OF FUNDS IN CAPITAL BUDGET	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	TOTAL	PERCENT
State Airport Grant						0	0.00%
Other State Funding- IDOT & Trails Grants	2,168,250	2,297,200	4,310,000	0	0	8,775,450	4.39%
<b>Total State</b>	<b>9,166,361</b>	<b>6,128,075</b>	<b>4,506,283</b>	<b>379,472</b>	<b>165,919</b>	<b>20,346,110</b>	<b>10.17%</b>
DRA-Gaming Receipts	49,280	142,900	40,000	223,000	202,170	657,350	0.33%
DRA-Distribution of Surplus	2,711,375	2,476,982	2,603,519	2,546,731	1,940,440	12,279,047	6.14%
<b>Total DRA</b>	<b>2,760,655</b>	<b>2,619,882</b>	<b>2,643,519</b>	<b>2,769,731</b>	<b>2,142,610</b>	<b>12,936,397</b>	<b>6.47%</b>
Greater Downtown TIF Payments	2,468,876	2,404,275	3,105,998	719,000	1,195,000	9,893,149	4.94%
English Ridge Housing TIF Payments	415,544	200,006	229,133	250,414	325,917	1,421,014	0.71%
Rustic Point Housing TIF Payments	5,053	16,495	25,237	47,194	60,173	154,152	0.01%
South Pointe Housing TIF	215,802	191,230	268,318	377,230	634,076	1,686,656	0.01%
Dubuque Industrial West TIF Payments	2,105,000	0	1,135,547	807,351	300,000	4,347,898	2.17%
North Cascade Housing TIF Payments	1,237,190	502,865	557,252	619,626	673,988	3,590,921	1.79%
<b>Total TIF Funds</b>	<b>6,447,465</b>	<b>3,314,871</b>	<b>5,321,485</b>	<b>2,820,815</b>	<b>3,189,154</b>	<b>21,093,790</b>	<b>10.54%</b>
Private Participation	657,193	582,930	84,590	86,282	88,008	1,499,003	0.75%
<b>Total Private</b>	<b>657,193</b>	<b>582,930</b>	<b>84,590</b>	<b>86,282</b>	<b>88,008</b>	<b>1,499,003</b>	<b>0.75%</b>
Homeownership Sale Proceeds	155,000	200,000	260,000	360,000	360,000	1,335,000	0.67%
Ind. Parks Land Sales- Dubuque Industrial Center West	310,000	0	0	0	0	310,000	0.15%
<b>Total Land Sales</b>	<b>465,000</b>	<b>200,000</b>	<b>260,000</b>	<b>360,000</b>	<b>360,000</b>	<b>1,645,000</b>	<b>0.82%</b>
Special Assessments	360,000	30,000	30,000	30,000	30,000	480,000	0.24%
<b>Total Spec. Assessment</b>	<b>360,000</b>	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>	<b>480,000</b>	<b>0.24%</b>
<b>GRAND TOTAL</b>	<b>59,747,247</b>	<b>46,374,070</b>	<b>41,267,675</b>	<b>30,135,368</b>	<b>22,571,028</b>	<b>200,095,388</b>	<b>100.0%</b>

## Attachment 2

**FISCAL YEAR 2021 - 2025 CIP BUDGET GROUPED BY STATE PROGRAMS**

The Fiscal Year 2021-2025 Capital Improvement Program totals \$200,095,388. The following table summarizes expenditures for each State program by year.

**FISCAL YEAR 2020-2024 CIP CAPITAL IMPROVEMENT PROGRAM**

<b>PROGRAM</b>	<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>5 YEAR TOTAL</b>	<b>PERCENT OF TOTAL</b>
Public Safety	1,134,714	2,157,915	559,740	1,071,210	1,279,250	6,202,829	3.1%
Public Works	16,464,650	11,382,679	12,609,898	5,610,044	3,657,866	49,725,137	24.9%
Culture & Recreation	2,077,157	1,054,531	1,316,000	7,659,942	1,409,170	13,516,800	6.8%
Community & Econ.	6,002,104	4,063,480	7,939,240	8,347,568	3,089,907	29,442,299	14.7%
General Government	1,780,272	2,454,733	1,458,097	1,428,984	1,359,443	8,481,529	4.2%
Business Type	32,288,350	25,260,732	17,384,700	6,017,620	11,775,392	92,726,794	46.3%
<b>TOTAL</b>	<b>59,747,247</b>	<b>46,374,070</b>	<b>41,267,675</b>	<b>30,135,368</b>	<b>22,571,028</b>	<b>200,095,388</b>	<b>100.0%</b>

The State Mandated Budget Program Areas and the City Departments/Activities that fall under each of these areas are as follows:

**Public Safety** – Includes Police, Emergency Communication Center, Fire, Disaster Services, Health Services: Animal Control, Public Works:

Flood Control, Building Services: Inspection

**Public Works** – Includes Airport, Public Works, Engineering

**Health and Social Services** – Human Rights, Health Services, Purchase of Services

**Culture and Recreation** – Parks, Civic Center, Conference Center, Recreation, Library, City Manager: Cultural Affairs

**Community and Economic Development** - Economic Development, Housing and Community Development, Planning Services, Purchase of Services, City Manager: Neighborhood Development

**General Government** – Building Services: City Hall/Annex Maintenance/Grand River Center Maintenance, City Council, City Manager, City Clerk, Finance, Cable TV, Legal, Information Services

**Business Type** – Water, Water Pollution Control, Parking Division, Transit, Public Works: Landfill, Engineering: Sewer, Stormwater, Finance: Meter Reads/Service



**FISCAL YEAR 2021-2025 CIP BUDGET HIGHLIGHTS BY CITY COUNCIL GOALS & PRIORITIES**

**2025 CITY COUNCIL GOALS & CORRESPONDING PRIORITIES:**

**ROBUST LOCAL ECONOMY: DIVERSE BUSINESSES & JOBS WITH ECONOMIC PROSPERITY**

**Priority:** Dream Center: Facilities & Programs

**Priority classification:** Top Priority

**CIP projects supporting this Priority:** Downtown Urban Renewal District Non-Profit ADA Assistance (p 279) FY20 and FY21 funds. This priority is also supported through the Proposed FY21 Operating Budget in the Economic Development Department.

**Priority:** Fountain of Youth: Funding

**Priority classification:** High Priority

**CIP projects supporting this Priority:** Downtown Urban Renewal District Non-Profit ADA Assistance (p 279) FY21 and FY22 funds to be used for the United Way building, where Fountain of Youth is located. This priority is also supported through the Proposed FY21 Operating Budget in the Economic Development Department.

**VIBRANT COMMUNITY: HEALTHY & SAFE**

**Priority:** Brain Health Strategy & Action Plan

**Priority classification:** High Priority

**CIP projects supporting this Priority:** This priority does not currently have funds dedicated.

**LIVABLE NEIGHBORHOODS & HOUSING: GREAT PLACE TO LIVE**

**Priority:** Four Mounds/HEART Program: Funding

**Priority classification:** High Priority

**CIP projects supporting this Priority:** Downtown Urban Renewal District Non-Profit ADA Assistance (p 279) FY22-FY25 funds.

**FINANCIALLY RESPONSIBLE, HIGH-PERFORMANCE CITY ORGANIZATION: SUSTAINABLE, EQUITABLE, AND EFFECTIVE SERVICE DELIVERY**

**Priority:** Human Resources Policies & Handbook Revision

**Priority classification:** Top Priority

**CIP projects supporting this Priority:** This priority is also supported through the Proposed FY21 Operating Budget in the Human Resources Department and the City Managers Office.

**Priority:** Debt Reduction Plan: Re-Affirmation

**Priority classification:** High Priority

**CIP projects supporting this Priority:** This priority is addressed throughout the budget process and in the adopted FY21 Budget & Fiscal Policy Guidelines.

**SUSTAINABLE ENVIRONMENT: PRESERVING & ENHANCING NATURAL RESOURCES**

**Priority:** Emerald Ash Borer Program

**Priority classification:** Top Priority

**CIP projects supporting this Priority:** Ash Tree Removal & Tree Replacement (p 48), Street Tree Program (p 49), Sidewalk Program - City Owned Property (p 235). This priority is also supported through the Proposed FY21 Operating Budget in the Leisure Services Department.

**PARTNERSHIP FOR A BETTER DUBUQUE: BUILDING OUR COMMUNITY THAT IS VIABLE, LIVABLE & EQUITABLE**

**Priority:** Imagine Dubuque: Implementation

**Priority classification:** Top Priority

**CIP projects supporting this Priority:** Implementation of specific recommendations addressed through the operating budget and various CIPs.

**DIVERSE ARTS, CULTURE, PARKS AND RECREATION EXPERIENCES & ACTIVITIES**

**Priority:** Dream Center: Facilities & Programs

**Priority classification:** Top Priority

**CIP projects supporting this Priority:** Downtown Urban Renewal District Non-Profit ADA Assistance (p 279) FY20 and FY21 fund. This priority is also supported through the Proposed FY21 Operating Budget in the Economic Development Department.

**CONNECTED COMMUNITY: EQUITABLE TRANSPORTATION, TECHNOLOGY, INFRASTRUCTURE & MOBILITY**

**Priority:** Major Street Improvement Plan: Project Priority & Funding

**Priority classification:** Top Priority

**CIP projects supporting this Priority:** Chavanelle Rd Reconstruction (p 218), North Cascade Rd Reconstruction (p 226), Cedar Cross Rd Reconstruction (p 228), Seippel Rd Reconstruction (p 229), Pavement Rehabilitation (p 230), Pavement Preservation Joint Sealing (p 232), Rockdale Rd Reconstruction (p 233).

**Priority:** Parking Ramp Maintenance: Funding

**Priority classification:** Top Priority

**CIP projects supporting this Priority:** Port of Dubuque Ramp Major Maintenance (p 299), Locust/Iowa St Parking Ramp Repairs & Additional Parking (p 301). This priority is also supported through the Proposed FY21 Operating Budget in the Transportation Services Department.

**Priority:** Street Maintenance Program: Increased Funding

**Priority classification:** High Priority

**CIP projects supporting this Priority:** Asphalt Milling Program (p 143), Concrete Street Section Repair Program (p 149), Pavement Rehabilitation (p 230), Pavement Preservation Joint Sealing (p 232).

**Priority:** Transit Vehicle Replacement Funding

**Priority classification:** High Priority

**CIP projects supporting this Priority:** Transit Vehicle Replacement (p 295), McFadden Farm Water Main Improvements (p 126).

**MANAGEMENT AGENDA**

The City Council also identified projects that were previously on the priority list but whose implementation has already begun and therefore these projects are now a part of the Dubuque 2019 - 2021 Management Agenda. These represent short-term projects for the City Manager and City of Dubuque staff and have previously been budgeted in Fiscal Year 2020 or prior.

**2019-2021 Management Agenda items are identified under their corresponding City Council Goal:**

**Robust Local Economy**

1) Equitable Poverty Prevention: Action Plan (Top Priority)

This priority is being addressed through the FY20 Planning Services Operating Budget and Proposed FY21 Operating Budgets of various departments.

2) Industrial Park Development (Top Priority)

This priority is addressed through proposed FY21 CIPs: Cottingham Road Water Main Extension & Highway Boring (p 105), McFadden Farm Water Main Improvement (p 126), McFadden Farm Sanitary Sewer Extension (p 166), Development of McFadden Properties (p 288), Kerper Boulevard Revitalization (p 283).

3) Dubuque Riverfront Master Plan (Corps of Engineers) (High Priority)

This priority is addressed through the FY20 and Proposed FY21 CIPs: Riverfront Dock Expansion (p 247), Riverfront Leasehold Improvements (p 250).

4) Southwest Arterial Business Development (High Priority)

This priority is being addressed through annexation efforts in the FY20 operating budget.

**Vibrant Community**

5) School Resource Officer: Implementation (High Priority)

This priority is being addressed through the proposed FY21 Police Department Operating budget.

**Livable Neighborhoods**

6) CHANGE Program: True North Housing Initiative & Bee Branch Healthy Homes Resiliency Program (Top Priority)

This program is being addressed through the FY20 and Proposed FY21 CIP: Bee Branch Healthy Homes Resiliency Grant (p 318).

7) Multi-Tiered Housing Inspection Program (Top Priority)

This priority is being addressed through the FY20 and proposed FY21 Housing & Community Development Department Operating budget.

**Financially Responsible, High Performance City Organization**

8) Citywide Departmental Work Order System Implementation (High Priority)

This priority is being addressed through the FY20 and proposed FY21 operating budgets in several departments.

7) Innovation and Entrepreneurial Strategy (High Priority)

This priority is being addressed through the FY20 and Proposed FY21 City Manager's Office Operating Budget.

**Sustainable Environment**

8) Bee Branch Creek: Next Steps (Top Priority)

This priority is being addressed through the FY20 and proposed FY21 CIPs: Bee Branch Creek RR Culverts (p 197), Bee Branch Creek Gate & Pump Replacement (p 199), HUD National Disaster Resiliency Competition (p 318).

9) Water & Resource Recovery Center: Nutrient Trading (High Priority)

This priority is being addressed through the proposed FY21 CIP: Activated Sludge Process Improvements (p 129).

**Partnership For A Better Dubuque**

9) School Resource Officer: Implementation (High Priority)

This priority is being addressed through the proposed FY21 Police Department Operating budget.

**Diverse Arts, Culture, Parks & Recreation Experiences & Activities**

10) Leisure Services Facilities Deferred Maintenance Assessment (Top Priority)

This priority is being addressed through the proposed FY21 CIP: Leisure Services Facility/Deferred Maintenance Assessment (p 75).

- 11) Park Development Projects for Non-TIF (Tax-Increment Financing), Donated Park Sites (Top Priority)  
This priority is being addressed through proposed FY21 CIPs: Westbrook Park Phase II (p 13), North Fork Trail (p 14), Pebble Cove (p 15).

### Connected Community

- 13) Traffic Signal Synchronization/STREETS (Top Priority)  
This priority is being addressed through the proposed FY21 CIP STREETS Traffic Control Project (p 268).

### MANAGEMENT IN PROGRESS AND MAJOR PROJECTS:

The following are projects that were identified as the 2019 - 2021 Management in Progress and Major Projects by the City Council and are included in the 2021 CIP budget according to one of the Council's goals.

#### 2019 - 2021 Management in Progress

**Management in Progress** are items that were previously a City Council Goal and are now in the implementation phase. These items are included in the existing FY 2020 and proposed FY 2021 Operating budgets unless noted for additional funding. The items are identified under their corresponding City Council Goal:

#### Robust Local Economy

- Business Development at the Airport: University of Dubuque
- GDDC Retail Attraction Strategy
- Downtown Housing Creation Strategy
- Riverfront Lease Sites
- Federal Opportunity Zones
- Brownfield Grants
- FAA Supplemental Funding: FY21 CIP *Rehabilitate Taxiway A (p 135)*
- Air Charters to Leisure Destinations

#### Vibrant Community

- Police Reaccreditation
- Humane Society Contract Renewal
- WRRC Certification of Environmental Laboratory
- CAD Connection to City Cameras Network: FY21 CIPs - *Traffic Signal Fiber Optic Network Program (p 269)*
- *Traffic Camera System: ITS Traffic Control Equipment (p 270), Traffic Signal Vehicle Detection Conversion (p 271), Camera Systems Technician Improvement Package (Engineering)*
- School Safety and Security Plan and Protocols
- Dispatcher Training Program
- Communication National Quality Assurance
- Healthcare for Residents from Pacific Islands
- Smart 911 Personal and Building Profile Marketing
- Quick Response Pumper
- Fire Accreditation
- Police Officer Recruitment & Retention
- P25 Radio System Building & Implementation
- Panic Button for City
- Ambulance Staffing Alternatives
- Police Department Transition to New Caliber Weapons

## **Livable Neighborhoods & Housing**

- Barrington Lakes Reservoir Abandonment: *Westside Water System Service Line Installation/Fire Hydrant Install/Purchase (p 99)*
- Code Enforcement Accela Program
- Downtown Commercial Buildings Evaluation & Assessment Project

## **Financially Responsible, High Performance City Organization**

- 3<sup>rd</sup> St Data Center
- ADA Compliance Transition
- Aerial Photography & Control Monumentation: FY21 CIPs - *Aerial Orthophotography and LiDAR Data Collection (p 321)*
- Cartegraph OMS System Asset Management Expansion: FY21 CIPs - *Improvement package: Software licenses (Water)*
- Certified Financial Report Software Conversion
- City Website: Redesign
- Community Resident Survey and Actions
- Diverse Applicants Recruitment Strategy
- Financial Management Software: Study & Draft RFP
- Heath Benefits Consulting and Actuarial Services
- High Performing Organization/Outcome-driven Decision-making
- Indirect Rate for Grants
- Internal Liquor License Approval Process
- InVision Facility Management Software
- I-Net Connection for Remote Site
- Liquor License Process
- New Employee and Promoted Employee Orientation and Support Program
- Paperless Accounts Payable Workflow Development & Implementation
- Workers Compensation Claims Management

## **Sustainable Environment**

- Community Climate Action & Resiliency Plan: FY21 CIP - *Municipal & Community Greenhouse Gas Inventory and Climate Action Planning (p 322)*
- Flood Control System: FY21 CIP - *Corps of Engineers Project Approval: Floodwall Post-Flood Repair Program (p 145)*
- FOG Program
- Glass Collection Drop-off Programs
- Growing Sustainable Communities Conference
- Lead & Copper Rule Compliance Water Sampling & Testing
- Public Education on Bikeable/Walkable Dubuque
- Sanitary Sewer System Condition Assessment
- Sewer Infrastructure Asset Management Plan

## **Partnership for a Better Dubuque**

- 2020 Census Complete Count
- Campaign for Grade Level Reading: Community Solution Action Plan
- City Racial Equity Toolkit: Results-based Accountability
- Civic Action Plan & Civic Leaders Program
- Equity Training for City Staff
- My Brother's Keeper
- Welcoming & Connecting with New Residents Program (GDDC)

## **Diverse Arts, Culture, Parks, and recreation Experiences and Activities**

- All Community Reads Event

- Americorps
- Changing Lives Through Literature Program
- EB Lyons Center Partnership Development
- Library Marketing Campaign
- Pollinator Habitat in Park System

### **Connected Community**

- ADA Pads for Bus Stops: FY21 CIP - *Bus Stop Improvements (p 297)*
- BUILD Grants & Other Grants
- Bus Routes: Update Maps
- Comprehensive Pavement Preservation Plan
- Downtown Parking Ordinance
- Ramps Structural Analysis
- Smart Tool for Integrated Parking Platform
- Smart Technology for Transportation Data Collection
- Transportation Customer App
- WiFi in Fixed Routes
- WiFi in Intermodal & Intermodal Lobby

### **2018 - 2020 Major Projects**

#### **Robust Local Economy**

- Dmarc Relocation [Phone Lines from Old Terminal]
- Old Air Terminal Demolition

#### **Vibrant Community**

- Crescent Community Health Center: Clinic Construction
- Fire Headquarters and Stations ADA Compliance
- Fire Station HVAC and Lighting Improvements
- Multicultural Family Center Construction

#### **Livable Neighborhoods and Housing**

- Lowell Street Retaining Wall Repair: Funding: FY21 CIP - *Lowell Street Retaining Wall (p 242)*
- Historic Millwork District Parking Lot and Signage

#### **Financially Responsible, High Performance City Organization**

- City Hall Sidewalks Heating System
- City Hall Annex Windows Replacement

#### **Sustainable Environment**

- 17<sup>th</sup> St/W Locust HUD Resiliency Storm Sewer Improvement Project
- 22<sup>nd</sup>/Kaufman Ave HUD Resiliency Storm Sewer Improvement Project
- Bee Branch Culvert Project Under Railroad
- Bee Branch Gates/Pump Station
- Cell 9 Landfill Project: Phase 4
- Fire Hydrants Installation [former Vernon Water System]
- Pressure Reducing Valve Implementation
- Sanitary Forcemain/Riverbank Stabilization Project (US Corps of Engineers)
- SCADA Overhaul: Water: FY21 CIP - *SCADA & Communications Infrastructure Improvement Project (p 108)*
- Roosevelt Street Water Tower Project
- Vernon Well Abandonment
- WRRRC Outfall Manhole Reconstruction

- Water Tank Inspection Program & Maintenance: FY21 CIP - *Water Storage Maintenance Program* (p 115)
- Water Lines Extension - SW Arterial: FY21 CIP - *Southwest Arterial Water Main Extension* (p 106)
- West 3<sup>rd</sup> St Generator

### **Partnership for a Better Dubuque**

There are many existing FY20 and proposed FY21 operating budget items and capital improvement projects in management supporting this city goal goal.

### **Diverse Arts, Culture, Parks and Recreation Experiences and Activities**

- Bunker Hill Golf Course Irrigation: FY21 CIP - *Bunker Hill Replace Irrigation System* (p 69)
- Comiskey Park Renovation: FY21 CIP - *Re-Imagine Comiskey Park* (p 19)
- Eagle Point Park Environmental Restoration Project
- English Ridge & Eagle Valley Subdivision Parks: FY21 CIP - *Eagle Valley Park Development* (p 12)
- Grand River Center: Upgrade Projects: FY21 CIP - *Conference Center CIPS* (p 78-95)
- Miracle League Complex
- Veterans Pond: Dedication

### **Connected Community**

- Chavenelle Road Hike/Bike Trail: FY21 CIP - *Chavenelle Road Reconstruction* (p 218)
- Chavenelle Road Rehabilitation: FY21 CIP - *Chavenelle Road Reconstruction* (p 218)
- Four-laning SW Arterial: FY21 CIP - *Southwest Arterial Project* (p 221)
- Highway 52 Repaving
- North Cascade Reconstruction (to Timber Hyrst Subdivision) & Water Main Extension: FY21 CIP - *North Cascade Road Reconstruction* (p 226),
- NW Arterial Upgrade (IDOT)
- Parking Lot Re-striping
- Roundabouts [3]: FY21 CIP - *East-West Corridor Capacity Improvements* (p 216)
- Washington Street Improvements (7<sup>th</sup> to 9<sup>th</sup>)

### **Source of Funds and Important Details**

The Fiscal Year 2021-2025 CIP presents a financial plan that reflects a \$276,674 general fund property tax levy supported annual debt service for the FY 2010 purchase of a replacement pumper truck (\$1,035,000) and the FY 2016 franchise fee litigation settlement judgment bond (\$2,800,000). No other borrowings included in the Fiscal Year 2021-2025 CIP utilize a debt service levy. It is anticipated that other borrowing from non-utility funds can and will be minimized by using other sources of funds such as future DRA annual distributions of operating surplus and sales tax revenue.

The following important details are about the source of funds:

#### **UTILITIES**

##### **Stormwater**

The Stormwater Utility was formed on July 1, 2003, to update and expand the City's aging infrastructure, comply with the National Pollution Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) permit, and implement the various elements of the 2001 Drainage Basin Master Plan Stormwater Management Plan (amended in 2013), which outlined improvements in both the Catfish Creek and Bee Branch watersheds. The City has been able to garner support from local, state, and federal partners with over \$163 million in outside funding to help offset the cost of the overall \$232 million project. Since 2001, the City has made steady progress on the various phases of the project.

In January 2016, the State was awarded \$95.7 million in HUD National Disaster Resiliency Competition grant funds (HUD NDR Grant). Per the award, the City of Dubuque is to receive \$8.4 million for a comprehensive "Bee Branch Healthy Homes Resiliency Program" to help residents address residual impacts from the flooding experienced within the Bee Branch Watershed. The City is also to receive \$23.1 million for design and construction of storm water infrastructure improvements associated with the Bee Branch Watershed Flood Mitigation Project. The HUD NDR Grant infrastructure improvements are as follows:

- Upper Bee Branch Creek Restoration Railroad Culvert Improvements involving the installation of culverts from the Lower Bee Branch Creek, through Canadian Pacific Railway property, to the Upper Bee Branch north of Garfield Avenue;
- 22nd Street/Kaufmann Ave Storm Sewer Improvements involving the installation of a large diameter storm sewer from 22nd & Elm up Kaufmann Avenue towards the Kaufmann & Kane intersection as funding allows. The work includes inlets and local sewer connections to the storm sewer and the complete reconstruction of the street and other underground utilities along street right-of-way corridor.
- 17th Street/W. Locust Street Storm Sewer Improvements involving the installation of a 96-inch diameter pipe from the Lower Bee Branch Creek through the Canadian Pacific Railway tracks to 17th Street then to the west along 17th Street and finally west along W. Locust Street towards Rosedale Avenue as funding allows. The work includes inlets and local sewer connections to the storm sewer and the complete reconstruction of the street and other underground utilities along street right-of-way corridor.

In October of 2016, the City Council adopted Resolution 362-16. It rescinded Resolution 176-15 which outlined the construction schedule of various phases of the Bee Branch Watershed Flood Mitigation Project. Resolution 362-16 also authorized the execution of the contract with the Iowa Economic Development Authority in order for the City to utilize the \$23,309,600 HUD NDR Grant funds for the administration, design, and construction of Bee Branch Watershed Flood Mitigation Project improvements.



## Capital Improvement Program

Per the contract, the City must contribute the previously budgeted \$21,600,000 for the infrastructure improvements as local, direct leverage. The City also must provide \$38,219,000 in supporting leverage, monies that the City previously budgeted for and has been utilizing to construct the Lower Bee Branch Creek Restoration Project, the Upper Bee Branch Creek Restoration Project, and the SRF Green Alleys constructed over the past couple of years. Finally, in order to receive and utilize the funding, the City must construct all the improvements by September 30, 2021.

In order to ensure that the improvements related to the grant are completed by the deadline, adjustments were necessary to the funding schedule previously established by Resolution 176-15 for other phases of the Bee Branch Watershed Flood Mitigation Project (Flood Mitigation Project). The table below compares the funding schedule for the various phases of the Flood Mitigation Project established through the adoption of Resolution 176-15 to an updated, adjusted schedule that will ensure adherence to the terms of the Contract.

The following chart shows a Comparison of the funding schedule for the various phases of the Flood Mitigation Project established through the adoption of Resolution 176-15 to an updated, adjusted schedule that will ensure adherence to the terms of the HUD National Disaster Resilience Competition Grant Contract:

Improvements	Schedule Established by Res. 176-15	Adjusted Construction Schedule Milestones	Status
Flood Mitigation Gate Replacement	2,015	2022*	Under Design
Lower Bee Branch Creek Restoration	2,015	2016-2017	Complete
Upper Bee Branch Creek Restoration	2015-2016	2015-2017	Complete
Bee Branch Creek Railroad Culverts	2,019	2019-2021	Ready to Bid
North End Storm Sewers	2,017	2028-2030	
22nd Street Storm Sewer	2,017	2017-2021	Under Construction
Flood Mitigation Maintenance Facility	2015-2017	2024-2027	Under Design
17th Street Storm Sewer	2019-2021	2018-2021	Under Construction
Water Plant Flood Protection	2022-2023	2029-2030	
Pervious Pavement Systems (Green Alleys)	2023-2040	2015-2040	80 of 240 Complete

**\*Due to the possibility of additional grant funding from the Corp of Engineers and the U.S. Economic Development Administration, the Flood Gates have been delayed from FY 2017**

The adopted Fiscal Year 2021-2025 Capital Improvement Program Budget includes \$4,847,483 for the 22nd Street Storm Sewer Improvements Project (Phase 8 of the Bee Branch Watershed Flood Mitigation Project) to improve the storm sewer system from Elm Street west across Central Avenue and up Kaufmann Avenue towards Kane Street. Exact limits to be determined by available funding. The HUD National Disaster Resiliency grant provides funding for this effort.

The adopted Fiscal Year 2021-2025 Capital Improvement Program Budget includes \$3,270,455 for the 17th Street Storm Sewer Improvements Project (Phase 12 of the Bee Branch Watershed Flood Mitigation Project) to construct a large diameter storm sewer along 17th Street from the Bee Branch Creek to West Locust Street. The HUD National Disaster Resiliency grant provides funding for this effort.

The adopted Fiscal Year 2021-2025 Capital Improvement Program Budget includes \$22,446,573 for the culverts under the Canadian Pacific Railway property as part of the Bee Branch Creek Restoration Project (Phase 7 of the Bee Branch Watershed Flood Mitigation Project). The HUD National Disaster Resiliency grant provides funding for this effort.

## Capital Improvement Program

The adopted Fiscal Year 2021-2025 Capital Improvement Program Budget includes \$220,000 for the Flood Control Maintenance Facility as part of the Bee Branch Creek Restoration Project (Phase 9 of the Bee Branch Watershed Flood Mitigation Project).

Direct City leverage totals \$21,600,000; these funds have already been committed to the Bee Branch Watershed Flood Mitigation Project and were reflected in the adopted Fiscal Year 2017-2021 Capital Improvement Program Budget.

Fiscal Year 2021 will be the thirteenth fiscal year that the Stormwater Fund is recommended to be fully funded by stormwater user fees. The General Fund will continue to provide funding for the stormwater fee subsidies that provide a 50% subsidy for the stormwater fee charged to property tax exempt properties, low-to-moderate income residents, and a 75% subsidy for the stormwater fee charged to residential farms. The FY 2021 Stormwater User Fee is proposed to increase from \$8.29 per SFU to \$8.85 per SFU, a 2.49% increase, consistent with Ordinance 16-14 passed on March 5, 2014.

	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
Adopted Per Ordinance 21-12	\$8.50	\$9.00	\$9.00	\$9.00	\$9.00	\$9.00	\$9.00
Adopted Per Ordinance 16-14	\$6.38	\$6.81	\$7.27	\$7.76	\$8.29	\$8.85	\$9.00
% Decrease From Ordinance 21-12	-24.94%	-24.33%	-19.22%	-13.78%	-7.89%	-1.69%	0%

\* The recommended rates for FY16 through FY20 reflect the rates previously established by Ordinance 16-14 following the State's approval of \$98.5 million in State Flood Mitigation state sales tax increment funds for the Bee Branch Watershed Flood Mitigation Project. Ordinance 21-12 was the ordinance adopted prior to the City receiving the Flood Mitigation grant.

### Water

Water revenue represents a portion of the monthly water bill that goes for maintenance, repair, replacement and improvement of the Eagle Point Water Plant and water distribution system on a pay-as-you-go basis for all projects except the major extensions. The annual payment to the depreciation fund in Fiscal Year 2020 is \$400,000. The Fiscal Year 2021-2025 CIP anticipates \$608,499 in Fiscal Year 2021, \$2,282,636 in Fiscal Year 2022, \$1,982,446 in Fiscal Year 2023, \$2,490,354 in Fiscal Year 2024, and \$1,758,760 in Fiscal Year 2025.

Water State Revolving Fund Loans will be used to finance sewer projects in FY 2021-2025 as follows: \$982,470 FY 2021; \$0 FY 2022; \$0 FY 2023; \$0 FY 2024; and \$0 FY 2025. The debt service related to the total \$982,470 State Revolving Fund Loans over the 5-years will be paid from water fees and offset by reduced payments to Depreciation (Construction Fund). The State Revolving Fund Loans support such projects as Public Lead Line Water Main Replacement, Wells, Well Field, & Well Transmission, SCADA and Communications, and Water Treatment Plant Condition Assessment

Prior to FY 2013, the General fund has been subsidizing a portion of the utility funds use of administrative services such as Engineering administration, Engineering Project Management, Finance accounting services, Economic Development, Planning Services, Workforce Development, City Clerk services, Legal services, City Manager's Office including Budget, Geographic Information Systems, Sustainability, Neighborhood Development, Arts and Cultural Affairs and Personnel. Prior to FY 2013, the Engineering department estimated the amount of time spent on projects and allocated that time to an Internal Service Fund which is then allocated to the various capital improvement projects that the personnel work on. The remaining time not allocated to the Internal Service Fund was considered administrative and has been charged to the General Fund. In addition, administrative departments such as the City Manager's Office, Legal, Planning, Economic Development, City Clerk's Office and Workforce Development recharged expenses based upon each

enterprise fund's percent of the City-wide operating budget, excluding debt service. The accounting activity of the Finance Department has not been recharged to the other funds with exception of payroll and loan processing, parking tickets and landfill billing.

Beginning in FY 2013, additional overhead recharges to the utility funds is being phased in over several years. Engineering administrative and project management expenses that are not recharged to capital projects will be split evenly between the Water, Sewer, Stormwater and General Funds. Finance accounting expenses and all other administrative departments such as Economic Development, Planning, Workforce Development, City Clerk, Legal Services and City Manager's Office will be split evenly between Water, Sewer, Stormwater, Refuse Collection and General Funds, with overhead costs being shared by the Landfill and Parking. This will be fully implemented over time.

Beginning in Fiscal Year 2018, Neighborhood Development, Economic Development and Workforce Development expenses will not be recharged to utility funds. In addition, the Landfill will not be recharged GIS and Planning expenses.

The Water Fund's share of the City's administrative overhead is 18.75%. In FY 2021, the Water Fund will only support 2.98%% of administrative overhead.

The water fees in FY 2021 are recommended to increase 5.0%; 5.0% for operating needs and 0% for capital needs.

### **Sewer**

Sewer revenue represents a portion of the monthly sewer bill that goes for the maintenance, repair, replacement and improvement of the Water & Resource Recovery Center Plant; lift stations, and sewer lines on a pay-as-you-go basis. The annual payment to the depreciation fund in Fiscal Year 2020 was \$458,758. The Fiscal Year 2021-2025 CIP anticipates \$934,407 in Fiscal Year 2021, \$1,350,487 in Fiscal Year 2022, \$548,680 in Fiscal Year 2023, \$1,722,477 in Fiscal Year 2024 and \$3,259,933 in Fiscal Year 2025.

Sanitary Sewer State Revolving Fund Loans will be used to finance sewer projects in FY 2021-2025 as follows: \$2,786,190 FY 2021; \$4,541,000 FY 2022; \$3,926,000 FY 2023; \$486,000 FY 2024; and \$216,000 FY 2025. The debt service related to the total \$11,955,190 State Revolving Fund Loans over the 5-years will be paid from sewer fees and offset by reduced payments to Depreciation (Construction Fund). The State Revolving Fund Loans support such projects as Asset Management Plan, Sanitary Sewer Extension to Existing Developments, Cedar and Terminal Mains and Lift, Final Clarifier, and High Strength Storage.

The sewer fees in FY 2021 are recommended to increase 5.0%; 5.0% for operating needs and 0% for capital needs.

Prior to FY 2013, the General fund has been subsidizing a portion of the utility funds use of administrative services such as Engineering administration, Engineering Project Management, Finance accounting services, Economic Development, Planning Services, Workforce Development, City Clerk services, Legal services, City Manager's Office including Budget, Geographic Information Systems, Sustainability, Neighborhood Development, Arts and Cultural Affairs and Personnel. Prior to FY 2013, the Engineering department estimated the amount of time spent on projects and allocated that time to an Internal Service Fund which is then allocated to the various capital improvement projects that the personnel work on. The remaining time not allocated to the Internal Service Fund was considered administrative and has been charged to the General Fund. In addition, administrative departments such as the City Manager's Office, Legal, Planning, Economic Development, City Clerk's Office and Workforce Development recharged expenses based upon each enterprise fund's percent of the City-wide operating budget, excluding debt service. The accounting activity of the Finance Department has not been recharged to the other funds with exception of payroll and loan processing, parking tickets and landfill billing.

Beginning in FY 2013, additional overhead recharges to the utility funds is being phased in over several years. Engineering administrative and project management expenses that are not recharged to capital projects will be split evenly between the Water, Sewer, Stormwater and General Funds. Finance accounting expenses and all other administrative departments such as Economic Development, Planning, Workforce Development, City Clerk, Legal Services and City Manager's Office will be split evenly between Water, Sewer, Stormwater, Refuse Collection and General Funds, with overhead costs being shared by the Landfill and Parking. This will be fully implemented over time.

Beginning in Fiscal Year 2018, Neighborhood Development, Economic Development and Workforce Development expenses will not be recharged to utility funds. In addition, the Landfill will not be recharged GIS and Planning expenses.

The Sanitary Sewer Fund's share of the City's administrative overhead is 18.75%. In FY 2021, the Sanitary Sewer Fund will support 18.75% of the administrative overhead.

### **Parking**

Parking revenue represents three primary sources: (a) the balance of prior year depreciation funds set aside for the maintenance and repair of parking ramps; (b) future payments to the depreciation fund for repair and maintenance of the parking system (there are no budgeted payments to the depreciation fund in future years due to using existing cash balance); and (c) interest income.

A \$18.5 million Greater Downtown TIF borrowing is anticipated in FY 2021-2025 for additional downtown parking ramp and other downtown projects. New debt service will be paid from the Greater Downtown TIF fund.

The Greater Downtown TIF will support parking related debt in the downtown as follows: \$280,000 in FY 2021; \$280,000 in FY 2022; \$280,000 in FY 2023; \$280,000 in FY 2024; and \$280,000 in FY 2025.

Prior to FY 2013, the General fund has been subsidizing a portion of the utility funds use of administrative services such as Engineering administration, Engineering Project Management, Finance accounting services, Economic Development, Planning Services, Workforce Development, City Clerk services, Legal services, City Manager's Office including Budget, Geographic Information Systems, Sustainability, Neighborhood Development, Arts and Cultural Affairs and Personnel. Prior to FY 2013, the Engineering department estimated the amount of time spent on projects and allocated that time to an Internal Service Fund which is then allocated to the various capital improvement projects that the personnel work on. The remaining time not allocated to the Internal Service Fund was considered administrative and has been charged to the General Fund. In addition, administrative departments such as the City Manager's Office, Legal, Planning, Economic Development, City Clerk's Office and Workforce Development recharged expenses based upon each enterprise fund's percent of the City-wide operating budget, excluding debt service. The accounting activity of the Finance Department has not been recharged to the other funds with exception of payroll and loan processing, parking tickets and landfill billing.

Beginning in FY 2013, additional overhead recharges to the utility funds is being phased in over several years. Engineering administrative and project management expenses that are not recharged to capital projects will be split evenly between the Water, Sewer, Stormwater and General Funds. Finance accounting expenses and all other administrative departments such as Economic Development, Planning, Workforce Development, City Clerk, Legal Services and City Manager's Office will be split evenly between Water, Sewer, Stormwater, Refuse Collection and General Funds, with overhead costs being shared by the Landfill and Parking. This will be fully implemented over time.

Beginning in Fiscal Year 2018, Neighborhood Development, Economic Development and Workforce Development expenses will not be recharged to utility funds. In addition, the Landfill will not be recharged GIS and Planning expenses.

The Parking Fund's share of the City's administrative overhead is 6.93%. In FY 2021, the Parking Fund will support 1.74% of the administrative overhead.

### **Solid Waste Collection Activities**

Solid waste collection activities revenue represents a portion of the monthly refuse bill that goes for the purchase of solid waste collection vehicles. The annual payment to the depreciation fund in Fiscal Year 2020 was \$510,000 and will be \$604,175 in FY 2021, \$528,628 in FY 2022; \$542,034 in FY 2023; \$319,142 in FY 2024; and \$476,124 in FY 2025.

The Solid Waste Collection will support solid waste related debt for City Issued Tipper Carts as follows: 280,000 in FY 2021; 280,000 in FY 2022; 280,000 in FY 2023.

Prior to FY 2013, the General fund has been subsidizing a portion of the utility funds use of administrative services such as Engineering administration, Engineering Project Management, Finance accounting services, Economic Development, Planning Services, Workforce Development, City Clerk services, Legal services, City Manager's Office including Budget, Geographic Information Systems, Sustainability, Neighborhood Development, Arts and Cultural Affairs and Personnel. Prior to FY 2013, the Engineering department estimated the amount of time spent on projects and allocated that time to an Internal Service Fund which is then allocated to the various capital improvement projects that the personnel work on. The remaining time not allocated to the Internal Service Fund was considered administrative and has been charged to the General Fund. In addition, administrative departments such as the City Manager's Office, Legal, Planning, Economic Development, City Clerk's Office and Workforce Development recharged expenses based upon each enterprise fund's percent of the City-wide operating budget, excluding debt service. The accounting activity of the Finance Department has not been recharged to the other funds with exception of payroll and loan processing, parking tickets and landfill billing.

Beginning in FY 2013, additional overhead recharges to the utility funds is being phased in over several years. Engineering administrative and project management expenses that are not recharged to capital projects will be split evenly between the Water, Sewer, Stormwater and General Funds. Finance accounting expenses and all other administrative departments such as Economic Development, Planning, Workforce Development, City Clerk, Legal Services and City Manager's Office will be split evenly between Water, Sewer, Stormwater, Refuse Collection and General Funds, with overhead costs being shared by the Landfill and Parking. This will be fully implemented over time.

Beginning in Fiscal Year 2018, Neighborhood Development, Economic Development and Workforce Development expenses will not be recharged to utility funds. In addition, the Landfill will not be recharged GIS and Planning expenses.

The Solid Waste Fund's share of the City's administrative overhead is 18.75%. In FY 2021, the Solid Waste Fund will support 17.44% of the administrative overhead.

The solid waste collection fees in FY 2021 are recommended to increase 7.68%.

### **GENERAL FUND**

The current revenue amount of \$1,190,533 (0.59% of CIP Total) during the five-year period represents \$40,000 in golf funds for improvements to the Bunker Hill Golf Course, \$46,350 in Historic Preservation Loan repayments, \$150,000 in Rental Dwelling Rehab Repayments, \$300,000 in Greater Downtown Loan Pool Repayments, \$100,000 in Washington Neighborhood Loan Repayments, \$145,000 in insurance and other reimbursements, \$369,583 in Dubuque County reimbursement, and \$39,600 in repayments to the Homeownership Loan Program.

**LOCAL OPTION SALES TAX (LOST)**

The local option Sales and Services Tax approved by the voters on February 2, 1988, provided that 20 percent of the proceeds would be used for: (a) the upkeep of City-owned property such as sidewalks, steps, storm sewers, walks, curbs, traffic signals and signs, bridges, and buildings and facilities; (b) transit equipment such as buses; (c) riverfront and wetland developments; and (d) economic development projects. This portion of the Sales and Services Tax shows up on the CIP Source of Funds Summary as "Sales Tax (20%)" totals \$3,983,462 and represents 1.99% of the total CIP.

The local option Sales and Services Tax approved by the voters on February 2, 1988, provided that 30 percent of the proceeds would be used to: (a) reduce street special assessments by at least 75 percent; and (b) maintain and repair streets. This portion of the Sales and Services Tax shows up on the CIP Source of Funds Summary as "Sales Tax/Street Projects (30 percent)" and totals \$13,879,000, or 6.94% of the total CIP.

**GAMING**

DRA payments represent 0% in FY 2021 of the projected gaming taxes, rent, and admissions from the race track, slots and riverboat operations (\$657,350 or 0.33% of the total CIP) over the five-year period. When practical in future years, additional revenues will be moved to capital from operating. To the extent that there is any revenue shortfall in future years, capital projects will be eliminated or deferred. DRA distribution revenue projections (\$12,279,047 or 6.14% of the total CIP) are discounted consistent with the adopted budget guidelines by 5% in FY 2023, 10% in FY 2024 and 15% in FY 2025.

As reported in prior years, with the reduction in the Dubuque Racing Association's market impacts the City's lease payment from the DRA. The City's estimated lease payments through FY 2025 have been reduced \$27.2 million based on projections from the DRA. These adjustments to the City budget were made through current years and prior year's budgeting processes.

In Calendar Year 2019, gross gaming revenues were down .11% for the DRA and the Diamond Jo is up 2.27%. Overall, the Dubuque gaming market is up 1.27%. The DRA showed increases in hotel room revenue, food and beverage sales and entertainment ticket sales.

The Iowa Legislature passed Sports Betting Legislation in June 2019. DRA started Retail (On-Site) on August 27, 2019 with Mobile Wagering starting on November 12, 2019. Diamond Jo Casino started Sports Betting Retail in September 2019 and is working to start mobile wagering in early 2020. DRA had \$470,000 in Sports Book revenue during 2019. With an amended lease, the City will begin receiving 0.5% of the handle from Sports Betting in FY 2021.

## **FEDERAL FUNDING**

### **Community Development Block Grant (CDBG)**

The Fiscal year 2021-2025 CIP anticipates that Community Development Block Grant (CDBG) funds will be \$601,665 in FY 2021; \$592,004 in 2022; \$492,850 in FY 2023; \$501,724 in FY 2024; and \$500,533 in FY 2025 (1.34% of the total CIP). CDBG is budgeted at the same funding level as FY 2020.

### **Federal Aviation Administration (FAA)**

The FAA funding of \$11,899,325 (5.95% of the total CIP) provides 90 percent match on most airfield related improvements. The Fiscal Year 2021-2025 budget includes reconstruct taxiway A and extend runway 18/36.

### **Federal Transit Administration (FTA)**

The FTA funding of \$13,796 (0.01% of the total CIP) provides for the federal share of onboard security cameras.

### **Federal STP Funds (0.93% of Total CIP)**

Federal funds are anticipated for the STREETS Traffic Control Project (\$1,748,000); and Northwest Arterial East Bound Turn Lane to JFK (\$105,000).

### **Federal Lead Paint Hazard Mitigation Grant (0.78% of Total CIP)**

Federal funds for the Lead Paint Hazard Mitigation program awarded in FY 2019 with funding budgeted as follows: \$785,000 in FY 2021; and 785,000 in FY 2022.

### **Federal HUD Resiliency Grant (5.79% of Total CIP)**

The U.S. Department of Housing and Urban Development (HUD) has awarded the City of Dubuque \$31.5 million to assist Bee Branch Watershed homeowners in repairing and “flood-proofing” their homes and for stormwater infrastructure improvements. A total of \$8.4 million was provided for the rehabilitation of up to 320 housing units, including owner-occupied homes, single-unit rentals, and small, multi-family residential units, all within the targeted Bee Branch Watershed areas and \$23.1 million for the installation of culverts through the railroad property lying between the upper and lower sections of the Bee Branch Creek, storm sewer improvements on 17th Street & West Locust Street, and storm sewer improvements on 22nd Street & Kaufmann Avenue.

## **STATE FUNDING**

### **Road Use Tax**

Road Use Tax Funds (RUTF) of \$2,278,316 (1.14% of the total CIP) over five years represents the balance of annual payments not required for support of the operating budget and funds that had been reserved to finance high priority transportation projects. The Iowa Department of Transportation (IDOT) provides annual projections on the amount of RUTF the City of Dubuque will receive over the next five years based on a per capita amount. The State Road Use Tax Fund consist of revenues from fuel tax, vehicle registration fees, use tax, driver's license fees and other miscellaneous sources and is distributed to cities on a per capita basis. It should be noted that in FY 2010, the Iowa Department of Revenue increased Road Use Tax Funds (RUT) as a result of higher vehicle registration fees passed into law in 2008. The gas tax was increased ten cents beginning in February 2015. The city is estimated to receive \$37,120,941 for FY 2021-2025.

### **Sales Tax Increment Revenue**

The City secured a \$98.5 million grant through the State of Iowa Flood Mitigation program funded by 70% of the sales tax increment revenue received from the State of Iowa's 5% portion of sales tax received from sales in the City of Dubuque. This revenue will fund the debt service payable on Sales Tax increment Revenue bonds and Iowa Finance Authority State Revolving Fund Loans issued for the Flood Mitigation project known

as the Bee Branch Watershed Project. In the five year capital program, \$8,550,600 of sales tax increment revenue will fund pay-as-you-go projects related to the Bee Branch Watershed project.

### **Other State Grants (4.39% of Total CIP)**

State funding includes Iowa Department of Transportation Funding for street projects and trails and Historic Preservation Surveys and Regulations of \$8,775,450 are anticipated over the five-year program.

State transit funding includes \$35,329 over the five-year program for bus stop improvements.

Iowa Finance Authority funding of \$706,415 is anticipated over the five-year program for the Housing Department's Housing Trust Fund to provide permanently affordable housing or assistance to nonprofit organizations providing the same.

### **TAX INCREMENT FINANCING (TIF)**

#### **Dubuque Industrial Center West TIF District**

In FY 2006 and 2007, Tax Increment Financing (TIF) funds were committed towards abatement of the 20 year G.O. Bond issue for a Dubuque Industrial Center West (DICW) expansion and Chavenelle Road extension project, thereby delaying payback to the general fund for prior year development costs. In FY 2007, the TIF assessed values increased, allowing for additional increment for projects and cost recovery to continue. In FY 2017, the TIF assessed values increased again from a commercial 12% state equalization order.

The FY 2021-2025 CIP includes \$310,000 Fiscal Year 2021 to provide funding for the new campaign by the Greater Dubuque Development Corporation to improve the economy in Dubuque. Fiscal Years 2022-2025 for Greater Dubuque Development is budgeted in the operating budget by property tax funds in case there are not future land sales to cover the payments. Fiscal Year 2021 includes \$3,4700,000 for Chavenelle Road Reconstruction. Fiscal Year 2023 and 2024 includes \$8,727,715 for Development of McFadden Farm. Fiscal Year 2025 includes \$280,000 for Seippel Road Extension.

#### **Annexation Initiatives**

As annexation and development continues, the City has taken the following initiatives to provide services to annexed areas:

#### **Additional Police Officers (Operating Budget)**

With the Police Department's crime strategy, Territory Accountability Design, in full implementation, the department projected the need to increase Dubuque's current six patrol territories to seven as new areas of the city are developed. To add a seventh territory, five additional police officers were needed.

Partly in response to this need, the Police Department developed a Sworn Officer Plan which proposed the addition of 15 sworn police officers over a five-year period, with the first five (four Police Officers and one Police Corporal acting as a Section 8 Investigator) approved in December 2007, four more were approved in FY 2009, three more were approved in FY 2010, two more were approved in FY 2011 and one more was approved in FY 2012. The plan's staff increases created sufficient staffing to establish an additional patrol territory. In FY 2019, an additional sworn police officer was added, an existing position was promoted to Captain and one Corporal position was eliminated in order to create a Specialty Unit Commander. The Fiscal Year 2020 budget approved the expansion of the Dubuque Police Department School Resource Officer Program. Three SRO's would be added over consecutive years: FY2020, FY2021, and FY2022 budget. Under this proposal, the DCSD would gradually pay 50% of the salary of the existing SRO Corporal, and the DARE Officer. DCSD would also begin paying 50% of the initial Iowa Law Enforcement Academy training costs and initial equipment for the proposed new SRO positions, including a squad car, and ongoing training costs for SRO's.

#### **Fire Station and Additional Firefighters**



An additional west end fire station is currently projected to be designed in FY 2025, but may be delayed. This station would be approximately 10,000 square feet and house two response apparatus, plus storage for other reserve units. The City of Dubuque currently has an annexation study and not an annexation plan. However, addition of this fire station and associated ambulance and firefighting response capability and capacity positions the City will develop an annexation plan and begin the process of annexation in the near future. The City Development Board, that approves annexation expects services to be provided within 3 years of annexation. For a new station, operating costs include insurance, utilities, equipment, maintenance, furniture, and the cost of twelve new employees. Beginning in FY2020, one (1) new employee would be added, one (1) additional new employee would start in FY 2021 as well. In FY2022 and beyond one employee would be added each year until a total of 12 positions is reached. This is a change from the previous plan which proposed adding firefighter positions on a more accelerated schedule. The current minimum staffing per shift is 22, with 28 personnel assigned to cover leave. During the build up of positions before a fire station is constructed, the additional personnel will reduce the need for overtime as each shift will have more positions available to cover vacations and other leave. This advantage will diminish once the new engine and ambulance are placed in service in FY2025.

### **Additional Snow Plow Drivers and Snow Plow Route (Operating Budget)**

Dubuque's expansion also increased the number of streets and roads that must be maintained by the City's Public Works Department. In order to maintain the current level of street maintenance, street cleaning, and snow and ice control to all areas of the city, the Public Works Department was approved for the addition of a snow plow driver in FY 2009 and another is expected to be requested in a future year. Two drivers are needed to staff a route 24 hours a day in a snow event. The Public Works Department plans to create another snowplow route with these two employees as annexation and development dictates. In the warm months, this position will be assigned to the Leisure Services Department to maintain City parks and landscaping in the Washington Neighborhood, Port of Dubuque, Iowa Street and the Locust Street connector. In Fiscal Year 2009, the Public Works Department also began using Refuse, Recycling and Yard Waste Collection employees at the end of their collection routes and on overtime to assist in snow removal duties. The City has also developed a plan to use personnel and equipment from other City departments to go from 22 pieces of snow removal equipment to 32 pieces of snow removal equipment in a snow storm that exceeds 5 inches. With the recommendation to eliminate full-time positions in the Engineering Department and create one part-time position, there will be less opportunity to supplement the snow plowing effort.

### **Water and Sanitary Sewer Service**

The City is in the process of extending sanitary sewers and water service into new development areas or recently annexed areas as part of pre-annexation agreements. Requests have been received for sanitary sewer and water service on North Cascade Road near Highway 20 and for water service further North on John F. Kennedy Road.

In 2003, a new water main was activated from Highway 20 north on the east side of the Northwest Arterial to John F. Kennedy Road then west to a new 1.25 million gallon water tower located at the Dubuque Soccer Complex. By constructing this tower and with this water main extension in the fourth pressure zone of the City's water distribution system, it allowed growth to take place for residential, commercial and industry to the west of the community.

To date, both sanitary sewer and water service have been extended through the Dubuque Industrial Center West, along Seippel Road to the north edge of the Callahan subdivision. Additional funds are available to extend water and sewer service to the 643 acres annexed and to other areas under consideration for annexation. The City has spent in excess of \$2 million to replace much of the North Fork Catfish Creek Sanitary Sewer Line. The City extended the Granger Creek Interceptor sewer and the public water main from the Technology Park South along highway 151/61 to the north side of the Dubuque Regional Airport. The Granger Creek sanitary sewer and water main extension provided immediate sanitary sewer and water services to the Dubuque Regional Airport and portions of the annexation areas that are adjacent to the highway 151/61 corridor.

### **Greater Downtown TIF District**

This district was formally the Downtown and Ice Harbor TIF districts but now have been combined to the Greater Downtown TIF district. Many projects, which are City Council priorities, are able to move forward due to the availability of Greater Downtown TIF revenue due to continued growth to further sustain a rejuvenated downtown and port of Dubuque. The following are projects included in the FY 2021-2025 CIP:

**Jackson Park Amenities (page 37)** – This project (\$310,000) provides funding for the improvement of amenities in Jackson park.

**Town Clock Rehab (page 44)** - This project (\$67,000) provides for concrete work throughout the plaza area.

**Washington Community Gateway (page 55)** - This project (\$15,000) provides for developing the vacant lot at 1401 Elm Street as a Washington Community Gateway.

**Civic Center Arena Roof Air Conditioner Replacement (page 60)** - This project (\$100,000) provides for emergency repairs to the arena air conditioning units (Roof Top Units 1-7 and 9). The air conditioning units were installed in 2005 and have a life span of fifteen years. The units are currently having issues with repair costs mounting. Replacement of the units is budgeted in the Five Flags Building Improvements CIP in FY2025.

**Five Flags Building Improvements (page 61)** - This project (\$6,000,000) provides for improvements to the building (arena, theater, lobby areas, exterior) and its equipment should a bond referendum for another scenario not pass or it is determined by City Council that Scenario 1 of status quo is the direction. This would be used on the current facility at its current footprint in its current state. The building is in need of wood window repairs, painting of the steel exterior, resealing the ballroom floor, remodeling/upgrading concession stands, carpet and tile replacement, locker shower upgrades, stage dimmer light replacement, dressing room upgrades, orchestra pit electronic lift, placement, refurbishing the stage floor, restoration of theater seats, painting walls and ceilings, satellite ticket booth, theater counter weight and grid system, lighting upgrades and retrofits and other building needs. Equipment replacement needs include the sound system, floor scrubber, tables and portable chairs, water fountains, popcorn popper, concert lighting, pipe and drape, follow spots, lighting consoles, masking equipment, scoreboard and other equipment replacements.

**Grand River Center Replace Carpet (page 79)** - This project (\$250,000) provides for the replacement of carpeting at the Grand River Center.

**Grand River Center Market Study and Facility Assessment (page 85)** - This project (\$65,000) provides for a facility assessment and market study in preparation of the Grand River Center's first twenty years.

**Grand River Center Roof Restoration (page 88)** - This project (\$350,000) provides for restoration of the roof on the Grand River Center. The roof was installed in 2002 and restoration is critical to prevent expensive damage if the roof begins leaking.

**East - West Corridor Capacity Improvements (page 216)** - This project (\$650,000) provides for capacity improvements along alternate east-west corridors to provide connectivity between the western growth areas and the downtown urban core. The section of University Avenue, from Pennsylvania Avenue to Loras Boulevard, referred to as the "Overlap Section" was recommended for converting the three intersections along University Avenue to roundabouts. With current available funding (FY 2019 – 2020), the next steps in the design development process are to complete the preliminary engineering and environmental (NEPA) study phase for intersection capacity

improvements along University Avenue at Loras Boulevard, Asbury Road, and at Pennsylvania Avenue. Once the preliminary engineering and environmental (NEPA) study are completed, corridor impacts will be identified, and property acquisition could begin in approximately FY2021 / 2022 and would take approximately 2 years to complete. Once property acquisition is completed within the Overlap Section, construction to convert the three intersections along University Avenue to roundabouts could begin in FY2023 and would take approximately 2-3 years to complete.

**Heeb Street Reconstruction (page 220)** - This project (\$270,000) provides for the reconstruction of North Heeb Street just south of Kaufmann Avenue with new pavement, curb & gutter, and sidewalks. The existing asphalt street is degraded and needs to be replaced. A portion of the street does not have curb and gutter and this project will provide for installation of curb and gutter.

**7th Street Extension to Pine Street (page 225)** - This project (\$67,500) provides for an opportunity to evaluate alternatives and the feasibility of developing a roadway through the Alliant site which would connect 7th Street to Pine Street at 9th / Kerper Blvd. The potential extension of 7th Street to Pine Street would allow commercial traffic to use the US 61-151 on / off ramps at 9th Street to access Pine Street to 7th. This would provide commercial vehicles that currently use 7th, 9th, Central, Washington and Jackson Streets through the Historic Millwork District to get to the industrial businesses on 7th / Commercial Street, a more efficient, safer, and direct route. The FY21 programmed funding would allow for staff to work with Alliant Energy to evaluate alternatives, and if viable, prepare a feasibility study and perform an environmental assessment of potential site development. The FY22 programmed funding would allow for the development and potential construction of a roadway through the Alliant site which would connect 7th Street to Pine Street at 9th / Kerper Blvd.

**Federal Building Renovation (page 245)** - This project (\$1,524,543) provides funding in FY 2021 (\$45,000) to replace the pent house roof, \$6,000 to repair ADA non-compliant public sidewalks, \$220,000 for structural repairs to the loading dock and leaking building foundation and \$165,000 for replacement of the first floor lobby lights with replica period fixtures, main stairwell painting and lighting, and refinishing of the historic woodwork in the main lobby.

In FY 2022, \$250,000 is budgeted for an ASHRAE Level 2 & 3 Energy Assessment which will build off of the results from the Level 1 energy audit happening in FY20. The Level 2 Assessment provides detailed survey of building systems and operations, breakdown of energy source and end use, identification of Energy Efficiency Measures (EEMs) for each energy system, range of savings & costs for the EEMs, spotlight on operational discrepancies and outline of priorities for needed upgrades. The ASHRAE Level 3 Energy Assessment allows for complex HVAC system upgrade alternative analysis, return on investment and construction cost estimating. Additional funding in FY22 is being budgeted to address known long term building operations and maintenance requirements which include \$54,500 for tuck pointing and waterproofing of the building window wells, and \$29,500 to tuck point the front steps and replace rusting hand rails and \$4,500 is budgeted for improvements to the public way finding signs for the building.

In FY23 \$60,000 is budgeted for security camera improvements, \$45,000 to disconnect the roof drains from the sanitary sewer system in order to comply with the City's I&I ordinance, and \$176,000 is budgeted to tuck point and repair the copper soffit on the exterior of the building. FY24 is budgeted to upgraded and moderized the interior lighting system.

**Riverfront Dock Expansion (page 247)** - This project (\$694,000) is to expand the existing riverfront docking facility to accommodate large excursion boats in the Port of Dubuque. The City's proposed infrastructure plan is to construct a new pier wall landing platform near the bottom of Riverwalk Stair No. 2. A portion of Stair No. 2 will be reconstructed to connect to the new landing platform. The new landing platform will be connected to the Riverwalk by an ADA compliant ramped walkway. The excursion boats will moor against new pipe pile clusters and will access land from floating platform

docks which will connect to the pier wall landing platform via ADA compliant gangway. The expanded docking facility will accommodate excursion boats 400 feet in length or greater. It is forecasted that excursion boat traffic on the Mississippi River will increase and a new docking facility will create an opportunity for significant tourism growth in Dubuque. Increased tourism will create employment in retail, dining, ground transportation, and excursions to local attractions, while other tourism-related sectors will benefit as a result.

**Riverfront Leasehold Improvements (page 250)** - This project (\$73,500) provides funding in FY21 to support the rail spur improvements along Kerper Blvd. and Commercial St and the deconstruction of the former Dodd's Terminal building foundation in the South Port. Clearing this site of the existing outdated and obsolete structure will help to prepared it for redevelopment. FY 22 would allow the city to evaluate redevelopment options for the industrial sight on 7th street along Dove Harbor, as well as a site along Kerper Blvd at the Peosta Channel.

**ABC Supply Building Deconstruction (page 251)** - This project (\$417,000) provides funding for hazardous material remediation and structure deconstruction of a former City owned leased property along Highway 151 near the South Port. The Funding in FY21 would support the deconstruction of the former ABC Supply building who's lease expired in December 2018. Clearing this site of the existing outdated and obsolete structure will help to prepared it for redevelopment.

**Greater Downtown Street Lights (page 257)** - This project (\$340,400) provides funding for replacement of the existing 30-foot white streetlights located in downtown Dubuque. Currently, there are approximately 60 white streetlights remaining. The project would replace all remaining white poles and install lighting controllers with meters. In certain cases, these would be replaced with historical streetlights. Many of the streetlights in the downtown area were installed in early 1950's. This program would promote the use of high efficiently, long life LED street lighting throughout the City of Dubuque which saves energy and operating expenses.

**Downtown Security Camera Program (page 263)** - This project (\$103,049) provides equipment, installation, and software licenses for the placement of fixed cameras (\$2,500 each) installed near roadways, alleys, and signalized intersections in Downtown Dubuque.

**Downtown Urban Renewal Area Non-Profit Accessibility Assistance Program (page 279)** - This project (\$500,000) provides assistance with accessibility improvements to existing public buildings either owned or operated by non-profits. The Non-Profit Accessibility Assistance Program is a competitive matching grant program that will fund up to \$50,000 in any one year for eligible projects and agencies. Eligible non-profits must be classified by the U.S. Internal Revenue Service under Section 501(c)(3) of the I.R.S. code and must have a minimum two-year operating history after the date of receipt of its 501(c)(3) classification. Eligible improvements include interior and exterior accessibility alterations and must comply with the most recent Department of Justice ADA Standards and Guidelines and locally adopted building codes. Additional criteria and an application will be developed.

**Downtown ADA Assistance Program (page 280)** - This project (\$155,000) provides assistance to residents and businesses to ensure facilities in the Downtown Urban Renewal Area are fully accessible and inclusive to all persons regardless of abilities. This includes parking lots, retail and wholesale stores, restaurants, cafés, taverns, gas stations, public buildings, lodging, schools, parks, and entertainment venues. The program is designed to assist businesses with the cost of becoming ADA compliant. Qualified applicants can receive up to 50% of the cost of the project from the City of Dubuque, at a maximum amount of \$5,000 per property.

**Greater Downtown Urban Renewal Incentive & Rehabilitation Program (page 282)** - This program (\$1,882,900) provides grants for rehabilitation and adaptive reuse of buildings in the Greater

Downtown Urban Renewal District. Tax increment proceeds are used to capitalize the pool of funds for these grant. The program provides grants up to \$10,000 for each new housing unit created in the District. The program creates affordable, quality rental housing units for our workforce.

**Washington Neighborhood Facade Program (page 285)** - This program (\$550,000) provides for rehabilitation and adaptive reuse for buildings and grants for planning/design costs and facade improvements in the Downtown Washington Neighborhood.

**Downtown Rehab Grant Program (page 286)** – This program (\$300,000) provides grant funding for the rehabilitation of commercial or multi-family property in the Greater Downtown Urban Renewal District. The Facade Grant Program provides 1:1 matching grants not to exceed \$10,000 in grant funds per project for front or rear facade renovations designed to eliminate inappropriate additions or alterations and restore the facade to its historic appearance or to rehabilitate the facade to include new windows, paint, signage, awnings, etc. to improve overall appearance. Landscaping or screening with fencing or retaining walls may also be allowed, especially as it may improve property adjacent to the right-of-way. The Planning and Design Grant Program provides 1:1 matching grants not to exceed \$10,000 in grant funds per project to offset the actual pre-development costs incurred prior to a Rehabilitation project. Reimbursement would be allowed for architectural and engineering fees, feasibility studies, environmental assessments or other related soft costs, but not owner/developer fees, incurred in the development of the project. The Financial Consultant Grant Program provides 1:1 matching grants not to exceed \$15,000 in grant funds per project to offset the actual cost of hiring a financial consultant used to analyze the feasibility of the projects that generally apply for historic tax credits. Additionally, there are several other property owners and developers that have expressed an interest in utilizing the program to fund projects. The Downtown Rehabilitation Facade Grant program receives the most inquiries and interest out of all programs provided by the Economic Development Department. This program has helped promote great successes in the redevelopment of the downtown. In order to meet the demand for this program, and maintain the historic appeal of downtown, additional funds have been requested for this program.

**Downtown Rehabilitation Loan Program (page 289)** - This project (\$300,000) provides low-interest loans for the rehabilitation and adaptive reuse of buildings in the Greater Downtown Urban Renewal District. Tax increment proceeds and loan repayments are used to capitalize the pool of funds for these loans. The program has been popular, with 19 loans provided since 1996 and additional loans that have been committed but have yet to be disbursed.

**Central Avenue Corridor Initiative (page 290)** - This project (\$1000,000) provides a loan loss reserve and interest rate “buy down” for eligible entrepreneurs seeking a microloan from Iowa Microloan, a 501(c)3 that provides loans of \$5,000 to \$50,000 to small businesses in Iowa having difficulty obtaining a loan from a traditional lender. The Economic Development Department will partner with either the City’s CDBG or IFA Trust Fund Committees to select qualified candidates whose applications will be forwarded to Iowa Microloan.

**Central Avenue Streetscape Master Plan Implementation (page 291)** - This project (\$240,000) provides for the implementation of priority actions in the Central Avenue Streetscape Master Plan. The funds allocated would be used to support infrastructure and streetscaping priority improvements justified in the master plan. The Central Avenue corridor is part of the Washington Neighborhood Revitalization Plan and includes the area between Central Avenue between 11th and 22nd streets. Included in this strategy is the redevelopment and reinvestment in residential and commercial areas in the neighborhood. Some public infrastructure improvements have already been initiated and the Central Avenue corridor is beginning to see private investment in building improvements and business location.

**East 12th and Elm Street Parking Lot Construction (page 300)** - This project (\$589,000) provides for the construction of a 73 stall parking lot at East 12th and Elm Street (Lot 1 Millwork Parking District). The parking lot design includes a code blue emergency phone, landscaping, environmental remediation and construction of the parking lot. The cost per parking stall would be approximately \$8,070 per stall for this proposed site.

**Locust/Iowa Street Parking Ramp Repairs and Additional Parking Possibilities (page 301)** - This project (\$18,500,000) provides for construction of a new 500-space parking facility in Downtown Dubuque. Existing FY 2020 funds provide for property acquisition and engineering services. The Locust Street Parking Ramp is reaching the end of its useful life.

**Washington Neighborhood Home Purchase Program (page 312)** - This project (\$250,000) supports and encourages homeownership in the Washington Neighborhood. The program operates under the oversight of the Housing Trust Fund Committee and is capitalized by annual grants received from the Iowa Finance Authority (IFA). IFA requires a match for the program and the City provides IFA Trust Match of \$50,000 from the Greater Downtown TIF (GDTIF). The primary purpose is to complement housing assistance provided through the CDBG program by providing loans to low-to-mod income homeowners and buyers in the Washington Neighborhood and for households earning less than 30% MI are eligible to purchase any property within the City limits.

**Downtown Urban Renewal Area Non-Profit Weatherization Improvements Assistance (page 323)** - This project (\$500,000) provides funding for matching grants to assist non-profits in the Greater Downtown TIF area to make energy efficiency improvements to their buildings, including weatherization measures, HVAC system upgrades, and other work to decrease their utility bills. This reduction in annual operating costs will allow non-profits to invest more funds in achieving their organization's mission. Energy efficiency improvements not only result in financial savings to the organization but will also help to meet the 50% by 2030 Community Climate Action & Resiliency Plan goals approved by City Council in 2013. The program builds on the success of the Energy Efficiency Revolving Loan Fund (EELF) that is currently available to private businesses, which was created using funds the City received from the 2009 American Recovery & Reinvestment Act, and the Grants to Green program, a Community Foundation of Greater Dubuque program which invested over \$1.2 million in energy efficiency projects for non-profits. Ongoing community conversations have demonstrated a continued need to fill the gap between available utility rebates and the amount non-profits are able to pay for energy efficiency improvements. Similar to the existing EELF, non-profits may be able use funds for renewable energy installation, if all reasonable efficiency improvements have been made, in order to further reduce their utility costs and reduce their negative environmental impact. Additional criteria and an application will be developed.

### **North Cascade Housing TIF District**

In FY 2014 the City created the first housing TIF district in the Timber Hyrst subdivision off of North Cascade Road. This is a ten year TIF which requires at least 38.1% of the income generated to be used for Low and Moderate Income residents anywhere in the City of Dubuque. The percentage to Low and Moderate Income residents can be higher than the required 38.1%. The LMI Housing TIF revenue can be used for City initiatives other than the Homeownership Grants in Targeted Neighborhoods & Purchase/Rehab/Resale and can be used outside the Greater Downtown TIF Area.

**Assistance for Homeownership (page 304)** - This project (\$133,685) provides for acquisition activities where the City may purchase abandoned, derelict buildings and houses; or it may purchase housing subject to mortgage foreclosure actions in order to secure City funds previously loaned as part of rehabilitation activities or other housing to accomplish the goals. Certain improvements will be made to the properties in order to make them marketable for resale. In this manner, neighborhood conditions are improved, dwellings are resold to responsible owners and City dollars are returned to the revolving fund.

**Neighborhood Reinvestment Partnership (page 310)** - This project (\$1,200,000) provides funding to achieve the goal of promoting a broader income mix of downtown homeowners. This Program also provides for acquisition activities where the City may purchase abandoned, derelict buildings and houses to accomplish the goals. Certain improvements will be made to the properties in order to make them marketable for resale. In this manner, neighborhood conditions are improved and dwellings are resold to responsible owners. Certain properties are targeted to be voluntarily acquired, for reason of poor maintenance and the inability or refusal of the owner to make improvements. These are then rehabilitated and resold to qualifying owner-occupied households. This is a ten year TIF which state law requires a minimum of 38.1% of the income generated to be used for Low and Moderate Income residents any where in the City of Dubuque. The percentage benefiting Low and Moderate Income residents can be higher than the required 38.1%. In FY 2019 the percentage is 51.1%. It is anticipated that the City will acquire, renovate and sell for long-term home ownership 50 residential properties over the next 5-7 years with an estimated \$30,000 construction subsidy per property.

### **English Ridge Housing TIF District**

In FY 2015 the City created a housing TIF district in the English Ridge subdivision off of Stone Valley Drive. This is a ten year TIF which requires at least 38.1% of the income generated to be used for Low and Moderate Income residents anywhere in the City of Dubuque. The percentage to Low and Moderate Income residents can be higher than the required 38.1%. The LMI Housing TIF revenue can be used for City initiatives other than the Homeownership Grants in Targeted Neighborhoods & Purchase/Rehab/Resale and can be used outside the Greater Downtown TIF Area.

**Assistance for Homeownership (page 304)** - This project (\$172,836) provides for acquisition activities where the City may purchase abandoned, derelict buildings and houses; or it may purchase housing subject to mortgage foreclosure actions in order to secure City funds previously loaned as part of rehabilitation activities or other housing to accomplish the goals. Certain improvements will be made to the properties in order to make them marketable for resale. In this manner, neighborhood conditions are improved, dwellings are resold to responsible owners and City dollars are returned to the revolving fund.

### **South Pointe Housing TIF District**

In FY 2017 the City created a housing TIF district in the South Pointe subdivision off of Highway 151 South. This is a ten year TIF which requires at least 38.1% of the income generated to be used for Low and Moderate Income residents anywhere in the City of Dubuque. The percentage to Low and Moderate Income residents can be higher than the required 38.1%. The LMI Housing TIF revenue can be used for City initiatives other than the Homeownership Grants in Targeted Neighborhoods & Purchase/Rehab/Resale and can be used outside the Greater Downtown TIF Area.

**Assistance for Homeownership (page 304)** - This project (\$96,911) provides for acquisition activities where the City may purchase abandoned, derelict buildings and houses; or it may purchase housing subject to mortgage foreclosure actions in order to secure City funds previously loaned as part of rehabilitation activities or other housing to accomplish the goals. Certain improvements will be made to the properties in order to make them marketable for resale. In this manner, neighborhood conditions are improved, dwellings are resold to responsible owners and City dollars are returned to the revolving fund.

### **Rustic Point Housing TIF District**

In FY 2017 the City created a housing TIF district in the Rustic Point subdivision off of Derby Grange Road. This is a ten year TIF which requires at least 38.1% of the income generated to be used for Low and Moderate Income residents anywhere in the City of Dubuque. The percentage to Low and Moderate Income residents can be higher than the required 38.1%. The LMI Housing TIF revenue can be used for City

initiatives other than the Homeownership Grants in Targeted Neighborhoods & Purchase/Rehab/Resale and can be used outside the Greater Downtown TIF Area.

**Assistance for Homeownership (page 304)** - This project (\$5,055) provides for acquisition activities where the City may purchase abandoned, derelict buildings and houses; or it may purchase housing subject to mortgage foreclosure actions in order to secure City funds previously loaned as part of rehabilitation activities or other housing to accomplish the goals. Certain improvements will be made to the properties in order to make them marketable for resale. In this manner, neighborhood conditions are improved, dwellings are resold to responsible owners and City dollars are returned to the revolving fund.

### **MISCELLANEOUS SOURCES**

#### **Private Participation (0.75% of Total CIP)**

Private contributions represents the non-City share of the cost of several projects including private participation, fund raising, loans, grants and future resource allocation of City funds. Private participation funds included in the five year CIP include; contribution from the Diamond Jo Casino for the Port of Dubuque Parking Ramp for maintenance as required by the development agreement (\$423,116); Dubuque County contribution for HAZMAT Truck Replacement (\$119,583); Dubuque County Contribution for Southwest Arterial (\$250,000); Viking Cruises contribution for the Riverfront Dock Expansion (\$1,000,000); and Lead Based Paint Hazard Control education and training fees (\$30,000).

#### **Special Assessments (0.24% of Total CIP)**

Special Assessments represent that portion of street and sanitary sewer improvement projects anticipated to be assessed to benefiting property owners. The \$480,000 amount breaks down: (a) \$30,000 for sanitary sewer special assessments, (b) \$150,000 for sidewalk lien special assessments, and (c) \$300,000 for street reconstruction assessments.

#### **Cable TV (0.00% of Total CIP)**

It is anticipated that Cable TV funds will be used in the five-year CIP of \$9,210 for computer replacements.



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City of Dubuque  
Recommended Capital Improvement Summary  
FY 2021 - FY 2025

PROGRAM/ DEPT	PROJECT DESCRIPTION	SOURCE OF FUNDS	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	TOTAL	PAGE
<b>FIRE DEPARTMENT</b>									
<b>Public Safety</b>									
	Ladder Truck & Pumper Replacement	Dubuque County, G.O. Debt, Sales Tax Fund (20%)	\$ 408,000	\$ 1,557,550	\$ —	\$ 865,200	\$ —	\$ 2,830,750	1
	HVAC Replacement at Fire Headquarters 11 West 9th Street	G.O. Debt (Sales Tax Fund 20%)	\$ 168,924	\$ 344,605	\$ —	\$ —	\$ —	\$ 513,529	2
	Outdoor Warning Siren Repair/Replace	DRA Distribution	\$ 100,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 300,000	3
	Fire Station Exhaust Systems	DRA Gaming	\$ 30,000	\$ 30,000	\$ 40,000	\$ —	\$ —	\$ 100,000	4
	Station 6 Structural, Roof, and Tuckpointing Repairs	DRA Distribution	\$ 209,000	\$ —	\$ —	\$ —	\$ —	\$ 209,000	5
	Implement Mechanical & Electrical System Design Study Recommendations	Sales Tax Fund (20%)	\$ 26,010	\$ 26,010	\$ —	\$ 26,010	\$ 26,010	\$ 104,040	6
	Replace Flooring and Paint at Station 4	DRA Gaming	\$ 14,280	\$ —	\$ —	\$ —	\$ —	\$ 14,280	7
	Ambulance Replacement	DRA Distribution	\$ —	\$ —	\$ 267,240	\$ —	\$ 267,240	\$ 534,480	8
	Fire Station Expansion/Relocation	G.O. Debt (Sales Tax Fund 20%), Sales Tax Fund 20%	\$ —	\$ —	\$ 40,000	\$ —	\$ 806,000	\$ 846,000	9
	Station 5 Bathroom Remodel	Sales Tax Fund (20%)	\$ —	\$ —	\$ 15,000	\$ —	\$ —	\$ 15,000	11
<b>LEISURE SERVICES</b>									
<b>PARK DIVISION</b>									
<b>Culture and Recreation</b>									
	<b>Park Development</b>								
	Eagle Valley Park	DRA Distribution	\$ 180,447	\$ —	\$ —	\$ —	\$ —	\$ 180,447	12
	Westbrook Park Phase II	Sales Tax Fund (20%)	\$ 214,000	\$ —	\$ —	\$ —	\$ —	\$ 214,000	13
	North Fork Trail	DRA Gaming	\$ —	\$ —	\$ —	\$ 214,000	\$ —	\$ 214,000	14
	Pebble Cove Park	DRA Distribution	\$ —	\$ —	\$ —	\$ 214,000	\$ —	\$ 214,000	15
	Usha Park	Sales Tax Fund (20%)	\$ —	\$ —	\$ 115,000	\$ —	\$ —	\$ 115,000	16
	<b>Allison Henderson Park</b>								
	Allison Henderson Stormwater Project	DRA Gaming, Sales Tax Fund (20%)	\$ —	\$ —	\$ —	\$ —	\$ 25,000	\$ 25,000	17
	<b>Avon Park</b>								
	Replace Play Unit	CDBG Entitlement	\$ 94,069	\$ —	\$ —	\$ —	\$ —	\$ 94,069	18
	<b>Comiskey Park</b>								
	Re-Imagine Comiskey Park	CDBG Entitlement	\$ 87,700	\$ —	\$ —	\$ —	\$ —	\$ 87,700	19

City of Dubuque  
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PROGRAM/ DEPT	PROJECT DESCRIPTION	SOURCE OF FUNDS	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	TOTAL	PAGE
<b>LEISURE SERVICES</b>									
<b>PARK DIVISION</b>									
<b>Culture and Recreation</b>									
	<b>Eagle Point Park</b>								
	Repair Retaining Wall	Sales Tax Fund 20%	\$ 75,000	\$ —	\$ —	\$ —	\$ —	\$ 75,000	20
	Concrete Improvements	DRA Distribution	\$ —	\$ 60,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 150,000	21
	Stone Work	DRA Distribution	\$ —	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 200,000	22
	Renovate Log Cabin Pavilion	DRA Distribution	\$ —	\$ 71,000	\$ 40,000	\$ —	\$ —	\$ 111,000	23
	Street Light Replacement	DRA Distribution	\$ —	\$ 20,000	\$ 20,000	\$ —	\$ —	\$ 40,000	24
	Riverfront Pavilion Restoration	DRA Distribution	\$ —	\$ 5,000	\$ —	\$ —	\$ 89,000	\$ 94,000	25
	Replace Water Lines	DRA Distribution	\$ 51,218	\$ 48,782	\$ 160,000	\$ 50,000	\$ —	\$ 310,000	26
	Replace Roof on Terrace Room	DRA Distribution	\$ —	\$ —	\$ —	\$ 24,000	\$ —	\$ 24,000	27
	Replace Roof on Eagles View Pavilion	DRA Gaming, Sales Tax Fund (20%)	\$ —	\$ —	\$ —	\$ —	\$ 45,000	\$ 45,000	28
	Renovate Shiras Memorial Pavilion	DRA Gaming, Sales Tax Fund (20%)	\$ —	\$ —	\$ —	\$ —	\$ 55,000	\$ 55,000	29
	Rest Room Renovation	DRA Distribution	\$ —	\$ —	\$ —	\$ —	\$ 40,000	\$ 40,000	30
	Building & Structures Assessment	DRA Distribution	\$ —	\$ —	\$ —	\$ —	\$ 5,000	\$ 5,000	31
	<b>Flora Park</b>								
	Pave Wilbright, Pool, Tennis Court, and Slattery Center Parking Lots	Sales Tax Fund (20%)	\$ —	\$ —	\$ 25,000	\$ —	\$ 36,000	\$ 61,000	32
	Replace Lights on Tennis Courts	DRA Distribution	\$ —	\$ —	\$ —	\$ —	\$ 102,000	\$ 102,000	33
	<b>Gay Park</b>								
	Replace Play Unit	Sales Tax Fund (20%)	\$ —	\$ —	\$ —	\$ 90,000	\$ —	\$ 90,000	34
	<b>Ham House</b>								
	Replace Roof	DRA Distribution	\$ —	\$ —	\$ 75,000	\$ —	\$ —	\$ 75,000	35
	Ham House Exterior and Landscape Improvements	DRA Distribution	\$ 43,200	\$ 47,634	\$ —	\$ —	\$ —	\$ 90,834	36
	<b>Jackson Park</b>								
	Amenities Improvement	GDTIF, GDTIF G.O. Debt	\$ 250,000	\$ 60,000	\$ —	\$ —	\$ —	\$ 310,000	37
	<b>Madison Park</b>								
	Replace Play Unit	DRA Distribution	\$ —	\$ —	\$ 82,500	\$ —	\$ —	\$ 82,500	38
	<b>Miller Riverview Park</b>								
	Quick Connects for Pedestals	DRA Distribution	\$ —	\$ —	\$ —	\$ —	\$ 40,000	\$ 40,000	39

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PROGRAM/ DEPT	PROJECT DESCRIPTION	SOURCE OF FUNDS	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	TOTAL	PAGE
<b>LEISURE SERVICES</b>									
<b>PARK DIVISION</b>									
<b>Culture and Recreation</b>									
	<b>Murphy Park</b>								
	Replace Play Unit	Sales Tax Fund (20%)	\$ 94,375	\$ —	\$ —	\$ —	\$ —	\$ 94,375	40
	Replace Water Lines	DRA Distribution	\$ —	\$ 10,000	\$ 100,000	\$ 50,000	\$ —	\$ 160,000	41
	Replace Roof on Rest Room Building by the Tennis Courts	DRA Distribution	\$ —	\$ —	\$ —	\$ 15,000	\$ —	\$ 15,000	42
	<b>Storybook Zoo</b>								
	Playground Replacement	DRA Distribution	\$ —	\$ —	\$ 110,000	\$ —	\$ —	\$ 110,000	43
	<b>Town Clock Plaza</b>								
	Plaza Rehabilitation	GDTIF G.O. Debt	\$ 67,000	\$ —	\$ —	\$ —	\$ —	\$ 67,000	44
	<b>Veterans Memorial Park</b>								
	Disc Golf Course Renovation	DRA Distribution	\$ 40,000	\$ —	\$ —	\$ —	\$ —	\$ 40,000	45
	<b>General Park Maintenance</b>								
	All Parks - Replace Security Lights	DRA Distribution	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 25,000	46
	All Parks - Renovate Water Systems	Sales Tax Fund (20%), DRA Distribution	\$ —	\$ 7,000	\$ 20,000	\$ 25,000	\$ 25,000	\$ 77,000	47
	Ash Tree Removal and Tree Replacement	DRA Distribution	\$ 275,000	\$ 275,000	\$ 275,000	\$ 375,000	\$ 425,000	\$ 1,625,000	48
	Street Tree Program	Sales Tax Fund (20%)	\$ 4,600	\$ 30,115	\$ 33,500	\$ 30,112	\$ 50,000	\$ 148,327	50
	Retaining Walls	DRA Distribution	\$ —	\$ 5,000	\$ 10,000	\$ 5,000	\$ 25,000	\$ 45,000	51
	Highway 20 - Irrigation	Sales Tax Fund (20%)	\$ —	\$ —	\$ —	\$ 25,000	\$ —	\$ 25,000	52
	Highway 20 - Replace Roses	DRA Gaming, Sales Tax Fund (20%)	\$ —	\$ —	\$ —	\$ —	\$ 100,000	\$ 100,000	53
	Resurface Tennis Courts	Sales Tax Fund (20%)	\$ —	\$ —	\$ —	\$ —	\$ 40,000	\$ 40,000	54
	Industrial Center Native Plantings	DICW TIF	\$ —	\$ —	\$ —	\$ —	\$ 20,000	\$ 20,000	55
	Washington Community Gateway	Greater Downtown TIF	\$ —	\$ —	\$ —	\$ —	\$ 15,000	\$ 15,000	56
	Forestry Building - Replace Roof	Sales Tax Fund (20%)	\$ —	\$ —	\$ —	\$ —	\$ 40,000	\$ 40,000	57
	Parks - Paint Light Poles	Sales Tax Fund (20%)	\$ —	\$ —	\$ —	\$ —	\$ 15,000	\$ 15,000	58
	Maintenance Headquarters Wash Bay	DRA Distribution	\$ —	\$ —	\$ —	\$ —	\$ 20,000	\$ 20,000	59
	Paint Railings	Sales Tax Fund (20%)	\$ —	\$ —	\$ —	\$ —	\$ 20,000	\$ 20,000	60

# Capital Improvement Program

City of Dubuque Recommended Capital Improvement Summary FY 2021 - FY 2025									
PROGRAM/ DEPT	PROJECT DESCRIPTION	SOURCE OF FUNDS	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	TOTAL	PAGE
CIVIC CENTER DIVISION									
Culture and Recreation									
Arena									
	Arena Air Conditioner Replacement	GDTIF G.O. Debt	\$ —	\$ 100,000	\$ —	\$ —	\$ —	\$ 100,000	61
	Five Flags Building Improvements	GDTIF G.O. Debt, GDTIF	\$ —	\$ —	\$ —	\$ 6,000,000	\$ —	\$ 6,000,000	62
	Bijou Room & Hall - Tile Replacement	Sales Tax Fund (20%)	\$ 50,000	\$ —	\$ —	\$ —	\$ —	\$ 50,000	63
	Theater - Carpet Replacement	DRA Distribution	\$ —	\$ 70,000	\$ —	\$ —	\$ —	\$ 70,000	64
RECREATION DIVISION									
Culture and Recreation									
Swimming Pools									
	Flora and Sutton Pools Annual Maintenance	DRA Distribution	\$ 70,000	\$ 30,000	\$ 135,000	\$ —	\$ —	\$ 235,000	65
	Flora Pool Replace Playground Surface	DRA Distribution	\$ 60,000	\$ —	\$ —	\$ —	\$ —	\$ 60,000	66
	Flora & Sutton Filter Tank Replacement	DRA Distribution	\$ —	\$ —	\$ —	\$ 200,000	\$ —	\$ 200,000	67
Bunker Hill Golf Course									
	Construct Cart Paths	Golf Fees	\$ —	\$ 10,000	\$ —	\$ —	\$ 10,000	\$ 20,000	68
	Tee Improvements	Golf Fees	\$ —	\$ 10,000	\$ —	\$ 10,000	\$ —	\$ 20,000	69
	Replace Irrigation System	DRA Distribution	\$ 54,132	\$ —	\$ —	\$ —	\$ —	\$ 54,132	70
	Administrative Welcome Reception 1st Floor Remodel	DRA Distribution	\$ 15,000	\$ —	\$ —	\$ —	\$ —	\$ 15,000	72
	Range Project	DRA Distribution, DRA Gaming	\$ —	\$ —	\$ 20,000	\$ 227,830	\$ 72,170	\$ 320,000	71
Multicultural Family Center									
	Sidewalk Replacement and Concrete Improvements	CDBG	\$ 25,000	\$ —	\$ —	\$ —	\$ —	\$ 25,000	73
Port of Dubuque									
	POD - Signage Replacement	DRA Distribution	\$ —	\$ —	\$ —	\$ 10,000	\$ —	\$ 10,000	74
	POD - Dock Maintenance	Sales Tax Fund (20%), DRA Gaming	\$ —	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 40,000	75
General Recreation									
	LS Facility/Deferred Maintenance Assessment	DRA Gaming	\$ —	\$ 90,000	\$ —	\$ —	\$ —	\$ 90,000	76
	New Operating System (Registration, Reservation, POS)	DRA Gaming	\$ 90,000	\$ —	\$ —	\$ —	\$ —	\$ 90,000	77
	Quality of Life Needs Assessment	DRA Distribution	\$ —	\$ 40,000	\$ —	\$ —	\$ —	\$ 40,000	78



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PROGRAM/ DEPT	PROJECT DESCRIPTION	SOURCE OF FUNDS	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	TOTAL	PAGE
<b>CONFERENCE CENTER</b>									
General Government									
	Paint Exterior Metal	Sales Tax Fund (20%)	\$ —	\$ —	\$ —	\$ —	\$ 50,000	\$ 50,000	79
	Replace Carpet	GDTIF G.O. Debt	\$ —	\$ —	\$ 100,000	\$ 120,000	\$ 30,000	\$ 250,000	80
	Paint Interior Rooms and Areas	Sales Tax Fund (20%)	\$ —	\$ —	\$ —	\$ 38,000	\$ 18,000	\$ 56,000	81
	Replace Table, Chairs, and Podiums	DRA Distribution	\$ —	\$ —	\$ 300,000	\$ —	\$ 25,000	\$ 325,000	82
	Landscape Renovations	DRA Distribution	\$ —	\$ —	\$ —	\$ —	\$ 33,500	\$ 33,500	83
	Energy Efficiency Improvements	DRA Distribution	\$ 52,000	\$ 21,000	\$ —	\$ —	\$ —	\$ 73,000	84
	Market Study and Facility Assessment	Greater Downtown TIF	\$ —	\$ 65,000	\$ —	\$ —	\$ —	\$ 65,000	85
	Concrete Restoration	Sales Tax Fund (20%)	\$ —	\$ —	\$ 50,000	\$ —	\$ 175,000	\$ 225,000	86
	Repaint Exhibit Hall Airwalls	Sales Tax Fund (20%), DRA Distribution	\$ —	\$ —	\$ —	\$ 40,000	\$ —	\$ 40,000	87
	Replace Fabric Wall Covering	DRA Distribution	\$ —	\$ —	\$ 35,000	\$ 120,000	\$ 35,000	\$ 190,000	88
	Roof Restoration	Greater Downtown TIF	\$ —	\$ —	\$ —	\$ —	\$ 350,000	\$ 350,000	89
	Wood Bench Replacement	Sales Tax Fund (20%)	\$ —	\$ —	\$ —	\$ —	\$ 25,000	\$ 25,000	90
	Management and Operations Assessment	DRA Distribution	\$ —	\$ —	\$ —	\$ —	\$ 32,000	\$ 32,000	91
	Furniture Upholstery	DRA Distribution	\$ —	\$ —	\$ —	\$ —	\$ 30,000	\$ 30,000	92
	Trash Compactor Rehabilitation	DRA Distribution	\$ —	\$ —	\$ —	\$ —	\$ 30,700	\$ 30,700	93
	Replace Clouds	Sales Tax Fund (20%)	\$ —	\$ —	\$ —	\$ —	\$ 83,800	\$ 83,800	94
	Paint Bridge	DRA Distribution	\$ —	\$ —	\$ —	\$ —	\$ 35,000	\$ 35,000	95
	Staging and Riser Replacement	DRA Distribution	\$ —	\$ —	\$ —	\$ —	\$ 25,000	\$ 25,000	96
<b>LIBRARY</b>									
Culture and Recreation									
	Replace Water Piping - Phase 4	DRA Distribution	\$ 71,835	\$ —	\$ —	\$ —	\$ —	\$ 71,835	97
	Landscaping and Plaza Redesign	Sales Tax Fund (20%)	\$ 100,202	\$ —	\$ —	\$ —	\$ —	\$ 100,202	98
	Removal of Underground Oil Tank	Sales Tax Fund (20%)	\$ 59,379	\$ —	\$ —	\$ —	\$ —	\$ 59,379	99

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PROGRAM/ DEPT	PROJECT DESCRIPTION	SOURCE OF FUNDS	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	TOTAL	PAGE
<b>WATER DEPARTMENT</b>									
<b>Business Type</b>									
	Westside Water System Service Line Installation/Fire Hydrant Install/Purchase	Water Construction Fund	\$ 65,000	\$ —	\$ —	\$ —	\$ —	\$ 65,000	100
	Water Meter Replacement Program	Water Construction Fund	\$ 176,661	\$ 182,511	\$ 188,360	\$ 194,210	\$ 200,060	\$ 941,802	101
	Manhole Replacement Rehab	Water Construction Fund	\$ —	\$ 25,000	\$ —	\$ 25,000	\$ —	\$ 50,000	102
	Water Main Upgrades during Street General Repairs	Water Construction Fund	\$ —	\$ 20,000	\$ —	\$ 25,000	\$ —	\$ 45,000	103
	Maintenance of Public Water Mains during Stone Retaining Wall Repair	Water Construction Fund	\$ 20,000	\$ —	\$ 22,550	\$ —	\$ 22,550	\$ 65,100	104
	Fire Hydrant Assembly Relocation/Replacement for the Sidewalk Program	Water Construction Fund	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,400	\$ 100,400	105
	Cottingham Road Water Main	Water Construction Fund	\$ 187,813	\$ —	\$ —	\$ —	\$ —	\$ 187,813	106
	Southwest Arterial Water Main Extension	Water Construction Fund	\$ —	\$ 725,000	\$ —	\$ 1,575,000	\$ —	\$ 2,300,000	107
	SCADA & Communications Infrastructure	SRF Debt	\$ 495,000	\$ —	\$ —	\$ —	\$ —	\$ 495,000	109
	Water Main Replacements - Streets	Water Construction Fund	\$ 271,375	\$ —	\$ —	\$ —	\$ —	\$ 271,375	111
	Public Lead Line Water Replacement	SRF Debt	\$ 122,470	\$ 84,500	\$ 85,000	\$ —	\$ —	\$ 291,970	112
	Water Line Extensions to New Developments	SRF Debt	\$ 307,500	\$ 775,000	\$ —	\$ —	\$ —	\$ 1,082,500	113
	Wells, Well Field, and Raw Transmission Piping Repair	SRF Debt	\$ 250,000	\$ —	\$ 90,000	\$ —	\$ 110,500	\$ 450,500	114
	Water Treatment Plant Condition Assessment and Master Plan	SRF Debt	\$ 115,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 155,000	115
	Water Storage Tank Coating Program	Water Construction Fund	\$ 25,000	\$ 150,000	\$ 1,350,000	\$ 100,000	\$ 900,000	\$ 2,525,000	116
	Tamarak Park Frontage Road Water Main	Water Construction Fund	\$ 362,500	\$ —	\$ —	\$ —	\$ —	\$ 362,500	117
	West End Annexation Phase II	Water Construction Fund	\$ —	\$ —	\$ —	\$ —	\$ 300,250	\$ 300,250	118
	West End Annexation Phase I	Water Construction Fund	\$ —	\$ —	\$ —	\$ —	\$ 165,000	\$ 165,000	119
	Creek Crossing Restoration	Water Construction Fund	\$ 35,000	\$ 22,500	\$ 25,350	\$ 18,900	\$ 30,000	\$ 131,750	120
	Landfill Frontage Rd. Water Main Extension	Water Construction Fund	\$ 121,500	\$ —	\$ —	\$ —	\$ —	\$ 121,500	121
	Althausen St. & Eagle St. Water Main Improvements	SRF Debt	\$ 151,065	\$ 141,425	\$ —	\$ —	\$ —	\$ 292,490	122

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PROGRAM/ DEPT	PROJECT DESCRIPTION	SOURCE OF FUNDS	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	TOTAL	PAGE
WATER DEPARTMENT									
Business Type									
	Public Safety Way Water Main Improvements	Water Construction	\$ —	\$ 106,700	\$ —	\$ —	\$ —	\$ 106,700	123
	Water Treatment Plant Boiler Improvements	Water Construction	\$ 20,000	\$ —	\$ —	\$ —	\$ —	\$ 20,000	124
	WTP and Pump Station Pipe Rehabilitation	Water Construction	\$ —	\$ 20,000	\$ —	\$ —	\$ —	\$ 20,000	125
	Pump Station Site Drainage Improvements	Water Construction	\$ —	\$ —	\$ 15,000	\$ —	\$ —	\$ 15,000	126
	McFadden Farm Water Main Improvement (S. Heacock Rd from Chavenelle to Pennsylvania)	Water Construction	\$ —	\$ —	\$ 176,186	\$ 517,410	\$ —	\$ 693,596	127
WATER & RESOURCE RECOVERY CENTER									
Business Type									
	Final Clarifier Rehabilitation	State Revolving Fund Loan	\$ —	\$ 860,000	\$ —	\$ —	\$ —	\$ 860,000	128
	Lift Station SCADA Upgrades	Sanitary Sewer Construction Fund	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ —	\$ 200,000	129
	Activated Sludge Process Improvements	Sanitary Sewer Construction Fund	\$ —	\$ —	\$ —	\$ 70,000	\$ 98,000	\$ 168,000	130
	High-Strength Waste Receiving & Storage	State Revolving Fund Loan, Sanitary Sewer Construction Fund	\$ —	\$ 574,371	\$ 1,057,975	\$ —	\$ —	\$ 1,632,346	131
	UV Disinfection System Modifications	Sanitary Sewer Construction Fund	\$ 235,000	\$ —	\$ —	\$ —	\$ —	\$ 235,000	132
	Pump Trailer	Sanitary Sewer Construction Fund	\$ 110,000	\$ —	\$ —	\$ —	\$ —	\$ 110,000	133
AIRPORT									
Public Works									
	Replace DJC Hangar Floor Coating	Sales Tax Fund (20%)	\$ 41,000	\$ —	\$ —	\$ —	\$ —	\$ 41,000	134
	Terminal Automated Vehicle Wash Facility	CSVI Funds, CFC Funds	\$ 227,750	\$ —	\$ —	\$ —	\$ —	\$ 227,750	135
	Rehabilitate Taxiway A	FAA Discretionary Funds, FAA Entitlement, Sales Tax Fund (20%)	\$ 350,000	\$ 4,702,500	\$ 5,152,300	\$ 2,475,000	\$ —	\$ 12,679,800	136
	Aviation Fueling Facilities NFPA Update	DRA Distribution	\$ 54,050	\$ —	\$ —	\$ —	\$ —	\$ 54,050	137



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PROGRAM/ DEPT	PROJECT DESCRIPTION	SOURCE OF FUNDS	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	TOTAL	PAGE
<b>Public Works</b>									
	Pavement Condition Study	FAA Entitlement, DRA Distribution	\$ 50,200	\$ —	\$ —	\$ 53,272	\$ —	\$ 103,472	138
	Asphalt Pavement Repair	DRA Distribution	\$ —	\$ 150,000	\$ —	\$ —	\$ —	\$ 150,000	139
	Perimeter Fence Improvements	Sales Tax Fund (20%)	\$ —	\$ 10,000	\$ —	\$ —	\$ —	\$ 10,000	140
	Corporate Hangar Facilities Maintenance	Sales Tax Fund (20%)	\$ —	\$ 20,000	\$ —	\$ 20,000	\$ —	\$ 40,000	141
	Storm Drain Improvements	Sales Tax Fund (20%)	\$ —	\$ —	\$ —	\$ 20,000	\$ —	\$ 20,000	142
	Extend Runway 18/36	FAA Entitlement Funds, Sales Tax Fund (20%)	\$ —	\$ —	\$ —	\$ —	\$ 268,000	\$ 268,000	143
<b>PUBLIC WORKS</b>									
<b>Public Works</b>									
	Asphalt Milling Program	Sales Tax Fund (30%)	\$ 82,500	\$ 84,000	\$ 87,000	\$ 88,000	\$ 92,000	\$ 433,500	144
	Curb Ramp Program	Sales Tax Fund (30%)	\$ 423,574	\$ 300,000	\$ 400,000	\$ 425,000	\$ 250,000	\$ 1,798,574	145
	Floodwall Post-Flood Repair Program	Sales Tax Fund (30%)	\$ 20,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 120,000	146
	Curb Replacement Program	Sales Tax Fund (30%)	\$ 20,000	\$ 20,000	\$ 25,000	\$ 25,000	\$ 20,000	\$ 110,000	147
	Steps, Hand Railings and Wall-Top Fencing	Sales Tax Fund (30%)	\$ —	\$ —	\$ 10,000	\$ 25,000	\$ 20,000	\$ 55,000	148
	Street Sign and Post Replacement	Sales Tax Fund (30%)	\$ —	\$ 10,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 55,000	149
	Concrete Street Section Repair Program	Sales Tax Fund (30%)	\$ 20,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 20,000	\$ 115,000	150
	56,000 Gross Vehicle Weight (GVW) Dump Truck Replacement	Sales Tax Fund (30%), Road Use Tax	\$ 215,000	\$ —	\$ —	\$ —	\$ 366,636	\$ 581,636	151
	Vacuum Street Sweeper Replacement	Road Use Tax, Sales Tax Fund (30%)	\$ 210,000	\$ —	\$ —	\$ 214,200	\$ —	\$ 424,200	152
	35,000 GVW Dump Truck Replacement	Sales Tax Fund (30%)	\$ —	\$ 381,404	\$ —	\$ —	\$ —	\$ 381,404	153
	Wheel Loader Purchase	Sales Tax Fund (30%)	\$ 206,350	\$ —	\$ —	\$ —	\$ —	\$ 206,350	154
<b>PUBLIC WORKS</b>									
<b>Public Works</b>									
	Municipal Service Center CNG Retrofit	DRA Distribution	\$ —			\$ —	\$ 28,630	\$ 28,630	155
<b>Business Type</b>									
	Cab-Over Solid Waste Vehicles	Refuse Collection Fund	\$ 596,260	\$ 528,628	\$ 540,800	\$ 314,308	\$ 471,324	\$ 2,451,320	156

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<b>PUBLIC WORKS</b>									
<b>Business Type</b>									
	Sanitary Sewer Root Foaming	Sanitary Sewer Construction Fund	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 150,000	157
	High Pressure Sewer Jet Cleaner	Sanitary Sewer Const. Fund	\$ —	\$ —	\$ —	\$ 210,000	\$ —	\$ 210,000	158
	Flood Control Units	Stormwater Construction Fund	\$ —	\$ 386,000	\$ —	\$ —	\$ —	\$ 386,000	159
	Hard Surface Deep Cleaning Self-Propelled Unit	Stormwater Construction Fund	\$ 166,100	\$ —	\$ —	\$ —	\$ —	\$ 166,100	160
	City Tipper Carts	Refuse Collection GO Debt	\$ 280,000	\$ 280,000	\$ 280,000	\$ —	\$ —	\$ 840,000	161
	Sandbagging Equipment	Stormwater Construction Fund	\$ 35,000	\$ —	\$ —	\$ —	\$ —	\$ 35,000	162
<b>ENGINEERING DEPARTMENT</b>									
<b>SANITARY SEWER</b>									
<b>Business Type</b>									
<b>General</b>									
	Sanitary Sewer Extensions to New Developments	Sanitary Sewer Construction Fund	\$ 13,275	\$ 33,866	\$ 59,145	\$ 174,473	\$ 31,925	\$ 312,684	163
	Sanitary Sewer Extensions to Existing Developments	Sanitary Sewer Construction Fund, Special Assessments, State Revolving Fund Loan	\$ 600,000	\$ 1,200,000	\$ —	\$ —	\$ —	\$ 1,800,000	164
	Twin Ridge Subdivision -Lagoon Abandonment	State Revolving Fund Loan	\$ —	\$ 465,000	\$ —	\$ —	\$ —	\$ 465,000	165
	Sanitary Sewer Extensions - Existing Development, Pre-annexation and Annexation Agreements	Sanitary Sewer Construction Fund	\$ —	\$ 233,500	\$ —	\$ —	\$ —	\$ 233,500	166
	McFadden Farm Sanitary Sewer Extension	DICW TIF	\$ —	\$ —	\$ 532,000	\$ —	\$ —	\$ 532,000	167
	Sewer Utility Master Plan	State Revolving Fund Loan	\$ 237,000	\$ 121,000	\$ —	\$ —	\$ —	\$ 358,000	168
	CCTV Inspection, Cleaning, and Assessment	State Revolving Fund Loan	\$ 285,000	\$ 180,000	\$ 180,000	\$ 180,000	\$ —	\$ 825,000	169

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<b>ENGINEERING DEPARTMENT</b>									
<b>SANITARY SEWER</b>									
<b>Business Type</b>									
	Reconstruction								
	Southfork Interceptor Sewer	Sanitary Sewer Construction Fund	\$ —	\$ —	\$ 34,181	\$ 533,819	\$ —	\$ 568,000	170
	Knob Hill-Duggan Drive Sanitary Sewer Reconstruction	State Revolving Fund Loan	\$ —	\$ —	\$ 149,310	\$ —	\$ —	\$ 149,310	171
	Brunswick Sanitary Sewer	Sanitary Sewer Construction Fund	\$ —	\$ —	\$ 9,400	\$ 68,900	\$ —	\$ 78,300	172
	Southgate Sanitary Sewer Reconstruction	Sanitary Sewer Construction Fund	\$ —	\$ —	\$ 13,300	\$ 98,100	\$ —	\$ 111,400	173
	Center Grove Sanitary Sewer Reconstruction	Sanitary Sewer Construction Fund	\$ —	\$ —	\$ 7,300	\$ 60,000	\$ —	\$ 67,300	174
	Wood Street Sanitary Sewer Reconstruction	Sanitary Sewer Construction Fund	\$ 95,000	\$ —	\$ —	\$ —	\$ —	\$ 95,000	175
	Auburn & Custer Sanitary Sewer Reconstruction	State Revolving Fund Loan	\$ 316,400	\$ —	\$ —	\$ —	\$ —	\$ 316,400	176
	Grove Terrace Sanitary Sewer Reconstruction	Sanitary Sewer Construction Fund	\$ —	\$ 110,000	\$ —	\$ —	\$ —	\$ 110,000	177
	Heeb Street Sanitary Sewer Reconstruction	Sanitary Sewer Construction Fund	\$ 160,000	\$ —	\$ —	\$ —	\$ —	\$ 160,000	178
	Hempstead Sanitary Sewer Reconstruction	Sanitary Sewer Construction Fund	\$ 30,000	\$ 250,000	\$ —	\$ —	\$ —	\$ 280,000	179
	Cooper Place and Maiden Lane Sanitary Sewer Reconstruction	State Revolving Fund Loan	\$ —	\$ —	\$ 30,000	\$ 300,000	\$ —	\$ 330,000	180
	Abbott & Cottage Sanitary Sewer Reconstruction	Sanitary Sewer Construction Fund	\$ —	\$ —	\$ 20,000	\$ 200,000	\$ —	\$ 220,000	181
	Harvard St Sanitary Sewer Reconstruction	Sanitary Sewer Construction Fund	\$ —	\$ —	\$ —	\$ 18,000	\$ 160,000	\$ 178,000	182
	Cedar and Terminal Street Lift Station and Force Main Assessment and Improvements	State Revolving Loan Fund	\$ 750,000	\$ 1,416,000	\$ 2,260,000	\$ —	\$ —	\$ 4,426,000	183

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<b>ENGINEERING DEPARTMENT</b>									
<b>SANITARY SEWER</b>									
<b>Business Type</b>									
	Track Line Sanitary Cleaning and Lining	State Revolving Fund Loan	\$ 187,790	\$ —	\$ —	\$ —	\$ —	\$ 187,790	185
	Force Main Stabilization	General Fund, Federal Cap Section 14 Cap, State Revolving Loan Fund	\$ 100,000	\$ —	\$ —	\$ —	\$ 7,692,308	\$ 7,792,308	186
	Sanitary Sewer Lining Program	State Revolving Fund Loan	\$ —	\$ 132,500	\$ —	\$ —	\$ 220,000	\$ 352,500	187
	Manhole Replacement/Rehab Program	Sanitary Sewer Construction Fund	\$ —	\$ —	\$ 50,000	\$ —	\$ 40,000	\$ 90,000	188
	Center Place Alley Sanitary Sewer Rehabilitation	State Revolving Fund Loan	\$ 410,000	\$ —	\$ —	\$ —	\$ —	\$ 410,000	189
	Perry & Bradley Force Main and Lift Station Improvements	State Revolving Loan Fund	\$ —	\$ 35,000	\$ 225,000	\$ —	\$ —	\$ 260,000	190
	Couler Valley Interceptor Inspection, Cleaning and Rehabilitation	Sanitary Sewer Construction Fund	\$ —	\$ —	\$ 85,000	\$ —	\$ —	\$ 85,000	191
	General Sanitary Sewer Replacement	Sanitary Sewer Construction Fund	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 1,000,000	192
<b>STORMWATER</b>									
<b>Business Type</b>									
	<b>General Storm Sewer Projects</b>								
	Stormwater Infiltration & Inflow Elimination Program	Stormwater Construction Fund	\$ 50,000	\$ 50,000	\$ 90,000	\$ 100,000	\$ 100,000	\$ 390,000	193
	Storm Sewer General Replacements	Stormwater Construction Fund	\$ 50,000	\$ 50,000	\$ 50,000	\$ 100,000	\$ 204,255	\$ 454,255	194
	Storm Sewer Improvements/Extensions	Stormwater Construction Fund	\$ 60,000	\$ 60,000	\$ 60,000	\$ 64,946	\$ 64,946	\$ 309,892	195
	Catch Basin Reconstruction	Stormwater Construction Fund	\$ 53,000	\$ 53,000	\$ 53,060	\$ 54,122	\$ 55,204	\$ 268,386	196
	Draintile Program	Stormwater Construction Fund	\$ 100,400	\$ 90,810	\$ 101,224	\$ 100,000	\$ 62,082	\$ 454,516	197
	<b>Bee Branch Watershed Projects</b>								
	Bee Branch Creek RR Culverts	State Revolving Fund Loan, Federal Grant, Sales Tax Increment, Land & Water Conservation Grant, Stormwater Construction Fund	\$17,345,349	\$ —	\$ —	\$ —	\$ —	\$17,345,349	198
	Bee Branch Creek Gate & Pump Replacement	Federal Grant, State Sales Tax Increment, Stormwater Construction Fund	\$ 5,134,418	\$ 4,769,592	\$ —	\$ —	\$ —	\$ 9,904,010	200



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<b>ENGINEERING DEPARTMENT</b>									
<b>STORMWATER</b>									
<b>Business Type</b>									
	<b>Bee Branch Watershed Projects</b>								
	Flood Control Maintenance Facility	Sales Tax Increment	\$ —	\$ —	\$ —	\$ 220,000	\$ —	\$ 220,000	201
	<b>Specific Storm Sewer Projects</b>								
	University Ave Storm Sewer	Stormwater Construction Fund	\$ —	\$ —	\$ 150,000	\$ —	\$ —	\$ 150,000	202
	Heeb Street Storm Sewer (Street Program)	Stormwater Construction Fund	\$ 25,000	\$ —	\$ —	\$ —	\$ —	\$ 25,000	203
	Keokuk Storm Sewer Extension	Stormwater Construction Fund	\$ —	\$ 44,600	\$ —	\$ —	\$ —	\$ 44,600	204
	Copper Field Storm Sewer Extension Project	Stormwater Construction Fund	\$ —	\$ 34,700	\$ —	\$ —	\$ —	\$ 34,700	205
	Key Way Drive Outfall Project	Stormwater Construction Fund	\$ —	\$ 30,100	\$ —	\$ —	\$ —	\$ 30,100	206
	Pennsylvania Culvert Replacement	Stormwater Construction Fund	\$ —	\$ —	\$ —	\$ —	\$ 25,000	\$ 25,000	207
	Windsor Street Storm Sewer Extension	Stormwater Construction Fund	\$ —	\$ —	\$ —	\$ 80,500	\$ —	\$ 80,500	208
	Seippel Road Culvert Replacement	Stormwater Construction Fund	\$ —	\$ 8,000	\$ 48,000	\$ —	\$ —	\$ 56,000	209
	Catherine Street Storm Sewer Improvements	Stormwater Construction Fund	\$ 53,000	\$ —	\$ —	\$ —	\$ —	\$ 53,000	210
	Villa Street Storm Sewer Replacement	Stormwater Construction Fund	\$ 33,000	\$ —	\$ —	\$ —	\$ —	\$ 33,000	211
	Northridge Dr Storm Sewer Extension	Stormwater Construction Fund	\$ —	\$ —	\$ —	\$ —	\$ 133,200	\$ 133,200	212
<b>STREETS</b>									
<b>Public Works</b>									
	<b>Street Related Improvements</b>								
	Pavement Marking Project	Sales Tax Fund (30%), IDOT, Road Use Tax	\$ 135,000	\$ 135,000	\$ 135,000	\$ 135,000	\$ 135,000	\$ 675,000	213
	Street Construction General Repairs	Sales Tax Fund (30%)	\$ 100,000	\$ 100,000	\$ 110,000	\$ 110,000	\$ 100,000	\$ 520,000	214
	Pavement Preservation Program	DRA Distribution	\$ 48,000	\$ —	\$ —	\$ —	\$ —	\$ 48,000	215
	East - West Corridor Capacity Improvements	Road Use Tax, Fed DMATS Funding, State Grants (TSF), Greater Downtown TIF	\$ —	\$ 150,000	\$ 4,600,000	\$ —	\$ —	\$ 4,750,000	217
	Chavenelle Rd Reconstruction	DICW TIF, Special Assessments	\$ 3,700,000	\$ —	\$ —	\$ —	\$ —	\$ 3,700,000	219

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<b>ENGINEERING DEPARTMENT</b>									
<b>STREETS</b>									
<b>Public Works</b>									
	Heeb Street Reconstruction	Sales Tax Fund (30%), Special Assessments, General Obligation Debt	\$ 300,000	\$ —	\$ —	\$ —	\$ —	\$ 300,000	221
	Southwest Arterial Project	Sales Tax Fund (30%), Dubuque County	\$ 550,000	\$ —	\$ —	\$ —	\$ —	\$ 550,000	222
	Southwest Arterial ITS Corridor Development	Sales Tax Fund (30%), IDOT	\$ 850,000	\$ 850,000	\$ —	\$ —	\$ —	\$ 1,700,000	224
	Westside Drive Street Lights	Sales Tax Fund (30%)	\$ —	\$ —	\$ 150,000	\$ —	\$ —	\$ 150,000	225
	7th Street Extension to Pine Street	Sales Tax Fund (30%), Greater Downtown TIF	\$ —	\$ —	\$ —	\$ 191,500	\$ 650,000	\$ 841,500	226
	North Cascade Road Reconstruction	DMATS STP Funds, N Cascade Housing TIF	\$ —	\$ 1,497,200	\$ —	\$ —	\$ —	\$ 1,497,200	227
	Cedar Cross Rd Reconstruction	Road Use Tax, DMATS Funds, Special Assessments	\$ —	\$ —	\$ —	\$ —	\$ 400,000	\$ 400,000	229
	Seippel Road Reconstruction	DICW TIF and DMATS	\$ —	\$ —	\$ —	\$ —	\$ 280,000	\$ 280,000	230
	Pavement Rehabilitation - Concrete Street Repair, Mill and Asphalt Resurfacing	Sales Tax Fund (30%)	\$ 520,000	\$ —	\$ —	\$ —	\$ —	\$ 520,000	231
	Northwest Arterial Eastbound Dedicated Left Turn lane onto John F Kennedy (JFK) Road	Road Use Tax, Traffic Safety Grant	\$ 180,000	\$ —	\$ —	\$ —	\$ —	\$ 180,000	232
	Pavement Preservation Joint Sealing	Sales Tax Fund (30%), Road Use Tax	\$ 50,000	\$ 50,000	\$ 55,000	\$ 55,000	\$ —	\$ 210,000	233
	Rockdale Road Reconstruction	South Point Housing TIF, Special Assessments	\$ —	\$ —	\$ —	\$ —	\$ 200,000	\$ 200,000	234
<b>Sidewalk Related</b>									
	Sidewalk Inspection Program - Assessable	Special Assessments	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 150,000	235
	Sidewalk Program - City-Owned Property	Sales Tax Fund (30%)	\$ 170,000	\$ 100,000	\$ 100,000	\$ 50,000	\$ 50,000	\$ 470,000	236
	ADA Curb Ramp Construction	CDBG Grant	\$ —	\$ 12,600	\$ 12,600	\$ 12,600	\$ 12,600	\$ 50,400	237

City of Dubuque Recommended Capital Improvement Summary FY 2021 - FY 2025									
PROGRAM/ DEPT	PROJECT DESCRIPTION	SOURCE OF FUNDS	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	TOTAL	PAGE
<b>ENGINEERING DEPARTMENT</b>									
<b>STREETS</b>									
<b>Public Works</b>									
	Sidewalk Program Related Curb and Catch Basin Replacements	Sales Tax Fund (30%)	\$ 25,000	\$ 25,000	\$ 30,000	\$ 32,000	\$ 35,000	\$ 147,000	238
	Decorative Concrete Maintenance Program	Sales Tax Fund (20%)	\$ —	\$ —	\$ —	\$ 35,000	\$ 40,000	\$ 75,000	239
	<b>Trails/General Maintenance</b>								
	Stone Retaining Walls	Sales Tax Fund (30%)	\$ —	\$ 100,000	\$ 105,000	\$ 110,000	\$ —	\$ 315,000	240
	Bridge Repairs/Maintenance	Sales Tax Fund (30%)	\$ —	\$ 100,000	\$ 100,000	\$ 100,000	\$ —	\$ 300,000	241
	Villa Street Retaining Wall	Road Use Tax	\$ 1,600,000	\$ —	\$ —	\$ —	\$ —	\$ 1,600,000	242
	Lowell Street Retaining Wall	Sales Tax Fund (30%)	\$ —	\$ 141,500	\$ —	\$ —	\$ —	\$ 141,500	243
	Brick Paver Maintenance	Sales Tax (30%)	\$ 30,000	\$ —	\$ 30,000	\$ —	\$ 30,000	\$ 90,000	244
	Complete Streets Elements	Sales Tax Fund (30%)	\$ —	\$ —	\$ 12,000	\$ 12,000	\$ 10,000	\$ 34,000	245
<b>ENGINEERING DEPARTMENT</b>									
<b>MISCELLANEOUS</b>									
<b>General Government</b>									
	Federal Building Renovation	GO Debt	\$ 446,000	\$ 346,800	\$ 286,000	\$ 36,500	\$ —	\$ 1,115,300	246
<b>Public Works</b>									
	Riverfront Dock Expansion	Greater Downtown TIF, Private Participant	\$ 1,050,000	\$ 1,050,000	\$ —	\$ —	\$ —	\$ 2,100,000	248
	Neighborhood Related Improvement	CDBG Grant	\$ —	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 40,000	250
	Riverfront Leasehold Improvements	Greater Downtown TIF	\$ 187,500	\$ 73,500	\$ —	\$ —	\$ —	\$ 261,000	251
	ABC Supply Building Deconstruction	GDTIF G.O. Debt	\$ 417,000	\$ —	\$ —	\$ —	\$ —	\$ 417,000	252
	Port of Dubuque - Security Cameras	DRA Distribution	\$ —	\$ 20,000	\$ —	\$ 20,000	\$ —	\$ 40,000	253
	Harbor Area Maintenance	Sales Tax Fund (20%)	\$ 25,000	\$ —	\$ 30,000	\$ —	\$ 35,000	\$ 90,000	254
	Ice Harbor Road - Museum Wetland Railing	Sales Tax Fund (20%)	\$ 20,000	\$ —	\$ —	\$ —	\$ —	\$ 20,000	255
	Third Street Overpass Railing Painting	Sales Tax Fund (30%)	\$ 120,000	\$ —	\$ —	\$ —	\$ —	\$ 120,000	256
	Speed Shields	Sales Tax Fund (30%)	\$ —	\$ 46,000	\$ 46,000	\$ 46,000	\$ —	\$ 138,000	257

City of Dubuque  
Recommended Capital Improvement Summary  
FY 2021 - FY 2025

PROGRAM/ DEPT	PROJECT DESCRIPTION	SOURCE OF FUNDS	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	TOTAL	PAGE
<b>TRAFFIC</b>									
<b>Public Works</b>									
	Street Light Replacement and New Installation	Sales Tax Fund (30%), Greater Downtown TIF	\$ 32,000	\$ 128,200	\$ 145,200	\$ 180,000	\$ 35,000	\$ 520,400	258
	Signalization Program	Sales Tax Fund (30%)	\$ 70,000	\$ 70,000	\$ 80,000	\$ 70,000	\$ 60,000	\$ 350,000	259
	Traffic Signal Mastarm Retrofit	Sales Tax Fund (30%)	\$ 65,000	\$ 70,000	\$ 75,000	\$ 80,000	\$ 65,000	\$ 355,000	260
	Traffic Signal Interconnect Conduit Replacement	Sales Tax Fund (30%)	\$ 30,000	\$ 40,000	\$ 70,000	\$ 40,000	\$ 40,000	\$ 220,000	261
	Traffic Signal Controller Replacement	Sales Tax Fund (30%)	\$ 35,000	\$ 35,000	\$ 45,000	\$ 45,000	\$ 35,000	\$ 195,000	262
	Street Lighting and Traffic Signal Knockdown/Insurance	Insurance Reimbursements, Sales Tax Fund (30%)	\$ 25,000	\$ 25,000	\$ 30,000	\$ 30,000	\$ 25,000	\$ 135,000	263
	Street Camera Installation	Sales Tax Fund (30%), GDTIF	\$ 82,476	\$ 105,775	\$ 89,798	\$ 105,000	\$ 15,000	\$ 398,049	264
	LED Re-lamp schedule	Sales Tax Fund (30%)	\$ —	\$ 25,000	\$ 30,000	\$ 25,000	\$ 20,000	\$ 100,000	265
	Traffic Signal Battery Backup Program	Sales Tax Fund (30%)	\$ 10,000	\$ 15,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 85,000	266
	Traffic Signal Intersection Reconstruction	Sales Tax Fund (30%)	\$ 40,000	\$ 50,000	\$ 75,000	\$ 72,472	\$ 65,000	\$ 302,472	267
	Surge and Grounding Improvements at Signals City-Wide	Sales Tax Fund (30%)	\$ 10,000	\$ 15,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 85,000	268
	STREETS Traffic Control Project	Sales Tax Fund (30%), Federal Grant, State Grants, IDOT, DMATS, DRA Distribution	\$ 3,466,250	\$ 75,000	\$ 50,000	\$ —	\$ —	\$ 3,591,250	269
	Traffic Signal Fiber Optics	Sales Tax Fund (30%)	\$ 65,000	\$ 65,000	\$ 100,000	\$ 100,000	\$ —	\$ 330,000	270
<b>ENGINEERING DEPARTMENT</b>									
<b>TRAFFIC</b>									
<b>Public Works</b>									
	ITS Traffic Control Equipment	Sales Tax Fund (30%)	\$ 20,000	\$ 20,000	\$ 25,000	\$ 34,000	\$ 25,000	\$ 124,000	271
	Traffic Signal Vehicle Detection Conversion	Sales Tax Fund (30%)	\$ 50,000	\$ 50,000	\$ 60,000	\$ 64,000	\$ 40,000	\$ 264,000	272
	Grandview Street Light Replacement	Sales Tax Fund (30%)	\$ 35,000	\$ —	\$ 50,000	\$ 100,000	\$ —	\$ 185,000	273
	INET Replacement Build Out	Sales Tax Fund (30%)	\$ 90,000	\$ 90,000	\$ 150,000	\$ 65,000	\$ —	\$ 395,000	274
	Emergency Preemption Expansion and Upgrades	Sales Tax Fund (30%)	\$ 15,000	\$ 15,000	\$ 15,000	\$ 20,000	\$ 20,000	\$ 85,000	275



City of Dubuque Recommended Capital Improvement Summary FY 2021 - FY 2025									
PROGRAM/ DEPT	PROJECT DESCRIPTION	SOURCE OF FUNDS	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	TOTAL	PAGE
<b>ENGINEERING DEPARTMENT</b>									
<b>TRAFFIC</b>									
<b>Public Works</b>									
	Asbury Rd Signalization Reconstruction	Sales Tax Fund (30%)	\$ 120,000	\$ —	\$ —	\$ —	\$ —	\$ 120,000	276
	Fiber Optic Conduit - Miscellaneous	Sales Tax Fund (30%)	\$ 40,000	\$ 40,000	\$ 50,000	\$ 50,000	\$ 40,000	\$ 220,000	277
	Fiber Infrastructure Management System	Sales Tax Fund (30%)	\$ —	\$ 100,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 130,000	278
	Broadband Acceleration and Universal Access	Sales Tax Fund (30%)	\$ 136,000	\$ 130,000	\$ 125,000	\$ 120,000	\$ —	\$ 511,000	279
<b>BUILDING SERVICES</b>									
<b>Public Safety</b>									
	Downtown URD Non-Profit ADA Assistance	Greater Downtown TIF	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 500,000	280
	Downtown ADA Assistance	Greater Downtown TIF	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 150,000	281
	Integrated Access Control and Security System	Sales Tax Fund (20%)	\$ 48,500	\$ 19,750	\$ 17,500	\$ —	\$ —	\$ 85,750	282
<b>ECONOMIC DEVELOPMENT</b>									
<b>Community and Economic Development</b>									
	Greater Downtown Urban Renewal District Incentive & Rehab Program	Greater Downtown TIF	\$ 392,900	\$ 350,000	\$ 390,000	\$ 400,000	\$ 350,000	\$ 1,882,900	283
	Kerper Boulevard Revitalization	DRA Distribution	\$ 50,000	\$ —	\$ —	\$ —	\$ —	\$ 50,000	284
	Workforce Development	General Fund, DICW (Land Sales)	\$ 310,000	\$ —	\$ —	\$ —	\$ —	\$ 310,000	285
	Washington Neighborhood Façade Program	Greater Downtown TIF	\$ 120,000	\$ 70,000	\$ 60,000	\$ 200,000	\$ 100,000	\$ 550,000	286
	Downtown Rehab Grant Program	Greater Downtown TIF	\$ 70,000	\$ 70,000	\$ 60,000	\$ 50,000	\$ 50,000	\$ 300,000	287
	Historic Preservation Revolving Loan	UDAG Loan Repayments	\$ 9,270	\$ 9,270	\$ 9,270	\$ 9,270	\$ 9,270	\$ 46,350	288
	Develop McFadden Property	DICW G.O. Debt	\$ —	\$ —	\$ 4,928,082	\$ 4,707,351	\$ —	\$ 9,635,433	289
	Downtown Rehabilitation Loan Program	Greater Downtown TIF, Loan Repayments	\$ —	\$ —	\$ —	\$ 300,000	\$ —	\$ 300,000	290

City of Dubuque  
Recommended Capital Improvement Summary  
FY 2021 - FY 2025

PROGRAM/ DEPT	PROJECT DESCRIPTION	SOURCE OF FUNDS	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	TOTAL	PAGE
<b>ECONOMIC DEVELOPMENT</b>									
<b>Community and Economic Development</b>									
	Central Ave Corridor Initiative	GDTIF G.O. Debt	\$ 50,000	\$ 50,000	\$ 50,000	\$ —	\$ —	\$ 150,000	291
	Central Avenue Streetscape Master Plan Implementation	Greater Downtown TIF	\$ —	\$ 120,000	\$ 20,000	\$ —	\$ —	\$ 140,000	292
	Dubuque Industrial Center South Signs	DICW TIF	\$ —	\$ —	\$ 80,465	\$ —	\$ —	\$ 80,465	293
	Dubuque Industrial Center Signs	DICW TIF	\$ —	\$ —	\$ 50,000	\$ —	\$ —	\$ 50,000	294
	South Port Master Plan Implementation	EPA, Sales Tax Fund (20%)	\$ —	\$ —	\$ 215,000	\$ —	\$ —	\$ 215,000	295
<b>TRANSPORTATION SERVICES DEPARTMENT</b>									
<b>Transit Division</b>									
<b>Business Type</b>									
	Transit Vehicle Replacement	General Fund, General Obligation Debt, DRA Distribution, FTA Grant, Sales Tax 20%	\$ 794,824	\$ 560,276	\$ 383,182	\$ 100,000	\$ 298,997	\$ 2,137,279	296
	Bus Stop Improvements	CDBG	\$ 37,870	\$ 17,072	\$ 10,250	\$ 37,313	\$ 17,933	\$ 120,438	298
	Onboard Security Cameras	Sales Tax Fund (20%), FTA Allocation	\$ 112,740	\$ —	\$ —	\$ —	\$ —	\$ 112,740	299
<b>Parking Division</b>									
<b>Business Type</b>									
	Port of Dubuque Ramp Major Maintenance	Private Participant	\$ 81,305	\$ 82,931	\$ 84,590	\$ 86,282	\$ 88,008	\$ 423,116	300
	East 12th and Elm Street Parking Lot Construction	GDTIF G.O. Debt	\$ 589,000	\$ —	\$ —	\$ —	\$ —	\$ 589,000	301
	Locust/Iowa Street Parking Ramp Repairs and Additional Parking	Parking Construction Fund, GDTIF G.O. Debt	\$ —	\$ 10,000,000	\$ 8,500,000	\$ —	\$ —	\$ 18,500,000	302
	Maintenance of Municipal Parking Lots	Parking Construction Fund	\$ 50,000	\$ —	\$ —	\$ —	\$ —	\$ 50,000	303
	Parking Ramp Occupancy Engineering Certification	Parking Construction Fund	\$ 26,500	\$ —	\$ —	\$ —	\$ —	\$ 26,500	304

City of Dubuque  
Recommended Capital Improvement Summary  
FY 2021 - FY 2025

PROGRAM/ DEPT	PROJECT DESCRIPTION	SOURCE OF FUNDS	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	TOTAL	PAGE
<b>HOUSING AND COMMUNITY DEVELOPMENT</b>									
<b>Community and Economic Development</b>									
	Homeownership Assistance	Greater Downtown TIF, Housing TIF, Loan Repayments, General Fund, Sale Proceeds	\$ 566,485	\$ 816,595	\$ 1,050,140	\$ 1,664,664	\$ 1,864,354	\$ 5,962,238	305
	Lead Based Paint Hazard Control	HUD Lead Grant, Private Participant	\$ 800,000	\$ 800,000	\$ —	\$ —	\$ —	\$ 1,600,000	307
	Lead Based Paint Hazard Control Grant Match	CDBG Grant	\$ 104,166	\$ 102,332	\$ —	\$ —	\$ —	\$ 206,498	309
	Neighborhood Reinvestment Partnership	Housing TIF	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ —	\$ 1,200,000	311
	Washington Neighborhood Home Purchase Program	IFA Trust, IFA Trust Loan Repayments	\$ 211,283	\$ 211,283	\$ 211,283	\$ 211,283	\$ 211,283	\$ 1,056,415	313
	Homeowner Rehabilitation Program	RRP Repayments, CDBG	\$ 155,000	\$ 205,000	\$ 210,000	\$ 210,000	\$ 210,000	\$ 990,000	314
	Purchase/Rehab/Resale	CDBG Grant	\$ 45,000	\$ 175,000	\$ 180,000	\$ 180,000	\$ 180,000	\$ 760,000	316
	First-Time Home Buyer Program	CDBG Grant	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000	317
	Rental Dwelling Rehabilitation Programs	CDBG Grant	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000	318
	Bee Branch Healthy Homes Resiliency Grant	HUD NDRC Grant	\$ 2,718,000	\$ 674,000	\$ —	\$ —	\$ —	\$ 3,392,000	319
<b>PLANNING SERVICES</b>									
<b>Community and Economic Development</b>									
	Trail Planning	DRA Distribution	\$ —	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 40,000	320
	Historic Preservation Technical Assistance Program	State Grant-CLG/HRDP, DRA Distribution	\$ —	\$ —	\$ 15,000	\$ 5,000	\$ 5,000	\$ 25,000	321
<b>CITY MANAGERS OFFICE</b>									
<b>General Government</b>									
	Aerial Orthophotography	DRA Distribution	\$ —	\$ 52,500	\$ —	\$ 55,000	\$ —	\$ 107,500	322
	Municipal Green House Gas Inventory	Sales Tax Fund (20%)	\$ —	\$ —	\$ 50,000	\$ —	\$ —	\$ 50,000	323
	Downtown Urban Renewal Area Non-Profit Weatherization Assistance	Greater Downtown TIF	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 500,000	324

# Capital Improvement Program

City of Dubuque Recommended Capital Improvement Summary FY 2021 - FY 2025									
PROGRAM/ DEPT	PROJECT DESCRIPTION	SOURCE OF FUNDS	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	TOTAL	PAGE
<b>CITY CLERKS OFFICE</b>									
<b>General Government</b>									
	City Clerk's Office Redesign	DRA Gaming, DRA Distribution	\$ 5,000	\$ 25,400	\$ —	\$ —	\$ —	\$ 30,400	325
<b>FINANCE</b>									
<b>General Government</b>									
	General Ledger Software	G.O. Debt (Sales Tax Fund 20%)	\$ 250,000	\$ 750,000	\$ —	\$ —	\$ —	\$ 1,000,000	326
<b>INFORMATION SERVICES</b>									
<b>Business Type</b>									
	City-Wide Computer and Printer Replacements	Sanitary Sewer Construction Fund, Storm Sewer Construction Fund, Garage Service Fund, Water Construction Fund	\$ 30,175	\$ 41,150	\$ 58,537	\$ 81,337	\$ 23,450	\$ 234,649	327
	City-Wide Multifunction Replacement	Sanitary Sewer Construction Fund, Storm Sewer Construction Fund, Garage Service Fund, Water Construction Fund	\$ 29,060	\$ —	\$ —	\$ —	\$ —	\$ 29,060	328
<b>INFORMATION SERVICES</b>									
<b>General Government</b>									
	City-Wide Computer and Printer Replacements	Sales Tax Fund (20%), DRA Distribution, Sales Tax Fund (30%), Cable TV Fund	\$ 620,023	\$ 1,003,804	\$ 522,097	\$ 598,274	\$ 281,443	\$ 3,025,641	329
	City-Wide Multifunction Replacement	Sales Tax Fund (20%), Road Use Tax Fund, Dubuque County Share	\$ 95,654	\$ —	\$ —	\$ —	\$ —	\$ 95,654	330
	Network Security Risk Assessment	DRA Distribution, Sales Tax Fund (20%)	\$ 22,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ —	\$ 67,000	331
	Layer 2 Redundant Network Switch	DRA Distribution	\$ 74,000	\$ 75,229	\$ —	\$ —	\$ —	\$ 149,229	332
	Enterprise Firewall Security Gateway Cluster	Sales Tax Fund (20%)	\$ 37,955	\$ —	\$ —	\$ —	\$ —	\$ 37,955	333
	Ransomware Defender & File Recovery	DRA Distribution	\$ 47,400	\$ —	\$ —	\$ 3,210	\$ —	\$ 50,610	334
	Network Monitoring & Troubleshooting	Sales Tax Fund (20%)	\$ 30,240	\$ —	\$ —	\$ —	\$ —	\$ 30,240	335
	Third Street Data Center	DRA Distribution	\$ —	\$ —	\$ —	\$ 303,000	\$ —	\$ 303,000	336
<b>Grand Total</b>			<b>\$ 59,747,247</b>	<b>\$ 46,374,070</b>	<b>\$ 41,267,675</b>	<b>\$ 30,135,368</b>	<b>\$ 22,571,028</b>	<b>\$ 200,095,388</b>	

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**STREET CONSTRUCTION RELATED IMPROVEMENTS - OVERVIEW****STREET CONSTRUCTION:**

FY 2021

**Engineering Department:**

Annual Street Construction Program

\$ 4,700,000 <sup>1</sup>**Engineering Department:**

Misc. Street Related Improvements

\$ 285,000

**Engineering Department:**

Traffic Safety and Capacity Improvements

\$ 4,436,726

**Public Works:**

Street Maintenance &amp; Overlays Program

\$ 3,622,089

**TOTAL - STREET CONSTRUCTION IMPROVEMENTS:****\$ 13,043,815****ANNUAL AVERAGE:**1995 - 2020  
Average**Engineering Department:**

Fiscal Year 1995 - 2019 (Annual Average)

\$ 4,343,463

**Public Works:**

Fiscal Year 1995 - 2019 (Annual Average)

\$ 2,686,172

**TOTAL - STREET CONSTRUCTION IMPROVEMENTS:****\$ 7,029,635****HISTORICAL AVERAGE:**1990 - 1994  
Average**Engineering & Public Works Department:**

Historical Five-Year Average - Street Improvements

\$ 2,100,000

1. Budget number does not include Southwest Arterial, Traffic Signalization Maintenance, Fiber Optic Improvements, Sidewalk or Miscellaneous Improvements.

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# **POLICY GUIDELINES**



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**TO:** The Honorable Mayor and City Council Members

**FROM:** Michael C. Van Milligen, City Manager

**SUBJECT:** Budget and Fiscal Policy Guidelines for Fiscal Year 2021

**DATE:** January 30, 2020

Budget Director Jennifer Larson is recommending adoption of the Fiscal Year 2021 Budget Policy Guidelines.

The budget guidelines are developed and adopted by City Council during the budgeting process in order to provide targets or parameters within which the budget recommendation will be formulated within the context of the City Council Goals and Priorities established in August 2019. The final budget presented by the City Manager may not meet all of these targets due to changing conditions and updated information during budget preparation. To the extent the recommended budget varies from the guidelines, an explanation will be provided in the printed budget document. By State law, the budget that begins July 1, 2020 must be adopted by March 31, 2020.

The Fiscal Year 2021 budget guidelines call for a 1.00% increase in the property tax rate, which would be a 2.72% (\$20.94) tax increase for the average Dubuque homeowner and a property tax decrease for commercial (-0.53%, -\$16.89) and industrial (-0.03%, -\$1.39) and an increase for multi-residential (+12.26%, +\$213.06) properties.

	% Change	\$ Change
Property Tax Rate	+1.00%	+\$0.10
Average Residential Payment	+2.72%	+\$20.94
Average Commercial Payment	-0.53%	-\$16.89
Average Industrial Property	-0.03%	-\$1.39
Average Multi-Residential	+12.26%	+\$213.06

Since 1989, the average homeowner has averaged an annual increase in costs in the City portion of their property taxes of 1.35%, or about \$8.06 a year. If the State had been fully funding the Homestead Tax Credit, the increase would have averaged about +\$4.97 a year.

These guidelines include \$411,686 for annually recurring and \$213,109 for nonrecurring improvement packages. There are many improvement packages requested by departments in an effort to support City Council goals and priorities. A list of the improvement package requests is

attached (attachment I) and you will see that the recurring requests total \$1,320,477 of net operating budget impact and the nonrecurring requests totals \$494,865, both exceeding the resources that will be available for Fiscal Year 2021. You will receive the Fiscal Year 2021 City Manager's budget recommendation on the February 17, 2020 City Council agenda.

The City property tax rate projected in these budget guidelines and impact on the average residential property owner (\$146,467 assessed value) is as follows:

Fiscal Year	City Tax Rate	% Change in Tax Rate
FY 2021	10.4346	1.00%
FY 2022	10.6819	2.37%
FY 2023	11.0507	3.45%
FY 2024	11.5693	4.69%
FY 2025	12.1076	4.65%

Fiscal Year	"City" Property Tax Askings	% Change in Tax Askings	% Impact on Avg. Residential	\$ Impact on Avg. Residential
FY 2020	\$26,296,081			
FY 2021	\$26,952,048	+2.49%	+2.72%	+\$20.94
FY 2022	\$28,053,356	+4.09%	+2.37%	+\$18.75
FY 2023	\$29,508,044	+5.19%	+3.45%	+\$27.96
FY 2024	\$31,279,095	+6.00%	+4.69%	+\$39.31
FY 2025	\$33,386,550	+6.74%	+4.65%	+\$40.82

The recommended guideline is a 2.72% or \$20.94 increase for the average residential property owner assuming the Homestead Property Tax Credit is fully funded. A one percent increase in the tax rate will generate approximately \$266,485.

For the current Fiscal year 2020, Dubuque has the SECOND LOWEST property tax rate as compared to the eleven largest cities in the state. The highest rate (Des Moines) is 76.14% higher than Dubuque's rate, and the average is 45.24% higher than Dubuque. Dubuque's recommended FY 2021 property tax rate is \$10.4346 (increase of 1.00% from FY 2020).

#### Fiscal Year 2020 City Property Tax Rate Comparison for Eleven Largest Iowa Cities

Rank	City	Tax Rate
11	Des Moines	\$18.38
10	Council Bluffs	\$18.26
9	Waterloo	\$17.55
8	Davenport	\$16.78
7	Sioux City	\$16.07
6	Iowa City	\$15.83
5	Cedar Rapids	\$15.44
4	West Des Moines	\$11.80
3	Ankeny	\$11.41
<b>2</b>	<b>Dubuque (FY 2021)</b>	<b>\$10.43</b>
1	Ames	\$10.03
	<i>AVERAGE w/o Dubuque</i>	<i>\$15.15</i>

Significant issues impacting the FY 2021 budget include the following:

## 1. State Funded Backfill on Commercial and Industrial Property Tax

- a. Elements of the property tax reform passed by the Iowa Legislature in 2013 have created a tremendous amount of uncertainty in the budget process. While the State has committed to provide some funding for the City revenue reductions caused by the decrease in taxable value for commercial and industrial properties, key legislators have been quoted in the media as casting doubt on the reimbursements continuing. **It is assumed the backfill will be fully funded in FY 2021.**

## 2. Gaming Revenue.

- a. Gaming revenues generated from lease payments from the Dubuque Racing Association (DRA) are estimated to increase \$198,633 from \$4,987,104 in FY 2020 to \$5,185,737 in FY 2021 based on adding \$140,000 in FY 2021 for sports betting and revised projections from the DRA. This follows a \$85,928 increase from budget in FY 2020 and a \$1,906 increase from budget in FY 2019.
- b. The Iowa Legislature passed Sports Betting Legislation in June 2019. DRA started Retail (On-Site) on August 27, 2019 with Mobile Wagering starting on November 12, 2019. Diamond Jo Casino started Sports Betting Retail in September 2019 and is working to start mobile wagering in early 2020. DRA had \$470,000 in Sports Book revenue during 2019. **With an amended lease, the City will begin receiving 0.5% of the handle from Sports Betting in FY 2021, estimated at \$140,000.**

## 3. New multi-residential property class in Fiscal Year 2017.

- a. Beginning in FY 2017 (July 1, 2016), new State legislation created a new property tax classification for rental properties called multi-residential, which requires a rollback, or assessment limitations order, on multi-residential property which will eventually equal the residential rollback. Multi-residential property includes apartments with 3 or more units. Rental properties of 2 units were already classified as residential property. The State of Iowa will not backfill property tax loss from the rollback on multi-residential property.

Fiscal Year	Rollback %	Annual Loss of Tax Revenue
2017	86.25%	\$331,239
2018	82.50%	\$472,127
2019	78.75%	\$576,503
2020	75.00%	\$691,640
2021^	71.25%	\$1,332,445
2022	67.50%	\$1,171,716
2023	63.75%	\$1,270,513
2024	55.07 %	\$1,528,219
<b>Total</b>		<b>\$7,374,402</b>

\*55.07% = Current residential rollback

^ 17% State Equalization Order in FY 2021

**This annual loss in tax revenue of \$1,332,445 in FY 2021 and \$1,528,219 from multi-residential property when fully implemented in FY 2024 will not be**

**backfilled by the State.** From Fiscal Year 2017 through Fiscal Year 2024 the City will lose \$7,374,402 in total, meaning landlords will have paid that much less in property taxes. The state did not require landlords to charge lower rents or to make additional investment in their property.

#### 4. Debt Reduction

- a. In August 2015, the Mayor and City Council adopted a debt reduction strategy which targeted retiring more debt each year than was issued by the City. The FY 2020 budget achieved that target throughout the 5-year CIP and also substantially beat overall debt reduction targets over the next five and ten-year periods. **The Fiscal Year 2021 review of Capital Improvement Budget requests is not yet complete, so there are no revised Fiscal Year 2021 debt projections as of yet.** The FY 2020 debt projections included some general obligation debt related to deferred maintenance at the Five Flags Civic Center renovation.

5. The Municipal Fire and Police Retirement System of Iowa Board of Trustees City contribution for Police and Fire retirement increased from 24.41% percent in FY 2020 to 25.31% percent in FY 2021 (general fund cost of \$148,555 for Police and \$59,933 for Fire or a total of \$208,488).

6. Consistent with the already approved collective bargaining agreements for Teamsters Local Union 120, Teamsters Local Union 120 Bus Operators, Dubuque Professional Firefighters Association, and International Union of Operating Engineers, in FY 2021 there is a 1.50% employee wage increase for represented and non-represented employees at a cost of \$573,301 to the General Fund.

#### 7. Health Insurance

The City portion of health insurance expense is projected to increase from \$921 per month per contract to \$1,013 per month per contract (based on 588 contracts) in FY 2021 (general fund cost of \$501,061). The City of Dubuque is self-insured, and actual expenses are paid each year with the City only having stop-loss coverage for major claims. In FY 2017, The City went out for bid for third party administrator and the estimated savings has resulted from the new contract and actual claims paid with there being actual reductions in cost in FY 2018 (19.42%) and FY 2019 (0.35%). In addition, firefighters began paying an increased employee health care premium sharing from 10% to 15% and there was a 7% increase in the premium on July 1, 2018. During FY 2019, the City went out for bid for third party administrator for the prescription drug plan there has been savings resulting from the bid award. Beginning in FY 2020, actual experience has been a 12.19% projected increase in health insurance costs. Estimates for FY 2022 were increased 5.62%; FY 2023 were increased 10%; FY 2024 were increased 12.5%; and FY 2025 were increased 11%.

8. The increase in property tax support for Transit from FY 2020 to FY 2021 is \$180,352, which reflects increase in employee expense (\$59,465); increase in motor vehicle maintenance and diesel fuel (\$143,999); increase in snow removal (\$47,770); increase in machinery and equipment (\$50,541); and increased Federal and State operating revenue (\$108,430).

### **Timeline of Public Input Opportunities**

The Budget Office conducted community outreach with Balancing Act using print and digital marketing and presentations.

- **October:** Point Neighborhood Association, Downtown Neighborhood, and at City Expo. The City Manager hosted an evening public budget input meeting at the City Council Chambers in the Historic Federal Building.
- **November:** The City Manager hosted an evening public budget input meeting at the City Council Chambers in the Historic Federal Building. The Budget Office conducted community outreach with the North End Neighborhood Association and the City Life group.
- **January:** City staff conducted community outreach with a social studies class at the Alternative Learning Campus as part of a documentary that the students are working on.

A total of 195 community members attended the budget presentations. There have been 430 page views of the Balancing Act budget simulator tool and 32 budgets have been submitted by the public as of January 20, 2020. The input provided will be analyzed by City staff and evaluated by the City Manager for inclusion in the Fiscal Year 2021 budget recommendation as deemed appropriate.

### **Open Budget**

URL: <http://dollarsandcents.cityofdubuque.org/#!/year/default>

During Fiscal Year 2016, the City launched a web based open data platform. The City of Dubuque's Open Budget application provides an opportunity for the public to explore and visually interact with Dubuque's operating and capital budgets. This application is in support of the five-year organizational goal of a financially responsible city government and high-performance organization and allows users with and without budget data experience, to better understand expenditures in these categories.

### **Open Expenses**

URL: <http://dollarsandcents.cityofdubuque.org/#!/year/2020/operating/0/departments>

During Fiscal Year 2017, an additional module was added to the open data platform which included an interactive checkbook which will allow residents to view the City's payments to vendors. The final step will be adding performance measures to the open data platform to allow residents to view outcomes of the services provided by the City.

### **Balancing Act**

URL: <https://dubuque.abalancingact.com/fiscal-year-2021-budget-simulation>

During Fiscal Year 2019, the City of Dubuque launched a new interactive budget simulation tool called Balancing Act. The online simulation invites community members to learn about the City's budget process and submit their own version of a balanced budget under the same constraints faced by City Council, respond to high-priority budget input questions, and leave comments.

### **Taxpayer Receipt**

URL: <https://dubuque.abalancingact.com/2020>

During Fiscal Year 2019, the City launched an online application which allows users to generate an estimate of how their tax dollars are spent. The tool uses data inputted by the user such as income, age, taxable value of home, and percentage of goods purchased within City limits. The resulting customized receipt demonstrates an estimate of how much in City taxes the user contributes to Police, Fire, Library, Parks, and other city services. This tool is in support of the City Council goal of a financially responsible and high-performance organization and addresses a Council-identified outcome of providing opportunities for residents to engage in City governance and enhance transparency of City decision-making.

There will be six City Council special meetings prior to the adoption of the FY 2021 budget before the state mandated deadline of March 31, 2020.

I concur with the recommendation and respectfully request Mayor and City Council approval.



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Michael C. Van Milligen

MCVM:jml  
Attachment

cc: Crenna Brumwell, City Attorney  
Cori Burbach, Assistant City Manager  
Teri Goodman, Assistant City Manager  
Jennifer Larson, Director of Finance and Budget

## **Operating Budget Guidelines**

The Policy Guidelines are developed and adopted by City Council during the budgeting process to provide targets or parameters within which the budget

recommendation will be formulated, in the context of the City Council Goals and Priorities established in August 2019. The final budget presented by the City Manager may not meet all these targets due to changing conditions and updated information during budget preparation. To the extent the recommended budget varies from the guidelines, an explanation will be provided in the printed budget document. By State law, the budget that begins July 1, 2020 must be adopted by March 31, 2020.

## **A. RESIDENT PARTICIPATION**

### **GUIDELINE**

To encourage resident participation in the budget process, City Council will hold multiple special meetings in addition to the budget public hearing for the purpose of reviewing the budget recommendations for each City department and requesting public input following each departmental review.

The budget will be prepared in such a way as to maximize its understanding by residents. Copies of the recommended budget documents will be accessed via the following:

- a. The City Clerk's office, located in City Hall (printed)
- b. The government documents section at the Carnegie Stout Public Library (printed)
- c. On the City's website at [www.cityofdubuque.org](http://www.cityofdubuque.org) (digital)
- d. CD copy of the budget on CD, available upon request (digital)

Opportunities are provided for resident input prior to formulation of the City Manager's recommended budget and will be provided again prior to final Council adoption, both at City Council budget special meetings and at the required budget public hearing.

### **Timeline of Public Input Opportunities**

The Budget Office conducted community outreach with Balancing Act using print and digital marketing and presentations.

- **October:** Point Neighborhood Association, Downtown Neighborhood, and at City Expo. The City Manager hosted an evening public budget input meeting at the City Council Chambers in the Historic Federal Building.
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## **B. SERVICE OBJECTIVES AND SERVICE LEVELS**

### **GUIDELINE**

The budget will identify specific objectives to be accomplished during the budget year, July 1 through June 30, for each activity of the City government. The objectives serve as a commitment to the citizens from the City Council and City

organization and identify the level of service which the citizen can anticipate.

## **C. TWO TYPES OF BUDGET DOCUMENTS TO BE PREPARED**

### **GUIDELINE**

Two types of budget documents will be prepared for public dissemination. The recommended City operating budget for Fiscal Year 2021 will consist of a Recommended City Council Policy Budget that is a collection of information that has been prepared for department hearings and a Residents Guide to the Recommended FY 2021 Budget. These documents will be available in mid-February.

**1. Recommended City Council Policy Budget** The purpose of this documents is to focus attention on policy decisions involving what services the City government will provide, who will pay for them, and the implications of such decisions. The document will emphasize objectives, accomplishments and associated costs for the budget being recommended by the City Manager.

The Recommended City Council Policy Budget will include the following information for each department:

- Highlights of prior year's accomplishments and Future Year's Initiatives
- A financial summary
- A summary of improvement packages requested and recommended
- significant line items
- Capital improvement projects in the current year and those recommended over the next five years
- Organizational chart for larger departments and major goals, objectives and performance measures for each cost center within that department
- Line item expense and revenue financial summaries.

**2. The Residents Guide** This section of the Recommended FY 2021 Budget will be a supplementary composite of tables, financial summaries and explanations. It will include the operating and capital budget transmittal messages and the adopted City Council Budget Policy Guidelines. Through graphs, charts and tables it presents financial summaries which provide an overview of the total operating and capital budgets.

## **D. ADOPT A BALANCED BUDGET**

### **GUIDELINE**

The City will adopt a balanced budget in which expenditures will not be allowed to exceed reasonable estimated resources. The City will pay for all current expenditures with current revenues

## **E. BALANCE BETWEEN SERVICES AND TAX BURDEN**

### **GUIDELINE**

The budget should reflect a balance between services provided and the burden of paying taxes and/or fees for those services. It is not possible or desirable for the City to provide all the services requested by individual residents. The City must consider the ability of residents to pay for services in setting service levels and priorities.

## **F. MAINTENANCE EXISTING LEVEL OF SERVICE**

### **GUIDELINE**

To the extent possible with the financial resources available, the City should attempt to maintain the existing level of services. As often as reasonably possible, each service should be tested against the following questions:

- (a) Is this service truly necessary?
- (b) Should the City provide it?
- (c) What level of service should be provided?
- (d) Is there a better, less costly way to provide it?
- (e) What is its priority compared to other services?
- (f) What is the level of demand for the service?
- (g) Should this service be supported by property tax, user fees, or a combination?

## **G. IMPROVE PRODUCTIVITY**

### **GUIDELINE**

Continue efforts to stretch the value of each tax dollar and maximize the level of City services purchased with tax dollars through continual improvements in efficiency and effectiveness. Developing innovative and imaginative approaches for old tasks, reducing duplication of service effort, creative application of new technologies, and more effective organizational arrangements are approaches to this challenge.

## **H. USE OF VOLUNTEERS**

### **DISCUSSION**

To respect residents who must pay taxes, the City must seek to expand resources and supplement service-delivery capacity by continuing to increase direct resident involvement with service delivery. Residents are encouraged to assume tasks previously performed or provided by City government. This may require the City to change and expand the approach to service delivery by providing organizational skills

and training and coordinating staff, office space, meeting space, equipment, supplies and materials rather than directly providing more expensive full-time City staff. Activities in which residents can continue to take an active role include: Library, Recreation, Parks, Five Flags Center, and Police.

### **GUIDELINE**

Future maintenance of City service levels may depend partially or largely on volunteer resident staffs. Efforts shall continue to identify and implement areas of City government where (a) volunteers can be utilized to supplement City

employees to maintain service levels (i.e., Library, Recreation, Parks, Police) or (b) service delivery can be adopted by to non-government groups and sponsors -- usually with some corresponding financial support.

## I. RESTRICTIONS ON INITIATING NEW SERVICE

### GUIDELINE

New service shall only be considered: (a) when additional revenue or offsetting reduction in expenditures is proposed; or (b) when mandated by state or federal law.

## J. SALARY INCREASES OVER THE AMOUNT BUDGETED SHALL BE FINANCED FROM BUDGET REDUCTIONS IN THE DEPARTMENT(S) OF THE BENEFITING EMPLOYEES

### DISCUSSION

The recommended budget includes salary amounts for all City employees. However, experience shows that budgeted amounts are often exceeded by fact finder and/or arbitrator awards. Such "neutrals" do not consider the overall financial capabilities and needs of the community and the fact that the budget is carefully balanced and fragile. Such awards have caused overdrawn budgets, deferral of necessary budgeted expenditures, expenditure of working balances and reserves, and have generally reduced the financial condition or health of the City government. To protect the financial integrity of the City government, it is recommended the cost of any salary adjustment over the amount financed in the budget is paid for by reductions in the budget of the department(s) of the benefiting employees.

The City has five collective bargaining agreements. The current contracts expire as follows:

Bargaining Unit	Contract Expires
Teamsters Local Union No. 120	June 30, 2022
Teamsters Local Union No. 120 Bus Operators	June 30, 2022
Dubuque Professional Firefighters Association	June 30, 2024
Dubuque Police Protective Association	June 30, 2020
International Union of Operating Engineers	June 30, 2024

### GUIDELINE

Salary increases over the amount budgeted for salaries shall be financed from operating budget reductions in the department(s) of the benefiting employees.

## K. THE AFFORDABLE CARE ACT

### GUIDELINE

The Affordable Care Act is a health care law that aims to improve the current health

care system by increasing access to health coverage for Americans and introducing new protections for people who have health insurance. The Affordable Care Act (ACA) was signed into law on March 23, 2010. Under the ACA, employers with more than 50 full-time equivalent employees must provide affordable “minimum essential coverage” to full-time equivalent employees. The definition of a full-time equivalent employee under the Affordable Care Act is any employee that works 30 hours per week or more on average over a twelve-month period (1,660 hours or more). There is a twelve-month monitoring period for part-time employees. If a part-time employee meets or exceeds 30 hours per week on average during that twelve-month period, the City must provide health insurance. On July 2, 2013, the Treasury Department announced that it postponed the employer shared responsibility mandate for one year. Based on the initial requirements of the Affordable Health Care Act, the Fiscal Year 2014 budget provided for insurance coverage effective February 1, 2014 for several part-time employees. In addition, the Fiscal Year 2014 budget provided for making several part-time positions full-time on June 1, 2014. Due to the delay of the employer shared responsibility mandate for the Affordable Health Care Act, the City delayed providing insurance coverage for eligible part-time employees and delayed making eligible part-time positions full-time until January 1, 2015. The Standard Measurement Period was delayed from January 1, 2013 through December 31, 2013 to December 1, 2013 through November 30, 2014 with the first provision of health insurance date being January 1, 2015.

The impact of the Affordable Care Act on the City of Dubuque included changing nine part-time positions to full-time (Bus Operators (4), Police Clerk Typist (1), Building Services Custodians (3), and Finance Cashier (1) in Fiscal Year 2016. In addition, nine part-time positions were offered health insurance benefits due to working more than 1,560 hours (Bus Operators (4), Golf Professional, Assistant Golf Professional, Golf Maintenance Worker, Parks Maintenance Worker, and Water Meter Service Worker). The number of these part-time positions with health insurance benefits has been reduced as employees in these positions accept other positions or leave employment with the City of Dubuque. As of January 9, 2020, there are two part-time positions with health insurance benefits that remain which include the Golf Professional and a Parks Maintenance Worker.

## **L.     HIRING FREEZE**

### **GUIDELINE**

The hiring freeze ended during Fiscal Year 2019 with most of the positions funded a partial fiscal year in FY 2019 and the remaining new costs in Fiscal Year 2020. The positions that were filled include full-time Community Engagement Coordinator, full-time Strategic Workforce Equity Coordinator, full-time Assistant Horticulturalist (2), full-time maintenance worker, full-time Management Intern (ICMA), full-time Help Desk Technical Support, full-time Traffic Engineering Assistant, and full-time Records Clerk.

## **M.     BALANCE BETWEEN CAPITAL AND OPERATING EXPENSES**

### **GUIDELINE**

The provision of City services in the most economical and effective manner requires

a balance between capital (with emphasis upon replacement of equipment and capital projects involving maintenance and reconstruction) and operating expenditures. This balance should be reflected in the budget each year.

## **N. USER CHARGES**

### **DISCUSSION**

User charges or fees represent a significant portion of the income generated to support the operating budget. It is the policy that user charges or fees be established when possible so those who benefit from a service or activity also help pay for it.

Municipal utility funds have been established for certain activities, which are intended to be self-supporting Enterprise Funds. Examples of utility funds operating as Enterprise Funds include Water User Fund, Sewer User Fund, Stormwater User Fund, Refuse Collection Fund, and Parking Fund. In other cases, a user charge is established after the City Council determines the extent to which an activity must be self-supporting. Examples of this arrangement are fees for swimming, golf, recreation programs, and certain inspection programs such as rental inspections and Building Department licensing.

The Stormwater User Fund is fully funded by stormwater use fees. The General Fund will continue to provide funding for the stormwater fee subsidies which provide a 50% subsidy for the stormwater fee charged to property tax exempt properties and low-to-moderate income residents and a 75% subsidy for residential farms.

### **GUIDELINE**

User fees and charges should be established where possible so that those who utilize or directly benefit from a service, activity or facility also help pay for it.

User fees and charges for each utility enterprise fund (Water User Fund, Sewer User Fund, Stormwater User Fund, Refuse Collection Fund, and Parking Fund) shall be set at a level that fully supports the total direct and indirect cost of the activity, including the cost of annual depreciation of capital assets, the administrative overhead to support the system and financing for future capital improvement projects.

The following chart shows activities with user charges and the percentage the activity is self-supporting:



Activity	Percent Self-Supporting			
	FY 2018 Actual	FY 2019 Actual	FY 2020 Adopted	FY 2021 Rec'd
Adult Athletics	82.6%	72.8%	74.9%	69.7%
McAleece Concessions	130.3%	155.5%	125.9%	135.0%
Youth Sports	24.1%	18.3%	12.1%	11.8%
Therapeutic & After School	6.8%	11.8%	53.1%	29.3%
Recreation Classes	81.1%	95.2%	83.7%	64.0%
Swimming	67.5%	57.9%	62.6%	60.9%
Golf	99.0%	96.3%	101.5%	104.3%
Port of Dubuque Marina	70.8%	70.5%	74.4%	66.6%
Park Division	14.0%	13.4%	17.4%	16.4%
Library	3.8%	3.5%	2.6%	1.2%
Airport	84.5%	91.6%	87.4%	90.0%
Building Inspections	94.4%	102.1%	85.6%	94.5%
Planning Services	44.4%	44.6%	46.3%	51.5%
Health Food/Environmental Inspections	56.7%	69.2%	70.5%	73.9%
Animal Control	66.4%	64.0%	56.0%	71.3%
Housing - General Inspection	53.7%	70.6%	84.9%	90.1%
Federal Building Maintenance	85.0%	85.7%	86.0%	83.0%

## O. ADMINISTRATIVE OVERHEAD RECHARGES

### DISCUSSION

While the Enterprise Funds have contributed to administrative overhead, the majority has been provided by the General Fund. This is not reasonable and unduly impacts property taxes, which causes a subsidy to the Enterprise Funds. Prior to FY 2013, the administrative overhead was charged by computing the operating expense budget for each enterprise fund and dividing the result by the total City-wide operating expense budget which resulted in the following percentages of administrative overhead charged to each enterprise fund: Water 5.32%; Sanitary Sewer 4.84%; Stormwater 0.55%; Solid Waste 2.83%; Parking 1.71%; and Landfill 2.71%. The adopted Fiscal Year 2013 budget changed the administrative overhead to be more evenly split between the general fund and enterprise funds and is phased in over many years.

The Fiscal Year 2018 administrative overhead formula was recommended modified. The modification removed Neighborhood Development, Economic Development and Workforce Development from all recharges to utility funds. In addition, the Landfill calculation is modified to remove GIS and Planning.

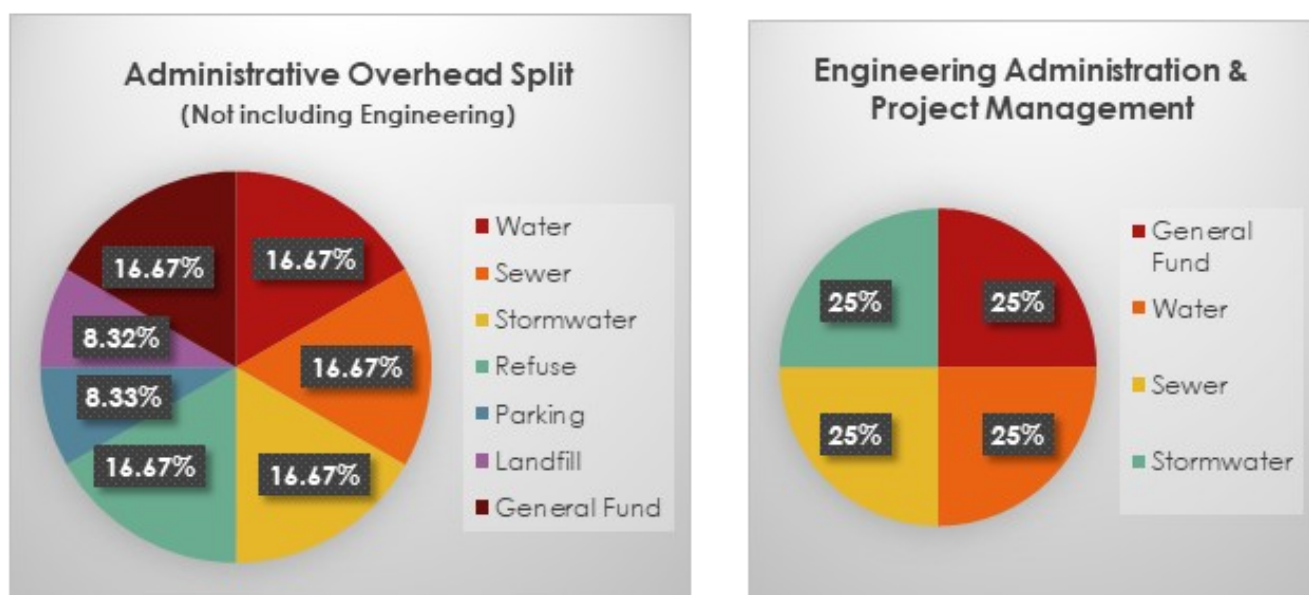
In Fiscal Year 2021, the general fund is recommended to support \$3,900,549 in administrative overhead using the recharge method adopted in Fiscal Year 2013 and revised in Fiscal Year 2018.

## GUIDELINE

Beginning in FY 2013, additional overhead recharges to the utility funds is being phased in over several years. Engineering administrative and project management expenses that are not recharged to capital projects will be split evenly between the Water, Sewer, Stormwater and General Funds. Finance accounting expenses and all other administrative departments such as Planning, City Clerk, Legal Services and City Manager's Office will be split evenly between Water, Sewer, Stormwater, Refuse Collection and General Funds, with overhead costs being shared by the Landfill and Parking. This will be fully implemented over time.

Beginning in Fiscal Year 2018, Neighborhood Development, Economic Development and Workforce Development expenses will not be recharged to utility funds. In addition, the Landfill will not be recharged GIS and Planning expenses.

When the overhead recharges are fully implemented, the split of the cost of administrative overhead excluding Engineering will be as follows:



## P. OUTSIDE FUNDING

### DISCUSSION

The purpose of this guideline is to establish the policy that the City should aggressively pursue outside funding to assist in financing its operating and capital budgets.

However, the long-term commitments required for such funding must be carefully evaluated before any agreements are made. Commitments to assume an ongoing increased level of service or level of funding once the outside funding ends must be minimized.

## GUIDELINE

To minimize the property tax burden, the City of Dubuque will make every effort to



obtain federal, state and private funding to assist in financing its operating and capital budgets. However, commitments to guarantee a level of service or level of funding after the outside funding ends shall be minimized. Also, any matching funds required for capital grants will be identified.

## Q. GENERAL FUND OPERATING RESERVE (WORKING BALANCE)

### DISCUSSION

An operating reserve or working balance is an amount of cash, which must be carried into a fiscal year to pay operating costs until tax money, or other anticipated revenue comes in. Without a working balance, there would not be sufficient cash in the fund to meet its obligations and money would have to be borrowed. Working balances are not available for funding a budget; they are required for cash flow (i.e., to be able to pay bills before taxes are collected).

Moody's Investor Service recommends a factor of 20 percent for "AA" rated cities. In May 2015, Moody's Investors Service downgraded Dubuque's general obligation bond rating from Aa2 to Aa3 and removed the negative outlook. This followed two bond rating upgrades in 2003 and 2010, and one bond rating downgrade in 2014. In announcing the bond rating downgrade, Moody's noted that the City's general fund balance/reserve declined.

Fiscal Year	Fund Reserve (As % of General Fund revenues)	Reason for change from previous FY
FY 2013	21.08%	
FY 2014	14.87%	Decrease due to planned capital expenditures of \$4.1m in FY14
FY 2015	14.87%	Unchanged
FY 2016	17.52%	Increase due to capital projects not expended before the end of the FY and increase in general fund revenue
FY 2017	20.09%	Increase due to capital projects not expended before the end of the FY and additional contributions to general fund reserve
FY 2018	23.81%	Increase due to capital projects not expended before the end of the FY and additional contributions to general fund reserve
FY 2019	22.02%	Decrease due to planned capital expenditures

The City of Dubuque has historically adopted a general fund reserve policy as part of the Fiscal and Budget Policy Guidelines which are adopted each year as part of the budget process. During Fiscal Year 2013, the City adopted a formal Fund Reserve Policy. Per the policy for the General Fund, the City will maintain a minimum fund balance of at least 10 percent of the sum of (a) annual operating expenditures not including interfund transfers in the General Fund less (b) the amounts levied in the Trust and Agency fund and the Tort Liability Fund ("Net General Fund Operating Cost"). The City may increase the minimum fund balance by a portion of any operating surplus above the carryover balance of \$200,000 that remains in the General Fund at the close of each fiscal year. The City continued to add to the General Fund minimum balance when additional funds were available until 20 percent of Net General Fund Operating Cost was reached in Fiscal Year 2017.

After all planned expenditures in FY 2020, the City of Dubuque will have a general

fund reserve of 18.86% of general fund expenses as computed by the methodology adopted in the City's general fund reserve policy on a cash basis or 25.60% percent of general fund revenues as computed by the accrual basis methodology used by Moody's Investors Service. The general fund reserve cash balance is projected to be

\$13,031,745 on June 30, 2020 as compared to the general fund reserve balance on an accrual basis of \$18,120,432 as computed by Moody's Investors Service. In Fiscal Year 2020, there are resources available for mid-year capital expenditures due to employee vacancy savings in several departments and additional riverfront lease, building permits, and franchise fee revenues. The general fund reserve balance on an accrual basis exceeds 22% in FY 2020, which is the margin of error used to ensure the City always has a general fund reserve of at least 20% as computed by Moody's Investors Service.

### GUIDELINE

The guideline of the City of Dubuque is to maintain a General Fund working balance or operating reserve of 20% (22% to maintain a margin of error of 2%) in FY 2021 and beyond. In Fiscal Year 2017, the City had projected reaching this consistent and sustainable 20% reserve level in Fiscal Year 2022. **In fact, the City met the 20% reserve requirement in FY 2017, five years ahead of schedule and, with the FY2019 contribution, this is sustainable..**

### General Fund Reserve Projections:

Fiscal Year	Contribution	City's Spendable General Fund Cash	% of Projected Revenue (Moody's) *
FY2017	\$600,000	\$14,172,661	20.09 %
FY2018	\$1,700,000	\$16,460,491	23.81 %
FY2019	\$1,050,000	\$22,011,333	27.04 %
FY2020	\$0	\$18,120,432	25.60 %
FY2021	\$0	\$18,120,432	25.40 %
FY2022	\$0	\$18,120,432	25.81 %
FY2023	\$0	\$18,120,432	25.05 %
FY2024	\$0	\$18,120,432	24.77 %
FY2025	\$0	\$18,120,432	24.71 %

\* Capital projects and large equipment purchases that are not completed in the year budgeted will temporarily increase the amount of fund balance remaining at the end of the fiscal year. After resources are allocated to the next fiscal year to complete unfinished capital projects and equipment purchases, **any amount of general fund reserve balance over 22% creates resources for additional capital projects or other mid-year expenses.**

## R. USE OF UNANTICIPATED, UNOBLIGATED, NONRECURRING INCOME

## DISCUSSION

Occasionally, the City receives income that was not anticipated and was not budgeted. Often, this money is non-recurring and reflects a one-time occurrence which generated the unanticipated increase in income.

Non-recurring income generally will not be spent on recurring expenses. This would result in a funding shortfall in the following budget year before even starting budget preparation. However, eligible non-recurring expenditures would include capital improvements and equipment purchases.

## GUIDELINE

Nonrecurring unobligated income shall generally only be spent for nonrecurring expenses. Capital improvement projects and major equipment purchases tend to be nonrecurring expenditures.

# S. USE OF "UNENCUMBERED FUND BALANCES"

## DISCUSSION

Historically, 100% of a budget is not spent by the end of the fiscal year and a small unencumbered balance remains on June 30th. In addition, income sometimes exceeds revenue estimates or there are cost savings resulting in some unanticipated balances at the end of the year. These amounts of unobligated, year-end balances are "carried over" into the new fiscal year to help finance it.

The FY 2020 General Fund budget, which went into effect July 1, 2019, anticipated a "carryover balance" of \$200,000 or approximately 2 percent of the General Fund. For multi-year budget planning purposes, these guidelines assume a carryover balance of \$200,000 in FY 2021 through FY 2025.

## GUIDELINE

Carryover General Fund balance shall generally be used to help finance the next fiscal year budget and reduce the demand for increased taxation. The available carryover General Fund balance shall be anticipated not to exceed \$200,000 for FY 2021 and beyond through the budget planning period. Any amount over that shall usually be programmed in the next budget cycle as part of the capital improvement budgeting process.

# T. PROPERTY TAX DISCUSSION

## I. ASSUMPTIONS - RESOURCES

### 1. Local, Federal and State Resources

**a. Cash Balance.** Unencumbered funds or cash balances of \$200,000 will be available in FY 2021 and each succeeding year to support the operating budget.

**b. Sales Tax Revenue.** By resolution, 50% of sales tax funds must be used in the General Fund for property tax relief in FY 2021. Sales tax receipts are projected to decrease 4.35% under FY 2020 budget (\$426,400) and 2.40% over FY 2020

actual of \$4,581,312 based on FY 2020 revised revenue estimate which includes a reconciliation payment from the State of Iowa of \$438,664 received in November 2019, increased 2.40% percent to calculate the FY 2021 budget, and then increased at an annual rate of 2.00% percent per year beginning in FY 2022. The estimates received from the State of Iowa show a 0.54% increase in the first payment estimated for FY 2021 as compared to the first payment budgeted for FY 2020. The following chart shows the past four years of actual sales tax funds and projected FY 2021 for the General Fund:

Sales Tax	FY17	FY18	FY19	FY20	FY21
PY Q4	\$748,170	\$748,108	\$366,087	\$355,027	\$380,549
Quarter 1	\$1,112,755	\$1,080,294	\$1,066,816	\$1,124,105	\$1,146,587
Quarter 2	\$1,146,296	\$1,109,978	\$1,098,596	\$1,149,881	\$1,172,879
Quarter 3	\$960,626	\$939,923	\$1,031,606	\$971,871	\$991,308
Quarter 4	\$374,054	\$366,087	\$700,312	\$761,097	\$776,319
Reconciliation	\$103,185	\$77,018	\$217,699	\$219,332	\$223,719
Total	\$4,445,086	\$4,321,408	\$4,481,116	\$4,581,313	\$4,691,361
% Change	-4.36%	-2.86%	+3.70%	+2.24%	+2.40%

**c. Hotel/Motel Tax Revenue.** Hotel/motel tax receipts are projected to decrease 3.83% (\$93,711) under FY 2020 budget and 2.00% over FY 2020 re-estimated receipts of \$2,307,858 , and then increase at an annual rate of 2.00% per year.

**d. FTA Revenue.** Federal Transportation Administration (FTA) transit operating assistance is anticipated to increase 6% or \$72,838 from FY 2020 budget based on the revised FY 2020 budget received from the FTA. Federal operating assistance is based on a comparison of larger cities. Previously the allocation was based on population and population density.

**e. Miscellaneous Revenue.** Miscellaneous revenue has been estimated at 2% growth per year over budgeted FY 2020.

**f. Building Fee Revenue.** Building fees (Building Permits, Electrical Permits, Mechanical Permits and Plumbing Permits) are anticipated to increase \$98,071 from \$673,215 in FY 2020 to \$771,286 in FY 2021 based on Fiscal Year 2019 actual.

**g. DRA Revenue.**

Gaming revenues generated from lease payments from the Dubuque Racing Association (DRA) are estimated to increase \$198,633 from \$4,987,104 in FY 2020 to \$5,185,737 in FY 2021 based on adding \$140,000 in FY 2021 for sports betting and revised projections from the DRA. This follows a \$85,928 increase from budget in FY 2020 and a \$1,906 increase from budget in FY 2019.

The following is a ten-year history of DRA lease payments to the City of Dubuque:

Fiscal Year	DRA Lease Payments	\$ Change	%
FY 2021 Projected	\$5,185,737	\$234,441	5%

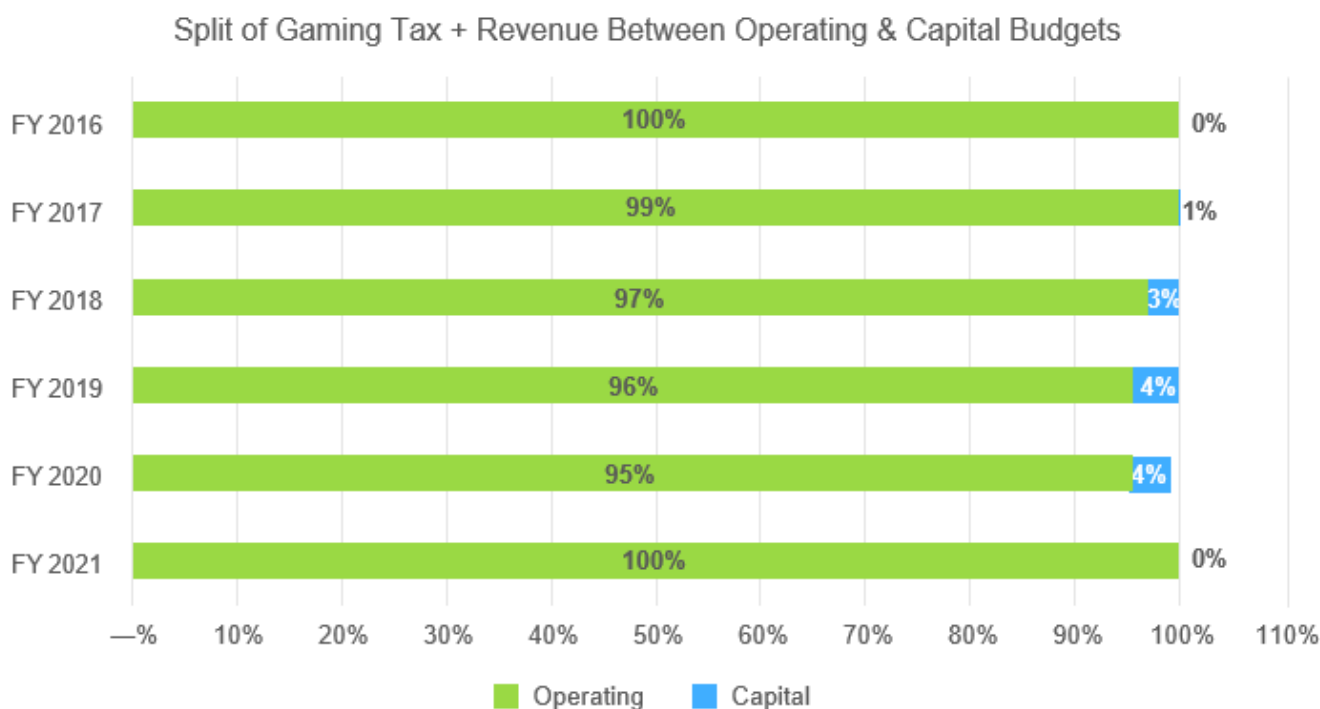
FY 2020 Revised	\$4,951,296	-\$197,892	-4%
FY 2020 Budget	\$4,987,104	-\$162,084	-3%
FY 2019 Actual	\$5,149,188	\$293,177	6%
FY 2018 Actual	\$4,856,011	\$18,879	0%
FY 2017 Actual	\$4,837,132	-\$195,083	-4%
FY 2016 Actual	\$5,032,215	-\$155,297	-3%
FY 2015 Actual	\$5,187,512	-\$158,104	-3%
FY 2014 Actual	\$5,345,616	-\$655,577	-11%
FY 2013 Actual	\$6,001,193	\$3,305	0%
FY 2012 Actual	\$5,997,888	-\$345,242	-5%
FY 2011 Actual	\$6,343,130	-\$477,153	-7%
FY 2010 Actual	\$6,820,283	-\$1,586,647	-19%

The Diamond Jo payment related to the revised parking agreement increased from \$567,306 in FY 2020 to \$584,325 in 2021 based on estimated Consumer Price Index adjustment (3.00%).

#### **h. DRA Gaming.**

The split of gaming revenues from taxes and the DRA lease (not distributions) in FY 2021 is recommended to change to 100% operating and 0% capital. This is a change from 96% operating and 4% capital in FY 2020. When practical in future years, additional revenues will be moved to the capital budget from the operating budget.

The following shows the annual split of gaming taxes and rents between operating and capital budgets from FY2016 - FY2021:



**i. Diamond Jo Revenue.** The Diamond Jo Patio lease (\$25,000 in FY 2021) and the Diamond Jo parking privileges (\$584,325 in FY 2021) have not been

included in the split with gaming revenues. This revenue is allocated to the operating budget.

## 2. Property Taxes

**j. Residential Rollback.** The residential rollback factor will decrease from 56.9180% in 2020 to 55.0743% or a 3.24% decrease in FY 2021. The rollback has been estimated to remain the same from Fiscal Years 2022 through 2025.

The percent of growth from revaluation is to be the same for agricultural and residential property; therefore, if one of these classes has less than 3% growth for a year, the other class is limited to the same percent of growth. A balance is maintained between the two classes by ensuring that they increase from revaluation at the same rate. In FY 2021, agricultural property had less growth than residential property which caused the rollback factor to decrease.

Residential property was revalued by the City Assessor by neighborhood for the January 1, 2019 property assessments, which impacts the Fiscal Year 2021 budget. **The average residential property value increased 5%. This revaluation of residential property resulted in the taxable value for the average homeowner calculation to increase from \$139,493 to \$146,467 (+5%).**

The decrease in the residential rollback factor decreases the value that each residence is taxed on. This increased taxable value for the average homeowner (\$79,396 taxable value in FY 2020 and \$80,666 taxable value in 2021) results in more taxes to be paid per \$1,000 of assessed value. In an effort to keep property taxes low to the average homeowner, the City calculates the property tax impact to the average residential property based on the residential rollback factor and property tax rate. In a year that the residential rollback factor increases, the City recommends a lower property tax rate than what would be recommended had the rollback factor remained the same.

The residential rollback in Fiscal Year 1987 was 75.6481 percent as compared to 55.0743% percent in Fiscal Year 2021. The rollback percent had steadily decreased since FY 1987, which has resulted in less taxable value and an increase in the City's tax rate. However, that trend began reversing in FY 2009 when the rollback reached a low of 44.0803 percent. If the rollback had remained at 75.6481 percent in FY 2020, the City's tax rate would have been \$7.65 per \$1,000 of assessed value instead of \$10.33 in FY 2020.

**k. State Equalization Order/Property Tax Reform.** There would have been an equalization order of 17% for multi-residential property in Fiscal Year 2021 based on values established through actual sales, so the City Assessor adjusted multi-residential property values. There was not an equalization order for commercial or industrial property in Fiscal Year 2021. The Iowa Department of Revenue is responsible for "equalizing" assessments every two years. Also, equalization occurs on an assessing jurisdiction basis, not on a statewide basis.

Commercial and Industrial taxpayers previously were taxed at 100 percent of assessed value; however due to legislative changes in FY 2013, a 95% rollback



factor was applied in FY 2015 and a 90% rollback factor will be applied in FY 2016 and beyond.

The State of Iowa backfilled the loss in property tax revenue from the rollback 100% in FY 2015 through FY 2017 and the backfill was capped at the FY 2017 level in FY 2018 and beyond. **The FY 2021 State backfill for property tax loss is estimated to be \$1,016,776.**

Elements of the property tax reform passed by the Iowa Legislature in 2013 have created a tremendous amount of uncertainty in the budget process. While the State has committed to provide some funding for the City revenue reductions caused by the decrease in taxable value for commercial and industrial properties, key legislators have been quoted in the media as casting doubt on the reimbursements continuing.

**Beginning in FY 2022, it is assumed that the State will eliminate the backfill over a five-year period.**

The projected reduction of State backfill revenue to the general fund is as follows:

Fiscal Year	State Backfill Reduction
2022	-\$203,355
2023	-\$203,355
2024	-\$203,355
2025	-\$203,355
2026	-\$203,356
<b>Total</b>	<b>-\$1,016,776</b>

FY 2015 was the first year that commercial, industrial and railroad properties were eligible for a Business Property Tax Credit. The Business Property Tax Credit will be deducted from the property taxes owed and the credit is funded by the State of Iowa.

Eligible businesses must file an application with the Assessor's office to receive the credit with a deadline of January 15, 2020 for applications to be considered for FY 2021. The calculation of the credit is dependent on the number of applications that were received and approved statewide versus the amount that was appropriated for the fiscal year, the levy rates for each parcel, and the difference in the commercial/ industrial rollback compared to residential rollback. In FY 2015, the Iowa Legislature appropriated \$50 million for FY15; \$100 million for FY16; and \$125 million for FY17 and thereafter. The estimated amount of value that will be used to compute the credit in FY 2015 is \$33,000, FY 2016 is \$183,220, FY 2017 is \$255,857, FY 2018 is \$266,340, FY 2019 is \$231,603, and FY 2020 is \$251,788.

The basic formula is the value multiplied by the difference in rollbacks of commercial and residential property then divided by one thousand and then multiplied by the corresponding levy rate:

$$= (\text{VALUE} \times (\text{Commercial Rollback} - \text{Residential Rollback}) \div 1,000) \times \text{Levy Rate}$$

The average commercial and industrial properties (\$432,475 Commercial /

\$599,500 Industrial) will receive a Business Property Tax Credit from the State of Iowa for the City share of their property taxes of \$148 in FY 2015, \$693 in FY 2016, \$982 in FY 2017, \$959 in FY 2018, \$843 in FY 2019, and \$835 in FY 2020. FY 2021 is project to be \$846.

Beginning in FY 2017 (July 1, 2016), new State legislation created a new property tax classification for rental properties called multi-residential, which requires a rollback, or assessment limitations order, on multi-residential property which will eventually equal the residential rollback. Multi-residential property includes apartments with 3 or more units. Rental properties of 2 units were already classified as residential property.

### **I. Multi-Residential Property Class/Eliminated State Shared Revenue.**

The State of Iowa will not backfill property tax loss from the rollback on multi-residential property. The rollback will occur as follows:

Fiscal Year	Rollback %	Annual Loss of Tax
FY 2017	86.25%	\$331,239
FY 2018	82.50%	\$472,127
FY 2019	78.75%	\$576,503
FY 2020	75.00%	\$691,640
FY 2021	71.25%	\$1,332,445
FY 2022	67.50%	\$1,186,818
FY 2023	63.75%	\$1,276,102
FY 2024	55.07%	\$1,535,004
<b>Total</b>		<b>\$7,401,878</b>

\*55.07% = Current residential rollback

**This annual loss in tax revenue of \$1,332,445 in FY 2021 and \$1,535,004 from multi-residential property when fully implemented in FY 2024 will not be backfilled by the State.** From Fiscal Year 2017 through Fiscal Year 2024 the City will lose

\$7,401,878 in total, meaning landlords will have paid that much less in property taxes. The state did not require landlords to charge lower rents or to make additional investment in their property.

In addition, the State of Iowa eliminated the:

- Machinery and Equipment Tax Replacement in FY 2003 (-\$200,000)
- Personal Property Tax Replacement in FY 2004 (-\$350,000)
- Municipal Assistance in FY 2004 (-\$300,000)
- Liquor Sales Revenue in FY 2004 (-\$250,000)
- Bank Franchise Tax in FY 2005 (-\$145,000)

The combination of the decreased residential rollback, State funding cuts and increased expenses has forced the City's tax rate to increase since 1987 when the residents passed a referendum to establish a one percent local option sales tax with 50% of the revenue going to property tax relief.



**n. Taxable Value.** FY 2021 will reflect the following impacts of taxable values of various property types:

Property Type	Percent Change in Taxable Value
Residential	+1.99 %
Commercial	+3.94 %
Industrial	+0.83 %
Multi-Residential	+11.63 %
Overall	+1.47 %

\*Overall taxable value increased 1.47% percent after deducting Tax Increment Financing values

Assessed valuations were increased 2 percent per year beyond FY 2021.

**o. Riverfront Property Lease Revenue.** Riverfront property lease revenue is projected to increase by \$424,621 in FY 2021 due to anticipated additional industrial riverfront leases.

### 3. Fees, Tax Rates & Services

**p. Franchise Fees.** Natural Gas franchise fees have been projected to increase zero percent over FY 2019 actual of \$1,153,753. Also, Electric franchise fees have been projected to increase 8 percent over 2020 budget of \$3,510,806. The franchise fee revenues are projected to increase at an annual rate of 4 percent per year from FY 2022 through FY 2025.

The franchise fee charged on gas and electric bills increased from 3% to 5%, the legal maximum, on June 1, 2015.

**q. Property Tax Rate.** For purposes of budget projections only, it is assumed that City property taxes will continue to increase at a rate necessary to meet additional requirements over resources beyond FY 2021.

**r. Police & Fire Protection.** FY 2021 reflects the twelfth year that payment in lieu of taxes is charged to the Water and Sanitary Sewer funds for Police and Fire Protection. In FY 2021, the Sanitary Sewer fund is charged 0.43% of building value and the Water fund is charged 0.62% of building value, for payment in lieu of taxes for Police and Fire Protection. This revenue is reflected in the General Fund and is used for general property tax relief.

## II. ASSUMPTIONS - REQUIREMENTS

### a. Pension Systems.

- The **Municipal Fire and Police Retirement System of Iowa (MFPRSI)** Board of Trustees City contribution for Police and Fire retirement increased from 24.41% percent in FY 2020 to 25.31% percent in FY 2021 (general fund cost of \$148,555 for Police and \$60,471 for Fire or a total of \$209,026).

- The **Iowa Public Employee Retirement System (IPERS)** City contribution is unchanged from the FY 2020 contribution rate of 9.44% (no general fund impact). The IPERS employee contribution is unchanged from the FY 2020 contribution rate of 6.29% (which does not affect the City's portion of the budget). The IPERS rate is anticipated to increase 1 percent each succeeding year.

**b. Collective Bargaining.** Consistent with the already approved collective bargaining agreements for Teamsters Local Union 120, Teamsters Local Union 120 Bus Operators, Dubuque Professional Firefighters Association, and International Union of Operating Engineers, in FY 2021 there is a 1.50% employee wage increase for represented and non-represented employees at a cost of \$578,016 to the General Fund.

**c. Health Insurance.** The City portion of health insurance expense is projected to increase from \$921 per month per contract to \$1,013 per month per contract (based on 588 contracts) in FY 2021 (general fund cost of \$507,492). The City of Dubuque is self-insured, and actual expenses are paid each year with the City only having stop-loss coverage for major claims. In FY 2017, The City went out for bid for third party administrator and the estimated savings has resulted from the new contract and actual claims paid with there being actual reductions in cost in FY 2018 (19.42%) and FY 2019 (0.35%). In addition, firefighters began paying an increased employee health care premium sharing from 10% to 15% and there was a 7% increase in the premium on July 1, 2018. During FY 2019, the City went out for bid for third party administrator for the prescription drug plan there has been savings resulting from the bid award. Beginning in FY 2020, actual experience has been a 12.19% projected increase in health insurance costs. Estimates for FY 2022 were increased 5.62%; FY 2023 were increased 10%; FY 2024 were increased 12.5%; and FY 2025 were increased 11%.

**d. Five-Year Retiree Sick Leave Payout.** FY 2013 was the first year that eligible retirees with at least twenty years of continuous service in a full-time position or employees who retired as a result of a disability and are eligible for pension payments from the pension system can receive payment of their sick leave balance with a maximum payment of 120 sick days, payable bi-weekly over a five-year period. The sick leave payout expense budget in the General Fund in FY 2020 was \$194,628 as compared to FY 2021 of \$201,556, based on qualifying employees officially giving notice of retirement.

**e. 50% Sick Leave Payout.** 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. The 50% sick leave payout expense budget in the General Fund in FY 2020 was \$112,000 as compared to FY 2021 of \$102,607, based on FY 2020 year-to-date expense.

**f. Parental Leave.** Effective March 8, 2019, employees may use Parental leave to take paid time away from work for the birth or the adoption of a

child under 18 years old. Eligible employees receive their regular base pay (plus longevity) and benefits for twelve weeks following the date of birth, adoption event or foster-to-adopt placement. If both parents are eligible employees, each receive the leave benefit. The parental leave expense budget in the General Fund in FY 2020 was \$47,015 as compared to FY 2021 of \$0 based on departments covering parental leave with existing employees and not incurring additional cost for temporary help.

**g. Supplies & Services.** General operating supplies and services are estimated to increase 2% over actual in FY 2019. A 2% increase is estimated in succeeding years.

**h. Electricity.** Electrical energy expense is estimated to have a 8% increase over FY 2019 actual expense, then 2% per year beyond.

**i. Natural Gas.** Natural gas expense is estimated to have no increase over FY 2019 actual expense, then 2% per year beyond.

**j. Travel Dubuque.** The Dubuque Area Convention and Visitors Bureau contract will continue at 50% of actual hotel/motel tax receipts.

**k. Equipment & Machinery.** Equipment costs for FY 2021 are estimated to decrease 19.90% under FY 2020 budget, then remain constant per year beyond.

**l. Debt Service.** Debt service is estimated based on the tax-supported, unabated General Obligation bond sale for fire truck and franchise fee litigation settlement.

**m. Unemployment.** Unemployment expense in the General Fund increased from \$54,286 in FY 2020 to \$65,574 in FY 2021 based on last three prior years.

**n. Motor Vehicle Fuel.** Motor vehicle fuel is estimated to remain at the FY 2020 budget, then increase 2.0% per year beyond.

**o. Motor Vehicle Maintenance.** Motor vehicle maintenance is estimated remain at the FY 2020 budget based on FY 2019 actual, then increase 2.0% per year and beyond.

**p. Public Transit.** The increase in property tax support for Transit from FY 2020 to FY 2021 is \$181,326, which reflects increase in employee expense (\$59,465); increase in motor vehicle maintenance and diesel fuel (\$143,999); increase in snow removal (\$47,770); increase in machinery and equipment (\$50,891); and increased Federal and State operating revenue (\$108,430).

The following is a ten-year history of the Transit subsidy:

Transit Subsidy History:

Fiscal Year	Amount	% Change
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2021 Projection	\$1,726,584	10.79 %
2020 Budget	\$1,558,460	6.88 %
2019 Actual	\$1,458,109	(4.99)%
2018 Actual	\$1,534,726	30.85 %
2017 Actual	\$1,172,885	24.41 %
2016 Actual	\$942,752	(13.20)%
2015 Actual	\$1,086,080	30.33 %
2014 Actual	\$833,302	(20.19)%
2013 Actual	\$1,044,171	45.51 %
2012 Actual	\$717,611	(33.48)%
2011 Actual	\$1,078,726	(7.12)%
2010 Actual	\$1,161,393	-7.36%

**q. Shipping & Postage.** Postage rates for FY 2021 are estimated to increase 15% over FY 2019 actual expense and proposed cost increases by USPS. A 2.0 percent increase is estimated in succeeding years.

**r. Insurance.** Insurance costs are estimated to change as follows:

- Workers Compensation is increasing 8% based on FY 2019 actual expense.
- General Liability is increasing 1% based on FY 2019 actual plus 5%.
- Damage claims is increasing 10% based on a three year average.
- Property insurance is decreasing 5% based on FY 2019 actual plus 6%.

**s. Housing.** The Housing Choice Voucher subsidy payment from the General Fund is estimated to increase \$247,711 in FY 2021. In FY 2011, the City approved reducing the number of allowed Housing Choice Vouchers from 1,060 to 900 vouchers. This reduction in vouchers was estimated to reduce Section 8 administrative fees from HUD by \$100,000 per year. However, in the transition, the number of vouchers dropped to 803 vouchers. HUD has based the Section 8 administrative fees for FY 2021 on the lower number of vouchers held in FY 2020 which has decreased the amount of revenue received by the Section 8 program in FY 2021. The City is in the process of increasing the Section 8 Housing Vouchers back to 1,072. The City of Dubuque will not be receiving the HUD grant to fund two positions for the Family Self-Sufficiency Program in calendar year 2020 due to a late submission of grant application. The current grant period ends on December 31, 2019. Although the funding for the positions to maintain the Family Self-Sufficiency (FSS) program will not be grant funded, the City is obligated to finish the current contract with participants. There are 69 participants under contract currently. The City anticipates receiving the grant in calendar year 2021.

**t. CATV Fund.** The Cable TV Fund no longer funds Police and Fire public education, Information Services, Health Services, Building Services, Legal Services, and City Manager's Office due to reduced revenues from the cable franchise. This is due to Mediacom's conversion from a Dubuque franchise to a state franchise in October 2009 which changed the timing and calculation of the franchise fee payments.

Effective June 2020, Mediacom will no longer contribute to the Public, Educational, and Governmental Access Cable Grant (PEG) Fund, and after the balance in that fund is expended, the City will be responsible for all City Cable TV equipment replacement costs. Other jurisdictions will need to plan accordingly.

**u. Greater Dubuque Development Corporation.** Greater Dubuque Development Corporation support of \$713,748 is budgeted to be paid mostly from Dubuque Industrial Center Land Sales in FY 2021, with \$25,000 for True North strategy paid from the Greater Downtown TIF. In FY 2022 and beyond Greater Dubuque Development Corporation will be paid from the Greater Downtown TIF and Dubuque Industrial Center West land sales.

### PROPERTY TAX IMPACT

The recommended Fiscal Year 2021 property tax rate (increased, 1.00%) will have the following impact:

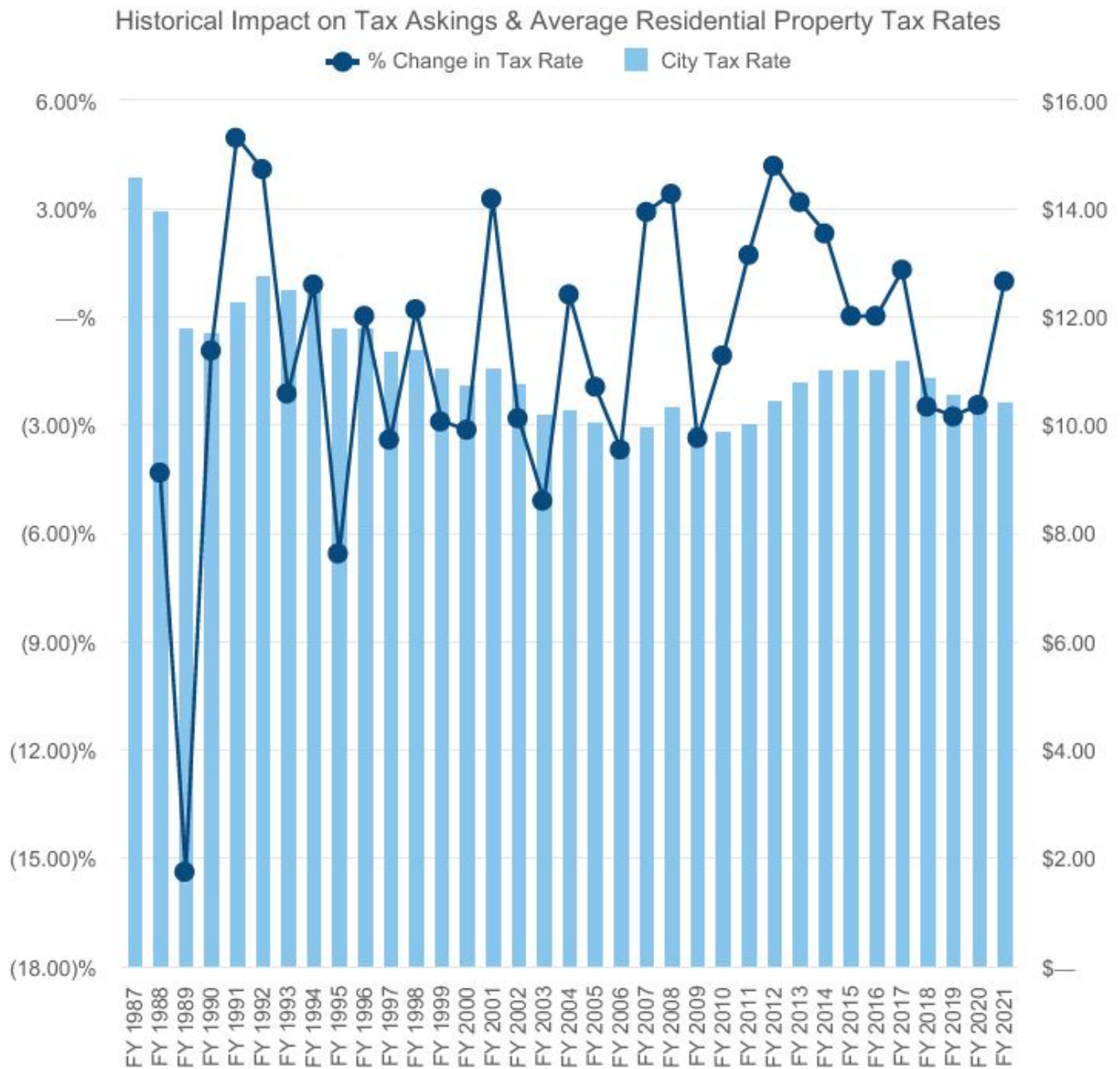
	FY 2021	FY 2020	% Change	\$ Change
Property Tax Rate	\$10.43456	\$10.33144	0.97%	\$0.10
Average Residential Payment	\$791.11	\$770.17	2.72%	\$20.94
Average Commercial Payment	\$3,143.82	\$3,160.71	-0.53%	-\$16.89
Average Industrial Property	\$4,712.37	\$4,713.76	-0.03%	-\$1.39
Average Multi-Residential Property	\$1,950.98	\$1,737.92	12.26%	\$213.06

### Historical Impact on Tax Askings and Average Residential Property Tax Rates

The following is a historical City tax rate comparison. The average percent change in tax rate from 1987 - 2021 is -0.90%. The average annual change over the last five years is -1.08%.

The following pages show historical and projected property tax impacts.

### Historical Impacts on Tax Askings & Average Residential Property Tax Rates:



Historical City tax rates and % change in tax rate:

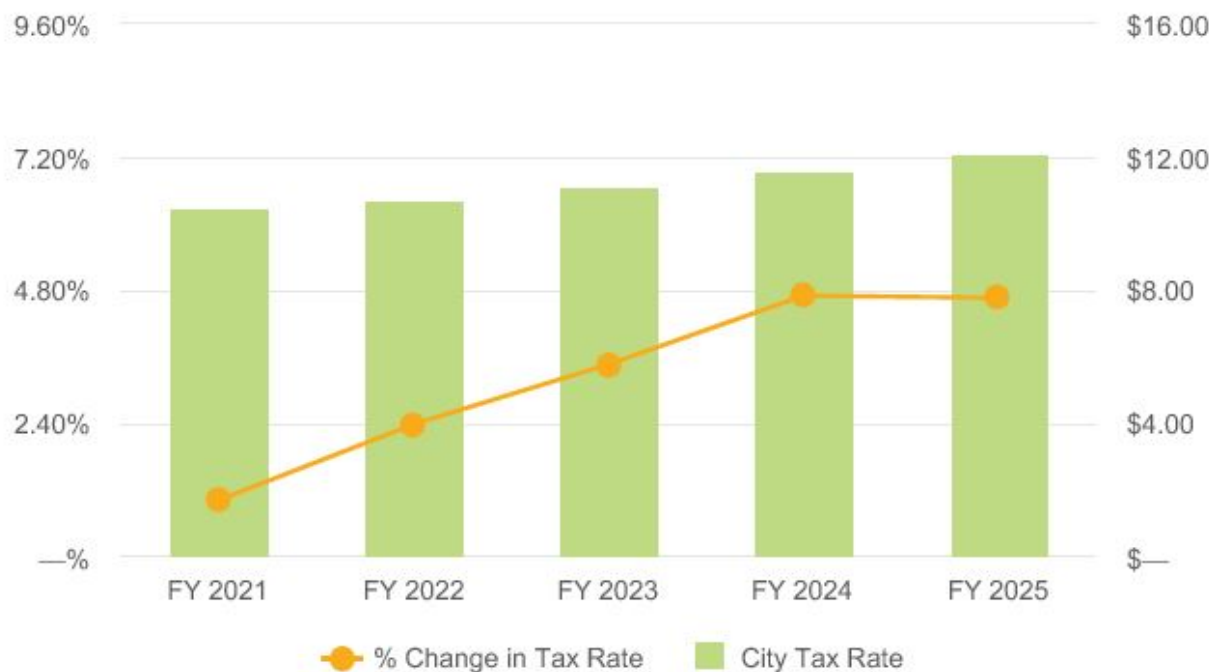


Fiscal Year	City Tax Rate	% Change in Tax Rate
FY 1987	14.5819	
FY 1988	13.9500	-4.33%
FY 1989	11.8007	-15.41%
FY 1990	11.6891	-0.95%
FY 1991	12.2660	+4.94%
FY 1992	12.7741	+4.14%
FY 1993	12.4989	-2.15%
FY 1994	12.6059	+0.86%
FY 1995	11.7821	-6.54%
FY 1996	11.7821	0.00%
FY 1997	11.3815	-3.40%
FY 1998	11.4011	+0.17%
FY 1999	11.0734	-2.87%
FY 2000	10.7160	-3.23%
FY 2001	11.0671	+3.28%
FY 2002	10.7608	-2.77%
FY 2003	10.2120	-5.10%
FY 2004	10.2730	+0.60%
FY 2005	10.0720	-1.96%
FY 2006	9.6991	-3.70%
FY 2007	9.9803	+2.90%
FY 2008	10.3169	+3.37%
FY 2009	9.9690	-3.37%
FY 2010	9.8577	-1.12%
FY 2011	10.0274	+1.72%
FY 2012	10.4511	+4.23%
FY 2013	10.7848	+3.19%
FY 2014	11.0259	+2.24%
FY 2015	11.0259	0.00%
FY 2016	11.0259	0.00%
FY 2017	11.1674	+1.28%
FY 2018	10.8922	-2.46%
FY 2019	10.5884	-2.79%
FY 2020	10.3314	-2.43%
FY 2021	10.4346	+1.00%
<b>1987 - 2021 Average Change</b>		<b>-0.90%</b>
<b>2017-2021 Average Change</b>		<b>-1.08%</b>

From Fiscal Year 1987 through Fiscal Year 2021, the average annual change in the property tax rate is a decrease of 0.90%. Over the last five years, the average annual change in the property tax rate is a decrease of 1.08%.

### Projected Impacts on Tax Askings and Average Residential Property Tax Rates

## Project Impacts on Tax Askings &amp; Average Residential Property Tax Rates



Projected City tax rates and % change in tax rate\*:

Fiscal Year	City Tax Rate	% Change in Tax Rate
FY 2021	10.4346	1.00%
FY 2022	10.7757	3.27%
FY 2023	11.1456	3.43%
FY 2024	11.6661	4.67%
FY 2025	12.2064	4.63%

\*Significantly impacted by the budget projection that the State of Iowa will begin eliminating the property tax backfill payments beginning in FY 2022.

## IMPACT ON AVERAGE RESIDENTIAL PROPERTY - EXAMPLE



Actual - Historical		City Tax Calculation	Actual Percent Change	Change if HTC 100% Funded	Dollar Change
FY 1989	"City" Property Tax	\$453.99	-11.40%		-\$58.39
FY 1990	"City" Property Tax	\$449.94	-0.89%		-\$4.04
FY 1991*	"City" Property Tax*	\$466.92	+3.77%		\$16.98
FY 1992	"City" Property Tax	\$483.63	+3.58%		\$16.71
FY 1993*	"City" Property Tax*	\$508.73	+5.19%		\$25.10
FY 1994	"City" Property Tax	\$510.40	+0.33%		\$1.51
FY 1995*	"City" Property Tax*	\$522.65	+2.40%		\$12.41
FY 1996	"City" Property Tax	\$518.10	-0.87%		-\$4.54
FY 1997*	"City" Property Tax*	\$515.91	-0.42%		-\$2.19
FY 1998	"City" Property Tax	\$512.25	-0.71%		-\$3.66
FY 1999	"City" Property Tax*	\$512.25	0.00%		\$0.00
FY 2000	"City" Property Tax	\$511.38	-0.17%		-\$0.87
FY 2001	"City" Property Tax	\$511.38	0.00%		\$0.00
FY 2002	"City" Property Tax	\$511.38	0.00%		\$0.00
FY 2003	"City" Property Tax*	\$485.79	-5.00%		-\$25.58
FY 2004	"City" Property Tax	\$485.79		0.00%	\$0.00
	With Homestead Adj.	\$493.26	+1.54%		\$7.46
FY 2005	"City" Property Tax*	\$485.93		+0.03%	\$0.14
	With Homestead Adj.*	\$495.21	+0.40%		\$1.95
FY 2006	"City" Property Tax (1)	\$494.27		+1.72%	\$8.34
	With Homestead Adj. (1)	\$504.62	+1.90%		\$9.41
FY 2007	"City" Property Tax*(2)	\$485.79		-1.72%	-\$8.48
	With Homestead Adj.*	\$496.93	-1.52%		-\$7.69
FY 2008	"City" Property Tax	\$496.93		0.00%	\$0.00
	With Homestead Adj.	\$510.45	+2.72%		\$13.52
FY 2009	"City" Property Tax	\$524.53		+2.76%	\$14.08
	With Homestead Adj.	\$538.07	+5.41%		\$27.62
FY 2010	"City" Property Tax	\$538.07		0.00%	\$0.00
	With Homestead Adj.	\$550.97	+2.40%		\$12.90
FY 2011	"City" Property Tax	\$564.59		+2.47%	\$13.62
	With Homestead Adj. (3)	\$582.10	+5.65%		\$31.13
FY 2012	"City" Property Tax	\$611.19		+5.00%	\$29.09
	With Homestead Adj. (3)	\$629.78	+8.19%		\$47.68
FY 2013	"City" Property Tax	\$661.25		+5.00%	\$31.47
	With Homestead Adj. (3)	\$672.76	+6.82%		\$42.98
FY 2014	"City" Property Tax	\$705.71	+4.90%		\$32.95

Actual - Historical		City Tax Calculation	Actual Percent Change	Change if HTC 100% Funded	Dollar Change
FY 2015	"City" Property Tax	\$728.48	+3.23%		\$22.77
FY 2016	"City" Property Tax	\$747.65	+2.63%		+\$19.17
FY 2017	"City" Property Tax	\$755.70	+1.08%		\$8.05
FY 2018	"City" Property Tax	\$755.70	0.00%		\$0.00
FY 2019	"City" Property Tax	\$770.17	+1.91%		\$14.47
FY 2020	"City" Property Tax	\$770.17	0.00%		\$0.00
Average FY1989-FY2020 with Homestead Adj.			+1.35%		+\$8.06
Average FY2016-FY2020 with Homestead Adj.			+1.12%		+\$8.34
Average FY1989-FY2020 without Homestead Adj.				+0.78%	+\$4.97

The average annual dollar change in residential property tax from 1989-2020 is an increase of \$8.06. The average annual dollar change over the last five years is an increase of \$8.34.

#### Projected impact on average residential property:

PROJECTION		CITY TAX CALCULATION	PERCENT CHANGE	DOLLAR CHANGE
FY 2021	"City" Property Tax	\$791.11	+2.72%	+\$20.94
FY 2022	"City" Property Tax	\$816.97	+3.27%	+\$25.86
FY 2023	"City" Property Tax	\$845.01	+3.43%	+\$28.04
FY 2024	"City" Property Tax	\$884.47	+4.67%	+\$39.46
FY 2025	"City" Property Tax	\$925.44	+4.63%	+\$40.97

\* Denotes year of State-issued equalization orders.

^ Impact to average homeowner if the State funds the Homestead Property Tax Credit at 62%.

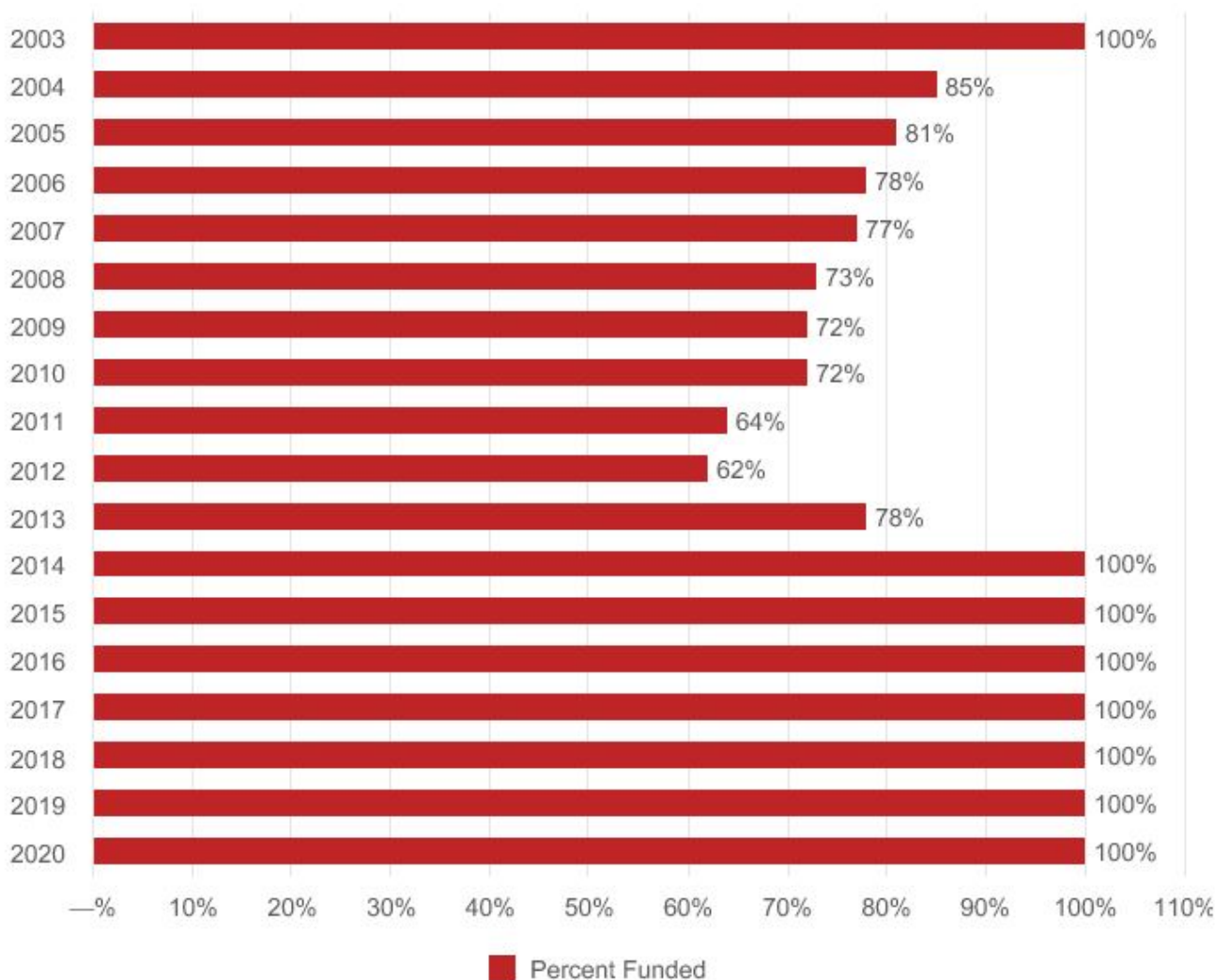
- (1) The FY 2006 property tax calculation considers the 6.2% valuation increase for the average residential homeowner as determined by the reappraisal.
- (2) Offsets the impact of the State reduced Homestead Property Tax Credit in FY 2005 & 2006.
- (3) The City adopted a budget in FY 2011 and 2012 that provided no increase to the average homeowner. The State of Iowa underfunded the Homestead Property Tax Credit in both years costing the average homeowner an additional \$18.59 in FY 2012 and \$11.51 in FY 2013. This provided no additional revenues to the City, as this money would have come to the City from the State if they appropriated the proper amount of funds.

### Homestead Property Tax Credit

The Homestead Property Tax Credit was established by the state legislature to reduce the amount of property tax collected. The intent of the credit was to be a form of tax relief and provide an incentive for home ownership. The State Homestead Property Tax Credit works by discounting the tax collected on the first \$4,850 of a property's taxable value. This has no impact on what the City receives from property tax collections, but provides tax relief for the average homeowner.

Beginning FY 2004, the State of Iowa did not fully fund the State Homestead Property Tax Credit resulting in the average homeowner paying the unfunded portion. Again, this has no impact on what the City receives, however as a result has caused the average homeowner to pay more taxes.

Historical Percent of Iowa Homestead Property Tax Credit Funded by the State of Iowa



## IMPACT ON COMMERCIAL PROPERTY - EXAMPLE

ACTUAL - HISTORICAL		CITY TAX CALCULATION*	BUSINESS PROPERTY TAX CREDIT	DOLLAR CHANGE	PERCENT CHANGE
FY 1989	"City" Property Tax	\$2,106.42		-\$384.19	-15.43%
FY 1990	"City" Property Tax	\$2,086.50		-\$19.92	-0.95%
FY 1991	"City" Property Tax	\$2,189.48		+\$102.98	+4.94%
FY 1992	"City" Property Tax	\$2,280.18		+\$90.70	+4.14%
FY 1993	"City" Property Tax	\$2,231.05		-\$49.13	-2.15%
FY 1994	"City" Property Tax	\$2,250.15		+\$19.10	+0.86%
FY 1995	"City" Property Tax	\$2,439.60		+\$189.45	+8.42%
FY 1996	"City" Property Tax	\$2,439.60		\$0.00	0.00%
FY 1997	"City" Property Tax	\$2,659.36		+\$219.76	+9.01%
FY 1998	"City" Property Tax	\$2,738.43		+\$79.07	+2.97%
FY 1999	"City" Property Tax	\$2,952.03		+\$213.60	+7.80%
FY 2000	"City" Property Tax	\$2,934.21		-\$17.82	-0.60%
FY 2001	"City" Property Tax	\$2,993.00		+\$58.86	+2.00%
FY 2002	"City" Property Tax	\$2,910.25		-\$82.84	-2.76%
FY 2003	"City" Property Tax	\$3,186.27		+\$276.03	+9.48%
FY 2004	"City" Property Tax	\$3,278.41		+\$92.15	+2.89%
FY 2005	"City" Property Tax	\$3,349.90		+\$71.48	+2.18%
FY 2006	"City" Property Tax (1)	\$3,152.52		-\$197.38	-5.89%
FY 2007	"City" Property Tax	\$3,538.03		+\$385.50	+12.23%
FY 2008	"City" Property Tax	\$3,688.64		+\$150.62	+4.26%
FY 2009	"City" Property Tax	\$3,554.71		-\$133.94	-3.63%
FY 2010	"City" Property Tax	\$3,524.48		-\$30.23	-0.85%
FY 2011	"City" Property Tax	\$3,585.16		+\$60.68	+1.72%
FY 2012	"City" Property Tax	\$3,736.64		+\$151.48	+4.23%
FY 2013	"City" Property Tax	\$3,855.96		+\$119.32	+3.19%
FY 2014	"City" Property Tax	\$3,942.14		+\$86.20	+2.23%
FY 2015	"City" Property Tax (2)	\$3,896.93	\$147.72	-\$45.21	-1.15%
FY 2016	"City" Property Tax (3)	\$3,139.16	\$692.62	-\$757.77	-19.45%
FY 2017	"City" Property Tax (4)	\$3,364.61	\$982.19	+\$225.45	+7.18%
FY 2018	"City" Property Tax (5)	\$3,280.44	\$959.11	-\$84.16	-2.50%
FY 2019	"City" Property Tax (6)	\$3,278.23	\$843.08	-\$2.21	-0.07%
FY 2020	"City" Property Tax (7)	\$3,160.71	\$860.57	-\$117.52	-3.58%
<b>FY 1989-2020 Average Change</b>				<b>+\$20.94</b>	<b>+0.96%</b>
<b>2016-2020 Average Change</b>				<b>-\$147.24</b>	<b>-3.68%</b>

\*Net of Business Property Tax Credit

The average annual dollar change in commercial property taxes from 1989-2020 is a increase of \$20.94. The average annual dollar change over the last five years is a decrease of -\$147.24.

PROJECTED		CITY TAX CALCULATION	BUSINESS PROPERTY TAX CREDIT	DOLLAR CHANGE	PERCENT CHANGE
FY 2021	"City" Property Tax (8)	\$3,143.82	\$917.60	-\$16.89	-0.53%
FY 2022	"City" Property Tax	\$3,246.59	\$947.60	+\$102.77	+0.35%
FY 2023	"City" Property Tax	\$3,358.05	\$980.13	+\$111.46	+3.63%
FY 2024	"City" Property Tax	\$3,514.86	\$1,025.90	+\$156.81	+3.91%
FY 2025	"City" Property Tax	\$3,677.67	\$1,073.42	+\$162.81	+4.63%

- (1) The FY 2006 property tax calculation considers the 19.9% valuation increase for industrial property as determined by the reappraisal.
- (2) The Business Property Tax Credit was \$148 and rollback to 95% in FY 2015.
- (3) The Business Property Tax Credit was \$693 and rollback to 90% in FY 2016.
- (4) The Business Property Tax Credit was \$982 and rollback to 90% in FY 2017.
- (5) The Business Property Tax Credit was \$959 and rollback to 90% in FY 2018.
- (6) The Business Property Tax Credit was \$843 and rollback to 90% in FY 2019.
- (7) The Business Property Tax Credit was \$861 and rollback to 90% in FY 2020.
- (8) The Business Property Tax Credit is estimated to be \$918 and rollback to 90% in FY 2021.

## IMPACT ON INDUSTRIAL PROPERTY - EXAMPLE

ACTUAL - HISTORICAL		CITY TAX CALCULATION*	BUSINESS PROPERTY TAX CREDIT	DOLLAR CHANGE	PERCENT CHANGE
FY 1989	"City" Property Tax	\$5,900.35		-\$1,074.65	-15.40%
FY 1990	"City" Property Tax	\$5,844.55		-\$55.80	-0.95%
FY 1991	"City" Property Tax	\$6,133.00		+\$288.45	+4.94%
FY 1992	"City" Property Tax	\$6,387.05		+\$254.05	+4.14%
FY 1993	"City" Property Tax	\$6,249.45		-\$137.60	-2.15%
FY 1994	"City" Property Tax	\$6,302.95		+\$53.50	+0.86%
FY 1995	"City" Property Tax	\$5,891.05		-\$411.90	-6.54%
FY 1996	"City" Property Tax	\$5,891.05		\$0.00	0.00%
FY 1997	"City" Property Tax	\$5,690.75		-\$200.30	-3.40%
FY 1998	"City" Property Tax	\$5,700.56		+\$9.81	+0.17%
FY 1999	"City" Property Tax	\$5,536.70		-\$163.86	-2.87%
FY 2000	"City" Property Tax	\$5,358.00		-\$178.70	-3.23%
FY 2001	"City" Property Tax	\$5,533.00		+\$175.00	+3.27%
FY 2002	"City" Property Tax	\$5,380.42		-\$152.58	-2.76%
FY 2003	"City" Property Tax	\$5,106.00		-\$274.42	-5.10%
FY 2004	"City" Property Tax	\$5,136.50		+\$30.50	+0.60%
FY 2005	"City" Property Tax	\$5,036.00		-\$100.50	-1.96%
FY 2006	"City" Property Tax	\$5,814.61		+\$778.61	+15.46%
FY 2007	"City" Property Tax	\$5,983.21		+\$168.60	+2.90%
FY 2008	"City" Property Tax	\$6,184.95		+\$201.74	+3.37%
FY 2009	"City" Property Tax	\$5,976.44		-\$208.51	-3.37%
FY 2010	"City" Property Tax	\$5,909.69		-\$66.75	-1.12%
FY 2011	"City" Property Tax	\$6,011.44		+\$101.75	+1.72%
FY 2012	"City" Property Tax	\$6,265.43		+\$253.99	+4.23%
FY 2013	"City" Property Tax	\$6,465.48		+\$200.05	+3.19%
FY 2014	"City" Property Tax	\$6,610.00		+\$144.52	+2.24%
FY 2015	"City" Property Tax	\$6,131.80	\$147.72	-\$478.20	-7.23%
FY 2016	"City" Property Tax	\$5,256.41	\$692.62	-\$875.39	-14.28%
FY 2017	"City" Property Tax	\$5,043.36	\$982.19	-\$213.05	-4.05%
FY 2018	"City" Property Tax	\$4,917.78	\$959.11	-\$125.58	-2.49%
FY 2019	"City" Property Tax	\$4,869.91	\$843.08	-\$47.87	-0.97%
FY 2020	"City" Property Tax	\$4,713.76	\$860.57	-\$156.15	-3.21%
<b>FY 1989-2020 Average Change</b>				<b>-\$70.66</b>	<b>-1.06%</b>
<b>2016-2020 Average Change</b>				<b>-\$283.61</b>	<b>-5.00%</b>

\*Net of Business Property Tax Credit

The average annual dollar change in industrial property taxes from 1989-2020 is a decrease of \$70.66. The average annual dollar change over the last five years is a decrease of \$283.61.



PROJECTED		CITY TAX CALCULATION	BUSINESS PROPERTY TAX CREDIT	DOLLAR CHANGE	PERCENT CHANGE
FY 2021	"City" Property Tax (8)	\$4,712.37	\$917.60	-\$1.39	-0.03%
FY 2022	"City" Property Tax	\$4,866.41	\$947.60	+\$154.04	+3.27%
FY 2023	"City" Property Tax	\$5,033.48	\$980.13	+\$167.07	+3.43%
FY 2024	"City" Property Tax	\$5,268.53	\$1,025.90	+\$235.05	+4.67%
FY 2025	"City" Property Tax	\$5,512.57	\$1,073.42	+\$244.04	+4.63%

- (1) The FY 2006 property tax calculation considers the 19.9% valuation increase for industrial property as determined by the reappraisal.
- (2) The Business Property Tax Credit was \$148 and rollback to 95% in FY 2015.
- (3) The Business Property Tax Credit was \$693 and rollback to 90% in FY 2016.
- (4) The Business Property Tax Credit was \$982 and rollback to 90% in FY 2017.
- (5) The Business Property Tax Credit was \$959 and rollback to 90% in FY 2018.
- (6) The Business Property Tax Credit was \$843 and rollback to 90% in FY 2019.
- (7) The Business Property Tax Credit was \$861 and rollback to 90% in FY 2020.
- (8) The Business Property Tax Credit is estimated to be \$918 and rollback to 90% in FY 2021.

#### IMPACT ON MULTI-RESIDENTIAL PROPERTY - EXAMPLE

ACTUAL - HISTORICAL		CITY TAX CALCULATION	DOLLAR CHANGE	PERCENT CHANGE
FY 2015	"City" Property Tax	\$2,349.34		
FY 2016	"City" Property Tax	\$2,225.69	-\$123.65	-5.26%
FY 2017	"City" Property Tax	\$2,160.39	-\$65.30	-2.93%
FY 2018	"City" Property Tax	\$2,015.48	-\$144.91	-6.71%
FY 2019	"City" Property Tax	\$1,870.21	-\$145.27	-7.21%
FY 2020	"City" Property Tax	\$1,737.92	-\$132.29	-7.07%
Average FY 2016-FY 2020			-\$122.28	-5.84%

The average annual dollar change for Multi-Residential property from FY 2015-FY 2020 is a decrease of \$122.28 for a total savings of \$611.42.

PROJECTION		CITY TAX CALCULATION	DOLLAR CHANGE	PERCENT CHANGE
FY 2021	"City" Property Tax*	\$1,950.98	+\$213.06	+12.26%
FY 2022	"City" Property Tax	\$1,908.72	-\$42.26	-4.93%
FY 2023	"City" Property Tax	\$1,864.56	-\$44.16	-2.13%
FY 2024	"City" Property Tax	\$1,686.04	-\$178.52	-10.23%
FY 2025	"City" Property Tax	\$1,764.14	+\$78.10	+4.12%

\* Denotes year of State-issued equalization orders.

The Iowa Department of Revenue is responsible for "equalizing" assessments every two years. Based on the past two years of sales data, the Iowa Department of Revenue has increased multi-residential property values by 17%. This is similar to what the Iowa Department of Revenue did for multi-residential properties outside City limits. The average multi-residential property owner in Dubuque is seeing a significant increase in the resale value of this key investment asset. Even with this

increase in value, the average multi-residential property owner is paying \$398.36 less in City property taxes with the FY 2021 budget proposal than they paid in FY 2015.

Beginning in FY 2017 (July 1, 2016), new State legislation created a new property tax classification for rental properties called multi-residential, which requires a rollback, or assessment limitations order, on multi-residential property which will eventually equal the residential rollback. Multi-residential property includes apartments with 3 or more units. Rental properties of 2 units were already classified as residential property. The State of Iowa will not backfill property tax loss from the rollback on multi-residential property.

The rollback will occur as follows:

Fiscal Year	Rollback %	Annual Loss of Tax Revenue
2017	86.25%	\$331,239
2018	82.50%	\$472,127
2019	78.75%	\$576,503
2020	75.00%	\$691,640
2021 <sup>^</sup>	71.25%	\$1,332,445
2022	67.50%	\$1,186,818
2023	63.75%	\$1,276,102
2024	55.07%	\$1,535,004
<b>Total</b>		<b>\$7,401,878</b>

\*55.07% = Current residential rollback

<sup>^</sup> 17% State Equalization Order in FY 2021

This annual loss in tax revenue of \$1,332,445 in FY 2021 and \$1,535,004 from multi-residential property when fully implemented in FY 2024 will not be backfilled by the State. From Fiscal Year 2017 through Fiscal Year 2024 the City will lose \$7,401,878 in total, meaning landlords will have paid that much less in property taxes. The state did not require landlords to charge lower rents or to make additional investment in their property.

There were reappraisals done in Fiscal Year 2016 that may have increased the taxable value for the properties considered multi-residential; however, the overall assessments for multi-residential property has remained relatively flat except for twelve large properties that increased significantly. The assessed value for multi-residential properties in Fiscal Year 2017 did not increase and landlords began receiving tax breaks with their September 2016 tax payments.



## HISTORY OF INCREASES IN PROPERTY TAX ASKINGS

Year	Tax Askings	% Change in Tax Askings	Impact on Homeowner**
FY 1989	\$10,918,759	-12.00%	-11.40%
Sales Tax Initiated			
FY 1990	\$10,895,321	-0.21%	-0.89%
FY 1991	\$11,553,468	+6.04%	+3.77%
FY 1992	\$12,249,056	+6.02%	+3.58%
FY 1993	\$12,846,296	+4.88%	+5.19%
FY 1994	\$13,300,756	+3.54%	+0.33%
FY 1995	\$13,715,850	+3.12%	+2.40%
FY 1996	\$14,076,320	+2.63%	-0.87%
FY 1997	\$14,418,735	+2.43%	-0.42%
FY 1998	\$14,837,670	+2.91%	-0.71%
FY 1999	\$15,332,806	+3.34%	0.00%
FY 2000	\$15,285,754	-0.31%	-0.17%
FY 2001	\$15,574,467	+1.89%	0.00%
FY 2002	\$15,686,579	+0.72%	0.00%
FY 2003	\$15,771,203	+0.54%	-5.00%
FY 2004	\$16,171,540	+2.54%	0.00%
FY 2005	\$16,372,735	+1.24%	+0.03%
FY 2006	\$16,192,215	-1.10%	+1.72%
FY 2007	\$17,179,994	+6.10%	-1.72%
FY 2008	\$18,184,037	+5.84%	0.00%
FY 2009	\$18,736,759	+3.04%	+2.76%
FY 2010	\$19,095,444	+1.91%	0.00%
FY 2011	\$19,878,962	+4.10%	+2.47%
FY 2012	\$21,284,751	+7.07%	+5.00%
FY 2013	\$22,758,753	+6.93%	+5.00%
FY 2014	\$23,197,623	+1.93%	+4.90%
FY 2015	\$24,825,015	+7.02%	+3.23%
FY 2016	\$24,906,544	+0.33%	+2.63%
FY 2017	\$26,375,291	+5.90%	+1.08%
FY 2018	\$25,863,049	-1.94%	0.00%
FY 2019	\$26,494,205	+2.44%	+1.91%
FY 2020	\$26,296,081	-0.75%	0.00%
Average FY 1989-2020		+2.91%	+0.78%

\*\*Does not reflect State unfunded portion of Homestead Credit.

**IMPACT ON TAX ASKINGS AND AVERAGE RESIDENTIAL PROPERTY**

To maintain the current level of service based on the previous assumptions would require the following property tax asking increases:

<b>Fiscal Year</b>	<b>"City" Property Tax Askings</b>	<b>% Change in Tax Askings</b>	<b>% Impact on Avg. Residential Property</b>	<b>\$ Impact on Avg. Residential Property</b>
FY 2020	\$26,296,081			
FY 2021	26952048	+2.49%	+2.72%	+\$20.94
FY 2022	\$28,299,318	+5.00%	+3.27%	+\$25.86
FY 2023	\$29,761,144	+5.17%	+3.43%	+\$28.04
FY 2024	\$31,540,502	+5.98%	+4.67%	+\$39.46
FY 2025	\$33,658,814	+6.72%	+4.63%	+\$40.97

**GUIDELINE**

The recommended guideline is a 2.72% or \$20.94 increase for the average residential property owner assuming the Homestead Property Tax Credit is fully funded. A one percent increase in the tax rate will generate approximately \$266,485.

These guidelines include \$411,686 for recurring and \$213,109 for non-recurring improvement packages.

Senate File 634 passed during the 2019 legislative sessions, makes changes to Iowa city and county budgets and taxes for Fiscal Year 2021 and later. Additional steps have been added to the budget approval process:

1. Determine a maximum amount of taxes that the municipality will certify to be levied as property taxes from certain levies in the next fiscal year (called the "total maximum property tax dollars"), and prepare a resolution that establishes that amount of "total maximum property tax dollars" for the next fiscal year.

The "total maximum property tax dollars" includes taxes for city government purposes under section 384.1 (general fund levy), for the city's trust and agency fund for pensions under section 384.6, subsection 1, for the city's emergency fund under section 384.8, and for the levies authorized under certain subsections of section 384.12: subsection 8 (certain bridges), subsection 10 (maintenance of a municipal transit system or regional transit district), subsection 11 (leases of buildings to be operated as civic centers), subsection 12 (operating and maintaining a civic center), subsection 13 (planning a sanitary disposal project), subsection 17 (premiums for various insurance types), and subsection 21 (support of a local emergency management commission), but excludes additional approved at election under section 384.12, subsection 19.

The maximum property tax dollars calculated and approved by

resolution includes those amounts received by the municipality as replacement taxes under chapter 437A or 437B.

2. Set a time and place for a public hearing on the resolution.
3. Publish notice of the public hearing on the resolution in the newspaper(s) for official notices between 10 and 20 days prior to the public hearing.

Additionally, if the municipality has a website, then notice must be posted on the website, and if the municipality maintains social media accounts, then the notice (or a link to the notice) must be posted on each social media account by the day of publication in the newspaper (s).

Notice of the public hearing on the resolution must include:

- a. The sum of the current fiscal year's actual property taxes certified for levy under identified levies.
  - b. The "effective tax rate" as defined in the code for those levies.
  - c. The proposed maximum property tax dollars that may be certified for levy for the budget year under the identified levies.
  - d. If the proposed maximum property tax dollars exceeds the current fiscal year's actual property tax dollars certified, a statement of the major reasons for the increase.
4. Hold a public hearing on the resolution, at which residents and property owners may present oral or written objections.
  5. Following the public hearing, the governing body may decrease the proposed "maximum property tax dollars" amount but may not increase the amount.
  6. Adopt the resolution. If the "total maximum property tax dollars" amount is greater than 102% of the current fiscal year's actual property taxes from the identified levies, then the resolution must pass the governing body by a two-thirds majority of the full City Council.

## **CAPITAL IMPROVEMENT BUDGET GUIDELINES**

## **A. INTEGRATION OF CAPITAL RESOURCES**

### **GUIDELINE**

To obtain maximum utilization, coordination and impact of all capital improvement resources available to the City, state and federal block and categorical capital grants and funds shall be integrated into a comprehensive five-year Capital Improvement Program (CIP) for the City of Dubuque.

## **B. INTEGRITY OF CIP PROCESS**

### **GUIDELINE**

The City shall make all capital improvements in accordance with an adopted Capital Improvement Program (CIP). If conditions change and projects must be added and/or removed from the CIP, the changes require approval by the City Council.

## **C. RENOVATION AND MAINTENANCE**

### **GUIDELINE**

Capital improvement expenditures should concentrate on renovating and maintaining existing facilities to preserve prior community investment.

## **D. NEW CAPITAL FACILITIES**

### **GUIDELINE**

Construction of new or expanded facilities which would result in new or substantially increased operating costs will be considered only if:

- 1) their necessity has been clearly demonstrated
- 2) their operating cost estimates and plans for providing those operating costs have been developed
- 3) they can be financed in the long term; and
- 4) they can be coordinated and supported within the entire system.

## **E. COOPERATIVE PROJECTS**

### **GUIDELINE**

Increased efforts should be undertaken to enter mutually beneficial cooperative capital improvement projects with the county, school district and private groups. Examples include cost-sharing to develop joint-use facilities and cost-sharing to improve roads and bridges are examples.

## **F. USE OF GENERAL OBLIGATION BONDS**

### **DISCUSSION**

The Iowa Constitution limits the General Obligation debt of any city to 5% of the

actual value of the taxable property within the city. The Iowa legislature has determined that the value for calculating the debt limit shall be the actual value of the taxable property prior to any "rollback" mandated by state statute.

On October 15, 2012, the City Council adopted a formal Debt Management Policy for the City of Dubuque. Prior to adoption of the formal policy, the City had already been practicing much of the policy, although the formal policy included some new additions. The most significant components of the Debt Management Policy include an internal policy of maintaining the City's general obligation outstanding debt at no more than 95% (except as a result of disasters) of the limit prescribed by the State constitution as of June 30th of each year. It is projected as of June 30, 2020 the City will be at 46.67%.

City will not use short-term borrowing to finance operating needs except in the case of an extreme financial emergency which is beyond its control or reasonable ability to forecast. Currently there is no such debt, and none will be recommended in this process.

### **Bond Financing Stipulations**

- Recognizing that bond issuance costs (bond counsel, bond rating, and financial management fees) add to the total interest costs of financing:
- Bond financing should not be used if the aggregate cost of projects to be financed by the bond issue is less than \$500,000
- City will consider long-term financing for the construction, acquisition, maintenance, replacement, or expansion of physical assets (including land) only if they have a useful life of at least six years
- City shall strive to repay 20 percent of the principal amount of its general obligation debt within five years and at least 40 percent within ten years.
- The City shall strive to repay 40 percent of the principal amount of its revenue debt within ten years.

### **Debt Service Payments**

Total annual debt service payments on all outstanding debt of the City shall not exceed 25% of total annual receipts across all the City's funds. As of June 30, 2020, it is projected the City will be at 15.33%.

### **Internal Reserve**

It shall be the goal of the City to establish an internal reserve equal to maximum annual debt service on future general obligation bonds issued that are to be abated by revenues and not paid from ad-valorem property taxes in the debt service fund. This shall begin with debt issued after July 1, 2013. This reserve shall be established by the fund or revenue source that expects to abate the levy, and shall be carried in said fund or revenue source on the balance sheet as a restricted reserve. This reserve does not

exist now, except where required by bond covenants. This internal reserve would be implemented by adding the cost of the reserve to each debt issuance.

### **General Obligation Debt**

FY 2020 Debt Limit: The FY 2018 assessable value of the community for calculating the statutory debt limit is \$4,553,229,486, which at 5%, indicates a total General Obligation debt capacity of \$227,661,474.

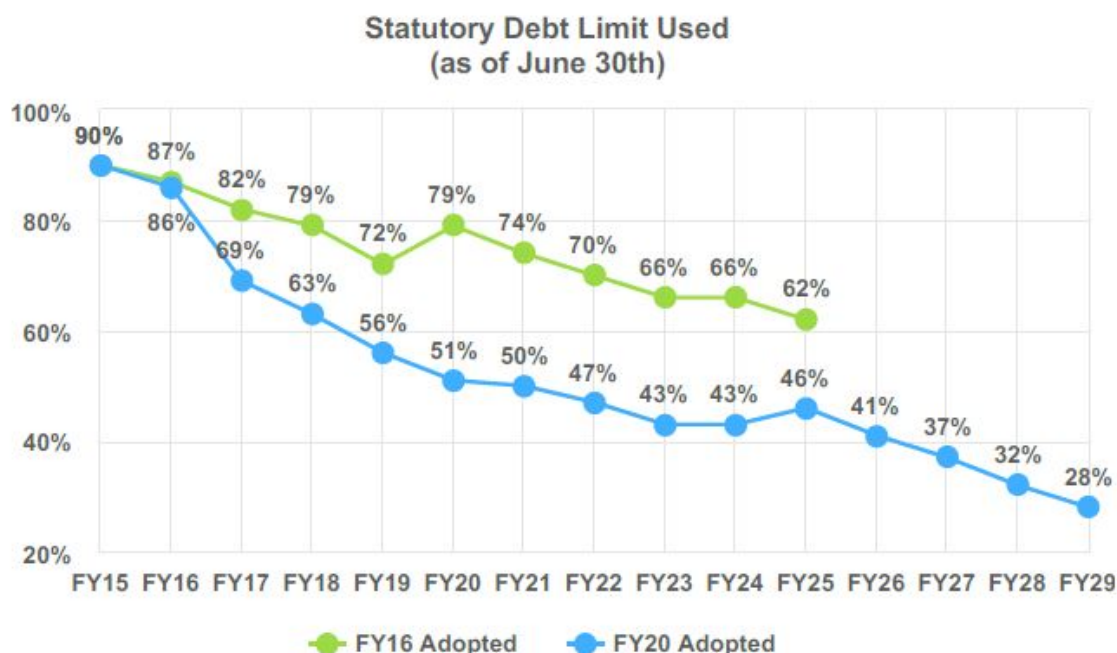
**Based on Outstanding G.O. debt (including tax increment debt, remaining payments on economic development TIF rebates, and general fund lease agreement) on June 30, 2020 will be \$117,796,569 (51.74% of the statutory debt limit) leaving an available debt capacity of \$109,864,905 (48.26%). In FY 2019 the City was at 56.32% of statutory debt limit, so 51.74% in FY 2020 is a 8.13% decrease in use of the statutory debt limit.**

It should be noted that most of the City of Dubuque's outstanding debt is not paid for with property taxes (except TIF), but is abated from other revenues. Exceptions include one issuance for the replacement of a Fire Pumper truck in the amount of \$1,410,000 with debt service of \$63,300 in FY 2020 and one issuance for the franchise fee litigation settlement in the amount of \$2,800,000 with debt service of \$135,000 in FY 2020.

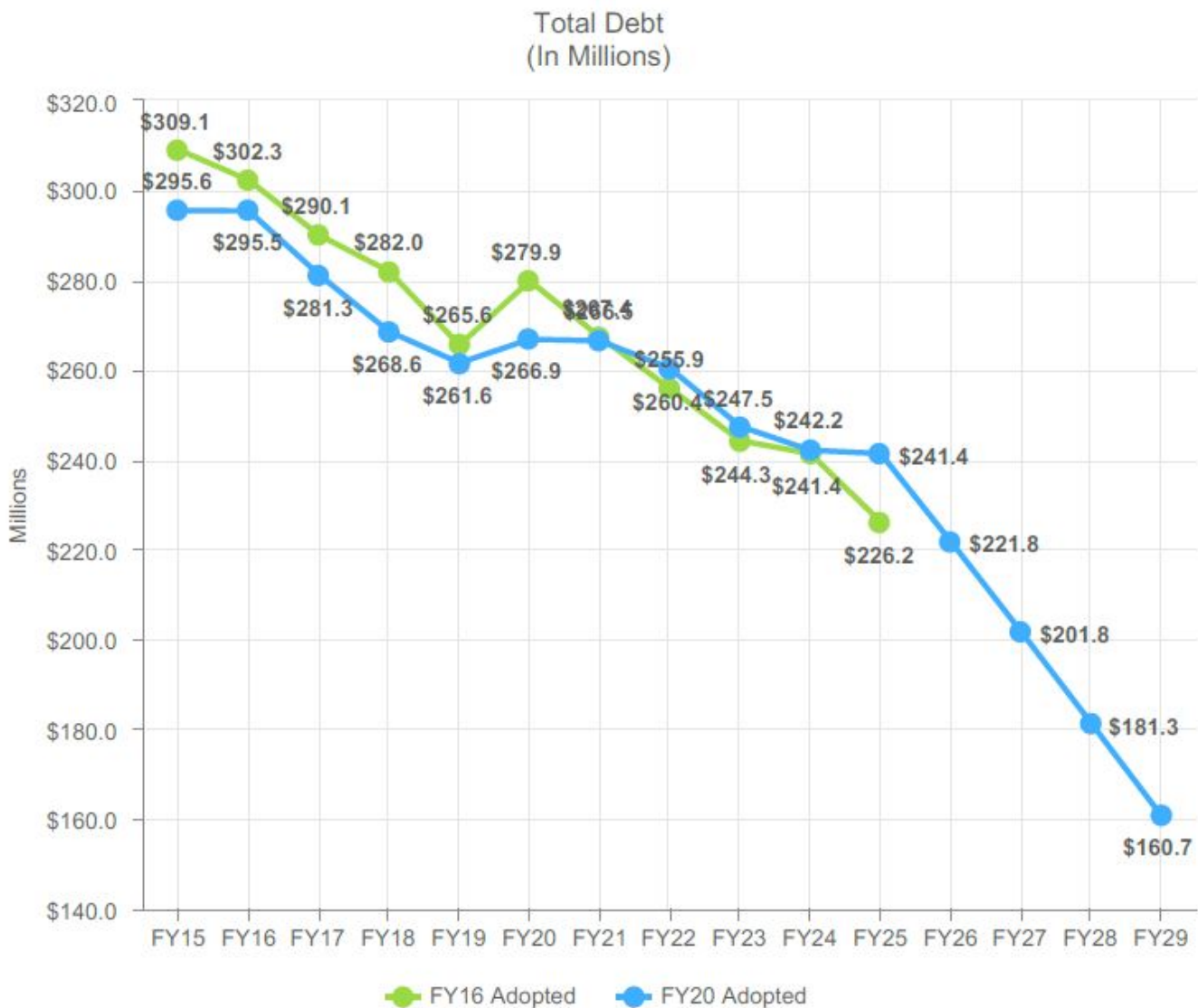
Included in the debt is \$7,653,959 of property tax rebates to businesses creating and retaining jobs and investing in their businesses.

#### Statutory Debt Limit

Fiscal Year	Statutory Debt Limit	Amount of Debt Subject to Statutory Debt Limit	% Debt Limit Used
2019	\$221,512,756	\$124,756,646	56.32%
2020	\$227,661,474	\$117,796,569	51.74%



The City also has debt that is not subject to the statutory debt limit. This debt includes revenue bonds. Outstanding revenue bonds payable by water, sewer and stormwater fees on June 30, 2020 will have a balance of \$143,067,823. The total City indebtedness as of June 30, 2020, is projected to be \$260,864,392. The total City indebtedness as of June 30, 2019, was \$261,617,815. **In FY 2020, the City will have a projected \$753,423 (0.29%) less in debt.** The City is using debt to accomplish necessary projects and to take advantage of the attractive interest rates in the current market.



Part of the City's FY 2014 debt was in the form of a grant from the Iowa Flood Mitigation Program. Through a new state program, the City is able to issue \$28.25 million in revenue bonds payable from the 5 percent State Sales Tax increment for projects in the Bee Branch Watershed allowing the City to complete the Bee Branch Creek Restoration, construct permeable alleys, replace the Bee Branch flood gates, complete North End Storm Sewers, construct a Flood Control Maintenance Facility, install Water Plant Flood Control and complete 17<sup>th</sup> Street Storm Sewer over the next twenty years.

**The FY 2021-2025 Capital Improvement Program is currently being reviewed and balanced, so there are no revised Fiscal Year 2021 debt projections yet.** The FY 2020 debt projections included some general obligation debt related to deferred maintenance at the Five Flags Civic Center renovation.



As we approach the preparation of the FY 2021-2025 Capital Improvement Program (CIP) the challenge is not the City's capacity to borrow money but (a) how to identify, limit, and prioritize projects which justify the interest payments and; (b) how to balance high-priority projects against their impact on the property tax rate.

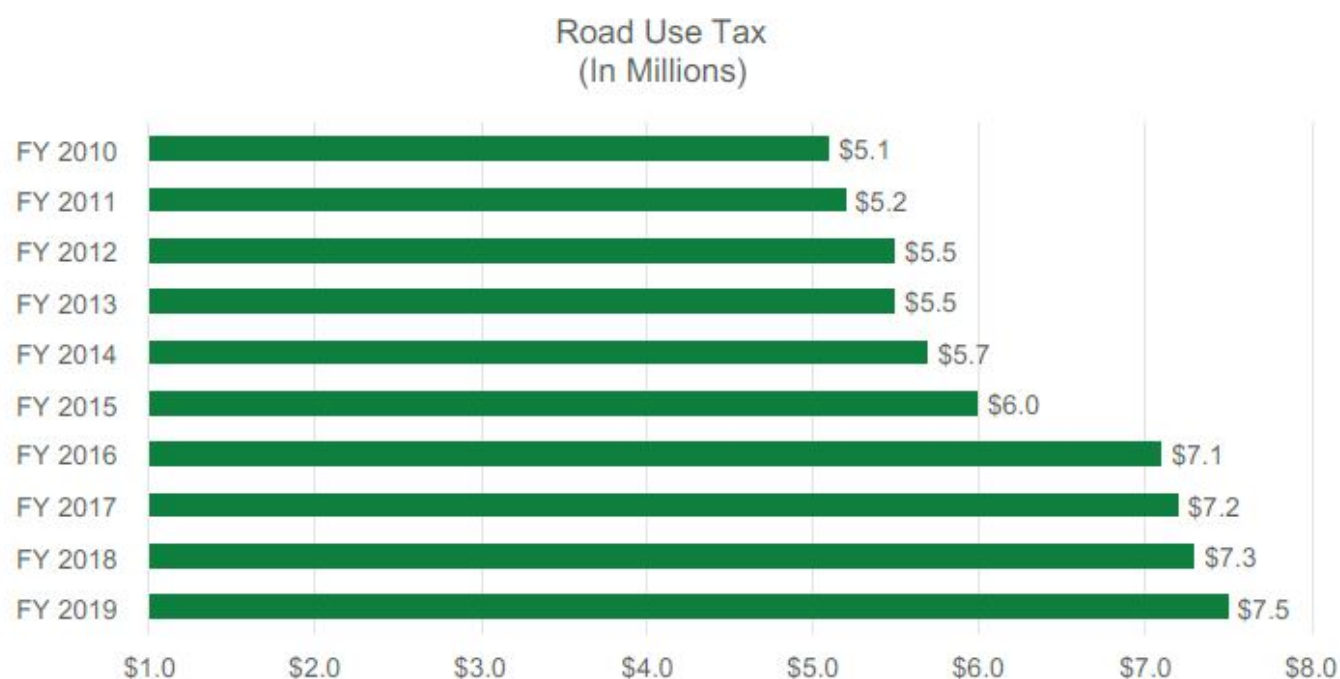
#### GUIDELINE

There are many high priority capital improvement projects which must be constructed during the FY 2021 - FY 2025 period. The reductions in DRA rent and distribution over the years may impact the need to borrow for projects. As in the past, debt will be required on several major capital projects, including the Bee Branch Watershed Project, Airport Improvements, Park Improvements, Sidewalk and Street Improvements, Sanitary Sewer Fund, Parking Fund, and Water Fund. In FY 2021 - FY 2025, borrowings will also include smaller projects and equipment replacements such as Park developments and Public Works equipment. These smaller borrowings will be for a term not exceeding the life of the asset and not less than six years in accordance to the Debt Management Policy. Alternative sources of funds will always be evaluated (i.e. State Revolving Loan Funds) to maintain the lowest debt service cost.

## AA. ROAD USE TAX FUND

#### DISCUSSION

Actual Road Use Tax Fund receipts are as follows:



The FY 2020 budget was based on receiving \$7,353,913 in Road Use Tax funds. In FY 2020, 90% of the Road Use Tax income is in the operating budget. The State of Iowa increased the gas tax 10 cents per gallon in FY 2016.

With increases in City DMATS and State Road Use Tax funds, the City will be able to substantially add to the number of street lights, ensure the Southwest Arterial project continues to move forward and continue with major road improvements such as North Cascade Road, Central Avenue, and White Street.

#### GUIDELINE

It is preferable to shift Road Use Tax funds to the capital budget for street maintenance and repair to reduce the need to borrow funds for routine street maintenance and improvements. This shift cannot occur until there are increased revenues or reduced expense that would allow this shift without a property tax impact.

## BB. COMMERCIAL AND INDUSTRIAL DEVELOPMENT

#### GUIDELINE

Current City, commercial and industrial development efforts should be continued to (a) preserve current jobs and create new job opportunities and (b) enlarge and diversify the economic base. Financing these efforts and programs should continue to be a high priority.

## CC. HOUSING

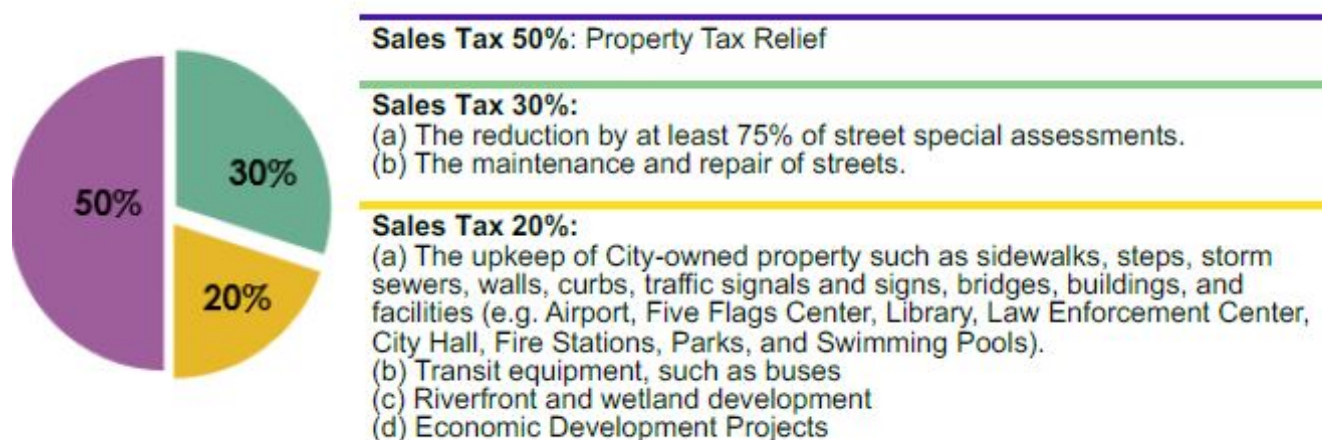
#### GUIDELINE

To maintain an adequate supply of safe and decent housing, the City should strive to preserve existing single family and rental housing that is not substandard and provide opportunities for development of new housing, including owner occupied, within the City's corporate limits for all residents, particularly for people of low and moderate income. Workforce rental housing is becoming increasingly important and the City provides incentives for building rehabilitations.

## DD. SALES TAX

#### GUIDELINE

Sales Tax revenue shall be used according to the following split:



## **EE. NET CASH PROCEEDS (SURPLUS DISTRIBUTION) FROM THE DUBUQUE RACING ASSOCIATION**

### **DISCUSSION**

The contract with the Dubuque Racing Association calls for distribution at the end of its fiscal year, December 31<sup>st</sup>, of 50 percent of its net cash operating funds to the City of Dubuque. In early-February, the City receives payment of proceeds to be distributed. These proceeds are then allocated for capital improvements, with the highest priority given to reducing the City's annual borrowing.

The Dubuque Racing Association provides the City with projections of future distributions. Since gaming is a highly volatile industry, the estimates are discounted prior to including them in the City's Five-Year CIP.

Consistent with past use of DRA distributions, 100% of the February 2021 projections of operating surplus have been anticipated as resources to support the Fiscal Year 2021 capital improvement projects. The estimates received from the DRA will be reduced by 5 percent for FY 2023 resources, 10 percent for FY 2024, and 15 percent for FY 2025 resources, to provide a margin of error in case the estimates are not realized.

### **GUIDELINE**

In Fiscal Year 2021, the City anticipates distribution of a significant amount of net cash proceeds for use in the Capital Improvement Program. These amounts will be budgeted in the Five-Year CIP in the year they are received and will be used to reduce required General Obligation borrowing. The three out-years will be discounted by 5 percent, 10 percent, and 15 percent respectively.

## **FF. EMPHASIS ON INITIATIVES THAT REDUCE FUTURE OPERATING BUDGET EXPENSE**

### **GUIDELINE**

Capital improvement expenditures that will reduce future maintenance and operating expense will receive priority funding and these types of initiatives will be encouraged in all departments and funding sources as a means of maximizing the use of available resources. This emphasis reflects fiscally responsible long-range planning efforts.

## **GG. USE OF GAMING-RELATED RECEIPTS**

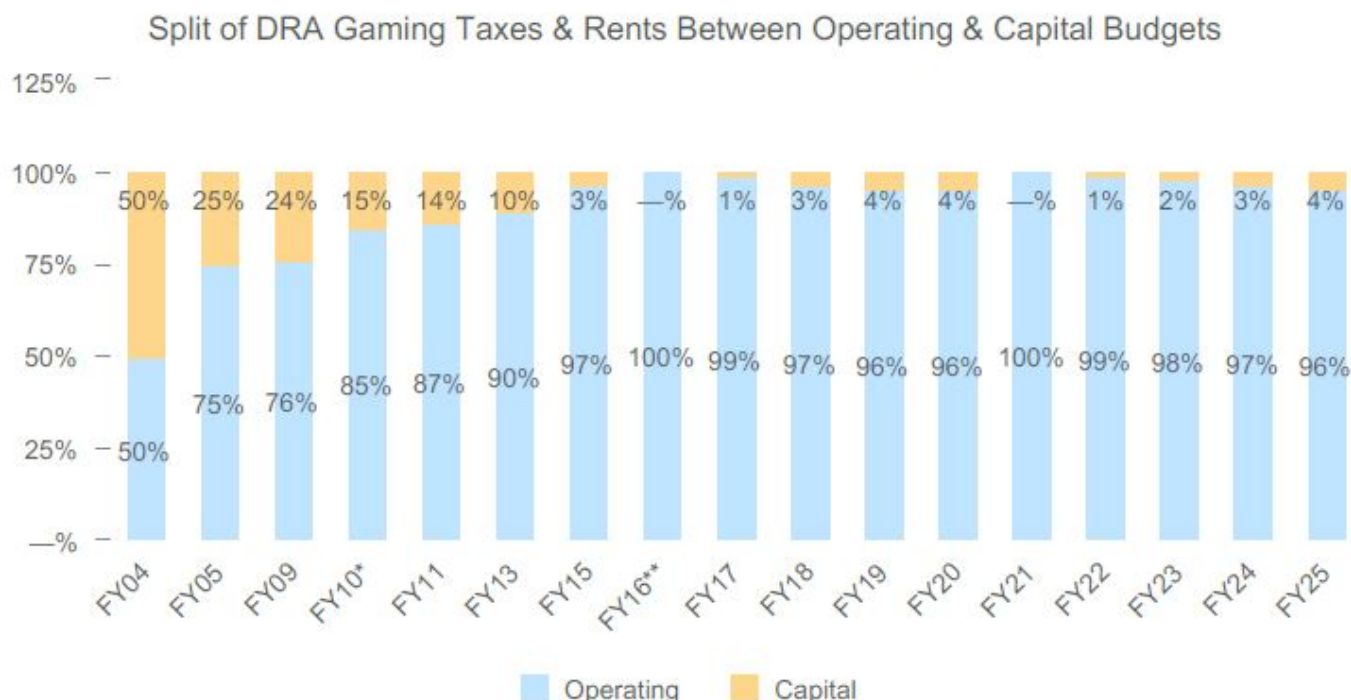
### **DISCUSSION**

On April 1, 2004, a new lease took effect with the Dubuque Racing Association for lease of the Dubuque Greyhound Park and Casino. This new lease was negotiated after the

FY 2005 budget was approved and raised the lease payment from ½% of coin-in to 1% of coin-in. This new lease and the expansion of gaming at Dubuque Greyhound Park and Casino, from 600 gaming positions to 1,000 gaming positions, effective

August 1, 2005, provided additional revenues to the City of Dubuque.

The following shows the historical split of DRA gaming taxes and rents between the City's operating and capital budgets:



### Notable Changes:

**\*FY 2010** The operating portion of the split now includes the debt service required on the 2002 general obligation bonds for the America's River Project that was previously considered as part of the capital portion of the DRA lease. Debt obligations are considered a continuing annual expense and are more accurately reflected as part of the operating portion of the DRA lease.

**\*\*FY 2016** A reduction in revenue in the Greater Downtown TIF urban renewal area resulted in reduced revenues to make debt payments and it was necessary for the general fund to support \$84,104 in FY 2015 and \$78,242 in FY 2016 of debt service payments, which were funded by reducing the amount of gaming revenues from taxes and DRA lease that goes to capital recommended in FY 2016.

The Diamond Jo expanded to a land-based barge casino facility and increased to 1,100 slots on December 1, 2008. This expansion was projected to decrease the Q gaming market and correspondingly the coin-in by just over 21 percent. Based on the projected

market share loss, the City did not receive a distribution of cash flows from the Dubuque Racing Association (DRA) in Fiscal Years 2009 and 2010.

DRA distributions restarted in FY 2011 instead of the projected year of FY 2012.

The reduction in the DRA's market impacts the City's lease payment from the DRA. The current lease requires the DRA to pay the City 1 percent of coin in from slot machines and 4.8 percent of gross revenue from table games. The following chart shows the impact of the reduction of lease payments on the City's five-year projections based on revised projections from the DRA each year:

Fiscal Years	Impact of Revised Five- Year DRA Projections
2009-2013	-\$7,000,000
2010-2014	-\$4,800,000
2011-2015	-\$1,000,000
2012-2016	-\$3,200,000
2013-2017	-\$2,900,000
2014-2018	No Change
2015-2019	-\$3,200,000
2016-2020	-\$3,100,000
2017-2021	-\$1,300,000
2018-2022	-\$1,400,000
2019-2023	+\$308,076
2020-2024	+\$131,141
2021-2025	+\$675,306
<b>Total Impact</b>	<b>-\$27.2 Million</b>

**From FY 2009 thru FY 2025, the City's lease payments have been reduced - \$27.2 Million.**

In Calendar Year 2019, gross gaming revenues were down .11% for the DRA and the Diamond Jo is up 2.27%. Overall, the Dubuque gaming market is up 1.27%. The DRA showed increases in hotel room revenue, food and beverage sales and entertainment ticket sales.

The Iowa Legislature passed Sports Betting Legislation in June 2019. DRA started Retail (On-Site) on August 27, 2019 with Mobile Wagering starting on November 12, 2019. Diamond Jo Casino started Sports Betting Retail in September 2019 and is working to start mobile wagering in early 2020. DRA had \$470,000 in Sports Book revenue during 2019. **With an amended lease, the City will begin receiving 0.5% of the handle from Sports Betting in FY 2021.**

The current Dubuque market is approximately \$120 million annually. DRA share of the market was 41.2% in 2019 and 41.8% in 2018. The DRA has projected a 2% increase

in gross gaming revenue for Calendar Year 2020. The DRA projects Sports Betting revenue in 2020 of \$750,000. The DRA gaming projections include minimal growth in revenues over the next five years with a growth rate of 1% in FY 2021 and FY 2022 and a growth rate of 0% in FY 2023 and beyond.

During 2019, Illinois passed legislation regarding six additional casinos, Sports Betting and increased Video Lottery Terminals (VLT) through the state. The casino license issued for Rockford will be the closest. The Rockford City Council voted on October 7,

2019 to certify the Hard Rock Casino as the city's choice for a new casino. The Illinois Gaming Commission has until October 28, 2020 to approve the license for the new Rockford casino. The Hard Rock Casino plans construction of a \$330M casino and hotel. Construction will last approximately 18 to 24 months.

Sport Betting is waiting for rules to be developed before issuing licenses. Sports Betting authorized betting at the state's casinos, racetracks and venues such as Wrigley Field and Soldier Field.

Illinois is allowing an increase in the number of VLT's per location from 5 to 6. Currently in the five counties in Illinois between Dubuque and Rockford, there are approximately 400 locations with 2076 VLT's. Each able to increase by one additional machine or a 20% increase in the number of terminals in this area. The terminals in this five county area had revenue of \$120M in 2019, similar to the amount wagered in the Dubuque market.

The 50¢ per patron tax previously received from the Diamond Jo was replaced by a \$500,000 fixed payment based on their revised parking agreement which expires June 16, 2029. The riverboat related tax on bets increased from \$341,750 in FY 2020 to \$344,400 in FY 2021.

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# **GLOSSARY**



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## *Glossary*

**28E Agreement:** Chapter 28, Section E of the Iowa Code which establishes intergovernmental agreements for two or more governmental agencies to cooperate on an issue/activity.

**Accounting System:** Records and procedures which are used to record, classify, and report information on the financial status and operations of an entity.

**Accrual Basis of Accounting:** A basis of accounting in which transactions are recognized at the time they are incurred, as opposed to when cash is received or spent.

**Activity:** A specific type of work or group of tasks performed by one or more organized units of the government. An example would be Street Maintenance.

**Ad Valorem Taxes:** Commonly referred to as property taxes, are levied on both real and personal property according to the property's valuation and tax rate.

**Allot:** To divide an appropriation into amounts which may be encumbered or expended during an allotment period.

**Alternatives:** This term means other possible activities or uses of funding besides those already decided upon or being considered. It also suggests the comparison between two or more possible approaches toward fulfilling the same purpose, goal or objective.

**Amortization:** The gradual elimination of an asset or liability, such as a bond premium, over a specified period of time.

**Annualize:** Taking changes that occurred mid- year and calculating their cost for a full year, for the purpose of preparing an annual budget.

**Appropriation:** A legal authorization to incur obligations and to make expenditures for specific purposes.

**Assessed Valuation:** A value established for real property for use as a basis for levying property taxes.

**Assessment Ratio:** The ratio at which the tax rate is applied to the tax base.

**Assets:** Resources owned or held by the City which has a monetary value.

**Attrition:** A method of achieving a reduction in personnel by not refilling the positions vacated through resignation, reassignment, transfer, retirement, or means other than layoffs.

**Audit:** Examination by an independent party of the City's financial books, records, accounts, funds, and securities for purposes of determining evidence of the accuracy and correctness of financial statements and ensuring management has effectively and efficiently performed responsibilities.

**Authorized Positions:** Employee positions which are authorized in the adopted budget to be filled during the year.

**Balanced Budget:** Occurs when planned expenditures equal anticipated revenues.

**Base Budget:** Cost of continuing the existing levels of service in the current budget year.

**Bond Funds:** Resources derived from issuance of bonds for specific purposes and related Federal project grants used to finance capital expenditures.

**Bond Rating:** A rating (made by an established bond rating company) from a schedule of grades indicating the probability of timely repayment of principal and interest on bonds issued. City of Dubuque has an Aa2 rating from Moody's Investor Services.

## *Glossary*

**Bond:** A long-term promise to pay a sum of money (the face amount of the bond) on a specific date(s) (the bond maturity date) at a specified interest rate.

**Bonding Capacity - Debt Capacity:** The State limit for general obligation debt is 5% of assessed valuation.

**Bond Refinancing:** The payoff and re-issuance of bonds, to obtain better interest rates and/or bond conditions.

**Budget:** A plan of financial operation and estimated expenditures for a specific period of time, and the monies to be used to finance the expenditures. The City of Dubuque Operating Budget is a plan for the period from July 1 through June 30.

**Budget Amendment:** Any change in expenditure budgets, which result in a net increase or decrease in the total dollar amount budgeted at the fund level.

**Budgetary Basis:** This refers to the basis of accounting used to estimate financing sources and uses in the budget. This generally takes one of three forms: GAAP, cash, or modified accrual.

**Budget Calendar:** The schedule of key dates or milestones, which the City follows in the preparation and adoption of the budget.

**Budget Carryover:** Funds unused during a financial year which are transferred to the budget for the following year.

**Budgetary Control:** The control or management of a government in accordance with the approved budget for the purpose of keeping expenditures within the limitations of available appropriations and resources.

**Budget Document (Program and Financial Plan):** The official written statement prepared by the City staff reflecting the decisions made by the Council in their budget deliberations.

**Budget Message:** The City Manager's summary of the salient issues of the budget he is recommending to the City Council for their adoption. The message highlights the City Manager's views of the major aspects of the budget and provides the city Council with an overview of the major fiscal policies incorporated in the recommended budget, or which may impact future recommended budgets.

**Capital Assets:** Asset of significant value and having a useful life of several years. Capital assets are also called fixed assets.

**Capital:** Purchases of building, improvements other than buildings, machinery, and equipment with a value over \$500 and a useful life in excess of one year.

**Capital Improvements:** Expenditures related to the acquisition, expansion or rehabilitation of an element of the government's physical plant; sometimes referred to as infrastructure.

**Capital Improvement Program (CIP):** A long- range plan for providing the capital outlays necessary to insure that adequate services are provided to the residents of the City. The plan includes improvements to, or the acquisition of, structural improvements and major equipment purchases.

**Capital Improvement Projects:** The specific projects that make up the Capital Improvements Program. The projects involve the construction, purchase, or renovation of city facilities or property. They are generally nonrecurring major improvements to the City's physical plant, which necessitate long-term financing and are permanent in nature.

**Capital Outlay:** Expenditures for fixed assets, such as equipment, remodeling, minor building improvements, and vehicles, that are funded from the operating budget. Since long-term financing is not necessary and expenditures of this type are of such recurring character, these items are not part of the Capital Improvement Program.

## Glossary

**Capital Project:** A major expenditure for a public improvement that is of such magnitude as to be considered a part of the City's five-year Capital Improvement Program. Such expenditures typically include City infrastructure construction projects, and would normally have an estimated useful life of a minimum of 10-15 years. Capital projects are summarized in the City's Operating Budget and detailed in the City's Capital Improvement Program document.

**Capital Projects Funds:** These funds account for the financial resources to be used for the acquisition and/or construction of major facilities (usually over \$10,000), other than those financed by proprietary funds. Each year the City appropriates money for the work to be completed that fiscal year; fund balances are designated for the completion of the projects over a period of years. Examples are fire stations, streets, water and sewer lines, etc. These funds use the modified accrual basis of accounting. Revenues are recognized in Capital Projects Funds when they become measurable and available to finance expenditures for the current period (such as when bonds are sold). Expenditures are recognized when the related liability is incurred.

**Capital Reserve:** An account used to segregate a portion of the government's equity to be used for future capital program expenditures. The amount of capital reserve is roughly equal to the government's annual equipment depreciation and an amount identified as being needed for future capital acquisition.

**Cash:** For purposes of our financial management system, cash refers to money, revenue, or fund balances available in the City treasury for financing an activity or project.

**Cash Basis of Accounting:** The basis of accounting under which revenues are recorded when received in cash and expenditures are recorded when paid.

**Clearing Account:** An intermediary account used to initially accumulate direct expenditures for subsequent charging to other officially reported accounts. These accounts are used in situations in which allocations are made to the reporting accounts on a percentage basis, and usually involve the ultimate distribution of expenses to a number of different accounts.

**Collective Bargaining Agreement:** A legal contract between the employer and a verified representative of a recognized bargaining unit for specific terms and conditions of employment (e.g., hours, working conditions, salary, fringe benefits, and matters affecting health and safety of employees.)

**Commission of Accreditation for Law Enforcement Agencies (CALEA):** Credentialing authority (accreditation), based in the United States, whose primary mission is to accredit public safety agencies, namely law enforcement agencies, training academies, communications centers, and campus public safety agencies.

**Commodities:** Items or supplies needed for routine maintenance and operations. They include cleaning, maintenance and office supplies, repair materials, minor equipment, and tools.

**Community Development Block Grant (CDBG):** A grant that is funded by the federal government through the Housing and Urban Development agency to the State of Iowa and then administered through the Iowa Department of Economic Development.

**Community Orientated Policing Services (COPS):** component of the U.S. Department of Justice responsible for advancing the practice of community policing by the nation's state, local, territorial, and tribal law enforcement agencies through information and grant resources.

**Comprehensive Annual Financial Report:**

(CAFR) the financial report of a state, municipal or other governmental entity that complies with the accounting requirements promulgated by the Government Accounting Standards Board (GASB). GASB provides standards for the content of a CAFR in its annually updated publication *Codification of Governmental Accounting and Financial Reporting Standards*. A CAFR is compiled by a state, municipal or other governmental accounting staff and audited by an external American Institute of Certified Public Accountants (AICPA) certified accounting firm utilizing GASB requirements. It is composed of three sections: introductory, financial and statistical. It combines the financial information of fund accounting and enterprise authorities accounting.

## *Glossary*

**Constant or Real Dollars:** The presentation of dollar amounts adjusted for inflation to reflect the real purchasing power of money as compared to a certain point in time in the past.

**Consumer Price Index:** A statistical description of price levels provided by the U.S. Department of Labor. The index is used as a measure of the increase in the cost of living (i.e. economic inflation).

**Contingency Funds:** A reserve of monies set aside within the General Fund for emergency or unexpected expenditures. This is also called the Emergency Reserve.

**Contractual Services:** Services rendered to a government by private firms, individuals, or other governmental agencies. Examples include utilities, rent, maintenance agreement, and professional consulting services.

**Cost-of-living Adjustment (COLA):** an increase in salaries to offset the adverse effect of inflation on compensation.

**Debt Retirement/Redemption:** The expenditure of funds for the retirement of all, or a portion of, the principal amount of a long-term financial obligation of the City.

**Debt Service Fund:** The fund which accounts for the payment of interest and principal on all general obligation debt other than that payable from special assessments and revenue debt issued for a governmental enterprise.

**Dedicated Tax:** A tax levy to support a specific government program or purpose.

**Deferred Compensation:** Income deferred until retirement age.

**Deficit:** the excess of an entity's liabilities over its assets or the excess of expenditures or expenses over revenues during a single accounting period.

**Department:** The basic organizational unit of government which is functionally unique in its delivery of services.

**Depreciation:** Expiration in the service life of capital assets attributable to wear and tear, deterioration, action of the physical elements, inadequacy or obsolescence.

**Development-related fees:** Those fees and charges generated by building, development and growth in a community. Included are building and street permits, development review fees, and zoning, platting and subdivision fees.

**Direct Revenues:** Revenues earned by a specific General Fund division in the course of performing their assigned duties.

**Disbursement:** The expenditure of monies from an account.

**Distinguished Budget Presentation Awards Program:** A voluntary awards program administered by the Government Finance Officers Association to encourage governments to prepare effective budget documents.

**Division:** A major administrative organizational unit of the City which indicates overall management responsibility of one or more activities.

**Employee (or Fringe) Benefits:** Contributions made by a government to meet commitments or obligations for employee fringe benefits. Included are the government's share of costs for Social Security and the various pension, medical, and life insurance plans.

**Encumbrances:** Obligations in the form of purchase orders, contracts or salary commitments that are chargeable to an appropriation and for which a part of the appropriation is reserved by an accounting entry.

**Enterprise Fund:** Those funds established to finance and account for acquisition, operation and maintenance of governmental operations which are predominantly self-supporting by user charges. Such operations must

## *Glossary*

be run in a manner similar to private business. Examples are the Water Utility Operation and Solid Waste Collection.

**Entitlements:** Payments to which local governmental units are entitled, pursuant to an allocation formula determined by the agency providing the monies, usually the state or the federal government.

**Expenditures:** Funds spent in accordance with budgeted appropriations on goods and services obtained.

**Expense:** Charges incurred (whether paid immediately or unpaid) for operations, maintenance, interest or other charges.

**Federal Emergency Management Agency (FEMA):** Coordinates the federal government's role in preparing for, preventing, mitigating the effects of, responding to, and recovering from all domestic disasters, whether natural or man-made, including acts of terror.

**Fiscal Policy:** A government's policies with respect to revenues, spending, and debt management as these relate to government services, programs and capital investment. Fiscal policy provides an agreed-upon set of principles for the planning and programming of government budgets and their funding.

**Fiscal Year (FY):** The 12-month period to which the operating budget applies, and the period of time at the end of which the government determines its financial condition. For the City of Dubuque, this is July 1 through June 30.

**Fixed Assets:** Assets of a long-term character, which are intended to be held or used, such as land, buildings, machinery, furniture and other equipment.

**Full Faith and Credit:** A pledge of a government's taxing power to repay debt obligations.

**Full-Time Equivalent (F.T.E.):** A measure of authorized personnel calculated by equating 2,080 hours of work per year with the F.T.E. of one position.

**Function:** A group of related activities aimed at accomplishing a major service or regulatory program for which a government is responsible (e.g. public safety).

**Fund:** An accounting term referring to a group of accounts recording all financial resources together with correspondence liabilities, which has a distinct balance and is used to segregate specific activities and functions from those of other groups of accounts.

**Fund Balance:** The balance that remains in a fund on a given date after all expenditures have been made. This balance shows the fund equity.

**General Fund:** The fund used to account for all financial resources and liabilities that are not required to be accounted for in another fund.

**General Obligation Bonds:** Bonds backed by the full faith and credit of the issuing government. Repayment of these bonds is based on the government's ability to tax its residents for such purposes.

**General Revenues:** Revenues deposited in the General Fund and shared by the General Fund divisions.

**Generally Accepted Accounting Principles (GAAP):** Accounting principles that are commonly used in preparing financial statements and generally accepted by the readers of those statements.

**Geographic Information System (GIS):** System designed to capture, store, manipulate, analyze, manage, and present spatial or geographic data.

**Global Positioning System (GPS):** Satellite-based radio navigation system owned by the United States Government and operated by the United States Air Force. It is a global navigation satellite system that provides

## *Glossary*

geolocation and time information to a GPS receiver anywhere on or near the Earth where there is unobstructed line of sight to four or more GPS satellites.

**Goal:** A desirable end, condition, accomplishment and/or development, the attainment of which may never be fully realized, towards which organizational effort is expended according to assigned responsibilities, available resources and prepared plans. Goals are attained by means of objectives. Goals are broadly stated and useful in evaluating resource allocation decisions. For example, the Goal for the Park Areas and Maintenance Activity of the Park Division of Leisure Services Department is to develop and maintain safe, clean, functional and attractive park and recreational facilities to meet the passive and active leisure time needs for all residents and visitors.

**Government Accounting Standards Board (GASB):** They are the authoritative source of GAAP for state and local government.

**Governmental Funds:** Funds generally used to account for tax-supported activities. There are five different types of governmental funds: the general fund, special revenue funds, debt service funds, capital project funds, and permanent funds.

**Grant:** A contribution by a government or other organization to support a particular function. Grants may be classified as either operational or capital, depending upon the grantee.

**Improvement Package:** One or more objectives of an activity, which represents a standalone alternative or decision. For example, the Base Level Increment of a particular activity may have twelve objectives. Some of these objectives may be interrelated and the twelve objectives may represent only four choices or stand alone improvement packages. You may have one improvement package with one objective, two improvement packages with four objectives each and one improvement package with three objectives. The important thing is that the improvement package includes one or more stand alone objectives and is not dependent upon the approval of any other improvement package.

**Indirect Cost:** A cost necessary for the functioning of the organization as a whole, but which cannot be directly assigned to one service.

**Infrastructure:** The physical assets of a government (e.g. streets, water, sewer, public buildings, and parks).

**Interfund Transfers:** A transfer from a fund receiving the revenue, to a fund through which the authorized expenditure is to be made. An example would be a transfer of revenue from the Road Use Tax Fund to the Street Construction Fund.

**Intergovernmental Revenue:** Funds received from federal, state and other local government sources in the form of grants, shared revenues, and payments in lieu of taxes.

**Internal Service Charges:** Goods or services provided by one department to others within the same government or to other governments, on a user fee basis, with full costs to be recovered. An example of this would be the City's Garage Service.

**International City/County Management Association (ICMA):** Advances professional local government through leadership, management, innovation, and ethics. Provides member support; publications; data and information; peer and results-orientated assistance; and training and professional development to over 11,000 city, town, and county managers, their staffs, and other individuals and organizations throughout the world.

**Iowa Communities Assurance Pool (ICAP):** The organization the City holds membership to cover its liability insurance.

**Iowa Department of Natural Resources (IDNR):** Agency that manages fish and wildlife programs, ensures the health of Iowa's forests and prairies, and provides recreational opportunities in Iowa's state parks. The DNR carries out state and federal laws that protect air, land and water through technical assistance, permitting and

## *Glossary*

compliance programs. The IDNR also encourages the enjoyment and stewardship of natural resources among Iowans through outreach and education.

**Iowa Department of Transportation (IDOT):** Agency that is responsible for the organization, construction, and maintenance of the primary highway system. Located in Ames, IA, the IDOT is also responsible for licensing drivers and programming and planning for aviation, rail and public transit.

**Iowa Economic Development Authority (IEDA):** Mission is to strengthen economic and community vitality by building partnerships and leveraging resources to make Iowa the choice for people and business. Two main divisions, business development and community development. IEDA administers several state and federal programs to meet its goal of assisting individuals, communities and businesses.

**Iowa League of Cities (ILC):** Through membership services, research, publications, trainings and other collaborations, the Iowa League of Cities provides guidance and serves as the resource for member cities.

**Iowa Municipal Finance Officers Association (IMFOA):** An association of city clerks and municipal finance officers in Iowa. The purpose of IMFOA is to conduct regular instructional and informational meetings, as often as deemed necessary by the Board of Directors, for the purpose of educating municipal officers in the keeping of public records and for any other purpose deemed to be in the best interest of the public.

**Lapsing Appropriation:** An appropriation made for a certain period of time, generally for the budget year. At the end of the specified period, and unexpected or unencumbered balance lapses or ends, unless otherwise provided by law.

**Levy:** The amount of taxes, assessments or service charges imposed by a government. The maximum General Fund property tax levy allowed in Iowa is \$8.10 per \$1,000 of assessed valuation. Other levies may be imposed in addition to this.

**Liabilities:** Debts or other legal obligations arising out of transactions in the past, which must be liquidated, renewed, or refunded at some future date. This term does not include encumbrances.

**Line-item Budget:** A budget prepared along departmental lines that focuses on what is to be bought.

**Local Option Sales Tax:** A tax approved by a majority of the City's registered voters, which collects revenue according to a percentage of the value of goods and services delivered within the corporate limits. In Dubuque, the local option sales tax applies to those goods and services to which the State of Iowa sales tax applies.

**Long-term Debt:** Debt with maturity of more than one year after the date of issuance.

**Major Fund:** Governmental fund or enterprise fund reported as a separate column in a governmental entity's basic fund financial statements and subject to a separate opinion in the independent auditor's report.

**Mill:** The property tax rate which is based on the valuation of property. A tax rate of one mill produces one dollar of taxes on each \$1,000 of assessed property valuation.

**Modified Accrual Accounting:** The accrual basis of accounting modified to the governmental fund type spending measurement focus. Under it, revenues are recognized when they become both "measurable" and "available to finance expenditures of the current period." Expenditures are recognized when the related fund liability is incurred except for: (1) prepaid insurance and similar items; (2) accumulated unpaid vacation, sick pay, and other employee benefit amounts which need not be recognized in the current period, but for which larger-than-normal accumulations must be disclosed in the notes to the financial statements; and (3) principal and interest on long-term debt which are generally recognized when due.

**Municipal Fire and Police Retirement System of Iowa (MFPRSI):** Provides pension benefits for municipal police officers and fire fighters in Iowa. MFPRSI is a defined benefit public retirement system created by Iowa statute.

**Net Budget:** The legally adopted budget less all interfund transfers and interdepartmental charges.



## *Glossary*

**Nominal Dollars:** The presentation of dollar amounts not adjusted for inflation. Adjusting for inflation would be done to reflect the real purchasing power of money today.

**Non-Major Fund:** Funds are considered non-major funds if they are less than 10% of Borough assets, liabilities, revenues and expenditures.

**Object of Expenditure:** An expenditure classification, referring to the lowest and most detailed level of classification, such as electricity, office supplies, asphalt, and furniture.

**Objective:** A statement of results to be accomplished during the fiscal year in support of the broader goal. Objectives are major steps towards accomplishing established goals. An Objective should state the result to be achieved or accomplished, the time frame, the cost and the action step.

**Obligations:** Amounts which a government may be legally required to meet out of its resources. They include not only actual liabilities, but also encumbrances not yet paid.

**Operating Budget:** The City's financial plan that outlines proposed expenditures for the coming fiscal year and estimates the revenues which will be used to finance them.

**Operating Expenses:** Those expenses from a fund which are directly related to accomplishing the fund's primary functions. Payroll would be one example of an operating expense.

**Operating Revenues:** Funds that the government receives as income to pay for ongoing operations. It includes such items as taxes, fees from specific services, interest earnings, and grant revenues. Operating revenues are used to pay for day-to-day services.

**Other Post-Employment Benefits (OPEB):** All types of post-employment benefits not offered as an integral part of a pension plan, as well as all forms of post-employment health care.

**Output Indicator:** A unit of work accomplished, without reference to the resources required to do the work (e.g. number of permits issued, number of refuse collections made, or number of burglary arrests made). Output indicators do not reflect the effectiveness or efficiency of the work performed.

**Pay-as-you-go Basis:** A term used to describe a financial policy by which capital outlays are financed from current revenues rather than through borrowing.

**Pay Plan:** Classifications and corresponding salary ranges of positions within the City government.

**PILOT:** Payment in lieu of taxes. These are payments, primarily from enterprise fund operations, that reimburse the general fund for the property tax that would have been paid if the enterprise funds were for-profit companies.

**Performance Budget:** A budget wherein expenditures are based primarily upon measurable performance of activities and work programs.

**Performance Indicators:** Specific quantitative and qualitative measures of work performed as an objective of specific departments or programs.

**Performance Measures:** Numbers that transmit some information about the quality or quantity of services provided by the City government. The primary reasons for attempting to measure performance are to (1) Provide information for making better decisions; (2) Report on progress made toward established objectives; (3) Improve performance, suggest improvements and change priorities; and (4) Serve as an early warning device by indicating problem areas when they first begin to develop.

## *Glossary*

**Permanent Fund:** Fund for resources that are restricted to the extent that only earnings, and not principal, may be used for the benefit of the state or its citizenry. Permanent funds include endowments where the funds or property donated to the City are required by contract, agreement, or trust instrument to be maintained in tact.

**Personal Services:** A General Fund expenditure category that includes all wages and benefits paid to employees.

**Post-Employment Benefits:** Payments made directly to former employees or their beneficiaries, or to third parties on their behalf as compensation for services rendered while they were still active employees.

**Prior-Year Encumbrance:** Obligations from previous fiscal years in the form of purchase orders, contracts or salary commitments which are chargeable to an appropriation, and for which a part of the appropriation is reserved. They cease to be encumbrance when the obligations are paid or otherwise terminated.

**Program:** A grouping of related work tasks or activities into a large organizational unit. An example of a program is the Public Safety Program.

**Program Budget:** A budget which allocates money to the functions or activities of a government rather than to specific items of cost or to specific departments.

**Program Performance Budget:** A method of budgeting whereby the services provided to the residents are broken down in identifiable service programs or performance units. A unit can be a department, a division, or a work group. Each program has an identifiable service or output and objectives to effectively provide the service. The effectiveness and efficiency of providing the service by the program is measured by performance indicators.

**Program Revenue (Income):** Revenues earned by a program, including fees for services, license and permit fees, and fines.

**Property Taxes:** An ad valorem tax levied on both real and personal property according to the property's valuation and the tax rate.

**Proprietary Funds:** Funds that focus on the determination of operating income, changes in net position (or cost recovery), financial position, and cash flows. There are two types of proprietary funds: enterprise funds and internal service funds.

**Public Transit Fund:** This fund is a subfund of the General Fund, and is used to account for the receipt and disbursement of property taxes generated by the levy authorized under Section 384.12(19) of the Code of Iowa. The purpose of the levy is to aid Jule Transit.

**Purchasing Card (P-Card):** This is the City's procurement card program of credit cards for individual City employees.

**Purpose:** A broad statement of the goals, in terms of meeting public service needs, that a department is organized to meet.

**Refunding:** The issuance of long term debt in exchange for, or to provide funds for, the retirement of long-term debt already outstanding. Refunding is essentially the "refinancing" of long-term debt.

**Reserves:** Amounts used to hold certain portions of a fund or types of assets as unappropriated for expenditures, or as legally set aside for a specific purpose.

**Resolution:** A special or temporary order of a legislative body; and order of a legislative body requiring less legal formality than an ordinance or statute.

**Resources:** Total amounts available for appropriation including estimated revenues, fund transfers, and beginning balances.

## *Glossary*

**Revenue:** Funds that the government receives as income. It includes such items as tax payments, fees from specific services, receipts from other governments, fines, forfeitures, shared revenues, and interest income.

**Revenue Bonds:** Bonds which are repaid in both principal and interest from the earnings of an enterprise fund operation. Storm Water Utility Revenue Bonds would be one example.

**Revitalize Iowa's Sound Economy:** (RISE) grant that is funded by the Iowa Department of Transportation for the purpose of providing infrastructure for economic development projects.

**Risk Management:** The identification and control of risk and liabilities incurred by a local government to conserve resources from accidental loss.

**Road Use Tax Fund:** This fund accounts for the receipt of state revenues, allocated to the City by the State under a formula, for expenditure within the City for street maintenance/improvement/supervision.

**Rollback:** The State of Iowa annually adjusts the rollback percentage which is the percentage of the residential assessed valuation which is taxable.

**Service Lease:** A lease under which the lessor maintains and services the asset.

**Service Level:** Services or products which comprise actual or expected output of a given program. Focus on results, not measures of workload.

**Services and Charges:** A category of expenditures used for the purchase of services provided by individuals, businesses or agencies that are not in the direct employ of the City.

**Sinking Funds:** These funds are used to accumulate monies in order to have adequate amounts available to make required periodic debt service payments. Sinking funds are used in enterprise funds that have outstanding long- term debt.

**Source of Revenue:** Revenues are classified according to their source or point of origin.

**Special Assessment:** A levy against a property to pay for all or part of the cost of an improvement benefiting that property.

**Special Revenue Funds:** Special revenue funds are used to account to the proceeds of specific revenue sources that are legally restricted to expenditures for particular purposes.

**Subsidy:** Financial aid given to a governmental unit by another governmental unit.

**Supplies and Services:** Expendable materials and operating supplies necessary to conduct departmental operations.

**Target Budget:** Desirable expenditure levels provided to departments in developing the coming year's recommended budget. Based on the prior year's adopted budget, excluding one- time expenditures, projected revenues, and reserve requirements.

**Tax Increment Financing Funds:** These funds are used to account for receipt of property taxes allocated to various tax increment financing districts and used to pay the principal and interest on tax increment debt, as well as to make major infrastructure expenditures.

**Tax Levy:** The resultant product when the tax rate per \$1,000 is multiplied by the tax base.

**Tax Rate:** The amount of tax stated in terms of a unit of the tax base, for example, dollars per \$1,000 of assessed valuation.

## *Glossary*

**Taxes:** Compulsory charges levied by a government for the purpose of financing services performed for the common benefit of the people. This term does not include specific charges made against particular persons or property for current or permanent benefit, such as special assessments.

**Tort Liability:** A tort is a wrong against an individual or property that is neither a crime nor a violation of contract. A court could find the City liable or responsible when a tort occurs on City property, as a result of the actions of a City employee, or the function of a City operated activity. The City levies a special tax to purchase tort liability and to cover the cost of tort damages for which the City is found responsible.

**Transfers:** Involves the movement of money between City funds.

**Trust and Agency Funds:** Funds used to account for assets held by the government in a trustee capacity, for individuals or other groups associated with the government. Agency monies or assets are held by a government. Agency monies or assets are held by a government acting as an agent acting as an agent for others, i.e. Landfill.

**Unamortized Premium and Discount:** when bonds are sold, the difference in the price above par or face value (premium) or below par (discount) is recognized over the life of the bonds. The amount of the premium or discount not yet recognized is called the unamortized premium or discount.

**Unencumbered Balance:** The amount of an appropriation that is neither expended nor encumbered. It is essentially the amount of money still available for future purposes.

**Unreserved Fund Balance:** The portion of a fund's balance that is not restricted for a specific purpose and is available for general appropriations.

**User Charges:** The payment of a fee for direct receipt of a public service by the party benefiting from the service.

**Variable Cost:** A cost that increases/decreases with increases/decreases in the amount of service provided such as the payment of a salary.

**Valuation:** The official value established for various properties within set State guidelines, for taxation purposes. The assessed valuation of property is that portion of the property's value upon which taxes are levied.

**Working Cash:** Excess of readily available assets over current liabilities or cash on hand equivalents which may be used to satisfy cash flow needs.

**Workload Indicator:** A unit of work to be done (e.g. number of permit applications received, the number of households receiving refuse collection service, or the number of burglaries to be investigated).

**Work Years:** The amount of personnel resources required for a program expressed in terms of the "full-time equivalent" number of employees. One "work year" is equal to one full-time, year round employee. For most categories, this equals 2,080 hours per year (40 hours per week times 52 weeks). The number of hours a part-time employee is budgeted to work during the year is divided by 2,080 to arrive at the equivalent number of "work years" for the position.

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## *Acronyms*

**ACH:** Automated Clearing House

**ADA:** Americans With Disabilities Act

**AED:** Automated External Defibrillator

**AICPA:** American Institute of Certified Public Accountants

**ARRA:** American Recovery & Investment Act

**CAD:** Computer Aided Design

**CAFR:** Comprehensive annual Financial Report

**CALEA:** Commission on Accreditation for Law Enforcement Agencies

**CD:** Compact Disc

**CDBG:** Community Development Block Grant

**CEBA:** Community Economic Betterment Account

**CF:** Cubic Feet

**CIP:** Capital Improvement Program

**COBRA:** Consolidated Omnibus Budget Reconciliation Act

**COLA:** Cost-of-living Adjustment

**COPS:** Community Orientated Policing Services sponsored by the U.S. Department of Justice

**CPI:** Consumer Price Index

**DCSD:** Dubuque Community School District

**DCVB:** Dubuque Convention & Visitors Bureau

**DMATS:** Dubuque Metropolitan Area Transportation Study

**DVD:** Digital Video Disc

**EMD:** Emergency Medical Dispatching

**EMS:** Emergency Medical Services

**EOC:** Emergency Operations Center

**EPA:** Environmental Protection Agency

**FAA:** Federal Aviation Administration

**FBO:** Fixed Base Operator - Airport

**FD:** Fire Department

**FEMA:** Federal Emergency Management Agency

## *Acronyms*

**FHWA:** Federal Highway Agency

**FOG:** Fats, Oil, and Grease

**FTA:** Federal Transit Administration

**FTE:** Full-Time Equivalent

**FY:** Fiscal Year

**GAAP:** Generally Accepted Accounting Principles

**GASB:** Government Accounting Standards Board

**GFOA:** Government Finance Officers Association

**GIS:** Geographic Information System

**G.O.:** General Obligation

**GPS:** Global Positioning System

**GTSB:** Governor's Traffic Safety Bureau

**HAZMAT:** Hazardous Materials

**HHW:** Household Hazardous Waste

**HMGP:** Hazard Mitigation Grant Program

**HUD:** Housing and Urban Development

**HVAC:** Heating, Ventilation, and Air  
Conditioning

**IA:** Iowa

**ICAP:** Iowa Communities Assurance Pool

**ICMA:** International City/County Management Association

**IEDA:** Iowa Economic Development Authority

**IDNR:** Iowa Department of Natural Resources

**IDOT:** Iowa Department of Transportation

**ILC:** Iowa League of Cities

**ILS:** Integrated Library System

**IMFOA:** Iowa Municipal Finance Officers Association

**IT:** Information Technology

**kV:** Kilovolts

**KWH:** Kilowatt Hour

## *Acronyms*

**LED:** Light Emitting Diode

**LEED:** Leadership in Energy & Environmental Design

**LMI:** Low and Moderate Income

**LOC:** Letters of Compliance

**LOST:** Local Option Sales Tax

**LT:** Long-term

**LUPP:** Land Use Policy Plan

**MFPRSI:** Municipal Fire and Police Retirement System  
of Iowa

**MGD:** Million Gallons Per Day

**MHZ:** Megahertz

**MPO:** Metropolitan Planning Organization

**MS4:** Municipal Separate Storm Sewer System

**MSRP:** Manufacturer's Suggested Retail Price

**MW:** Megawatt

**NADC:** National Animal Disease Center

**NICC:** Northeast Community College

**NOI:** Notice of Intent

**NPDES:** National Pollutant Discharge Elimination  
System

**OEM:** Original Equipment Manufacturer

**OMB:** Office of Management and Budget

**OPEB:** Other Post-Employment Benefits

**OSHA:** Occupational Safety & Health Administration

**OWI:** Operating While Intoxicated

**P&Z:** Planning and Zoning

**PAYG:** Pay-as-you-go

**PC:** Personal Computer

**P-Card:** Purchasing Card

**PILOT:** Payment in lieu of taxes



## *Acronyms*

**PIN:** Personal Identification Number

**PIO:** Public Information Officer

**PM:** Performance Measures

**RFID:** Radio Frequency Identification

**RISE:** Revitalize Iowa's Sound Economy

**ROW:** Right-of-Way

**RR:** Railroad

**RSS:** Resident Satisfaction Survey

**RUT:** Road Use Tax Fund

**SA:** Special Assessment

**SCADA:** Supervisory Control & Data Acquisition

**SOG:** Standard Operating Guidelines

**SR:** Special Revenue Funds

**SRF:** State Revolving Fund

**SRO:** School Resource Officer

**SSSE:** Sanitary Sewer System Evaluation

**STP:** Surface Transportation Program

**SWPPP:** Stormwater Pollution Prevention Plan

**TIF:** Tax Increment Financing Funds

**TIS:** Traffic Impact Studies

**W&RRC:** Water & Resource Recovery Center

**YR:** Year

**ZBA:** Zoning Board of Adjustment

FISCAL YEAR 2021  
**Recommended**  
**Policy And Narrative Budget**  
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February 22, 2020  
Historic Federal Building City Council Chambers

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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 Pollution Control, Refuse (part of Public Works), Cable TV, Transit, Parking), 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. Battery icons for each KPI visually indicate how well an objective is doing and represent the following:

		
On Track	Improving	Needs Work

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

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

# **Information Services**

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## INFORMATION SERVICES DEPARTMENT

<b>Budget Highlights</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Budget</b>	<b>FY 2021 Requested</b>	<b>% Change From FY 2020 Budget</b>
Expenses				
Employee Expense	698,345	814,626	853,643	4.8 %
Supplies and Services	556,292	672,871	623,387	(7.4)%
Machinery and Equipment	10,610	26,068	106,615	309.0 %
Total	1,265,247	1,513,565	1,583,645	4.6 %
Resources				
Operating Revenue	572,324	556,990	582,867	4.6 %
Total	572,324	556,990	582,867	4.6 %
Property Tax Support	692,923	956,575	1,000,778	44,203
Percent Increase (Decrease)				4.6 %
<b>Personnel - Authorized FTE</b>	9.00	9.00	9.00	

### Improvement Package Summary

#### 1 of 8

This improvement level decision package request is for a 160 hour concierge care package for professional subscriptions that supplement the support provided through the Laserfiche LSAP subscription for two years. Laserfiche is used by the City for electronic file storage and electronic work flows. The City began using Laserfiche in Fiscal Year 2000 and there has not been a system review since initial implementation. The results of an internal survey of departments indicated that additional training is needed and most departments are not fully utilizing Laserfiche. There is a strong desire by departments to increase use of Laserfiche. Future Laserfiche initiatives include developing a city-wide Laserfiche leadership team which would include decision makers from city departments using or desiring to use Laserfiche. Departments would develop their own Laserfiche initiatives that are reviewed and prioritized by the Laserfiche leadership team as part of a city-wide plan. In an effort to facilitate growth in the use of Laserfiche, the concierge care package would be shared by 22 departments, each department receiving 7 hours. The initial concierge care hours would be used for training and understanding how to properly store documents in Laserfiche, and then move to forms and work flows. The concierge care package includes priority support with fast track escalation policy, priority scheduling for service engagements, two software upgrades, and one server move/migration. The package also includes a bank of professional hours offered at a discounted rate that can be used for updates to the file plan, updates to or review of the security system, updates to forms, forms processes and work flows, system audits and upgrade planning, training and documentation, business continuity planning and testing, development and implementation of maintenance plans to ensure system performance, and professional service engagements of less than 25 hours. This request supports the council goal of Financially responsible City Government and High performance Organization.

Related Cost: \$ 24,000 Tax Funds Recurring for 2 years  
 Property Tax Impact: \$ 0.0094 0.09%  
 Activity: Information Services

**Recommend - No**



## 2 of 8

This improvement level decision package request is for a 40 hour professional service package for Laserfiche. This package would help cover a health check of Laserfiche and fix Laserfiche servers if needed. Internal staff have done most of the upgrades, installed Laserfiche Forms and Workflow prior to OPG-3 taking over support. This improvement would ensure all work has been done correctly and if needed, separate out components on different servers. The City's storing process in Laserfiche will also be reviewed to determine if it is being done correctly. The concierge care package includes priority support with fast track escalation policy, priority scheduling for service engagements, two software upgrades, and one server move/migration. The package also includes a bank of professional hours offered at a discounted rate that can be used for updates to the file plan, updates to or review of the security system, updates to forms, forms processes and work flows, system audits and upgrade planning, training and documentation, business continuity planning and testing, development and implementation of maintenance plans to ensure system performance, and professional service engagements of less than 25 hours. This request supports the council goal of Financially responsible City Government and High performance Organization.

Related Cost:	<u>\$ 6,400</u>	Tax Funds	Non-Recurring	<b>Recommend - Yes</b>
Property Tax Impact:	\$ 0.0025		0.02%	
Activity: Information Services				

## 3 of 8

This improvement level decision package request is for customized training in Microsoft Office365. Based on employee needs, three levels of training will be offered. The estimate is based on the need to instruct approximately 37 employees. Pricing includes customized development and instructional delivery of training and hands-on lab environment for the training and textbooks. The impact on City operations of this improvement item would be providing training for essential skills needed to "move the needle" within departments for effective and efficient "data-driven" operation. This proposal provides for centrally managed training with a consistent skill set, taught to all participants focusing on "real world" examples and needs of the organization. This improvement item supports the Council Goal of Financially Responsible, High-Performance City Organization.

Related Cost:	<u>\$ 25,000</u>	Tax Funds	Recurring	<b>Recommend - No</b>
Property Tax Impact:	\$ 0.0098		0.09%	
Activity: Information Services				

## 4 of 8

This improvement level decision package request is for licensing O365 Manager Plus tools. This software is used for reporting, managing, monitoring, auditing and creating critical real-time alerts as issues happen within the Office365 set of software. The software provides auditing, reporting and over 700 reports. The application would improve monitoring, specifically around activities involving security or intrusion efforts. The application would also aid in compliance standard monitoring for standards such as PCI-DSS, or HIPPA.

Related Cost:	<u>\$ 3,720</u>	Tax Funds	Recurring	<b>Recommend - Yes</b>
Property Tax Impact:	\$ 0.0015		0.01%	
Activity: Information Services				

## 5 of 8

This improvement level decision package request is for design, implementation, custom programming, testing and training assistance for Cartegraph software. In FY2020 the city implemented an enterprise wide licensing model for Cartegraph software. With this model not only are 50 additional licenses available but also access to all of the asset "domains" available within the Cartegraph applications such as Parks and Recreation, Storm Sewer, Signal Networks, Water, Walkability, Facilities Management and Fleet

Management are available. Staff in departments that move forward with implementation of asset management and work orders will need assistance in successfully implementing the applications so they work as intended and are on a fast track to deployment within Cartegraph software. The impact on city operations is in support of financially responsible high performance government goal of easy access to city information.

Related Cost:	<u>\$ 25,000</u>	Tax Funds	Non-Recurring	<b>Recommend - No</b>
Property Tax Impact:	\$ 0.0098		0.09%	
Activity: Information Services				

#### 6 of 8

This improvement level decision package request is for recurring software assistance for the Accela software. As new or updated modules are added such as Code Enforcement and Right of Way Management along with expanded mobile application use for in the field data collection such as inspections, software assistance from a third party source is needed. This improvement package is supported by the Housing and Community Development Department.

Related Cost:	<u>\$ 25,000</u>	Tax Funds	Recurring	<b>Recommend - No</b>
Property Tax Impact:	\$ 0.0098		0.09%	
Activity: Information Services				

#### 7 of 8

This improvement level decision package request is for a Network Transmission Testing Kit. This kit would provide advanced cable troubleshooting including end to end and power meter testing. The kit will provide the City with a ruggedized high quality set of tools for testing both fiber optic and low voltage cabling. The kit primarily addresses a need for first line of support response so issues can be identified quickly. This item has been requested since FY2018 and has not been recommended for funding. Staff continues to have a need for this equipment. This request supports the City Council goal of Financially responsible City Government and High performance Organization.

Related Cost:	<u>\$ 2,400</u>	Tax Funds	Non-Recurring	<b>Recommend - Yes</b>
Property Tax Impact:	\$ 0.0009		0.01%	
Activity: Information Services				

#### 8 of 8

This improvement level decision package request is for 9 polo style shirts and 9 zip long sleeve shirts, one of each, for all staff. They would have the City logo and Information Services Department. This would give departmental identity to the team.

Related Cost:	<u>\$ 500</u>	Tax Funds	Non-Recurring	<b>Recommend - Yes</b>
Property Tax Impact:	\$ 0.0002		—%	
Activity: Information Services				

## Significant Line Items

### Employee Expense

1. FY 2021 employee expense reflects a 1.5% wage package increase.
2. The Iowa Public Employee Retirement System (IPERS) City contribution of 9.44% is unchanged from FY 2020. The employee contribution of 6.29% is unchanged from FY 2020.
3. The City portion of health insurance expense increased from \$921 in FY 2020 to \$1,013 in FY 2021 per month per contract which results in an annual cost increase of \$11,680 or 9.99%.
4. Overtime is unchanged from \$3,513 in FY 2020 to \$3,513 in FY 2021. FY 2019 Actual was \$9,488.
5. 50% Sick Leave Payout increased from \$0 in FY 2020 to \$2,702 in FY 2021 based on FY 2020 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

6. Machinery and Equipment Maintenance decreased from \$48,700 in FY 2020 to \$39,042 in FY 2021. This line item includes server maintenance (\$20,018); network maintenance agreement (\$11,324); and ShoreTel hardware and switch maintenance (\$7,700).
7. Education and Training decreased from \$70,060 in FY 2020 to \$12,560 in FY 2021. In FY 2020, there was a non-recurring improvement package for customized Microsoft 365 training for City employees (-\$57,500). This line item represents administrative training for Information Services.
8. The City has eliminated the Internet services contract with Lightedge (-\$18,646). In 2017 the City of Dubuque and ImOn entered into a Master Co-location and Shared Services Agreement to accelerate the deployment of new broadband capacity in Dubuque. Under the agreement, significant capacity has been added to their new Dubuque fiber network as well as construction and sharing of certain conduit and the upgrade of several City broadband assets. The market value achieved through these agreements since 2017 is \$434,360 including fiber optic connectivity to several city-sites including Sutton Pool, Eagle Point Water Plant, Comiskey Park, the 3rd Street Water Tower Data center site and several camera and traffic signal locations. The sharing agreement has also provided shared co-location sites for data center redundancy and a second Internet services provider and point of presence for city users. The twenty year (agreement term) expected value for the agreements is \$3,375,560. The ImOn partnership is part of a Broadband Acceleration Initiative focusing on public/private collaborations and includes a comprehensive strategy to reduce the cost and time required for broadband expansions in Dubuque.
9. Software License expense increased from \$494,588 in FY 2020 to \$505,737 in FY 2021. The software licenses budgeted are as follows:

Software	FY 2020	FY 2021	Change
Office 365	\$ 112,645	\$ 117,021	\$ 4,376
Battery & Environment Monitoring	862	861	(1)
GIS Annual Support	59,940	58,700	(1,240)
PDQ Deploy	6,630	6,750	120
GoToMyPC	8,862	8,688	(174)

Software	FY 2020	FY 2021	Change
GotoMeeting	11,457	11,232	(225) (a)
Microsoft Licensing Servers	44,880	—	(44,880)
Sophos Antivirus	—	31,000	31,000 (b)
VMWare	22,506	24,303	1,797
Aristotle Insight	13,649	13,650	1
Informix 4J's Compiler	1,027	604	(423)
Informix 4J's User	4,819	4,953	134
Laserfiche	52,107	52,106	(1)
Rightfax	1,790	1,808	18
Domain Names/SSL Certificate	1,500	2,171	671
FTP Site	5,337	5,336	(1)
Sophos Firewall Maint.	4,723	4,722	(1)
Novus Agenda	3,876	4,800	924
Retain Email Archive	29,244	33,938	4,694
Solar Winds	1,773	—	(1,773)
Shoretel Maintenance	8,879	8,879	—
Airwatch	10,597	13,061	2,464
GitHub Maintenance	305	306	1
Socrata Licensing & Maintenance	71,400	72,000	600
FreshService Licensing	—	9,348	9,348 (c)
Office 365 Manager Plus	—	3,720	3,720 (d)
Cartegraph Enterprise Licensing	15,780	15,780	—
Total Software	\$ 494,588	\$ 505,737	\$ 11,149

(a) Microsoft Licensing is a four year license that will be renewed in FY 2024 for \$130,000.

(b) Sophos Antivirus is a 3-year license that will be renewed in FY 2021 for \$31,000.

(c) Help desk applications for tracking calls and requests for service approved mid-year 2020

(c) FY21 Recommended Improvement Package

## Machinery & Equipment

- Equipment replacement items include (\$106,615):

Network Switches	\$ 48,490
Telephone Switches	\$ 25,485
<b>Recommended Improvement Packages</b>	<b>\$ 32,640</b>
<b>Total Equipment</b>	<b><u>\$ 106,615</u></b>

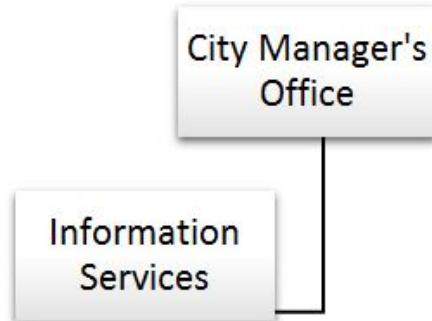
## Revenue

- Specialized services revenue related to department contracts and maintenance recharges increased from \$304,820 in FY 2020 to \$323,793 in FY 2021. Information Services uses a recharging system for end users for network installation, PC set-up, maintenance, trouble-shooting, and repair charges thru optional service agreements that began fiscal year 2000. In addition, departments receive recharges for maintenance agreement costs on City wide software based on the number of users in their department.

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# INFORMATION SERVICES

Information Services 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.



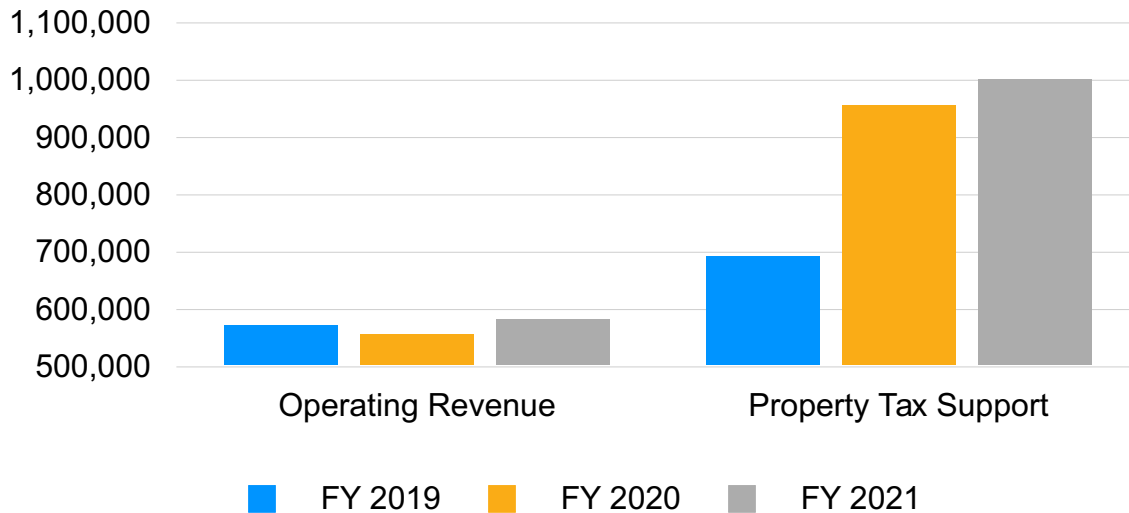
## SUCCESS IS ABOUT PLANNING, PARTNERSHIPS AND PEOPLE LEADING TO OUTCOMES



# INFORMATION SERVICES

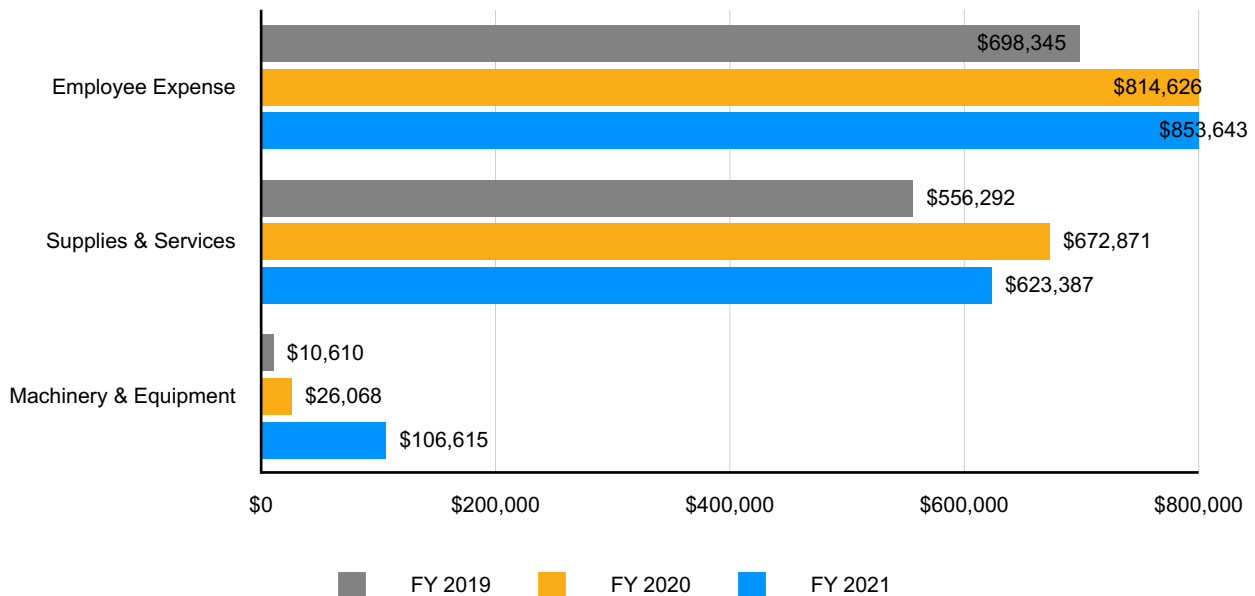
	FY 2019	FY 2020	FY 2021
Full-Time Equivalent	9.00	9.00	9.00

## Resource and Property Tax Support



Information Services is supported by 9.00 full-time equivalent employees, which accounts for 53.90% of the department expense as seen below. Overall, the departments' expenses are expected to increase by 4.63% in FY 2021 compared to FY 2020.

## Expenditures by Category by Fiscal Year



# INFORMATION SERVICES

## Mission & Services

Information Services 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.

- **Infrastructure:** Providing effective and efficient use of technology infrastructure and resources.
- **User Technology Support:** Providing high quality, responsive technical support to the City's 700 users of technology.
- **Security:** Sustaining security and protection of the City's data assets using state-of-the-art threat protection.
- **Print Center:** Maintaining an active Print Center in support of the City's printing and mailing needs.
- **Consultation and Project Management:** Providing consultation and project management to new and updated technology projects and initiatives.

Position Summary	
	FY 2021
Information Services Manager	1.00
Senior Network System Administrator	1.00
Lead Application/Network Specialist	3.00
Information Technology Specialist	1.00
User Technical Support	1.00
Help Desk Technical Support	1.00
Information Services Intern	1.00
<b>Total FT Equivalent Employees</b>	<b>9.00</b>





# INFORMATION SERVICES




## 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	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
% Virtual Servers Updated (% updated of total 75 servers)	100%	90%	93%	95%	
% Overall Up-Time	99% +	99%	99%	99.99%	

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

% storage growth	<20%	25%	19%	15%	
# Training sessions/education provided for employees by IS staff	75	40	50	62	
# Hours planned "down-time" for network maintenance	88	72	78	78	

#### 3 Dept. Objective: Insuring that data assets are safe and continuity of business is insured.

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

## Recommended Operating Revenue Budget - Department Total 77 - INFORMATION SERVICES

Fund	Account	Account Title	FY18 Actual Revenue	FY19 Actual Revenue	FY20 Adopted Budget	FY21 Recomm'd Budget
100	53510	FINANCE-DP SERVICE	22,882	23,602	23,079	23,713
100	53511	PAYROLL-DP SERVICE	20,814	21,465	20,998	21,632
100	53512	PERSONNEL-DP SERVICE	4,137	4,274	4,162	4,162
100	53513	BUDGET-DP SERVICE	1,034	1,068	1,041	1,041
100	53515	ACCTS REC-DP SERVICE	15,642	16,123	15,795	16,429
100	53516	FLEET MAINT-DP SERVICE	1,848	1,847	1,847	1,847
100	53517	PARKING FINES-DP SERVICE	14,633	14,959	14,939	16,859
100	53518	POLICE-UNIX/SYS SUPPLIES	113,490	115,411	115,409	117,742
100	53519	UTIL BILLING-DP SERVICE	53,230	54,879	53,729	55,649
100	53530	SPECIALIZED SERVICES	287,107	317,034	304,820	323,793
100	53605	MISCELLANEOUS REVENUE	846	1,233	846	0
100	53620	REIMBURSEMENTS-GENERAL	12,780	429	325	0
<b>Overall - Total</b>			<b>548,443</b>	<b>572,324</b>	<b>556,990</b>	<b>582,867</b>

## Recommended Operating Expenditure Budget - Department Total 77 - INFORMATION SERVICES

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
100	61010	FULL-TIME EMPLOYEES	529,493	471,294	FTE CI	609,695
100	61030	SEASONAL EMPLOYEES	18,993	25,550	27,144	27,436
100	61050	OVERTIME PAY	4,093	9,488	3,513	3,513
100	61092	VACATION PAYOFF	0	2,969	0	0
100	61096	50% SICK LEAVE PAYOUT	0	0	0	2,702
100	61310	IPERS	49,043	47,269	58,527	60,478
100	61320	SOCIAL SECURITY	39,965	36,990	47,428	49,215
100	61410	HEALTH INSURANCE	111,300	102,556	86,688	98,368
100	61415	WORKMENS' COMPENSATION	2,104	1,735	1,535	1,647
100	61416	LIFE INSURANCE	404	363	458	458
100	61660	EMPLOYEE PHYSICALS	256	131	0	131
<b>61 - WAGES AND BENEFITS</b>			<b>755,651</b>	<b>698,345</b>	<b>814,626</b>	<b>853,643</b>
100	62010	OFFICE SUPPLIES	630	690	630	690
100	62011	UNIFORM PURCHASES	0	0	0	500
100	62030	POSTAGE AND SHIPPING	30	15	31	17
290	62030	POSTAGE AND SHIPPING	3	(10)	0	0
100	62050	OFFICE EQUIPMENT MAINT	453	447	453	456
100	62110	COPYING/REPRODUCTION	151	138	162	138
100	62130	LEGAL NOTICES & ADS	773	1,641	773	300
100	62190	DUES & MEMBERSHIPS	1,080	1,097	1,261	1,119
100	62206	PROPERTY INSURANCE	7,285	9,662	9,662	10,145
100	62208	GENERAL LIABILITY INSURAN	3,664	3,833	4,096	4,025
100	62310	TRAVEL-CONFERENCES	3,066	2,125	2,449	2,449
100	62340	MILEAGE/LOCAL TRANSP	138	275	149	285
100	62360	EDUCATION & TRAINING	16,621	136	70,060	12,560
100	62421	TELEPHONE	7,296	7,114	7,476	7,114
100	62424	RADIO/PAGER FEE	602	617	626	648
100	62436	RENTAL OF SPACE	3,240	2,958	3,240	2,958
100	62611	MACH/EQUIP MAINTENANCE	37,067	39,042	48,700	39,042
100	62663	SOFTWARE LICENSE EXP	419,250	474,564	494,588	505,737
100	62667	DATA SERVICES	1,629	1,881	1,629	1,918
100	62716	CONSULTANT SERVICES	2,031	10,068	26,886	33,286
<b>62 - SUPPLIES AND SERVICES</b>			<b>505,008</b>	<b>556,292</b>	<b>672,871</b>	<b>623,387</b>
100	71123	SOFTWARE	9,647	0	5,000	30,240
100	71124	COMPUTER	23	0	0	0
100	71126	HARDWARE	0	0	5,800	73,975
100	72418	TELEPHONE RELATED	0	10,610	15,268	0
100	72515	TEST EQUIPMENT, OTHER	0	0	0	2,400
<b>71 - EQUIPMENT</b>			<b>9,670</b>	<b>10,610</b>	<b>26,068</b>	<b>106,615</b>
<b>77 - INFORMATION SERVICES TOTAL</b>			<b>1,270,329</b>	<b>1,265,247</b>	<b>1,513,565</b>	<b>1,583,645</b>

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## Recommended Expenditure Budget Report by Activity & Funding Source

### 77 - INFORMATION SERVICES

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#### INFORMATION SERVICES - 77100

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FUNDING SOURCE: CABLE TV

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	10,610	26,068	106,615
SUPPLIES AND SERVICES	556,292	672,871	623,387
WAGES AND BENEFITS	698,345	814,626	853,643
INFORMATION SERVICES	\$1,265,247	\$1,513,565	\$1,583,645

CITY OF DUBUQUE, IOWA  
DEPARTMENT DETAIL - PERSONNEL COMPLEMENT

Re

77 INFORMATION SERVICES DIVISION

FD	JC	WP-GR	JOB CLASS	FY 2019		FY 2020		FY 2021	
				FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
61010 Full Time Employee Expense									
100	9400	GE-41	INFORMATION SERVICES MANAGER	1.00	\$ 117,281	1.00	\$ 119,966	1.00	\$ 121,681
100	8650	GE-35	SENIOR NETWORK/SYSTEMS ADMIN	1.00	\$ 82,530	1.00	\$ 79,908	1.00	\$ 90,291
100	8600	GE-32	LEAD APPLICATIONS/NETWORK	3.00	\$211,837	3.00	\$217,233	3.00	\$222,780
100	8500	GE-30	INFORMATION TECH SPECIALIST	1.00	\$ 63,106	1.00	\$ 64,550	1.00	\$ 65,320
100		GE-27	HELP DESK TECHNICAL SUPPORT	1.00	\$ 7,035	1.00	\$ 44,711	1.00	\$ 45,955
100	490	GE-29	USER TECHNOLOGY SPECIALIST	1.00	\$ 61,567	1.00	\$ 62,965	1.00	\$ 63,668
TOTAL FULL TIME EMPLOYEES				8.00	\$543,356	8.00	\$589,333	8.00	\$609,695
61030 Seasonal Employee Expense									
100	650	NA-38	INTERN-SEASONAL	1.00	\$ 26,540	1.00	\$ 27,144	1.00	\$ 27,436
TOTAL SEASONAL EMPLOYEES				1.00	\$ 26,540	1.00	\$ 27,144	1.00	\$ 27,436
TOTAL INFORMATION SERVICES				9.00	\$569,896	9.00	\$616,477	9.00	\$637,131

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

ACCT	FD	JC	WP-GR	POSITION CLASS	FY 2019		FY 2020		FY 2021		
					FTE	BUDGET	FTE	BUDGET	FTE	BUDGET	
Information Services - General Fund											
10077100	61010	100	9400	GE-41	INFO SERVICES MANAGER	1.00	\$ 117,281	1.00	\$ 119,966	1.00	\$ 121,681
10077100	61010	100	8650	GE-35	SENIOR NETWORK/SYSTEMS ADMIN	1.00	\$ 82,530	1.00	\$ 79,908	1.00	\$ 90,291
10077100	61010	100	8600	GE-32	LEAD APP/NETWORK ANALYST	3.00	\$ 211,837	3.00	\$ 217,233	3.00	\$ 222,780
10077100	61010	100	8500	GE-30	INFO TECHNOLOGY SPECIALIST	1.00	\$ 63,106	1.00	\$ 64,550	1.00	\$ 65,320
10077100	61010	100		GE-27	HELP DESK TECHINICAL SUPPORT	1.00	\$ 7,035	1.00	\$ 44,711	1.00	\$ 45,955
10077100	61010	100	490	GE-29	USER TECHNOLOGY SPECIALIST	1.00	\$ 61,567	1.00	\$ 62,965	1.00	\$ 63,668
Total						8.00	\$ 543,356	8.00	\$ 589,333	8.00	\$ 609,695
Information Services - General Fund											
10077100	61030	100	650	NA-38	INTERN-SEASONAL	1.00	\$ 26,540	1.00	\$ 27,144	1.00	\$ 27,436
Total						1.00	\$ 26,540	1.00	\$ 27,144	1.00	\$ 27,436
TOTAL INFORMATION SERVICES DIVISION						9.00	\$ 569,896	9.00	\$ 616,477	9.00	\$ 637,131

Capital Improvement Projects by Department/Division					
INFORMATION SERVICES					
CIP Number	Capital Improvement Project Title	FY 18 Actual Expense	FY 19 Actual Expense	FY 20 Adopted Budget	FY 21 Recomm'd Budget
1001069	INTERNET,MICROS & PRINTER	—	—	300,000	—
1011069	INTERNET,MICROS & PRINTER	185,098	53,302	118,429	—
1021069	INTERNET,MICROS & PRINTER	248,912	378,985	168,152	405,827
1022683	WORKSTATION/CHAIR REPLACE	4,202	—	—	—
1022684	LASERFICHE FULL USER LICE	14,046	9,707	—	—
1022726	ANNEX 2ND FLR LOW VOLTAGE	17,891	—	—	—
1022727	VMWARE PLUS LICENSING	43,476	—	—	—
1022808	NETWORK SEC RISK ASSESS	—	—	15,000	10,000
1022809	REDUNDANT NETWORK SWITCH	—	—	—	74,000
1022864	RANSOMWARE DEFENDER REC	—	—	—	47,400
2502435	CITY WIDE MULTIFUNC RPL	—	—	—	3,680
2901069	INTERNET,MICROS & PRINTER	—	5,116	3,070	3,070
3001069	INTERNET,MICROS & PRINTER	4,124	4,741	6,900	2,200
3501069	INTERNET,MICROS & PRINTER	—	—	116,483	208,926
3501846	NETWORK SWITCH RPLC	—	—	44,000	—
3502435	CITY WIDE MULTIFUNC RPL	—	—	134,875	91,974
3502565	10 GBE NETWORK CARD CABLE	—	—	—	—
3502628	NOVELL FILE MGMT SUITE	—	—	—	—
3502808	NETWORK SEC RISK ASSESS	—	—	—	12,000
3502862	ENTERPRISE FIREWALL SEC	—	—	—	37,955
3502865	NETWORK MONITORING TROUB	—	—	—	30,240
6001069	INTERNET,MICROS & PRINTER	—	—	16,478	—
6002435	CITY WIDE MULTIFUNC RPL	—	—	—	4,580
6701069	INTERNET,MICROS & PRINTER	5,322	—	4,834	5,368
6702435	CITY WIDE MULTIFUNC RPL	—	—	944	2,547
7101069	INTERNET,MICROS & PRINTER	3,290	41,146	15,434	6,169
7102435	CITY WIDE MULTIFUNC RPL	—	—	945	4,963
7201069	INTERNET,MICROS & PRINTER	829	—	20,584	11,119
7202435	CITY WIDE MULTIFUNC RPL	—	—	944	—
7301069	INTERNET,MICROS & PRINTER	—	—	20,123	—
7302435	CITY WIDE MULTIFUNC RPL	—	—	—	3,070
7401069	INTERNET,MICROS & PRINTER	—	73,312	4,834	569
7402435	CITY WIDE MULTIFUNC RPL	—	—	945	9,620
8101069	INTERNET,MICROS & PRINTER	1,999	1,783	5,950	4,400
8102435	CITY WIDE MULTIFUNC RPL	0	0	0	4,280
9401069	INTERNET,MICROS & PRINTER	2,570	4,661	8,300	2,550
9402435	CITY WIDE MULTIFUNC RPL	0	0	3,290	0
<b>INFORMATION SERVICES TOTAL</b>		<b>531,759</b>	<b>572,753</b>	<b>1,010,514</b>	<b>986,507</b>

PRGRM/ DEPT	PROJECT DESCRIPTION	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	TOTAL	PAGE
<b>INFORMATION SERVICES</b>								
<b>Business Type</b>								
	City-Wide Computer and Printer Replacements	\$ 30,175	\$ 41,150	\$ 58,537	\$ 81,337	\$ 23,450	\$ 234,649	327
	City-Wide Multifunction Replacement	\$ 29,060	\$ —	\$ —	\$ —	\$ —	\$ 29,060	328
<b>General Government</b>								
	City-Wide Computer and Printer Replacements	\$ 620,023	\$1,003,804	\$ 522,097	\$ 598,274	\$ 281,443	\$3,025,641	329
	City-Wide Multifunction Replacement	\$ 95,654	\$ —	\$ —	\$ —	\$ —	\$ 95,654	330
	Network Security Risk Assessment	\$ 22,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ —	\$ 67,000	331
	Layer 2 Redundant Network Switch	\$ 74,000	\$ 75,229	\$ —	\$ —	\$ —	\$ 149,229	332
	Enterprise Firewall Security Gateway Cluster	\$ 37,955	\$ —	\$ —	\$ —	\$ —	\$ 37,955	333
	Ransomware Defender & File Recovery	\$ 47,400	\$ —	\$ —	\$ 3,210	\$ —	\$ 50,610	334
	Network Monitoring & Troubleshooting	\$ 30,240	\$ —	\$ —	\$ —	\$ —	\$ 30,240	335
	Third Street Data Center	\$ —	\$ —	\$ —	\$ 303,000	\$ —	\$ 303,000	336
	<b>TOTAL</b>	<b>\$ 986,507</b>	<b>\$ 1,135,183</b>	<b>\$ 595,634</b>	<b>\$ 1,000,821</b>	<b>\$ 304,893</b>	<b>\$ 4,023,038</b>	



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# Legal

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## LEGAL DEPARTMENT

<b>Budget Highlights</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Budget</b>	<b>FY 2021 Requested</b>	<b>% Change From FY 2020 Budget</b>
<u>Expenses</u>				
Employee Expense	729,485	783,976	810,665	3.4 %
Supplies and Services	267,585	202,703	214,970	6.1 %
Machinery and Equipment	239	9,717	525	(94.6)%
Total	997,309	996,396	1,026,160	3.0 %
<u>Resources</u>				
Administrative Overhead Recharges	456,307	502,196	516,722	2.9 %
Reimbursements	27	—	—	0.0 %
County Revenue	6,791	3,000	3,000	0.0 %
Total	463,125	505,196	519,722	2.9 %
Property Tax Support	534,184	491,200	506,438	15,238
Percent Increase (Decrease)				3.1 %
<b>Personnel - Authorized FTE</b>	<b>4.62</b>	<b>5.62</b>	<b>5.62</b>	

## Improvement Package Summary

### 1 of 1

This improvement level decision package request is for education and training funds for the Civil Rights Specialist position, which was a newly created position in FY20. Training would assist the Civil Rights Specialist in performing and enhancing her duties of accepting, reviewing and investigating complaints of discrimination in employment, public accommodations, housing, credit, and education, and other areas within the city organization and community at-large, as well as internal and community education activities related to civil rights. This request supports the City Council goal of a "Financially Responsible, High-Performance City Organization."

Related Cost:	\$ 4,000	Tax Funds	Recurring	<b>Recommend - Yes</b>
Related Revenue:	\$ 2,013	Administrative Overhead	Recurring	
Total Cost:	<u>\$ 1,987</u>			
Property Tax Impact:	\$ 0.0008	0.01%		
Activity:	Information Services			

## Significant Line Items

### Employee Expense

1. FY 2021 employee expense reflects a 1.5% wage package increase.
2. The Iowa Public Employee Retirement System (IPERS) City contribution of 9.44% is unchanged from FY 2020 The employee contribution of 6.29% is unchanged from FY 2020.
3. The City portion of health insurance expense increased from \$921 in FY 2020 to \$1,013 in FY 2021 per month per contract which results in annual cost increase of \$5,624 or 9.99%.
4. Overtime expense is unchanged from \$3,000 in FY 2020 to \$3,000 in FY 2021. FY 2019 Actual was \$2,548.
5. Five-Year Retiree Sick leave payout is unchanged from \$14,968 in FY 2020 to \$14,968 in FY 2021.

### Supplies & Services

6. Subscriptions decreased from \$15,695 in FY 2020 to \$15,167 in FY 2021 based on FY 2019 Actual plus 2%.
7. Damage Claims increased from \$91,380 in FY 2020 to \$100,624 in FY 2021 based on a three year average of actual claims paid. The City reimburses Iowa Communities Assurance Pool (ICAAP) up to \$20,000 per claim.
8. Education and Training is unchanged from \$13,500 in FY 2020 to \$13,500 in FY 2021 based on actual estimated cost of conferences.
9. Administrative Judge is unchanged from \$14,724 in FY 2020 to \$14,724 in FY 2021. This line item represents the cost for human rights complaint investigations including the public hearing expense for an administrative law judge.
10. Rental of Space increased from \$24,688 in FY 2020 to \$27,078 in FY 2021 due to an increase of 512 square feet for the additional office for the Civil Rights Specialist. This line item includes parking for the City Attorney, Assistant City Attorney, Senior Counsel, and Civil Rights Specialist (\$2,904) and office rent (\$24,174).

### Machinery & Equipment

1. Purchase of equipment for FY 2021 includes (\$525):

Legal Services	
Desk Chair (1)	\$ 425
Chair Mats (1)	\$ 100
<b>Total Equipment</b>	<b>\$ 525</b>

## **Revenue**

11. Revenue received from Enterprise Funds for administrative overhead charges increased from \$502,196 in FY 2020 to \$516,722 in FY 2021.

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# CITY ATTORNEY'S OFFICE

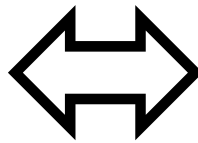
The mission of the City Attorney's Office is to provide legal counsel to the City Council, City Manager, and all officials and departments of the City in matters relating to their official duties so that the City delivers excellent municipal services that support urban living and a sustainable City plan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



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

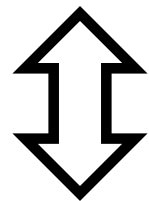
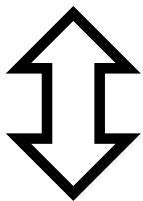
### People

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

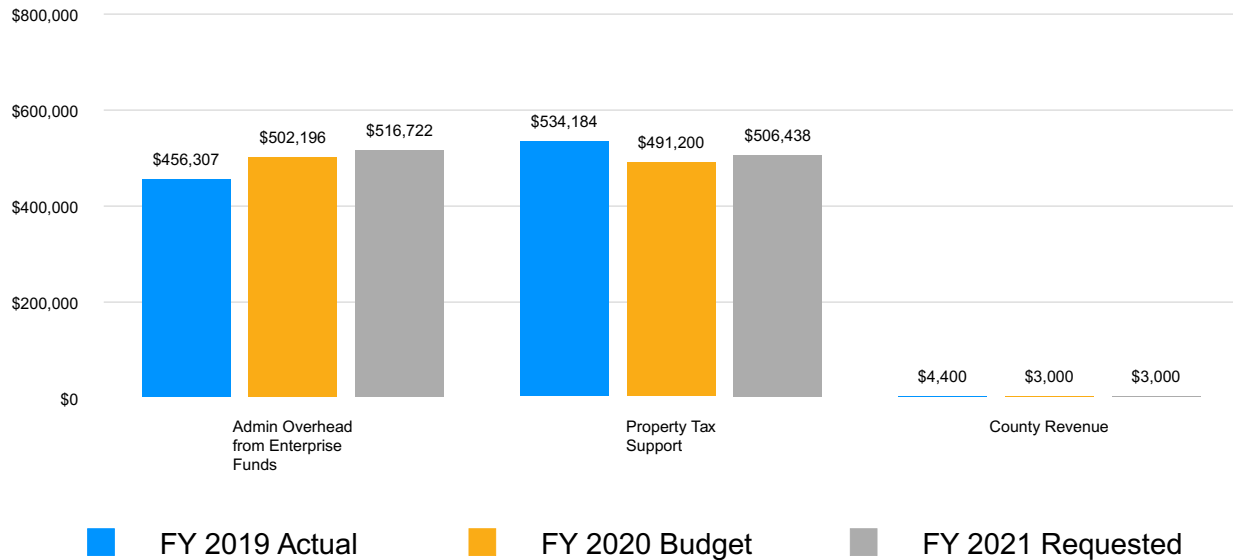
Staff of the City Attorney's Office volunteer with numerous local and state partnerships to implement the City Council's community vision. Staff also develops and implements processes that help provide solutions for community challenges and opportunities.



# CITY ATTORNEY'S OFFICE

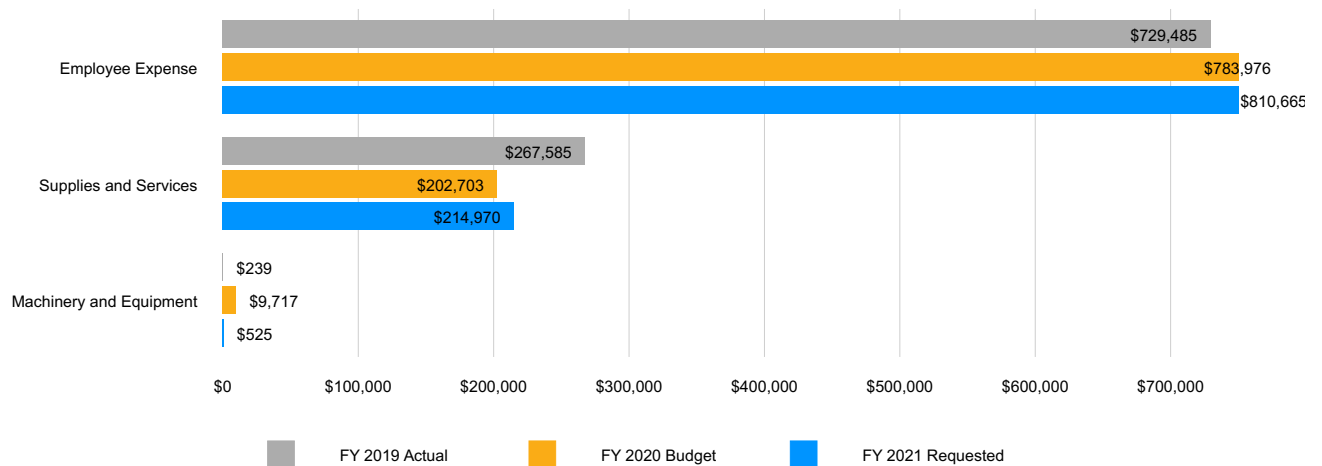
	FY 2019	FY 2020	FY 2021
Full-Time Equivalent	4.62	5.62	5.62

## Resources and Property Tax Support



The City Attorney's Office is supported by 5.62 full-time equivalent employees. Overall, the department's expenses are expected to increase by 3.0% in FY 2021 compared to FY 2020.

## Expenditures by Category by Fiscal Year



# CITY ATTORNEY'S OFFICE

## Mission & Services

The [City Attorney's Office](#) 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 2021
PARALEGAL	2.00
ASSISTANT CITY ATTORNEY	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-Performing Government

**1 Dept. Objective: Provide timely, cost-efficient, quality services to residents and assist businesses and organizations with promoting workplace diversity.**

Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
Human Rights Cases - # of businesses/organizations affected	N/A	12	17	15	
Municipal Infractions - % of Defendants who admit violations	80%	68%	66%	70%	
Claims	N/A	91	94	100	N/A

**2 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	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
Continuing Legal Education - # annual hours attended	100	112	114	110	
Petition Properties - # of properties acquired	4	4	3	4	
Development Agreements	7	5*	8**	7	

**\*FY18 Development Agreements:** 3000 Jackson, LC (Dubuque Brewing & Malting), 3000 Jackson Street-capital investment of \$30M to improve the Property; Medline-purchase price \$2,456,400, capital investment \$18.4M; MetX, 1690 Elm Street-purchase price \$49,887.84, capital investment \$9M; Rouse & Dean, 990 Washington Street-capital investment of \$1.8M to improve the Property; SS Event Center, 101 E. 15<sup>th</sup> Street-capital investment of \$10M to improve the Property

**\*\*FY19 Development Agreements:** CARich Properties, 278 W. 17<sup>th</sup> Street-capital investment of \$400,000; Dupaco Voices, 100 Jackson Street-capital investment of \$38M to improve the Property; Marquette Hall, 222 Queen Street-capital investment of \$6M to improve the Property; Merge, LLC, 5<sup>th</sup> & Bell Streets, purchase price of approximately \$970,000, capital investment \$18M; Prairie Farms, 3510 Central Avenue, capital investment \$8M; Three Amigos, 898 Jackson Street-capital investment of \$750,000 to improve the Property; Walter Development, LLC (Hodge), Chavenelle Road, purchase price of approximately \$1,069,800, capital investment \$9M; Walter Development, LLC (Unison), Chavenelle Road, purchase price of approximately \$840,000, capital investment \$1.4M

**Total purchase price paid to City: \$5,386,087.00      Total capital investments: \$150,750,000.00**

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## Recommended Operating Revenue Budget - Department Total 76 - LEGAL SERVICES

Fund	Account	Account Title	FY18 Actual Revenue	FY19 Actual Revenue	FY20 Adopted Budget	FY21 Recomm'd Budget
100	46205	COUNTY SHARE	4,400	6,791	3,000	3,000
46	LOCAL GRANT AND REIMBURSE - Total		4,400	6,791	3,000	3,000
100	53201	REFUNDS	776	0	0	0
100	53620	REIMBURSEMENTS-GENERAL	529	94	0	0
53	MISCELLANEOUS	- Total	1,305	94	0	0
100	59280	FR SECTION 8 HOUSING	820	0	0	0
100	59290	FR CABLE TV	573	0	0	0
100	59610	FR WPC OPERATING	157,415	159,985	165,986	171,100
100	59620	FR STORMWATER OPERATING	36,268	37,468	45,895	51,330
100	59630	FR PARKING OPERATING	18,111	18,318	21,553	22,243
100	59640	FR WATER UTILITY	9,627	28,797	35,970	27,376
100	59670	FR REFUSE COLLECTION	128,529	131,747	149,802	159,123
100	59940	FR DMASWA	78,707	79,992	82,990	85,550
59	TRANSFER IN AND INTERNAL - Total		430,050	456,307	502,196	516,722
LEGAL SERVICES - Total			435,755	463,192	505,196	519,722

## Recommended Operating Expenditure Budget - Department Total 76 - LEGAL SERVICES

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
100	61010	FULL-TIME EMPLOYEES	417,673	427,496	498,119	507,521
100	61020	PART-TIME EMPLOYEES	111,108	118,637	112,234	113,483
100	61030	SEASONAL EMPLOYEES	—	8,937	—	—
100	61050	OVERTIME PAY	1,770	2,548	3,000	3,000
100	61091	SICK LEAVE PAYOFF	14,968	14,968	14,968	14,968
100	61096	50% SICK LEAVE PAYOUT	—	—	—	1,453
100	61310	IPERS	47,485	51,795	58,483	59,498
100	61320	SOCIAL SECURITY	39,590	39,769	45,656	53,231
100	61410	HEALTH INSURANCE	63,600	57,240	43,560	49,184
100	61415	WORKMENS' COMPENSATION	1,974	1,627	1,511	1,629
100	61416	LIFE INSURANCE	257	257	281	311
100	61655	CAR ALLOWANCE	5,988	6,080	6,164	6,256
100	61660	EMPLOYEE PHYSICALS	—	131	—	131
<b>61 - WAGES AND BENEFITS</b>			<b>704,413</b>	<b>729,485</b>	<b>783,976</b>	<b>810,665</b>
100	62010	OFFICE SUPPLIES	1,063	899	500	1,079
100	62030	POSTAGE AND SHIPPING	639	690	658	759
100	62031	PROCESSING MATERIALS	175	150	175	150
100	62050	OFFICE EQUIPMENT MAINT	226	223	226	228
100	62061	DP EQUIP. MAINT CONTRACTS	4,399	4,326	4,497	4,913
100	62062	JANITORIAL SUPPLIES	—	—	50	50
100	62110	COPYING/REPRODUCTION	1,958	1,513	2,615	1,513
100	62130	LEGAL NOTICES & ADS	—	618	—	150
100	62170	SUBSCRIPTIONS-BOOKS-MAPS	14,042	14,869	15,695	15,167
100	62190	DUES & MEMBERSHIPS	2,851	2,810	2,908	2,866
100	62206	PROPERTY INSURANCE	132	—	—	—
100	62208	GENERAL LIABILITY INSURAN	2,293	1,947	2,079	2,044
100	62211	PROPERTY TAX	6,484	7,236	7,236	7,881
100	62221	DAMAGE CLAIMS	108,231	158,232	91,380	100,624
100	62230	COURT COSTS & RECORD FEES	45	73	45	73
100	62310	TRAVEL-CONFERENCES	4,808	6,200	8,950	8,950
100	62320	TRAVEL-CITY BUSINESS	991	37	1,000	1,000
100	62340	MILEAGE/LOCAL TRANSP	257	273	288	283
100	62360	EDUCATION & TRAINING	12,581	14,764	13,500	13,500
100	62411	UTILITY EXP-ELECTRICITY	1,586	1,441	1,586	1,557
100	62412	UTILITY EXP-GAS	506	493	506	493
100	62421	TELEPHONE	3,574	3,781	4,198	4,405
100	62424	RADIO/PAGER FEE	301	309	313	324
100	62433	CUSTODIAL SERVICES	4,004	4,082	4,160	4,485
100	62436	RENTAL OF SPACE	23,316	23,650	24,688	27,078
100	62663	SOFTWARE LICENSE EXP	47	39	50	41
100	62667	DATA SERVICES	456	403	576	533
100	62713	LEGAL SERVICES	5,489	15,925	—	—
100	62714	ADMINISTRATIVE JUDGE	963	2,600	14,724	14,724
100	62756	EMPLOYEE RECOGNITION	—	—	100	100
<b>62 - SUPPLIES AND SERVICES</b>			<b>201,418</b>	<b>267,585</b>	<b>202,703</b>	<b>214,970</b>
100	71120	PERIPHERALS, COMPUTER	—	—	950	—
100	71123	SOFTWARE	311	—	—	—
100	71124	COMPUTER	—	—	2,275	—
100	71211	DESKS/CHAIRS	—	—	4,350	525

100	72418	TELEPHONE RELATED	1,386	239	2,142	—
<b>71 - EQUIPMENT</b>			<b>\$1,697</b>	<b>\$239</b>	<b>\$9,717</b>	<b>\$525</b>
<b>76 - LEGAL SERVICES TOTAL</b>			<b>\$907,528</b>	<b>\$997,309</b>	<b>\$996,396</b>	<b>\$1,026,160</b>

## Recommended Expenditure Budget Report by Activity & Funding Source

### 76 - LEGAL SERVICES

LEGAL SERVICES	- 76100
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#### FUNDING SOURCE: GENERAL

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	239	9,717	525
SUPPLIES AND SERVICES	267,585	202,703	214,970
WAGES AND BENEFITS	729,485	783,976	810,665
<b>LEGAL SERVICES</b>	<b>997,309</b>	<b>996,396</b>	<b>1,026,160</b>
<b>LEGAL SERVICES TOTAL</b>	<b>\$997,309</b>	<b>\$996,396</b>	<b>\$1,026,160</b>

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

**76 LEGAL DEPARTMENT**

FD	JC	WP-GR	JOB CLASS	FY 2019		FY 2020		FY 2021	
				FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
61010 Full Time Employee Expense									
100	430	GE-29	PARALEGAL	2.00	\$120,201	2.00	\$123,491	2.00	\$125,517
100	600	GE-42	ASSISTANT CITY ATTORNEY	1.00	\$139,787	1.00	\$142,980	1.00	\$144,563
100	625	Contract	CITY ATTORNEY	1.00	\$170,917	1.00	\$174,721	1.00	\$174,054
100	625	GE-32	CIVIL RIGHTS SPECIALIST	0.00	\$ —	1.00	\$ 56,927	1.00	\$ 63,387
TOTAL FULL TIME EMPLOYEES				4.00	\$430,905	5.00	\$498,119	5.00	\$507,521
61020 Part Time Employee Expense									
100	4477	Contract	SENIOR COUNSEL	0.62	\$109,734	0.62	\$112,234	0.62	\$113,483
TOTAL PART TIME EMPLOYEES				0.62	\$109,734	0.62	\$112,234	0.62	\$113,483
TOTAL LEGAL DEPARTMENT				4.62	\$540,639	5.62	\$610,353	5.62	\$621,004



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

	ACCT	FD	JC	WP-GR	POSITION CLASS	FY 2019 FTE BUDGET	FY 2020 FTE BUDGET	FY 2021 FTE BUDGET
<b>Legal Services-FT</b>								
10076100	61010	100	625	CONT	CITY ATTORNEY	1.00 \$ 170,917	1.00 \$ 174,721	1.00 \$ 174,054
10076100	61010	100	600	GE-42	ASSISTANT CITY ATTORNEY	1.00 \$ 139,787	1.00 \$ 142,980	1.00 \$ 144,563
10076100	61010	100	3600	GE-29	PARALEGAL	2.00 \$ 120,201	2.00 \$ 123,491	2.00 \$ 125,517
10076100	61010	100		GE-32	CIVIL RIGHTS SPECIALIST	0.00 \$ —	1.00 \$ 56,927	1.00 \$ 63,387
10076100	61010	100	4440	GE-25	LEGAL ASSISTANT	0.00 \$ —	0.00 \$ —	0.00 \$ —
					<b>Total</b>	4.00 \$ 430,905	5.00 \$ 498,119	5.00 \$ 507,521
<b>Legal Services - PT</b>								
10076100	61020	100	4477	CONT	SENIOR COUNSEL	0.62 \$ 109,734	0.62 \$ 112,234	0.62 \$ 113,483
					<b>Total</b>	0.62 \$ 109,734	0.62 \$ 112,234	0.62 \$ 113,483
<b>TOTAL LEGAL DEPARTMENT</b>						<b>4.62 \$ 540,639</b>	<b>5.62 \$ 610,353</b>	<b>5.62 \$ 621,004</b>

**City Clerk**

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## CITY CLERK

<b>Budget Highlights</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Budget</b>	<b>FY 2021 Requested</b>	<b>% Change From FY 2020 Budget</b>
<u>Expenses</u>				
Employee Expense	303,908	321,711	297,693	-7.5%
Supplies and Services	85,380	91,771	92,491	0.8%
Election Expense	—	40,000	—	0.0%
Code of Ordinances Updates	3,513	9,400	9,400	0.0%
Machinery and Equipment	110	5,950	405	-93.2%
Total	392,911	468,832	399,989	-14.7%
<u>Resources</u>				
Administrative Overhead Recharges	115,677	157,273	127,630	-18.8%
Operating Revenue	146,554	151,399	145,860	-3.7%
Total	262,231	308,672	273,490	-11.4%
Property Tax Support	130,680	160,160	126,499	(33,661)
Percent Increase (Decrease)--w/o election exp & Code of Ordinance Update				5.7%
Percent Increase (Decrease)--w/ election exp & Code of Ordinance Update				-21.0%
<b>Personnel- Authorized FTE</b>	3.31	3.81	3.00	

## Significant Line Items

### **Employee Expense**

1. FY 2021 employee expense reflects a 1.5% wage package increase.
2. The Iowa Public Employee Retirement System (IPERS) City contribution of 9.44% is unchanged from FY 2020 The employee contribution of 6.29% is unchanged from FY 2020.
3. The City portion of health insurance expense increased from \$921 in FY 2020 to \$1,013 in FY 2021 per month per contract which results in annual cost increase of \$16,676 or 9.99%.
4. Overtime is unchanged from \$5,000 in FY 2020 to \$5,000 in FY 2021. FY 2019 Actual was \$3,639.
5. The FY 2021 budget includes the following changes related to the personnel complement:
  - a. -0.31 FTE Seasonal Intern eliminated (-\$8,300)
  - b. -0.50 FTE Limited Term Clerical Assistant eliminated (-\$13,866)

## **Supplies & Services**

6. Code Supplements unchanged from \$9,400 in FY 2020 to \$9,400 in FY 2021 based on FY 2020 budget. FY 2019 Actual was \$3,513. There are more ordinances being amended that tie directly to other ordinances. Anticipated ordinance amendments include the Electrical Code Board; Mechanical and Plumbing Code Board; Building Code; and Advisory Appeals Board.
7. Civil Service increased from \$15,000 in FY 2020 to \$18,000 in FY 2021 based on FY 2019 actual of \$17,593. Most civil service lists now expire after twelve months, which creates an increase in civil service tests.
8. Legal Notices and Ads decreased from \$15,000 in FY 2020 to \$13,249 in FY 2021 based on FY 2019 Actual of \$13,249. The City Clerk's Office began recharging departments for notices in FY 2016.
9. Printing and Binding increased from \$1,742 in FY 2020 to \$3,120 in FY 2021. This line item has historically included envelopes, letterhead, and business cards (\$335), hard bound City Council proceeding books (\$1,600), and boards and commissions handout (\$185). In FY 2021, translation of City brochures and documents was added (\$1,000). FY 2019 Actual was \$23.
10. Conferences increased from \$5,350 in FY 2020 to \$13,375 in FY 2021 due to adding the Transforming Local Government and Big Ideas Conferences and actual costs of conferences. Conferences budgeted include: International Institute of Municipal Clerks (\$3,800), Laserfiche (\$3,650), Transforming Local Government - Alliance for Innovation (\$2,105), and Big Ideas Conference (\$2,045).
11. Education and Training increased from \$4,445 in FY 2020 to \$4,770 in FY 2021 based on actual cost. Education and Training budgeted include: Clerk's Academy (\$1,510), Iowa Municipal Finance Officers Association (\$2,855), and Iowa Alcoholic Beverages Division (\$405).
12. Election decreased from \$40,000 in FY 2020 to \$0 in FY 2021 and is typically an every other year expense.
13. Refunds unchanged from \$11,500 in FY 2020 to \$11,500 in FY 2021. This line item represents special event deposit refunds and the liquor license refunds. This expense is offset by the events revenue line item.
14. Sister City Program is unchanged from \$9,300 in FY 2020 to \$9,300 in FY 2021. The Sister City program is a five member committee that undertakes activities that promote the vision and mission of the City Council with respect to diversity and global awareness, engage the mission of Sister Cities International, and engage and foster current and future Sister City relationships through communications and delegations while preserving an official relationship with the City and its officials.

## Machinery & Equipment

1. Equipment replacements includes (\$405):

City Clerk	
Smartphone	\$ 405
<b>Total Equipment</b>	<b><u>\$ 405</u></b>

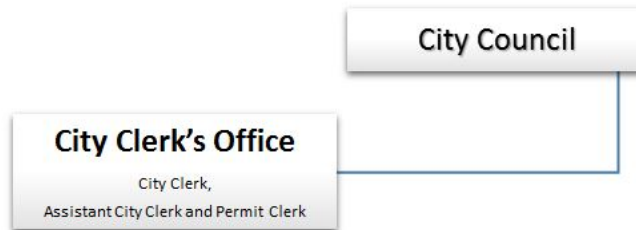
## Revenue

15. Beer/Liquor Combination Licenses decreased from \$117,718 in FY 2020 to \$114,765 in FY 2021 based on FY 2019 actual of \$114,765.
16. Revenue received from Enterprise Funds for administrative overhead charges decreased from \$157,273 in FY 2020 to \$127,630 in FY 2021. Election expense is typically an every other year expense and there is not an election budgeted in FY 2021.

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# CITY CLERK'S OFFICE

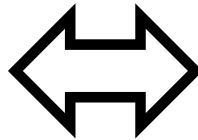
The City Clerk's Office is the official record keeper for the City Council. The City Clerk's Office prepares, administers, maintains and distributes records of all City Council actions as well as provides the necessary documents for fulfillment of City Council and City staff's respective legislative and administrative responsibilities. The City Clerk's Office administers programs covered by the State Civil Service law and issues licenses and permits for categorical businesses and activities as set out by ordinance and state law.



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

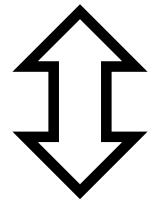
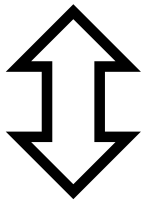
### People

The City Clerk's Office strives to provide courteous and professional service while offering access to official records and services through current web page information, initiation of boards and commissions memberships, City Life and Speaker's Bureau programs, and Sister City relationships.



### Planning

City Clerk staff participate in local, regional, and national efforts that advance the City's mission statement and City Council priorities as well as to help in educating the public on the duties, purpose, and resources of the City Clerk's Office.



### Partnerships

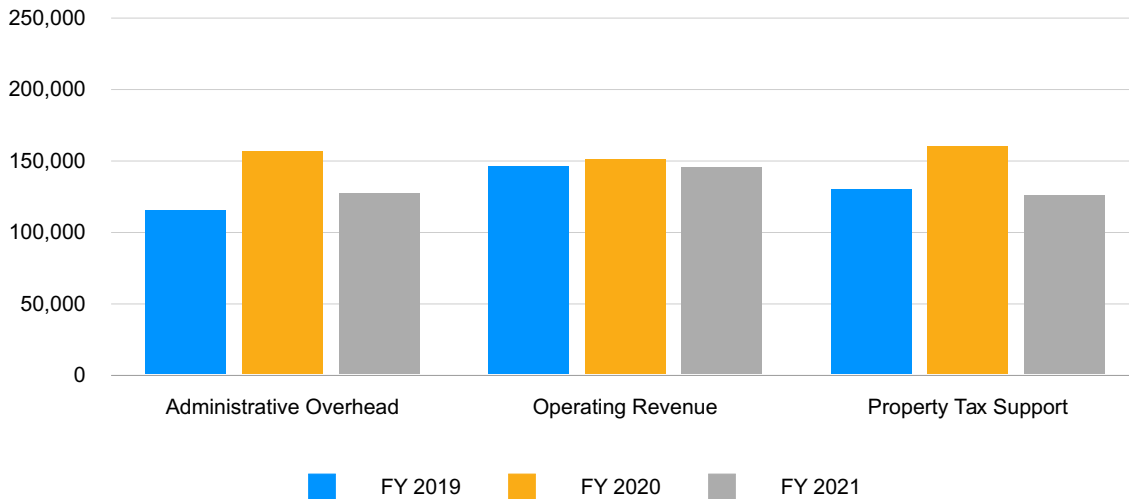
The City Clerk's Office partners with citizens, staff, multiple local and state agencies and businesses to aid in effectively conducting business by utilizing and sharing knowledge to serve as a resource for general city information. These partnerships include: State Alcohol Beverages Division, Iowa League of Cities, Dubuque Main Street, Greater Dubuque Development Corporation, media outlets, non-profit special event organizers, community service agencies, and Dubuque County offices.



# CITY CLERK'S OFFICE

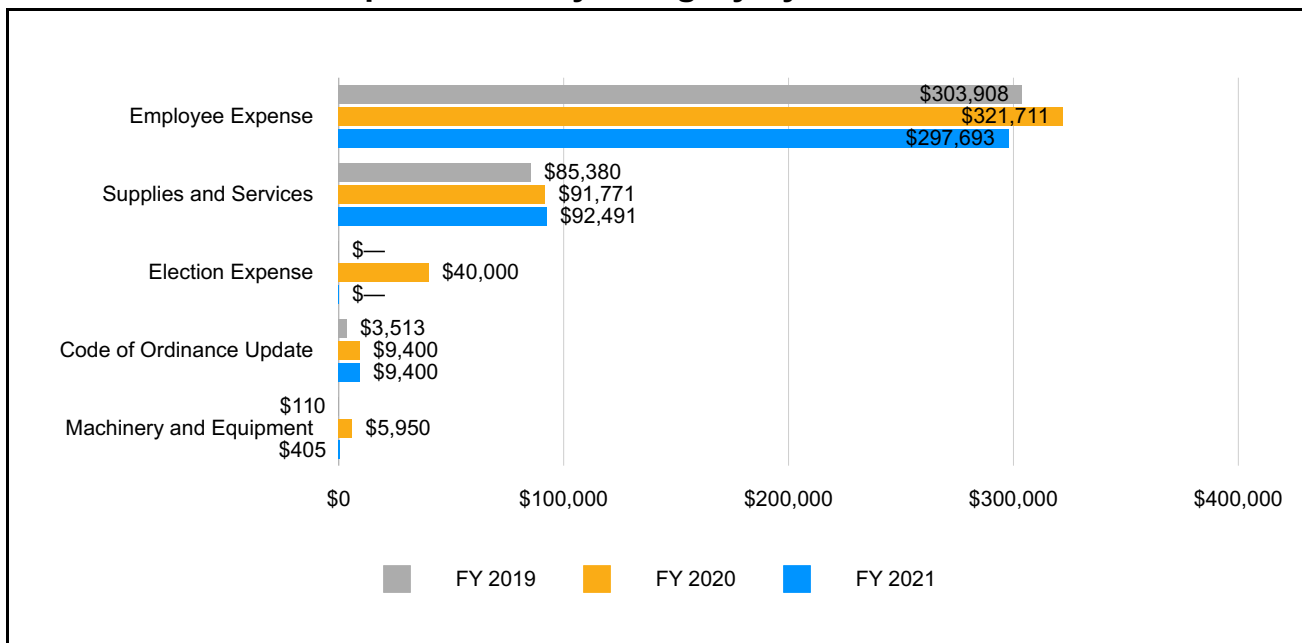
	FY 2019	FY 2020	FY 2021
Full-Time Equivalent	3.31	3.81	3.00

## Resources and Property Tax Support



The City Clerks Department is supported by 3.00 full-time equivalent employees, which accounts for 74.43% of the department expense as seen below. Overall, the departments' expenses are expected to decrease by -14.68% in FY 2021 compared to FY 2020.

## Expenditures by Category by Fiscal Year



# CITY CLERK'S OFFICE

## Mission & Services

The [City Clerk's Office](#) is committed to accurately recording and preserving the actions of the City Council; providing information and support to the Mayor, City Council, City staff, and the public in a timely, courteous, and fiscally responsible manner encouraging a transparent city government. Responsibilities include, but are not limited to, [record management](#), [boards and commissions](#) member enrollment, administration of the [Civil Service Commission](#), administering various [licenses and permits](#), processing [special event applications](#), and acts as the City Liaison for global presence in the [Sister City Relationships Committee](#).




Position Summary	
	FY 2021
City Clerk	1.00
Assistant City Clerk	1.00
Permit Clerk	1.00
<b>Total FT Equivalent Employees</b>	<b>3.00</b>

## Performance Measures

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

#### 1 Department Objective: Provide City services responsive to the community.

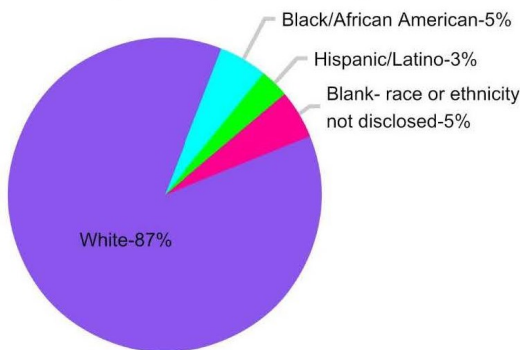
*Since transparency is not a specifically defined action, but rather a cultural expectation. Clerks are crucial to a transparent City. It is not what you do, it is how you do it.*

Performance Measure (KPI)	Target	FY17 Actual	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
Number of callers assisted by the city clerk staff	N/A	31,214	32,774	45,382	N/A	
Number of City Council Agenda & Minutes subscribers (via NotifyMe)	Increase by 2%	525	551	491	501	
Number City Board & Commission Opening Subscribers (via NotifyMe)	Increase by 6%	13	83	78	83	

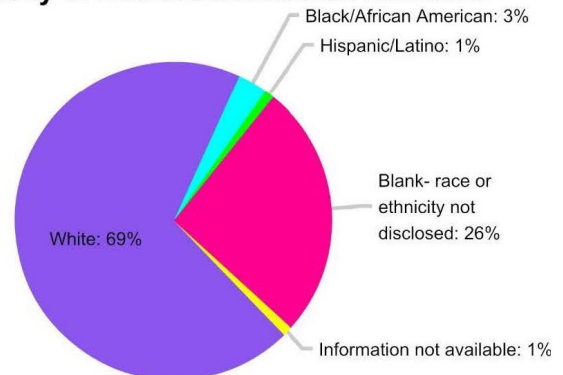
#### 2 Department Objective: To promote [resident engagement](#) in municipal government that is representative of the Dubuque population as a whole by recruiting and retaining a diverse, inclusive and qualified pool of boards and commissions applicants.

Percentage of applicants appointed of total applications received	N/A	N/A	62.6%	77.5%	N/A	N/A
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Race/Ethnicity of City of Dubuque



Race/Ethnicity of Board/Commission Members



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## Recommended Operating Revenue Budget - Department Total

### 73 - CITY CLERK'S OFFICE

Fund	Account	Account Title	FY18 Actual Revenue	FY19 Actual Revenue	FY20 Adopted Budget	FY21 Recomm'd Budget
100	42105	BUSINESS LICENSES	7,260	6,855	7,260	6,855
100	42110	CIGARETTE LICENSES	7,800	7,625	7,675	7,625
100	42115	BEER/LIQUOR COMB-LICENSE	117,718	114,765	117,718	114,765
100	42130	BICYCLE LICENSES	245	415	245	415
<b>42</b>	<b>LICENSES AND PERMITS</b>	<b>- Total</b>	<b>133,023</b>	<b>129,660</b>	<b>132,898</b>	<b>129,660</b>
100	51965	EVENTS REVENUE	7,500	6,950	8,350	6,950
100	51981	COPY SERVICE CHARGES	0	0	0	0
<b>51</b>	<b>CHARGES FOR SERVICES</b>	<b>- Total</b>	<b>7,500</b>	<b>6,950</b>	<b>8,350</b>	<b>6,950</b>
100	53201	REFUNDS	0	300	0	0
100	53208	SPECIAL EVENT DEPOSIT	10,250	9,250	10,000	9,250
100	53620	REIMBURSEMENTS-GENERAL	595	394	151	0
<b>53</b>	<b>MISCELLANEOUS</b>	<b>- Total</b>	<b>10,845</b>	<b>9,944</b>	<b>10,151</b>	<b>9,250</b>
100	59610	FR WPC OPERATING	44,176	40,557	51,981	42,262
100	59620	FR STORMWATER OPERATING	10,178	9,499	14,373	12,678
100	59630	FR PARKING OPERATING	5,082	4,643	6,751	5,494
100	59640	FR WATER UTILITY	2,702	7,300	11,264	6,762
100	59670	FR REFUSE COLLECTION	36,070	33,399	46,913	39,303
100	59940	FR DMASWA	22,088	20,279	25,991	21,131
<b>59</b>	<b>TRANSFER IN AND INTERNAL</b>	<b>- Total</b>	<b>120,296</b>	<b>115,677</b>	<b>157,273</b>	<b>127,630</b>
<b>CITY CLERK'S OFFICE - Total</b>			<b>271,663</b>	<b>262,231</b>	<b>308,672</b>	<b>273,490</b>

## Recommended Operating Expenditure Budget - Department Total

### 73 - CITY CLERK'S OFFICE

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
100	61010	FULL-TIME EMPLOYEES	209,687	213,511	218,322	202,248
100	61030	SEASONAL EMPLOYEES	0	2,067	19,403	0
100	61050	OVERTIME PAY	2,946	3,639	5,000	5,000
100	61310	IPERS	19,030	20,499	22,769	19,952
100	61320	SOCIAL SECURITY	15,624	16,215	18,878	16,170
100	61410	HEALTH INSURANCE	47,700	42,930	32,508	49,184
100	61415	WORKMENS' COMPENSATION	797	678	599	660
100	61416	LIFE INSURANCE	184	184	183	238
100	61655	CAR ALLOWANCE	3,992	4,054	4,049	4,110
100	61660	EMPLOYEE PHYSICALS	0	131	0	131
<b>61 - WAGES AND BENEFITS</b>			<b>299,960</b>	<b>303,908</b>	<b>321,711</b>	<b>297,693</b>
100	62010	OFFICE SUPPLIES	1,041	1,877	1,400	1,877
100	62030	POSTAGE AND SHIPPING	1,223	1,355	1,260	1,491
100	62031	PROCESSING MATERIALS	288	200	352	200
100	62050	OFFICE EQUIPMENT MAINT	226	223	226	228
100	62061	DP EQUIP. MAINT CONTRACTS	1,395	1,489	1,574	1,557
100	62090	PRINTING & BINDING	1,202	23	1,742	3,120
100	62110	COPYING/REPRODUCTION	616	737	794	737
100	62120	CODE SUPPLEMENTS	5,939	3,513	9,400	9,400
100	62130	LEGAL NOTICES & ADS	10,929	13,249	15,000	13,249
100	62170	SUBSCRIPTIONS-BOOKS-MAPS	535	649	681	687
100	62190	DUES & MEMBERSHIPS	2,435	2,985	2,535	2,575
100	62204	REFUNDS	10,548	11,187	11,500	11,500
100	62208	GENERAL LIABILITY INSURAN	1,375	1,499	1,597	1,574
100	62230	COURT COSTS & RECORD FEES	27	77	50	77
100	62310	TRAVEL-CONFERENCES	3,985	4,738	5,350	13,375
100	62320	TRAVEL-CITY BUSINESS	280	498	2,585	2,695
100	62340	MILEAGE/LOCAL TRANSP	112	68	160	160
100	62360	EDUCATION & TRAINING	5,660	5,817	4,445	4,770
100	62421	TELEPHONE	921	1,330	1,308	1,330
100	62424	RADIO/PAGER FEE	301	309	313	324
100	62436	RENTAL OF SPACE	504	462	504	504
100	62645	SPECIAL EVENTS	2,094	1,648	3,000	3,000
100	62662	SISTER CITY PROGRAM	4	4,763	9,300	9,300
100	62663	SOFTWARE LICENSE EXP	47	39	975	41
100	62667	DATA SERVICES	0	0	120	120
100	62684	CIVIL SERVICE EXPENSE	9,652	17,593	15,000	18,000
100	62698	ELECTION EXPENSES	27,406	0	40,000	0
100	62716	CONSULTANT SERVICES	0	12,565	10,000	0
<b>62 - SUPPLIES AND SERVICES</b>			<b>88,744</b>	<b>88,893</b>	<b>141,171</b>	<b>101,891</b>
100	71120	PERIPHERALS, COMPUTER	0	0	950	0
100	71211	DESKS/CHAIRS	0	0	5,000	0
100	72418	TELEPHONE RELATED	0	110	0	405
<b>71 - EQUIPMENT</b>			<b>0</b>	<b>110</b>	<b>5,950</b>	<b>405</b>
<b>73 - CITY CLERK'S OFFICE TOTAL</b>			<b>388,704</b>	<b>392,911</b>	<b>468,832</b>	<b>399,989</b>

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## Recommended Expenditure Budget Report by Activity & Funding Source

### 73 - CITY CLERK'S OFFICE

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CITY CLERK	- 73100
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FUNDING SOURCE: GENERAL

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	110	5,950	405
SUPPLIES AND SERVICES	88,893	141,171	101,891
WAGES AND BENEFITS	303,908	321,711	297,693
CITY CLERK	392,911	468,832	399,989
CITY CLERK'S OFFICE TOTAL	\$392,911	\$468,832	\$399,989

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

**73 CITY CLERK**

FD	JC	WP-GR	JOB CLASS	FY 2019		FY 2020		FY 2021	
				FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
61010 Full Time Employee Expense									
100	9350	Contract	CITY CLERK	1.00	\$ 103,748	1.00	\$ 106,123	1.00	\$ 88,790
100	8925	GE-29	ASSISTANT CITY CLERK	1.00	\$ 59,221	1.00	\$ 60,567	1.00	\$ 61,242
100	8875	GE-26	PERMIT CLERK	1.00	\$ 50,482	1.00	\$ 51,632	1.00	\$ 52,216
TOTAL FULL TIME EMPLOYEES				3.00	\$ 213,451	3.00	\$ 218,322	3.00	\$ 202,248
61030 Seasonal Employee Expense									
100	2840	NA-28	CLERICAL ASSISTANT	0.00	\$ —	0.50	\$ 11,664	0.00	\$ —
100	2840	NA-38	INTERN-SEASONAL	0.31	\$ 7,680	0.31	\$ 7,739	0.00	\$ —
TOTAL SEASONAL EMPLOYEES				0.31	\$ 7,680	0.81	\$ 19,403	0.00	\$ —
TOTAL CITY CLERK'S OFFICE				3.31	\$ 221,131	3.81	\$ 237,725	3.00	\$ 202,248

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

ACCT	FD	JC	WP-GR	POSITION CLASS	FY 2019		FY 2020		FY 2021		
					FTE	BUDGET	FTE	BUDGET	FTE	BUDGET	
City Clerks Office - FT General Fund											
10073100	61010	100	9350	CONT	CITY CLERK	1.00	\$ 103,748	1.00	\$ 106,123	1.00	\$ 88,790
10073100	61010	100	8875	GE-26	PERMIT CLERK	1.00	\$ 50,482	1.00	\$ 51,632	1.00	\$ 52,216
10073100	61010	100	8925	GE-29	ASSISTANT CITY CLERK	1.00	\$ 59,221	1.00	\$ 60,567	1.00	\$ 61,242
Total						3.00	\$213,451	3.00	\$218,322	3.00	\$ 202,248
City Clerks Office-Seasonal General Fund											
10073100	61030	100		NA-28	CLERICAL ASSISTANT	0.00	\$ —	0.50	\$ 11,664	0.00	\$ —
10073100	61030	100	2840	NA-38	INTERN - SEASONAL	0.31	\$ 7,680	0.31	\$ 7,739	0.00	\$ —
						0.31	\$ 7,680	0.81	\$ 19,403	0.00	\$ —
TOTAL CITY CLERK'S OFFICE						3.31	\$221,131	3.81	\$237,725	3.00	\$ 202,248



Capital Improvement Projects by Department/Division					
CITY CLERK'S OFFICE					
CIP Number	Capital Improvement Project Title	FY 18 Actual Expense	FY 19 Actual Expense	FY 20 Adopted Budget	FY 21 Recomm'd Budget
1012863	CLERK OFFICE REDESIGN	—	—	—	5,000
<b>CITY CLERK'S OFFICE</b>	<b>TOTAL</b>	—	—	—	<b>5,000</b>

PROGRAM /DEPT	PROJECT DESCRIPTION	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	TOTAL	PAGE
City Clerk								
General Government								
	City Clerk's Office Redesign	\$ 5,000	\$ 25,400	\$ —	\$ —	\$ —	\$ 30,400	324
	<b>TOTAL</b>	<b>\$ 5,000</b>	<b>\$ 25,400</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ 30,400</b>	

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# **Human Resources**

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## HUMAN RESOURCES DEPARTMENT

<b>Budget Highlights</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Budget</b>	<b>FY 2021 Requested</b>	<b>% Change From FY 2020 Budget</b>
<u>Expenses</u>				
Employee Expense	542,836	733,874	686,406	(6.5)%
Supplies and Services	121,373	161,306	291,795	80.9 %
Machinery and Equipment	—	350	350	— %
Total	664,209	895,530	978,551	9.3 %
<u>Resources</u>				
Administrative Overhead Recharges	237,525	265,324	349,086	31.6 %
Misc. Reimbursements	191,818	212,504	191,767	(9.8)%
Total	429,343	477,828	540,853	13.2 %
Property Tax Support	234,866	417,702	437,698	19,996
Percent Increase (Decrease)				4.8 %
<b>Personnel - Authorized FTE</b>	<b>3.63</b>	<b>3.63</b>	<b>4.63</b>	

### Improvement Package Summary

#### **1 of 7**

This improvement package request is to fund ten members of the Leadership Team to attend the Dale Carnegie training course. This request supports the City Council Goal of High Performance City Organization.

Related Cost:	\$16,950	Tax Funds	Non-Recurring	<b>Recommend - Yes</b>
Related Revenue:	\$ 8,531	Administrative Overhead	Non-Recurring	
Net Property Tax Cost:	<u>\$ 8,419</u>			
Property Tax Impact:	\$0.0033	0.03%		
Activity: Human Resources				

#### **2 of 7**

This improvement package request is to provide funding for job classification and wage plan review. The process to conduct the review would include: 1) identification, through Request For Proposals (RFP), of a third-party consultant and 2) for that third-party consultant to review, update and/or create a compensation and classification system for the City that is competitive and equitable and that promotes employee engagement, recruitment and retention of a diverse workforce. A compensation and classification study is an objective process in which an organization reviews its entire compensation and classification plan. It involves job analysis and updating of job descriptions. Employees typically have an opportunity to complete position analysis questionnaires and meet with a consultant; this provides input on essential functions. The analysis promotes internal equity, equal pay for equal work, and gender equity. Differences in pay grade should be based on significant differences in education, knowledge, abilities, and skills. The organization can ensure that it is in compliance with the Fair Standards Labor Act (FLSA), Americans with Disabilities Act (ADA), Equal Employment Opportunity (EEO) laws, and other state and federal laws. The analysis allows the organization to update its classification plan using an objective position evaluation process. The analysis can provide a total review of internal equity and external equity at the same time. One of the most basic functions of business management is to establish a compensation scheme that is competitive and equitable and that promotes employee engagement and high performance. Competitive compensation practices are essential to employee recruitment and retention efforts. The last review of the

City's compensation and classification structure and system occurred in 1989 (over 30 years ago). Outcomes expected from the consultant selected include (1) orientations and training sessions with employees, managers, and officials, (2) job analysis/job audit, (3) position classification through an objective rating and ranking process, (4) pay determination through analysis of the labor market, and (5) administration and reclassification instructions to assist in maintaining the system. Recurring review by best practice should occur every 10 years, but is not as comprehensive and is, therefore, at a lower cost. This request supports the City Council goal of Financially Responsible, High-Performance City Organization.

Related Cost:	\$32,000	Tax Funds	Non-Recurring	<b>Recommend - Yes</b>
Related Revenue:	\$16,106	Administrative Overhead	Non-Recurring	
Net Property Tax Cost:	<u>\$15,894</u>			
Property Tax Impact:	<u>\$0.0063</u>	0.06%		

Activity: Human Resources

### 3 of 7

This improvement package request is for hiring a consultant to conduct an assessment of the Human Resources Department's day-to-day operations and strategic role in the organization to ensure the department is successful in focusing on the entire employee life cycle. Current Human Resources department staffing includes a director, a transactional benefits employee, a recruiter/talent acquisition specialist, and two clerical support persons (one full-time and one part-time). There is no HRIS system and most processes and records are not automated or digitized. The Society for Human Resources Management (SHRM) suggests that there should be one internal full-time HR staff person for every 60 FTE's and that the roles should be divided by function and include specialists for certain functions such as employee relations and benefits since these functions become more complicated with an organizations' size and complexity of services. The consultant would conduct a review of the current HR structure and services and make recommendations for a department structure that is effective, strategic, and has the resources to successfully recruit and retain a high-performing diverse workforce. This request supports the City Council goal of Financially Responsible, High-Performance City Organization.

Related Cost:	\$10,500	Tax Funds	Non-Recurring	<b>Recommend - Yes</b>
Related Revenue:	\$ 5,285	Administrative Overhead	Non-Recurring	
Net Property Tax Cost:	<u>\$ 5,215</u>			
Property Tax Impact:	<u>\$0.0021</u>	0.02%		

Activity: Human Resources

### 4 of 7

This improvement package request is for a full-time Emotional Intelligence (EQ) Coordinator. This improvement package request is directly related to the Emotional Intelligence (EQ) Training improvement package request (request 4-B of 6) and is recommended to be funded in tandem with that request. This full-time EQ Coordinator is an integral part of a three-tiered plan to implement an Emotional Intelligence (EQ) program within the City of Dubuque for the purposes of igniting culture change (succession planning), providing better customer service, improving employee retention (morale), and providing the skills and tools for employees to address problems and resolve problems efficiently and effectively. This program has both an internal focus and external focus with the initial priority being the internal focus. The three tiers of the program include: 1) hiring an EQ Coordinator; 2) certifying practitioners (training the trainers); and 3) certification of assessor-level for three City staff members in conjunction with a resources agreement with a preferred EQ full scope services partner such as 6 Seconds (note: certification costs would be incurred in the Spring of FY2020).

The EQ Coordinator will assume the lead role for the design and deployment of EQ and other empowerment training and ongoing capability development programs which deliver measurable

performance outcomes. The EQ Coordinator will assess talent and skill gaps within the EQ team, develop solutions to address those gaps, and utilize technology to support training and organizational development efforts. The role also manages, develops and implements culture, change, and engagement programs with a specific focus on EQ processes, including but not limited to, leader/team effectiveness, organization culture, change management, employee success in performance management, and talent assessment. This request supports the City Council goal of Financially Responsible, High-Performance Organization.

Related Cost:	\$99,168	Tax Funds	Recurring	<b>Recommend - No</b>
Related Cost:	\$ 3,710	Tax Funds	Non-Recurring	
Related Revenue:	\$49,911	Administrative Overhead	Recurring	
Related Revenue:	\$ 1,867	Administrative Overhead	Non-Recurring	
Net Property Tax Cost:	<u>\$51,100</u>			
Property Tax Impact:	\$0.0201	0.19%		
Activity: Human Resources				

## 5 of 7

This improvement package request is for funding to conduct Emotional Intelligence (EQ) training. This improvement package request is directly related to the Emotional Intelligence (EQ) Coordinator improvement package request (request 4) and is recommended to be funded in tandem with that request. The amount requested includes \$60,000 for three years of EQ practitioner training (sometimes referred to as "train the trainer"), \$1,800 of annually recurring costs for an EQ Assessment Tool, and \$5,000 of annually recurring costs for an agreement with a preferred EQ full-scope service partner such as 6 Seconds.

This training is an integral part of a three-tiered plan to implement an Emotional Intelligence (EQ) program within the City of Dubuque for the purposes of igniting culture change (succession planning), providing better customer service, improving employee retention (morale), and providing the skills and tools for employees to address problems and resolve problems efficiently and effectively. This program has both an internal focus and external focus with the initial priority being the internal focus. The three tiers of the program include: 1) hiring an EQ Coordinator; 2) certifying practitioners (training the trainers); and 3) certification of assessor-level for three City staff members in conjunction with a resources agreement with a preferred EQ full scope services partner such as 6 Seconds (note: certification costs would be incurred in the Spring of FY2020). Research conducted by EQ training provider 6 Seconds has shown such training generates a return on investment to the employee. This is accomplished through reduced complaints (inward and outward), increased morale, increased retention, relationship building, and increased employee engagement. This request supports the City Council goal of Financially Responsible, High-Performance Organization.

Related Cost:	\$ 6,800	Tax Funds	Recurring	<b>Recommend - Yes</b>
Related Cost:	\$60,000	Tax Funds	Non-Recurring	
Related Revenue:	\$ 3,422	Administrative Overhead	Recurring	
Related Revenue:	\$30,198	Administrative Overhead	Non-Recurring	
Net Property Tax Cost:	<u>\$33,180</u>			
Property Tax Impact:	\$0.0131	0.13%		
Activity: Human Resources				

## 6 of 7

This improvement package request is to provide funding for a third party consultant to conduct exit interviews. Multiple studies have shown that conducting exit interviews after an employee leaves and using a 3rd party changes the given reason for leaving 40-63% of the time. Preferably the consultant would use a mixed methodology approach for collecting both quantitative and qualitative data. The



consultant would code and categorize the response to enable the City to measure, capture and report themes that would then drive responsive engagement, retention and communication strategies and activities for the implementation of talent development solutions that create outcomes of a positive workplace culture and increased employee engagement. This request supports the City Council goal of Financially Responsible, High-Performance City Organization.

Related Cost:	\$ 7,500	Tax Funds	Recurring	<b>Recommend - Yes</b>
Related Revenue:	\$ 3,775	Administrative Overhead	Recurring	
Net Property Tax Cost:	<u>\$ 3,725</u>			
Property Tax Impact:	<u>\$0.0015</u>	0.01%		
Activity: Human Resources				

## 7 of 7

This improvement package provides funding for employee wellness programming, education and training for staff and communication regarding wellness activities and information, including incentives for participating in and completing wellness challenges (city logo apparel and wellness items) employee socialization opportunities (city employee family picnic), staff education on employee wellness (attendance for wellness committee members at a local seminar and attendance for an employee at a national wellness conference or training) and half of the wellness challenge registrations (employee and city each contribute 50%.)

The Vision/Mission of the city of Dubuque employee wellness committee is: *To improve the wellness of employees and their families by promoting healthy lifestyle choices.*

Each year, the committee reviews its objectives and completes an operating plan. The objectives include:

- a. Create a workplace that promotes health and wellness for its employees and their families.
- b. Develop activities and programs around employee health data to promote health lifestyles.
- c. Develop policies on environmental changes to promote wellness for city employees.
- d. Engage Leadership Team in Wellness

Currently, the Wellness committee organizes three wellness challenges throughout the year each designed to improve wellness over a set period of time, usually several weeks. Other activities include promoting community wellness events and opportunities, sponsoring health and wellness seminars, lunch and learns and actively promoting the services of Employee & Family Resources, the city's employee assistance program provider. An employee wellness culture audit, administered by EFR, (survey) was also conducted this past year. The Human Resources Department will be an integral part of the wellness committee through participation, facilitation and oversight along with assisting with wellness activity communication to employees. This request supports the City Council goal of Financially Responsible, High Performance City Organization.

Related Cost:	\$12,850	Tax Funds	Recurring	<b>Recommend - Yes</b>
Related Revenue:	\$ 6,467	Administrative Overhead	Recurring	
Net Property Tax Cost:	<u>\$ 6,383</u>			
Property Tax Impact:	<u>\$0.0025</u>	0.02%		
Activity: Human Resources				

## Significant Line Items

### Employee Expense

1. FY 2021 employee expense reflects a 1.5% wage package increase.

2. The Iowa Public Employee Retirement System (IPERS) City contribution of 9.44% is unchanged from FY 2020 The employee contribution of 6.29% is unchanged from FY 2020.
3. The City portion of health insurance expense increased from \$921 in FY 2020 to \$1,013 in FY 2021 per month per contract which results in an annual cost increase of \$4,976 or 9.99%.
4. Insurance Premium decreased from \$203,416 in FY 2020 to \$177,575 in FY 2021 based on FY 2020 actual cost. This line item represents the dental insurance premiums paid which is completely offset by employee payments in dental insurance premium revenue.
5. Administration Costs unchanged from \$27,100 in FY 2020 to \$27,100 in FY 2021. This line item represents flex medical spending plan administrative costs (\$24,000), State of Iowa fee for the 509 (A) certificate (\$100), and Patient Centered Outcomes Research Initiative fee (\$3,000), which are costs that cannot be paid from the self-insurance reserve.
6. Five-Year Retiree Sick leave payout decreased from \$112,000 in FY 2020 to \$11,032 in FY 2021. In FY 2020, the 50% sick leave conversion/pay out policy for full-time non-bargaining unit employees that are over the sick leave cap was implemented. In FY 2020, the city-wide estimated cost was budgeted in the Human Resources department. In FY 2021, each department impacted by the new employee benefit will budget for the 50% sick leave conversion/pay out based on FY 2020 actual. The break-out of 50% Sick Leave Payout by fund city-wide is: General Fund \$102,607 ; CDBG \$1,985; Sanitary Sewer \$3,740; Stormwater \$2,335; and Water \$2,097 (total of \$112,764).
7. 50% Sick Leave Payout increased from \$0 in FY 2020 to \$1,152 in FY 2021 based on FY 2020 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.
8. Parental leave decreased from \$47,015 in FY 2020 to \$0 in FY 2021 based on departments covering parental leave with existing employees and not incurring additional cost for temporary help. Effective March 8, 2019, employees may use Parental leave to take paid time away from work for the birth or the adoption of a child under 18 years old. Eligible employees receive their regular base pay (plus longevity) and benefits for twelve weeks following the date of birth, adoption event or foster-to-adopt placement. If both parents are eligible employees, each receive the leave benefit.
9. The FY 2021 budget includes the following changes related to the personnel complement:
  - a. +1.00 FTE Strategic Workforce Equity Coordinator was moved from Human Rights to the Human Resources Department (+\$97,078).

## **Supplies & Services**

10. Consultant Services increased from \$56,475 in FY 2020 to \$78,775 in FY 2021 based on actual cost of health and prescription drug plan actuarial and benefit services (\$36,500), 509(A) Certificate of Compliance (\$975), Affordable Care Act compliance reporting (\$8,000), Executive Coaching (\$5,000), and GASB 45 actuarial valuation (\$3,500).
11. Criminal Background Check decreased from \$17,370 in FY 2020 to \$16,059 in FY 2021 based on FY 2019 Actual of \$16,334 and actual number of checks done in FY 2020.
12. Education and Training increased from \$28,500 in FY 2020 to \$111,658 in FY 2021. FY 2019 Actual was \$13,358. This line item includes employee safety training (\$2,500), training for staff (\$1,500), and the employee tuition reimbursement program (\$25,000).

13. Conferences increased from \$19,700 in FY 2020 to \$24,000 in FY 2021. This line item includes funding for ten Department Managers to attend the Upper Midwest Employment Law Institute (\$17,000), arbitration and labor institute conference (\$1,250), Human Resources Assistant conferences (\$700), and Human Resources Director conferences (\$1,850).
14. Software License increased from \$9,964 in FY 2020 to \$10,502 in FY 2021. This line item represents the annual maintenance fee for the online job application software and lock down software for the job application computer.

## **Machinery & Equipment**

1. Equipment replacements includes (\$350):

Human Resources		
Smartphone	\$	350
<b>Total Equipment</b>		
	<b>\$</b>	<b><u>350</u></b>

## **Revenue**

15. Miscellaneous Reimbursements increased from \$9,088 in FY 2020 to \$14,192 in FY 2021. This line item represents the mid-range of actual employee flex plan forfeitures which partially covers the administrative costs of the employee flex plan (\$27,100).
16. Dental Insurance Premium decreased from \$203,416 in FY 2020 to \$177,575 in FY 2021 based on FY 2020 actual. This line item represents employee paid premiums for Dental Insurance and offsets the expense.
17. Revenue received from Enterprise Funds for administrative overhead charges has increased from \$265,324 in FY 2020 to \$349,086 in

# HUMAN RESOURCES DEPARTMENT

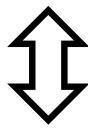
The Human Resources department is committed to providing expertise in attracting, developing and sustaining a high quality workforce committed to excellent services.



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

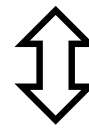
### People

Improve the productivity and efficiency of operations by continuing organizational development and team building with emphasis on development of supervisory staff, improved intra- and inter-departmental effectiveness through the use of collaborative teams and maintenance of management skills and processes.



### Partnerships

The Human Resources Department works with local partners including United Way, Prescott School, Crescent Community Health Center, Maria House, Multicultural Family Center, the Dubuque Area Labor Management Council and the Road to Success/Bridges Initiative.



### Planning

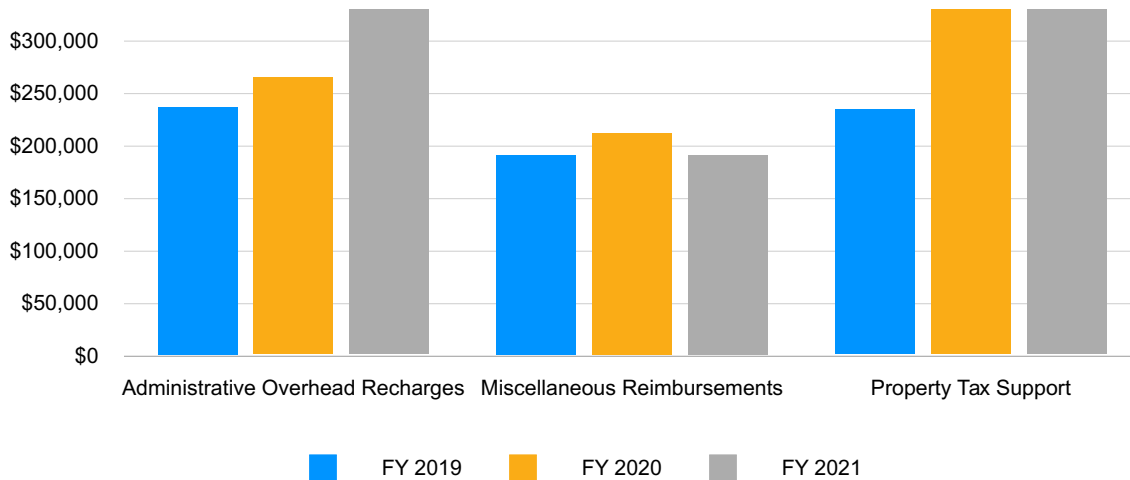
The Human Resources Department works with all City departments to ensure vacancies are filled with engaged, competent, and diverse employees to best carry out City initiatives.



# HUMAN RESOURCES DEPARTMENT

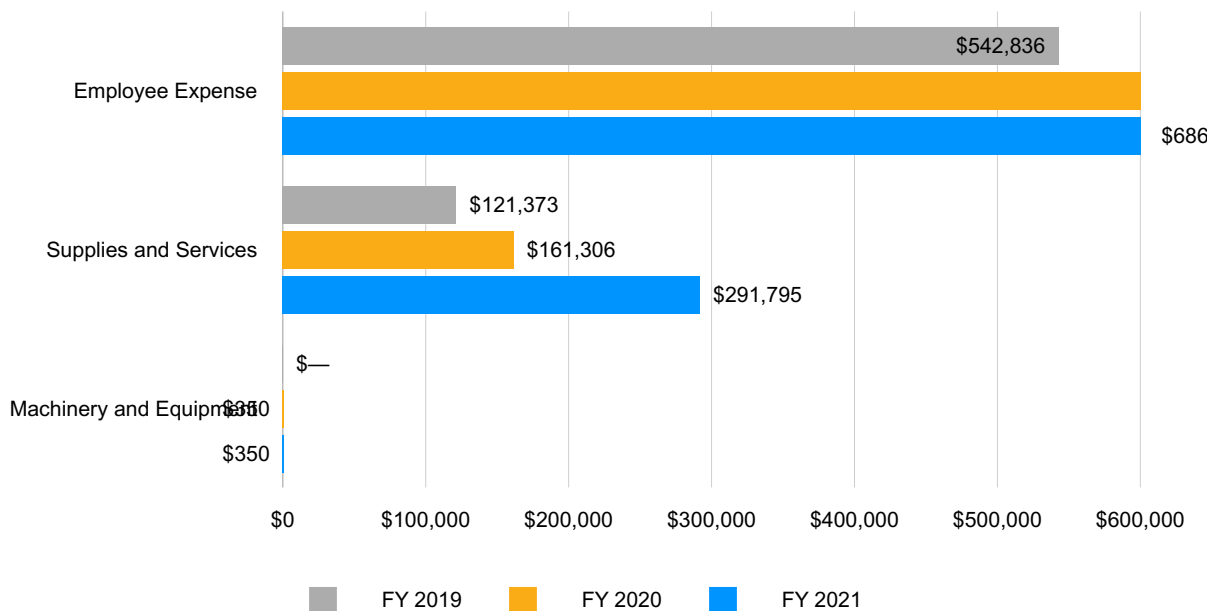
	FY 2019	FY 2020	FY 2021
Full-Time Equivalent	3.63	3.63	4.63

## Resources



The Human Resources Department is supported by 4.63 full-time equivalent employees, which accounts for 70.15% of the department expense as seen below. Overall, the departments' expenses are expected to increase by 9.27% in FY 2021 compared to FY 2020.

## Expenditures by Category by Fiscal Year



# HUMAN RESOURCES DEPARTMENT

## Overview

The City of Dubuque Human Resources Department provides expertise in attracting, developing, and sustaining a high-quality workforce. Responsibilities include:



- Assist departments in talent acquisition, training, and engagement of employees
- Represent the City in collective bargaining with five employee unions and contracts
- Maintain personnel records
- Administer the Employee Manual
- Administer all benefits including health, prescription drug, dental, life, workers' compensation, and disability plans
- Ensure compliance with state and federal employment related laws and regulations

Position Summary	
	FY 2021
Personnel Manager	1.00
Personnel Assistant	1.00
Strategic Workforce Equity Coordinator	1.00
Secretary	1.00
Secretary PT	0.63
<b>Total FT Equivalent Employees</b>	<b>4.63</b>

## Performance Measures

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

- 1 **Dept. Objective: Ensure equal employment opportunities for all employees and applicants for employment.**

Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
Ratio of female:male employees (consistent with City of Dubuque resident make-up)*	<b>51% female to 49% male</b>	37.2% f: 62.7% m	37.5% f: 62.5% m	26.9% f: 63.1% m	
% of non-White applicants of total applicants*	<b>&gt;8% (non-white)</b>	6.3% non-white	6.5% non-white	6.6% non-white	

- 2 **Dept. Objective: Ensure equal employment opportunities for all employees and applicants for employment.**

# Average years of service of retirees	<b>N/A</b>	29.10	32.46	32.5	<b>N/A</b>
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\*Totals include ONLY employees/applicants who responded to optional demographic questionnaire.

# HUMAN RESOURCES DEPARTMENT

## Performance Measures

### Employee Data Tables

#### Employees

Employee Demographics (Fiscal Year 2019)										
Male					Female					Total All Columns
White	Black	Hispanic	Asian or Pacific Islander	American Indian or Alaskan Native	White	Black	Hispanic	Asian or Pacific Islander	American Indian or Alaskan Native	
652	18	16	3	1	380	27	7	—	—	1,104

#### Coming & Going

	FY2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019
Retirements	14	31	19	16	21	22	20	13
Vacancies	90	86	88	82	81	55	114	146
Applications Processed	5,407	5,360	3,761	3,349	4,223	2,547	3,099	4,191
Civil Service Applications	862	1,138	1,085	863	714	702	633	565

#### Applicants

Employment Applications	White	Black	Hispanic	Asian or Pacific Islander	American Indian or Alaskan Native	Unknown	Other
July 2018 through June 2019	3384	286	134	76	10	220	75
New Hires							
July 2018 through June 2019	323	27	6	3	0	0	0

## Recommended Operating Revenue Budget - Department Total

### 67 - PERSONNEL

Fund	Account	Account Title	FY18 Actual Revenue	FY19 Actual Revenue	FY20 Adopted Budget	FY21 Recomm'd Budget
100	53201	REFUNDS	0	50	0	0
100	53550	SELF INSURANCE PREMIUMS	168,999	177,575	203,416	177,575
100	53605	MISCELLANEOUS REVENUE	9,088	14,192	9,088	14,192
100	53620	REIMBURSEMENTS-GENERAL	18	1	0	0
<b>53</b>	<b>MISCELLANEOUS</b>	<b>- Total</b>	<b>178,106</b>	<b>191,818</b>	<b>212,504</b>	<b>191,767</b>
100	59610	FR WPC OPERATING	81,325	83,278	87,694	115,592
100	59620	FR STORMWATER OPERATING	18,738	19,503	24,246	34,677
100	59630	FR PARKING OPERATING	9,356	9,535	11,387	15,030
100	59640	FR WATER UTILITY	4,974	14,990	19,003	18,497
100	59670	FR REFUSE COLLECTION	66,402	68,580	79,145	107,499
100	59940	FR DMASWA	40,663	41,639	43,849	57,791
<b>59</b>	<b>TRANSFER IN AND INTERNAL</b>	<b>- Total</b>	<b>221,458</b>	<b>237,525</b>	<b>265,324</b>	<b>349,086</b>
<b>PERSONNEL</b>	<b>- Total</b>		<b>399,564</b>	<b>429,343</b>	<b>477,828</b>	<b>540,853</b>



## Recommended Operating Expenditure Budget - Department Total

### 67 - PERSONNEL

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
100	61010	FULL-TIME EMPLOYEES	231,819	236,517	240,672	329,240
100	61020	PART-TIME EMPLOYEES	23,823	26,980	24,728	27,800
100	61050	OVERTIME PAY	1,520	2,515	0	0
100	61091	SICK LEAVE PAYOFF	0	0	112,000	11,032
100	61095	PARENTAL LEAVE	0	0	47,015	0
100	61096	50% SICK LEAVE PAYOUT	0	0	0	1,152
100	61310	IPERS	22,953	25,111	25,054	33,705
100	61320	SOCIAL SECURITY	18,543	19,161	20,303	28,244
100	61410	HEALTH INSURANCE	47,700	42,930	32,508	49,184
100	61411	INSURANCE PREMIUM	184,924	163,768	203,416	177,575
100	61413	ADMINISTRATION COSTS	24,276	24,836	27,100	27,100
100	61415	WORKMENS' COMPENSATION	927	834	695	863
100	61416	LIFE INSURANCE	184	184	183	311
100	61660	EMPLOYEE PHYSICALS	0	0	200	200
<b>61 - WAGES AND BENEFITS</b>			<b>556,668</b>	<b>542,836</b>	<b>733,874</b>	<b>686,406</b>
100	62010	OFFICE SUPPLIES	2,491	3,765	3,066	3,840
100	62030	POSTAGE AND SHIPPING	2,520	2,887	2,487	3,176
100	62031	PROCESSING MATERIALS	288	200	318	200
100	62061	DP EQUIP. MAINT CONTRACTS	1,403	1,668	1,417	1,755
100	62090	PRINTING & BINDING	0	209	680	224
100	62110	COPYING/REPRODUCTION	1,385	1,956	1,482	2,492
100	62130	LEGAL NOTICES & ADS	0	6,188	500	500
100	62170	SUBSCRIPTIONS-BOOKS-MAPS	1,448	1,356	1,314	1,349
100	62190	DUES & MEMBERSHIPS	1,024	404	949	1,150
100	62208	GENERAL LIABILITY INSURAN	1,918	2,027	2,165	2,128
100	62209	FIDUCIARY LIABILITY	2,904	3,978	3,902	3,902
100	62310	TRAVEL-CONFERENCES	0	139	19,700	24,000
100	62320	TRAVEL-CITY BUSINESS	652	1,436	2,500	19,535
100	62360	EDUCATION & TRAINING	13,581	13,358	28,500	111,658
100	62421	TELEPHONE	873	1,055	827	1,720
100	62436	RENTAL OF SPACE	504	462	528	1,548
100	62660	DATA PROCESSING	4,137	4,274	4,162	4,162
100	62663	SOFTWARE LICENSE EXP	9,550	9,988	9,964	10,502
100	62667	DATA SERVICES	0	0	0	120
100	62697	LABOR RELATIONS	1,161	1,943	3,000	3,000
100	62716	CONSULTANT SERVICES	47,940	47,688	56,475	78,775
100	62717	CRIMINAL BACKGROUND CHECK	14,370	16,334	17,370	16,059
100	62731	MISCELLANEOUS SERVICES	20	57	0	0
<b>62 - SUPPLIES AND SERVICES</b>			<b>108,170</b>	<b>121,373</b>	<b>161,306</b>	<b>291,795</b>
100	71211	DESKS/CHAIRS	1,269	0	0	0
100	72418	TELEPHONE RELATED	291	0	350	350
<b>71 - EQUIPMENT</b>			<b>1,560</b>	<b>0</b>	<b>350</b>	<b>350</b>
<b>67 - PERSONNEL TOTAL</b>			<b>666,399</b>	<b>664,209</b>	<b>895,530</b>	<b>978,551</b>

## Recommended Expenditure Budget Report by Activity & Funding Source

67 - PERSONNEL

### WORKFORCE DEVELOPMENT - 67300

#### FUNDING SOURCE: GENERAL

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	—	—	350
SUPPLIES AND SERVICES	—	—	15,125
WAGES AND BENEFITS	—	—	97,860
<b>WORKFORCE DEVELOPMENT</b>	<b>—</b>	<b>—</b>	<b>113,335</b>
<b>HUMAN RESOURCES</b>	<b>- 72700</b>		

#### FUNDING SOURCE: GENERAL

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	0	350	0
SUPPLIES AND SERVICES	121,373	161,306	276,670
WAGES AND BENEFITS	542,836	733,874	588,546
<b>HUMAN RESOURCES</b>	<b>664,209</b>	<b>895,530</b>	<b>865,216</b>
<b>PERSONNEL TOTAL</b>	<b>\$664,208.54</b>	<b>\$895,530.00</b>	<b>\$978,551.00</b>

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

**67 HUMAN RESOURCES DEPT.**

FD	JC	WP-GR	JOB CLASS	FY 2019		FY 2020		FY 2021	
				FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
61010 Full Time Employee Expense									
100	9300	GE-41	HUMAN RESOURCES DIRECTOR	1.00	\$ 117,281	1.00	\$ 119,966	1.00	\$ 134,301
100		GE-33	STRATEGIC WORKFORCE EQUITY COORD.	0.00	\$ —	0.00	\$ —	1.00	\$ 72,893
100	9100	GE-31	HUMAN RESOURCES ASSISTANT	1.00	\$ 69,642	1.00	\$ 71,235	1.00	\$ 72,018
100	225	GE-25	SECRETARY	1.00	\$ 48,372	1.00	\$ 49,471	1.00	\$ 50,028
TOTAL FULL TIME EMPLOYEES				3.00	\$ 235,295	3.00	\$ 240,672	4.00	\$ 329,240
61020 Part Time Employee Expense									
100	225	GE-25	SECRETARY	0.63	\$ 23,920	0.63	\$ 24,728	0.63	\$ 27,800
TOTAL PART TIME EMPLOYEES				0.63	\$ 23,920	0.63	\$ 24,728	0.63	\$ 27,800
TOTAL HUMAN RESOURCES DEPT				3.63	\$ 259,215	3.63	\$ 265,400	4.63	\$ 357,040

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

ACCT	FD	JC	WP-GR	POSITION CLASS	FY 2019		FY 2020		FY 2021		
					FTE	BUDGET	FTE	BUDGET	FTE	BUDGET	
Human Resources - FT General Fund											
10072700	61010	100	225	GE-25	SECRETARY	1.00	\$ 48,372	1.00	\$ 49,471	1.00	\$ 50,028
10072700	61010	100	9300	GE-41	HUMAN RESOURCES DIRECTOR	1.00	\$ 117,281	1.00	\$ 119,966	1.00	\$ 134,301
10072700	61010	100	9100	GE-31	HUMAN RESOURCES ASSISTANT	1.00	\$ 69,642	1.00	\$ 71,235	1.00	\$ 72,018
Total						3.00	\$235,295	3.00	\$ 240,672	3.00	\$256,347
Human Resources - PT General Fund											
10072700	61020	100	225	GE-25	SECRETARY	0.63	\$ 23,920	0.63	\$ 24,728	0.63	\$ 27,800
Total						0.63	\$ 23,920	0.63	\$ 24,728	0.63	\$ 27,800
Workforce Development - FT General Fund											
10067300	61010	100		GE-33	STRATEGIC WORKFORCE EQUITY COORD.	0.00	\$ —	0.00	\$ —	1.00	\$ 72,893
						0.00	\$ —	0.00	\$ —	1.00	\$ 72,893
TOTAL HUMAN RESOURCES DEPT.						3.63	\$259,215	3.63	\$ 265,400	4.63	\$357,040

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# **Public Information Office**

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## PUBLIC INFORMATION OFFICE

<b>Budget Highlights</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Budget</b>	<b>FY 2021 Requested</b>	<b>% Change From FY 2020 Budget</b>
<u>Expenses</u>				
Employee Expense	317,957	508,437	533,131	4.9%
Supplies and Services	119,913	172,708	175,932	1.9%
Machinery and Equipment	4,493	2,696	996	-63.1%
Total	442,363	683,841	710,059	3.8%
<u>Resources</u>				
Administrative Overhead Recharges	80,820	104,444	137,162	31.3%
Misc. Reimbursements	569	52	—	0.0%
Stormwater Charges	—	70,313	71,750	2.0%
Cable TV Charges	282,112	319,099	311,282	-2.4%
Total	363,501	493,908	520,194	5.3%
Property Tax Support	78,862	189,933	189,865	-68
Percent Increase (Decrease)				-0.04%
<b>Personnel - Authorized FTE</b>	<b>5.00</b>	<b>6.38</b>	<b>6.50</b>	

### Improvement Package Summary

#### **Geographic Information Systems**

##### **1 of 1**

This improvement level decision package request is for a license of ESRI's Enterprise Advantage Program (EEAP). The EEAP has three components: Technical Advisory Hours, Learning and Service Credits, and baseline EEAP functions of a yearly planning session, technical work plan, and quarterly technology webcasts. The City of Dubuque has a mature and capable team with vision and leadership support, but lacks a strategic plan, the services to support implementation, and guidance to stay on track. An EEAP will help the GIS Office organize and put together a strategy on how to methodically tackle its goals using services and training where needed. This will enable the GIS Office to rely on more robust technical support, tackle tasks quickly and efficiently, and enable the GIS Office to grow and improve the City of Dubuque.

The program includes 50 learning and service credits and 50 technical advisor hours per year. The City of Dubuque will be assigned a Technical Advisor by ESRI. This technical advisor will facilitate a one-day annual planning meeting attended by key ESRI and City of Dubuque stakeholders. The Technical Work Plan is a collaboratively developed document designed to drive the City's implementation through the definition of the City's GIS vision, goals, and objectives. Quarterly technology webcasts include access to webcasts delivered by specialists representing various geospatial technology topics.

Related Cost:	\$52,000	Tax Funds	Recurring	<b>Recommend - No</b>
Related Revenue:	\$21,840	Administrative Overhead	Recurring	
Net Property Tax Cost:	<u>\$30,160</u>			
Property Tax Impact:	<u>\$0.0119</u>	0.11%		
Activity: Geographic Information Services				



## Significant Line Items

### Employee Expense

1. FY 2021 employee expense reflects a 1.5% wage package increase.
2. The Iowa Public Employee Retirement System (IPERS) City contribution of 9.44% is unchanged from FY 2020 The employee contribution of 6.29% is unchanged from FY 2020.
3. The City portion of health insurance expense increased from \$921 in FY 2020 to \$1,013 in FY 2021 per month per contract which results in annual cost increase of \$12,610 or 9.99%.

### Supplies & Services

4. Printing and Binding increased from \$55,915 in FY 2020 to \$55,962 in FY 2021. This line item represents the cost of printing six issues of City Newsletter (\$7,200); printing and distribution of City Focus Magazine which includes mailing costs (\$36,000); various print projects (\$2,000); translating City brochures (\$1,000); business cards (\$47), and Bee Branch Watershed materials (\$9,715).
5. Software License Expense increased from \$56,456 in FY 2020 to \$60,711 in FY 2021 based on FY 2020 actual. Civic Plus Website Hosting increased from \$19,660 in FY 2020 to \$20,842 in FY 2021 (6% increase). WebQA Hosting increased from \$28,517 in FY 2020 to \$31,889 in FY 2021 (12% increase).
6. Postage and Shipping increased from \$13,642 in FY 2020 to \$13,785 in FY 2021. Public Information mailings represent \$285 and Bee Branch Watershed mailings represent \$13,500.
7. Promotion is unchanged from \$10,700 in FY 2020 to \$10,700 in FY 2021. This line item represents advertising and promotion expenses for City Expo and other City services.
8. Conferences increased from \$7,600 in FY 2020 to \$8,000 in FY 2021 based on location of conferences and estimated cost. This line item represents cost of conferences for the Public Information Officer, GIS Coordinator, GIS Applications Specialist, and regional conferences for other Public Information Office staff.

### Machinery & Equipment

9. Equipment replacement items include (\$996):

Smartphones (1)	346
Desk Chair	650
<b>Total Equipment</b>	<b>996</b>

### Revenue

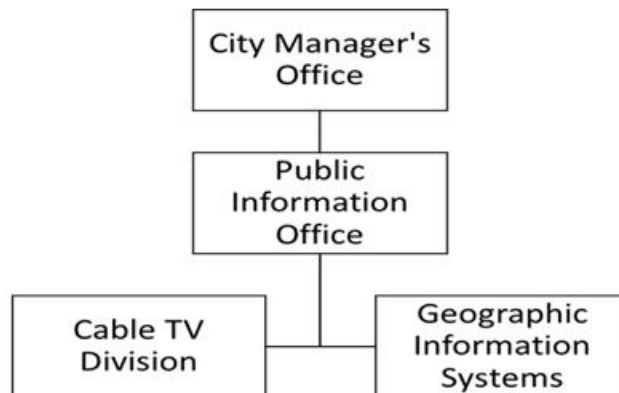
10. Revenue received from Enterprise Funds for administrative overhead charges increased from \$104,444 in FY 2020 to \$137,162 in FY 2021 and represents recharges for Geographic Information Services (GIS).

# PUBLIC INFORMATION OFFICE

The City of Dubuque Public Information Office (PIO) facilitates an accurate and consistent flow of public information to the City's various constituencies to increase public awareness about the activities, programs, and services provided by the City of Dubuque.

## Mission & Services

The Public Information Office communicates the goals and activities of city government to the city's many publics, both internal and external. The Public Information Office oversees the Cable TV Coordinator and Geographic Information System (GIS) Coordinator/Analyst. Services provided by the Public Information Office include publications and graphic design, online presence management, media relations, special events, and Bee Branch Watershed Flood Mitigation Project communications.



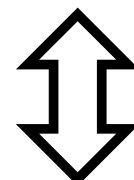
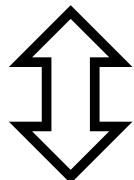
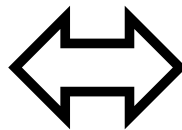
## SUCCESS IS ABOUT PEOPLE, PLANNING AND PARTNERSHIPS LEADING TO OUTCOMES

### PEOPLE

Public Information Office staff serve on Leadership Team, the Employee Recognition Committee, Travel Dubuque Advisory Board, Intercultural Communications Marketing Team, and the Local Emergency Preparedness Committee.

### PLANNING

The Public Information Office supports all departments/divisions in planning activities to promote their programs and activities and assists with promoting engagement opportunities and tools to provide public input into those processes.



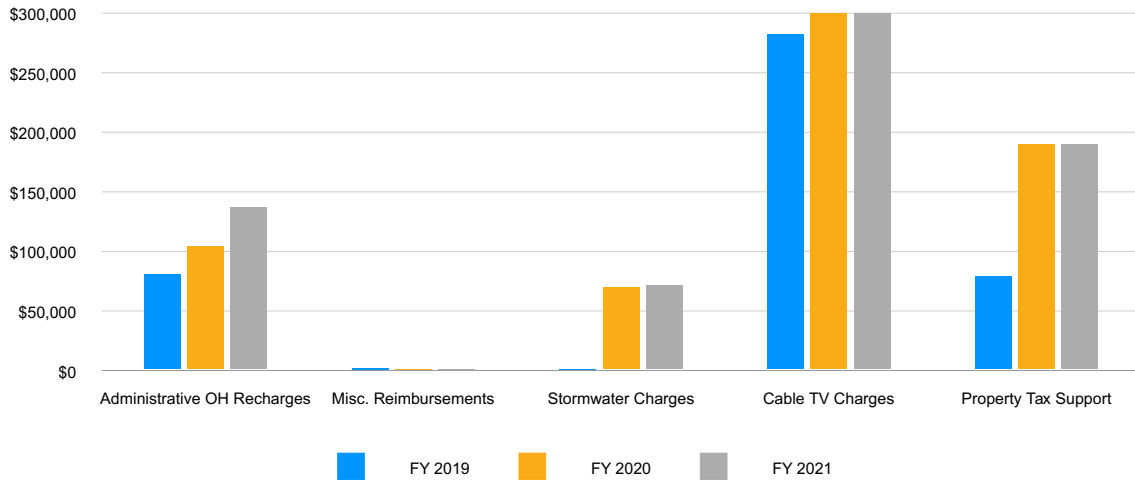
### PARTNERSHIPS

The Public Information Office partners daily with other City departments and divisions and frequently collaborates with Greater Dubuque Development Corporation, the Community Foundation of Greater Dubuque, Travel Dubuque, and other strategic partners.

# PUBLIC INFORMATION OFFICE

	FY 2019	FY 2020	FY 2021
Full-Time Equivalent	2.75	3.63	3.75

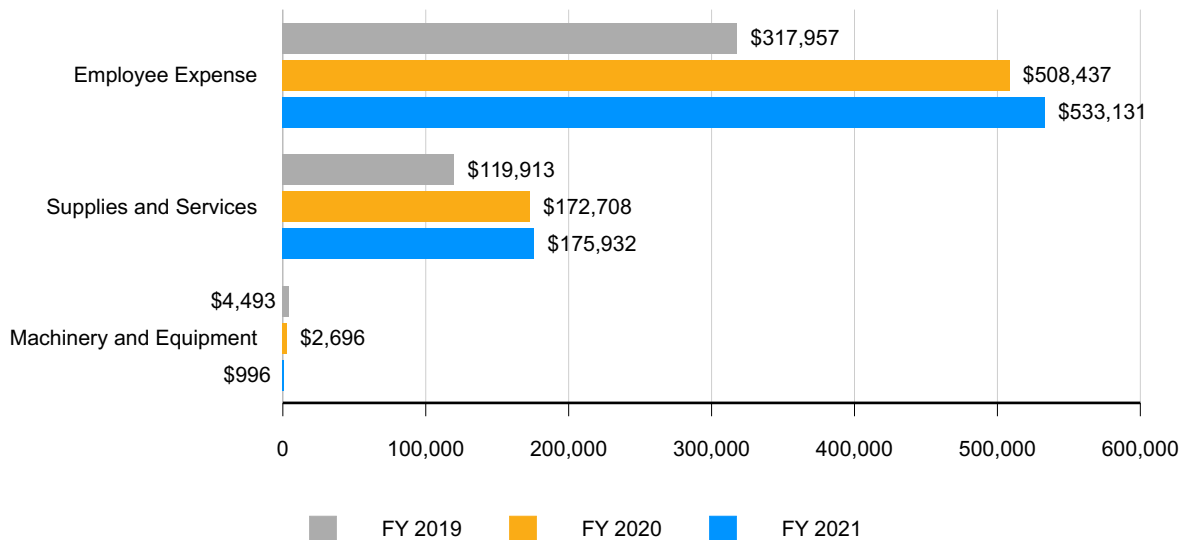
## Resources and Property Tax Support



Includes Public Information Office and Geographic Information Systems.

The Public Information Office is supported by 6.50 full-time equivalent employees, which accounts for 75.08% of the department expense as seen below. Overall, the departments' expenses are expected to increase by 3.83% in FY 2021 compared to FY 2020.

## Expenditures by Category by Fiscal Year








# PUBLIC INFORMATION OFFICE

Position Summary	
	FY 2021
PUBLIC INFORMATION OFFICER	1.00
COMMUNICATIONS SPECIALIST	0.75
COMMUNICATIONS SPECIALIST	0.25
COMMUNICATIONS ASSISTANT	1.00
COMMUNICATIONS SPECIALIST	0.75
<b>Total FT Equivalent Employees</b>	<b>3.75</b>




## Performance Measures

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



- 1 **Dept. Objective: Promote the services, programs, projects, and initiatives of the City through diverse mediums.**

Performance Measure (KPI)	Target	FY17 Actual	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
# of Facebook Followers	+25% annually	1,910	2,738 (+43%)	4,469 (+63%)	5,586 (+25%)	
Facebook Total Reach	+10% annually	NA	439,669	1,325,118 (+201%)	1,457,630 (+10%)	
# of Twitter Followers	+15% annually	3,320	3,800 (+15%)	4,006 (+5%)	4,607 (+15%)	
Tweet Impressions	+10% annually	NA	477,500	422,600 (-12%)	464,860 (+10%)	
# of NotifyMe Subscribers to News Releases	+10% annually	792	810 (+2%)	823 (+2%)	905 (+10%)	

- 2 **Dept. Objective: Maintain an updated, comprehensive, and interactive City website for residents and stakeholders to access information and communicate with City staff and elected officials.**

Homepage Page Views	+2% annually	NA	561,281	586,917 (+5%)	598,655 (+2%)	
# Service Requests processed through WebQA	+2% annually	NA	20,911	22,429 (+7%)	22,878 (+2%)	
% of Service Requests submitted directly by citizens via	+2% annually	NA	15.2%	17% (+2%)	19% (+2%)	

- 3 **Dept. Objective: Provide timely and accurate information related to the Bee Branch Creek Watershed Flood Mitigation Project to residents and businesses directly impacted by the project**

# of Facebook Followers	+10% annually	NA	662	876 (+32%)	964 (+10%)	
# Notify Me subscribers to Bee Branch news	+5% annually	459	541 (+18%)	550 (+2%)	578 (+5%)	

# PUBLIC INFORMATION OFFICE

## Top Search Terms Used on City of Dubuque Website

	FY2017	FY2018	FY2019
#1	CODI	Eagle Point Park	Eagle Point Park
#2	Eagle Point Park	Flora Pool	Housing
#3	Shot Tower	Housing	Parking
#4	Swim Lessons	Shot Tower	Jobs
#5	Housing Choice Voucher	Swim Lessons	Swim Lessons
#6	Bee Branch	Jobs	Garbage
#7	Housing	Parking	Shot Tower
#8	Waiting List	CODI	Bids
#9	Staff Directory	Arrests	Flora Pool
#10	Parking	Hotels	Employment

## Top Pages Visited on City of Dubuque Website (excluding homepage)

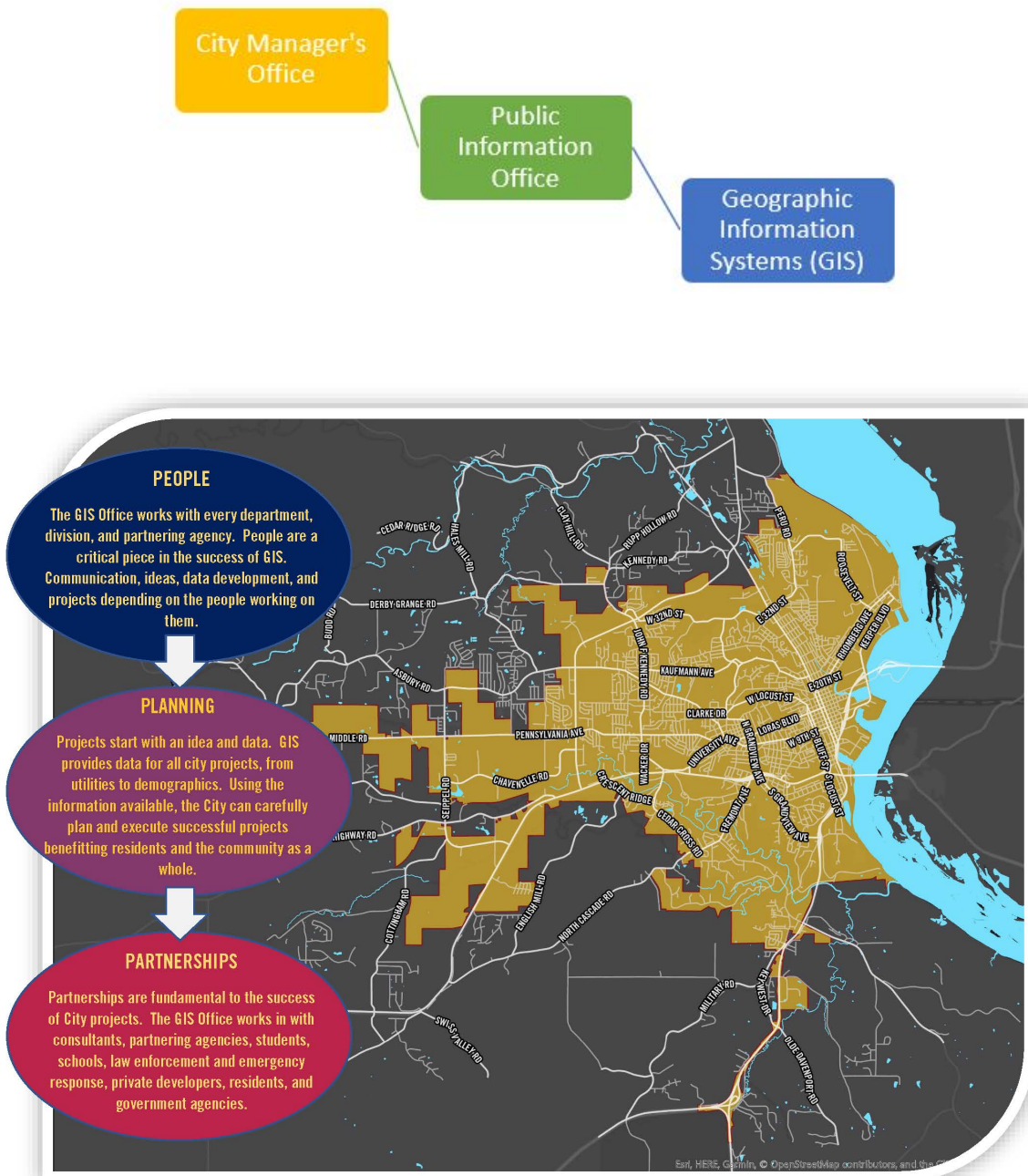
	FY2017	FY2018	FY2019
#1	Leisure Services	Job Opportunities	Leisure Services
#2	Job Opportunities	Leisure Services	Pay a Bill or Fine
#3	Police	Pay a Bill or Fine	Utility Billing
#4	Pay a Bill or Fine	Utility Billing	Dubuque Employment Opportunities
#5	Dubuque Employment Opportunities	Police	Job Opportunities
#6	Utility Billing	The Jule	The Jule
#7	The Jule	Dubuque Employment Opportunities	Police
#8	Citizen Support Center	Miller Riverview Park & Campground	Eagle Point Park
#9	Eagle Point Park	Eagle Point Park	Miller Riverview Park & Campground
#10	Miller Riverview Park & Campground	Flora Park Swimming Pool	Flora Park Swimming Pool

# GEOGRAPHIC INFORMATION SYSTEMS (GIS)

## (Maps & Data)

### Mission & Services

The Geographic Information Systems (GIS) Office is responsible for the supervision, development, use, and maintenance of the City's Geographic Information System, and coordinates these duties with other City departments, partners to City projects, other government groups and private sector businesses. The GIS office provides a large service level to the City organization.



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

- 1 **Dept. Objective: Leverage GIS as a data management software to accurately and consistently tract City assets and community information.**

Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
Annual Address Updates	N/A	731	691	560	N/A
Data, Map, and Application Requests	N/A	166	186	205	N/A

- 2 **Dept. Objective: Assist City departments in GIS application development to streamline workflows, centralize citywide data collection, and collaborate across organization outcomes.**

Applications in GIS	N/A	N/A	326	400	N/A
Number of Departments Using GIS as a tool	N/A	N/A	17	19	N/A

- 3 **Dept. Objective: Produce interactive and engaging content to improve customer service.**

Website hits to zoning map	N/A	1,201	1,590	1,980	N/A
New public facing web map applications	N/A	1	3	10	N/A

Position Summary	
	FY 2021
GIS APPLICATIONS SPECIALIST	1.00
GIS COORDINATOR	1.00
ARCHITECTURAL INTERN	0.50
GIS INTERN - SEASONAL	0.25
<b>Total FT Equivalent Employees</b>	<b>2.75</b>

## Recommended Operating Revenue Budget - Department Total

### 69 - PUBLIC INFORMATION OFFICE

Fund	Account	Account Title	FY18 Actual Revenue	FY19 Actual Revenue	FY20 Adopted Budget	FY21 Recomm'd Budget
800	53530	SPECIALIZED SERVICES	0	0	70,313	71,750
100	53620	REIMBURSEMENTS-GENERAL	30	505	30	0
290	53620	REIMBURSEMENTS-GENERAL	22	64	22	0
<b>53</b>	<b>MISCELLANEOUS</b>	<b>- Total</b>	<b>52</b>	<b>569</b>	<b>70,365</b>	<b>71,750</b>
100	59610	FR WPC OPERATING	22,847	34,360	41,355	54,429
100	59620	FR STORMWATER OPERATING	5,264	8,047	11,435	16,329
100	59630	FR PARKING OPERATING	2,629	3,934	5,370	7,076
100	59640	FR WATER UTILITY	1,397	6,184	8,961	8,709
100	59670	FR REFUSE COLLECTION	18,655	28,295	37,323	50,619
<b>59</b>	<b>TRANSFER IN AND INTERNAL</b>	<b>- Total</b>	<b>50,792</b>	<b>80,820</b>	<b>104,444</b>	<b>137,162</b>
<b>PUBLIC INFORMATION OFFICE - Total</b>			<b>50,844</b>	<b>81,389</b>	<b>174,809</b>	<b>208,912</b>



## Recommended Operating Expenditure Budget - Department Total

### 69 - PUBLIC INFORMATION OFFICE

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
100	61010	FULL-TIME EMPLOYEES	72,690	96,034	143,205	194,747
290	61010	FULL-TIME EMPLOYEES	95,599	97,042	123,822	95,115
620	61010	FULL-TIME EMPLOYEES	9,392	0	0	0
800	61010	FULL-TIME EMPLOYEES	0	0	30,727	31,189
100	61020	PART-TIME EMPLOYEES	0	0	36,376	0
290	61020	PART-TIME EMPLOYEES	42,704	42,348	22,659	45,477
100	61030	SEASONAL EMPLOYEES	8,977	2,551	34,573	34,964
100	61050	OVERTIME PAY	167	0	0	0
100	61310	IPERS	6,981	9,066	20,216	21,684
290	61310	IPERS	12,378	13,159	13,828	13,272
620	61310	IPERS	839	0	0	0
800	61310	IPERS	0	0	2,928	2,972
100	61320	SOCIAL SECURITY	5,656	6,979	16,384	17,574
290	61320	SOCIAL SECURITY	10,275	10,267	11,206	10,755
620	61320	SOCIAL SECURITY	532	0	0	0
800	61320	SOCIAL SECURITY	0	0	2,351	2,386
100	61410	HEALTH INSURANCE	15,900	25,043	24,381	39,962
290	61410	HEALTH INSURANCE	15,900	14,310	16,362	12,296
620	61410	HEALTH INSURANCE	8,425	10	0	0
800	61410	HEALTH INSURANCE	0	0	8,127	9,222
100	61415	WORKMENS' COMPENSATION	354	301	395	568
290	61415	WORKMENS' COMPENSATION	504	433	365	388
620	61415	WORKMENS' COMPENSATION	180	0	0	0
800	61415	WORKMENS' COMPENSATION	0	0	114	0
100	61416	LIFE INSURANCE	55	74	152	179
290	61416	LIFE INSURANCE	73	73	101	73
620	61416	LIFE INSURANCE	14	0	0	0
800	61416	LIFE INSURANCE	0	0	41	41
100	61660	EMPLOYEE PHYSICALS	128	267	124	267
<b>61 - WAGES AND BENEFITS</b>			<b>307,724</b>	<b>317,957</b>	<b>508,437</b>	<b>533,131</b>
100	62010	OFFICE SUPPLIES	396	448	396	448
290	62010	OFFICE SUPPLIES	25	148	400	148
800	62010	OFFICE SUPPLIES	0	0	105	105
290	62030	POSTAGE AND SHIPPING	138	259	142	285
800	62030	POSTAGE AND SHIPPING	0	0	13,500	13,500
290	62050	OFFICE EQUIPMENT MAINT	0	136	0	139
100	62061	DP EQUIP. MAINT CONTRACTS	2,515	2,572	2,212	1,773
290	62061	DP EQUIP. MAINT CONTRACTS	3,562	3,208	3,367	2,699
100	62090	PRINTING & BINDING	0	44	0	47
290	62090	PRINTING & BINDING	32,611	17,012	46,200	46,200
800	62090	PRINTING & BINDING	0	0	9,715	9,715
100	62110	COPYING/REPRODUCTION	34	109	36	109
290	62110	COPYING/REPRODUCTION	829	263	887	900
800	62110	COPYING/REPRODUCTION	0	0	175	175
100	62130	LEGAL NOTICES & ADS	0	1,190	0	0

## Recommended Operating Expenditure Budget - Department Total

### 69 - PUBLIC INFORMATION OFFICE

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
290	62140	PROMOTION	3,000	17,513	10,000	10,000
800	62140	PROMOTION	0	0	700	700
290	62170	SUBSCRIPTIONS-BOOKS-MAPS	0	1	0	0
290	62190	DUES & MEMBERSHIPS	400	400	390	400
800	62190	DUES & MEMBERSHIPS	0	0	50	50
290	62208	GENERAL LIABILITY INSURAN	1,193	1,261	1,346	1,324
100	62310	TRAVEL-CONFERENCES	2,763	3,356	5,000	5,000
290	62310	TRAVEL-CONFERENCES	605	1,868	2,600	3,000
100	62320	TRAVEL-CITY BUSINESS	0	127	572	572
290	62320	TRAVEL-CITY BUSINESS	0	0	780	150
800	62320	TRAVEL-CITY BUSINESS	0	0	330	330
100	62340	MILEAGE/LOCAL TRANSP	21	0	22	0
290	62340	MILEAGE/LOCAL TRANSP	46	0	50	0
800	62340	MILEAGE/LOCAL TRANSP	0	0	30	0
100	62360	EDUCATION & TRAINING	1,270	1,150	2,500	2,500
290	62360	EDUCATION & TRAINING	280	280	730	730
800	62360	EDUCATION & TRAINING	0	0	60	60
100	62421	TELEPHONE	624	732	624	732
290	62421	TELEPHONE	980	870	714	1,104
800	62421	TELEPHONE	0	0	55	0
290	62424	RADIO/PAGER FEE	301	283	313	310
100	62436	RENTAL OF SPACE	504	462	504	462
290	62436	RENTAL OF SPACE	504	462	504	462
100	62627	CAMERA MAINTENANCE	0	0	360	360
290	62645	SPECIAL EVENTS	3,638	3,081	3,500	3,300
800	62645	SPECIAL EVENTS	0	0	500	500
100	62663	SOFTWARE LICENSE EXP	4,560	4,552	4,788	4,734
290	62663	SOFTWARE LICENSE EXP	49,521	53,290	51,113	55,422
800	62663	SOFTWARE LICENSE EXP	0	0	555	555
100	62667	DATA SERVICES	313	338	313	345
290	62667	DATA SERVICES	120	135	120	137
290	62671	MISC. OPERATING SUPPLIES	20	0	0	0
100	62716	CONSULTANT SERVICES	2,322	563	0	0
290	62716	CONSULTANT SERVICES	115	0	2,000	2,000
290	62736	CATERING SERVICES	5,000	3,600	4,000	4,000
800	62736	CATERING SERVICES	0	0	250	250
290	62785	GIFT CARDS	0	200	200	200
<b>62 - SUPPLIES AND SERVICES</b>			<b>118,210</b>	<b>119,913</b>	<b>172,708</b>	<b>175,932</b>
100	71120	PERIPHERALS, COMPUTER	0	0	950	0
100	71124	COMPUTER	0	3,027	0	0
100	71156	FURNITURE	0	1,257	0	0
290	71211	DESKS/CHAIRS	0	0	0	650
290	71550	MISCELLANEOUS EQUIPMENT	240	209	600	0
290	72417	CAMERA RELATED EQUIPMENT	0	0	800	0
100	72418	TELEPHONE RELATED	300	0	346	0

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## Recommended Operating Expenditure Budget - Department Total

### 69 - PUBLIC INFORMATION OFFICE

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
290	72418	TELEPHONE RELATED	291	0	0	346
71 - EQUIPMENT			831	4,493	2,696	996
69 - PUBLIC INFORMATION OFFICE TOTAL			426,764	442,363	683,841	710,059

## Recommended Expenditure Budget Report by Activity & Funding Source

### 69 - PUBLIC INFORMATION OFFICE

#### PUBLIC INFORMATION/GIS - 72300

##### FUNDING SOURCE: CABLE TV

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	4,493	2,696	996
SUPPLIES AND SERVICES	119,913	146,683	149,992
WAGES AND BENEFITS	317,957	464,149	487,321
<b>PUBLIC INFORMATION/GIS</b>	<b>442,363</b>	<b>613,528</b>	<b>638,309</b>
<b>BEE BRANCH COMM SPEC - 72620</b>			

##### FUNDING SOURCE: ENGINEERING SERVICE

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	0	26,025	25,940
WAGES AND BENEFITS	—	44,288	45,810
<b>BEE BRANCH COMM SPEC</b>	<b>—</b>	<b>70,313</b>	<b>71,750</b>
<b>PUBLIC INFORMATION OFFICE TOTAL</b>	<b>442,362.98</b>	<b>683,841</b>	<b>710,059</b>

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

**69 PUBLIC INFORMATION OFFICE DEPT.**

FD	JC	WP-GR	JOB CLASS	FY 2019		FY 2020		FY 2021	
				FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
61010 Full Time Employee Expense									
290	8400	GE-35	PUBLIC INFORMATION OFFICER	1.00	91,971	1.00	94,068	1.00	95,115
800	1950	GE-35	COMMUNICATIONS SPECIALIST	0.75	42,440	0.75	30,727	0.75	31,189
100	1950	GE-35	COMMUNICATIONS SPECIALIST	0.25	14,147	0.25	14,992	0.25	56,898
290	1950	GE-29	COMMUNICATIONS SPECIALIST	0.00	0	0.50	29,754	0.00	0
100		GE-25	COMMUNICATIONS ASSISTANT	0.00	0	0.00	0	1.00	41,739
100		GE-30	GIS APPLICATIONS SPECIALIST	0.50	24,991	1.00	52,295	1.00	61,092
100	8400	GE-33	GIS COORDINATOR	1.00	74,235	1.00	75,918	1.00	76,757
TOTAL FULL TIME EMPLOYEES				3.50	247,784	4.50	297,754	5.00	362,790
61020 Part Time Employee Expense									
100		GE-25	COMMUNICATIONS ASSISTANT	0.00	0	0.75	36,376	0.00	0
290	1950	GE-29	COMMUNICATIONS SPECIALIST	0.75	43,976	0.38	22,659	0.75	23,000
TOTAL PART TIME EMPLOYEES				0.75	43,976	1.13	59,035	0.75	23,000
61030 Seasonal Employee Expense									
100		NA-34	ARCHITECTURAL INTERN	0.50	26,395	0.50	26,996	0.50	27,301
100	2850	NA-37	GIS INTERN - SEASONAL	0.25	7,410	0.25	7,577	0.25	7,663
TOTAL SEASONAL EMPLOYEES				0.75	33,805	0.75	34,573	0.75	34,964
TOTAL PUBLIC INFORMATION OFFICE DEPT				5.00	325,565	6.38	391,362	6.50	420,754

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

ACCT	FD	JC	WP-GR	POSITION CLASS	FY 2019		FY 2020		FY 2021		
					FTE	BUDGET	FTE	BUDGET	FTE	BUDGET	
Public Information - FT Cable TV Fund											
29072300	61010	290	8400	GE-35	PUBLIC INFORMATION OFFICER	1.00	\$ 91,971	1.00	\$ 94,068	1.00	\$ 95,115
29072300	61010	100	1950	GE-29	COMMUNICATIONS SPECIALIST	0.00	\$ —	0.50	\$ 29,754	0.00	\$ —
Total						1.00	\$ 91,971	1.50	\$ 123,822	1.00	\$ 95,115
Public Information - FT General Fund											
10072300	61010	100	8400	GE-35	GIS COORDINATOR	1.00	\$ 74,235	1.00	\$ 75,918	1.00	\$ 76,757
10072300	61010	100	1950	GE-29	COMMUNICATIONS SPECIALIST	0.25	\$ 14,147	0.25	\$ 14,992	0.25	\$ 15,159
10072300	61010	100		GE-25	COMMUNICATIONS ASSISTANT	0.00	\$ —	0.00	\$ —	1.00	\$ 41,739
10072300	61010	100		GE-30	GIS APPLICATIONS SPECIALIST	0.50	\$ 24,991	1.00	\$ 52,295	1.00	\$ 61,092
Total						1.75	\$ 113,373	2.25	\$ 143,205	3.25	\$ 194,747
Public Information - FT Stormwater Fund											
80072620	61010	620	1950	GE-29	COMMUNICATIONS SPECIALIST	0.75	\$ 42,440	0.75	\$ 30,727	0.75	\$ 31,189
Total						0.75	\$ 42,440	0.75	\$ 30,727	0.75	\$ 31,189
Public Information - PT General Fund											
10072300	61020	100		GE-25	COMMUNICATIONS ASSISTANT	0.00	\$ —	0.75	\$ 36,376	0.00	\$ —
Total						0.00	\$ —	0.75	\$ 36,376	0.00	\$ —
Public Information - PT Cable TV Fund											
29072300	61020	100	1950	GE-29	COMMUNICATIONS SPECIALIST	0.75	\$ 43,976	0.38	\$ 22,659	0.75	\$ 23,000
Total						0.75	\$ 43,976	0.38	\$ 22,659	0.75	\$ 23,000
Public Information - Seasonal General Fund											
10072300	61030	100		NA-34	ARCHITECTURAL INTERN	0.50	\$ 26,395	0.50	\$ 26,996	0.50	\$ 27,301
10072300	61030	100	2850	NA-37	GIS INTERN-SEASONAL	0.25	\$ 7,410	0.25	\$ 7,577	0.25	\$ 7,663
Total						0.75	\$ 33,805	0.75	\$ 34,573	0.75	\$ 34,964
TOTAL PUBLIC INFORMATION OFFICE DEPT.						5.00	\$ 325,565	6.38	\$ 391,362	6.50	\$ 379,015

Capital Improvement Projects by Department/Division					
PUBLIC INFORMATION OFFICE					
CIP Number	Capital Improvement Project Title	FY 18 Actual Expense	FY 19 Actual Expense	FY 20 Adopted Budget	FY 21 Recomm'd Budget
1021070	GIS SYSTEM IMPLEMENTATION	—	—	—	—
3501070	GIS SYSTEM IMPLEMENTATION	—	911	—	—
3502624	AUGMENTED DATE SUPPORT SV	20,476	243	—	—
3502625	GEOEVENT PROCESSOR EXT	—	—	—	—
<b>PUBLIC INFORMATION OFFICE TOTAL</b>		<b>20,476</b>	<b>1,154</b>	<b>—</b>	<b>—</b>

# **City Manager**



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## CITY MANAGER'S OFFICE

<b>Budget Highlights</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Budget</b>	<b>FY 2021 Requested</b>	<b>% Change From FY 2020 Budget</b>
<u>Expenses</u>				
Employee Expense	1,085,030	1,167,581	1,230,694	5.4 %
Supplies and Services	272,952	364,981	431,685	18.3 %
Machinery and Equipment	1,642	4,950	1,750	-64.6 %
Total	1,359,624	1,537,512	1,664,129	8.2 %
<u>Resources</u>				
Administrative Overhead Recharges	588,646	684,668	721,224	5.3 %
Sustainability Conference	40,809	39,000	34,000	(12.8)%
Misc. Reimbursements	16,008	8,400	3,468	(58.7)%
CDBG Charges	81,391	98,279	86,028	(12.5)%
Total	726,854	830,347	844,720	1.7 %
Property Tax Support	632,770	707,165	819,409	112,244
Percent Increase (Decrease)				15.9 %
<b>Personnel - Authorized FTE</b>	<b>9.77</b>	<b>9.67</b>	<b>9.67</b>	

## Improvement Package Summary

### 1 of 5

The improvement level decision package request is for trainings and assessments to continue the professional and organizational development work underway to create a more High Performing Organization. In December 2018, the City entered into an Memorandum of Understanding with Cartegraph and completed an employee survey to identify strengths and opportunities for improvement in the six High Performance Organization tenets of effective and innovative teams; efficient processes; measurable, actionable results; clarity & accountability; engaged citizens, and an equitable organization. Since then, a group of approximately 40 High Performing Government Ambassadors have been trained and are implementing process improvement, team building, and other work across the organization. Early results include financial savings, staff time freed up to accomplish other activities, and improved employee morale and customer service. In order to build staff capacity and institutionalize these changes, additional funding is requested as follows: 1) \$6,000 to send one staff to the Leading, Educating and Developing (LEAD) training at the Cooper Center for Public Service at the University of Virginia. The program offers an integrated approach to professional development for local government leaders and managers. It consists of a one-week class with government leaders from many different communities and focuses on developing leadership and management skills. Themes covered include creating a High Performing Organization, cultivating democratic values, facilitated team learning, workforce engagement, emotional intelligence, and micro-business development in local government. 2) \$3,600 to send two staff to the Alliance for Innovation Transforming Local Government conference in order to develop their skills in innovation and change management. City staff have attended both trainings in FY20 and found them highly valuable. 3) \$5,000 to fund additional High Performing Government Ambassador and Leadership Team training in areas identified as opportunities for improvement in the employee survey. 4) \$300 for any new Leadership Team members to take the Strengthsfinder (TM) assessment. The team building and innovation work the High Performance Government Ambassadors have completed is a strengths-based approach to work, and the assessment is key to understanding and improving upon our

Leadership Team members' strengths. This request supports the City Council goal of Financially Responsible, High-Performance City Organization.

Related Cost:	\$14,900	Tax Funds	Non-Recurring	<b>Recommend - Yes</b>
Related Revenue:	\$ 7,499	Administrative Overhead	Non-Recurring	
Net Property Tax Cost:	<u>\$ 7,401</u>			
Property Tax Impact:	<u>\$0.0029</u>	0.03%		

Activity: City Manager's Office

## 2 of 5

This improvement level decision package request is to increase the City Managers Office education & training line item. The line has traditionally been used for training opportunities for only the staff in the City Managers Office. Most recently, the line has also been used to hire outside agencies to conduct various trainings related to compliance and organizational culture, such as the sexual harassment and civility in the workplace training that were offered in FY20. The requested \$7,000 is based off of the actual cost to hire Employee & Family Resources, the City's employee assistance program provider, to conduct one one-hour training for all City employees, but could be used for any training deemed appropriate by the City Manager and Human Resources Director. This request supports the City Council goal of Financially Responsible, High-Performance City Organization.

Related Cost:	\$ 7,000	Tax Funds	Recurring	<b>Recommend - Yes</b>
Related Revenue:	\$ 3,523	Administrative Overhead	Recurring	
Net Property Tax Cost:	<u>\$ 3,477</u>			
Property Tax Impact:	<u>\$0.0014</u>	0.01%		

Activity: City Manager's Office

## 3 of 5

This improvement level decision package request would provide funding to develop an annual performance evaluation and professional development program for department managers. Department managers' responsibilities vary significantly and require a combination of leadership and management skills. 360 evaluations would provide the opportunity for the City Manager, department managers' peers, employees, and partners to provide constructive feedback. The results of the evaluations would be used to develop personalized performance improvement, or coaching, plans for each manager. Coaching or other professional expertise may be identified, based on the needs of the individual. This improvement plan would provide funding for half of department managers (26 total) to complete an evaluation each year and receive coaching or professional development opportunities based on their needs. This request supports the City Council goal of Financially Responsible, High-Performance City Organization.

Related Cost:	\$61,100	Tax Funds	Recurring	<b>Recommend - Yes</b>
Related Revenue:	\$30,752	Administrative Overhead	Recurring	
Net Property Tax Cost:	<u>\$30,348</u>			
Property Tax Impact:	<u>\$0.0119</u>	0.11%		

Activity: City Manager's Office

## 4 of 5

This improvement level decision package request is for outreach, education and empowerment activities related to the Climate Action Plan. This request is to fund capacity building in marginalized communities while addressing City greenhouse gas emissions reduction goal. This funding would allow building engaging, dynamic, cross-cultural collaborations and initiatives to address environmental, economic, and

equity issues outlined in the Climate Action Plan through creative engagement and education strategies. It will build trust and partnerships around climate action while engaging businesses, nonprofits, schools, faith communities and community members as partners to begin implementation of the climate action plan at the community level. The update to the Climate Action Plan will be completed in the Spring 2020. The City will need residents educated and engaged to move the climate action work forward so that momentum is not lost. The City has committed to center equity in all work and needs to educate residents on what the body of work is, why it is important and how to further this work through partnership. The Community Action Plan outreach work will focus on reducing disparities and increasing equity.

Related Cost:	\$25,000	Tax Funds	Non-Recurring	<b>Recommend - No</b>
Related Revenue:	\$12,583	Administrative Overhead	Non-Recurring	
Net Property Tax Cost:	<u>\$12,417</u>			
Property Tax Impact:	\$0.0049	0.05%		
Activity: Sustainability				

## 5 of 5

This improvement level decision package would provide funding for the Washington Neighborhood Community Garden. The Washington Neighborhood is open to all families in the neighborhood, providing a space where they can grow produce and build relationships among one another. Garden coordinators have worked in recent years to establish and sustain more authentic engagement in the neighborhood moving forward. Ideally, more individuals from the neighborhood would be involved with different roles to accomplish the scope of this work, distributing efforts and increasing reach and relationships with those who have not been engaged to date. Funding requested includes \$7,200 for a Garden Manager (30 hrs/month for 12 months) and \$4,500 for an Assistant Manager (25 hrs/month for 9 months) who would plan crops, grant write, coordinate volunteer efforts, manage the garden, and ensure produce is allocated to the volunteers and neighborhood. The request also includes \$5,000 for supplies and plans and \$500 for liability insurance for a total request of \$17,200. This request supports the City Council goal of Livable Neighborhoods & Housing.

Related Cost:	\$17,200	Tax Funds	Recurring	<b>Recommend - No</b>
Property Tax Impact:	\$0.0068	0.07%		
Activity: Neighborhood Development				

## Significant Line Items

### Employee Expense

1. FY 2021 employee expense reflects a 1.5% wage package increase.
2. The Iowa Public Employee Retirement System (IPERS) City contribution of 9.44% is unchanged from FY 2020 The employee contribution of 6.29% is unchanged from FY 2020.
3. The City portion of health insurance expense increased from \$921 in FY 2020 to \$1,013 in FY 2021 per month per contract which results in an annual cost increase of \$8,719 annually or 9.99%.
4. Overtime expense is unchanged from \$3,400 FY 2020 to \$3,400 in FY 2021. FY 2019 Actual was \$10,346.

5. Five-Year Retiree Sick leave payout increased from \$0 in FY 2020 to \$2,636 in FY 2021.
6. 50% Sick Leave Payout increased from \$0 in FY 2020 to \$11,149 in FY 2021 based on FY 2020 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. Conferences increased from \$45,116 in FY 2020 to \$45,187 in FY 2021 based on estimated cost. This line item represents conferences attended by the City Manager, Assistant City Managers, International City/County Management Association Fellow, Office Manager, and Neighborhood Specialist.
8. Employee Recognition Luncheon expense is unchanged from \$17,000 in FY 2020 to \$17,000 in FY 2021. This line item represents both the employee recognition luncheon and SPIRIT awards.
9. Pay to Other Agency is unchanged from \$52,290 in FY 2020 to \$52,290 in FY 2021. This line item includes Special Events Grants \$3,500 ; Sustainable Dubuque Collaborative Community Grants \$25,000 ; GreenCorps Local Match \$8,000, and Washington Tool Library \$15,790.
10. Neighborhood Grants unchanged from \$24,560 in FY 2020 to \$24,560 in FY 2021. This line item represents grants for neighborhood clean up and beautification, communications, neighborhood improvement projects and community building initiatives.
11. Consultant Services is decreased from \$48,000 in FY 2020 to \$35,000 in FY 2021. This line item represents annual goal setting for City Council and department managers (\$35,000) and a bi-annual community survey next scheduled for Fiscal Year 2022 (-\$13,000).
12. City Business Travel is unchanged from \$26,754 in FY 2020 to \$26,754 in FY 2021. This line item represents the travel cost for official City business which includes Northeast Iowa Regional Managers meetings, Washington D.C. and Des Moines legislative trips, and the cost of travel liability insurance of all department and division managers.
13. Speakers/Programs is unchanged from \$34,530 in FY 2020 to \$34,530 in FY 2021. This line item represents the expense for the Growing Sustainable Communities Conference and is mostly offset by the registration fees received for the conference. Net cost to the City is -\$530.
14. Dues and Memberships increased from \$28,442 in FY 2020 to \$29,098 in FY 2021 based on FY 2020 actual.
15. Education and Training is increased from \$15,505 in FY 2020 to \$98,505 in FY 2021. This line item represents Dale Carnegie training for Department Managers, annual training for the Assistant City Managers and Office Manager, and Iowa Women's Leadership Conference registrations for Leadership Team.

## Machinery & Equipment

16. Equipment replacement items include (\$1,750):

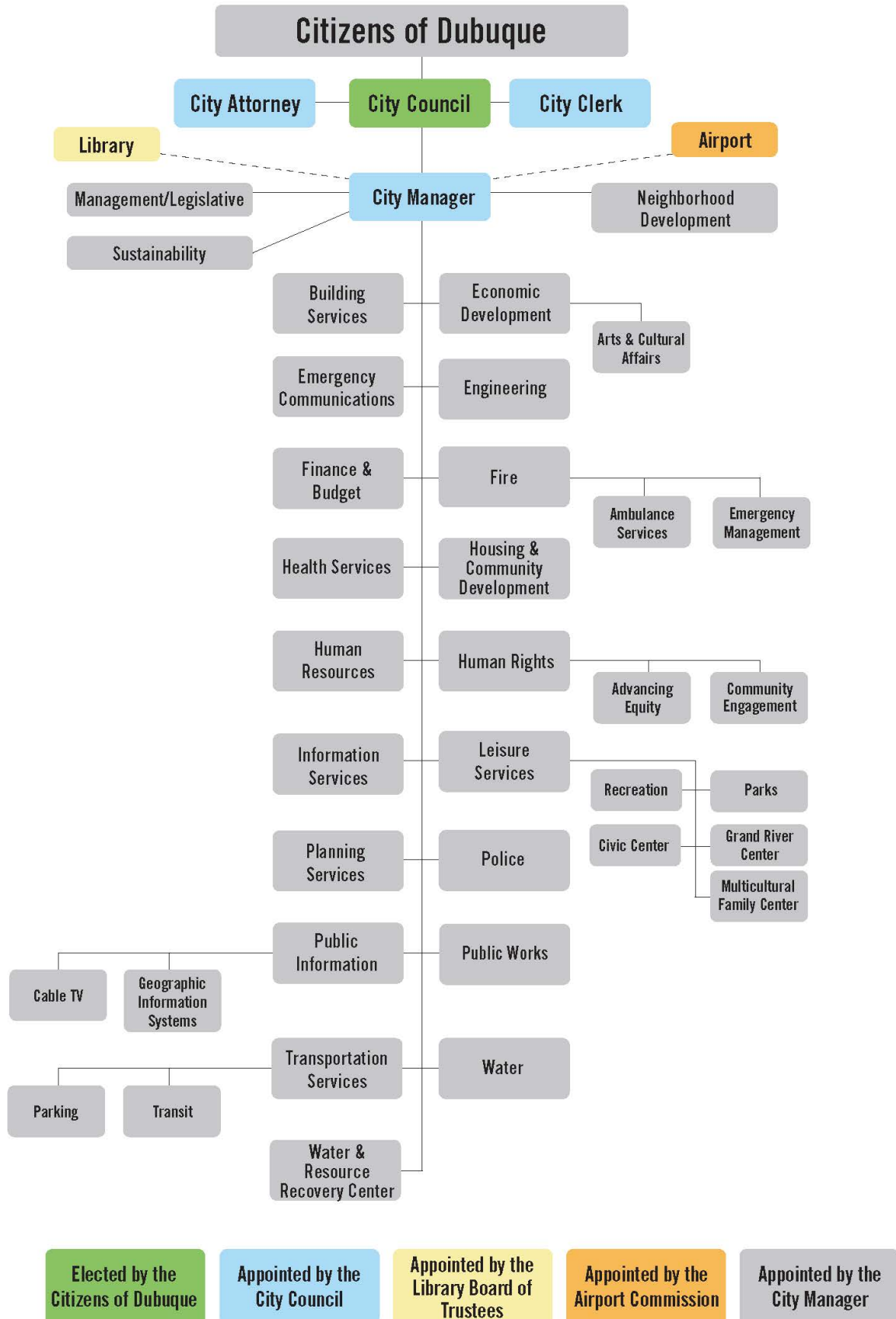
Administration	
Smartphones (3)	\$ 700
Desk Chairs (2)	\$ 650
Wireless Headset (1)	\$ 200
Chair Mats (4)	\$ 200
<b>Total Equipment</b>	<b><u>\$ 1,750</u></b>

## Revenue

17. Various Program Fees decreased from \$39,000 in FY 2020 to \$34,000 in FY 2021 based on FY 2020 Budget. This line item represents the Growing Sustainable Conference registration fees.

18. Revenue received from Enterprise Funds for administrative overhead charges has increased from \$684,668 in FY 2020 to \$721,224 in FY 2021.

# CITY OF DUBUQUE ORGANIZATIONAL CHART



CM004-112519

# 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

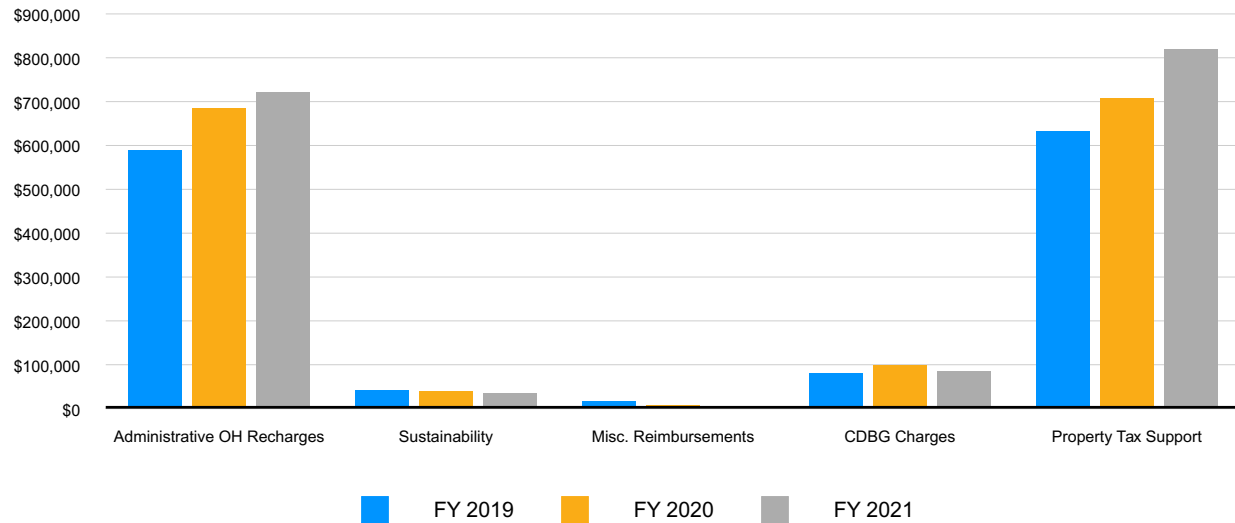




# CITY MANAGER'S OFFICE

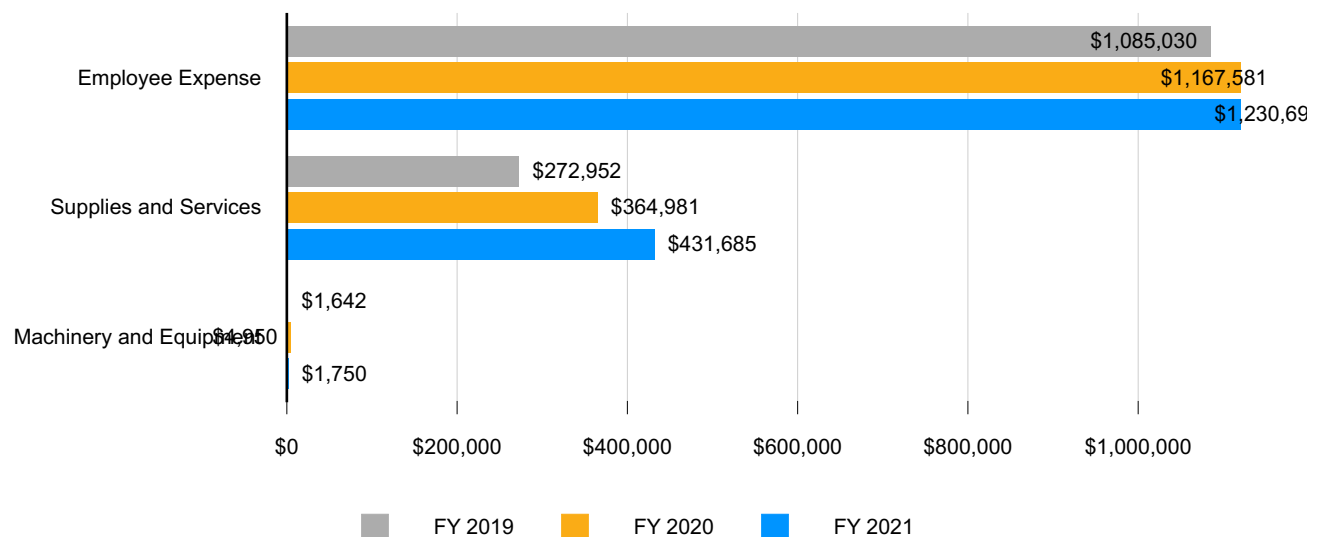
	FY 2019	FY 2020	FY 2021
Full-Time Equivalent	9.77	9.67	9.67

## Resources and Property Tax Support



The City Manager's Office is supported by 9.67 full-time equivalent employees, which accounts for 73.95% of the department expense as seen below. Overall, the departments' expenses are expected to increase by 8.24% in FY 2021 compared to FY 2020.

## 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, enforcements 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 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$1,035,223	\$1,165,661	\$1,275,092
Resources	\$519,611	\$606,294	\$641,806

Management/Administrative/Legislative Position Summary	
	FY 2021
City Manager	1.00
Assistant City Manager	2.00
Office Manager	1.00
Secretary	2.00
Management Intern	1.00
Intern	0.25
<b>Total Full-Time Equivalent Employee's</b>	<b>7.25</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	FY18 Actual	FY19 Actual	FY20 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	2	N/A


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

% budgeted revenue from property taxes	N/A	23%	23%	22%	N/A
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##### 3 Dept. Objective: Maintain an efficient citizen response rate.

% of citizen issues resolved in 10 days or less (All departments)	75%	83%	76%	75%	
# days to resolve citizen issue (CMO)	< 7	9.8	8.7	7	

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

Leadership Team demographics	51% female 8.6% non-white ('18 Census)	41% fem, 8.7% non-w	44% fem, 6.4% non-w	44% fem, 6% non-w	
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# CITY MANAGER'S OFFICE

## Sustainability

### Mission & Services

The Sustainability Office provides education, outreach, and coordination on sustainability issues and activities both within the City organization as well as to the various stakeholders, business and citizen groups that comprise the Dubuque community. The Sustainable Community Coordinator works directly 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 Sustainable Community Coordinator manages the Green Iowa AmeriCorps program, providing energy audits, installation of efficiency products, and education to the community.

Sustainability Funding Summary			
	FY 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$179,058	\$194,389	\$205,921
Resources	\$124,463	\$120,894	\$111,508

Sustainability Position Summary	
	FY 2021
Sustainable Community Coordinator	1.00
Sustainable Dubuque Intern	0.42
<b>Total Full-Time Equivalent Employee's</b>	<b>1.42</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	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
% of grants awarded of total applications received	N/A	74%	71%	52%	N/A


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

- 2 **Activity Objective:** Increase the number of City services/activities adopting a sustainable approach.

Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
# of Pesticide-Free Parks	53	11	15	15	

#### City Council Goal: Sustainable Environment

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

Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
% reduction in GHG emissions in Dubuque	50%	11%	27%	29%	

# CITY MANAGER'S OFFICE

## Neighborhood Development

### Mission & Services

Neighborhood Development works to coordinate and to develop the resources needed to create and maintain a vital community by working closely with citizens to determine the priorities of each neighborhood and to collaborate in finding the best way to meet those priorities. The approach focuses on citizen involvement, leveraging resources, education and outreach, and establishing positive relationships through communication. Develop strong neighborhoods by empowering neighborhood associations, residents, and non-profits to identify and address quality of life partnerships with the City to create stronger, safer, and more resilient neighborhoods.



Neighborhood Development Funding Summary			
	FY 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$142,653	\$164,516	\$152,722
Resources	\$81,391	\$98,279	\$63,818

Neighborhood Development Position Summary	
	FY 2021
Neighborhood Development Specialist	1.00
<b>Total Full-Time Equivalent Employee's</b>	<b>1.00</b>

### Performance Measures



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

##### 1 Activity Objective: Provide resources for neighborhood revitalization and community building.

Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
# of grants awarded for community building and neighborhood improvement projects	30	25	22	28	
% of grantees incorporating an equity analysis in project planning or evaluation	33%	NA	NA	20%	

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

##### 3 Dept. Objective: Promote family-oriented events and activities that bring the community together -- residents meeting residents.

# of community events and neighborhood meetings	80	70	78	80	
# of members on Next Door	6500	4809	6209	6500	

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## Recommended Operating Revenue Budget - Department Total 72 - CITY MANAGER'S OFFICE

Fund	Account	Account Title	FY18 Actual Revenue	FY19 Actual Revenue	FY20 Adopted Budget	FY21 Recomm'd Budget
100	51950	VARIOUS PROGRAM FEES	43,196	40,809	39,000	34,000
<b>51</b>	<b>CHARGES FOR SERVICES</b>	<b>- Total</b>	<b>43,196</b>	<b>40,809</b>	<b>39,000</b>	<b>34,000</b>
100	53102	PRIVATE PARTICIPANT	267	1,344	267	1,344
100	53201	REFUNDS	—	1,020	—	—
100	53605	MISCELLANEOUS REVENUE	10,894	564	5,994	564
100	53620	REIMBURSEMENTS-GENERAL	2,109	13,035	2,109	1,560
260	53620	REIMBURSEMENTS-GENERAL	30	45	30	—
<b>53</b>	<b>MISCELLANEOUS</b>	<b>- Total</b>	<b>13,300</b>	<b>16,008</b>	<b>8,400</b>	<b>3,468</b>
100	59610	FR WPC OPERATING	209,035	206,384	226,389	238,813
100	59620	FR STORMWATER OPERATING	48,161	48,334	62,597	71,613
100	59630	FR PARKING OPERATING	24,050	23,631	29,114	31,048
100	59640	FR WATER UTILITY	12,785	37,149	49,059	38,288
100	59670	FR REFUSE COLLECTION	170,676	169,957	204,315	222,059
100	59940	FR DMASWA	104,518	103,191	113,194	119,403
<b>59</b>	<b>TRANSFER IN AND INTERNAL</b>	<b>- Total</b>	<b>569,225</b>	<b>588,646</b>	<b>684,668</b>	<b>721,224</b>
<b>CITY MANAGER'S OFFICE - Total</b>			<b>625,721</b>	<b>645,463</b>	<b>732,068</b>	<b>758,692</b>

## Recommended Operating Expenditure Budget - Department Total

### 72 - CITY MANAGER'S OFFICE

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
100	61010	FULL-TIME EMPLOYEES	652,551	739,456	842,026	875,041
260	61010	FULL-TIME EMPLOYEES	41,474	42,344	43,047	43,950
100	61020	PART-TIME EMPLOYEES	32,443	18,098	0	6,832
100	61030	SEASONAL EMPLOYEES	1,500	0	18,218	11,658
100	61050	OVERTIME PAY	8,497	10,346	3,400	3,400
100	61071	HOLIDAY PAY-OVERTIME	0	471	0	0
100	61091	SICK LEAVE PAYOFF	0	0	0	2,636
100	61096	50% SICK LEAVE PAYOUT	0	0	0	9,164
260	61096	50% SICK LEAVE PAYOUT	0	0	0	1,985
100	61310	IPERS	58,100	69,000	83,099	85,458
260	61310	IPERS	3,712	3,997	4,102	4,149
100	61320	SOCIAL SECURITY	42,547	49,773	57,449	60,668
260	61320	SOCIAL SECURITY	3,034	3,107	3,293	3,514
100	61410	HEALTH INSURANCE	103,032	98,501	96,419	104,394
260	61410	HEALTH INSURANCE	8,268	6,440	5,526	6,270
100	61415	WORKMENS' COMPENSATION	3,016	2,663	2,133	2,305
260	61415	WORKMENS' COMPENSATION	222	140	101	114
100	61416	LIFE INSURANCE	367	445	521	521
260	61416	LIFE INSURANCE	37	37	28	28
100	61655	CAR ALLOWANCE	7,984	8,107	8,219	8,342
100	61660	EMPLOYEE PHYSICALS	131	265	0	265
100	61680	EMPLOYEE MOVING EXPENSE	0	31,839	0	0
<b>61 - WAGES AND BENEFITS</b>			<b>966,916</b>	<b>1,085,030</b>	<b>1,167,581</b>	<b>1,230,694</b>
100	62010	OFFICE SUPPLIES	2,367	3,738	2,366	3,738
260	62010	OFFICE SUPPLIES	12	2	12	2
100	62011	UNIFORM PURCHASES	0	0	5,200	0
100	62030	POSTAGE AND SHIPPING	452	186	466	205
260	62030	POSTAGE AND SHIPPING	23	25	24	28
100	62031	PROCESSING MATERIALS	288	200	288	200
100	62032	FLAGS	121	160	1,370	163
100	62050	OFFICE EQUIPMENT MAINT	453	583	453	594
100	62061	DP EQUIP. MAINT CONTRACTS	12,869	11,030	11,573	12,785
100	62090	PRINTING & BINDING	3,883	4,643	4,156	4,968
260	62090	PRINTING & BINDING	200	0	214	0
100	62110	COPYING/REPRODUCTION	4,824	4,249	5,162	4,248
260	62110	COPYING/REPRODUCTION	368	220	394	220
100	62130	LEGAL NOTICES & ADS	585	649	21	299
100	62170	SUBSCRIPTIONS-BOOKS-MAPS	1,085	1,225	1,163	1,249
100	62190	DUES & MEMBERSHIPS	20,880	28,250	28,442	29,098
100	62208	GENERAL LIABILITY INSURAN	3,129	3,308	3,532	3,473
100	62310	TRAVEL-CONFERENCES	10,766	27,062	44,096	44,167
260	62310	TRAVEL-CONFERENCES	1,193	0	1,020	1,020
100	62320	TRAVEL-CITY BUSINESS	25,996	16,211	26,604	26,604
260	62320	TRAVEL-CITY BUSINESS	105	73	150	150
100	62340	MILEAGE/LOCAL TRANSP	859	279	911	289

## Recommended Operating Expenditure Budget - Department Total

### 72 - CITY MANAGER'S OFFICE

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
260	62340	MILEAGE/LOCAL TRANSP	96	0	104	0
100	62360	EDUCATION & TRAINING	7,728	27,001	14,465	97,465
260	62360	EDUCATION & TRAINING	0	0	1,040	1,040
100	62421	TELEPHONE	3,136	3,572	2,580	3,571
260	62421	TELEPHONE	364	708	660	708
100	62424	RADIO/PAGER FEE	903	849	939	891
100	62436	RENTAL OF SPACE	2,520	2,310	2,520	2,310
260	62436	RENTAL OF SPACE	278	462	504	462
100	62511	FUEL, MOTOR VEHICLE	670	435	670	688
100	62645	SPECIAL EVENTS	11,189	165	10,000	10,000
100	62661	MISC. OPER. EXPENS	53	0	0	0
100	62663	SOFTWARE LICENSE EXP	815	739	856	768
100	62667	DATA SERVICES	979	1,391	951	1,419
100	62668	PROGRAM EQUIP/SUPPLIES	3,460	1,997	3,409	1,997
100	62713	LEGAL SERVICES	144	5,295	0	0
100	62716	CONSULTANT SERVICES	76,762	27,244	48,000	35,000
100	62734	SPEAKERS/PROGRAMS	37,630	32,247	34,530	34,530
100	62736	CATERING SERVICES	1,826	5,576	4,576	5,776
100	62756	EMPLOYEE RECOGNITION	7,253	9,543	17,000	17,000
100	62761	PAY TO OTHER AGENCY	8,962	22,393	36,500	52,290
260	62761	PAY TO OTHER AGENCY	15,860	14,974	15,790	0
100	62765	GRANTS	2,500	5,249	10,000	10,060
260	62765	GRANTS	0	0	14,560	14,500
260	62834	SERVICES FROM PLANNING	8,710	8,710	7,710	7,710
<b>62 - SUPPLIES AND SERVICES</b>			<b>282,296</b>	<b>272,952</b>	<b>364,981</b>	<b>431,685</b>
100	71110	MISC. OFFICE EQUIPMENT	180	0	400	200
260	71120	PERIPHERALS, COMPUTER	0	150	0	0
100	71123	SOFTWARE	0	525	0	0
100	71156	FURNITURE	6,783	0	0	0
100	71211	DESKS/CHAIRS	505	766	3,300	650
100	72418	TELEPHONE RELATED	1,532	202	1,050	522
260	72418	TELEPHONE RELATED	0	0	0	178
100	72421	HEADSETS	0	0	200	200
<b>71 - EQUIPMENT</b>			<b>9,000</b>	<b>1,642</b>	<b>4,950</b>	<b>1,750</b>
<b>72 - CITY MANAGER'S OFFICE TOTAL</b>			<b>1,258,212</b>	<b>1,359,624</b>	<b>1,537,512</b>	<b>1,664,129</b>



## Recommended Expenditure Budget Report by Activity & Funding Source

### 72 - CITY MANAGER'S OFFICE

#### MANAGEMENT - 72100

#### FUNDING SOURCE: GENERAL

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	9,000	525	4,950	1,050
SUPPLIES AND SERVICES	178,580	166,553	209,303	274,390
WAGES AND BENEFITS	822,020	868,146	951,408	999,652
<b>MANAGEMENT</b>	<b>1,009,600</b>	<b>1,035,223</b>	<b>1,165,661</b>	<b>1,275,092</b>
<b>SUSTAINABLE COMM COORD - 72200</b>				

#### FUNDING SOURCE: GENERAL

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	—	968	—	350
SUPPLIES AND SERVICES	69,379	72,817	88,238	92,281
WAGES AND BENEFITS	34,066	105,274	106,151	113,290
<b>SUSTAINABLE COMM COORD</b>	<b>103,445</b>	<b>179,058</b>	<b>194,389</b>	<b>205,921</b>
<b>GREENCORPS - 72600</b>				

#### FUNDING SOURCE: GENERAL

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	4,992	2,690	12,946	11,065
<b>GREENCORPS</b>	<b>4,992</b>	<b>2,690</b>	<b>12,946</b>	<b>11,065</b>
<b>NEIGHBORHOOD DEVELOPMENT - 72800</b>				

#### FUNDING SOURCE: COMMUNITY DEVELOPMENT

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	—	150	—	350
SUPPLIES AND SERVICES	13,432	15,918	38,704	15,949
WAGES AND BENEFITS	110,830	111,610	110,022	117,752
<b>NEIGHBORHOOD DEVELOPMENT</b>	<b>124,262</b>	<b>127,678</b>	<b>148,726</b>	<b>134,051</b>
<b>NEIGHBORHOOD GRANTS - 72850</b>				

#### FUNDING SOURCE: COMMUNITY DEVELOPMENT

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	—	—	—	22,210
<b>NEIGHBORHOOD GRANTS \$</b>	<b>— \$</b>	<b>— \$</b>	<b>—</b>	<b>22,210</b>
<b>WASHINGTON TOOL LIBR. - 79220</b>				

#### FUNDING SOURCE: COMMUNITY DEVELOPMENT

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	15,860	14,974	15,790	15,790
<b>WASHINGTON TOOL LIBR.</b>	<b>15,860</b>	<b>14,974</b>	<b>15,790</b>	<b>15,790</b>
<b>PCARD CLEARING - 99999</b>				

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**FUNDING SOURCE: GENERAL**

<b>Account</b>	<b>FY18 Actual Expense</b>	<b>FY19 Actual Expense</b>	<b>FY20 Adopted Budget</b>	<b>FY21 Recomm'd Budget</b>
SUPPLIES AND SERVICES	53	—	—	—
PCARD CLEARING CMO	53	—	—	—
CITY MANAGER'S OFFICE TOTAL	\$1,258,212	\$1,359,624	\$1,537,512	\$1,664,129

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

**72 CITY MANAGER'S OFFICE**

FD	JC	WP-GR	JOB CLASS	FY 2019		FY 2020		FY 2021	
				FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
61010 Full Time Employee Expense									
100	9900	Contract	CITY MANAGER	1.00	\$ 271,454	1.00	\$ 277,653	1.00	\$ 280,024
100	9375	GE-44	ASSISTANT CITY MANAGER	2.00	\$ 241,037	2.00	\$ 255,766	2.00	\$ 268,906
260	5100	GE-35	NEIGHBORHOOD DEVELOP SPEC.	0.45	\$ 37,502	0.51	\$ 43,047	0.51	\$ 43,950
100	5100	GE-35	NEIGHBORHOOD DEVELOP SPEC.	0.55	\$ 45,837	0.49	\$ 41,359	0.49	\$ 42,226
100	4670	GE-33	SUSTAINABLE COMMUNITY COORD.	1.00	\$ 58,635	1.00	\$ 69,601	1.00	\$ 74,253
100	3465	NA-44	MANANGEMENT INTERN	0.00	\$ —	1.00	\$ 40,662	1.00	\$ 41,431
100	8825	GE-31	OFFICE MANAGER	1.00	\$ 66,661	1.00	\$68,846	1.00	\$ 69,617
100	225	GE-25	SECRETARY	2.00	\$ 54,228	2.00	\$88,139	2.00	\$ 98,584
TOTAL FULL TIME EMPLOYEES				8.00	\$ 775,354	9.00	\$ 885,073	9.00	\$ 918,991
61020 Part Time Employee Expense									
100	3465	NA-44	MANANGEMENT INTERN	0.60	\$ 3,449	0.00	\$ —	0.00	\$ —
100			SUSTAINABLE DUBUQUE INTERN	0.42	\$ 11,277	0.42	\$ 11,533	0.42	\$ 11,658
100	225	GE-25	COMMUNICATIONS ASSISTANT	0.75	\$ 35,568	0.00	\$ —	0.00	\$ —
TOTAL PART TIME EMPLOYEES				1.77	\$ 50,294	0.42	\$ 11,533	0.42	\$ 11,658
61030 Seasonal Employee Expense									
100		NA-38	INTERN	0.00	\$ —	0.25	\$ 6,786	0.25	\$ 6,832
TOTAL SEASONAL EMPLOYEES				0.00	\$ —	0.25	\$ 6,786	0.25	\$ 6,832
TOTAL CITY MANAGER'S OFFICE				9.77	\$ 825,648	9.67	\$ 903,392	9.67	\$ 937,481

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

ACCT	FD	JC	WP-GR	POSITION CLASS	FY 2019		FY 2020		FY 2021		
					FTE	BUDGET	FTE	BUDGET	FTE	BUDGET	
Management-General Fund											
10072100	61010	100	9900	CONT	CITY MANAGER	1.00	\$ 271,454	1.00	\$ 277,653	1.00	\$ 280,024
10072100	61010	100	9250	GE-44	ASSISTANT CITY MANAGER	2.00	\$ 241,037	2.00	\$ 255,766	2.00	\$ 268,906
10072100	61010	100	3465	NA-47	MANAGEMENT INTERN	0.00	\$ —	1.00	\$ 40,662	1.00	\$ 41,431
10072100	61010	100	225	GE-25	SECRETARY	2.00	\$ 54,228	2.00	\$ 88,139	2.00	\$ 98,584
10072100	61010	100	8825	GE-31	OFFICE MANAGER	1.00	\$ 66,661	1.00	\$ 68,846	1.00	\$ 69,617
Total						6.00	\$ 633,380	7.00	\$ 731,066	7.00	\$ 758,562
Sustainable Community - General Fund											
10072200	61010	100	4670	GE-33	SUSTAINABLE COMM. COORD.	1.00	\$ 58,635	1.00	\$ 69,601	1.00	\$ 74,253
Total						1.00	\$ 58,635	1.00	\$ 69,601	1.00	\$ 74,253
Sustainable Community - PT General Fund											
10072200	61020	100		NA-38	SUSTAINABLE DUBUQUE INTERN	0.42	\$ 11,277	0.42	\$ 11,533	0.42	\$ 11,658
Total						0.42	\$ 11,277	0.42	\$ 11,533	0.42	\$ 11,658
Neighborhood Development - CDBG Fund											
26072800	61010	260	5100	GE-35	NEIGHBORHOOD DEVELOP SPEC.	0.45	\$ 37,502	0.51	\$ 43,047	0.51	\$ 43,950
Total						0.45	\$ 37,502	0.51	\$ 43,047	0.51	\$ 43,950
Neighborhood Development - General Fund											
10072800	61010	260	5100	GE-35	NEIGHBORHOOD DEVELOP SPEC.	0.55	\$ 45,837	0.49	\$ 41,359	0.49	\$ 42,226
Total						0.55	\$ 45,837	0.49	\$ 41,359	0.49	\$ 42,226
City Manager - PT General Fund											
10072100	61020	100	3465	NA-47	MANAGEMENT INTERN	0.60	\$ 3,449	0.00	\$ —	0.00	\$ —
10072100	61020	100	225	GE-25	COMMUNICATIONS ASSISTANT	0.75	\$ 35,568	0.00	\$ —	0.00	\$ —
Total						1.35	\$ 39,017	0.00	\$ —	0.00	\$ —
City Manager - Seasonal General Fund											
10072100	61030	100		NA-38	INTERN	0.00	\$ —	0.25	\$ 6,786	0.25	\$ 6,832
Total						0.00	\$ —	0.25	\$ 6,786	0.25	\$ 6,832
TOTAL CITY MANAGER'S OFFICE						9.77	\$ 825,648	9.67	\$ 903,392	9.67	\$ 937,481

Capital Improvement Projects by Department/Division					
CITY MANAGER'S OFFICE					
CIP Number	Capital Improvement Project Title	FY 18 Actual Expense	FY 19 Actual Expense	FY 20 Adopted Budget	FY 21 Recomm'd Budget
1012682	GREEN HOUSE GAS INVENTORY	—	—	100,000	—
1021238	NEIGHBORHOOD GRANTS	4,933	931	—	—
1022317	ALL-AMERICA CITY AWARD	—	—	—	—
2601238	NEIGHBORHOOD GRANTS	9,576	6,561	—	—
3502681	ENRGY EFFICI REVOL FUND	—	—	—	—
3502682	GREEN HOUSE GAS INVENTORY	—	—	—	—
3602807	DT NON-PROFIT WEATHERIZAT	—	—	100,000	100,000
<b>CITY MANAGER'S OFFICE TOTAL</b>		<b>14,510</b>	<b>7,492</b>	<b>200,000</b>	<b>100,000</b>

PRGRM/ DEPT	PROJECT DESCRIPTION	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	TOTAL	PAGE
<b>CITY MANAGERS OFFICE</b>								
<b>General Government</b>								
	Aerial Orthophotography	\$ —	\$ 52,500	\$ —	\$ 55,000	\$ —	\$ 107,500	321
	Municipal Green House Gas Inventory	\$ —	\$ —	\$ 50,000	\$ —	\$ —	\$ 50,000	322
	Downtown Urban Renewal Area Non-Profit Weatherization Assistance	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 500,000	323
	<b>TOTAL</b>	<b>\$100,000</b>	<b>\$152,500</b>	<b>\$150,000</b>	<b>\$155,000</b>	<b>\$100,000</b>	<b>\$657,500</b>	

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# **City Council**



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## CITY COUNCIL

<b>Budget Highlights</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Budget</b>	<b>FY 2021 Requested</b>	<b>% Change From FY 2020 Budget</b>
<u>Expenses</u>				
Employee Expense	83,729	85,802	85,472	-0.4%
Supplies and Services	41,669	62,183	63,077	1.4%
Machinery and Equipment	—	350	—	0.0%
Total	125,398	148,335	148,549	0.1%
<u>Resources</u>				
Reimbursements	1,211	4,564	1,211	-73.5%
Total	1,211	4,564	1,211	-73.5%
Property Tax Support	124,187	143,771	147,338	3,567
Percent Increase (Decrease)				2.5%
<b>Personnel - Authorized FTE</b>	<b>3.50</b>	<b>3.50</b>	<b>3.50</b>	

### Significant Line Items

#### **Employee Expense**

1. The Iowa Public Employee Retirement System (IPERS) City contribution of 9.44% is unchanged from FY 2020. The employee contribution of 6.29% is unchanged from FY 2020.
2. The Fiscal Year hours budgeted increased from 2,096 hours in FY 2020 to 2,088 hours in FY 2021 which decreased employee expense.

#### **Supplies & Services**

3. Conferences is unchanged from \$25,640 in FY 2020 to \$25,640 in FY 2021. This line item includes \$3,090 per City Council member (\$21,630) for conferences, meetings and travel and \$4,800 for the Mayor for conference travel, including attendance at the US Conference of Mayors meetings. It is believed that greater expectations for regional, state and federal cooperation include some level of participation in the following: National League of Cities, Iowa League of Cities, Iowa Department of Economic Development SMART Conference, Iowa League Legislative Days, and other meetings that occur on issues or initiatives throughout the year.
4. City Business Travel is unchanged from \$7,000 in FY 2020 to \$7,000 in FY 2021. This line item is budgeted at \$1,000 per Council Member and represents City business mileage reimbursement.
5. Dues and Memberships increased from \$19,358 in FY 2020 to \$19,782 in FY 2021. This line item is based on the actual cost of the membership to Iowa League of Cities (increased from

\$14,089 in FY 2020 to \$14,513 in FY 2021) and US Conference of Mayors (unchanged from \$5,269 in FY 2020 to \$5,269 in FY 2021).

## **Revenue**

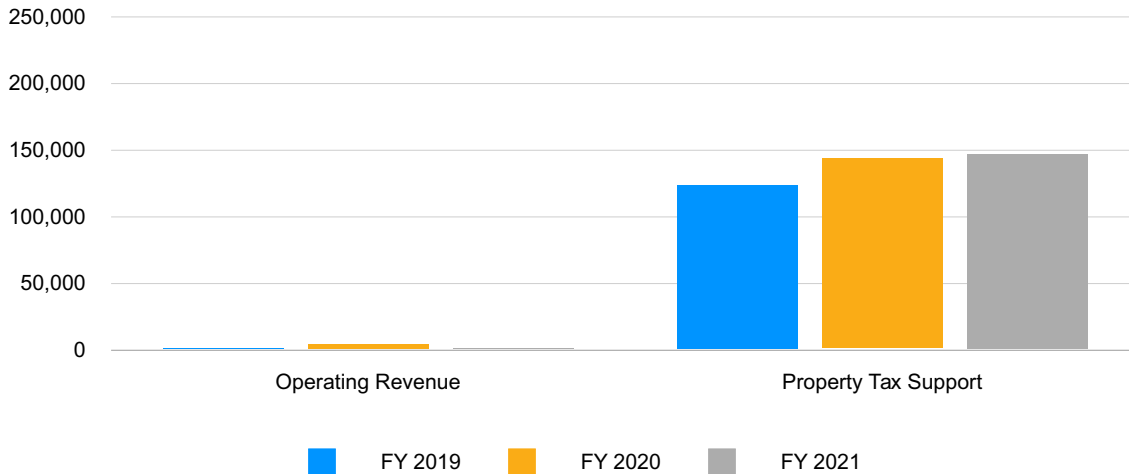
6. Reimbursement Revenue decreased from \$4,564 in FY 2020 to \$1,211 in FY 2021 based on FY 2019 Actual. This line item represents reimbursements for Mayor speaking engagements.

# CITY COUNCIL

Dubuque operates under the council-manager form of local government, which combines the political leadership of elected officials in the form of a city council, with the managerial experience of an appointed local government manager, the city manager.

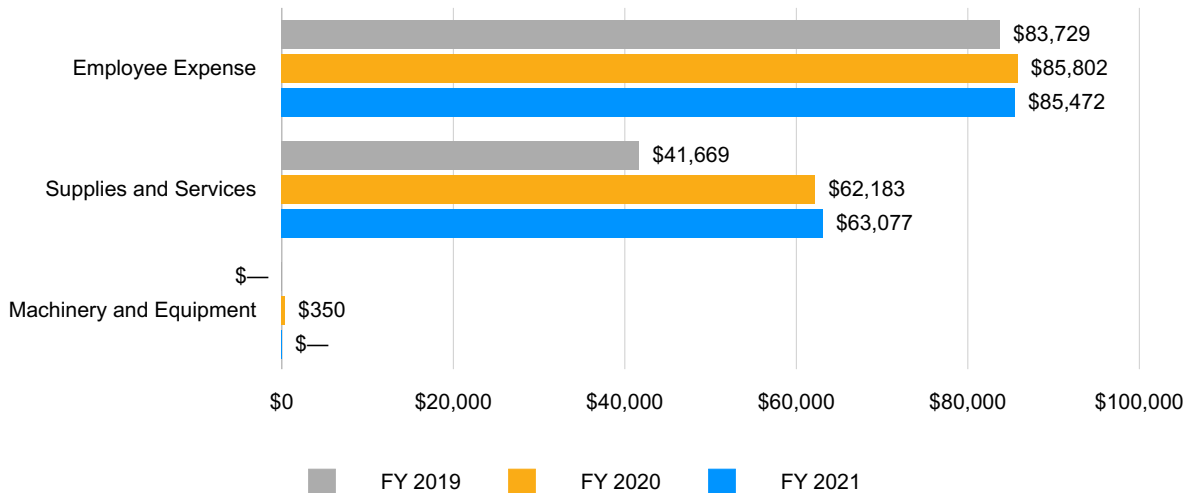
	FY 2019	FY 2020	FY 2021
Full-Time Equivalent	3.50	3.50	3.50

## Resources and Property Tax Support



The City Council is supported by 3.50 full-time equivalent employees, which accounts for 57.54% of the department expense as seen below. Overall, the departments' expenses are expected to decrease by 0.14% in FY 2021 compared to FY 2020.

## Expenditures by Category by Fiscal Year





# 2019

## City Council Goals & Priorities



### City of Dubuque Goals 2024

- Robust Local Economy:** Diverse Businesses and Jobs with Economic Prosperity
- Vibrant Community:** Healthy & Safe
- Livable Neighborhoods & Housing:** Great Place to Live
- Financially Responsible, High-Performance City Organization:** Sustainable, Equitable, and Effective Service Delivery
- Sustainable Environment:** Preserving and Enhancing Natural Resources
- Partnership for a Better Dubuque:** Building Our Community that is Viable, Livable, and Equitable
- Diverse Arts, Culture, Parks, and Recreation Experiences and Activities**
- Connected Community:** Equitable Transportation, Technology Infrastructure, and Mobility

### 2019-2021 POLICY AGENDA

Policy Agenda items are issues that need direction or a policy decision by the City Council, or need a major funding decision by the City Council, or issues that need City Council leadership in the community or with other governmental bodies. The policy agenda is divided into top priorities and high priorities.

#### TOP PRIORITIES (in alphabetical order)

- Dream Center: Facilities & Programs
- Emerald Ash Borer Program
- Human Resources Policies & Handbook Revision
- Imagine Dubuque: Implementation
- Major Street Improvement Plan: Project Priority & Funding
- Parking Ramp Maintenance: Funding

#### HIGH PRIORITIES (in alphabetical order)

- Brain Health Strategy & Action Plan
- Debt Reduction Plan: Re-Affirmation
- Fountain of Youth: Funding
- Four Mounds/HEART Program: Funding
- Street Maintenance Program: Increased Funding
- Transit Vehicle Replacement Funding

### 2019-2021 MANAGEMENT AGENDA

Management agenda items are issues for which the City Council has set the overall direction and provided initial funding, may require further City Council action or funding, or are major management projects that may take multiple years to implement. The management agenda is divided into top priorities and high priorities.

#### TOP PRIORITIES (in alphabetical order)

- Bee Branch Creek Projects: Next Steps
- CHANGE Program: True North Housing Initiative & Bee Branch Healthy Homes Resiliency Program
- Equitable Poverty Prevention: Action Plan
- Industrial Park Development
- Leisure Services Facilities Deferred Maintenance Assessment
- Multi-Tiered Housing Inspection Program
- Park Development Projects for Non-TIF(Tax-Increment Financing), Donated Park Sites
- Traffic Signal Synchronization/STREETS

#### HIGH PRIORITIES (in alphabetical order)

- Dubuque Riverfront Master Plan (Corps of Engineers)
- Citywide Departmental Work Order System Implementation
- Innovation & Entrepreneurial Strategy
- School Resource Officer: Implementation
- Southwest Arterial Business Development
- Water & Resource Recovery Center: Nutrient Trading



PAINTED WINDOWS AT THE MULTICULTURAL FAMILY CENTER EXPANSION SITE

## MANAGEMENT IN PROGRESS >>

Items that are underway and budgeted. Staff is implementing and providing updates to City Council.

Projects that are underway and budgeted. Staff is implementing and providing updates to City Council.

## << MAJOR PROJECTS

### Robust Local Economy: Diverse Businesses and Jobs with Economic Prosperity

#### Management in Progress

- Business Development at the Airport: University of Dubuque
- GDDC Retail Attraction Strategy
- Downtown Housing Creation Strategy
- Riverfront Lease Sites
- Federal Opportunity Zones
- Brownfield Grants
- FAA Supplemental Funding
- Air Charters to Leisure Destinations

#### Major Projects

- Demarcation Point Relocation [Phone Line Termination Point]
- Old Air Terminal Demolition

### Vibrant Community: Healthy & Safe

#### Management in Progress

- Police Reaccreditation
- Humane Society Contract Renewal
- WRRC: Certification of Environmental
- CAD Connection to City Cameras Network
- Traffic Camera System
- School Safety and Security Plan and Protocols
- Dispatcher Training Program
- Communication National Quality Assurance
- Healthcare for Residents from Pacific Islands
- Smart 911 Personal and Building Profile Marketing
- Quick Response Pumper
- Fire Accreditation

- Police Officer Recruitment & Retention
- P25 Radio System Building & Implementation
- Panic Button for City Facilities
- Ambulance Staffing Alternatives
- Police Department Transition to New Caliber Weapons

#### Major Projects

- Crescent Community Health Center: Clinic Construction
- Fire Headquarters and Stations ADA Compliance
- Fire Stations HVAC and Lighting Improvements
- Multicultural Family Center Construction

### Livable Neighborhoods & Housing: Great Place to Live

#### Management in Progress

- Barrington Lakes Reservoir Abandonment
- Code Enforcement: Accela Program
- Downtown Commercial Buildings Evaluation & Assessment Project

#### Major Projects

- Lowell Street Retaining Wall Repair: Funding
- Historic Millwork District Parking Lot and Signage



BROWNFIELD CLEAN-UP GRANTS BEAUTIFY OUR COMMUNITY





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

### Management in Progress

- Third St. Data Center
- ADA Compliance Transition
- Aerial Photography & Control Monumentation
- Cartegraph OMS System Asset Management Expansion
- Certified Financial Report Software Conversion
- City Website: Redesign
- Community Resident Survey and Actions
- Diverse Applicants Recruitment Strategy
- Financial Management Software: Study & Draft RFP
- Health Benefits Consulting and Actuarial Services
- High Performing Organization/Outcome-driven Decision-making Strategy

- Indirect Rate for Grants
- Internal Liquor License Approval Process
- InVision Facility Management Software
- I-Net Connection for Remote Site
- Liquor License Process
- New Employee and Promoted Employee Orientation and Support Program
- Paperless Accounts Payable Workflow Development & Implementation
- Workers Compensation Claims Management

### Major Projects

- City Hall Sidewalks Heating System
- City Hall Annex Windows Replacement

## Sustainable Environment: Preserving and Enhancing Natural Resources

### Management in Progress

- Community Climate Action & Resiliency Plan
- Flood Control System: Corps of Engineers Project Approval
- FOG (Fats, Oils, & Greases) Program
- Glass Collection Drop-off Programs
- Growing Sustainable Communities Conference
- Lead & Copper Rule Compliance Water Sampling & Testing
- Public Education on Bikeable/Walkable Dubuque
- Sanitary Sewer System Condition Assessment
- Sewer Infrastructure Asset Management Plan

### Major Projects

- 17th St./W. Locust St. HUD Resiliency Storm Sewer Improvement Project
- 22nd St./Kaufman Ave. HUD Resiliency Storm Sewer Improvement Project
- Bee Branch Culvert Project Under Railroad
- Bee Branch Gates/Pump Station
- Cell 9 Landfill Project: Phase 4
- Fire Hydrants Installation [former Vernon Water System]
- Pressure Reducing Valve Implementation
- Sanitary Forcemain/Riverbank Stabilization Project (US Corps of Engineers)
- SCADA Overhaul: Water
- Roosevelt Street Water Tower Project
- Vernon Well Abandonment
- WRRC Outfall Manhole Reconstruction
- Water Tank Inspection Program & Maintenance
- Water Lines Extension – SW Arterial
- West 3rd St. Generator



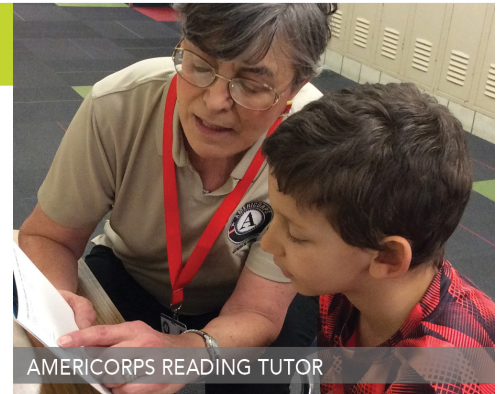
## management in progress and major projects: continued

### Partnership for a Better Dubuque:

Building Our Community that is Viable, Livable, and Equitable

#### Management in Progress

- 2020 Census Complete Count
- Campaign for Grade Level Reading: Community Solution Action Plan
- City Racial Equity Toolkit: Results-based Accountability
- Civic Action Plan & Civic Leaders Program
- Equity Training for City Staff
- My Brother's Keeper
- Welcoming & Connecting with New Residents Program (GDCC)



AMERICORPS READING TUTOR

### Diverse Arts, Culture, Parks, and Recreation Experiences and Activities

#### Management in Progress

- All Community Reads Event
- AmeriCorps
- Changing Lives Through Literature Program
- EB Lyons Center Partnership Development
- Library Marketing Campaign
- Pollinator Habitat in Park System

#### Management in Progress

- Bunker Hill Golf Course Irrigation
- Corniskey Park Renovation
- Eagle Point Park Environmental Restoration Project
- English Ridge & Eagle Valley Subdivision Parks
- Grand River Center: Upgrade Projects
- Miracle League Complex
- Veterans Pond: Dedication

### Connected Community: Equitable Transportation, Technology Infrastructure, and Mobility

#### Management in Progress

- ADA Pads for Bus Stops
- BUILD Grant & Other Grants
- Bus Routes: Update Maps
- Comprehensive Pavement Preservation Plan
- Downtown Parking Ordinance
- Ramps Structural Analysis
- Smart Tool for Integrated Parking Platform
- Smart Technology for Transportation Data Collection
- Transportation Customer App
- WiFi in Fixed Routes
- WiFi in Intermodal & Intermodal Lobby

#### Major Projects

- Chavanelle Road Hike/Bike Trail
- Chavanelle Road Rehabilitation
- Four-laning Southwest Arterial(US52)
- Highway 52 Repaving
- North Cascade Rd. Reconstruction (to Timber Hyrst Subdivision) & Water Main Extension
- Northwest Arterial Upgrade (IDOT)
- Parking Lot Re-striping
- Roundabouts
- Washington Street Improvements (7th to 9th)





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## Recommended Operating Revenue Budget - Department Total

### 70 - CITY COUNCIL

Fund	Account	Account Title	FY18 Actual Revenue	FY19 Actual Revenue	FY20 Adopted Budget	FY21 Recomm'd Budget
100	53620	REIMBURSEMENTS-GENERAL	4,564	1,211	4,564	1,211
<b>53</b>	<b>MISCELLANEOUS</b>	<b>- Total</b>	<b>4,564</b>	<b>1,211</b>	<b>4,564</b>	<b>1,211</b>
<b>CITY COUNCIL</b>	<b>- Total</b>		<b>4,564</b>	<b>1,211</b>	<b>4,564</b>	<b>1,211</b>

## Recommended Operating Expenditure Budget - Department Total

### 70 - CITY COUNCIL

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
100	61020	PART-TIME EMPLOYEES	73,569	75,600	77,191	76,892
100	61310	IPERS	5,688	6,165	7,288	7,259
100	61320	SOCIAL SECURITY	1,688	1,734	1,117	1,116
100	61415	WORKMENS' COMPENSATION	275	230	206	205
<b>61 - WAGES AND BENEFITS</b>			<b>81,219</b>	<b>83,729</b>	<b>85,802</b>	<b>85,472</b>
100	62010	OFFICE SUPPLIES	24	10	24	10
100	62050	OFFICE EQUIPMENT MAINT	0	272	0	277
100	62061	DP EQUIP. MAINT CONTRACTS	1,959	1,867	2,178	2,020
100	62090	PRINTING & BINDING	75	269	80	288
100	62190	DUES & MEMBERSHIPS	18,550	18,948	19,358	19,782
100	62208	GENERAL LIABILITY INSURAN	1,605	1,783	1,898	1,872
100	62310	TRAVEL-CONFERENCES	12,196	9,805	25,640	25,640
100	62320	TRAVEL-CITY BUSINESS	1,000	5,941	7,000	7,000
100	62340	MILEAGE/LOCAL TRANSP	108	76	117	79
100	62360	EDUCATION & TRAINING	750	140	3,500	3,500
100	62421	TELEPHONE	695	824	695	824
100	62424	RADIO/PAGER FEE	602	566	626	594
100	62662	SISTER CITY PROGRAM	8,109	0	0	0
100	62667	DATA SERVICES	1,067	1,168	1,067	1,191
100	62716	CONSULTANT SERVICES	512	0	0	0
<b>62 - SUPPLIES AND SERVICES</b>			<b>47,254</b>	<b>41,669</b>	<b>62,183</b>	<b>63,077</b>
100	72418	TELEPHONE RELATED	50	0	350	0
<b>71 - EQUIPMENT</b>			<b>50</b>	<b>0</b>	<b>350</b>	<b>0</b>
<b>70 - CITY COUNCIL TOTAL</b>			<b>128,523</b>	<b>125,398</b>	<b>148,335</b>	<b>148,549</b>

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## Recommended Expenditure Budget Report by Activity & Funding Source

70 - CITY COUNCIL

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### LEGISLATION & POLICY - 70100

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FUNDING SOURCE: GENERAL

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	—	350	—
SUPPLIES AND SERVICES	41,669	62,183	63,077
WAGES AND BENEFITS	83,729	85,802	85,472
LEGISLATION & POLICY	125,398	148,335	148,549
CITY COUNCIL TOTAL \$	125,397.71 \$	148,335.00 \$	148,549.00

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

**70 CITY COUNCIL**

FD	JC	WP-GR	JOB CLASS	FY 2019		FY 2020		FY 2021	
				FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
61020 Part Time Employee Expense									
100	175	NA-21	MAYOR	0.50	\$ 13,600	0.50	\$ 13,705	0.50	\$ 13,652
100	12	NA-20	COUNCIL MEMBER	3.00	\$ 63,000	3.00	\$ 63,486	3.00	\$ 63,240
TOTAL PART TIME EMPLOYEES				3.50	\$ 76,600	3.50	\$ 77,191	3.50	\$ 76,892
TOTAL CITY COUNCIL				3.50	\$ 76,600	3.50	\$ 77,191	3.50	\$ 76,892

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

ACCT	FD	JC	WP-GR	POSITION CLASS	FY 2019		FY 2020		FY 2021		
					FTE	BUDGET	FTE	BUDGET	FTE	BUDGET	
City Council-PT											
10070100	61020	100	175	NA-21	MAYOR	0.50	\$ 13,600	0.50	\$ 13,705	0.50	\$ 13,652
10070100	61020	100	12	NA-20	COUNCIL MEMBER	3.00	\$ 63,000	3.00	\$ 63,486	3.00	\$ 63,240
Total						3.50	\$ 76,600	3.50	\$ 77,191	3.50	\$ 76,892
TOTAL CITY COUNCIL						3.50	\$ 76,600	3.50	\$ 77,191	3.50	\$ 76,892

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# **Cable TV Division**



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## CABLE TV DIVISION

Budget Highlights	FY 2019 Actual	FY 2020 Budget	FY 2021 Requested	% Change From FY 2020 Budget
Expenses				
Employee Expense	213,621	219,566	201,836	-8.1%
Supplies and Services	36,677	75,356	76,332	1.3%
Machinery and Equipment	14,618	15,000	15,650	4.3%
Total Cable TV Division Budget	264,916	309,922	293,818	-5.2%
Public Information Office	282,112	319,099	311,282	-2.4%
Total Expenses	547,028	629,021	605,100	-3.8%
Resources				
Franchise Fees & Misc. Rev	583,155	568,333	577,657	1.6%
Annual Operating Balance	36,127	(60,688)	(27,443)	33,245
Beginning Cash Balance	481,650	517,777	457,089	
Ending Cash Balance	517,777	457,089	429,646	
<b>Personnel - Authorized FTE</b>	<b>2.25</b>	<b>2.25</b>	<b>2.25</b>	

### Improvement Package Summary

#### 1 of 1

This improvement package provides for the addition of a full-time Video Producer (GE-30A/B) at 40 hours per week (2,080 hours annually). This position would work afternoon and evening hours to enable coverage of events outside of regular business hours without incurring overtime. This position would also provide coverage for employee leave of absences. This position also makes it possible for additional videos to be produced for dissemination by social media. Since the Cable TV Division helps other City departments and divisions tell their stories, this request supports all City Council goals and priorities. A second video producer enables staff to tell more of those stories. Non-recurring costs include the purchase of a desktop computer for the position.

Related Cost:	\$ 69,879	Cable TV Fund	Recurring	<b>Recommend - No</b>
Related Cost:	\$ 2,200	Cable TV Fund	Non-Recurring	
Total Cost:	<u>\$ 72,079</u>			
Property Tax Impact:	\$ 0.0284	0.27%		
Activity:	Cable TV Division			

## **Significant Line Items**

### **Employee Expense**

1. FY 2021 employee expense reflects a 1.5% wage package increase.
2. The Iowa Public Employee Retirement System (IPERS) City contribution of 9.44% is unchanged from FY 2020. The employee contribution of 6.29% is unchanged from FY 2020.
3. The City portion of health insurance expense increased from \$921 in FY 2020 to \$1,013 in FY 2021 per month per contract which results in annual cost increase of \$2,920 or 9.99%.
4. Overtime expense is unchanged from \$4,000 in FY 2020 to \$4,000 in FY 2021. FY 2019 Actual was \$3,818.

### **Supplies & Services**

5. Data Services decreased from \$22,092 in FY 2020 to \$20,678 in FY 2021 based on FY 2019 Actual plus 10%. This line item represents encoding, hosting online content and live streaming for City Council meetings on the City's website through Granicus. In addition, it includes making the online content mobile device friendly and providing the live stream in high-definition.
6. Processing Materials decreased from \$22,092 in FY 2020 to \$20,678 in FY 2021 based on actual cost. This line item represents non-live closed captioning of select CityChannel Dubuque programming which makes many of the city's locally produced programs accessible to the hearing impaired.
7. Legal Services is increased from \$0 in FY 2020 to \$5,000 in FY 2021. This line item represents legal consultation on a variety of potential telecommunication issues.
8. Consultant Services is unchanged from \$5,000 in FY 2020 to \$5,000 in FY 2021. This line item represents consultant services required for engineering or drone oversight, operation and training.
9. Data Processing Equipment Maintenance Contracts increased from \$4,370 in FY 2020 to \$4,785 in FY 2021. Departments receive recharges for maintenance agreement costs on City wide software based on the number of users in their department.
10. Subscriptions, Books, and Maps is decreased from \$2,500 in FY 2020 to \$225 in FY 2021 based on actual expense. This line item represents subscriptions to trade publications, online workshops hosted by the National Association of Telecommunications Officers and Advisors, software-related books, and books and reference materials related to Cable TV.
11. Education and Training is unchanged from \$2,500 in FY 2020 to \$2,500 in FY 2021 based on actual training attended. This line item represents training on telecommunications regulations, software, and class for the drone/Federal Aviation Administration recertification.

12. Conferences is unchanged from \$2,000 in FY 2020 to \$2,000 in FY 2021. This line item represents the Growing Sustainable Communities conference and Division Manager conferences.
13. Software License is unchanged from \$2,672 in FY 2020 to \$2,672 in FY 2021. This line item represents the cost of two Adobe Creative Cloud licenses (\$1,800), the multifunction copier accounting software (\$47), and closed captioning software (\$825).
14. I-Net is unchanged from \$1,500 in FY 2020 to \$1,500 in FY 2021. This line item represents the consultants hired to route signals at select I-Net sites of the city-wide institutional network.

### **Machinery & Equipment**

15. Purchase of equipment for FY 2021 includes:

\$15,300 for replacement of the TV production and transmission equipment, audiovisual equipment and computer equipment.

Effective June 2020, Mediacom will no longer contribute to the Public, Educational and Governmental Access Cable Grant (PEG) Fund, and after the balance in that fund is expended, the City will be responsible for all City Cable TV equipment replacement costs. Other jurisdictions will need to plan accordingly.

### **Revenue**

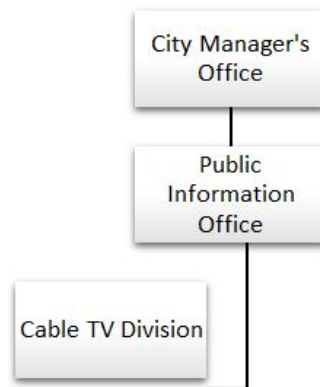
16. Franchise fee revenue increased from \$564,029 in FY 2020 to \$570,000 in FY 2021 based on year-to-date receipts of \$144,940 and FY 2019 actual of \$574,567.

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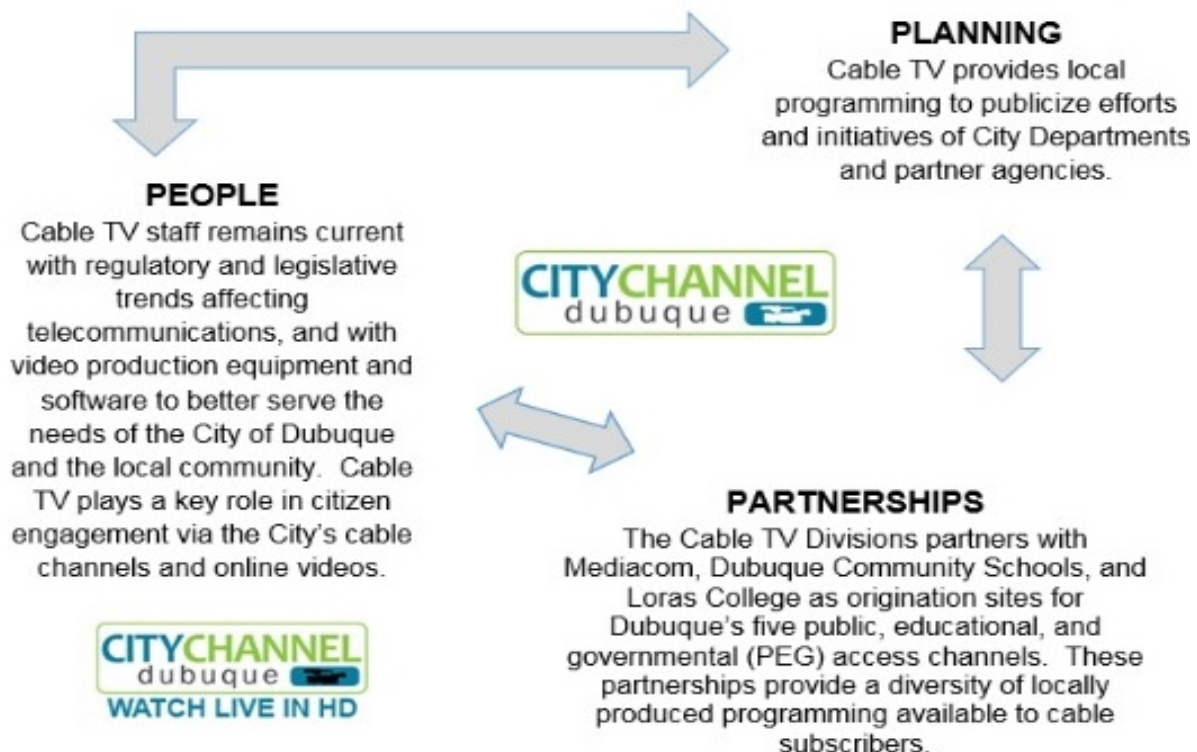
## PUBLIC INFORMATION OFFICE

# CABLE TV DIVISION

The Cable TV Division embraces the Sustainability Principle of Community Knowledge by producing video programs on City initiatives for distribution to the community via the local government access cable channels, the City's website, and social media. The Cable TV Division also supports the local access community through coordination of the various access origination sites and working with the Cable TV Commission to disseminate funding through the Capital Grant for Access Equipment and Facilities. The Cable TV Division also acts as a liaison between local cable subscribers and the cable company.



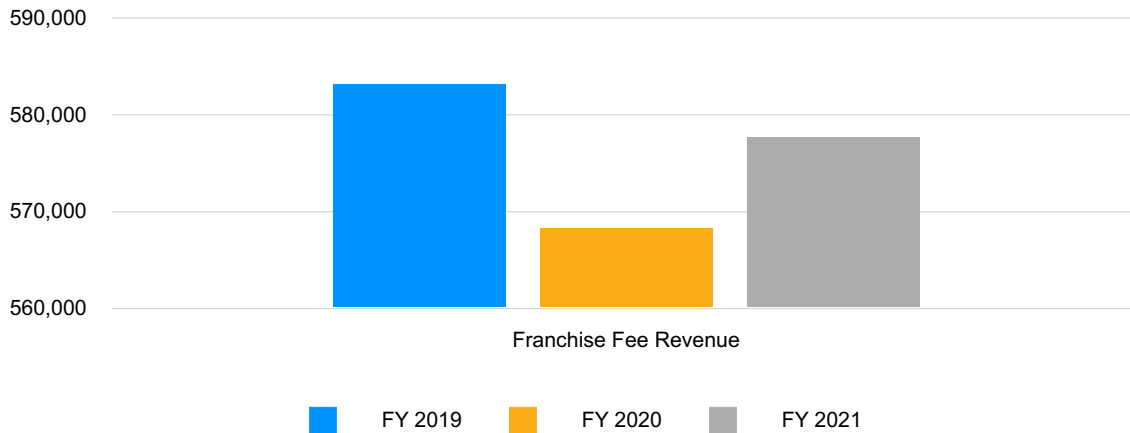
## SUCCESS IS ABOUT PLANNING, PARTNERSHIPS AND PEOPLE LEADING TO OUTCOMES



# PUBLIC INFORMATION OFFICE CABLE TV DIVISION

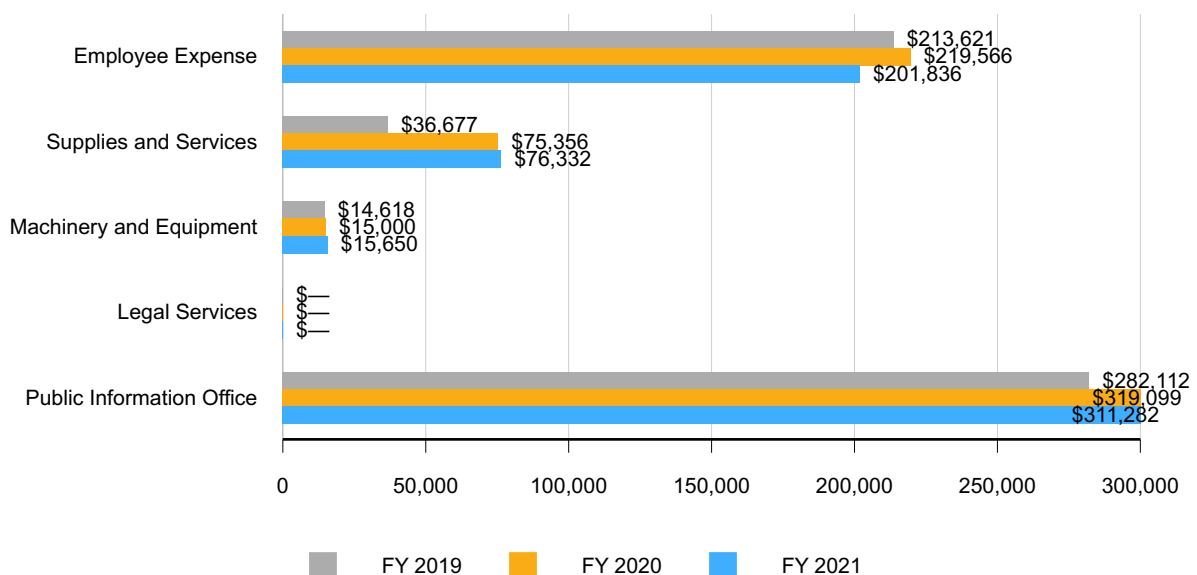
	FY 2019	FY 2020	FY 2021
Full-Time Equivalent	2.25	2.25	2.25

## Revenue



Cable TV is supported by 2.25 full-time equivalent employees, which accounts for 68.69% of the department expense as seen below. Overall, the departments' expenses are expected to decrease by 5.20% in FY 2021 compared to FY 2020.

## Expenditures by Category by Fiscal Year



# PUBLIC INFORMATION OFFICE

## CABLE TV DIVISION

### Mission & Services

Provide information on City services and initiatives to citizens and visitors to Dubuque through local cable access and the Internet and remain current on legal and regulatory trends in telecommunications. The Cable TV Division operates two local government access channels available to local cable subscribers. The primary channel, CityChannel Dubuque, is also streamed live to the Internet via the City's website.


Besides providing coverage of City Council and Zoning Advisory Commission meetings, CityChannel Dubuque produces a variety of informational and cultural programming about local government and Dubuque and provides 24/7 city announcements, updated weather information, and important notices such as winter parking restrictions. The Cable TV Division acts as a liaison between the Cable Company and local cable subscribers. It works with the Cable TV Commission to oversee requests for funding from the Capital Grant for Access Equipment and Facilities to provide local organizations with equipment with which to produce programming for the local community. The Cable TV Division also monitors legal and regulatory matters pertaining to telecommunications that may impact the community.

Position Summary	
	FY 2021
Cable Television Coordinator	1.00
Video Producer	1.00
Intern Video Producer	0.25
<b>Total FT Equivalent Employees</b>	<b>2.25</b>


### Performance Measures

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

- 1 **Dept. Objective: Provide information regarding City initiatives to citizens and visitors through program/video production and multiple channels of dissemination.**

Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
# of meetings broadcast & programs produced	>100	101	107	105	

- 2 **Dept. Objective: Make the City of Dubuque more inclusive and equitable by incorporating closed captions into select videos.**

# of video minutes captioned	>6000	NA	NA	6,200	
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#### City Council Goal: Partnerships for a Better Dubuque

- 3 **Dept. Objective: Facilitate the production of local access programming & distribute funds to local non-profit organizations through the Capital Grant for Access Equipment and Facilities.**

# of funds allocated	N/A	\$138,900	\$125,241	N/A
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## Recommended Operating Revenue Budget - Department Total

### 75 - CABLE TV DIVISION

Fund	Account	Account Title	FY18 Actual Revenue	FY19 Actual Revenue	FY20 Adopted Budget	FY21 Recomm'd Budget
290	42350	CABLE FRANCHISE FEE	564,029	574,567	564,029	570,000
<b>42</b>	<b>LICENSES AND PERMITS</b>	<b>- Total</b>	<b>564,029</b>	<b>574,567</b>	<b>564,029</b>	<b>570,000</b>
290	43110	INVESTMENT EARNINGS	4,761	8,508	4,294	7,657
<b>43</b>	<b>USE OF MONEY AND PROPERTY</b>	<b>- Total</b>	<b>4,761</b>	<b>8,508</b>	<b>4,294</b>	<b>7,657</b>
290	53605	MISCELLANEOUS REVENUE	10	20	10	0
290	53620	REIMBURSEMENTS-GENERAL	0	60	0	0
<b>53</b>	<b>MISCELLANEOUS</b>	<b>- Total</b>	<b>10</b>	<b>80</b>	<b>10</b>	<b>0</b>
<b>CABLE TV DIVISION - Total</b>			<b>568,800</b>	<b>583,155</b>	<b>568,333</b>	<b>577,657</b>

## Recommended Operating Expenditure Budget - Department Total

### 75 - CABLE TV DIVISION

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
290	61010	FULL-TIME EMPLOYEES	151,717	154,512	158,161	140,572
290	61030	SEASONAL EMPLOYEES	0	0	6,786	6,859
290	61050	OVERTIME PAY	3,179	3,818	4,000	4,000
290	61071	HOLIDAY PAY-OVERTIME	154	0	0	0
290	61310	IPERS	13,876	14,946	15,455	13,648
290	61320	SOCIAL SECURITY	10,860	11,075	12,924	11,585
290	61410	HEALTH INSURANCE	31,800	28,620	21,672	24,592
290	61415	WORKMENS' COMPENSATION	608	520	440	452
290	61416	LIFE INSURANCE	129	129	128	128
<b>61 - WAGES AND BENEFITS</b>			<b>212,323</b>	<b>213,621</b>	<b>219,566</b>	<b>201,836</b>
290	62010	OFFICE SUPPLIES	1,465	470	1,465	1,494
290	62030	POSTAGE AND SHIPPING	17	34	18	37
290	62031	PROCESSING MATERIALS	0	321	21,000	19,200
290	62061	DP EQUIP. MAINT CONTRACTS	4,166	4,530	4,370	4,785
290	62110	COPYING/REPRODUCTION	22	73	23	73
290	62140	PROMOTION	0	65	195	195
290	62170	SUBSCRIPTIONS-BOOKS-MAPS	38	220	2,500	225
290	62190	DUES & MEMBERSHIPS	760	760	775	775
290	62206	PROPERTY INSURANCE	3,644	387	387	406
290	62208	GENERAL LIABILITY INSURAN	1,603	1,401	1,488	1,471
290	62310	TRAVEL-CONFERENCES	0	0	2,000	2,000
290	62320	TRAVEL-CITY BUSINESS	0	0	200	200
290	62340	MILEAGE/LOCAL TRANSP	0	0	100	100
290	62360	EDUCATION & TRAINING	889	280	2,500	2,500
290	62420	INET EXPENSE	0	0	1,500	1,500
290	62421	TELEPHONE	1,213	1,383	1,213	1,383
290	62436	RENTAL OF SPACE	787	715	787	715
290	62511	FUEL, MOTOR VEHICLE	520	458	520	534
290	62521	MOTOR VEHICLE MAINT.	207	106	301	108
290	62604	CERTIFICATIONS	305	5	300	160
290	62611	MACH/EQUIP MAINTENANCE	150	1,321	150	1,321
290	62659	LIBRARY VIDEO MATERIALS	511	385	1,000	1,000
290	62663	SOFTWARE LICENSE EXP	167	1,869	2,672	2,672
290	62664	LICENSE/PERMIT FEES	625	640	1,300	1,300
290	62667	DATA SERVICES	16,658	18,754	22,092	20,678
290	62713	LEGAL SERVICES	0	2,500	0	5,000
290	62716	CONSULTANT SERVICES	4,200	0	5,000	5,000
290	62731	MISCELLANEOUS SERVICES	15	0	0	0
290	62747	MACH/EQUIPMENT RENTAL	0	0	1,500	1,500
<b>62 - SUPPLIES AND SERVICES</b>			<b>37,962</b>	<b>36,677</b>	<b>75,356</b>	<b>76,332</b>
290	71123	SOFTWARE	58	0	0	0
290	72412	CABLE TV RELATED EQUIP	7,519	14,450	15,000	15,300
290	72418	TELEPHONE RELATED	0	168	0	350
<b>71 - EQUIPMENT</b>			<b>7,577</b>	<b>14,618</b>	<b>15,000</b>	<b>15,650</b>
290	91100	TO GENERAL	573	0	0	0
<b>91 - TRANSFER TO</b>			<b>573</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>75 - CABLE TV DIVISION TOTAL</b>			<b>258,434</b>	<b>264,916</b>	<b>309,922</b>	<b>293,818</b>

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## Recommended Expenditure Budget Report by Activity & Funding Source

### 75 - CABLE TV DIVISION

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CABLE TV	- 75100
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FUNDING SOURCE: CABLE TV

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	14,618	15,000	15,650
SUPPLIES AND SERVICES	36,677	75,356	76,332
TRANSFER TO	—	—	—
WAGES AND BENEFITS	213,621	219,566	201,836
CABLE TV	264,916	309,922	293,818
CABLE TV DIVISION TOTAL	\$264,916	\$309,922	\$293,818

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

**75 CABLE TV**

FD	JC	WP-GR	JOB CLASS	FY 2019		FY 2020		FY 2021	
				FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
61010 Full Time Employee Expense									
290	8300	GE-37	CABLE TELEVISION COORDINATOR	1.00	\$ 91,971	1.00	\$ 94,068	1.00	\$ 75,252
290	8725	GE-30	VIDEO PRODUCER	1.00	\$ 62,541	1.00	\$ 64,093	1.00	\$ 65,320
TOTAL FULL TIME EMPLOYEES				2.00	\$ 154,512	2.00	\$ 158,161	2.00	\$ 140,572
61030 Seasonal Employee Expense									
290	2875	NA-38	INTERN VIDEO PRODUCER	0.25	\$ 6,635	0.25	\$ 6,786	0.25	\$ 6,859
TOTAL SEASONAL EMPLOYEES				0.25	\$ 6,635	0.25	\$ 6,786	0.25	\$ 6,859
TOTAL CABLE TV				2.25	\$ 161,147	2.25	\$ 164,947	2.25	\$ 147,431

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

ACCT	FD	JC	WP-GR	POSITION CLASS	FY 2019		FY 2020		FY 2021		
					FTE	BUDGET	FTE	BUDGET	FTE	BUDGET	
Cable TV-FT											
29075100	61010	290	8300	GE-37	CABLE FRANCHISE COORDINATOR	1.00	\$ 91,971	1.00	\$ 94,068	1.00	\$ 75,252
29075100	61010	290	8725	GE-30	VIDEO PRODUCER	1.00	\$ 62,541	1.00	\$ 64,093	1.00	\$ 65,320
					Total	2.00	\$ 154,512	2.00	\$ 158,161	2.00	\$ 140,572
Cable TV-Seasonal											
29075100	61030	290	2875	NA-38	INTERN VIDEO PRODUCER	0.25	\$ 6,635	0.25	\$ 6,786	0.25	\$ 6,859
					Total	0.25	\$ 6,635	0.25	\$ 6,786	0.25	\$ 6,859
TOTAL CABLE TV DIVISION						2.25	\$ 161,147	2.25	\$ 164,947	2.25	\$ 147,431

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FISCAL YEAR 2021  
**Recommended**  
**Policy And Narrative Budget**  
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February 24, 2020  
Historic Federal Building City Council Chambers

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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 Pollution Control, Refuse (part of Public Works), Cable TV, Transit, Parking), 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. Battery icons for each KPI visually indicate how well an objective is doing and represent the following:

		
On Track	Improving	Needs Work

- 6) **Department/Division's Goals and Performance Measures by Activity:** This is a written narrative for each activity that explains the goal, describes the purpose, and explains the service objectives of each activity. Performance measures are included for each activity to evaluate activities and ensure that the approved levels of funding yield the expected results.
- 7) **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.
- 8) **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.
- 9) **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.
- 10) **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.
- 11) **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.
- 12) **Five Year Capital Improvement Program Summary by Department/Division:** This report lists all Capital Improvement Projects budgeted in the new budget year and planned for the next four years.

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

# **Health Services**

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## HEALTH SERVICES DEPARTMENT

<b>Budget Highlights</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Budget</b>	<b>FY 2021 Requested</b>	<b>% Change From FY 2020 Budget</b>
Employee Expense	476,220	508,010	550,974	8.5 %
Supplies and Services	322,983	336,362	345,706	2.8 %
Machinery and Equipment	3,439	1,875	3,200	70.7 %
Total	802,642	846,247	899,880	6.3 %
Operating Revenue	360,088	356,914	465,778	30.5 %
State Grant	7,660	12,099	8,808	(27.2)%
Total	367,748	369,013	474,586	28.6 %
Property Tax Support	434,894	477,234	425,294	(51,940)
Percent Increase (Decrease)				(10.9)%
<b>Personnel - Authorized FTE</b>	<b>5.58</b>	<b>5.86</b>	<b>6.14</b>	

### Improvement Package Summary

#### **1 of 5**

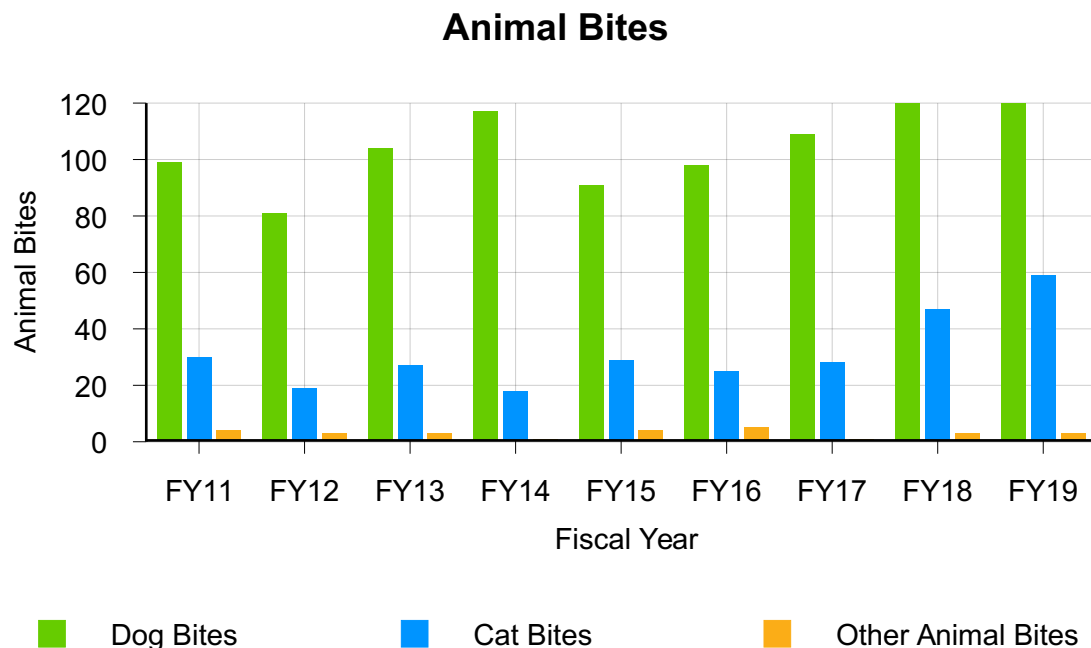
This improvement package would increase one part-time Animal Control Officer to full-time (+0.28 FTE or 582 hours annually), increasing Animal Control staffing by 11 hours. Another full-time Animal Control Officer would provide additional coverage and more timely follow-ups on animal control incidents and complaints. The Fiscal Year 2020 budget funded one part-time animal control officer as full time. The additional full time coverage would reduce the amount of calls Police respond to, increase the number of impounded animals and their subsequent revenue, and provide more prompt and efficient service to residents. This increase in staffing would also provide more coverage for when Animal Control staff is in training, City business, or for personal time. Currently, when one of the Animal Control Officer requires time off, coverage hours are decreased, since the part-time Animal Control Officer cannot go above 29 hours per week or 1,508 hours per year. Annexations have also added travel time and coverage ability for Animal Control. In addition, now that pets are allowed on trails and in some parks, Animal Control can address enforcement for pets in these areas in conjunction with park patrol.

When Animal control is not on-duty, i.e., evenings, nights, weekends, holidays, training, etc., Police cover animal emergencies and complaints. This strains the Police Department, who are not specifically trained in Animal Control. Current staffing levels still do not allow any time for community outreach and education on animal control and responsible pet ownership issues. Increasing the part time Animal Control officer's hours from 29 to 40 per week may allow necessary time to provide education to neighborhood associations, civic organizations, schools and animal organizations, etc.

In addition, the amount of dogs and cats licensed in the city has steadily increased since FY95. This does not account for unlicensed pets, which the American Veterinarian Medical Association estimates 32% of the households owning 1.69 dogs and 27.3% owning 2.19 cats. For the City of Dubuque's 22,560 households, this translates to 12,200 dogs and 13,488 cats. FY19 pet licenses totaled 10,439 or 41% of the estimates. The number of animal control complaints continues to rise, with a 31% increase in the number of complaints/requests from FY18 to FY19.

This improvement package would support City Council Goal 2: "Vibrant Community: Healthy and Safe" by encouraging a sense of safety in the community through increased enforcement as well as ensuring residents feel they are part of a collaborative solution through increased outreach and pet-ownership education efforts.

Police Animal Calls			
FY13: 717	FY15: 569	FY17: 525	FY19: 641
FY14: 854	FY16: 647	FY18: 539	



**Note: Average number of bites each calendar year from 2006 - 2016 is 131. The average number of bites for 2017 - 2019 is 166, a 26% increase.**

In addition, the amount of dogs and cats licensed in the city has steadily increased since FY95. This does not account for unlicensed pets, which the American Veterinarian Medical Association estimates 32% of the households owning 1.69 dogs and 27.3% owning 2.19 cats. For the City of Dubuque's 22,560 households, this translates to 12,200 dogs and 13,488 cats. Recent and proposed annexations have also added travel time and coverage ability.

Fiscal Year	Animal Licenses Sold	Fiscal Year	Animal Licenses Sold
FY95	7,050	FY08	8,675
FY96	6,900	FY09	8,370
FY97	7,110	FY10	8,190
FY98	7,333	FY11	9,055
FY99	7,147	FY12	9,341
FY00	7,294	FY13	9,437

Fiscal Year	Animal Licenses Sold	Fiscal Year	Animal Licenses Sold
FY01	7,792	FY14	9,486
FY02	8,005	FY15	9,897
FY03	7,574	FY16	10,091
FY04	8,036	FY17	10,086
FY05	6,293	FY18	10,309
FY06	7,683	FY19	10,439
FY07	7,990		

This improvement package also includes an increase in fuel (+\$234) and vehicle maintenance (+\$300). In addition, it is expected that animal impoundments fees would increase (+\$1,000), court fines (+\$2,000) and animal licenses (+\$5,000) due to enforcement and outreach.

Related Cost:	\$ 31,833	Tax Funds	Recurring	<b>Recommend - Yes</b>
Related Cost:	\$ 2,275	Tax Funds	Non-Recurring	
Related Revenue:	\$ 8,000	Animal Fees/Fines	Recurring	
Net Cost:	<u>\$ 26,108</u>			
Property Tax Impact:	\$ 0.0103	0.10%		
Activity: Animal Control				

## 2 of 5

This improvement package request is for increasing animal license fees. The history of animal license fee increases includes July 2003 when animal license fees increased to \$10 to spayed/neutered animals and \$25 for non-spayed/non-neutered animals; and 2009 when the license fees increased to \$12 for spayed/neutered animals, and \$30 for non-spayed/non-neutered animals. Additionally, the fee for late licensing has been \$10 since 2009, which is the lowest late fee of the Iowa large cities researched. Increasing the pet license fees to \$14 for spayed/neutered animals, and \$34 for non-spayed/non-neutered animals along with increasing the late fee to \$16 would increase licensing revenue by an estimated \$83,370 from the FY 2019 total of FY 2019 (59%). Currently, unlicensed, impounded dogs and cats that are claimed must be licensed within 10 day of claiming the animal. In 2018, 233 unlicensed pets were returned to owners and 257 are projected for 2019. Many of these licenses are not purchased and end up in the Municipal Infraction/Court process, which is costly and not efficient. Requiring purchase of licensing at the time of claiming the animal is projected to produce an estimated \$6,678 in license revenue (included in the projected increase above.) This provision of purchasing a license when claiming an unlicensed animal requires an ordinance change. License fees are set by the city manager and therefore do not require an ordinance change.

Related Revenue:	<u>\$ 83,370</u>	Animal license fees	Recurring	<b>Recommend - Yes</b>
Property Tax Impact:	<u>\$(0.0328)</u>	(0.31)%		
Activity: Animal Control				

## 3 of 5

This improvement package request is for a portable printer for Animal Control to keep in the Animal Control truck. Animal Control officers use tablets in the field and need to be able to print citations, forms, notices etc while they are personally working with residents. A portable printer alleviates having to go back to the office to prepare notices and other documentation and then mail the documents or make another trip to deliver the documents to the resident.



Related Cost:           \$     200 Tax Funds  
Property Tax Impact:   \$ 0.0001 —%  
Activity: Animal Control

Non-Recurring       **Recommend - Yes**

#### 4 of 5

This improvement package request is for a supply of leashes for animal control to use in the field, educate residents, provide to residents at City Expo and give to residents who do not have a leash. The leashes are printed with animal control's phone number and provide positive reinforcement when Animal Control officers are doing enforcement or education with residents. A supply of several 100 are ordered every few years to get a lower price.

Related Cost:           \$     650 Tax Funds  
Property Tax Impact:   \$ 0.0003 —%  
Activity: Animal Control

Non-Recurring       **Recommend - Yes**

#### 5 of 5

This improvement package would provide funds for tick removal kits to give away at City Expo and Health outreach events. A tick removal kit will contain a special tweezers, instructions and information about tick prevention and the infectious diseases tick carry such as Lyme disease and Rocky Mountain spotted fever.

Related Cost:           \$     500 Tax Funds  
Property Tax Impact:   \$ 0.0002 —%  
Activity: Community Health

Non-Recurring       **Recommend - Yes**

### Significant Line Items

#### **Employee Expense**

1. FY 2021 employee expense reflects a 1.5% wage package increase.
2. The Iowa Public Employee Retirement System (IPERS) City contribution of 9.44% is unchanged from FY 2020 The employee contribution of 6.29% is unchanged from FY 2020.
3. The City portion of health insurance expense increased from \$921 in FY 2020 to \$1,013 in FY 2021 per month per contract which results in annual increase of \$30,947 or 9.99%.
4. Five-Year Sick leave payout decreased from \$3,291 in FY 2020 to \$0 in FY 2021.
5. Overtime expense is unchanged from \$1,500 in FY 2020 to \$1,500 in FY 2021. FY 2019 actual was \$1,841.

#### **Supplies & Services**

6. Court Costs and Record Fees increased from \$18,653 in FY 2020 to \$24,905 in FY 2021 based on FY 2019 actual \$24,905. Beginning January 1, 2016, the court requires the \$85 filing fee for municipal infractions to be paid up front by the City. The Court then enters judgment, and if a defendant is found guilty, the defendant will pay a fine plus \$85 in court costs and the Court will distribute the fine portion and reimburse the City for the filing fee that was paid up front by the City. If a defendant is found not guilty, the City will pay for the court costs using the \$85 filing fee paid upfront instead of deducting the \$85 from the City's judgments, which was the process done by the Court previous to January 1, 2016. Departments that file municipal infractions must budget the upfront filing fee and a portion of the amount is reimbursed to the department going forward. The offsetting revenue is budgeted in Iowa District Court

Fines and is \$28,016 in FY 2021 . Due to time delay of reimbursements, the revenue received is more than the expense.

7. Payments to Other Agencies increased from \$188,691 in FY 2020 to \$191,083 in FY 2021 due to the annual consumer price index increase on the Humane Society contract. The FY 2021 Humane Society contracted budget is \$135,283. Most of these contracted services for animal control are expenses that the City would have within its organization regardless of who provides the services. In addition, there is \$50,000 budgeted for Crescent Community Health Center patient health and wellness programming operating expenses. There is also \$5,800 budgeted for the Visiting Nurse Association to provide medical case management of lead poisoned children, which is funded by the Iowa Department of Public Health grant.
8. Bill Collection Services increased from \$46,238 in FY 2020 to \$47,211 in FY 2021 based on FY 2019 actual \$47,211. This line item represents the amount paid to PetData Services for pet licensing.
9. Consultant Services increased from \$4,172 in FY 2020 to \$10,641 in FY 2021 based on FY 2019 actual \$10,369. This line item represents vet services for after hour veterinarian calls. This line item is also used for vet services for injured dogs or cats when the owner is unknown, rabies confinement of animals when the owner is unknown, wild animal confinement, and neglect cases of animals when being held waiting for a court appearance.
10. Education and Training increased from \$9,889 in FY 2020 to \$11,289 in FY 2021. This line item represents public health and nursing continuing education (\$350); National Animal Care & Control Training for Animal Control Officers (\$6,000); Iowa Department of Inspections and Appeals Training for Sanitarians (\$2,939); and Childhood Lead Poisoning Prevention Training and Lead and Healthy Homes Training (\$2,000) which is covered by a grant.

## Machinery & Equipment

11. Equipment replacement items include (\$3,200):

<u>Administration</u>		
(1) Smart Phone	\$	350
<u>Inspections</u>		
(1) Smart Phone	\$	375
<b>Recommended Improvement Packages</b>		<b>2,475</b>
Total	\$	<u>3,200</u>

## Revenue

12. Dog and cat license revenue increased from \$168,373 in FY 2020 to \$262,923 in FY 2021 based on FY 2019 actual of \$174,554.
13. Business license revenue increased from \$139,950 in FY 2020 to \$150,000 in FY 2021 due to the fee increase approved by the State of Iowa on January 1, 2019. FY 2019 actual was \$130,201.
14. Iowa District Court Fines increased from \$20,849 in FY 2020 to \$28,016 in FY 2021. FY 2019 actual was \$26,017. This revenue represents the reimbursement of the cost of Court Costs and Record Fees for municipal infractions fee paid up front by the City and then reimbursed to the City by the Court. Due

to time delay of reimbursements, the revenue received is more than the expense. A majority of the municipal infractions filed by Health Services are for failure to license a pet.

### **Miscellaneous**

15. The Animal Control activity is 71.3% self-supporting in FY 2021 versus 56.0% self-supporting in FY 2020.
16. The Inspection of Food Establishments activity is 73.9% self-supporting in FY 2021 versus 70.5% self-supporting in FY 2020.

# PUBLIC HEALTH

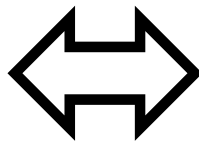
Public Health provides an effective service to protect, maintain and promote the physical and environmental health and well-being of the citizens of the community.



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

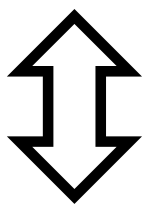
### People

The Health Services Department strives to respond to conditions that affect the overall health of the community in a timely manner.

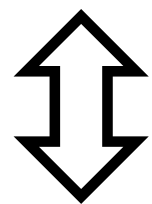


### Planning

- The Dubuque County Community Health Needs Assessment and Health Improvement plan is a community-wide effort to assess the community's health needs and decide how to meet them.
- The Dubuque County Health Care Preparedness Coalition is a multi-disciplinary partnership that assesses jurisdictional risk and responds cohesively to public health incidents and emergencies.



Green & Healthy Homes Initiative



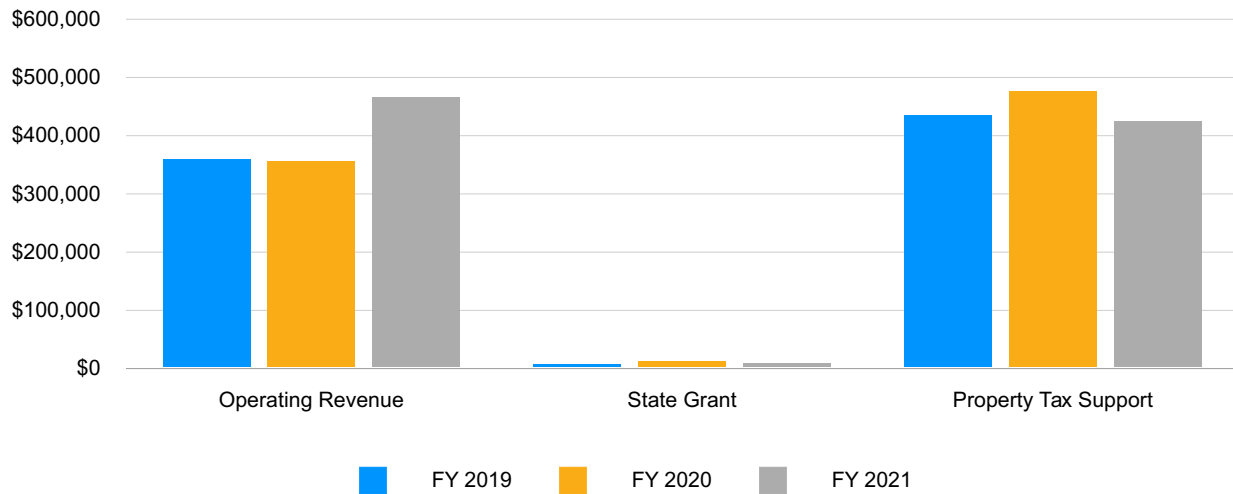
### Partnerships

Partnerships allow public health to perform its activities in an effective, efficient, and inclusive manner. Some partners include the Crescent Community Health Center, Iowa Department of Public Health, Dubuque Community Schools, Dubuque Visiting Nurses Association, Dubuque County Health Department, Mercy Medical Center, Unity Point Health/Finley Hospital, and many others.

# PUBLIC HEALTH

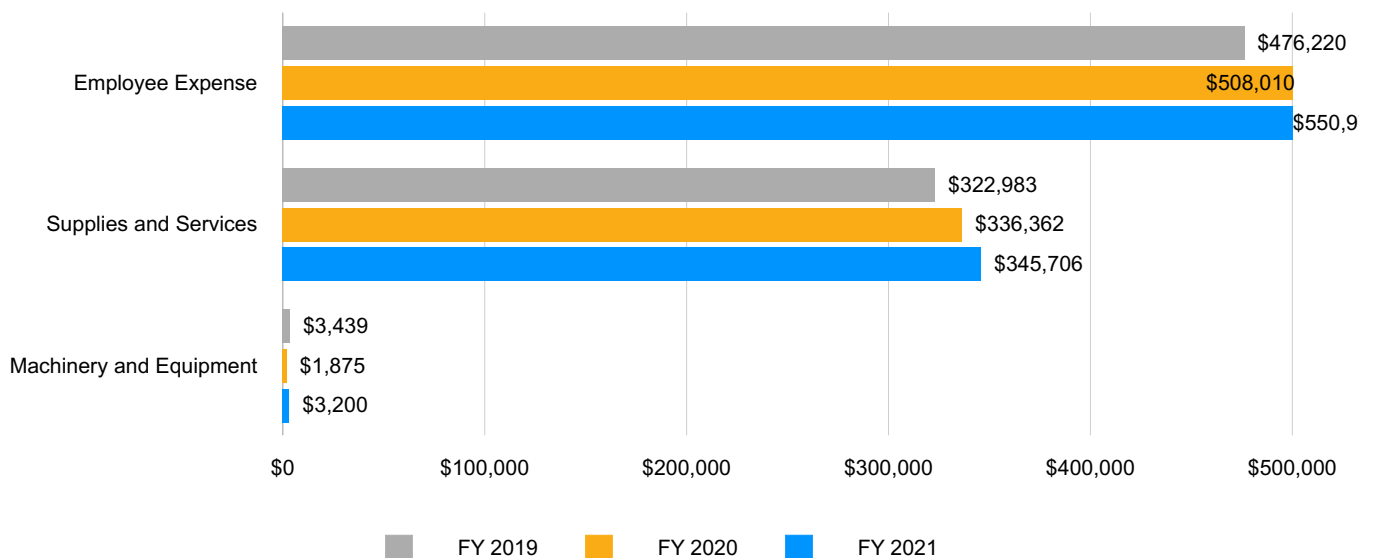
	FY 2019	FY 2020	FY 2021
Full-Time Equivalent	5.58	5.86	6.14

## Resources and Property Tax Support



The Health Department is supported by 6.14 full-time equivalent employees, which accounts for 61.23% of the department expense as seen below. Overall, the departments' expenses are expected to increase by 6.34% in FY 2021 compared to FY 2020.

## Expenditures by Category by Fiscal Year



# PUBLIC HEALTH

## Administration/Community Health

### Mission & Services

Community Health provides assessment, assurance, and policy development to address public health problems and issues in the community. The [Health Services](#) Department works with the [Dubuque County Board of Health](#) to carry out public health essential services necessary for an effective public health system. Responsibilities include evaluating, reviewing, and updating animal, noise, nuisance, sewer, refuse, and food ordinances enforced by the Health Department.




Health Administration/Community Health Funding Summary			
	FY 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$258,245	\$269,468	\$256,111
Resources	\$7,957	\$13,565	\$9,974

Health Administration/Community Health Position Summary	
	FY 2021
Public Health Specialist	1.00
Public Health Intern	0.14
Secretary	1.00
<b>Total Full-Time Equivalent Employees</b>	<b>2.14</b>

### Performance Measures


#### City Council Goal: Vibrant Community: Healthy and Safe

- 1 Dept. Objective: Ensure accessibility and quality of primary care and population-based health services.

Performance Measure (KPI)	Target	2017 Actual	2018 Actual	2019 Estimate	Performance Indicator
Crescent Community Health Center total patients served	8057	6437	6370	6000	
% patients served at or below 100% of poverty level of total demographic in Dubuque	56%	48%	58%	58%	
% of patients served without insurance	30%	33%	48%	48%	


#### City Council Goal: Vibrant Community- Healthy & Safe

- 2 Dept. Objective: Maintain a Childhood Lead Poisoning Prevention Program

% of children with elevated blood lead levels	<1%	1.5%	N/A	1.4%	
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#### City Council Goal: Partnerships for a Better Dubuque

- 3 Dept. Objective: Mobilize community partnerships to identify and investigate public health problems and emerging issues

Annual review, maintenance and demonstration (exercising) of Public Health Emergency Response Plan sections	1 section or exercise/year	Animals in disaster	Communication & notification drill	Risk Communication	
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# PUBLIC HEALTH

## Environmental Health

### Mission & Services

Environmental Health promotes a safe and healthy environment by assuring sanitary conditions and practices in accordance with municipal public health and environmental ordinances, codes and regulations. Responsibilities include responding to complaints, inspecting pools, spas, tanning, and tattoo facilities, and inspecting and licensing food establishments, stands, and mobile units.

Food Inspection/Environmental Health Funding Summary			
	FY 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$219,794	\$224,391	\$224,007
Resources	\$151,998	\$158,116	\$165,494

Food Inspection/Environmental Health Position Summary	
	FY 2021
Environmental Sanitarian	2.00
<b>Total Full-Time Equivalent Employees</b>	<b>2.00</b>

### Performance Measures

#### City Council Goal: Vibrant Community: Healthy & Safe

- 1 **Dept. Objective: Assure safe and sanitary public swimming pools, spas and tattoo facilities by providing a minimum of one inspection per year within Dubuque County.**

Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
# of closures of public pool/spa	0	1	0	0	

- 2 **Dept. Objective: All permanent and temporary food establishments, mobile food units and hotels/motels/inns are inspected and licensed through a contract with the Iowa Department of Inspections & Appeals.**

# of new/change ownership food establishments	N/A	89	68	80	N/A
# foodborne illness complaints	7	7	4	7	

- 3 **Dept. Objective: Alleviate improper garbage/refuse storage and disposal and other public nuisances through code enforcement.**

# municipal infractions (MIs) issued for nuisance violations	25	7	23	32	
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# PUBLIC HEALTH

## Animal Control

### Overview

Animal Control enforces the City Animal Ordinance which provides for licensing of all cats and dogs, the prohibition of dogs and cats running at-large within the city, inoculation of all dogs and cats against rabies, investigation of animal bites and assurance of proper rabies confinement, prohibition of harboring a vicious or potentially vicious animal or dangerous animal and prohibition of animals causing serious disturbance or nuisance.

Animal Control Funding Summary			
	FY 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$324,603	\$352,388	\$419,762
Resources	\$207,794	\$197,332	\$299,118



Animal Control Position Summary	
	FY 2021
ANIMAL CONTROL OFFICER	2.00
<b>Total Full-Time Equivalent Employees</b>	<b>2.00</b>

### City Council Goal: Vibrant Community: Healthy & Safe

#### 1 Dept. Objective: Respond to and abate the problems and nuisances of cats and dogs.

Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
# of citations issued for violations of Animal Control ordinance	N/A	44	63	75	N/A

#### 2 Dept. Objective: Control the spread of rabies among and between animals.


# of Pet Licenses sold/rabies licenses	11,000	10,309	10,439	11,439	
# of citations for failure to license a pet	1,700	1,446	1,787	1,850	

#### 3 Dept. Objective: Assess and evaluate animal bites, injuries and attacks for determining potentially vicious and vicious animal declarations.

# of animal bites	N/A	179	182	175	N/A
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### City Council Goal: Partnerships for a Better Dubuque

#### 4 Dept. Objective: Provide shelter for dogs, cats and other animals without homes in Dubuque.

Maintain agreement with Dubuque Regional Humane Society	July 1, 2020	Penalties imposed	Amendment	New agreement	
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## Recommended Operating Revenue Budget - Department Total

### 17 - HEALTH SERVICES

Fund	Account	Account Title	FY18 Actual Revenue	FY19 Actual Revenue	FY20 Adopted Budget	FY21 Recomm'd Budget
100	42105	BUSINESS LICENSES	107,579	130,201	139,950	150,000
100	42120	ANIMAL LICENSES	119,613	126,353	121,113	262,923
100	42125	CAT LICENSES	46,260	48,201	47,260	0
100	42169	TATTOO LICENSES	2,640	3,993	3,070	2,805
100	42235	REFUSE HAULING PERMITS	725	375	725	775
100	42325	SWIMMING POOL INSP. FEES	7,436	9,123	9,533	10,650
100	42330	ANIMAL IMPOUNDMENT FEES	7,350	8,040	8,850	9,040
<b>42</b>	<b>LICENSES AND PERMITS</b>	<b>- Total</b>	<b>291,603</b>	<b>326,286</b>	<b>330,501</b>	<b>436,193</b>
100	45701	STATE GRANTS	5,759	7,660	11,599	8,808
100	45771	FED PASS THRU STATE GRANT	0	0	500	0
<b>45</b>	<b>STATE GRANTS</b>	<b>- Total</b>	<b>5,759</b>	<b>7,660</b>	<b>12,099</b>	<b>8,808</b>
100	51987	WEED CUTTING CHARGES	3,695	4,423	3,695	0
<b>51</b>	<b>CHARGES FOR SERVICES</b>	<b>- Total</b>	<b>3,695</b>	<b>4,423</b>	<b>3,695</b>	<b>0</b>
100	53403	IA DISTRICT COURT FINES	17,814	26,017	20,849	28,016
100	53605	MISCELLANEOUS REVENUE	0	0	300	0
100	53620	REIMBURSEMENTS-GENERAL	668	3,362	669	669
100	53625	REIMBURSEMENTS-TRAINING	457	0	900	900
<b>53</b>	<b>MISCELLANEOUS</b>	<b>- Total</b>	<b>18,940</b>	<b>29,379</b>	<b>22,718</b>	<b>29,585</b>
<b>HEALTH SERVICES - Total</b>			<b>319,996</b>	<b>367,748</b>	<b>369,013</b>	<b>474,586</b>

## Recommended Operating Expenditure Budget - Department Total

### 17 - HEALTH SERVICES

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
100	61010	FULL-TIME EMPLOYEES	264,469	272,113	342,082	392,796
100	61020	PART-TIME EMPLOYEES	65,938	73,273	36,910	0
100	61030	SEASONAL EMPLOYEES	2,569	6,303	3,410	0
100	61050	OVERTIME PAY	1,470	1,841	1,500	1,500
100	61070	HOLIDAY PAY	0	0	0	458
100	61091	SICK LEAVE PAYOFF	4,308	4,097	3,291	0
290	61091	SICK LEAVE PAYOFF	211	0	0	0
100	61310	IPERS	29,873	33,011	36,241	37,260
100	61320	SOCIAL SECURITY	24,860	26,260	29,620	30,195
290	61320	SOCIAL SECURITY	15	0	0	0
100	61410	HEALTH INSURANCE	55,650	50,086	48,978	79,925
100	61415	WORKMENS' COMPENSATION	7,662	6,772	5,684	6,210
100	61416	LIFE INSURANCE	239	239	294	404
100	61660	EMPLOYEE PHYSICALS	128	2,225	0	2,226
<b>61 - WAGES AND BENEFITS</b>			<b>457,389</b>	<b>476,220</b>	<b>508,010</b>	<b>550,974</b>
100	62010	OFFICE SUPPLIES	1,146	1,948	1,086	2,059
100	62011	UNIFORM PURCHASES	640	936	1,284	937
100	62030	POSTAGE AND SHIPPING	7,882	6,708	8,168	7,379
100	62033	HAND TOOLS/EQUIPMENT	0	337	0	0
100	62061	DP EQUIP. MAINT CONTRACTS	7,895	8,054	8,053	8,535
100	62063	SAFETY RELATED SUPPLIES	(1)	0	100	0
100	62065	LAB SUPPLIES	0	0	50	0
100	62067	ANIMAL CONTROL SUPPLIES	67	307	200	1,788
100	62090	PRINTING & BINDING	2,038	2,989	3,419	3,506
100	62110	COPYING/REPRODUCTION	799	707	854	707
100	62130	LEGAL NOTICES & ADS	660	317	660	1,029
100	62170	SUBSCRIPTIONS-BOOKS-MAPS	159	20	334	21
100	62190	DUES & MEMBERSHIPS	790	775	1,310	1,371
100	62204	REFUNDS	100	605	0	0
100	62206	PROPERTY INSURANCE	132	0	0	0
100	62208	GENERAL LIABILITY INSURAN	3,210	3,421	3,625	3,593
100	62230	COURT COSTS & RECORD FEES	18,653	24,905	18,653	24,905
100	62310	TRAVEL-CONFERENCES	7,842	6,173	14,369	8,114
100	62320	TRAVEL-CITY BUSINESS	51	153	564	794
100	62340	MILEAGE/LOCAL TRANSP	24	27	300	79
100	62360	EDUCATION & TRAINING	6,541	4,291	9,889	11,289
100	62421	TELEPHONE	3,409	4,072	3,421	4,072
100	62436	RENTAL OF SPACE	2,304	2,112	2,304	2,112
100	62511	FUEL, MOTOR VEHICLE	2,142	2,808	3,086	3,403
100	62521	MOTOR VEHICLE MAINT.	846	794	3,018	1,495
100	62528	MOTOR VEH. MAINT. OUTSOUR	0	0	1,030	1,030
100	62614	EQUIP MAINT CONTRACT	750	890	750	890
100	62663	SOFTWARE LICENSE EXP	142	118	150	123
100	62667	DATA SERVICES	311	424	600	415
100	62668	PROGRAM EQUIP/SUPPLIES	509	558	759	558
100	62671	MISC. OPERATING SUPPLIES	0	100	100	500
100	62683	FIELD OPERATIONS SUPPLIES	596	244	200	244
100	62696	OUTSIDE COLLECTOR EXPENSE	0	29	0	0

## Recommended Operating Expenditure Budget - Department Total

### 17 - HEALTH SERVICES

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
100	62699	CASH SHORT AND OVER	0	(1)	0	0
100	62716	CONSULTANT SERVICES	2,999	10,369	4,172	10,641
100	62725	BILL COLLECTION SERVICES	46,941	47,211	46,238	47,211
100	62727	FINANCIAL SERVICE FEES	630	600	630	600
100	62732	TEMP HELP/CONTRACT SERV.	0	0	2,998	2,998
100	62736	CATERING SERVICES	0	0	225	225
100	62761	PAY TO OTHER AGENCY	172,449	185,250	188,691	191,083
100	62780	HAULING SERVICES	589	1,815	589	2,000
100	62781	LAWN CARE SERVICES	4,483	2,915	4,483	0
<b>62 - SUPPLIES AND SERVICES</b>			<b>297,728</b>	<b>322,983</b>	<b>336,362</b>	<b>345,706</b>
100	71111	DICTATION EQUIPMENT	0	0	400	0
100	71120	PERIPHERALS, COMPUTER	0	2,040	0	200
100	71122	PRINTER	0	495	0	0
100	71124	COMPUTER	0	0	0	2,275
100	71211	DESKS/CHAIRS	0	425	425	0
100	71550	MISCELLANEOUS EQUIPMENT	0	109	0	0
100	72418	TELEPHONE RELATED	873	371	1,050	725
<b>71 - EQUIPMENT</b>			<b>873</b>	<b>3,439</b>	<b>1,875</b>	<b>3,200</b>
<b>17 - HEALTH SERVICES TOTAL</b>			<b>755,990</b>	<b>802,642</b>	<b>846,247</b>	<b>899,880</b>

## Recommended Expenditure Budget Report by Activity & Funding Source

### 17 - HEALTH SERVICES

#### HEALTH SERVICES ADMINISTR- 17100

##### FUNDING SOURCE: CABLE TV

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	—	824	825	350
SUPPLIES AND SERVICES	33,563	9,310	40,297	13,790
WAGES AND BENEFITS	131,528	132,016	127,945	119,395
<b>HEALTH SERVICES</b>	<b>165,090</b>	<b>142,150</b>	<b>169,067</b>	<b>133,535</b>
<b>ANIMAL CONTROL</b>		<b>- 17200</b>		

##### FUNDING SOURCE: GENERAL

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	582	425	700	2,475
SUPPLIES AND SERVICES	208,165	234,238	225,746	242,396
WAGES AND BENEFITS	78,766	89,940	125,942	174,891
<b>ANIMAL CONTROL</b>	<b>287,513</b>	<b>324,603</b>	<b>352,388</b>	<b>419,762</b>
<b>INSP. - FOOD ESTBLMNTS</b>		<b>- 17300</b>		

##### FUNDING SOURCE: GENERAL

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	291	2,190	350	375
SUPPLIES AND SERVICES	27,920	26,717	33,486	27,649
WAGES AND BENEFITS	188,002	190,887	190,555	195,983
<b>INSP. - FOOD ESTBLMNTS</b>	<b>216,213</b>	<b>219,794</b>	<b>224,391</b>	<b>224,007</b>
<b>COMMUNITY HEALTH SERV.</b>		<b>- 17400</b>		

##### FUNDING SOURCE: GENERAL

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	23,451	51,480	27,593	52,792
WAGES AND BENEFITS	59,094	63,378	63,568	60,705
<b>COMMUNITY HEALTH SERV.</b>	<b>82,546</b>	<b>114,857</b>	<b>91,161</b>	<b>113,497</b>
<b>LEAD PAINT PROGRAM</b>		<b>- 17500</b>		

##### FUNDING SOURCE: GENERAL

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	4,628	1,238	9,240	9,079
<b>LEAD PAINT PROGRAM</b>	<b>4,628</b>	<b>1,238</b>	<b>9,240</b>	<b>9,079</b>
<b>HEALTH SERVICES TOTAL</b>	<b>\$755,990</b>	<b>\$802,642</b>	<b>\$846,247</b>	<b>\$899,880</b>

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

**17 HEALTH SERVICES DEPARTMENT**

FD	JC	WP-GR	JOB CLASS	FY 2019		FY 2020		FY 2021	
				FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
61010 Full Time Employee Expense									
100	7700	GE-37	PUBLIC HEALTH SPECIALIST	1.00	94,676	1.00	96,836	1.00	97,912
100	7500	GE-32	ENVIRONMENTAL SANITARIAN	2.00	129,313	2.00	136,293	2.00	141,324
100	7400	GE-29	ANIMAL CONTROL OFFICER	0.00	0	1.00	59,967	2.00	114,270
100	7375	GE-27	ENVIRON.SANITARIAN ASST	0.00	0	0.00	0	0.00	0
100	225	GE-25	CONFIDENTIAL ACCOUNT CLERK	1.00	48,949	1.00	48,986	1.00	39,588
TOTAL FULL TIME EMPLOYEES				4.00	272,938	5.00	342,082	6.00	393,094
61020 Part Time Employee Expense									
100	7400	GE-29	ANIMAL CONTROL OFFICER	1.44	75,970	0.72	36,910	0.00	0
TOTAL PART TIME EMPLOYEES				1.44	75,970	0.72	36,910	0.00	0
61030 Seasonal Employee Expense									
100			PUBLIC HEALTH INTERN	0.14	3,334	0.14	3,410	0.14	0
TOTAL SEASONAL EMPLOYEES				0.14	3,334	0.14	3,410	0.14	0
TOTAL HEALTH SERVICES				5.58	352,242	5.86	382,402	6.14	393,094

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

ACCT	FD	JC	WP-GR	POSITION CLASS	FY 2019		FY 2020		FY 2021		
					FTE	BUDGET	FTE	BUDGET	FTE	BUDGET	
Health Services Administration-General Fund											
10017100	61010	100	225	GE-25	CONFIDENTIAL ACCOUNT	1.00	\$ 48,949	1.00	\$ 48,986	1.00	\$ 39,588
10017100	61010	100	7700	GE-37	PUBLIC HEALTH SPECIALIST	0.50	\$ 47,338	0.50	\$ 48,418	0.50	\$ 48,956
Total						1.50	\$ 96,287	1.50	\$ 97,404	1.50	\$ 88,544
Community Health Services - FT General Fund											
10017400	61010	100	7700	GE-37	PUBLIC HEALTH SPECIALIST	0.50	\$ 47,338	0.50	\$ 48,418	0.50	\$ 48,956
Total						0.50	\$ 47,338	0.50	\$ 48,418	0.50	\$ 48,956
Community Health Services - Seasonal General Fund											
10017400	61030	100			PUBLIC HEALTH INTERN	0.14	\$ 3,334	0.14	\$ 3,410	0.14	\$ —
Total						0.14	\$ 3,334	0.14	\$ 3,410	0.14	\$ —
Inspection of Food Est./Environmental - FT General Fund											
10017300	61010	100	7500	GE-32	ENVIRONMENTAL SANITARIAN	2.00	\$ 129,313	2.00	\$ 136,293	2.00	\$ 141,324
10017300	61010	100	7375	GE-27	ENVIRON.SANITARIAN ASST	0.00	\$ —	0.00	\$ —	0.00	\$ —
Total						2.00	\$ 129,313	2.00	\$ 136,293	2.00	\$ 141,324
Animal Control-FT General Fund											
10017200	61010	100	7400	GE-29	ANIMAL CONTROL OFFICER	0.00	\$ —	1.00	\$ 59,967	2.00	\$ 114,270
Total						0.00	\$ —	1.00	\$ 59,967	2.00	\$ 114,270
Animal Control-PT General Fund											
10017200	61020	100	7400	GE-29	ANIMAL CONTROL OFFICER	1.44	\$ 75,970	0.72	\$ 36,910	0.00	\$ —
Total						1.44	\$ 75,970	0.72	\$ 36,910	0.00	\$ —
TOTAL HEALTH SERVICES DEPT.						5.58	\$ 352,242	5.86	\$ 382,402	6.14	\$ 393,094

# **Human Rights**



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## HUMAN RIGHTS DEPARTMENT

<b>Budget Highlights</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Budget</b>	<b>FY 2021 Requested</b>	<b>% Change From FY 2020 Budget</b>
Expenses				
Employee Expense	368,672	495,954	398,621	(19.6%)
Supplies and Services	44,762	106,162	92,474	(12.9%)
Machinery & Equipment	625	350	—	0.0%
Total	414,059	602,466	491,095	(18.5%)
Resources				
Case Processing ICRC	400	2,400	2,400	0.0%
Miscellaneous	1,100	1,500	1,125	(25.0%)
Total	1,500	3,900	3,525	(9.6%)
Property Tax Support	412,559	598,566	487,570	(110,996)
Percent Increase (Decrease)				(18.5%)
<b>Personnel - Authorized FTE</b>	<b>5.00</b>	<b>5.00</b>	<b>4.00</b>	

### Improvement Package Summary

#### **1 of 1**

This improvement package would fund a train-the-trainer program to develop a culturally appropriate leadership development project to engage communities of color and other underrepresented communities to actively participate in civic life. Funds would be used to cover the costs of bringing two trainers to Dubuque for a two-day training program. The training would be offered to a combination of City staff who are involved in City Life and in training Board and Commission members, along with partners from local colleges. Tools and approaches learned in this training would then be adapted to be used for a variety of engagement purposes, including City Life, the potential establishment of a City Life 2.0 program for alumni of City Life, training for Board and Commission members, and/or training for community members engaged with local colleges and/or other partner institutions.

Related Cost:	<u>\$ 3,510</u>	Tax Funds	Non-Recurring	<b>Recommend - Yes</b>
Property Tax Impact:	\$ 0.0014	0.01%		
Activity:	Human Rights			

### Significant Line Items at Maintenance Level

#### **Employee Expense**

1. FY 2021 employee expense reflects a 1.5% wage package increase.
2. The Iowa Public Employee Retirement System (IPERS) City contribution is unchanged from 9.44% in FY 2020. The employee contribution is unchanged from 6.29% in FY 2020.
3. The City portion of health insurance expense increased from \$921 in FY 2020 to \$1,013 in FY 2021 per month per contract which results in annual increase of -\$5,860 or 9.99%.
4. The FY 2021 budget includes the following changes related to the personnel complement:

- a. -1.00 FTE Strategic Workforce Equity Coordinator was moved from Human Rights to the Human Resources Department (-\$97,078).

## **Supplies & Services**

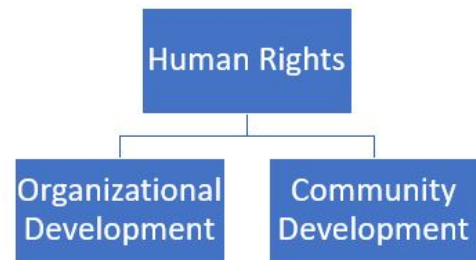
5. Education and Training decreased from \$44,062 in FY 2020 to \$30,962 in FY 2021. This line item represents Annual Fair Housing Training (\$10,000); Strategic Workforce Development Coordinator training including Intercultural Competency Training of City Staff (\$0); and general Human Rights training including equity core team development, National Association for the Advancement of Colored People (NAACP) events, community engagement training, and the Martin Luther King, Jr. Breakfast (\$20,962).
6. Conferences increased from \$8,015 in FY 2020 to \$12,596 FY 2021. This line item represents the actual cost to attend the National League of Cities Conference in Tampa, FL, the Government Alliance on Race and Equity conference in Oakland, CA, Sustainable Communities Conference. This line item increase is caused by shifting funds which were previously funded in Education & Training and conference/travel budgeting for the Strategic Workforce Development Coordinator and Community Engagement Coordinator positions which were unfrozen in FY20.
7. Speakers and Programs decreased from \$14,540 in FY 2020 to \$12,040 in FY 2021. The Dispute Resolution Center Operating expense decreased from \$1,892 in FY 2020 to \$1,742 in FY 2021. The remaining budget represents two City Life programs and an interpretation service at City Life Programs in FY 2021 (\$7,958); interpreters for commission functions (\$340) and the Dubuque Community Police Relations Committee (\$2,000).
8. Pay to Other Agency is unchanged from \$12,000 in FY 2020. This line item includes \$6,000 for Faces and Voices Human Relations Event that currently is the annual the Reverend Doctor Martin Luther King Breakfast and \$6,000 for VISTA cost share. The VISTA cost share is unchanged from \$6,000 in FY 2020.
9. Printing and Binding is unchanged from \$5,967 in FY 2020 to \$5,967 in FY 2021. This line item provides for the printing of the Annual Report, brochures, training materials, and mailing materials.

## **Revenue**

10. Case processing revenue in FY 2021 is based on 12 employment cases reimbursed at \$200 per case (\$2,400) by the Iowa Civil Rights Commission.
11. General reimbursement revenue decreased from \$1,500 in FY 2020 to \$1,125 in FY 2021 based on FY 2019 actual of \$1,100. This revenue line reflects the reimbursement for Intercultural Competency training materials for four-day workshops.

# HUMAN RIGHTS DEPARTMENT

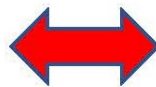
**Department Goal:** Human Rights partners to advance equity in City services and civic engagement through City and community partnerships. In all efforts, compliance with current civil rights laws is considered the bare minimum required, not the end goal.



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

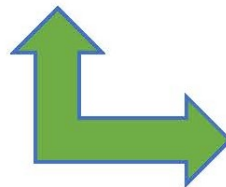
### PEOPLE

We **engage** traditionally marginalized communities to strengthen relationships, expand participation, and advance equity in City services.



### PLANNING

We **facilitate and consult** on Department and partner efforts to develop and implement equity plans.



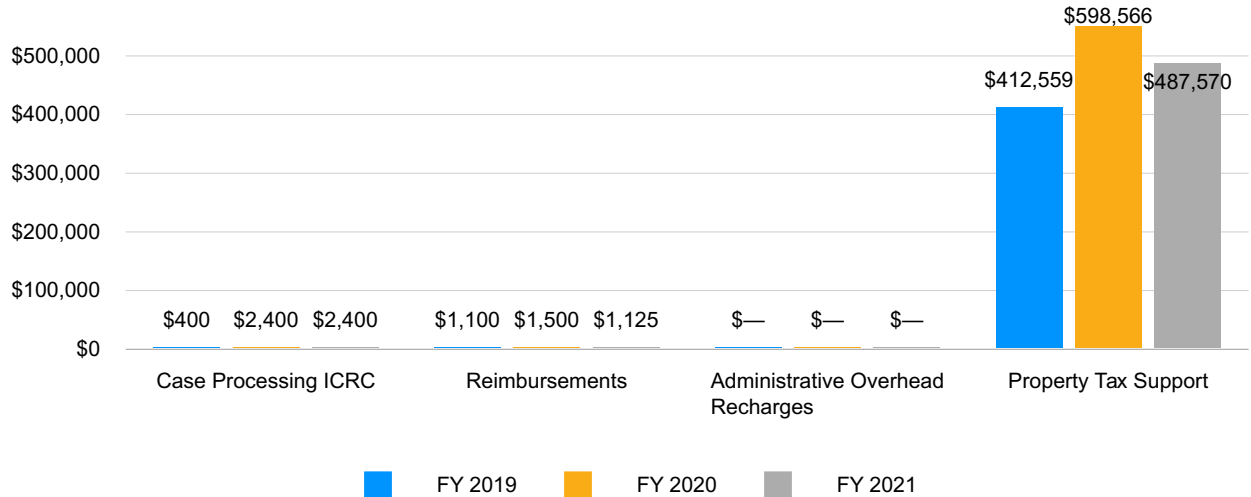
### PARTNERSHIPS

We **educate** individuals and **facilitate and consult** on cross-sector efforts to collectively advance equity.

# HUMAN RIGHTS DEPARTMENT

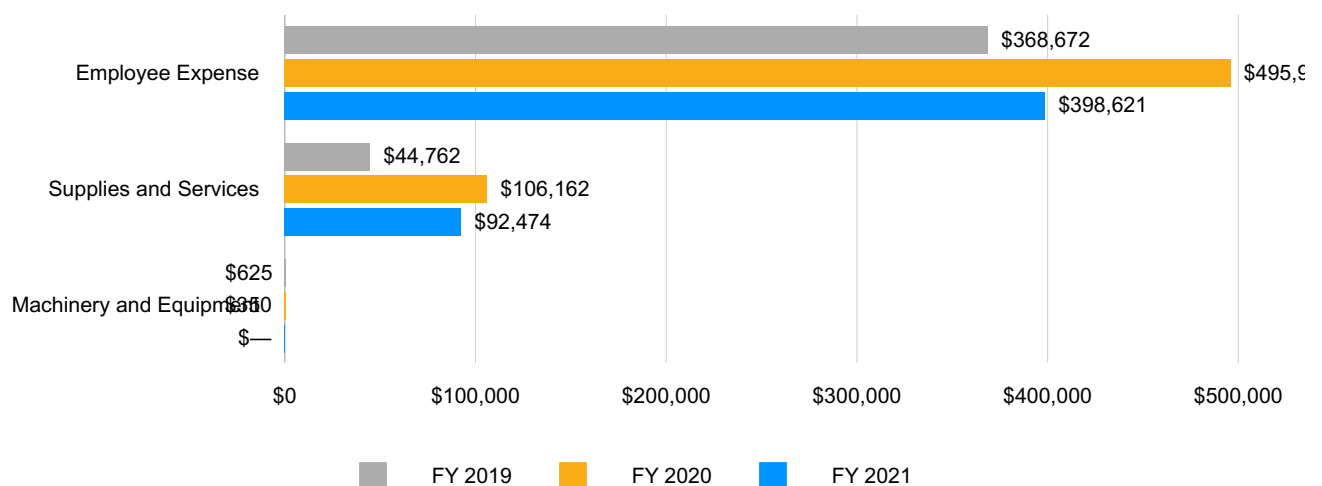
	FY 2019	FY 2020	FY 2021
Full-Time Equivalent	5.00	5.00	4.00

## Resources and Property Tax Support



The Human Rights Department is supported by 4.00 full-time equivalent employees, which accounts for 81.17% of the department expense as seen below. Overall, the departments' expenses are expected to decrease by -18.49% in FY 2021 compared to FY 2020.

## Expenditures by Category by Fiscal Year



# HUMAN RIGHTS DEPARTMENT

## Organizational Development

### Mission & Services

The Human Rights Department partners with other City Departments to advance equity understanding and actions amongst our employees, through service delivery, community engagement efforts, and grants and contracts.



Organization Development Funding Summary			
	FY19 Budget	FY20 Budget	FY 2019 Requested
<b>Expenditures</b>	\$36,372	\$96,496	\$0
<b>Resources</b>	\$11	\$0	\$0

Organization Development Position Summary	
	FY 2021
Community Engagement Coordinator	0.25
Director	0.50
Intake Specialist	0.50
Organizational Equity Coordinator	0.75
<b>Total FT Equivalent Employees</b>	<b>2.00</b>


### Performance Measures

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

- 1 **Activity Objective: Facilitate Equity Teams, consult on department equity plans, and develop organizational framework for collectively advancing equity.**

Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimat	Performance Indicator
% of departments with completed equity plans	100%	26%	39%	74%	
% of departments working on an equity plan or self-assessment	100%	13%	43%	26%	

- 2 **Activity Objective: Educate staff on developing intercultural skills and applying equity tools in service delivery and community engagement.**

% staff indicating improved understanding of importance of intercultural skills, equity, and inclusion.	90%	86%	83%	95%	
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- 3 **Activity Objective: Facilitate/Consult on Improvements in Access, Usage, or Life Circumstances for Residents Most Impacted by Inequities**

% of departments reporting improvements in workforce, service delivery and/or community engagement with residents most impacted by inequities	20%	n/a	n/a	20%	N/A
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# HUMAN RIGHTS DEPARTMENT

## Community Development

### Mission & Services

Community Development involves partnering with various groups and organizations within the community to address inequities in economic opportunity, health, housing, education, transportation, and safety.


Community Development Funding Summary			
	FY 2019 Actual	FY 2020 Budget	FY 2021 Requested
<b>Expenditures</b>	\$ 376,520	\$ 495,970	\$ 481,095
<b>Resources</b>	\$ 1,488	\$ 3,900	\$ 3,525

Community Development Position Summary	
	FY 2021
Organizational Equity Coordinator	.25
Community Engagement Coordinator	.75
Director	.50
Intake Specialist	.50
<b>Total FT Equivalent Employee's</b>	<b>2.00</b>


### Performance Measure

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

- 1 **Activity Objective: Educate/Facilitate non-profit institutions, private businesses, educational institutions in contributing towards advancing equity through the Imagine Dubuque plan.**

Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
% partners indicating improved understanding of importance of intercultural skills, equity, and inclusion.	95%	92%	94%	95%	
% of partners reporting improvements in quality of life measures and/or community engagement with residents most impacted by inequities	20%	n/a	n/a	20%	N/A

- 2 **Activity Objective: Engage communities most impacted by inequities in the governance process.**

% racial/ethnic minorities serving on Boards and Commissions	10%	n/a	5%	5%	
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## Recommended Operating Revenue Budget - Department Total

### 16 - HUMAN RIGHTS DEPARTMENT

Fund	Account	Account Title	FY18 Actual Revenue	FY19 Actual Revenue	FY20 Adopted Budget	FY21 Recomm'd Budget
100	51918	CASE PROCESSING ICRC	3,375	400	2,400	2,400
<b>51</b>	<b>CHARGES FOR SERVICES</b>	<b>- Total</b>	<b>3,375</b>	<b>400</b>	<b>2,400</b>	<b>2,400</b>
100	53201	REFUNDS	40	0	0	0
100	53620	REIMBURSEMENTS-GENERAL	2,953	1,100	1,500	1,125
<b>53</b>	<b>MISCELLANEOUS</b>	<b>- Total</b>	<b>2,993</b>	<b>1,100</b>	<b>1,500</b>	<b>1,125</b>
<b>HUMAN RIGHTS DEPARTMENT - Total</b>			<b>6,368</b>	<b>1,500</b>	<b>3,900</b>	<b>3,525</b>



## Recommended Operating Expenditure Budget - Department Total

### 16 - HUMAN RIGHTS DEPARTMENT

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
100	61010	FULL-TIME EMPLOYEES	224,548	266,599	375,641	297,403
100	61092	VACATION PAYOFF	0	2,426	0	0
100	61310	IPERS	20,097	25,142	35,515	28,074
100	61320	SOCIAL SECURITY	16,394	19,777	28,736	22,751
100	61410	HEALTH INSURANCE	47,700	53,663	55,044	49,184
100	61415	WORKMENS' COMPENSATION	1,111	726	725	837
100	61416	LIFE INSURANCE	184	206	293	238
100	61660	EMPLOYEE PHYSICALS	0	134	0	134
<b>61 - WAGES AND BENEFITS</b>			<b>310,034</b>	<b>368,672</b>	<b>495,954</b>	<b>398,621</b>
100	62010	OFFICE SUPPLIES	151	1,212	2,330	2,337
100	62030	POSTAGE AND SHIPPING	51	103	53	113
100	62061	DP EQUIP. MAINT CONTRACTS	4,550	4,450	4,204	4,652
100	62090	PRINTING & BINDING	469	535	5,967	5,967
100	62110	COPYING/REPRODUCTION	794	763	1,385	706
100	62130	LEGAL NOTICES & ADS	0	6,486	100	100
100	62170	SUBSCRIPTIONS-BOOKS-MAPS	538	812	986	979
100	62190	DUES & MEMBERSHIPS	1,811	1,480	2,462	1,550
100	62206	PROPERTY INSURANCE	129	0	0	0
100	62208	GENERAL LIABILITY INSURAN	2,293	2,334	2,498	2,451
100	62310	TRAVEL-CONFERENCES	1,885	4,419	8,015	12,596
100	62320	TRAVEL-CITY BUSINESS	630	232	1,925	1,629
100	62340	MILEAGE/LOCAL TRANSP	113	68	114	71
100	62360	EDUCATION & TRAINING	18,057	13,192	44,062	30,962
100	62421	TELEPHONE	1,537	2,111	2,780	2,121
100	62436	RENTAL OF SPACE	1,080	1,440	2,160	1,620
100	62663	SOFTWARE LICENSE EXP	95	79	101	191
100	62667	DATA SERVICES	241	381	480	389
100	62734	SPEAKERS/PROGRAMS	2,032	665	14,540	12,040
100	62761	PAY TO OTHER AGENCY	11,400	4,000	12,000	12,000
<b>62 - SUPPLIES AND SERVICES</b>			<b>47,853</b>	<b>44,762</b>	<b>106,162</b>	<b>92,474</b>
100	71211	DESKS/CHAIRS	0	289	0	0
100	72418	TELEPHONE RELATED	0	336	350	0
<b>71 - EQUIPMENT</b>			<b>0</b>	<b>625</b>	<b>350</b>	<b>0</b>
<b>16 - HUMAN RIGHTS DEPARTMENT TOTAL</b>			<b>357,887</b>	<b>414,058</b>	<b>602,466</b>	<b>491,095</b>

## Recommended Expenditure Budget Report by Activity & Funding Source

### 16 - HUMAN RIGHTS DEPARTMENT

#### HUMAN RELATIONS - 16100

##### FUNDING SOURCE: GENERAL

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	—	457	350	—
SUPPLIES AND SERVICES	32,403	29,970	74,878	76,474
WAGES AND BENEFITS	310,034	342,093	414,742	398,621
<b>HUMAN RELATIONS</b>	<b>342,436</b>	<b>372,520</b>	<b>489,970</b>	<b>475,095</b>
<b>WORKFORCE DEVELOPMENT - 16300</b>				

##### FUNDING SOURCE: GENERAL

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	—	168	—	—
SUPPLIES AND SERVICES	8,154	9,625	15,284	—
WAGES AND BENEFITS	—	26,579	81,212	—
<b>WORKFORCE DEVELOPMENT</b>	<b>8,154</b>	<b>36,372</b>	<b>96,496</b>	<b>—</b>
<b>VISTA COST SHARE - 16400</b>				

##### FUNDING SOURCE: GENERAL

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	6,000	4,000	6,000	6,000
<b>VISTA COST SHARE</b>	<b>6,000</b>	<b>4,000</b>	<b>6,000</b>	<b>6,000</b>
<b>HUD VOLUNTARY COMP AGREE - 16600</b>				

##### FUNDING SOURCE: GENERAL

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	1,297	1,167	10,000	10,000
<b>HUD VOLUNTARY COMP AGREE</b>	<b>1,297</b>	<b>1,167</b>	<b>10,000</b>	<b>10,000</b>
<b>HUMAN RIGHTS DEPARTMENT TOTAL</b>	<b>\$357,887</b>	<b>\$414,058</b>	<b>\$602,466</b>	<b>\$491,095</b>

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

**16 HUMAN RIGHTS DEPARTMENT**

FD	JC	WP-GR	JOB CLASS	FY 2019		FY 2020		FY 2021	
				FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
61010 Full Time Employee Expense									
100	9150	GE-40	HUMAN RIGHTS DIRECTOR	1.00	\$ 108,984	1.00	\$ 111,462	1.00	\$ 112,693
100	4730	GE-33	STRATEGIC WORKFORCE EQUITY	1.00	\$ 19,395	1.00	\$ 59,967	0.00	\$ —
100	610	GE-32	EQUITY OUTREACH COORD	1.00	\$ 62,563	1.00	\$ 62,563	1.00	\$ 62,563
100		GE-33	COMMUNITY ENGAGEMENT COORD	1.00	\$ 19,395	1.00	\$ 59,967	1.00	\$ 63,340
100	1640	GE-27	INTAKE SPECIALIST	1.00	\$ 55,430	1.00	\$ 56,693	1.00	\$ 57,331
			TOTAL FULL TIME EMPLOYEES	5.00	\$ 265,767	5.00	\$ 350,652	4.00	\$ 295,927
			TOTAL HUMAN RIGHTS DEPT.	5.00	\$ 265,767	5.00	\$ 350,652	4.00	\$ 295,927

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

ACCT	FD	JC	WP-GR	POSITION CLASS	FY 2019		FY 2020		FY 2021		
					FTE	BUDGET	FTE	BUDGET	FTE	BUDGET	
Human Rights-FT											
10016100	61010	100	9150	GE-40	HUMAN RIGHTS DIRECTOR	1.00	\$ 108,984	1.00	\$ 111,462	1.00	\$ 112,693
10016300	61010	100	4730	GE-33	TRAINING & WKFCE DEV COORD	1.00	\$ 19,395	1.00	\$ 59,967	0.00	\$ —
10016100	61010	100	1965	GE-33	COMMUNITY ENGAGEMENT COORD	1.00	\$ 19,395	1.00	\$ 59,967	1.00	\$ 63,340
10016100	61010	100	2680	GE-32	HUMAN RELATIONS SPECIALIST	0.00	\$ —	0.00	\$ —	0.00	\$ —
10016100	61010	100	2372	GE-33	EQUITY OUTREACH COORD	1.00	\$ 62,563	1.00	\$ 62,563	1.00	\$ 62,563
10016100	61010	100	1640	GE-27	INTAKE SPECIALIST	1.00	\$ 55,430	1.00	\$ 56,693	1.00	\$ 57,331
Total						5.00	\$ 265,767	5.00	\$ 350,652	4.00	\$ 295,927
TOTAL HUMAN RIGHTS DEPARTMENT						5.00	\$ 265,767	5.00	\$ 350,652	4.00	\$ 295,927

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# Library

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## LIBRARY DEPARTMENT

<b>Budget Highlights</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Budget</b>	<b>FY 2021 Requested</b>	<b>% Change From FY 2020 Budget</b>
<u>Expenses</u>				
Employee Expense	2,448,218	2,489,015	2,617,002	5.1%
Supplies and Services	1,063,778	1,124,760	1,119,826	-0.4%
Machinery and Equipment	123,848	90,586	77,720	-14.2%
Subtotal	3,635,844	3,704,361	3,814,548	3.0%
Debt Service	224,162	223,767	223,463	-0.1%
Total Requirements	3,860,006	3,928,128	4,038,011	
<u>Resources</u>				
Library Gift Trusts	132,152	157,580	80,374	-49.0%
Sales Tax 20% for Debt Abatement	21,112	20,967	21,063	0.5%
TIF Revenue for Debt Abatement	203,050	202,800	202,400	-0.2%
Operating Revenue	89,546	41,450	40,125	-3.2%
Total Revenue	445,860	422,797	343,962	-18.6%
Property Tax Support	3,414,146	3,505,331	3,694,049	188,718
Percent Increase (Decrease)				5.4%
Percent Self Supporting	3.5%	2.6%	1.2%	
<b>Personnel - Authorized FTE</b>	<b>34.14</b>	<b>34.14</b>	<b>35.14</b>	

### Improvement Package Summary

#### **1 of 7**

This improvement request is for the purchase of software to support the library's marketing campaign to increase awareness and use of the library, as well as funding to support the monthly fees for Hot Spots. The library began a marketing campaign during the last quarter of 2018. At the close of FY 19, checkouts increased 4%, 466 new library cards had been issued, the number of visitors increased by 3,351, the number of visitors to the Maker Space increased 52%, digital checkouts increased by 55%, and 12 out of 17 informational databases realized a significant increase in use. This has taken place during a time when the majority of libraries have experienced flat or slight decreases in use. Marketing was conducted with digital media using everything from e-mail to Facebook to the library's website to Twitter. Management of the campaign was achieved through social media platform management software such as Zoho (\$300 annually), Ad Espresso, which manages social media advertisements (\$1,854 annually) and MailChimp, which manages email (\$1,140 annually). Hot Spots (\$1,800 annually) were introduced through a grant in FY 19 and 15 are available for checkout. Since they were introduced the waiting list consistently averages 14. Hot Spots provide the Internet access to citizens that would not have it otherwise. This request supports the City Council Goal of Diverse Arts, Culture, Parks, and Recreation Experiences and Activities.

Related Cost: \$ 5,094 Tax Funds Recurring  
 Property Tax Impact: \$ 0.002 0.02%  
 Activity: Library Administration

**Recommend - No**



## 2 of 7

This improvement request is for catering for the Iowa Library Association (ILA) Conference in October, 2020 at a reception hosted by Carnegie-Stout Public Library. The ILA Conference is expected to attract over 500 during the three days it is held. The host library typically has a reception during the evening on the first day of the conference. This request supports the City Council Goal for Diverse Arts, Culture, Parks, and Recreation Experiences and Activities.

Related Cost: \$ 2,500 Tax Funds Non-Recurring

**Recommend - Yes**

Property Tax Impact: \$ 0.001 0.01%

Activity: Library Administration

## 3 of 7

This improvement request is for a part-time employee in the Information Technology (IT) Activity. Currently this activity has two FTEs and two interns. The interns each work 10 hours per week. This activity also provides support for the Multicultural Family Center (averages about 2.5 calls per month). This position would be responsible for providing public service directly to library visitors by answering questions, troubleshooting their devices used to access library materials, and to provide classes, which were discontinued due to time constraints. This person would be responsible for responding to at least half of the IT tickets requesting support, which number over 4,600 annually. Additionally, this position would troubleshoot equipment in the library that is used by the public. This person would be able to have permissions and take on added responsibilities that the interns cannot currently have. This responsibility will provide for support with server maintenance, firewalls, switches, door/elevator access software, security cameras, as well as meeting rooms and program setups that require IT assistance (270 annually). This request supports the City Council Goal for Diverse Arts, Culture, Parks, and Recreation Experiences and Activities.

Related Cost: \$ 24,512 Tax Funds Recurring

**Recommend - No**

Property Tax Impact: \$ 0.0096 0.09%

Activity: Information Technology

## 4 of 7

This improvement level decision package request is to add four hours per week (208 hours annually) to the Confidential Account Clerk position in Library Administration. Changes in processes have increased the workload in Library Administration. Purchase card processing requires an average of 11 hours per month. This work was absorbed into the existing position. Additional processing of accounts payable (example of completing check batches) results in more time required for this task. The library averages 1,000 purchase orders a year and it is possible to receive up to 10 invoices for one purchase order. The average increase in work per week for the Confidential Account Clerk is 1.5 hours. This request supports the City Council goal of Financially Responsible, High-Performance Organization.

Related Cost: \$ 3,398 Tax Funds Recurring

**Recommend - No**

Property Tax Impact: \$ 0.0013 0.01%

Activity: Library Administration

## 5 of 7

This improvement request is for collection and maintenance support for the Bicycle Library. The Bicycle Library was purchased with grant funds in 2018. The grant covered the cost of the bike and after-sale items such as an umbrella, uniform, maintenance, and a collection of popular materials. The Bicycle Library is out in the community four to five times a week May through October. The Bike Peddler interacted with 3,411 people during 4 1/2 months in FY19. The Bicycle Library is an outreach program intended to meet people where they are - everywhere from the Farmers' Market to the Arboretum, and Jackson Park to the River Walk. The Bicycle Library is stocked with the newest material that is in high demand for all ages and for which there is likely a waiting list in the library building. Funding of this

improvement request will make it possible to purchase copies of the most current titles for the collection to keep it up to date. This request supports the City Council Goal for Diverse Arts, Culture, Parks, and Recreation Experiences and Activities.

Related Cost:           \$ 3,000 Tax Funds   Recurring  
Property Tax Impact: \$ 0.0012 0.01%  
Activity: Adult Services, Maintenance Services

**Recommend - Yes**

#### **6 of 7**

This improvement request is for the purchase of one laptop computer for the Circulation Activity. There is one computer in the Activity for 18 staff members and volunteers to work at during off-desk hours. This computer is also used as a second station to check in materials during busy times. The need for a computer by so many results in a backlog, which a laptop can mitigate. A laptop computer is preferred as it can also be used for outreach purposes. When the library has off-site library card sign-up programs (about one every six weeks) a laptop computer for the public is used, leaving one less for a library patron to check out. This request supports the City Council goal of Diverse Arts, Culture, Parks, and Recreation Experiences and Activities.

Related Cost:           \$ 2,800 Tax Funds   Non-Recurring  
Property Tax Impact: \$ 0.0011 0.01%  
Activity: Circulation Services

**Recommend - No**

#### **7 of 7**

This improvement request is for a full-time position in the Youth Services Activity to focus on service to teens. The Children's Services Activity oversees the Teen/Young Adult collection and plans programs for this audience. The focus of Children's Services is early literacy and it serves teens on a part-time basis, approximately 20 hours a week. The library has a beautiful space and collection for teens, but the service desk in this area has never been staffed. Teens are in the unattended space and often become disruptive. The situation is worsened when library staff intervene because the contact that they have with staff is usually negative. The teens using the library most often are those within walking distance of the library and is comprised disproportionately with those of a lower socio-economic status. A full-time library aide would work in this space exclusively, and the employee would build relationships with teens who visit as well as plan outreach programs and seek partnerships to grow attendance. To begin the position will offer five outreach programs and a minimum of two programs in the library per month. The library aide can offer after school activities and recreational programs while providing a safe space. Additionally, this position would free up 20 hours for staff in Youth Services, which would be used for more programming and outreach. At least 24 more education and enrichment programs for preschool and school age children would be created for the community and outreach to schools and area childcare agencies would be expanded. This request supports the City Council's Goal of Diverse Arts, Culture, Parks, and Recreation Experiences and Activities as well as being a High Performance City Organization.

Related Cost:           \$ 69,506 Tax Funds   Recurring  
Property Tax Impact: \$ 0.0273 0.26%  
Activity: Children Services

**Recommend - Yes**

### Significant Line Items

#### Employee Expense

1. FY 2021 employee expense reflects a 1.5% wage package increase.
2. The Iowa Public Employee Retirement System (IPERS) City contribution of 9.44% is unchanged from FY 2020. The employee contribution of 6.29% is unchanged from FY 2020.
3. The City portion of health insurance expense increased from \$921 in FY 2020 to \$1,013 in FY 2021 per month per contract which results in annual increase of \$27,740 or 9.99%.
4. 50% Sick Leave Payout increased from \$0 in FY 2020 to \$5,814 in FY 2021 based on FY 2020 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.
5. Overtime is unchanged from \$27,299 in FY 2020 to \$27,299 in FY 2021. FY 2019 actual was \$18,262.

#### Supplies & Services

6. Data Processing Equipment Maintenance Contracts increased from \$94,654 in FY 2020 to \$98,382 in FY 2021. FY 2019 actual was \$80,875. The items included are as follows:

Contract	Fiscal Year 2020 Budget	FY 2021 Requested	% Change From FY 2020 Budget
Overdrive Platform for Digital Material	\$ 6,120	\$ 6,120	— %
WebSense Spam Filter (65 Licenses)	\$ 1,625	\$ 1,625	— %
Talking Tech Maintenance	\$ 4,500	\$ 4,500	— %
Techlogic Hardware & Software	\$ 8,514	\$ 2,350	(72.40)% (a)
Sophos Firewall Maintenance	\$ 3,051	\$ 3,051	— %
Bywater ILS Support & Development	\$ 28,600	\$ 28,600	— %
Catalog Updates	\$ 2,112	\$ 2,112	— %
Security System Patches/Updates	\$ 2,631	\$ 2,631	— %
Globalcom Security Contract	\$ 1,200	\$ 1,200	— %
GO Daddy Accounts	600	600	— %
Envisionware Internet Management	3,300	4,025	21.97 % (b)
VM Ware	\$ 4,870	\$ 4,870	— %
Network Support - Alpha G-Deep Freeze	\$ 6,936	\$ 8,623	24.32 % (c)
Website Maintenance	\$ 5,600	\$ 5,744	2.57 % (d)
Infrastructure Switches Support	\$ 9,360	\$ 16,696	78.38 % (e)
Various Small Contracts	\$ 1,086	\$ 1,086	— %
Symantec Backup Solution	\$ 1,468	\$ 1,468	— %
Envisionware Credit Card Fees	\$ 1,188	\$ 1,188	— %
Meraki Wireless Gateway	\$ 1,818	\$ 1,818	— %
GoToMyPC License	\$ 75	\$ 75	— %
Total	\$ 94,654	\$ 98,382	3.94 %

(a) Techlogic Hardware and Software decrease based on renegotiating the contract and dropping maintenance fees on a few products no longer needed.

(b) Envisionware Internet Management increase due to mobile printing.

(c) Network Support - Alpha G-Deep Freeze due to fully funding Evanced in FY 2021.

(d) Website Maintenance contract was renegotiated at a lower price in FY 2020 with a small increase in FY 2021.

(e) Infrastructure switches support increased due to the SAN support annual contract, this budget for this hardware was supported under a three year maintenance contract when the SAN was first purchased, once that expired last year the additional cost was added to the FY 2021 budget. This contract will expire when the SAN is upgraded in FY 2022 and maintenance contract will be purchased with this budget.

7. Office Supplies increased from \$17,517 in FY 2020 to \$18,917 in FY 2021 based on FY 2019 actual. FY 2019 actual was \$18,784.
8. Postage increased from \$12,381 in FY 2020 to \$19,362 in FY 2021. FY 2019 actual was \$12,582 due to moving \$5,522 from the Bill Collection Services line item due to the Library changing to fine-free service. The collections for past due items has changed and there was an increase in notifications by letters when an account is frozen, and an invoice is sent as final notice. This has increased the need for postage.
9. Electricity increased from \$60,090 in FY 2020 to \$64,897 in FY 2021 based on FY 2019 actual plus 8%.
10. Gas decreased from \$26,129 in FY 2020 to \$23,363 in FY 2021 based on FY 2019 actual.
11. Speakers and Programs increased from \$17,146 in FY 2020 to \$17,229 in FY 2021. FY 2019 actual was \$18,307. This line item represents adult, families and children educational, recreational, and cultural programs
12. Property Maintenance increased from \$27,208 in FY 2020 to \$33,812 in FY 2021 based on FY 2019 actual. Increase due to boiler repairs.
13. HVAC Maintenance decreased from \$22,918 in FY 2020 to \$19,127 in FY 2021 based on FY 2019 actual.
14. Library Video Materials increased from \$63,138 in FY 2020 to \$66,470 in FY 2021 based on FY 2019 actual and moving \$2,550 from the processing materials line item.
15. Data Processing increased from \$26,635 in FY 2020 to \$28,049 in FY 2021 based on FY 2019 actual \$26,873 plus 4%.
16. Online Information Service increased from \$51,001 in FY 2020 to \$53,494 in FY 2021 based on FY 2019 actual plus 6.2% (Library Trade Almanac). This line item includes subscriptions to informational databases, online newspapers and periodicals, one subscription to Ingram Library Service software to assist with the selection and acquisition of new material, and one subscription to the homework help database "Tutor.com."
17. Library materials, excluding materials purchased by Library trust funds, increased from \$391,236 in FY 2020 to \$420,895 in FY 2021. Library materials are budgeted as follows:

Library Materials	FY 2019 Actual	Fiscal Year 2019 Budget	Fiscal Year 2020 Budget	FY 2021 Requested	% Change From FY 2020
Books	\$ 190,824	\$ 185,593	\$ 202,276	\$ 213,639	5.62%
Book Club	\$ 2,958	\$ 1,900	\$ 2,114	\$ 2,130	0.76%
Audiobooks	\$ 58,974	\$ 55,979	\$ 71,580	\$ 81,557	13.94%
e-Books	\$ 54,942	\$ 27,716	\$ 46,083	\$ 51,792	12.39%
Continuations	\$ 14,635	\$ 31,061	\$ 33,187	\$ 33,776	1.77%
Periodicals	\$ 34,625	\$ 35,886	\$ 35,979	\$ 37,996	5.61%
Total	356,958	338,135	391,219	420,890	7.58%

The library reviews the total materials budget when purchasing and budgeting for the various formats of material and allocates the funds to meet demand. The Library and Trade Book Almanac and School Library Journal publishes a library materials price index each year. The library evaluates the information and selects the increase/decrease that is the lowest of the two indexes depending on whether the price is associated with Adult, Children's or the Teen collection. In planning for Fiscal Year 2021, hardcover books are projected to increase 1.5% to 6.14%, mass market paperback books are projected to increase 0.2%, trade paperback books are projected to increase 4.5%, library binding is projected to increase 25.74%, e-Books are projected to increase 0.7%, CD audio books are projected to increase 14.1% to 16.68%, serials/continuations are projected to increase 1.5% to 3.0%, periodicals are projected to increase 5.8%, and graphic novels/comics are projected to decrease 3.08%.

18. General Library Trust expense decreased from \$157,580 in FY 2020 to \$80,374 in FY 2021. The balance of the Expendable Library Gift Trust Fund as of October 31, 2019 was \$1,152,171. The breakout of the balance by each Expendable Library Gift Trust Fund is as follows:

Library Gift Trust	10/31/2019 Balance
General Gift Trust	\$ 119,364
Walton Gift Trust	\$ 9,581
Mutschler Gift Trust	\$ 1,023,226
Total	\$ 1,152,171

Library Trust expenses budgeted include:

Library Trust Fund Budget	FY 2020	FY 2021
Part-Time Marketing Coordinator	\$ 38,600	\$ 40,600 *
Workers Compensation	\$ —	\$ 88
Office Supplies	\$ 1,050	\$ 657
Printing & Binding	\$ 1,000	\$ 2,305
Copying	\$ 3,000	\$ —
Program Supplies	\$ 3,500	\$ 5,500
Education & Training	\$ 2,500	\$ —
e-Books	\$ 15,000	\$ —
Speakers/Programs	\$ 8,000	\$ 8,000
Promotion	\$ 6,000	\$ 6,000

Library Trust Fund Budget	FY 2020	FY 2021
Online Info Service	\$ 8,000	\$ 6,000
Library Books	\$ 1,000	\$ 1,000
Property Maintenance	\$ 2,000	\$ 3,000
Marketing Consultant	\$ 43,000	\$ —
Contractor Services	\$ 5,000	\$ 5,000
Gift Cards	\$ 1,000	\$ —
Software	\$ 500	\$ —
Computer	\$ 2,500	\$ —
Scanner	\$ 2,500	\$ —
Misc. Equipment	\$ 1,000	\$ —
Construction	\$ 10,000	\$ —
Catering	\$ 2,000	\$ 2,000
Sales Tax	\$ 430	\$ 224
Total	\$ 157,580	\$ 80,374

**\* Part-time Marketing Coordinator is a two-year position thru Fiscal Year 2021. After Fiscal Year 2021, a decision will need to be made in regard to the part-time position.**

## **Machinery & Equipment**

19. Equipment replacement items include (\$77,720):

<u>Administration</u>	
(2) Desk phones	\$500
<u>Children Services</u>	
Book Carts (2)	\$ 400
<u>Circulation Services</u>	
Self Check Machine	\$ 11,000
<u>Information Technology</u>	
Security Cameras (7) and DVR	\$ 6,475
Coin Op - Copy Machine	\$ 8,190
<u>Technical Services</u>	
Book Carts (2)	\$ 800
<u>Maintenance Services</u>	
Carpet Cleaner	\$ 2,670
Riding Vacuum	\$ 8,600
Lighting Equipment (151)	\$ 2,775
Sump Pump	\$ 500
Water Cooler	\$ —
Van	\$ 26,520
Side Chairs	\$ 9,290
Total Equipment	<u>\$ 77,720</u>

## **Debt Service**

20. FY 2021 annual debt service includes the following (\$223,463)

Amount	Debt Series	Source	Purpose	Final Payment	Call Date
\$ 202,400	2016B	GDTIF	Library Renovation	2023	2023
\$ 4,283	2019C	Sales Tax 20%	Library Improvements	2022	2022
\$ 16,780	2012E	Sales Tax 20%	Library Improvements	2027	2019
\$ 223,463	Total Library Annual Debt Service				

## Revenue

21. Book Fines increased from \$0 in FY 2020 to \$400 in FY 2021. FY 2019 actual was \$47,463. This line item represents reserved items not picked up (\$0.50 fine) and fines for items returned through the book drop that must be returned to a Library Clerk.

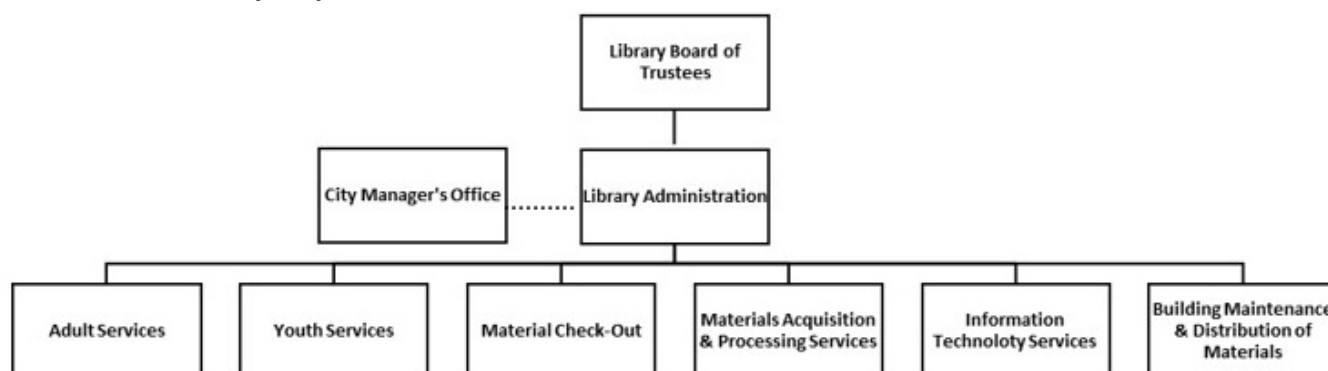
22. Nonresident Fees increased from \$12,825 in FY 2020 to \$19,000 in FY 2021 based on FY 2019 actual.

## Miscellaneous

23. The Library is 1.2% self-supporting in FY 2021 as compared to 2.6% self-supporting in FY 2020.

# CARNEGIE-STOUT PUBLIC LIBRARY

The Carnegie-Stout Public Library strives to improve the quality of life by providing resources that enhance and contribute to individual enjoyment, enlightenment and knowledge and that enhance the literacy of youth.



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

**People:** Library staff members provide outreach through the delivery of materials to homebound residents, residential care facilities, nursing homes, Elm Street Correctional facility, and through the Bicycle Library. Services are provided at the Boys and Girls Club, Jefferson, Washington, and Eleanor Roosevelt Middle Schools, the Multicultural Family Center, and at pop-up locations via the Bike Library.

**Planning:** The Library Board will create a new strategic plan, which will be implemented in FY 2021

### Partnerships:

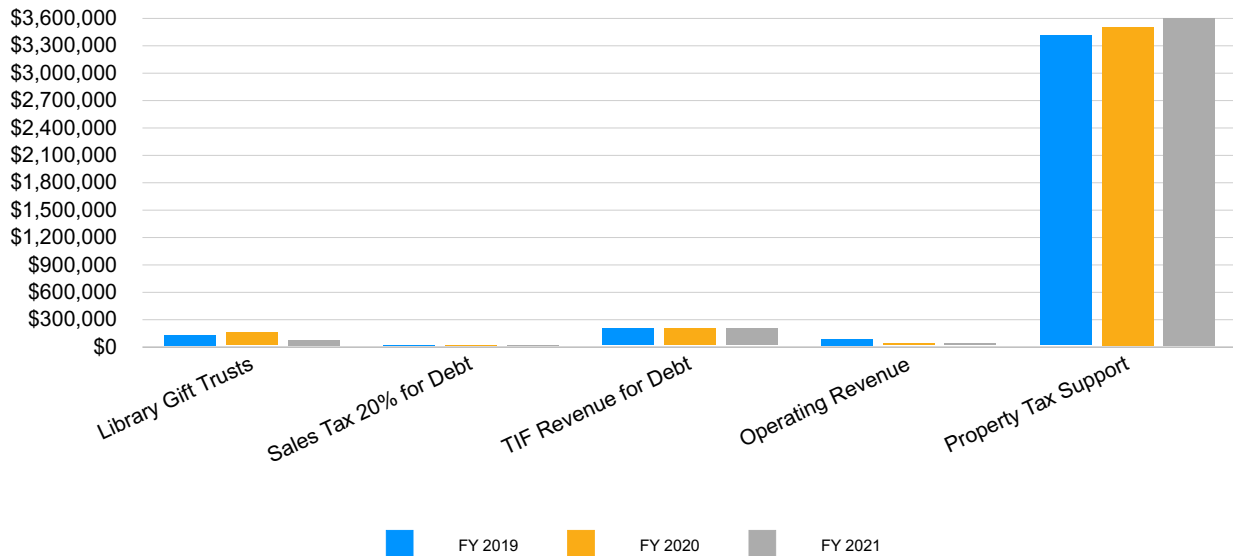
- Educational organizations: Dubuque Community School District, local colleges and universities and the public libraries in Dubuque County.
- Community non-profit organizations: Boys and Girls Club, Family History Center, AmeriCorps, AARP Foundation, Iowa Workforce Development, Quilts of Valor Foundation, Parents as Teachers, and more.
- Local businesses: Hy-Vee grocery stores, Kennedy Mall, KDTH Radio, Sedona Staffing, local credit unions and banks, and many retail businesses.



# CARNEGIE-STOUT PUBLIC LIBRARY

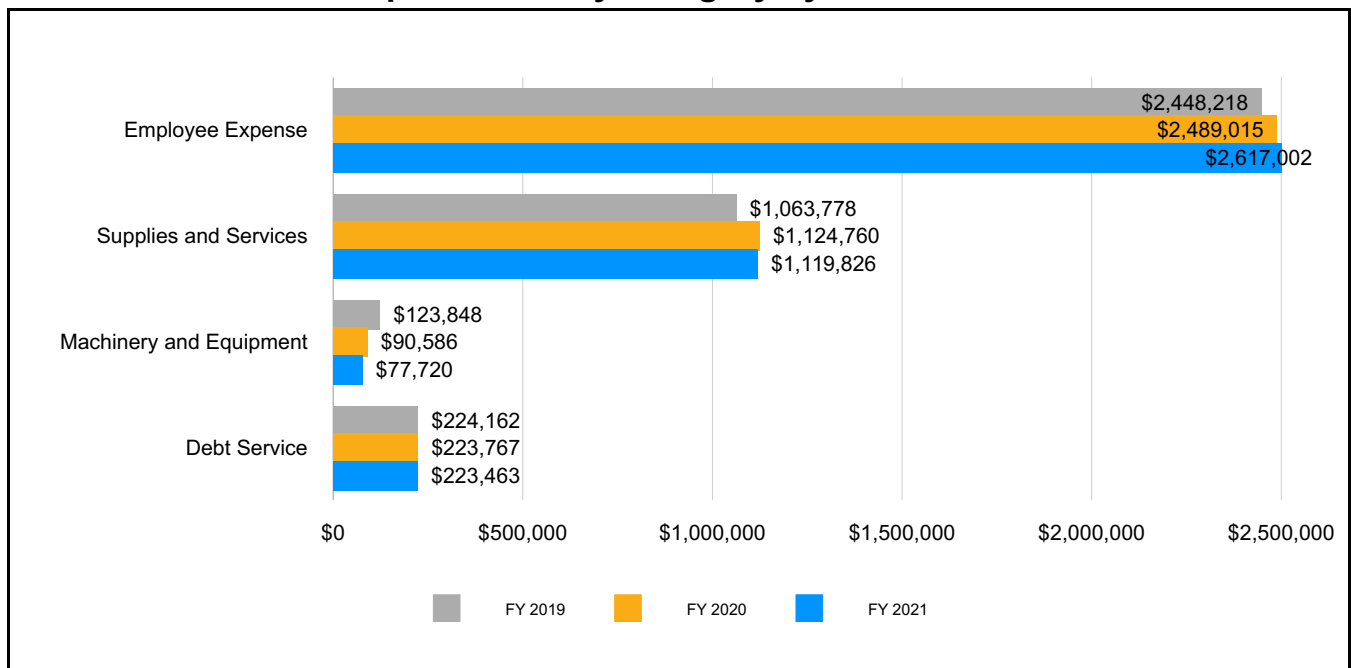
	FY 2019	FY 2020	FY 2021
Full-Time Equivalent	34.14	34.14	35.14

## Revenue and Property Tax Support



The Carnegie-Stout Public Library is supported by 35.14 full-time equivalent employees, which accounts for 64.81% of the department expense as seen below. Overall, the department expenses are expected to increase by 2.80% in FY 2021 compared to FY 2020.

## Expenditures by Category by Fiscal Year



# CARNEGIE-STOUT PUBLIC LIBRARY

## Adult Services

### Mission & Services

Provides and promotes Library services and collections for adult citizens of Dubuque for the purpose of supplying information, encouraging recreational reading, listening and viewing, and enhancing intellectual development.



Adult Services Funding Summary			
	FY 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$1,368,622	\$1,420,695	\$1,755,029
Resources	\$3,796	\$9,354	\$1,400

Adult Services Position Summary	
	FY 2021
Librarian I - FT	4.00
Librarian I - PT	0.07
Library Director	1.00
Librarian II	1.00
Library Aide - FT	4.00
Library Aide - PT	1.00
ADMINISTRATIVE ASSISTANT	1.00
CLERICAL ASSISTANT	0.25
Confidential Account Clerk	0.63
<b>Total FT Equivalent Employees</b>	<b>12.95</b>

### Performance Measures




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

- 1 **Activity Objective: Provide users with convenient access to information, services, and entertainment through technology.**

Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
# of electronic informational resources accessed	95,000	74,849	85,873	95,000	
Total internet and wireless use	108,000	105,085	107,583	108,000	

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

- 2 **Activity Objective: Provide materials that are relevant to the needs and interests of library users and the community + a wide range of informational/recreational programs to interest adults.**

% increase in check out of digital materials (e-books, e-audio, streaming video, music)	25%	22%	55%	15%	
# of attendees to programs	4,600	3,350	4,604	4,300	
# of programs held for adults	130	123	138	136	

# CARNEGIE-STOUT PUBLIC LIBRARY

## Youth Services

### Mission & Services

Provides and promotes Library services and collections for youth ages 0-17 to enhance early childhood literacy, encourage lifelong reading, and meet the informational and recreational needs for children and young adults.



Youth Services Funding Summary			
	FY 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$498,923	\$531,494	\$619,860
Resources	\$0	\$0	\$0

Youth Services Position Summary	
	FY 2019
Librarian II	1.00
Administrative Assistant	1.00
Library Assistant	0.00
Library Aide - FT	2.00
Library Aide - PT	0.69
Library Clerk	2.57
<b>Total FT Equivalent Employees</b>	<b>7.26</b>

### Performance Measures



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

- 1 Activity Objective: Provide new informational and recreational material to youth to increase enjoyment of reading while maintaining and enhancing literacy skills.

Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
# of children's items checked out	145,000	137,607	139,870	145,645	
# of young adult materials checked out	13,500	13,018	11,072	13,000	

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

- 2 Activity Objective: Partner with other agencies to bring library programs to underserved youth.

# of programs provided to area child care centers through Americorps	160	208	165	150	
# of programs delivered for Leadership Enrichment After-School Program (LEAP)	24	12	21	24	

# CARNEGIE-STOUT PUBLIC LIBRARY

## Materials Check-Out and Distribution

### Mission & Services

Enable residents of Dubuque to apply for and receive a library card and to borrow materials in an atmosphere of courteous and friendly attentiveness, maintain the borrower records for the Library, and provide outreach to facilities with home-bound residents.




Materials Check-Out Funding Summary			
	FY 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$750,153	\$733,872	\$894,375
Resources	\$85,749	\$32,096	\$38,725

Materials Check-Out Position Summary	
	FY 2021
Circulation Manager	1.00
Library Lead Assistant	0.63
Custodian - FT	1.00
Custodian - PT	0.13
Clerical Assistant	0.25
Library Assistant	6.30
Library Clerk	1.00
<b>Total FT Equivalent Employees</b>	<b>10.31</b>



### Performance Measures

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

- 1 **Activity Objective: Accurately maintain library materials and records so every library user may fully enjoy all available resources & improve on-time returns.**



Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
# of items available for library users	255,000	239,985	254,057	255,000	
# of registered borrowers (as % of population)	41,000 (71%)	41,068 (71%)	44,205 (77%)	41,000	
% of checked out items returned late	18%	N/A	19%	20%	

- 2 **Activity Objective: Outreach and material delivery to nursing homes, residential care facilities, and remote drop-off and pick-up sites for residents unable to visit the library.**

# of visits to nursing homes/residential care facilities	9	13	9	9	
# of deliveries to homebound residents	170	N/A	128	158	

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

- 3 **Activity Objective: Provide users with access to a wealth of current information.**

# of times visitors accessed informational databases	90,000	74,849	85,873	90,000	
# of issues of archived Telegraph Herald newspapers viewed	167,000	118,000	163,000	167,000	

# CARNEGIE-STOUT PUBLIC LIBRARY

## Information Technology Services

### Mission & Services

Information Technology Services provides a knowledgeable and competent staff offering direction and support for the entire scope of technology in the library and online for enhanced patron access. This scope includes the Maker Space, desktop support, database programming, network administration, and server maintenance.



Information Technology Services Funding Summary			
	FY 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$867,523	\$837,830	\$441,143
Resources	\$0	\$0	\$0

Information Technology Services Position Summary	
	FY 2021
Lead Application Network Analyst	1.00
User Support Specialist	1.00
Maintenance Worker	1.00
Librarian I	0.00
Library Assistant	0.00
Library Aide - FT	0.00
Library Aide - PT	0.00
Library Clerk	0.00
Information Services Intern	0.50
<b>Total FT Equivalent Employees</b>	<b>3.50</b>

### Performance Measures

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

- 1 **Activity Objective: Provide users with convenient access to information, services, and entertainment through technology.**

Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
# of one-on-one technology-based classes offered	90	N/A	70	90	
# of technology troubleshooting sessions with individual library patrons	225	N/A	223	67	

**MakerSpace:** Did you know you can check out the following from MakerSpace in the library? iPads | Macbook Pro | 3D Printers | Apple TVs | Chromecast | Button Maker | Virtual Reality | VHS to DVD Converter | Slide & Film to DVD Converter | GoPro Cameras | Video Cameras | Makey Makey Controllers | Ozobots | Snap Circuits | Green Screen | Cricut Machine | Cuddlebug | Sewing Machines | Embroidery Machine | Adobe Creative Cloud Software | Raspberry Pi Mini-Computers | Crafting Supplies | Jewelry-Making Equipment | Kindles | Retro Gaming System | Hot Spots | Projector | Microphones | Digital Cameras | WhisperRoom...and more!

## Recommended Operating Revenue Budget - Department Total

### 36 - LIBRARY

Fund	Account	Account Title	FY18 Actual Revenue	FY19 Actual Revenue	FY20 Adopted Budget	FY21 Recomm'd Budget
295	43110	INVESTMENT EARNINGS	11,922	19,590	10,826	0
550	43110	INVESTMENT EARNINGS	187	324	0	0
43	USE OF MONEY AND PROPERTY - Total		12,109	19,914	10,826	0
100	46115	COUNTY PAYMENT - LIBRARY	2,393	2,324	2,300	2,300
46	LOCAL GRANT AND REIMBURSE - Total		2,393	2,324	2,300	2,300
100	51921	INTERLIBRARY LOAN FEES	11,748	3,909	9,175	2,220
100	51922	NONRESIDENT FEES-LIBRARY	12,825	19,668	12,825	19,000
100	51924	RESIDENT FEES-LIBRARY	327	684	327	300
295	51949	ART FEES	7,004	7,013	7,004	0
100	51953	MEETING ROOM FEES	2,925	3,447	3,200	3,447
100	51981	COPY SERVICE CHARGES	13,485	11,885	13,000	12,000
51	CHARGES FOR SERVICES - Total		48,313	46,606	45,531	36,967
295	53101	LIBRARY TRUST	(37,866)	0	0	0
295	53103	CONTRIBUTIONS	1,139	467	1,139	0
100	53201	REFUNDS	354	(122)	354	180
295	53201	REFUNDS	87,391	105,084	87,391	0
550	53201	REFUNDS	248	65	0	0
100	53406	BOOK FINES	69,058	47,463	0	400
100	53605	MISCELLANEOUS REVENUE	269	278	269	278
100	53620	REIMBURSEMENTS-GENERAL	3,644	9	0	0
53	MISCELLANEOUS - Total		124,238	153,244	89,153	858
400	54210	GO BOND PROCEEDS	0	395	0	0
400	54220	BOND DISCOUNT	0	18	0	0
54	OTHER FINANCING SOURCES - Total		0	413	0	0
400	59240	FR DOWNTOWN TIF	201,450	203,050	202,800	202,400
295	59295	FR EXPEND LIBRARY GIFT TR	10,000	0	0	0
400	59350	FR SALES TAX CONSTRUCTION	20,980	21,112	20,967	21,063
59	TRANSFER IN AND INTERNAL - Total		232,430	224,162	223,767	223,463
LIBRARY - Total			419,483	446,663	371,577	263,588

## Recommended Operating Expenditure Budget - Department Total

### 36 - LIBRARY

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
100	61010	FULL-TIME EMPLOYEES	1,211,521	1,252,971	1,303,643	1,379,303
100	61020	PART-TIME EMPLOYEES	533,869	547,110	575,521	576,483
295	61020	PART-TIME EMPLOYEES	0	8,867	33,000	34,650
100	61030	SEASONAL EMPLOYEES	20,662	16,046	0	0
100	61050	OVERTIME PAY	16,101	18,262	27,299	27,299
100	61091	SICK LEAVE PAYOFF	4,527	1,725	0	0
100	61092	VACATION PAYOFF	3,205	4,708	0	0
100	61096	50% SICK LEAVE PAYOUT	0	0	0	5,814
100	61310	IPERS	157,697	171,366	179,584	186,988
295	61310	IPERS	0	837	3,000	3,200
100	61320	SOCIAL SECURITY	131,383	134,503	145,852	150,782
295	61320	SOCIAL SECURITY	0	678	2,600	2,750
100	61410	HEALTH INSURANCE	302,099	271,890	205,884	233,624
100	61415	WORKMENS' COMPENSATION	16,222	13,764	11,459	11,674
295	61415	WORKMENS' COMPENSATION	0	0	0	88
100	61416	LIFE INSURANCE	1,042	1,065	1,173	1,210
100	61417	UNEMPLOYMENT INSURANCE	0	2,316	0	1,158
100	61660	EMPLOYEE PHYSICALS	1,543	1,978	0	1,979
295	61660	EMPLOYEE PHYSICALS	0	134	0	0
<b>61 - WAGES AND BENEFITS</b>			<b>2,399,870</b>	<b>2,448,218</b>	<b>2,489,015</b>	<b>2,617,002</b>
100	62010	OFFICE SUPPLIES	16,452	18,784	17,517	18,917
295	62010	OFFICE SUPPLIES	3,432	6,872	1,050	657
100	62011	UNIFORM PURCHASES	257	288	257	288
100	62030	POSTAGE AND SHIPPING	12,128	12,582	12,381	19,362
295	62030	POSTAGE AND SHIPPING	149	0	0	0
100	62031	PROCESSING MATERIALS	15,922	15,726	15,472	18,276
100	62050	OFFICE EQUIPMENT MAINT	503	335	503	540
100	62051	RADIO BATTERY/REPAIR	0	1,612	0	0
100	62060	O/E MAINT CONTRACTS	6,110	6,085	6,110	6,110
100	62061	DP EQUIP. MAINT CONTRACTS	71,840	80,875	94,654	98,382
100	62062	JANITORIAL SUPPLIES	4,940	4,681	4,940	4,940
100	62070	OFFICE EQUIP RENTAL	604	863	865	863
100	62090	PRINTING & BINDING	7,245	11,222	8,173	14,215
295	62090	PRINTING & BINDING	5,642	2,154	1,000	2,305
100	62091	LIBRARY BINDING	625	588	625	937
100	62110	COPYING/REPRODUCTION	6,154	6,252	6,585	6,486
295	62110	COPYING/REPRODUCTION	0	0	3,000	0
100	62130	LEGAL NOTICES & ADS	11,100	8,048	11,100	10,763
100	62140	PROMOTION	11,825	11,030	12,131	12,131
295	62140	PROMOTION	2,032	3,978	6,000	6,000
100	62190	DUES & MEMBERSHIPS	3,564	3,233	3,400	3,507
100	62206	PROPERTY INSURANCE	33,356	23,555	26,368	24,733
100	62207	BOILER INSURANCE	0	0	139	139
100	62208	GENERAL LIABILITY INSURAN	9,137	11,480	12,126	12,055
295	62210	SALES TAX	430	224	430	224
100	62310	TRAVEL-CONFERENCES	12,632	11,673	15,229	16,804
100	62320	TRAVEL-CITY BUSINESS	1,743	1,617	1,921	2,356
100	62340	MILEAGE/LOCAL TRANSP	441	124	898	897

## Recommended Operating Expenditure Budget - Department Total

### 36 - LIBRARY

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
100	62360	EDUCATION & TRAINING	14,350	8,373	13,425	13,425
295	62360	EDUCATION & TRAINING	0	0	2,500	0
100	62411	UTILITY EXP-ELECTRICITY	60,090	70,830	60,090	64,897
100	62412	UTILITY EXP-GAS	26,129	23,363	26,129	23,363
100	62421	TELEPHONE	3,880	4,467	3,905	4,467
100	62431	PROPERTY MAINTENANCE	27,208	33,812	27,208	33,812
295	62431	PROPERTY MAINTENANCE	1,385	4,479	2,000	3,000
100	62433	CUSTODIAL SERVICES	2,166	2,448	2,166	2,756
100	62434	HVAC MAINTENANCE	22,918	19,127	22,918	19,127
100	62435	ELEVATOR MAINTENANCE	2,356	2,427	1,933	2,427
100	62436	RENTAL OF SPACE	504	462	504	504
100	62511	FUEL, MOTOR VEHICLE	950	1,047	950	1,076
100	62521	MOTOR VEHICLE MAINT.	1,044	858	3,542	375
100	62605	E-BOOKS	48,703	54,942	46,083	51,792
295	62605	E-BOOKS	3,505	904	15,000	0
100	62611	MACH/EQUIP MAINTENANCE	32	375	233	1,125
100	62614	EQUIP MAINT CONTRACT	3,135	5,207	5,713	5,713
100	62650	BOOK CLUB BOOKS	2,958	2,148	2,131	2,135
100	62651	LIBRARY BOOKS	167,405	190,824	202,276	213,639
295	62651	LIBRARY BOOKS	6,168	7,093	1,000	1,000
100	62652	LIBRARY AUDIO/VISUAL	54,506	58,974	71,580	81,557
295	62652	LIBRARY AUDIO/VISUAL	921	532	0	0
100	62653	LIBRARY PERIODICALS	33,117	34,625	35,979	37,996
295	62653	LIBRARY PERIODICALS	264	277	0	0
100	62654	LIBRARY CONT/SERIALS	13,787	14,635	33,187	33,776
100	62655	ON LINE INFO SERVICE	66,449	73,471	51,001	53,494
295	62655	ON LINE INFO SERVICE	0	661	8,000	6,000
100	62656	INTERLIBRARY LOAN	393	739	769	769
100	62659	LIBRARY VIDEO MATERIALS	56,846	60,139	63,138	66,470
295	62659	LIBRARY VIDEO MATERIALS	1,985	5,130	0	0
100	62660	DATA PROCESSING	24,886	26,873	26,635	28,049
100	62664	LICENSE/PERMIT FEES	2,235	2,071	2,393	2,202
100	62666	CREDIT CARD CHARGE	1,728	1,770	2,531	1,770
100	62667	DATA SERVICES	10,982	10,994	10,980	10,980
295	62668	PROGRAM EQUIP/SUPPLIES	2,168	4,607	3,500	5,500
100	62699	CASH SHORT AND OVER	0	4	0	0
295	62710	CONTRACTOR SERVICES	0	0	5,000	5,000
100	62713	LEGAL SERVICES	749	0	0	0
100	62716	CONSULTANT SERVICES	0	11,000	0	0
295	62716	CONSULTANT SERVICES	55,021	14,479	43,000	0
100	62725	BILL COLLECTION SERVICES	5,989	3,490	6,522	0
400	62731	MISCELLANEOUS SERVICES	0	191	0	0
100	62732	TEMP HELP/CONTRACT SERV.	3,260	13,645	18,837	18,837
100	62734	SPEAKERS/PROGRAMS	13,407	18,307	17,146	17,229
295	62734	SPEAKERS/PROGRAMS	20,586	18,410	8,000	8,000
100	62736	CATERING SERVICES	6,107	5,905	7,575	10,270
295	62736	CATERING SERVICES	1,186	2,833	2,000	2,000
100	62740	MICROFORMS	3,041	2,700	3,407	3,407



## Recommended Operating Expenditure Budget - Department Total

### 36 - LIBRARY

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
100	62785	GIFT CARDS	255	0	0	0
295	62785	GIFT CARDS	0	250	1,000	0
<b>62 - SUPPLIES AND SERVICES</b>			<b>1,013,014</b>	<b>1,063,778</b>	<b>1,124,760</b>	<b>1,119,826</b>
100	71110	MISC. OFFICE EQUIPMENT	27,644	13,361	2,745	8,190
100	71112	TYPEWRITERS	1,309	0	900	0
100	71115	MICROFILM EQUIPMENT	9,434	10,300	0	0
100	71118	PROJECTOR/CAMERA	0	14,432	11,695	0
100	71120	PERIPHERALS, COMPUTER	0	0	0	11,000
295	71120	PERIPHERALS, COMPUTER	2,804	2,334	0	0
295	71123	SOFTWARE	3,303	4,221	500	0
100	71124	COMPUTER	0	15,326	0	0
295	71124	COMPUTER	8,821	1,254	2,500	0
295	71129	SCANNER	0	0	2,500	0
100	71156	FURNITURE	811	2,527	0	0
295	71156	FURNITURE	0	2,999	0	0
100	71212	SIDE CHAIRS	0	0	0	9,290
100	71215	STORAGE CABINETS	0	0	21,000	0
100	71221	CARTS	1,791	0	3,875	1,200
295	71222	WORKSTATIONS	0	18,190	0	0
295	71225	SHELVING	7,223	0	0	0
100	71312	VAN/PICKUP/WAG REPL	0	0	0	26,520
100	71517	LIGHTING EQUIPMENT	7,838	2,775	2,775	2,775
295	71517	LIGHTING EQUIPMENT	1,785	0	0	0
100	71520	HVAC	0	0	0	500
100	71550	MISCELLANEOUS EQUIPMENT	0	0	1,200	0
295	71550	MISCELLANEOUS EQUIPMENT	33,217	277	1,000	0
100	71610	CUSTODIAL EQUIPMENT	0	0	7,200	11,270
100	72416	VIDEO EQUIPMENT	7,400	16,375	7,400	6,475
295	72416	VIDEO EQUIPMENT	1,245	0	0	0
100	72417	CAMERA RELATED EQUIPMENT	443	0	0	0
100	72418	TELEPHONE RELATED	0	0	500	500
100	72421	HEADSETS	0	0	2,496	0
<b>71 - EQUIPMENT</b>			<b>115,069</b>	<b>104,371</b>	<b>68,286</b>	<b>77,720</b>
100	73210	CONST CONTRACT-BLDG	0	0	12,300	0
295	73210	CONST CONTRACT-BLDG	0	19,477	10,000	0
<b>73 - CIP EXPENDITURES</b>			<b>0</b>	<b>19,477</b>	<b>22,300</b>	<b>0</b>
400	74111	PRINCIPAL PAYMENT	186,236	191,786	197,093	201,106
400	74112	INTEREST PAYMENT	36,197	32,377	26,674	22,357
<b>74 - DEBT SERVICE</b>			<b>222,432</b>	<b>224,162</b>	<b>223,767</b>	<b>223,463</b>
295	91295	TO LIBRARY	10,000	0	0	0
<b>91 - TRANSFER TO</b>			<b>10,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>36 - LIBRARY TOTAL</b>			<b>3,760,386</b>	<b>3,860,007</b>	<b>3,928,128</b>	<b>4,038,011</b>

# Recommended Expenditure Budget Report by Activity & Funding Source

## 36 - LIBRARY

**LIBRARY ADMIN. - 36100**

### FUNDING SOURCE: GENERAL

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
CIP EXPENDITURES	—	12,300	—
EQUIPMENT	—	500	500
SUPPLIES AND SERVICES	59,166	51,676	66,010
WAGES AND BENEFITS	274,059	281,400	383,029
<b>LIBRARY ADMIN.</b>	<b>333,225</b>	<b>345,876</b>	<b>449,539</b>
<b>ADULT SERVICES</b>	<b>- 36200</b>		

### FUNDING SOURCE: GENERAL

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	10,300	2,150	—
SUPPLIES AND SERVICES	419,008	434,547	464,074
WAGES AND BENEFITS	606,090	638,122	841,416
<b>ADULT SERVICES</b>	<b>1,035,398</b>	<b>1,074,819</b>	<b>1,305,490</b>
<b>CHILDREN SERVICES</b>	<b>- 36210</b>		

### FUNDING SOURCE: GENERAL

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	—	1,570	400
SUPPLIES AND SERVICES	144,232	150,011	156,158
WAGES AND BENEFITS	354,691	379,913	463,302
<b>CHILDREN SERVICES</b>	<b>498,923</b>	<b>531,494</b>	<b>619,860</b>
<b>CIRCULATION SERVICES</b>	<b>- 36220</b>		

### FUNDING SOURCE: GENERAL

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	13,959	5,296	11,000
SUPPLIES AND SERVICES	17,948	22,329	18,729
WAGES AND BENEFITS	346,885	332,494	477,016
<b>CIRCULATION SERVICES</b>	<b>378,792</b>	<b>360,119</b>	<b>506,745</b>
<b>LIBRARY RENOVATION DEBT</b>	<b>- 36240</b>		

### FUNDING SOURCE: DEBT SERVICE

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
DEBT SERVICE	21,112	20,967	21,063
SUPPLIES AND SERVICES	191	—	—
<b>DEBT SERVICE</b>	<b>21,303</b>	<b>20,967</b>	<b>21,063</b>
<b>MAINTENANCE SERVICES</b>	<b>- 36300</b>		

### FUNDING SOURCE: GENERAL

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	4,704	32,175	50,355
SUPPLIES AND SERVICES	189,516	184,246	186,360

## Recommended Expenditure Budget Report by Activity & Funding Source

### 36 - LIBRARY

WAGES AND BENEFITS	177,142	157,332	150,915
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MAINTENANCE SERVICES	371,361	373,753	387,630
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YOUTH SERVICES	- 36400		
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**FUNDING SOURCE: GENERAL**

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	18,280	22,890	23,767

YOUTH SERVICES	18,280	22,890	23,767
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INFORMATION TECHNOLOGY	- 36440		
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**FUNDING SOURCE: GENERAL**

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	46,133	19,695	14,665
SUPPLIES AND SERVICES	91,165	104,380	108,434
WAGES AND BENEFITS	190,344	190,875	256,180

INFORMATION TECHNOLOGY	327,642	314,950	379,279
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GENERAL GIFT TRUST	- 36480		
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**FUNDING SOURCE: EXPENDABLE LIBRARY GIFTS**

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
CIP EXPENDITURES	19,477	10,000	—
EQUIPMENT	29,275	6,500	—
SUPPLIES AND SERVICES	51,958	64,480	32,229
TRANSFER TO	—	—	—

GENERAL GIFT TRUST	100,710	80,980	32,229
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WALTON PRESERVATION TRUST-	36490		
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**FUNDING SOURCE: EXPENDABLE LIBRARY GIFTS**

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	1,683	—	1,800

WALTON PRESERVATION TRUST	1,683	—	1,800
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JAMES MUTSCHLER TRUST	- 36496		
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**FUNDING SOURCE: EXPENDABLE LIBRARY GIFTS**

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	14,479	35,000	—
WAGES AND BENEFITS	10,516	38,600	40,688

JAMES MUTSCHLER TRUST	24,995	73,600	40,688
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TECHNICAL SERVICES	- 36500		
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**FUNDING SOURCE: EXPENDABLE LIBRARY GIFTS**

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	—	—	—
SUPPLIES AND SERVICES	4,764	3,000	5,657

## Recommended Expenditure Budget Report by Activity & Funding Source

### 36 - LIBRARY

<b>SPACE MAKER OPERATIONS</b>	<b>4,764</b>	<b>3,000</b>	<b>5,657</b>
EQUIPMENT	0	400	800
SUPPLIES AND SERVICES	51,389	52,201	56,608
WAGES AND BENEFITS	488,492	470,279	4,456
<b>TECHNICAL SERVICES \$</b>	<b>539,881 \$</b>	<b>522,880.00 \$</b>	<b>61,864.00</b>
<b>LIBRARY RENOVATION DEBT - 36600</b>			

#### FUNDING SOURCE: DEBT SERVICE

<b>Account</b>	<b>FY19 Actual Expense</b>	<b>FY20 Adopted Budget</b>	<b>FY21 Recomm'd Budget</b>
DEBT SERVICE	203,050	202,800	202,400
<b>LIBRARY RENOVATION DEBT</b>	<b>203,050</b>	<b>202,800</b>	<b>202,400</b>
<b>LIBRARY TOTAL</b>	<b>\$3,860,007</b>	<b>\$3,928,128</b>	<b>\$4,038,011</b>

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

**36 LIBRARY DEPARTMENT**

FD	JC	WP-GR	JOB CLASS	FY 2019		FY 2020		FY 2021	
				FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
61010 Full Time Employee Expense									
100	8200	GE-41	LIBRARY DIRECTOR	1.00	\$ 113,930	1.00	\$ 116,538	1.00	\$ 118,230
100	8100	GE-34	LIBRARIAN II	2.00	\$ 155,040	2.00	\$ 158,560	2.00	\$ 160,931
100		GE-32	LEAD APPL/NETWORK ANALY	1.00	\$ 68,856	1.00	\$ 70,530	1.00	\$ 75,252
100	8020	GE-32	LIBRARIAN I	5.00	\$ 346,048	5.00	\$ 359,159	4.00	\$ 288,187
100		GE-33	CIRCULATION MANAGER	1.00	\$ 60,281	1.00	\$ 64,663	1.00	\$ 69,001
100	7900	GE-30	LIBRARY AIDE	5.00	\$ 299,682	5.00	\$ 310,275	7.00	\$ 438,156
100	475	GE-30	ADMINISTRATIVE ASSISTANT	1.00	\$ 63,780	1.00	\$ 65,241	1.00	\$ 65,960
100	2200	GE-27	MAINTENANCE WORKER-LIBRARY	1.00	\$ 53,318	1.00	\$ 54,533	1.00	\$ 55,693
100	1400	GE-25	CUSTODIAN-LIBRARY	1.00	\$ 47,898	1.00	\$ 48,986	1.00	\$ 50,028
100	3345	GE-26	USER SUPPORT SPECIALIST	1.00	\$ 51,095	1.00	\$ 55,158	1.00	\$ 59,016
TOTAL FULL TIME EMPLOYEES				19.00	\$1,259,928	19.00	\$1,303,643	20.00	\$1,380,454
61020 Part Time Employee Expense									
100	8020	GE-32	LIBRARIAN I	0.07	\$ 4,136	0.07	\$ 4,241	0.07	\$ 4,162
100	7900	GE-30	LIBRARY AIDE	1.63	\$ 83,735	2.19	\$ 116,385	1.69	\$ 88,451
100	1400	GE-26	CUSTODIAN-LIBRARY	0.13	\$ 5,355	0.13	\$ 5,657	0.13	\$ 5,844
100		GE-25	LEAD LIBRARY ASSISTANT	1.00	\$ 40,089	1.00	\$ 44,813	0.63	\$ 30,205
100	7850	GE-25	LIBRARY ASSISTANT	6.99	\$ 286,179	6.43	\$ 268,531	7.30	\$ 313,536
100	4440	GE-25	LIBRARY SECRETARY	0.63	\$ 25,180	0.00	\$ —	0.00	\$ —
100		GE-25	CONFIDENTIAL ACCOUNT CLERK	0.00	\$ —	0.63	\$ 26,000	0.63	\$ 27,417
100		NA-38	INFORMATION SERVICES INTERN	0.50	\$ 13,270	0.50	\$ 13,572	0.50	\$ 13,718
100		NA-28	CLERICAL ASSISTANT	0.25	\$ 6,490	0.25	\$ 6,639	0.25	\$ 6,713
100	7750	NA-24	LIBRARY CLERK	3.95	\$ 83,435	3.95	\$ 89,683	3.95	\$ 86,437
TOTAL PART TIME EMPLOYEES				15.14	\$ 547,869	15.14	\$ 575,521	15.14	\$ 576,483
TOTAL LIBRARY				34.14	\$ 1,807,797	34.14	\$ 1,879,164	35.14	\$ 1,956,937

CITY OF DUBUQUE, IOWA  
ACTIVITY PERSONNEL COMPLEMENT SUMMARY

ACCT	FD	JC	WP-GR	POSITION CLASS	FY 2019		FY 2020		FY 2021		
					FTE	BUDGET	FTE	BUDGET	FTE	BUDGET	
Library Administration-FT											
10036100	61010	100	8200	GE-41	LIBRARY DIRECTOR	1.00	\$ 113,930	1.00	\$ 116,538	1.00	\$ 118,230
10036100	61010	100		GE-30	LIBRARY AIDE	0.00	\$ —	0.00	\$ —	1.00	\$ 67,241
10036100	61010	100	475	GE-30	ADMINISTRATIVE ASSISTANT	1.00	\$ 63,780	1.00	\$ 65,241	1.00	\$ 65,960
Total						2.00	\$ 177,710	2.00	\$ 181,779	3.00	\$ 251,431
Library Administration-PT											
10036100	61020	100		GE-25	LIBRARY SECRETARY	0.63	\$ 25,180	0.00	\$ —	0.00	\$ —
10036100	61020	100	3,300	GE-25	CONFIDENTIAL ACCOUNT CLERK	0.00	\$ —	0.63	\$ 26,000	0.63	\$ 27,417
10036100	61020			NA-28	CLERICAL ASSISTANT	0.25	\$ 6,490	0.25	\$ 6,639	0.25	\$ 6,713
Total						0.88	\$ 31,670	0.88	\$ 32,639	0.88	\$ 34,130
Adult Services-FT											
10036200	61010	100	7900	GE-30	LIBRARY AIDE	1.00	\$ 52,216	1.00	\$ 57,848	3.00	\$ 194,199
10036200	61010	100	8020	GE-32	LIBRARIAN I	4.00	\$ 273,747	4.00	\$ 285,102	4.00	\$ 288,187
10036200	61010	100	8100	GE-34	LIBRARIAN II	1.00	\$ 77,520	1.00	\$ 79,280	1.00	\$ 80,159
Total						6.00	\$ 403,483	6.00	\$ 422,230	8.00	\$ 562,545
Adult Services-PT											
10036200	61020	100	8070	GE-32	LIBRARIAN I	0.07	\$ 4,136	0.07	\$ 4,241	0.07	\$ 4,162
10036200	61020	100		NA-24	LIBRARY CLERK	0.00	\$ —	0.00	\$ —	0.38	\$ 8,410
10036200	61020	100	7900	GE-30	LIBRARY AIDE	0.50	\$ 27,830	1.00	\$ 54,847	1.00	\$ 51,109
Total						0.57	\$ 31,966	1.07	\$ 59,088	1.45	\$ 63,681
Youth Services-FT											
10036210	61010	100	8100	GE-34	LIBRARIAN II	1.00	\$ 77,520	1.00	\$ 79,280	1.00	\$ 80,772
10036210	61010	100	7900	GE-30	LIBRARY AIDE	2.00	\$ 119,907	2.00	\$ 121,524	3.00	\$ 176,716
Total						3.00	\$ 197,427	3.00	\$ 200,804	4.00	\$ 257,488
Youth Services-PT											
10036210	61020	100	7800	GE-25	LIBRARY ASSISTANT	0.06	\$ 2,845	0.00	\$ —	0.00	\$ —
10036210	61020	100	7900	GE-30	LIBRARY AIDE	0.63	\$ 31,489	0.69	\$ 36,802	0.69	\$ 37,342
10036210	61020	100	7750	NA-24	LIBRARY CLERK	2.57	\$ 54,181	2.57	\$ 55,262	2.57	\$ 56,588
Total						3.26	\$ 88,515	3.26	\$ 92,064	3.26	\$ 93,930
Circulation Services-FT											
10036220	61010	100		GE-33	CIRCULATION MANAGER	1.00	\$ 60,281	1.00	\$ 64,663	1.00	\$ 69,001
Total						1.00	\$ 60,281	1.00	\$ 64,663	1.00	\$ 69,001
Circulation Services-PT											
10036220	61020	100	7750	NA-24	LIBRARY CLERK	1.00	\$ 21,121	1.00	\$ 26,106	1.00	\$ 21,439
10036220	61020	100		NA-24	LEAD LIBRARY ASSISTANT	1.00	\$ 40,089	1.00	\$ 44,813	0.63	\$ 30,205
10036220	61020	100	7850	GE-25	LIBRARY ASSISTANT	3.13	\$ 122,568	3.43	\$ 133,708	6.30	\$ 269,218
Total						5.13	\$ 183,778	5.43	\$ 204,627	7.93	\$ 320,862
Technical Services-FT											
10036500	61010	100	7900	GE-30	LIBRARY AIDE	2.00	\$ 127,559	2.00	\$ 130,903	0.00	\$ —
10036500	61010	100		GE-32	LIBRARIAN I	1.00	\$ 72,301	1.00	\$ 74,057	0.00	\$ —
Total						3.00	\$ 199,860	3.00	\$ 204,960	0.00	\$ —
Technical Services-PT											
10036500	61020	100		NA-24	LIBRARY CLERK	0.38	\$ 8,133	0.38	\$ 8,315	0.00	\$ —
10036500	61020	100	7850	GE-25	LIBRARY ASSISTANT	3.80	\$ 160,766	3.00	\$ 134,823	0.00	\$ —
10036500	61020	100	7900	GE-30	LIBRARY AIDE	0.50	\$ 24,416	0.50	\$ 24,736	0.00	\$ —
Total						4.68	\$ 193,315	3.88	\$ 167,874	0.00	\$ —
Information Technology-FT											
10036440	61010	100		GE-32	LEAD APPL/NETWORK ANALY	1.00	\$ 68,856	1.00	\$ 70,530	1.00	\$ 75,252
Total						1.00	\$ 68,856	1.00	\$ 70,530	1.00	\$ 75,252

CITY OF DUBUQUE, IOWA  
ACTIVITY PERSONNEL COMPLEMENT SUMMARY

ACCT	FD	JC	WP-GR	POSITION CLASS	FY 2019		FY 2020		FY 2021		
					FTE	BUDGET	FTE	BUDGET	FTE	BUDGET	
Information Technology-PT											
10036440	61020	100		NA-38	INFORMATION SERVICES INTERN	0.50	\$ 13,270	0.50	\$ 13,572	0.50	\$ 13,718
10036440	61020	100		GE-26	USER SUPPORT SPECIALIST	1.00	\$ 51,095	1.00	\$ 55,158	1.00	\$ 59,016
10036440	61020	100		GE-25	LIBRARY ASSISTANT	0.00	\$ —	0.00	\$ —	1.00	\$ 44,318
Total						1.50	\$ 64,365	1.50	\$ 68,730	2.50	\$ 117,052
Maintenance-FT											
10036300	61010	100	2200	GE-27	MAINTENANCE WORKER-LIBRARY	1.00	\$ 53,318	1.00	\$ 54,533	1.00	\$ 55,693
10036300	61010	100	1400	GE-25	CUSTODIAN-LIBRARY	1.00	\$ 47,898	1.00	\$ 48,986	1.00	\$ 50,028
Total						2.00	\$ 101,216	2.00	\$ 103,519	2.00	\$ 105,721
Maintenance-PT											
10036300	61020	100	1400	GE-25	CUSTODIAN-LIBRARY	0.13	\$ 5,355	0.13	\$ 5,657	0.13	\$ 5,844
Total						0.13	\$ 5,355	0.13	\$ 5,657	0.13	\$ 5,844
TOTAL LIBRARY DEPARTMENT						34.14	\$ 1,807,797	34.14	\$ 1,879,164	35.14	\$ 1,956,937

Capital Improvement Projects by Department/Division					
LIBRARY					
CIP Number	Capital Improvement Project Title	FY 18 Actual Expense	FY 19 Actual Expense	FY 20 Adopted Budget	FY 21 Recomm'd Budget
1022652	LIBRARY GENERATOR	30,032	150	—	—
1022712	REPLACE WATER LINE LIBRAR	36,923	48,667	142,200	71,835
2952691	C-SPL MAKER SPACE	7,654	—	—	—
3501187	LIBRARY ROOF REPLACEMENT	—	—	120,029	—
3501681	REPLACE SIDEWALK & STEPS	—	40,953	—	—
3501787	LIBRARY HVAC MAINT	—	—	37,408	—
3502006	LIBRARY LANDSCAPING	—	—	—	100,202
3502521	HVAC HANDLING UNITS	—	—	—	—
3502652	LIBRARY GENERATOR	60,000	—	—	—
3502712	REPLACE WATER LINES	—	26,033	—	—
3502743	LIMESTONE OVERHANG E&R	—	1,500	—	—
3502835	UNDERGROUND TANK LIBRARY	0	0	0	59,379
<b>LIBRARY</b>	<b>TOTAL</b>	<b>134,609</b>	<b>117,303</b>	<b>299,637</b>	<b>231,416</b>



PROGRAM/ DEPT	PROJECT DESCRIPTION	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	TOTAL	PAGE
<b>LIBRARY</b>								
<b>Culture and Recreation</b>								
	Replace Water Piping - Phase 4	\$ 71,835	\$ —	\$ —	\$ —	\$ —	\$ 71,835	96
	Landscaping and Plaza Redesign	\$ 100,202	\$ —	\$ —	\$ —	\$ —	\$ 100,202	97
	Removal of Underground Oil Tank	\$ 59,379	\$ —	\$ —	\$ —	\$ —	\$ 59,379	98
	<b>TOTAL</b>	<b>\$ 231,416</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ 231,416</b>	

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## AIRPORT DEPARTMENT

<b>Budget Highlights</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Budget</b>	<b>FY 2021 Requested</b>	<b>% Change From FY 2020 Budget</b>
<u>Expenses</u>				
Employee Expense	1,485,327	1,499,643	1,505,966	0.4 %
Supplies and Services	2,800,171	2,539,391	2,815,747	10.9 %
Machinery and Equipment	229,931	166,700	176,811	6.1 %
Total	4,515,429	4,205,734	4,498,524	7.0 %
Abated Debt	359,149	356,266	316,183	(11.3)%
Total Expense	4,874,578	4,562,000	4,814,707	5.5 %
<u>Resources</u>				
Passenger Facility Charge	202,034	199,134	201,334	1.1 %
Sales Tax	95,010	94,046	114,849	22.1 %
Operating Revenue	4,044,717	3,572,021	4,092,754	14.6 %
Total Revenue	4,341,761	3,865,201	4,408,937	14.1 %
Total Property Tax Support	532,817	696,799	405,770	(291,029)
Percent Decrease				(41.8)%
Percent Self Supporting	91.6%	87.4%	90.0%	
<b>Personnel - Authorized FTE</b>	<b>17.96</b>	<b>19.16</b>	<b>19.16</b>	

### Improvement Package Summary

#### **1 of 4**

This improvement request is for the Airport's direct financial sponsor support to the Great Lakes Chapter of the American Association of Airport Executives conference budget. The Dubuque Airport is hosting this conference in August of 2020. The Great Lakes Chapter is a not-for-profit professional organization which includes approximately 400 airports and industry-related members representing twelve Midwestern states and two provinces of Canada. The Chapter conducts an annual conference in one of the states or provinces that it represents. Those states are Nebraska, Iowa, Minnesota, Missouri, Michigan, Wisconsin, Illinois, North Dakota, South Dakota, Ohio, Indiana, Kentucky, and Ontario and Manitoba. The conference program includes a variety of topics covering items of current interest, sessions on federal programs, subjects of interest to Airport Boards and Commissions members and informational discussion sessions. This funding will relate to the City Council goal of generating additional tourism/consumer spending.

Related Cost:	<u>\$ 8,500</u>	Tax Funds	Non-Recurring	<b>Recommend - Yes</b>
Property Tax Impact:	<u>\$ 0.0033</u>	0.03%		
Activity: Administration				

## 2 of 4

This improvement package request is for Customer Experience/Customer Service Training Program for all airport employees and tenants. This will involve providing access to an outside trainer for employee proficiency development such as, professional communication abilities, consistency in "people skills", and help with supporting the Airport's "brand". This program is being initiated at the request of Greater Dubuque Development Corporation after discussions they have had with local businesses regarding Airport services and conveyed in their Existing Businesses Quarterly Report.

Related Cost:	<u>\$ 11,200</u>	Tax Funds	Recurring	<b>Recommend - No</b>
Property Tax Impact:	<u>\$ 0.0044</u>	0.04%		
Activity: Administration				

## 3 of 4

This improvement package request is for air service development studies used for "pitching" to airlines. The Airport needs to be prepared with research, statistics, analysis and planning reports. True Market Studies and Pro Formas will be used when meeting with prospective airlines and when writing grants for additional air service. These studies are industry standards and are well known and recognized by airlines and aviation officials. This additional funding will relate to the City Council goal of generating additional tourism/consumer spending through air service. This additional funding will relate to the City Council goal of generating additional tourism/consumer spending through air service.

Related Cost:	<u>\$ 19,000</u>	Tax Funds	Recurring	<b>Recommend - No</b>
Property Tax Impact:	<u>\$ 0.0075</u>	0.07%		
Activity: Administration				

## 4 of 4

This improvement request is for a digital cutting machine. Each piece of Airport equipment and machinery, such as tractors, trucks and vehicles are marked with an asset number. Each hangar is also marked with a number. This machine would provide for those needs and would also be capable of cutting metal and gaskets for equipment.

Related Cost:	<u>\$ 1,500</u>	Tax Funds	Non-Recurring	<b>Recommend - No</b>
Total Cost:	<u>\$ 1,500</u>			
Property Tax Impact:	<u>\$ 0.0006</u>	0.01%		
Activity: FBO Operations				

### Significant Line Items

#### Employee Expense

1. FY 2021 employee expense reflects a 1.5% wage package increase.
2. The Iowa Public Employee Retirement System (IPERS) City contribution of 9.44% is unchanged from FY 2020 The employee contribution of 6.29% is unchanged from FY 2020.
3. The City portion of health insurance expense increased from \$921 in FY 2020 to \$1,013 in FY 2021 per month per contract which results in annual cost increase of \$17,520 or 9.99%.

4. Five-Year Retiree Sick leave payout decreased from \$2,611 in FY 2020 to \$0 in FY 2021.
5. Overtime expense is \$134,775 and unchanged from FY 2020. FY 2019 actual was \$113,442.

### **Supplies & Services**

6. Property Maintenance decreased from \$61,119 in FY 2020 to \$58,242 in FY 2021 based on FY 2019 actual.
7. Electricity increased from \$137,240 in FY 2020 to \$143,694 in FY 2021 based on FY 2019 actual plus 8%.
8. General Liability increased from \$69,106 in FY 2020 to \$70,723 in FY 2021.
9. Contractor Services increased from \$55,000 in FY 2020 to \$70,000 in FY 2021 due to the need to replace airfield runway painting. This line item also represents the annual runway/taxiway painting.
10. Motor Vehicle Fuel decreased from \$379,523 in FY 2020 to \$357,149 in FY 2021 based on FY 2019 actual. Motor Vehicle Fuel expense includes fuel purchased for Airport vehicle usage and Airport tenant fuel sales and is mostly offset by Motor Vehicle Fuel revenue received from tenants. In FY 2019 there was a net fuel cost of \$41,608; in FY 2020 there is projected net fuel revenue of \$19,586; and in FY 2021 there is projected net fuel cost of \$41,609. FY 2021 estimated usage is as follows: Airport Administration 200 gallons; Airport Operations and Maintenance 6,601 gallons; and FBO Operations 126,919 gallons (includes fuel sold to Airport tenants).
11. Aviation Fuel expense increased from \$1,280,381 in FY 2020 to \$1,512,009 in FY 2021 based on FY 2019 actual of 505,043 gallons sold. The purchase of Aviation Fuel is offset by Aviation Fuel Sales. FY 2019 actual Aviation Fuel Sales was \$2,422,736 with a net revenue of \$910,727; FY 2020 budgeted Aviation Fuel Sales is \$2,023,008 with projected net revenue of \$742,627; and FY 2021 budgeted Aviation Fuel Sales is \$2,422,736 with projected net revenue of \$910,727.
12. Promotion is \$91,793 in FY 2021 and is unchanged from FY 2020. FY 2019 actual was \$122,581. Fixed Base Operations promotion of \$2,877 is unchanged from FY 2020.

The history of promotion spending is as follows:

Fiscal Year	Property Tax	Air Service Development Program*	Total Promotion
2021	\$ 91,793	\$ —	\$ 91,793
2020	\$ 91,793	\$ 35,000	\$ 126,793
2019	\$ 75,151	\$ 15,000	\$ 90,151
2018	\$ 115,960	\$ 28,000	\$ 143,960
2017	\$ 95,250	\$ 25,000	\$ 120,250
2016	\$ 92,990	\$ —	\$ 92,990
2015	\$ 115,730	\$ —	\$ 115,730

Fiscal Year	Property Tax	Air Service Development Program*	Total Promotion
2014	\$ 119,669	\$ —	\$ 119,669
2013	\$ 105,026	\$ —	\$ 105,026
2012	\$ 130,090	\$ —	\$ 130,090
2011	\$ 134,147	\$ 20,000	\$ 154,147
Total Promotion	\$ 1,075,806	\$ 123,000	\$ 1,198,806

\*In FY2020 the name of this grant changed from the Air Service Sustainment Grant to the Air Service Development Program.

13. Aviation Fuel Flow increased from \$126,261 in FY 2020 to \$159,787 in FY 2021 based on FY 2019 actual.

### Machinery & Equipment

13. Equipment Replacements for FY 2021 includes (\$176,811):

<u>Airport Administration</u>	
Smart Phone (3)	\$ 1,215
<u>Fixed Base Operations</u>	
Smart Phone (1)	\$ 405
Aircraft Towbars	\$ 1,500
Handheld Radios	\$ 1,800
Safety Equipment	\$ 220
Shop Equipment	\$ 200
<u>Airport Operations</u>	
John Deere 4720 Tractor	\$ 45,350
Smartphones (3)	\$ 1,215
Shop Equipment	\$ 3,000
Snow V Push Blade	\$ 7,200
Airfield Signage	\$ 5,000
Safety Equipment	\$ 1,000
Handheld Radios	\$ 500
Security Cameras and Terminal Monitors	\$ 15,000
Zero Turn Mower and Mower for 4720 Tractor	\$ 40,816
<u>Terminal Building Maintenance</u>	
Shop Equipment	\$ 150
Emergency Generator	\$ 12,240
Terminal Deice Truck Burner Chamber	\$ 40,000
Total	<u>\$176,811</u>

## Debt Service

14. FY 2021 annual debt service includes the following (\$316,183):

Amount	Debt Series	Source	Purpose	Final Payment	Call Date
\$ 26,043	2017A	Sales Tax 20%	Airport Improvements	2030	2025
\$ 153,878	2012C	PFC	New Terminal	2032	2019
\$ 10,480	2012C	Sales Tax 20%	Airport Improvements	2032	2019
\$ 60,863	2014B	Sales Tax 20%	Airport Improvements	2029	2021
\$ 42,828	2016C	PFC	Terminal Roads/Apron	2036	2024
\$ 8,942	2020	Sales Tax 20%	Runway Lighting	2040	
\$ 13,149	2020	Sales Tax 20%	Snow Removal Equip	2040	
<u>\$ 316,183</u>	Total Airport Annual Debt Service				

## Revenue

15. TSA Rent increased from \$49,419 in FY 2020 to \$49,495 in FY 2021 based on FY 2019 actual.
16. Car Rental increased from \$95,000 in FY 2020 to \$102,421 in FY 2021 based on FY 2019 actual.
17. FAA Office rent decreased from \$25,127 in FY 2020 to \$0 in FY 2021 due to the FAA no longer being located in the terminal building.
18. American Eagle is unchanged from \$79,000 in FY 2020 to \$79,000 in FY 2021.
19. Aircraft Service fees decreased from \$79,000 in FY 2020 to \$72,000 in FY 2021 based on FY 2019 actual of \$72,000.
20. Aviation Fuel Sales increased from \$2,023,008 in FY 2020 to \$2,422,736 in FY 2021 based on FY 2019 actual and is offset by Aviation Fuel expense.
21. Auto Gas Fuel Sales increased from \$359,937 in FY 2020 to \$398,758 in FY 2021 based on FY 2019 actual and is offset by Motor Vehicle Fuel expenses.
22. Farm Land Rent increased from \$100,526 in FY 2020 to \$125,782 in FY 2021 based on FY 2019 actual of \$125,782. In FY2019 the Airport bid this out and the three-year contract increased.
23. Army Reserve Center lease is \$45,000 and unchanged from FY 2020.
24. University of Dubuque lease increased from \$116,000 in FY 2020 to \$133,000 in FY 2021 due to the University occupying new building.
25. Fuel flow increased from \$126,261 in FY 2020 to \$159,787 in FY 2021 based on FY 2019 actual and is offset by Aviation Fuel Flow expense.

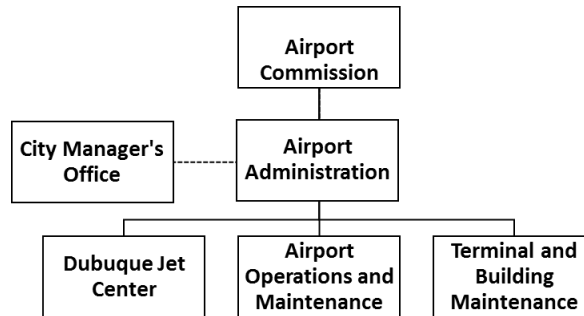


**Miscellaneous**

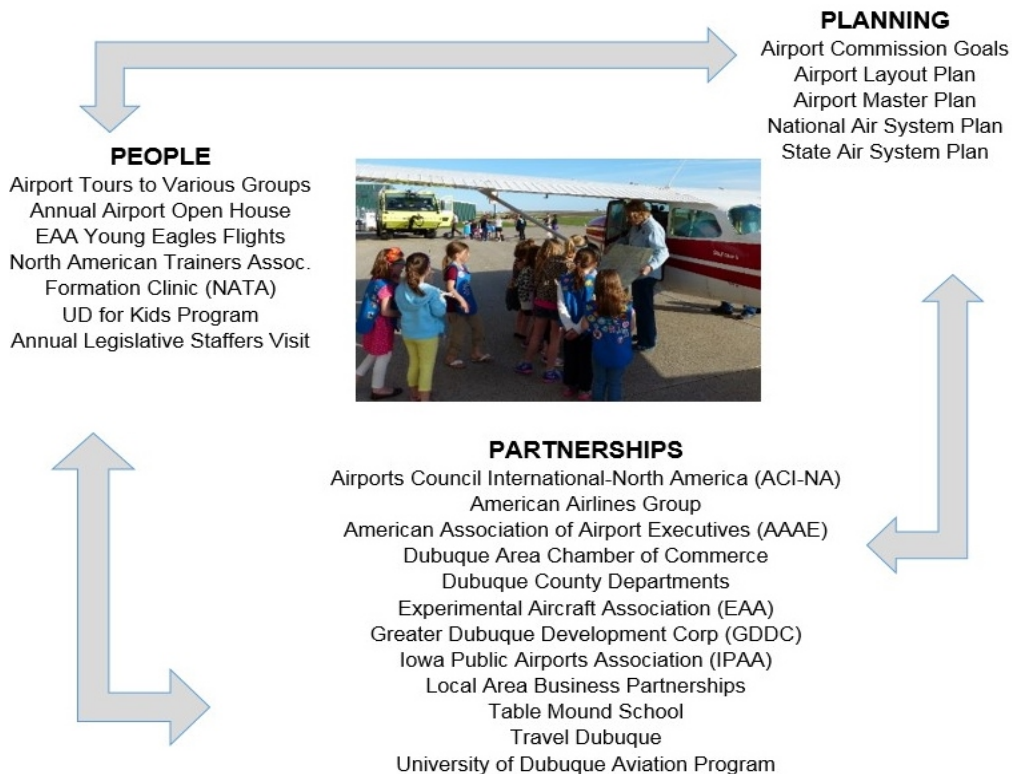
26. The Airport Department budget with abated debt is 90% self-supporting in FY 2021 versus 87% self-supporting in FY 2020.

# DUBUQUE REGIONAL AIRPORT

The Dubuque Regional Airport provides quality, viable, competitive Airport services and facilities while promoting sustainable economic development within the region.



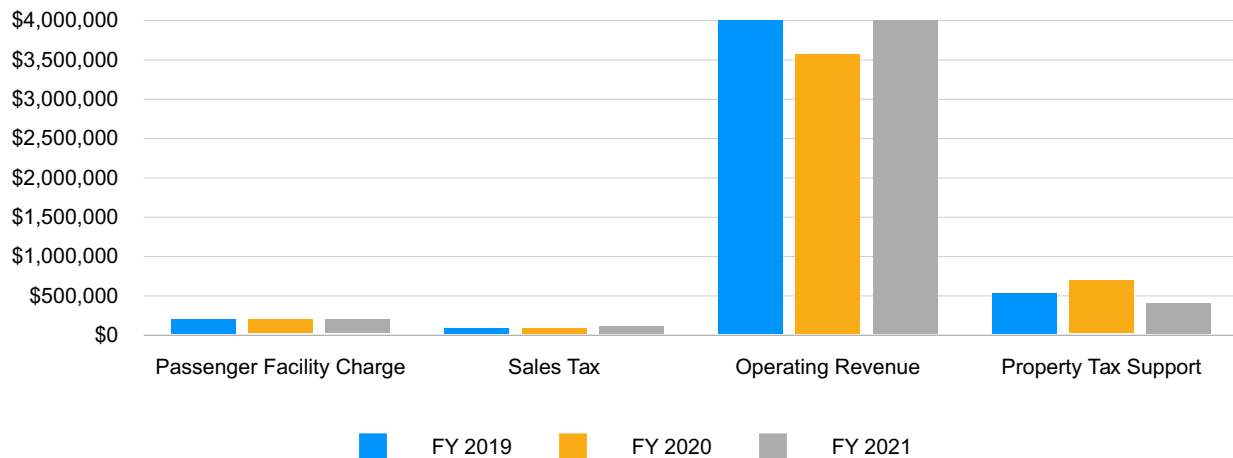
## SUCCESS IS ABOUT PLANNING, PARTNERSHIPS AND PEOPLE LEADING TO OUTCOMES



# DUBUQUE REGIONAL AIRPORT

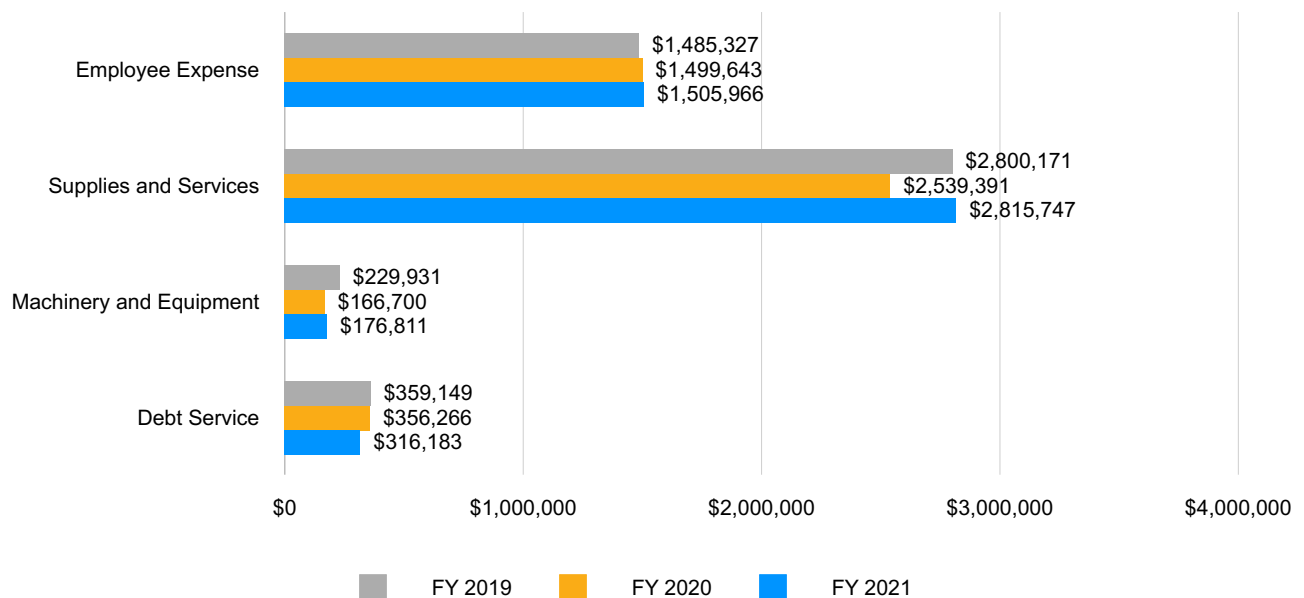
	FY 2019	FY 2020	FY 2021
Full-Time Equivalent	17.96	19.16	19.16

## Resources and Property Tax Support



The Airport is supported by 19.16 full-time equivalent employees, which accounts for only 31.28% of the department expense as seen below. Overall, the departments' expenses are expected to increase by 5.54% in FY 2021 compared to FY 2020.

## Expenditures by Category by Fiscal Year



# DUBUQUE REGIONAL AIRPORT

## Airport Administration

### Mission & Services

The Dubuque Regional Airport is owned by the City of Dubuque and is operated and managed by an Airport Commission as a department of the City of Dubuque. Responsibilities include management and control of all Airport employees, facilities, property and legislative priorities.

The Airport tenants include commercial airline service with American Airlines providing regional jet service through Chicago O'Hare International Airport and leisure flights with Sun Country Airlines to Laughlin, NV and Gulfport/Biloxi, MS. The University of Dubuque fields a fleet of approximately 26 light aircraft and 5 helicopters for their aviation program. Multiple local companies base their corporate aircraft fleet at the Airport while other smaller general aviation aircraft are based locally and have aircraft maintenance services provided by a privately-owned company.

Administration Funding Summary			
	FY 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$543,701	\$506,544	\$498,621
Resources	\$795,251	\$762,644	\$804,148

Administration Position Summary	
	FY 2021
Airport Director	1.00
Assistant Airport Director	1.00
Accountant	0.75
Marketing Coordinator	0.70
<b>Total Full-Time Equivalent Employee's</b>	<b>3.45</b>

### Performance Measures

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

- 1 **Activity Objective: Promote the high-quality of Airport services and expand the number of Airport outreach events to large groups.**

Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
# of Attendees at Open House/July 3rd Aircraft Viewing-weather dependent	N/A	2,000	3,000	3,000	N/A
# of Attendees at University of Dubuque Breakfast-weather dependent	N/A	325	375	450	N/A
# of Attendees at Experimental Aviation Aircraft Breakfast-weather dependent	N/A	1264	565	1000	N/A
# of Attendees at University of Dubuque Fun Run on the Runways-weather dependent	N/A	-	367	400	N/A

**City Council Goal: Connected Community**

- 1 **Activity Objective: Continue to stabilize and expand commercial airline service for the Tri-State region to meet existing and future passenger traffic needs.**

Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
# of Commercial Airline Meetings	N/A	5	8	7	N/A
# of Commercial Airline Passenger Enplanements	N/A	37,351	36,592	36,750	N/A

**City Council Goal: Robust Local Economy**

- 1 **Activity Objective: Continue to stabilize and expand corporate and business aircraft facilities for customer needs.**

Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
# of Large Corporate Hangars	N/A	14	14	15	N/A
% of Occupancy of Large Corporate Hangars	N/A	100%	100%	100%	N/A

# DUBUQUE REGIONAL AIRPORT

## Dubuque Jet Center

### Mission & Services

The Airport Commission operates the Dubuque Jet Center which offers a Fixed Based Operation (FBO) to assist with all general aviation needs. The FBO normally operates 17 hours a day (24 hours with notice) providing sales of aviation fuel, ground handling, hangaring and concierge services for general aviation, corporations, and the commercial airlines. The FBO makes arrangements for catering, car rental, hotels, chartering services, recommends places to visit, restaurants to dine, directions to local facilities and attractions, as well as calls for reservations and shuttles.

Dubuque Jet Center Funding Summary			
	FY 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$2,641,540	\$2,370,702	\$2,594,153
Resources	\$3,062,277	\$2,620,781	\$3,076,478

Dubuque Jet Center Position Summary	
	FY 2021
Fixed Base Operations Supervisor	1.00
Asst. fixed Base Operations Supervisor	1.00
Accountant	0.25
Line Service Worker	4.05
Receptionist	0.75
Customer Service Rep	0.75
<b>Total Full-Time Equivalent Employees</b>	<b>7.05</b>

### Performance Measures

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

<sup>1</sup> **Activity Objective: Continue to be financially responsible by increasing yearly aviation fuel sales**

Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
Gallons of Aviation Fuel Sold	N/A	505,043	565,800	565,800	N/A

# DUBUQUE REGIONAL AIRPORT

## Airport Operations and Maintenance

### Overview

Dubuque Regional Airport Operations and Maintenance Staff provide an airport which is open to the flying public year-round by ensuring Airport safety and compliance and is responsible for meeting FAA Part 139 compliance standards for all the runways, taxiways, navigational aids, fueling agents, firefighting, parking areas and roadways, as well as ensuring compliance with EPA, OSHA, DNR, FCC, NFPA, Spill Prevention Control Program and Storm Water Pollution Prevention Plan, ADA, and TSA requirements.

24-hour coverage is provided by three Operations Specialists whose duties include aircraft rescue and firefighting services (ARFF), medical first responder and security services for certified air carriers. Airport Maintenance is responsible for maintaining the Airport in an operationally safe, secure, and efficient manner by providing for the maintenance of runways and taxiways, parking lots, entrance road, supervision of farm lease operations, weed and grass control, snow/ice removal on both landside and airside areas including all Airport owned buildings, aircraft hangars and the Commercial Airline Terminal.

The Airport is required to have an annual FAA inspection for Part 139 compliance. This incorporates everything the Airport can control such as pavement conditions, maintenance, emergency procedures, lighting, navigational aids, and equipment to maintain these items as well as all the buildings necessary to house equipment and staff. The Airport is unable to control outside influences such as aircraft arrivals and departures.

Operations and Maintenance Funding Summary			
	FY 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$1,095,133	\$1,080,576	\$1,104,287
Resources	\$187,189	\$188,596	\$212,128

Operations and Maintenance Position Summary	
	FY 2021
Airport Operations Specialist	3.00
Mechanic	1.00
Maintenance Worker	3.00
Line Serviceworker	0.68
Laborer	0.23
<b>Total FT Equivalent Employees</b>	<b>7.91</b>

### Performance Measures

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

- 1 **Activity Objective: Promote the high-quality of Airport services and expand the number of Airport facilities tours to Tri-State area Preschools, Schools, Boy/Girl Scouts and other groups.**

Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
# of Airport Tours Given	N/A	56	62	65	N/A

## Recommended Operating Revenue Budget - Department Total

### 51 - AIRPORT

Fund	Account	Account Title	FY18 Actual Revenue	FY19 Actual Revenue	FY20 Adopted Budget	FY21 Recomm'd Budget
252	43110	INVESTMENT EARNINGS	1,834	2,589	1,734	2,330
100	43236	ADVERTISING DISPLAYS	11,000	0	0	0
100	43238	AIRCRAFT SERVICE FEE	77,335	71,855	79,000	72,000
100	43242	RENT, FARM LAND	100,526	100,526	100,526	125,782
100	43251	RENTS & CONCESSIONS	14,482	13,429	14,482	14,482
100	43253	PROMOTION ITEMS	75	101	75	75
100	43255	VENDING MACH COMMISSION	2,244	3,745	1,326	3,745
100	43257	RENTAL, TRAILER LOT	2,420	2,676	2,420	2,640
100	43270	ARMY RESERVE RENT	0	41,256	45,000	45,000
100	43271	T HANGAR RENT	76,374	74,421	76,229	75,000
100	43272	TSA RENT	49,419	49,467	49,419	49,495
100	43274	NORTH FARM HOUSE RNT	3,850	0	0	0
100	43275	CAR RENTAL	89,877	102,421	95,000	102,421
100	43276	FAA OFFICE RENT	25,077	25,077	25,127	0
100	43278	A.Y. MCDONALD	5,194	5,335	5,300	5,335
100	43279	UNIVERSITY OF DUBUQUE	77,962	87,584	116,000	133,000
100	43280	LANDING FEES	10,916	15,873	10,916	15,873
100	43282	SECURITY GATE FEES	0	20	0	0
100	43283	AIRLINE STORAGE/UPLIFT	18,183	31,720	17,742	31,720
100	43285	AMERICAN EAGLE	75,252	68,511	79,000	79,000
100	43286	HANGARING, GEN.AVIATION	94,773	104,281	94,773	104,281
100	43287	MAINT HANGAR RENT	19,010	19,438	19,010	20,000
100	43290	CORPORATE HANGAR	80,713	80,716	80,713	80,716
100	43291	COMMERCIAL LAND RENT	14,605	15,029	14,605	15,300
<b>43</b>	<b>USE OF MONEY AND PROPERTY - Total</b>		<b>851,123</b>	<b>916,070</b>	<b>928,397</b>	<b>978,195</b>
100	45701	STATE GRANTS	0	28,000	0	0
<b>45</b>	<b>STATE GRANTS - Total</b>		<b>0</b>	<b>28,000</b>	<b>0</b>	<b>0</b>
100	51178	CREDIT CARD FEE	(13,022)	(14,096)	0	0
100	51215	LATE PAYMENT PENALTY	0	427	0	0
100	51340	LONG-TERM PARKING FEES	270	360	270	270
100	51505	PUBLIC SAFETY	78,450	79,125	80,000	79,800
100	51510	AVIATION FUEL SALES	2,023,008	2,422,736	2,023,008	2,422,736
100	51515	AUTO GAS FUEL SALES	359,937	398,758	359,937	398,758
100	51520	OIL	1,399	1,544	1,399	1,544
100	51525	FUEL FLOW	144,173	159,787	126,261	159,787
252	51535	RENTAL CAR FEE	57,801	60,630	57,801	60,630
100	51540	CHARTERS GROUND HANDLING	32,643	38,800	32,643	38,800
100	51926	PILOT SUPPLIES	134	67	134	67
100	51963	CATERING	10,255	6,333	10,255	6,333
<b>51</b>	<b>CHARGES FOR SERVICES - Total</b>		<b>2,695,048</b>	<b>3,154,471</b>	<b>2,691,708</b>	<b>3,168,725</b>
100	53201	REFUNDS	0	902	0	0
100	53605	MISCELLANEOUS REVENUE	45	(300)	45	0
100	53620	REIMBURSEMENTS-GENERAL	40,765	8,794	11,406	8,794
<b>53</b>	<b>MISCELLANEOUS - Total</b>		<b>40,810</b>	<b>9,396</b>	<b>11,451</b>	<b>8,794</b>
100	54107	VEHICLE SALES	1	0	0	0
<b>54</b>	<b>OTHER FINANCING SOURCES - Total</b>		<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>
400	59100	FR GENERAL	52,556	62,105	63,086	0
400	59350	FR SALES TAX CONSTRUCTION	96,930	95,010	94,046	114,849
400	59391	FR PASSENGER FACILITY	204,934	202,034	199,134	201,334
<b>59</b>	<b>TRANSFER IN AND INTERNAL - Total</b>		<b>354,420</b>	<b>359,149</b>	<b>356,266</b>	<b>316,183</b>
<b>AIRPORT</b>	<b>- Total</b>		<b>3,941,402</b>	<b>4,467,086</b>	<b>3,987,822</b>	<b>4,471,897</b>



## Recommended Operating Expenditure Budget - Department Total

### 51 - AIRPORT

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
100	61010	FULL-TIME EMPLOYEES	737,744	751,389	763,493	740,878
100	61020	PART-TIME EMPLOYEES	196,179	212,621	204,565	209,081
100	61030	SEASONAL EMPLOYEES	5,995	5,723	30,937	31,276
100	61050	OVERTIME PAY	112,279	113,442	134,775	134,775
100	61071	HOLIDAY PAY-OVERTIME	839	652	0	0
100	61091	SICK LEAVE PAYOFF	7,228	4,882	2,611	0
100	61096	50% SICK LEAVE PAYOUT	0	0	0	6,889
100	61310	IPERS	94,198	101,870	107,030	105,352
100	61320	SOCIAL SECURITY	77,765	79,641	86,930	85,904
100	61410	HEALTH INSURANCE	190,798	171,720	130,032	147,552
100	61415	WORKMENS' COMPENSATION	48,580	40,399	37,937	39,361
100	61416	LIFE INSURANCE	621	621	733	733
100	61645	TOOL ALLOWANCE	200	200	200	200
100	61655	CAR ALLOWANCE	0	0	0	1,800
100	61660	EMPLOYEE PHYSICALS	1,842	2,165	400	2,165
<b>61 - WAGES AND BENEFITS</b>			<b>1,474,267</b>	<b>1,485,327</b>	<b>1,499,643</b>	<b>1,505,966</b>
100	62010	OFFICE SUPPLIES	633	544	633	688
100	62011	UNIFORM PURCHASES	2,484	3,333	3,364	3,333
100	62013	UNIFORM MAINTENANCE	348	319	221	319
100	62030	POSTAGE AND SHIPPING	337	496	346	546
100	62032	FLAGS	270	2,285	1,040	1,269
100	62060	O/E MAINT CONTRACTS	0	6,643	17,000	22,500
100	62061	DP EQUIP. MAINT CONTRACTS	16,291	9,984	14,857	12,174
100	62062	JANITORIAL SUPPLIES	11,243	7,948	11,243	8,108
100	62064	ELECTRICAL SUPPLIES	2,744	13,530	2,744	8,642
100	62090	PRINTING & BINDING	933	133	998	143
100	62110	COPYING/REPRODUCTION	913	1,335	977	1,181
100	62130	LEGAL NOTICES & ADS	872	45	872	45
100	62140	PROMOTION	126,635	122,581	91,793	91,793
100	62170	SUBSCRIPTIONS-BOOKS-MAPS	3,567	3,695	8,336	6,286
100	62190	DUES & MEMBERSHIPS	3,205	3,973	3,269	3,969
100	62206	PROPERTY INSURANCE	29,379	26,601	29,779	27,932
100	62208	GENERAL LIABILITY INSURAN	64,641	67,355	69,106	70,723
100	62210	SALES TAX	17	0	0	0
100	62211	PROPERTY TAX	1,962	2,012	1,962	2,092
100	62230	COURT COSTS & RECORD FEES	0	12	0	12
100	62240	MISCELLANEOUS	2,890	0	0	0
100	62310	TRAVEL-CONFERENCES	18,956	9,289	7,217	7,217
100	62320	TRAVEL-CITY BUSINESS	3,259	7,509	3,326	3,326
100	62340	MILEAGE/LOCAL TRANSP	2,604	1,117	2,812	1,157
100	62360	EDUCATION & TRAINING	22,765	6,609	20,616	8,166
100	62411	UTILITY EXP-ELECTRICITY	137,240	133,050	137,240	143,694
100	62412	UTILITY EXP-GAS	27,360	25,709	27,360	25,709
100	62418	UTILITY EXP-REFUSE	4,300	4,300	4,459	4,471
100	62421	TELEPHONE	8,446	8,834	8,446	8,833
100	62431	PROPERTY MAINTENANCE	78,752	58,241	61,119	58,242
100	62436	RENTAL OF SPACE	4,626	7,561	4,626	7,581
100	62438	FIRE SUPPRESSION	0	3,424	8,025	10,424
100	62511	FUEL, MOTOR VEHICLE	379,524	357,150	379,523	357,149
100	62514	FUEL, AVIATION	1,280,381	1,512,009	1,280,381	1,512,009
100	62515	FUEL, AVIATION - FLOW	144,173	159,787	126,261	159,787
100	62516	FUEL, AVIATION - STORAGE	2,497	2,811	2,215	2,508
100	62521	MOTOR VEHICLE MAINT.	45,544	14,414	20,890	18,927
100	62528	MOTOR VEH. MAINT. OUTSOUR	3,922	14,913	2,718	2,718
100	62611	MACH/EQUIP MAINTENANCE	41,925	42,293	38,874	42,293
100	62614	EQUIP MAINT CONTRACT	232	1,854	232	1,854
100	62615	MACH/EQUIP MAINT. OUTSOUR	5,069	991	5,069	991

## Recommended Operating Expenditure Budget - Department Total

### 51 - AIRPORT

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
100	62627	CAMERA MAINTENANCE	2,847	2,448	2,847	2,448
100	62636	DE-ICING PRODUCTS	36,392	54,359	37,392	54,728
100	62642	FOOD PRODUCTS	10,145	4,968	10,145	6,969
100	62647	AMMUNITION	210	0	210	0
100	62649	BEVERAGE/ICE	2,365	2,376	2,365	2,376
100	62664	LICENSE/PERMIT FEES	162	207	862	207
100	62667	DATA SERVICES	3,167	2,344	3,167	2,025
100	62681	LUBRICATION PRODUCTS	1,239	1,272	1,239	1,272
100	62691	AIR SHOW EXPENSE	1,691	1,891	1,691	1,891
100	62692	LANDFILL FEES	104	0	104	0
100	62710	CONTRACTOR SERVICES	53,467	57,360	55,000	70,000
100	62713	LEGAL SERVICES	2,259	4,162	0	0
100	62717	CRIMINAL BACKGROUND CHECK	0	0	6,000	3,000
100	62726	AUDIT SERVICES	5,700	2,600	2,500	2,600
100	62733	CONTRACT CUSTODIAL	27,232	800	3,500	3,500
100	62734	SPEAKERS/PROGRAMS	0	0	0	8,500
100	62747	MACH/EQUIPMENT RENTAL	385	695	420	420
100	62761	PAY TO OTHER AGENCY	9,000	20,000	12,000	12,000
100	62767	ENVIRON. TESTING/MON.	15,695	0	0	5,000
<b>62 - SUPPLIES AND SERVICES</b>			<b>2,652,996</b>	<b>2,800,171</b>	<b>2,539,391</b>	<b>2,815,747</b>
100	71120	PERIPHERALS, COMPUTER	6,000	0	0	0
100	71156	FURNITURE	249	0	0	0
100	71227	SIGNAGE	4,968	8,335	5,000	5,000
100	71310	AUTO/JEEP REPLACEMENT	21,981	0	23,530	0
100	71313	TRACTOR-REPLACEMENT	60,675	31,847	0	45,350
100	71314	TRUCK-REPLACEMENT	20,772	32,399	70,000	0
100	71410	SHOP EQUIPMENT	6,159	7,664	3,350	3,350
100	71416	PLOWS	0	0	0	7,200
100	71511	PUMPS	13,227	0	0	0
100	71550	MISCELLANEOUS EQUIPMENT	0	145,673	3,000	52,240
100	71610	CUSTODIAL EQUIPMENT	0	0	15,000	0
100	71611	MOWING EQUIPMENT	18,175	0	0	40,816
100	71615	LEAF BLOWER	0	525	0	0
100	71616	SNOW BLOWER	2,604	0	0	0
100	71619	OTHER MAINT. EQUIPMENT	780	0	1,500	1,500
100	72113	OTHER SAFETY EQUIPMENT	4,088	236	24,220	1,220
100	72310	CONCESSION EQUIPMENT	6,880	0	0	0
100	72410	PAGER/RADIO EQUIPMENT	3,052	986	1,100	2,300
100	72417	CAMERA RELATED EQUIPMENT	5,603	0	20,000	15,000
100	72418	TELEPHONE RELATED	493	2,267	0	2,835
<b>71 - EQUIPMENT</b>			<b>175,706</b>	<b>229,931</b>	<b>166,700</b>	<b>176,811</b>
400	74111	PRINCIPAL PAYMENT	247,443	258,343	261,043	211,078
400	74112	INTEREST PAYMENT	106,977	100,806	95,223	105,105
<b>74 - DEBT SERVICE</b>			<b>354,420</b>	<b>359,149</b>	<b>356,266</b>	<b>316,183</b>
252	91390	TO AIRPORT CONSTRUCTION	8,984	0	0	155,000
<b>91 - TRANSFER TO</b>			<b>8,984</b>	<b>0</b>	<b>0</b>	<b>155,000</b>
<b>51 - AIRPORT TOTAL</b>			<b>4,666,373</b>	<b>4,874,578</b>	<b>4,562,000</b>	<b>4,969,707</b>

## Recommended Expenditure Budget Report by Activity & Funding Source

### 51 - AIRPORT

#### AIRPORT ADMIN. - 51100

##### FUNDING SOURCE: GENERAL

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	493	890	—	1,215
SUPPLIES AND SERVICES	168,918	171,477	130,536	142,219
WAGES AND BENEFITS	370,728	371,334	376,008	355,187
<b>AIRPORT ADMIN.</b>	<b>540,138</b>	<b>543,701</b>	<b>506,544</b>	<b>498,621</b>
<b>FBO OPERATION</b>		<b>- 51200</b>		

##### FUNDING SOURCE: GENERAL

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	19,411	72,311	41,050	4,125
SUPPLIES AND SERVICES	1,987,671	2,145,920	1,909,638	2,154,682
WAGES AND BENEFITS	419,593	423,308	420,014	435,346
<b>FBO OPERATION</b>	<b>2,426,675</b>	<b>2,641,540</b>	<b>2,370,702</b>	<b>2,594,153</b>
<b>AIRPORT OPERATIONS</b>		<b>- 51300</b>		

##### FUNDING SOURCE: DEBT SERVICE

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
DEBT SERVICE	354,420	359,149	356,266	316,183
<b>AIRPORT OPERATIONS</b>	<b>354,420</b>	<b>359,149</b>	<b>356,266</b>	<b>316,183</b>
<b>AIRPORT OPERATIONS</b>		<b>- 51400</b>		

##### FUNDING SOURCE: CUSTOMER FACILITY CHARGE

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	144,331	156,226	125,500	119,081
SUPPLIES AND SERVICES	263,112	271,453	278,524	297,199
TRANSFER TO	8,984	—	—	155,000
WAGES AND BENEFITS	672,904	667,455	676,552	688,007
<b>AIRPORT OPERATIONS</b>	<b>1,089,331</b>	<b>1,095,133</b>	<b>1,080,576</b>	<b>1,259,287</b>
<b>TERMINAL, BLDG MAINT.</b>		<b>- 51700</b>		

##### FUNDING SOURCE: GENERAL

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	11,471	504	150	52,390
SUPPLIES AND SERVICES	233,296	211,321	220,693	221,647
WAGES AND BENEFITS	11,042	23,230	27,069	27,426
<b>TERMINAL, BLDG MAINT.</b>	<b>255,809</b>	<b>235,055</b>	<b>247,912</b>	<b>301,463</b>
<b>AIRPORT TOTAL</b>	<b>\$4,666,373</b>	<b>\$4,874,578</b>	<b>\$4,562,000</b>	<b>\$4,969,707</b>

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

FD	JC	WP-GR	JOB CLASS	FY 2019		FY 2020		FY 2021	
				FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
61010 Full Time Employee Expense									
100	3250	GE-41	AIRPORT MANAGER	1.00	\$ 113,932	1.00	\$ 116,538	1.00	\$ 107,881
100	1995	GE-35	OPER/MAINT.SUPERVISOR	1.00	\$ 84,163	1.00	\$ 86,060	1.00	\$ 67,589
100	1875	GE-33	FBO SUPERVISOR	1.00	\$ 74,878	1.00	\$ 76,662	1.00	\$ 77,510
100		GE-30	ASSISTANT FBO SUPERVISOR	1.00	\$ 63,779	1.00	\$ 64,608	1.00	\$ 65,320
100	460	GE-30	ACCOUNTANT	1.00	\$ 65,017	1.00	\$ 66,508	1.00	\$ 67,241
100	2525	GD-10	MECHANIC	1.00	\$ 57,818	1.00	\$ 58,365	1.00	\$ 58,142
100	2205	GD-06	MAINTENANCE WORKER	3.00	\$162,932	3.00	\$ 166,509	3.00	\$ 167,518
100	1875	NA-13	AIRPORT OPER SPECIALIST	3.00	\$124,604	3.00	\$ 128,243	3.00	\$ 129,677
TOTAL FULL TIME EMPLOYEES				12.00	\$747,123	12.00	\$ 763,493	12.00	\$ 740,878
61020 Part Time Employee Expense									
100		NA-44	RECEPTIONIST	1.50	\$ 50,380	0.75	\$ 28,107	0.75	\$ 28,423
100		NA-44	CUSTOMER SERVICE REP	0.00	\$ —	0.75	\$ 22,684	0.75	\$ 23,418
100	236	GE-28	MARKETING COORDINATOR	0.70	\$ 38,951	0.70	\$ 39,849	0.70	\$ 40,296
100	1,927	NA-27	LINE SERVICEWORKER	3.53	\$ 92,428	4.73	\$ 137,043	4.73	\$ 140,315
TOTAL PART TIME EMPLOYEES				5.73	\$181,759	6.93	\$ 227,683	6.93	\$ 232,452
61030 Seasonal Employee Expense									
100	896	NA-11	LABORER	0.23	\$ 5,298	0.23	\$ 7,819	0.23	\$ 7,905
TOTAL SEASONAL EMPLOYEES				0.23	\$ 5,298	0.23	\$ 7,819	0.23	\$ 7,905
TOTAL AIRPORT				17.96	\$934,180	19.16	\$ 998,995	19.16	\$ 981,235

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

ACCT	FD	JC	WP-GR	POSITION CLASS	FY 2019		FY 2020		FY 2021		
					FTE	BUDGET	FTE	BUDGET	FTE	BUDGET	
Airport Administration-FT											
10051100	61010	100	3250	GE-41	AIRPORT MANAGER	1.00	\$ 113,932	1.00	\$ 116,538	1.00	\$ 107,881
10051100	61010	100	460	GE-30	ACCOUNTANT	0.75	\$ 48,763	0.75	\$ 49,881	0.75	\$ 50,430
10051100	61010	100	1995	GE-35	OPER/MAINT.SUPERVISOR	1.00	\$ 84,163	1.00	\$ 86,060	1.00	\$ 67,589
Total						2.75	\$ 246,858	2.75	\$ 252,479	2.75	\$ 225,900
Airport Administration-PT											
10051100	61020	100	236	GE-28	MARKETING COORDINATOR	0.70	\$ 38,951	0.70	\$ 39,849	0.70	\$ 40,296
Total						0.70	\$ 38,951	0.70	\$ 39,849	0.70	\$ 40,296
Airport Operations-FT											
10051400	61010	100	2525	GD-10	MECHANIC	1.00	\$ 57,818	1.00	\$ 58,365	1.00	\$ 58,142
10051400	61010	100	2205	GD-06	MAINTENANCE WORKER	3.00	\$ 162,932	3.00	\$ 166,509	3.00	\$ 167,518
10051400	61010	100	1875	NA-13	AIRPORT OPER SPECIALIST	3.00	\$ 124,604	3.00	\$ 128,243	3.00	\$ 129,677
Total						7.00	\$ 345,354	7.00	\$ 353,117	7.00	\$ 355,337
Airport Operations-Seasonal and Part-Time											
10051400	61030	100	892	NA-03	LABORER	0.23	\$ 5,298	0.23	\$ 7,819	0.23	\$ 7,905
Total						0.23	\$ 5,298	0.23	\$ 7,819	0.23	\$ 7,905
FBO Operation-FT											
10051200	61010	100	1875	GE-33	FBO SUPERVISOR	1.00	\$ 74,878	1.00	\$ 76,662	1.00	\$ 77,510
10051200	61010	100	460	GE-30	ACCOUNTANT	0.25	\$ 16,254	0.25	\$ 16,627	0.25	\$ 16,811
		100		GE-30	ASSISTANT FBO SUPERVISOR	1.00	\$ 63,779	1.00	\$ 64,608	1.00	\$ 65,320
Total						2.25	\$ 154,911	2.25	\$ 157,897	2.25	\$ 159,641
FBO Operation-PT											
10051200	61020	100	1927	NA-27	LINE SERVICEWORKER	3.53	\$ 92,428	4.05	\$ 113,925	4.05	\$ 116,944
10051200	61020	100	2070	NA-44	CUSTOMER SERVICE REP	0.00	\$ —	0.75	\$ 22,684	0.75	\$ 23,418
10051200	61020	100		NA-44	RECEPTIONIST	1.50	\$ 50,380	0.75	\$ 28,107	0.75	\$ 28,423
Total						5.03	\$ 142,808	5.55	\$ 164,716	5.55	\$ 168,785
Terminal Maintenance-PT											
10051700	61020	100	1927	NA-27	LINE SERVICEWORKER	0.00	\$ —	0.68	\$ 23,118	0.68	\$ 23,371
Total						0.00	\$ —	0.68	\$ 23,118	0.68	\$ 23,371
TOTAL AIRPORT DEPARTMENT						17.96	\$ 934,180	19.16	\$ 998,995	19.16	\$ 981,235

Capital Improvement Projects by Department/Division					
AIRPORT					
CIP Number	Capital Improvement Project Title	FY 18 Actual Expense	FY 19 Actual Expense	FY 20 Adopted Budget	FY 21 Recomm'd Budget
2522447	RESTRICTED TERMINAL PROJ	280,583	—	—	—
3901060	PAVEMENT CONDITION INDEX	46,505	—	—	50,200
3901439	AIRPORT APRON	—	—	5,000,000	—
3901448	FBO IMPROVEMENTS	21,017	—	—	—
3901488	AIRPORT MASTER PLAN	—	75	—	—
3901489	SNOW BROOM AND BLOWER	5,716	18,399	230,000	—
3901497	AIRPORT FENCING/HAZARD ST	1,993	2,471	—	—
3901503	ADDTL FUEL STORAGE TANK	—	—	—	54,050
3901691	RUNWAY SENSOR UPDATE	—	—	1,564,000	—
3901723	AIRPORT IMPROVEMENTS	—	—	—	—
3902008	HANGER REPAIRS/REPLACE	21,595	23,052	—	41,000
3902009	TERMINAL SITEWORK	1,103,804	—	—	—
3902011	ONSITE WATER & WASTEWATER	4,020	—	—	—
3902125	PAINT HANGAR EXTERIORS	—	—	—	—
3902126	TERMINAL BOILER REPLACE	—	13,975	—	—
3902214	OLD AIRLINE TERM ASSESS	—	35,286	190,000	—
3902215	REPLACE RUNWAY REGULATORS	—	—	—	—
3902282	AIRPORT GIS	—	—	559,930	—
3902316	NEW TERM FAC - RDS & APRN	997,045	—	—	—
3902475	NEW TERM PARKING 1 & 2	132,408	—	—	—
3902531	NEW TERM FURNISH EQUIP	7,615	—	—	—
3902532	NEW TERM PASSENGER BRIDGE	4,721	—	—	—
3902534	NEW TERM GUIDANCE SIGNAGE	431	—	—	—
3902535	NEW TERM LANDSCAPING	2,341	10,578	—	—
3902602	ELECT FUEL TANK GUAGE SYS	55,178	26,726	—	—
3902660	DECOMMISS AIRPORT LAGOON	25,871	—	—	—
3902661	FBO RESTROOM UPDATE	—	15,167	—	—
3902662	AIRPORT STORM DRAIN IMPRO	—	—	—	—
3902664	AIRPORT ASPHALT REPAIR	30,615	—	—	—
3902715	REPLACE GARAGE DOORS JUF	15,644	37,348	—	—
3902716	NEW TERM ENTRANCE SIGN	100,714	156,359	—	—
3902731	AIRPORT CAR RENTAL LOT	8,422	—	—	—
3902751	AIRPORT CAP OLD WELLS	—	12,749	—	—
3902752	AIRPORT JET CENTER DOORS	—	—	—	—
3902753	AIRPORT WIRELESS NETWORK	—	616	—	—
3902788	AIRPORT CAR WASH	0	0	72,750	227,750
3902842	REHAB TAXIWAY A	0	0	0	350,000
39151900	AIRPORT CAPITAL IMPR.	204,934	202,034	199,134	201,334
<b>AIRPORT</b>	<b>TOTAL</b>	<b>3,071,171</b>	<b>554,835</b>	<b>7,815,814</b>	<b>924,334</b>

<b>PROGRAM/DEPT</b>	<b>PROJECT DESCRIPTION</b>	<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>TOTAL</b>	<b>PAGE</b>
<b>AIRPORT</b>								
<b>Public Works</b>								
	Replace DJC Hangar Floor Coating	\$41,000	\$—	\$—	\$—	\$—	\$41,000	133
	Terminal Automated Vehicle Wash Facility	\$227,750	\$—	\$—	\$—	\$—	\$227,750	134
	Rehabilitate Taxiway A	\$350,000	\$4,702,500	\$5,152,300	\$2,475,000	\$—	\$12,679,800	135
	Aviation Fueling Facilities NFPA Update	\$54,050	\$—	\$—	\$—	\$—	\$54,050	136
	Pavement Condition Study	\$50,200	\$—	\$—	\$53,272	\$—	\$103,472	137
	Asphalt Pavement Repair	\$—	\$150,000	\$—	\$—	\$—	\$150,000	138
	Perimeter Fence Improvements	\$—	\$10,000	\$—	\$—	\$—	\$10,000	139
	Corporate Hangar Facilities Maintenance	\$—	\$20,000	\$—	\$20,000	\$—	\$40,000	140
	Storm Drain Improvements	\$—	\$—	\$—	\$20,000	\$—	\$20,000	141
	Extend Runway 18/36	\$—	\$—	\$—	\$—	\$268,000	\$268,000	142
	<b>TOTAL</b>	<b>\$723,000</b>	<b>\$4,882,500</b>	<b>\$5,152,300</b>	<b>\$2,568,272</b>	<b>\$268,000</b>	<b>\$13,594,072</b>	

# Finance



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## FINANCE DEPARTMENT

<b>Budget Highlights</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Budget</b>	<b>FY 2021 Requested</b>	<b>% Change From FY 2020 Budget</b>
<u>Expenses</u>				
Employee Expense	1,543,306	1,504,748	1,673,822	11.2%
Supplies and Services	689,686	796,473	786,958	-1.2%
Electric and Gas Utility Franchise Fee Rebates	596,127	704,706	639,895	-9.2%
Investment Mgr / Custodial & Financial Service Fees	94,123	95,000	105,000	10.5%
Machinery and Equipment	46,371	3,600	26,874	646.5%
Non-Expense Accounts	(5,636)	(8,356)	(7,955)	-4.8%
Total	2,963,977	3,096,171	3,224,594	4.1%
Abated Debt - Franchise Fee Litigation	205,306	202,606	199,906	-1.3%
Total Expense	3,169,283	3,298,777	3,424,500	3.8%
<u>Resources</u>				
Miscellaneous Revenue	78,683	53,130	57,615	8.4%
Electric and Gas Utility Franchise Fees	801,433	907,312	839,801	-7.4%
Overhead & Utility Billing Recharges to Enterprise Funds	1,487,614	1,592,008	1,704,079	7.0%
Water Meter Service Recharges	1,801	—	—	0.0%
Total revenue	2,369,531	2,552,450	2,601,495	1.9%
Property Tax Support	799,752	746,327	823,005	76,678
<b>Personnel - Authorized FTE</b>	<b>18.94</b>	<b>18.24</b>	<b>20.00</b>	

### Improvement Package Summary

#### **1 of 7**

This improvement level decision package request would provide funding for an expanded camera system in the first floor hallway and the new Utility Billing cashier area in the Finance Department. This request would include 8 cameras. The Finance Department will be remodeled winter/spring 2020 to address employee safety, security, and more efficient space use. The proposed design changes the layout of the customer counter for the cashiers. The additional cameras will help cashiers and other members of the Finance Department monitor activity in the first floor hallway and allow the cashiers to be able to see customers approaching their windows. The first year of camera maintenance cost is included in the purchase of the camera. Estimated camera maintenance in Fiscal Year 2022 is \$1,181.

Related Cost:	\$ 12,500	Tax Funds	Non-Recurring	<b>Recommend - Yes</b>
Related Revenue:	\$ 6,291	Administrative Overhead	Non-Recurring	
Net Cost:	<u>\$ 6,209</u>			
Property Tax Impact:	\$ 0.0024	0.02%		
Activity: Accounting				

## 2 of 7

This improvement level decision package request would provide funding for a seasonal twenty hour per week (0.51 FTE) Finance Intern (NA-38F). The Finance Department currently has one twenty hour per week intern (0.49 FTE). The intern assists the accountants to perform a wide variety of tasks including auditing accounts payable, auditing purchasing card statements, preparation of audit workpapers, scanning, and various monthly reporting and reconciliations. The second Finance Intern would also become involved in Utility Billing. The Finance Department has been successful in partnering with the local colleges to find highly qualified intern candidates. Interns provide low-cost options for reducing employee workload, improving unseen processes, and finding great talent. An additional seasonal intern would open possibilities to new and unique talent that is not found through traditional hiring methods, help reduce overall accountant workload, provide mentoring and management experience for the accountants supervising the intern position, and provide the Finance Department with a fresh perspective and a new way to solve problems. The 2015 National Association of Colleges and Employers (NACE) Internship & Co-op Survey found that more than half of employers had a higher five-year retention rate from employees that were hired through internship programs. Interns are eager to learn, ready to work, and most want the chance to prove their value. The non-recurring expenses include a computer and a desk phone.

Related Cost:	\$ 16,147	Tax Funds	Recurring	<b>Recommend - Yes</b>
Related Cost:	\$ 2,525	Tax Funds	Non-Recurring	
Related Revenue:	\$ 16,147	Enterprise Funds	Recurring	
Related Revenue:	\$ 2,525	Enterprise Funds	Non-Recurring	
Net Cost:	<u>\$ —</u>			
Property Tax Impact:	\$ —	—%		
Activity: Accounting				

## 3 of 7

This improvement level decision package request would provide funding for additional overtime for Utility Billing staff meetings. This request is to fund one hour staff meeting per month (twelve staff meetings) for seven Utility Billing employees. The staff meetings for Utility Billing must be held prior to or after business hours in order to include all staff members. Regular staff meetings are important and have a positive impact on the department. Staff meetings help keep everyone informed and up to date, allow staff to collaborate as a team by providing feedback, sharing ideas and asking questions. When staff is included in discussions and decisions of certain issues, it is good for morale and motivation. The purpose of the Utility Billing staff meetings are to share goals and make sure every team member follows policies and procedures and knows the strategy of the department. In addition, the staff meetings may be used for training opportunities.

Related Cost:	\$ 2,283	Tax Funds	Recurring	Recommend - Yes
Related Revenue:	\$ 2,283	Enterprise Funds	Recurring	
Net Cost:	<u>\$ —</u>			
Property Tax Impact:	<u>\$ —</u>	—%		
Activity: Utility Billing				

## 4 of 7

This improvement level decision package request would provide funding for an increase in the education and training budget for both accounting and utility billing staff. The current budget for education and training is \$3,600 for Accounting and \$2,700 for Utility Billing. An organization that invests in training shows their employees that they care about continual development and progress. In turn this makes employees more engaged in the organization and therefore more motivated. Employees then become more efficient and better equipped to deal with the challenges of their jobs. To determine what training should be provided, a training needs assessment would be completed. Initial training in Utility Billing

would focus on customer service training. Specific customer service training programs focus on improving communication, listening, problem-solving and organizational skills. Training employees on the same set of competencies gives them a standard process to deal with customers and creates a sense of team spirit. The increased motivation and engagement coupled with the new skills creates improved customer service in the organization. Through effective training, customer service representatives increase their ability to resolve issues and decrease the number of return calls. Often, trained employees are able to address the concern at the first point of contact, which greatly increases customer satisfaction. The improved manner that employees interact with customers leads to the customer feeling appreciated and respected. Accounting staff training would focus on preparation of the Certified Annual Financial Report (CAFR), general accounting skills, theoretical and practical understanding of data and analytics, strong written and oral communication skills, how to manage numbers and people, and integration of technology into business processes.

Related Cost:	\$ 3,000	Tax Funds	Recurring	<b>Recommend - Yes</b>
Related Cost:	\$ 3,000	Enterprise Funds	Recurring	
Related Revenue:	\$ 1,510	Administrative Overhead	Recurring	
Net Cost:	<u>\$ 4,490</u>			
Property Tax Impact:	\$ 0.0006	0.01%		
Activity: Accounting and Utility Billing				

## 5 of 7

This improvement request is for an e-signature software application. The City would use the e-signature software application tools to build systems of agreement, which digitize the creation, signing and management of legal documents. These systems integrate with existing digital processes, so when a citizen submits a form via a website, for example, that form can be automatically routed to the appropriate staff for approval, with legally binding signatures collected digitally. The system also has workflow management to track where the document is waiting for approval, even if the document is waiting for a user action outside of the organization. The system can then notify the citizen, track fees owed and paid, and keep all relevant information updated. Such systems improve service to individuals, who can be approved for applications more quickly, for example, and business owners, who will find it easier to apply for licenses and respond to RFPs. Meanwhile, staff have more time to serve residents and address business processes, rather than deal with the management of paper approvals and filing. Based on studies of governments that utilize e-signature software applications, the typical savings is \$35.16 per document, including dollar cost savings, productivity gains and additional revenue or tax dollars received. The average reduction in turnaround time is nine days. There is also a 92 percent reduction in errors, such as missing or incorrect information.

Related Cost:	\$ 30,000	Tax Funds	Recurring	<b>Recommend - No</b>
Related Revenue:	\$ 15,099	Administrative Overhead	Recurring	
Net Cost:	<u>\$ 14,901</u>			
Property Tax Impact:	\$ 0.0059	0.06%		
Activity: Accounting				

## 6 of 7

This improvement level decision package request would provide funding for the purchase of two uniform shirts with the City of Dubuque logo for all members of the Finance Department. The Finance Department provides customer service for Utility Billing and for internal departments. In addition, Finance, Budget and Utility Billing participate in community outreach throughout the year. Finance employees who dress alike are easily identified as employees in the department. Uniform shirts promote a sense of team spirit and a sense of belonging. This, in turn, can improve worker productivity. Uniform shirts help instill a sense of pride and responsibility and can convert employees into ambassadors outside the actual workplace.

Related Cost:	\$ 700	Tax Funds	Recurring	<b>Recommend - Yes</b>
Related Cost:	\$ 350	Enterprise Funds	Recurring	
Related Revenue:	\$ 352	Administrative Overhead	Recurring	
Net Cost:	<u>\$ 698</u>			
Property Tax Impact:	\$ 0.0001	—%		
Activity: Accounting and Utility Billing				

## 7 of 7

This improvement level decision package request is for the creation of an Office of Innovation, which would be a division of the Finance Department. This request would fund a full-time Chief Innovation Officer (GE-40B) and a full-time Senior Performance and Management Specialist (GE-36B). The Office of Innovation would identify improvements in the efficiency and effectiveness of City services and business processes. The primary focus of this group is to improve City operations at less cost. The team would be comprised of experienced professionals who are trained in process improvement methodologies and have diverse backgrounds. The team would serve as internal consultants to City departments and work closely with senior management to recommend strategies for improvement. The essential job functions of the Office of Innovation include developing an annual innovation work plan focused on improving the delivery of municipal services; analysis of policies, practices, system, procedures, workload standards, and organizational structures; design of benchmark surveys and quantitative techniques to improve the productivity and quality of operations and build an effective workforce; recommendation of innovative management strategies and complex departmental turnaround plans; inspections of business processes and service delivery methods to help identify efficiencies and reduce cost; analytical research and recommendation of alternatives on various public administrative functions and service delivery activities; evaluation of staffing requests and recommendation of staffing levels to ensure the efficient and effective utilization of human resources; and organizational improvement recommendations. The tools that would be used by the Office of Innovation include performance audits, staff interviews and on-site observation, project management, best practice research and surveys, strategic planning and prioritization, process mapping, empathy mapping/voice of the customer, and trend analysis, cost analysis and forecasting. This improvement package supports the City Council goal of Financially Responsible, High Performance City Organization: Sustainable, Equitable and Effective Service Delivery - Financially Sound and responsible City government and Service Value for taxes and fees. The recurring cost represents the employee cost of the two full-time positions as well as the monthly data plan for the two tablets and monthly phone plan. The non-recurring cost represents the purchase of two computers, two tablets, one smartphones, two desk phones, two desks and chairs, and office space construction or rental. The Office of Innovation would need to be located outside the Finance Department due to the space constraints in the department.

Related Cost:	\$118,543	Tax Funds	Recurring	<b>Recommend - No</b>
Related Cost:	\$ 39,075	Tax Funds	Non-Recurring	
Related Revenue:	\$ 59,663	Administrative Overhead	Recurring	
Related Revenue:	<u>\$ 19,666</u>	Administrative Overhead	Non-Recurring	
Net Cost:	<u>\$ 78,289</u>			
Property Tax Rate Impact	\$ 0.0308	0.30%		
Activity: Office of Innovation				

## Significant Line Items

### Employee Expense

1. FY 2021 employee expense reflects a 1.5% wage package increase.

2. The Iowa Public Employee Retirement System (IPERS) City contribution of 9.44% is unchanged from FY 2020 The employee contribution of 6.29% is unchanged from FY 2020.
3. The City portion of health insurance expense increased from \$921 in FY 2020 to \$1,013 in FY 2021 per month per contract which results in annual cost increase of \$48,766 or 9.99%.
4. Overtime is increased from \$6,000 in FY 2020 to \$6,900 in FY 2021. FY 2019 actual was \$3,133.
5. 50% Sick Leave Payout increased from \$0 in FY 2020 to \$1,768 in FY 2021 based on FY 2020 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.
6. During FY 2020, the following personnel changes were approved:
  - a. -1.0 FTE Full-Time Budget Manager position eliminated (-\$110,696)
  - b. +1.0 FTE Full-Time Budget/Financial Analyst position focused on budget added (+\$86,712)
  - c. +1.0 FTE Full-Time Budget/Financial Analyst position focused on grants added (+\$86,712)
  - d. -0.75 FTE Part-Time Confidential Account Clerk position eliminated (-\$40,009)
  - e. +1.0 FTE Full-Time Confidential Account Clerk position added (+\$69,157)

### **Supplies & Services**

7. Electric Franchise Fee Refund decreased from \$650,166 in FY 2020 to \$590,850 in FY 2021 based on FY 2019 actual \$547,083 plus 8%.
8. Gas Franchise Fee Refund decreased from \$54,540 in FY 2020 to \$49,045 in FY 2021 based on FY 2019 actual \$49,045.
9. Postage and Shipping decreased from \$134,698 in FY 2020 to \$129,342 in FY 2021 based on FY 2019 actual \$117,668 plus 10%.
10. Data Processing increased from \$77,814 in FY 2020 to \$80,393 in FY 2021. This line item represents the recharge of Information Services staff time related to processing checks, system back-ups and daily production for the Superior financial software.
11. Software License increased from \$212,359 in FY 2020 to \$231,926 in FY 2021. This line item includes Central Square Financial Software (\$56,633); eCivis Grant Software (\$33,000); Creditron (\$5,085); Workiva Wdesk (\$40,850); Balancing Act (\$5,500), Multifunction Copier Accounting Software (\$108); Budget and Planning Integration (\$75,000), and Indirect Cost Software (\$15,750).
12. Investment Management Fees decreased from \$136,000 in FY 2020 to \$75,000 in FY 2021 based on FY 2019 Actual of \$66,969.
13. Programming increased from \$36,828 in FY 2020 to \$38,071 in FY 2021. This line item represents the recharge of Information Services staff time related to the maintenance the Central Square financial software.
14. Credit Card Charge increased from \$30,000 in FY 2020 to \$51,000 in FY 2021 based on FY 2019 of \$60,087. The credit card vendor charges a \$4.95 per transaction fee directly to the utility billing customer for online and phone payments and retains the fee as part of their contract. The City does not receive a convenience charge related to credit card transactions. In addition, the City absorbs a \$0.25 per e-check transaction for online and phone utility bill payments. When customers pay in person, the City must absorb the credit card transaction fee.

## Machinery & Equipment

15. Equipment replacement items at the maintenance level include (\$26,874):

<u>Accounting/Payroll/Treasury</u>	
Chairs	\$ 7,475
Desk Phone	\$ 250
Smartphone	\$ 350
<u>Budget</u>	
Desk Phone	\$ 250
<u>Utility Billing/Parking Tickets</u>	
Chairs	\$ 2,925
Calculator	\$ 350
Desk Phone	\$ 250
Recommended Improvement Package	<u>\$ 15,024</u>
Total	<u><u>\$ 26,874</u></u>

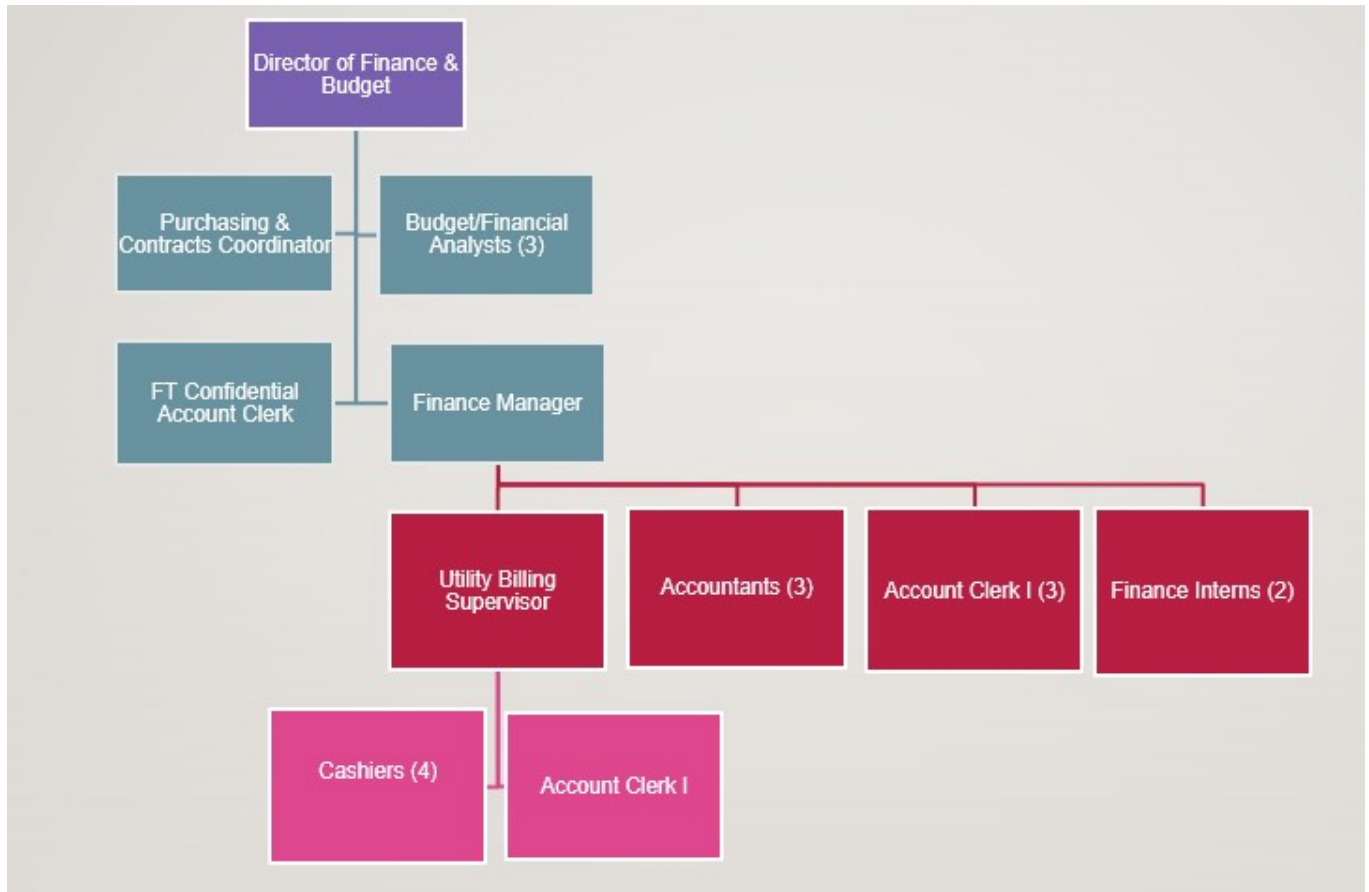
## Debt Service

16. Annual debt service payment includes the following (\$199,906):

Amount	Debt Series	Source	Purpose	Final Payment	Call Date
\$ 199,906	2016A G.O.	Debt Levy	Franchise Fee Settlement	2035	2024
\$ 199,906	Total Finance Debt Service				

## Revenue

17. Franchise Fees increased from \$4,794,979 in FY 2020 to \$5,398,786 in FY 2021 based on FY 2019 actual of \$5,360,429 plus 1%.
18. Penalties increased from \$19,590 in FY 2020 to \$22,115 in FY 2021 based on FY 2019 actual of \$22,213 which represents administrative collection fees and administrative fees for tax liens.
19. Credit Card Fee increased from \$10,000 in FY 2020 to \$12,000 in FY 2021 based on FY 2019 actual of \$11,443. The credit card vendor charges a \$4.95 per transaction fee directly to the utility billing customer for online and phone payments and retains the fee as part of their contract. The City does not receive a convenience charge related to credit card transactions. In addition, the City absorbs a \$0.25 per e-check transaction for online and phone utility bill payments. When customers pay in person, the City must absorb the credit card transaction fee.
20. Revenue received from Enterprise Funds for Utility Billing and administrative overhead charges increased from \$1,592,008 in FY 2020 to \$1,704,079 in FY 2021.

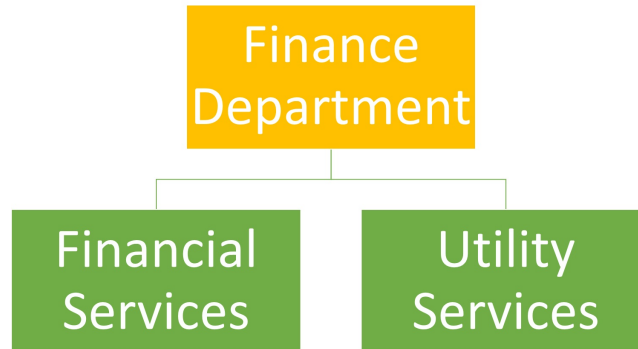




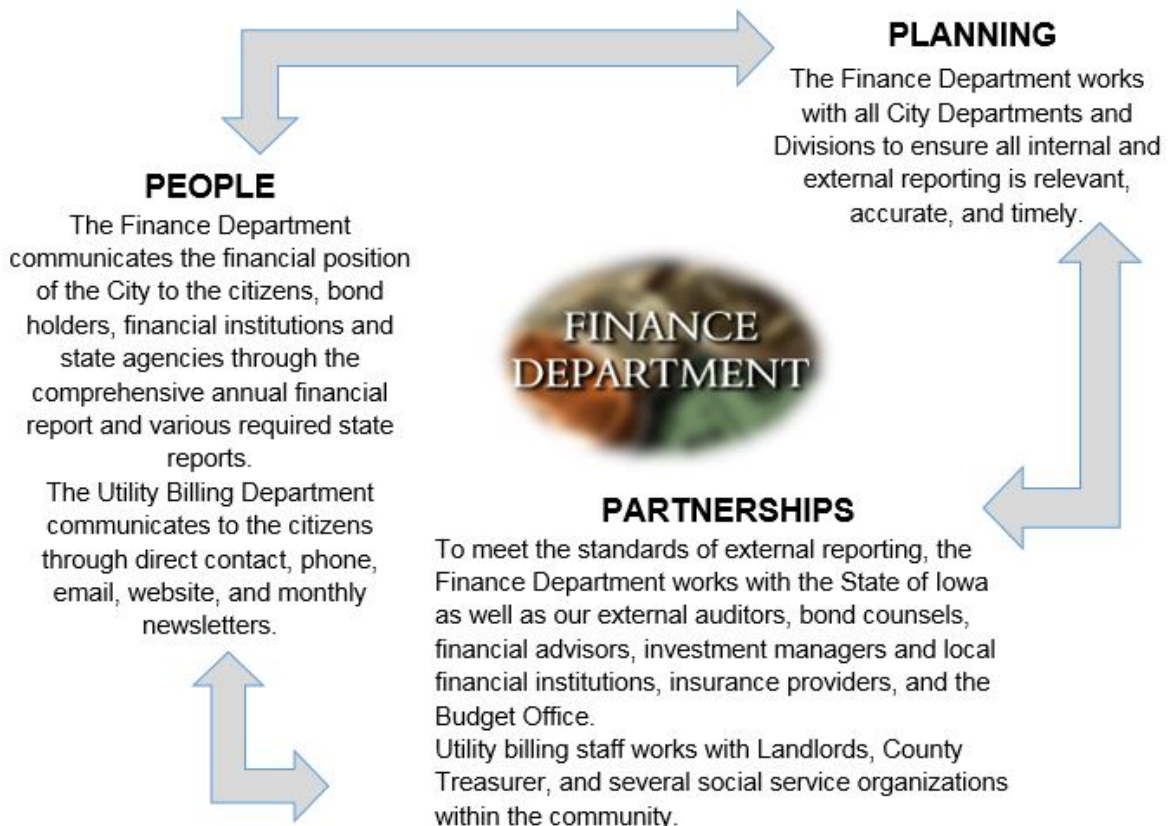
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# FINANCE DEPARTMENT

The Finance Department provides the City Council, City Manager, City Departments, Boards and Commissions, other governmental agencies, vendors and the public with reports and financial data that is accurate, timely and meaningful and which satisfies the need for sound fiscal policy formulation, efficient City financial management and full disclosure of City finances.



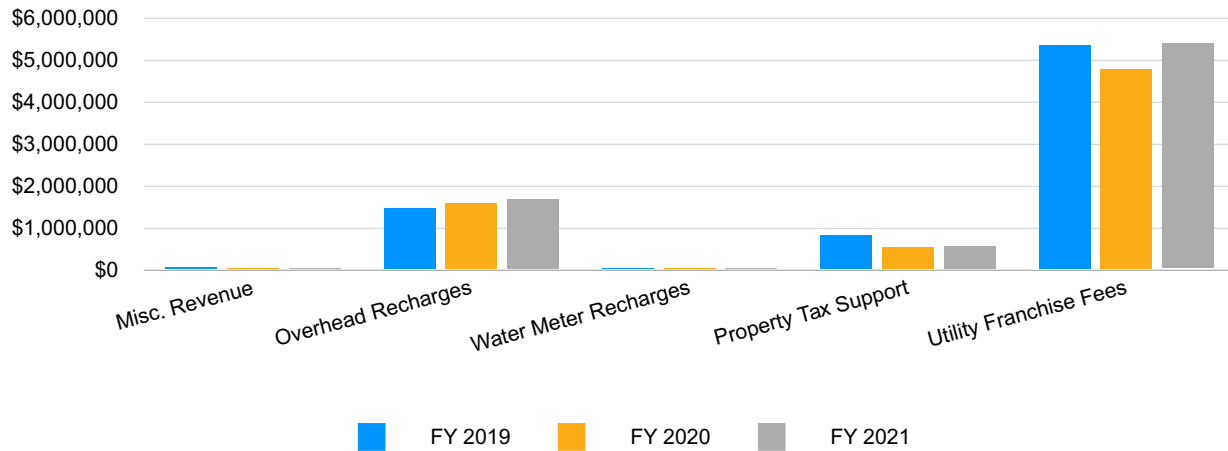
## SUCCESS IS ABOUT PEOPLE, PLANNING AND PARTNERSHIPS LEADING TO OUTCOMES



# FINANCE DEPARTMENT

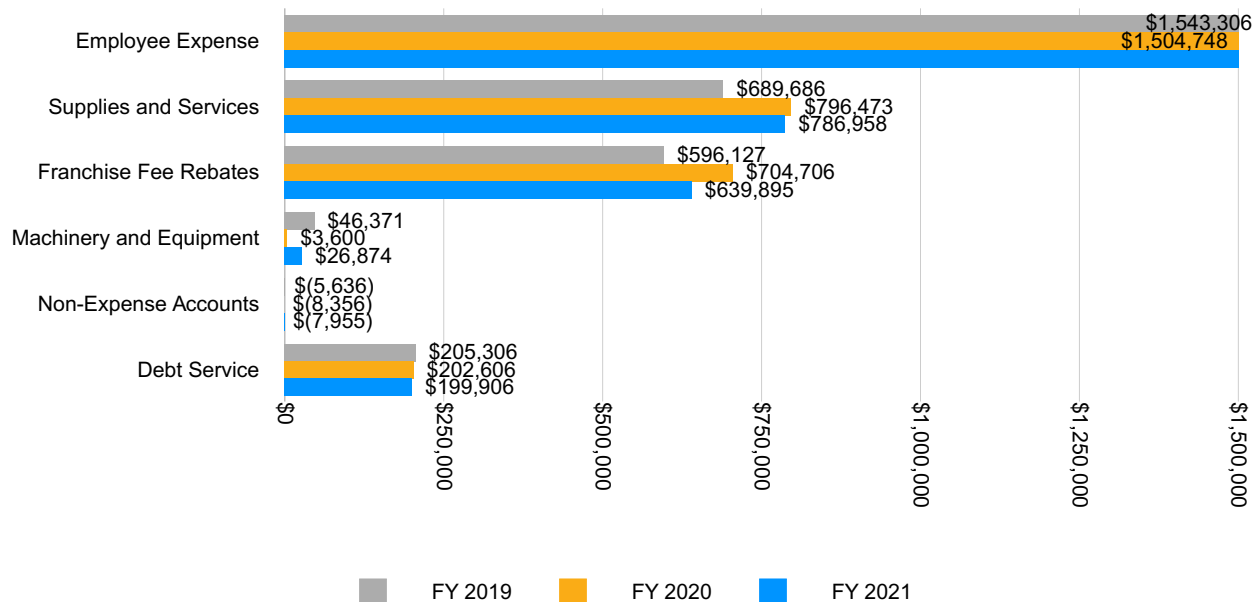
	FY 2019	FY 2020	FY 2021
Full-Time Equivalent	18.94	18.24	20.00

## Resources and Property Tax Support



The Finance Department is supported by 20.00 full-time equivalent employees, which accounts for 48.88% of the department expense as seen below. Overall, the departments' expenses are expected to increase by 3.81% in FY 2021 compared to FY 2020.

## Expenditures by Category by Fiscal Year



# FINANCE DEPARTMENT

## Financial Service

### Mission & Services

Financial Services preserve the City's strong financial condition through responsible financial strategies and effective management of City resources. Responsibilities include financial policy, cash management, debt management, accounting, payroll, accounts payable, purchasing, risk management, grant assistance, auditing and reporting for the City of Dubuque.


Financial Service Funding Summary			
	FY 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$1,736,994	\$1,684,324	\$1,873,036
Resources	\$5,883,963	\$5,345,965	\$6,030,599

Financial Service Position Summary	
	FY 2021
DIRECTOR FINANCE/BUDGET	1.00
FINANCE MANAGER	1.00
PURCHASING/CONTRACT COORD	1.00
CONFIDENTIAL ACCOUNT CLERK	1.00
ACCOUNT CLERK I	2.00
PAYROLL ACCOUNTANT	1.00
ACCOUNTANT	1.50
FINANCE INTERN-SEASONAL	0.49
<b>Total FT Equivalent Employees</b>	<b>8.99</b>

### Performance Measures

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

- 1 Activity Objective: Provide transparency of City finances through the Comprehensive Annual Financial Report (CAFR).

Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
Receive the Certificate of Excellence in Financial Reporting	✓	✓	✓	✓	

# FINANCE DEPARTMENT

## Utility Services

### Mission & Services

Utility Services is responsible for maintaining positive customer relations for over 24,000 customers. Utility services include water, sewer, stormwater and refuse. Utility Billing staff work with customers answer questions, schedule service, solve problems and collect payments. The billing activity manages the customer data base and depository for all utility billing and parking violations. Bills are computed and issued, and monies are received and recorded. Staff is available to address customer's service needs and billing inquiries.




Utility Services Funding Summary			
	FY 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$843,746	\$841,100	\$915,814
Resources	\$843,746	\$841,100	\$915,814

Utility Services Position Summary	
	FY 2021
Utility Billing Supervisor	1.00
Accountant	0.50
Account Clerk 1	2.00
Cashier	4.00
<b>Total FT Equivalent Employees</b>	<b>7.50</b>

### Performance Measures

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

- 1 Activity Objective: Improve utility billing processes and procedures and service delivery through the use of technology.

Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
% of City water customers using the WaterSmart water management portal	50%	6%	21%	35%	
% of UB customers using e-billing	20%	8%	9%	10%	
% of UB customers using direct deposit	30%	25%	25%	26%	

# FINANCE DEPARTMENT

## Budget

### Mission & Services

The Budget Office is responsible for the preparation, development, reconciliation, compliance, and implementation of the City's annual operating and five-year capital budgets. Included in this work is the development of all budget reporting guidelines, debt issuance, and compliance with Local and State reporting requirements.

In addition, the Budget Office coordinates with various City departments with reporting and filing obligations of alternative funding sources such as grants and user fees. Maintenance of the five-year financial plan is critical in providing decision makers with strategic financial information. Budget staff regularly monitor and report on operating and capital budget activities, as well as report on debt-related activities.



Budget Funding Summary			
	FY 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$317,268	\$570,747	\$435,744
Resources	\$240,345	\$239,302	\$0

Budget Position Summary	
	FY 2021
Budget & Financial Analyst	3.00
Total FT Equivalent Employees	3.00



### Performance Measures

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

- 1 Activity Objective: Engage and empower residents to provide input and participate in the budget process.

Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
# of resident budgets submitted on <a href="#">Balancing Act</a> Budget Simulation*	100	N/A	125	32	
# of individuals reached through budget public engagement sessions	+10 Annually	17	321	195	

- 2 Activity Objective: Promote transparency and communicate budget information to residents in a user-friendly and understandable way.

# page views: Balancing Act Budget Simulation Tool*	+2% Annually	N/A	870	430	
GFOA Special Recognition Awards Received (Resident's Guide)	Capital & Performance	Capital	Capital	Capital Performance	

\*Balancing Act was launched in Fiscal Year 2019

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## Recommended Operating Revenue Budget - Department Total

### 74 - FINANCE DEPARTMENT

Fund	Account	Account Title	FY18 Actual Revenue	FY19 Actual Revenue	FY20 Adopted Budget	FY21 Recomm'd Budget
100	42335	MAQ VALLEY ELEC FRANCHISE	70,079	66,158	73,914	66,158
100	42340	GAS FRANCHISE FEE	1,147,459	1,153,753	1,210,259	1,153,753
100	42345	ELECTRIC FRANCHISE FEE	3,328,630	4,140,518	3,510,806	4,178,875
<b>42</b>	<b>LICENSES AND PERMITS</b>	<b>- Total</b>	<b>4,546,168</b>	<b>5,360,429</b>	<b>4,794,979</b>	<b>5,398,786</b>
100	51178	CREDIT CARD FEE	29,458	11,443	10,000	12,000
100	51215	LATE PAYMENT PENALTY	19,169	22,213	19,590	22,115
<b>51</b>	<b>CHARGES FOR SERVICES</b>	<b>- Total</b>	<b>48,628</b>	<b>33,656</b>	<b>29,590</b>	<b>34,115</b>
100	53201	REFUNDS	4,348	197	2,040	0
100	53530	SPECIALIZED SERVICES	3,000	3,000	3,000	3,000
100	53605	MISCELLANEOUS REVENUE	1,569	645	500	500
100	53620	REIMBURSEMENTS-GENERAL	16,903	18,442	18,000	20,000
<b>53</b>	<b>MISCELLANEOUS</b>	<b>- Total</b>	<b>25,820</b>	<b>22,284</b>	<b>23,540</b>	<b>23,500</b>
100	59610	FR WPC OPERATING	374,070	367,615	364,662	411,864
100	59620	FR STORMWATER OPERATING	232,598	233,063	238,139	270,891
100	59630	FR PARKING OPERATING	86,909	84,989	87,173	61,053
100	59640	FR WATER UTILITY	201,487	223,540	227,682	242,697
100	59670	FR REFUSE COLLECTION	340,338	336,604	347,612	397,767
100	59940	FR DMASWA	91,912	87,851	87,438	100,694
<b>59</b>	<b>TRANSFER IN AND INTERNAL</b>	<b>- Total</b>	<b>1,327,314</b>	<b>1,333,662</b>	<b>1,352,706</b>	<b>1,484,966</b>
<b>FINANCE DEPARTMENT - Total</b>			<b>5,947,930</b>	<b>6,750,031</b>	<b>6,200,815</b>	<b>6,941,367</b>



## Recommended Operating Expenditure Budget - Department Total

### 74 - FINANCE DEPARTMENT

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
100	61010	FULL-TIME EMPLOYEES	784,523	826,437	780,584	1,190,428
640	61010	FULL-TIME EMPLOYEES	46,507	0	0	0
100	61020	PART-TIME EMPLOYEES	72,316	66,710	33,664	0
640	61020	PART-TIME EMPLOYEES	41,663	16	0	0
100	61030	SEASONAL EMPLOYEES	19,022	18,616	13,300	27,235
100	61050	OVERTIME PAY	1,509	2,907	6,000	6,900
640	61050	OVERTIME PAY	2,095	226	0	0
640	61071	HOLIDAY PAY-OVERTIME	692	0	0	0
100	61091	SICK LEAVE PAYOFF	1,377	0	0	0
640	61091	SICK LEAVE PAYOFF	468	0	0	0
100	61092	VACATION PAYOFF	0	21,550	0	0
640	61092	VACATION PAYOFF	6,223	0	0	0
100	61096	50% SICK LEAVE PAYOUT	0	0	0	1,768
100	61310	IPERS	77,033	85,267	78,686	115,602
640	61310	IPERS	8,113	23	0	0
100	61320	SOCIAL SECURITY	60,519	66,381	63,768	93,814
640	61320	SOCIAL SECURITY	7,146	17	0	0
100	61410	HEALTH INSURANCE	222,598	200,340	151,704	233,626
640	61410	HEALTH INSURANCE	31,800	0	0	0
100	61415	WORKMENS' COMPENSATION	3,293	2,844	2,435	2,984
640	61415	WORKMENS' COMPENSATION	6,452	0	0	0
100	61416	LIFE INSURANCE	691	676	789	1,064
640	61416	LIFE INSURANCE	48	0	0	0
100	61660	EMPLOYEE PHYSICALS	262	534	180	401
<b>61 - WAGES AND BENEFITS</b>			<b>1,394,350</b>	<b>1,292,543</b>	<b>1,131,110</b>	<b>1,673,822</b>
100	62010	OFFICE SUPPLIES	4,912	5,377	4,507	5,551
640	62010	OFFICE SUPPLIES	3	0	0	0
100	62011	UNIFORM PURCHASES	0	0	0	1,050
640	62011	UNIFORM PURCHASES	96	0	0	0
100	62030	POSTAGE AND SHIPPING	130,748	117,584	134,670	129,342
100	62031	PROCESSING MATERIALS	289	200	780	843
640	62033	HAND TOOLS/EQUIPMENT	553	0	0	0
100	62034	REPAIR PARTS/SUPPLIES	58	0	58	0
100	62035	COURIER FEES	3,817	3,795	3,960	3,800
100	62050	OFFICE EQUIPMENT MAINT	2,308	2,027	2,308	2,068
100	62061	DP EQUIP. MAINT CONTRACTS	6,374	5,898	5,385	5,921
100	62070	OFFICE EQUIP RENTAL	34,636	34,636	34,636	35,735
100	62090	PRINTING & BINDING	24,447	22,029	25,314	23,258
100	62110	COPYING/REPRODUCTION	2,171	1,998	2,235	3,669
830	62110	COPYING/REPRODUCTION	1,678	866	1,795	866
100	62130	LEGAL NOTICES & ADS	7,378	12,886	7,378	9,400
100	62140	PROMOTION	3,068	2,090	3,068	3,068
100	62170	SUBSCRIPTIONS-BOOKS-MAPS	597	1,252	442	751
100	62190	DUES & MEMBERSHIPS	1,446	1,664	1,475	3,416
100	62202	OFFICERS BOND	0	8,392	8,390	8,810
830	62204	REFUNDS	(208)	0	0	0
100	62206	PROPERTY INSURANCE	429	0	0	0
100	62208	GENERAL LIABILITY INSURAN	5,974	7,309	7,802	7,855
640	62208	GENERAL LIABILITY INSURAN	1,788	0	0	0
100	62214	ELEC FRANCHISE FEE REFUND	920,635	547,083	650,166	590,850
100	62215	GAS FRANCHISE FEE REFUND	54,540	49,045	54,540	49,045
100	62240	MISCELLANEOUS	0	(86)	0	0

## Recommended Operating Expenditure Budget - Department Total

### 74 - FINANCE DEPARTMENT

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
100	62310	TRAVEL-CONFERENCES	4,406	5,078	7,300	11,520
100	62320	TRAVEL-CITY BUSINESS	14	569	880	1,190
100	62340	MILEAGE/LOCAL TRANSP	4	2	4	0
100	62360	EDUCATION & TRAINING	4,956	2,536	6,300	17,500
100	62421	TELEPHONE	1,516	2,014	1,516	2,022
640	62421	TELEPHONE	744	230	0	0
830	62421	TELEPHONE	6,561	7,089	6,561	7,089
100	62436	RENTAL OF SPACE	1,680	1,848	1,680	2,856
640	62436	RENTAL OF SPACE	480	120	0	0
640	62511	FUEL, MOTOR VEHICLE	3,364	763	0	0
640	62521	MOTOR VEHICLE MAINT.	1,036	306	0	0
640	62614	EQUIP MAINT CONTRACT	885	0	0	0
100	62660	DATA PROCESSING	76,075	78,441	76,773	80,393
100	62663	SOFTWARE LICENSE EXP	68,926	80,924	105,906	231,926
100	62666	CREDIT CARD CHARGE	69,376	60,087	30,000	51,000
100	62667	DATA SERVICES	120	172	120	480
640	62667	DATA SERVICES	240	101	0	0
100	62669	PROGRAMMING	36,493	37,628	36,828	38,071
100	62671	MISC. OPERATING SUPPLIES	3,333	0	0	0
100	62699	CASH SHORT AND OVER	(203)	(11)	0	0
100	62710	CONTRACTOR SERVICES	60	0	0	0
100	62713	LEGAL SERVICES	553	3,653	328	0
100	62716	CONSULTANT SERVICES	21,312	14,500	20,500	16,000
100	62722	INVESTMENT MGMT FEES	71,631	66,969	68,000	75,000
100	62723	INVEST-CUSTODIAL FEE	26,994	27,153	27,000	30,000
100	62726	AUDIT SERVICES	35,230	46,380	35,230	50,000
100	62727	FINANCIAL SERVICE FEES	2,945	3,008	2,935	3,008
100	62732	TEMP HELP/CONTRACT SERV.	12,159	0	0	0
100	62736	CATERING SERVICES	0	0	0	3,500
100	62785	GIFT CARDS	31	31	0	0
<b>62 - SUPPLIES AND SERVICES</b>			<b>1,658,655</b>	<b>1,263,635</b>	<b>1,376,770</b>	<b>1,506,853</b>
100	62724	BOND PAYING AGENT FEE	16,400	18,350	22,300	25,000
<b>627 - CONTRACTUAL SERVICES</b>			<b>16,400</b>	<b>18,350</b>	<b>22,300</b>	<b>25,000</b>
830	63110	STORES-OFFICE	502,100	549,987	425,160	425,561
830	63111	LESS STORES-OFFICE	(526,808)	(555,624)	(433,516)	(433,516)
<b>63 - ADMIN/OVERHEAD/STORES GAR</b>			<b>(24,708)</b>	<b>(5,636)</b>	<b>(8,356)</b>	<b>(7,955)</b>
100	71110	MISC. OFFICE EQUIPMENT	0	176	0	0
100	71113	CALCULATORS	0	0	350	350
100	71120	PERIPHERALS, COMPUTER	0	2,310	0	0
100	71123	SOFTWARE	4,006	37,601	0	0
100	71124	COMPUTER	0	0	0	2,524
100	71156	FURNITURE	0	1,080	0	0
100	71211	DESKS/CHAIRS	239	883	2,400	10,400
100	72417	CAMERA RELATED EQUIPMENT	0	0	0	12,500
100	72418	TELEPHONE RELATED	248	279	850	1,100
<b>71 - EQUIPMENT</b>			<b>4,493</b>	<b>42,329</b>	<b>3,600</b>	<b>26,874</b>
400	74111	PRINCIPAL PAYMENT	130,000	135,000	135,000	135,000
400	74112	INTEREST PAYMENT	72,906	70,306	67,606	64,906
<b>74 - DEBT SERVICE</b>			<b>202,906</b>	<b>205,306</b>	<b>202,606</b>	<b>199,906</b>
<b>74 - FINANCE DEPARTMENT TOTAL</b>			<b>3,252,097</b>	<b>2,816,528</b>	<b>2,728,030</b>	<b>3,424,500</b>

## Recommended Expenditure Budget Report by Activity & Funding Source

### 74 - FINANCE DEPARTMENT

#### ACCTNG/PAYROLL/TREAS - 74100

#### FUNDING SOURCE: GENERAL

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
CONTRACTUAL SERVICES	16,400	18,350	22,300	25,000
EQUIPMENT	4,493	39,881	1,975	20,575
SUPPLIES AND SERVICES	1,292,555	953,805	1,066,789	993,365
WAGES AND BENEFITS	689,147	724,957	593,260	834,096
<b>ACCTNG/PAYROLL/TREAS</b>	<b>2,002,595</b>	<b>1,736,994</b>	<b>1,684,324</b>	<b>1,873,036</b>
<b>STORES INVENTORY - 74110</b>				

#### FUNDING SOURCE: STORES/PRINTING

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
ADMIN/OVERHEAD/STORES GAR	(12,569)	(633)	—	—
<b>STORES INVENTORY</b>	<b>(12,569)</b>	<b>(633)</b>	<b>—</b>	<b>—</b>
<b>CENTRALIZED MULTIFUNCTION- 74120</b>				

#### FUNDING SOURCE: STORES/PRINTING

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
ADMIN/OVERHEAD/STORES GAR	(8,223)	(866)	(8,356)	(7,955)
SUPPLIES AND SERVICES	7,700	7,955	7,779	7,955
<b>CENTRALIZED MULTIFUNCTION</b>	<b>(524)</b>	<b>7,089</b>	<b>(577)</b>	<b>0</b>
<b>CENTRALIZED PHONE RECHRG - 74130</b>				

#### FUNDING SOURCE: STORES/PRINTING

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
ADMIN/OVERHEAD/STORES GAR	(1,000)	(15,752)	—	—
SUPPLIES AND SERVICES	540	—	577	0
<b>CENTRALIZED PHONE RECHRG</b>	<b>(461)</b>	<b>(15,752)</b>	<b>577</b>	<b>—</b>
<b>CENTRALIZED POSTAGE - 74140</b>				

#### FUNDING SOURCE: STORES/PRINTING

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
ADMIN/OVERHEAD/STORES GAR	(2,915)	11,614	—	—
SUPPLIES AND SERVICES	(208)	—	—	—
<b>CENTRALIZED POSTAGE</b>	<b>(3,123)</b>	<b>11,614</b>	<b>—</b>	<b>—</b>
<b>BUDGET - 74400</b>				

#### FUNDING SOURCE: GENERAL

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
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## Recommended Expenditure Budget Report by Activity & Funding Source

### 74 - FINANCE DEPARTMENT

EQUIPMENT	—	1,700	—	250
SUPPLIES AND SERVICES	—	925	—	156,068
WAGES AND BENEFITS	—	25,537	—	279,426
<b>BUDGET</b>	<b>—</b>	<b>28,162</b>	<b>—</b>	<b>435,744</b>
<b>UTILITY BILL/PARKING TKTS- 74700</b>				

#### FUNDING SOURCE: GENERAL

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	—	747	1,625	6,049
SUPPLIES AND SERVICES	348,880	299,431	301,625	349,465
WAGES AND BENEFITS	553,997	541,767	537,850	560,300
<b>UTILITY BILL/PARKING TKTS</b>	<b>902,877</b>	<b>841,945</b>	<b>841,100</b>	<b>915,814</b>
<b>METER READS/SERVICE - 74710</b>				

#### FUNDING SOURCE: WATER UTILITY OPERATION

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	9,189	1,519	—	—
WAGES AND BENEFITS	\$ 151,207	\$ 282.00	\$ —	—
<b>METER READS/SERVICE</b>	<b>160,396</b>	<b>1,801</b>	<b>—</b>	<b>—</b>
<b>DEBT SERVICE - 74720</b>				

#### FUNDING SOURCE: DEBT SERVICE

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
DEBT SERVICE	202,906	205,306	202,606	199,906
<b>DEBT SERVICE</b>	<b>202,906</b>	<b>205,306</b>	<b>202,606</b>	<b>199,906</b>
<b>FINANCE DEPARTMENT TOTAL</b>	<b>\$3,252,097</b>	<b>\$2,816,528</b>	<b>\$2,728,030</b>	<b>\$3,424,500</b>

CITY OF DUBUQUE, IOWA  
DEPARTMENT DETAIL - PERSONNEL COMPLEMENT

74 FINANCE DEPARTMENT

FD	JC	WP-GR	JOB CLASS	FY 2019		FY 2020		FY 2021	
				FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
61010 Full Time Employee Expense									
100	2379	GE-44	DIRECTOR OF FINANCE/BUDGET	0.00	\$ —	1.00	\$ 136,848	1.00	\$ 138,370
100	2380	GE-42	FINANCE DIRECTOR	1.00	\$ 119,628	0.00	\$ —	0.00	\$ —
100	9250	GE-42	BUDGET DIRECTOR	1.00	\$ 119,986	0.00	\$ —	0.00	\$ —
100		GE-39	FINANCE MANAGER	0.00	\$ —	1.00	\$ 82,750	1.00	\$ 98,877
100		GE-39	BUDGET MANAGER	0.00	\$ —	1.00	\$ 82,750	0.00	\$ —
100	1360	GE-37	ASSISTANT FINANCE DIRECTOR	1.00	\$ 78,944	0.00	\$ —	0.00	\$ —
100	1215	GE-36	SENIOR BUDGET ANALYST	1.00	\$ 85,446	1.00	\$ 70,530	0.00	\$ —
100		GE-34	BUDGET/FINANCIAL ANALYST	0.00	\$ —	0.00	\$ —	3.00	\$ 206,339
100		GE-25	CONFIDENTIAL ACCOUNT CLERK	0.00	\$ —	0.00	\$ —	1.00	\$ 49,047
100	4860	GE-33	UTILITY BILLING SUPERVISOR	1.00	\$ 74,235	1.00	\$ 75,918	1.00	\$ 76,757
100	4160	GE-33	PURCHASING/CONTRACTS COOR.	1.00	\$ 62,041	1.00	\$ 67,509	1.00	\$ 76,005
800	2630	GE-31	GRANT ADMINISTRATOR	1.00	\$ 65,354	0.00	\$ —	0.00	\$ —
100	1060	GE-30	ACCOUNTANT	2.00	\$ 122,558	2.00	\$ 128,583	2.00	\$ 108,891
100		GE-30	PAYROLL ACCOUNTANT	0.00	\$ —	1.00	\$ 51,121	1.00	\$ 65,960
100	1020	OE-06	ACCOUNT CLERK I	3.00	\$ 142,428	4.00	\$ 194,561	4.00	\$ 192,283
100	1760	OE-05	CASHIER (FINANCE)	5.00	\$ 218,887	4.00	\$ 180,142	4.00	\$ 177,899
TOTAL FULL TIME EMPLOYEES				17.00	\$1,089,507	17.00	\$1,070,712	19.00	\$1,190,428
61020 Part Time Employee Expense									
100	3780	GE-28	PAYROLL SPECIALIST	0.70	\$ 38,963	0.00	\$ —	0.00	\$ —
100	4440	GE-25	CONFIDENTIAL ACCOUNT CLERK	0.75	\$ 32,880	0.75	\$ 33,664	0.00	\$ —
TOTAL PART TIME EMPLOYEES				1.45	\$ 71,843	0.75	\$ 33,664	0.00	\$ —
61030 Seasonal Employee Expense									
100	2840	NA-38	FINANCE INTERN-SEASONAL	0.49	\$ 13,005	0.49	\$ 13,300	1.00	\$ 27,437
TOTAL SEASONAL EMPLOYEES				0.49	\$ 13,005	0.49	\$ 13,300	1.00	\$ 27,437
TOTAL FINANCE DEPARTMENT				18.94	\$ 1,174,355	18.24	\$ 1,117,676	20.00	\$ 1,217,865

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

ACCT	FD	JC	WP-GR	POSITION CLASS	FY 2019		FY 2020		FY 2021		
					FTE	BUDGET	FTE	BUDGET	FTE	BUDGET	
Accounting/Payroll/Treasury-FT General Fund											
10074100	61010	100		GE-44	DIRECTOR FINANCE/BUDGET	0.00	\$ —	1.00	\$ 136,848	1.00	\$ 138,370
10074100	61010	100	2380	GE-42	FINANCE DIRECTOR	0.90	\$ 107,666	0.00	\$ —	0.00	\$ —
10074100	61010	100		GE-39	FINANCE MANAGER	0.00	\$ —	1.00	\$ 82,750	1.00	\$ 98,877
10074100	61010	100	1360	GE-37	ASSISTANT FINANCE DIRECTOR	1.00	\$ 78,944	0.00	\$ —	0.00	\$ —
10074100	61010	100	4160	GE-33	PURCHASING/CONTRACT COORD	1.00	\$ 62,041	1.00	\$ 67,509	1.00	\$ 76,005
10074100	61010	100	1020	OE-06	ACCOUNT CLERK I	2.00	\$ 95,159	2.00	\$ 97,521	2.00	\$ 95,494
10074100	61010	100		GE-30	PAYROLL ACCOUNTANT	0.00	\$ —	1.00	\$ 51,121	1.00	\$ 65,960
10074100	61010	100	1060	GE-30	ACCOUNTANT	1.50	\$ 90,729	1.50	\$ 95,962	1.50	\$ 81,129
10074100	61010	100	4440	GE-25	CONFIDENTIAL ACCOUNT CLERK	0.00	\$ —	0.00	\$ —	1.00	\$ 49,047
Total						6.40	\$ 434,539	7.50	\$ 531,711	8.50	\$ 604,882
Accounting/Payroll/Treasury-PT General Fund											
10074100	61020	100	3780	GE-28	PAYROLL SPECIALIST	0.70	\$ 38,963	0.00	\$ —	0.00	\$ —
10074100	61020	100	4440	GE-25	SECRETARY	0.75	\$ 32,880	0.75	\$ 33,664	0.00	\$ —
Total						1.45	\$ 71,843	0.75	\$ 33,664	0.00	\$ —
Accounting/Payroll/Treasury-Seasonal General Fund											
10074100	61030	100	2840	NA-38	FINANCE INTERN-SEASONAL	0.49	\$ 13,005	0.49	\$ 13,300	0.49	\$ 13,444
Total						0.49	\$ 13,005	0.49	\$ 13,300	0.49	\$ 13,444
Budget-General Fund											
10074400	61010	100	9250	GE-42	BUDGET DIRECTOR	1.00	\$ 119,986	0.00	\$ —	0.00	\$ —
10074400	61010	100		GE-39	BUDGET MANAGER	0.00	\$ —	1.00	\$ 82,750	0.00	\$ —
10074400	61010	100	1215	GE-36	SENIOR BUDGET ANALYST	1.00	\$ 85,446	1.00	\$ 70,530	0.00	\$ —
10074400	61010	100		GE-34	BUDGET/FINANCIAL ANALYST	0.00	\$ —	0.00	\$ —	3.00	\$ 206,339
Total						2.00	\$ 205,432	2.00	\$ 153,280	3.00	\$ 206,339
Utility Billing/Parking Tickets- FT General Fund											
10074700	61010	100	2380	GE-42	FINANCE DIRECTOR	0.10	\$ 11,962	0.00	\$ —	0.00	\$ —
10074700	61010	100	4860	GE-33	UTILITY BILLING SUPERVISOR	1.00	\$ 74,235	1.00	\$ 75,918	1.00	\$ 76,757
10074700	61010	100	1060	GE-30	ACCOUNTANT	0.50	\$ 31,829	0.50	\$ 32,621	0.50	\$ 27,762
10074700	61010	100	1760	OE-05	CASHIER (FINANCE)	5.00	\$ 218,887	4.00	\$ 180,142	4.00	\$ 177,899
10074700	61010	100	1020	OE-06	ACCOUNT CLERK I	1.00	\$ 47,269	2.00	\$ 97,040	2.00	\$ 96,789
Total						7.60	\$ 384,182	7.50	\$ 385,721	7.50	\$ 379,207
Utility Billing/Parking Tickets- Seasonal General Fund											
10074700	61030	100	2840	NA-38	FINANCE INTERN - SEASONAL	0.00	\$ —	0.00	\$ —	0.51	\$ 13,993
						0.00	\$ —	0.00	\$ —	0.51	\$ 13,993
TOTAL FINANCE DEPARTMENT						18.94	\$ 1,174,355	18.24	\$ 1,117,676	20.00	\$ 1,217,865

Capital Improvement Projects by Department/Division					
FINANCE DEPARTMENT					
CIP Number	Capital Improvement Project Title	FY 18 Actual Expense	FY 19 Actual Expense	FY 20 Adopted Budget	FY 21 Recomm'd Budget
1002811	DEPARTMENT REMODEL	—	—	100,000	—
1022053	COMMUNITY PLUS UPGRADE	6,300	—	—	—
1022166	FINANCE PLUS UPGRADE	6,300	—	—	—
1022601	REPLACEMENT OF RADIOS	—	—	—	—
3501025	COMPUTER SYSTEM UPGRADE	—	—	—	250,000
<b>FINANCE DEPARTMENT</b>	<b>TOTAL</b>	<b>12,600</b>	<b>—</b>	<b>100,000</b>	<b>250,000</b>

PRGRM/ DEPT	PROJECT DESCRIPTION	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	TOTAL	PAGE
<b>FINANCE DEPARTMENT</b>								
<b>General Government</b>								
	General Ledger Software	\$ 250,000	\$ 750,000	\$ —	\$ —	\$ —	\$ 1,000,000	325
	<b>TOTAL</b>	<b>\$250,000</b>	<b>\$750,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,000,000</b>	



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FISCAL YEAR 2021  
**Recommended**  
**Policy And Narrative Budget**  
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February 26, 2020  
Historic Federal Building City Council Chambers

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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 Pollution Control, Refuse (part of Public Works), Cable TV, Transit, Parking), 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. Battery icons for each KPI visually indicate how well an objective is doing and represent the following:

		
On Track	Improving	Needs Work

- 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

# **Housing And Community Development**

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## HOUSING AND COMMUNITY DEVELOPMENT DEPARTMENT

### DEPARTMENT SUMMARY

<b>Budget Highlights</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Budget</b>	<b>FY 2021 Requested</b>	<b>% Change From FY 2020 Budget</b>
<u>Expenses</u>				
Employee Expense	1,886,846	2,348,218	2,620,709	11.6 %
Supplies and Services	888,380	973,348	839,398	(13.8)%
Assisted Housing Assistance Payments	4,806,166	5,352,062	5,363,334	0.2 %
Machinery and Equipment	71,488	77,702	56,298	(27.5)%
Federal Building Recharge	246,303	227,850	235,529	3.4 %
Total Expenses	7,899,183	8,979,180	9,115,268	1.5 %
<u>Resources</u>				
Rental Housing Revenues	348,498	537,689	622,774	15.8 %
Gaining Opportunities Initiative	31,754	39,500	27,400	(30.6)%
Gaining Opportunities - Restricted Private Donations	6,561	20,212	8,850	(56.2)%
Emergency Guardian Angel - Restricted	3,689	—	—	— %
Escrow Deposits	10,144	12,185	10,000	(17.9)%
Miscellaneous	2,144	850	1,250	47.1 %
Federal Building Lease Revenue	337,839	338,961	331,028	(2.3)%
Housing TIF	—	—	93,951	— %
RRP Repayments/HOME Grant	—	3,000	3,000	— %
Continuum of Care Grant	82,411	82,411	84,739	2.8 %
HUD Resiliency Grant	18,443	60,713	43,482	(28.4)%
Lead Paint Grant	231,040	427,465	472,230	10.5 %
Family Self Sufficiency Restricted Escrow	—	61,053	42,022	(31.2)%
Assisted Housing	5,477,874	6,049,003	5,977,587	(1.2)%
CDBG Charges	543,645	570,547	468,028	(18.0)%
Total Resources	7,094,042	8,203,589	8,186,341	(0.2)%
<b>Property Tax Support</b>	<b>805,141</b>	<b>775,591</b>	<b>928,927</b>	153,336 19.8 %
Percent Self Supporting	89.81%	91.36%	89.81%	
<b>Personnel - Authorized FTE</b>	<b>23.82</b>	<b>27.30</b>	<b>29.00</b>	



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**SAFE AND HEALTHY HOMES SUMMARY**

<b>Budget Highlights</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Budget</b>	<b>FY 2021 Requested</b>	<b>% Change From FY 2020 Budget</b>
<u>Expenses</u>				
Employee Expense	631,480	903,716	1,016,289	12.5 %
Supplies and Services	221,823	220,438	215,408	(2.3)%
Machinery and Equipment	55,729	58,819	25,400	(56.8)%
Total Expenses	909,032	1,182,973	1,257,097	6.3 %
<u>Resources</u>				
Rental Housing Revenues	348,498	537,689	622,774	15.8 %
Lead Paint Grant Charges	231,040	427,465	472,230	10.5 %
CDBG Charges	129,178	52,623	4,373	(91.7)%
Total Resources	708,716	1,017,777	1,099,377	8.0 %
Property Tax Support	200,316	165,196	157,720	(4.5)%
Percent Self Supporting	78.0%	86.0%	87.5%	
<b>Personnel - Authorized FTE</b>	<b>7.02</b>	<b>10.45</b>	<b>10.20</b>	

**\* Includes Code Enforcement; Housing Inspections; Fees & Licensing; Lead Hazard Reduction; and Problem Properties Maintenance**

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**NEIGHBORHOOD REVITALIZATION SUMMARY**

<b>Budget Highlights</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Budget</b>	<b>FY 2021 Requested</b>	<b>% Change From FY 2020 Budget</b>
<u>Expenses</u>				
Employee Expense	316,158	416,708	422,826	1.5 %
Supplies and Services	42,479	55,536	56,089	1.0 %
Machinery and Equipment	5,862	606	5,250	766.3 %
Total Expenses	364,499	472,850	484,165	2.4 %
<u>Resources</u>				
Escrow Deposits	10,144	12,185	10,000	(17.9)%
Housing TIF	—	—	93,951	— %
CDBG Charges	313,876	356,796	284,969	(20.1)%
HUD Resiliency Grant	18,443	60,713	43,482	(28.4)%
RRP Repayments/HOME Grant	—	3,000	3,000	— %
Total Resources	342,463	432,694	435,402	0.6 %
Property Tax Support	22,036	40,156	48,763	21.4 %
Percent Self Supporting	94.0%	91.5%	89.9%	
<b>Personnel - Authorized FTE</b>	<b>4.50</b>	<b>4.14</b>	<b>3.15</b>	

**\* Includes Homeowner Rehabilitation; HOME Workshop; Northend Neighborhood; and HUD Resiliency.**

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## SUSTAINABLE LIVING SUMMARY

<b>Budget Highlights</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Budget</b>	<b>FY 2021 Requested</b>	<b>% Change From FY 2020 Budget</b>
<u>Expenses</u>				
Employee Expense	794,798	796,361	868,058	9.0 %
Supplies and Services	291,472	361,102	336,153	(6.9)%
Assisted Housing Assistance Payments	4,798,121	5,352,062	5,363,334	0.2 %
Machinery and Equipment	8,476	18,277	10,805	(40.9)%
Total Expenses	5,892,867	6,527,802	6,578,350	0.8 %
<u>Resources</u>				
Gaining Opportunities - Grant	31,754	39,500	27,400	(30.6)%
Gaining Opportunities - Restricted Private Donations	6,561	20,212	8,850	(56.2)%
Emergency Guardian Angel - Restricted	3,689	—	—	— %
Continuum of Care Grant	82,411	82,411	84,739	2.8 %
Section 8 Moderate Rehab	93,317	88,634	97,456	10.0 %
Family Self Sufficiency Coordinator Grant	133,518	140,613	45,650	(67.5)%
Family Self Sufficiency Program Voucher	75,696	62,608	67,475	7.8 %
Family Self Sufficiency Restricted Escrow	—	61,053	42,022	(31.2)%
Assisted Housing Assistance Payments	4,614,007	5,192,686	5,193,234	— %
Assisted Housing Administration Fee	544,349	555,561	566,504	2.0 %
Assisted Housing Miscellaneous Revenue	16,987	8,901	7,268	(18.3)%
Total Resources	5,602,289	6,252,179	6,140,598	(1.8)%
Property Tax Support	290,578	275,623	437,752	58.8 %
Percent Self Supporting	95.1%	95.8%	93.3%	
<b>Personnel - Authorized FTE</b>	<b>10.3</b>	<b>10.05</b>	<b>10.50</b>	

**\* Includes Assisted Housing; Continuum of Care; Family Self-Sufficiency; and Gaining Opportunities (Previously Circles)**

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## HOUSING ADMINISTRATION

<b>Budget Highlights</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Budget</b>	<b>FY 2021 Requested</b>	<b>% Change From FY 2020 Budget</b>
<u>Expenses</u>				
Employee Expense	144,410	231,433	313,536	35.5 %
Supplies and Services	192,550	169,824	78,011	(54.1)%
Machinery and Equipment	1,421	—	5,243	— %
Total Expenses	338,381	401,257	396,790	(1.1)%
<u>Resources</u>				
Miscellaneous	2,144	850	1,250	47.1 %
CDBG Charges	100,591	161,128	178,686	10.9 %
Total Resources	102,735	161,978	179,936	11.1 %
Property Tax Support	235,646	239,279	216,854	(9.4)%
Percent Self Supporting	30.4%	40.4%	45.3%	
<b>Personnel - Authorized FTE</b>	<b>2.00</b>	<b>2.25</b>	<b>2.75</b>	
<b>* Includes Housing Director (excluding Assisted Housing allocation), Assistant Housing Director and CD Specialist.</b>				

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## HISTORIC FEDERAL BUILDING MAINTENANCE SUMMARY

<b>Budget Highlights</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Budget</b>	<b>FY 2021 Requested</b>	<b>% Change From FY 2020 Budget</b>
<u>Expenses</u>				
Supplies and Services	148,100	166,448	153,737	(7.6)%
Machinery and Equipment	—	—	9,600	— %
Federal Building Recharge	246,303	227,850	235,529	3.4 %
Total Expenses	394,403	394,298	398,866	1.2 %
<u>Resources</u>				
Historic Fed. Bldg Leases	337,839	338,961	331,028	(2.3)%
Total Resources	337,839	338,961	331,028	(2.3)%
Federal Building Surplus (Deficit)	(56,564)	(55,337)	(67,838)	22.6 %
Percent Self Supporting	85.7%	86.0%	83.0%	

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## Improvement Package Summary

### 1 of 1

This improvement package would increase dwelling license fees by \$5, increase rooming unit license by \$5, and decrease structure license by \$5. A single family rental would have no change, a duplex would have a 6% increase, tri-plex would have a 10% increase, 4-plex would have a 12% increase, 12-plex would have a 17% increase, and 10 rooming units would have a 25% increase from the current annual licensing fees.

Related Revenue:	\$ 38,725	Tax Funds	Recurring	<b>Recommend - Yes</b>
Property Tax Impact:	\$ (0.0152)	(0.15)%		
Activity:	General Housing Inspection			

## Significant Line Items

### Employee Expense

1. FY 2021 employee expense reflects a 1.5% wage package increase.
2. The Iowa Public Employee Retirement System (IPERS) City contribution of 9.44% is unchanged from FY 2020. The employee contribution of 6.29% is unchanged from FY 2020.
3. The City portion of health insurance expense increased from \$921 in FY 2020 to \$1,013 in FY 2021 per month per contract which results in an annual cost increase of \$49,892 or 9.99%.
4. 50% Sick Leave Payout increased from \$0 in FY 2020 to \$1,250 in FY 2021 based on FY 2020 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.
5. The Lead-Based Paint Hazard Control Grant Program was awarded in FY19. An increase in full-time equivalents relating to this grant are as follows:
  - a. +0.25 FTE Grants Supervisor (+\$26,396)
6. During Fiscal Year 2020, the following personnel changes were approved (net change +1.70 FTE):
  - a. -1.0 FTE Resiliency Grant Administrator position eliminated (-\$90,868)
  - b. +1.0 FTE Resiliency Coordinator position added (+\$89,767)
  - c. +1.0 FTE Assistant Housing Director position added (+\$111,632)
  - d. +1.0 FTE Nuisance Specialist position added (+68,513)
  - e. -0.30 FTE Seasonal Inspector I position eliminated (-\$11,067)
7. The Fiscal Year 2021 budget includes the following changes in the funding allocation of positions:
  - a. Inspector I Position
    - i. +0.20 FTE to Section 8 Fund (+\$18,006)
    - ii. -0.20 FTE from General Fund (-\$18,006)
  - b. Inspector I Position Upgraded to Inspector II Position (+\$5,477)
    - i. +1.00 FTE to General Fund (+\$95,218)
    - ii. -1.00 FTE from CDBG Fund (-\$95,218)
  - c. Family Self-Sufficiency Coordinator (2 Positions)
    - iii. -1.00 FTE to Section 8 Fund (-\$75,503)
    - iv. +1.00 FTE from General Fund (+\$75,503)
  - d. General Housing Specialist
    - i. +0.80 to CDBG Fund (+\$76,842)
    - ii. -0.80 from General Fund (-\$76,842)

## Supplies & Services

8. Mainstream Vouchers Housing Assistance Payments increased from \$168,912 in FY 2020 to \$180,228 in FY 2021. FY 2019 actual was \$165,032. This line item represents special vouchers for disabled households only and is based on 40 vouchers that are available to be used. The revenue is based on Fiscal Year 2019 actual housing assistance paid and actual vouchers utilized.
9. Port-Out Voucher Housing Assistance Payments decreased from \$640,284 in FY 2020 to \$363,648 in FY 2021 based on 26 units per month (52 units in FY20). FY 2019 actual was \$438,469. Housing and Urban Development regulations require port outs to other areas when requested unless there is a freeze on the housing assistance payment subsidy amounts. Other housing authorities are absorbing the housing assistance payments as they have not done in the past and the cost is double of what it is in Dubuque.
10. Tenant Protection Housing Assistance Payments decreased from \$27,480 in FY 2020 to \$21,084 in FY 2021 based on 6 units per month (8 units in FY 2020). FY 2019 actual was \$26,479.
11. Homeowner Housing Assistance Payments decreased from \$42,600 in FY 2020 to \$38,952 in FY 2021 based on 10 units per month (13 units in FY 2020). FY 2019 actual was \$38,469. This line item represents assistance for a Assisted Housing participants to buy a house.
12. Port-in Voucher Assistance Payments decreased from \$6,261 in FY 2020 to \$0 in FY 2021. FY 2019 actual was \$0. The City is absorbing vouchers to increase utilization which decreases this line item but increased the HUD Administrative Fee revenue line item. This line item is the projected housing assistance payments for administering other Housing Agencies' vouchers within the City of Dubuque. The City of Dubuque is not reimbursed by the other Housing Agencies because the vouchers are absorbed into the City's Housing Choice Voucher Program as soon as ported in.
13. Housing Assistance Payments increased from \$4,411,433 in FY 2020 to \$4,696,818 in FY 2021. FY 2021 is based on 793 vouchers and FY 2020 was based on 779 vouchers. FY 2019 actual was \$4,081,951. These housing assistance payments exclude any payments for mainstream, port-out, port-in, tenant protection, and homeowner assistant payments which are budgeted in separate line items.
14. In total for all types of vouchers, the City is authorized to use 1,072 vouchers and is at 902 vouchers as of October 2019 and has budgeted for 892 vouchers in FY 2021.
15. Family Self-Sufficiency Payments decreased from \$130,306 in FY 2020 to \$115,654 in FY 2021 based on the projected amount earned and to be paid out to participants from HUD housing assistance payments. FY 2019 actual was \$98,614. Family Self-Sufficiency contracts are for a term of five years and there are several contracts that are at the end of their term and the participants will graduate from the program and will earn the Family Self-Sufficiency escrow.
16. The budgeted administrative cost of the Housing Choice Voucher Program increased from \$807,237 in FY 2020 to \$928,187 in FY 2021. Administrative revenue of the Housing Choice Voucher Program decreased from \$710,099 in FY 2020 to \$625,360 in FY 2021. The resulting Housing Choice Voucher Program deficit increased from \$97,138 in FY 2020 to \$302,827 in FY 2021. This deficit is funded by property taxes.

## Machinery & Equipment

17. Equipment replacement items include (\$56,298):

<u>Housing Equipment Replacements</u>		
<u>General Housing Administration</u>		
Smart Phone (.25)	\$	88
Projector	\$	1,700
Conference Room Chairs (4)	\$	1,000
Lobby Furniture (3)	\$	1,500
<u>CDBG Housing Administration</u>		
Smart Phone (.50)	\$	175
<u>CDBG Rehab</u>		
Computer (2.00)	\$	4,550
Smart Phone (1.00)	\$	350
<u>CDBG Monitoring</u>		
Laptop (1.30)	\$	780
<u>Section 8 Administration</u>		
Smart Phones (0.25)	\$	88
Desks/Chairs	\$	585
<u>Assisted Housing</u>		
Smart Phones (1.00)	\$	350
Desktop (7.00)	\$	9,782
<u>General Housing Inspection</u>		
Smart Phones (3.20)	\$	1,400
<u>Federal Building Maintenance</u>		
Custodial Equipment	\$	9,600
<u>Vacant Abandoned Property</u>		
Relocations	\$	4,950
<u>Lead Hazard Control Grant</u>		
Relocations	\$	18,000
Smartphones (3.00)	\$	1,050
<u>HUD Resiliency</u>		
Smart Phone	\$	350
Total Equipment		<u>\$ 56,298</u>

## Revenue

18. Federal Building Leases decreased from \$338,961 in FY 2020 to \$331,028 in FY 2021. The detail of the lease revenue is as follows:

Tenant	FY 2021
Juvenile Court	\$ 62,700
Bellstar Media	\$ 2,100
Dubuque Area Labor Management Council	\$ 8,928
Dubuque County Task Force	\$ 18,900
United States Post Office	\$ 238,400
Total	<u>331,028</u>

19. The Lead Hazard Control Program was awarded \$2,999,968 million for lead hazard reduction and \$581,000 for health and safety repairs and remediation's from HUD in FY 2019. The City and partner match is \$648,454. The grant performance period is 42 months from April 1, 2019 through September 30, 2022. In this performance period, 120 units will have Lead Hazard Control and Healthy Home interventions completed.
20. HUD Resiliency grant funds of \$43,482 will be received in FY 2021 for the Resiliency Coordinator employee expense. In FY 2021, \$48,140 in administrative expenses will need to be covered by the General Fund.
21. Community Development Block Grant (CDBG) revenue is received annually from the U.S. Department of Housing and Urban Development (HUD). The FY 2021 allocation is expected to be \$1,080,989 based on the FY 2020 actual. CDBG is used to fund eligible operating and capital improvement programs. CDBG requirements separate dollars under three categories of spending: Administration, Public Service and Uncapped. The only category that affects the general fund is spending for administration.
22. HUD Voucher Administration Fee increased from \$566,697 in FY 2020 to \$578,599 in FY 2021. FY 2019 actual was \$544,349. Housing administrative fees increased due to HUD increasing the percentage of the administrative fee funded. In calendar year 2018, HUD funded 79% of the administrative fee and in calendar year 2019 HUD funded 81%.
23. HUD Housing Assistance Payments increased from \$5,192,686 in FY 2020 to \$5,193,234 in FY 2021. FY 2019 actual was \$4,614,007. These revenues are based on the number of vouchers budgeted for all types of vouchers, which is 892 in FY21 Budget. The FY 2020 budget was based on 909 vouchers. In calendar year 2019, the City is at 902 vouchers.
24. Family Self-Sufficiency Program participant escrow paid by HUD increased from \$60,204 in FY 2020 to \$63,936 in FY 2021 based on calendar year May - September 2019 averages. FY 2019 actual was \$75,696. There are 71 participants currently enrolled in the FSS program and one or two additional participants signing contracts in December. In calendar year 2017, there were 90 participants served and to-date in calendar year 2018 there were 81 participants served. When a participant increases household income their HUD housing assistance payment is reduced and put into an escrow for the participant.

25. The following chart shows the changes in inspection revenue (FY 2021 budget based on FY 2020 budget and FY 2019 actual):

	FY 2019 Actual	FY 2020	FY 2021	Change
Rental Licenses	\$ 270,860	\$ 354,650	\$ 393,375	\$ 38,725
Dwelling Inspection Fee	\$ 36,190	\$ 134,060	\$ 134,060	\$ —
Complaint Inspection Fee	\$ 1,275	\$ 2,000	\$ 1,275	\$ (725)
Penalties	\$ 11,441	\$ 22,480	\$ 22,480	\$ —
Court Costs	\$ 23,684	\$ 24,374	\$ 33,684	\$ 9,310
Total Inspection Revenues	\$ 308,325	\$ 490,710	\$ 528,710	\$ 47,310

### Miscellaneous

26. General Housing Inspection is 90.1% self-supporting in FY 2021 versus 84.9% self-supporting in FY 2020.



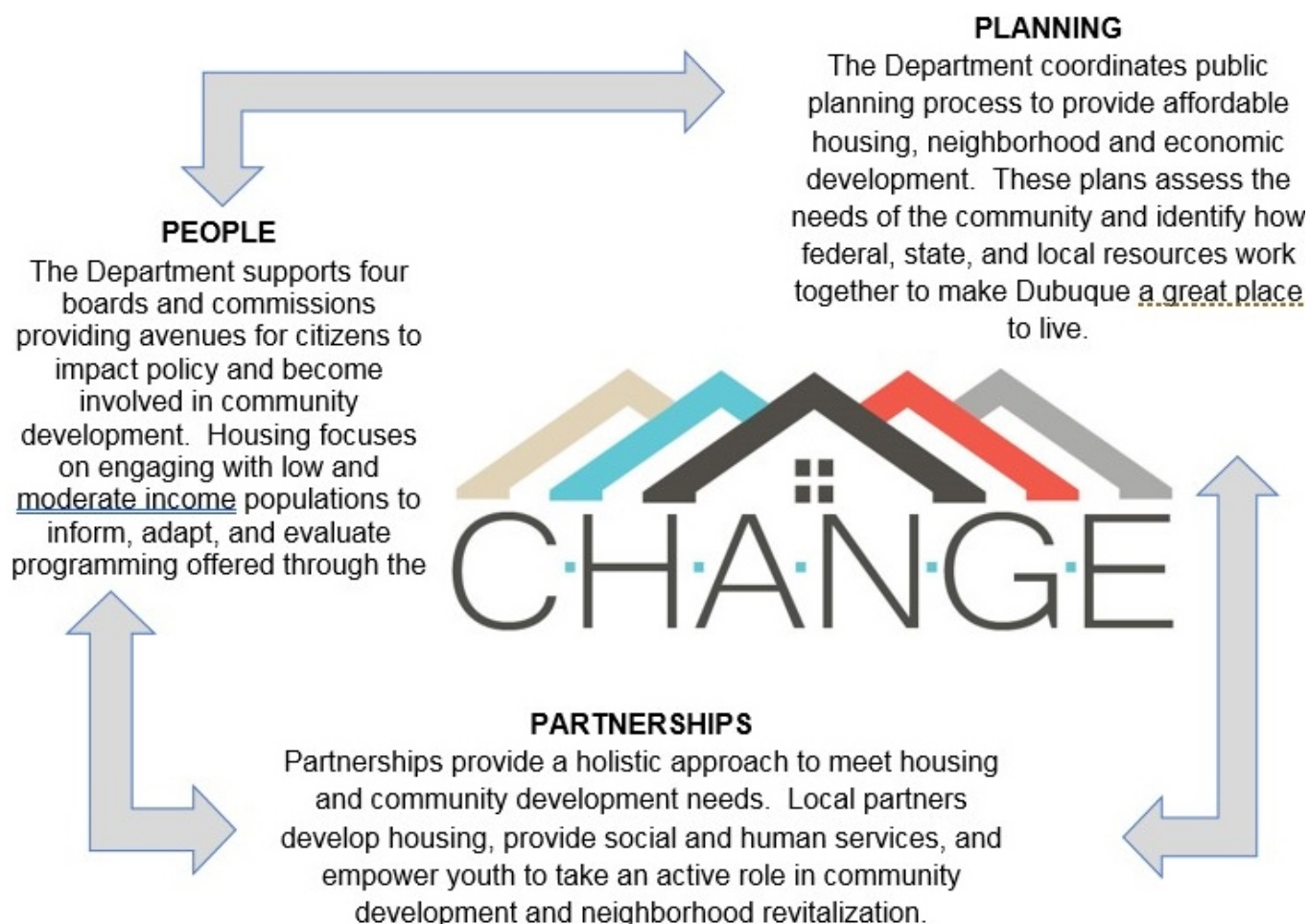
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# HOUSING AND COMMUNITY DEVELOPMENT

The Housing and Community Development Department creates safe, healthy, affordable housing for all that promotes strong, sustainable, and inclusive communities.



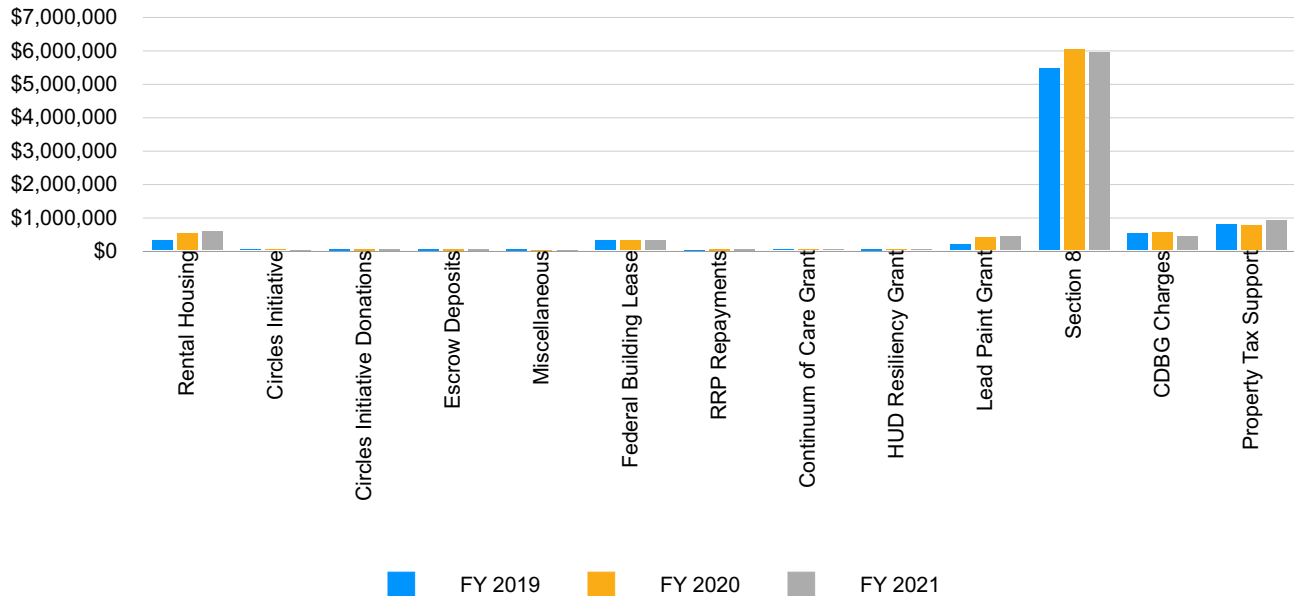
## SUCCESS IS ABOUT PLANNING, PARTNERSHIPS AND PEOPLE LEADING TO OUTCOMES



# HOUSING AND COMMUNITY DEVELOPMENT

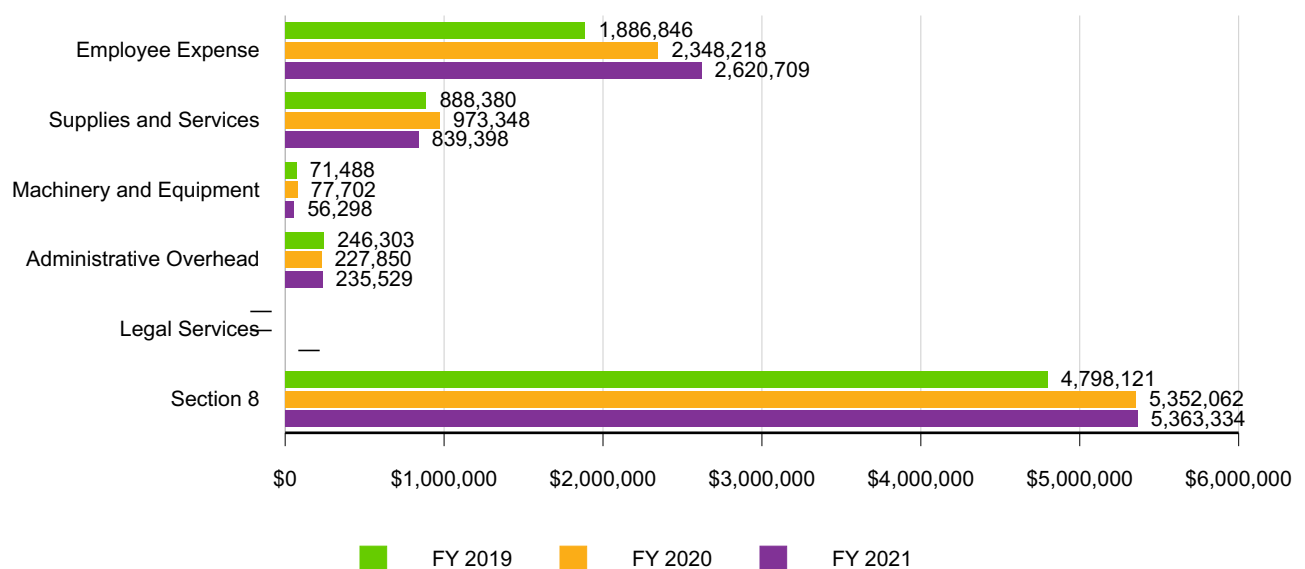
	FY 2019	FY 2020	FY 2021
Full-Time Equivalent	23.82	27.30	29.00

## Resources and Property Tax Support



The Housing Department is supported by 29.00 full-time equivalent employees, which accounts for only 28.75% of the department expense as seen below. Overall, the departments' expenses are expected to increased by 1.52% in FY 2021 compared to FY 2020.

## Expenditures by Category by Fiscal Year



# HOUSING AND COMMUNITY DEVELOPMENT

## Administration and Community Development

### Mission & Services







Housing & Community Development staff work closely with residents, non-profits, neighborhood groups, businesses, resident, and neighborhood partners to coordinate local, state, and federal resources to meet community needs. We strive to create a more viable community by providing safe, affordable housing and while expanding economic opportunities for residents in all neighborhoods. The Department supports several boards and commissions working to advance the goals of the City of Dubuque. Through the boards and commissions, citizens can provide input on the policies that shape the City's housing and community development strategies.

Administration and Community Development Funding Summary			
	FY 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$ 338,380	\$ 401,257	\$ 396,790
Resources	\$ 102,735	\$ 161,978	\$ 179,936

Administration and Community Development Position Summary	
	FY 2021
Housing/Community Development Director	0.25
Housing/Community Development Director CDBG	0.50
Housing/Community Development Director Sec 8	0.25
Asst. Housing Services Director - CDBG	0.25
Asst. Housing Services Director - Sec 8	0.25
Asst. Housing Services Director	0.50
Community Dev. Specialist	0.25
<b>Total Full-Time Equivalent Employees</b>	<b>2.25</b>

### Performance Measures

#### City Council Goal: Livable Neighborhoods and Housing

	Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
1	<b>Activity Objective: Address hazardous housing units through rehabilitation and reparation programs in the C.H.A.N.G.E. Initiative</b>					
	# of units participating in Homeowner Rehabilitation Loan Program	14+	30	14	15	
	# of units participating in Homebuyer Loan Program	18+	64	16	20	
	# of units participating in the Marginal Properties Rehabilitation & Resale Program	15+	26	12	20	
	# units remediated through the Lead Hazard Control & Healthy Homes Program	50	123	27	28	
	# of units completed in the Bee Branch Healthy Homes Stormwater Resiliency Program (Cumulative)	275	57	62	160	
	# of total problem units addressed since January 1, 2016 (FY18 shows total since 2016)	739 units by 2021	300	131	243	

# HOUSING AND COMMUNITY DEVELOPMENT

## Neighborhood Revitalization

### Mission & Services

Neighborhood Revitalization staff assists [homeowners](#) and rental property owners in rehabbing properties to comply with all code regulations, rehabilitation standards, weatherization, beautification, accessibility and lead-based paint removal. Federal, state and local funds are utilized for rehabilitation of housing to revitalize neighborhoods and create affordable housing for new and existing homeowners and rental property owners. Projects range from minor home improvements to large-scale housing rehabilitation to preserve the historic character of the neighborhood. Staff also assist [homebuyers](#) with initiatives to help purchase a home. The [HOME Workshop](#) is a requirement of all rehabilitation programs and is facilitated by staff.





Neighborhood Revitalization Funding Summary			
	FY 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$345,499	\$373,433	\$297,969
Resources	\$342,463	\$373,177	\$297,969

Neighborhood Revitalization Position Summary	
	FY 2021
Rehabilitation Supervisor	0.50
CDBG Specialist	0.75
Inspector	0.50
Housing Financial Specialist	1.75
Secretary	0.00
Total Full-Time Equivalent Employee's	3.50




### Performance Measures

#### City Council Goal: Robust Local Economy

##### 1 Activity Objective: Increase homeownership opportunities by encouraging citizen participation through education, financial counseling, outreach and incentive programs

Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
# of homeowners through Washington Neighborhood Homebuyers Program	9+	10	5	10	
# of homeowners through First Time Homebuyer Program	10	8	11	10	
# of Washington Neighborhood rental units converted to homeowners	9+	4	3	10	
# of other rental units converted to homeowners	9+	N/A	9	10	

##### 2 Activity Objective: Improve properties through financial assistance to revitalize neighborhoods and increase outreach and marketing efforts to promote neighborhood revitalization

# of participants in the HOME workshop	48+	59	47	50	
% of HOME workshop participants who became 1st time homebuyers	40%<	37.3%	26%	40%	
# of total outreach efforts to neighborhood associations and other activities	21+	14	21	22	

# HOUSING AND COMMUNITY DEVELOPMENT

## Safe & Healthy Housing

### Mission & Services


Housing code enforcement and grant-funded programs provide specialized services to ensure the City's residents have safe, healthy, and resilient affordable housing options. Through the adoption of the International Property Maintenance Code in 2016, the minimum housing standards for rental properties are more clear and consistent, and require more skillful repairs for code violations. Federal funding through grants totaling over \$11 million allows private home owners and property owners with rentals to make their units lead-safe, eliminate healthy homes deficiencies, and to ensure the home is resilient to heavy rain events. Funds are disbursed through forgivable loans, easing the cost-burden for low-income individuals and families. Activities include: [rental licensing, inspections](#) and code enforcement, the [Lead and Healthy Homes Program](#), and the [Bee Branch Healthy Homes Resiliency Program](#).

Safe and Healthy Housing Funding Summary			
	FY 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$867,089	\$1,182,973	\$1,252,724
Resources	\$682,621	\$1,017,777	\$1,095,004


### Performance Measures

#### City Council Goal: Sustainable Environment




- Activity Objective: Reduce the number of lead-poisoned children, work and school absenteeism, hospital and emergency visits, and occurrence of medical problems by performing inspections that identify and correct safety and health hazards in a residential unit.**

Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
% Children with Elevated Blood Level (EBL) (national average is 1.6%)*	<1%	Not Published	1.4%	1.2%	

- Activity Objective: Promote sustainable, safe, healthy, resilient, efficient and affordable housing and neighborhoods.**

# of dwellings visited by inspection staff	2,760	2,072	2,050	1,855	
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- Activity Objective: Increase the number of resilient households through the Bee Branch Healthy Homes Program**

# of applications approved (Cumulative)	280	20	70	180	
# of unit repairs completed (Cumulative)	275	17	62	160	
# of advocacy assessments (Cumulative)	220	13	59	153	

\*The Centers for Disease Control and Prevention now recognizes a reference level of greater than 5 ug/dl to identify children with higher than average blood lead levels. The 2007 Iowa Department of Public Health shows 78.1% of children under the age of 6 with a confirmed EBL > 5 ug/dl. This lower value will allow children with lead exposure to receive earlier action to reduce detrimental effects.

# HOUSING AND COMMUNITY DEVELOPMENT

## Assisted Housing

### Mission & Services





Assisted Housing Programs improve the lives of people living in poverty by building community partnerships and creating a community where all have the opportunity to contribute and succeed. Housing stability is provided from US Department of Housing and Urban Development (HUD) funding for [rental assistance](#). Activities include the Housing Choice Voucher Program, Project-Based Assisted Housing Programs, Continuum of Care Homeless Assistance.

Assisted Housing Funding Summary			
	FY 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$5,754,585	\$6,330,847	\$6,452,636
Resources	\$5,566,140	\$6,137,269	\$6,068,181

Assisted Housing Position Summary	
	FY 2021
Secretary	1.00
Assisted Housing Specialist	3.00
Assisted Housing Supervisor	1.00
Assisted Housing Coordinator	1.00
Inspector I	1.00
<b>Total Full-Time Equivalent Employee's</b>	<b>7.00</b>

### Performance Measures

#### City Council Goal: Livable Neighborhoods & Housing

	Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
1	<b>Activity Objective: Ensure implementation of programs that are accessible and free from discrimination</b>					
	% of voucher participant households that are elderly and/or disabled	50% +	50%	48%	49%	
	# of voucher participant households in homeownership	11	13	10	11	
2	<b>Activity Objective: Promote freedom of housing choice while integrating lower income and minority persons into the community</b>					
	Performance Measure (KPI)	Target	CY18 Actual	CY19 (as of 10/1/19)	CY20 Estimate	Performance Indicator
	% of in-kind match of total HUD grant dollars provided by community partners through Continuum of Care Homelessness Assistance Program	25% Required	70%	77%	80%	
	# of Landlords participating in Housing Choice Voucher Program	275	243	225	250	

# HOUSING AND COMMUNITY DEVELOPMENT

## Gaining Opportunities

### Mission & Services



Gaining Opportunities is a new program that focuses on community development and self-sufficiency. The core curriculum is based on the goals of self-sufficiency which are; Meaningful Employment, Education/Training for the Workplace, Financial Stability, Accessibility to Essential Needs, Social Capital and the Ability to Navigate Systems. Programs include the [Family-Self Sufficiency Program](#) and [Getting Ahead in the Workplace](#).

Gaining Opportunities (Circles Initiative) Funding Summary			
	FY 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$128,033	\$176,743	\$116,864
Resources	\$31,754	\$39,500	\$27,400





Gaining Opportunities Position Summary	
	FY 2021
Self-Sufficiency Coordinator	1.00
<b>Total Full-Time Equivalent Employee's</b>	<b>1.00</b>

### Performance Measures

#### City Council Goal: Livable Neighborhoods & Housing

	Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
1	<b>Activity Objective: Encourage self-sufficiency of low-income families by increasing participation in self-sufficiency programs.</b>					
	# of graduates in FSS program	6	8	6	4	
	\$ Difference in avg. earned annual income for participants from the start of the FSS program to FSS graduation	30,000+	27,039	32,906	25,000	

#### City Council Goal: Robust Local Economy

2	<b>Activity Objective: Educate and empower community members to be financially responsible and build wealth and equity.</b>					
	# of new participants in Dupaco Money Match Program	2	N/A	2	2	
	# of participants attending asset building workshops	10	6	10	10	
3	<b>Activity Objective: Bridge gaps and build skills so community members can succeed in their education and employment goals.</b>					
	# of participants in Getting Ahead in the Workplace class	30	17	27	25	
	# of graduates in Getting Ahead in the Workplace class	25	11	21	18	



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## Recommended Operating Revenue Budget - Department Total

### 61 - HOUSING & COMMUNITY DEV

Fund	Account	Account Title	FY18 Actual Revenue	FY19 Actual Revenue	FY20 Adopted Budget	FY21 Recomm'd Budget
100	42145	MULTI DWELLING-LICENSES	7,350	0	0	0
100	42155	RENTAL LICENSES	160,511	270,860	354,650	393,375
100	42160	DUPLEX DWELLING-LICENSES	5,244	0	0	0
100	42165	ABANDONED BLDG LICENSES	0	0	0	37,800
100	42322	DWELLING UNIT INSPECT FEE	32,376	36,190	134,060	134,060
100	42324	COMPLAINT INSPECT FEE	1,325	1,275	2,000	1,275
<b>42</b>	<b>LICENSES AND PERMITS - Total</b>		<b>206,806</b>	<b>308,325</b>	<b>490,710</b>	<b>566,510</b>
270	43105	INTEREST, LOANS	12,249	24,953	3,000	3,000
280	43110	INVESTMENT EARNINGS	4,368	8,084	4,481	8,085
100	43310	FEDERAL BUILDING LEASES	331,780	337,839	338,961	331,028
260	43410	HOMEOWNER LOAN REPAYMENTS	201,685	156,549	201,685	156,500
260	43415	RENTAL LOAN REPAYMENTS	38,458	22,070	38,458	22,000
260	43420	INFILL-LOAN REPAYMENTS	55,907	4,827	5,590	5,000
270	43430	HOME-LOAN REPAYMENTS	31,294	62,108	31,294	16,000
260	43435	1ST TIME HOMEOWNER LOAN	73,532	61,422	69,532	61,422
100	43450	ESCROW DEPOSITS HOUSING	10,446	10,144	12,185	10,000
<b>43</b>	<b>USE OF MONEY AND PROPERTY - Total</b>		<b>759,719</b>	<b>687,996</b>	<b>705,186</b>	<b>613,035</b>
100	44170	FEDERAL GRANTS-MISC	78,691	82,411	82,411	84,739
260	44205	CD BLOCK GRANT	1,068,242	1,109,708	1,073,776	1,080,989
280	44215	FSS COORDINATOR GRANT	132,996	133,518	140,613	45,650
280	44220	PORTABLE ADMINISTRATION	741	120	533	0
275	44310	HUD PAYMENTS	381,152	175,909	427,465	472,230
280	44310	HUD PAYMENTS	4,808,785	4,706,618	5,263,390	5,278,595
280	44311	HUD ADM FEE REIMBURSEMENT	529,824	544,229	566,697	578,599
280	44325	PORTABLE HAP REIMBURSEMENT	6,261	706	6,261	0
<b>44</b>	<b>INTERGOVERNMENTAL - Total</b>		<b>7,006,692</b>	<b>6,753,220</b>	<b>7,561,146</b>	<b>7,540,802</b>
100	51916	APPEALS BOARD APPL FEE	125	100	125	100
100	51950	VARIOUS PROGRAM FEES	0	31,754	39,500	27,400
100	51984	FOOD CLASS FEES	850	850	850	1,250
<b>51</b>	<b>CHARGES FOR SERVICES - Total</b>		<b>975</b>	<b>32,704</b>	<b>40,475</b>	<b>28,750</b>
100	53102	PRIVATE PARTICIPANT	5,025	1,175	0	0
266	53102	PRIVATE PARTICIPANT	10,000	0	0	0
269	53102	PRIVATE PARTICIPANT	5,419	2,679	5,000	850
280	53102	PRIVATE PARTICIPANT	3,927	182	2,312	500
100	53201	REFUNDS	0	700	0	0
275	53201	REFUNDS	115	430	0	0
280	53201	REFUNDS	37	0	0	0
275	53206	TENANT DEPOSITS	250	250	0	0
100	53403	IA DISTRICT COURT FINES	15,245	23,684	24,374	33,684
100	53408	INSPECTION PENALTY	14,580	11,441	22,480	11,441
800	53530	SPECIALIZED SERVICES	0	0	59,517	43,482
100	53605	MISCELLANEOUS REVENUE	0	200	0	0
275	53605	MISCELLANEOUS REVENUE	388	404	0	0
280	53605	MISCELLANEOUS REVENUE	70,082	72,157	60,204	63,936
100	53610	INSURANCE CLAIMS	1,581	0	0	0
100	53620	REIMBURSEMENTS-GENERAL	13,032	4,166	0	0
260	53620	REIMBURSEMENTS-GENERAL	5,225	4,109	5,217	4,500
269	53620	REIMBURSEMENTS-GENERAL	0	0	1,000	0
270	53620	REIMBURSEMENTS-GENERAL	0	12	0	0
280	53620	REIMBURSEMENTS-GENERAL	5,888	12,259	4,512	2,222
<b>53</b>	<b>MISCELLANEOUS - Total</b>		<b>150,794</b>	<b>133,848</b>	<b>184,616</b>	<b>160,615</b>
260	54104	SALE OF ASSETS OTHER	0	0	80,000	0
<b>54</b>	<b>OTHER FINANCING SOURCES - Total</b>		<b>0</b>	<b>0</b>	<b>80,000</b>	<b>0</b>
280	59100	FR GENERAL	229,559	184,681	97,138	344,849
100	59215	TRANSFER FROM N CASCADE	0	0	0	93,951
<b>59</b>	<b>TRANSFER IN AND INTERNAL - Total</b>		<b>229,559</b>	<b>184,681</b>	<b>97,138</b>	<b>438,800</b>
<b>HOUSING &amp; COMMUNITY DEV - Total</b>			<b>8,354,545</b>	<b>8,100,774</b>	<b>9,159,271</b>	<b>9,348,512</b>

## Recommended Operating Expenditure Budget - Department Total

### 61 - HOUSING & COMMUNITY DEV

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
100	61010	FULL-TIME EMPLOYEES	378,528	370,592	576,905	716,974
260	61010	FULL-TIME EMPLOYEES	341,185	305,993	366,971	295,460
264	61010	FULL-TIME EMPLOYEES	23,999	10,411	0	0
275	61010	FULL-TIME EMPLOYEES	220,540	101,356	242,434	277,438
280	61010	FULL-TIME EMPLOYEES	475,352	489,903	479,041	573,514
800	61010	FULL-TIME EMPLOYEES	0	0	42,779	31,746
100	61030	SEASONAL EMPLOYEES	0	1,806	9,350	0
260	61030	SEASONAL EMPLOYEES	0	524	0	0
280	61030	SEASONAL EMPLOYEES	1,800	0	0	0
100	61050	OVERTIME PAY	154	1,358	0	0
260	61050	OVERTIME PAY	0	2,533	0	0
275	61050	OVERTIME PAY	862	0	0	0
280	61050	OVERTIME PAY	0	2,260	0	0
100	61091	SICK LEAVE PAYOFF	7,220	841	0	0
100	61092	VACATION PAYOFF	0	8,280	0	0
260	61092	VACATION PAYOFF	0	1,225	0	0
275	61092	VACATION PAYOFF	124	536	0	0
280	61092	VACATION PAYOFF	55	607	0	0
100	61096	50% SICK LEAVE PAYOUT	0	0	0	1,250
100	61310	IPERS	33,985	35,039	55,345	67,682
260	61310	IPERS	30,505	29,116	34,642	27,892
264	61310	IPERS	2,148	983	0	0
275	61310	IPERS	19,793	9,588	19,072	26,190
280	61310	IPERS	42,544	46,460	45,221	54,139
800	61310	IPERS	0	0	4,038	2,997
100	61320	SOCIAL SECURITY	27,786	26,003	44,845	55,944
260	61320	SOCIAL SECURITY	24,545	21,889	28,072	22,602
264	61320	SOCIAL SECURITY	1,555	671	0	0
275	61320	SOCIAL SECURITY	15,720	7,254	18,545	21,224
280	61320	SOCIAL SECURITY	33,509	34,425	36,646	43,873
800	61320	SOCIAL SECURITY	0	0	3,273	2,429
100	61410	HEALTH INSURANCE	99,289	107,053	96,264	127,756
260	61410	HEALTH INSURANCE	83,411	73,872	60,233	52,996
264	61410	HEALTH INSURANCE	4,476	3,162	0	0
275	61410	HEALTH INSURANCE	63,600	25,566	54,154	54,103
280	61410	HEALTH INSURANCE	131,970	110,238	88,969	116,812
800	61410	HEALTH INSURANCE	0	0	7,073	4,918
100	61415	WORKMENS' COMPENSATION	14,901	11,244	11,676	16,552
260	61415	WORKMENS' COMPENSATION	9,863	8,714	9,361	7,702
264	61415	WORKMENS' COMPENSATION	0	2,283	175	0
275	61415	WORKMENS' COMPENSATION	9,224	7,935	7,955	7,766
280	61415	WORKMENS' COMPENSATION	1,910	1,542	1,271	1,270
800	61415	WORKMENS' COMPENSATION	0	0	2,319	1,370
100	61416	LIFE INSURANCE	304	301	481	575
260	61416	LIFE INSURANCE	278	234	360	246
264	61416	LIFE INSURANCE	18	10	0	0
275	61416	LIFE INSURANCE	197	89	269	242
280	61416	LIFE INSURANCE	448	458	444	523

## Recommended Operating Expenditure Budget - Department Total

### 61 - HOUSING & COMMUNITY DEV

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
800	61416	LIFE INSURANCE	0	0	35	22
100	61417	UNEMPLOYMENT INSURANCE	0	12,206	0	6,103
275	61417	UNEMPLOYMENT INSURANCE	0	3,663	0	0
100	61660	EMPLOYEE PHYSICALS	0	398	0	265
275	61660	EMPLOYEE PHYSICALS	0	134	0	134
280	61660	EMPLOYEE PHYSICALS	128	288	0	0
<b>61 - WAGES AND BENEFITS</b>			<b>2,101,924</b>	<b>1,879,043</b>	<b>2,348,218</b>	<b>2,620,709</b>
100	62010	OFFICE SUPPLIES	1,782	2,489	2,531	3,212
260	62010	OFFICE SUPPLIES	1,408	1,235	1,787	1,235
275	62010	OFFICE SUPPLIES	273	112	500	900
280	62010	OFFICE SUPPLIES	2,701	1,930	2,775	3,008
100	62011	UNIFORM PURCHASES	0	563	550	1,103
260	62011	UNIFORM PURCHASES	134	61	92	135
275	62011	UNIFORM PURCHASES	175	302	300	302
280	62011	UNIFORM PURCHASES	152	227	250	270
100	62030	POSTAGE AND SHIPPING	7,093	5,558	7,459	7,885
260	62030	POSTAGE AND SHIPPING	533	410	850	615
269	62030	POSTAGE AND SHIPPING	0	2	200	0
275	62030	POSTAGE AND SHIPPING	2,585	1,497	1,000	1,646
280	62030	POSTAGE AND SHIPPING	9,082	9,340	9,354	10,275
100	62031	PROCESSING MATERIALS	296	375	297	374
260	62031	PROCESSING MATERIALS	159	211	284	211
275	62031	PROCESSING MATERIALS	148	135	0	135
280	62031	PROCESSING MATERIALS	455	621	825	625
100	62033	HAND TOOLS/EQUIPMENT	137	0	0	0
280	62050	OFFICE EQUIPMENT MAINT	164	0	164	0
100	62061	DP EQUIP. MAINT CONTRACTS	13,898	7,309	7,395	7,708
260	62061	DP EQUIP. MAINT CONTRACTS	5,987	13,606	13,768	6,637
280	62061	DP EQUIP. MAINT CONTRACTS	13,578	14,280	14,454	15,052
100	62062	JANITORIAL SUPPLIES	5,329	3,873	7,600	5,601
275	62063	SAFETY RELATED SUPPLIES	292	0	300	0
260	62070	OFFICE EQUIP RENTAL	0	0	0	30
280	62070	OFFICE EQUIP RENTAL	0	0	0	845
100	62090	PRINTING & BINDING	2,359	908	3,604	2,753
260	62090	PRINTING & BINDING	428	408	657	608
269	62090	PRINTING & BINDING	0	0	500	0
275	62090	PRINTING & BINDING	119	107	200	250
280	62090	PRINTING & BINDING	934	1,099	999	1,176
100	62110	COPYING/REPRODUCTION	1,445	985	2,513	2,087
260	62110	COPYING/REPRODUCTION	1,308	1,991	1,807	1,653
275	62110	COPYING/REPRODUCTION	692	258	300	258
280	62110	COPYING/REPRODUCTION	2,986	3,200	3,195	3,200
100	62130	LEGAL NOTICES & ADS	4,084	7,191	5,229	6,698
260	62130	LEGAL NOTICES & ADS	228	3,179	667	3,177
275	62130	LEGAL NOTICES & ADS	3,482	1,233	2,400	2,400
280	62130	LEGAL NOTICES & ADS	0	29	24	30
100	62140	PROMOTION	2,618	2,910	3,250	3,250
269	62140	PROMOTION	0	110	500	0

## Recommended Operating Expenditure Budget - Department Total

### 61 - HOUSING & COMMUNITY DEV

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
100	62170	SUBSCRIPTIONS-BOOKS-MAPS	71	75	353	76
260	62170	SUBSCRIPTIONS-BOOKS-MAPS	142	240	265	245
280	62170	SUBSCRIPTIONS-BOOKS-MAPS	843	847	921	866
100	62190	DUES & MEMBERSHIPS	173	372	762	613
260	62190	DUES & MEMBERSHIPS	1,027	155	2,288	2,308
280	62190	DUES & MEMBERSHIPS	225	275	375	299
100	62204	REFUNDS	1,602	0	0	0
260	62204	REFUNDS	0	68	0	0
100	62206	PROPERTY INSURANCE	19,862	22,851	25,908	23,994
260	62206	PROPERTY INSURANCE	364	0	0	0
280	62206	PROPERTY INSURANCE	733	0	0	0
100	62208	GENERAL LIABILITY INSURAN	4,016	7,616	3,876	8,967
260	62208	GENERAL LIABILITY INSURAN	2,974	3,836	4,098	2,681
264	62208	GENERAL LIABILITY INSURAN	0	923	1,021	0
275	62208	GENERAL LIABILITY INSURAN	2,622	2,753	14,813	16,000
280	62208	GENERAL LIABILITY INSURAN	5,097	118	4,131	124
100	62211	PROPERTY TAX	17,806	17,444	18,316	18,142
100	62230	COURT COSTS & RECORD FEES	8,695	11,575	10,560	11,575
260	62230	COURT COSTS & RECORD FEES	5,600	4,342	6,000	4,342
100	62310	TRAVEL-CONFERENCES	7,341	12,430	13,190	18,370
260	62310	TRAVEL-CONFERENCES	160	2,305	10,795	10,795
275	62310	TRAVEL-CONFERENCES	2,576	2,009	13,566	8,000
280	62310	TRAVEL-CONFERENCES	140	794	8,595	8,895
100	62320	TRAVEL-CITY BUSINESS	38	1,110	970	970
260	62320	TRAVEL-CITY BUSINESS	526	178	929	929
275	62320	TRAVEL-CITY BUSINESS	142	788	0	0
280	62320	TRAVEL-CITY BUSINESS	1	0	1,110	1,955
100	62340	MILEAGE/LOCAL TRANSP	43	17	75	117
260	62340	MILEAGE/LOCAL TRANSP	105	252	163	321
275	62340	MILEAGE/LOCAL TRANSP	0	63	0	150
280	62340	MILEAGE/LOCAL TRANSP	0	72	15	75
100	62360	EDUCATION & TRAINING	13,038	15,271	21,976	15,996
260	62360	EDUCATION & TRAINING	3,271	6,614	10,225	10,225
269	62360	EDUCATION & TRAINING	32	200	2,500	0
275	62360	EDUCATION & TRAINING	10,364	13,684	4,000	4,500
280	62360	EDUCATION & TRAINING	17,400	17,229	13,240	14,100
100	62411	UTILITY EXP-ELECTRICITY	50,330	37,757	50,330	40,777
100	62412	UTILITY EXP-GAS	19,955	20,842	19,955	20,842
100	62415	UTILITY EXPENSE STORMWATR	1,168	1,252	1,327	1,428
100	62421	TELEPHONE	6,737	6,698	6,689	6,899
260	62421	TELEPHONE	1,050	2,076	2,822	1,525
275	62421	TELEPHONE	1,169	1,295	780	1,000
280	62421	TELEPHONE	3,048	3,269	3,047	3,274
100	62431	PROPERTY MAINTENANCE	48,817	69,082	51,757	56,552
100	62436	RENTAL OF SPACE	5,231	3,997	4,821	5,689
260	62436	RENTAL OF SPACE	1,932	1,607	2,530	1,724
275	62436	RENTAL OF SPACE	1,944	1,083	1,692	1,692
280	62436	RENTAL OF SPACE	2,053	1,812	1,912	2,120

## Recommended Operating Expenditure Budget - Department Total

### 61 - HOUSING & COMMUNITY DEV

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
100	62511	FUEL, MOTOR VEHICLE	2,880	2,001	2,881	2,959
260	62511	FUEL, MOTOR VEHICLE	399	116	399	410
275	62511	FUEL, MOTOR VEHICLE	542	483	200	850
100	62521	MOTOR VEHICLE MAINT.	1,936	985	1,685	1,005
260	62521	MOTOR VEHICLE MAINT.	125	0	691	180
275	62521	MOTOR VEHICLE MAINT.	1,358	412	185	1,000
100	62522	VEHICLE MAINT., ACCIDENT	0	2,137	0	0
280	62606	HOMEOWNER HAP	42,845	38,469	42,600	38,952
280	62607	PBV HAP	43,439	47,721	55,092	62,604
280	62608	MAINSTREAM VOUCHERS HAP	147,075	165,032	168,912	180,228
280	62609	PORT OUT VOUCHER HAP	657,595	438,469	640,284	363,648
280	62610	PORTOUT VOUCHER ADMIN FEE	25,669	17,043	25,567	12,989
100	62611	MACH/EQUIP MAINTENANCE	12,371	9,095	14,093	14,093
100	62614	EQUIP MAINT CONTRACT	1,557	699	1,557	699
100	62641	HOSPITALITY EXPENSE	115	0	115	1,550
269	62641	HOSPITALITY EXPENSE	1,562	3,304	1,562	0
100	62645	SPECIAL EVENTS	3,927	1,324	3,927	2,400
269	62645	SPECIAL EVENTS	91	0	1,000	0
280	62645	SPECIAL EVENTS	2,237	843	2,237	1,100
100	62663	SOFTWARE LICENSE EXP	18,503	20,005	19,380	20,080
260	62663	SOFTWARE LICENSE EXP	2,647	22,226	2,881	3,041
280	62663	SOFTWARE LICENSE EXP	30,148	36,296	33,555	36,300
100	62666	CREDIT CARD CHARGE	132	795	132	795
100	62667	DATA SERVICES	1,057	1,470	1,670	1,773
260	62667	DATA SERVICES	684	769	1,060	888
275	62667	DATA SERVICES	0	30	0	200
280	62667	DATA SERVICES	301	385	247	438
100	62668	PROGRAM EQUIP/SUPPLIES	1,508	524	1,508	950
260	62668	PROGRAM EQUIP/SUPPLIES	0	60	0	60
275	62668	PROGRAM EQUIP/SUPPLIES	656	0	0	0
269	62669	PROGRAMMING	27	526	300	850
275	62671	MISC. OPERATING SUPPLIES	7	0	0	0
280	62688	PORT-IN VOUCH ASSIST PYMT	6,261	0	6,261	0
280	62689	TENANT PROTEC ASSIST PYMT	22,364	26,479	27,480	21,084
100	62694	HOUSING ASST. PAYMENT	78,691	78,807	82,411	84,739
280	62694	HOUSING ASST. PAYMENT	3,549,931	4,003,144	4,329,022	4,612,079
100	62696	OUTSIDE COLLECTOR EXPENSE	506	0	506	0
275	62713	LEGAL SERVICES	41	0	0	0
280	62716	CONSULTANT SERVICES	1,900	1,955	2,016	2,070
100	62717	CRIMINAL BACKGROUND CHECK	12	0	0	100
280	62717	CRIMINAL BACKGROUND CHECK	1,730	2,390	2,606	2,400
260	62726	AUDIT SERVICES	0	0	3,200	0
275	62726	AUDIT SERVICES	3,200	0	0	0
280	62726	AUDIT SERVICES	4,500	1,300	4,500	4,500
280	62727	FINANCIAL SERVICE FEES	446	414	446	415
260	62729	DUST WIPE TESTING	58	694	2,300	1,300
275	62729	DUST WIPE TESTING	18,557	9,654	10,000	10,000
280	62729	DUST WIPE TESTING	0	0	1,200	0

## Recommended Operating Expenditure Budget - Department Total

### 61 - HOUSING & COMMUNITY DEV

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
100	62731	MISCELLANEOUS SERVICES	3,577	0	0	0
266	62731	MISCELLANEOUS SERVICES	1,140	3,689	0	0
280	62732	TEMP HELPCONTRACT SERV.	32,075	9,222	0	0
269	62734	SPEAKERS/PROGRAMS	368	0	2,000	0
100	62737	CONTRACT ADM SERVICE	39,000	33,969	40,000	41,300
100	62741	BUILDING DEMOLITION	0	5,000	31,817	32,453
100	62758	ESCROW PAYMENTS HOUSING	12,185	12,212	12,185	10,000
100	62761	PAY TO OTHER AGENCY	65,280	171,756	139,756	50,000
269	62761	PAY TO OTHER AGENCY	0	0	500	0
275	62761	PAY TO OTHER AGENCY	16,796	2,448	16,800	16,800
280	62761	PAY TO OTHER AGENCY	0	0	750	750
260	62764	LOANS	0	26,095	0	0
270	62764	LOANS	0	0	3,000	3,000
269	62765	GRANTS	0	2,000	10,000	8,000
100	62773	GA PARTICIPANT STIPENDS	0	0	0	10,200
280	62774	FSS, PARTICIPATE PAYMENTS	168,293	98,614	130,306	115,654
100	62785	GIFT CARDS	100	0	100	1,250
269	62785	GIFT CARDS	1,150	420	1,150	0
280	62785	GIFT CARDS	0	0	100	100
<b>62 - SUPPLIES AND SERVICES</b>			<b>5,387,059</b>	<b>5,686,501</b>	<b>6,325,410</b>	<b>6,202,732</b>
100	63311	ADMIN. OVERHEAD	241,077	246,303	227,850	235,529
<b>63 - ADMIN/OVERHEAD/STORES GAR</b>			<b>241,077</b>	<b>246,303</b>	<b>227,850</b>	<b>235,529</b>
100	71110	MISC. OFFICE EQUIPMENT	0	0	0	1,700
100	71120	PERIPHERALS, COMPUTER	0	1,759	1,052	0
260	71120	PERIPHERALS, COMPUTER	0	1,700	0	0
280	71120	PERIPHERALS, COMPUTER	0	3,290	760	0
280	71123	SOFTWARE	0	2,790	0	0
100	71124	COMPUTER	0	0	2,275	0
260	71124	COMPUTER	0	4,942	0	5,330
275	71124	COMPUTER	0	4,301	0	0
280	71124	COMPUTER	0	2,306	15,925	9,782
100	71211	DESKS/CHAIRS	0	324	1,242	2,500
280	71211	DESKS/CHAIRS	0	0	0	585
100	71310	AUTO/JEEP REPLACEMENT	0	15,709	32,192	0
100	71610	CUSTODIAL EQUIPMENT	0	0	0	9,600
100	72418	TELEPHONE RELATED	299	1,731	350	1,838
260	72418	TELEPHONE RELATED	291	168	350	525
275	72418	TELEPHONE RELATED	0	150	0	1,050
280	72418	TELEPHONE RELATED	199	90	350	438
100	72614	LADDER	0	0	256	0
<b>71 - EQUIPMENT</b>			<b>790</b>	<b>39,259</b>	<b>54,752</b>	<b>33,348</b>
100	73112	RELOCATIONS	0	106	4,950	4,950
275	73112	RELOCATIONS	49,182	32,123	18,000	18,000
<b>73 - CIP EXPENDITURES</b>			<b>49,182</b>	<b>32,229</b>	<b>22,950</b>	<b>22,950</b>
280	91100	TO GENERAL	820	0	0	0
<b>91 - TRANSFER TO</b>			<b>820</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>61 - HOUSING &amp; COMMUNITY DEV TOTAL</b>			<b>7,780,853</b>	<b>7,883,335</b>	<b>8,979,180</b>	<b>9,115,268</b>

## Recommended Expenditure Budget Report by Activity & Funding Source

### 61 - HOUSING & COMMUNITY DEV

#### ADMINISTRATION - 61100

#### FUNDING SOURCE: COMMUNITY DEVELOPMENT

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	—	1,651	—	4,551
SUPPLIES AND SERVICES	56,708	94,572	66,739	19,261
WAGES AND BENEFITS	181,139	132,668	158,736	281,805
<b>ADMINISTRATION</b>	<b>237,847</b>	<b>228,892</b>	<b>225,475</b>	<b>305,617</b>
<b>HEALTH HOMES GRANT - 61135</b>				

#### FUNDING SOURCE: GENERAL

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	105	137	—	137
<b>HEALTH HOMES GRANT</b>	<b>105</b>	<b>137</b>	<b>—</b>	<b>137</b>
<b>FEDERAL BUILDING MAINT. - 61150</b>				

#### FUNDING SOURCE: GENERAL

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
ADMIN/OVERHEAD/STORES GAR	241,077	246,303	227,850	235,529
EQUIPMENT	—	—	—	9,600
SUPPLIES AND SERVICES	151,314	148,100	166,448	153,737
<b>FEDERAL BUILDING MAINT.</b>	<b>392,391</b>	<b>394,404</b>	<b>394,298</b>	<b>398,866</b>
<b>LEAD PAINT ABATEMENT - 61200</b>				

#### FUNDING SOURCE: COMMUNITY DEVELOPMENT

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	—	26,115	—	0
<b>LEAD PAINT ABATEMENT</b>	<b>—</b>	<b>26,115</b>	<b>—</b>	<b>0</b>
<b>LEAD PAINT ABATEMENT 2011- 61211</b>				

#### FUNDING SOURCE: LEAD PAINT GRANT

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
CIP EXPENDITURES	49,182	32,123	18,000	18,000
EQUIPMENT	0	4,451	0	1,050
SUPPLIES AND SERVICES	67,739	38,325	67,036	66,083
WAGES AND BENEFITS	330,061	156,121	342,429	387,097
<b>LEAD PAINT ABATEMENT 2011</b>	<b>446,983</b>	<b>231,020</b>	<b>427,465</b>	<b>472,230</b>
<b>TRUE NORTH - 61215</b>				

#### FUNDING SOURCE: GENERAL

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
WAGES AND BENEFITS	—	—	—	94,574
<b>TRUE NORTH</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>94,574</b>



## Recommended Expenditure Budget Report by Activity & Funding Source

### 61 - HOUSING & COMMUNITY DEV

#### HUD RESILIENCY - 61264

#### FUNDING SOURCE: ENGINEERING SERVICE

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	—	—	—	350
SUPPLIES AND SERVICES	0	1,099	0	5,598
WAGES AND BENEFITS	—	17,902	99,417	85,674
<b>HUD RESILIENCY</b>	<b>—</b>	<b>19,001</b>	<b>99,417</b>	<b>91,622</b>
<b>REHAB. PROGRAM</b>		<b>- 61300</b>		

#### FUNDING SOURCE: COMMUNITY DEVELOPMENT

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	—	5,862	606	4,900
SUPPLIES AND SERVICES	38,201	40,457	51,515	47,491
WAGES AND BENEFITS	305,947	280,736	317,116	242,578
<b>REHAB. PROGRAM</b>	<b>344,148</b>	<b>327,055</b>	<b>369,237</b>	<b>294,969</b>
<b>HOUSING LHAP GRANT</b>		<b>- 61320</b>		

#### FUNDING SOURCE: STATE RENTAL REHAB

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	—	—	3,000	3,000
<b>HOUSING LHAP GRANT</b>	<b>—</b>	<b>—</b>	<b>3,000</b>	<b>3,000</b>
<b>MODERATE REHAB. - 005</b>		<b>- 61530</b>		

#### FUNDING SOURCE: SECTION 8 HOUSING

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	68,962	77,986	76,965	85,361
<b>MODERATE REHAB. - 005</b>	<b>68,962</b>	<b>77,986</b>	<b>76,965</b>	<b>85,361</b>
<b>SECTION 8 VOUCHER</b>		<b>- 61600</b>		

#### FUNDING SOURCE: GENERAL

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	199	7,906	18,277	10,717
SUPPLIES AND SERVICES	157,813	128,890	135,171	129,534
TRANSFER TO	820	—	—	0
WAGES AND BENEFITS	644,516	653,413	617,476	726,027
<b>SECTION 8 VOUCHER</b>	<b>803,348</b>	<b>790,208</b>	<b>770,924</b>	<b>866,278</b>
<b>VOUCHER HAP</b>		<b>- 61601</b>		

#### FUNDING SOURCE: SECTION 8 HOUSING

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	4,470,630	4,713,485	5,252,890	5,244,952
<b>VOUCHER HAP</b>	<b>4,470,630</b>	<b>4,713,485</b>	<b>5,252,890</b>	<b>5,244,952</b>

## Recommended Expenditure Budget Report by Activity & Funding Source

### 61 - HOUSING & COMMUNITY DEV

#### FSS PROGRAM VOUCHER - 61640

#### FUNDING SOURCE: SECTION 8 HOUSING

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	98,211	26,457	70,102	63,936
<b>FSS PROGRAM VOUCHER</b>	<b>98,211</b>	<b>26,457</b>	<b>70,102</b>	<b>63,936</b>
<b>GENERAL HOUSING INSP. - 61700</b>				

#### FUNDING SOURCE: COMMUNITY DEVELOPMENT

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
CIP EXPENDITURES	0	106	0	0
EQUIPMENT	299	19,050	35,869	1,400
SUPPLIES AND SERVICES	76,130	103,055	88,902	81,474
WAGES AND BENEFITS	404,941	467,556	561,287	555,306
<b>GENERAL HOUSING INSP.</b>	<b>481,370</b>	<b>589,767</b>	<b>686,058</b>	<b>638,180</b>
<b>VACANT ABANDONED PROPERTY- 61720</b>				

#### FUNDING SOURCE: COMMUNITY DEVELOPMENT

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
CIP EXPENDITURES	—	—	4,950	4,950
SUPPLIES AND SERVICES	32,113	46,146	64,500	67,714
WAGES AND BENEFITS	—	—	—	73,886
<b>VACANT ABANDONED PROPERTY</b>	<b>32,113</b>	<b>46,146</b>	<b>69,450</b>	<b>146,550</b>
<b>CDBG ADMIN/MONITORING - 61800</b>				

#### FUNDING SOURCE: COMMUNITY DEVELOPMENT

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	291	340	—	780
SUPPLIES AND SERVICES	4,263	2,528	16,768	11,928
WAGES AND BENEFITS	69,260	44,510	106,813	95,835
<b>CDBG ADMIN/MONITORING</b>	<b>73,814</b>	<b>47,377</b>	<b>123,581</b>	<b>108,543</b>
<b>HUD RESILIENCY - 61850</b>				

#### FUNDING SOURCE: HUD DISASTER RELIEF

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	—	923	1,021	0
WAGES AND BENEFITS	32,195	17,520	175	0
<b>HUD RESILIENCY</b>	<b>32,195</b>	<b>18,443</b>	<b>1,196</b>	<b>0</b>
<b>SHELTER PLUS CARE GRANT - 61915</b>				

#### FUNDING SOURCE: GENERAL

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	113,691	111,804	122,411	124,739
<b>SHELTER PLUS CARE GRANT</b>	<b>113,691</b>	<b>111,804</b>	<b>122,411</b>	<b>124,739</b>
<b>BRIDGES OUT OF POVERTY - 61920</b>				

#### FUNDING SOURCE: GENERAL

## Recommended Expenditure Budget Report by Activity & Funding Source

### 61 - HOUSING & COMMUNITY DEV

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	70	75	70	0
<b>BRIDGES OUT OF POVERTY</b>	<b>70</b>	<b>75</b>	<b>70</b>	<b>0</b>
<b>GAINING OPPORTUNITIES - 61922</b>				

#### FUNDING SOURCE: CIRCLES PRIVATE DONATIONS

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	32,188	25,902	52,116	47,787
WAGES AND BENEFITS	133,867	108,617	144,769	77,927
<b>GAINING OPPORTUNITIES</b>	<b>166,055</b>	<b>134,519</b>	<b>196,885</b>	<b>125,714</b>
<b>SR OF PRESENTATION - 61923</b>				

#### FUNDING SOURCE: EMERGENCY GUARDIAN ANGEL

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	1,140	3,689	—	0
<b>EMERGENCY ASSISTANCE</b>	<b>1,140</b>	<b>3,689</b>	<b>—</b>	<b>0</b>
<b>HAWKEYE AREA COMM ACTION - 79170</b>				

#### FUNDING SOURCE: GENERAL

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	\$17,780	\$96,756	\$89,756	\$50,000
<b>HAWKEYE AREA COMM ACTION</b>	<b>\$17,780</b>	<b>\$96,756</b>	<b>\$89,756</b>	<b>\$50,000</b>
<b>HOUSING &amp; COMMUNITY DEV TOTAL</b>	<b>\$7,780,853</b>	<b>\$7,883,335</b>	<b>\$8,979,180</b>	<b>\$9,115,268</b>

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

**61 HOUSING AND COMMUNITY DEV. DEPT.**

FD	JC	WP-GR	JOB CLASS	FY 2019		FY 2020		FY 2021	
				FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
61010 Full Time Employee Expense									
100	7625	GE-41	HOUSING SERVICES DIRECTOR	0.50	\$ 56,364	0.50	\$ 53,401	0.50	\$ 56,991
260	7625	GE-41	HOUSING SERVICES DIRECTOR	0.25	\$ 28,182	0.25	\$ 26,700	0.25	\$ 28,496
280	7625	GE-41	HOUSING SERVICES DIRECTOR	0.25	\$ 28,182	0.25	\$ 26,700	0.25	\$ 28,496
100		GE-38	ASSISTANT HOUSING DIRECTOR	0.00	\$ —	0.00	\$ —	0.50	\$ 41,833
260		GE-38	ASSISTANT HOUSING DIRECTOR	0.00	\$ —	0.00	\$ —	0.25	\$ 20,917
280		GE-38	ASSISTANT HOUSING DIRECTOR	0.00	\$ —	0.00	\$ —	0.25	\$ 20,917
260		GE-28	HOUSING FINANCIAL SPECIALIST	0.00	\$ —	2.00	\$ 111,949	2.00	\$ 116,285
100	9200	GE-35	CDBG/HCV SUPERVISOR	0.25	\$ 20,430	0.00	\$ —	0.00	\$ —
260	9200	GE-35	CDBG/HCV SUPERVISOR	0.50	\$ 40,861	0.00	\$ —	0.00	\$ —
280	9200	GE-35	CDBG/HCV SUPERVISOR	0.25	\$ 20,430	0.00	\$ —	0.00	\$ —
100		GE-33	COMMUNITY DEV. SPECIALIST	0.00	\$ —	0.25	\$ 16,710	0.25	\$ 19,001
260		GE-33	COMMUNITY DEV. SPECIALIST	0.00	\$ —	0.75	\$ 50,131	0.75	\$ 56,439
100	4368	GE-35	RENTAL INSPECT/LICENSE SUPV	1.00	\$ 76,752	1.00	\$ 83,578	1.00	\$ 84,503
100	4372	GE-34	RESILIENCY COORDINATOR	0.00	\$ —	0.25	\$ 19,491	0.40	\$ 31,746
275	4372	GE-34	RESILIENCY COORDINATOR	0.00	\$ —	0.00	\$ —	0.20	\$ 15,873
800	4372	GE-34	RESILIENCY COORDINATOR	1.00	\$ 71,558	0.00	\$ —	0.40	\$ 31,746
260	4365	GE-33	REHABILITATION SUPERVISOR	1.00	\$ 75,690	1.00	\$ 77,574	1.00	\$ 79,014
280	8775	GE-35	ASSISTED HOUSING SUPV	1.00	\$ 75,690	1.00	\$ 77,406	1.00	\$ 87,013
100	2590	GE-32	GENERAL HOUSING SPECIALIST	1.00	\$ 70,331	0.80	\$ 56,988	0.80	\$ 57,614
275	2590	GE-32	GENERAL HOUSING SPECIALIST	0.00	\$ —	0.20	\$ 14,106	0.20	\$ 14,404
275		GE-34	GRANTS SUPERVISOR	0.38	\$ 26,464	0.75	\$ 58,473	1.00	\$ 80,159
800		GE-31	GRANT ADMINISTRATOR	0.00	\$ —	0.64	\$ 42,779	0.00	\$ —
100		GE-31	GRANT ADMINISTRATOR	0.00	\$ —	0.16	\$ 10,695	0.00	\$ —
275		GE-31	GRANT ADMINISTRATOR	0.00	\$ —	0.20	\$ 13,368	0.00	\$ —
275		GE-30	LEAD PAINT INSPECTOR	0.76	\$ 42,523	2.00	\$ 107,986	2.00	\$ 109,436
100		GE-29	CIRCLES COORDINATOR	1.00	\$ 48,693	0.00	\$ —	0.00	\$ —
280		GE-29	ASSISTED HOUSING COORD	1.00	\$ 60,980	1.00	\$ 62,366	1.00	\$ 63,061
100		GE-27	FAMILY SELF-SUFFICIENCY COORD	0.00	\$ —	1.00	\$ 68,672	1.00	\$ 53,528
280		GE-27	FAMILY SELF-SUFFICIENCY COORD	0.00	\$ —	0.00	\$ —	2.00	\$ 108,164
260	4360	GE-27	REHABILITATION SPECIALIST	1.00	\$ 53,318	0.00	\$ —	0.00	\$ —
280	8750	GE-27	ASSISTED HOUSING SPECIALIST	4.00	\$ 207,664	4.00	\$ 207,678	3.00	\$ 149,941
100	8750	GE-27	ASSISTED HOUSING SPECIALIST	0.00	\$ —	1.00	\$ 52,612	0.00	\$ —
100	8875	GE-26	PERMIT CLERK	1.00	\$ 52,481	1.00	\$ 53,677	1.00	\$ 54,284
275	5400	GE-26	LEAD PAINT ASSISTANT	0.38	\$ 18,993	1.00	\$ 48,501	1.00	\$ 57,566
100		GE-30	NUISANCE SPECIALIST	0.00	\$ —	0.00	\$ —	0.94	\$ 48,597
260		GE-30	NUISANCE SPECIALIST	0.00	\$ —	0.00	\$ —	0.06	\$ 3,102
260	225	GE-25	SECRETARY	1.00	\$ 42,452	0.00	\$ —	0.00	\$ —
280	225	GE-25	SECRETARY	1.00	\$ 46,044	1.00	\$ 48,501	1.00	\$ 49,047
100		NA-52	CIRCLES COACH	1.00	\$ 43,371	0.00	\$ —	0.00	\$ —
100	5400	OE-17	INSPECTOR I	1.18	\$ 72,069	2.75	\$ 180,721	2.50	\$ 158,065
260	5400	OE-17	INSPECTOR I	2.02	\$ 130,104	1.45	\$ 100,617	0.50	\$ 30,714
280	5400	OE-17	INSPECTOR I	0.80	\$ 55,128	0.80	\$ 56,390	1.00	\$ 66,875
100		GE-34	INSPECTOR II	0.00	\$ —	0.00	\$ —	1.00	\$ 71,305
TOTAL FULL TIME EMPLOYEES				23.52	\$1,464,754	27.00	\$1,727,770	29.00	\$1,895,132

**61030 Seasonal Employee Expense**

100	NA-11	INSPECTOR I	0.16	\$	4,876	0.30	\$	9,350	0.00	\$	—
260	NA-11	INSPECTOR I	0.14	\$	4,266	0.00	\$	—	0.00	\$	—
<b>TOTAL SEASONAL EMPLOYEES</b>			0.30	\$	9,142	0.30	\$	9,350	0.00	\$	—
<b>TOTAL HOUSING &amp; COMM. DEVL. DEPT.</b>			<b>23.82</b>	<b>\$</b>	<b>1,473,896</b>	<b>27.30</b>	<b>\$</b>	<b>1,737,120</b>	<b>29.00</b>	<b>\$</b>	<b>1,895,132</b>

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

ACCT	FD	JC	WP-GR	POSITION CLASS		FY 2019		FY 2020		FY 2021	
						FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
Housing & Comm. Dev. Administration-FT CDBG Fund											
26061100	61010	260	79700	GE-40	HOUSING SERVICES DIRECTOR	0.50	\$ 56,364	0.25	\$ 26,700	0.25	\$ 28,496
26061100	61010	260		GE-38	ASST. HOUSING SERVICES DIRECTOR	0.00	\$ —	0.00	\$ —	0.25	\$ 20,917
Total						0.50	\$ 56,364	0.25	\$ 26,700	0.50	\$ 49,413
Housing Administration-FT Section 8 Fund											
28061100	61010	280		GE-35	CDBG/HCV SUPERVISOR	0.25	\$ 20,430	0.00	\$ —	0.00	\$ —
28061100	61010	260	79700	GE-40	HOUSING SERVICES DIRECTOR	0.25	\$ 28,182	0.25	\$ 26,700	0.25	\$ 28,496
28061100	61010	280		GE-38	ASST. HOUSING SERVICES DIRECTOR	0.00	\$ —	0.00	\$ —	0.25	\$ 20,917
Total						0.50	\$ 48,612	0.25	\$ 26,700	0.50	\$ 49,413
Housing Administration-FT General Fund											
10061100	61010	100		GE-35	CDBG/HVC SUPERVISOR	0.25	\$ 20,430	0.00	\$ —	0.00	\$ —
10061100	61010	100	7625	GE-40	HOUSING SERVICES DIRECTOR	0.25	\$ 28,182	0.50	\$ 53,401	0.50	\$ 56,991
10061100	61010	100		GE-38	ASST. HOUSING SERVICES DIRECTOR	0.00	\$ —	0.00	\$ —	0.50	\$ 41,833
10061100	6010	100		GE-33	COMMUNITY DEV. SPECIALIST	0.00	\$ —	0.25	\$ 16,710	0.25	\$ 19,001
Total						0.50	\$ 48,612	0.75	\$ 70,111	1.25	\$ 117,825
Section 8-Voucher Program-FT											
28061600	61010	280	225	GE-25	SECRETARY	1.00	\$ 46,044	1.00	\$ 48,501	1.00	\$ 49,047
28061600	61010	280		GE-29	ASSISTED HOUSING COORD	1.00	\$ 60,980	1.00	\$ 62,366	1.00	\$ 63,061
28061600	61010	280	8750	GE-27	ASSISTED HOUSING SPECIALIST	4.00	\$ 207,664	4.00	\$ 207,678	3.00	\$ 149,941
28061600	61010	280	8775	GE-35	ASSISTED HOUSING SUPERVISOR	1.00	\$ 75,690	1.00	\$ 77,406	1.00	\$ 87,013
28061600	61010	280		GE-27	FAMILY SELF-SUFFICIENCY COOR	0.00	\$ —	0.00	\$ —	2.00	\$ 108,164
28061600	61010	280	5400	OE-17	INSPECTOR I	0.80	\$ 55,128	0.80	\$ 56,390	1.00	\$ 66,875
Total						7.80	\$ 445,506	7.80	\$ 452,341	9.00	\$ 524,101
General Housing Inspection- FT General Fund											
10061700	61010	100	5400	OE-17	INSPECTOR I	1.18	\$ 72,069	2.75	\$ 180,721	2.00	\$ 127,351
10061700	61010	100		GE-34	INSPECTOR II	0.00	\$ —	0.00	\$ —	1.00	\$ 71,305
10061700	61010	100	2590	GE-32	GENERAL HOUSING SPECIALIST	1.00	\$ 70,331	0.80	\$ 56,988	0.80	\$ 57,614
10061700	61010	100	4368	GE-35	RENTAL INSPECT/LICENSE SUPV	1.00	\$ 76,752	1.00	\$ 83,578	1.00	\$ 84,503
10061700	61010	100	8875	GE-26	PERMIT CLERK	1.00	\$ 52,481	1.00	\$ 53,677	1.00	\$ 54,284
Total						4.18	\$ 271,633	5.55	\$ 374,964	5.80	\$ 395,057
General Housing Inspection-Seasonal General Fund											
10061700	61030	100	5400	OE-17	INSPECTOR I	0.16	\$ 4,876	0.30	\$ 9,350	0.00	\$ —
Total						0.16	\$ 4,876	0.30	\$ 9,350	0.00	\$ —
General Housing Inspection-CDBG Fund											
26061700	61010	260	5400	OE-17	INSPECTOR I	1.02	\$ 61,195	0.45	\$ 29,439	0.00	\$ —
Total						1.02	\$ 61,195	0.45	\$ 29,439	0.00	\$ —

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

ACCT	FD	JC	WP-GR	POSITION CLASS	FY 2019		FY 2020		FY 2021		
					FTE	BUDGET	FTE	BUDGET	FTE	BUDGET	
General Housing Inspection-Seasonal CDBG Fund											
26061700	61030	100	5400	OE-17	INSPECTOR I	0.14	\$ 4,266	0.00	\$ —	0.00	\$ —
Total						0.14	\$ 4,266	0.00	\$ —	0.00	\$ —
Lead Paint Grant - Lead Fund											
27561211	61010	275		GE-34	GRANTS SUPERVISOR	0.38	\$ 26,464	0.75	\$ 58,473	1.00	\$ 80,159
27561211	61010	275		GE-26	LEAD PAINT ASSISTANT	0.38	\$ 18,993	1.00	\$ 48,501	1.00	\$ 57,566
27561211	61010	275		GE-31	GRANT ADMINISTRATOR	0.00	\$ —	0.20	\$ 13,368	0.00	\$ —
27561211	61010	275	4,372	GE-34	RESILIENCY COORDINATOR	0.00	\$ —	0.00	\$ —	0.20	\$ 15,873
27561211	61010	275		GE-32	GENERAL HOUSING SPECIALIST	0.00	\$ —	0.20	\$ 14,106	0.20	\$ 14,404
27561211	61010	275		GE-30	LEAD PAINT INSPECTOR	0.76	\$ 42,523	2.00	\$ 107,986	2.00	\$ 109,436
Total						1.52	\$ 87,980	4.15	\$ 242,434	4.40	\$ 277,438
Rehab Program-FT CDBG											
26061300	61010	260	5400	OE-17	INSPECTOR I	1.00	\$ 68,909	1.00	\$ 71,178	0.50	\$ 30,714
26061300	61010	260	4365	GE-33	REHABILITATION SUPERVISOR	1.00	\$ 75,690	1.00	\$ 77,574	0.50	\$ 39,507
26061300	61010	260	225	GE-25	SECRETARY	1.00	\$ 42,452	0.00	\$ —	0.00	\$ —
26061300	61010	260		GE-28	HOUSING FINANCIAL SPECIALIST	0.00	\$ —	1.50	\$ 82,916	1.75	\$ 101,605
26061300	61010	260	4360	GE-27	REHABILITATION SPECIALIST	0.50	\$ 26,659	0.00	\$ —	0.00	\$ —
Total						3.50	\$ 213,710	3.50	\$ 231,668	2.75	\$ 171,826
Community Dev. Block Grant Admin./Monitoring											
26061800	61010	260	4360	GE-27	REHABILITATION SPECIALIST	0.50	\$ 26,659	0.00	\$ —	0.00	\$ —
26061800	61010	260	2665	GE-28	HOUSING FINANCIAL SPECIALIST	0.00	\$ —	0.50	\$ 29,033	0.25	\$ 14,680
26061800	61010	260		GE-35	COMMUNITY DEV. SPECIALIST	0.00	\$ —	0.75	\$ 50,131	0.75	\$ 56,439
26061800	61010	260	9200	GE-34	CDBG/HVC SUPERVISOR	0.50	\$ 40,861	0.00	\$ —	0.00	\$ —
Total						1.00	\$ 67,520	1.25	\$ 79,164	1.00	\$ 71,119
HUD Resiliency Grant Coordination - FT General Fund											
10061264	61010	100	4372	GE-34	RESILIENCY COORDINATOR	0.00	\$ —	0.25	\$ 19,491	0.40	\$ 31,746
10061264	61010	100	2630	GE-31	GRANT ADMINISTRATOR	0.00	\$ —	0.16	\$ 10,695	0.00	\$ —
Total						0.00	\$ —	0.41	\$ 30,186	0.40	\$ 31,746
HUD Resiliency Grant Coordination											
80061264	61010	800	4372	GE-34	RESILIENCY COORDINATOR	1.00	\$ 71,558	0.00	\$ —	0.40	\$ 31,746
80061264	61010	800	2630	GE-31	GRANT ADMINISTRATOR	0.00	\$ —	0.64	\$ 42,779	0.00	\$ —
Total						1.00	\$ 71,558	0.64	\$ 42,779	0.40	\$ 31,746
True North - FT General Fund											
10061215	61010			OE-17	INSPECTOR I	0.00	\$ —	0.00	\$ —	0.50	\$ 30,714
10061215	61010			GE-33	REHABILITATION SUPERVISOR	0.00	\$ —	0.00	\$ —	0.50	\$ 39,507
Total						0.00	\$ —	0.00	\$ —	1.00	\$ 70,221
Vacant/Abandoned Buildings - FT General Fund											
10061720	61010			GE-30	NUISANCE SPECIALIST	0.00	\$ —	0.00	\$ —	0.94	\$ 48,597
Total						0.00	\$ —	0.00	\$ —	0.94	\$ 48,597
Vacant/Abandoned Buildings - FT CDBG											
26061720	61010			GE-30	NUISANCE SPECIALIST	0.00	\$ —	0.00	\$ —	0.06	\$ 3,102
Total						0.00	\$ —	0.00	\$ —	0.06	\$ 3,102
Gaining Oportunities - FT											
10061922	61010	100	9200	NA-52	CIRCLES COACH	1.00	\$ 43,371	0.00	\$ —	0.00	\$ —
10061922	61010	100		GE-27	ASSISTED HOUSING SPECIALIST	0.00	\$ —	1.00	\$ 52,612	0.00	\$ —

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

ACCT	FD	JC	WP-GR	POSITION CLASS	FY 2019		FY 2020		FY 2021	
					FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
10061922	61010	100	GE-27	FAMILY SELF-SUFFICIENCY COOR	0.00	\$ —	1.00	\$ 68,672	1.00	\$ 53,528
10061922	61010	100	GE-29	CIRCLES COORDINATOR	1.00	\$ 48,693	0.00	\$ —	0.00	\$ —
<b>Total</b>					2.00	\$ 92,064	2.00	\$ 121,284	1.00	\$ 53,528
<b>TOTAL HOUSING SERVICES &amp; COMM. DEVL. DEPT</b>					<b>23.82</b>	<b>\$1,473,896</b>	<b>27.30</b>	<b>\$1,737,120</b>	<b>29.00</b>	<b>\$1,895,132</b>



Capital Improvement Projects by Department/Division					
HOUSING & COMMUNITY DEV					
CIP Number	Capital Improvement Project Title	FY 18 Actual Expense	FY 19 Actual Expense	FY 20 Adopted Budget	FY 21 Recomm'd Budget
1002180	NBHD STABILIZATION GRANT	—	—	—	—
1011595	HOMEOWNERSHIP GRANTS-TARG	10,000	—	—	—
2601065	RESIDENTIAL REHAB PROGRAM	201,050	146,145	75,000	125,000
2601231	PURCHASE/RESALE/REHAB	174,816	391,830	80,000	45,000
2601232	LEAD PAINT ABATEMENT PROG	102,913	35,147	40,000	104,166
2601233	RENTAL REHAB UNIT	—	—	245,000	50,000
2601234	FIRST TIME HOMEBUYER PROG	45,000	45,000	20,000	50,000
2601237	HISTORIC PRESERVATION GRA	5,000	—	—	—
2602689	SALVIA HOUSE ELEVATOR	—	—	—	—
2602732	BEE BRANCH LEAD WATER/SEW	—	—	—	—
2642690	HUD RESILIENCY	3,363,902	2,046,524	2,718,000	2,718,000
2681021	HTF - WASHINGTON NEIGHBOR	315,100	104,268	211,283	211,283
2701065	RESIDENTIAL REHAB PROGRAM	57,019	70,294	30,000	30,000
2701250	HOME-RENTAL FIVE POINTS	—	—	—	—
2752429	LEAD HZRD REDUC PRG	739,426	440,897	550,000	800,000
3601595	HOMEOWNERSHIP GRANTS-TARG	40,361	1,078	276,238	566,485
3602573	CHI	125,000	175,000	150,000	—
3602766	NORTH END NEIGH REINVEST	0	150,000	300,000	300,000
<b>HOUSING &amp; COMMUNITY DEV TOTAL</b>		<b>5,179,587</b>	<b>3,606,182</b>	<b>4,695,521</b>	<b>4,999,934</b>

PRGRM/ DEPT	PROJECT DESCRIPTION	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	TOTAL	PAGE
<b>HOUSING AND COMMUNITY DEVELOPMENT</b>								
<b>Community and Economic Development</b>								
	Homeownership Assistance	\$ 566,485	\$ 816,595	\$ 1,050,140	\$ 1,664,664	\$ 1,864,354	\$ 5,962,238	304
	Lead Based Paint Hazard Control	\$ 800,000	\$ 800,000	\$ —	\$ —	\$ —	\$ 1,600,000	306
	Lead Based Paint Hazard Control Grant Match	\$ 104,166	\$ 102,332	\$ —	\$ —	\$ —	\$ 206,498	308
	Neighborhood Reinvestment Partnership	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ —	\$ 1,200,000	310
	Washington Neighborhood Home Purchase Program	\$ 211,283	\$ 211,283	\$ 211,283	\$ 211,283	\$ 211,283	\$ 1,056,415	312
	Homeowner Rehabilitation Program	\$ 155,000	\$ 205,000	\$ 210,000	\$ 210,000	\$ 210,000	\$ 990,000	313
	Purchase/Rehab/Resale	\$ 45,000	\$ 175,000	\$ 180,000	\$ 180,000	\$ 180,000	\$ 760,000	315
	First-Time Home Buyer Program	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000	316
	Rental Dwelling Rehabilitation Programs	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000	317
	Bee Branch Healthy Homes Resiliency Grant	\$ 2,718,000	\$ 674,000	\$ —	\$ —	\$ —	\$ 3,392,000	318
	<b>TOTAL</b>	<b>\$ 4,999,934</b>	<b>\$ 3,384,210</b>	<b>\$ 2,051,423</b>	<b>\$ 2,665,947</b>	<b>\$ 2,565,637</b>	<b>\$ 15,667,151</b>	

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# **Planning Services**

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## PLANNING SERVICES DEPARTMENT SUMMARY

<b>Budget Highlights</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Budget</b>	<b>FY 2021 Requested</b>	<b>% Change From FY 2020 Budget</b>
<u>Expenses</u>				
Employee Expense	716,324	703,486	741,693	5.4 %
Supplies and Services	150,150	213,123	129,179	(39.4)%
Machinery and Equipment	3,427	1,000	24,816	2,381.6 %
Total	869,901	917,609	895,688	(2.4)%
<u>Resources</u>				
Administrative Overhead Recharges	327,983	361,570	401,643	11.1 %
Operating Revenue	59,957	63,738	59,640	(6.4)%
Total	387,940	425,308	461,283	8.5 %
Property Tax Support	481,961	492,301	434,405	(57,896)
Percent Increase (Decrease)				
Percent Self Supporting	44.6%	46.3%	51.5%	
<b>Personnel - Authorized FTE</b>	<b>8.38</b>	<b>8.38</b>	<b>8.38</b>	

### Improvement Package Summary

#### 1 of 4

This improvement request is for upgrading the Zoning Enforcement Officer's vehicle from a compact car to a sport utility vehicle (SUV). Poor traction, low clearance and lack of all-wheel drive hinders ability to perform field inspection duties for code enforcement staff. This vehicle must drive in alleys in all areas of the city in all weather conditions. A larger, all-wheel drive vehicle is a better, safer choice and will enable staff to better perform field inspections in inclement weather conditions. Building Services requested and purchased vehicle upgrades to SUVs in 2019 for the same reason. The City's Equipment Maintenance Supervisor performed an inspection of the 2009 Ford Focus SE and approved replacement of the vehicle. The amount requested is for the cost difference to upgrade to an SUV. This improvement package supports the City Council's goal of financially responsible, high-performance city organization.

Related Cost:	\$ 11,690	Tax Funds	Non-Recurring	<b>Recommend - No</b>
Related Revenue:	\$ 4,910	Administrative Overhead	Non-Recurring	
Net Cost:	<u>\$ 6,780</u>			
Property Tax Impact:	\$0.0027	0.03%		
Activity: Development Services				

## 2 of 4

This improvement request is for a three-year contract with Teska Associates to continue to serve as the collective Impact project manager, data manager, and facilitator for Imagine Dubuque: Implementation, which is a Top Priority on the City Council's 2019-2021 Policy Agenda. Creating and managing Collective Impact requires a separate organization and staff with a very specific set of skills to serve as the backbone for the entire initiative. Coordination takes time and none of the participating organizations or City departments have the time needed to dedicate to this. The expectation that collaboration can occur without a supporting infrastructure is one of the most frequent reasons for failure. Having served as the project manager for creation of Imagine Dubuque 2037: A Call to Action, the 2017 Comprehensive Plan, and then leading the Collective Impact initiative for Imagine Dubuque: Implementation, Teska Associates is best qualified to continue in this role to maintain community momentum and empowerment. The contract would incur an expense of \$25,000 per year for three years. This improvement package supports the City Council's goal of engage contracted and purchased services partners in advancing Council goals and community betterment.

Related Cost:	\$25,000	Tax Funds	Recurring for 3 years	<b>Recommend - Yes</b>
Related Revenue:	\$10,500	Administrative Overhead	Recurring for 3 years	
Net Cost:	<u>\$14,500</u>			
Property Tax Impact:	\$0.0057	0.05%		
Activity:	Planning/Historic Preservation			

## 3 of 4

This request is for an innovation partnership contract with Creative Adventure Lab of Dubuque to create a Community Empowerment process to engage stakeholders in actionable solutions and implementation strategies to support Imagine Dubuque: Implementation, a Top Priority on the City Council's 2019-2021 Policy Agenda. The City Council has a unique opportunity to inspire continued activity and engagement within the City organization and among community stakeholders, many of whom helped create Imagine Dubuque 2037: A Call to Action, the 2017 Comprehensive Plan. This innovation partnership will identify and execute a successful strategy that both encourages productive community participation and results in community empowerment to move forward with the Call to Action to realize the Plan's recommendations. This process will involve a series of innovation sessions engaging a diverse mix of community participants - City staff, nonprofits, residents, etc. – working collaboratively on specific recommendations in key focus areas of the Plan. The amount requested would provide for a one-year contract based on the proposal. This improvement package supports the City Council's goal of engage contracted and purchased services partners in advancing Council goals and community betterment.

Related Cost:	\$25,000	Tax Funds	Non-Recurring	<b>Recommend - No</b>
Related Revenue:	\$10,500	Administrative Overhead	Non-Recurring	
Net Cost:	<u>\$14,500</u>			
Property Tax Impact:	\$ (0.005)	(0.05)%		
Activity:	Planning/Historic Preservation			

## 4 of 4

This improvement request is for a 4% increase in Development Services fees to reflect actual processing costs based on FY2021 wages and benefits. Planning Services staff reviewed the fees charged for applications processed for the Zoning Advisory Commission, Zoning Board of Adjustment, and Historic Preservation Commission, and reviewed by Planning Services staff. The 4% increase is

based on an average 2% annual increase over 2 years, since fees were last raised in FY2019. With the 4% fee increase, annual revenue is estimated to increase by \$1,896. As an equity measure, fees for Special Exceptions and Design Reviews continue to be set at 50% of actual costs because most customers are from low to moderate income neighborhoods. This request supports the City Council's goal of financially responsible, high-performance City organization.

<b>Development Services</b>	<b>Current</b>	<b>FY 2021 Proposed 4% Fee Increase</b>	<b>Increase Amount</b>
Variance	\$360 + \$2/notice	\$374 + \$2/notice	\$14
Conditional Use Permit	\$360 + \$2/notice	\$374 + \$2/notice	\$14
Appeal	\$72	\$75	\$3
Special Exception	\$144	\$150	\$6
Text Amendment	\$287	\$298	\$11
Minor Subdivision Plat	\$287	\$298	\$11
Preliminary Plat/Major Subdivision	\$575	\$598	\$23
Final Plat/Major Subdivision	\$287	\$298	\$11
Rezoning	\$431 + \$2/notice	\$448 + \$2/notice	\$17
New Planned District (PUD)	\$719 + \$2/notice	\$748 + \$2/notice	\$29
Amended Planned District (PUD)	\$431 + \$2/notice	\$448 + \$2/notice	\$17
Sign Permit Reviews	\$39	\$41	\$2
Extension of Subdivision Bonding	\$39	\$41	\$2
Billboard Inspection Fee	\$54 billboard/year	\$56 billboard/year	\$2
Electronic Message Site Inspection Fee	\$54 sign/year	\$56 sign/year	\$2
Simple Site Plan	\$72	\$75	\$3
Minor Site Plan	\$183	\$190	\$7
Major Site Plan	\$327	\$340	\$13
Limited Setback Waiver	\$72	\$75	\$3
Flood Plain Permit	\$144	\$150	\$6
Flood Way Permit	\$719	\$748	\$29
Simple Subdivision-Staff Review	\$50	\$52	\$2
Simple Subdivision-Council Action Required	\$287	\$298	\$11
Waiver from Site Design Standards	\$360	\$374	\$14
Maps and Ordinances	\$10-\$30 /document	\$10-\$30 /document*	\$0
Temp. Use Permit: Off-Premise Retail	\$58	\$60	\$2
Temp. Use Permit: On-Premise Seasonal	\$123	\$128	\$5

<b>Historic Preservation</b>	<b>Current</b>	<b>FY 2021 Proposed 4% Fee Increase</b>	<b>Increase Amount</b>
Design Review (Including Economic Non-Viability & Demolition)	\$144	\$150	\$6

Note: Maximum Fee Cap of \$1,000 still applies to rezonings and amended PUDs.

Maximum Fee Cap of \$2,000 still applies to new PUDs.

\*No Fee Increase



Related Revenue: \$ 1,895 Development Services Fees Recurring  
Property Tax Impact: \$(0.0007) (0.01)%  
Activity: Development Services

**Recommend - Yes**

### **Significant Line Items**

#### **Employee Expense**

1. FY 2021 employee expense reflects a 1.5% wage package increase.
2. The Iowa Public Employee Retirement System (IPERS) City contribution of 9.44% is unchanged from FY 2020 The employee contribution of 6.29% is unchanged from FY 2020.
3. The City portion of health insurance expense increased from \$921 in FY 2020 to \$1,013 in FY 2021 per month per contract which results in annual cost increase of \$11,680 or 9.99%.
4. Five-Year Retiree Sick leave payout increased from \$0 in FY 2020 to \$14,718 in FY 2021.
5. 50% Sick leave payout increased from \$0 in FY 2020 to \$3,713 in FY 2021 based on FY 2020 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**

6. Software License expense increased from \$13,736 in FY 2020 to \$14,856 in FY 2021 based on FY 2020 plus 8%.
7. Pay to Other Agency increased from \$30,548 in FY 2020 to \$31,700 in FY 2021 for East Central Intergovernmental Association (ECIA) annual dues.
8. Travel Conferences increased from \$6,500 in FY 2020 to \$8,400 in FY 2021 based on actual cost for staff to attend state-wide preservation conferences, the American Planning Association conference, and the National Preservation conference. The National Preservation conference is a biannual conference held in Fiscal Year 2021.
9. Data Processing Equipment Maintenance Contracts increased from \$9,459 in FY 2020 to \$10,068 in FY 2021. Departments receive recharges for maintenance agreement costs on City wide software based on the number of users in their department.
10. General Liability Insurance decreased from \$4,520 in FY 2020 to \$4,450 in FY 2021.
11. Court Costs and Record Fees decreased from \$3,990 in FY 2020 to \$3,321 in FY 2021 based on FY 2019 Actual. Beginning January 1, 2016, the court requires the \$85 filing fee for municipal infractions to be paid up front by the City. The Court then enters judgment, and if a defendant is found guilty, the defendant will pay a fine plus \$85 in court costs and the Court will distribute the

fine portion and reimburse the City for the filing fee that was paid up front by the City. If a defendant is found not guilty, the City will pay for the court costs using the \$85 filing fee paid upfront instead of deducting the \$85 from the City's judgments, which was the process done by the Court previous to January 1, 2016. Departments that file municipal infractions must budget the upfront filing fee and a portion of the amount is reimbursed to the department going forward. The offsetting revenue is budgeted in Iowa District Court Fines and is \$1,069 in FY 2021 . Due to time delay of reimbursements, the revenue received is less than the expense.

## **Machinery and Equipment**

12. The total equipment requested is as follows (\$24,816):

<u>Administration</u>	
Smart Phone	350
Chairs/Desks	322
<u>Development Services</u>	
Smart Phone	\$ 350
Projector	\$ 500
Chairs/Desks	1,290
Vehicle Replacement	20,536
<u>City Planning/Historic Preservation</u>	
Projector	\$ 500
Chairs/Desks	\$ 968
Total	<u>\$ 24,816</u>

## **Revenue**

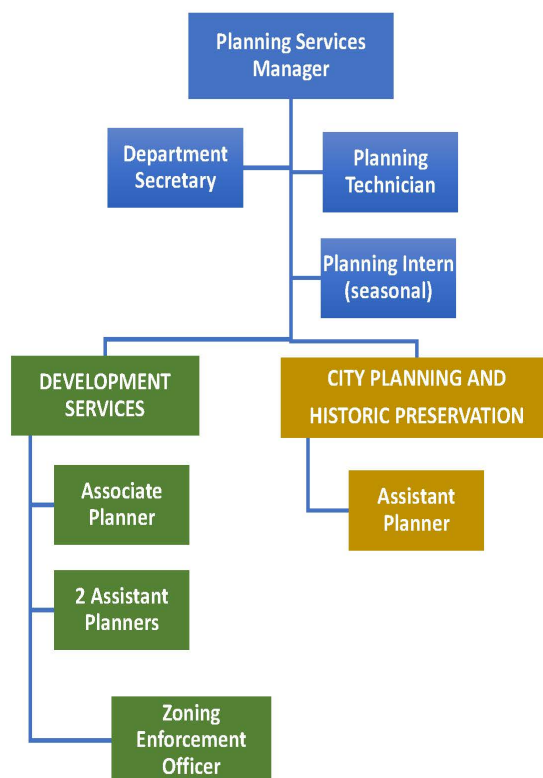
13. Zoning administrative fees decreased from \$31,027 in FY 2020 to \$29,896 in FY 2021 based on FY 2019 actual.
14. Revenue received from Enterprise Funds for administrative overhead charges increased from \$361,570 in FY 2020 to \$401,643 in FY 2021.

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# 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.



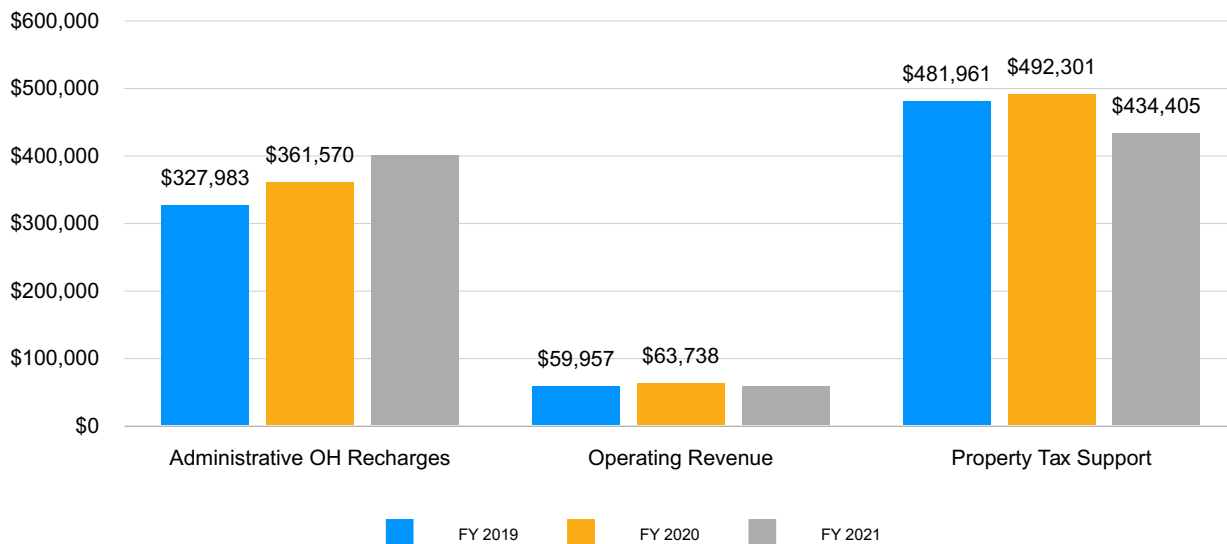
### PARTNERSHIPS

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

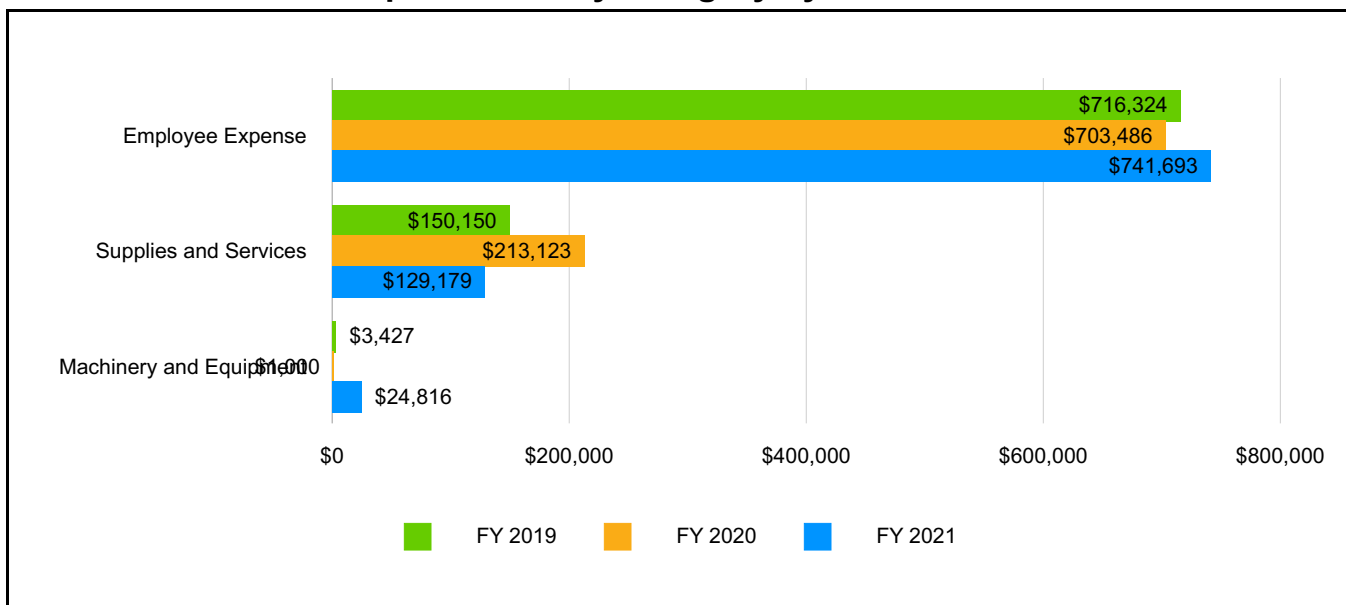
	FY 2019	FY 2020	FY 2021
Full-Time Equivalent	8.38	8.38	8.38

## Resources and Property Tax Support



The Planning Services Department is supported by 8.38 full-time equivalent employees, which accounts for 82.81% of the department expense as seen below. Overall, the department's expenses are expected to decrease by (2.39)% in FY 2021 compared to FY 2020.

## 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 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$514,573	\$415,347	\$477,106
Resources	\$56,130	\$61,578	\$57,394



Development Service Position Summary	
	FY 2021
Associate Planner	1.00
Assistant Planner	2.00
Zoning Enforcement Officer	1.00
Secretary	0.40
<b>Total Full-Time Equivalent Employees</b>	<b>4.40</b>

### Performance Measures

#### City Council Goal: Robust Local Economy

	Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
1	<b>Activity Objective: Provide effective customer service, knowledge of development regulations, and department efficiency to encourage voluntary compliance and effectively serve the community.</b>					
	# of square feet of approved development (combined commercial, industrial, and institutional)	200,000	174,956	135,915	300,000	
	% average score (out of 100) awarded by customers via ongoing Planning Department customer service survey.	100%	98.3%	100%	100%	
	# of inspections conducted to bring properties into compliance	1,460	1,495	1,424	1,460	

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

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

# PLANNING SERVICES

## City Planning

### 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](#).

City Planning Funding Summary			
	FY 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$355,327.37	\$502,262	\$418,582
Resources	\$331,809.48	\$363,730	\$403,889

City Planning Position Summary	
	FY 2021
Planning Services Manager	1.00
Assistant Planner	1.00
Planning Technician	1.00
Secretary	0.60
Planning Intern	0.38
<b>Total Full-Time Equivalent Employees</b>	<b>3.98</b>

### Performance Measures

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

Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
<b>1 Activity Objective: Begin implementation of the Imagine Dubuque 2037 Plan.</b>					
# of Imagine Dubuque Technical Team Meetings	6	—	3	6	



# PLANNING SERVICES

## Historic Preservation

### Mission & Services

[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.



Historic Preservation Funding Summary			
	FY 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$355,327.37	\$502,262	\$418,582
Resources	\$331,809.48	\$363,730	\$403,889

Historic Preservation Position Summary	
	FY 2021
Planning Services Manager	1.00
Assistant Planner	1.00
Planning Technician	1.00
Secretary	0.60
Planning Intern	0.38
<b>Total Full-Time Equivalent Employees</b>	<b>3.98</b>

### Performance Measures

#### City Council Goal: Vibrant Community

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

Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
# Avg. days Historic Preservation review and approval time from application deadline	17.5	17.5	17.5	17.5	
\$ investment in historic and downtown neighborhoods	\$3.0 million	\$3.2 million	\$4.0 million	\$3.4 million	

## Recommended Operating Revenue Budget - Department Total

### 62 - PLANNING SERVICES

Fund	Account	Account Title	FY18 Actual Revenue	FY19 Actual Revenue	FY20 Adopted Budget	FY21 Recomm'd Budget
100	45701	STATE GRANTS	0	1,657	0	0
100	45771	FED PASS THRU STATE GRANT	0	912	0	0
<b>45</b>	<b>STATE GRANTS</b>	<b>- Total</b>	<b>0</b>	<b>2,569</b>	<b>0</b>	<b>0</b>
100	51912	ZONING ADM FEES	27,991	28,746	31,027	29,896
100	51913	SUB PLAT REVIEW FEES	4,058	3,111	3,527	3,235
100	51915	TEMPORARY USE FEES	1,284	1,200	671	708
100	51917	BILLBOARD INSPECTION FEE	13,800	12,700	13,833	13,208
100	51925	MAP/TEXT SALES	20	100	63	43
100	51928	DESIGN REVIEW FEES	0	1,152	2,160	2,246
<b>51</b>	<b>CHARGES FOR SERVICES</b>	<b>- Total</b>	<b>47,153</b>	<b>47,009</b>	<b>51,281</b>	<b>49,336</b>
100	53403	IA DISTRICT COURT FINES	0	1,069	1,710	1,069
100	53530	SPECIALIZED SERVICES	8,710	8,710	8,710	8,710
100	53605	MISCELLANEOUS REVENUE	1,181	43	1,555	43
100	53620	REIMBURSEMENTS-GENERAL	4,765	556	482	482
<b>53</b>	<b>MISCELLANEOUS</b>	<b>- Total</b>	<b>14,657</b>	<b>10,379</b>	<b>12,457</b>	<b>10,304</b>
100	59610	FR WPC OPERATING	135,777	139,437	143,165	159,338
100	59620	FR STORMWATER OPERATING	31,282	32,656	39,585	47,334
100	59630	FR PARKING OPERATING	15,621	15,966	18,590	20,712
100	59640	FR WATER UTILITY	8,304	25,099	31,024	26,622
100	59670	FR REFUSE COLLECTION	110,863	114,825	129,206	147,637
<b>59</b>	<b>TRANSFER IN AND INTERNAL</b>	<b>- Total</b>	<b>301,847</b>	<b>327,983</b>	<b>361,570</b>	<b>401,643</b>
<b>PLANNING SERVICES - Total</b>			<b>363,657</b>	<b>387,940</b>	<b>425,308</b>	<b>461,283</b>

## Recommended Operating Expenditure Budget - Department Total

### 62 - PLANNING SERVICES

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
100	61010	FULL-TIME EMPLOYEES	491,285	514,169	516,739	522,565
100	61030	SEASONAL EMPLOYEES	21,086	767	8,139	8,226
100	61091	SICK LEAVE PAYOFF	0	0	0	14,718
100	61092	VACATION PAYOFF	2,436	0	0	0
100	61096	50% SICK LEAVE PAYOUT	0	0	0	3,713
100	61310	IPERS	45,847	48,537	49,548	50,107
100	61320	SOCIAL SECURITY	36,773	36,042	40,152	42,016
100	61410	HEALTH INSURANCE	127,198	114,480	86,688	98,368
100	61415	WORKMENS' COMPENSATION	2,037	1,761	1,509	1,391
100	61416	LIFE INSURANCE	402	436	458	458
100	61660	EMPLOYEE PHYSICALS	0	131	253	131
<b>61 - WAGES AND BENEFITS</b>			<b>727,064</b>	<b>716,324</b>	<b>703,486</b>	<b>741,693</b>
100	62010	OFFICE SUPPLIES	1,979	4,225	1,979	4,225
100	62030	POSTAGE AND SHIPPING	1,823	2,471	1,917	2,717
100	62050	OFFICE EQUIPMENT MAINT	0	0	1,240	1,240
100	62061	DP EQUIP. MAINT CONTRACTS	9,529	9,682	9,459	10,068
100	62090	PRINTING & BINDING	17	2,516	200	2,000
100	62110	COPYING/REPRODUCTION	2,703	2,987	2,892	2,987
100	62130	LEGAL NOTICES & ADS	5,506	2,139	1,122	2,139
100	62140	PROMOTION	406	350	15,499	499
100	62170	SUBSCRIPTIONS-BOOKS-MAPS	1,098	790	1,092	1,061
100	62190	DUES & MEMBERSHIPS	1,049	1,174	932	919
100	62204	REFUNDS	947	288	0	0
100	62206	PROPERTY INSURANCE	127	820	929	861
100	62208	GENERAL LIABILITY INSURAN	4,065	4,238	4,520	4,450
100	62230	COURT COSTS & RECORD FEES	2,991	3,321	3,990	3,321
100	62310	TRAVEL-CONFERENCES	5,041	14,937	6,500	8,400
100	62320	TRAVEL-CITY BUSINESS	727	8,810	1,907	2,000
100	62340	MILEAGE/LOCAL TRANSP	225	209	365	485
100	62360	EDUCATION & TRAINING	2,910	1,907	3,210	2,600
100	62421	TELEPHONE	1,322	1,875	1,321	1,875
100	62436	RENTAL OF SPACE	3,024	2,772	3,024	3,024
100	62511	FUEL, MOTOR VEHICLE	557	529	557	572
100	62521	MOTOR VEHICLE MAINT.	651	589	664	600
100	62645	SPECIAL EVENTS	0	1,636	0	500
100	62663	SOFTWARE LICENSE EXP	13,919	27,754	13,736	14,856
100	62667	DATA SERVICES	577	673	1,320	1,080
100	62716	CONSULTANT SERVICES	0	18,683	104,200	25,000
100	62731	MISCELLANEOUS SERVICES	1,143	0	0	0
100	62732	TEMP HELP/CONTRACT SERV.	0	5,201	0	0
100	62756	EMPLOYEE RECOGNITION	0	180	0	0
100	62761	PAY TO OTHER AGENCY	28,242	29,395	30,548	31,700
<b>62 - SUPPLIES AND SERVICES</b>			<b>90,576</b>	<b>150,150</b>	<b>213,123</b>	<b>129,179</b>
100	71118	PROJECTOR/CAMERA	0	0	1,000	1,000
100	71120	PERIPHERALS, COMPUTER	801	0	0	0
100	71211	DESKS/CHAIRS	402	2,972	0	2,580
100	71310	AUTO/JEEP REPLACEMENT	0	0	0	20,536
100	72418	TELEPHONE RELATED	248	454	0	700
<b>71 - EQUIPMENT</b>			<b>1,451</b>	<b>3,427</b>	<b>1,000</b>	<b>24,816</b>
<b>62 - PLANNING SERVICES TOTAL</b>			<b>819,091</b>	<b>869,901</b>	<b>917,609</b>	<b>895,688</b>

## Recommended Expenditure Budget Report by Activity & Funding Source

### 62 - PLANNING SERVICES

#### ADMINISTRATION - 62100

FUNDING SOURCE: GENERAL

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	174	—	672
SUPPLIES AND SERVICES	9,143	6,738	6,746
WAGES AND BENEFITS	35,758	35,983	32,294
<b>ADMINISTRATION</b>	<b>45,075</b>	<b>42,721</b>	<b>39,712</b>
<b>DEVELOPMENT SERVICES - 62400</b>			

FUNDING SOURCE: GENERAL

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	815	500	22,676
SUPPLIES AND SERVICES	60,466	42,774	48,551
WAGES AND BENEFITS	453,292	372,073	405,879
<b>DEVELOPMENT SERVICES</b>	<b>514,573</b>	<b>415,347</b>	<b>477,106</b>
<b>CITY PLANNING/HISTORIC PR- 62700</b>			

FUNDING SOURCE: GENERAL

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	2,437	500	1,468
SUPPLIES AND SERVICES	80,541	163,611	73,882
WAGES AND BENEFITS	227,274	295,430	303,520
<b>CITY PLANNING/HISTORIC PR</b>	<b>310,253</b>	<b>459,541</b>	<b>378,870</b>
<b>PLANNING SERVICES TOTAL</b>	<b>\$869,901</b>	<b>\$917,609</b>	<b>\$895,688</b>

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

FD	JC	WP-GR	JOB CLASS	FY 2019		FY 2020		FY 2021	
				FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
61010 Full Time Employee Expense									
100	5875	GE-40	CITY PLANNER	1.00	\$ 110,041	1.00	\$ 113,358	1.00	\$ 89,596
100	5600	GE-35	ASSOCIATE PLANNER	1.00	\$ 84,148	1.00	\$ 76,525	1.00	\$ 80,225
100	5275	GE-32	ASSISTANT PLANNER	3.00	\$ 212,661	3.00	\$ 189,540	3.00	\$ 201,305
100	5230	GE-27	CODE INSPECTOR	1.00	\$ 52,790	1.00	\$ 54,397	1.00	\$ 55,147
100	5225	GE-26	PLANNING TECHNICIAN	1.00	\$ 45,377	1.00	\$ 43,766	1.00	\$ 46,755
100	225	GE-25	SECRETARY	1.00	\$ 49,321	1.00	\$ 39,153	1.00	\$ 49,537
TOTAL FULL TIME EMPLOYEES				8.00	\$ 554,338	8.00	\$ 516,739	8.00	\$ 522,565
61030 Seasonal Employee Expense									
100	5250	NA-11	PLANNING INTERN	0.38	\$ 7,958	0.38	\$ 8,139	0.38	\$ 8,226
TOTAL SEASONAL EMPLOYEES				0.38	\$ 7,958	0.38	\$ 8,139	0.38	\$ 8,226
TOTAL PLANNING SERVICES DEPT				8.38	\$ 562,296	8.38	\$ 524,878	8.38	\$ 530,791

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

ACCT	FD	JC	WP-GR	POSITION CLASS	FY 2019		FY 2020		FY 2021		
					FTE	BUDGET	FTE	BUDGET	FTE	BUDGET	
Planning Administration-FT General Fund											
10062100	61010	100	5875	GE-40	CITY PLANNER	0.25	\$ 27,510	0.25	\$ 28,339	0.25	\$ 22,399
Total						0.25	\$ 27,510	0.25	\$ 28,339	0.25	\$ 22,399
Development Services-FT General Fund											
10062400	61010	100	225	GE-25	SECRETARY	0.40	\$ 19,729	0.40	\$ 15,661	0.40	\$ 19,815
10062400	61010	100	5230	GE-27	CODE INSPECTOR	1.00	\$ 52,790	1.00	\$ 54,397	1.00	\$ 55,147
10062400	61010	100	5275	GE-32	ASSISTANT PLANNER	2.00	\$ 142,330	2.00	\$ 129,573	2.00	\$ 133,918
10062400	61010	100	5600	GE-35	ASSOCIATE PLANNER	1.00	\$ 84,148	1.00	\$ 76,525	1.00	\$ 80,225
Total						4.40	\$ 298,997	4.40	\$ 276,156	4.40	\$ 289,105
City Planning/Historic Pres.-FT General Fund											
10062700	61010	100	225	GE-25	SECRETARY	0.60	\$ 29,592	0.60	\$ 23,492	0.60	\$ 29,722
10062700	61010	100	5875	GE-40	CITY PLANNER	0.75	\$ 82,531	0.75	\$ 85,019	0.75	\$ 67,197
10062700	61010	100	5275	GE-32	ASSISTANT PLANNER	1.00	\$ 70,331	1.00	\$ 59,967	1.00	\$ 67,387
10062700	61010	100	5225	GE-26	PLANNING TECHNICIAN	1.00	\$ 45,377	1.00	\$ 43,766	1.00	\$ 46,755
Total						3.35	\$ 227,831	3.35	\$ 212,244	3.35	\$ 211,061
City Planning/Historic Pres.-Seasonal General Fund											
10062700	61030	260	5250	NA-22	PLANNING INTERN	0.38	\$ 7,958	0.38	\$ 8,139	0.38	\$ 8,226
Total						0.38	\$ 7,958	0.38	\$ 8,139	0.38	\$ 8,226
TOTAL PLANNING SERVICES DEPT.						8.38	\$ 562,296	8.38	\$ 524,878	8.38	\$ 530,791

Capital Improvement Projects by Department/Division					
PLANNING SERVICES					
CIP Number	Capital Improvement Project Title	FY 18 Actual Expense	FY 19 Actual Expense	FY 20 Adopted Budget	FY 21 Recomm'd Budget
1022431	HISTORIC PRES TECH ASSIST	—	—	—	—
1022623	COMP PLAN COMM ENGAGE	149,025	—	—	—
1022768	TRAIL PLANNING	—	—	—	—
3502430	TRAILS/COMPLETE STREETS	10,457	—	—	—
3502433	KIOSK MAP REPLACEMENTS	—	—	—	—
<b>PLANNING SERVICES</b>	<b>TOTAL</b>	<b>159,481</b>	<b>—</b>	<b>—</b>	<b>—</b>

PRGRM/ DEPT	PROJECT DESCRIPTION	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	TOTAL	PAGE
<b>PLANNING SERVICES</b>								
<b>Community and Economic Development</b>								
	Trail Planning	\$ —	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 40,000	319
	Historic Preservation Technical Assistance Program	\$ —	\$ —	\$ 15,000	\$ 5,000	\$ 5,000	\$ 25,000	320
	<b>TOTAL</b>	<b>\$ —</b>	<b>\$ 10,000</b>	<b>\$ 25,000</b>	<b>\$ 15,000</b>	<b>\$ 15,000</b>	<b>\$ 65,000</b>	



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# **Economic Development**

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## ECONOMIC DEVELOPMENT DEPARTMENT

<b>Budget Highlights</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Budget</b>	<b>FY 2021 Requested</b>	<b>% Change From FY 2020 Budget</b>
<u>Expenses</u>				
Employee Expense	275,530	330,126	346,615	5.0%
Supplies and Services	2,377,621	2,248,043	2,319,193	3.2%
TIF Rebate Payments	2,601,672	2,503,836	2,558,035	2.2%
Equipment	5,554	1,785	920	-48.5%
Subtotal	5,260,377	5,083,790	5,224,763	2.8%
Debt Service	3,002,171	3,174,418	3,409,758	7.4%
Total	8,262,548	8,258,208	8,634,521	4.6%
<u>Resources</u>				
TIF Charges	5,603,843	5,678,254	5,967,793	5.1%
TIF Land Sales/Reimbursements	295,937	386,175	311,175	-19.4%
Hotel/Motel Tax (50%)	1,134,522	1,121,130	1,145,392	2.2%
Farmland Rent	74,475	49,708	74,475	49.8%
Miscellaneous Revenue	24,400	27,400	29,094	6.2%
Total	7,133,177	7,262,667	7,527,929	3.7%
Property Tax Support	1,129,371	995,541	1,106,592	111,051
Percent Increase (Decrease)				11.2%
<b>Personnel - Authorized FTE</b>	<b>3.50</b>	<b>3.75</b>	<b>3.75</b>	

### Improvement Package Summary

#### **1 of 6**

This improvement package provides for the purchase of a tablet for the Arts & Cultural Affairs Coordinator. Having access to all emails and files will streamline work during and between meetings.

Related Cost:	\$ 920	Tax Funds	Non-Recurring	<b>Recommend - Yes</b>
Related Cost:	\$ 120	Tax Funds	Recurring	
Total Cost:	<u>\$ 1,040</u>			
Property Tax Impact:	\$ 0.0004	—%		
Activity: Economic Development				

## 2 of 6

This improvement package provides for Arts Mean Business (AMB) activities which seek to nurture relationships between the arts and business sectors and provide opportunities for students and area creatives to gain new business skills and exposure to career opportunities. AMB activities have been facilitated by the Office of Arts and Cultural Affairs with planning and implementation support from a collective of citizen volunteers since 2016; activities have traditionally included an Arts and Business Luncheon, a Career in the Arts panel for students, and an Business of the Arts Academy skills building workshop for artist. To date, these activities have been self-funded through ticket sales and sponsorships from area businesses but no funds have been dedicated to planning and promotion efforts that must take place; a \$25 fee to attend the Luncheon and \$15 fee for skills building workshop will continue to offset expenses with fee waivers available for those in need. In past years, the Luncheon has attracted on average 100, the Academy typically engages 40. In FY21, the AMB planning committee advises building on the positive response to prior years' activities by holding additional business skills for creatives workshops on a regular basis to create year-round continuity of AMB activities and strengthen the resiliency and impact of Dubuque's creative economy. This year, AMB will partner with Springboard for the Arts to deliver programs; AMB seeks to engage Springboard for the Arts to bring their 12-step Work of Art workshop series to Dubuque over the course of 24-months starting in Spring 2020. A nominal fee will be charged to attend these events but as activities will be directed towards students, artists, and creative entrepreneurship, the planning committee feels it is important for that fee to be no more than \$5 per workshop. By fostering relationships, building new skills, and partnering with professional organization whose work is devoted to developing and drawing attention to the creative economy, AMB activities support many of the priorities of the Arts and Culture Master Plan which was adopted by the City Council in 2016. AMB activities also support City Council goals of Robust Local Economy, Partnership for a Better Dubuque, and Diverse Arts, Culture, Parks, and Recreation Experiences and Activities.

Related Cost:	\$ 5,000	Tax Funds	Recurring	Recommend - No
Related Revenue:	\$ 3,900	Ticket Sales	Recurring	
Net Cost:	<u>\$ 1,100</u>			
Property Tax Impact:	\$ 0.0004	—%		
Activity: Arts and Cultural Affairs				

## 3 of 6

This improvement package provides additional funds for the the Art on the River (AOTR) program. The increase will allow for an increase in the stipends to the exhibiting artists (from \$1500 to \$1800 per artist), expand paid promotional efforts, and incorporate activities directed at diverse populations (cultural arts entertainment at Grand Opening) and youth (curriculum and exhibition to increase engagement with teens and college students). AOTR will enter it's 15th year in 2020. The program continues to be a fully accessible arts activity that can be enjoyed by all ages, all income levels, and people of all backgrounds; it engages citizens and tourists alike with an installation of sculptures along the Mississippi Riverwalk at the Port of Dubuque. AOTR was originated and supported through a block CIP grant, averaging \$35,000 in program expenses annually; some revenue was collected in that time through the sale of sculptures. Upon CIP being exhausted, an improvement package was approved which funded AOTR through City operating funds at \$30,000. Those funds have been stretched to maximize impact and expand outreach but it remains insufficient for the longevity and momentum of the program and limits outreach and inclusive engagement opportunities that could enhance the program's overall impact. In FY20, funds were carried over from the previous years operating budget to support the incorporation of an inclusion style show partnering with local businesses and feature models from

all walks of life at the Grand Opening event. Feedback received from some of the 200+ reception attendees was extremely favorable to this additional element. In honor of the program's 15th anniversary, the AOTR planning committee has requested an increase to support for participating artists so that it is an exhibition that artists continue to seek to be part of. The Planning Committee has also advised broadening the promotional efforts to celebrate the program's 15th anniversary; in 2019, the Arts and Cultural Affairs Coordinator was awarded the State of Iowa Travel Iowa Tourism Grant program for \$5000 to support overall promotional efforts. The Planning Committee would also like to build on the positive feedback from the inclusive style show by incorporating a similar element in the 2020 Grand Opening event. The Planning Committee would also like to build on the positive feedback from the inclusive style show by incorporating a similar element in the August 2020 Grand Opening event and seeks to implement a civic engagement project with youth at the Alternative Learning Center and the Multicultural Family Center in conjunction with next year's AOTR program. This civic engagement project will provide an opportunity for youth to create and exhibit public art inspired by next year's AOTR theme; the Arts and Cultural Affairs Coordinator in collaboration with the Human Rights Office and in partnership with the Loras College Civic Scholars program will begin the development and implementation of this pilot project in FY20 but will carry its results and expenses into FY21. Increased support for participating artists, broader promotional efforts, and activities dedicated to engaging new audiences will elevate a program that continues to support the City Council's goals of a Vibrant Community (walkability, safe location), Sustainable Environment (AOTR draws people to the Mississippi Riverwalk and thus increases enjoyment / appreciation for the river), Diverse Arts, Culture, Parks, and Recreation Experiences and Activities, and Partnership for a Better Dubuque (AOTR is produced through the collaborative planning efforts of City Staff, a variety of City Departments, and engaged citizen volunteers).

Related Cost:	\$ 7,500	Tax Funds	Recurring	Recommend - Yes
Related Revenue:	\$ 5,000	Grant	Non-Recurring	
Net Cost:	<u>\$ 2,500</u>			
Property Tax Impact:	\$ 0.001	0.01%		
Activity: Arts and Cultural Affairs				

#### 4 of 6

This improvement package provides an increase in the funds available to be granted out to Dubuque arts and culture organizations via the Operating Support (OS) funding program through the Office of Arts and Cultural Affairs. OS funds have been made available since 2005 through an annual application process to arts-centered 501(c)3's in the City of Dubuque who are providing arts and cultural programs. All grants are reviewed and scored by a panel independent of staff or the Arts Commission. In FY05, \$200,000 was distributed to 12 organizations; in FY13, OS funds were increased by \$10,000 to \$210,000 and supported 10 organizations. The amount being requested annually has steadily increased as new organizations have been established and existing organizations have thrived, and thus their operating budgets and programs have expanded. In FY20, OS grants could only meet 68.3% of the funding requested by applying organizations; City OS decreased for 8 organizations from the year prior, having a potential negative impact on their programming, staffing, and organizational health. Organizations will continue to be limited to receiving \$30,000 or a maximum 6% of their operating budget. To support the increase in funding available, the Office of Arts and Cultural Affairs will implement an annual reporting process in order to measure the outcomes being achieved by grantees, especially as it relates to accessibility of programs, diversity of audiences, and economic impact of the organizations programs related to jobs, audience spending, and tourism dollars. This request supports the City Council Goal of Diverse Arts, Culture, Parks, and Recreation Experiences and Activities by

providing essential support to Arts and Culture organizations to help sustain their operations in providing revenue that might otherwise be made up through admission and activities fees which is an equity burden for low income residents. Arts Operating Funds also support the City Council goals of Robust Local Economy as OS grants support organizational staffing; Vibrant Community through support safe, accessible activities that positively impact the brain health of those that participate in them.

Related Cost:	\$ 40,000	Tax Funds	Recurring	<b>Recommend - Yes</b>
Property Tax Impact:	\$ 0.0157	0.15%		
Activity: Arts and Cultural Affairs				

## 5 of 6

This improvement request is for continuing operating support for the Fountain of Youth. The mission of the Fountain of Youth is to change mindsets that contribute to generational poverty. The Fountain of youth offers programs (Real Talk, Getting in Tune, and Partners in Change) that are personalized with a one on one approach and focus on embracing an accomplished mindset, focusing on quality of life, and gaining financial and employment success. The Fountain of Youth's request is to fund \$126,507 in 2020; \$271,043 in 2021; \$387,149 in 2022; \$463,311 in 2023; and \$542,336 in 2024. This recommendation is to fund \$40,000 recurring beginning in Fiscal Year 2021.

Related Cost:	\$ 40,000	Tax Funds	Recurring	<b>Recommend - Yes</b>
Property Tax Impact:	\$ 0.0157	0.15%		
Activity: Economic Development				

## 6 of 6

This improvement request is for two years operating support for the Dubuque Dream Center (Fiscal Years 2021 and 2022). The Dubuque Dream Center is a Community Outreach Center committed to mobilizing youth and families to build on Dr. King's Dream of transforming communities by embracing, empowering, and unifying those who live there. In order to progress towards sustainable income to continue to provide quality and affordable care to the children of working families, the Dream Center is seeking to become a licensed child care facility and generate funding support from the State of Iowa by 2021. The Dream Center seeks to become a Licensed Child Care Facility in order to generate income to serve low income and working families who need our support, but struggle to afford quality after school and summer care. The Dream Center's request is 33% of the operational budget, or \$264,000 for 1-2 years beginning in 2020 (Attachment I). The transitional funding would support 88 low income working families with students ranging from early childhood to elementary school ages. This recommendation is to fund \$40,000 for two years beginning in Fiscal Year 2021.

Related Cost:	\$ 40,000	Tax Funds	Recurring	<b>Recommend - Yes</b>
Property Tax Impact:	\$ 0.0157	0.15%	(For Two Years)	
Activity: Economic Development				

## **Significant Line Items**

### **Employee Expense**

1. FY 2021 employee expense reflects a 1.5% wage package increase.
2. The Iowa Public Employee Retirement System (IPERS) City contribution of 9.44% is unchanged from FY 2020 The employee contribution of 6.29% is unchanged from FY 2020.
3. The City portion of health insurance expense increased from \$921 in FY 2020 to \$1,013 in FY 2021 per month per contract which results in an annual cost increase of \$3,215 or 9.99%.

### **Supplies and Services**

4. Payments to Other Agencies provide for TIF backed economic development grants. Rebate payments count against the City's statutory debt limit unless there is a non-appropriation clause approved in the development agreement and in that case only the current annual payment counts against the City's statutory debt limit. The City began using non-appropriation clauses in development agreements beginning in January 2013.

The grant estimates totaling \$1,285,308 in FY 2021 in the Greater Downtown TIF district are to:

<b>Greater Downtown TIF Rebate Payments</b>		
Adobos Mexican Grill	\$ 7,128	Last payment FY 2022
Flexsteel Headquarters	\$ 199,322	Last payment FY 2024
Linseed Oil Paintworks	\$ 20,670	Last payment FY 2025
Rousselot, Inc.	\$ 13,078	Last payment FY 2025
Hotel Julien	\$ 225,991	Last payment FY 2026
253 Main St.	\$ 3,805	Last Payment FY 2027
Barker Financial	\$ 17,599	Last payment FY 2027
44 Main	\$ 26,900	Last payment FY 2027
Engine House #1	\$ 8,484	Last payment FY 2027
Franklin Investment	\$ 35,470	Last payment FY 2028
Spahn and Rose	\$ 107,431	Last payment FY 2027
Nottingham Properties	\$ 405	Last payment FY 2028
Schmid Innovation Center	\$ 125,233	Last payment FY 2028
Bonson Block	\$ 9,388	Last payment FY 2028
Plastic Center	\$ 9,699	Last payment FY 2028
Roshek Building	\$ 299,372	Last payment FY 2030
Novelty Iron Works	\$ 175,333	Last payment FY 2031
Total	<u>\$1,285,308</u>	



The grant estimates totaling \$1,114,380 in FY 2021 in the Dubuque Industrial Center West TIF district are to:

<b>Dubuque Industrial Center TIF Rebate Payments</b>		
Faley Properties	\$ 107,451	Last payment FY 2022
Green Industrial Supply	\$ 178,938	Last payment FY 2023
Tri-State Quality Metals	\$ 56,315	Last payment FY 2026
Hormel Foods	\$ 672,449	Last payment FY 2026
Roasting Solutions	\$ 47,218	Last payment FY 2028
Rite Hite	\$ 52,009	Last payment FY 2029
Total	<u>\$1,114,380</u>	

The grant estimates in FY 2021 in the Lake Ridge TIF district are to:  
The Rose of Dubuque \$25,844 (last payment in 2024).

The grant estimates totaling \$38,352 in FY 2021 in Tech Park TIF district are to:

<b>Technology Park TIF Rebate Payments</b>		
Rockfarm Holdings	\$ 38,352	Last payment FY 2027
Total	<u>\$ 38,352</u>	

The grant estimates in FY 2021 in the North Cascade Road Housing TIF district:  
\$693,587 will be generated for public improvements and \$426,909 for low and moderate-income projects (last payment in 2027).

The grant estimates in FY 2021 in the English Ridge Housing TIF district are to:  
English Ridge LLC \$73,909 (last payment in 2027). In addition, \$295,635 will be generated for public improvements and \$181,966 for low and moderate-income projects.

The grant estimates in FY 2021 in the South Pointe Housing TIF district are to:  
Dubuque South Pointe LLC \$17,561 (last payment in 2030). In addition, \$70,243 will be generated for public improvements and \$43,235 for low and moderate-income projects.

The grant estimates in FY 2021 in the Rustic Point Housing TIF district are to:  
Derby Grange LLC \$2,681 (last payment in 2030). In addition, \$10,723 will be generated for public improvements and \$6,600 for low and moderate-income projects.

- Travel City Business decreased from \$35,370 in FY 2020 to \$34,635 in FY 2021. This line item represents the budget for federal initiatives (\$24,000); Diversity Summit sponsorship (\$5,000); Diversity Summit registration for leadership team (\$5,000); Growing Sustainable Communities Conference (\$435), and Arts and Cultural Affairs (\$200). FY 2020 included \$735 for the Iowa League of Cities Conference hosted in Dubuque.

6. Contracted Services increased from \$1,868,956 in FY 2020 to \$1,893,561 in FY 2021. The following service agreements are budgeted in Economic Development in FY 2021:

Contracted Services Agency	FY 2020	FY 2021	Change	%
Travel Dubuque	\$ 1,121,130	\$ 1,145,392	\$ 24,262	2 %
Dubuque Area Labor Management Council	\$ 30,000	\$ 30,000	\$ —	— %
Dubuque Main Street	\$ 76,653	\$ 79,336	\$ 2,683	4 %
Fountain of Youth	\$ —	\$ 40,000	\$ 40,000	100 %
Dubuque Dream Center	\$ —	\$ 40,000	\$ 40,000	100 %
Greater Dubuque Development Corporation	\$ 470,613	\$ 395,613	\$ (75,000)	(16)%
Prosperity Eastern Iowa	\$ 5,085	\$ 5,085	\$ —	— %
Access Dubuque	\$ 5,475	\$ 8,135	\$ 2,660	49 %
America's River Festival*	\$ 10,000	\$ —	\$ (10,000)	(100)%
Inclusive Dubuque	\$ 75,000	\$ 75,000	\$ —	— %
Project Hope	\$ 75,000	\$ 75,000	\$ —	— %
<b>Total</b>	<b>\$ 1,868,956</b>	<b>\$ 1,893,561</b>	<b>\$ 24,605</b>	<b>1.30 %</b>

These contracted services for Economic Development are expenses that the City would have within its organization regardless of who provides the services.

\*America's River Corporation has chosen not to do a festival in the Port of Dubuque.

## Debt Service

7. The FY 2021 annual debt service includes (\$3,409,758):

Amount	Debt Series	Source	Purpose	Final Payment	Call Date
\$ 82,400	G.O. 2017A	GDTIF	Town Clock Plaza	2021	2025
\$ 95,409	TIF revenue	GDTIF	40 Main	2021	
\$ 646,000	G.O. 2016B	DICW	Synergy Ct/N. Siegert	2023	2023
\$ 32,700	G.O. 2016B	GDTIF	Kephart's Building	2023	2023
\$ 34,281	G.O. 2011B	DICW	S. Siegert	2026	2018
\$ 130,300	G.O. 2017A	DICW	N. Siegert	2029	2025
\$ 194,955	G.O. 2017A	GDTIF	Housing Incentives	2030	2025
\$ 195,550	G.O. 2017A	GDTIF	Millwork Parking	2030	2025
\$ 300,844	IFA loan	GDTIF	Caradco	2030	
\$ 388,194	G.O. 2012B	GDTIF	1-Way to 2-Way	2031	2020
\$ 278,889	G.O. 2014C	GDTIF	Intermodal	2032	2021
\$ 140,780	G.O. 2012F	GDTIF	ED Grants	2032	2019
\$ 137,775	G.O. 2012H	GDTIF	Bus Storage/Bluff Restrooms	2032	2019
\$ 285,365	G.O. 2012C	DICW	S. Siegert	2032	2019
\$ 57,885	G.O. 2012C	GDTIF	Washington Neighborhood	2032	2019
\$ 33,312	G.O. 2019C	DICW	S. Siegert	2032	2026

Amount	Debt Series	Source	Purpose	Final Payment	Call Date
\$ 10,494	G.O. 2012H	DICW	Land Acquisition	2032	2019
\$ 114,875	G.O. 2014C	DICW	Land Acquisition	2034	2021
\$ 15,525	G.O. 2014B	GDTIF	DT Loan Pool	2034	2021
\$ 47,250	G.O. 2019A	GDTIF	Colts Building Renovation	2039	2026
\$ 50,000	Lease Buyout	GDTIF	Bowling & Beyond	2032	
\$ 25,727	Planned	GDTIF	East/West Corridor	2040	
\$ 3,141	Planned	GDTIF	Engineering Projects	2040	
\$ 16,179	Planned	GDTIF	Parks Projects	2040	
\$ 91,928	Planned	GDTIF	Parking Ramp	2040	
<u>\$ 3,409,758</u>	Total Economic Development Annual Debt Service				

In addition, Greater Downtown TIF will transfer to the Debt Service fund as reflected in other departmental budgets (\$3,134,487) to pay a portion of the America's River Fund debt (\$339,900); Library Renovation debt (\$202,400); Port of Dubuque Parking Ramp (\$2,013,875); Intermodal Facility (\$298,312); and Downtown Parking Ramp Debt (\$280,000). The Port of Dubuque Parking Ramp debt is reimbursed by the Diamond Jo through a minimum assessment agreement and an annual shortfall payment.

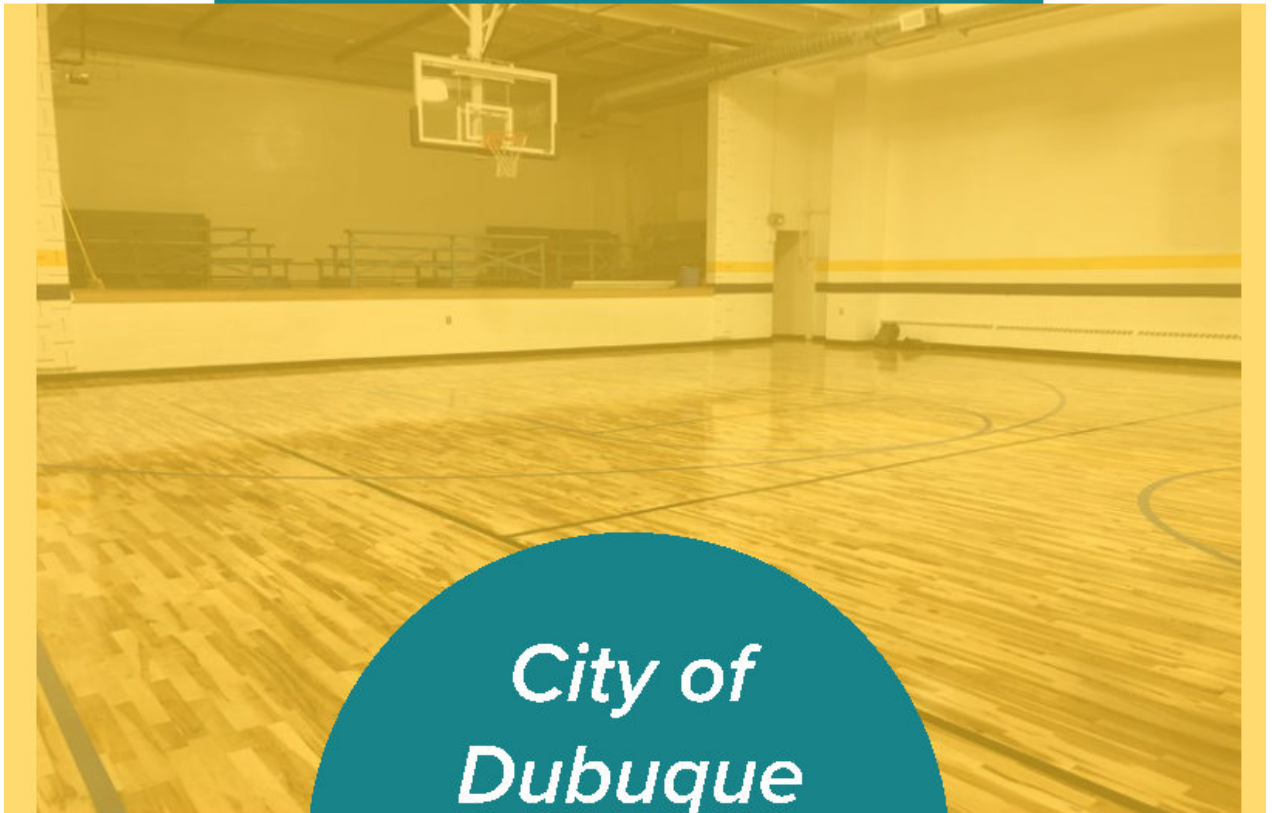
## Machinery and Equipment

- The total equipment requested is as follows:

<b>Recommended Improvement Packages</b>	<u>920</u>
Total	<u>\$ 920</u>

## Revenue

- The payment from Dubuque Initiatives for processing of payments has increased from \$27,400 in FY 2020 to \$29,094 in FY 2021.
- Farmland Rent increased from \$49,708 in FY 2020 to \$74,475 in FY 2021 based on FY 2019 actual of \$74,475. This line item represents rent of farmland in Dubuque Industrial Center West that has been acquired but not developed.



*City of  
Dubuque  
Operational  
Support*

IMPACTING YOUTH. STRENGTHENING FAMILIES. BUILDING COMMUNITY.



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## IMPACTING YOUTH. STRENGTHENING FAMILIES. BUILDING COMMUNITY.

### Dream Center Operational Budget Fundraising Strategies

73%

Private Donors

19%

Grants

8%

other

The DC raises 73% of our operational budget through fundraising from generous private donors from the community of Dubuque to support low income and working families who need affordable care for their children. 19% Grants. 8% other.

### Dream Center Sustainable Income Plan for Operations

In order to progress towards **sustainable income** to continue to provide **quality and affordable care** to the children of working families, the DC is seeking to **become a Licensed Child Care Facility** and generate funding support from the State of Iowa **by 2021**.



### Transitional Income Support Need and Updated Operational Request from City of Dubuque

The DC seeks to become a Licensed Child Care Facility in order to generate income to serve low income and working families who need our support, but struggle to afford quality after school and summer care.

City Funding will Support

88

Low Income Students

The Dream Center Currently serves

190

Students K-12th Grade

As a City Top Priority, the Dubuque Dream Center is asking the City of Dubuque for 33% of its' operational budget, \$264,000.00 for 1-2 years beginning in 2020. This transitional funding will support 88 low income working families with students ranging from early childhood to elementary school ages. The Dream Center's goal is to become Licensed Child Care Site by 2021.



## IMPACTING YOUTH. STRENGTHENING FAMILIES. BUILDING COMMUNITY.

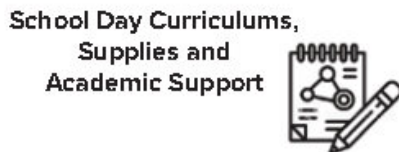
### Who is Served and Impacted by City support?

These 88 low income students are children K-5th grade who were most recently added from our waiting list with the help of one-time gifts from generous donors. Presently there are 90 K-5th grade students on our waiting list. The Dream Center is in need of temporary support to serve these students and their families as we seek to become a Licensed Child Care Site and receive income from the State of Iowa.

*The Dream Center becoming a licensed childcare facility means access to affordable childcare for working families. From the mid-1970s to 2012, workforce participation rates for mothers of young children rose from 40% to 65%. In Iowa, 3 out of 4 households with children under age 6 have all parents working yet childcare is inaccessible to many who need it.*

### Dream Center Program Cost per Student and Services Provided

The operational **expense per student for the Dream Center is \$3,000 per year** for year-round services that includes:



### Original City Proposal

On September 10th, 2019 the Dream Center originally requested **52% of its' operational budget \$406,600** that would have supported and sustained 135 K-5th grade students and 10 students would have been enrolled from our waiting list. The Dream Center would still welcome and gratefully accept the original requested funds, however we would also be grateful for the **minimum request of \$264,000 to support 88 students for 2020 and an additional \$264,000 for 2021.**

IMPACTING YOUTH. STRENGTHENING FAMILIES. BUILDING COMMUNITY.

## STUDENT SPONSORSHIPS

**\$3,000.00**

supports one student for a year  
of Dream Center programming.

**\$1,500.00**

supports one student through a 9-month school  
year session of Dream Center programming.

**\$500.00**

supports one student through  
a session of program meals each day.

**\$150.00**

supports one student's enrichment activities  
ream Center programming.

**\$50.00**

supports one student's academic and character development  
curriculum through a year of Dream Center programming.

## TEAM SPONSORSHIPS

**\$30,000.00**

supports a team of 10 students for  
a year of Dream Center programming.

**\$20,000.00**

supports six students for  
a year of Dream Center programming.

**\$10,000.00**

supports three students for  
a year of Dream Center programming.



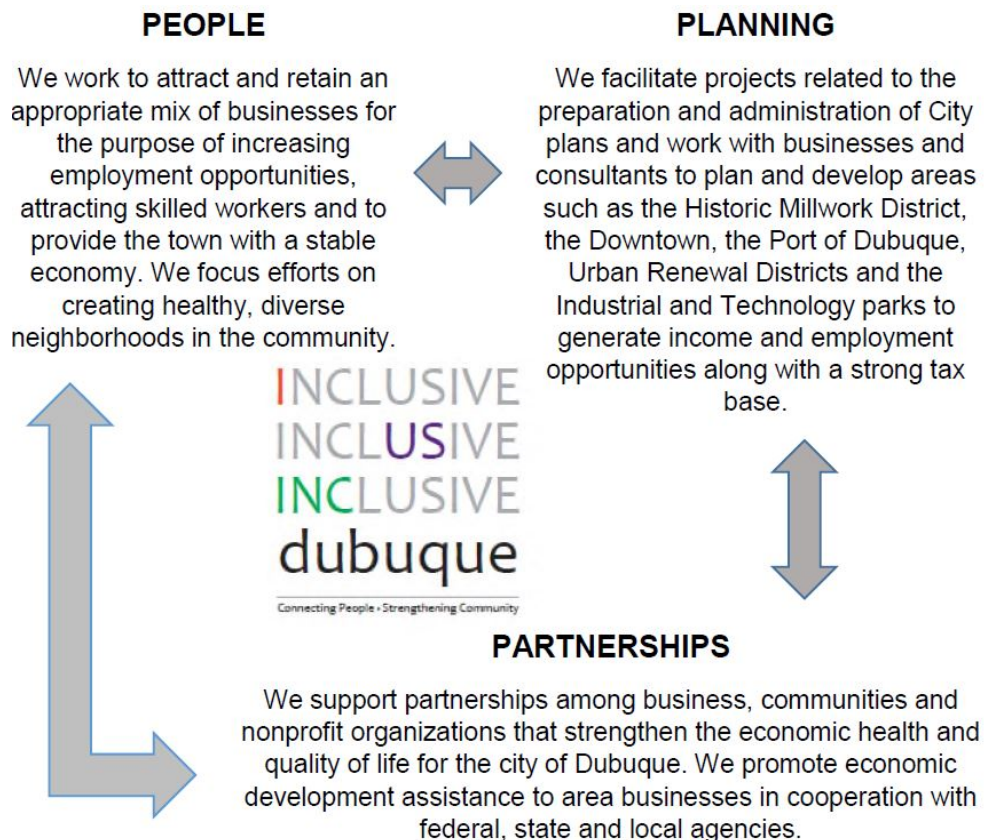
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# ECONOMIC DEVELOPMENT

Economic Development formulates and implements strategies which retain and create jobs, enhance the tax base, stabilize the local economic base and encourage economic self-sufficiency, working primarily in the areas of downtown, Historic Millwork District, riverfront and industrial park development – thus improving the community’s overall quality of life.



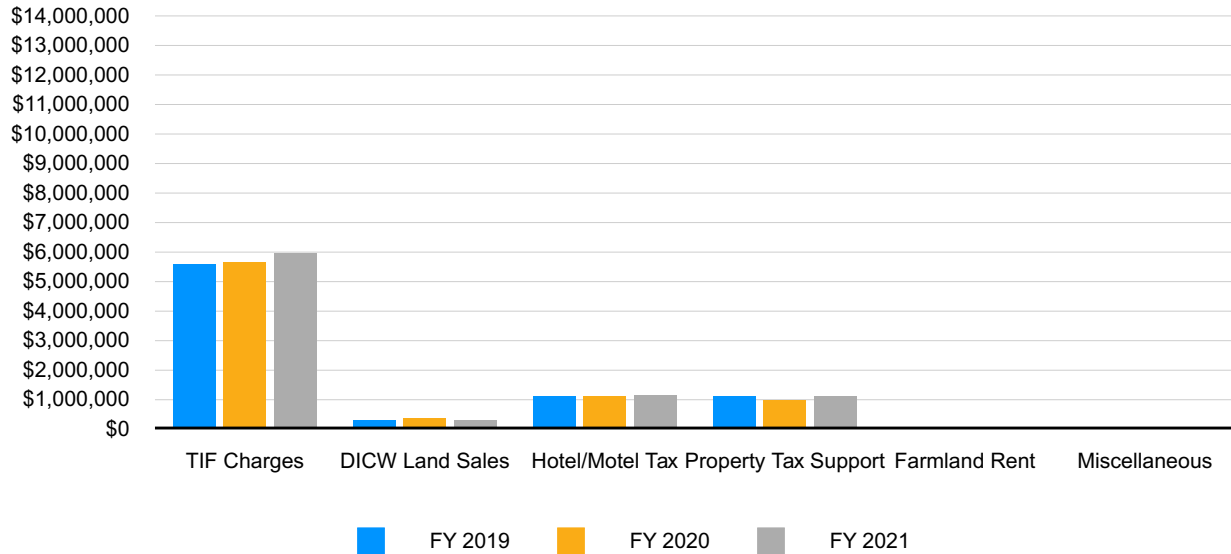
## SUCCESS IS ABOUT PLANNING, PARTNERSHIPS AND PEOPLE LEADING TO OUTCOMES



# ECONOMIC DEVELOPMENT

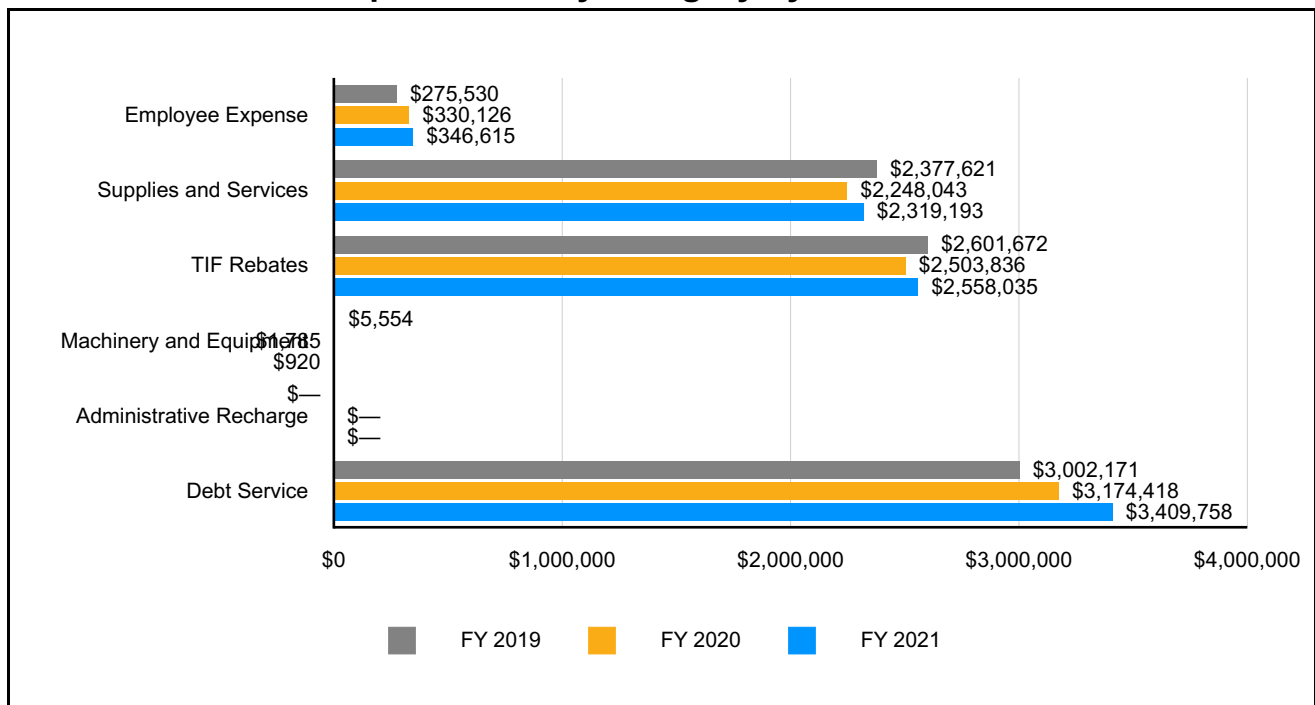
	FY 2019	FY 2020	FY 2021
Full-Time Equivalent	3.50	3.75	3.75

## Resources and Property Tax Support



The Economic Development Department is supported by 3.75 full-time equivalent employees.

## Expenditures by Category by Fiscal Year



# ECONOMIC DEVELOPMENT

## Administration







### Mission & Services

Economic Development provides the [tools and resources](#) for existing and prospective businesses to connect with the workforce and infrastructure of Dubuque. By developing [incentive programs](#), Dubuque can guide residents and business leaders to exciting development opportunities within the city.

Administration Funding Summary			
	FY 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	7,960,164	7,909,256	8,239,536
Resources	7,129,728	7,258,492	7,524,029

Administration Position Summary	
	FY 2021
Economic Development Director	1.00
Assistant Economic Development Director	1.00
Confidential Account Clerk	0.50
Intern	0.25
<b>Total FT Equivalent Employees</b>	<b>2.75</b>

### Performance Measures

Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
<b>City Council Goal: Robust Local Economy: Diverse Businesses and Jobs with Economic Prosperity</b>					
<b>1 Department Objective: Expand equitable job opportunities, including the number of residents with living wage jobs, through workforce development and equitable business training.</b>					
Jobs Created through Incentives	80	240	137	45	
# of Businesses Applying for High Quality Jobs Program	6	2	4	4	
# of Participants graduating from Workforce Development Programming	100	58	83	90	
<b>2 Department Objective: Attract and retain residents who want to live in Dubuque by offering a lively arts and culture scene and attractive and interesting housing options and businesses.</b>					
# of Applications for Housing/Rehab Programs	12	8	9	10	
<b>3 Department Objective: Increase revenue by expanding the economic tax base, leveraging private investment, and increasing property values.</b>					
Private Sector Investments Related to Incentives	\$55 M	\$37.4 M	\$51.45 M	\$30.9 M	
Tax Increment Financing Valuation	\$365 M	\$388 M	\$338 M	\$353 M	

# ECONOMIC DEVELOPMENT

## Arts & Cultural Affairs

### Mission & Services




The Office of Arts & Cultural Affairs, with oversight from the Arts and Cultural Affairs Advisory Commission, aims to strengthen access to diverse and equitable arts and cultural programming throughout the community while fostering sustainability and collaboration throughout the non-profit and for-profit arts and culture sector. This work improves the quality of life for residents of Dubuque, helps to attract and retain a talented workforce, and provides a fertile ground for the growth of creative entrepreneurship. Specifically, the Office of Arts & Cultural Affairs manages the annual Art on the River public art program, administers two City grant programs awarded to local arts and cultural organizations, hosts educational and networking events that create connection between the arts and business sectors, and oversees the implementation of the City's [Arts and Culture Master Plan](#).

Arts & Cultural Affairs Funding Summary			
	FY 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$ 302,384	\$ 348,952	\$ 394,985
Resources	\$ 3,450	\$ 4,175	\$ 3,900


Arts and Cultural Affairs Position Summary	
	FY 2021
Arts & Cultural Affairs Coordinator	1.00
<b>Total FT Equivalent</b>	<b>1.00</b>

### Performance Measures

#### City Council Goal: Diverse Arts, Culture, Parks & Recreation

	Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
1	<b>Activity Objective: Cultivate diverse, equitable, and accessible arts and culture experiences for the residents of Dubuque through administration of City Arts Grants.</b>					
	# of grant applications submitted annually	26	22	24	24	
	Additional investment leveraged	\$35,000	\$99,477	\$148,594	\$76,954	
2	<b>Activity Objective: Expand impact of annual Art on the River (AOTR) public art program as a tool for attracting creative workers, drawing tourists, and providing an accessible and interactive arts experience for residents of Dubuque.</b>					
	# of artists applying to exhibit in AOTR	60	56	14	36	

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

1	<b>Activity Objective: Continue implementation of Arts and Culture Master Plan with support from Task Force and Working Groups comprised of volunteer from public and private sectors</b>					
	# of attendees at Arts & Business Academy (business skills for creative workers) event(s)	45	22	40	40	

## Recommended Operating Revenue Budget - Department Total 60 - ECONOMIC DEVELOPMENT

Fund	Account	Account Title	FY18 Actual Revenue	FY19 Actual Revenue	FY20 Adopted Budget	FY21 Recomm'd Budget
210	41205	TAX INCREMENT RECEIPTS	3,700,885	1,974,393	2,447,820	2,195,536
215	41205	TAX INCREMENT RECEIPTS	143,328	662,396	926,705	1,120,497
216	41205	TAX INCREMENT RECEIPTS	201,253	366,259	386,549	477,600
217	41205	TAX INCREMENT RECEIPTS	0	0	33,044	113,478
218	41205	TAX INCREMENT RECEIPTS	0	0	12,685	17,322
225	41205	TAX INCREMENT RECEIPTS	521,854	40,656	40,301	42,741
231	41205	TAX INCREMENT RECEIPTS	19,607	15,963	22,767	25,844
240	41205	TAX INCREMENT RECEIPTS	7,439,723	6,808,300	6,868,237	8,019,902
<b>41</b>	<b>TAXES</b>	<b>- Total</b>	<b>12,026,650</b>	<b>9,867,968</b>	<b>10,738,108</b>	<b>12,012,920</b>
241	43105	INTEREST, LOANS	42,984	39,968	42,000	39,968
400	43105	INTEREST, LOANS	0	0	0	98,974
210	43110	INVESTMENT EARNINGS	46,744	89,337	43,892	80,404
215	43110	INVESTMENT EARNINGS	2,050	5,017	1,841	4,515
216	43110	INVESTMENT EARNINGS	1,117	5,731	928	5,158
225	43110	INVESTMENT EARNINGS	2,372	2,462	2,201	2,216
231	43110	INVESTMENT EARNINGS	99	342	81	0
240	43110	INVESTMENT EARNINGS	131,828	148,570	130,556	133,713
241	43110	INVESTMENT EARNINGS	18,945	36,276	40,000	32,649
100	43242	RENT, FARM LAND	49,708	74,475	49,708	74,475
241	43405	PRINCIPAL, LOANS	196,398	104,481	102,000	104,481
400	43405	PRINCIPAL, LOANS	0	0	0	201,870
<b>43</b>	<b>USE OF MONEY AND PROPERTY</b>	<b>- Total</b>	<b>492,244</b>	<b>506,659</b>	<b>413,207</b>	<b>778,423</b>
210	45787	I & C PROPERTY TAX REPLAC	377,437	181,780	255,675	181,780
225	45787	I & C PROPERTY TAX REPLAC	55,403	4,077	0	4,077
240	45787	I & C PROPERTY TAX REPLAC	274,166	231,629	205,302	231,629
<b>45</b>	<b>STATE GRANTS</b>	<b>- Total</b>	<b>707,005</b>	<b>417,487</b>	<b>460,977</b>	<b>417,486</b>
100	51919	DBQ INITIATIVES PAYMENT	24,400	24,400	27,400	29,094
100	51965	EVENTS REVENUE	4,175	3,450	4,175	3,900
<b>51</b>	<b>CHARGES FOR SERVICES</b>	<b>- Total</b>	<b>28,575</b>	<b>27,850</b>	<b>31,575</b>	<b>32,994</b>
240	53102	PRIVATE PARTICIPANT	0	123,289	0	0
100	53201	REFUNDS	0	1,001	0	0
100	53620	REIMBURSEMENTS-GENERAL	1,095	679	1,095	0
240	53620	REIMBURSEMENTS-GENERAL	0	16,520	0	0
<b>53</b>	<b>MISCELLANEOUS</b>	<b>- Total</b>	<b>1,095</b>	<b>141,489</b>	<b>1,095</b>	<b>0</b>
210	54105	LAND SALES	2,731,201	300,000	0	0
400	54210	GO BOND PROCEEDS	239,491	3,072	0	0
400	54220	BOND DISCOUNT	1,536	139	0	0
<b>54</b>	<b>OTHER FINANCING SOURCES</b>	<b>- Total</b>	<b>2,972,228</b>	<b>303,211</b>	<b>0</b>	<b>0</b>
400	59100	FR GENERAL	647,608	135,500	217,922	0
100	59210	FR DICW TIF	278,508	280,516	275,868	275,868
400	59210	FR DICW TIF	1,854,927	1,239,943	1,247,858	1,254,627
905	59210	FR DICW TIF	0	665,839	0	0
100	59215	TRANSFER FROM N CASCADE	8	0	0	0

## Recommended Operating Revenue Budget - Department Total 60 - ECONOMIC DEVELOPMENT

Fund	Account	Account Title	FY18 Actual Revenue	FY19 Actual Revenue	FY20 Adopted Budget	FY21 Recomm'd Budget
100	59217	FR S POINTE TIF	1,544	0	0	0
100	59218	TSF FROM RUSTIC POINT TIF	2,419	0	0	0
100	59225	FR TECH PARK SOUTH	301	0	0	0
400	59225	FR TECH PARK SOUTH	278,960	0	0	0
100	59240	FR DOWNTOWN TIF	112,400	15,421	110,307	35,307
400	59240	FR DOWNTOWN TIF	1,573,735	1,627,228	1,708,638	1,854,287
59	TRANSFER IN AND INTERNAL - Total		4,750,411	3,964,447	3,560,593	3,420,089
ECONOMIC DEVELOPMENT - Total			20,978,209	15,229,111	15,205,555	16,661,912

## Recommended Operating Expenditure Budget - Department Total 60 - ECONOMIC DEVELOPMENT

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
100	61010	FULL-TIME EMPLOYEES	226,893	166,911	224,865	234,743
100	61020	PART-TIME EMPLOYEES	16,788	20,134	20,635	21,919
100	61030	SEASONAL EMPLOYEES	—	3,420	6,786	6,859
100	61050	OVERTIME PAY	60	4,534	—	—
100	61092	VACATION PAYOFF	—	3,837	—	—
100	61310	IPERS	21,813	18,085	23,816	24,876
100	61320	SOCIAL SECURITY	17,690	14,435	19,299	20,160
100	61410	HEALTH INSURANCE	47,700	42,930	33,673	36,888
100	61415	WORKMENS' COMPENSATION	1,011	984	869	853
100	61416	LIFE INSURANCE	184	127	183	183
100	61660	EMPLOYEE PHYSICALS	—	134	—	134
<b>61 - WAGES AND BENEFITS</b>			<b>332,139</b>	<b>275,530</b>	<b>330,126</b>	<b>346,615</b>
100	62010	OFFICE SUPPLIES	774	640	774	1,240
100	62030	POSTAGE AND SHIPPING	201	69	207	76
100	62061	DP EQUIP. MAINT CONTRACTS	19,222	19,180	19,053	20,009
100	62090	PRINTING & BINDING	243	1,557	1,183	2,166
100	62110	COPYING/REPRODUCTION	1,112	927	1,190	927
100	62130	LEGAL NOTICES & ADS	1,764	1,105	202	1,105
100	62140	PROMOTION	—	300	500	500
100	62170	SUBSCRIPTIONS-BOOKS-MAPS	—	—	1,575	—
100	62190	DUES & MEMBERSHIPS	650	600	1,150	1,479
100	62204	REFUNDS	—	24,880	—	—
100	62206	PROPERTY INSURANCE	6,798	7,599	8,615	7,979
100	62208	GENERAL LIABILITY INSURAN	917	1,499	1,597	1,574
100	62211	PROPERTY TAX	8	—	—	—
100	62230	COURT COSTS & RECORD FEES	926	251	623	803
100	62310	TRAVEL-CONFERENCES	5,151	11,369	17,248	21,500
100	62320	TRAVEL-CITY BUSINESS	33,930	31,122	35,370	34,635
100	62340	MILEAGE/LOCAL TRANSP	190	775	207	802
100	62360	EDUCATION & TRAINING	—	138	715	1,715
100	62415	UTILITY EXPENSE STORMWATR	310	194	307	221
100	62421	TELEPHONE	2,120	1,901	2,120	1,901
100	62436	RENTAL OF SPACE	754	482	528	482
100	62645	SPECIAL EVENTS	3,598	2,010	3,598	3,598
100	62663	SOFTWARE LICENSE EXP	47	39	50	41
100	62667	DATA SERVICES	—	319	120	445
100	62669	PROGRAMMING	—	540	18,600	18,879
100	62710	CONTRACTOR SERVICES	—	—	1,800	1,800
100	62713	LEGAL SERVICES	27,176	22,347	15,000	15,000
400	62713	LEGAL SERVICES	2,191	—	—	—
100	62716	CONSULTANT SERVICES	1,200	16,546	—	—
400	62721	FINANCIAL CONSULTANT	3,017	—	—	—
100	62731	MISCELLANEOUS SERVICES	36	215	—	—



## Recommended Operating Expenditure Budget - Department Total 60 - ECONOMIC DEVELOPMENT

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
400	62731	MISCELLANEOUS SERVICES	1,006	1,483	—	—
100	62736	CATERING SERVICES	—	500	—	—
100	62737	CONTRACT ADM SERVICE	1,794,505	1,985,544	1,868,956	1,893,561
100	62756	EMPLOYEE RECOGNITION	1,213	168	1,500	1,500
100	62761	PAY TO OTHER AGENCY	40,000	26,000	35,000	35,000
210	62761	PAY TO OTHER AGENCY	1,697,467	1,057,944	1,081,427	1,114,380
215	62761	PAY TO OTHER AGENCY	11,147	85,385	144,669	—
216	62761	PAY TO OTHER AGENCY	—	59,313	60,345	73,909
217	62761	PAY TO OTHER AGENCY	—	—	5,159	17,561
218	62761	PAY TO OTHER AGENCY	—	—	2,356	2,681
225	62761	PAY TO OTHER AGENCY	267,592	101,204	37,566	38,352
231	62761	PAY TO OTHER AGENCY	13,913	15,324	16,938	25,844
240	62761	PAY TO OTHER AGENCY	1,735,865	1,282,500	1,155,376	1,285,308
100	62765	GRANTS	203,253	217,322	210,000	250,000
240	62765	GRANTS	500,000	—	—	—
100	62781	LAWN CARE SERVICES	255	—	255	255
<b>62 - SUPPLIES AND SERVICES</b>			<b>6,378,553</b>	<b>4,979,292</b>	<b>4,751,879</b>	<b>4,877,228</b>
400	62724	BOND PAYING AGENT FEE	420	—	—	—
<b>627 - CONTRACTUAL SERVICES</b>			<b>420</b>	<b>—</b>	<b>—</b>	<b>—</b>
100	71120	PERIPHERALS, COMPUTER	—	—	950	920
100	71124	COMPUTER	—	915	—	—
100	71211	DESKS/CHAIRS	495	4,607	—	—
100	71227	SIGNAGE	—	—	430	—
100	72418	TELEPHONE RELATED	—	32	405	—
<b>71 - EQUIPMENT</b>			<b>495</b>	<b>5,554</b>	<b>1,785</b>	<b>920</b>
100	73211	CONST.CONTR-NOT BLDG	—	—	900	—
<b>73 - CIP EXPENDITURES</b>			<b>—</b>	<b>—</b>	<b>900</b>	<b>—</b>
400	74111	PRINCIPAL PAYMENT	3,535,975	2,098,415	2,244,729	2,480,087
400	74112	INTEREST PAYMENT	1,024,809	903,756	929,689	929,671
<b>74 - DEBT SERVICE</b>			<b>4,560,784</b>	<b>3,002,171</b>	<b>3,174,418</b>	<b>3,409,758</b>
210	91100	TO GENERAL	278,508	280,516	275,868	275,868
215	91100	TO GENERAL	8	—	—	93,951
217	91100	TO GENERAL	1,544	—	—	—
218	91100	TO GENERAL	2,419	—	—	—
225	91100	TO GENERAL	301	—	—	—
240	91100	TO GENERAL	247,104	150,125	245,011	170,011
400	91210	TO DICW	(23,317)	—	—	—
240	91241	TO DOWNTOWN LOAN POOL	180,000	30,000	100,000	70,000
240	91268	TO HOUSING TRUST	38,000	50,000	50,000	50,000
210	91360	TO GENERAL CONSTRUCTION	318,991	666,070	310,000	2,415,000
215	91360	TO GENERAL CONSTRUCTION	83,111	206,251	311,247	433,685
216	91360	TO GENERAL CONSTRUCTION	—	147,544	147,506	172,836
217	91360	TO GENERAL CONSTRUCTION	—	—	10,672	96,911
218	91360	TO GENERAL CONSTRUCTION	—	—	4,813	5,053
240	91360	TO GENERAL CONSTRUCTION	572,811	510,425	909,000	2,248,876

## Recommended Operating Expenditure Budget - Department Total 60 - ECONOMIC DEVELOPMENT

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
210	91400	TO DEBT SERVICE	1,878,244	1,239,943	1,247,858	1,254,627
225	91400	TO DEBT SERVICE	278,960	—	—	—
240	91400	TO DEBT SERVICE	4,431,464	4,489,665	4,563,725	4,708,774
240	91630	TO PARKING OPERATIONS	280,000	280,000	280,000	280,000
215	91710	TO SANITARY SEWER CONST	302,030	—	—	—
215	91720	TO STORM SEWER CONST	—	—	50,000	—
215	91740	TO WATER CONSTRUCTION	—	251,069	748,537	803,505
216	91740	TO WATER CONSTRUCTION	—	—	180,961	242,708
217	91740	TO WATER CONSTRUCTION	—	—	13,093	118,891
210	91905	TSF TO FLEXSTEEL ESCROW	—	665,839	—	—
<b>91 - TRANSFER TO</b>			<b>8,870,178</b>	<b>8,967,447</b>	<b>9,448,291</b>	<b>13,440,696</b>
<b>60 - ECONOMIC DEVELOPMENT TOTAL</b>			<b>20,142,569</b>	<b>17,229,995</b>	<b>17,707,399</b>	<b>22,075,217</b>

## Recommended Expenditure Budget Report by Activity & Funding Source

### 60 - ECONOMIC DEVELOPMENT

#### GDTIF ECON DEV EXPENSES - 60200

##### FUNDING SOURCE: GENERAL

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	16,010	10,307	10,369
<b>GDTIF ECON DEV EXPENSES</b>	<b>16,010</b>	<b>10,307</b>	<b>10,369</b>
<b>TIF -DBQ INDUST CTR WEST - 60210</b>			

##### FUNDING SOURCE: TIF-METRIX/NORDSTROM

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	1,057,944	1,081,427	1,114,380
TRANSFER TO	2,852,368	1,833,726	3,945,495
<b>TIF -DBQ INDUST CTR WEST</b>	<b>3,910,312</b>	<b>2,915,153</b>	<b>5,059,875</b>
<b>N CASCADE HOUSING TIF - 60215</b>			

##### FUNDING SOURCE: N CASCADE HOUSING TIF

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	85,385	144,669	—
TRANSFER TO	457,320	1,109,784	1,331,141
<b>N CASCADE HOUSING TIF</b>	<b>542,705</b>	<b>1,254,453</b>	<b>1,331,141</b>
<b>ENGLISH RIDGE HOUSING TIF- 60216</b>			

##### FUNDING SOURCE: ENGLISH RIDGE HOUSING TIF

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	59,313	60,345	73,909
TRANSFER TO	147,544	328,467	415,544
<b>ENGLISH RIDGE HOUSING TIF</b>	<b>206,857</b>	<b>388,812</b>	<b>489,453</b>
<b>S POINT HOUSING TIF - 60217</b>			

##### FUNDING SOURCE: SOUTH POINTE TIF

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	0	5,159	17,561
TRANSFER TO	0	23,765	215,802
<b>S POINT HOUSING TIF</b>	<b>0</b>	<b>28,924</b>	<b>233,363</b>
<b>RUSTIC POINT (DERBY) - 60218</b>			

##### FUNDING SOURCE: RUSTIC POINT (DERBY)

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	0	2,356	2,681

## Recommended Expenditure Budget Report by Activity & Funding Source

### 60 - ECONOMIC DEVELOPMENT

TRANSFER TO	0	4,813	5,053
<b>RUSTIC POINT (DERBY)</b>	<b>0</b>	<b>7,169</b>	<b>7,734</b>
<b>TIF - TECH PARK SOUTH - 60225</b>			

#### FUNDING SOURCE: GENERAL

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	101,204	37,566	38,352
TRANSFER TO	—	—	—
<b>TIF - TECH PARK SOUTH</b>	<b>101,204</b>	<b>37,566</b>	<b>38,352</b>
<b>LAKE RIDGE TIF - 60231</b>			

#### FUNDING SOURCE: TIF - LAKE RIDGE

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	15,324	16,938	25,844
<b>LAKE RIDGE TIF</b>	<b>15,324</b>	<b>16,938</b>	<b>25,844</b>
<b>TIF -GREATER DOWNTOWN - 60240</b>			

#### FUNDING SOURCE: TIF-DOWNTOWN

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	1,282,500	1,155,376	1,285,308
TRANSFER TO	5,510,215	6,147,736	7,527,661
<b>TIF -GREATER DOWNTOWN</b>	<b>6,792,716</b>	<b>7,303,112</b>	<b>8,812,969</b>
<b>ECONOMIC DEVELOPMENT - 60400</b>			

#### FUNDING SOURCE: DEBT SERVICE

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
DEBT SERVICE	135,000	217,922	300,844
<b>ECONOMIC DEVELOPMENT</b>	<b>135,000</b>	<b>217,922</b>	<b>300,844</b>
<b>SOUTH POINTE - 60540</b>			

#### FUNDING SOURCE: GENERAL

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	—	—	—
<b>SOUTH POINTE</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>N CASCADE HOUSING TIF - 60550</b>			

#### FUNDING SOURCE: GENERAL

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	782	—	—

## Recommended Expenditure Budget Report by Activity & Funding Source

### 60 - ECONOMIC DEVELOPMENT

N CASCADE HOUSING TIF	782	—	—
DERBY GRANGE TIF	- 60560		

FUNDING SOURCE: GENERAL

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	0	0	0
DERBY GRANGE TIF	—	—	—
PERU ROAD HOUSING TIF	- 60570		

FUNDING SOURCE: GENERAL

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	3,536	0	0
PERU ROAD HOUSING TIF	3,536	—	—
DICW ECON DEV EXPENSES	- 60600		

FUNDING SOURCE: GENERAL

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	9,903	5,255	5,475
DICW ECON DEV EXPENSES	9,903	5,255	5,475
ECONOMIC DEVELOPMENT	- 60700		

FUNDING SOURCE: GENERAL

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	5,522	1,355	—
SUPPLIES AND SERVICES	2,091,108	1,954,593	1,983,982
WAGES AND BENEFITS	227,977	260,392	271,917
ECONOMIC DEVELOPMENT	2,324,607	2,216,340	2,255,899
GDTIF DEBT SERVICE	- 60910		

FUNDING SOURCE: DEBT SERVICE

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
DEBT SERVICE	1,627,228	1,708,638	1,854,287
GDTIF DEBT SERVICE	1,627,228	1,708,638	1,854,287
TECH PARK DEBT SERVICE	- 60920		

FUNDING SOURCE: DEBT SERVICE

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
DEBT SERVICE	—	—	—
TECH PARK DEBT SERVICE	—	—	—
DICW DEBT SERVICE	- 60930		

FUNDING SOURCE: DEBT SERVICE

## Recommended Expenditure Budget Report by Activity & Funding Source

### 60 - ECONOMIC DEVELOPMENT

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
CONTRACTUAL SERVICES	—	—	—
DEBT SERVICE	1,239,943	1,247,858	1,254,627
SUPPLIES AND SERVICES	1,483	—	—
TRANSFER TO	—	—	—
<b>DICW DEBT SERVICE</b>	<b>1,241,426</b>	<b>1,247,858</b>	<b>1,254,627</b>
<b>ARTS AND CULTURAL AFFAIRS- 72500</b>			

#### FUNDING SOURCE: GENERAL

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
CIP EXPENDITURES	—	900	—
EQUIPMENT	32	430	920
SUPPLIES AND SERVICES	254,799	277,888	319,367
WAGES AND BENEFITS	47,554	69,734	74,698
<b>ARTS AND CULTURAL AFFAIRS</b>	<b>302,384</b>	<b>348,952</b>	<b>394,985</b>
<b>ECONOMIC DEVELOPMENT TOTAL</b>	<b>\$17,229,995</b>	<b>\$17,707,399</b>	<b>\$22,075,217</b>

## CITY OF DUBUQUE, IOWA

## DEPARTMENT DETAIL - PERSONNEL COMPLEMENT

## 60 ECONOMIC DEVEL DEPT

FD	JC	WP-GR	JOB CLASS	FY 2019		FY 2020		FY 2021	
				FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
61010 Full Time Employee Expense									
100	5900	GE-43	ECONOMIC DEVELOP DIRECTOR	1.00	\$ 124,322	1.00	\$ 102,599	1.00	\$ 109,215
100	5900	GE-36	ASST ECONOMIC DEVELOP DIRECTOR	0.00	\$ —	1.00	\$ 72,464	1.00	\$ 72,394
100	1210	GE-30	ARTS & CULTURAL AFFAIRS COORD	1.00	\$ 52,790	1.00	\$ 49,802	1.00	\$ 53,134
100		GE-30	ECONOMIC DEVELOP COORDINATOR	1.00	\$ 57,033	0.00	\$ —	0.00	\$ —
TOTAL FULL TIME EMPLOYEES				3.00	\$ 234,145	3.00	\$ 224,865	3.00	\$ 234,743
61020 Part Time Employee Expense									
100	225	GE-25	CONFIDENTIAL ACCOUNT CLERK	0.50	\$ 20,100	0.50	\$ 20,635	0.50	\$ 21,919
TOTAL PART TIME EMPLOYEES				0.50	\$ 20,100	0.50	\$ 20,635	0.50	\$ 21,919
61030 Seasonal Employee Expense									
100	225	NA-38	ECONOMIC DEVELOP INTERN	0.00	\$ —	0.25	\$ 6,786	0.25	\$ 6,859
TOTAL SEASONAL EMPLOYEES				0.00	\$ —	0.25	\$ 6,786	0.25	\$ 6,859
TOTAL ECONOMIC DEVEL DEPT				3.50	\$ 254,245	3.75	\$ 252,286	3.75	\$ 263,521

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

ACCT	FD	JC	WP-GR	POSITION CLASS	FY 2019		FY 2020		FY 2021		
					FTE	BUDGET	FTE	BUDGET	FTE	BUDGET	
Economic Development-FT General Fund											
10060700	61010	100	5900	GE-43	ECONOMIC DEVELOP DIRECTOR	1.00	\$ 124,322	1.00	\$ 102,599	1.00	\$ 109,215
10060700	61010	100		GE-30	PROJECT COORDINATOR	1.00	\$ 57,033	0.00	\$ —	0.00	\$ —
10060700	61010	100		GE-36	ASST ECONOMIC DEVELOP DIRECTOR			1.00	\$ 72,464	1.00	\$ 72,394
Total						2.00	\$ 181,355	2.00	\$ 175,063	2.00	\$ 181,609
Economic Development-PT General Fund											
10060700	61020	100	225	GE-25	ACCOUNT CLERK CONFIDENT	0.50	\$ 20,100	0.50	\$ 20,635	0.50	\$ 21,919
Total						0.50	\$ 20,100	0.50	\$ 20,635	0.50	\$ 21,919
Economic Development-Seasonal General Fund											
10060700	61030	100		NA-38	ECONOMIC DEVELOP INTERN	0.00	\$ —	0.25	\$ 6,786	0.25	\$ 6,859
Total						0.00	\$ —	0.25	\$ 6,786	0.25	\$ 6,859
Arts and Cultural Affairs - FT General Fund											
10072500	61010	100	1210	GE-30	ARTS & CULTURAL AFFAIRS COORD.	1.00	\$ 52,790	1.00	\$ 49,802	1.00	\$ 53,134
Total						1.00	\$ 52,790	1.00	\$ 49,802	1.00	\$ 53,134
TOTAL ECONOMIC DEV. DEPT						3.50	\$ 254,245	3.75	\$ 252,286	3.75	\$ 263,521



## Capital Improvement Projects by Department/Division

ECONOMIC DEVELOPMENT					
CIP Number	Capital Improvement Project Title	FY 18 Actual Expense	FY 19 Actual Expense	FY 20 Adopted Budget	FY 21 Recomm'd Budget
1001111	BROWNFIELDS GRANT	62,666	—	—	—
1002279	IFA DT HOUSING LOAN POOL	367,500	—	217,922	—
1002567	DT BROWNFIELDS ASSESSMENT	7,042	—	—	—
1002567H	DT BROWNFIELDS ASSESSMENT	13,966	—	—	—
1022859	KERPER BLVD REVITE	—	—	—	50,000
2411033	LOAN POOL, DOWNTOWN TIF	—	—	300,000	—
2411942	DOWNTOWN REHAB GRANT PROG	68,356	53,463	100,000	70,000
2602636	MICROENTERPRISE ASSIST	69,685	35,315	—	—
2651246	JOB CREATION	—	—	—	—
2651247	HISTORIC PRES. REV. LOAN	—	15,250	9,270	9,270
2651796	AIRPORT REVENUE GUARANTEE	—	—	—	—
3502680	ECON DEV SOFTWARE	—	—	—	—
3601056	DICW	—	157,547	—	—
3601842	WORKFORCE DEVELOPMENT	310,000	311,055	310,000	310,000
3602081	MILLWORK MASTER PLANNING	—	—	50,000	—
3602267	DOWNTOWN HOUSING INCENT	0	0	0	0
3602436	WASH NEIGH BUSINESS INCEN	22,447	4,634	50,000	120,000
3602437	FUTURE IND ACQUISITIONS	6,500	0	0	0
3602438	WASH NEIGH DT INCENT	180,000	35,250	237,100	392,900
3602561	CENTRAL STREETSCAPE PLAN	0	29,477	100,000	0
3602679	CENTRAL AVE COORIDOR INIT	0	-1,411	0	50,000
7001853	ART IN PORT OF DUBUQUE	13,579	19,874	0	0
<b>ECONOMIC DEVELOPMENT TOTAL</b>		<b>1,121,742</b>	<b>660,453</b>	<b>1,374,292</b>	<b>1,002,170</b>

PRGRM/ DEPT	PROJECT DESCRIPTION	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	TOTAL	PAGE
<b>ECONOMIC DEVELOPMENT</b>								
<b>Community and Economic Development</b>								
	Greater Downtown Urban Renewal District Incentive & Rehab Program	\$ 392,900	\$350,000	\$ 390,000	\$ 400,000	\$350,000	\$ 1,882,900	282
	Kerper Boulevard Revitalization	\$ 50,000	\$ —	\$ —	\$ —	\$ —	\$ 50,000	283
	Workforce Development	\$ 310,000	\$ —	\$ —	\$ —	\$ —	\$ 310,000	284
	Washington Neighborhood Façade Program	\$ 120,000	\$ 70,000	\$ 60,000	\$ 200,000	\$100,000	\$ 550,000	285
	Downtown Rehab Grant Program	\$ 70,000	\$ 70,000	\$ 60,000	\$ 50,000	\$ 50,000	\$ 300,000	286
	Historic Preservation Revolving Loan	\$ 9,270	\$ 9,270	\$ 9,270	\$ 9,270	\$ 9,270	\$ 46,350	287
	Develop McFadden Property	\$ —	\$ —	\$4,928,082	\$4,707,351	\$ —	\$ 9,635,433	288
	Downtown Rehabilitation Loan Program	\$ —	\$ —	\$ —	\$ 300,000	\$ —	\$ 300,000	289
	Central Ave Corridor Initiative	\$ 50,000	\$ 50,000	\$ 50,000	\$ —	\$ —	\$ 150,000	290
	Central Avenue Streetscape Master Plan Implementation	\$ —	\$120,000	\$ 20,000	\$ —	\$ —	\$ 140,000	291
	Dubuque Industrial Center South Signs	\$ —	\$ —	\$ 80,465	\$ —	\$ —	\$ 80,465	292
	Dubuque Industrial Center Signs	\$ —	\$ —	\$ 50,000	\$ —	\$ —	\$ 50,000	293
	South Port Master Plan Implementation	\$ —	\$ —	\$ 215,000	\$ —	\$ —	\$ 215,000	294
	<b>TOTAL</b>	<b>\$1,002,170</b>	<b>\$669,270</b>	<b>\$5,862,817</b>	<b>\$5,666,621</b>	<b>\$509,270</b>	<b>\$13,710,148</b>	

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# **Transportation Services**

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## TRANSPORTATION SERVICES

<b>Budget Highlights</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Budget</b>	<b>FY 2021 Requested</b>	<b>% Change From FY 2020 Budget</b>
<u>Expenses</u>				
Employee Expense	3,004,957	3,225,580	3,270,522	1.4%
Supplies and Services	2,307,933	2,072,508	2,460,792	18.7%
Machinery and Equipment	45,646	208,864	228,100	9.2%
Debt Service	3,849,326	3,727,095	3,189,534	-14.4%
Administrative Overhead Recharge	167,196	188,802	251,658	33.3%
<b>Total Expenses</b>	<b>9,375,058</b>	<b>9,422,849</b>	<b>9,480,176</b>	<b>0.6%</b>
<u>Resources</u>				
FTA Operating	1,180,951	1,180,949	1,253,787	6.2%
State Operating Assistance	283,220	284,640	310,285	9.0%
Federal Pass-Thru Grant	53,972	58,167	68,114	17.1%
Medicaid Reimbursement	54,048	49,662	54,048	8.8%
Advertising Fees	33,870	42,710	33,870	-20.7%
Mini Bus Passenger Fares	137,908	123,617	137,908	11.6%
Fixed Route Passenger Fares	188,125	192,426	188,125	-2.2%
Iowa DMV/Burlington Trailways Rent	28,223	32,317	32,317	0.0%
Greater Downtown TIF - Debt Service	2,595,587	2,597,937	2,592,187	-0.2%
Sales Tax 20% - Debt Service	15,191	29,941	42,375	41.5%
Downtown Shuttle Service - GDTIF	134,704	134,704	134,704	0.0%
Private Participant	84,280	84,280	84,280	0.0%
Miscellaneous	34,143	3,417	—	0.0%
Operating Revenue-Parking System	3,086,961	3,049,622	2,725,988	-10.6%
<b>Total Resources</b>	<b>7,911,183</b>	<b>7,864,389</b>	<b>7,657,988</b>	<b>-2.6%</b>
Transit Levy	1,172,885	1,571,307	1,822,188	16.0%
Increase (Decrease) in Fund Balance	(290,990)	12,847	—	0.0%
Property Tax Support	1,172,885	1,571,307	1,822,188	250,881
Percent Increase (Decrease)				15.97%
<b>Personnel - Authorized FTE</b>	<b>53.77</b>	<b>53.73</b>	<b>53.73</b>	

**\*Includes the Transit Division and Parking Division.**

## TRANSIT

<b>Budget Highlights</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Budget</b>	<b>FY 2021 Requested</b>	<b>% Change From FY 2020 Budget</b>
<u>Expenses</u>				
Employee Expense	2,380,019	2,559,601	2,619,066	2.3%
Supplies and Services	1,273,784	1,182,433	1,363,952	15.4%
Machinery and Equipment	17,689	3,315	54,206	1,535.2%
Debt Service	317,403	332,753	340,687	2.4%
Total	3,988,895	4,078,102	4,377,911	7.4%
<u>Resources</u>				
FTA Operating	1,180,951	1,180,949	1,253,787	6.2%
State Operating Assistance	283,220	284,640	310,285	9.0%
Federal Pass-Thru Grant	53,972	58,167	68,114	17.1%
Medicaid Reimbursement	54,048	49,662	54,048	8.8%
Advertising Fees	33,870	42,710	33,870	-20.7%
Mini Bus Passenger Fares	137,908	123,617	137,908	11.6%
Fixed Route Passenger Fares	188,125	192,426	188,125	-2.2%
Downtown Shuttle Service - GDTIF	134,704	134,704	134,704	0.0%
Greater Downtown TIF - Debt Service	302,212	302,812	298,312	-1.5%
Sales Tax 20% - Debt Service	15,191	29,941	42,375	41.5%
Iowa DMV/Burlington Trailways Rent	28,223	32,317	32,317	0.0%
Private Participant	84,280	84,280	84,280	0.0%
Miscellaneous	34,143	3,417	—	0.0%
Total Resources	2,530,847	2,519,642	2,638,125	4.7%
Transit Levy	1,458,109	1,558,460	1,739,786	11.6%
Increase (Decrease) in Transit Fund Balance	61	—	—	0.0%
Property Tax Support	1,458,109	1,558,460	1,739,786	181,326
Percent Increase (Decrease)				11.6%
<b>Personnel - Authorized FTE</b>	<b>44.12</b>	<b>43.81</b>	<b>43.81</b>	

## PARKING

<b>Budget Highlights</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Budget</b>	<b>FY 2021 Requested</b>	<b>% Change From FY 2020 Budget</b>
<u>Expenses</u>				
Employee Expense	619,152	665,979	648,664	-2.6%
Supplies and Services	1,034,109	890,075	1,096,800	23.2%
Machinery and Equipment	27,957	205,549	173,894	-15.4%
Administrative Overhead Recharge	167,196	188,802	172,088	-8.9%
Debt Service	3,531,923	3,394,342	2,848,847	-16.1%
Total Expenses	5,380,337	5,344,747	5,019,863	-6.1%
<u>Resources</u>				
Operating Revenue-Parking System	3,059,034	3,078,821	3,047,383	-1.0%
TIF Revenue for Debt Abatement	2,293,375	2,295,125	2,293,875	-0.1%
Total Resources	5,352,409	5,373,946	5,341,258	-0.6%
Net Operating Surplus(Deficit)	(27,928)	29,199	321,395	292,196
<b>Personnel - Authorized FTE</b>	<b>9.65</b>	<b>9.92</b>	<b>9.92</b>	

## INTERMODAL RAMP

<b>Budget Highlights</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Budget</b>	<b>FY 2021 Requested</b>	<b>% Change From FY 2020 Budget</b>
<u>Expenses</u>				
Employee Expense	5,684	—	17,330	0.0%
Supplies and Services	90,111	68,232	99,113	45.3%
Administrative Overhead Recharge - Parking/Transit	—	6,337	—	0.0%
Debt Service	302,212	302,812	298,312	-1.5%
Total Expenses	398,007	377,381	414,755	9.9%
<u>Resources</u>				
Operating Revenue-Parking System	118,934	146,971	110,482	-24.8%
Greater Downtown TIF - Debt Service	302,212	302,812	298,312	-1.5%
Total Resources	421,146	449,783	408,794	-9.1%
Net Operating Surplus(Deficit)	23,139	72,402	(5,961)	(78,363)

Intermodal Ramp is split 67% Parking and 33% Transit.



## Improvement Package Summary

### 1 of 1

This improvement package provides funding for a smartphone for the Transportation Analyst. The smartphone would provide constant communication and access to emails.

Related Cost:	\$ 624	Tax Funds	Recurring	<b>Recommend - Yes</b>
Related Cost:	\$ 350	Tax Funds	Non-Recurring	
Total Cost:	<u>\$ 974</u>			
Property Tax Impact:	\$ 0.0004	—%		
Activity: Transportation Administration/Parking Administration				

## Transit Significant Line Items

### Transit Employee Expense

1. FY 2021 employee expense reflects a 1.5% wage package increase.
2. The Iowa Public Employee Retirement System (IPERS) City contribution of 9.44% is unchanged from FY 2020 The employee contribution of 6.29% is unchanged from FY 2020.
3. The City portion of health insurance expense is increased from \$921 in FY 2020 to \$1,013 in FY 2021 per month per contract which results in an annual cost increase of \$17,054 or 11.26%.
4. Overtime is unchanged from \$17,273 in FY 2020 to \$17,273 in FY 2021. FY 2019 actual was \$31,505.
5. Holiday Overtime unchanged from \$11,867 in FY 2020 to \$11,867 in FY 2021. FY 2019 actual was \$11,708.
6. Unemployment Insurance increased from \$16,117 in FY 2020 to \$21,253 in FY 2021 based on FY 2019 actual.

### Transit Supplies & Services

7. General Liability Insurance Expense decreased from \$39,607 in FY 2020 to \$39,476 in FY 2021 based on FY 2019 actual plus 5%.
8. Electricity Utility Expense decreased from \$40,020 in FY 2020 to \$39,484 in FY 2021 based on FY 2019 actual of \$36,560 plus 8%.
9. Diesel Fuel increased from \$267,387 in FY 2020 to \$302,623 in FY 2021 based on FY 2019 actual of \$288,213 increased 5%.
10. Tire Expense decreased from \$57,690 in FY 2020 to \$46,118 in FY 2021 based on FY 2019 actual. This line item represents the Goodyear tires lease and is based on miles driven.

11. Motor Vehicle Maintenance increased from \$396,095 in FY 2020 to \$504,858 in FY 2021 based on FY 2019 actual plus 2%.
12. Motor Vehicle Maintenance Outsourced is unchanged from \$90,934 in FY 2020 to \$90,934 in FY 2021 based on FY 2020 budget. FY 2019 actual was \$58,924.
13. Software License increased from \$69,163 in FY 2020 to \$71,150 in FY 2021 based on FY 2020 budget plus 3%. This line item represents security camera annual maintenance, route planning software license and scheduling software license.
14. Sidewalk Snow Removal increased from \$6,920 in FY 2020 to \$53,841 in FY 2021 based on FY 2019 actual. This line item represents the contracted services agreement for snow removal of sidewalks.

### Transit Debt Service

15. FY 2021 annual debt service includes the following (\$340,687):

Amount	Debt Series	Source	Purpose	Final Payment	Call Date
\$ 298,312	2012A G.O.	GDTIF	Intermodal Facility	2031	2021
\$ 3,039	2014B G.O.	Sales Tax 20%	Roof Improvements	2034	2021
\$ 11,562	2018A G.O.	Sales Tax 20%	Radio Replacements	2038	2026
\$ 6,484	2019A G.O.	Sales Tax 20%	Midtown Transfer	2039	2026
\$ 21,290	2020 G.O.	Sales Tax 20%	Vehicle Replacements	2040	
\$ 340,687	Total Transit Annual Debt Service				

### Transit Revenue

16. Federal operating assistance is now based on a comparison of larger cities. Previously the allocation was based on population and population density. Federal operating assistance is allocated on the federal fiscal year of October through September. Final FTA allocations for FY 2021 should be received by March 2020. FY 2021 estimated Federal Operating Assistance is based on FY 2020 allocation of \$1,253,787. FY 2019 actual was \$1,180,951. FTA Operating funds require 50% local match.
17. State operating assistance increased from \$284,640 in FY 2020 to \$310,285 in FY 2021 based on FY 2020 revised. FY 2019 actual was \$283,220.
18. Federal pass-thru grant increased from \$58,167 in FY 2020 to \$68,114 in FY 2021. This line item \$60,614 preventative maintenance grant. FTA pass through grants require 20% local match.
19. MiniBus passenger-related revenues FY 2021 budget is based on FY 2019 actual. There has been a shift in Medicaid fares, more passengers are now using MiniBus instead of Fixed-Route. Staff have worked to diversify and improve accurate coding of sources of revenue. The following revenue line items make-up MiniBus passenger-related revenues:

Revenue Type	FY 2018	FY 2019	FY 2020 Budget	FY 2021	% Change From FY 2020 Budget
MiniBus Fares	\$ 114,301	\$ 121,465	\$ 107,975	\$ 121,465	12.49%
MiniBus Contract	\$ 18,948	\$ 16,443	\$ 15,642	\$ 16,443	5.12%
MiniBus Medicaid Fares	\$ 16,284	\$ 34,683	\$ 31,572	\$ 34,683	9.85%
<b>Total Mini-Bus Revenues</b>	<b>\$ 149,533</b>	<b>\$ 172,591</b>	<b>\$ 155,189</b>	<b>\$ 172,591</b>	<b>11.21%</b>

Fixed-Route passenger-related revenues have increased over the past four years through continuation of agreements with three colleges pre-paid unlimited ride passes. There has been a shift in Medicaid fares, more passengers are now using MiniBus instead of Fixed-Route.

The following revenue line items make-up Fixed-Route passenger-related revenues:

Revenue Type	FY 2018	FY 2019	FY 2020 Budget	FY 2021	% Change From FY 2020 Budget
Passenger Fares	\$ 187,216	\$ 188,125	\$ 192,426	\$ 188,125	-2.24%
Private Participant	\$ 84,280	\$ 84,280	\$ 84,280	\$ 84,280	—%
Fixed Route Medicaid	\$ 33,975	\$ 19,365	\$ 18,090	\$ 19,365	7.05%
<b>Total Fixed Route Revenues</b>	<b>\$ 305,471</b>	<b>\$ 291,770</b>	<b>\$ 294,796</b>	<b>\$ 291,770</b>	<b>-1.03%</b>

20. Reimbursements from the Greater Downtown TIF for the downtown service routes is unchanged from \$134,704 in FY 2020 to (\$134,704) in FY 2021.

### **Parking Significant Line Items**

#### **Parking Employee Expense**

1. FY 2021 employee expense reflects a 1.5% wage package increase.
2. The Iowa Public Employee Retirement System (IPERS) City contribution of 9.44% is unchanged from FY 2020. The employee contribution of 6.29% is unchanged from FY 2020.
3. The City portion of health insurance expense is increased from \$921 in FY 2020 to \$1,013 in FY 2021 per month per contract which results in an annual cost savings of \$10,814 or 11.26%.
4. Overtime unchanged from \$4,000 in FY 2020 to \$4,000 in FY 2021. FY 2019 actual was \$3,458.
5. Retiree Five-Year Sick leave payout decreased from \$9,274 in FY 2020 to \$2,853 in FY 2021.
6. Workers Compensation increased from \$5,631 in FY 2020 to \$5,675 in FY 2021. FY 2019 actual was \$6,042.

## Parking Supplies & Services

7. Property Insurance decreased from \$99,656 in FY 2020 to \$89,821 in FY 2021 based on FY 2019 actual plus 5%. Parking is charged 21% of the property insurance cost for the Jule Operations and Training Center which is shared between the Transit and Parking funds.
8. Electrical Utility Expense increased from \$217,700 in FY 2020 to \$255,659 in FY 2021 based on FY 2019 actual of \$236,719 plus 8%. Parking is charged 21% of the electricity cost for the Jule Operations and Training Center which is shared between Transit and Parking funds.
9. Snow Removal Plowing increased from \$51,522 in FY 2020 to \$146,258 in FY 2021 based on FY 2019 actual.
10. Snow Removal Sidewalks increased from \$19,270 in FY 2020 to \$109,749 in FY 2021 based on FY 2019 actual.
11. Credit Card Charge increased from \$39,641 in FY 2020 to \$46,727 in FY 2021 based on FY 2019 actual.
12. Elevator Maintenance increased from \$27,187 in FY 2020 to \$31,649 in FY 2021 based on FY 2019 actual.
13. Contract Custodial is unchanged from \$30,682 in FY 2020 to \$30,682 in FY 2021 based on FY 2020 budget.
14. Camera Maintenance increased from \$52,163 in FY 2020 to \$60,077 in FY 2021 based on FY 2019 actual.
15. Property Maintenance increased from \$33,609 in FY 2020 to \$65,736 in FY 2021 based on FY 2019 actual.

## Parking Machinery & Equipment

16. Equipment replacement items include (\$173,894):

<u>Parking Administration</u>	
Smartphone (1)/Desk Phones (4)	\$ 1,350
<u>Parking Maintenance</u>	
Technician Truck	\$ 39,000
Smartphones (2)/Desk Phones (2)	\$ 1,200
<u>Meter Enforcement</u>	
Compact Car	\$ 18,910
<u>Port of Dubuque Ramp</u>	
(56) Security Cameras	\$ 50,008
<u>Intermodal Facility</u>	
(29) Security Cameras	\$ 63,426
<b>Recommended Improvement Packages</b>	54,206
<b>Total Equipment</b>	<b>\$ 228,100</b>

## Parking Debt Service

17. Debt issues and their debt service payments for the Parking Division include (\$2,848,847):

Amount	Debt Series	Source	Purpose	Final Payment	Call Date
\$ 51,100	G.O. 2012I	Parking Fees	5th St/Iowa Ramp	2021	2019
\$2,013,875	Revenue 2007	GDTIF	Port of Dubuque Ramp	2037	2019
\$ 38,222	Revenue 2008	Parking Fees	Lot 9	2023	
\$ 636,050	G.O. 2017A	Parking Fees	Central Ramp	2029	2025
\$ 53,462	G.O. 2018A	Parking Fees	POD Ramp Repairs	2026	2026
\$ 4,198	G.O. 2018A	Parking Fees	Re-Lamp Iowa Street Ramp	2031	2026
\$ 13,748	G.O. 2019C	Parking Fees	Locust Security Cameras	2033	2026
\$ 23,705	G.O. 2014C	Parking Fees	Parking Improvements	2034	2021
\$ 14,487	G.O. 2014B	Parking Fees	Parking Improvements	2034	2021
<b>\$2,848,847</b>	<b>Total Parking Annual Debt Service</b>				

Greater Downtown TIF will contribute \$2,013,875 in FY 2021 towards parking debt service for the Port of Dubuque Ramp which is covered by a minimum assessment agreement paid by Boyd gaming and a supplemental payment. Greater Downtown TIF will also contribute \$280,000 towards downtown parking ramp debt service.

## Parking Revenue

18. Significant changes in operating budget revenue projections based on actual trends include:

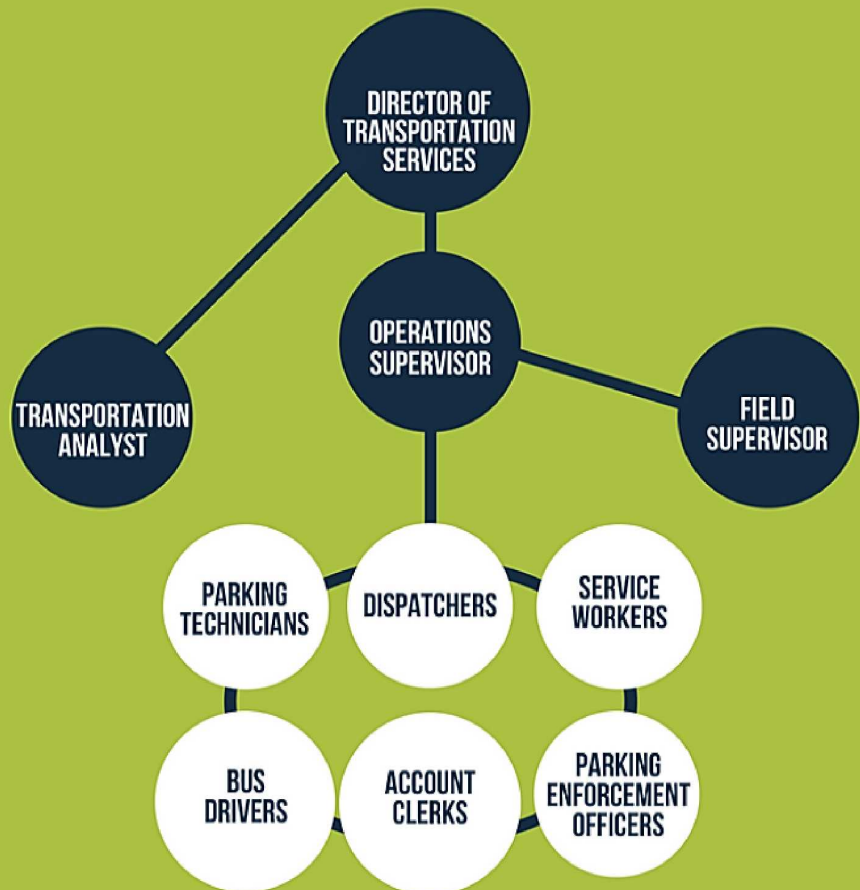
Area	FY 2020	FY 2021	Change	FY 2019 Actual
Locust Street Ramp	\$ 311,675	\$ 315,963	\$ 4,288 (a)	\$ 317,296
Iowa Street Ramp	\$ 453,798	\$ 449,031	\$ (4,767) (a)	\$ 449,131
5th St. Ramp	\$ 366,111	\$ 333,013	\$ (33,098) (a)	\$ 333,013
Five Flags Ramp	\$ 108,324	\$ 122,487	\$ 14,163 (a)	\$ 122,487
Port of Dubuque Ramp	\$ 164,274	\$ 165,192	\$ 918 (a)	\$ 165,292
Central Ramp	\$ 339,268	\$ 326,697	\$ (12,571) (a)	\$ 326,697
Intermodal Ramp	\$ 118,940	\$ 74,044	\$ (44,896) (a)	\$ 72,123
Parking Lots	\$ 145,824	\$ 169,876	\$ 24,052 (a)	\$ 169,873
Street Parking Meters	\$ 742,536	\$ 766,617	\$ 24,081 (b)	\$ 766,770
Residential Parking District	\$ 19,756	\$ 18,331	\$ (1,425) (c)	\$ 18,331
Parking Ticket Fines	\$ 262,641	\$ 280,267	\$ 17,626 (d)	\$ 281,302
<b>Total</b>	<b>\$ 3,033,147</b>	<b>\$ 3,021,518</b>	<b>\$ (11,629)</b>	<b>\$ 3,022,315</b>

- a. Parking Ramp revenue is based on FY 2019 actual.
- b. Street Parking Meter revenue is based on FY 2019 actual.
- c. Residential Parking District is based on FY 2019 actual.
- d. Parking Ticket Fines is based on FY 2019 actual.

# TRANSPORTATION SERVICES DEPARTMENT

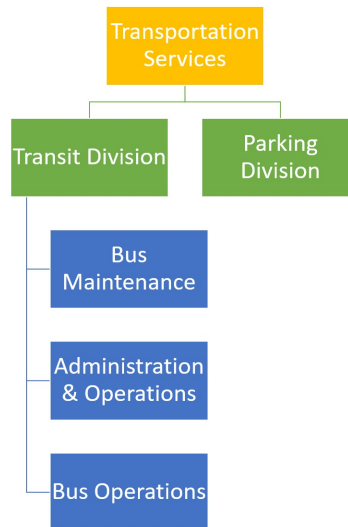
A unified approach to  
providing equitable  
transportation options in  
the City of Dubuque

THE JULE TRANSIT + PARKING

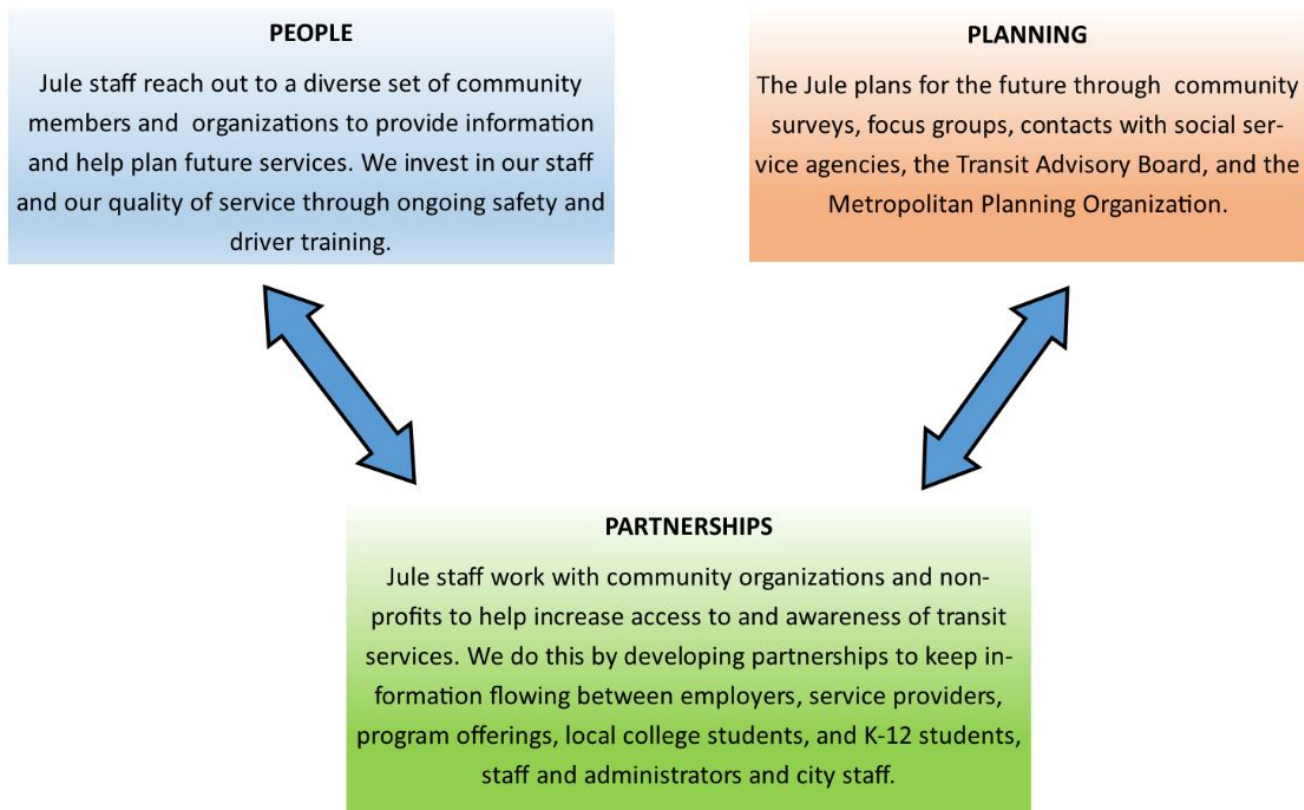


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# TRANSPORTATION SERVICES DEPARTMENT TRANSIT DIVISION



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

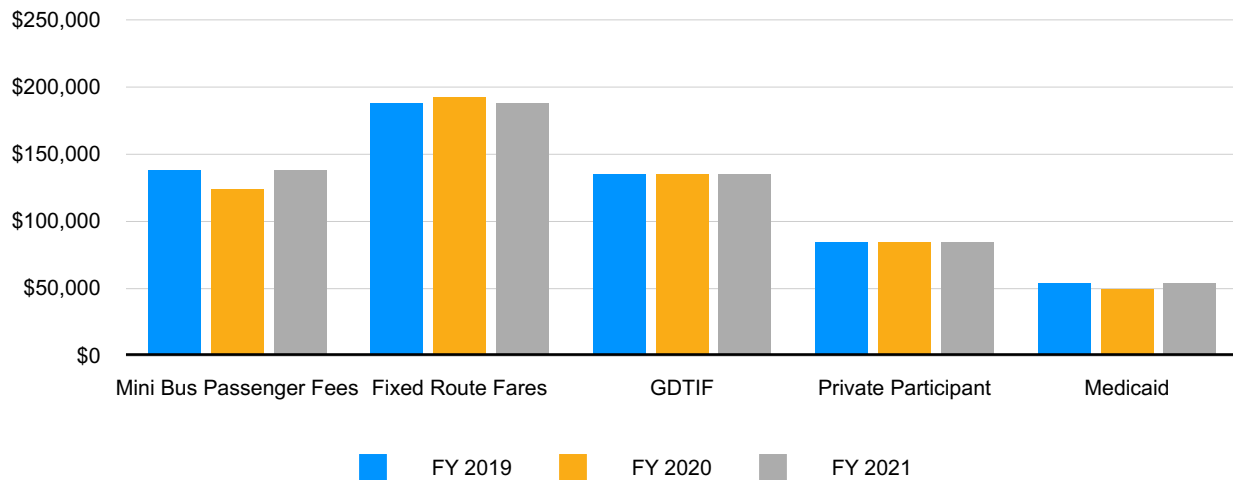




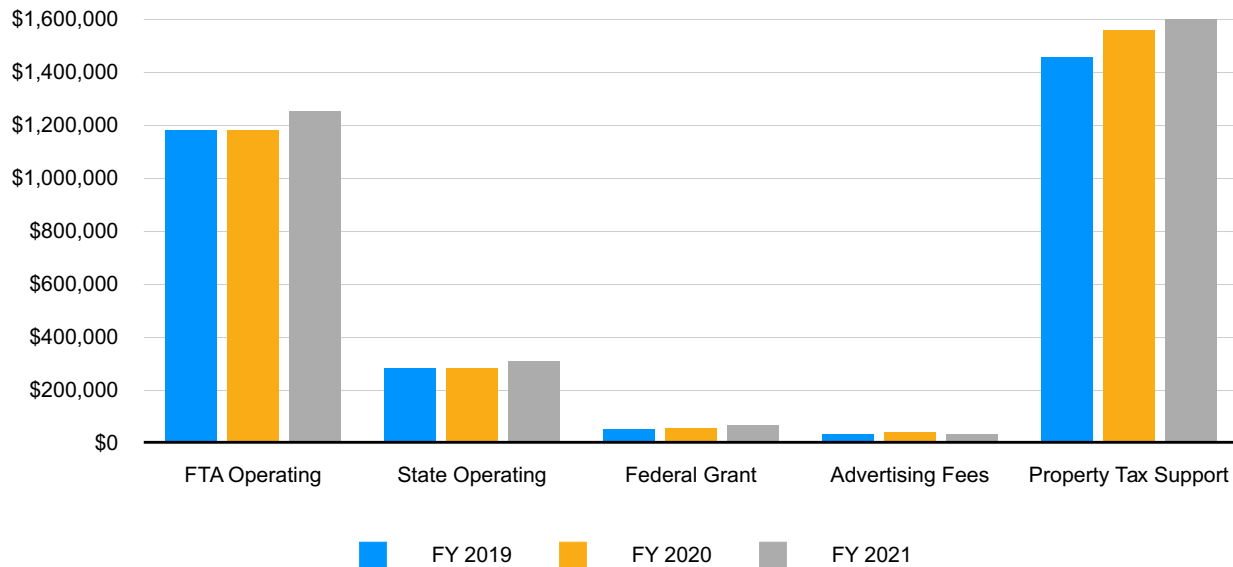
# TRANSPORTATION SERVICES DEPARTMENT TRANSIT DIVISION

	FY 2019	FY 2020	FY 2021
Full-Time Equivalent	44.12	43.81	43.81

## Resources



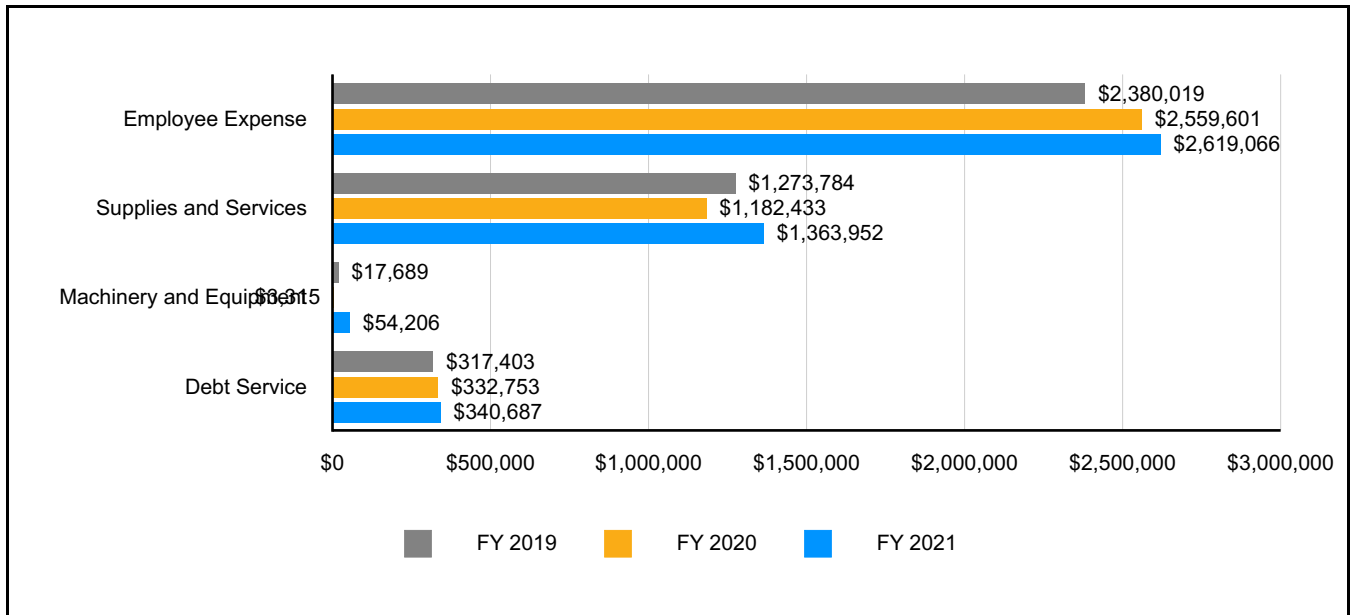
## Resources and Property Tax Support



The Transit Division is supported by 43.81 full-time equivalent employees, which accounts for 59.82% of the department expense as seen below. Overall, the departments' expenses are expected to increase by 7.35% in FY 2021 compared to FY 2020.

# TRANSPORTATION SERVICES DEPARTMENT TRANSIT DIVISION

**Expenditures by Category by Fiscal Year**



# TRANSPORTATION SERVICES DEPARTMENT

## TRANSIT DIVISION

### Administration and Operations

#### Mission & Services



Management functions of [The Jule](#) include property, vehicle, and equipment management, maintenance and selection, evaluation of routes, safety, security, and funding sources, employee hiring, training, payroll and discipline, public relations, marketing, accounting, and submission of grant applications for continued funding as well as compliance with state and federal transportation rules and regulations. The [Transit Advisory Board](#) advises the city council on executing agreements and grants relating to the transit system operation, the purchase of new equipment, and establishing rates and fares.

Administration and Operations Funding Summary			
	FY 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$777,993	\$783,893	\$867,756
Resources	\$829,824	\$554,444	\$577,897

Administration and Operations Position Summary	
	FY 2021
TRANSPORTATION ANALYST	0.50
FIELD SUPERVISOR	0.50
OPERATIONS SUPERVISOR	0.50
TRANSPORTATION SERVICES MGR	0.50
DISPATCHER FT	2.70
DISPATCHER PT	0.98
CONFIDENTIAL ACCOUNT CLERK PT	0.51
OPERATIONS ASSISTANT PT	0.55
<b>Total FT Equivalent Employees</b>	<b>6.74</b>

#### Performance Measures

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

	Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
1	<b>Activity Objective: Provide consistent and clear communication of passenger information and expectations.</b>					
	# Facebook/Twitter Followers	1000/500	587/275	736/302	885/400	
	# Notify-Me Subscribers	300	255	259	265	

# TRANSPORTATION SERVICES DEPARTMENT

## TRANSIT DIVISION

### Bus Operations




#### Mission & Services

Bus Operations includes the following daytime [fixed-route services](#) as well as the door-to-door [MiniBus](#) services that operate from 6:00am-6:00pm on weekdays. A reduced, off-peak schedule is offered from 6:00pm-9:00pm on weeknights and from 8:00am-9:00pm on Saturdays. Bus operations also includes [Weekday Park + Ride Service](#) and [Nightrider](#) weekend evening service during the school year.

Bus Operations Funding Summary			
	FY 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$2,718,240	\$2,804,018	\$3,004,599
Resources	\$1,314,062	\$1,598,662	\$1,565,025

Bus Operations Position Summary	
	FY 2021
Bus Operator FT	8.00
Bus Operator PT	14.01
Mini-Bus Operator FT	3.00
Mini-Bus Operator PT	9.75
Bus Operator-Trolley Route	0.034
<b>Total FT Equivalent Employees</b>	<b>34.79</b>

#### Performance Measures

	Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
<b>City Council Goal: Connected Community</b>						
<b>1</b>	<b>Activity Objective: Connect people to opportunity by providing access to transit services so people can get to work, school, and recreational activities.</b>					
	% of residents who live within a 5 minute walk from a bus stop	92%	90.8%	91.3%	92%	
	% of schools within a 5 minute walk from a bus stop	90%	83.3%	88.9%	88.9%	
	# annual ridership (fixed route and minibus)	475,000	510,889	476,768	450,000	
<b>2</b>	<b>Activity Objective: Improve transit travel time so individuals can spend less time on the bus and more time doing what they choose.</b>					





	Pre 2014 Travel Time	Post August 2015 Travel	Time Savings
The Point to Medical Associates West	95 min	50 min	45 min
Downtown Transfer to Kohls/HyVee	45 min	25 min	20 min
University of Dubuque to Walmart/Lowes	50 min	25 min	25 min
Clarke University to Mercy/ Medical Associates East	45 min	18 min	27 min

# TRANSPORTATION SERVICES DEPARTMENT

## TRANSIT DIVISION

### Bus Operations

#### Performance Measures (continued)

	Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
<b>City Council Goal: Partnerships for a Better Dubuque</b>						
<b>3</b>	<b>Activity Objective: Partner with non-profits, colleges, and other City departments to make accessing transit passes and services simple and affordable.</b>					
	# of partner organizations that purchase bulk passes at non-profit discounted rate and provide them to clients in need	10	9	9	9	
<b>City Council Goal: Vibrant Community</b>						
<b>4</b>	<b>Activity Objective: Promote equity by providing the same opportunity for use of public transit services to those with disabilities as those without.</b>					
	# of routes per year evaluated for ADA compliant stops and amenities	10	10	10	10	
	% of buses with drive-on ramps instead of mechanical lifts	100%	50%	50%	72%	
	# of Medicaid fares (minibus)	2,000	840	1,893	2,000	

# TRANSPORTATION SERVICES DEPARTMENT

## TRANSIT DIVISION

### Bus Maintenance




#### Mission & Services

The Public Works Mechanics and Service Workers, led by the Vehicle Maintenance Supervisor, conduct all maintenance of transit vehicles. Primary responsibilities are preventative maintenance inspections and major and minor repairs to various vehicle systems, including purchasing and stocking parts and supplies in accordance with Federal Transit Administration (FTA) and City of Dubuque policies. Service workers also conduct cleaning of fixed-route vehicles and facilities, which include benches, shelters, the bus storage facility and The Jule's three transfer locations at JFK Circle, Delhi, and at the Intermodal Center.

Bus Maintenance Funding Summary			
	FY 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$175,260	\$157,438	\$164,869
Resources	\$242,877	\$60,277	\$43,967

Bus Maintenance Position Summary	
	FY 2021
Service Worker	2.00
Laborer PT	0.28
<b>Total FT Equivalent Employees</b>	<b>2.28</b>

#### Performance Measures

Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
<b>City Council Goal: Financially Responsible, High-Performance Organization</b>					
<b>1 Activity Objective: Reduce accidents and associated costs through ongoing driver training and regular vehicle cleaning and maintenance to extend the service life of the fleet.</b>					
# at-fault accidents	0	9	8	4	
# hours annual driver training	25 +	25+	25+	25+	
% of vehicles serviced within the mileage threshold*	80% +	97%	98%	100%	

\*Preventative maintenance threshold is 5,000 miles for Light-Duty vehicles and 6,000 miles for Medium- and Heavy-Duty vehicles.

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# TRANSPORTATION SERVICES DEPARTMENT

## PARKING DIVISION

The Parking Division provides for the parking needs of the public and residents of the City of Dubuque, long term planning to meet future parking needs to support and encourage economic growth and stability in concert with residential parking needs in the downtown area.

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

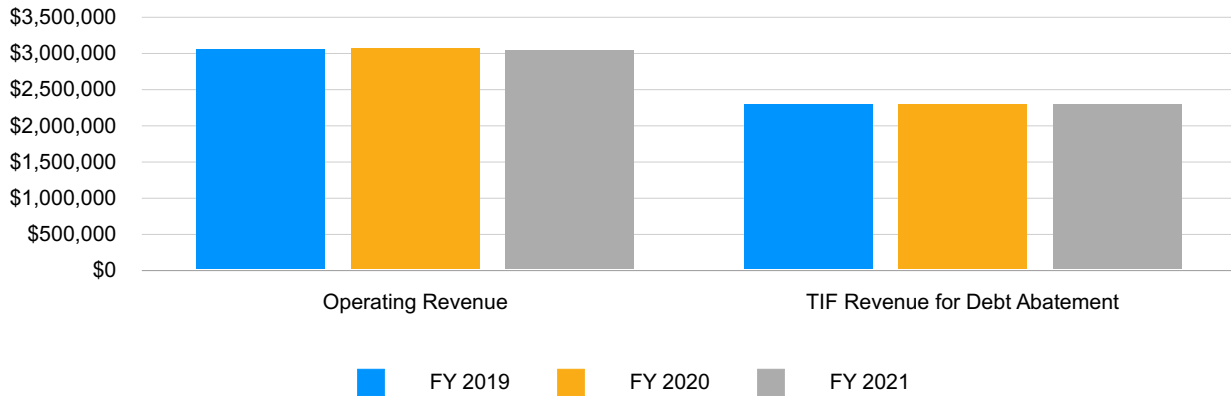




# TRANSPORTATION SERVICES DEPARTMENT PARKING DIVISION

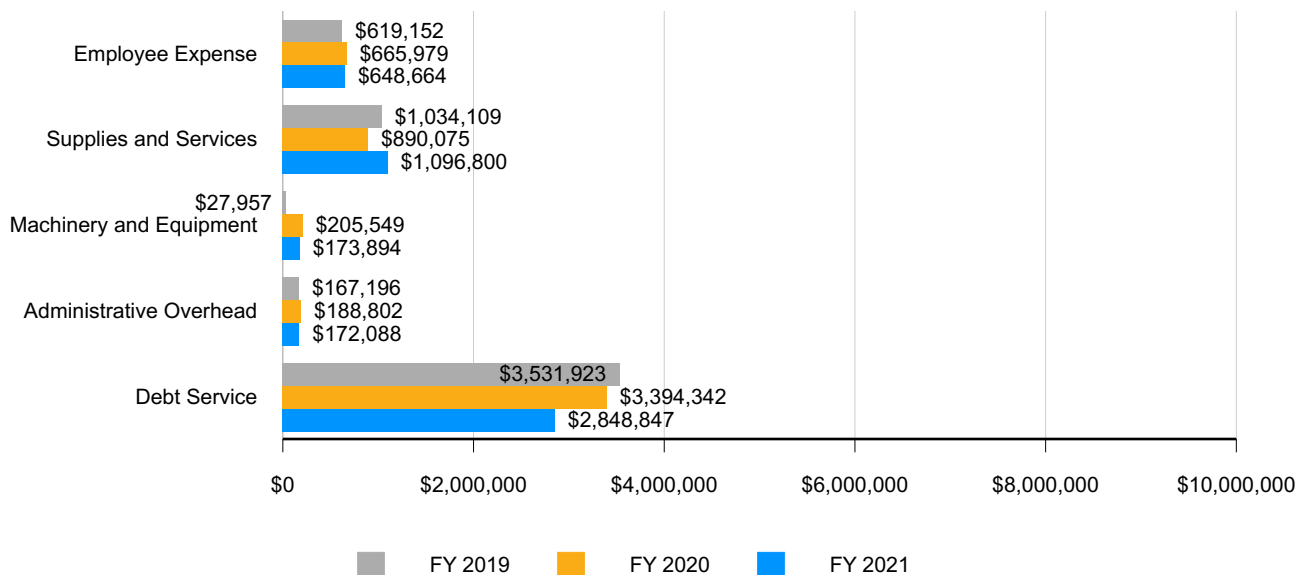
	FY 2019	FY 2020	FY 2021
Full-Time Equivalent	9.65	9.92	9.92

## Resources



The Parking Division is supported by 9.92 full-time equivalent employees, which accounts for only 12.92% of the department expense as seen below. Overall, the departments' expenses are expected to decrease by -6.08% in FY 2021 compared to FY 2020.

## Expenditures by Category by Fiscal Year



# TRANSPORTATION SERVICES DEPARTMENT

## PARKING DIVISION

### Central Business District Parking

#### Mission & Services


The Central Business District is composed of the Downtown area, the Port of Dubuque and the Historic Millwork District. Parking issues include variable on-street paid parking in the commercial district, residential permit parking, parking validation programs, parking requirements for new development, a parking information campaign, increasing the parking inventory, shared parking arrangements and additional enforcement of existing regulations. The Parking Division manages thirteen parking lots in the downtown area and two in the Port of Dubuque. Off-street parking (ramps and lots) provide monthly, daily, hourly and event parking services to downtown area residents, workers, and visitors so they can park their vehicles in secure, customer friendly and well maintained parking facilities.

Central Business District Parking Funding Summary			
	FY 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$1,955,982	\$1,756,351	\$1,347,165
Resources	\$1,574,810	\$1,612,005	\$1,575,297

Central Business District Parking Position Summary	
	FY 2021
TRANSPORTATION SERVICES MGR	0.50
OPERATIONS SUPERVISOR	0.50
TRANSPORTATION ANALYST	0.50
FIELD SUPERVISOR	0.50
CONFIDENTIAL ACCOUNT CLERK FT	1.00
CONFIDENTIAL ACCOUNT CLERK PT	0.22
PARKING SYSTEM TECHNICIAN	2.00
DISPATCHER FT	0.30
DISPATCHER PT	0.10
<b>Total FT Equivalent Employees</b>	<b>5.62</b>

#### Performance Measures

##### City Council Goal: Robust Local Economy

	Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
1	<b>Activity Objective: Provide, maintain, and improve an accessible, functional, and self-supporting parking system</b>					
	# smart parking spaces	200	0	0	107	

# TRANSPORTATION SERVICES DEPARTMENT

## PARKING DIVISION

### Metered Parking

#### Mission & Services





The Parking Division manages 1,859 street and lot parking meters. These consist of time increments of 20 minute, 40 minute, 1 hour, 2 hour, 4 hour and 10 hour. The parking division provides enforcement in the downtown area and in residential and business areas outside the downtown area. The Parking Division offers [Passport Parking](#), allowing motorists to conduct parking transactions by mobile phone.

Metered Parking Funding Summary			
	FY 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$266,010	\$291,777	\$262,032
Resources	\$1,048,072	\$1,005,177	\$1,046,884

Metered Parking Position Summary	
	FY 2021
Parking Meter Checker	3.30
Parking Revenue Collector	0.73
<b>Total FT Equivalent Employees</b>	<b>4.03</b>

#### Performance Measures

##### City Council Goal: Robust Local Economy

Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
<b>1 Activity Objective: Manage parking to maximize the available space.</b>					
# of expired meter citations	8,995	15,031	9,994	9,032	
# of courtesy meter citations (no fine for first citation)	5,718	9,734	6,353	5,994	
# of alternate side parking citations issued	1,886	2,070	2,096	2,038	
# of improper use of disabled parking spaces citations	567	331	630	388	

## Recommended Operating Revenue Budget - Department Total

### 53 - TRANSIT DIVISION

Fund	Account	Account Title	FY18 Actual Revenue	FY19 Actual Revenue	FY20 Adopted Budget	FY21 Recomm'd Budget
600	43251	RENTS & CONCESSIONS	8,125	28,223	32,317	32,317
600	43255	VENDING MACH COMMISSION	488	0	725	0
43	USE OF MONEY AND PROPERTY - Total		8,613	28,223	33,042	32,317
600	44160	FTA OPERATING ASSISTANCE	1,329,365	1,180,951	1,180,949	1,253,787
44	INTERGOVERNMENTAL - Total		1,329,365	1,180,951	1,180,949	1,253,787
600	45721	STATE-AID OPERATING	268,331	283,220	284,640	310,285
600	45771	FED PASS THRU STATE GRANT	53,888	53,972	58,167	68,114
45	STATE GRANTS - Total		322,219	337,192	342,807	378,399
605	51310	PERMIT	28,031	36,438	28,031	36,438
600	51705	MINI BUS PASSENGER FARES	114,301	121,465	107,975	121,465
600	51715	MINI BUS CONTRACT REVENUE	18,948	16,443	15,642	16,443
600	51725	PASSENGER FARES	187,216	188,125	192,426	188,125
600	51726	GRANT SUPPORTED FARE	877	0	0	0
600	51727	MEDICAID FARES	50,259	54,048	49,662	54,048
600	51730	ADVERTISING FEES	29,856	33,870	42,710	33,870
51	CHARGES FOR SERVICES - Total		429,488	450,389	436,446	450,389
600	53102	PRIVATE PARTICIPANT	84,280	84,280	84,280	84,280
600	53201	REFUNDS	152	(60)	0	0
600	53530	SPECIALIZED SERVICES	2,692	0	2,692	0
600	53610	INSURANCE CLAIMS	9,179	30,438	0	0
600	53615	DAMAGE CLAIMS	3,306	0	0	0
600	53620	REIMBURSEMENTS-GENERAL	2,553	3,705	0	0
53	MISCELLANEOUS - Total		102,162	118,363	86,972	84,280
600	59100	FR GENERAL	1,707,529	1,706,011	1,693,164	1,874,490
400	59240	FR DOWNTOWN TIF	301,513	302,212	302,812	298,312
400	59350	FR SALES TAX CONSTRUCTION	3,274	15,191	29,941	42,375
59	TRANSFER IN AND INTERNAL - Total		2,012,316	2,023,414	2,025,917	2,215,177
TRANSIT DIVISION - Total			4,204,162	4,138,531	4,106,133	4,414,349

## Recommended Operating Revenue Budget - Department Total

### 46 - PARKING DIVISION

Fund	Account	Account Title	FY18 Actual Revenue	FY19 Actual Revenue	FY20 Adopted Budget	FY21 Recomm'd Budget
630	43110	INVESTMENT EARNINGS	12,928	20,505	38,784	18,455
43	USE OF MONEY AND PROPERTY - Total		12,928	20,505	38,784	18,455
630	51215	LATE PAYMENT PENALTY	950	23,469	9,620	23,468
630	51305	DAILY FEES	153,970	135,529	159,683	135,530
630	51310	PERMIT	809,012	1,612,191	1,667,198	1,612,193
630	51311	BAY RENTAL	36,992	0	0	0
630	51312	LEVEL 1	32,246	(1,979)	0	0
630	51313	LEVEL 2	1,298	(19)	0	0
630	51314	LEVEL 3	14,520	(57)	0	0
630	51320	TOP OF RAMP	202,643	0	0	0
630	51325	VALIDATIONS	60,564	53,135	38,184	53,135
630	51330	RAMP ASSIGNED	388,227	0	0	0
630	51345	STREET METER COLLECTIONS	687,603	646,199	631,726	646,199
630	51346	ST METER MILLWORK	44,310	3,636	0	3,636
630	51350	STREET METER PERMITS	15,193	0	0	0
630	51355	STREET PARKNG PERMIT	6,185	0	0	0
630	51360	LOT METER COLLECTIONS	37,742	17,207	16,557	17,208
630	51365	RESERVED METER	9,247	18,366	21,030	18,366
630	51372	EVENT RENTAL	8,375	53,269	55,674	53,269
630	51373	LOT 3 RENTAL	30,920	0	0	0
630	51376	ELM ST LOT	23,006	0	0	0
630	51380	LOT 2 RENTAL	5,553	0	0	0
630	51385	CITY HALL PARKING LOT	20,664	0	0	0
630	51388	FEDERAL BLD PARKING LOT	3,854	0	0	0
630	51389	FISCHER PARKING LOT	5,940	6,390	5,940	6,390
630	51394	LOT 9 RENTAL	10,086	2,704	0	2,704
630	51395	LOT 10 RENTAL	47,377	0	0	0
630	51398	LOT 12 RENTAL	5,920	0	0	0
51	CHARGES FOR SERVICES - Total		2,662,395	2,570,040	2,605,612	2,572,098
630	53402	PARKING TICKET FINES	315,111	288,291	265,411	288,306
630	53403	IA DISTRICT COURT FINES	0	610	0	610
630	53404	ADMIN. PENALTY	2,680	2,722	2,496	2,722
630	53605	MISCELLANEOUS REVENUE	2,500	0	0	0
630	53610	INSURANCE CLAIMS	0	3,726	0	0
630	53615	DAMAGE CLAIMS	4,720	387	4,220	0
630	53620	REIMBURSEMENTS-GENERAL	162,552	165,301	162,298	165,192
53	MISCELLANEOUS - Total		487,563	461,036	434,425	456,830
630	54107	VEHICLE SALES	0	5,900	0	0
630	54109	SALVAGE SALES	0	228	0	0
630	54210	GO BOND PROCEEDS	419,059	1,268	0	0
630	54220	BOND DISCOUNT	664	57	0	0
54	OTHER FINANCING SOURCES - Total		419,723	7,453	0	0
400	59240	FR DOWNTOWN TIF	2,014,000	2,013,375	2,015,125	2,013,875
630	59240	FR DOWNTOWN TIF	280,000	280,000	280,000	280,000
59	TRANSFER IN AND INTERNAL - Total		2,294,000	2,293,375	2,295,125	2,293,875
PARKING DIVISION - Total			5,876,609	5,352,409	5,373,946	5,341,258

## Recommended Operating Expenditure Budget - Department Total

### 53 - TRANSIT DIVISION

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
600	61010	FULL-TIME EMPLOYEES	627,991	667,588	829,250	840,397
600	61020	PART-TIME EMPLOYEES	1,108,755	987,687	1,044,848	1,059,849
600	61030	SEASONAL EMPLOYEES	11,408	0	0	0
600	61050	OVERTIME PAY	26,109	31,505	17,273	17,273
600	61071	HOLIDAY PAY-OVERTIME	12,874	11,708	11,867	11,867
600	61092	VACATION PAYOFF	3,277	4,200	0	0
600	61310	IPERS	159,858	160,296	179,670	182,133
600	61320	SOCIAL SECURITY	132,666	125,580	145,599	147,597
600	61410	HEALTH INSURANCE	270,299	253,287	224,305	241,359
600	61415	WORKMENS' COMPENSATION	116,794	110,445	89,631	90,997
605	61415	WORKMENS' COMPENSATION	0	36	0	0
600	61416	LIFE INSURANCE	581	625	1,041	1,041
600	61417	UNEMPLOYMENT INSURANCE	20,749	21,758	16,117	21,253
600	61650	MEAL ALLOWANCE	156	42	0	0
600	61660	EMPLOYEE PHYSICALS	3,416	5,300	0	5,300
<b>61 - WAGES AND BENEFITS</b>			<b>2,494,933</b>	<b>2,380,055</b>	<b>2,559,601</b>	<b>2,619,066</b>
600	62010	OFFICE SUPPLIES	1,684	1,553	1,684	1,552
605	62010	OFFICE SUPPLIES	0	280	0	280
600	62011	UNIFORM PURCHASES	9,015	2,722	13,000	2,722
600	62013	UNIFORM MAINTENANCE	0	0	1,073	0
600	62030	POSTAGE AND SHIPPING	404	294	750	323
600	62032	FLAGS	284	718	820	732
600	62033	HAND TOOLS/EQUIPMENT	386	1,513	1,163	1,543
600	62034	REPAIR PARTS/SUPPLIES	121	2,496	1,000	2,546
600	62035	COURIER FEES	0	0	5,427	0
600	62060	O/E MAINT CONTRACTS	85	0	1,404	0
600	62061	DP EQUIP. MAINT CONTRACTS	7,739	7,127	7,695	8,961
600	62062	JANITORIAL SUPPLIES	2,866	2,596	3,252	2,648
605	62062	JANITORIAL SUPPLIES	0	7	0	8
600	62063	SAFETY RELATED SUPPLIES	714	1,198	500	1,222
600	62090	PRINTING & BINDING	9,288	3,759	10,711	4,022
600	62110	COPYING/REPRODUCTION	2,356	952	2,520	952
600	62130	LEGAL NOTICES & ADS	1,911	7,425	1,911	7,425
600	62140	PROMOTION	11,405	1,508	12,875	12,875
600	62190	DUES & MEMBERSHIPS	2,942	3,108	3,530	3,170
600	62204	REFUNDS	0	9,179	0	0
605	62204	REFUNDS	0	6	0	0
600	62206	PROPERTY INSURANCE	5,649	5,902	6,649	6,196
605	62206	PROPERTY INSURANCE	2,004	2,540	0	2,667
600	62208	GENERAL LIABILITY INSURAN	35,425	36,093	38,022	37,897
605	62208	GENERAL LIABILITY INSURAN	1,720	1,504	1,585	1,579
600	62310	TRAVEL-CONFERENCES	2,378	2,889	16,283	16,283
600	62320	TRAVEL-CITY BUSINESS	0	100	400	400
600	62360	EDUCATION & TRAINING	6,500	2,386	3,500	3,500

## Recommended Operating Expenditure Budget - Department Total

### 53 - TRANSIT DIVISION

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
600	62411	UTILITY EXP-ELECTRICITY	43,226	30,122	34,034	32,531
605	62411	UTILITY EXP-ELECTRICITY	5,986	6,438	5,986	6,953
600	62412	UTILITY EXP-GAS	7,747	11,460	15,222	11,460
600	62415	UTILITY EXPENSE STORMWATR	0	2,181	3,323	2,488
605	62415	UTILITY EXPENSE STORMWATR	128	150	146	172
600	62416	UTILITY EXP-WATER	4,800	6,754	6,218	7,379
605	62416	UTILITY EXP-WATER	1,271	1,415	1,367	1,546
600	62417	UTILITY EXP-SEWER	0	585	0	638
600	62421	TELEPHONE	5,222	5,474	7,016	6,096
605	62421	TELEPHONE	316	248	316	248
600	62424	RADIO/PAGER FEE	10,833	11,966	11,266	12,564
600	62431	PROPERTY MAINTENANCE	15,551	20,349	10,636	20,349
605	62431	PROPERTY MAINTENANCE	1,019	858	1,019	858
600	62433	CUSTODIAL SERVICES	348	1,551	348	1,582
600	62435	ELEVATOR MAINTENANCE	2,817	3,448	1,790	3,448
605	62435	ELEVATOR MAINTENANCE	1,204	1,167	1,204	1,167
600	62438	FIRE SUPPRESSION	0	1,467	1,224	1,467
605	62438	FIRE SUPPRESSION	0	166	0	166
600	62511	FUEL, MOTOR VEHICLE	1,675	2,187	1,675	1,720
600	62513	FUEL, DIESEL	263,853	288,213	267,387	302,623
600	62521	MOTOR VEHICLE MAINT.	524,642	494,958	396,095	504,858
600	62522	VEHICLE MAINT., ACCIDENT	9,503	34,270	14,691	18,783
600	62525	TIRES/TUBES - TRANSIT	33,866	46,118	57,690	46,118
600	62528	MOTOR VEH. MAINT. OUTSOUR	199,130	58,924	90,934	90,934
600	62611	MACH/EQUIP MAINTENANCE	655	2,384	655	2,384
605	62611	MACH/EQUIP MAINTENANCE	157	8	157	8
600	62614	EQUIP MAINT CONTRACT	0	466	0	466
605	62614	EQUIP MAINT CONTRACT	136	0	136	0
600	62627	CAMERA MAINTENANCE	5,127	3,676	3,638	3,676
605	62627	CAMERA MAINTENANCE	3,160	5,469	3,160	5,469
605	62636	DE-ICING PRODUCTS	305	0	305	0
600	62641	HOSPITALITY EXPENSE	121	0	121	0
600	62663	SOFTWARE LICENSE EXP	49,175	58,090	69,163	71,150
600	62666	CREDIT CARD CHARGE	1,776	1,785	1,776	1,785
605	62666	CREDIT CARD CHARGE	627	808	627	808
600	62667	DATA SERVICES	3,461	3,899	3,461	3,977
600	62671	MISC. OPERATING SUPPLIES	0	25	0	0
600	62692	LANDFILL FEES	706	954	706	954
600	62697	LABOR RELATIONS	25	1,588	1,000	1,588
600	62706	SNOW - PLOWING	0	13,875	3,955	13,875
605	62706	SNOW - PLOWING	0	3,072	0	3,072
600	62707	SNOW - SIDEWALKS	0	44,770	6,920	44,770
605	62707	SNOW - SIDEWALKS	0	9,071	0	9,071
600	62716	CONSULTANT SERVICES	7,500	0	3,500	3,500

## Recommended Operating Expenditure Budget - Department Total

### 53 - TRANSIT DIVISION

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
600	62717	CRIMINAL BACKGROUND CHECK	0	0	1,000	0
600	62726	AUDIT SERVICES	0	3,000	0	3,000
600	62732	TEMP HELPCONTRACT SERV.	7,992	0	0	0
605	62732	TEMP HELPCONTRACT SERV.	2,887	0	2,887	2,887
600	62733	CONTRACT CUSTODIAL	0	0	6,960	6,960
600	62761	PAY TO OTHER AGENCY	22,500	25,000	25,000	25,000
600	62781	LAWN CARE SERVICES	130	730	860	860
605	62781	LAWN CARE SERVICES	0	167	0	0
<b>62 - SUPPLIES AND SERVICES</b>			<b>1,344,455</b>	<b>1,307,158</b>	<b>1,201,328</b>	<b>1,400,911</b>
605	63316	LESS OPER. & MAINT.RECHRG	7,104	0	0	0
<b>63 - ADMIN/OVERHEAD/STORES GAR</b>			<b>7,104</b>	<b>0</b>	<b>0</b>	<b>0</b>
600	71120	PERIPHERALS, COMPUTER	0	1,730	0	0
600	71123	SOFTWARE	0	0	3,315	0
600	71318	HEAVY EQUIP-REPLACEMENT	13,206	0	0	0
600	71410	SHOP EQUIPMENT	139	0	0	0
600	72417	CAMERA RELATED EQUIPMENT	920	15,641	0	51,756
600	72418	TELEPHONE RELATED	0	236	0	2,450
600	72812	PLEXIGLAS PANELS	514	83	0	0
<b>71 - EQUIPMENT</b>			<b>14,779</b>	<b>17,689</b>	<b>3,315</b>	<b>54,206</b>
400	74111	PRINCIPAL PAYMENT	217,618	231,886	244,914	243,280
400	74112	INTEREST PAYMENT	87,169	85,517	87,839	97,407
<b>74 - DEBT SERVICE</b>			<b>304,787</b>	<b>317,403</b>	<b>332,753</b>	<b>340,687</b>
<b>53 - TRANSIT DIVISION TOTAL</b>			<b>4,166,058</b>	<b>4,022,306</b>	<b>4,096,997</b>	<b>4,414,870</b>



## Recommended Operating Expenditure Budget - Department Total

### 46 - PARKING DIVISION

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
630	61010	FULL-TIME EMPLOYEES	249,885	307,351	329,316	334,602
630	61020	PART-TIME EMPLOYEES	108,646	133,977	173,070	143,954
630	61030	SEASONAL EMPLOYEES	0	553	0	0
630	61050	OVERTIME PAY	4,722	3,458	4,000	4,000
630	61071	HOLIDAY PAY-OVERTIME	738	732	0	0
630	61091	SICK LEAVE PAYOFF	4,986	4,640	9,274	2,853
630	61092	VACATION PAYOFF	8,109	8,009	0	0
630	61310	IPERS	32,568	42,089	47,802	45,556
630	61320	SOCIAL SECURITY	27,842	33,756	39,096	37,135
630	61410	HEALTH INSURANCE	95,398	75,843	57,431	68,245
630	61415	WORKMENS' COMPENSATION	7,663	6,042	5,631	5,675
630	61416	LIFE INSURANCE	207	253	359	387
630	61417	UNEMPLOYMENT INSURANCE	9,555	1,940	0	5,748
630	61660	EMPLOYEE PHYSICALS	0	509	0	509
<b>61 - WAGES AND BENEFITS</b>			<b>550,317</b>	<b>619,152</b>	<b>665,979</b>	<b>648,664</b>
630	62010	OFFICE SUPPLIES	365	1,243	1,313	1,243
630	62011	UNIFORM PURCHASES	2,357	1,314	2,381	1,314
630	62030	POSTAGE AND SHIPPING	7,732	6,895	7,791	7,585
630	62032	FLAGS	0	605	410	617
630	62061	DP EQUIP. MAINT CONTRACTS	3,117	3,561	3,561	2,321
630	62062	JANITORIAL SUPPLIES	0	874	1,642	892
630	62063	SAFETY RELATED SUPPLIES	0	18	250	18
630	62090	PRINTING & BINDING	5,557	4,518	6,795	4,835
630	62110	COPYING/REPRODUCTION	276	626	592	626
630	62130	LEGAL NOTICES & ADS	601	3,394	11,801	3,021
630	62190	DUES & MEMBERSHIPS	0	101	638	103
630	62204	REFUNDS	1,627	1,050	1,248	1,050
630	62206	PROPERTY INSURANCE	71,147	85,543	99,656	89,821
630	62208	GENERAL LIABILITY INSURAN	7,096	6,502	6,420	6,827
630	62221	DAMAGE CLAIMS	539	0	0	0
630	62230	COURT COSTS & RECORD FEES	500	680	500	680
630	62310	TRAVEL-CONFERENCES	0	4,450	3,400	3,400
630	62320	TRAVEL-CITY BUSINESS	0	36	0	0
630	62340	MILEAGE/LOCAL TRANSP	0	0	723	0
630	62360	EDUCATION & TRAINING	0	550	2,000	2,000
630	62411	UTILITY EXP-ELECTRICITY	199,909	236,719	217,700	255,659
630	62412	UTILITY EXP-GAS	3,350	8,174	6,050	8,174
630	62415	UTILITY EXPENSE STORMWATR	2,503	2,707	4,250	3,088
630	62416	UTILITY EXP-WATER	21,363	19,447	31,794	21,246
630	62418	UTILITY EXP-REFUSE	662	868	687	902
630	62421	TELEPHONE	22,743	23,469	25,232	23,470
630	62424	RADIO/PAGER FEE	0	5,781	7,500	6,070
630	62431	PROPERTY MAINTENANCE	45,912	65,736	33,609	65,736
630	62433	CUSTODIAL SERVICES	0	284	0	290

## Recommended Operating Expenditure Budget - Department Total

### 46 - PARKING DIVISION

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
630	62435	ELEVATOR MAINTENANCE	25,956	31,648	27,187	31,649
630	62436	RENTAL OF SPACE	3,564	3,888	3,564	3,888
630	62438	FIRE SUPPRESSION	0	15,563	4,566	15,563
630	62511	FUEL, MOTOR VEHICLE	5,569	5,632	5,569	5,720
630	62521	MOTOR VEHICLE MAINT.	6,694	8,896	5,863	9,075
630	62522	VEHICLE MAINT., ACCIDENT	0	3,726	0	0
630	62528	MOTOR VEH. MAINT. OUTSOUR	550	1,016	0	0
630	62611	MACH/EQUIP MAINTENANCE	21,080	14,358	21,579	14,358
630	62614	EQUIP MAINT CONTRACT	61,370	10,205	31,444	10,205
630	62627	CAMERA MAINTENANCE	67,352	60,077	52,163	60,077
630	62636	DE-ICING PRODUCTS	4,597	0	5,347	0
630	62660	DATA PROCESSING	2,193	2,242	2,241	2,529
630	62663	SOFTWARE LICENSE EXP	18,047	27,239	41,710	28,329
630	62666	CREDIT CARD CHARGE	34,960	46,726	39,641	46,727
630	62667	DATA SERVICES	346	1,877	120	1,915
630	62669	PROGRAMMING	12,440	12,812	12,698	14,330
630	62685	SIGN SUPPLIES	0	17	0	0
630	62696	OUTSIDE COLLECTOR EXPENSE	140	0	290	0
630	62699	CASH SHORT AND OVER	(7)	(109)	0	0
630	62706	SNOW - PLOWING	0	146,258	51,522	146,258
630	62707	SNOW - SIDEWALKS	0	109,749	19,270	109,749
630	62716	CONSULTANT SERVICES	0	0	6,000	6,000
630	62721	FINANCIAL CONSULTANT	6,114	0	0	0
630	62726	AUDIT SERVICES	2,200	0	1,918	0
630	62731	MISCELLANEOUS SERVICES	2,018	612	0	0
630	62732	TEMP HELP/CONTRACT SERV.	5,106	0	0	0
630	62733	CONTRACT CUSTODIAL	0	0	30,682	30,682
630	62747	MACH/EQUIPMENT RENTAL	3,815	95	0	0
630	62761	PAY TO OTHER AGENCY	23,130	23,000	23,000	23,000
630	62780	HAULING SERVICES	48,257	0	0	0
630	62781	LAWN CARE SERVICES	0	6,521	6,390	6,390
630	62782	HANDLING FEES	0	16,915	19,368	19,368
630	62832	SERVICE FROM PARK DEPT	13,532	0	0	0
<b>62 - SUPPLIES AND SERVICES</b>			<b>766,379</b>	<b>1,034,109</b>	<b>890,075</b>	<b>1,096,800</b>
630	63316	LESS OPER. & MAINT.RECHRG	(7,104)	0	0	0
<b>63 - ADMIN/OVERHEAD/STORES GAR</b>			<b>(7,104)</b>	<b>0</b>	<b>0</b>	<b>0</b>
630	71120	PERIPHERALS, COMPUTER	0	1,730	0	0
630	71125	SERVERS	0	0	35,000	0
630	71227	SIGNAGE	0	3,496	0	0
630	71310	AUTO/JEEP REPLACEMENT	0	0	31,680	18,910
630	71314	TRUCK-REPLACEMENT	0	21,759	28,500	39,000
630	72417	CAMERA RELATED EQUIPMENT	0	0	108,113	113,434
630	72418	TELEPHONE RELATED	2,341	971	2,256	2,550
<b>71 - EQUIPMENT</b>			<b>2,341</b>	<b>27,957</b>	<b>205,549</b>	<b>173,894</b>

## Recommended Operating Expenditure Budget - Department Total

### 46 - PARKING DIVISION

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
400	74111	PRINCIPAL PAYMENT	475,000	510,000	550,000	590,000
630	74111	PRINCIPAL PAYMENT	1,646,134	1,276,295	1,201,355	650,493
400	74112	INTEREST PAYMENT	1,539,000	1,503,375	1,465,125	1,423,875
630	74112	INTEREST PAYMENT	291,849	242,253	177,862	184,479
<b>74 - DEBT SERVICE</b>			<b>3,951,983</b>	<b>3,531,923</b>	<b>3,394,342</b>	<b>2,848,847</b>
630	91100	TO GENERAL	167,822	167,196	188,802	172,088
630	91730	TO PARKING CONSTRUCTION	0	0	0	79,570
<b>91 - TRANSFER TO</b>			<b>167,822</b>	<b>167,196</b>	<b>188,802</b>	<b>251,658</b>
<b>46 - PARKING DIVISION TOTAL</b>			<b>5,431,739</b>	<b>5,380,336</b>	<b>5,344,747</b>	<b>5,019,863</b>

## Recommended Expenditure Budget Report by Activity & Funding Source

### 53 - TRANSIT DIVISION

**TRANSIT ADMIN. - 53100**

#### FUNDING SOURCE: DEBT SERVICE

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
DEBT SERVICE	317,403	332,753	340,687
EQUIPMENT	14,495	—	13,530
SUPPLIES AND SERVICES	183,069	215,147	220,174
WAGES AND BENEFITS	478,313	514,797	503,138
<b>TRANSIT ADMIN.</b>	<b>993,281</b>	<b>1,062,697</b>	<b>1,077,529</b>
<b>INTERMODAL FACILITY - 53370</b>			

#### FUNDING SOURCE: TRANSIT

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	—	—	40,426
SUPPLIES AND SERVICES	71,355	37,205	73,158
WAGES AND BENEFITS	30,761	16,744	17,330
<b>INTERMODAL FACILITY</b>	<b>102,115</b>	<b>53,949</b>	<b>130,914</b>
<b>INTERMODAL RAMP - 53380</b>			

#### FUNDING SOURCE: INTERMODAL RAMP

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
ADMIN/OVERHEAD/STORES GAR	—	—	—
SUPPLIES AND SERVICES	33,374	18,895	36,959
WAGES AND BENEFITS	36	—	—
<b>INTERMODAL RAMP</b>	<b>33,410</b>	<b>18,895</b>	<b>36,959</b>
<b>BUS OPERATIONS - 53400</b>			

#### FUNDING SOURCE: TRANSIT

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	2,210	3,315	—
SUPPLIES AND SERVICES	671,826	592,167	729,857
WAGES AND BENEFITS	1,111,893	1,215,788	1,264,409
<b>BUS OPERATIONS</b>	<b>1,785,929</b>	<b>1,811,270</b>	<b>1,994,266</b>
<b>MINI BUS OPERATIONS - 53500</b>			

#### FUNDING SOURCE: TRANSIT

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	120	—	—
SUPPLIES AND SERVICES	327,931	326,076	330,746
WAGES AND BENEFITS	603,735	661,519	677,736

## Recommended Expenditure Budget Report by Activity & Funding Source

### 53 - TRANSIT DIVISION

MINI BUS OPERATIONS	931,787	987,595	1,008,482
TROLLEY OPERATIONS	- 53600		

FUNDING SOURCE: TRANSIT

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	224	3,549	228
WAGES AND BENEFITS	300	1,604	1,623
TROLLEY OPERATIONS	524	5,153	1,851
BUS MAINTENANCE	- 53700		

FUNDING SOURCE: TRANSIT

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	865	—	250
SUPPLIES AND SERVICES	19,378	8,289	9,789
WAGES AND BENEFITS	155,017	149,149	154,830
BUS MAINTENANCE	175,260	157,438	164,869
TRANSIT DIVISION TOTAL	\$4,022,306	\$4,096,997	\$4,414,870

## Recommended Expenditure Budget Report by Activity & Funding Source

### 46 - PARKING DIVISION

**UNDISTRIBUTED - 10630**

#### FUNDING SOURCE: PARKING OPERATION

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
TRANSFER TO	167,196	188,802	251,658
<b>UNDISTRIBUTED</b>	<b>167,196</b>	<b>188,802</b>	<b>251,658</b>
<b>UNDISTRIBUTED</b>	<b>- 46100</b>		

#### FUNDING SOURCE: PARKING OPERATION

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	1,101	71,050	1,350
SUPPLIES AND SERVICES	72,221	129,483	100,906
WAGES AND BENEFITS	303,435	320,169	328,601
<b>UNDISTRIBUTED</b>	<b>376,757</b>	<b>520,702</b>	<b>430,857</b>
<b>LOCUST STREET RAMP</b>	<b>- 46300</b>		

#### FUNDING SOURCE: PARKING OPERATION

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
DEBT SERVICE	54,005	52,954	51,940
EQUIPMENT	—	5,576	—
SUPPLIES AND SERVICES	98,730	71,843	101,706
WAGES AND BENEFITS	930	0	293
<b>LOCUST STREET RAMP</b>	<b>153,665</b>	<b>130,373</b>	<b>153,939</b>
<b>IOWA STREET RAMP</b>	<b>- 46310</b>		

#### FUNDING SOURCE: PARKING OPERATION

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
DEBT SERVICE	740,926	603,601	55,298
EQUIPMENT	21,759	—	—
SUPPLIES AND SERVICES	87,149	67,418	88,713
WAGES AND BENEFITS	292	0	1
<b>IOWA STREET RAMP</b>	<b>850,126</b>	<b>671,019</b>	<b>144,012</b>
<b>5TH STREET RAMP</b>	<b>- 46320</b>		

#### FUNDING SOURCE: PARKING OPERATION

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	—	3,956	—
SUPPLIES AND SERVICES	86,799	64,883	93,838
WAGES AND BENEFITS	143	0	1
<b>5TH STREET RAMP</b>	<b>86,942</b>	<b>68,839</b>	<b>93,839</b>
<b>FIVE FLAGS RAMP</b>	<b>- 46330</b>		

#### FUNDING SOURCE: PARKING OPERATION

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
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## Recommended Expenditure Budget Report by Activity & Funding Source

### 46 - PARKING DIVISION

EQUIPMENT	—	3,956	—
SUPPLIES AND SERVICES	112,961	82,995	122,071
WAGES AND BENEFITS	101	0	0
<b>FIVE FLAGS RAMP</b>	<b>113,062</b>	<b>86,951</b>	<b>122,071</b>
<b>PORT OF DBQ RAMP</b>	<b>- 46350</b>		

**FUNDING SOURCE: DEBT SERVICE**

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
DEBT SERVICE	2,071,608	2,068,012	2,067,337
EQUIPMENT	0	0	50,008
SUPPLIES AND SERVICES	158,621	163,524	169,929
<b>PORT OF DBQ RAMP</b>	<b>2,230,229</b>	<b>2,231,536</b>	<b>2,287,274</b>
<b>10TH &amp; CENTRAL RAMP</b>	<b>- 46360</b>		

**FUNDING SOURCE: PARKING OPERATION**

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
DEBT SERVICE	627,162	631,553	636,050
EQUIPMENT	—	54,075	—
SUPPLIES AND SERVICES	109,018	85,149	119,059
WAGES AND BENEFITS	1,366	—	5,460
<b>10TH &amp; CENTRAL RAMP</b>	<b>737,546</b>	<b>770,777</b>	<b>760,569</b>
<b>INTERMODAL FACILITY</b>	<b>- 46370</b>		

**FUNDING SOURCE: PARKING OPERATION**

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
ADMIN/OVERHEAD/STORES GAR	—	—	—
EQUIPMENT	0	0	63,426
SUPPLIES AND SERVICES	56,736	49,337	62,154
WAGES AND BENEFITS	72	—	—
<b>INTERMODAL FACILITY</b>	<b>56,808</b>	<b>49,337</b>	<b>125,580</b>
<b>PARKING LOTS</b>	<b>- 46400</b>		

**FUNDING SOURCE: PARKING OPERATION**

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
DEBT SERVICE	38,222	38,222	38,222
SUPPLIES AND SERVICES	5,724	9,672	2,772
WAGES AND BENEFITS	829	—	—
<b>PARKING LOTS</b>	<b>44,775</b>	<b>47,894</b>	<b>40,994</b>
<b>LOT - HISTORIC FED BLDG</b>	<b>- 46403</b>		

**FUNDING SOURCE: PARKING OPERATION**

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	1,540	440	1,540

## Recommended Expenditure Budget Report by Activity & Funding Source

### 46 - PARKING DIVISION

LOT - HISTORIC FED BLDG	1,540	440	1,540
LOT - WASH ST ROW HOUSES - 46404			

FUNDING SOURCE: PARKING OPERATION

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	1,540	440	1,540
LOT - WASH ST ROW HOUSES	1,540	440	1,540
TEMP MILLWORK PARKING LOT- 46405			

FUNDING SOURCE: PARKING OPERATION

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	286	0	0
SUPPLIES AND SERVICES	3,892	2,090	4,235
TEMP MILLWORK PARKING LOT	4,178	2,090	4,235
LOT - 5TH & MAIN - 46406			

FUNDING SOURCE: PARKING OPERATION

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	6,622	2,670	7,404
LOT - 5TH & MAIN	6,622	2,670	7,404
LOT - CENTRAL & 12TH - 46407			

FUNDING SOURCE: PARKING OPERATION

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	3,830	1,850	3,830
LOT - CENTRAL & 12TH	3,830	1,850	3,830
LOT - 9TH & ELM - 46408			

FUNDING SOURCE: PARKING OPERATION

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	5,785	1,650	5,785
LOT - 9TH & ELM	5,785	1,650	5,785
LOT - 11TH & ELM - 46409			

FUNDING SOURCE: PARKING OPERATION

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	5,410	2,390	5,410
LOT - 11TH & ELM	5,410	2,390	5,410
PORT OF DBQ SURFACE LOT - 46410			

FUNDING SOURCE: PARKING OPERATION

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	39,292	22,199	40,382
PORT OF DBQ SURFACE LOT	39,292	22,199	40,382



## Recommended Expenditure Budget Report by Activity & Funding Source

### 46 - PARKING DIVISION

#### LOT - 18TH & ELM - 46411

##### FUNDING SOURCE: PARKING OPERATION

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	4,495	950	4,495
LOT - 18TH & ELM	4,495	950	4,495
LOT - BLUFF & 5TH		- 46412	

##### FUNDING SOURCE: PARKING OPERATION

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	6,968	2,950	7,516
LOT - BLUFF & 5TH	6,968	2,950	7,516
LOT - BLUFF & 12TH		- 46413	

##### FUNDING SOURCE: PARKING OPERATION

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	3,943	1,200	4,262
LOT - BLUFF & 12TH	3,943	1,200	4,262
LOT - 9TH & BLUFF		- 46414	

##### FUNDING SOURCE: PARKING OPERATION

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	3,100	985	3,100
LOT - 9TH & BLUFF	3,100	985	3,100
ICE HARBOR DR SURFACE LOT-		46415	

##### FUNDING SOURCE: PARKING OPERATION

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	2,325	675	2,325
ICE HARBOR DR SURFACE LOT	2,325	675	2,325
LOT - BLUFF & 11TH		- 46416	

##### FUNDING SOURCE: PARKING OPERATION

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	4,798	1,825	4,822
LOT - BLUFF & 11TH	4,798	1,825	4,822
LOT - 4TH & CENTRAL		- 46417	

##### FUNDING SOURCE: PARKING OPERATION

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	8,055	1,645	8,055

## Recommended Expenditure Budget Report by Activity & Funding Source

### 46 - PARKING DIVISION

LOT - 4TH & CENTRAL	8,055	1,645	8,055
LOT - MAIN & 3RD	- 46418		

FUNDING SOURCE: PARKING OPERATION

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	4,575	860	4,575
LOT - MAIN & 3RD	4,575	860	4,575
LOT - LOCUST & 3RD	- 46419		

FUNDING SOURCE: PARKING OPERATION

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	5,829	2,050	6,266
LOT - LOCUST & 3RD	5,829	2,050	6,266
ST. PARKING METERS	- 46420		

FUNDING SOURCE: PARKING OPERATION

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	52,386	62,521	54,838
WAGES AND BENEFITS	12,960	25,965	23,276
ST. PARKING METERS	65,346	88,486	78,114
PARKING METER ENFORCEMENT-	46430		

FUNDING SOURCE: PARKING OPERATION

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	129	22,596	18,910
SUPPLIES AND SERVICES	64,699	50,856	54,880
WAGES AND BENEFITS	135,835	129,839	110,128
PARKING METER ENFORCEMENT	200,664	203,291	183,918
PARKING MAINTENANCE	- 46700		

FUNDING SOURCE: PARKING OPERATION

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	1,472	44,340	40,200
SUPPLIES AND SERVICES	15,661	4,516	8,883
WAGES AND BENEFITS	163,188	167,263	173,220
PARKING MAINTENANCE	180,321	216,119	222,303
RESIDENTIAL PARK DISTRICT-	46800		

FUNDING SOURCE: PARKING OPERATION

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	3,210	0	0

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## Recommended Expenditure Budget Report by Activity & Funding Source

### 46 - PARKING DIVISION

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SUPPLIES AND SERVICES	1,403	1,009	1,509
WAGES AND BENEFITS	0	22,743	7,684
<b>RESIDENTIAL PARK DISTRICT</b>	<b>4,613</b>	<b>23,752</b>	<b>9,193</b>
<b>PARKING DIVISION TOTAL</b>	<b>\$5,380,336</b>	<b>\$5,344,747</b>	<b>\$5,019,863</b>

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

**53 TRANSPORTATION SERVICES DEPARTMENT**

FD	JC	WP-GR	JOB CLASS	FY 2019		FY 2020		FY 2021	
				FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
61010 Full Time Employee Expense									
630		GE-41	TRANSPORTATION SERVICES MGR	0.50	\$ 55,849	0.50	\$ 51,300	0.50	\$ 53,368
600		GE-41	TRANSPORTATION SERVICES MGR	0.50	\$ 55,849	0.50	\$ 51,300	0.50	\$ 53,368
630	3000	GE-35	OPERATIONS SUPERVISOR	0.50	\$ 38,374	0.50	\$ 41,375	0.50	\$ 37,688
600	3000	GE-35	OPERATIONS SUPERVISOR	0.50	\$ 38,374	0.50	\$ 41,375	0.50	\$ 37,688
600		GE-31	FIELD SUPERVISOR	0.50	\$ 30,955	0.50	\$ 34,758	0.50	\$ 35,146
630		GE-31	FIELD SUPERVISOR	0.50	\$ 30,955	0.50	\$ 34,758	0.50	\$ 35,146
630		GE-31	TRANSPORTATION ANALYST	0.50	\$ 26,390	0.50	\$ 28,435	0.50	\$ 31,693
600		GE-31	TRANSPORTATION ANALYST	0.50	\$ 26,390	0.50	\$ 28,435	0.50	\$ 31,693
630	760	GE-25	CONFIDENTIAL ACCOUNT CLERK	1.00	\$ 47,892	1.00	\$ 49,461	1.00	\$ 50,028
630	2205	GD-08	PARKING SYSTEM TECHNICIAN	2.00	\$ 105,663	2.00	\$ 109,709	2.00	\$ 112,117
600	637	GD-04	SERVICE WORKER	2.00	\$ 99,094	2.00	\$ 103,154	2.00	\$ 105,432
630		GD-03	DISPATCHER	0.30	\$ 14,144	0.30	\$ 14,278	0.30	\$ 14,562
600		GD-03	DISPATCHER	2.70	\$ 127,290	2.70	\$ 128,077	2.70	\$ 130,491
600	7200	AT-01	BUS OPERATOR	8.00	\$ 314,617	11.00	\$ 442,151	11.00	\$ 446,579
TOTAL FULL TIME EMPLOYEES				20.00	\$1,011,836	23.00	\$1,158,566	23.00	\$1,174,999
61020 Part Time Employee Expense									
630	6170	OE-03	PARKING METER CHECKER	3.30	\$ 125,976	3.30	\$ 126,825	3.30	\$ 96,922
600		NA-48	DRIVER TRAINER	0.55	\$ 23,024	0.55	\$ 23,552	0.55	\$ 24,312
630		NA-28	PARKING REVENUE COLLECTOR	0.73	\$ 16,660	0.73	\$ 17,687	0.73	\$ 19,114
600		GE-25	CONFIDENTIAL ACCOUNT CLERK	0.51	\$ 24,183	0.51	\$ 24,736	0.51	\$ 25,014
630		GE-25	CONFIDENTIAL ACCOUNT CLERK	0.22	\$ 10,432	0.22	\$ 10,670	0.22	\$ 10,790
600		GD-04	LABORER	0.55	\$ 26,376	0.28	\$ 13,739	0.28	\$ 14,223
630		GD-04	LABORER	0.00	\$ —	0.27	\$ 13,248	0.27	\$ 13,395
630		GD-03	DISPATCHER	0.10	\$ 4,374	0.10	\$ 4,640	0.10	\$ 3,733
600		GD-03	DISPATCHER	0.98	\$ 45,300	0.98	\$ 45,244	0.98	\$ 45,972
600	7210	AT-02	BUS OPERATOR	26.83	\$1,034,060	23.79	\$ 937,577	23.79	\$ 950,328
TOTAL PART TIME EMPLOYEES				33.77	\$1,310,385	30.73	\$1,217,918	30.73	\$1,203,803
TOTAL TRANSPORTATION SERVICES				53.77	\$ 2,322,221	53.73	\$ 2,376,484	53.73	\$ 2,378,802

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

ACCT	FD	JC	WP-GR	POSITION CLASS	FY 2019		FY 2020		FY 2021		
					FTE	BUDGET	FTE	BUDGET	FTE	BUDGET	
Transit Admin and Operations-FT Transit Fund											
60053100	61010	600		GE-31	TRANSPORTATION ANALYST	0.50	\$ 26,390	0.50	\$ 28,435	0.50	\$ 31,693
60053100	61010	600		GE-31	FIELD SUPERVISOR	0.50	\$ 30,955	0.50	\$ 34,758	0.50	\$ 35,146
60053100	61010	600		GE-35	OPERATIONS SUPERVISOR	0.50	\$ 38,374	0.50	\$ 41,375	0.50	\$ 37,688
60053100	61010	600		GE-41	TRANSPORTATION SERVICES MGR	0.50	\$ 55,849	0.50	\$ 51,300	0.50	\$ 53,368
60053100	61010	600		GD-03	DISPATCHER	2.70	\$ 127,290	2.70	\$ 128,077	2.70	\$ 130,491
				Total		4.70	\$ 278,858	4.70	\$ 283,945	4.70	\$ 288,386
Transit Admin and Operations-PT Transit Fund											
60053100	61020	600	4765	NA-48	DRIVER TRAINER	0.55	\$ 23,024	0.55	\$ 23,552	0.55	\$ 24,312
60053100	61020	600		GE-25	CONFIDENTIAL ACCOUNT CLERK	0.51	\$ 24,183	0.51	\$ 24,736	0.51	\$ 25,014
60053100	61020	600		GD-03	DISPATCHER	0.98	\$ 45,300	0.98	\$ 45,244	0.98	\$ 45,972
				Total		2.04	\$ 92,507	2.04	\$ 93,532	2.04	\$ 95,298
Intermodal Facility-PT Transit Fund											
60053370	61020	600		GD-04	LABORER	0.55	\$ 26,376	0.28	\$ 13,739	0.28	\$ 14,223
				Total		0.55	\$ 26,376	0.28	\$ 13,739	0.28	\$ 14,223
Bus Operations-FT Transit Fund											
60053400	61010	600	7200	AT-01	BUS OPERATOR	5.00	\$ 196,390	8.00	\$ 321,272	8.00	\$ 324,173
				Total		5.00	\$ 196,390	8.00	\$ 321,272	8.00	\$ 324,173
Bus Operations-PT Transit Fund											
60053400	61020	600	7210	AT-02	BUS OPERATOR	17.05	\$ 655,233	14.01	\$ 551,843	14.01	\$ 557,761
				Total		17.05	\$ 655,233	14.01	\$ 551,843	14.01	\$ 557,761
Mini-Bus Operations-FT Transit Fund											
60053500	61010	600		AT-03	BUS OPERATOR	3.00	\$ 118,227	3.00	\$ 120,879	3.00	\$ 122,406
				Total		3.00	\$ 118,227	3.00	\$ 120,879	3.00	\$ 122,406
Mini-Bus Operations-PT Transit fund											
60053500	61020	600	7210	AT-02	BUS OPERATOR	9.75	\$ 377,541	9.75	\$ 384,419	9.75	\$ 391,237
				Total		9.75	\$ 377,541	9.75	\$ 384,419	9.75	\$ 391,237
Trolley Operations-PT Transit fund											
60053600	61020	600	7210	AT-02	BUS OPERATOR-Trolley Route	0.03	\$ 1,286	0.03	\$ 1,315	0.03	\$ 1,330
				Total		0.03	\$ 1,286	0.03	\$ 1,315	0.03	\$ 1,330
Bus Maintenance-FT Transit Fund											
60053700	61010	600		GD-04	TRANSIT SERVICE WORKER	2.00	\$ 99,094	2.00	\$ 103,154	2.00	\$ 105,432
				Total		2.00	\$ 99,094	2.00	\$ 103,154	2.00	\$ 105,432
Parking Administration-FT Parking Fund											
63046100	61010	630		GE-41	TRANSPORTATION SERVICES MGR	0.50	\$ 55,849	0.50	\$ 51,300	0.50	\$ 53,368
63046100	61010	630		GE-35	OPERATIONS SUPERVISOR	0.50	\$ 38,374	0.50	\$ 41,375	0.50	\$ 37,688
63046100	61010	630		GE-31	TRANSPORTATION ANALYST	0.50	\$ 26,390	0.50	\$ 28,435	0.50	\$ 31,693
63046100	61010	630		GE-31	FIELD SUPERVISOR	0.50	\$ 30,955	0.50	\$ 34,758	0.50	\$ 35,146

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

ACCT	FD	JC	WP-GR	POSITION CLASS	FY 2019		FY 2020		FY 2021		
					FTE	BUDGET	FTE	BUDGET	FTE	BUDGET	
63046100	61010	630	760	GE-25	CONFIDENTIAL ACCOUNT CLERK	1.00	\$ 47,892	1.00	\$ 49,461	1.00	\$ 50,028
63046100	61010	630		GD-03	DISPATCHER	0.30	\$ 14,144	0.30	\$ 14,278	0.30	\$ 14,562
Total						3.30	\$ 213,604	3.30	\$ 219,607	3.30	\$ 222,485
Parking Administration -PT Parking Fund											
63046100	61020	630	760	GE-25	CONFIDENTIAL ACCOUNT CLERK	0.22	\$ 10,432	0.22	\$ 10,670	0.22	\$ 10,790
63046100	61020	630		GD-03	DISPATCHER	0.10	\$ 4,374	0.10	\$ 4,640	0.10	\$ 3,733
Total						0.32	\$ 14,806	0.32	\$ 15,310	0.32	\$ 14,523
Parking Meters-PT Parking Fund											
63046420	61020	630		NA-27	PARKING REVENUE COLLECTOR	0.73	\$ 16,660	0.73	\$ 17,687	0.73	\$ 19,114
Total						0.73	\$ 16,660	0.73	\$ 17,687	0.73	\$ 19,114
Meter Enforcement-PT Parking Fund											
63046430	61020	630	6170	OE-03	PARKING METER CHECKER	2.80	\$ 107,960	2.80	\$ 107,908	2.80	\$ 90,877
Total						2.80	\$ 107,960	2.80	\$ 107,908	2.80	\$ 90,877
Parking Maintenance-FT Parking Fund											
63046400	61010	630	2205	GD-08	PARKING SYSTEM TECHNICIAN	2.00	\$ 105,663	2.00	\$ 109,709	2.00	\$ 112,117
Total						2.00	\$ 105,663	2.00	\$ 109,709	2.00	\$ 112,117
Parking Maintenance-PT Parking Fund											
63046400	61020	630		GD-04	LABORER	0.00	\$ —	0.27	\$ 13,248	0.27	\$ 13,395
Total						0.00	\$ —	0.27	\$ 13,248	0.27	\$ 13,395
Residential District-PT Parking Fund											
63046800	61020	630	6170	OE-03	PARKING METER CHECKER	0.50	\$ 18,016	0.50	\$ 18,917	0.50	\$ 6,045
Total						0.50	\$ 18,016	0.50	\$ 18,917	0.50	\$ 6,045
TOTAL TRANSPORTATION SERVICES DEPARTMENT						53.77	\$2,322,221	53.73	\$2,376,484	53.73	\$2,378,802

Capital Improvement Projects by Department/Division					
TRANSIT DIVISION					
CIP Number	Capital Improvement Project Title	FY 18 Actual Expense	FY 19 Actual Expense	FY 20 Adopted Budget	FY 21 Recomm'd Budget
2602235	BUS STOP IMPROVEMENTS	—	—	—	20,730
3602446	BUS STORAGE FACILITY	791,875	53,649	—	—
6001222	REPLACE MINI BUSES	—	—	—	368,302
6001224	REPLACE FIXED ROUTE BUSES	251,159	—	2,312,092	426,522
6002235	BUS STOP IMPROVEMENTS	9,338	—	—	17,140
6002446	BUS STORAGE FACILITY	3,424,961	32,573	—	—
6002604	RADIO REPLACEMENT	97,607	—	—	—
6002765	MIDTOWN TRANSFER RELOC	—	14,449	—	—
6002806	JFK CIRCLE TRANSFER CTR	—	—	409,474	—
6002860	ONBOARD SECURITY CAMERAS	0	0	0	112,740
<b>TRANSIT DIVISION</b>	<b>TOTAL</b>	<b>4,574,940</b>	<b>100,671</b>	<b>2,721,566</b>	<b>945,434</b>
PARKING DIVISION					
CIP Number	Capital Improvement Project Title	FY 18 Actual Expense	FY 19 Actual Expense	FY 20 Adopted Budget	FY 21 Recomm'd Budget
3602250	MILLWORK DIST PARKING IMP	170,557	466,002	—	—
3602861	E 12 AND ELM PARKING LOT	—	—	—	589,000
73010730	UNDISTRIBUTED -PARKING	—	—	26,209	—
7301380	MAINT - MUNI PARKING LOTS	—	—	—	50,000
7301385	MAJOR MAINT ON RAMPS	8,840	11,348	90,000	—
7301671	LOCUST ST PARK RMP REPAIR	—	—	250,000	—
7301944	PARKING METER REPLACEMENT	—	7,714	50,000	—
7302046	PARKING RAMP OCC CERT	—	—	—	26,500
7302162	PORT OF DBQ RAMP MAINT	—	—	70,200	81,305
<b>PARKING DIVISION</b>	<b>TOTAL</b>	<b>179,397</b>	<b>485,064</b>	<b>486,409</b>	<b>746,805</b>
<b>TRANSPORTATION SERVICES TOTAL</b>		<b>4,754,337</b>	<b>585,735</b>	<b>3,207,975</b>	<b>1,692,239</b>

PRGRM/ DEPT	PROJECT DESCRIPTION	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	TOTAL	PAGE
<b>TRANSPORTATION SERVICES DEPARTMENT</b>								
<b>Transit Division</b>								
<b>Business Type</b>								
	Transit Vehicle Replacement	\$ 794,824	\$ 560,276	\$ 383,182	\$100,000	\$298,997	\$ 2,137,279	295
	Bus Stop Improvements	\$ 37,870	\$ 17,072	\$ 10,250	\$ 37,313	\$ 17,933	\$ 120,438	297
	Onboard Security Cameras	\$ 112,740	\$ —	\$ —	\$ —	\$ —	\$ 112,740	298
<b>Parking Division</b>								
<b>Business Type</b>								
	Port of Dubuque Ramp Major Maintenance	\$ 81,305	\$ 82,931	\$ 84,590	\$ 86,282	\$ 88,008	\$ 423,116	299
	East 12th and Elm Street Parking Lot Construction	\$ 589,000	\$ —	\$ —	\$ —	\$ —	\$ 589,000	300
	Locust/Iowa Street Parking Ramp Repairs and Additional Parking	\$ —	\$10,000,000	\$8,500,000	\$ —	\$ —	\$18,500,000	301
	Maintenance of Municipal Parking Lots	\$ 50,000	\$ —	\$ —	\$ —	\$ —	\$ 50,000	302
	Parking Ramp Occupancy Engineering Certification	\$ 26,500	\$ —	\$ —	\$ —	\$ —	\$ 26,500	303
	<b>TOTAL</b>	<b>\$ 1,692,239</b>	<b>\$ 10,660,279</b>	<b>\$ 8,978,022</b>	<b>\$ 223,595</b>	<b>\$ 404,938</b>	<b>\$ 21,959,073</b>	



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FISCAL YEAR 2021  
**Recommended**  
**Policy And Narrative Budget**  
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February 27, 2020  
Historic Federal Building City Council Chambers

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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 Pollution Control, Refuse (part of Public Works), Cable TV, Transit, Parking), 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. Battery icons for each KPI visually indicate how well an objective is doing and represent the following:

		
On Track	Improving	Needs Work

- 6) **Department/Division's Goals and Performance Measures by Activity:** This is a written narrative for each activity that explains the goal, describes the purpose, and explains the service objectives of each activity. Performance measures are included for each activity to evaluate activities and ensure that the approved levels of funding yield the expected results.
- 7) **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.
- 8) **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.
- 9) **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.
- 10) **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.
- 11) **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.
- 12) **Five Year Capital Improvement Program Summary by Department/Division:** This report lists all Capital Improvement Projects budgeted in the new budget year and planned for the next four years.

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

# **Purchase of Services**

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**DEPARTMENT/DIVISION:** Purchase Of Services

**RESPONSIBILITY:** Chris Lester, Community Development Specialist

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Purchase of services activities are those services that the City feels fit the goals and priorities of the City and are not required to be provided or would not be provided in the normal course of City business. In Fiscal Year 2014, an application process was implemented for the funding of purchase of service agencies.

The FY 2021 budget recommends an allocation of \$100,000 in General Fund and \$47,961 in Community Development Block Funds for a total of \$147,961 to fulfill some of the recommendations of the Community Development Advisory Commission.

The recommendation of the Community Development Advisory Commission will be made to City Council after the FY 2021 budget is adopted on March 26, 2020.

The following purchase of service agencies have received funding in the past:

<b>Agency</b>	<b>FY 2020</b>	<b>Funding Source</b>
The Dubuque Dream Center	\$15,760	General Fund
East Central Development Corporation	\$15,760	General Fund
Fountain of Youth	\$15,760	General Fund
Four Oaks Family & Children's Services	\$15,760	General Fund
Lutheran Services in Iowa	\$4,800	General Fund
Opening Doors	\$15,760	General Fund
Retired and Senior Volunteer Program	\$4,880	General Fund
Riverview Center	\$15,760	General Fund
St. Mark Youth Enrichment	\$15,760	General Fund
<b>Total</b>	<b>\$120,000</b>	

Contracted services are services that the City would have within its organization regardless of who provides the service. Contracted services in many cases leverage other resources that would not normally be available to the City. An example is the Dubuque Humane Society which provides a heightened level of service for animal control over what the City would provide for animals.

The following agencies have received or are being recommended to receive funding as contracted services within other departments:

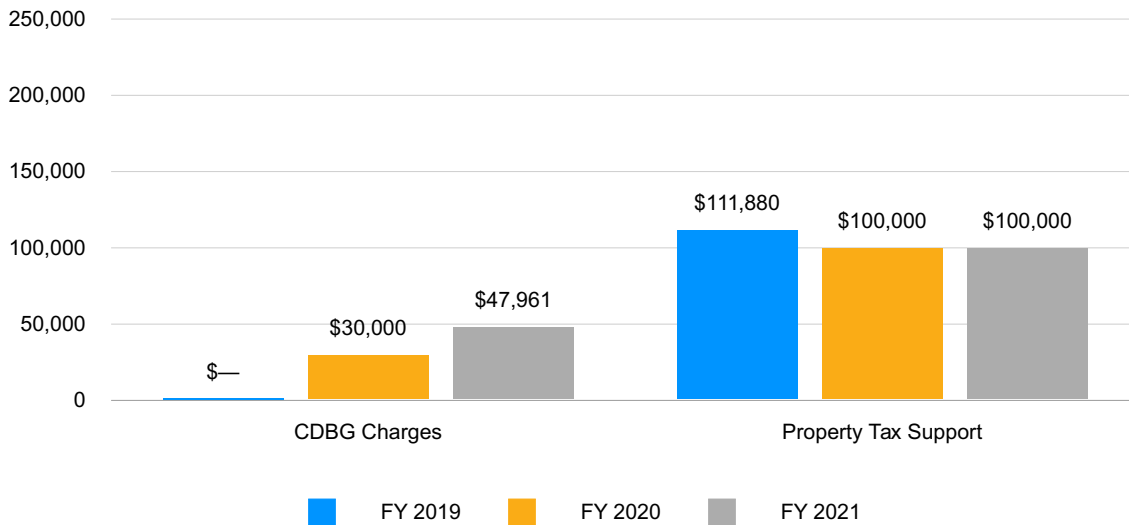


Agency	Department	FY 2020	FY 2021	Funding Source
America's River Corporation	Economic Development	\$10,000	\$—	General Fund
Community Foundation of Greater Dubuque - Project HOPE	Economic Development	\$75,000	\$75,000	General Fund
Community Foundation of Greater Dubuque - Every Child Every Promise	Housing	\$25,000	\$—	General Fund
Community Foundation of Greater Dubuque - Inclusive Dubuque	Economic Development	\$75,000	\$75,000	General Fund
Crescent Community Health Center - Operating	Health Services	\$25,000	\$50,000	General Fund
Crescent Community Health Center - Engine House #1 Rent	Health Services	\$25,000	\$—	General Fund
Travel Dubuque	Economic Development	\$1,121,130	\$1,145,392	General Fund
Dubuque Area Labor Management Council	Economic Development	\$30,000	\$30,000	General Fund
Dubuque Main Street	Economic Development	\$76,653	\$79,336	General Fund
DuRide	Transit	\$25,000	\$25,000	General Fund
ECIA Membership Dues	Planning	\$30,548	\$31,700	General Fund
ECIA Prosperity Iowa	Economic Development	\$5,085	\$5,085	General Fund
ECIA Transportation Planning	Engineering	\$20,000	\$20,000	General Fund
ECIA Continuum of Care Grant Administration	Housing	\$40,000	\$40,000	General Fund
Greater Dubuque Development Corporation - Retail Expansion/Marketing/Workforce	Economic Development	\$586,088	\$588,748	Land Sales
Greater Dubuque Development Corporation - Director of Sustainable Innovation	Economic Development	\$100,000	\$100,000	General Fund
Greater Dubuque Development Corporation - True North	Economic Development	\$100,000	\$25,000	GDTIF
Hills & Dales: Senior Center	Recreation	\$18,200	\$18,200	CDBG
Humane Society	Health Services	\$132,891	\$135,283	General Fund
Hawkeye Area Community Action	Housing	\$89,756	\$50,000	General Fund
Operation New View: Head Start Program - 18th St Rent	Housing	\$25,000	\$—	General Fund
Washington Tool Library	Neighborhood Development	\$15,790	\$15,790	CDBG
<b>Total</b>		<b>\$ 2,651,141</b>	<b>\$ 2,509,534</b>	

# PURCHASE OF SERVICE

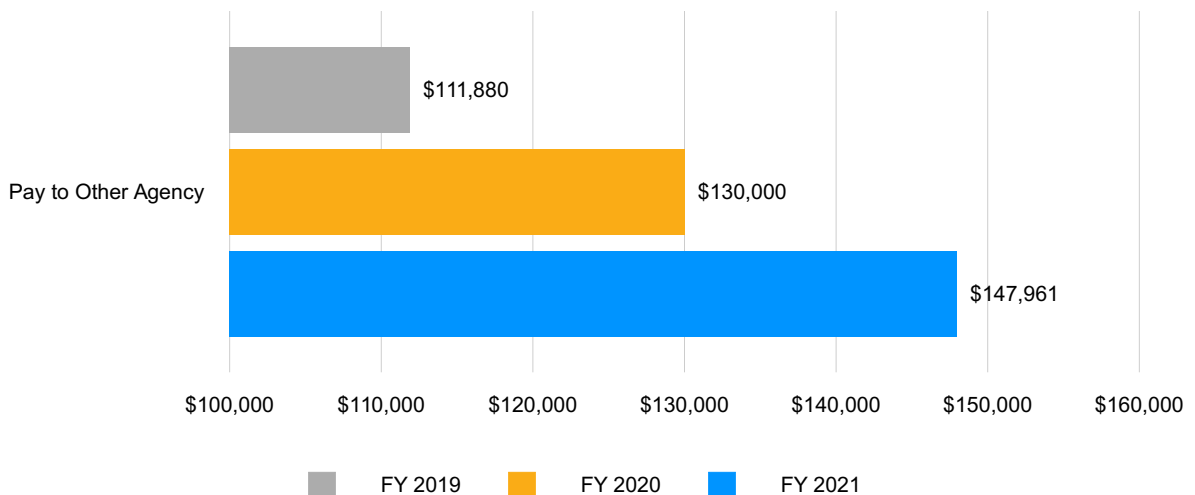
Purchase of services activities are those services that the City feels fit the goals and priorities of the City and are not required to be provided or would not be provided in the normal course of City business. In Fiscal Year 2014, an application process was implemented for the funding of purchase of service agencies.

## Resources and Property Tax Support



Purchase of Services is supported by no full-time equivalent employees. Pay to other agencies accounts for 100% of the department expense as seen below. Overall, the departments' expenses are expected to increase by 13.82% in FY 2021 compared to FY 2020.

## Expenditures by Category by Fiscal Year



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**Recommended Operating Expenditure Budget - Department Total**  
**79 - PURCHASE OF SERVICES**

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<b>Fund</b>	<b>Account</b>	<b>Account Title</b>	<b>FY18 Actual Expense</b>	<b>FY19 Actual Expense</b>	<b>FY20 Adopted Budget</b>	<b>FY 21 Recomm'd Budget</b>
100	62761	PAY TO OTHER AGENCY	10,000	111,880	100,000	100,000
260	62761	PAY TO OTHER AGENCY	10,000	—	30,000	47,961
<b>62 - SUPPLIES AND SERVICES</b>			<b>20,000</b>	<b>111,880</b>	<b>130,000</b>	<b>147,961</b>
<b>79 - PURCHASE OF SERVICES TOTAL</b>			<b>20,000</b>	<b>111,880</b>	<b>130,000</b>	<b>147,961</b>

## Recommended Expenditure Budget Report by Activity & Funding Source

### 79 - PURCHASE OF SERVICES

#### FOUR MOUNDS HEART PROGRAM- 79115

**FUNDING SOURCE: COMMUNITY DEVELOPMENT**

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	—	10,000	10,000
<b>FOUR MOUNDS HEART PROGRAM</b>	<b>—</b>	<b>10,000</b>	<b>10,000</b>
<b>PURCHASE OF SERVICE-(SP5)- 79450</b>			

**FUNDING SOURCE: COMMUNITY DEVELOPMENT**

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	111,880	120,000	137,961
<b>PURCHASE OF SERVICE-(SP5)</b>	<b>111,880</b>	<b>120,000</b>	<b>137,961</b>
<b>PURCHASE OF SERVICES TOTAL</b>	<b>\$111,880</b>	<b>\$130,000</b>	<b>\$147,961</b>

# **Five Flags Civic Center**

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## FIVE FLAGS CIVIC CENTER DIVISION

<b>Budget Highlights</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Budget</b>	<b>FY 2021 Requested</b>	<b>% Change From FY 2020 Budget</b>
<u>Expenses</u>				
Employee Expense	22,023	21,949	24,781	12.9%
Supplies and Services	956,248	1,019,108	930,262	-8.7%
Machinery and Equipment	68,405	15,000	—	0.0%
Total Expenses	1,046,676	1,056,057	955,043	-9.6%
Debt on Projects paid with Sales Tax Fund (20%)	47,960	52,063	43,929	-15.6%
Property Tax Support	1,046,676	1,056,057	955,043	(101,014)
Percent Increase (Decrease)				-9.6%
<b>Personnel - Authorized FTE</b>	<b>0.15</b>	<b>0.15</b>	<b>0.15</b>	

\*Actual Benchmark for FY 2020 is \$920,395.

### Improvement Package Summary

#### **1 of 1**

This improvement level decision package provides for the third and final phase of surveillance cameras. This phase will place nine (9) cameras inside the historic Five Flags Theater, at the Majestic and Bijou Rooms as well as the hallway entrances to dressing areas in the arena and theater. These cameras are for internal controls, as well as monitoring common public areas, entrances and exits to the building. ASM Global, the management company, performed a risk assessment audit with police, fire and Homeland Security. The assessment recommended cameras in specific locations. This improvement supports the City Council high priority goal of surveillance camera funding under the Vibrant Community: Healthy and Safe goal. There will be a recurring cost of approximately \$963 a year for these cameras. The first year is included in the purchase price.

Related Cost:	<u>\$ 13,500</u>	Tax Funds	Non-Recurring	<b>Recommend - No</b>
Property Tax Impact:	\$ 0.0053	0.05%		
Activity: Civic Center Operations				

### Significant Line Items

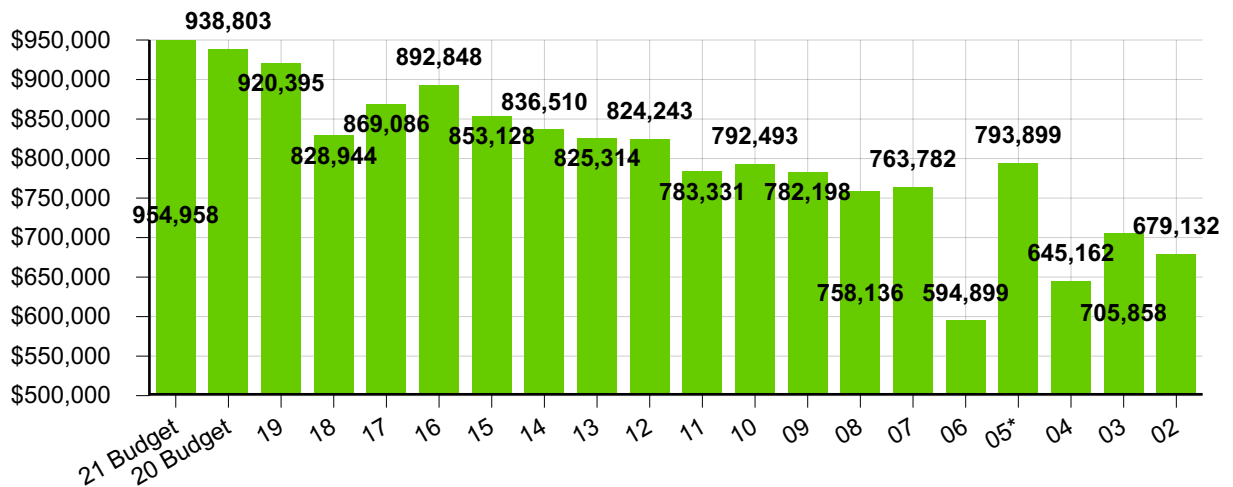
#### **Background**

- History: The City has contracted the firm, ASM Global (formerly SMG), after Council approval in April 2004, to privately manage Five Flags Civic Center. ASM Global's original five year private management agreement began on July 1, 2004 and ended June 30, 2009. The current agreement expired June 30, 2014 and was extended for another five-year period ending June 30, 2019 and the five-year extension as executed for a period ending June 20, 2024.



2.

## Five Flags Property Tax Support



\*ASM Global (formerly SMG) took over managing Five Flags on July 1, 2004.

Actual expenses were higher in FY 2005 due to the transitioning of the employees. There were additional costs relating to unemployment insurance, vacation payoffs and prior year expenses.

### Employee Expense

3. FY 2021 employee expense reflects a 1.5% wage package increase.
4. The Iowa Public Employee Retirement System (IPERS) City contribution of 9.44% is unchanged from FY 2020. The employee contribution of 6.29% is unchanged from FY 2020.

### Supplies & Services

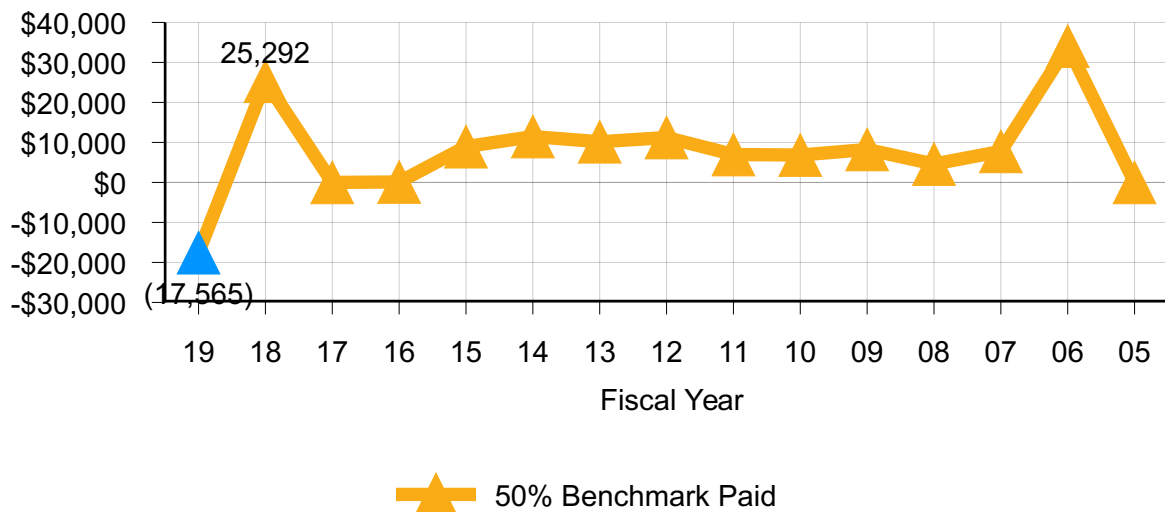
5. **Benchmark Calculation:** The benchmark is the amount the City sets for ASM Global (formerly SMG) of property tax needed to operate the Five Flags Civic Center. The original benchmark and formula for adjustment was established in the 2004 agreement with ASM Global. ASM Global is challenged to spend less than the Benchmark, thereby reducing the amount of property tax support needed. The benchmark is calculated by taking total expense less earned revenue for the Civic Center, to get the property tax support. This calculation was completed in the beginning by taking the average actual property tax support spent in FY 2002, 2003, and 2004 (\$682,091) and then increased annually by an inflation factor. This amount includes ASM Global's projected management fee of \$102,924 in FY 2021. The Benchmark fee is set for the purpose of the budget with an estimated CPI and then adjusted by the actual May CPI after the budget is adopted to arrive at the actual Benchmark and management fee.
6. ASM Global's (formerly SMG) goal is to come in under the benchmark, but if the benchmark is not met, the City of Dubuque must pay any amount over the benchmark. ASM Global's (formerly SMG) incentive to meet the benchmark gives them \$.50 of every dollar under the benchmark.

**Annual Benchmark Set for SMG:** In FY 2014 the benchmark was \$852,040 (prior year plus the May CPI of 1.4%), in FY 2015 the benchmark was \$869,933 (prior year plus the May CPI of 2.1%), in FY 2016 the benchmark was \$869,933 (prior year plus the May CPI of 0%), in FY 2017 the benchmark was \$878,632 (prior year based on May CPI of 1%), in FY 2018 the benchmark was \$895,326 (prior year based on May CPI of 1.9%), in FY 2019 the benchmark was \$920,395 (prior year based on May CPI of 2.80%), in FY 2020 the benchmark was \$936,962 (prior year based on May CPI of 1.80%), and the FY 2021 benchmark is anticipated to be \$955,701 (prior year and anticipated May CPI of 2.00%).

**Actual Benchmark:** It should be noted that the first year (FY 2005) of management, actual expenses were higher due to the transitioning of the employees. There were additional costs relating to unemployment insurance, vacation payoffs and prior year expenses that did not count against the benchmark. The Five Flags Civic Center was also under renovation soon after SMG (ASM Global) started. It was expected that the first year of management would cost more. Also, the budget was initially set with the management fee (\$75,000) added on top of the set benchmark. It was determined that the benchmark should already include ASM Global's (formerly SMG) management fee, and the actual benchmark was adjusted accordingly with the additional budget going back into General Fund.

Following is a summary of annual results of the benchmark to date that reflects SMG has met the benchmark since 2006 with the exception of FY 2019. FY 2019 included a polar vortex weather event affecting utility costs and event financial performance as well as repairs to the facility due to the age and status of the Five Flags building. Since FY 2005, SMG (ASM Global) has beat the benchmark by a total of \$174,490:

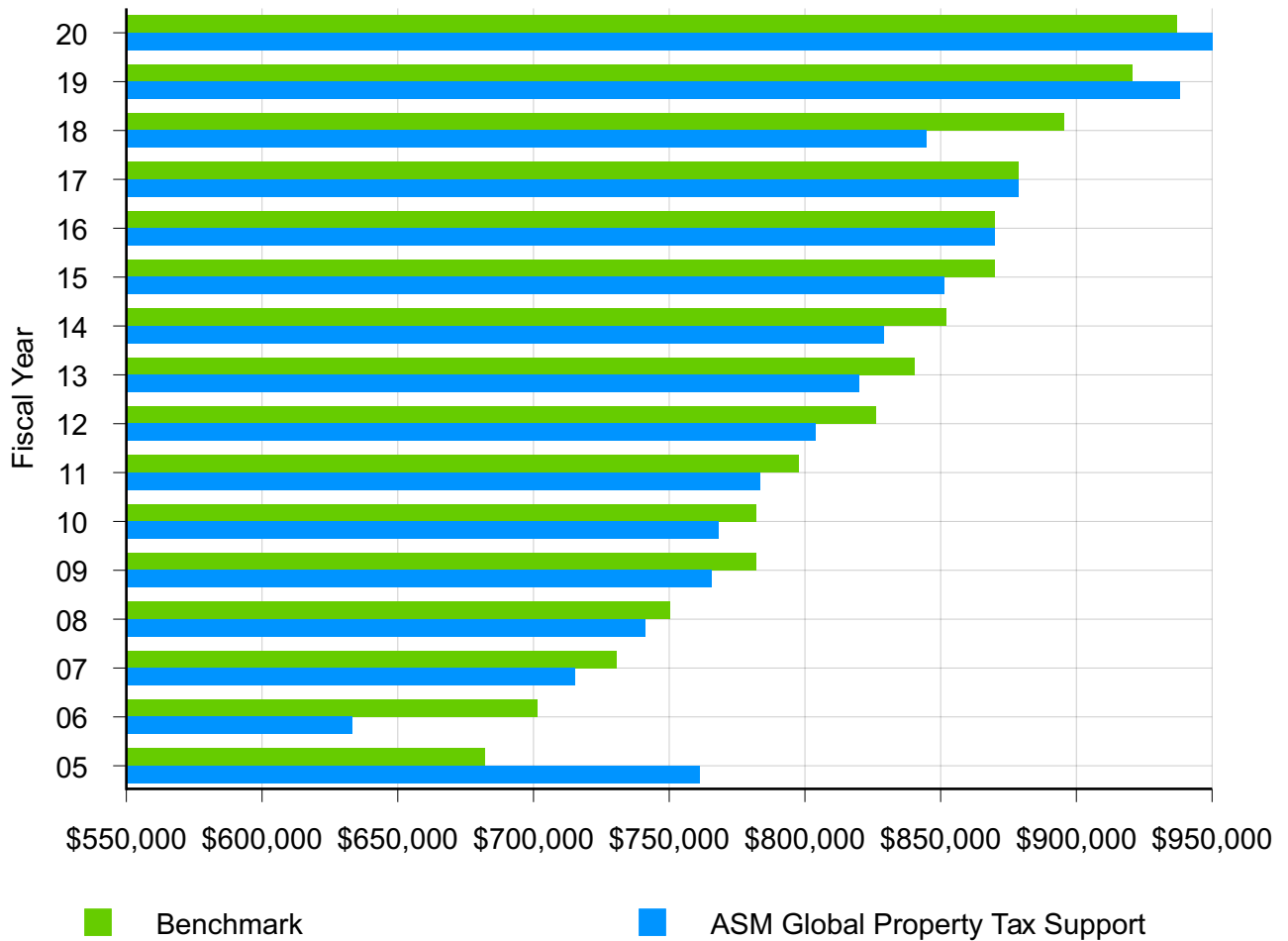
### ASM Global (formerly SMG) Benchmark Payout



**Analysis of Results to Date:** When reconciling annual property tax support spent to the benchmark each year, the City adjusts the expenses for items that do not count against the benchmark (expenses that are the responsibility of the City). These expenses have included the initial cost of transitioning employees (unemployment insurance, vacation payoffs) and some equipment items not yet paid as of the transitioning date. Following is a summary reflecting the

amount the City has actually paid over or under the benchmark, with these adjustments taken out expenses that do not count against benchmark:

## ASM Global (Formerly SMG) Property Tax Support Compared to Benchmark



### Debt Service

7. FY 2021 Annual debt service is as follows (\$43,929):

Amount	Debt Series	Payment Source	Purpose	Final Payment	Call Date
\$ 35,121	2019C G.O.	Sales Tax 20%	Civic Center Improvements	2030	2026
\$ 8,808	2019B G.O.	Sales Tax 20%	Chair Platform Section 3	2039	2039
<u>\$ 43,929</u>	Total Civic Center Annual Debt Service				

# LEISURE SERVICES FACILITY DIVISION

The Facility Division provides for the effective and efficient maintenance of buildings and equipment and administration of management contracts for Five Flags Civic Center and Grand River Center, ensuring facilities and programs that provide an increased QUALITY OF LIFE and creates opportunities for both citizens and visitors.



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

### PLANNING

Planning is necessary to develop an ongoing capital improvement plan to keep up each building. SMG and Platinum Hospitality work together and separately to provide venues for conferences, weddings, family events, trade shows, entertainment, business meetings, events and more. Each works to meet the needs of individuals, businesses and event planners.

### PEOPLE

The Grand River Center as the conference and education center and Five Flags as the civic center both provide increased quality of life for the residents of Dubuque as well as positive visitor experiences for travelers to the area.



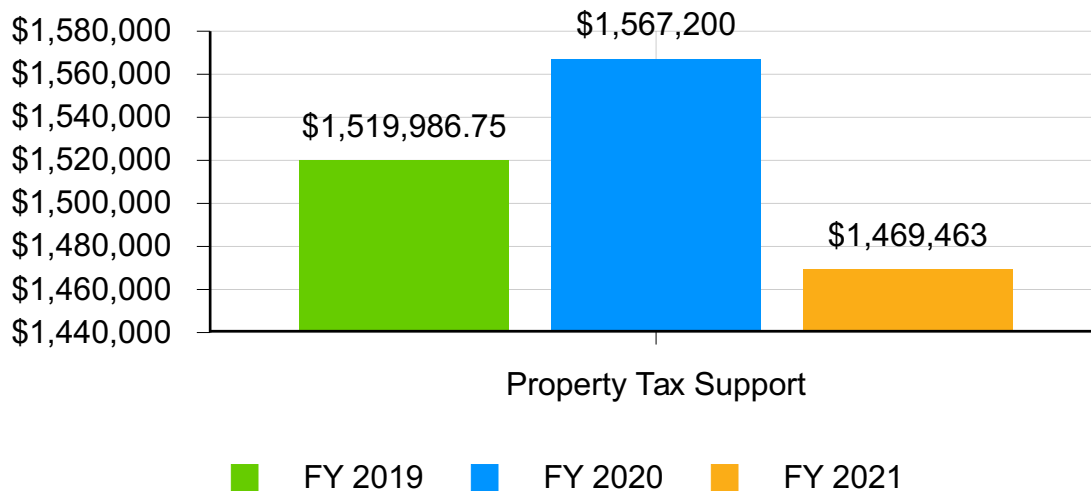
### PARTNERSHIPS

Efforts are coordinated with the Dubuque Area Visitor and Convention Bureau. Often local professionals represent their professional association to bring their state and/or national conference to Dubuque. Partners at Five Flags include many theatrical and performing groups.

# LEISURE SERVICES FACILITY DIVISION

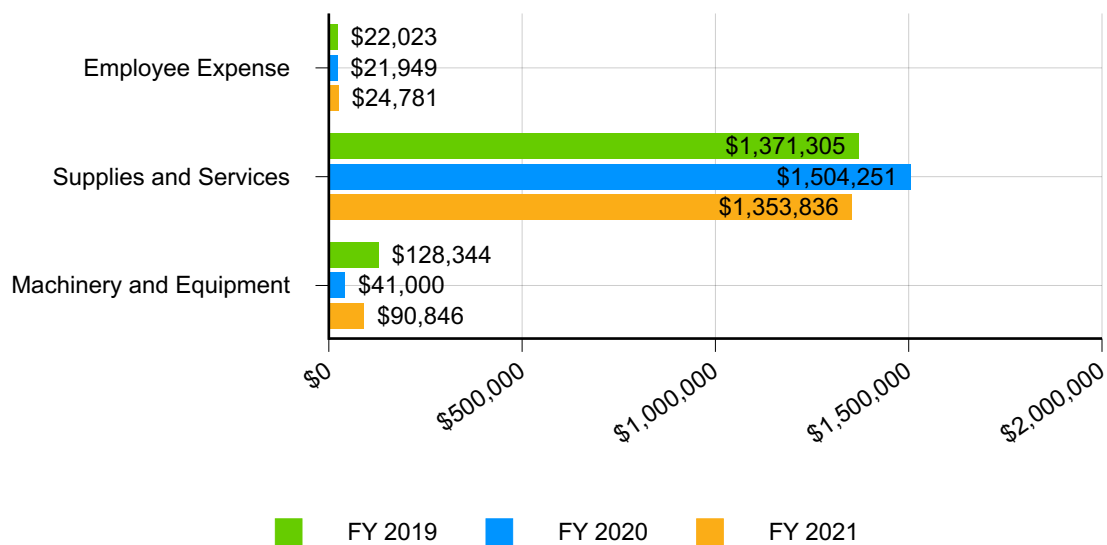
	FY 2019	FY 2020	FY 2021
Full-Time Equivalent	0.15	0.15	0.15

## Property Tax Support



The Leisure Services Facilities Division is supported by 0.15 full-time equivalent employees. Supplies and services accounts for 92.13% of the department expense as seen below. Overall, the department's expenses are expected to decrease by -6.24% in FY 2021 compared to FY 2020.

## Expenditure by Category by Fiscal Year



# LEISURE SERVICES FACILITY DIVISION

## Mission & Services

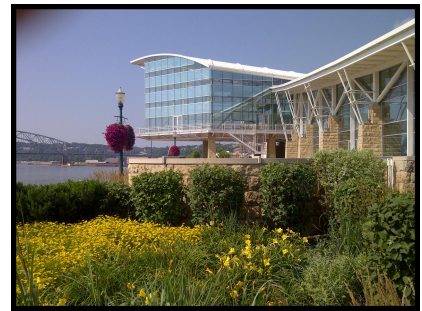
The Facility Management Division of the Leisure Services Department strives to provide venues for community and civic activities, entertainment, and cultural events and activities. The division promotes events and activities that bring tourists and generate spending in the community and ensure the centers are well-maintained and professionally managed to ensure attendees have a positive experience.

Five Flags Civic Center is a City owned building managed day-to-day by ASM Global located in the heart of downtown. It is a multipurpose facility which hosts sporting events, theatrical performances, concerts, meetings and conventions, high school and community college graduations, sporting events and much more. Five Flags Civic Center features an arena, historic theater, meeting rooms and intimate performance stage called the Bijou Room.



The Grand River Center is a City owned building managed by Platinum Hospitality. Dubuque's iconic convention and education center is located in the Port of Dubuque overlooking the Mississippi River and Riverwalk. The conference center has meeting rooms, a ballroom and exhibit hall allowing a variety of uses of the space for large and small events.

Leisure Services initiates capital improvement projects for these facilities ensuring the long-term viability and functionality of these buildings.



Five Flags Civic Center Funding Summary			
	FY 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$1,046,676	\$1,056,057	\$955,043
Resources	\$—	\$—	\$—

Five Flags Civic Center Position Summary	
	FY 2021
Leisure Services Manager	0.15
<b>Total FT Equivalent Employees</b>	<b>0.15</b>

Grand River Center Funding Summary			
	FY 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$484,636	\$533,318	\$544,926
Resources	\$9,640	\$22,175	\$30,506

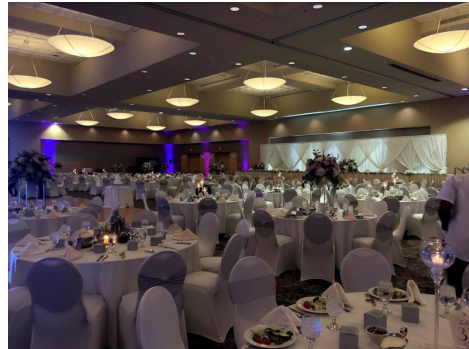


# LEISURE SERVICES FACILITY DIVISION

## Performance Measures

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

	Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
1	<b>Activity Objective: Become a regional hub for arts and culture by partnering with arts &amp; culture organizations and providing Arts and Culture events and programming.</b>					
	% change from prior year in performing arts programming held at Five Flags			+14%	+1%	
2	<b>Activity Objective: Host community events and activities that support families and children.</b>					
	# of unique performances and events (both centers combined)		87	89	82	
	# of events that supported fundraisers benefiting families & children (both)		15	18	17	
3	<b>Activity Objective: Maintain infrastructure and amenities to support economic development and growth.</b>					
	# of attendees at Annual Growing Sustainable Communities Conference (number of states represented)		350 (22)	425 (28+ Canada)	482 (27) (actual)	



## Recommended Operating Revenue Budget - Department Total

### 32 - CIVIC CENTER DIVISION

Fund	Account	Account Title	FY18 Actual Revenue	FY19 Actual Revenue	FY20 Adopted Budget	FY21 Recomm'd Budget
400	54210	GO BOND PROCEEDS	0	3,238	0	0
400	54220	BOND DISCOUNT	0	147	0	0
54	OTHER FINANCING SOURCES - Total		0	3,385	0	0
400	59350	FR SALES TAX CONSTRUCTION	46,960	47,960	52,063	43,929
59	TRANSFER IN AND INTERNAL - Total		46,960	47,960	52,063	43,929
CIVIC CENTER DIVISION - Total			46,960	51,345	52,063	43,929



## Recommended Operating Expenditure Budget - Department Total

### 32 - CIVIC CENTER DIVISION

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
100	61010	FULL-TIME EMPLOYEES	16,673	16,975	17,309	19,541
100	61310	IPERS	1,492	1,602	1,634	1,844
100	61320	SOCIAL SECURITY	1,217	1,234	1,324	1,495
100	61410	HEALTH INSURANCE	2,385	2,146	1,626	1,844
100	61415	WORKMENS' COMPENSATION	63	54	45	46
100	61416	LIFE INSURANCE	11	11	11	11
<b>61 - WAGES AND BENEFITS</b>			<b>21,841</b>	<b>22,023</b>	<b>21,949</b>	<b>24,781</b>
100	62061	DP EQUIP. MAINT CONTRACTS	2,187	0	2,231	0
100	62090	PRINTING & BINDING	314	325	335	335
100	62110	COPYING/REPRODUCTION	1,517	1,630	1,623	1,744
100	62206	PROPERTY INSURANCE	18,344	25,348	25,785	25,785
100	62208	GENERAL LIABILITY INSURAN	69	67	72	72
100	62320	TRAVEL-CITY BUSINESS	(80)	0	0	0
100	62421	TELEPHONE	1,345	1,403	1,392	1,416
100	62614	EQUIP MAINT CONTRACT	959	959	3,359	2,512
100	62627	CAMERA MAINTENANCE	378	432	1,178	1,400
100	62712	CONSULTING ENGINEERS	0	0	102,800	0
100	62713	LEGAL SERVICES	0	247	0	0
100	62716	CONSULTANT SERVICES	0	43,660	0	0
400	62731	MISCELLANEOUS SERVICES	0	1,563	0	0
100	62761	PAY TO OTHER AGENCY	782,070	880,613	880,333	896,998
<b>62 - SUPPLIES AND SERVICES</b>			<b>807,103</b>	<b>956,248</b>	<b>1,019,108</b>	<b>930,262</b>
100	71315	TRUCK-ADDITIONAL	0	33,516	0	0
100	72416	VIDEO EQUIPMENT	0	0	15,000	0
100	72417	CAMERA RELATED EQUIPMENT	0	34,889	0	0
<b>71 - EQUIPMENT</b>			<b>0</b>	<b>68,405</b>	<b>15,000</b>	<b>0</b>
400	74111	PRINCIPAL PAYMENT	34,850	36,900	39,996	33,463
400	74112	INTEREST PAYMENT	12,110	11,060	12,067	10,466
<b>74 - DEBT SERVICE</b>			<b>46,960</b>	<b>47,960</b>	<b>52,063</b>	<b>43,929</b>
<b>32 - CIVIC CENTER DIVISION TOTAL</b>			<b>875,904</b>	<b>1,094,636</b>	<b>1,108,120</b>	<b>998,972</b>

## Recommended Expenditure Budget Report by Activity & Funding Source

### 32 - CIVIC CENTER DIVISION

#### CIVIC CENTER ADMINISTRATI- 32100

#### FUNDING SOURCE: GENERAL

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	68,405	15,000	—
SUPPLIES AND SERVICES	954,684	1,019,108	930,262
WAGES AND BENEFITS	22,023	21,949	24,781
<b>CIVIC CENTER ADMINISTRATI</b>	<b>1,045,113</b>	<b>1,056,057</b>	<b>955,043</b>
<b>DEBT SERVICE</b>	<b>- 32400</b>		

#### FUNDING SOURCE: DEBT SERVICE

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
DEBT SERVICE	47,960	52,063	43,929
SUPPLIES AND SERVICES	1,563	—	—
<b>DEBT SERVICE</b>	<b>\$49,523</b>	<b>\$52,063</b>	<b>\$43,929</b>
<b>CIVIC CENTER DIVISION TOTAL</b>	<b>\$1,094,636</b>	<b>\$1,108,120</b>	<b>\$998,972</b>

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

**32 CIVIC CENTER DIVISION**

FD	JC	WP-GR	JOB CLASS	FY 2019		FY 2020		FY 2021	
				FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
61010 Full Time Employee Expense									
100	3375	GE-41	LEISURE SERVICES MANAGER	0.15	\$ 16,922	0.15	\$ 17,309	0.15	\$ 19,541
TOTAL FULL TIME EMPLOYEES				0.15	\$ 16,922	0.15	\$ 17,309	0.15	\$ 19,541
TOTAL CIVIC CENTER DIVISION				0.15	\$ 16,922	0.15	\$ 17,309	0.15	\$ 19,541

CITY OF DUBUQUE, IOWA  
ACTIVITY PERSONNEL COMPLEMENT SUMMARY

ACCT	FD	JC	WP-GR	POSITION CLASS	FY 2019		FY 2020		FY 2021		
					FTE	BUDGET	FTE	BUDGET	FTE	BUDGET	
Civic Center Administration											
10032100	61010	100	3375	GE-41	LEISURE SERVICES MANAGER	0.15	\$ 16,922	0.15	\$ 17,309	0.15	\$ 19,541
					Total	0.15	\$ 16,922	0.15	\$ 17,309	0.15	\$ 19,541
TOTAL CIVIC CENTER DIVISION						0.15	\$ 16,922	0.15	\$ 17,309	0.15	\$ 19,541

Capital Improvement Projects by Department/Division					
CIVIC CENTER DIVISION					
CIP Number	Capital Improvement Project Title	FY 18 Actual Expense	FY 19 Actual Expense	FY 20 Adopted Budget	FY 21 Recomm'd Budget
1002569	FF IMPROV - SMG CONTRIB	—	—	—	—
1021711	ARENA DOORS ON MAIN	—	—	—	—
1022783	FIVE FLAGS ELEVATOR	—	—	12,000	—
3501708	THEATER-TUCKPOINT EXTERIO	287,558	—	—	—
3502378	ARENA ROOF	—	—	—	—
3502379	ARENA LIGHT FIXTURES	—	—	—	—
3502511	THEATRE FIRE ESCAPE	35,000	—	—	—
3502584	FF MARKET BUILD STUDY	35,390	1,500	—	—
3502647	ACCESSIBILITY BLDG MODIFI	—	—	—	—
3502709	CIVIC LED LIGHTING RETROF	—	—	—	—
3502736	FIVE FLAGS MARQUEE	64,530	—	—	—
3502740	FIVE FLAGS STUDY PHASE 2	—	42,036	—	—
3502741	ARENA CHAIR PLATFORM SEC3	0	0	0	0
3502831	BIJOU ROOM HALL TILE REPL	0	0	0	50,000
3602583	ARENA ROOF A/C UNIT REPLC	0	0	0	0
<b>CIVIC CENTER DIVISION TOTAL</b>		<b>422,478</b>	<b>43,536</b>	<b>12,000</b>	<b>50,000</b>

PROGRAM /DEPT	PROJECT DESCRIPTION	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	TOTAL	PAGE
<b>CIVIC CENTER DIVISION</b>								
<b>Culture and Recreation</b>								
<b>Operations</b>								
<b>Arena</b>								
	Arena Air Conditioner Replacement	\$ —	\$100,000	\$ —	\$ —	\$ —	\$ 100,000	60
	Five Flags Building Improvements	\$ —	\$ —	\$ —	\$6,000,000	\$ —	\$6,000,000	61
	Bijou Room & Hall - Tile Replacement	\$ 50,000	\$ —	\$ —	\$ —	\$ —	\$ 50,000	62
	Theater - Carpet Replacement	\$ —	\$ 70,000	\$ —	\$ —	\$ —	\$ 70,000	63
	<b>TOTAL</b>	<b>\$ 50,000</b>	<b>\$170,000</b>	<b>\$ —</b>	<b>\$6,000,000</b>	<b>\$ —</b>	<b>\$6,220,000</b>	

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# **Conference Center**



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## GRAND RIVER CONFERENCE CENTER

Budget Highlights	FY 2019 Actual	FY 2020 Budget	FY 2021 Requested	% Change From FY 2020 Budget
<u>Expenses</u>				
Supplies and Services	415,057	485,143	423,574	-12.7%
Machinery and Equipment	59,938	26,000	90,846	249.4%
Total Expenses	474,995	511,143	514,420	0.6%
Debt on Projects paid with Sales Tax Fund (20%)	9,640	22,175	30,506	37.6%
Property Tax Support	474,995	511,143	514,420	3,277
Percent Increase (Decrease)				0.6%

### Improvement Package Summary

#### 1 of 1

This improvement level decision package is for eighteen (18) security cameras to be placed inside the Grand River Center (GRC). Currently the GRC has cameras on the loading dock and an internal system for the employee service back of house. The internal system was installed in 2003 with only minor updates since that time. The safety and security of the many citizens and visitors to the Grand River Center is of utmost importance. No security monitoring system is in place for all the public areas, as well as entrances and exits of the building. This is phase 1 of a 3 phase project focusing on cabling and servers which is necessary for all 3 phases. It focuses on the back of the house. There will be a recurring cost of approximately \$1,925 a year that would start in FY 2022. The first-year license cost is included in the purchase price. This improvement supports the City Council goal Vibrant Community: Healthy and Safe as well as the management agenda high-priority goal of surveillance camera funding.

Related Cost: \$ 31,730 Tax Funds Non-Recurring **Recommend - No**  
Property Tax Impact: \$ 0.0125 0.12%  
Activity: Conference Center

### Significant Line Items

#### Supplies & Services

1. Platinum Hospitality privately manages the Grand River Center. The following expenses are the responsibility of the City based on the Facility Management Agreement:
  - 50% of energy costs (gas and electric) are estimated to be \$180,002 in FY 2020 and are projected to be \$168,644 in FY 2021. Electric decreased from \$138,651 in FY 2020 to \$136,594 in FY 2021 based on FY 2019 actual. Natural Gas decreased from \$41,351 in FY 2020 to \$32,050 in FY 2021 based on FY 2019 actual.
  - Insurance costs (property and general liability) are estimated to be \$45,791 in FY 2020 and are projected to be \$45,791 in FY 2021. An appraisal of all city buildings was completed during FY 2018. Property insurance cost is now allocated to departments based on the appraised value of the building and square footage used by each department.

- During FY 2013 an agreement was renegotiated to require a payment of 25% instead of 50% of the actual Hotel/Motel Tax generated by the Grand Harbor Hotel. Payments and budget are as follows:

FY 2018 - \$88,310  
 FY 2019 - \$79,343  
 FY 2020 - \$88,310 (Budgeted)  
 FY 2021 - \$79,343 (Projected)

2. As per the Management Agreement, the repairs and maintenance limit and aggregate will increase by the CPI as of July 1 each year. The City is responsible for repairs and maintenance in excess of \$1,128 individually and \$16,924 in aggregate for the fiscal year. Historical actual maintenance costs have been as follows:

FY 2018 - \$94,972  
 FY 2019 - \$109,742  
 FY 2020 - \$170,000\* (Budgeted)  
 FY 2021 - \$129,000\*\* (Projected)

\*FY 2020 included an additional \$55,000 to overhaul chiller number 2.

\*\*FY 2021 includes an additional \$27,000 to rebuild air handling unit number 3.

## Equipment

3. The following equipment will be replaced in FY 2021 (\$90,846):

Exhibit Hall Projector	\$ 71,000
Ice Cubers (2)	\$ 14,447
Garbage Disposals	\$ 5,399
Total Equipment	<u>\$ 90,846</u>

## Debt Service

4. FY 2021 Annual Debt Service is as follows (\$30,506):

Amount	Debt Series	Payment Source	Purpose	Final Payment	Call Date
\$ 2,729	2019C G.O.	Sales Tax 20%	Conference Center Improvements	2027	2026
<u>\$ 27,777</u>	2019B G.O.	Sales Tax 20%	Energy Improvements	2039	2039
<u>\$ 30,506</u>	Total Conference Center Annual Debt Service				

*For Conference Center Performance Measures see Five Flags Civic Center Outline*

## Recommended Operating Revenue Budget - Department Total

### 33 - CONF CENTER OPERATION

Fund	Account	Account Title	FY18 Actual Revenue	FY19 Actual Revenue	FY20 Adopted Budget	FY21 Recomm'd Budget
100	43235	PLATINUM HOLDINGS LEASE	82,903	0	0	0
43	USE OF MONEY AND PROPERTY - Total		82,903	0	0	0
100	53620	REIMBURSEMENTS-GENERAL	600	0	0	0
53	MISCELLANEOUS - Total		600	0	0	0
400	54210	GO BOND PROCEEDS	0	252	0	0
400	54220	BOND DISCOUNT	0	11	0	0
54	OTHER FINANCING SOURCES - Total		0	263	0	0
400	59350	FR SALES TAX CONSTRUCTION	9,900	0	22,175	30,506
59	TRANSFER IN AND INTERNAL - Total		9,900	0	22,175	30,506
CONF CENTER OPERATION - Total			93,403	263	22,175	30,506

## Recommended Operating Expenditure Budget - Department Total

### 33 - CONF CENTER OPERATION

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
100	62061	DP EQUIP. MAINT CONTRACTS	367	10,343	0	0
100	62206	PROPERTY INSURANCE	23,200	39,536	44,825	44,825
100	62208	GENERAL LIABILITY INSURAN	904	920	966	966
100	62411	UTILITY EXP-ELECTRICITY	138,651	136,594	138,651	136,594
100	62412	UTILITY EXP-GAS	41,351	32,050	41,351	32,050
100	62431	PROPERTY MAINTENANCE	94,972	109,742	170,000	129,000
100	62614	EQUIP MAINT CONTRACT	155	155	0	156
100	62627	CAMERA MAINTENANCE	84	96	240	240
100	62663	SOFTWARE LICENSE EXP	0	5,756	0	0
100	62664	LICENSE/PERMIT FEES	400	400	800	400
400	62731	MISCELLANEOUS SERVICES	0	121	0	0
100	62761	PAY TO OTHER AGENCY	88,310	79,343	88,310	79,343
<b>62 - SUPPLIES AND SERVICES</b>			<b>388,393</b>	<b>415,057</b>	<b>485,143</b>	<b>423,574</b>
100	71116	COPIER MACHINE	0	10,041	0	0
100	71314	TRUCK-REPLACEMENT	0	30,169	0	0
100	72416	VIDEO EQUIPMENT	0	2,971	0	0
100	72417	CAMERA RELATED EQUIPMENT	2,807	0	0	0
<b>71 - EQUIPMENT</b>			<b>2,807</b>	<b>43,181</b>	<b>0</b>	<b>0</b>
100	73411	EQUIP ACQUISITION	0	16,757	26,000	90,846
<b>73 - CIP EXPENDITURES</b>			<b>0</b>	<b>16,757</b>	<b>26,000</b>	<b>90,846</b>
400	74111	PRINCIPAL PAYMENT	8,600	8,600	15,530	24,885
400	74112	INTEREST PAYMENT	1,300	1,040	6,645	5,621
<b>74 - DEBT SERVICE</b>			<b>9,900</b>	<b>9,640</b>	<b>22,175</b>	<b>30,506</b>
<b>33 - CONF CENTER OPERATION TOTAL</b>			<b>401,100</b>	<b>484,636</b>	<b>533,318</b>	<b>544,926</b>

## Recommended Expenditure Budget Report by Activity & Funding Source

### 33 - CONF CENTER OPERATION

#### CONF CENTER OPERATIONS - 33300

##### FUNDING SOURCE: GENERAL

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
CIP EXPENDITURES	16,757	26,000	90,846
EQUIPMENT	43,181	—	—
SUPPLIES AND SERVICES	414,936	485,143	423,574
<b>CONF CENTER OPERATIONS</b>	<b>474,874</b>	<b>511,143</b>	<b>514,420</b>
<b>DEBT SERVICE</b>	<b>- 33400</b>		

##### FUNDING SOURCE: DEBT SERVICE

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
DEBT SERVICE	9,640	22,175	30,506
SUPPLIES AND SERVICES	121	—	—
<b>DEBT SERVICE</b>	<b>\$9,761</b>	<b>\$22,175</b>	<b>\$30,506</b>
<b>CONF CENTER OPERATION TOTAL</b>	<b>\$484,636</b>	<b>\$533,318</b>	<b>\$544,926</b>

Capital Improvement Projects by Department/Division					
CONF CENTER OPERATION					
CIP Number	Capital Improvement Project Title	FY 18 Actual Expense	FY 19 Actual Expense	FY 20 Adopted Budget	FY 21 Recomm'd Budget
1002519	GRC TECH REPLC SUPPORT	20,897	—	—	—
1022113	GRC - REPLACE CARPET	43,490	—	—	—
1022588	GRC KITCHEN EQUIPMENT	4,809	3,486	—	—
1022591	GRC LANDSCAPE IMPROVEMENT	—	—	15,000	—
1022649	GRC REPLACE PATIO CAULK	—	—	25,000	—
1022651	GRC REPLC ELECTR FLR BOX	33,100	—	—	—
1022785	SINK LIGHT FIXTURES	—	—	11,500	—
3002710	EXTERIOR DECORATIVE CONCR	—	—	—	—
3501516	GRC PARKING LOT REPAIRS	57,044	2,241	—	—
3501598	GRAND RIVER CTR MAINTENAN	—	53,788	—	—
3501990	GRAND RIVER CTR CHAIRS	15,684	21,821	15,000	—
3501993	GRAND RIVER CTR PAINT ENT	—	—	—	—
3502302	AUDIO-VIS & SOUND EQUIP	—	—	13,000	—
3502306	GRC - OUTDOOR FURN REPL	2,406	—	—	—
3502391	GRC - PAINT OFFICE	27,270	—	40,000	—
3502519	GRC TECH REPLC SUPPORT	19,275	5,167	—	—
3502590	GRC ENERGY EFFICIENCY IMP	26,300	2,320	—	52,000
3502591	GRC LANDSCAPE IMPROVEMENT	—	—	—	—
3502650	GRC PORTABLE BAR REPLACEM	11,104	0	0	0
3502784	PAINT EXTERIOR METAL	0	0	99,000	0
3602113	GRC - REPLACE CARPET	0	0	88,000	0
<b>CONF CENTER OPERATION TOTAL</b>		<b>261,378</b>	<b>88,823</b>	<b>306,500</b>	<b>52,000</b>

PROGRAM /DEPT	PROJECT DESCRIPTION	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	TOTAL	PAGE
<b>CONFERENCE CENTER</b>								
<b>General Government</b>								
	Paint Exterior Metal	\$ —	\$ —	\$ —	\$ —	\$ 50,000	\$ 50,000	78
	Replace Carpet	\$ —	\$ —	\$ 100,000	\$ 120,000	\$ 30,000	\$ 250,000	79
	Paint Interior Rooms and Areas	\$ —	\$ —	\$ —	\$ 38,000	\$ 18,000	\$ 56,000	80
	Replace Table, Chairs, and Podiums	\$ —	\$ —	\$ 300,000	\$ —	\$ 25,000	\$ 325,000	81
	Landscape Renovations	\$ —	\$ —	\$ —	\$ —	\$ 33,500	\$ 33,500	82
	Energy Efficiency Improvements	\$ 52,000	\$ 21,000	\$ —	\$ —	\$ —	\$ 73,000	83
	Market Study and Facility Assessment	\$ —	\$ 65,000	\$ —	\$ —	\$ —	\$ 65,000	84
	Concrete Restoration	\$ —	\$ —	\$ 50,000	\$ —	\$ 175,000	\$ 225,000	85
	Repaint Exhibit Hall Airwalls	\$ —	\$ —	\$ —	\$ 40,000	\$ —	\$ 40,000	86
	Replace Fabric Wall Covering	\$ —	\$ —	\$ 35,000	\$ 120,000	\$ 35,000	\$ 190,000	87
	Roof Restoration	\$ —	\$ —	\$ —	\$ —	\$ 350,000	\$ 350,000	88
	Wood Bench Replacement	\$ —	\$ —	\$ —	\$ —	\$ 25,000	\$ 25,000	89
	Management and Operations Assessment	\$ —	\$ —	\$ —	\$ —	\$ 32,000	\$ 32,000	90
	Furniture Upholstery	\$ —	\$ —	\$ —	\$ —	\$ 30,000	\$ 30,000	91
	Trash Compactor Rehabilitation	\$ —	\$ —	\$ —	\$ —	\$ 30,700	\$ 30,700	92
	Replace Clouds	\$ —	\$ —	\$ —	\$ —	\$ 83,800	\$ 83,800	93
	Paint Bridge	\$ —	\$ —	\$ —	\$ —	\$ 35,000	\$ 35,000	94
	Staging and Riser Replacement	\$ —	\$ —	\$ —	\$ —	\$ 25,000	\$ 25,000	95
	<b>TOTAL</b>	<b>\$ 52,000</b>	<b>\$ 86,000</b>	<b>\$ 485,000</b>	<b>\$ 318,000</b>	<b>\$ 978,000</b>	<b>\$ 1,919,000</b>	



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# Parks

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## PARKS DIVISION

<b>Budget Highlights</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Budget</b>	<b>FY 2021 Requested</b>	<b>% Change From FY 2020 Budget</b>
<u>Expenses</u>				
Employee Expense	\$2,233,137	\$2,387,746	\$2,490,686	4.3%
Supplies and Services	\$ 886,828	\$ 990,643	\$1,005,010	1.5%
Machinery and Equipment	\$ 291,987	\$ 257,638	\$ 339,800	31.9%
Debt Service	\$ 95,475	\$ 132,794	\$ 184,784	39.2%
Total Expenses	\$3,507,427	\$3,768,821	\$4,020,280	6.7%
<u>Resources</u>				
Operating Revenue	\$ 261,823	\$ 318,357	\$ 348,493	9.5%
Stormwater User Fees	\$ 111,094	\$ 202,644	\$ 122,777	-39.4%
Sales Tax for Debt Abatement	\$ 95,724	\$ 132,794	\$ 184,784	39.2%
Lyons Peony Trust	\$ 1,811	\$ 2,000	\$ 2,000	0.0%
Total Resources	\$ 470,452	\$ 655,795	\$ 658,054	0.3%
Property Tax Support	\$3,036,975	\$3,113,026	\$3,362,226	\$ 249,200
Percent Increase (Decrease)				8.01%
Percent Self Supporting	10.64%	12.10%	16.37%	
<b>Personnel - Authorized FTE</b>	<b>36.68</b>	<b>36.48</b>	<b>37.01</b>	

### Improvement Package Summary

#### **1 of 9**

This improvement request is for the removal of tree stumps along City streets and on other City properties. With the increased mortality rate of Emerald Ash Borer (EAB), the backlog of stumps has increased significantly. Tree removal has been the priority with stumps being left behind for a later date. Some of these stumps are also impacting the Engineering Department's sidewalk program. Sidewalks need to be replaced and the Forestry Activity is actively removing ash trees. This does not allow time for stump removal. The funds would be used to prioritize the stumps that need to be removed and hire a contractor to grind them. This will decrease the liability of someone tripping over a stump or a raised sidewalk that needs to be repaired. It will increase the efficiency of the sidewalk program to hire out the stump grinding versus waiting for the Forestry activity to fit it into their schedule. This request supports the City Council Goal of Vibrant Community: Healthy and Safe by removing stumps in a timely manner to reduce liability concerns.

Related Cost:	\$ 40,000	Tax Funds	Recurring	<b>Recommend - No</b>
Property Tax Impact:	\$ 0.0157	0.15%		
Activity: Forestry				

#### **2 of 9**

This improvement request is for staff and maintenance costs for the Veterans Memorial Project on Chaplain Schmitt Island. An improvement package was approved in FY 2020 for one month of seasonal staff (.05 FTE or 110 hours) and maintenance cost. The project was slated to be completed in May of 2020 but has been delayed. This request would provide for the remaining 11 months of staffing (.53 or 1,210 hours) and maintenance, although the project will not be complete by the beginning of FY 2021. The entire cost of staff and maintenance will be reimbursed through the DRA. The enhancements to the area will require additional maintenance and staff time to keep the Veterans Memorial plaza area beautiful. This request supports the

City Council Goal of Diverse Arts, Culture, Parks, and Recreation Experiences and Activities by providing a beautifully maintained Veterans Memorial for all residents and visitors to enjoy.

Related Cost:	\$ 20,240	Tax Funds	Recurring	<b>Recommend - Yes</b>
Related Revenue:	\$ 20,240	DRA Reimbursement	Recurring	
Total Cost:	<u>\$ —</u>			
Property Tax Impact:	<u>\$ —</u>	—%		

Activity: Veterans Memorial Park

### 3 of 9

This improvement request is for the addition of pet friendly amenities throughout the City. A Pet Friendly Community Assessment was completed in 2019. The assessment was broken into four parts including Parks, Shelters, Homes and Businesses. The Pet Friendly Community Committee is recommending additional pet friendly amenities throughout the community. This would include amenities such as pet waste stations, and educational signage. Costs include purchase and installation of the amenity as well as maintenance of those amenities (i.e. pet waste bags). This request supports the City Council goal of Livable Neighborhoods and Housing: Great place to Live by providing amenities for pets in all neighborhoods throughout the City.

Related Cost:	\$ 15,000	Tax Funds	Recurring	<b>Recommend - Yes</b>
Property Tax Impact:	\$ 0.0059	0.06%		

Activity: Park Areas & Maintenance

### 4 of 9

This improvement request is for contract services of snow removal on the new hike/bike trail that is to be built along Chavenelle Road in Dubuque Industrial Center West (DICW). The trail that is to be constructed in 2020 will be from Radford Road to Seippel Road and is approximately 8,357 feet long and 10 feet wide. Approximately 1,367 feet of the new trail is outside of the area covered by the Dubuque Industrial Center West covenants. The request is based on an average of 25 snow falls. Revenue would not be reflected until FY 22 when companies in DICW are billed for FY21. This request supports the City Council Goal of Financially Responsible, High Performance City Organization: Sustainable, Equitable, and Effective Service Delivery by ensuring timely snow removal from the trail.

Related Cost:	\$4,000	Tax Funds	Recurring	<b>Recommend - Yes</b>
Property Tax Impact:	\$ 0.0016	0.01%		

Activity: DICW Maintenance

### 5 of 9

This improvement request is for installation of two forced-air gas heaters in the greenhouse. An improvement level package was approved in FY 2019 to install heaters in the greenhouse. These two additional heaters would complete the conversion of boiler heat in the greenhouse to natural gas. It is also anticipated that these heaters will save approximately \$1,000 in gas utility costs annually. This request support the City Council Goal of Financially Responsible, High Performance City Organization: Sustainable, Equitable, and Effective Service Delivery by reducing costs paid for by city residents through the general fund.

Related Cost:	\$ 7,000	Tax Funds	Non-Recurring	<b>Recommend - Yes</b>
Related Cost Savings:	\$1,000		Recurring	
Net Cost:	<u>\$ 6,000</u>			
Property Tax Impact:	\$ 0.0024	0.02%		

Activity: Greenhouse

## 6 of 9

This improvement level decision package is for consultant fees for park planning for Washington Park. Washington Park is Dubuque's oldest platted park. The park serves as an event space year-round with events such as Food Truck Friday, Dubuque Fine Arts Festival, Art in the Park - Snow Sculpting and more. It is also home to many political events and protests as well as Hospice Tree of Life memorial service. The use of this public square has increased and changed over the years. It's visibility as a main entry point to downtown Dubuque is important to the community and travelers. The park location is near many employees and employers and potentially could be used more during lunch hours, as well as nights and weekends by those living near the area with more downtown area dwellers. An engaging park planning process would assist in updating the park to better handle the current and future events and activities. The Dubuque Museum of Art has committed \$10,000 to assist with planning. This improvement level package relates to City Council goal Partnership for a Better Dubuque: Building Our Community that is Viable, Livable and Equitable. Partnerships abound in the use of Washington Park as described and in the future.

Related Cost:	\$ 10,000	Tax Funds	Non-Recurring	<b>Recommend - Yes</b>
Related Revenue:	\$ 10,000	Private Participant	Non-Recurring	
Net Cost:	<u>\$ —</u>			
Property Tax Impact:	\$ —	—%		
Activity: Park Administration				

## 7 of 9

This improvement request is for a mobile air compressor. The Park Division currently borrows an air compressor from the Public Works Department in the fall to blow out irrigation and water lines as a part of the winterization process. Typically this is a time when these compressors are most needed by Public Works and other departments for similar reasons. This 185 CFM air compressor would serve multiple uses. It would be used to blow out all the Park Division water lines and irrigation systems including the irrigation system in the Bee Branch Creek Greenway. The compressor would be also used to blow out the water lines at the Port of Dubuque Marina. The compressor would allow for more timely usage to ensure that nothing freezes before temperatures get too cold. This air compressor would also be used for other park maintenance projects including sidewalk replacements. This improvement request supports the City Council Goal of Financially Responsible, High-Performance City Organization: Sustainable, Equitable, and Effective Service Delivery by reducing possible increased maintenance costs related to irrigation and water lines freezing and requiring repair.

Related Cost:	\$ 25,000	Tax Funds	Non-Recurring	<b>Recommend - No</b>
Related Cost:	\$ 500	Tax Funds	Recurring	
Net Cost:	<u>\$ 25,500</u>			
Property Tax Impact:	\$ 0.01	0.10%		
Activity: Park Areas & Maintenance				

## 8 of 9

This improvement request provides for removing some vegetation and removal and treatment of invasive plants along the Highway 20 corridor from Locust Street to Grandview Ave. The edges of the woodland areas have begun to "creep" into the maintained areas of landscaping along the corridor. The invasive species have been spreading and a multi-year treatment approach is needed. The request would provide funds to hire a contractor to remove some of this creep as well as remove some of the invasive plants that are thriving. This will improve the overall look of the corridor as well as remove unwanted and invasive vegetation along the corridor. This request support the City Council Goal of Sustainable Environment: Preserving and Enhancing Natural Resources by enhancing the beauty of the Highway 20 corridor and removing unwanted and invasive plants.

Related Cost:	\$ 50,000	Tax Funds	Recurring	<b>Recommend - No</b>
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Property Tax Impact: \$ 0.0197 0.19%

Activity: Greenhouse

#### 9 of 9

This improvement request provides for an increase in pavilion fees at all Park Division facilities. The fees for pavilion rentals were last standardized and increased as a part of the FY19 budget. Fees were adjusted in April of 2019 and the reservation timeframe was also reduced from 23 months in advance to 11 months in advance. The proposed fee increase includes a 10% increase for rentals over \$100 and a 20% increase for rentals under \$100. The fee increase would be implemented in the spring of 2021. The estimated increase in revenue for the fee increase based on calendar year 2019 pavilion rentals is approximately \$11,000.

Related Revenue: \$ 11,000 Tax Funds Recurring **Recommend - Yes**

Property Tax Impact: \$ (0.0043) (0.04)%

Activity: Park Areas & Maintenance

### Significant Line Items

#### Employee Expense

1. FY 2021 employee expense reflects a 1.5% wage package increase.
2. The Iowa Public Employee Retirement System (IPERS) City contribution of 9.44% is unchanged from FY 2020. The employee contribution of 6.29% is unchanged from FY 2020.
3. The City portion of health insurance expense increased from \$921 in FY 2020 to \$1,013 in FY 2021 per month per contract which results in an annual cost increase of \$42,143 or 11.26%.
4. Five-Year Retiree Sick leave payout increased from \$16,614 in FY 2020 to \$19,773 in FY 2021.
5. Overtime expense is unchanged from \$21,936 in FY 2020 to \$21,936 in FY 2021. FY 2019 actual was \$32,327.
6. Workers Compensation increased from \$58,282 in FY 2020 to \$61,507 in FY 2021. The Iowa Workers Compensation law changed effective July 1, 2017. This law change reduced the amount of liability employers incur for certain work-related injuries. FY 2019 actual was \$65,588.

#### Supplies & Services

7. Pay to Other Agency unchanged from \$50,000 in FY 2020 to \$50,000 in FY 2021. This line item represents part-time staffing and utilities expenses for the EB Lyons Interpretive Center.
8. General Liability Insurance decreased from \$29,682 in FY 2020 to \$29,462 in FY 2021.
9. Electric Utility Expense increased from \$104,561 in FY 2020 to \$114,764 in FY 2021 based on FY 2019 actual of \$106,264 plus 8%.
10. Machinery/Equipment Maintenance decreased from \$45,678 in FY 2020 to \$42,589 in FY 2021 based on three-year average.
11. Property Maintenance increased from \$176,810 in FY 2020 to \$186,212 in FY 2021. Park Areas and Maintenance increased \$5,000 due to one-time expenses in FY 2020 for preparation of the Iowa

League of Cities Conference hosted in Dubuque. This line item includes general park maintenance, parking lot and trail striping, sidewalk renovation, playground maintenance, playground mulch, seal coating trails and parking lots, and electrical and plumbing repairs.

12. Motor Vehicle Maintenance decreased from \$32,786 in FY 2020 to \$23,299 in FY 2021 based on a three year average. FY 2019 actual was \$18,904.
13. Motor Vehicle Fuel Expense increased from \$56,587 in FY 2020 to \$59,615 in FY 2021 due to new truck purchased for Bee Branch maintenance through an FY 2020 improvement package.
14. Landscape, Fertilizer and Plants decreased from \$113,226 in FY 2020 to \$85,557 in FY 2021. Port of Dubuque decreased \$(5,000) due to one-time expenses in FY 2020 related to the Iowa League of Cities Conference hosted in Dubuque. Greenhouse decreased \$20,000 due to one-time summer biking events held in Dubuque in FY 2020. Stormwater decreased \$1,819 based on a 3-year average.
15. Tree Maintenance is unchanged from \$59,500 in FY 2020 to \$59,500 in FY 2021. FY 2019 Actual was \$90,095. This line item includes contracted tree and stump removal near power lines (\$10,000), ash tree treatment (\$4,500), and ash tree removal (\$45,000).
16. Contractor Services decreased from \$40,571 in FY 2020 to \$37,218 in FY 2021. FY 2019 Actual was \$18,939. This line item includes playground mulch installation, roundabout maintenance, and Bee Branch hanging baskets.
17. Lawn Care Services unchanged from \$64,604 in FY 2020 to \$64,604 in FY 2021 based on FY 2020 budget. FY 2019 Actual was \$45,848. This line item is for contracted lawn care for smaller parks.
18. Property Insurance increased from \$28,179 in FY 2020 to \$38,582 in FY 2021. FY 2019 Actual was \$36,744.

## **Machinery & Equipment**

19. Equipment replacement items are requested for \$339,800 for:

<b><u>Forestry</u></b>	
Chain Saws	\$ 1,700
12 Ton Chipper Truck	\$ 80,000
<b><u>Park Patrol</u></b>	
Body Armor	\$ 650
Body Cameras	\$ 2,000
<b><u>Park Areas &amp; Maintenance</u></b>	
Mowers (4)	\$108,000
3/4 Ton Truck 4WD (3)	\$ 94,000
Line Trimmers	\$ 1,200
Picnic Tables (70)	\$ 7,000
Fireplace Grills (15)	\$ 3,750
Drinking Fountains	\$ 7,500
Leaf Blower	\$ 1,550
Smart Phone (1), Ruggedized Cell Phone (1)	\$ 450



**Annual Projects**

Tree Plantings	\$ 25,000
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<b>Total Equipment Replacements</b>	<b><u>\$ 339,800</u></b>
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**Debt Service**

20. FY 2021 Annual Debt Service Payments are as follows (\$184,784):

Amount	Debt Series	Source	Purpose	Final Payment Year	Call Date
\$ 5,555	2017A G.O.	Sales Tax 20%	Park Improvements	2030	2025
\$ 5,583	2019C G.O.	Sales Tax 20%	Park Improvements	2027	2026
\$ 23,560	2012E G.O.	General Fund	Park Improvements	2022	2019
\$ 22,549	2012E G.O.	Sales Tax 20%	Park Improvements	2022	2019
\$ 9,336	2014B G.O.	Sales Tax 20%	Park Improvements	2034	2021
\$ 13,622	2014B G.O.	Sales Tax 20%	Park Improvements	2034	2021
\$ 13,514	2016C G.O.	Sales Tax 20%	Ham House Improv.	2036	2024
\$ 91,065	2019B G.O.	Sales Tax 20%	Skate Park	2039	2039
<b><u>\$ 184,784</u></b>	<b>Total Park Annual Debt Service</b>				

**Revenue**

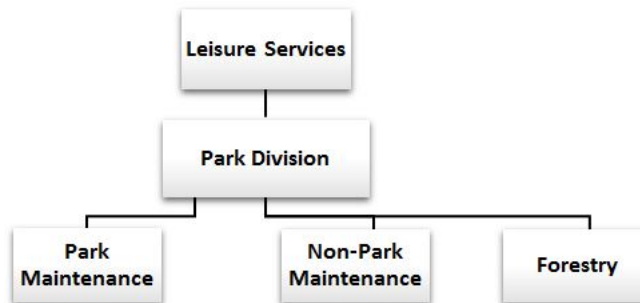
21. Property Lease for rental of land at Murphy Park for a cell phone tower increased from \$23,347 in FY 2020 to \$24,047 in FY 2021 based on a 3% increase over FY 2020 per the lease agreement.
22. Camping Fees decreased from \$69,026 in FY 2020 to \$66,284 in FY 2021 based on a six year average. FY 2019 revenue was \$33,439.
23. Park Entrance Fees decreased from \$40,097 in FY 2020 to \$37,876 in FY 2021 based on a three year average. FY 2019 actual was \$33,137.
24. Pavilion Fees increased from \$75,650 in FY 2020 to \$77,315 in FY 2021 based on a three year average. FY 2019 revenue was \$63,196.
25. Private Participant increased from \$55,638 in FY 2020 to \$92,059 in FY 2021. This line item represents the maintenance that is billed to the businesses in the Technology Park and the Industrial Center West. This is calculated by taking the previous Fiscal Year's expenses times percentage of land.

**Miscellaneous**

26. The Park Division budget for FY 2021 is 16.37% self-supporting versus 12.10% self-supporting in FY 2020.

# LEISURE SERVICES PARKS DIVISION

The Parks Division enables and fosters full enjoyment of the parks, open spaces, and recreational facilities of Dubuque in a manner that demonstrates and fulfills the city's commitment to social equity, economic viability and environmental responsibility.



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

### PEOPLE

Provide service in the most efficient manner and help Dubuque citizens gain a greater knowledge and appreciation of what is involved in providing the park system. Volunteers are utilized whenever possible.

### PLANNING

Planning is essential for existing and new development of all areas maintained by the Park Division. The City, community and other organizations work together to provide viable, equitable, and sustainable areas for the public to enjoy.



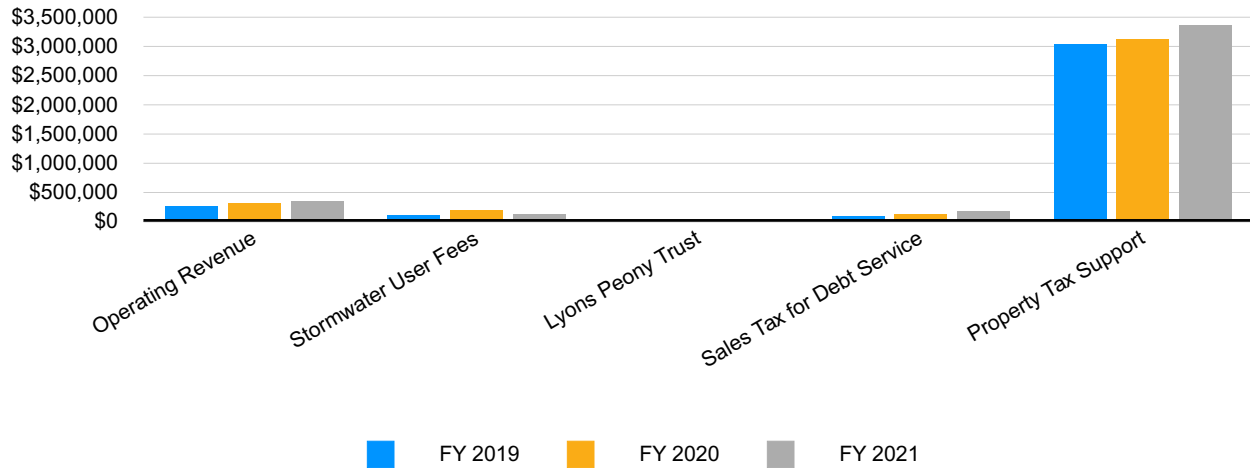
### PARTNERSHIPS

The Park Division works with various State, County, Private, and Non-Profit entities. This is to ensure sound development and management of all City assets maintained and operated by the Park Division. Some of these include: Dubuque County, Iowa Department of Natural Resources, Hillcrest Family Services, Dubuque Arboretum, Four Mounds Foundation, and the Dubuque Historical Society.

# LEISURE SERVICES PARKS DIVISION

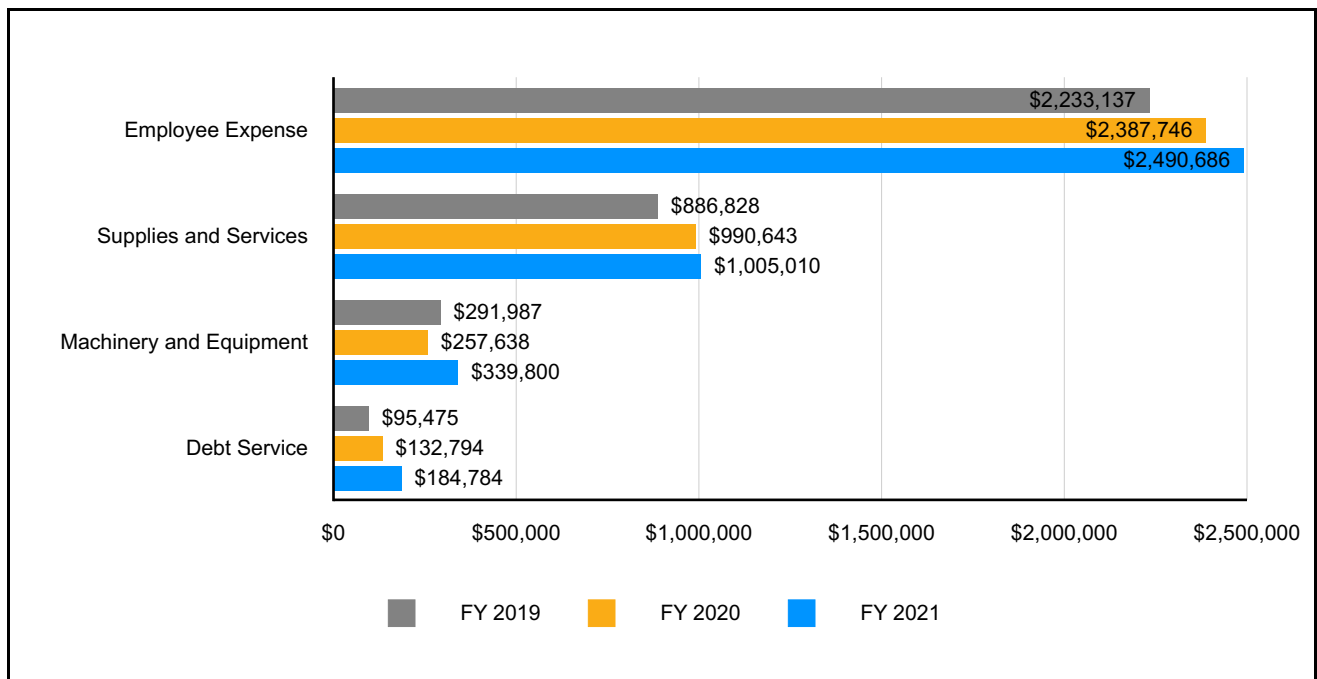
	FY 2019	FY 2020	FY 2021
Full-Time Equivalent	36.68	36.48	37.01

## Resources and Property Tax Support



The Park Division is supported by 37.01 full-time equivalent employees, which accounts for 61.95% of the department expense as seen below. Overall, the departments' expenses are expected to increase by 6.67% in FY 2021 compared to FY 2020.

## Expenditures by Category by Fiscal Year



# LEISURE SERVICES

## PARKS DIVISION

### Parks Maintenance

#### Mission & Services

Park Maintenance provides daily maintenance and security of all parks, park and building repairs and improvements, grounds maintenance, trail maintenance, emergency storm damage response/repair, park inspections, athletic field and court maintenance, snow removal, equipment and playground maintenance and maintenance of water features and irrigation systems. It also includes maintenance of all park equipment and vehicles. Also included is assistance with maintenance of Recreation facilities.


**Areas include:** Maintenance staff maintains 16 community parks, 6 neighborhood parks, 25 mini parks, 5 new parcels for park development and a Pet Park for a total of 974 acres. Other maintenance responsibilities include 3.4 miles of median strips, 12 miles of roadway, 5 miles of sidewalks, 27 miles of off-road paved multi-use trails and 40 other areas.

Park Maintenance Funding Summary			
	FY 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$2,002,195	2,268,706	2,353,314
Resources	\$213,106	259,856	269,302

Park Maintenance Position Summary	
	FY 2021
Foreman	2.00
Leisure Services Manager	0.52
Park Division Manager	1.00
Natural Areas & Sustainable Practices Spec	0.09
Nat. Areas & Sustainable Practices Spec - Stormwater	0.40
Park Ranger	0.86
Park Fee Collector	1.09
Lead Secretary	0.40
Secretary	0.00
Clerical Assistant	0.10
Maintenance Worker	7.82
Truck Driver	0.60
Laborer II - Stormwater	1.02
Laborer II	3.90
Laborer I - Stormwater	0.11
Laborer I	1.28
<b>Total FT Equivalent Employees</b>	<b>21.19</b>

#### Performance Measures

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

	Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
1	<b>Activity Objective: Reduce maintenance costs by converting various park areas of turf to natural and native areas.</b>					
	# acres of natural area maintained by Parks Division	100	42	42	54	

# LEISURE SERVICES PARKS DIVISION

## Public Landscape Maintenance

### Mission & Services



Public Landscape Maintenance provides for seasonal grounds maintenance of non-park, city owned properties including the Port of Dubuque, Downtown, Dubuque Technology Park, Dubuque Industrial Center West and the Gateways and Green Corridors. This division also manages the City greenhouse.

Non-Park Maintenance Funding Summary			
	FY 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$963,231	\$925,438	\$925,529
Resources	\$41,392	\$51,129	\$52,844

Non-Park Maintenance Position Summary	
	FY 2021
Horticulturist	1.00
Assistant Horticulturist - Greenhouse	2.02
Assistant Horticulturist - Port	0.26
Assistant Horticulturist - Downtown	0.30
Nat. Areas & Sustain. Spec. - Tech Park	0.30
Nat. Areas & Sustain. Spec. - DICW	0.21
Confidential Account Clerk	1.00
Mechanic	1.46
Maintenance Worker - Downtown	0.80
Maintenance Worker - Tech Park	0.25
Maintenance Worker - DICW	0.47
Maintenance Worker - Greenhouse	0.00
Laborer - Port of Dubuque	0.25
Laborer - Tech Park	0.10
Laborer - DICW	0.15
Laborer - Greenhouse	2.67
Laborer - Veteran's Memorial Park	0.58
<b>Total FT Equivalent Employees</b>	<b>11.24</b>

### Performance Measures

#### City Council Goal: Sustainable Environment

	Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
1	<b>Activity Objective: Create a City that is beautiful and a source of pride by providing pollinator beds in City landscapes.</b>					
	# of pollinator beds (total)	25	3	6	12	
2	<b>Activity Objective: Provide opportunities for physical activity to improve physical and mental health through continuing to expand the City's interconnected trail system.</b>					
	# miles off-road, paved, multi-use trails	35	N/A	25.5	27.9	

# LEISURE SERVICES PARKS DIVISION

## Forestry

### Mission & Services



The Forestry activity aims to mitigate hazards caused by trees while improving the aesthetic and environmental health of the community with a focus on public safety. Forestry is responsible for the maintenance of all trees between the sidewalk and curb, trees on city property and in parks. Responsibilities include pruning, tree removal, and emergency work after storm events.

Forestry Funding Summary			
	FY 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$432,693	\$438,254	\$522,142
Resources	\$3,695	\$2,465	\$1,200

Forestry Position Summary	
	FY 2021
Urban Forester	1.00
Equipment Operator II	1.00
Forestry Technician	1.00
Truck Driver	1.00
<b>Total FT Equivalent Employees</b>	<b>4.00</b>

### Performance Measures

#### City Council Goal: Sustainable Environment

	Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
1	<b>Activity Objective: Continue to implement the Emerald Ash Borer(EAB) Readiness Plan to effectively treat and/or remove affected ash trees on City properties.</b>					
	% of City street trees that are ash trees	14%	24%	22%	20%	
	City owned ash trees removed	1350 (cumulative)	100	135	200	

Three trees placed strategically around a home can cut summer air conditioning needs by up to 50 percent.

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## Recommended Operating Revenue Budget - Department Total

### 30 - PARK DIVISION

Fund	Account	Account Title	FY18 Actual Revenue	FY19 Actual Revenue	FY20 Adopted Budget	FY21 Recomm'd Budget
293	43110	INVESTMENT EARNINGS	839	2,461	713	0
500	43110	INVESTMENT EARNINGS	5,017	5,566	4,954	5,009
100	43230	LEASE, PROPERTY	21,747	22,479	23,347	24,047
100	43240	LEASE, HILLCREST FAM SERV	1	0	1	1
100	43241	DBQ WATER SKI CLUB	545	545	545	545
100	43242	RENT, FARM LAND	11,243	9,840	10,200	9,600
100	43243	CAMPING FEES	94,976	33,439	69,026	66,284
100	43244	LEASE, DUB.ARBORETUM	1	0	1	1
100	43245	LEASE, FOUR MOUNDS	4	1	1	1
100	43247	LEASE, CHILDREN'S ZOO	1	0	1	1
100	43248	LEASE,TRI-STATE MODEL AIR	300	300	300	300
100	43251	RENTS & CONCESSIONS	436	176	436	176
100	43252	VIEWING TOWER COMMISSION	1,353	1,218	1,443	1,343
100	43300	DBQ GIRL IND LEAGUE LEASE	1	0	1	1
100	43325	LEASE, OTHER	18,527	21,305	21,306	21,306
100	43326	DBQ COMM ICE & REC CENTER	1	0	1	1
43	USE OF MONEY AND PROPERTY - Total		154,991	97,331	132,276	128,616
100	44405	FEMA PUBLIC ASSISTANCE	9,625	0	0	0
44	INTERGOVERNMENTAL - Total		9,625	0	0	0
100	45701	STATE GRANTS	0	1,273	0	0
45	STATE GRANTS - Total		0	1,273	0	0
100	51956	PAVILION FEES	68,274	63,196	75,650	77,315
100	51957	PARK ENTRANCE FEES	38,860	33,137	40,097	37,876
100	51958	PARK SEASON PASSES	6,266	5,828	6,356	6,130
100	51974	PET PARK FEES	2,083	1,979	1,910	1,962
100	51987	WEED CUTTING CHARGES	354	0	0	0
51	CHARGES FOR SERVICES - Total		115,838	104,140	124,013	123,283
100	53102	PRIVATE PARTICIPANT	44,879	38,212	50,638	80,041
293	53102	PRIVATE PARTICIPANT	137,697	14,220	5,000	12,018
100	53201	REFUNDS	1,465	0	0	0
100	53530	SPECIALIZED SERVICES	7,032	0	0	0
100	53540	EQUIP MAINT-SNOW REMOVAL	6,500	0	0	0
100	53605	MISCELLANEOUS REVENUE	6,047	8,862	3,120	5,672
100	53610	INSURANCE CLAIMS	0	695	0	0
100	53615	DAMAGE CLAIMS	595	3,356	1,087	1,000
100	53620	REIMBURSEMENTS-GENERAL	11,550	15,782	11,425	14,690
620	53620	REIMBURSEMENTS-GENERAL	0	30	0	0
53	MISCELLANEOUS - Total		215,764	81,157	71,270	113,421
100	54109	SALVAGE SALES	1,465	200	1,465	200
400	54210	GO BOND PROCEEDS	0	515	0	0
400	54220	BOND DISCOUNT	0	23	0	0
54	OTHER FINANCING SOURCES - Total		1,465	738	1,465	200
400	59100	FR GENERAL	22,968	22,561	24,004	23,560
400	59350	FR SALES TAX CONSTRUCTION	73,591	82,554	108,790	161,224
59	TRANSFER IN AND INTERNAL - Total		96,559	105,115	132,794	184,784
PARK DIVISION - Total			594,242	389,753	461,818	550,304



## Recommended Operating Expenditure Budget - Department Total

### 30 - PARK DIVISION

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
100	61010	FULL-TIME EMPLOYEES	1,029,883	1,099,809	1,307,445	1,328,267
620	61010	FULL-TIME EMPLOYEES	20,011	23,629	24,167	24,662
100	61020	PART-TIME EMPLOYEES	42,016	42,520	34,343	44,099
100	61030	SEASONAL EMPLOYEES	307,343	281,812	303,538	319,443
620	61030	SEASONAL EMPLOYEES	15,591	21,658	26,622	26,922
100	61050	OVERTIME PAY	31,932	31,905	21,936	21,936
620	61050	OVERTIME PAY	569	422	0	0
100	61071	HOLIDAY PAY-OVERTIME	3,146	2,905	1,854	1,854
620	61071	HOLIDAY PAY-OVERTIME	0	79	0	0
100	61091	SICK LEAVE PAYOFF	30,804	29,586	16,614	19,773
100	61092	VACATION PAYOFF	8,484	4,032	0	0
100	61310	IPERS	120,242	131,947	157,559	162,029
620	61310	IPERS	2,162	3,916	4,794	4,869
100	61320	SOCIAL SECURITY	106,613	108,788	128,956	132,755
620	61320	SOCIAL SECURITY	2,687	3,383	3,885	3,947
100	61410	HEALTH INSURANCE	322,057	301,178	242,724	284,284
620	61410	HEALTH INSURANCE	6,360	5,723	4,335	4,918
100	61415	WORKMENS' COMPENSATION	74,456	64,187	57,126	60,338
620	61415	WORKMENS' COMPENSATION	1,361	1,401	1,156	1,169
100	61416	LIFE INSURANCE	778	829	1,244	1,282
620	61416	LIFE INSURANCE	15	16	22	22
100	61417	UNEMPLOYMENT INSURANCE	14,963	67,020	42,286	40,992
620	61417	UNEMPLOYMENT INSURANCE	0	2,415	1,290	1,207
100	61640	SAFETY EQUIPMENT	3,161	1,882	3,200	3,200
620	61640	SAFETY EQUIPMENT	0	16	200	200
100	61645	TOOL ALLOWANCE	200	200	200	200
100	61650	MEAL ALLOWANCE	281	36	250	250
620	61650	MEAL ALLOWANCE	7	0	0	0
100	61660	EMPLOYEE PHYSICALS	1,684	1,843	1,800	1,868
620	61660	EMPLOYEE PHYSICALS	170	0	200	200
<b>61 - WAGES AND BENEFITS</b>			<b>2,146,977</b>	<b>2,233,137</b>	<b>2,387,746</b>	<b>2,490,686</b>
100	62010	OFFICE SUPPLIES	3,945	2,843	3,039	2,892
620	62010	OFFICE SUPPLIES	0	0	75	75
100	62011	UNIFORM PURCHASES	7,389	9,795	9,600	9,600
620	62011	UNIFORM PURCHASES	40	34	150	150
100	62030	POSTAGE AND SHIPPING	557	475	414	522
100	62032	FLAGS	12,146	11,452	12,146	11,681
620	62032	FLAGS	562	695	600	600
100	62033	HAND TOOLS/EQUIPMENT	9,582	8,315	5,979	8,818
620	62033	HAND TOOLS/EQUIPMENT	921	177	550	250
100	62034	REPAIR PARTS/SUPPLIES	7,674	6,236	7,377	7,421
293	62037	PAVERS VETERNS	0	11,548	0	11,779
100	62061	DP EQUIP. MAINT CONTRACTS	8,551	9,412	8,824	10,582
100	62062	JANITORIAL SUPPLIES	15,962	10,521	15,961	10,764
100	62063	SAFETY RELATED SUPPLIES	1,683	943	1,603	1,061
620	62063	SAFETY RELATED SUPPLIES	0	413	250	250
100	62064	ELECTRICAL SUPPLIES	4,247	6,273	4,530	6,398
620	62064	ELECTRICAL SUPPLIES	101	69	500	70

## Recommended Operating Expenditure Budget - Department Total

### 30 - PARK DIVISION

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
100	62090	PRINTING & BINDING	2,296	705	1,613	1,282
293	62090	PRINTING & BINDING	0	178	0	190
100	62110	COPYING/REPRODUCTION	1,036	1,272	1,100	1,173
100	62130	LEGAL NOTICES & ADS	924	1,611	924	1,611
100	62140	PROMOTION	2,103	1,258	2,483	2,400
100	62170	SUBSCRIPTIONS-BOOKS-MAPS	348	151	185	154
100	62190	DUES & MEMBERSHIPS	782	1,844	830	820
100	62204	REFUNDS	1,551	1,729	0	0
100	62206	PROPERTY INSURANCE	24,573	36,509	27,913	38,335
620	62206	PROPERTY INSURANCE	0	235	266	247
100	62208	GENERAL LIABILITY INSURAN	24,333	26,631	28,182	27,962
620	62208	GENERAL LIABILITY INSURAN	0	0	1,500	1,500
100	62240	MISCELLANEOUS	198	423	0	0
100	62310	TRAVEL-CONFERENCES	1,616	1,845	1,865	2,865
100	62320	TRAVEL-CITY BUSINESS	276	219	1,017	368
100	62340	MILEAGE/LOCAL TRANSP	822	1,117	700	1,200
100	62360	EDUCATION & TRAINING	8,582	9,504	10,200	9,230
100	62411	UTILITY EXP-ELECTRICITY	90,279	90,811	90,279	98,075
620	62411	UTILITY EXP-ELECTRICITY	14,282	15,453	14,282	16,689
100	62412	UTILITY EXP-GAS	16,636	16,916	16,636	15,917
100	62415	UTILITY EXPENSE STORMWATR	65	70	73	79
100	62418	UTILITY EXP-REFUSE	662	868	687	902
100	62421	TELEPHONE	6,896	7,145	6,350	7,100
100	62431	PROPERTY MAINTENANCE	181,030	172,669	171,030	183,163
293	62431	PROPERTY MAINTENANCE	0	49	0	49
620	62431	PROPERTY MAINTENANCE	5,780	1,041	5,780	3,000
100	62436	RENTAL OF SPACE	480	440	480	440
100	62511	FUEL, MOTOR VEHICLE	53,647	58,151	53,647	55,096
620	62511	FUEL, MOTOR VEHICLE	2,940	3,213	2,940	4,519
100	62521	MOTOR VEHICLE MAINT.	23,404	18,784	31,786	22,799
620	62521	MOTOR VEHICLE MAINT.	9	120	1,000	500
100	62522	VEHICLE MAINT., ACCIDENT	0	695	0	0
100	62528	MOTOR VEH. MAINT. OUTSOUR	3,379	2,215	1,628	1,055
100	62611	MACH/EQUIP MAINTENANCE	35,855	36,619	44,678	41,589
620	62611	MACH/EQUIP MAINTENANCE	863	1,494	1,000	1,000
100	62614	EQUIP MAINT CONTRACT	21,397	16,347	21,396	16,347
620	62614	EQUIP MAINT CONTRACT	483	186	483	186
100	62627	CAMERA MAINTENANCE	504	576	504	576
100	62635	TURF CHEMICALS	16	3,302	1,800	1,853
620	62635	TURF CHEMICALS	0	151	500	500
100	62636	DE-ICING PRODUCTS	3,631	7,740	9,000	9,000
620	62636	DE-ICING PRODUCTS	355	760	1,500	1,500
100	62637	LANDSCAPE/FERT/PLANTS	62,292	67,148	105,000	79,150
500	62637	LANDSCAPE/FERT/PLANTS	0	1,811	2,000	2,000
620	62637	LANDSCAPE/FERT/PLANTS	3,685	2,415	6,226	4,407
100	62663	SOFTWARE LICENSE EXP	2,519	1,015	2,524	1,055
100	62664	LICENSE/PERMIT FEES	45	185	45	60
100	62666	CREDIT CARD CHARGE	5,317	5,580	5,317	5,580

## Recommended Operating Expenditure Budget - Department Total

### 30 - PARK DIVISION

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
100	62667	DATA SERVICES	6,212	5,268	5,916	7,227
100	62685	SIGN SUPPLIES	1,041	1,426	2,000	2,000
100	62692	LANDFILL FEES	4,186	3,635	4,186	3,635
100	62696	OUTSIDE COLLECTOR EXPENSE	186	0	0	0
100	62697	LABOR RELATIONS	2,145	0	0	0
100	62710	CONTRACTOR SERVICES	6,968	6,420	14,000	18,000
620	62710	CONTRACTOR SERVICES	20,004	12,519	26,571	19,218
100	62713	LEGAL SERVICES	57	0	0	0
100	62716	CONSULTANT SERVICES	0	3,500	0	10,000
100	62720	TREE MAINTENANCE	7,686	90,095	59,500	59,500
400	62731	MISCELLANEOUS SERVICES	0	249	0	0
100	62732	TEMP HELPCONTRACT SERV.	0	480	600	600
100	62738	CAMPGROUND MANAGEMENT	5,800	5,800	6,500	6,500
100	62743	CT PEOPLE W/DISABILITIES	489	0	3,350	3,350
100	62747	MACH/EQUIPMENT RENTAL	14,162	13,190	4,469	13,940
100	62761	PAY TO OTHER AGENCY	0	0	50,000	50,000
100	62781	LAWN CARE SERVICES	43,541	45,848	64,604	64,604
<b>62 - SUPPLIES AND SERVICES</b>			<b>791,727</b>	<b>886,828</b>	<b>990,643</b>	<b>1,005,010</b>
100	71120	PERIPHERALS, COMPUTER	70	380	2,850	0
100	71123	SOFTWARE	695	0	1,500	0
100	71124	COMPUTER	0	0	2,200	0
100	71310	AUTO/JEEP REPLACEMENT	7,194	411	0	0
100	71312	VAN/PICKUP/WAG REPL	27,783	47,322	0	94,000
100	71314	TRUCK-REPLACEMENT	37,865	116,668	0	80,000
620	71314	TRUCK-REPLACEMENT	0	0	35,000	0
100	71318	HEAVY EQUIP-REPLACEMENT	10,483	0	50,000	0
100	71328	TRAILERS	6,103	3,813	17,000	0
100	71415	SAWS	2,020	725	900	1,700
620	71415	SAWS	0	300	0	0
100	71511	PUMPS	0	0	500	0
100	71512	COMPRESSORS	0	297	0	0
620	71512	COMPRESSORS	0	0	500	0
100	71522	TRUCKSTER	0	59,831	16,000	0
620	71522	TRUCKSTER	16,000	0	0	0
100	71535	VEHICLE HOIST	0	5,758	0	0
100	71550	MISCELLANEOUS EQUIPMENT	0	7,590	0	7,000
100	71611	MOWING EQUIPMENT	50,857	2,257	28,000	108,000
620	71611	MOWING EQUIPMENT	0	0	35,000	0
100	71613	TRIMMERS	810	1,279	1,400	1,200
620	71613	TRIMMERS	150	0	700	0
100	71614	TREE MAINT EQUIPMENT	229,333	0	0	0
100	71615	LEAF BLOWER	1,264	0	0	1,550
620	71615	LEAF BLOWER	417	420	600	0
100	71616	SNOW BLOWER	339	0	2,600	0
100	71619	OTHER MAINT. EQUIPMENT	44,083	21,524	10,500	0
620	71619	OTHER MAINT. EQUIPMENT	8,188	0	0	0
100	72213	BODY ARMOR	0	0	0	650
100	72417	CAMERA RELATED EQUIPMENT	4,551	0	15,000	2,000

## Recommended Operating Expenditure Budget - Department Total

### 30 - PARK DIVISION

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
100	72418	TELEPHONE RELATED	1,259	338	1,138	450
100	72421	HEADSETS	8,723	0	0	0
100	72710	PICNIC TABLES	17,394	4,697	7,000	7,000
100	72711	FIRE PLACES	3,196	0	4,250	3,750
620	72821	RECEPTACLES, TRASH	0	8,740	0	0
<b>71 - EQUIPMENT</b>			<b>478,775</b>	<b>282,349</b>	<b>232,638</b>	<b>307,300</b>
100	72714	DRINKING FOUNTAINS	0	0	0	7,500
<b>72 - EQUIPMENT</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>7,500</b>
100	73311	TREE PLANTING	0	9,638	25,000	25,000
<b>73 - CIP EXPENDITURES</b>			<b>0</b>	<b>9,638</b>	<b>25,000</b>	<b>25,000</b>
400	74111	PRINCIPAL PAYMENT	75,136	76,140	97,974	153,006
400	74112	INTEREST PAYMENT	21,423	19,336	34,820	31,778
<b>74 - DEBT SERVICE</b>			<b>96,559</b>	<b>95,475</b>	<b>132,794</b>	<b>184,784</b>
<b>30 - PARK DIVISION TOTAL</b>			<b>3,514,038</b>	<b>3,507,428</b>	<b>3,768,821</b>	<b>4,020,280</b>

## Recommended Expenditure Budget Report by Activity & Funding Source

### 30 - PARK DIVISION

#### PARK ADMINISTRATION - 30100

##### FUNDING SOURCE: GENERAL

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	—	692	—
SUPPLIES AND SERVICES	38,121	34,805	46,383
WAGES AND BENEFITS	300,926	282,045	317,125
<b>PARK ADMINISTRATION</b>	<b>339,047</b>	<b>317,542</b>	<b>363,508</b>
<b>FORESTRY - 30220</b>			

##### FUNDING SOURCE: GENERAL

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
CIP EXPENDITURES	9,638	25,000	25,000
EQUIPMENT	1,401	900	81,700
SUPPLIES AND SERVICES	120,431	94,433	91,233
WAGES AND BENEFITS	301,223	317,921	324,209
<b>FORESTRY</b>	<b>432,693</b>	<b>438,254</b>	<b>522,142</b>
<b>PARK PATROL - 30300</b>			

##### FUNDING SOURCE: GENERAL

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	13,629	—	2,650
SUPPLIES AND SERVICES	8,221	4,775	4,537
WAGES AND BENEFITS	71,133	69,407	70,037
<b>PARK PATROL</b>	<b>92,983</b>	<b>74,182</b>	<b>77,224</b>
<b>PARK AREAS &amp; MAINTENANCE - 30400</b>			

##### FUNDING SOURCE: GENERAL

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	121,671	154,546	223,450
SUPPLIES AND SERVICES	450,760	521,787	551,040
WAGES AND BENEFITS	886,640	998,005	1,015,315
<b>PARK AREAS &amp; MAINTENANCE</b>	<b>1,459,071</b>	<b>1,674,338</b>	<b>1,789,805</b>
SUPPLIES AND SERVICES	49	—	49
<b>VETERANS MEMORIAL MTCE</b>	<b>49</b>	<b>—</b>	<b>49</b>
<b>VETERANS MEMORIAL - 30405</b>			

##### FUNDING SOURCE: VETERANS MEMORIAL

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	11,726	—	11,969
<b>VETERANS MEMORIAL PAVERS</b>	<b>11,726</b>	<b>—</b>	<b>11,969</b>
<b>FOUR MOUNDS MAINTENANCE - 30410</b>			

##### FUNDING SOURCE: GENERAL

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	—	—	—

## Recommended Expenditure Budget Report by Activity & Funding Source

### 30 - PARK DIVISION

FOUR MOUNDS MAINTENANCE — — —

**PORT OF DBQ MAINTENANCE - 30415**

**FUNDING SOURCE: GENERAL**

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	15,813	—	—
SUPPLIES AND SERVICES	6,021	14,064	9,077
WAGES AND BENEFITS	29,940	27,693	28,482
<b>PORT OF DBQ MAINTENANCE</b>	<b>51,774</b>	<b>41,757</b>	<b>37,559</b>
<b>PARK EQUIPMENT MAINT. - 30420</b>			

**FUNDING SOURCE: GENERAL**

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	39,417	3,700	—
SUPPLIES AND SERVICES	101,676	117,652	108,070
WAGES AND BENEFITS	122,862	120,820	124,111
<b>PARK EQUIPMENT MAINT.</b>	<b>263,956</b>	<b>242,172</b>	<b>232,181</b>
<b>DOWNTOWN MAINTENANCE - 30430</b>			

**FUNDING SOURCE: GENERAL**

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	—	—	—
SUPPLIES AND SERVICES	21,352	13,686	16,780
WAGES AND BENEFITS	69,179	61,361	88,632
<b>DOWNTOWN MAINTENANCE</b>	<b>90,531</b>	<b>75,047</b>	<b>105,412</b>
<b>STORM AREA MAINTENANCE - 30440</b>			

**FUNDING SOURCE: STORM WATER OPERATION**

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	9,460	71,800	—
SUPPLIES AND SERVICES	38,975	64,173	54,661
WAGES AND BENEFITS	62,658	66,671	68,116
<b>STORM AREA MAINTENANCE</b>	<b>111,094</b>	<b>202,644</b>	<b>122,777</b>
<b>GREENHOUSE - 30500</b>			

**FUNDING SOURCE: GENERAL**

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	80,958	1,000	7,000
SUPPLIES AND SERVICES	84,421	107,705	87,211
WAGES AND BENEFITS	285,559	336,853	330,086
<b>GREENHOUSE</b>	<b>450,938</b>	<b>445,558</b>	<b>424,297</b>
<b>TECHNOLOGY PARK MAINT. - 30520</b>			

**FUNDING SOURCE: GENERAL**

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	2,514	6,981	6,880
WAGES AND BENEFITS	48,497	47,048	48,509

## Recommended Expenditure Budget Report by Activity & Funding Source

### 30 - PARK DIVISION

TECHNOLOGY PARK MAINT.	51,011	54,029	55,389
<b>IND. CENTER WEST MAINT. - 30530</b>			

#### FUNDING SOURCE: GENERAL

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	500	8,332	10,870
WAGES AND BENEFITS	54,521	58,543	59,821
IND. CENTER WEST MAINT.	55,021	66,875	70,691
<b>CHAPLAIN SCHMITT ISLAND - 30540</b>			

#### FUNDING SOURCE: GENERAL

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	—	250	4,250
WAGES AND BENEFITS	—	1,379	16,243
CHAPLAIN SCHMITT ISLAND	—	1,629	20,493
<b>LYONS PEONY TRUST - 30590</b>			

#### FUNDING SOURCE: LYONS PEONY TRUST

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	1,811	2,000	2,000
LYONS PEONY TRUST	1,811	2,000	2,000
<b>PARK DEBT SERVICE - 30600</b>			

#### FUNDING SOURCE: DEBT SERVICE

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
DEBT SERVICE	95,475	132,794	184,784
SUPPLIES AND SERVICES	249	—	—
PARK DEBT SERVICE	95,724	132,794	184,784
PARK DIVISION TOTAL	\$3,507,428	\$3,768,821	\$4,020,280

CITY OF DUBUQUE, IOWA  
DEPARTMENT DETAIL - PERSONNEL COMPLEMENT

30 PARKS DIVISION

FD	JC	WP-GR	JOB CLASS	FY 2019		FY 2020		FY 2021	
				FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
61010 Full Time Employee Expense									
100	3375	GE-41	LEISURE SERVICES MANAGER	0.52	\$ 58,663	0.52	\$ 60,006	0.52	\$ 67,744
100	3150	GE-36	PARK DIVISION MANAGER	1.00	\$ 85,880	1.00	\$ 88,277	1.00	\$ 89,269
100	200	GE-26	LEAD SECRETARY	0.40	\$ 20,993	0.40	\$ 20,449	0.40	\$ 17,978
100		GE-25	ACCOUNT CLERK CONFIDENT	1.00	\$ 47,898	1.00	\$ 49,099	1.00	\$ 50,028
100	1575	GD-11	URBAN FORESTER	1.00	\$ 60,198	1.00	\$ 62,811	1.00	\$ 63,513
100	2655	GD-11	FOREMAN	2.00	\$ 121,660	2.00	\$ 124,825	2.00	\$ 126,422
100		GD-11	NATURAL AREAS & SUSTAINABLE SPEC	0.60	\$ 35,445	0.60	\$ 36,251	0.60	\$ 36,994
620		GD-11	NATURAL AREAS & SUSTAINABLE SPEC STORM	0.40	\$ 23,630	0.40	\$ 24,167	0.40	\$ 24,662
100	2525	GD-10	MECHANIC	1.46	\$ 84,954	1.46	\$ 86,880	1.46	\$ 87,849
100	2300	GD-08	EQUIPMENT OPERATOR II	1.00	\$ 57,308	1.00	\$ 58,607	1.00	\$ 59,261
100		GD-08	HORTICULTURIST	1.00	\$ 59,075	1.00	\$ 60,418	1.00	\$ 61,094
100		GD-06	ASSISTANT HORTICULTURALIST	2.58	\$ 78,695	2.58	\$ 132,437	2.58	\$ 136,522
100		GD-06	FORESTRY TECHNICIAN	1.00	\$ 53,310	1.00	\$ 55,062	1.00	\$ 55,674
100	2205	GD-06	MAINTENANCE WORKER	8.54	\$ 429,079	8.54	\$ 472,323	8.54	\$ 475,919
TOTAL FULL TIME EMPLOYEES				22.50	\$ 1,216,788	22.50	\$ 1,331,612	22.50	\$1,352,929
61020 Part Time Employee Expense									
100	225	GE-25	SECRETARY	0.25	\$ 9,064	0.00	\$ —	0.00	\$ —
100	2205	GD-06	MAINTENANCE WORKER	0.80	\$ 42,648	0.80	\$ 43,613	0.80	\$ 44,099
TOTAL PART TIME EMPLOYEES				1.15	\$ 53,994	0.90	\$ 45,946	0.90	\$ 46,458
61030 Seasonal Employee Expense									
100	1479	NA-26	TRUCK DRIVER	1.60	\$ 49,815	1.60	\$ 50,938	1.60	\$ 51,478
100		NA-01	LABORER II	7.07	\$ 165,308	7.12	\$ 170,279	3.90	\$ 93,779
620		NA-01	LABORER II STORM	1.13	\$ 26,019	1.13	\$ 26,622	1.02	\$ 24,301
100	896	NA-11	LABORER I	1.28	\$ 26,864	1.28	\$ 27,473	5.03	\$ 118,771
100		NA-11	LABORER I STORM	0.00	\$ —	0.00	\$ —	0.11	\$ 2,621
100		NA-28	CLERICAL ASSISTANT	0.10	\$ 2,282	0.10	\$ 2,333	0.10	\$ 2,359
100		NA-26	PARK RANGER	0.86	\$ 27,078	0.86	\$ 27,686	0.86	\$ 27,977
100	3425	NA-11	PARK FEE COLLECTOR	1.09	\$ 24,299	1.09	\$ 24,829	1.09	\$ 25,091
TOTAL SEASONAL EMPLOYEES				13.03	\$ 319,383	13.08	\$ 327,827	13.61	\$ 344,018
TOTAL PARKS DIVISION				36.68	\$ 1,590,165	36.48	\$ 1,705,385	37.01	\$ 1,743,405



CITY OF DUBUQUE, IOWA  
ACTIVITY PERSONNEL COMPLEMENT SUMMARY

	ACCT	FD	JC	WP-GR	POSITION CLASS	FY 2019		FY 2020		FY 2021		
						FTE	BUDGET	FTE	BUDGET	FTE	BUDGET	
Park Administration-FT												
	10030100	61010	100	3375	GE-41	LEISURE SERVICES MANAGER	0.52	\$ 58,663	0.52	\$ 60,006	0.52	\$ 67,744
	10030100	61010	100	3150	GE-36	PARK DIVISION MANAGER	1.00	\$ 85,880	1.00	\$ 88,277	1.00	\$ 89,269
	10030100	61010	100	225	GE-25	ACCOUNT CLERK CONFIDENT	1.00	\$ 47,898	1.00	\$ 49,099	1.00	\$ 50,028
	10030100	61010	100	200	GE-26	LEAD SECRETARY	0.40	\$ 20,993	0.40	\$ 20,449	0.40	\$ 17,978
						Total	2.92	\$ 213,434	2.92	\$ 217,831	2.92	\$ 225,019
Park Administration-PT												
	10030100	61020	100	225	GE-25	SECRETARY	0.25	\$ 9,064	0.00	\$ —	0.00	\$ —
	10030100	61020	100		NA-28	CLERICAL ASSISTANT	0.10	\$ 2,282	0.10	\$ 2,333	0.10	\$ 2,359
						Total	0.35	\$ 11,346	0.10	\$ 2,333	0.10	\$ 2,359
Park Maintenance-FT												
	10030400	61010	100	2205	GD-06	MAINTENANCE WORKER	7.82	\$ 389,773	7.82	\$ 432,129	7.82	\$ 435,635
	10030400	61010	100	2655	GD-11	FOREMAN	2.00	\$ 121,660	2.00	\$ 124,825	2.00	\$ 126,422
	10030400	61010	100	3,534	GD-11	NATURAL AREAS & SUSTAINABLE SPEC	0.09	\$ 5,317	0.09	\$ 5,438	0.09	\$ 5,549
						Total	9.91	\$ 516,750	9.91	\$ 562,392	9.91	\$ 567,606
Park Maintenance-Seasonal												
	10030400	61030	100	1479	NA-26	TRUCK DRIVER	0.60	\$ 18,358	0.60	\$ 18,776	0.60	\$ 18,980
	10030400	61030	100	1479	NA-01	LABORER II	3.90	\$ 90,659	3.90	\$ 92,749	3.90	\$ 93,779
	10030400	61030	100	896	NA-11	LABORER I	1.28	\$ 26,864	1.28	\$ 27,473	1.28	\$ 27,769
						Total	5.78	\$ 135,881	5.78	\$ 138,998	5.78	\$ 140,528
Port of Dubuque Maintenance -FT												
	10030415	61010	100	1445	GD-06	ASSISTANT HORTICULTURALIST	0.26	\$ 14,000	0.26	\$ 14,457	0.26	\$ 14,619
						Total	0.26	\$ 14,000	0.26	\$ 14,457	0.26	\$ 14,619
Port of Dubuque Maintenance -Seasonal												
	10030415	61030	100	896	NA-11	LABORER I	0.25	\$ 6,146	0.25	\$ 6,283	0.25	\$ 6,348
						Total	0.25	\$ 6,146	0.25	\$ 6,283	0.25	\$ 6,348
Park Equipment Maintenance-FT												
	10030420	61010	100	2525	GD-10	MECHANIC	1.46	\$ 84,954	1.46	\$ 86,880	1.46	\$ 87,849
						Total	1.46	\$ 84,954	1.46	\$ 86,880	1.46	\$ 87,849
Park Patrol-Seasonal												
	10030300	61030	100	1605	NA-11	PARK RANGER	0.86	\$ 27,078	0.86	\$ 27,686	0.86	\$ 27,977
	10030300	61030	100	3425	NA-11	PARK FEE COLLECTOR	1.09	\$ 24,299	1.09	\$ 24,829	1.09	\$ 25,091
						Total	1.95	\$ 51,377	1.95	\$ 52,515	1.95	\$ 53,068
Greenhouse-FT												
	10030500	61010	100	1550	GD-11	HORTICULTURIST	1.00	\$ 59,075	1.00	\$ 60,418	1.00	\$ 61,094
	10030500	61010	100	1445	GD-06	ASSISTANT HORTICULTURALIST	2.02	\$ 48,542	2.02	\$ 101,298	2.02	\$ 105,035
						Total	3.02	\$ 107,617	3.02	\$ 161,716	3.02	\$ 166,129
Greenhouse-PT												
	10030500	61020	100	2205	GD-06	MAINTENANCE WORKER	0.30	\$ 15,993	0.30	\$ 16,355	0.00	\$ —
						Total	0.30	\$ 15,993	0.30	\$ 16,355	0.00	\$ —

CITY OF DUBUQUE, IOWA  
ACTIVITY PERSONNEL COMPLEMENT SUMMARY

ACCT	FD	JC	WP-GR	POSITION CLASS	FY 2019	FY 2020	FY 2021				
					FTE	BUDGET	FTE	BUDGET	FTE	BUDGET	
Greenhouse-Seasonal											
10030500	61030	100		NA-01	LABORER I	2.67	\$ 62,746	2.67	\$ 64,179	2.67	\$ 64,881
					Total	2.67	\$ 62,746	2.67	\$ 64,179	2.67	\$ 64,881
Downtown Maintenance - FT											
10030430	61010	100	1445	GD-06	ASSISTANT HORTICULTURALIST	0.30	\$ 16,153	0.30	\$ 16,682	0.30	\$ 16,868
					Total	0.30	\$ 16,153	0.30	\$ 16,682	0.30	\$ 16,868
Downtown Maintenance - PT											
10030430	61020	100	2205	GD-06	MAINTENANCE WORKER	0.50	\$ 26,655	0.50	\$ 27,258	0.80	\$ 44,099
					Total	0.50	\$ 26,655	0.50	\$ 27,258	0.80	\$ 44,099
Forestry-FT											
10030220	61010	100	2300	GD-08	EQUIPMENT OPERATOR II	1.00	\$ 57,308	1.00	\$ 58,607	1.00	\$ 59,261
10030220	61010	100	2560	GD-11	URBAN FORESTER	1.00	\$ 60,198	1.00	\$ 62,811	1.00	\$ 63,513
10030220	61010	100	2570	GD-06	FORESTRY TECHNICIAN	1.00	\$ 53,310	1.00	\$ 55,062	1.00	\$ 55,674
					Total	3.00	\$ 170,816	3.00	\$ 176,480	3.00	\$ 178,448
Forestry-Seasonal											
10030220	61030	100	1479	NA-26	TRUCK DRIVER	1.00	\$ 31,457	1.00	\$ 32,162	1.00	\$ 32,498
					Total	1.00	\$ 31,457	1.00	\$ 32,162	1.00	\$ 32,498
Technology Park Maintenance-FT											
10030520	61010	100	2205	GD-06	MAINTENANCE WORKER	0.25	\$ 13,461	0.25	\$ 13,765	0.25	\$ 13,919
10030520	61010	100	3534	GD-11	NATURAL AREAS & SUSTAINABLE SPEC	0.30	\$ 17,722	0.30	\$ 18,125	0.30	\$ 18,497
					Total	0.55	\$ 31,183	0.55	\$ 31,890	0.55	\$ 32,416
Technology Park Maintenance-Seasonal											
10030520	61030	100	890	NA-01	LABORER I	0.10	\$ 2,303	0.10	\$ 2,356	0.10	\$ 2,382
					Total	0.10	\$ 2,303	0.10	\$ 2,356	0.10	\$ 2,382
Industrial Center West Maintenance-FT											
10030530	61010	100	3534	GD-06	NATURAL AREAS & SUSTAINABLE SPEC	0.21	\$ 12,406	0.21	\$ 12,688	0.21	\$ 12,948
10030530	61010	100	2205	GD-06	MAINTENANCE WORKER	0.47	\$ 25,845	0.47	\$ 26,429	0.47	\$ 26,365
					Total	0.68	\$ 38,251	0.68	\$ 39,117	0.68	\$ 39,313
Industrial Center West Maintenance-Seasonal											
10030530	61030	100	890	NA-01	LABORER I	0.15	\$ 3,454	0.15	\$ 3,534	0.15	\$ 3,573
					Total	0.15	\$ 3,454	0.15	\$ 3,534	0.15	\$ 3,573
Veteran's Memorial-Seasonal											
10030540	61030	100	890	NA-01	LABORER I	0.00	\$ —	0.05	\$ 1,178	0.58	\$ 13,818
					Total	0.00	\$ —	0.05	\$ 1,178	0.58	\$ 13,818
Stormwater Maintenance-FT											
62030440	61010	620	3534	GD-06	NATURAL AREAS & SUSTAINABLE SPEC STORM	0.40	\$ 23,630	0.40	\$ 24,167	0.40	\$ 24,662
					Total	0.40	\$ 23,630	0.40	\$ 24,167	0.40	\$ 24,662

CITY OF DUBUQUE, IOWA  
ACTIVITY PERSONNEL COMPLEMENT SUMMARY

ACCT	FD	JC	WP-GR	POSITION CLASS	FY 2019		FY 2020		FY 2021		
					FTE	BUDGET	FTE	BUDGET	FTE	BUDGET	
Stormwater Maintenance- Seasonal											
62030440	61030	620		NA-01	LABORER II STORM	1.02	\$ 23,486	1.02	\$ 24,031	1.02	\$ 24,301
62030440	61030	620	890	NA-01	LABORER I STORM	0.11	\$ 2,533	0.11	\$ 2,591	0.11	\$ 2,621
					Total	1.13	\$ 26,019	1.13	\$ 26,622	1.13	\$ 26,922
TOTAL PARK DIVISION						36.68	\$1,590,165	36.48	\$1,705,385	37.01	\$ 1,743,405

**Capital Improvement Projects by Department/Division**

PARK DIVISION					
CIP Number	Capital Improvement Project Title	FY 18 Actual Expense	FY 19 Actual Expense	FY 20 Adopted Budget	FY 21 Recomm'd Budget
1001560	VALENTINE PARK IMPROVE	—	—	—	—
1001882	HAM HOUSE MUSEUM	—	—	—	—
1001959	FOUR MOUNDS ARCHEOLOGICAL	—	—	—	—
1001982	FOUR MOUNDS ECOLOGICAL	—	—	—	—
1002273	CHAVENELLE TRAIL	32,791	—	—	—
1002637	ITC GRANT TREE/PARK DEVEL	—	—	—	—
1002643	EPP ENVIRONMENTAL	2,689	91,074	—	—
1002781	CHAPLAIN SCHMITT VETS MEM	—	7,287	—	—
1021151	COMISKEY REPAIR SIDING	—	—	—	—
1021212	HAM HOUSE IMPROVEMENTS	—	—	—	—
1021450	MURPHY PLAY EQUIPMENT	—	—	62,125	—
1021453	EPP CONCRETE IMPROVEMENTS	—	—	—	—
1021458	STREET TREE PROGRAM	—	—	2,500	—
1021677	EAGLE POINT PARK STONE	—	12,266	—	—
1021766	FLORA PARK-ROOF BRK PAVIL	11,296	2,086	—	—
1022288	EAGLE VALLEY PARK DEV	—	—	—	180,447
1022292	COMISKEY PLAYGROUND REPLC	—	—	—	—
1022368	ALL PRKS - RPL SCRTY LTS	12,507	5,019	10,000	5,000
1022372	COMISKEY PK BLD - SC ALRM	—	—	—	—
1022460	EPP CLEAR TREES BLUFF	—	—	—	—
1022509	EPP BRIDGE COMPLEX	—	—	120,000	—
1022707	LIGHTING REPLACEMENTS	8,000	—	—	—
1022708	RESTROOM ELECTRIC LOCKS	—	—	—	—
1022826	HAM HOUSE EXTERIOR/LANDSC	—	—	—	43,200
1022827	EPP REPLACE WATER LINES	—	—	—	51,218
1022829	VETERANS PARK DISC GOLF	—	—	—	40,000
1022830	TREE REMOVAL AND REPLC	—	—	—	275,000
2601574	AVON PARK IMPROVEMENTS	—	—	—	94,069
2602288	EAGLE VALLEY PARK DEV	—	—	30,530	—
2602825	RE-IMAGINE COMISKEY PARK	—	—	—	87,700
3252568	DICW CIP REPLACEMENT	—	—	—	—
3501055	PARKS RETAINING WALLS	244	—	—	—
3501129	NORTHEND TRAIL LIGHTING	—	—	—	—
3501158	RENOVATE PARK WATER SYSTE	3,720	93,912	—	—
3501212	HAM HOUSE - PAINT	66,985	—	—	—
3501419	RADIO COMMUNICATION REPLA	110,432	—	—	—
3501438	RENOVATE PARK SIDEWALKS	—	5,250	—	—
3501450	MURPHY PLAY EQUIPMENT	—	—	—	94,375
3501458	STREET TREE PROGRAM	—	7,852	21,551	4,600
3501468	SLATTERY CENTER REN ENTR	—	—	—	—
3501544	COMISKEY PRK - NEW ENTRY	—	—	—	—
3501557	FLORA-PAVE TENNIS COURTS	—	—	—	—
3501578	COMISKEY PK AMENITY REPL	—	—	—	—
3501582	WESTBROOK PARK DEVELOPMEN	—	—	—	214,000
3501588	PLAN HWY 20 ROSES	17,514	11,145	—	—
3501605	WASHINGTON PARK RENOVATIO	1,398	32,344	—	—
3501767	FLORA PK-REST ROOM	2,331	25,734	—	—
3501774	REPLACE PARK SIGNS	7,100	—	—	—
3502105	SECURITY CAMERAS	—	—	17,239	—
3502290	FLORA RESURF TENNIS CT	4,098	112,064	—	—
3502358	EPP PAINT PAVILIONS	775	—	—	—
3502377	FLORA PLAYGROUND REPLC	—	—	—	—
3502459	EPP RETAINING WALL	—	—	—	75,000
3502461	SKATE PARK	41,959	692,033	—	—
3502508	EPP RIVERFRONT PAVILION	—	—	—	—
3502509	EPP BRIDGE COMPLEX	4,488	55,040	—	—
3502572	MADISON PARK	4,912	—	—	—
3502708	ELECTRIC RESTROOM LOCKS	—	—	—	—
3502737	DOG PARK	—	—	—	—
3601105	COMISKEY LANDSCPE	0	0	0	0
3601742	TOWN CLOCK IMPROVEMENTS	0	0	33,000	67,000
3602374	MCALLEECE SIDEWALKS	0	0	0	0
3602375	CREEK WOOD PARK	19,671	203,747	0	0

3602645	RELANDSCAPE SEIPPEL/CHAVE	548	0	0	0
3602738	ENGLISH RIDGE PARK	0	0	0	0
3602739	COMISKEY SIDEWALK LIGHT	0	0	0	0
3602782	JACKSON PARK RESTROOMS	0	0	250,000	0
3602828	JACKSON PARK AMENITIES	0	0	0	250,000
7202301	EAGLE PT PARK - STORM SW	0	0	0	0
<b>PARK DIVISION</b>	<b>TOTAL</b>	<b>353,458</b>	<b>1,356,853</b>	<b>546,945</b>	<b>1,481,609</b>

PROGRAM /DEPT	PROJECT DESCRIPTION	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	TOTAL	PAGE
<b>LEISURE SERVICES</b>								
<b>PARK DIVISION</b>								
<b>Culture and Recreation</b>								
<b>Park Development</b>								
	Eagle Valley Park	\$ 180,447	\$ —	\$ —	\$ —	\$ —	\$ 180,447	12
	Westbrook Park Phase II	\$ 214,000	\$ —	\$ —	\$ —	\$ —	\$ 214,000	13
	North Fork Trail	\$ —	\$ —	\$ —	\$ 214,000	\$ —	\$ 214,000	14
	Pebble Cove Park	\$ —	\$ —	\$ —	\$ 214,000	\$ —	\$ 214,000	15
	Usha Park	\$ —	\$ —	\$ 115,000	\$ —	\$ —	\$ 115,000	16
<b>Allison Henderson Park</b>								
	Allison Henderson Stormwater Project	\$ —	\$ —	\$ —	\$ —	\$ 25,000	\$ 25,000	17
<b>Avon Park</b>								
	Replace Play Unit	\$ 94,069	\$ —	\$ —	\$ —	\$ —	\$ 94,069	18
<b>Comiskey Park</b>								
	Re-Imagine Comiskey Park	\$ 87,700	\$ —	\$ —	\$ —	\$ —	\$ 87,700	19
<b>Eagle Point Park</b>								
	Repair Retaining Wall	\$ 75,000	\$ —	\$ —	\$ —	\$ —	\$ 75,000	20
	Concrete Improvements	\$ —	\$ 60,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 150,000	21
	Stone Work	\$ —	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 200,000	22
	Renovate Log Cabin Pavilion	\$ —	\$ 71,000	\$ 40,000	\$ —	\$ —	\$ 111,000	23
	Street Light Replacement	\$ —	\$ 20,000	\$ 20,000	\$ —	\$ —	\$ 40,000	24
	Riverfront Pavilion Restoration	\$ —	\$ 5,000	\$ —	\$ —	\$ 89,000	\$ 94,000	25
	Replace Water Lines	\$ 51,218	\$ 48,782	\$ 160,000	\$ 50,000	\$ —	\$ 310,000	26
	Replace Roof on Terrace Room	\$ —	\$ —	\$ —	\$ 24,000	\$ —	\$ 24,000	27
	Replace Roof on Eagles View Pavilion	\$ —	\$ —	\$ —	\$ —	\$ 45,000	\$ 45,000	28
	Renovate Shiras Memorial Pavilion	\$ —	\$ —	\$ —	\$ —	\$ 55,000	\$ 55,000	29
	Rest Room Renovation	\$ —	\$ —	\$ —	\$ —	\$ 40,000	\$ 40,000	30
	Building & Structures Assessment	\$ —	\$ —	\$ —	\$ —	\$ 5,000	\$ 5,000	31
<b>Flora Park</b>								
	Pave Wilbright, Pool, Tennis Court, and Slattery Center Parking Lots	\$ —	\$ —	\$ 25,000	\$ —	\$ 36,000	\$ 61,000	32
	Replace Lights on Tennis Courts	\$ —	\$ —	\$ —	\$ —	\$ 102,000	\$ 102,000	33
<b>Gay Park</b>								
	Replace Play Unit	\$ —	\$ —	\$ —	\$ 90,000	\$ —	\$ 90,000	34
<b>Ham House</b>								
	Replace Roof	\$ —	\$ —	\$ 75,000	\$ —	\$ —	\$ 75,000	35
	Ham House Exterior and Landscape Improvements	\$ 43,200	\$ 47,634	\$ —	\$ —	\$ —	\$ 90,834	36
<b>Jackson Park</b>								
	Amenities Improvement	\$ 250,000	\$ 60,000	\$ —	\$ —	\$ —	\$ 310,000	37
<b>Madison Park</b>								
	Replace Play Unit	\$ —	\$ —	\$ 82,500	\$ —	\$ —	\$ 82,500	38
<b>Miller Riverview Park</b>								
	Quick Connects for Pedestals	\$ —	\$ —	\$ —	\$ —	\$ 40,000	\$ 40,000	39
<b>Murphy Park</b>								
	Replace Play Unit	\$ 94,375	\$ —	\$ —	\$ —	\$ —	\$ 94,375	40
	Replace Water Lines	\$ —	\$ 10,000	\$ 100,000	\$ 50,000	\$ —	\$ 160,000	41

PROGRAM /DEPT	PROJECT DESCRIPTION	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	TOTAL	PAGE
<b>LEISURE SERVICES</b>								
<b>PARK DIVISION</b>								
	Replace Roof on Rest Room Building by the Tennis Courts	\$ —	\$ —	\$ —	\$ 15,000	\$ —	\$ 15,000	42
	<b>Storybook Zoo</b>							
	Playground Replacement	\$ —	\$ —	\$ 110,000	\$ —	\$ —	\$ 110,000	43
	<b>Town Clock Plaza</b>							
	Plaza Rehabilitation	\$ 67,000	\$ —	\$ —	\$ —	\$ —	\$ 67,000	44
	<b>Veterans Memorial Park</b>							
	Disc Golf Course Renovation	\$ 40,000	\$ —	\$ —	\$ —	\$ —	\$ 40,000	45
	<b>General Park Maintenance</b>							
	All Parks - Replace Security Lights	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 25,000	46
	All Parks - Renovate Water Systems	\$ —	\$ 7,000	\$ 20,000	\$ 25,000	\$ 25,000	\$ 77,000	47
	Ash Tree Removal and Tree Replacement	\$ 275,000	\$ 275,000	\$ 275,000	\$ 375,000	\$ 425,000	\$ 1,625,000	48
	Street Tree Program	\$ 4,600	\$ 30,115	\$ 33,500	\$ 30,112	\$ 50,000	\$ 148,327	50
	Retaining Walls	\$ —	\$ 5,000	\$ 10,000	\$ 5,000	\$ 25,000	\$ 45,000	50
	Highway 20 - Irrigation	\$ —	\$ —	\$ —	\$ 25,000	\$ —	\$ 25,000	51
	Highway 20 - Replace Roses	\$ —	\$ —	\$ —	\$ —	\$ 100,000	\$ 100,000	52
	Resurface Tennis Courts	\$ —	\$ —	\$ —	\$ —	\$ 40,000	\$ 40,000	53
	Industrial Center Native Plantings	\$ —	\$ —	\$ —	\$ —	\$ 20,000	\$ 20,000	54
	Washington Community Gateway	\$ —	\$ —	\$ —	\$ —	\$ 15,000	\$ 15,000	55
	Forestry Building - Replace Roof	\$ —	\$ —	\$ —	\$ —	\$ 40,000	\$ 40,000	56
	Parks - Paint Light Poles	\$ —	\$ —	\$ —	\$ —	\$ 15,000	\$ 15,000	57
	Maintenance Headquarters Wash Bay	\$ —	\$ —	\$ —	\$ —	\$ 20,000	\$ 20,000	58
	Paint Railings	\$ —	\$ —	\$ —	\$ —	\$ 20,000	\$ 20,000	59
	<b>TOTAL</b>	<b>\$ 1,481,609</b>	<b>\$ 694,531</b>	<b>\$ 1,151,000</b>	<b>\$ 1,202,112</b>	<b>\$ 1,317,000</b>	<b>\$ 5,846,252</b>	

# **Recreation**



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## RECREATION DIVISION

<b>Budget Highlights</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Budget</b>	<b>FY 2021 Requested</b>	<b>% Change From FY 2020 Budget</b>
<u>Expenses</u>				
Employee Expense	1,685,212	1,827,872	1,919,669	5.0%
Supplies and Services	1,046,117	1,178,894	1,206,967	2.4%
Machinery and Equipment	56,157	52,650	77,650	47.5%
Debt Service	17,270	16,881	16,484	-2.4%
Total Expenses	2,804,756	3,076,297	3,220,770	4.7%
<u>Resources</u>				
Operating Revenue	1,507,619	1,760,691	1,730,695	-1.7%
CDBG Funds	112,814	149,296	131,499	-11.9%
Sales Tax 20% for Debt Abatement	17,270	16,881	16,484	-2.4%
Total Resources	1,637,703	1,926,868	1,878,678	-2.5%
Property Tax Support	1,167,053	1,149,429	1,342,092	192,663
Percent Increase (Decrease)				16.8%
Percent Self Supporting	58.4%	62.6%	58.3%	
<b>Personnel - Authorized FTE</b>	<b>46.86</b>	<b>48.00</b>	<b>48.00</b>	

## AMERICORPS

<b>Budget Highlights</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Budget</b>	<b>FY 2021 Requested</b>	<b>% Change From FY 2020 Budget</b>
<u>Expenses</u>				
Employee Expense	314,637	385,622	400,542	3.9%
Supplies and Services	22,968	13,542	34,730	156.5%
Total Expenses	337,605	399,164	435,272	9.0%
<u>Resources</u>				
AmeriCorps Grant	230,408	239,713	278,788	16.3%
Private Participant	196,080	135,360	201,231	48.7%
Total Resources	426,488	375,073	480,019	28.0%
Property Tax Support	(88,883)	24,091	(44,747)	(68,838)
Percent Increase (Decrease)				-285.7%
Percent Self Supporting	126.3%	94.0%	110.3%	
<b>Personnel - Authorized FTE</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	

## Improvement Package Summary

### 1 of 9

This improvement request is for the creation of a full-time Teen Coordinator for the Leisure Services Department. Staff reviews programs on an annual basis to provide the best possible, high quality equitable programs and services. Within the proposed FY21 employee expense estimates, staff could re-allocate 41% of seasonal staff (NA-45C) time to reduce the cost to create a full-time position and increase the effectiveness of our teen programming. A crucial part to the increased success of these teen programs is the staff that coordinate them. This is crucial to establish a consistent face and representation of the Department with the teens. The goal is to reduce turnover in these positions on an annual basis so that the teens can develop a relationship with our staff which in turn will increase retention within the programs and strengthen our engagement efforts. There are a couple concerns with a position as crucial as this only being part-time. One is that the position itself may not prove attractive to the type of qualified and dedicated staff person needed to be effective due to its part-time nature which may also create high turnover. Second, with a limited amount of hours annually, the type of engagement and personal connection with the teens would be limited as much of the time would need to be used to develop and organize these programs. From working with MFC staff to develop this position, staff feels that the most effective and consistent solution to providing in-depth relationships and program expansion, these efforts would benefit from a full-time coordinator. This supervisor would be "housed" in the Recreation Division as part of the Recreation team and would work closely with MFC, AmeriCorps and Recreation staff as well as community partners such as the Dream Center, Four Mounds, etc. to effectively program for and engage the teen community. This request supports the City Council goals of Diverse Arts, Culture, Parks, and Recreation Experiences and Activities, Partnership for a Better Dubuque and Vibrant Community.

Related Cost:	\$ 85,314	Tax Funds	Recurring	<b>Recommend - No</b>
Related Cost Savings:	\$ (15,577)	Tax Funds	Recurring	
Related Cost:	\$ 2,425	Tax Funds	Non-Recurring	
Net Cost:	<u>\$ 72,162</u>			
Property Tax Impact:	\$ 0.0284	0.27%		
Activity:	Recreation Administration			

### 2 of 9

This improvement package request is for the addition of an Arts & Culture Supervisor position for the Recreation Division. The improvement package request relates directly to the funding request for arts and cultural programming (improvement request 5 of 11 in this outline) and is requested to be funded in tandem with that request. Over the past year, the Leisure Services and Economic Development Departments worked together to review and assess how the City can create partnerships and help accomplish the Arts and Culture Master Plan and Community Enactment Strategy. The Economic Development Department hired a full-time Arts & Cultural Affairs Coordinator in FY 2020 with a main focus for on economic growth around arts and culture. To compliment these efforts, a second Arts and Culture position is proposed to be housed within the Leisure Services Department to focus on programming, events, and partnership development to expand arts and culture to youth in the community. Potential opportunities and goals for this position may include providing innovative and low-cost/free arts and cultural performances and programming to inspire the community; enlivening parks and public spaces through smaller arts and cultural performances and events; facilitating social connections, human development and lifelong learning through art; harnessing the power of partnerships through both community-designed projects and collaborations with regional and statewide entities; promoting civic responsibility for the arts system as the City does so with the parks; providing a diverse range of recreation and cultural arts programs that meet the leisure needs of Dubuque residents, while promoting knowledge, personal growth, health and more; and enhancing the connection between

arts and culture. In addition this position also supports three of the Leisure Services Department's Equity Plan Goals which include: increasing access to culturally and linguistically responsive services for communities of color and refugee and immigrant communities; strengthening outreach and public engagement for communities of color and refugee and immigrant communities; and providing equitable access to City services to all residents. This request supports the City Council goal of Diverse Arts, Culture, Parks, and Recreation Experiences and Activities, the Arts and Culture Master Plan, as well as the Leisure Services Equity Plan.

Related Cost:	\$ 81,615	Tax Funds	Recurring	<b>Recommend - No</b>
Related Cost:	\$ 2,425	Tax Funds	Non-Recurring	
Total Cost:	<u>\$ 84,040</u>			
Property Tax Impact:	\$ 0.0331	0.32%		
Activity: Recreation Administration, Recreation Classes				

### 3 of 9

This improvement request is for programming funding for the requested Arts & Culture Program Coordinator (improvement request 4 of 11 in this outline) and is directly related to that improvement package request and recommended to be funded in tandem with that request. The amount requested includes \$20,000 for contractual programming instructors, \$10,000 for pay to other partner agencies for programming production, and \$5,000 for program materials and supplies. It is also estimated this improvement package would generate approximately \$12,500 in additional revenue annually based on the assumption that 50% of contractual programs are offered at no cost and 50% of contractual programs would charge participation fees. This programming is intended to provide innovative and low-cost/free arts and cultural performances; provide a diverse range of recreation and cultural arts programs that meet the leisure time needs of Dubuque residents, while promoting knowledge, personal growth, health and more; and enhance the connection between arts and culture through partnerships. In addition, this programming would support three of the Leisure Services Department's Equity Plan Goals, which include: increase access to culturally and linguistically responsive services for communities of color and refugee and immigrant communities; strengthen outreach and public engagement for communities of color and refugee and immigrant communities; and provide equitable access to City services to all residents. This request supports the City Council goal of Diverse Arts, Culture, Parks, and Recreation Experiences and Activities, the Arts and Culture Master Plan, as well as the Leisure Services Equity Plan.

Related Cost:	\$ 35,000	Tax Funds	Recurring	<b>Recommend - Yes</b>
Related Revenue:	\$ 12,500	Program Fees	Recurring	
Total Cost:	<u>\$ 22,500</u>			
Property Tax Impact:	\$ 0.0089	0.09%		
Activity: Recreation Administration, Recreation Classes				

### 4 of 9

This improvement request is for funding for department leadership to visit other leading cities throughout the country who are actively advancing equity in their park & recreation departments. Through National Conferences such as GARE and NRPA (National Recreation and Park Association), staff have met and/or heard from other organizations throughout the country providing impactful and innovative practices to solve complex equity issues. In contrast, and through observations/communications with local departments, there are few Iowa Park and Recreation Departments doing similar work. The ability to meet with other cities throughout the country and/or Midwest will allow for intentional conversation around these best practices in an effort to better understand how Dubuque can implement more impactful equitable change. For example, some of the leading cities are: Grand Rapids, MI; Raleigh, NC; Portland, OR; Madison, WI; St Paul, MN; Philadelphia, PA; and Arlington, TX. This request supports

City Council goal Partnership for a Better Dubuque: Building Our Community that is Viable, Livable and Equitable.

Related Cost: \$ 3,000 Tax Funds Recurring  
Property Tax Impact: \$ 0.0012 0.01%  
Activity: Recreation Administration

**Recommend - No**

#### 5 of 9

This improvement request is for the addition of 50 annual household scholarships. Over the last three years, 150 qualifying low-income households annually have taken advantage of this CDBG-funded scholarship program. These \$125 scholarships create opportunities for low-income families to participate in any of the Recreation Division's 400+ programs and services. These opportunities have directly resulted in an annual increase in programming participation throughout the years. This increase in participation not only exposes these participants to programs and services that they might normally not benefit from, but it also equitably expands the participation demographic, demonstrating an increase in interaction amongst the entire community. This request supports the City Council goal of Diverse Arts, Culture, Parks, and Recreation Experiences and Activities.

Related Cost: \$ 6,250 Tax Funds Recurring  
Property Tax Impact: \$ 0.0025 0.02%  
Activity: Recreation Administration

**Recommend - Yes**

#### 6 of 9

This improvement request is for engineering consulting services related to evaluation of permanent methods and costs of supports for mechanical room equipment in the Mystique Community Ice Center. It also shall provide for research of options to develop conceptual cost estimates and comparisons for permanent solutions related to settling in specific areas of the ice arena. This request supports City Council goal Partnership for a Better Dubuque: Building Our Community that is Viable, Livable and Equitable by providing data and information and researching the best alternatives and estimated costs related to the Mystique Ice Arena owned by the City and leased to Dubuque Community Ice and Recreation Inc.

Related Revenue \$ 18,000 Tax Funds Non-Recurring  
Property Tax Impact: \$ 0.0071 0.07%  
Activity: Recreation Administration

**Recommend - No**

#### 7 of 9

The improvement level decision package request is for a vehicle to be used by the Recreation Division and Multicultural Family Center (MFC) to transport the Rec & Roll trailer as well as materials and supplies to programs and services. When the Rec & Roll trailer program began in 2017, it was present at 19 events and programs throughout the community. By the 2019 season, it became part of over 55 community events and programs and has proved to be a positive benefit for community and partner engagement. Testimonials from the community have expressed the positive impact of the trailer on attracting participants and encouraging conversation. Currently, the trailer has been delivered and returned throughout Dubuque by the Park Division Manager and, when available, the Park Patrol since they are the only Leisure Services staff available after hours with truck access. Due to the trailer's demand, this has added over 200 hours to their everyday responsibilities. With a Recreation Division vehicle able to haul the trailer, it would divert those hours away from Park staff and allow for Recreation staff to provide that service. In addition, having a larger vehicle will also provide available transportation for staff to deliver seasonal brochures and program supplies. This vehicle can also provide for transportation for other City business such as conferences, classes, and other trainings which is now all being done with private vehicles. The MFC also has a need for a vehicle for similar reasons. With the

increase in community programming and events, MFC staff are constantly transporting supplies (especially on the weekends).

The vehicle would be a ¾ ton truck with a lift gate and tow package. Based on the current price estimates for Park Division truck replacements, this vehicle would cost approximately \$35,000. This truck would also be wrapped with a similar design to the Rec & Roll Trailer which will serve as an additional marketing tool to create awareness of the Leisure Services Department and the trailer. This decision package directly relates to the City Council Goals: Partnership for a Better Dubuque; Diverse Arts, Culture, Parks, and Recreation Experiences and Activities; High-Performance City Organization (effective service delivery).

Related Expense:	\$ 36,700	Tax Funds	Non-Recurring	<b>Recommend - No</b>
Property Tax Impact:	\$ 0.0144	0.14%		
Activity:	Recreation Classes			

#### 8 of 9

This Improvement Level request provides for funding to staff and transportation for up to 700 children in 2<sup>nd</sup> grade for all 13 elementary schools for free learn-to-swim lessons. These staffing levels are based off of a 5:1 student to instructor ratio for a 4-session program per school.

Too often each summer, saves/rescues are made by the lifeguards at both Sutton and Flora pools. The vast majority of these interactions are with youth who do not possess the critical skills and/or knowledge to effectively and safely participate in open aquatic activities. Many of these youth are entering the pool facility for the first time with little to no supervision from the parent or caregiver. Learning to swim is a life skill. Interaction with water and the fun/joy that one observes when others are participating makes the activity enticing. In a community on the river, where intentional or unintentional contact with water is a possibility, having these basic skills could be lifesaving.

Offering a free Learn to Swim by 3<sup>rd</sup> Grade program in a partnership with the Dubuque Community School District could provide this basic knowledge and skills. The result for the patron is a more enjoyable and safe interaction with aquatics activity. For the City's pool system, this introduction could result in less save interactions with the swimmers and more time for the patrons to swim (as during most saves, activity in the pool is stopped). This request supports the City Council goals of Diverse Arts, Culture, Parks, and Recreation Experiences and Activities and Partnership for a Better Dubuque: Building our Community that is Viable, Livable and Equitable.

Related Expense:	\$ 18,517	Tax Funds	Recurring	<b>Recommend - No</b>
Property Tax Impact:	\$ 0.0073	0.07%		
Activity:	Swimming			

#### 9 of 9

This improvement request is for an increase in operating revenue for the Bunker Hill Golf Course through increases in the following fees; \$1 increase for 18-hole daily rounds, \$2 increase for PGA rounds, and a \$10 increase on all annual passes. The sum of these fee increases would equate to \$11,695 in additional revenue based on the FY 2021 usage estimates. In addition, this request also includes a \$1 increase on daily 1/2 cart rentals. This would generate \$6,900 based on FY 2021 usage estimates. This request supports the City Council goal of Financially Responsible, High-Performance City Organization.

Related Revenue:	\$ 18,595	Golf Fees	Recurring	<b>Recommend - Yes</b>
Property Tax Impact:	\$ (0.0073)	(0.07)%		
Activity:	Golf Maintenance			

## **Significant Line Items**

### **Employee Expense**

1. FY 2021 employee expense reflects a 1.5% wage package increase.
2. The Iowa Public Employee Retirement System (IPERS) City contribution of 9.44% is unchanged from FY 2020. The employee contribution of 6.29% is unchanged from FY 2020.
3. The City portion of health insurance expense increased from \$921 in FY 2020 to \$1,013 in FY 2021 per month per contract which results in an annual cost increase of \$3,116 or 11.26%.
4. Workers Compensation increased from \$32,551 in FY 2020 to \$32,823 in FY 2021. The Iowa Workers Compensation law changed effective July 1, 2017. This law change reduced the amount of liability employers incur for certain work-related injuries. FY 2019 actual was \$36,315.

### **Supplies & Services**

5. Sales Tax collected on goods and services decreased from \$49,163 in FY 2020 to \$41,998 in FY 2021. FY 2019 actual was \$43,818. This line item is off-set by the revenue for sales tax collected.
6. Electrical Utility Expense increased from \$73,249 in FY 2020 to \$87,693 in FY 2021 based on FY 2019 actual of \$84,220 plus 4%.
7. Natural Gas Utility Expense decreased from \$31,712 in FY 2020 to \$27,901 in FY 2021 based on FY 2019 actual of \$27,936.
8. Property Maintenance decreased from \$44,151 in FY 2020 to \$38,100 in FY 2021. FY 2019 actual was \$32,187. This line item traditionally represents payments towards swimming pool maintenance, golf course grounds maintenance, Marina Maintenance and Allison Henderson/Comiskey Park maintenance.
9. Off Road Vehicle Fuel increased from \$73,220 in FY 2020 to \$75,000 in FY 2021 and Diesel Fuel decreased from \$25,782 in FY 2020 to \$18,750 in FY 2021 due to the industry's decrease in diesel-reliant vessels. This expenditure represents fuel sold to boaters at the Port of Dubuque Marina and is offset by \$125,000 in revenue from the sale of fuel.
10. Turf Chemicals unchanged from \$30,031 in FY 2020 to \$30,031 in FY 2021. FY 2019 actual was \$28,977.
11. Food Products increased from \$42,126 in FY 2020 to \$48,145 in FY 2021 based on current year's sales. FY 2019 actual was \$49,138. This budget is offset by the revenue from sales of this product.
12. Beer Products decreased from \$54,566 in FY 2020 to \$53,168 in FY 2021 based on current year's sales. FY 2019 actual was \$51,248. This budget is offset by the revenue from sales of this product.
13. Beverage and Ice decreased from \$24,303 in FY 2020 to \$20,561 in FY 2021 based on current year's sales. FY 2019 actual was \$19,630. This budget is offset by the revenue from sales of this product.
14. Credit Card Charges increased from \$21,937 in FY 2020 to \$23,023 in FY 2021 based on FY 2019 actual of \$24,714.

15. Program Equipment and Supplies increased from \$74,213 in FY 2020 to \$84,276 in FY 2021. This line item includes the Third Grade Level Reading Program for \$26,000 and the remainder of the budget is for concession supplies, bases, basketballs, volleyballs, nets, first-aid supplies, trophies, community engagement Rec & Roll events, and other playground equipment.
16. Pro Shop Merchandise decreased from \$52,153 in FY 2020 to \$43,000 in FY 2021 based on current demand for special order through the golf course. FY 2019 actual was \$30,488. This budget is offset by the revenue from Pro Shop Sales, golf fee revenue, event revenue and certificates.
17. Game Officiating Services unchanged from \$36,670 in FY 2020 to \$36,670 in FY 2021. FY 2019 actual was \$31,151.
18. Machinery and Equipment Rental increased from \$41,511 in FY 2020 to \$42,351 in FY 2021 based on FY 2019 actual. This line item is for the lease payments on sixty golf carts, tournament golf carts, beverage carts and cart maintenance, and portable restroom rentals.
19. Pay to Other Agency increased from \$147,605 in FY 2020 to \$152,783 in FY 2021. The decrease is based on larger contractual partners whom which Recreation Classes are no longer offered through. This line item represents the Four Mounds Day Camp (\$44,450), ice rental (\$10,000), Americorps 3rd Grade Reading (\$20,000), Americorps Playground Programs (\$32,986), Hills and Dales Senior Center (\$18,200), Iowa State University Extension programs (\$2,000), Northeast Iowa School of Music (\$3,000), Recreation Classes (Creative Adventure Labs Partnership, Montessori Cooperative classes, Dubuque County Extension Contracted Classes) (\$20,000), therapeutic and after school programs facility payments for off site programs (\$1,624), and after school sports programs at Prescott and Lincoln (\$523).
20. Instructors increased from \$71,348 in FY 2020 to \$92,162 in FY 2021. FY 2019 actual was \$66,905. This line item represents after school sports coaches, sports camps, LEAP program, dance instructors, and other recreational class/program instructors.
21. Machinery and Equipment Maintenance increased from \$20,005 in FY 2020 to \$20,704 FY 2021. This line item represents marina machinery and equipment maintenance, fire suppression replacements, golf course equipment maintenance and repairs, swimming pool equipment maintenance, concession stand equipment replacements, and scoreboard maintenance.
22. Promotion decreased from \$21,216 in FY 2020 to \$19,216 in FY 2021. This line item represents print and digital marketing for recreational programs, events, and classes, brochures and mailings, and radio and print advertisements.

### **Machinery & Equipment**

23. Equipment replacement items include (\$77,650):

<u>Recreation Administration</u>	
Vacuum	\$ 350
<u>Golf Maintenance</u>	
Trailer	\$ —
Greens Mower	\$ 52,000
Table Saw	\$ 500
Trimmers	\$ 500



Truckster	\$ 9,000
Aerator	\$ 9,500
<u>Swimming</u>	
Flora/Sutton Security Cameras	\$ 2,800
<u>Adult Athletics</u>	
Miscellaneous Equipment	\$ 1,500
Line Strip Equipment	\$ 1,500
<b>Total Equipment</b>	<b><u>\$ 77,650</u></b>

### Debt Service

24. FY 2021 Annual debt service is as follows (\$16,484):

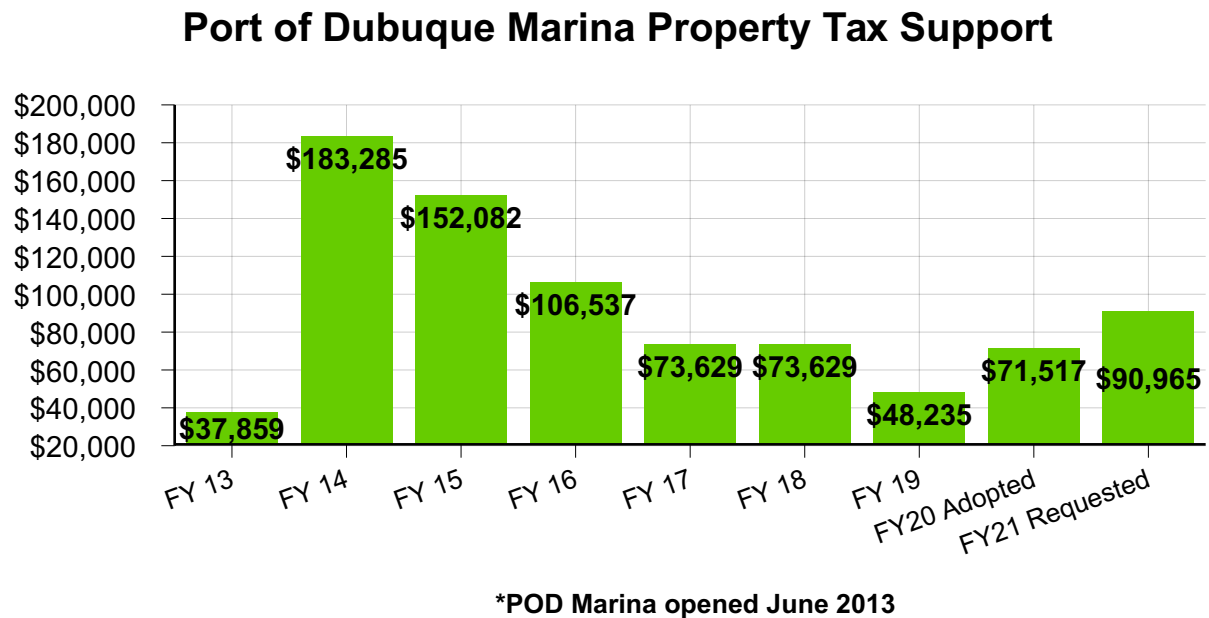
Amount	Debt Series	Payment Source	Purpose	Final Payment Year	Call Date
\$ 1,484	2012D G.O.	Sales Tax 20%	Recreation Improvements	2027	2019
\$ 1,269	2012E G.O.	Sales Tax 20%	Recreation Improvements	2022	2019
\$ 13,731	2014B G.O.	Sales Tax 20%	Recreation Improvements	2034	2021
<u>\$ 16,484</u>	Total Recreation Annual Debt Service				

## Revenue

25. Total revenue for Golf Operations and Maintenance increased from \$917,492 in FY 2020 to \$934,492 in FY 2021.
- a. Golf Cart Rentals increased from \$217,510 in FY 2020 to \$227,850 in FY 2021 based on FY 2021 cart rental estimates of: 10 18-Hole carts at \$30 each; 6,900 18-Hole Half Carts at \$15 each; 55 9-Hole Carts at \$20 each; 7,200 9-Hole Half Carts at \$10 each; 130 punch cards at \$230 each; 21 season passes at \$650 each, and 100 pull carts at \$5 each. FY 2019 Actual was \$207,340.
  - b. Golf Beer Sales increased from \$127,556 in FY 2020 to \$130,501 in FY 2021 based on FY 2019 actual of \$130,501.
  - c. Pro Shop Sales increased from \$64,543 in FY 2020 to \$68,795 in FY 2021 based on FY 2019 Actual of \$68,795.
  - d. Golf Fees increased from \$349,491 in FY 2020 to \$353,685 in FY 2021 based on the number of rounds played and passes sold during FY 2019. FY 2019 Actual was \$329,003.
  - e. Golf event revenue increased from \$39,142 in FY 2020 to \$40,689 in FY 2021 based on FY 2019 actual.
26. Swimming revenue decreased from \$359,215 in FY 2020 to \$333,326 in FY 2021.
- a. Swimming Annual Passes decreased from \$92,055 in FY 2020 to \$74,118 in FY 2021 based on prior two years of participant numbers. FY 2019 actual was \$66,483.
  - b. Flora Daily Fees decreased from \$85,666 in FY 2020 to \$82,050 in FY 2021 based on prior two years of participant numbers. FY 2019 actual was \$76,962.
  - c. Sutton Daily Fees decreased from \$31,170 in FY 2020 to \$28,214 in FY 2021 based on prior two years of participant numbers. FY 2019 actual was \$27,949.
  - d. Pool Concessions decreased from \$51,000 in FY 2020 to \$50,000 in FY 2021 based on estimated gross sales of \$36,000 at Flora Pool and \$15,000 at Sutton Pool. FY 2019 actual was \$41,605.
  - e. Swim Lesson Registrations decreased from \$80,294 in FY 2020 to \$72,589 in FY 2021 based on registrations for water exercise decreasing from 50 registrations in FY 2020 to 25 registrations in FY 2021 (-\$625), aquatots registrations decreasing by 54 (-\$1,350), and preschool registrations decreasing by 163 (-\$4,075). FY 2019 actual was \$65,906
27. Adult Athletics revenue decreased from \$100,508 in FY 2020 to \$96,142 in FY 2021.
- a. Softball Entry Fees decreased from \$52,208 in FY 2020 to \$49,208 in FY 2021 based on 8 less teams in softball leagues budgeted. FY 2019 actual was \$48,765.
  - b. Basketball Entry Fees decreased from \$30,600 in FY 2020 to \$26,400 in FY 2021 based on 6 less teams in adult basketball league budgeted.
  - c. Adult Winter Volleyball Leagues increased from \$4,000 in FY 2020 to \$6,630 in FY 2021 based on 14 additional teams budgeted in adult winter volleyball league.
28. Youth Sports revenue decreased from \$41,929 in FY 2020 to \$30,135 in FY 2021.
- a. After School Sports decreased from \$30,630 in FY 2020 to \$17,500 in FY 2021 based on an 116 fewer participants budgeted in track & field and 36 fewer participants budgeted in basketball. FY 2019 actual was \$24,433.
29. Port of Dubuque Marina revenue decreased from \$208,278 in FY 2020 to \$181,026 in FY 2021 .

- a. Marina Fuel Sales is decreased from \$130,000 in FY 2020 to \$125,000 in FY 2021. This line item is based on the expense budget of fuel plus a 25% mark-up. FY 2019 actual was \$74,136 and FY 2018 was \$125,037.
- b. Marina Dock Fees is decreased from \$47,390 in FY 2020 \$31,250 in FY 2021. This line item is based on the current year's sales as well as the current interest in seasonal slip rentals. FY 2019 actual was \$18,522 and FY 2018 was \$25,070.
- c. Marina Beverage and Ice Sales is decreased from \$7,500 in FY 2020 to \$5,775 in FY 2021. This line item is based on the current year's sales and on average a 65% mark-up on the cost of the product. FY 2019 actual was \$5,881 and FY 2018 was \$6,621.

30. The following chart shows the history of property tax support for the Port of Dubuque Marina:



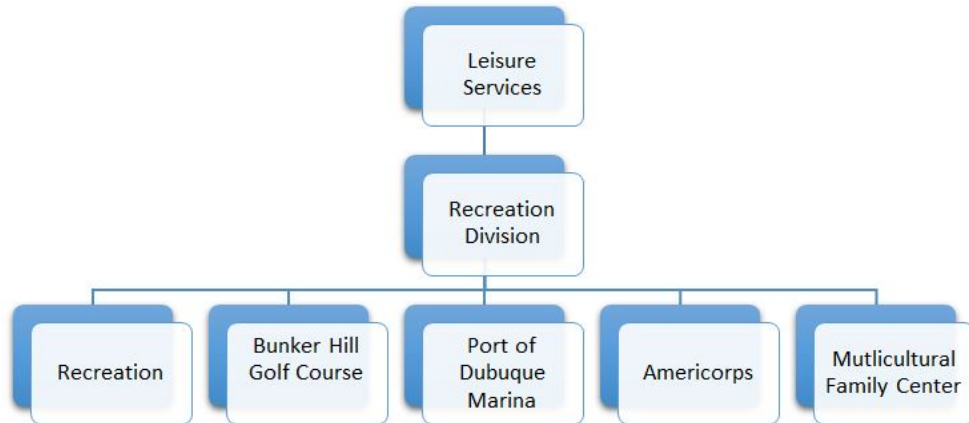
### Miscellaneous

31. The FY 2021 percent self-supporting for the various Recreation Activities compared to FY 2020 percent self-supporting is as follows:

Activity	FY 2021	FY 2020
Adult Athletics	69.7%	74.9%
McAleece Concessions	135.0%	125.9%
Youth Programs	11.8%	12.1%
Therapeutic Recreation	29.3%	53.1%
Recreation Classes	64.0%	83.7%
Swimming	60.9%	62.6%
Golf	104.3%	101.5%
Port of Dubuque Marina	66.6%	74.4%

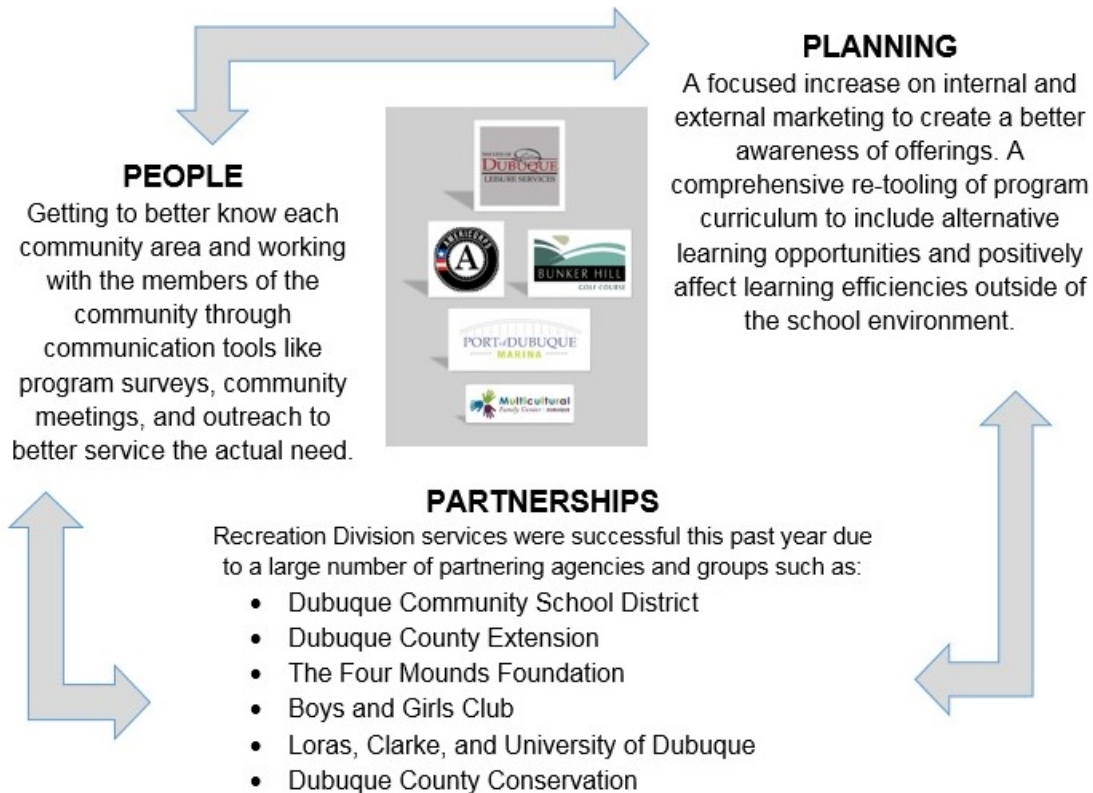
# LEISURE SERVICES RECREATION DIVISION

The Recreation Division encourages community participation by providing equitable, progressive, accessible, and affordable opportunities through our parks, facilities, and recreation programming.



**Vision:** Creating OPPORTUNITIES to enhance and improve the QUALITY OF LIFE for the residents of Dubuque.

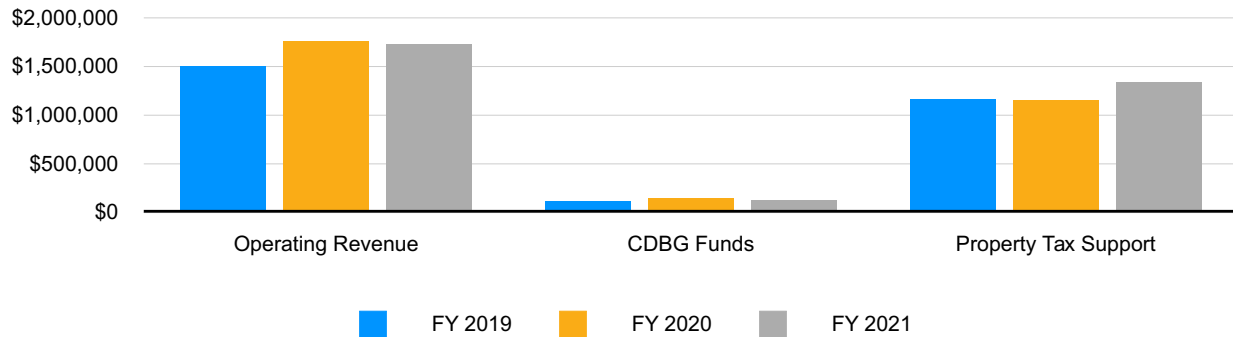
## SUCCESS IS ABOUT PLANNING, PARTNERSHIPS AND PEOPLE LEADING TO OUTCOMES



# LEISURE SERVICES RECREATION DIVISION

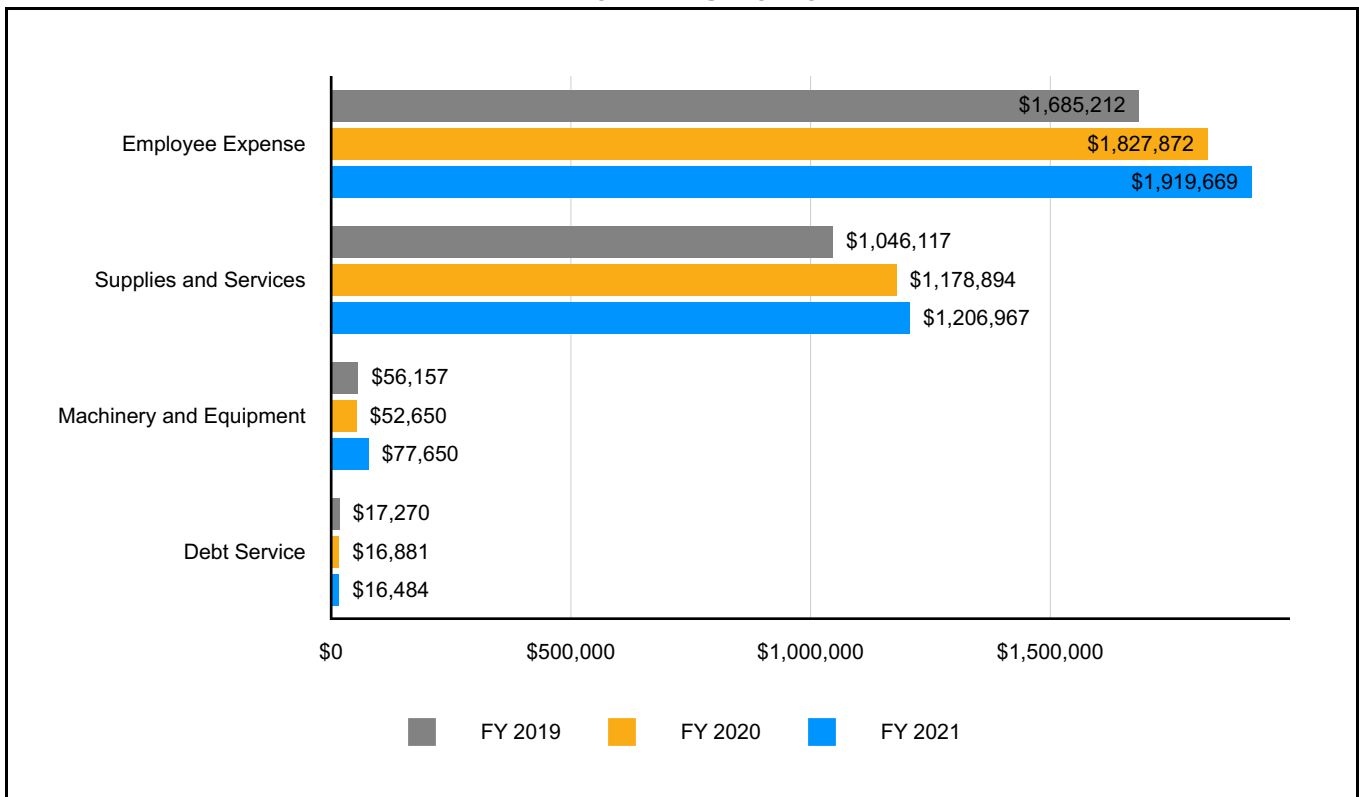
	FY 2019	FY 2020	FY 2021
Full-Time Equivalent	46.86	48	48.00

## Resources and Property Tax Support



The Recreation Division is supported by 48.00 full-time equivalent employees, which accounts for 59.60% of the department expense as seen below. Overall, the department's expenses are expected to increase by 4.70% in FY 2021 compared to FY 2020.

## Expenditures by Category by Fiscal Year



# RECREATION DIVISION

## Recreation Programming

### Mission & Services

The Recreation Division develops a variety of recreational activities and job opportunities to provide the citizens of Dubuque equitable, safe, wholesome, healthy and enjoyable use of leisure time. Recreation programs include early childhood enrichment programs for children ages 18 months to 6 years old, youth and adult programs such as swim, karate, dance, athletics and music, as well as Therapeutic and Neighborhood recreation programs.









Recreation Programming Funding Summary			
	FY 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$1,730,514	\$1,857,703	\$2,018,378
Resources	\$555,500	\$639,596	\$619,947

Recreation Programming Position Summary	
	FY 2021
Lead Secretary	0.60
Facilities Supervisor	0.33
Secretary - FT	1.00
Recreation Program Supervisor	2.00
Aquatic/Therapy Supervisor	1.00
Leisure Services Manager	0.33
Recreation Division Manager	1.00
Clerical Assistant	0.22
Recreation Leader	6.11
Recreation Leader - CDBG	0.00
Recreation Field Supv	2.83
Recreation Field Supv. - CDBG	0.61
Recreation Leader Jr.	0.92
Playground Coordinator	0.20
Assist. Playground Coordinator	0.10
After School Sports Coordinator	0.41
Pre-School Instructor	0.12
Pre-School Instructor - CDBG	0.72
Swimming Pool Manager	1.35
Head Lifeguard	0.44
Lifeguard	8.63
Pool Cashier	1.01
Concession Worker - Pools	1.04
Concession Worker- McAleece	0.19
Concession Manager	0.40
Snack Bar Manager	0.20
Laborer - Youth Sports	0.09
Laborer - Swimming	0.48
Laborer - Adult Athletics	0.75
<b>Total FT Equivalent Employees</b>	<b>33.08</b>

# LEISURE SERVICES RECREATION DIVISION

## Recreation Programming

### Performance Measures

City Council Goal: Diverse Arts, Culture, Parks, and Recreation						
	Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
1	Activity Objective: Improve quality of life for residents by expanding and enhancing organized recreation activities.					
	# of program opportunities offered through registration system	N/A	763	801	810	N/A
	# average total of participation per program offered annually	+.25	9.78	9.12	9.4	
	% of annual programs offered running (i.e. not canceled)	+1%	76%	77%	78%	
	# of Rec & Roll trailer deployments	N/A	16	51	55	N/A
City Council Goal: Partnerships for a Better Dubuque						
2	Activity Objective: Develop, increase, and retain partnerships in order to provide quality and affordable program opportunities for residents.					
	# of partnerships resulting in a program	40+	32	40	41	
City Council Goal: Robust Local Economy						
3	Activity Objective: Develop and provide quality entry-level job opportunities for youth and adults in the community.					
	\$ in salary costs for seasonal employees only (not including IPERS or SS)	N/A	\$609,401	\$607,933	\$706,375	N/A
4	Activity Objective: Provide accessible, affordable, educational, and positive programming for those who many not have the financial resources to participate.					
	# of free programs provided to those who qualified as low-income	60	43	35	30	
	% of total Recreation program low-income registrants who were served by free programs	70%	85%	75%	70%	
	# available scholarships for recreational programming	200	150	150	150	
	% of awarded scholarship credits that were redeemed for recreational programs	100%	88%	76%	90%	
	% of total swim passes issued that were purchased by low-income residents	50%	48%	44%	N/A	

# LEISURE SERVICES RECREATION DIVISION

## Bunker Hill Golf Course

### Mission & Services





Bunker Hill Golf Course located in the rolling hills of Central Dubuque is a fun and challenging 18 - hole golf course. Visitors will be greeted daily by a warm and friendly staff ensuring high customer service levels along with many programs and offerings available for enjoyment. Bunker Hill Golf Course functions as an Enterprise Fund utilizing user fees to support operational costs and capital improvements. Income includes regular green fees, cart rentals, season passes, league fees, and concession sales.

Bunker Hill Golf Course Funding Summary			
	FY 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$874,987	903,718	895,717
Resources	\$842,492	917,492	934,492

Bunker Hill Golf Course Position Summary	
	FY 2021
Golf Course Supervisor	1.00
Golf Professional	0.94
Assistant Golf Professional	1.36
Pro Shop Attendant	0.80
Concession Worker	0.84
Golf Course Technician - FT	1.00
Golf Course Technician - PT	0.72
Laborer	2.20
Concession Manager	0.84
<b>Total FT Equivalent Employees</b>	<b>9.70</b>

### Performance Measures

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

Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
<b>1 Activity Objective: Expand upon golf lesson programs offered to grow the game of golf and promote hospitality through quality customer service practices.</b>					
# of Youth participating in free golf lessons	+5%	1%	17%	43%	
Youth Camp Participation	+5%	4%	28%	63%	
Participation by Women	+5%	2%	13%	18%	
Couples League	+5%	15%	25%	12%	



# LEISURE SERVICES RECREATION DIVISION Port of Dubuque Marina

## Mission & Services


The Port of Dubuque Marina is a 78-slip transient marina drawing visitors to Dubuque from as far North as Minneapolis, Minnesota, as far South as Fort Lauderdale, Florida and many places in-between. The marina operates as a hotel on water, providing visiting boats with dock space, electricity, clean showers, laundry, guest Wi-Fi and concierge service from staff. From the marina, visitors are within walking distance of dining, lodging, a casino, shopping, entertainment, the National Mississippi River Museum & Aquarium and Dubuque's Mississippi Riverwalk. The marina amenities building operates as the guest check-in desk for visiting boaters, as well as a convenience store along the river.

Port of Dubuque Marina Funding Summary			
	FY 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$163,731	\$279,795	\$271,991
Resources	\$115,496	\$208,278	\$181,026

Port of Dubuque Marina Position Summary	
	FY 2021
Facilities Supervisor - Dock	0.33
Facilities Supervisor - C-Store	0.34
Marina Cashier/Clerk	0.83
Dock Worker	0.58
<b>Total FT Equivalent Employees</b>	<b>2.08</b>


## Performance Measures

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

Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	2020 Estimate	Performance Indicator
<b>1 Activity Objective: Become a more visible and high-traffic docking location.</b>					
increase # of docking customers	600	492	367	450	

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

#### **2 Activity Objective: Increase overall sales at the convenience store and additional revenue opportunities through programs and partnerships.**

decrease % of property-tax support	20%	29%	29%	26%	
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# LEISURE SERVICES RECREATION DIVISION

## AmeriCorps

### Mission & Services




AmeriCorps is a national service program which awards communities federal funding to implement an AmeriCorps program in their community designed to meet a community's critical need. The AmeriCorps Partners in Learning Program in Dubuque focuses on the community's education needs and is sponsored by the City of Dubuque. The program's largest grant is focused around Dubuque's Campaign for Grade-Level Reading. The program also has focused efforts in the areas of teen programming, mentorship and workforce and life skill development.

AmeriCorps Funding Summary			
	FY 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$337,605	\$399,164	\$435,272
Resources	\$426,488	\$375,073	\$480,019


AmeriCorps Position Summary	
	FY 2021
AmeriCorps Program Director	1.00
<b>Total FT Equivalent Employees</b>	<b>1.00</b>

### Performance Measures

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

	Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
<b>1</b>	<b>Activity Objective: Ensure all students read at grade-level by third grade through reading tutoring for K - 3rd grade students.</b>					
	# of students supported through AmeriCorps Campaign for Grade-Level Reading Program	600	476	463	500	
	% of students participating in the AmeriCorps Campaign for Grade-Level Reading who improved reading scores	90%	97.1%	97%	80%	
<b>2</b>	<b>Activity Objective: Provide Dubuque Teens with safe, caring, adult role models so youth want to attend school, after-school programs, and summer programs.</b>					
	% of participating teens who successfully graduated from the MFC's Summer Teen Empowerment Program	90%	87.5%	86.8%	90%	

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

<b>3</b>	<b>Activity Objective: Keep youth engaged in stimulating, educational activities and surrounded by positive role models during the summer months.</b>					
	# of youth served by AmeriCorps summer learning opportunities and events	500	1,000	1,582	1,500	

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## Recommended Operating Revenue Budget - Department Total

### 34 - RECREATION DIVISION

Fund	Account	Account Title	FY18 Actual Revenue	FY19 Actual Revenue	FY20 Adopted Budget	FY21 Recomm'd Budget
100	43243	CAMPING FEES	25,070	18,522	47,390	31,250
100	43249	RENT,SLATTERY CENTER	13,479	13,739	13,275	13,987
100	43250	GOLF CART RENTALS	211,110	207,340	217,510	227,850
43	USE OF MONEY AND PROPERTY - Total		249,659	239,601	278,175	273,087
100	51190	CUSTOMER CREDITS	396	58	0	0
100	51516	DIESEL FUEL SALES	25,389	11,572	24,700	25,000
100	51536	FUEL SALES MARINA	99,648	62,565	105,300	100,000
100	51927	LOTTERY SALES	1,138	3	1,138	0
100	51930	SWIMMING-FLORA POOL	82,707	76,962	85,666	82,050
100	51931	SWIMMING-HEMP POOL	584	336	0	0
100	51932	SWIMMING-SUTTON POOL	30,902	27,949	31,170	28,214
100	51933	SWIMMING ANNUAL PASSES	84,949	66,483	92,055	74,118
100	51934	SWIM LESSON	68,811	65,906	80,294	72,589
100	51935	SWIMMING POOL RENTAL	14,463	15,638	19,030	20,580
100	51936	SWIM POOL CONCESSIONS	46,622	41,605	51,000	50,000
100	51937	GOLF FEES	332,642	330,952	351,496	356,172
100	51938	GIFT CERTIFICATES-GOLF	(43,360)	(41,601)	0	0
100	51939	TENNIS FEES	5,429	6,047	5,289	6,635
100	51940	TENNIS COURT	0	34	0	34
100	51942	SOFTBALL ENTRY FEES	51,994	48,765	52,208	49,208
100	51943	FIELD RENTAL FEES	9,745	6,690	7,500	7,500
100	51944	BASKETBALL ENTRY FEES	30,930	25,700	30,600	26,400
100	51945	VOLLEYBALL ENTRY FEES	8,835	10,200	10,000	12,800
100	51946	AFTER SCHOOL SPORTS	25,442	24,433	30,630	17,500
100	51949	ART FEES	55,243	54,278	50,962	63,462
100	51950	VARIOUS PROGRAM FEES	7,646	6,682	14,477	11,942
260	51950	VARIOUS PROGRAM FEES	4,675	5,869	4,675	4,770
100	51951	CHILDRENS ATHLETIC FEES	5,148	5,519	3,650	4,200
100	51953	MEETING ROOM FEES	1,645	2,034	3,450	2,055
100	51954	PLAYGROUND REG FEES	2,397	2,280	2,560	2,000
100	51955	OTHER RENTS/CONCESSIONS	92	346	120	346
100	51959	BEER	165,680	166,971	170,189	168,701
100	51960	FOOD	47,060	45,014	48,075	47,301
100	51962	LIQUOR	26,049	28,346	26,049	28,346
100	51963	CATERING	5,087	3,100	5,087	3,100
100	51965	EVENTS REVENUE	39,142	40,689	39,142	40,689
100	51966	PRO SHOP SALES	69,057	72,880	69,543	73,295
100	51967	BEVERAGES/ICE	41,084	35,613	42,722	36,492
100	51968	CIGARETTE SALES	1,277	1,271	1,100	1,040
100	51989	GIFT CARD-GOLF	9,819	12,306	9,819	12,306
51	CHARGES FOR SERVICES	- Total	1,358,366	1,263,494	1,469,696	1,428,845
100	53102	PRIVATE PARTICIPANT	8,300	6,600	8,100	7,300
100	53204	IOWA FUEL TAX REFUND	915	558	915	558
100	53530	SPECIALIZED SERVICES	348	96	340	300
100	53605	MISCELLANEOUS REVENUE	34,822	922	1,140	21,375
260	53605	MISCELLANEOUS REVENUE	(46)	0	0	0
100	53615	DAMAGE CLAIMS	2,695	(49)	0	0
100	53620	REIMBURSEMENTS-GENERAL	2,336	2,267	0	0
53	MISCELLANEOUS	- Total	49,370	10,393	10,495	29,533
100	54106	EQUIPMENT SALES	5,750	0	7,000	4,000
54	OTHER FINANCING SOURCES	- Total	5,750	0	7,000	4,000
400	59350	FR SALES TAX	17,665	17,270	16,881	16,484
59	TRANSFER IN AND INTERNAL - Total		17,665	17,270	16,881	16,484
RECREATION DIVISION - Total			1,680,810	1,530,758	1,782,247	1,751,949

## Recommended Operating Expenditure Budget - Department Total

### 34 - RECREATION DIVISION

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
100	61010	FULL-TIME EMPLOYEES	573,907	550,856	626,513	660,068
100	61020	PART-TIME EMPLOYEES	108,079	114,431	96,695	126,950
100	61030	SEASONAL EMPLOYEES	575,282	574,080	675,701	694,123
260	61030	SEASONAL EMPLOYEES	34,119	33,853	44,475	44,968
100	61050	OVERTIME PAY	4,881	3,914	3,800	3,800
100	61071	HOLIDAY PAY-OVERTIME	0	103	0	0
100	61091	SICK LEAVE PAYOFF	4,817	959	0	0
100	61092	VACATION PAYOFF	4,521	2,185	0	0
100	61310	IPERS	76,437	77,909	91,291	96,321
260	61310	IPERS	2,484	2,702	2,643	2,672
100	61320	SOCIAL SECURITY	95,332	93,348	107,308	111,755
260	61320	SOCIAL SECURITY	2,610	2,590	3,403	3,440
100	61410	HEALTH INSURANCE	173,787	170,719	129,274	126,158
100	61415	WORKMENS' COMPENSATION	39,680	34,645	31,139	31,563
260	61415	WORKMENS' COMPENSATION	1,936	1,670	1,412	1,260
100	61416	LIFE INSURANCE	477	441	570	549
100	61417	UNEMPLOYMENT INSURANCE	8,504	19,392	12,000	13,947
100	61640	SAFETY EQUIPMENT	407	205	500	500
100	61660	EMPLOYEE PHYSICALS	1,828	1,210	1,148	1,595
<b>61 - WAGES AND BENEFITS</b>			<b>1,709,088</b>	<b>1,685,212</b>	<b>1,827,872</b>	<b>1,919,669</b>
100	62010	OFFICE SUPPLIES	5,502	6,460	4,495	5,431
260	62010	OFFICE SUPPLIES	194	100	194	194
100	62011	UNIFORM PURCHASES	5,372	5,342	7,850	6,310
100	62030	POSTAGE AND SHIPPING	11,719	5,610	7,898	6,615
260	62030	POSTAGE AND SHIPPING	998	0	1,028	1,028
100	62050	OFFICE EQUIPMENT MAINT	0	123	200	125
100	62061	DP EQUIP. MAINT CONTRACTS	6,248	7,006	6,448	7,733
100	62062	JANITORIAL SUPPLIES	11,594	10,437	11,619	10,665
260	62062	JANITORIAL SUPPLIES	334	292	334	334
100	62090	PRINTING & BINDING	10,767	10,307	11,606	11,422
260	62090	PRINTING & BINDING	0	0	195	195
100	62110	COPYING/REPRODUCTION	1,826	2,250	1,986	2,155
100	62130	LEGAL NOTICES & ADS	1,344	1,167	0	500
100	62140	PROMOTION	16,028	18,233	21,216	19,216
100	62170	SUBSCRIPTIONS-BOOKS-MAPS	127	419	555	428
100	62190	DUES & MEMBERSHIPS	2,092	2,892	2,759	2,673
100	62204	REFUNDS	1,367	1,885	0	0
100	62205	DRAM SHOP INSURANCE	7,685	9,014	8,071	9,465
100	62206	PROPERTY INSURANCE	12,661	7,564	11,251	7,942
100	62208	GENERAL LIABILITY INSURAN	16,587	15,071	15,901	15,824
260	62208	GENERAL LIABILITY INSURAN	354	391	415	411
100	62210	SALES TAX	47,611	43,818	49,163	41,998
100	62211	PROPERTY TAX	2,006	1,902	1,997	1,978
100	62310	TRAVEL-CONFERENCES	5,765	5,554	4,152	6,975

## Recommended Operating Expenditure Budget - Department Total

### 34 - RECREATION DIVISION

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
100	62320	TRAVEL-CITY BUSINESS	324	385	1,558	1,113
100	62340	MILEAGE/LOCAL TRANSP	4,426	5,788	6,122	6,563
260	62340	MILEAGE/LOCAL TRANSP	2,070	0	0	0
100	62360	EDUCATION & TRAINING	6,405	8,533	8,849	7,871
100	62411	UTILITY EXP-ELECTRICITY	73,248	84,220	73,249	87,693
100	62412	UTILITY EXP-GAS	31,712	27,936	31,712	27,901
100	62418	UTILITY EXP-REFUSE	1,518	1,642	1,574	1,634
100	62421	TELEPHONE	7,438	8,002	7,443	7,918
100	62431	PROPERTY MAINTENANCE	35,508	32,187	44,151	38,100
100	62433	CUSTODIAL SERVICES	7,927	8,332	7,838	9,307
260	62433	CUSTODIAL SERVICES	2,646	2,088	2,646	2,646
100	62436	RENTAL OF SPACE	240	220	240	220
100	62511	FUEL, MOTOR VEHICLE	14,683	14,739	14,683	14,468
100	62512	FUEL, OFF ROAD VEHICLE	73,220	49,404	73,220	75,000
100	62513	FUEL, DIESEL	25,782	50	25,782	18,750
100	62601	LOTTERY TICKETS	(2,268)	0	1,911	0
100	62602	CIGARETTES	849	784	1,000	800
100	62611	MACH/EQUIP MAINTENANCE	17,457	34,702	20,005	20,704
100	62614	EQUIP MAINT CONTRACT	3,114	2,935	3,298	3,151
100	62624	GOLF SPECIALTY SUPPLIES	16,658	14,882	18,068	15,105
100	62627	CAMERA MAINTENANCE	546	672	573	897
100	62633	CHLORINE	10,153	15,434	10,458	12,216
100	62634	POOL CHEMICALS	11,666	11,809	12,016	12,163
100	62635	TURF CHEMICALS	28,333	28,977	30,031	30,031
100	62642	FOOD PRODUCTS	43,725	49,138	42,126	48,145
100	62643	BEER PRODUCTS	54,115	51,248	54,566	53,168
100	62644	LIQUOR PRODUCTS	5,184	6,550	5,184	5,750
100	62649	BEVERAGE/ICE	19,334	19,630	24,303	20,561
100	62663	SOFTWARE LICENSE EXP	13,254	12,645	10,041	13,730
100	62664	LICENSE/PERMIT FEES	4,267	4,569	5,222	5,769
100	62666	CREDIT CARD CHARGE	21,937	24,714	21,937	23,023
100	62667	DATA SERVICES	2,259	1,713	3,434	1,972
100	62668	PROGRAM EQUIP/SUPPLIES	35,066	40,446	54,443	64,506
260	62668	PROGRAM EQUIP/SUPPLIES	17,593	14,976	19,770	19,770
100	62670	PRO SHOP MERCHANDISE	56,631	30,488	52,153	43,000
100	62671	MISC. OPERATING SUPPLIES	0	53	0	0
100	62678	EDUCATIONAL MATERIALS	27	2,459	1,400	2,434
100	62683	FIELD OPERATIONS SUPPLIES	1,021	954	1,482	1,526
100	62699	CASH SHORT AND OVER	(45)	(301)	0	0
100	62710	CONTRACTOR SERVICES	0	5,454	0	0
100	62716	CONSULTANT SERVICES	480	2,505	5,000	5,000
100	62717	CRIMINAL BACKGROUND CHECK	5,472	5,033	5,800	5,800
100	62731	MISCELLANEOUS SERVICES	0	0	0	6,250

## Recommended Operating Expenditure Budget - Department Total

### 34 - RECREATION DIVISION

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
260	62731	MISCELLANEOUS SERVICES	0	0	3,000	3,000
100	62732	TEMP HELPCONTRACT SERV.	0	0	1,935	1,935
100	62735	GAME OFFICIATING SERVICES	34,192	29,351	34,870	34,870
260	62735	GAME OFFICIATING SERVICES	1,800	1,800	1,800	1,800
100	62736	CATERING SERVICES	3,580	4,959	3,580	3,170
100	62747	MACH/EQUIPMENT RENTAL	41,511	43,016	41,511	42,351
100	62751	INSTRUCTORS	74,274	66,905	71,348	92,162
100	62761	PAY TO OTHER AGENCY	71,831	65,542	79,624	103,002
260	62761	PAY TO OTHER AGENCY	67,652	52,352	67,981	49,781
100	62767	ENVIRON. TESTING/MON.	320	360	500	500
100	62785	GIFT CARDS	124	0	124	124
<b>62 - SUPPLIES AND SERVICES</b>			<b>1,117,439</b>	<b>1,046,117</b>	<b>1,178,894</b>	<b>1,206,967</b>
100	63311	ADMIN. OVERHEAD	85,043	85,043	85,043	85,043
100	63312	LESS ADMIN. RECHARGES	(85,043)	(85,043)	(85,043)	(85,043)
<b>63 - ADMIN/OVERHEAD/STORES GAR</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
100	71211	DESKS/CHAIRS	1,351	0	0	0
100	71212	SIDE CHAIRS	840	0	0	0
100	71213	TABLES	387	0	0	0
100	71410	SHOP EQUIPMENT	191	0	600	500
100	71522	TRUCKSTER	17,980	0	0	9,000
100	71550	MISCELLANEOUS EQUIPMENT	0	0	0	1,850
100	71611	MOWING EQUIPMENT	17,076	14,000	26,000	52,000
100	71613	TRIMMERS	0	0	0	500
100	71615	LEAF BLOWER	3,750	0	0	0
100	71617	AERATOR	0	0	9,500	9,500
100	71619	OTHER MAINT. EQUIPMENT	1,646	32,868	13,000	1,500
100	72113	OTHER SAFETY EQUIPMENT	0	0	1,000	0
100	72310	CONCESSION EQUIPMENT	3,196	6,070	0	0
100	72417	CAMERA RELATED EQUIPMENT	0	1,438	0	2,800
100	72418	TELEPHONE RELATED	353	0	550	0
100	72712	DECK CHAIRS	0	1,781	2,000	0
<b>71 - EQUIPMENT</b>			<b>46,771</b>	<b>56,157</b>	<b>52,650</b>	<b>77,650</b>
400	74111	PRINCIPAL PAYMENT	14,215	14,240	14,265	14,291
400	74112	INTEREST PAYMENT	3,450	3,030	2,616	2,193
<b>74 - DEBT SERVICE</b>			<b>17,665</b>	<b>17,270</b>	<b>16,881</b>	<b>16,484</b>
<b>34 - RECREATION DIVISION TOTAL</b>			<b>2,890,963</b>	<b>2,804,756</b>	<b>3,076,297</b>	<b>3,220,770</b>

## Recommended Expenditure Budget Report by Activity & Funding Source

### 34 - RECREATION DIVISION

#### POD CSTORE OPERATION - 30550

FUNDING SOURCE: GENERAL

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	3,157	—	—	0
SUPPLIES AND SERVICES	60,611	69,539	73,998	68,016
WAGES AND BENEFITS	43,721	25,256	50,537	52,137
<b>POD CSTORE OPERATION</b>	<b>107,489</b>	<b>94,796</b>	<b>124,535</b>	<b>120,153</b>
<b>POD DOCK MAINTENANCE - 30560</b>				

FUNDING SOURCE: GENERAL

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	109,925	50,666	112,327	108,565
WAGES AND BENEFITS	34,453	18,270	42,933	43,273
<b>POD DOCK MAINTENANCE</b>	<b>144,379</b>	<b>68,936</b>	<b>155,260</b>	<b>151,838</b>
<b>RECREATION ADMIN. - 34100</b>				

FUNDING SOURCE: GENERAL

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
ADMIN/OVERHEAD/STORES	(85,043)	(85,043)	(85,043)	(85,043)
EQUIPMENT	1,704	—	550	350
SUPPLIES AND SERVICES	129,952	133,387	142,785	153,114
WAGES AND BENEFITS	607,694	593,744	595,659	674,763
<b>RECREATION ADMIN.</b>	<b>654,307</b>	<b>642,088</b>	<b>653,951</b>	<b>743,184</b>
<b>GOLF OPERATIONS - 34200</b>				

FUNDING SOURCE: GENERAL

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	—	7,508	—	0
SUPPLIES AND SERVICES	223,746	203,656	225,117	211,999
WAGES AND BENEFITS	196,043	189,754	207,802	187,094
<b>GOLF OPERATIONS</b>	<b>419,789</b>	<b>400,919</b>	<b>432,919</b>	<b>399,093</b>
<b>GOLF MAINTENANCE - 34250</b>				

FUNDING SOURCE: GENERAL

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
ADMIN/OVERHEAD/STORES	30,759	30,759	30,759	30,759
EQUIPMENT	40,643	46,868	49,100	71,500
SUPPLIES AND SERVICES	98,063	92,770	98,830	95,037
WAGES AND BENEFITS	278,699	303,672	292,110	299,328
<b>GOLF MAINTENANCE</b>	<b>448,165</b>	<b>474,069</b>	<b>470,799</b>	<b>496,624</b>
<b>SWIMMING - 34300</b>				

FUNDING SOURCE: GENERAL



## Recommended Expenditure Budget Report by Activity & Funding Source

### 34 - RECREATION DIVISION

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
ADMIN/OVERHEAD/STORES	29,155	29,155	29,155	29,155
EQUIPMENT	—	1,781	3,000	2,800
SUPPLIES AND SERVICES	162,392	198,696	174,560	182,192
WAGES AND BENEFITS	298,592	281,826	325,921	333,534
<b>SWIMMING</b>	<b>490,139</b>	<b>511,459</b>	<b>532,636</b>	<b>547,681</b>
<b>ADULT ATHLETICS</b>		<b>- 34400</b>		

#### FUNDING SOURCE: GENERAL

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
ADMIN/OVERHEAD/STORES	25,129	25,129	25,129	25,129
EQUIPMENT	—	—	—	3,000
SUPPLIES AND SERVICES	65,563	61,109	68,607	68,926
WAGES AND BENEFITS	33,507	40,643	40,416	40,869
<b>ADULT ATHLETICS</b>	<b>124,198</b>	<b>126,881</b>	<b>134,152</b>	<b>137,924</b>
<b>MCALEECE CONCESSIONS</b>		<b>- 34410</b>		

#### FUNDING SOURCE: GENERAL

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	40	—	—	0
SUPPLIES AND SERVICES	27,275	24,521	27,726	25,141
WAGES AND BENEFITS	12,642	8,957	11,553	11,497
<b>MCALEECE CONCESSIONS</b>	<b>39,957</b>	<b>33,478</b>	<b>39,279</b>	<b>36,638</b>
<b>YOUTH SPORTS/AFTER SCHOOL-</b>				

#### YOUTH SPORTS/AFTER SCHOOL- 34420

#### FUNDING SOURCE: GENERAL

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	59,060	70,094	69,132	71,876
WAGES AND BENEFITS	99,886	137,323	179,342	182,439
<b>YOUTH SPORTS/AFTER SCHOOL</b>	<b>158,946</b>	<b>207,417</b>	<b>248,474</b>	<b>254,315</b>
<b>THERAPEUTIC/SENIOR PROG</b>				

#### THERAPEUTIC/SENIOR PROG - 34430

#### FUNDING SOURCE: GENERAL

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	8,951	6,821	7,471	15,089
WAGES AND BENEFITS	56,705	35,706	17,420	30,016
<b>THERAPEUTIC/SENIOR PROG</b>	<b>65,656</b>	<b>42,527</b>	<b>24,891</b>	<b>45,105</b>
<b>RECREATION CLASSES</b>		<b>- 34460</b>		

#### FUNDING SOURCE: GENERAL

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	1,227	—	—	0
SUPPLIES AND SERVICES	78,262	62,806	80,978	109,653
WAGES AND BENEFITS	5,996	9,246	12,246	12,379

## Recommended Expenditure Budget Report by Activity & Funding Source

### 34 - RECREATION DIVISION

RECREATION CLASSES	85,486	72,052	93,224	122,032
CD TARGET AREA PROG. - 34500				

#### FUNDING SOURCE: COMMUNITY DEVELOPMENT

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	75,440	53,799	79,163	79,159
WAGES AND BENEFITS	41,149	40,815	51,933	52,340
CD TARGET AREA PROG.	116,589	94,614	131,096	131,499
DEBT SERVICE	- 34700			

#### FUNDING SOURCE: DEBT SERVICE

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
DEBT SERVICE	17,665	17,270	16,881	16,484
DEBT SERVICE	17,665	17,270	16,881	16,484
SENIOR CENTER	- 79180			

#### FUNDING SOURCE: COMMUNITY DEVELOPMENT

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	18,200	18,200	18,200	18,200
SENIOR CENTER \$	18,200.00	\$ 18,200.00	\$ 18,200.00	18,200
PCARD CLEARING	- 99999			

#### FUNDING SOURCE: GENERAL

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	—	53	—	0
PCARD CLEARING REC DIV	—	53	—	0
RECREATION DIVISION TOTAL	\$2,890,963	\$2,804,756	\$3,076,297	\$3,220,770

## Recommended Expenditure Budget Report by Activity & Funding Source

### 31 - AMERICORPS

**AMERICORP 13/14      - 34910**

**FUNDING SOURCE: GENERAL**

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	106	—	—
WAGES AND BENEFITS	13,869	—	—
<b>AMERICO SUMMER PROG 17/18</b>	<b>13,975</b>	<b>—</b>	<b>—</b>
<b>AMERICORP NONGRANT      - 34911</b>			

**FUNDING SOURCE: GENERAL**

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	—	—	350
SUPPLIES AND SERVICES	—	575	330
WAGES AND BENEFITS	2,378	5,030	5,276
<b>AMERICORP NONGRANT</b>	<b>2,378</b>	<b>5,605</b>	<b>5,956</b>
<b>AMERICORP SUPP 12/13      - 34912</b>			

**FUNDING SOURCE: GENERAL**

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	—	—	—
SUPPLIES AND SERVICES	8,118	—	—
WAGES AND BENEFITS	59,908	—	—
<b>AMERICORP REGULAR 17/18</b>	<b>68,025</b>	<b>—</b>	<b>—</b>
<b>AMERICORP AARA      - 34914</b>			

**FUNDING SOURCE: GENERAL**

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	12,463	12,553	19,532
WAGES AND BENEFITS	197,368	352,204	311,198
<b>AMERICORP REGULAR 18/19</b>	<b>209,832</b>	<b>364,757</b>	<b>330,730</b>
<b>AMERICORP SUPP 10/11      - 34916</b>			

**FUNDING SOURCE: GENERAL**

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	1,297	—	—
WAGES AND BENEFITS	24,971	—	—
<b>AMERICORP PLANNING 18/19</b>	<b>26,268</b>	<b>—</b>	<b>—</b>
<b>AMERICORP 3      - 34917</b>			

**FUNDING SOURCE: GENERAL**

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	—	—	1,840
SUPPLIES AND SERVICES	984	414	14,868

## Recommended Expenditure Budget Report by Activity & Funding Source

### 31 - AMERICORPS

WAGES AND BENEFITS	16,143	28,388	84,068
AMERICORP SUMMER 18/19	17,126	28,802	100,776
AMERICORP 11/12	- 34918		

#### FUNDING SOURCE: GENERAL

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	—	—	—
WAGES AND BENEFITS	\$ —	\$ —	\$ —
AMERICORP 11/12	—	—	—
AMERICORPS TOTAL	\$ 337,604.94	\$ 399,164.00	\$ 437,462.00

CITY OF DUBUQUE, IOWA  
DEPARTMENT DETAIL - PERSONNEL COMPLEMENT

34 RECREATION DIVISION

FD	JC	WP-GR	JOB CLASS	FY 2019		FY 2020		FY 2021	
				FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
61010 Full Time Employee Expense									
100	3375	GE-41	LEISURE SERVICES MANAGER	0.33	\$ 37,229	0.33	\$ 38,080	0.33	\$ 42,992
100	5075	GE-36	RECREATION DIVISION MANAGER	1.00	\$ 85,704	1.00	\$ 88,277	1.00	\$ 89,269
100	2975	GE-33	GOLF COURSE SUPERVISOR	1.00	\$ 76,402	1.00	\$ 78,150	1.00	\$ 79,015
100		GE-33	ACQUATIC/THERAP REC SUPV	1.00	\$ 74,219	1.00	\$ 76,145	1.00	\$ 77,510
100		GE-33	FACILITIES SUPERVISOR	1.00	\$ 58,637	1.00	\$ 59,967	1.00	\$ 60,636
100	5000	GE-33	RECREATION PROGRAM SUPV	2.00	\$ 146,256	2.00	\$ 149,718	2.00	\$ 152,010
100	3530	GE-33	DIR MULTICULTURAL FAMILY CENTER	1.00	\$ 72,295	1.00	\$ 74,429	1.00	\$ 73,951
100	1310	GE-29	ASST DIR MULTICULTURAL FAMILY CTR	1.00	\$ 58,638	1.00	\$ 60,117	1.00	\$ 61,242
100	200	GE-26	LEAD SECRETARY	0.60	\$ 31,488	0.60	\$ 30,673	0.60	\$ 27,888
100	1185		AMERICORP PROGRAM DIRECTOR	1.00	\$ 54,995	1.00	\$ 61,252	1.00	\$ 63,099
100	225	GE-25	SECRETARY	1.00	\$ 49,315	1.00	\$ 50,441	1.00	\$ 51,009
100		GD-06	GOLF COURSE TECHNICIAN	1.00	\$ 53,390	1.00	\$ 55,062	1.00	\$ 55,674
TOTAL FULL TIME EMPLOYEES				11.93	\$ 798,568	11.93	\$ 822,311	11.93	\$ 834,295
61020 Part Time Employee Expense									
100		GD-06	MAINTENANCE WORKER	0.00	\$ —	0.00	\$ —	0.00	\$ —
100	1310	GE-29	ASST DIR MULTICULTURAL FAMILY CTR	0.00	\$ —	0.00	\$ —	0.00	\$ —
100	225	GE-25	COMMUNICATIONS ASST	0.25	\$ 9,061	0.50	\$ 18,539	0.50	\$ 18,874
100		GD-33	GOLF PROFESSIONAL	0.94	\$ 68,398	0.94	\$ 69,963	0.94	\$ 70,736
100		NA-44	RECEPTIONIST	0.00	\$ —	0.48	\$ 5,974	0.48	\$ 18,191
100		GD-06	GOLF COURSE TECHNICIAN	0.72	\$ 35,448	0.72	\$ 36,002	0.72	\$ 37,340
TOTAL PART TIME EMPLOYEES				1.91	\$ 112,907	2.64	\$ 130,478	2.64	\$ 145,141
61030 Seasonal Employee Expense									
100	3675	NA-31	HEAD LIFE GUARD	0.44	\$ 9,391	0.44	\$ 6,686	0.44	\$ 6,661
100	3450	NA-25	RECREATION FIELD SUPERVISOR	2.52	\$ 85,545	2.83	\$ 90,454	2.83	\$ 100,370
260	3450	NA-25	RECREATION FIELD SUPERVISOR CDBG	0.53	\$ 15,940	0.61	\$ 16,481	0.61	\$ 16,660
100		NA-23	MARINA CASHIER/CLERK	0.97	\$ 20,855	0.83	\$ 18,402	0.83	\$ 18,611
100		NA-23	DOCK WORKER	0.67	\$ 13,673	0.58	\$ 12,224	0.58	\$ 12,358
100	3700	NA-19	SWIMMING POOL MANAGER	1.35	\$ 33,574	1.35	\$ 41,340	1.35	\$ 41,803
100	3650	NA-17	LIFE GUARD	8.63	\$ 173,901	8.63	\$ 177,881	8.63	\$ 179,864
100	3525	NA-15	JUNIOR RECREATION LEADER	0.92	\$ 15,131	0.92	\$ 15,484	0.92	\$ 15,656
100	890	NA-01	LABORER TE 2	1.16	\$ 28,528	1.16	\$ 29,152	1.16	\$ 29,452
100	890	NA-03	LABORER TE 1	2.36	\$ 49,461	2.36	\$ 50,587	2.36	\$ 51,133
100	3550	NA-14	RECREATION LEADER	5.40	\$ 112,294	6.11	\$ 124,128	6.11	\$ 131,366
260	3550	NA-14	RECREATION LEADER CDBG	0.47	\$ 9,774	0.00	\$ —	0.00	\$ —
260	3585	NA-35	PRE-SCHOOL INSTRUCTOR CDBG	0.62	\$ 23,574	0.72	\$ 27,994	0.72	\$ 28,308
100		NA-35	PRE-SCHOOL INSTRUCTOR	0.12	\$ 3,778	0.12	\$ 3,865	0.12	\$ 3,907

### 34 RECREATION DIVISION

FD	JC	WP-GR	JOB CLASS	FY 2019		FY 2020		FY 2021	
				FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
100	3625	NA-07	POOL CASHIER	1.01	\$ 19,127	1.01	\$ 19,561	1.01	\$ 19,781
100		NA-45	ASSISTANT PRO	1.36	\$ 47,720	1.36	\$ 45,285	1.36	\$ 45,780
100		NA-45	SNACK BAR MANAGER	0.27	\$ 8,083	0.20	\$ 6,032	0.20	\$ 6,009
100		NA-36	CONCESSION MANAGER	0.40	\$ 11,825	0.40	\$ 10,573	0.40	\$ 10,689
100		NA-18	CONCESSION WORKER II	2.09	\$ 36,314	2.07	\$ 36,394	2.07	\$ 36,616
100		NA-28	CLERICAL ASSISTANT	0.22	\$ 5,021	0.22	\$ 5,132	0.22	\$ 5,191
100		NA-45	AFTER SCHOOL SPORTS COORD	0.41	\$ 13,676	0.41	\$ 13,990	0.41	\$ 14,142
100		NA-27	PLAYGROUND COORDINATOR	0.20	\$ 5,516	0.20	\$ 5,643	0.20	\$ 5,707
100		NA-27	ASSIST PLAYGROUND COORD	0.10	\$ 2,422	0.10	\$ 2,477	0.10	\$ 2,506
100		NA-18	PRO SHOP ATTENDANT	0.80	\$ 15,787	0.80	\$ 16,717	0.80	\$ 16,905
<b>TOTAL SEASONAL EMPLOYEES</b>				33.02	\$ 760,910	33.43	\$ 776,482	33.43	\$ 799,475
<b>TOTAL RECREATION DIVISION</b>				<b>46.86</b>	<b>\$ 1,672,385</b>	<b>48.00</b>	<b>\$ 1,729,271</b>	<b>48.00</b>	<b>\$ 1,778,911</b>

CITY OF DUBUQUE, IOWA  
ACTIVITY PERSONNEL COMPLEMENT SUMMARY

ACCT	FD	JC	WP-GR	POSITION CLASS	FY 2019		FY 2020		FY 2021			
					FTE	BUDGET	FTE	BUDGET	FTE	BUDGET		
Recreation Administration-FT												
10034100	61010	100	200	GE-26	LEAD SECRETARY	0.60	\$ 31,488	0.60	\$ 30,673	0.60	\$ 27,888	
10034100	61010	100		GE-33	FACILITIES SUPERVISOR	0.33	\$ 19,350	0.33	\$ 19,789	0.33	\$ 20,010	
10034100	61010	100	225	GE-25	SECRETARY	1.00	\$ 49,315	1.00	\$ 50,441	1.00	\$ 51,009	
10034100	61010	100	4,280	GE-33	RECREATION PROGRAM SUPV	2.00	\$ 146,256	2.00	\$ 149,718	2.00	\$ 152,010	
10034100	61010	100	1,080	GE-33	ACQUATIC/THERAP REC SUPV	1.00	\$ 74,219	1.00	\$ 76,145	1.00	\$ 77,510	
10034100	61010	100	3375	GE-41	LEISURE SERVICES MANAGER	0.33	\$ 37,229	0.33	\$ 38,080	0.33	\$ 42,992	
10034100	61010	100	5075	GE-36	RECREATION DIVISION MANAGER	1.00	\$ 85,704	1.00	\$ 88,277	1.00	\$ 89,269	
Total						6.26	\$ 443,561	6.26	\$ 453,123	6.26	\$ 460,688	
Recreation Administration-PT												
10034100	61020	100	225	GE-25	COMMUNICATIONS ASST	0.25	\$ 9,061	0.50	\$ 18,539	0.50	\$ 18,874	
Total						0.25	\$ 9,061	0.50	\$ 18,539	0.50	\$ 18,874	
Recreation Administration-Seasonal												
10034100	61030	100		NA-28	CLERICAL ASSISTANT	0.22	\$ 5,021	0.22	\$ 5,132	0.22	\$ 5,191	
Total						0.22	\$ 5,021	0.22	\$ 5,132	0.22	\$ 5,191	
Golf Operations-Seasonal												
10034200	61030	100		NA-13	ASSISTANT PRO	1.36	\$ 47,720	1.36	\$ 45,285	1.36	\$ 45,780	
10034200	61030	100		NA-36	CONCESSION WORKER II	0.84	\$ 12,668	0.84	\$ 12,764	0.84	\$ 12,716	
10034200	61030	100		NA-18	PRO SHOP ATTENDANT	0.80	\$ 15,787	0.80	\$ 16,717	0.80	\$ 16,905	
Total						3.00	\$ 76,175	3.00	\$ 74,766	3.00	\$ 75,401	
Golf Operations-PT												
10034200	61020	100	2,625		GOLF PROFESSIONAL	0.94	\$ 68,398	0.94	\$ 69,963	0.94	\$ 70,736	
Total						0.94	\$ 68,398	0.94	\$ 69,963	0.94	\$ 70,736	
Golf Maintenance-FT												
10034250	61010	100	2975	GE-33	GOLF COURSE SUPERVISOR	1.00	\$ 76,402	1.00	\$ 78,150	1.00	\$ 79,015	
10034250	61010	100	2622	GD-06	GOLF COURSE TECHNICIAN	1.00	\$ 53,390	1.00	\$ 55,062	1.00	\$ 55,674	
Total						2.00	\$ 129,792	2.00	\$ 133,212	2.00	\$ 134,689	
Golf Maintenance-PT												
10034250	61020		100		GOLF COURSE TECHNICIAN	0.72	\$ 35,448	0.72	\$ 36,002	0.72	\$ 37,340	
Total						0.72	\$ 35,448	0.72	\$ 36,002	0.72	\$ 37,340	
Golf Maintenance-Seasonal												
10034250	61030		100	0890	LABORER TE 2	1.16	\$ 28,528	1.16	\$ 29,152	1.16	\$ 29,452	
10034250	61030	100	890	NA-03	LABORER TE 1	1.04	\$ 21,825	1.04	\$ 22,322	1.04	\$ 22,562	
Total						2.20	\$ 50,353	2.20	\$ 51,474	2.20	\$ 52,014	
Swimming-Seasonal												
10034300	61030	100	3675	NA-31	HEAD LIFE GUARD	0.44	\$ 9,391	0.44	\$ 6,686	0.44	\$ 6,661	
10034300	61030	100		NA-36	CONCESSION MANAGER	0.40	\$ 11,825	0.40	\$ 10,573	0.40	\$ 10,689	
10034300	61030	100		NA-18	CONCESSION WORKER II	1.04	\$ 19,359	1.04	\$ 19,787	1.04	\$ 20,016	
10034300	61030	100	3650	NA-17	LIFE GUARD	8.63	\$ 173,901	8.63	\$ 177,881	8.63	\$ 179,864	
10034300	61030	100	3625	NA-07	POOL CASHIER	1.01	\$ 19,127	1.01	\$ 19,561	1.01	\$ 19,781	

CITY OF DUBUQUE, IOWA  
ACTIVITY PERSONNEL COMPLEMENT SUMMARY

	ACCT	FD	JC	WP-GR	POSITION CLASS	FY 2019		FY 2020		FY 2021	
						FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
10034300	61030	100	890	NA-03	LABORER I	0.48	\$ 10,073	0.48	\$ 10,302	0.48	\$ 10,413
10034300	61030	100	3700	NA-19	SWIMMING POOL MANAGER	1.35	\$ 33,574	1.35	\$ 41,340	1.35	\$ 41,803
Total						13.35	\$ 277,250	13.35	\$ 286,130	13.35	\$ 289,227
Adult Athletics-Seasonal											
10034400	61030	100	3450	NA-25	RECREATION FIELD SUPERVISOR	0.43	\$ 11,225	0.43	\$ 11,482	0.43	\$ 11,607
10034400	61030	100	890	NA-03	LABORER I	0.75	\$ 15,739	0.75	\$ 16,097	0.75	\$ 16,271
10034400	61030	100	3550	NA-14	RECREATION LEADER	0.35	\$ 7,278	0.35	\$ 7,446	0.35	\$ 7,527
Total						1.53	\$ 34,242	1.53	\$ 35,025	1.53	\$ 35,405
McAleece Concessions-Seasonal											
10034410	61030	100		NA-45	SNACK BAR MANAGER	0.27	\$ 8,083	0.20	\$ 6,032	0.20	\$ 6,009
10034410	61030	100		NA-18	CONCESSION WORKER II	0.21	\$ 4,287	0.19	\$ 3,843	0.19	\$ 3,884
Total						0.48	\$ 12,370	0.39	\$ 9,875	0.39	\$ 9,893
Youth Sports-Seasonal											
10034420	61030	100	3525	NA-15	JUNIOR RECREATION LEADER	0.92	\$ 15,131	0.92	\$ 15,484	0.92	\$ 15,656
10034420	61030	100		NA-27	PLAYGROUND COORDINATOR	0.20	\$ 5,516	0.20	\$ 5,643	0.20	\$ 5,707
10034420	61030	100		NA-27	ASSIST PLAYGROUND COORD	0.10	\$ 2,422	0.10	\$ 2,477	0.10	\$ 2,506
10034420	61030	100		NA-45	AFTER SCHOOL SPORTS COORD	0.41	\$ 13,676	0.41	\$ 13,990	0.41	\$ 14,142
10034420	61030	100		NA-03	LABORER I	0.09	\$ 1,824	0.09	\$ 1,866	0.09	\$ 1,887
10034420	61030	100	3450	NA-25	RECREATION FIELD SUPERVISOR	0.45	\$ 15,661	0.45	\$ 16,017	0.45	\$ 16,192
10034420	61030	100	3550	NA-14	RECREATION LEADER	2.97	\$ 61,762	4.85	\$ 103,181	4.85	\$ 104,306
Total						5.14	\$ 115,992	7.02	\$ 158,658	7.02	\$ 160,396
Therapeutic Activity-Seasonal											
10034430	61030	100		NA-25	RECREATION FIELD SUPERVISOR	0.00	\$ —	0.15	\$ 945	0.15	\$ 5,769
10034430	61030	100		NA-14	RECREATION LEADER	2.08	\$ 43,254	0.91	\$ 13,501	0.91	\$ 19,533
Total						2.08	\$ 43,254	1.06	\$ 14,446	1.06	\$ 25,302
Recreation Classes-Seasonal											
10034460	61030	100	3585	NA-35	PRE-SCHOOL INSTRUCTOR	0.12	\$ 3,778	0.12	\$ 3,865	0.12	\$ 3,907
10034460	61030	100		NA-25	RECREATION FIELD SUPERVISOR	0.24	\$ 6,207	0.24	\$ 6,349	0.24	\$ 6,418
Total						0.36	\$ 9,985	0.36	\$ 10,214	0.36	\$ 10,325
Port of Dubuque Marina Dock Maintenance-FT											
10030550	61010	100		GE-33	FACILITIES SUPERVISOR	0.33	\$ 19,350	0.33	\$ 19,789	0.33	\$ 20,010
Total						0.33	\$ 19,350	0.33	\$ 19,789	0.33	\$ 20,010
Port of Dubuque Marina Dock Maintenance- Seasonal											
10030560	61030	100		NA-23	DOCK WORKER	0.67	\$ 13,673	0.58	\$ 12,224	0.58	\$ 12,358
Total						0.67	\$ 13,673	0.58	\$ 12,224	0.58	\$ 12,358
Port of Dubuque Marina Convenience Store -FT											
10030550	61010	100		GE-33	FACILITIES SUPERVISOR	0.34	\$ 19,937	0.34	\$ 20,389	0.34	\$ 20,616
Total						0.34	\$ 19,937	0.34	\$ 20,389	0.34	\$ 20,616



CITY OF DUBUQUE, IOWA  
ACTIVITY PERSONNEL COMPLEMENT SUMMARY

ACCT	FD	JC	WP-GR	POSITION CLASS	FY 2019		FY 2020		FY 2021	
					FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
Port of Dubuque Marina Convenience Store- Seasonal										
10030550	61030	100		NA-23 MARINA CASHIER/CLERK	0.97	\$ 20,855	0.83	\$ 18,402	0.83	\$ 18,611
				Total	0.97	\$ 20,855	0.83	\$ 18,402	0.83	\$ 18,611
CD Target Area Programs-Seasonal										
26034500	61030	260	3550	NA-14 RECREATION LEADER CDBG	0.47	\$ 9,774	0.00	\$ —	0.00	\$ —
26034500	61030	260	3585	NA-35 PRE-SCHOOL INSTRUCTOR	0.62	\$ 23,574	0.72	\$ 27,994	0.72	\$ 28,308
26034500	61030	260	3450	NA-25 RECREATION FIELD SUPERVISOR CDBG	0.53	\$ 15,940	0.61	\$ 16,481	0.61	\$ 16,660
				Total	1.62	\$ 49,288	1.33	\$ 44,475	1.33	\$ 44,968
Multicultural Family Center - FT										
10034600	61010	100	1310	GE-29 ASST DIR MULTICULTURAL FAMILY CTR	1.00	\$ 58,638	1.00	\$ 60,117	1.00	\$ 61,242
10034600	61010	100	3530	GE-33 DIR MULTICULTURAL FAMILY CENTER	1.00	\$ 72,295	1.00	\$ 74,429	1.00	\$ 73,951
				Total	2.00	\$ 130,933	2.00	\$ 134,546	2.00	\$ 135,193
Multicultural Family Center - PT										
10034600	61,020	100		NA-44 RECEPTIONIST	0.00	\$ —	0.48	\$ 5,974	0.48	\$ 18,191
10034600	61020	100	3450	NA-25 RECREATION FIELD SUPERVISOR	1.22	\$ 45,384	1.22	\$ 46,412	1.22	\$ 46,922
				Total	1.22	\$ 45,384	1.70	\$ 52,386	1.70	\$ 65,113
Multicultural Family Center - Seasonal										
10034600	61030	100	3450	NA-25 RECREATION FIELD SUPERVISOR	0.19	\$ 7,068	0.35	\$ 9,249	0.35	\$ 13,462
				Total	0.19	\$ 7,068	0.35	\$ 9,249	0.35	\$ 13,462
AmeriCorps - FT										
10034910	61,010	100	1,185	AMERICORP PROGRAM DIRECTOR	0.81	\$ 44,546	0.85	\$ 51,813	0.84	\$ 53,003
10034917	61010	100	1185	AMERICORP PROGRAM DIRECTOR	0.00	\$ —	0.09	\$ 5,786	0.10	\$ 6,310
10034911	61010	100	1185	AMERICORP PROGRAM DIRECTOR	0.02	\$ 1,100	0.06	\$ 3,653	0.06	\$ 3,786
10034916	61010	100	1185	AMERICORP PROGRAM DIRECTOR	0.17	\$ 9,349	0.00	\$ —	0.00	\$ —
				Total	1.00	\$ 54,995	1.00	\$ 61,252	1.00	\$ 63,099
TOTAL RECREATION DIVISION					46.86	\$1,672,385	48.00	\$1,729,271	48.00	\$1,778,911

Capital Improvement Projects by Department/Division					
RECREATION DIVISION					
CIP Number	Capital Improvement Project Title	FY 18 Actual Expense	FY 19 Actual Expense	FY 20 Adopted Budget	FY 21 Recomm'd Budget
1012462	AQUATIC CTR FEASIBILITY	875	—	—	—
1021530	GOLF COURSE IRRIGATION	—	—	200,000	54,132
1021890	F&S ANNUAL MAINTENANCE	157,772	12,591	25,000	70,000
1022120	FLORA POOL-SAND PLAYGRND	—	—	—	60,000
1022587	MARINA SECURITY CAMERAS	7,700	—	—	—
1022648	F&S POOL ASSESSMENTS	—	—	—	—
1022832	BUNKER HILL IMPROVEMENTS	—	—	—	15,000
1022834	REC OPERATING SYSTEM	—	—	—	90,000
2602833	MFC SIDEWALK CONCRETE IMP	—	—	—	25,000
3002692	POD MARINA SIGNAGE	13,761	—	—	—
3501446	FLORA/SUTTON POOL HEATERS	—	13,087	—	—
3602742	MFC ADDITION REMODEL	—	—	—	—
3701527	GOLF TEE IMPROVEMENTS	7,258	—	10,000	—
3702001	BUNKER CART PATHS	—	—	10,000	—
3702195	BUNKER CLUBHOUSE REPAIRS	4,695	0	0	0
3702772	SOIL TEST/WELL ABANDON	0	15,536	0	0
<b>RECREATION DIVISION TOTAL</b>		<b>192,061</b>	<b>41,214</b>	<b>245,000</b>	<b>314,132</b>

PROGRAM /DEPT	PROJECT DESCRIPTION	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	TOTAL	PAGE
<b>RECREATION DIVISION</b>								
<b>Culture and Recreation</b>								
<b>Swimming Pools</b>								
	Flora and Sutton Pools Annual Maintenance	\$ 70,000	\$ 30,000	\$ 135,000	\$ —	\$ —	\$ 235,000	64
	Flora Pool Replace Playground Surface	\$ 60,000	\$ —	\$ —	\$ —	\$ —	\$ 60,000	65
	Flora & Sutton Filter Tank Replacement	\$ —	\$ —	\$ —	\$ 200,000	\$ —	\$ 200,000	66
<b>Bunker Hill Golf Course</b>								
	Construct Cart Paths	\$ —	\$ 10,000	\$ —	\$ —	\$ 10,000	\$ 20,000	67
	Tee Improvements	\$ —	\$ 10,000	\$ —	\$ 10,000	\$ —	\$ 20,000	68
	Replace Irrigation System	\$ 54,132	\$ —	\$ —	\$ —	\$ —	\$ 54,132	69
	Administrative Welcome Reception 1st Floor Remodel	\$ 15,000	\$ —	\$ —	\$ —	\$ —	\$ 15,000	71
	Range Project	\$ —	\$ —	\$ 20,000	\$ 227,830	\$ 72,170	\$ 320,000	70
							\$ —	
<b>Multicultural Family Center</b>								
	Sidewalk Replacement and Concrete Improvements	\$ 25,000	\$ —	\$ —	\$ —	\$ —	\$ 25,000	72
							\$ —	
<b>Port of Dubuque</b>								
	POD - Signage Replacement	\$ —	\$ —	\$ —	\$ 10,000	\$ —	\$ 10,000	73
	POD - Dock Maintenance	\$ —	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 40,000	74
							\$ —	
<b>General Recreation</b>								
	LS Facility/Deferred Maintenance Assessment	\$ —	\$ 90,000	\$ —	\$ —	\$ —	\$ 90,000	75
	New Operating System (Registration, Reservation, POS)	\$ 90,000	\$ —	\$ —	\$ —	\$ —	\$ 90,000	76
	Quality of Life Needs Assessment	\$ —	\$ 40,000	\$ —	\$ —	\$ —	\$ 40,000	77
	<b>TOTAL</b>	<b>\$ 314,132</b>	<b>\$ 190,000</b>	<b>\$ 165,000</b>	<b>\$ 457,830</b>	<b>\$ 92,170</b>	<b>\$ 1,219,132</b>	

# **Multicultural Family Center**

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## **MULTICULTURAL FAMILY CENTER**

<b>Budget Highlights</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Budget</b>	<b>FY 2021 Requested</b>	<b>% Change From FY 2020 Budget</b>
<u>Expenses</u>				
Employee Expense	235,150	304,694	279,222	-8.4%
Supplies and Services	30,642	33,140	28,151	-15.1%
Equipment	413	350	—	0.0%
Custodial	21,936	31,322	32,395	3.4%
Utilities	20,042	16,102	41,719	159.1%
Property Insurance/Maintenance	11,249	12,879	19,908	54.6%
<b>Total Expenses</b>	<b>319,432</b>	<b>398,487</b>	<b>401,395</b>	<b>0.7%</b>
<u>Resources</u>				
Contribution from Board of Directors	7,032	8,470	8,596	1.5%
Miscellaneous Revenue	279	3,932	7,023	78.6%
<b>Total Resources</b>	<b>7,311</b>	<b>12,402</b>	<b>15,619</b>	<b>25.9%</b>
Property Tax Support	312,400	390,017	392,799	2,782
Percent Increase (Decrease)				0.7%
<b>Personnel - Authorized FTE</b>	<b>3.41</b>	<b>4.05</b>	<b>4.05</b>	

### **Significant Line Items**

#### **Employee Expense**

1. FY 2021 employee expense reflects a 1.5% wage package increase.
2. The Iowa Public Employee Retirement System (IPERS) City contribution of 9.44% is unchanged from FY 2020. The employee contribution of 6.29% is unchanged from FY 2020.
3. The City portion of health insurance increased from \$921 in FY 2020 to \$1,013 in FY 2021 per month per contract which results in an annual cost increase of \$2,920 or 11.3%.

#### **Supplies & Services**

4. Utilities expense increased from \$16,102 in FY 2020 to \$41,719 in FY 2021 based on FY 2019 actual of \$20,042. Building expansion and increase in operating hours will result in increased utility costs beginning in FY 2020.
5. Property Insurance and Maintenance decreased from \$12,879 in FY 2020 to \$19,908 in FY 2021 based on FY 2019 actual of \$11,249. Building expansion and increase in operating hours will result in increased property insurance and property maintenance costs beginning in FY 2020.

#### **Revenue**

6. General Reimbursement Revenue includes contributions from the Multicultural Family Center Board of Directors for the Step Coordinator in the amount of \$8,596.

# LEISURE SERVICES RECREATION DIVISION

## Multicultural Family Center (MFC)

	FY 2019	FY 2020	FY 2021
Full-Time Equivalent	3.41	4.05	4.05

### Mission & Services

Our mission is to empower all families and community members of Dubuque to reach their potential and build unity through diversity, equity and inclusion. The Center serves as an inviting and inclusive place to stimulate connections and foster intercultural engagement. With the expansion to the MFC's physical space, the center will emphasize serving teen-aged populations in quality out-of-school enrichment programming that includes life skill development, social and emotional learning and post secondary career exploration training.

Multicultural Family Center Funding Summary			
	FY 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$266,205	\$338,184	\$307,373
Resources	\$7,311	\$12,402	\$8,596

Multicultural Family Center Position Summary	
	FY 2021
Multicultural Family Center Director	1.00
Multicultural Family Center Asst. Director	1.00
Recreation Field Supervisor - PT	1.22
Recreation Field Supervisor - Seasonal	0.35
Receptionist	0.48
Secretary	0.50
<b>Total FT Equivalent Employees</b>	<b>4.55</b>

### Performance Measures

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

Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
<b>1 Activity Objective: Showcase Dubuque's diversity through celebrations of culturally-significant days and programs featuring education, music, art, dance, and food.</b>					
# of cultural events (# of participants)	2500	13 (1,700)	23 (2,255)	25	

#### City Council Goal: Robust Local Economy

<b>3 Activity Objective: Engage teens in the community in the Summer Teen Empowerment Program to improve skills in employment, leadership, communication and financial literacy.</b>					
80% of teen participants in our STEP Summer Program will earn a high school credit; course title "Workforce Readiness"	85%	n/a	82% (33 out of 38)	85%	
80% of participating teens will increase their understanding of how to manage their bank account and earn the savings match.	85%	n/a	76% (27 out of 33)	80%	

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## Recommended Operating Revenue Budget - Department Total

### 29 - MULTICULTURAL FAMILY CTR

Fund	Account	Account Title	FY18 Actual Revenue	FY19 Actual Revenue	FY20 Adopted Budget	FY21 Recomm'd Budget
100	51953	MEETING ROOM FEES	0	279	2,332	7,023
100	51960	FOOD	0	0	1,100	0
100	51967	BEVERAGES/ICE	0	0	500	0
<b>51</b>	<b>CHARGES FOR SERVICES</b>	<b>- Total</b>	<b>0</b>	<b>279</b>	<b>3,932</b>	<b>7,023</b>
100	53620	REIMBURSEMENTS-GENERAL	38,189	7,032	8,470	8,596
<b>53</b>	<b>MISCELLANEOUS</b>	<b>- Total</b>	<b>38,189</b>	<b>7,032</b>	<b>8,470</b>	<b>8,596</b>
<b>MULTICULTURAL FAMILY CTR - Total</b>			<b>38,189</b>	<b>7,311</b>	<b>12,402</b>	<b>15,619</b>

## Recommended Operating Expenditure Budget - Department Total

### 29 - MULTICULTURAL FAMILY CTR

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
100	61010	FULL-TIME EMPLOYEES	125,273	112,455	134,546	135,193
100	61020	PART-TIME EMPLOYEES	43,508	59,255	91,370	46,922
100	61030	SEASONAL EMPLOYEES	8,176	2,560	15,223	31,653
100	61092	VACATION PAYOFF	0	1,234	0	0
100	61310	IPERS	13,736	14,585	22,762	20,180
100	61320	SOCIAL SECURITY	11,991	12,333	18,446	16,354
100	61410	HEALTH INSURANCE	31,800	28,620	21,672	24,592
100	61415	WORKMENS' COMPENSATION	710	572	492	639
100	61416	LIFE INSURANCE	129	110	183	128
100	61417	UNEMPLOYMENT INSURANCE	9,079	0	0	3,026
100	61660	EMPLOYEE PHYSICALS	259	396	0	535
100	61680	EMPLOYEE MOVING EXPENSE	0	3,030	0	0
<b>61 - WAGES AND BENEFITS</b>			<b>244,660</b>	<b>235,150</b>	<b>304,694</b>	<b>279,222</b>
100	62010	OFFICE SUPPLIES	348	1,111	600	2,000
100	62061	DP EQUIP. MAINT CONTRACTS	1,644	2,814	1,697	2,035
100	62090	PRINTING & BINDING	1,568	1,685	1,677	1,803
100	62110	COPYING/REPRODUCTION	168	224	180	224
100	62130	LEGAL NOTICES & ADS	875	3,564	0	0
100	62310	TRAVEL-CONFERENCES	6,598	1,853	5,000	5,000
100	62320	TRAVEL-CITY BUSINESS	(955)	806	0	0
100	62340	MILEAGE/LOCAL TRANSP	0	3	700	700
100	62360	EDUCATION & TRAINING	1,190	6,540	2,905	3,000
100	62421	TELEPHONE	664	1,406	1,350	1,406
100	62436	RENTAL OF SPACE	504	462	504	504
100	62642	FOOD PRODUCTS	0	0	500	0
100	62649	BEVERAGE/ICE	0	0	250	0
100	62663	SOFTWARE LICENSE EXP	47	39	50	41
100	62667	DATA SERVICES	738	362	738	738
100	62668	PROGRAM EQUIP/SUPPLIES	2,640	3,377	9,449	3,200
100	62717	CRIMINAL BACKGROUND CHECK	570	95	1,240	500
100	62761	PAY TO OTHER AGENCY	5,388	6,300	6,300	7,000
<b>62 - SUPPLIES AND SERVICES</b>			<b>21,986</b>	<b>30,642</b>	<b>33,140</b>	<b>28,151</b>
100	71120	PERIPHERALS, COMPUTER	3,558	0	0	0
100	71521	REFRIGERATOR	2,054	0	0	0
100	72418	TELEPHONE RELATED	353	413	350	0
<b>71 - EQUIPMENT</b>			<b>5,965</b>	<b>413</b>	<b>350</b>	<b>0</b>
<b>29 - MULTICULTURAL FAMILY CTR TOTAL</b>			<b>272,612</b>	<b>266,205</b>	<b>338,184</b>	<b>307,373</b>

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## Recommended Expenditure Budget Report by Activity & Funding Source

### 29 - MULTICULTURAL FAMILY CTR

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#### MULTICULTURAL FAMILY CTR - 34600

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##### FUNDING SOURCE: GENERAL

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	413	350	—
SUPPLIES AND SERVICES	30,642	33,140	28,151
WAGES AND BENEFITS	235,150	304,694	279,222
<b>MULTICULTURAL FAMILY CTR</b>	<b>266,205</b>	<b>338,184</b>	<b>307,373</b>
<b>MULTICULTURAL FAMILY CTR TOTAL</b>	<b>\$266,205</b>	<b>\$338,184</b>	<b>\$307,373</b>

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FISCAL YEAR 2021  
**Recommended**  
**Policy And Narrative Budget**  
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March 23, 2020  
Historic Federal Building City Council Chambers

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Police	29	-
Fire	59	1
Building Services	87	279

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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 Pollution Control, Refuse (part of Public Works), Cable TV, Transit, Parking), 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. Battery icons for each KPI visually indicate how well an objective is doing and represent the following:

		
On Track	Improving	Needs Work

- 6) **Department/Division's Goals and Performance Measures by Activity:** This is a written narrative for each activity that explains the goal, describes the purpose, and explains the service objectives of each activity. Performance measures are included for each activity to evaluate activities and ensure that the approved levels of funding yield the expected results.
- 7) **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.
- 8) **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.
- 9) **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.
- 10) **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.
- 11) **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.
- 12) **Five Year Capital Improvement Program Summary by Department/Division:** This report lists all Capital Improvement Projects budgeted in the new budget year and planned for the next four years.

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





# **Emergency Management**

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## EMERGENCY MANAGEMENT

	FY 2019 Actual	FY 2020 Budget	FY 2021 Requested	% Change From FY 2020 Budget
<b>Dubuque County Emergency Management Budget (DCEM)</b>				
<u>Expenditures</u>				
Employee Expense	102,600	105,350	107,560	2.1 %
Supplies and Services	82,140	94,150	100,280	6.5 %
HAZMAT Expense	23,774	200,000	200,000	— %
Machinery and Equipment	28,265	20,500	5,500	(73.2)%
Total DCEM Expenditures	236,779	420,000	413,340	(1.6)%
<u>Revenues</u>				
Resources (Miscellaneous / Cash Balance)	78,512	64,279	57,279	(10.9)%
Resources (Federal)	39,000	39,000	39,000	— %
HAZMAT	25,265	200,000	200,000	— %
County Contribution	53,406	69,600	69,600	— %
<b>City Property Tax Support</b>	80,000	104,400	104,400	— %
Total DCEM Resources	276,183	477,279	470,279	(1.5)%
Available Cash Balance	64,279	57,279	56,939	(0.6)%
Working Cash Balance %	30.18%	26.04%	26.69%	
<b>Emergency Management Fund Balance</b>				
Available Balance July 1, 2018			\$	64,279
Estimated Fiscal Year 2019 Draw Down/Addition for Operating Budget				(7,000)
Balance July 1, 2019 (\$20,000 Designated)			\$	57,279
Estimated Fiscal Year 2020 Draw Down/Addition for Operating Budget				(340)
		20% Working Cash Balance		
Balance July 1, 2021 (\$15,000 Designated)		is \$42,668	\$	56,939

### Significant Line Items

#### **Property Tax Support**

- Property tax support is unchanged from 104,400 in FY 2020 to 104,400 in FY 2021.
- HAZMAT expense remains at \$200,000 in FY 2021 and is offset by Hazardous Materials (HAZMAT) reimbursement revenue of \$200,000. This will allow the Dubuque County Emergency Management Agency Commission to recover costs for all agencies involved in a hazardous materials incident in the county. The Emergency Management Agency per Dubuque County code of ordinances will gather all agencies costs for response and then will invoice the responsible party. Once paid, the Commission will deposit the check and then reimburse all fire, Emergency Medical Service, Hazardous Material Teams, cities and Emergency Management Agency for their costs of response. The HAZMAT budget gives the Emergency Management Agency the spending authority in the event of a major event or multiple events.

## **Machinery and Equipment**

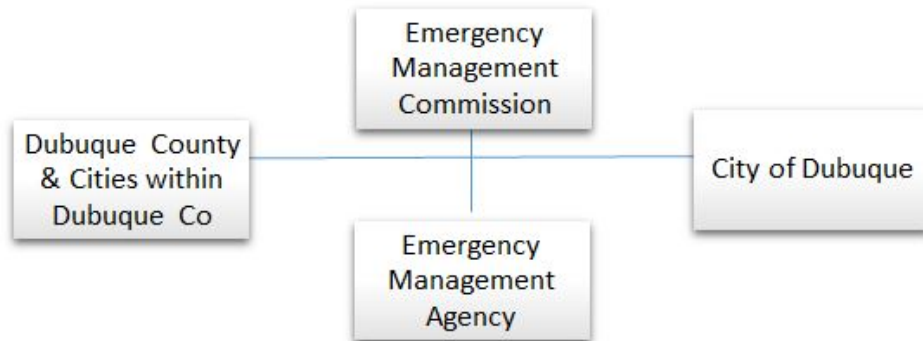
3. FY 2021 equipment replacements include: computers (\$5,000) and office equipment (\$500).

## **Revenue**

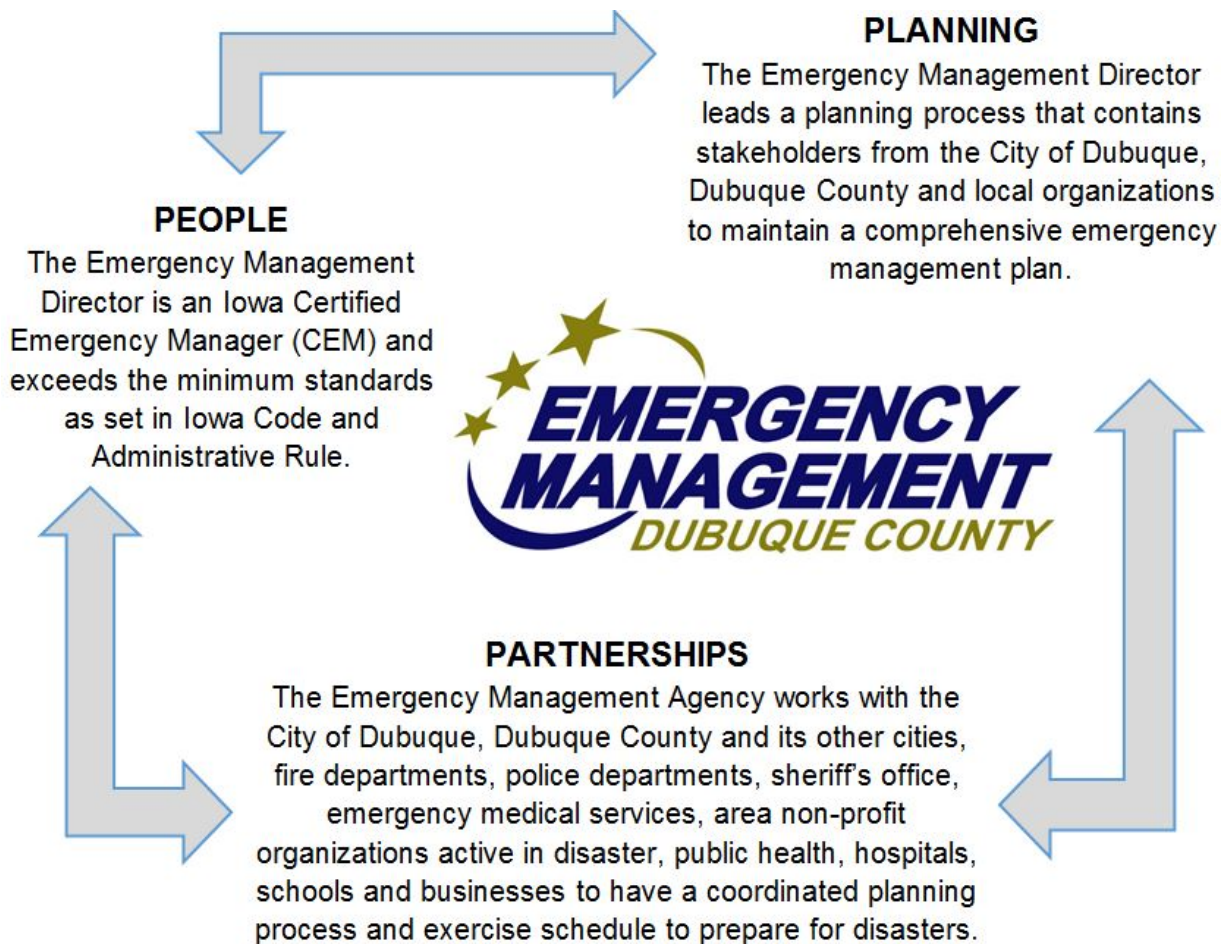
4. Federal funding is anticipated to be unchanged at \$39,000 in FY 2021, which amounts to 18.3% of the total budget excluding HAZMAT of \$200,000 for FY 2021. In FY 2020, the federal share supported 17.7% of the total budget excluding HAZMAT of \$200,000.
5. The City's participation of \$104,400 is unchanged from FY 2020 participation of \$104,400 and reflects 59.9% of the total budget excluding HAZMAT of \$200,000 and Federal funding of \$39,000 in FY 2021 as opposed to 57.7% of the total budget excluding HAZMAT of \$200,000 and Federal Funding of \$39,000 in FY 2020.
6. The County share of \$69,600 is unchanged from FY 2020 share of \$69,600 and reflects 39.9% of the total budget excluding HAZMAT of \$200,000 and Federal funding of \$39,000 in FY 2021 as opposed to 38.5% of the total budget excluding HAZMAT of \$200,000 and Federal Funding of \$39,000 in FY 2020.
7. Cash balances of \$7,000 are being used in the FY 2021 operating budget. The goal is to keep the working cash balance at approximately 20% of the annual operating budget excluding HAZMAT expenses which are reimbursed. In FY 2021, the working cash balance is \$56,939 which is 27% of the annual operating budget. The working cash balance was increased to 20% in Fiscal Year 2019 based on Moody's Investors Service's standard for Aaa rated entities to maintain a 20% cash reserve. The City and County agreed to this approach and the minimum balance to be maintained in the Emergency Management Fund.

# EMERGENCY MANAGEMENT

Through an all hazards approach, resilience is the basis for capacity of local jurisdictions to plan, prepare for, respond to, and recover from disasters in a coordinated response.

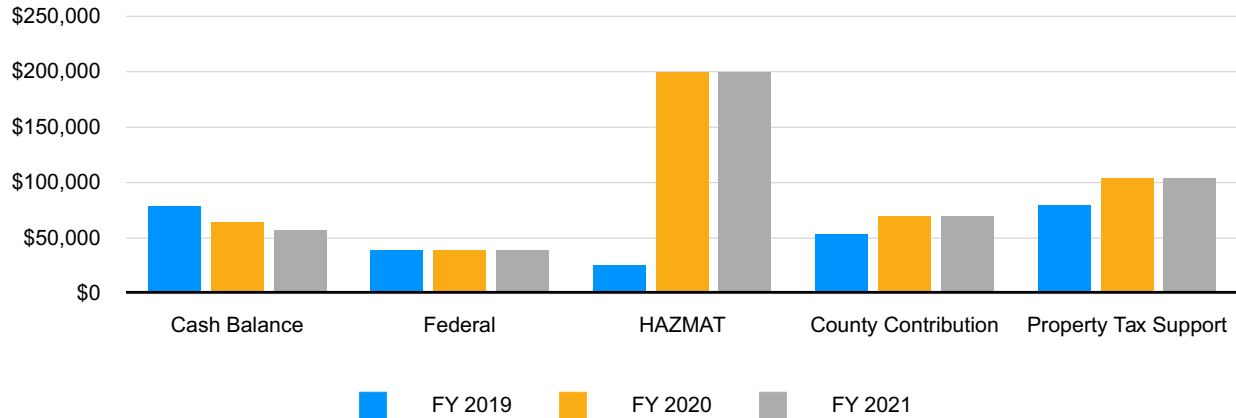


## SUCCESS IS ABOUT PLANNING, PARTNERSHIPS AND PEOPLE LEADING TO OUTCOMES



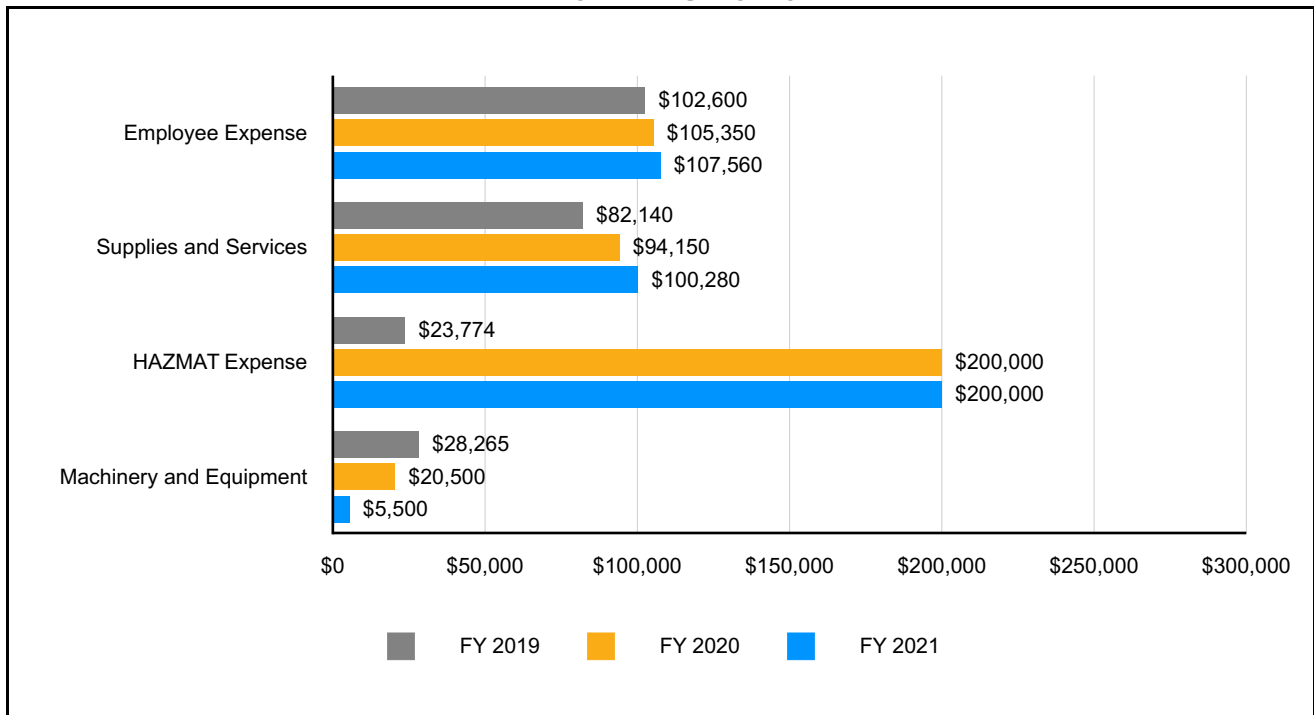
# EMERGENCY MANAGEMENT

## Resources and Property Tax Support



The Emergency Management Agency will gather agency costs for response to a disaster and then will invoice the responsible party. The HAZMAT budget gives the Emergency Management Agency the spending authority in a major event or multiple events.

## Expenditures by Category by Fiscal Year









# EMERGENCY MANAGEMENT

## Mission & Services

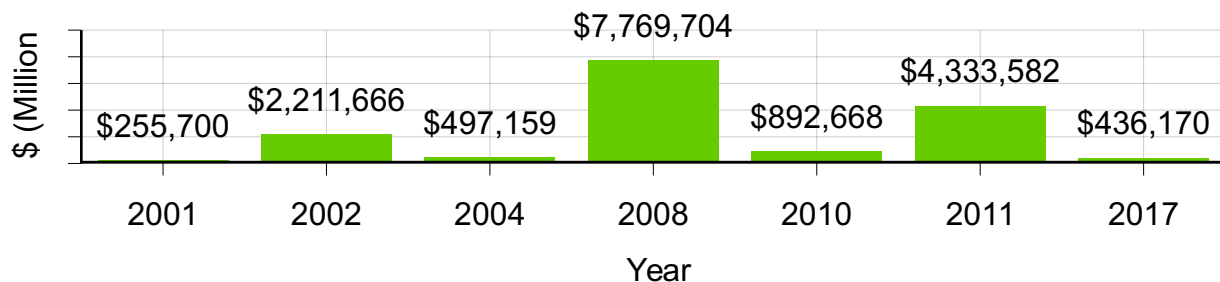
Emergency Management provides a comprehensive emergency management program that includes planning, training, response, recovery and mitigation from natural and human made disasters. With a focus of building a resilient community, the emergency management director coordinates emergency preparedness training, national incident management training and disaster recovery training for cities, staff, emergency responders and citizens.

## Performance Measures

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

	Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
1	<b>Activity Objective: Maintain a comprehensive local emergency management program to provide an adequate level of disaster preparedness that exceeds State and Federal planning, training and exercise requirements and minimizes the impact of natural and human-made disasters.</b>					
	Update 20% of the Comprehensive Emergency Management Plan on an annual basis ensuring the entire plan is updated every five years	5 ESFs	✓	✓	✓	
	# of tests of outdoor emergency warning system	12	10	10	12	
	# of outreach events and emergency plan consultations provided or planning meetings attended	32	26	26	16	
	# of training classes offered at the local level for disaster response and responder safety	4	6	8	4	
	# of tabletop, functional, and full-scale exercises offered to community members	8	10	9	8	
	Complete required emergency management continuing education hours	40	40	36	48	

## Public Assistance Damages from Recent Presidentially Declared Disasters





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**Recommended Operating Revenue Budget - Department Total**  
**15 - DISASTER SERVICES**

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<b>Fund</b>	<b>Account</b>	<b>Account Title</b>	<b>FY18 Actual Revenue</b>	<b>FY19 Actual Revenue</b>	<b>FY20 Adopted Budget</b>	<b>FY21 Recomm'd Budget</b>
100	53620	REIMBURSEMENTS-GENERAL	2,281	2,558	2,281	2,871
<b>53</b>	<b>MISCELLANEOUS</b>	<b>- Total</b>	<b>2,281</b>	<b>2,558</b>	<b>2,281</b>	<b>2,871</b>
<b>DISASTER SERVICES - Total</b>			<b>2,281</b>	<b>2,558</b>	<b>2,281</b>	<b>2,871</b>

## Recommended Operating Expenditure Budget - Department Total

### 15 - DISASTER SERVICES

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
100	62110	COPYING/REPRODUCTION	416	380	445	380
100	62421	TELEPHONE	1,472	1,693	1,472	1,693
100	62614	EQUIP MAINT CONTRACT	798	798	798	798
100	62761	PAY TO OTHER AGENCY	80,000	80,000	104,400	104,400
<b>62 - SUPPLIES AND SERVICES</b>			<b>82,686</b>	<b>82,872</b>	<b>107,115</b>	<b>107,271</b>
<b>15 - DISASTER SERVICES TOTAL</b>			<b>82,686</b>	<b>82,872</b>	<b>107,115</b>	<b>107,271</b>

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## Recommended Expenditure Budget Report by Activity & Funding Source

### 15 - DISASTER SERVICES

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**DISASTER SERVICES      - 15100**

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**FUNDING SOURCE: GENERAL**

<b>Account</b>	<b>FY19 Actual Expense</b>	<b>FY20 Adopted Budget</b>	<b>FY21 Recomm'd Budget</b>
SUPPLIES AND SERVICES	82,872	107,115	107,271
<b>DISASTER SERVICES</b>	<b>82,872</b>	<b>107,115</b>	<b>107,271</b>
<b>DISASTER SERVICES TOTAL</b>	<b>\$82,872</b>	<b>\$107,115</b>	<b>\$107,271</b>

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# **Emergency Communications Center**

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## EMERGENCY COMMUNICATIONS

<b>Budget Highlights</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Budget</b>	<b>FY 2021 Requested</b>	<b>% Change From FY 2020 Budget</b>
<u>Expenses</u>				
Employee Expense	1,411,723	1,466,740	1,549,216	5.6 %
Supplies and Services	75,468	98,726	78,557	(20.4)%
Machinery and Equipment	5,801	30	350	1,066.7 %
Debt Service	21,060	20,574	15,420	(25.1)%
Total Expenses	1,514,052	1,586,070	1,643,543	3.6 %
<u>Resources</u>				
Operating Revenue	515,064	537,852	546,403	1.6 %
Sales Tax 20% for Debt Abatement	21,060	20,574	15,420	(25.1)%
Total Resources	536,124	558,426	561,823	0.6 %
Property Tax Support	977,928	1,027,644	1,081,720	54,076
Percent Increase (Decrease)				5.3 %
<b>Personnel - Authorized FTE</b>	<b>18.28</b>	<b>19.28</b>	<b>19.28</b>	

### Improvement Package Summary

#### **1 of 4**

This improvement request is for hiring a company to preform Quality Assurance on calls for the Communication Center. This would provide Quality Assurance on all calls received by the Communications Center. The company will log in and review cases from Emergency Police Dispatch, Emergency Fire Dispatch and Emergency Medical Dispatch. The company will then provide scorecards for each case and each dispatcher would be able to review their compliance scores. This will provide the dispatchers with analysis on things they do well and things they need improvement on. The company will do this on a weekly basis and will provide necessary feedback on areas where help is needed. This will be done so that all dispatchers are using and following the protocols. These protocols follow national criteria for questioning and providing pre-arrival and post-dispatch instructions to the caller. These are designed to assist in providing officer/firefighter safety as well as providing safety to the citizens of and visitors to Dubuque.

By using the National Q Company, this will relieve some of the workload off of an already stressed Communications Center leadership staff. In order for this to be done internally, it would require a full-time staff person to conduct quality assurance reviews on a weekly basis. If this were to be done with current staffing levels, it would require each of the four Lead Dispatchers to be taken off a radio for one shift per week to listen to a percentage of the calls and fill out a Quality Assurance scoring and feedback form. Additionally, peer-to-peer evaluation would cause differences in each scorer and the scores would not be consistent. The Dubuque Fire Chief and Police Chief are also in support of this improvement package. The Fire Chief expects these protocols, as well as the Quality Assurance that this company will provide, will assist in the Fire Department's process of becoming accredited. In providing Quality Assurance, the Communications Center staff will be better equipped to handle all types of calls. They will provide better services to the citizens of and visitors to Dubuque and Dubuque County.



This improvement package supports the City Council goal of Vibrant Community: Healthy and Safe. This is one of the Management In Progress Goals for 2018-2020: Vibrant Community: Health and Safe: Communication National Quality Assurance: Funding.

Related Cost:	\$ 68,310	Tax Funds	Recurring	<b>Recommend - No</b>
Related Revenue:	\$ 22,770	Dubuque County	Recurring	
Net Cost:	<u>\$ 45,540</u>			
Property Tax Impact:	\$ 0.0179	0.17%		
Activity: Emergency Communications				

## 2 of 4

This improvement request is for providing funding for a consulting stipend for a physician/Medical Director for the Communication Center. Dr. Jill Hunt from Unity Point Health previously served as the Volunteer Medical Director until her retirement in 2018. This stipend would help offset the cost for education or increased involvement in the Communications Centers medical training. Additionally, this stipend would make it easier to recruit licensed physicians for this position. This request supports City Council Goal of Financially Responsible, High Performance City Organization: Sustainable, Equitable and Effective Service Delivery.

Related Cost:	\$ 2,400	Tax Funds	Recurring	<b>Recommend - Yes</b>
Related Revenue:	\$ 800	Dubuque County	Recurring	
Net Cost:	<u>\$ 1,600</u>			
Property Tax Impact:	\$ 0.0006	0.01%		
Activity: Emergency Communications				

## 3 of 4

This improvement request is for installing high-density fiberglass sound panels on the walls of the Communication Center. Due to past construction and changes in number of monitors hanging on the walls, the old sound barriers do not fit the current lay out and additional staffing has resulted in increased volume during busy times. This improvement package would install new sound barriers to help absorb background noise in the Communication Center to ensure background sound is not transmitted on the radio and respondents can clearly hear dispatcher information. This improvement request supports the City Council goal of Vibrant Community: Healthy and Safe.

Related Cost:	\$ 2,400	Tax Funds	Non-Recurring	<b>Recommend - Yes</b>
Related Revenue:	\$ 800	Dubuque County	Non-Recurring	
Net Cost:	<u>\$ 1,600</u>			
Property Tax Impact:	\$ 0.0006	0.01%		
Activity: Emergency Communications				

## 4 of 4

This improvement level request is for stipends for non-bargaining unit Lead Dispatchers who train new staff. Lead Dispatchers who help train new staff currently do not receive any incentive to help train. This improvement level request would provide each Lead trainer one hour of compensatory time or one hour of pay at regular rate for every 10 hours that they train new dispatchers. Each new dispatcher undergoes approximately 750 hours of training. Leads, as well as other senior dispatchers, do the training. There is often an overlap of several new employees in training at a time. This request supports

City Council goal of Financially Responsible, High-Performance City Organization: Sustainable, Equitable and Efficient Service Delivery.

Related Cost:	\$ 1,063	Tax Funds	Recurring	<b>Recommend - Yes</b>
Related Revenue:	\$ 354	Dubuque County	Recurring	
Net Cost:	<u>\$ 709</u>			
Property Tax Impact:	\$ 0.0003	—%		
Activity: Emergency Communications				

### **Significant Line Items**

#### **Employee Expense**

1. FY 2021 employee expense reflects a 1.5% wage package increase.
2. The Iowa Public Employee Retirement System (IPERS) City contribution of 9.44% is unchanged from FY 2020 The employee contribution of 6.29% is unchanged from FY 2020.
3. The City portion of health insurance expense increased from \$921 in FY 2020 to \$1,013 in FY 2021 per month per contract which results in an annual cost increase of \$27,542 or 9.99%.
4. Overtime expense is unchanged from \$5,391 in FY 2020 to \$5,391 in FY 2021. FY 2019 actual was \$7,483.
5. Five-Year Retiree Sick leave payout decreased from \$1,087 in FY 2020 to \$362 in FY 2021.
6. 50% Sick leave payout increased from \$0 in FY 2020 to \$2,117 in FY 2021 based on FY 2020 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. Office Equipment Rental is decreased from \$12,456 in FY 2020 to \$11,616 in FY 2021 based on estimated cost. This line item represents the costs for the rental of the T-1 line provided by the state through the National Crime Information Center/Iowa Computer (NCIC). The direct line provides the City with access to the computer system for law enforcement related items such as but limited to wanted/missing person, vehicle registrations, driver's licenses, and other law enforcement information from Iowa and nationally.
8. Software License decreased from \$31,441 in FY 2020 to \$18,849 in FY 2021. In FY 2020 there were one-time purchases of an additional CAD license and additional ProQA license.
9. Education and Training decreased from \$14,340 in FY 2020 to \$9,340 in FY 2021. This line item represents the cost of required emergency response training.
10. Conferences is decreased from \$12,000 in FY 2020 to \$8,000 in FY 2021. Regional and national conferences for the Association of Public-Safety Communications Officials-International and the Sungard training for the public safety software is budgeted.

## Machinery & Equipment

11. Equipment replacement items at the maintenance level include (\$350):

(1) Smartphone        \$350

12. Dispatcher computers are replaced through 911 surcharge funds. It is important to note that most of the Equipment for the 911 center comes from 911 Board which is a County-wide Board. The 2 computers and 2 monitors used to monitor traffic cameras are replaced through the City's general fund in the city-wide computer replacement capital improvement project.

## Debt Service

13. FY 2021 annual debt service is as follows (\$15,420):

Amount	Debt Series	Payment Source	Purpose	Final Payment	Call Date
\$ 15,420	2012D G.O.	Sales Tax 20%	Tower Relocation	2027	2019
<b>\$ 15,420</b>	<b>Total Emergency Communications Annual Debt Service</b>				

## Revenue

14. The Joint Communications Payment represents the amount Dubuque County pays for the support of the 911 center. It is 1/3 of the total operating estimate for FY 2021 of \$540,089 (FY 2020 was \$531,718). As the expenses increase or decrease, so does the County's share.

# EMERGENCY COMMUNICATIONS

Ensure the appropriate response is dispatched that meets or exceeds the expectations and needs of the public that is requesting service through effective and efficient dispatching of emergency personnel to the scene.



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

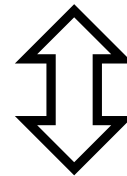
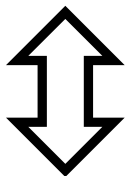
### People

The Emergency Communications Center works with citizens and emergency responders to ensure the needs of the community are met.



### Planning

The Communications Center works with different agencies in the Dubuque area to ensure that all emergency needs are provided when requested by citizens and visitors of Dubuque.



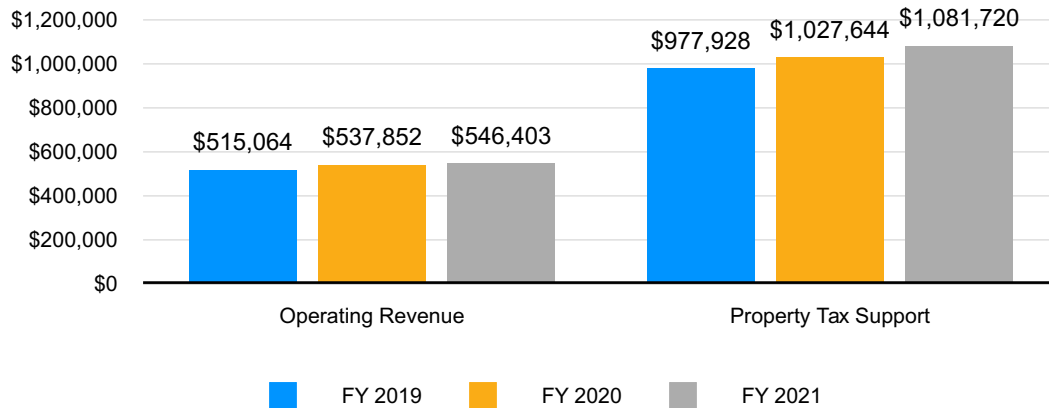
### Partnerships

The Emergency Communications Department partners with many City, County, and State departments as well as 11 non-profits and organizations throughout the City and County to provide quality services that are consistent with the City Council goals and priorities.

# EMERGENCY COMMUNICATIONS

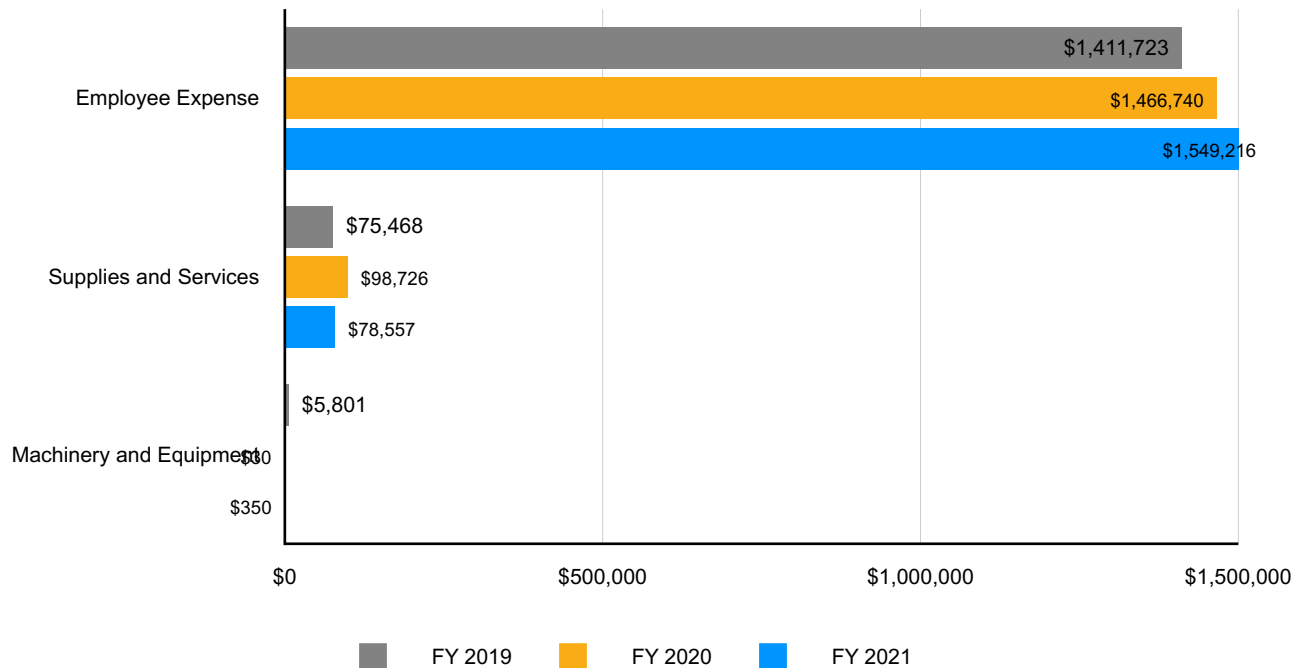
	FY 2019	FY 2020	FY 2021
Full-Time Equivalent	18.28	19.28	19.28

## Debt and Resources



The Emergency Communication Department is supported by 19.28 full-time equivalent employees, which accounts for 94.26% of the department expense as seen below. Overall, the department's expenses are expected to increase by 3.62% in FY 2021 compared to FY 2020.

## Expenditures by Category by Fiscal Year



# EMERGENCY COMMUNICATIONS





## Mission & Services

The Emergency Communications Center employees are the first of the first responders. We are committed to answering all 9-1-1 and non-emergency calls with professionalism, integrity and compassion while efficiently dispatching police, fire and emergency medical services. Customer service is essential to our success, so we treat each caller with empathy and respect. Dedicated and highly trained professionals routinely offer life-saving medical instructions in addition to providing accurate public safety information. The Emergency Communications Center is also the after hours answering point for most city services. The Communications Center is responsible for all the 911 phone and radio equipment used in Dubuque County. Service is provided 24/7.

Emergency Communications Position Summary	
	FY 2021
Emergency Communications Manager	1.00
Lead Public Safety Dispatcher	4.00
Public Safety Dispatcher - FT	10.00
Public Safety Dispatcher - PT	3.55
Records Clerk - PT	0.73
<b>Total Full-Time Equivalent Employees</b>	<b>19.28</b>

## Performance Measures

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

Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
<b>1 Activity Objective: Provide expedient and effective handling of emergency calls.</b>					
% of phone calls answered in 10 seconds or less ( <i>National Average is 90%</i> )	98%	97%	96%	96%	
# of total calls for service handled by the Dubuque Communications Center	>170,000	170,280	170,499	170,500	
<b>2 Activity Objective: Provide education and outreach to the public to ensure appropriate use of 911.</b>					
# of schools presented to in Dubuque City/County	26	26	24	26	
# of students reached through classroom presentations	1,200	1,215	1,113	1,200	



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**Recommended Operating Revenue Budget - Department Total**  
**12 - EMERGENCY COMMUNICATIONS**

Fund	Account	Account Title	FY18 Actual Revenue	FY19 Actual Revenue	FY20 Adopted Budget	FY21 Recomm'd Budget
100	46120	COUNTY PAYMENT - JT COMM	453,753	508,750	531,718	540,089
46	LOCAL GRANT AND REIMBURSE - Total		453,753	508,750	531,718	540,089
100	51983	COPY FEES	2,490	4,055	2,490	4,055
51	CHARGES FOR SERVICES - Total		2,490	4,055	2,490	4,055
100	53620	REIMBURSEMENTS-GENERAL	3,644	2,259	3,644	2,259
53	MISCELLANEOUS - Total		3,644	2,259	3,644	2,259
400	54210	GO BOND PROCEEDS	0	1,422	0	0
400	54220	BOND DISCOUNT	0	64	0	0
54	OTHER FINANCING SOURCES - Total		0	1,486	0	0
400	59,350	FR SALES TAX CONSTRUCTION	20,620	21,060	20,574	15,420
100	59810	FR GARAGE SERVICE FUND	12,973	0	0	0
59	TRANSFER IN AND INTERNAL - Total		33,593	21,060	20,574	15,420
EMERGENCY COMMUNICATIONS - Total			493,480	537,610	558,426	561,823



**Recommended Operating Expenditure Budget - Department Total**  
**12 - EMERGENCY COMMUNICATIONS**

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
100	61010	FULL-TIME EMPLOYEES	785,390	813,300	875,303	917,162
100	61020	PART-TIME EMPLOYEES	168,387	192,793	211,134	214,174
100	61050	OVERTIME PAY	12,697	7,483	5,391	5,391
100	61070	HOLIDAY PAY	19,586	20,029	21,630	23,240
100	61091	SICK LEAVE PAYOFF	1,087	1,087	1,087	362
100	61096	50% SICK LEAVE PAYOUT	0	0	0	2,117
100	61310	IPERS	88,247	97,573	106,089	109,399
100	61320	SOCIAL SECURITY	71,505	74,793	84,851	88,431
100	61410	HEALTH INSURANCE	222,576	200,340	157,230	184,772
100	61415	WORKMENS' COMPENSATION	3,828	3,273	2,809	2,929
100	61416	LIFE INSURANCE	654	658	816	843
100	61660	EMPLOYEE PHYSICALS	128	396	400	396
<b>61 - WAGES AND BENEFITS</b>			<b>1,374,085</b>	<b>1,411,723</b>	<b>1,466,740</b>	<b>1,549,216</b>
100	62010	OFFICE SUPPLIES	1,336	1,781	1,336	1,632
100	62061	DP EQUIP. MAINT CONTRACTS	1,215	2,483	2,581	3,423
100	62070	OFFICE EQUIP RENTAL	11,616	11,448	12,456	11,616
100	62090	PRINTING & BINDING	5,023	1,427	5,374	4,200
100	62110	COPYING/REPRODUCTION	863	827	924	924
100	62130	LEGAL NOTICES & ADS	875	459	875	459
100	62206	PROPERTY INSURANCE	629	0	0	0
100	62208	GENERAL LIABILITY INSURAN	6,421	6,857	7,318	7,200
100	62310	TRAVEL-CONFERENCES	4,349	3,603	12,000	8,000
100	62320	TRAVEL-CITY BUSINESS	1,151	2,264	2,000	2,000
100	62340	MILEAGE/LOCAL TRANSP	374	433	404	472
100	62360	EDUCATION & TRAINING	6,799	6,704	14,340	9,340
100	62421	TELEPHONE	6,177	6,525	6,177	6,525
100	62431	PROPERTY MAINTENANCE	0	453	600	600
100	62436	RENTAL OF SPACE	780	715	780	780
100	62663	SOFTWARE LICENSE EXP	15,811	28,670	31,441	18,849
100	62667	DATA SERVICES	120	134	120	137
100	62716	CONSULTANT SERVICES	0	0	0	2,400
400	62731	MISCELLANEOUS SERVICES	0	686	0	0
<b>62 - SUPPLIES AND SERVICES</b>			<b>63,541</b>	<b>75,468</b>	<b>98,726</b>	<b>78,557</b>
100	71211	DESKS/CHAIRS	0	1,552	0	0
100	72414	TELEVISION	0	4,079	0	0
100	72418	TELEPHONE RELATED	0	170	30	350
<b>71 - EQUIPMENT</b>			<b>0</b>	<b>5,801</b>	<b>30</b>	<b>350</b>
100	73210	CONST CONTRACT-BLDG	0	0	0	2,400
<b>73 - CIP EXPENDITURES</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>2,400</b>
400	74111	PRINCIPAL PAYMENT	15,300	16,200	16,200	11,511
400	74112	INTEREST PAYMENT	5,320	4,860	4,374	3,909
<b>74 - DEBT SERVICE</b>			<b>20,620</b>	<b>21,060</b>	<b>20,574</b>	<b>15,420</b>
<b>12 - EMERGENCY COMMUNICATIONS TOTAL</b>			<b>1,458,246</b>	<b>1,514,052</b>	<b>1,586,070</b>	<b>1,645,943</b>

## Recommended Expenditure Budget Report by Activity & Funding Source

### 12 - EMERGENCY COMMUNICATIONS

#### EMERGENCY COMM. CENTER - 12100

##### FUNDING SOURCE: GENERAL

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
CIP EXPENDITURES	—	—	2,400
EQUIPMENT	5,801	30	350
SUPPLIES AND SERVICES	74,781	98,726	78,557
WAGES AND BENEFITS	1,411,723	1,466,740	1,549,216
<b>EMERGENCY COMM. CENTER</b>	<b>1,492,305</b>	<b>1,565,496</b>	<b>1,630,523</b>
<b>DEBT SERVICE</b>	<b>- 12400</b>		

##### FUNDING SOURCE: DEBT SERVICE

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
DEBT SERVICE	21,060	20,574	15,420
SUPPLIES AND SERVICES	686	—	—
<b>DEBT SERVICE</b>	<b>21,746</b>	<b>20,574</b>	<b>15,420</b>
<b>EMERGENCY COMMUNICATIONS TOTAL</b>	<b>\$1,514,052</b>	<b>\$1,586,070</b>	<b>\$1,645,943</b>

CITY OF DUBUQUE, IOWA  
DEPARTMENT DETAIL - PERSONNEL COMPLEMENT  
12 EMERGENCY COMMUNICATION DIVISION

FD	JC	WP-GR	JOB CLASS	FY 2019		FY 2020		FY 2021	
				FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
61010 Full Time Employee Expense									
100	6600	GE-36	COMMUNICATIONS MANAGER	1.00	\$ 88,864	1.00	\$ 90,899	1.00	\$ 91,920
100	6575	GE-30	LEAD DISPATCHER	4.00	\$ 255,737	4.00	\$ 261,834	4.00	\$ 266,185
100	6500	OE-09	PUBLIC SAFETY DISPATCHER	9.00	\$ 476,429	10.00	\$ 516,966	10.00	\$ 553,453
TOTAL FULL TIME EMPLOYEES				14.00	\$ 821,030	15.00	\$ 869,699	15.00	\$ 911,558
61020 Part Time Employee Expense									
100	6500	OE-09	PUBLIC SAFETY DISPATCHER	3.55	\$ 179,638	3.55	\$ 185,039	3.55	\$ 182,127
100		NA-48	RECORDS CLERK	0.73	\$ 26,842	0.73	\$ 31,699	0.73	\$ 32,047
TOTAL PART TIME EMPLOYEES				4.28	\$ 206,480	4.28	\$ 216,738	4.28	\$ 214,174
TOTAL EMERG. COMM. DIVISION				18.28	\$1,027,510	19.28	\$1,086,437	19.28	\$ 1,125,732

CITY OF DUBUQUE, IOWA  
ACTIVITY PERSONNEL COMPLEMENT SUMMARY

						FY 2019		FY 2020		FY 2021	
ACCT	FD	JC	WP-GR	POSITION CLASS		FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
Emergency Comm. Center-FT											
10012100	61010	100	6600	GE-36	COMMUNICATIONS MANAGER	1.00	\$ 88,864	1.00	\$ 90,899	1.00	\$ 91,920
10012100	61010	100	6575	GE-30	LEAD DISPATCHER	4.00	\$255,737	4.00	\$ 261,834	4.00	\$ 266,185
10012100	61010	100	6500	OE-09	PUBLIC SAFETY DISPATCHER	9.00	\$476,429	10.00	\$ 516,966	10.00	\$ 553,453
Total						14.00	\$821,030	15.00	\$ 869,699	15.00	\$ 911,558
Emergency Comm. Center-PT											
10012100	61020	100	6500	OE-09	PUBLIC SAFETY DISPATCHER	3.55	\$179,638	3.55	\$ 185,039	3.55	\$ 182,127
10012100	61020	100	4218	NA-48	RECORDS CLERK	0.73	\$ 26,842	0.73	\$ 31,699	0.73	\$ 32,047
Total						4.28	\$206,480	4.28	\$ 216,738	4.28	\$ 214,174
TOTAL EMERGENCY COMMUNICATION DEPARTMENT						18.28	\$1,027,51	19.28	\$ 1,086,437	19.28	\$ 1,125,732

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**Police**

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## POLICE DEPARTMENT

<b>Budget Highlights</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Budget</b>	<b>FY 2021 Requested</b>	<b>% Change From FY 2020 Budget</b>
<u>Expenses</u>				
Employee Expense	12,832,855	13,356,077	13,965,539	4.6 %
Supplies and Services	1,456,987	1,864,512	1,781,479	(4.5)%
Machinery and Equipment	435,234	680,155	540,568	(20.5)%
Debt Service	60,014	62,021	60,815	(1.9)%
Total Expenses	14,785,090	15,962,765	16,348,401	2.4 %
<u>Resources</u>				
Operating Revenue	1,391,080	1,446,021	1,463,658	1.2 %
DRA Gaming for Debt Abatement	—	62,021	60,815	(1.9)%
Total Resources	1,391,080	1,508,042	1,524,473	1.1 %
Property Tax Support	13,394,010	14,454,723	14,823,928	369,205
Percent Increase (Decrease)				2.6 %
<b>Personnel - Authorized FTE</b>	<b>119.56</b>	<b>120.56</b>	<b>121.56</b>	

### Improvement Package Summary

#### **1 of 1**

This improvement request supports funding for additional overtime for Patrol Officers during the summer months of FY 2021, beginning July 1, 2020 and ending June 30, 2021. The department anticipates an increase in scheduled community events that will impact the community by increasing the number of visitors during the summer months, requiring increased police officer presence beyond regularly scheduled shift hours. This request supports the City Council Goal of Vibrant Community, Healthy and Safe, with accompanying objectives of ensuring a safe and secure community environment, and maintaining an appropriate level of personnel and fleet to respond safely and appropriately to calls for service. The department is estimating 20 officers will be needed with an average of eight overtime hours at the current overtime rate, and accompanying fringe benefits to include Social Security, and retirement as determined by MFPRSI.

Related Cost:	\$ 9,812	Tax Funds	Recurring	<b>Recommend - No</b>
Net Cost:	<u>\$ 9,812</u>			
Property Tax Impact:	\$ 0.0039	0.04%		
Activity: Police Patrol				

### Significant Line Items

#### **Employee Expense**



1. FY 2021 employee expense reflects a 1.5% wage package increase.
2. The Iowa Public Employee Retirement System (IPERS) City contribution of 9.44% is unchanged from FY 2020 The employee contribution of 6.29% is unchanged from FY 2020.
3. Fire and Police Retirement rates in FY 2021 increased from 24.41% to 25.31% or a increase of 3.69%; a cost of \$148,555. The history of the change in rates is as follows:

Fiscal Year	Previous Rate	New Rate	% Change	\$ Change
2011	17.00%	19.90%	17.06%	\$ 197,987
2012	19.90%	24.76%	+24.42%	\$ 337,609
2013	24.76%	26.12%	+5.49%	\$ 99,325
2014	26.12%	30.12%	+15.31%	\$ 299,175
2015	30.12%	30.41%	+0.96%	\$ 180,505
2016	30.41%	27.77%	-8.68%	\$ -191,341
2017	27.77%	25.92%	-6.66%	\$ -148,288
2018	25.92%	25.68%	-0.93%	\$ -19,457
2019	25.68%	26.02%	1.32%	\$ 160,410
2020	26.02%	24.41%	-6.19%	\$ 69,279
2021	24.41%	25.31%	3.69%	\$ 148,555

4. The City portion of health insurance expense is increased from \$921 in FY 2020 to \$1,013 in FY 2021 per month per contract which results in an annual cost increase of \$150,392 or 11.26%.
5. Police Injuries decreased from \$86,934 in FY 2020 to \$85,330 in FY 2021 based on a five year average of actual expenditures.
6. Overtime increased from \$130,827 in FY 2020 to \$158,484 in FY 2021. FY 2019 actual was \$165,610.
7. Reimbursable Overtime decreased from \$201,092 in FY 2020 to \$188,056 in FY 2021. FY 2019 actual was \$289,716. This line item is the reimbursed overtime for Mercy, Q Casino, and other privately sponsored events covered by the police department that are directly reimbursed by private entities.
8. Holiday Pay decreased from \$439,682 in FY 2020 to \$434,857 in FY 2021. FY 2019 actual was \$358,533. This line item fluctuates depending on what weekday the holidays fall on.
9. Five-Year Retiree Sick leave payout increased from \$56,813 in FY 2020 to \$59,959 in FY 2021.
10. 50% Sick leave payout increased from \$0 in FY 2020 to \$25,628 in FY 2021 based on FY 2020 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.

11. Insurance Premiums increased from \$18,717 in FY 2020 to \$19,091 in FY 2021. The Fire and Police stop loss insurance premium is an ineligible expense under the worker's compensation reserve and is budgeted separately in this line item.
12. The Fiscal Year 2020 budget approved an improvement level decision package to provide funding for the expansion of the Dubuque Police Department School Resource Officer (SRO) Program. To spread the expenses over time, three SRO's will be added over three consecutive years: Fiscal Year 2020, Fiscal Year 2021, and Fiscal Year 2022 budget. The Dubuque Community School District (DCSD) will gradually pay 50% of the salary of the existing SRO Corporal, and the DARE Officer. This DCSD payment will be implemented in increments of 45% of 50% reimbursement in year 1, or Fiscal Year 20, 75% of 50% reimbursement in year 2, or Fiscal Year 21, and 100% of 50% reimbursement in year 3, or Fiscal Year 22.
  - a. The Fiscal Year 2021 reflects the addition of one SRO officer (+1.0 FTE and +\$102,535).

### **Supplies & Services**

13. Education and Training decreased from \$207,701 in FY 2020 to \$185,166 in FY 2021. This line item includes mandatory and required training which fluctuates annually and is dependent on certifications, promotions, and retirements.
14. Data Processing Equipment Maintenance Contracts increased from \$50,216 in FY 2020 to \$54,076 in FY 2021 based on software and the number of licenses allocated to the Police Department.
15. Police Liability Insurance increased from \$48,183 in FY 2020 to \$50,592 in FY 2021 based on FY 2019 actual plus 5%.
16. Property Maintenance increased from \$357,245 in FY 2020 to \$416,114 in FY 2021. This line item pays the County of Dubuque for annual maintenance (\$219,512) to the shared Dubuque Law Enforcement Center (DLEC). The increased expense is the Police Department portion (29.3%) of the lighting replacement project (\$103,127).
17. Motor Vehicle Fuel increased from \$131,474 in FY 2020 to \$135,024 in FY 2021 based on FY 2019 actual of \$137,835 plus 2%.
18. Motor Vehicle Maintenance increased from \$142,344 in FY 2020 to \$146,945 in FY 2021 based on FY 2019 actual plus 2%.
19. Software License Expense increased from \$195,208 in FY 2020 to \$219,333 in FY 2021. This line item represents Public Safety Software \$147,900, Smart 911 software \$10,250, Criminal Investigation software \$16,575, and Patrol software \$44,608.
20. Programming increased from \$115,409 in FY 2020 to \$117,742 in FY 2021. This line item represents the recharge of Information Services staff time related to the maintenance of software.
21. Ammunition is unchanged from \$46,197 in FY 2020 to \$46,197 in FY 2021. FY 2019 actual was \$33,372. This line item represents the cost of all Police firearms.

22. Pay to Other Agency decreased from \$207,142 in FY 2020 to \$66,020 in FY 2021. This line item represents one-third share of the Drug Task Force office expense, fifty percent share of the Dubuque Drug Task Force Coordinator position, and annual continuation fees for accreditation.

## **Machinery & Equipment**

23. Equipment replacement items include (\$540,568):

<b><u>Police Equipment Replacements</u></b>	
<b><u>Administration</u></b>	
Sport Utility Vehicle	\$ —
Smartphone (2) and Cellphones (2)	\$ —
<b><u>DARE Program</u></b>	
Smartphone	\$ —
<b><u>Staff Services</u></b>	
Office Furniture	\$ 5,000
File Cabinets	\$ 350
Digital Camera	\$ 150
<b><u>Police Training</u></b>	
File Cabinets (2)	\$ 872
Television	\$ 700
Video Equipment	\$ 130
<b><u>Criminal Investigation</u></b>	
Digital Cameras (2)	\$ 5,175
Vehicle Accessories	\$ 1,800
SUV Replacement	\$ 28,902
<b><u>Community Oriented Police</u></b>	
Traffic Squad Car	\$ 57,804
Bicycle/Bag/Carrier/Lighting	\$ 150
Vehicle Accessories	\$ 17,000
<b><u>ICE Enforcement</u></b>	
Other Police Equipment	\$ 5,000
<b><u>Patrol</u></b>	
Mobile Printers	\$ 2,960
Patrol Vehicles (7)	\$ 173,412
Vehicle Accessories	\$ 59,500
Aux Emergency Lights	\$ 2,330
Visibar Lights	\$ 11,500
Handheld/Moving Radar (4)	\$ 4,120
Body Armor - (28)	\$ 21,980
Alcosensor (2)	\$ 1,000

<b>Police Equipment Replacements</b>	
Weapon Replacements (12)	\$ 17,035
Bar Code Scanners/Card Readers (9)	\$ 4,284
Gas Masks (5)	\$ 1,750
Riot Helmets (3)	\$ 450
Shooting ears and glass (3)	\$ 1,000
GPS	\$ 600
Traffic Monitor Batteries	\$ 1,600
ASP Break Barrel Air Rifle/Carrier (20)	\$ 3,000
Pepperball System (1)	\$ 1,020
40MM Gas Gun (1)	\$ 1,000
Handheld Radio (2)/Batteries (28)	\$ 13,200
Automatic External Defibrillator	\$ 16,876
Body (4)/Vehicle Camera Systems (4)	\$ 24,048
Car Camera (4)/Digital Cameras (3)	\$ 23,250
Cell Phones /Accessories	\$ 1,620
<b>Grant Funded Equipment</b>	
Other Police Equipment	\$ 30,000
<b>Total Equipment</b>	<b>\$ 540,568</b>

## Debt Service

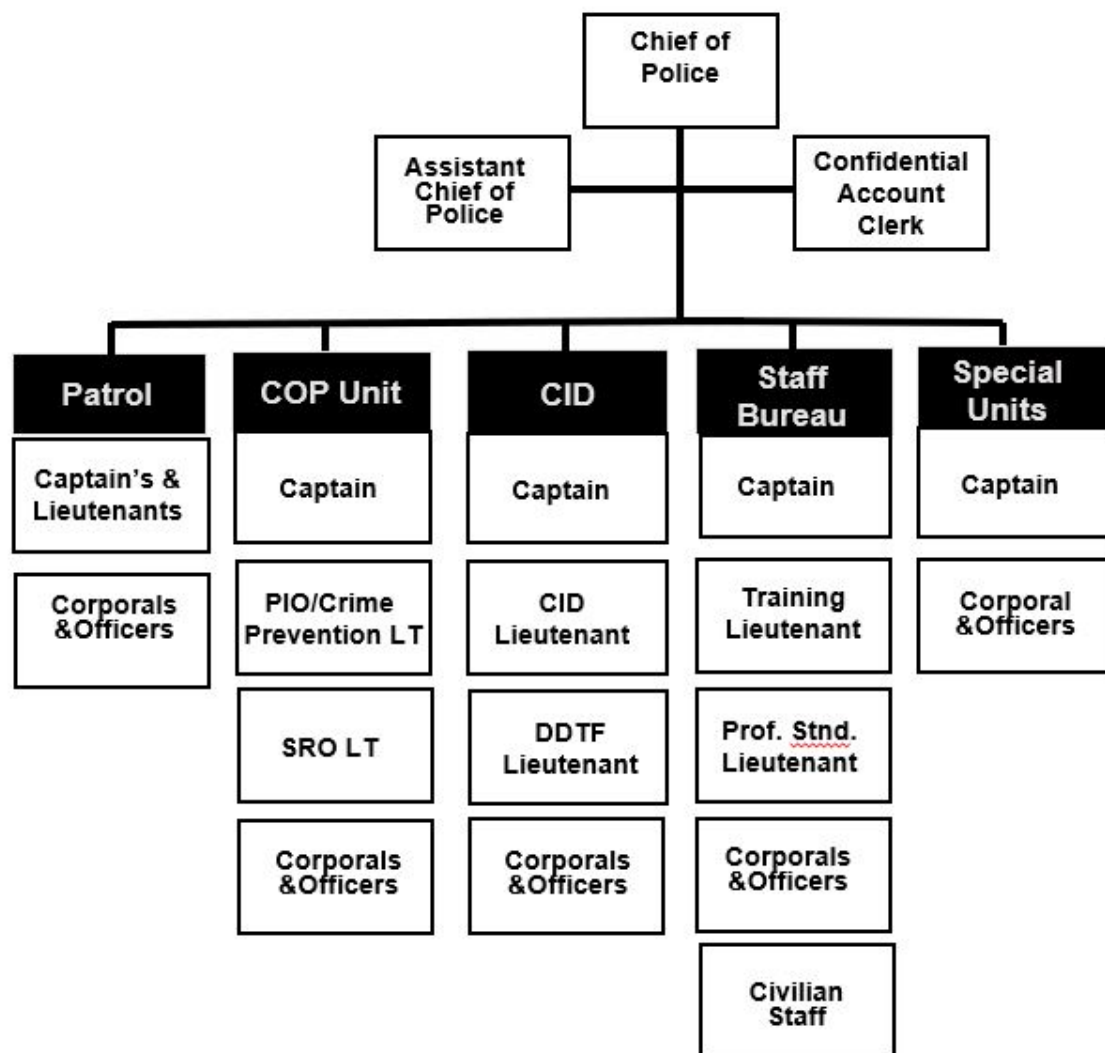
24. In FY 2021 annual debt service payments on GO Bonds issued for Police software replacement is \$60,815.

Amount	Debt Series	Payment Source	Purpose	Final Payment	Call Date
\$ 40,115	2012E G.O.	General Fund	Software	2022	2019
\$ 20,700	2014B G.O.	General Fund	Software	2030	2021
<u>\$ 60,815</u>	Total Police Annual Debt Service				

## Revenue

25. Reimbursements from Dubuque Community Schools increased from \$291,594 in FY 2020 to \$390,625 in FY 2021. Reimbursements include shared cost for four School Resource Officers and the DARE (Drug Abuse Resistance Education) program. In addition, reimbursements include the expansion of the School Resource Officer program which will be implemented over a three year period.
26. Dubuque County Sheriff's Department reimbursement increased from \$289,399 in FY 2020 to \$307,533 in FY 2021. Reimbursements include sharing the cost of six employees, computer system maintenance, and the DARE program.

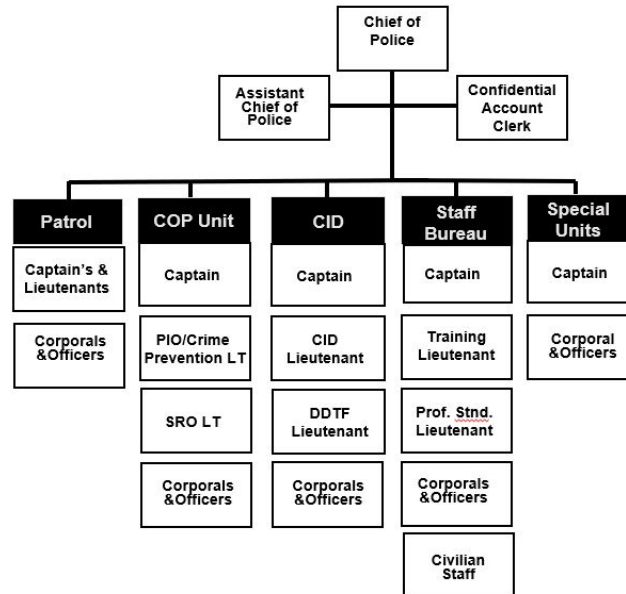
27. Racing Association Revenue decreased from \$137,717 in FY 2020 to \$113,092 in FY 2021 based on FY 2019 actual plus 10%. This revenue offsets overtime pay to police officers related to coverage at the Q Casino and includes a 5% administrative fee.
28. State and Federal Pass-Through to the State grants decreased from \$103,306 in FY 2020 to \$88,089 in FY 2021. FY 2021 grant revenue will support Narcotics Investigation \$20,000, Domestic Abuse Grant \$2,751, Alcohol/Tobacco compliance program \$6,525, Meth Hots Spots program \$3,000, Police Traffic Service Grant \$25,000, and \$30,813 to support the Dubuque Drug Task Force.
29. Iowa District Court Fines decreased from \$304,104 in FY 2020 to \$286,446 in FY 2021 based on FY 2019 actual of \$286,446.



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# DUBUQUE POLICE DEPARTMENT

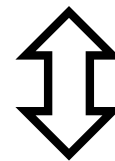
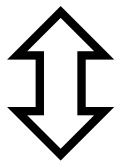
The Mission of the Dubuque Police Department is to provide a safe and secure environment for citizens, visitors and guests so they can experience a stable, thriving community free of danger, injury or threat of harm.



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

### People

The Dubuque Police Department offers seven opportunities for the community to become involved in policing: Auxiliary Police, Citizen's Police Academy, Youth Academy, School Resource Officers, Social Media Outreach, Dubuque Police Ride Along Program, and Police Explorer Program.



### Partnerships

The Dubuque Police Department utilizes partnerships with other federal, local, and state entities, private organizations and individuals to support the City Council Goal of Livable Neighborhoods.



### Planning

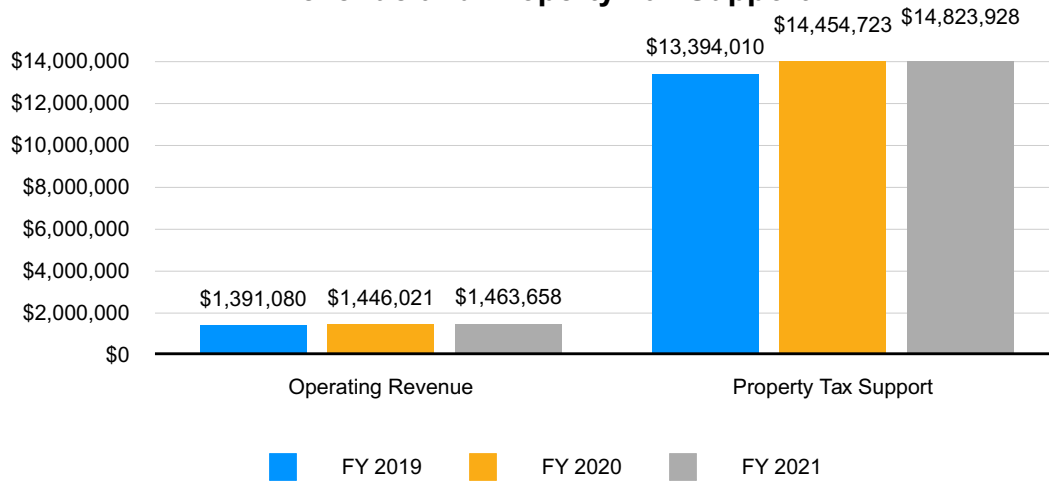
The Dubuque Police Department supports the City Council Goal of Vibrant Community: Healthy and Safe by working with all City Departments and community partners to ensure professional police service.

# DUBUQUE POLICE DEPARTMENT



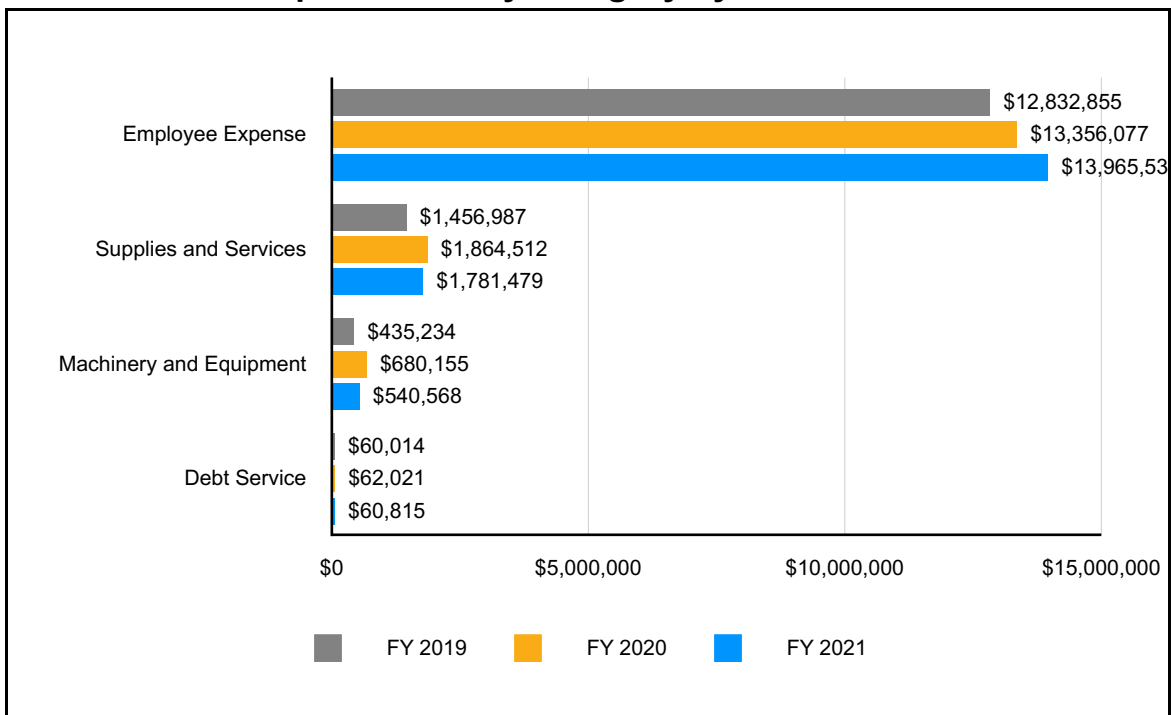
	FY 2019	FY 2020	FY 2021
Full-Time Equivalent	119.56	120.56	121.56

### Revenue and Property Tax Support



The Police Department is supported by 121.56 full-time equivalent employees, which accounts for 85.42% of the department expense as seen below. Overall, the department's expenses are expected to increase by 2.42% in FY 2021 compared to FY 2020.

### Expenditures by Category by Fiscal Year



# DUBUQUE POLICE DEPARTMENT

## Administration

### Overview



The Police Department is responsible for providing community service and protection, creating a safe and secure environment for the citizens we serve. It also provides for maintenance, equipment, materials, supplies and repairs necessary for the operation of the department at the Dubuque Law Enforcement Center; as well as completing all requirements to maintain our status as an accredited law enforcement agency. Service is provided 24/7. Police Administration oversees five divisions within the department: Community Oriented Policing, Criminal Investigation, Patrol, Staff Services and Special Units. Staff Services encompasses Records and Identification and Training activities.

Administration Funding Summary			
	FY 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$808,460	\$983,464	\$1,040,938
Resources	\$9,604	\$7,250	\$1,507

Administration Position Summary	
	FY 2021
Police Chief	1.00
Assistant Police Chief	1.00
Account Clerk Confident	1.00
<b>Total FT Equivalent Employees</b>	<b>3.00</b>

### Performance Measures

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

	Performance Measure (KPI)	Target	2018 Actual	2019 Actual	2020 Estimate	Performance Indicator
1	<b>Activity Objective: Encourage all to feel safe in the community by providing expedient and efficient customer service and staffing and training quality, diverse applicants.</b>					
	# of calls for service handled per fiscal year	55,000	56,153	55,695	55,000	
	# of officer applicants received & hired per calendar year	100 (5)	105 (5)	113 (10)	120 (6)	

# DUBUQUE POLICE DEPARTMENT

## Community Oriented Policing

### Mission & Services



[Community Oriented Policing](#) promotes positive relationships between police and community, establishing a problem solving philosophy by addressing the causes of crime and encourages long-term innovative problem solving, and improving law enforcement-community partnerships with better quality communication. This activity enhances police services by shifting the focus of police work from responding to individual incidents to addressing problems identified by the community and emphasizing the use of problem-solving approaches to supplement traditional law enforcement. This is demonstrated by [involvement with the City of Dubuque Housing Department, School Resource Officers](#), Public Information, and involvement with landlords and neighborhood associations.

Community Oriented Policing Funding Summary			
	FY 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$ 1,376,164	\$ 1,614,153	\$ 1,744,320
Resources	\$ 180,554	\$ 321,914	\$ 417,045

Community Oriented Policing Position Summary	
	FY 2021
Police Captain	1.00
Police Lieutenant	1.00
Police Corporal	4.00
DARE Police Officer	1.00
School Resource Officer	5.00
Police Officer	2.00
<b>Total FT Equivalent Employees</b>	<b>14.00</b>

### Performance Measures

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

	Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
1	<b>Activity Objective: Public—Police engagement through neighborhood associations, landlord associations, and other community-based groups.</b>					
	# of background checks performed for landlords	6,000	6,070	6,348	6,000	
	# of Facebook followers	15,000	9,997	11,646	13,000	

# DUBUQUE POLICE DEPARTMENT

## Criminal Investigation

### Mission & Services

The [Criminal Investigation Division](#) (CID) conducts in-depth investigations into major crimes that occur, including death investigations, sexual abuse, robbery, arson, child abuse, dependent adult abuse, kidnapping, serious assault, major financial crime and computer related crimes. CID is also assigned staff who work primarily in narcotics enforcement and are assigned to the [Dubuque Drug Task Force](#) (DDTF).

Criminal Investigation Funding Summary			
	FY 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$1,602,075	\$1,848,602	\$1,790,311
Resources	\$42,872	\$63,860	\$61,860

Criminal Investigation Position Summary	
	FY 2021
Police Captain	1.00
Police Lieutenant	2.00
Police Corporal	4.00
Patrol Officer	6.00
<b>Total FT Equivalent Employees</b>	<b>13.00</b>

### Performance Measures

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

	Performance Measure (KPI)	Target	CY17 Actual	CY18 Actual	CY20 Estimate	Performance Indicator
1	<b>Activity Objective: Provide a safer community by deterring crime, providing advice on criminal investigations, and supporting the Drug Task Force and local Opioid responses.</b>					
	Total pounds of prescription drugs received through drug take-back events	1,400	886	1,301	1,200	
	Total pounds of prescription sharps received through drug take-back events	300	205	219	200	

# DUBUQUE POLICE DEPARTMENT

## Patrol

### Mission & Services




Prevent and control conduct threatening to life, property and public order by responding to reports of crimes, accidents and other emergencies, identifying criminal activity and hazardous conditions, and taking appropriate action.

Patrol Funding Summary			
	FY 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$8,888,480	\$9,368,426	\$9,533,918
Resources	\$638,294	\$689,730	\$594,359

Patrol Position Summary	
	FY 2021
Police Captain	4.00
Police Lieutenant	7.00
Police Corporal	6.00
Patrol Officer	58.00
<b>Total FT Equivalent Employees</b>	<b>75.00</b>

### Performance Measures

#### City Council Goal: Vibrant Community, Healthy and Safe

Performance Measure (KPI)	Target	CY 2018	CY 2019	CY 2020 Estimate	Performance Indicator
<b>1 Activity Objective: Ensure a safe and secure community environment.</b>					
Community Conditions: Dubuque is a Safe Place to Liv	75%	64%	N/A	68%	
# of Part I Crimes Against Persons	<200	190	190	200	
# of Part I Property Crimes	<2,000	1,543	1,319	1,600	

# DUBUQUE POLICE DEPARTMENT

## Staff Services

### Mission & Services




Staff Services encompasses several activities. One supervisor with the rank of Captain oversees Staff Services, Training, and Records and Identification. Daily operations include providing clerical support to all divisions, training, Traffic Unit, Accreditation and maintaining official records of the police department.

Staff Services Funding Summary			
	FY 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$1,996,163	\$2,062,832	\$2,099,418
Resources	\$444,350	\$312,127	\$329,295

Staff Services Position Summary	
	FY 2021
Police Captain	1.00
Police Corporal - Staff Services	1.00
Police Corporal - Records	1.00
Police Lieutenant	1.00
Police Lieutenant - Training	1.00
Patrol Officer	3.00
Law Enforcement Support Specialist	1.00
Records Supervisor	1.00
Records Clerk - FT	2.00
Records Clerk - PT	1.24
Secretary	1.00
Clerical Assistant	0.75
Community Resource Officer	0.57
Clerk Typist	1.00
<b>Total FT Equivalent Employees</b>	<b>16.56</b>

### Performance Measures

#### City Council Goal: Vibrant Community, Healthy and Safe

Performance Measure (KPI)	Target	CY18 Actual	CY19 Actual	CY20 Estimate	Performance Indicator
<b>1 Activity Objective: Maintain the appropriate level of policy, personnel, and fleet to perform duties.</b>					
Maintain accreditation (compliance with all 484 standards)	100%	✓	✓	✓	
Traffic Contacts	8,500	8,479	7,925	8,000	
Traffic Accident Investigations	< 3,000	2,590	2,861	2,700	

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## Recommended Operating Revenue Budget - Department Total

### 11 - POLICE DEPARTMENT

Fund	Account	Account Title	FY18 Actual Revenue	FY19 Actual Revenue	FY20 Adopted Budget	FY21 Recomm'd Budget
100	42260	PERMIT, MISC	0	50	50	50
<b>42</b>	<b>LICENSES AND PERMITS</b>	<b>- Total</b>	<b>0</b>	<b>50</b>	<b>50</b>	<b>50</b>
100	43110	INVESTMENT EARNINGS	19	75	0	67
297	43110	INVESTMENT EARNINGS	95	120	87	0
100	43261	RACING ASSOCIATION	108,637	103,033	137,717	113,092
<b>43</b>	<b>USE OF MONEY AND PROPERTY</b>	<b>- Total</b>	<b>108,751</b>	<b>103,228</b>	<b>137,804</b>	<b>113,159</b>
100	44125	FED AID-LAW ENFORCEMENT	0	40,195	34,928	28,020
<b>44</b>	<b>INTERGOVERNMENTAL</b>	<b>- Total</b>	<b>0</b>	<b>40,195</b>	<b>34,928</b>	<b>28,020</b>
100	45701	STATE GRANTS	6,750	6,525	0	6,525
100	45771	FED PASS THRU STATE GRANT	64,235	61,595	103,306	81,564
<b>45</b>	<b>STATE GRANTS</b>	<b>- Total</b>	<b>70,985</b>	<b>68,120</b>	<b>103,306</b>	<b>88,089</b>
100	46205	COUNTY SHARE	79,888	330,689	289,399	307,533
<b>46</b>	<b>LOCAL GRANT AND REIMBURSE</b>	<b>- Total</b>	<b>79,888</b>	<b>330,689</b>	<b>289,399</b>	<b>307,533</b>
100	51215	LATE PAYMENT PENALTY	4,570	5,775	5,000	5,000
100	51901	POLICE ACCIDENT REPORTS	30,790	37,098	24,197	24,197
100	51902	CRIMINAL BACKGROUND CHECK	0	220	200	200
<b>51</b>	<b>CHARGES FOR SERVICES</b>	<b>- Total</b>	<b>35,360</b>	<b>43,093</b>	<b>29,397</b>	<b>29,397</b>
100	53102	PRIVATE PARTICIPANT	226,717	220,705	384,012	464,915
297	53102	PRIVATE PARTICIPANT	(20)	4,200	6,000	10,000
100	53201	REFUNDS	840	8,097	0	0
100	53203	COUNTY REF-WITNESS FEE	34	0	0	0
100	53402	PARKING TICKET FINES	20,000	20,000	20,000	20,000
100	53403	IA DISTRICT COURT FINES	304,104	286,446	304,104	286,446
100	53404	ADMIN. PENALTY	18,100	8,895	18,200	8,895
100	53405	CIGARETTE PENALTIES	9,000	7,850	3,900	7,850
100	53605	MISCELLANEOUS REVENUE	1,771	2,370	4,231	4,270
100	53610	INSURANCE CLAIMS	25,752	4,808	0	0
100	53615	DAMAGE CLAIMS	8,126	4,896	1,500	1,500
100	53620	REIMBURSEMENTS-GENERAL	60,554	188,380	52,777	52,034
100	53646	UNCLAIMED PROPERTY	3,458	1,890	6,500	1,500
<b>53</b>	<b>MISCELLANEOUS</b>	<b>- Total</b>	<b>678,436</b>	<b>758,537</b>	<b>801,224</b>	<b>857,410</b>
100	54106	EQUIPMENT SALES	0	3,225	0	0
100	54107	VEHICLE SALES	1,200	48,263	56,000	50,000
<b>54</b>	<b>OTHER FINANCING SOURCES</b>	<b>- Total</b>	<b>1,200</b>	<b>51,488</b>	<b>56,000</b>	<b>50,000</b>
400	59100	FR GENERAL	61,157	0	62,021	60,815
<b>59</b>	<b>TRANSFER IN AND INTERNAL</b>	<b>- Total</b>	<b>61,157</b>	<b>0</b>	<b>62,021</b>	<b>60,815</b>
<b>POLICE DEPARTMENT - Total</b>			<b>1,035,776</b>	<b>1,395,400</b>	<b>1,514,129</b>	<b>1,534,473</b>



## Recommended Operating Expenditure Budget - Department Total

### 11 - POLICE DEPARTMENT

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
100	61010	FULL-TIME EMPLOYEES	7,791,539	7,837,466	8,607,270	8,894,580
100	61020	PART-TIME EMPLOYEES	66,234	43,423	72,504	62,937
100	61030	SEASONAL EMPLOYEES	13,320	11,435	16,915	16,869
100	61050	OVERTIME PAY	147,463	165,610	130,827	158,484
100	61051	OVERTIME - REIMBURSABLE	203,323	289,716	201,092	188,056
100	61070	HOLIDAY PAY	363,553	358,533	439,682	434,857
100	61090	WITNESS & JURY EXPENSES	26,042	21,471	13,400	21,471
100	61091	SICK LEAVE PAYOFF	43,746	59,042	56,813	59,959
100	61092	VACATION PAYOFF	32,152	9,907	0	0
100	61096	50% SICK LEAVE PAYOUT	0	0	0	25,628
100	61310	IPERS	32,357	34,009	40,578	40,196
100	61320	SOCIAL SECURITY	138,763	142,241	155,852	161,138
100	61350	POLICE PENSIONS	26,725	16,310	21,302	0
100	61370	POLICE & FIRE RETIREMENT	2,023,898	2,045,269	2,106,572	2,256,452
100	61410	HEALTH INSURANCE	1,812,587	1,659,962	1,300,536	1,450,928
100	61411	INSURANCE PREMIUM	0	18,717	18,717	19,091
100	61415	WORKMENS' COMPENSATION	1,529	1,188	1,002	1,028
100	61416	LIFE INSURANCE	4,924	4,856	5,201	5,011
100	61620	UNIFORM ALLOWANCE	53,616	53,781	61,600	60,500
100	61660	EMPLOYEE PHYSICALS	1,244	1,483	500	1,088
100	61665	OTHER MEDICAL COSTS	4,680	4,982	6,780	6,936
100	61670	CIVIL SERVICE PHYSICALS	11,104	11,323	12,000	15,000
100	61675	POLICE/FIRE INJURIES	50,502	42,132	86,934	85,330
<b>61 - WAGES AND BENEFITS</b>			<b>12,849,301</b>	<b>12,832,855</b>	<b>13,356,077</b>	<b>13,965,539</b>
100	62010	OFFICE SUPPLIES	13,094	17,906	13,195	17,594
100	62011	UNIFORM PURCHASES	11,480	18,510	16,593	19,093
100	62030	POSTAGE AND SHIPPING	4,779	3,771	5,324	4,717
100	62060	O/E MAINT CONTRACTS	10,859	13,084	67,252	15,274
100	62061	DP EQUIP. MAINT CONTRACTS	42,393	56,404	50,216	54,076
100	62090	PRINTING & BINDING	6,906	4,990	7,389	5,339
100	62110	COPYING/REPRODUCTION	8,430	8,699	9,018	8,699
100	62130	LEGAL NOTICES & ADS	8,242	10,408	8,242	8,438
100	62140	PROMOTION	299	132	299	299
100	62170	SUBSCRIPTIONS-BOOKS-MAPS	2,763	2,284	2,395	2,316
100	62190	DUES & MEMBERSHIPS	2,058	2,002	2,420	2,890
100	62203	POLICE LIABILITY INS	49,262	45,889	48,183	50,592
100	62206	PROPERTY INSURANCE	2,550	2,509	2,557	2,634
297	62206	PROPERTY INSURANCE	211	0	0	0
100	62208	GENERAL LIABILITY INSURAN	22,396	29,700	31,004	31,186
100	62230	COURT COSTS & RECORD FEES	6,150	14,733	6,150	9,200
100	62310	TRAVEL-CONFERENCES	3,499	8,550	3,600	4,800
100	62320	TRAVEL-CITY BUSINESS	1,215	1,308	1,862	1,222
100	62341	MEETING/WITNESS/JURY EXP	1,099	343	1,099	500
100	62360	EDUCATION & TRAINING	116,546	150,816	207,701	185,166
297	62360	EDUCATION & TRAINING	0	1,018	0	0
100	62421	TELEPHONE	30,778	34,187	40,980	40,948
100	62424	RADIO/PAGER FEE	0	154	12,001	12,001
100	62431	PROPERTY MAINTENANCE	195,542	232,019	357,245	416,114
100	62436	RENTAL OF SPACE	24,377	22,917	24,965	24,023
100	62511	FUEL, MOTOR VEHICLE	131,474	137,835	131,474	135,024

## Recommended Operating Expenditure Budget - Department Total

### 11 - POLICE DEPARTMENT

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
100	62521	MOTOR VEHICLE MAINT.	134,202	144,064	142,344	146,945
100	62522	VEHICLE MAINT., ACCIDENT	8,091	23,619	0	20,327
100	62528	MOTOR VEH. MAINT. OUTSOUR	6,935	8,837	10,080	10,080
297	62528	MOTOR VEH. MAINT. OUTSOUR	125	3,032	1,000	5,000
100	62611	MACH/EQUIP MAINTENANCE	12,196	11,725	13,479	12,634
100	62647	AMMUNITION	18,119	33,372	46,197	46,197
100	62663	SOFTWARE LICENSE EXP	170,134	176,478	195,208	219,333
100	62666	CREDIT CARD CHARGE	0	61	0	945
100	62667	DATA SERVICES	2,183	2,381	2,183	2,510
100	62669	PROGRAMMING	113,490	115,411	115,409	117,742
100	62671	MISC. OPERATING SUPPLIES	0	696	0	0
100	62672	INVESTIGATION SUPPLIES	20,529	20,888	22,330	22,589
100	62678	EDUCATIONAL MATERIALS	10,065	9,506	12,002	13,148
100	62696	OUTSIDE COLLECTOR EXPENSE	218	108	218	108
100	62717	CRIMINAL BACKGROUND CHECK	39,752	41,024	45,756	45,756
100	62731	MISCELLANEOUS SERVICES	90	0	0	0
100	62761	PAY TO OTHER AGENCY	62,782	45,468	207,142	66,020
100	62762	METER READING CONTR.	0	150	0	0
<b>62 - SUPPLIES AND SERVICES</b>			<b>1,295,312</b>	<b>1,456,987</b>	<b>1,864,512</b>	<b>1,781,479</b>
100	71120	PERIPHERALS, COMPUTER	79	0	0	0
100	71122	PRINTER	1,428	3,212	0	2,960
100	71211	DESKS/CHAIRS	5,466	1,474	5,000	5,000
100	71214	FILES	350	700	1,222	1,222
100	71310	AUTO/JEEP REPLACEMENT	318,558	214,247	251,262	260,118
297	71310	AUTO/JEEP REPLACEMENT	4,464	0	0	0
100	71329	VEHICLE ACCESSORIES	48,463	82,316	70,400	78,300
100	71517	LIGHTING EQUIPMENT	0	900	2,180	2,330
100	72210	VISIBAR LIGHTS	4,114	0	11,500	11,500
100	72211	RIFLES	1,539	0	0	0
100	72212	RADAR SPEED DETECTOR	3,450	1,010	4,120	4,120
100	72213	BODY ARMOR	5,390	63,592	18,840	21,980
100	72215	BREATH ANALYZER	0	0	500	1,000
100	72216	9 MM PISTOLS	5,439	13,475	48,250	17,035
100	72217	CARD READERS	0	0	4,284	4,284
100	72218	OTHER POLICE EQUIPMENT	49,319	32,630	35,877	40,570
297	72218	OTHER POLICE EQUIPMENT	25,113	1,880	5,000	5,000
100	72410	PAGER/RADIO EQUIPMENT	2,670	1,203	7,888	13,200
100	72414	TELEVISION	0	0	0	700
100	72416	VIDEO EQUIPMENT	553	0	146,533	24,178
100	72417	CAMERA RELATED EQUIPMENT	6,014	18,551	24,623	28,575
100	72418	TELEPHONE RELATED	8,537	45	22,200	1,620
100	72610	DEFIBRILLATOR	0	0	20,476	16,876
<b>71 - EQUIPMENT</b>			<b>490,947</b>	<b>435,234</b>	<b>680,155</b>	<b>540,568</b>
400	74111	PRINCIPAL PAYMENT	49,650	49,650	52,800	52,800
400	74112	INTEREST PAYMENT	11,507	10,364	9,221	8,015
<b>74 - DEBT SERVICE</b>			<b>61,157</b>	<b>60,014</b>	<b>62,021</b>	<b>60,815</b>
<b>11 - POLICE DEPARTMENT TOTAL</b>			<b>14,696,718</b>	<b>14,785,092</b>	<b>15,962,765</b>	<b>16,348,401</b>

## Recommended Expenditure Budget Report by Activity & Funding Source

### 11 - POLICE DEPARTMENT

#### ADMINISTRATION - 11100

##### FUNDING SOURCE: RESPIRATORY DISEASE TRUST

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	3,032	1,000	5,000
<b>1948 STYLEMASTER TRUST</b>	<b>3,032</b>	<b>1,000</b>	<b>5,000</b>
EQUIPMENT	—	1,245	—
SUPPLIES AND SERVICES	288,844	413,088	474,261
WAGES AND BENEFITS	519,616	569,131	566,677
<b>ADMINISTRATION</b>	<b>808,460</b>	<b>983,464</b>	<b>1,040,938</b>
<b>DARE PROGRAM</b>		<b>- 11180</b>	

##### FUNDING SOURCE: GENERAL

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	0	350	0
SUPPLIES AND SERVICES	8,099	11,391	11,551
WAGES AND BENEFITS	105,897	108,740	116,445
<b>DARE PROGRAM</b>	<b>113,996</b>	<b>120,481</b>	<b>127,996</b>
<b>STAFF SERVICES</b>		<b>- 11190</b>	

##### FUNDING SOURCE: GENERAL

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	3,573	11,975	5,500
SUPPLIES AND SERVICES	192,494	185,157	189,938
WAGES AND BENEFITS	971,397	956,925	979,485
<b>STAFF SERVICES</b>	<b>1,167,464</b>	<b>1,154,057</b>	<b>1,174,923</b>
<b>RECORDS AND ID</b>		<b>- 11220</b>	

##### FUNDING SOURCE: GENERAL

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	204,219	199,167	219,209
WAGES AND BENEFITS	347,308	415,564	400,229
<b>RECORDS AND ID</b>	<b>551,527</b>	<b>614,731</b>	<b>619,438</b>
<b>POLICE TRAINING</b>		<b>- 11250</b>	

##### FUNDING SOURCE: GENERAL

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	700	872	1,702
SUPPLIES AND SERVICES	128,549	155,339	161,957
WAGES AND BENEFITS	147,923	137,833	141,398
<b>POLICE TRAINING</b>	<b>277,171</b>	<b>294,044</b>	<b>305,057</b>
<b>CRIMINAL INVESTIGATION</b>		<b>- 11300</b>	

##### FUNDING SOURCE: GENERAL

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	16,092	6,225	35,877
SUPPLIES AND SERVICES	74,617	95,145	74,726
WAGES AND BENEFITS	1,464,652	1,532,535	1,608,133
<b>CRIMINAL INVESTIGATION</b>	<b>1,555,361</b>	<b>1,633,905</b>	<b>1,718,736</b>
<b>2009 METH HOT SPOTS GRANT- 11319</b>			

**FUNDING SOURCE: GENERAL**

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
WAGES AND BENEFITS	5,465	3,000	3,000
<b>2009 METH HOT SPOTS GRANT</b>	<b>5,465</b>	<b>3,000</b>	<b>3,000</b>
<b>NARCOTICS GRANT INV. - 11320</b>			

**FUNDING SOURCE: GENERAL**

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	41,023	202,697	61,575
<b>NARCOTICS GRANT INV.</b>	<b>41,023</b>	<b>202,697</b>	<b>61,575</b>
<b>HELPING SERVICES NE IOWA - 11324</b>			

**FUNDING SOURCE: GENERAL**

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
WAGES AND BENEFITS	0	2,000	0
<b>HELPING SERVICES NE IOWA</b>	<b>—</b>	<b>2,000</b>	<b>—</b>
<b>COMM ORIENTATED POLICE - 11500</b>			

**FUNDING SOURCE: RESPIRATORY DISEASE TRUST**

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	1,880	5,000	5,000
SUPPLIES AND SERVICES	1,018	—	—
<b>CANINE TRUST</b>	<b>2,898</b>	<b>5,000</b>	<b>5,000</b>
EQUIPMENT	31,985	91,564	74,954
SUPPLIES AND SERVICES	15,679	33,779	25,796
WAGES AND BENEFITS	1,214,503	1,368,329	1,515,574
<b>COMM ORIENTATED POLICE</b>	<b>1,262,168</b>	<b>1,493,672</b>	<b>1,616,324</b>
<b>HOMELAND SECURITY INVEST - 11600</b>			

**FUNDING SOURCE: GENERAL**

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	0	5,000	5,000
SUPPLIES AND SERVICES	226	—	—
WAGES AND BENEFITS	—	2,000	2,000
<b>HOMELAND SECURITY INVEST</b>	<b>226</b>	<b>7,000</b>	<b>7,000</b>
<b>POLICE PATROL - 11700</b>			

**FUNDING SOURCE: GENERAL**

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	370,297	557,924	387,535
SUPPLIES AND SERVICES	498,220	566,099	555,966
WAGES AND BENEFITS	7,860,712	8,062,141	8,424,369
<b>POLICE PATROL</b>	<b>8,729,229</b>	<b>9,186,164</b>	<b>9,367,870</b>
<b>GREYHOUND SECURITY</b>	<b>- 11710</b>		

**FUNDING SOURCE: GENERAL**

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
WAGES AND BENEFITS	97,780	131,159	107,707
<b>GREYHOUND SECURITY</b>	<b>97,780</b>	<b>131,159</b>	<b>107,707</b>
<b>MERCY ER SECURITY</b>	<b>- 11715</b>		

**FUNDING SOURCE: GENERAL**

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
WAGES AND BENEFITS	57,989	51,103	55,590
<b>MERCY ER SECURITY</b>	<b>57,989</b>	<b>51,103</b>	<b>55,590</b>
<b>ALCOHOL COMPLIANCE CHK</b>	<b>- 11718</b>		

**FUNDING SOURCE: GENERAL**

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	0	1,500	1,500
WAGES AND BENEFITS	—	15,609	15,609
<b>ALCOHOL COMPLIANCE CHK</b>	<b>—</b>	<b>17,109</b>	<b>17,109</b>
<b>DOJ STIMULUS SEASONAL</b>	<b>- 11741</b>		

**FUNDING SOURCE: GENERAL**

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
WAGES AND BENEFITS	2	2	2
<b>DOJ STIMULUS SEASONAL</b>	<b>2</b>	<b>2</b>	<b>2</b>
<b>2011 JAG GRANT</b>	<b>- 11752</b>		

**FUNDING SOURCE: GENERAL**

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	1,808	0	0
<b>2011 JAG GRANT</b>	<b>1,808</b>	<b>—</b>	<b>—</b>
<b>FY12 JAG GRANT</b>	<b>- 11753</b>		

**FUNDING SOURCE: GENERAL**

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	0	0	20,000
WAGES AND BENEFITS	—	—	—
<b>FY12 JAG GRANT</b>	<b>—</b>	<b>—</b>	<b>20,000</b>

**DOMESTIC ABUSE GRANT - 11754****FUNDING SOURCE: GENERAL**

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
WAGES AND BENEFITS	2,790	0	2,751
<b>DOMESTIC ABUSE GRANT</b>	<b>2,790</b>	<b>—</b>	<b>2,751</b>
<b>JAG GRANT - 11757</b>			

**FUNDING SOURCE: GENERAL**

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	5,900	0	0
WAGES AND BENEFITS	10,377	—	39
<b>JAG GRANT</b>	<b>16,276</b>	<b>—</b>	<b>39</b>
<b>GRANT, ALCOHOL - 11763</b>			

**FUNDING SOURCE: GENERAL**

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
WAGES AND BENEFITS	692	0	0
<b>GRANT, ALCOHOL</b>	<b>692</b>	<b>—</b>	<b>—</b>
<b>ALCOHOL/TOBACCO COMPLIANC- 11764</b>			

**FUNDING SOURCE: GENERAL**

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	250	150	0
WAGES AND BENEFITS	18	6	6
<b>ALCOHOL/TOBACCO COMPLIANC</b>	<b>268</b>	<b>156</b>	<b>6</b>
<b>2003 ALCOHOL OT GRANT - 11767</b>			

**FUNDING SOURCE: GENERAL**

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
WAGES AND BENEFITS	1,872	0	6,525
<b>2003 ALCOHOL OT GRANT</b>	<b>1,872</b>	<b>—</b>	<b>6,525</b>
<b>POLICE TRAFFIC SERV GRANT- 11771</b>			

**FUNDING SOURCE: GENERAL**

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	3,000	—	—
SUPPLIES AND SERVICES	23	0	0
WAGES AND BENEFITS	23,862	—	—
<b>POLICE TRAFFIC SERV GRANT</b>	<b>26,885</b>	<b>—</b>	<b>—</b>
<b>FY08 TRAFFIC SVC GRANT - 11772</b>			

**FUNDING SOURCE: GENERAL**

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	0	0	5,000
WAGES AND BENEFITS	0	0	20,000
<b>FY08 TRAFFIC SVC GRANT</b>	<b>0</b>	<b>0</b>	<b>25,000</b>
<b>DEBT SERVICE</b>		<b>- 11800</b>	

**FUNDING SOURCE: DEBT SERVICE**

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
DEBT SERVICE	60,014	62,021	60,815
<b>DEBT SERVICE</b>	<b>60,014</b>	<b>62,021</b>	<b>60,815</b>
<b>PCARD CLEARING</b>		<b>- 99999</b>	

**FUNDING SOURCE: GENERAL**

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	696	0	0
<b>PCARD CLEARING POLICE</b>	<b>696</b>	<b>0</b>	<b>0</b>
<b>POLICE DEPARTMENT TOTAL</b>	<b>\$14,785,092</b>	<b>\$15,962,765</b>	<b>\$16,348,401</b>

CITY OF DUBUQUE, IOWA  
DEPARTMENT DETAIL - PERSONNEL COMPLEMENT

11 POLICE DEPARTMENT

FD	JC	WP-GR	JOB CLASS	FY 2019		FY 2020		FY 2021	
				FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
61010 Full Time Employee Expense									
100	7100	GE-44	POLICE CHIEF	1.00	\$ 137,723	1.00	\$ 140,873	1.00	\$ 142,440
100	7075	GE-40	ASSISTANT POLICE CHIEF	1.00	\$ 116,392	1.00	\$ 115,791	1.00	\$ 117,070
100	6950	GE-38	POLICE CAPTAIN	7.00	\$ 720,682	7.00	\$ 746,320	7.00	\$ 765,601
100	6850	GE-36	POLICE LIEUTENANT	12.00	\$ 1,109,108	12.00	\$1,142,674	12.00	\$1,145,757
100	1000	GE-25	CONFIDENTIAL ACCOUNT CLERK	1.00	\$ 52,166	1.00	\$ 48,986	1.00	\$ 50,028
100	825	P-01	POLICE RESOURCE OFFICER	3.00	\$ 201,197	4.00	\$ 272,168	5.00	\$ 348,429
100	6700	P-02	POLICE CORPORAL	16.00	\$ 1,183,946	16.00	\$1,217,672	16.00	\$1,244,634
100	6400	P-01	POLICE PATROL OFFICER	70.00	\$ 4,502,774	70.00	\$4,620,349	70.00	\$4,769,547
100	1940	NA-48	CLERK TYPIST	1.00	\$ 43,171	1.00	\$ 43,723	1.00	\$ 44,427
100	4218	NA-48	RECORDS CLERK	2.00	\$ 63,825	2.00	\$ 82,619	2.00	\$ 86,828
100	4220	GE-30	RECORDS ROOM SUPERVISOR	1.00	\$ 63,674	1.00	\$ 64,608	1.00	\$ 66,601
100	225	GE-25	SECRETARY	1.00	\$ 49,795	1.00	\$ 50,926	1.00	\$ 51,499
100	225	GE-29	LAW ENF. USER SUPPORT SPECIAL	1.00	\$ 59,221	1.00	\$ 60,567	1.00	\$ 61,719
TOTAL FULL TIME EMPLOYEES				117.00	\$ 8,303,674	118.00	\$8,607,276	119.00	\$8,894,580
61020 Part Time Employee Expense									
100	4218	NA-48	RECORDS CLERK	1.37	\$ 53,138	1.37	\$ 56,039	1.24	\$ 42,798
100	1920	NA-28	CLERICAL ASST	0.62	\$ 16,094	0.62	\$ 16,465	0.75	\$ 20,139
TOTAL PART TIME EMPLOYEES				1.99	\$ 69,232	1.99	\$ 72,504	1.99	\$ 62,937
61030 Seasonal Employee Expense									
100		NA-31	COMMUNITY RESOURCE OFFICER	0.57	\$ 11,824	0.57	\$ 11,915	0.57	\$ 11,869
TOTAL SEASONAL EMPLOYEES				0.57	\$ 11,824	0.57	\$ 11,915	0.57	\$ 11,869
TOTAL POLICE DEPT.				119.56	\$ 8,384,730	120.56	\$ 8,691,695	121.56	\$ 8,969,386



CITY OF DUBUQUE, IOWA  
ACTIVITY PERSONNEL COMPLEMENT SUMMARY

ACCT	FD	JC	WP-GR	POSITION CLASS	FY 2019		FY 2020		FY 2021		
					FTE	BUDGET	FTE	BUDGET	FTE	BUDGET	
Police Administration-FT											
10011100	61010	100	7075	GE-40	ASSISTANT POLICE CHIEF	1.00	\$ 116,392	1.00	\$ 115,791	1.00	\$ 117,070
10011100	61010	100	1000	GE-25	CONFIDENTIAL ACCOUNT CLERK	1.00	\$ 52,166	1.00	\$ 48,986	1.00	\$ 50,028
10011100	61010	100	7100	GE-44	POLICE CHIEF	1.00	\$ 137,723	1.00	\$ 140,873	1.00	\$ 142,440
Total						3.00	\$ 306,281	3.00	\$ 305,650	3.00	\$ 309,538
DARE Program-FT											
10011180	61010	100	6400	P-01	POLICE PATROL OFFICER	1.00	\$ 65,284	1.00	\$ 66,782	1.00	\$ 68,522
Total						1.00	\$ 65,284	1.00	\$ 66,782	1.00	\$ 68,522
Staff Services-FT											
10011190	61010	100	325	NA-48	CLERK TYPIST	1.00	\$ 43,171	1.00	\$ 43,723	1.00	\$ 44,427
10011190	61010	100	325	GE-29	LAW ENF. USER SUPPORT SPECIAL	1.00	\$ 59,221	1.00	\$ 60,567	1.00	\$ 61,719
10011190	61010	100	6400	P-01	POLICE PATROL OFFICER	3.00	\$ 189,744	3.00	\$ 201,789	3.00	\$ 205,845
10011190	61010	100	6950	GE-38	POLICE CAPTAIN	1.00	\$ 104,653	1.00	\$ 108,995	1.00	\$ 110,215
10011190	61010	100	6700	P-02	POLICE CORPORAL	1.00	\$ 77,133	1.00	\$ 78,900	1.00	\$ 80,938
10011190	61010	100	6850	GE-36	POLICE LIEUTENANT	1.00	\$ 93,990	1.00	\$ 97,891	1.00	\$ 98,991
10011190	61010	100	225	GE-25	SECRETARY	1.00	\$ 49,795	1.00	\$ 50,926	1.00	\$ 51,499
Total						9.00	\$ 617,707	9.00	\$ 642,791	9.00	\$ 653,634
Staff Services-Seasonal											
10011190	61030	100		NA-31	COMMUNITY RESOURCE OFFICER	0.57	\$ 11,824	0.57	\$ 11,915	0.57	\$ 11,869
Total						0.57	\$ 11,824	0.57	\$ 11,915	0.57	\$ 11,869
Records and ID-FT											
10011220	61010	100	6780	P-02	POLICE CORPORAL	1.00	\$ 74,378	1.00	\$ 76,695	1.00	\$ 78,770
10011220	61010	100	4218	NA-48	RECORDS CLERK	2.00	\$ 63,825	2.00	\$ 82,619	2.00	\$ 86,828
10011220	61010	100	4220	GE-30	RECORDS ROOM SUPERVISOR	1.00	\$ 63,674	1.00	\$ 64,608	1.00	\$ 66,601
Total						4.00	\$ 201,877	4.00	\$ 223,922	4.00	\$ 232,199
Records and ID-PT											
10011220	61020	100	4218	NA-48	RECORDS CLERK	1.37	\$ 53,138	1.37	\$ 56,039	1.24	\$ 42,798
10011220	61020	100	1920	NA-28	CLERICAL ASST	0.62	\$ 16,094	0.62	\$ 16,465	0.75	\$ 20,139
Total						1.99	\$ 69,232	1.99	\$ 72,504	1.99	\$ 62,937
Police Training-FT											
10011250	61010	100	6850	GE-36	POLICE LIEUTENANT	1.00	\$ 92,281	1.00	\$ 95,269	1.00	\$ 96,339
Total						1.00	\$ 92,281	1.00	\$ 95,269	1.00	\$ 96,339
Criminal Investigation-FT											
10011300	61010	100	6950	GE-38	POLICE CAPTAIN	1.00	\$ 103,702	1.00	\$ 108,995	1.00	\$ 110,215
10011300	61010	100	6700	P-02	POLICE CORPORAL	5.00	\$ 370,513	4.00	\$ 303,924	4.00	\$ 312,189
10011300	61010	100	6850	GE-36	POLICE LIEUTENANT	2.00	\$ 186,272	2.00	\$ 195,782	2.00	\$ 197,982
10011300	61010	100	6400	P-01	POLICE PATROL OFFICER	5.00	\$ 329,891	6.00	\$ 398,879	6.00	\$ 418,578
Total						13.00	\$ 990,378	13.00	\$ 1,007,580	13.00	\$ 1,038,964
COP Program - FT											
10011500	61010	100	6950	GE-38	POLICE CAPTAIN	1.00	\$ 103,702	1.00	\$ 108,995	1.00	\$ 110,215
10011500	61010	100	6700	P-02	POLICE CORPORAL	4.00	\$ 296,230	4.00	\$ 300,686	4.00	\$ 308,575
10011500	61010	100	6850	GE-36	POLICE LIEUTENANT	1.00	\$ 92,281	1.00	\$ 93,996	1.00	\$ 95,456
10011500	61010	100	6400	P-01	POLICE PATROL OFFICER	2.00	\$ 132,413	2.00	\$ 136,072	2.00	\$ 139,904
10011500	61010	100	825	P-01	POLICE RESOURCE OFFICER	3.00	\$ 201,197	4.00	\$ 272,168	5.00	\$ 348,429
Total						11.00	\$ 825,823	12.00	\$ 911,917	13.00	\$ 1,002,579

CITY OF DUBUQUE, IOWA  
ACTIVITY PERSONNEL COMPLEMENT SUMMARY

ACCT	FD	JC	WP-GR	POSITION CLASS	FY 2019		FY 2020		FY 2021		
					FTE	BUDGET	FTE	BUDGET	FTE	BUDGET	
Police Patrol-FT											
10011700	61010	100	6950	GE-38	POLICE CAPTAIN	4.00	\$ 408,625	4.00	\$ 419,335	4.00	\$ 434,956
10011700	61010	100	6700	P-02	POLICE CORPORAL	5.00	\$ 365,692	6.00	\$ 457,467	6.00	\$ 464,162
10011700	61010	100	6850	GE-36	POLICE LIEUTENANT	7.00	\$ 644,284	7.00	\$ 657,574	7.00	\$ 656,989
10011700	61010	100	6400	P-01	POLICE PATROL OFFICER	59.00	\$3,785,442	58.00	\$ 3,818,989	58.00	\$ 3,936,698
Total						75.00	\$5,204,043	75.00	\$ 5,353,365	75.00	\$ 5,492,805
TOTAL POLICE DEPARTMENT						119.56	\$ 8,384,730	120.56	\$ 8,691,695	121.56	\$ 8,969,386

Capital Improvement Projects by Department/Division					
POLICE DEPARTMENT					
CIP Number	Capital Improvement Project Title	FY 18 Actual Expense	FY 19 Actual Expense	FY 20 Adopted Budget	FY 21 Recomm'd Budget
1,011,167	REPLACE POLICE/CAD SOFTWR	—	1,016	—	—
3,502,503	CJISI	—	—	—	—
<b>POLICE DEPARTMENT</b>	<b>TOTAL</b>	—	<b>1,016</b>	—	—

# Fire

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## FIRE DEPARTMENT

<b>Budget Highlights</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Budget</b>	<b>FY 2021 Requested</b>	<b>% Change From FY 2020 Budget</b>
<u>Expenses</u>				
Employee Expense	9,990,868	9,972,238	10,447,536	4.8 %
Supplies and Services	932,482	987,871	1,039,465	5.2 %
Machinery and Equipment	144,936	188,150	329,950	75.4 %
Debt Service	178,774	222,273	197,214	(11.3)%
Total Expenses	11,247,060	11,370,532	12,014,165	5.7 %
<u>Resources</u>				
Operating Revenue	1,245,248	1,569,203	1,281,601	(18.3)%
Sales Tax Abated Debt	47,667	133,992	109,332	(18.4)%
Total Resources	1,292,915	1,703,195	1,390,933	(18.3)%
Property Tax Support	9,954,145	9,667,337	10,623,232	955,895
Percent Increase (Decrease)				9.9 %
<b>Personnel - Authorized FTE</b>	<b>90.16</b>	<b>91.16</b>	<b>92.16</b>	

### Improvement Package Summary

#### 1 of 10

This improvement request is for the addition of one firefighter position related to the Fire Station Expansion. This position is the second year of a five-year effort to increase the number of positions in anticipation of staffing additional fire and/or ambulance units. The position will increase the number of days where staffing is above minimum and also reduce the use of overtime during the build-up period before a fire station is built. This request supports the City Council goal of Vibrant Community, Healthy and Safe.

Related Cost: \$ 87,713 Tax Funds Recurring  
 Property Tax Impact: \$ 0.0345 0.33%  
 Activity: Fire Training

**Recommend - Yes**

#### 2 of 10

This improvement request is for implementation of an Employee Health and Wellness Program. A Request for Proposals (RFP) would be developed to select a provider to implement the program. The request funds occupational health services that include: health risk analysis, fluid sampling and biometrics, EKG, and physical exams in year one. The second year would include all above services plus a work performance evaluation. In FY 2022 and beyond the annual cost would be \$35,500 so all services can be repeated each year. This request seeks to reduce acute and chronic illnesses and injury, reducing the occurrence of lost-day injuries and illness. The program also is expected to address mental and emotional health of employees and follows the recommendations of the Occupational Safety and Health Administration (OSHA) and the National Fire Protection Association (NFPA). The services requested are designed specifically for firefighters and address unique health issues such as exposure to hazardous substances and occupational injury prevention. In addition, the requested program addresses each individual with a personalized health report and improvement plan. The requested program is supported by the employee union and endorsed by both the International Association of Firefighters and the International Association of Fire Chiefs. This request supports the City Council goal Vibrant Community: Healthy and Safe and Financially Responsible, High-Performance City Organization: Sustainable, Equitable, and Effective Service Delivery.

Related Cost:	\$ 31,000	Tax Funds	Recurring	<b>Recommend - No</b>
Related Cost Savings:	\$ 4,680	Tax Funds	Recurring	
Total Cost:	<u>\$ 26,320</u>			
Property Tax Impact:	\$ 0.0104	0.10%		

Activity: Fire Training (Expense), Fire Suppression (Cost Savings)

### 3 of 10

This improvement request is for costs associated with attending conferences related to the accreditation process. The requested amount includes estimated conference and travel costs for two employees. The department is pursuing accreditation through the Commission on Fire Accreditation International. Attending the conferences will enhance the department's ability to be successful in this endeavor. This request supports the City Council goal Financially Responsible, High-Performance City Organization: Sustainable, Equitable, and Effective Service Delivery.

Related Cost:	\$ 2,000	Tax Funds	Recurring	<b>Recommend - Yes</b>
Property Tax Impact:	\$ 0.0008	0.01%		

Activity: Fire Administration

### 4 of 10

This improvement request is for a powerload cot lifting device for the fourth ambulance. Only one ambulance is not equipped with this device which lifts the ambulance cot (with patient) into and out of the vehicle. The device has been successful in reducing employee injury rates and providing safer transport of ambulance patients. This ambulance will remain in the fleet for several more years and the powerload device can be transferred to a new ambulance at trade-in time. This project supports the City Council goal Vibrant Community, Healthy and Safe.

Related Cost:	\$ 28,000	Tax Funds	Non-Recurring	<b>Recommend - Yes</b>
Property Tax Impact:	\$ 0.011	0.11%		

Activity: Ambulance

### 5 of 10

This improvement request is for the addition of patient positioning devices that work in conjunction with automated CPR devices. The request would purchase four devices (one for each ambulance) for use during cardiac arrest/CPR incidents. Based on the latest research and practices for patient care in cardiac arrest events, this device provides a controlled "heads up" position of the patient during mechanical CPR administration. The use of such devices improves patient outcomes by reducing intercranial pressure while increasing blood flow to the brain and vital organs. This request supports the City Council goals Vibrant Community: Healthy and Safe.

Related Cost:	\$ 24,000	Tax Funds	Non-Recurring	<b>Recommend - Yes</b>
Property Tax Impact:	\$ 0.0094	0.09%		

Activity: Ambulance

### 6 of 10

This improvement request is for a license for the Fire Department to access the city fleet maintenance program (Collective Fleet). This will allow the Fire Department to monitor repairs and scheduled maintenance of Fire Department vehicles in the Public Works Fleet Maintenance system. This request would replace paper reports and emails as the primary form of requesting repair services. The access also allows fire personnel to preview upcoming scheduled maintenance to better direct day-to-day service delivery and emergency vehicle availability. This project includes an annual software maintenance cost of \$500 beginning in FY 2022. This project supports the City Council goal Financially Responsible, High-Performance City Organization: Sustainable, Equitable, and Effective Service Delivery.

Related Cost: \$ 1,500 Tax Funds Recurring  
 Total Cost: \$ 1,500  
 Property Tax Impact: \$ 0.0006 0.01%  
 Activity: Fire Administration

**Recommend - Yes**

#### 7 of 10

This improvement request is for a software program to schedule firefighting personnel and assist in staffing documentation and record keeping. Selected program will integrate with the current reporting system and dispatch program to provide automatic upload of vehicle staffing from the schedule. This provides accuracy in reports while also reducing the report completion time. Day-to-day staffing is better organized and tracked with improved ability to document leave and work trade events. This project includes an annual software maintenance cost of \$500 beginning in FY 2022. This request supports the City Council goal Financially Responsible, High-Performance City Organization: Sustainable, Equitable, and Effective Service Delivery.

Related Cost: \$ 5,000 Tax Funds Non-Recurring  
 Related Cost: \$ 500 Tax Funds Recurring  
 Total Cost \$ 5,000  
 Property Tax Impact: \$ 0.002 0.02%  
 Activity: Fire Suppression

**Recommend - Yes**

#### 8 of 10

This improvement request is for installation of a mezzanine above a portion of the apparatus parking area inside Fire Headquarters. Due to the need to maintain various supplies and spare equipment, storage space is currently insufficient at Fire Headquarters. Fire Headquarters is land-locked and using a mezzanine would be a cost-effective way to add storage space. The request would create an expanded metal mezzanine over a portion of the apparatus floor allowing for storage of small items such as hazardous materials supplies, chemical suits, firefighting foam concentrate, and spare firefighting tools. It would also expand the area available to store fire protective clothing. Due to high ceilings, the mezzanine would allow for apparatus to still be parked below without loss of functionality. This request supports the City Council goal Financially Responsible, High-Performance City Organization: Sustainable, Equitable, and Effective Service Delivery.

Related Cost: \$ 28,000 Tax Funds Non-Recurring  
 Property Tax Impact: \$ 0.011 0.11%  
 Activity: Fire Suppression

**Recommend - No**

#### 9 of 10

This improvement request is for upgrade of the small SUV used by the Assistant Fire Marshal to a crew cab pickup truck. The current vehicle has been approved for replacement in FY21. The department has identified a need to separate soiled protective gear and investigation tools and evidence from the passenger compartment of the vehicle, which is not possible in a small SUV. This vehicle is also used to transport the large cases containing props for public education (hazard house and fire extinguisher prop). However, the current small SUV is unable to hold the large transport cases holding these devices. The vehicle is also designated for use for out-of-town travel to schools and conferences, therefore the ability to transport four employees and their respective fire gear and luggage is desirable. This request supports the City Council goal Vibrant Community, Healthy and Safe.

Related Cost: \$ 3,000 Tax Funds Non-Recurring  
 Property Tax Impact: \$ 0.0012 0.01%  
 Activity: Fire Prevention

**Recommend - No**

#### 10 of 10



This improvement request is for adding a second drone (unmanned aerial vehicle) to the Fire Department compliment. This request would provide a drone with the ability to operate with both a regular camera and infrared camera simultaneously. The current unit is not capable of this, and must be returned to base to switch out cameras. The ability to use both is ideal for night operations and hazardous materials incidents. The flying time is improved with a new drone and a second allows for distribution of this equipment within the city, thereby reducing deployment logistics and time. This request supports the City Council goal Vibrant Community: Healthy and Safe.

Related Cost: \$ 6,000 Tax Funds Non-Recurring  
 Property Tax Impact: \$ 0.0024 0.02%  
 Activity: Ambulance and Fire Training

**Recommend - No**

### Significant Line Items

#### **Employee Expense**

1. FY 2021 employee expense reflects a 1.5% wage package increase.
2. The Iowa Public Employee Retirement System (IPERS) City contribution of 9.44% is unchanged from FY 2020 The employee contribution of 6.29% is unchanged from FY 2020.
3. Fire and Police Retirement rates in FY 2021 increased from 24.41% to 25.31% or increase of 3.69%; a cost of \$60,471.

The history of the change in rates is as follows:

Fiscal Year	Previous Rate	New Rate	% Change	\$ Change
2011	17.00%	19.90%	17.06%	\$ 166,238
2012	19.90%	24.76%	24.42%	\$ 279,685
2013	24.76%	26.12%	5.49%	\$ 79,641
2014	26.12%	30.12%	15.31%	\$ 288,363
2015	30.12%	30.41%	0.96%	\$ 29,399
2016	30.41%	27.77%	(8.68)%	\$ (149,604)
2017	27.77%	25.92%	(6.66)%	\$ (75,018)
2018	25.92%	25.68%	(0.93)%	\$ (3,696)
2019	25.68%	26.02%	1.32%	\$ 68,432
2020	26.02%	24.41%	(6.19)%	\$ (64,866)
2021	24.41%	25.31%	3.69%	\$ 60,471

4. The City portion of health insurance expense is increased from \$921 in FY 2020 to \$1,013 in FY 2021 per month per contract which results in an annual cost increase of \$144,940 or 11.26%.
5. Insurance Premiums increased from \$14,089 in FY 2020 to \$14,371 in FY 2021. This line item is the Fire stop loss insurance premium which is an ineligible expense under the worker's compensation reserve.
6. Retiree Five-Year Sick leave payout expense decreased from \$71,474 in FY 2020 to \$55,921 in FY 2021.

7. 50% Sick Leave Payout increased from \$0 in FY 2020 to 28,819 in FY 2021 based on FY 2020 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.
8. Police/Fire Injuries increased from \$106,878 in FY 2020 to \$118,279 in FY 2021 based on a ten-year average.
9. Overtime is increased from \$139,544 in FY 2020 to \$145,744 in FY 2021. FY 2019 actual was \$204,273.
10. Overtime - CPAT training is unchanged from \$6,500 in FY 2020 to \$6,500 in FY 2021. FY 2019 actual was \$5,749 because there was not an entrance exam in Fiscal Year 2018.

## **Supplies & Services**

11. Uniform Purchases decreased from \$88,020 in FY 2020 to \$83,000 in FY 2021. FY 2021 replacements include new uniform purchases for five new hires and replacement of boots and helmets (10 years old). In addition, this line item includes funding for third-party testing for degradation of existing gear.
12. Education and Training increased from \$76,221 in FY 2020 to \$84,892 in FY 2021. Fire Administration decreased \$4,000 due to a one-time FY 2020 expense of Dale Carnegie training for two new command staff. Fire Training increased \$14,050 which is related to transferring three trainings from the Ambulance line item which include GEMS EMS, Cardiac Arrest Training Conference, and Iowa-Wisconsin EMS Conference for four members (\$3,280). Ambulance decreased \$3,930 due to transferring some training expenses to the Fire Training line item.
13. Motor Vehicle Fuel increased from \$46,516 in FY 2020 to \$53,582 in FY 2021 based on FY 2019 actual of \$54,219.
14. Motor Vehicle Maintenance increased from \$181,596 in FY 2020 to \$190,379 in FY 2021 based on FY 2019 actual of \$193,567.
15. Software License Expense decreased from \$73,697 in FY 2020 to \$66,952 in FY 2021. The decrease is related finishing implementation of the new public address (PA) automated "911" and finalizing the annual software maintenance cost and elimination of the Firehouse CAD interface.
16. General Liability Insurance decreased from \$78,390 in FY 2020 to \$77,579 in FY 2021 based on FY 2020.
17. Electricity Utility Expense increased from \$46,397 in FY 2020 to \$60,173 in FY 2021 based on FY 2019 actual of \$55,715 plus 8%.
18. Bill Collection Services decreased from \$62,497 in FY 2020 to \$58,141 in FY 2021 based on FY 2019 actual. This line item represents the Life Quest billing service for Ambulance.
19. Motor Vehicle Maintenance Outsourced decreased from \$64,502 in FY 2020 to \$57,233 in FY 2021 based on a three-year average less one-time major repairs.
20. Ambulance Medical Supplies increased from \$49,356 in FY 2020 to \$51,208 in FY 2021 based on FY 2019 actual plus 10%. This line item represents medical supplies for four ambulances.

21. Property Maintenance increased from \$27,500 in FY 2020 to \$37,750 in FY 2021. This increase is related to additional FY21 items which include Station 3 sidewalk repair (\$3,250), Station 2 door seal replacements (\$1,000), and HQ plumbing fixture replacements (\$1,500).
22. Data Processing Equipment Maintenance Contracts increased from \$34,516 in FY 2020 to \$35,944 in FY 2021 based on FY 2019 actual of \$35,164 plus 4%.

## Machinery & Equipment

23. Equipment replacement items include (\$329,950):

<u>Fire Administration</u>	
Smartphone	\$ 350
<u>Fire Training</u>	
Smart Phone	\$ 350
<u>Fire Suppression</u>	
Confined Space Equipment	\$ 2,100
Furniture (Beds, Chairs)	\$ 14,450
Technical Rescue Truck	\$ 45,000
Brush Truck	\$ 35,000
Saws (2)	\$ 3,000
Weed Whips/Sickle Bar	\$ 300
Mowing Equipment	\$ 500
Snow Blower	\$ 600
Vehicle Extraction Cutter/Spreader	\$ 33,000
HAZMAT Respiratory Gear	\$ 13,100
Hose	\$ 7,500
Thermal Imaging Cameras (2)	\$ 16,000
Gas Powered Blower	\$ 3,000
<u>Fire Prevention</u>	
Smartphone (2)	\$ 700
FMO Pickup	\$ 35,000
<u>Ambulance</u>	
Ambulance Stair Chairs	\$ 56,000
EMS Diagnostic Tools (2)	\$ 1,200
Backboards	\$ 900
EMS Bags	\$ 500
EMS Laboratory Equipment	\$ 400
527 EMS SUV	\$ 32,000
<b>Recommended Improvement Packages</b>	<b>\$ 29,000</b>
Total Equipment	<u><u>\$ 329,950</u></u>

## Debt Service

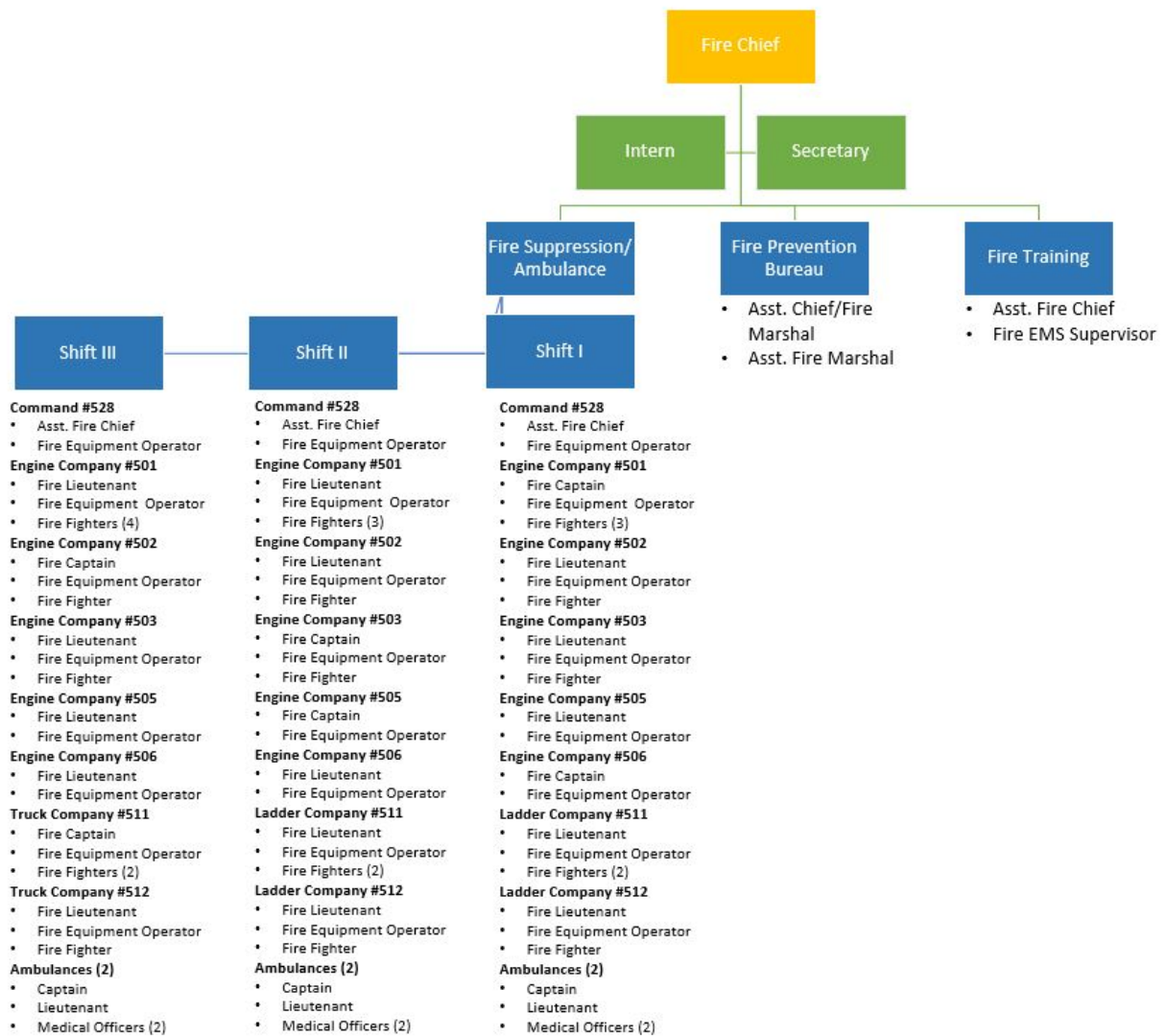
24. FY 2021 Annual Debt Service Payments are as follows (\$197,214):

Amount	Debt Series	Source	Purpose	Final Payment	Call Date
\$ 87,882	2017A G.O.	Tax Levy	Pumper Truck	2029	2025
\$ 20,443	2019C G.O.	General Fund	Station #4/Pumper Truck	2027	2026
\$ 33,605	2014B G.O.	Sales Tax 20%	Fire Improvements	2034	2021
\$ 20,550	2017B G.O.	Sales Tax 20%	Ambulance Replacement	2028	2025
\$ 13,466	2019A G.O.	Sales Tax 20%	Quick Response Pumper	2039	2026
\$ 16,694	Planned 2020	Sales Tax 20%	Pumper Truck	2040	
\$ 4,574	Planned 2020	Sales Tax 20%	HVAC Headquarters	2040	
<u>\$ 197,214</u>	Total Fire Annual Debt Service				

## Revenue

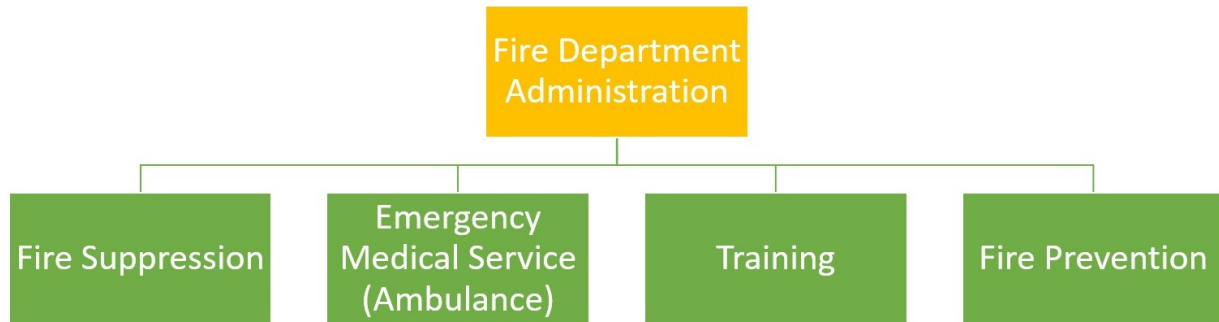
25. County Share of HAZMAT team support decreased from \$74,290 in FY 2020 to \$72,387 in FY 2021. FY 2019 actual was \$79,677. Funding represents one-third of the cost for consumable equipment and one-third of one-third of labor costs for six positions.

26. Ambulance Fees decreased from \$1,457,685 in FY 2020 (\$245 per call) to \$1,177,685 in FY 2021 (\$265 per call). FY 2019 Actual was \$1,104,932. In FY 2020, \$216,837 was added for Ground Emergency Medical Transport (GEMT) and FY 2021 GEMT payment is projected to be \$227,629. GEMT is a federally-funded supplement to state Medicaid payments to EMS providers transporting Medicaid patients (there will also be some retroactive payments that as of yet undetermined). The projection is also based on call volume and average pay back. Ambulance calls decreased from 4,924 in FY 2020 to 4,800 calls in FY 2021. It is projected that more patients will be paying with Medicaid and Medicare which pay below the standard rate.



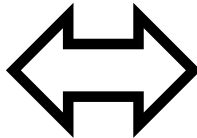
# FIRE DEPARTMENT

Dubuque Fire Department works to protect, assist and educate our community and visitors with pride, skill and compassion.

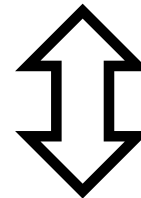
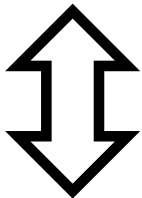


## SUCCESS IS ABOUT PLANNING, PARTNERSHIPS AND PEOPLE LEADING TO OUTCOMES

**People**  
Provide quality assistance and solutions to our citizens and visitors who often have nowhere to turn in time of need. We engage the community through school groups, neighborhoods, and community activities.



**Planning**  
Prepare and train with other city departments, county agencies, health care providers, and private agencies to assure quick response to disasters and emergencies affecting the community.

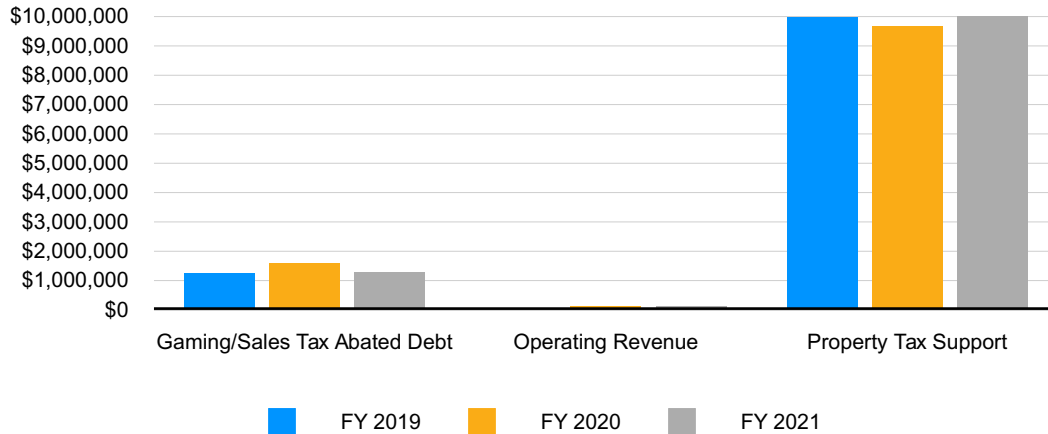


**Partnerships**  
Create and maintain strong relationships with area Fire, EMS, law enforcement, utilities, and health care providers to assure the best-possible response to emergencies.

# FIRE DEPARTMENT

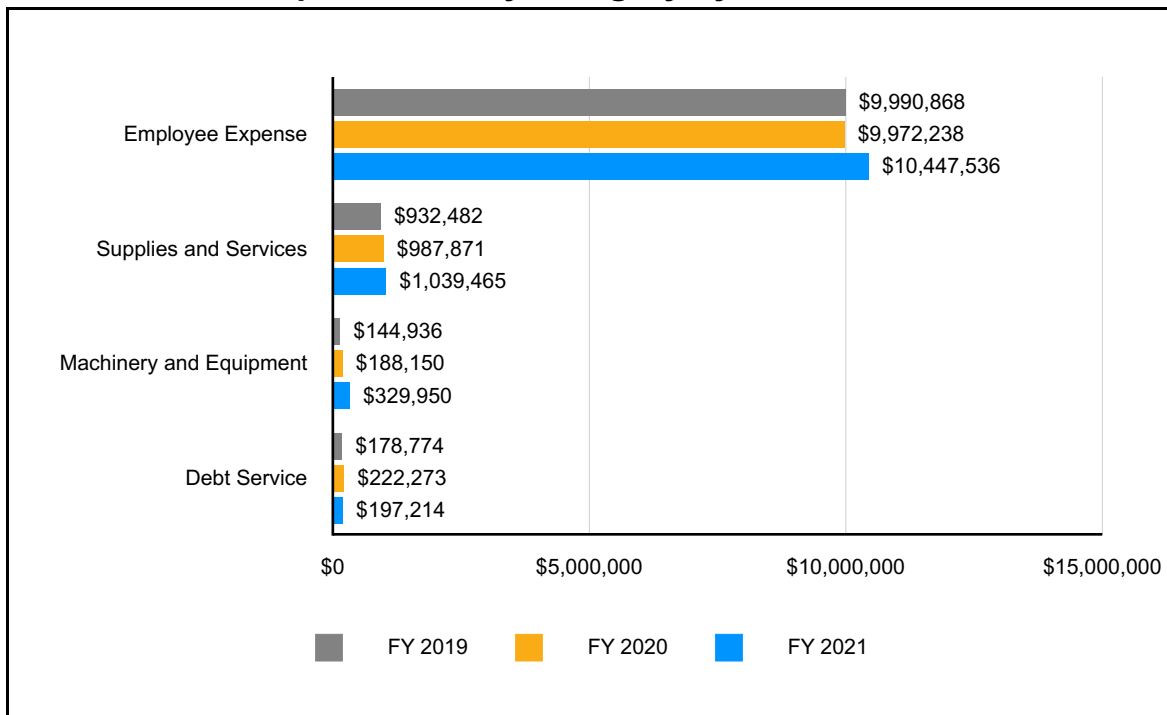
	FY 2019	FY 2020	FY 2021
Full-Time Equivalent	90.16	91.16	92.16

## Revenue and Property Tax Support



The Fire Department is supported by 92.16 full-time equivalent employees, which accounts for 87.0% of the department expense as seen below. Overall, the department's expenses are expected to increase by 5.66% in FY 2021 compared to FY 2020.

## Expenditures by Category by Fiscal Year



# FIRE DEPARTMENT

## Fire Administration






### Mission & Services

Fire Administration is responsible for developing long and short-range goals for fire and EMS service, establishing policy for 24-hour per day operations and conducting all other administrative duties of the Fire Department.

Administration Funding Summary			
	FY 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$518,024	\$510,762	\$543,575
Resources	\$21,341	\$8,254	\$6,859

Administration Position Summary	
	FY 2021
Fire Chief	1.00
Intern	0.16
Secretary	1.00
<b>Total FT Equivalent Employees</b>	<b>2.16</b>

### Performance Measures

City Council Goal: Robust Local Economy					
Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
<b>1 Activity Objective: Recruit a diverse workforce that represents the members of the community.</b>					
# of students provided ride-a-long and job-shadow opportunities	6	3	9	8	
# of career day events and presentations conducted	5	5	7	8	
City Council goal: Vibrant Community - Healthy and Safe					
<b>2 Activity Objective: Continue to implement industry best practices to improve total response time.</b>					
Fire Suppression: minutes/seconds of first unit to scene within 911 call pickup (90th Percentile)	6:20	8:12	7:30	7:30	
EMS: minutes/seconds of first unit to scene within 911 call pickup (90th Percentile)	6:20	7:16	7:31	7:35	
City Council Goal: Financially Responsible, High Performance Organization					
<b>3 Activity Objective: Maintain a reliable fleet to respond to calls for service</b>					
# miles placed on Ladder Trucks	< 8,000+ Annually	6,445	7,831	7,500	



# FIRE DEPARTMENT

## Training

### Mission & Services



The training activity provides relevant training to the members of the fire department in all disciplines of our response to assure excellent skill levels are maintained. In addition to member training this activity is also responsible for testing of apparatus pumps, hose, and ladders. Training oversees promotional testing, entrance examinations, company training, and the new member training academy. The training officer also serves as the department safety officer, and hazardous materials response coordinator and provides training to other city department employees.

Training Funding Summary			
	FY 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$203,421	\$214,097	\$218,847
Resources	\$79,677	\$—	\$—

Training Position Summary	
	FY 2021
Assistant Fire Chief	1.00
<b>Total FT Equivalent Employee</b>	<b>1.00</b>

### Performance Measures

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

	Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
1	<b>Activity Objective: Identify training needs and schedule appropriately for personnel; including training for high-risk, low-frequency events.</b>					
	# of personnel completing 4-hour hands-on Rescue Task Force Training with Police	45	21	29	40	
	# of personnel with Blue Card incident command training	24	6	11	14	

# FIRE DEPARTMENT

## Emergency Medical Services (Ambulance)

### Mission & Services





The ambulance activity is committed to safeguarding our citizens and visitors by providing excellence in pre-hospital emergency medicine. The ambulance service delivers efficient, prompt advanced life support and transportation in times of medical and traumatic need in both emergency and non-emergency situations. Two paramedics staff each of the ambulances along with a first arriving fire engine staffed with a paramedic.

Emergency Medical Services Funding Summary			
	FY 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$1,659,696	\$1,738,607	\$1,858,261
Resources	\$1,123,677	\$1,476,829	\$1,191,695

Emergency Medical Services Position Summary	
	FY 2021
Ambulance Medical Officer	6.00
Fire Captain	2.00
Fire Lieutenant	4.00
EMS Supervisor	1.00
<b>Total FT Equivalent Employees</b>	<b>13.00</b>

### Performance Measures

#### City Council Goal: Vibrant Community - Healthy & Safe

Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
<b>1 Activity Objective: Provide advanced emergency care as quickly as possible while reducing on-scene times for ambulances</b>					
% of identified patients receiving stroke exam	>65%	77%	93%	90%	
% of identified patients receiving 12-lead ECG	>77.4%	92%	93%	90%	
<b>2 Activity Objective: Maintain cardiac survival rate above American Heart Association national average (10.8%)</b>					
% of cardiac arrest incidents in which bystander CPR was performed	>33%	34%	55%	40%	
% of cardiac arrest survival rate	> 10.8%	13.56%	16.18%	20%	

# FIRE DEPARTMENT

## Fire Suppression

### Mission & Services



The Fire Suppression activity protects life and property by responding to all types of calls for service. Call types include but are not limited to: fires, hazardous material releases, specialized rescues and emergency medical responses with the EMS activity resources. In addition the suppression activity performs fire inspections and hydrant maintenance, personnel training and maintains/cleans all buildings, vehicles and equipment assigned. The activity is provided from 6 fire station locations using 19 vehicles and 73 personnel to maintain 24 hour per day availability.

Fire Suppression Funding Summary			
	FY 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$8,375,946	\$8,366,048	\$8,853,958
Resources	\$10,352	\$80,290	\$78,387

Fire Suppression Position Summary	
	FY 2021
Assistant Fire Chief	3.00
Fire Captain	7.00
Fire Equipment Operator	24.00
Fire Lieutenant	14.00
Firefighter	26.00
<b>Total FT Equivalent Employees</b>	<b>74.00</b>

### Performance Measures

#### City Council Goal: Vibrant Community - Healthy & Safe

	Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
1	<b>Activity Objective: Control fires while still small, keeping property damage to a minimum for property owners</b>					
	% of structure fires controlled within the room-of-origin	65% +	86%	79%	80%	
	Moderate-Risk Effective Response Force (ERF) arrival time from 911 call pick up (90th Percentile)	10:20	15:50	14:15	14:00	

# FIRE DEPARTMENT

## Fire Prevention

### Mission & Services





The Fire Prevention Bureau is committed to preventing fires before they occur through community education involving schools, neighborhood associations, civic groups and businesses. Fire prevention is also achieved through safety inspection of occupancies. If a fire does occur the Fire Marshal's office will investigate fire cause and origin of the affected property. Working with other city departments the Fire Marshal's office reviews new construction and improvement plans in an effort to promote a safe working environment and continued operation.

Fire Prevention Funding Summary			
	FY 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$310,290.21	\$318,745	342,310
Resources	\$10,201	\$3,830	4,660

Fire Prevention Position Summary	
	FY 2021
Fire Marshall	1.00
Assistant Fire Marshall	1.00
<b>Total FT Equivalent Employees</b>	<b>2.00</b>

### Performance Measures

#### City Council Goal: Vibrant Community - Healthy & Safe

Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
<b>1 Activity Objective: Improve exterior fire escape code compliance.</b>					
# of completed fire escape inspections	8	7	11	8	
<b>2 Activity Objective: Ensure building safety and fire code enforcement for businesses.</b>					
# of fire inspections completed annually to maintain a 3-year inspection cycle for businesses	900	1676	1485	1400	
<b>3 Activity Objective: Maintain a robust program to install smoke detectors in targeted occupancies</b>					
# free smoke detectors installed	400	480	798	500	
# of households receiving smoke detectors	100	117	179	100	

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## Recommended Operating Revenue Budget - Department Total

### 13 - FIRE DEPARTMENT

Fund	Account	Account Title	FY18 Actual Revenue	FY19 Actual Revenue	FY20 Adopted Budget	FY21 Recomm'd Budget
100	42135	SERVICE STATION LICENSE	1,700	2,760	1,700	2,760
100	42140	BULK PLANT LICENSES	0	0	180	0
100	42245	PERMIT BLASTING	200	200	0	200
42	LICENSES AND PERMITS - Total		1,900	2,960	1,880	2,960
100	46205	COUNTY SHARE	75,294	79,677	74,290	72,387
46	LOCAL GRANT AND REIMBURSE - Total		75,294	79,677	74,290	72,387
100	51905	AMBULANCE FEES	1,168,229	1,104,932	1,457,685	1,177,685
51	CHARGES FOR SERVICES - Total		1,168,229	1,104,932	1,457,685	1,177,685
100	53102	PRIVATE PARTICIPANT	0	2,391	0	0
100	53201	REFUNDS	504	0	0	0
100	53403	IA DISTRICT COURT FINES	45	0	0	0
100	53530	SPECIALIZED SERVICES	24,739	32,005	24,739	20,010
100	53605	MISCELLANEOUS REVENUE	1,563	0	2,795	0
100	53615	DAMAGE CLAIMS	0	1,361	0	0
100	53620	REIMBURSEMENTS-GENERAL	7,143	21,923	7,614	8,559
100	53625	REIMBURSEMENTS-TRAINING	373	0	0	0
53	MISCELLANEOUS - Total		34,367	57,679	35,148	28,569
100	54106	EQUIPMENT SALES	565	0	200	0
100	54107	VEHICLE SALES	5,406	0	0	0
400	54210	GO BOND PROCEEDS	0	1,885	0	0
400	54220	BOND DISCOUNT	0	85	0	0
54	OTHER FINANCING SOURCES - Total		5,971	1,970	200	0
400	59100	FR GENERAL	30,064	0	33,549	20,443
400	59350	FR SALES TAX CONSTRUCTION	58,780	45,696	100,443	88,889
59	TRANSFER IN AND INTERNAL - Total		88,844	45,696	133,992	109,332
FIRE DEPARTMENT - Total			1,374,605	1,292,915	1,703,195	1,390,933

## Recommended Operating Expenditure Budget - Department Total

### 13 - FIRE DEPARTMENT

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
100	61010	FULL-TIME EMPLOYEES	6,082,709	6,174,746	6,548,988	6,715,395
100	61030	SEASONAL EMPLOYEES	3,558	3,216	3,564	3,605
100	61050	OVERTIME PAY	246,228	204,273	139,544	145,744
100	61052	OVERTIME - CPAT	4,637	5,749	6,500	6,500
100	61070	HOLIDAY PAY	221,785	226,401	244,066	245,214
100	61091	SICK LEAVE PAYOFF	105,299	100,264	71,474	55,921
100	61092	VACATION PAYOFF	36,756	18,164	0	0
100	61096	50% SICK LEAVE PAYOUT	0	0	0	28,819
100	61310	IPERS	4,456	4,658	5,098	5,109
100	61320	SOCIAL SECURITY	90,029	90,531	99,682	102,367
100	61370	POLICE & FIRE RETIREMENT	1,607,119	1,648,841	1,647,456	1,750,591
100	61410	HEALTH INSURANCE	1,430,989	1,287,900	986,292	1,131,232
100	61411	INSURANCE PREMIUM	0	14,089	14,089	14,371
100	61415	WORKMENS' COMPENSATION	176	151	127	128
100	61416	LIFE INSURANCE	3,732	3,760	3,680	3,680
100	61620	UNIFORM ALLOWANCE	44,541	43,709	48,950	49,500
100	61640	SAFETY EQUIPMENT	59	1,643	1,000	1,000
100	61660	EMPLOYEE PHYSICALS	5,598	7,926	7,650	8,131
100	61665	OTHER MEDICAL COSTS	224,296	38,933	30,000	54,450
100	61670	CIVIL SERVICE PHYSICALS	5,482	8,953	7,200	7,500
100	61675	POLICE/FIRE INJURIES	93,618	106,960	106,878	118,279
<b>61 - WAGES AND BENEFITS</b>			<b>10,211,066</b>	<b>9,990,868</b>	<b>9,972,238</b>	<b>10,447,536</b>
100	62010	OFFICE SUPPLIES	527	584	527	584
100	62011	UNIFORM PURCHASES	16,197	128,054	88,020	83,000
100	62030	POSTAGE AND SHIPPING	1,434	336	1,476	370
100	62034	REPAIR PARTS/SUPPLIES	8,001	6,401	5,300	6,529
100	62051	RADIO BATTERY/REPAIR	798	1,414	2,000	6,000
100	62061	DP EQUIP. MAINT CONTRACTS	26,296	35,164	34,516	35,944
100	62062	JANITORIAL SUPPLIES	0	0	10,500	10,500
100	62090	PRINTING & BINDING	1,033	378	346	405
100	62110	COPYING/REPRODUCTION	1,195	1,315	1,279	1,315
100	62130	LEGAL NOTICES & ADS	3,892	5,802	3,892	5,802
100	62140	PROMOTION	0	0	800	800
100	62170	SUBSCRIPTIONS-BOOKS-MAPS	1,345	1,400	1,775	1,607
100	62190	DUES & MEMBERSHIPS	1,059	835	750	950
100	62204	REFUNDS	0	14,532	0	0
100	62206	PROPERTY INSURANCE	6,416	9,052	10,148	9,505
100	62208	GENERAL LIABILITY INSURAN	71,102	73,884	78,390	77,579
100	62230	COURT COSTS & RECORD FEES	0	1,530	0	765
100	62310	TRAVEL-CONFERENCES	4,177	1,779	14,100	17,600
100	62320	TRAVEL-CITY BUSINESS	0	17	2,160	250
100	62360	EDUCATION & TRAINING	36,695	34,193	76,221	84,892
100	62362	EDUCATION&TRAIN - CPAT	549	100	300	400
100	62411	UTILITY EXP-ELECTRICITY	46,397	55,715	46,397	60,173

## Recommended Operating Expenditure Budget - Department Total

### 13 - FIRE DEPARTMENT

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
100	62412	UTILITY EXP-GAS	22,032	23,400	22,032	23,400
100	62421	TELEPHONE	9,288	10,751	9,289	10,751
100	62431	PROPERTY MAINTENANCE	34,957	42,351	27,500	37,750
100	62433	CUSTODIAL SERVICES	1,885	1,905	1,885	1,943
100	62434	HVAC MAINTENANCE	1,603	0	2,600	3,500
100	62436	RENTAL OF SPACE	8,496	7,788	8,976	8,736
100	62511	FUEL, MOTOR VEHICLE	46,515	54,219	46,516	53,582
100	62512	FUEL, OFF ROAD VEHICLE	560	650	560	700
100	62521	MOTOR VEHICLE MAINT.	181,934	193,567	181,596	190,379
100	62522	VEHICLE MAINT., ACCIDENT	163	0	0	0
100	62528	MOTOR VEH. MAINT. OUTSOUR	69,704	29,059	64,502	57,233
100	62611	MACH/EQUIP MAINTENANCE	18,178	7,315	11,000	11,809
100	62614	EQUIP MAINT CONTRACT	1,030	9,138	21,000	28,700
100	62639	LIQUID CO2/O2	5,662	4,854	5,945	6,000
100	62642	FOOD PRODUCTS	73	183	250	250
100	62648	AMBULANCE MED SUPPLIES	47,918	46,553	49,356	51,208
100	62649	BEVERAGE/ICE	191	215	191	250
100	62663	SOFTWARE LICENSE EXP	45,107	58,273	73,697	66,952
100	62666	CREDIT CARD CHARGE	0	666	0	666
100	62667	DATA SERVICES	2,036	2,570	5,275	3,840
100	62668	PROGRAM EQUIP/SUPPLIES	59	2,685	200	2,685
100	62696	OUTSIDE COLLECTOR EXPENSE	0	1,913	0	1,913
100	62716	CONSULTANT SERVICES	0	0	7,500	7,500
100	62725	BILL COLLECTION SERVICES	62,497	58,141	62,497	58,141
100	62730	HAZARD SPILL CLEAN-UP	2,128	2,522	3,207	3,207
400	62731	MISCELLANEOUS SERVICES	0	910	0	0
100	62732	TEMP HELP/CONTRACT SERV.	0	372	3,400	3,400
<b>62 - SUPPLIES AND SERVICES</b>			<b>789,126</b>	<b>932,482</b>	<b>987,871</b>	<b>1,039,465</b>
100	71118	PROJECTOR/CAMERA	0	0	17,000	0
100	71120	PERIPHERALS, COMPUTER	3,094	0	0	0
100	71123	SOFTWARE	14,075	0	0	5,000
100	71124	COMPUTER	0	1,216	0	0
100	71156	FURNITURE	1,285	5,664	6,200	14,450
100	71215	STORAGE CABINETS	0	0	7,600	0
100	71310	AUTO/JEEP REPLACEMENT	0	0	0	32,000
100	71312	VAN/PICKUP/WAG REPL	0	29,169	35,000	35,000
100	71314	TRUCK-REPLACEMENT	0	0	0	80,000
100	71413	LABORATORY EQUIPMENT	0	0	0	400
100	71415	SAWS	2,148	3,035	3,000	3,000
100	71550	MISCELLANEOUS EQUIPMENT	0	0	0	500
100	71611	MOWING EQUIPMENT	777	425	800	500
100	71612	WEED WHIPS/SICKLE BAR	0	0	0	300
100	71616	SNOW BLOWER	0	0	600	600
100	71619	OTHER MAINT. EQUIPMENT	0	0	15,000	0
100	72113	OTHER SAFETY EQUIPMENT	71,097	38,808	3,000	75,000
100	72114	CONFINED SPACE EQUIPMENT	470	1,671	2,000	2,100
100	72116	SAFETY EQUIP., FIRE DEPT	20,225	15,586	22,000	33,000
100	72213	BODY ARMOR	0	8,441	0	0
100	72318	BACKBOARDS	0	0	0	900
100	72410	PAGER/RADIO EQUIPMENT	0	1,295	0	0
100	72418	TELEPHONE RELATED	291	672	350	1,400
100	72419	PA SYSTEM	65,415	22,113	0	0



## Recommended Operating Expenditure Budget - Department Total

### 13 - FIRE DEPARTMENT

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
100	72421	HEADSETS	0	1,325	0	0
100	72611	HAZ.MAT.-RESP.GEAR	2,477	5,504	12,300	13,100
100	72612	RESUSITATION KITS	0	0	46,000	25,200
100	72613	HOSE	5,252	10,011	7,500	7,500
<b>71 - EQUIPMENT</b>			<b>186,607</b>	<b>144,936</b>	<b>178,350</b>	<b>329,950</b>
100	73210	CONST CONTRACT-BLDG	0	0	9,800	0
<b>73 - CIP EXPENDITURES</b>			<b>0</b>	<b>0</b>	<b>9,800</b>	<b>0</b>
400	74111	PRINCIPAL PAYMENT	122,674	130,674	155,129	128,473
400	74112	INTEREST PAYMENT	56,100	48,100	67,144	68,741
<b>74 - DEBT SERVICE</b>			<b>178,774</b>	<b>178,774</b>	<b>222,273</b>	<b>197,214</b>
<b>13 - FIRE DEPARTMENT TOTAL</b>			<b>11,365,573</b>	<b>11,247,061</b>	<b>11,370,532</b>	<b>12,014,165</b>

## Recommended Expenditure Budget Report by Activity & Funding Source

### 13 - FIRE DEPARTMENT

#### FIRE ADMINISTRATION - 13100

##### FUNDING SOURCE: GENERAL

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	65,415	24,792	—	350
SUPPLIES AND SERVICES	34,859	44,873	71,846	73,055
WAGES AND BENEFITS	600,953	448,359	438,916	470,170
<b>FIRE ADMINISTRATION</b>	<b>701,227</b>	<b>518,024</b>	<b>510,762</b>	<b>543,575</b>
<b>FIRE TRAINING</b>		<b>- 13200</b>		

##### FUNDING SOURCE: GENERAL

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	10,306	29,337	17,000	350
SUPPLIES AND SERVICES	29,110	34,351	58,288	73,585
WAGES AND BENEFITS	141,554	139,733	138,809	144,912
<b>FIRE TRAINING</b>	<b>180,970</b>	<b>203,421</b>	<b>214,097</b>	<b>218,847</b>
<b>AMBULANCE</b>		<b>- 13300</b>		

##### FUNDING SOURCE: GENERAL

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	69,849	28,082	46,000	115,000
SUPPLIES AND SERVICES	198,321	212,893	231,867	237,315
WAGES AND BENEFITS	1,654,109	1,418,721	1,460,740	1,505,946
<b>AMBULANCE</b>	<b>1,922,279</b>	<b>1,659,696</b>	<b>1,738,607</b>	<b>1,858,261</b>
<b>FIRE SUPPRESSION</b>		<b>- 13400</b>		

##### FUNDING SOURCE: GENERAL

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
CIP EXPENDITURES	0	0	9,800	—
EQUIPMENT	41,038	46,803	79,750	178,550
SUPPLIES AND SERVICES	510,248	609,727	603,519	622,640
WAGES AND BENEFITS	7,544,809	7,719,415	7,672,979	8,052,768
<b>FIRE SUPPRESSION</b>	<b>8,096,095</b>	<b>8,375,946</b>	<b>8,366,048</b>	<b>8,853,958</b>
<b>FIRE PREVENTION</b>		<b>- 13700</b>		

##### FUNDING SOURCE: GENERAL

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	0	15,922	35,600	35,700
SUPPLIES AND SERVICES	16,588	29,727	22,351	32,870
WAGES AND BENEFITS	269,640	264,641	260,794	273,740
<b>FIRE PREVENTION</b>	<b>286,228</b>	<b>310,290</b>	<b>318,745</b>	<b>342,310</b>
<b>DEBT SERVICE</b>		<b>- 13800</b>		

##### FUNDING SOURCE: DEBT SERVICE

## Recommended Expenditure Budget Report by Activity & Funding Source

### 13 - FIRE DEPARTMENT

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
DEBT SERVICE	178,774	178,774	222,273	197,214
SUPPLIES AND SERVICES	—	910	—	0
DEBT SERVICE	178,774	179,684	222,273	197,214
FIRE DEPARTMENT TOTAL	\$11,365,573	\$11,247,061	\$11,370,532	\$12,014,165

CITY OF DUBUQUE, IOWA  
DEPARTMENT DETAIL - PERSONNEL COMPLEMENT

13 FIRE DEPARTMENT

FD	JC	WP-GR	JOB CLASS	FY 2019		FY 2020		FY 2021	
				FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
61010 Full Time Employee Expense									
100	7125	GE-44	FIRE CHIEF	1.00	\$ 137,723	1.00	\$ 140,873	1.00	\$ 142,440
100	7025	GE-38	ASSISTANT FIRE CHIEF	3.00	\$ 300,430	3.00	\$ 303,630	3.00	\$ 311,997
100	7000	GE-38	ASST FIRE CHIEF-FIRE MARSHALL	1.00	\$ 99,223	1.00	\$ 102,183	1.00	\$ 105,295
100	7050	GE-38	ASST FIRE CHIEF-TRAINING (80)	1.00	\$ 97,993	1.00	\$ 101,210	1.00	\$ 102,343
100	6975	GE-35	EMS SUPERVISOR	1.00	\$ 84,599	1.00	\$ 87,320	1.00	\$ 88,273
100	6915	GE-34	ASST FIRE MARSHALL	1.00	\$ 79,822	1.00	\$ 81,325	1.00	\$ 82,906
100	225	GE-25	SECRETARY	1.00	\$ 49,261	1.00	\$ 50,441	1.00	\$ 50,518
100	6900	F-05	FIRE CAPTAIN (112 HRS)	7.00	\$ 541,477	7.00	\$ 550,469	7.00	\$ 557,768
100		F-05	FIRE CAPTAIN - AMBULANCE	2.00	\$ 153,861	2.00	\$ 156,914	2.00	\$ 158,800
100		F-04	FIRE LIEUTENANT - AMBULANCE	4.00	\$ 287,818	4.00	\$ 290,943	4.00	\$ 294,585
100	6750	F-04	FIRE LIEUTENANT (112 HRS)	14.00	\$ 1,015,847	14.00	\$ 1,031,071	14.00	\$ 1,047,446
100	6650	F-03	AMBULANCE MEDICAL OFFICER	6.00	\$ 406,861	6.00	\$ 418,586	6.00	\$ 426,508
100	6625	F-02	FIRE EQUIPMENT OPERATOR	24.00	\$ 1,630,900	24.00	\$ 1,660,531	24.00	\$ 1,681,668
100	6300	F-01	FIREFIGHTER	24.00	\$ 1,483,526	25.00	\$ 1,573,492	26.00	\$ 1,664,848
TOTAL FULL TIME EMPLOYEES				90.00	\$ 6,369,341	91.00	\$ 6,548,988	92.00	\$ 6,715,395
61030 Seasonal Employee Expense									
100		NA-31	FIRE INTERN	0.16	\$ 3,486	0.16	\$ 3,564	0.16	\$ 3,605
TOTAL SEASONAL EMPLOYEES				0.16	\$ 3,486	0.16	\$ 3,564	0.16	\$ 3,605
TOTAL FIRE DEPT.				90.16	\$ 6,372,827	91.16	\$ 6,552,552	92.16	\$ 6,719,000

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

ACCT	FD	JC	WP-GR	POSITION CLASS	FY 2019		FY 2020		FY 2021		
					FTE	BUDGET	FTE	BUDGET	FTE	BUDGET	
Fire Administration - Full-Time											
10013100	61010	100	225	GE-25	SECRETARY	1.00	\$ 49,261	1.00	\$ 50,441	1.00	\$ 50,518
10013100	61010	100	7125	GE-44	FIRE CHIEF	1.00	\$ 137,723	1.00	\$ 140,873	1.00	\$ 142,440
Total						2.00	\$ 186,984	2.00	\$ 191,314	2.00	\$ 192,958
Fire Administration - Seasonal											
10013100	61030	100		NA-31	FIRE INTERN	0.16	\$ 3,486	0.16	\$ 3,564	0.16	\$ 3,605
Total						0.16	\$ 3,486	0.16	\$ 3,564	0.16	\$ 3,605
Fire Suppression - Full-Time											
10013400	61010	100	6625	F-02	FIRE EQUIPMENT OPERATOR	24.00	\$ 1,630,900	24.00	\$ 1,660,531	24.00	\$ 1,681,668
10013400	61010	100	6900	F-05	FIRE CAPTAIN (112 HRS)	7.00	\$ 541,477	7.00	\$ 550,469	7.00	\$ 557,768
10013400	61010	100	7025	GE-38	ASSISTANT FIRE CHIEF	3.00	\$ 300,430	3.00	\$ 303,630	3.00	\$ 311,997
10013400	61010	100	6300	F-01	FIREFIGHTER	24.00	\$ 1,483,526	25.00	\$ 1,573,492	26.00	\$ 1,664,848
10013400	61010	100	6750	F-04	FIRE LIEUTENANT (112 HRS)	14.00	\$ 1,015,847	14.00	\$ 1,031,071	14.00	\$ 1,047,446
Total						72.00	\$ 4,972,180	73.00	\$ 5,119,193	74.00	\$ 5,263,727
Fire Prevention - Full-Time											
10013700	61010	100	6915	GE-34	ASST FIRE MARSHALL	1.00	\$ 79,822	1.00	\$ 81,325	1.00	\$ 82,906
10013700	61010	100	7000	GE-38	ASST FIRE CHIEF-FIRE MARSHALL	1.00	\$ 99,223	1.00	\$ 102,183	1.00	\$ 105,295
Total						2.00	\$ 179,045	2.00	\$ 183,508	2.00	\$ 188,201
Fire Training - Full-Time											
10013200	61010	100	7050	GE-38	ASST FIRE CHIEF-TRAINING (80)	1.00	\$ 97,993	1.00	\$ 101,210	1.00	\$ 102,343
Total						1.00	\$ 97,993	1.00	\$ 101,210	1.00	\$ 102,343
Ambulance											
10013300	61010	100	6975	GE-35	EMS SUPERVISOR	1.00	\$ 84,599	1.00	\$ 87,320	1.00	\$ 88,273
10013300	61010	100	2420	F-05	FIRE CAPTAIN - AMBULANCE	2.00	\$ 153,861	2.00	\$ 156,914	2.00	\$ 158,800
10013300	61010	100	2480	F-04	FIRE LIEUTENANT - AMBULANCE	4.00	\$ 287,818	4.00	\$ 290,943	4.00	\$ 294,585
10013300	61010	100	6650	F-03	AMBULANCE MEDICAL OFFICER	6.00	\$ 406,861	6.00	\$ 418,586	6.00	\$ 426,508
Total						13.00	\$ 933,139	13.00	\$ 953,763	13.00	\$ 968,166
TOTAL FIRE DEPARTMENT						90.16	\$ 6,372,827	91.16	\$ 6,552,552	92.16	\$ 6,719,000

Capital Improvement Projects by Department/Division					
FIRE DEPARTMENT					
CIP Number	Capital Improvement Project Title	FY 18 Actual Expense	FY 19 Actual Expense	FY 20 Adopted Budget	FY 21 Recomm'd Budget
1011444	IMPROVEMENTS TO STATION 4	—	—	—	14,280
1012824	FIRE STATION EXHAUST SYS	—	—	—	30,000
1021135	OUTDOOR SIREN	—	—	—	100,000
1021444	IMPROVEMENTS TO STATION 4	—	—	—	—
1021755	MOBILE DATA/WIRELESS NETW	4,292	5,798	—	—
1022706	FIRE STSTION STRCTRE RPR	—	—	—	209,000
3501016	LDR TRK, PMPR, ABLCE REPL	—	—	350,000	408,000
3501139	IMPR TO FIRE HEADQUARTERS	12,649	—	—	—
3501402	ADA COMPLIANCE	4,466	45	—	—
3501553	BREATHING AIR COMP FILTER	25,774	—	—	—
3501794	FIRE TRUCK REPLACEMENT	—	97,385	—	—
3502507	AMBULANCE REPLC	242,410	—	—	—
3502575	MECHANICAL/ELECTRICAL SYS	970	4,897	—	26,010
3502706	FIRE STSTION STRCTRE RPR	17,741	0	0	0
3502810	FIRE HVAC	0	0	80,000	168,924
<b>FIRE DEPARTMENT</b>	<b>TOTAL</b>	<b>308,301</b>	<b>108,126</b>	<b>430,000</b>	<b>956,214</b>

PRGRM /DEPT	PROJECT DESCRIPTION	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	TOTAL	PAGE
<b>FIRE DEPARTMENT</b>								
<b>Public Safety</b>								
	Ladder Truck & Pumper Replacement	\$ 408,000	\$1,557,550	\$ —	\$ 865,200	\$ —	\$ 2,830,750	1
	HVAC Replacement at Fire Headquarters 11 West 9th Street	\$ 168,924	\$ 344,605	\$ —	\$ —	\$ —	\$ 513,529	2
	Outdoor Warning Siren Repair/Replace	\$ 100,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 300,000	3
	Fire Station Exhaust Systems	\$ 30,000	\$ 30,000	\$ 40,000	\$ —	\$ —	\$ 100,000	4
	Station 6 Structural, Roof, and Tuckpointing Repairs	\$ 209,000	\$ —	\$ —	\$ —	\$ —	\$ 209,000	5
	Implement Mechanical & Electrical System Design Study Recommendations	\$ 26,010	\$ 26,010	\$ —	\$ 26,010	\$ 26,010	\$ 104,040	6
	Replace Flooring and Paint at Station 4	\$ 14,280	\$ —	\$ —	\$ —	\$ —	\$ 14,280	7
	Ambulance Replacement	\$ —	\$ —	\$ 267,240	\$ —	\$ 267,240	\$ 534,480	8
	Fire Station Expansion/Relocation	\$ —	\$ —	\$ 40,000	\$ —	\$ 806,000	\$ 846,000	9
	Station 5 Bathroom Remodel	\$ —	\$ —	\$ 15,000	\$ —	\$ —	\$ 15,000	11
	<b>TOTAL</b>	<b>\$ 956,214</b>	<b>\$ 2,008,165</b>	<b>\$ 412,240</b>	<b>\$ 941,210</b>	<b>\$ 1,149,250</b>	<b>\$ 5,467,079</b>	

# **Building Services**



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## BUILDING SERVICES DEPARTMENT

<b>Budget Highlights</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Budget</b>	<b>FY 2021 Requested</b>	<b>% Change From FY 2020 Budget</b>
<u>Expenses</u>				
Employee Expense	1,053,353	1,052,201	1,085,076	3.1 %
Supplies and Services	355,068	379,860	409,620	7.8 %
Machinery and Equipment	3,173	45,265	27,600	(39.0)%
Debt Service	117,874	117,905	109,325	(7.3)%
Total Expenses	1,529,468	1,595,231	1,631,621	2.3 %
<u>Resources</u>				
Reimbursement Federal Building Maintenance	246,303	227,850	235,529	3.4 %
Sales Tax 20% Abated Debt	120,351	117,905	109,325	(7.3)%
Operating Revenue	820,548	726,403	815,700	12.3 %
Total Resources	1,187,202	1,072,158	1,160,554	8.2 %
Property Tax Support	342,266	523,073	471,067	(52,006)
Percent Increase (Decrease)				(9.9)%
<b>Personnel - Authorized FTE</b>	<b>11.75</b>	<b>11.75</b>	<b>11.75</b>	

## **INSPECTIONS**

<b>Budget Highlights</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Budget</b>	<b>FY 2021 Requested</b>	<b>% Change From FY 2020 Budget</b>
<u>Expenses</u>				
Employee Expense	684,486	695,001	716,388	3.1 %
Supplies and Services	114,932	118,800	119,198	0.3 %
Machinery and Equipment	306	30,498	27,600	(9.5)%
Total Expenses	799,724	844,299	863,186	2.2 %
<u>Resources</u>				
Operating Revenue	816,766	722,728	815,600	12.9 %
Property Tax Support	(17,042)	121,571	47,586	(73,985)
Percent Increase (Decrease)				(60.9)%
Percent Self Supporting	102.1%	85.6%	94.5%	
<b>Personnel - Authorized FTE</b>	<b>6.75</b>	<b>6.75</b>	<b>6.75</b>	

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**BUILDING MAINTENANCE**

<b>Budget Highlights</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Budget</b>	<b>FY 2021 Requested</b>	<b>% Change From FY 2020 Budget</b>
<u>Expenses</u>				
Employee Expense	368,867	357,200	368,688	3.2 %
Supplies and Services	240,136	261,060	290,422	11.2 %
Machinery & Equipment	2,867	14,767	—	— %
Debt Service	120,351	117,905	109,325	(7.3)%
Total Expenses	732,221	750,932	768,435	2.3 %
<u>Resources</u>				
Reimbursement Federal Bldg. Maintenance	246,303	227,850	235,529	3.4 %
Sales Tax 20% Abated Debt	120,351	117,905	109,325	(7.3)%
Misc. Reimbursement	3,783	3,675	100	(97.3)%
Total Resources	370,437	349,430	344,954	(1.3)%
Property Tax Support	361,784	401,502	423,481	21,979
Percent Increase (Decrease)				5.5 %
<b>Personnel - Authorized FTE</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	

\*Includes budgets for maintaining City Hall, City Hall Annex, Multicultural Family Center, 5th St Restroom & Ice Arena.

\*\* Federal Building Maintenance Activity was moved to the Housing Department in FY 2009 with the exception that Federal Building Maintenance personnel remains in Building Services.

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### Improvement Package Summary

#### **1 of 3**

This improvement level request is for a full-time secretary for the Building Services Department. This position is essential to meeting current and future expectations for levels of service. The Building Services Department does not currently have a secretary and the department Permit Clerk, Building Inspectors, and Manager currently handle administrative duties. This is no longer sustainable based on the workload of permit processing and inspection demands. FY19 inspections were 9% higher than the previous 4 -year average. FY20 year-to-date data shows a 10% increase in permits from the same time last fiscal year. Permits issued in FY19 increased 14% from the previous 5-year average. Increases in permits result in increasing demands placed on the permit clerk, inspectors, and management. The department also receives a large number of phone calls and walk-in customers. A designated secretary would ensure customers can always access the department and would relieve other Building Services employees from being pulled away from regular job duties to perform administrative assistance. This position is also instrumental to implementing improvements in the inspection process including a centralized scheduling process. It is planned this position will use the Accela software permitting system to coordinate and schedule inspections. The request supports City Council goals for a Financially Responsible, High-Performance City Organization: Sustainable, Equitable, and Effective Service Delivery.

Related Cost:	\$ 43,250	Tax Funds	Recurring	<b>Recommend - No</b>
Related Cost:	\$ 9,902	Tax Funds	Non-Recurring	
Total Cost:	<u>\$ 53,152</u>			
Property Tax Impact:	\$ 0.0209	0.20%		

Activity: Administration

## 2 of 3

This improvement request is for GPS Fleet Management Software. Verizon Wireless Reveal Now Fleet Tracking Software will allow Building Services Staff to track and locate vehicles in the field. It will improve fleet operations, worker productivity, and encourage safe driving. The software will allow staff to see real time driver locations and track speeds, idling, and driving behaviors. This will improve efficiency of inspection fleet and field service management.

Related Cost:	\$ 1,380	Tax Funds	Recurring	<b>Recommend - Yes</b>
Property Tax Impact:	\$ 0.0005	—%		

Activity: Code Enforcement (Building, Electrical, Plumbing)

## 3 of 3

This improvement level request is for a full-time custodian. The Facilities Management Staff currently consists of one full-time maintenance person and four full-time custodians. Custodial staff currently clean and maintain 137,000 square feet of space. The colts building remodel will add approximately 11,000 square feet of space, including six new bathrooms, a kitchen, and new office and meeting space. The majority of space will be used as a community center which will have significant custodial requirements. In addition, once the renovation of the Colts building is complete, the hours of the Multicultural Family Center (existing and new) will double. Custodial Staff capacity is not sufficient based on current responsibilities. The Building Services Department cannot maintain our facilities to expectations without additional support. For context, according to the International Facilities Management Association, a custodian can adequately clean approximately 25,000 square feet per workday. By these standards, staffing levels should currently equate 5.5 custodial FTE's. Once the MFC build-out is complete, Building Services will be responsible for maintenance of 148,000 square feet. Industry standards would suggest a custodial staff of 6 FTE's. The requested position will bring the department to 5 FTE's and is required to maintain current service levels.

Related Cost:	\$ 62,789	Tax Funds	Recurring	<b>Recommend - Yes</b>
Property Tax Impact:	\$ 0.0247	0.24%		

Activity: Facilities Maintenance

## Significant Line Items

### Employee Expense

1. FY 2021 employee expense reflects a 1.5% wage package increase.
2. The Iowa Public Employee Retirement System (IPERS) City contribution of 9.44% is unchanged from FY 2020 The employee contribution of 6.29% is unchanged from FY 2020.

3. The City portion of health insurance expense is increased from \$921 in FY 2020 to \$1,013 in FY 2021 per month per contract which results in an annual cost increase of \$16,057 or 11.26%.

### **Supplies & Services**

4. Property Maintenance decreased from \$61,040 in FY 2020 to \$59,142 in FY 2021. This line item represents lighting and electrical repairs, rug cleaning service, permit and inspection fees, HVAC maintenance, boiler inspection, annual backflow testing, annual window cleaning, plumbing repairs, winterizing drinking fountains and other repairs and maintenance.
  - a. City Hall Maintenance decreased from \$32,420 in FY 2020 to \$27,366 in FY 2021 based on a three-year average historical cost.
  - b. 5th Street Restrooms increased from \$850 in FY 2020 to \$1,208 in FY 2021 based on a three-year average historical cost.
  - c. City Hall Annex decreased from \$9,570 in FY 2020 to \$9,500 in FY 2021 based on a three-year average historical cost.
  - d. Multicultural Family Center increased from \$3,700 in FY 2020 to \$6,568 in FY 2021 based on the completion of the renovated additional space in 2020.
  - e. Shot Tower is unchanged from \$1,000 in FY 2020 to \$1,000 in FY 2021. This line item represents the cost of graffiti repair and general maintenance.
  - f. General Building Maintenance unchanged from \$13,500 in FY 2020 to \$13,500 in FY 2021. This line item is for any significant repairs to City owned buildings.
5. Equipment Maintenance Contracts increased from \$10,685 in FY 2020 to \$11,451 in FY 2021. This budget represents quarterly alarm monitoring, outdoor camera annual maintenance, weekly boiler checks, and generator inspection and testing.
6. Software License increased from \$38,964 in FY 2020 to \$41,184 in FY 2021. This line item represents Building Services' share of Accela permitting software.
7. Electricity increased from \$73,410 in FY 2020 to \$101,420 in FY 2021 based on FY 2019 actual of \$80,388 plus an increase for the renovated additional space at the Multicultural Family Center in 2020 plus 8%.
8. Natural Gas increased from \$16,268 in FY 2020 to \$24,308 in FY 2021 based on FY 2019 actual of \$18,400 plus an increase for the renovated additional space at the Multicultural Family Center in 2020 plus 8%.
9. Stormwater increased from \$38,964 in FY 2020 to \$41,184 in FY 2021 based on FY 2019 actual billed SFU's, times the planned Stormwater rate of \$8.29 per SFU for FY 2021.
10. Property Insurance decreased from \$25,882 in FY 2020 to \$12,099 in FY 2021 based on FY 2019 actual plus 5%.
11. Telephone increased from \$11,266 in FY 2020 to \$14,768 in FY 2021 based on FY 2019 actual of \$11,005 plus an increase for the renovated additional space at the Multicultural Family Center.

## Machinery & Equipment

- Equipment replacement items include (\$27,600):

<u>Administration</u>		
Smart Phone	\$	350
<u>Plumbing/Mech. Code Enforcement</u>		
Smart Phone	\$	350
<u>Building Code Enforcement</u>		
AWD SUV	\$	26,900
<u>Federal Building Maintenance Maintenance</u>		
Commercial Floor Scrubber + Carpet Cleaner	\$	—
Total Equipment		<u>\$ 27,600</u>

## Debt Service

- FY 2021 annual debt service includes the following (\$109,325):

Amount	Debt Series	Source	Purpose	Final Payment	Call Date
\$ 4,201	2017A G.O.	Sales Tax 20%	Smart Meters	2030	2025
\$ 56,091	2018B G.O.	Sales Tax 20%	Engine House #1	2031	2018
\$ 25,698	2012D G.O.	Sales Tax 20%	City Hall Tuckpointing	2032	2019
\$ 23,335	2019C G.O.	Sales Tax 20%	City Hall HVAC	2034	2021
<u>\$ 109,325</u>	Total Building Services Annual Debt Service				

## Revenue

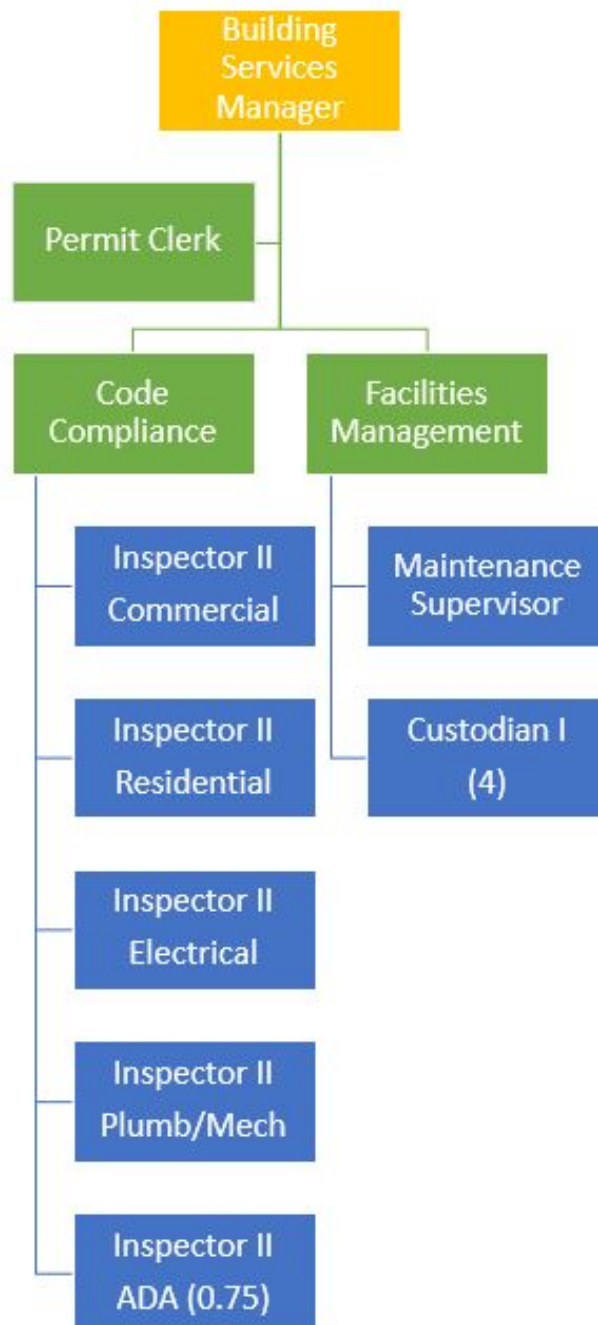
- Building Permits increased from \$467,589 in FY 2020 to \$559,631 in FY 2021 based on FY 2019. Building Permit Fees fluctuate significantly based on private party building demand throughout the city. A building permit fee increase began in FY 2020 and will complete in FY 2021.
- Plan Check Fees decreased from \$35,960 in FY 2020 to \$34,000 in FY 2021 based on FY 2019 actual.
- Electrical Permits decreased from \$81,134 in FY 2020 to \$76,369 in FY 2021 based on FY 2019 actual.
- Mechanical Permits increased from \$65,966 in FY 2020 to \$69,281 in FY 2021 based FY 2019 actual.

17. Plumbing Permits increased from \$58,526 in FY 2020 to \$66,005 in FY 2021 based on FY 2019 actual.
18. The Inspections maintenance level budget is 94.49% self-supporting in FY 2021 as compared to 85.60% self-supporting in FY 2020.

# BUILDING SERVICES

The mission of the Building Services Department is to provide exceptional professional and responsive building services for residents, contractors, and developers in the City of Dubuque. These services protect and enhance the investment, safety, welfare, equity and resiliency of our community. Through these efforts, the Building Services Department supports healthy and viable neighborhoods and businesses.

The Building Services Department delivers its mission through two core services: Construction Services and Facility Management.



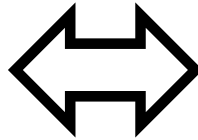


# BUILDING SERVICES

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

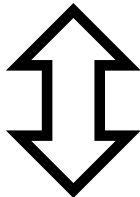
### People

- Interact daily with citizens, contractors, developers, architects, engineers, and other business professionals offering them outstanding service on demand.
- Providing our permit applications and contractors with quality and informative inspections ensuring their projects meet all codes providing safe structures for for the community
- Effective communication and collaboration with other City departments ensuring an efficient delivery of service to support a financially sound, high-performing city organization



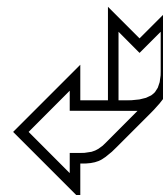
### Planning

- Building Services participates in Design Review Team meetings during the preliminary design phase offering insight and solutions from a code perspective
- Preserve historic structures by utilizing the Existing Building Code and Historical Property compliance method during the Plan Review
- Promote an inclusive community for all by reviewing projects to meet ADA and Fair Housing Regulations and provide financial assistance through the Downtown ADA Assistance Program
- Ensure our facilities are properly maintained, project long-term facility management budgeting and planning, offering our citizens and employees a clean and safe facility.



### Partnerships

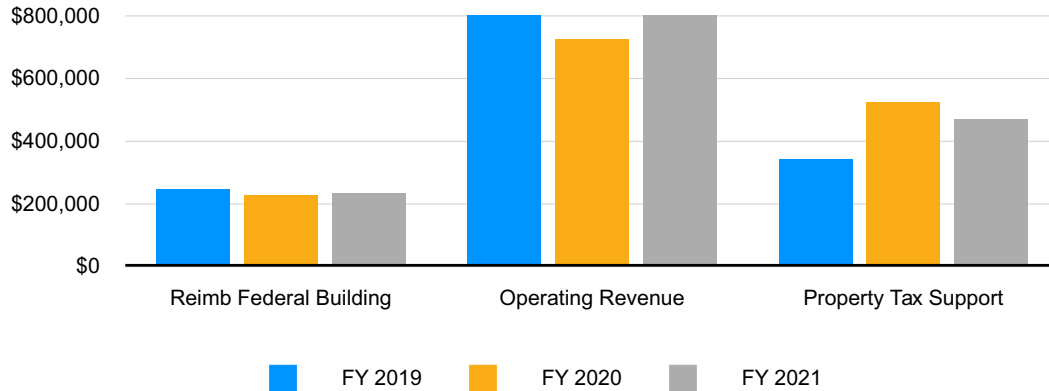
The Building Services Department coordinates with many construction professionals, non-profits, public and private sector agencies and residents. The Building Services Department views its role in these relationships as partnerships for development.



# BUILDING SERVICES

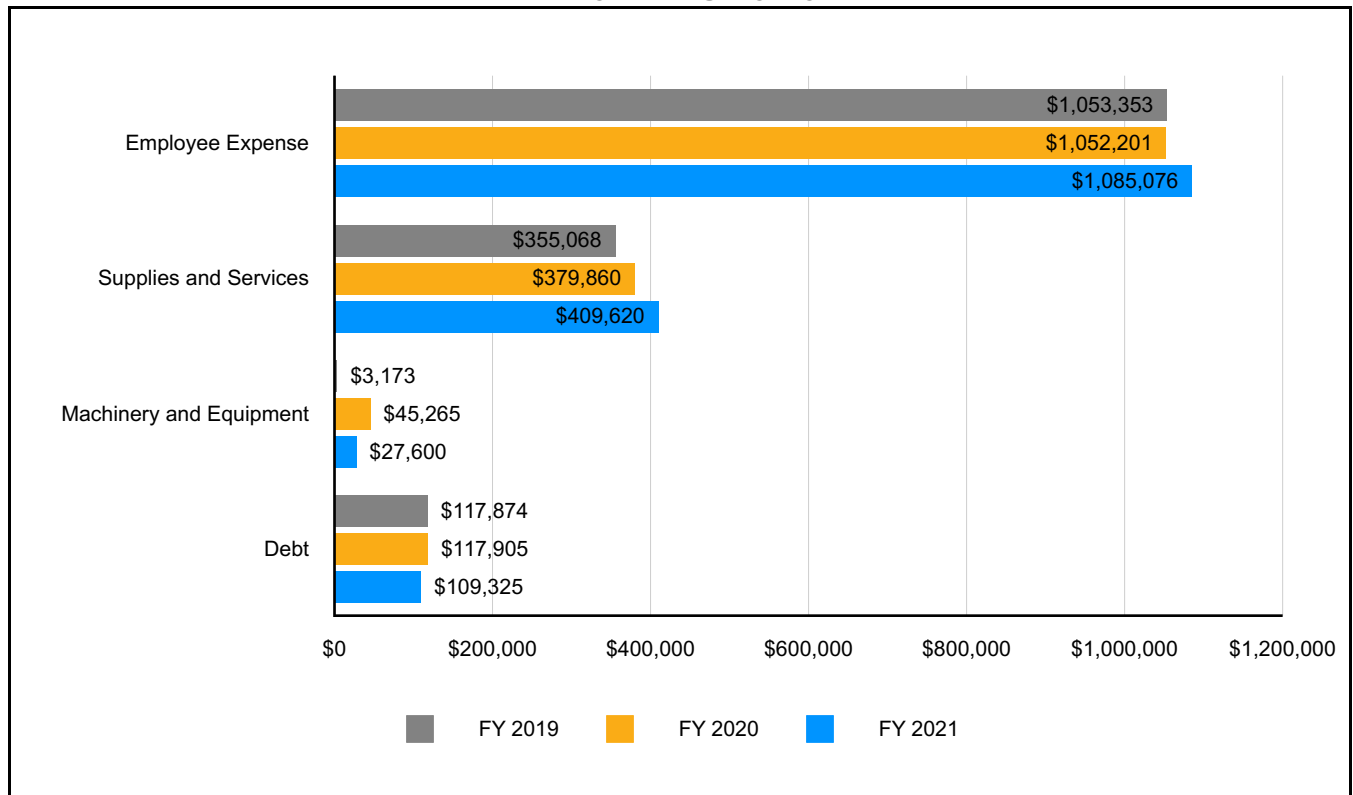
	FY 2019	FY 2020	FY 2021
Full-Time Equivalent	11.75	11.75	11.75

## Resources and Property Tax Support



The Building Services Department is supported by 11.75 full-time equivalent employees, which accounts for 66.50% of the department expense as seen below. Overall, the department's expenses are expected to increase by 2.28% in FY 2021 compared to FY 2020.

## Expenditures by Category by Fiscal Year



# BUILDING SERVICES

## Code Compliance

### Mission & Services


Building code compliance begins with permit application and plan review. The department serves as liaison between all other city departments with a role in construction regulation and review. The department guides customers through the process and advises on all building code matters in a concise, timely, and informative manner to ensure a positive customer experience. Our Department performs plan review and inspections for all construction projects including; building, mechanical, electrical, plumbing, solar, signs, fire systems, and ADA compliance. Other activities include supporting appeals boards, supporting the Fats, Oils, and Grease (FOG) program, enforcing property maintenance codes, licensing storage containers, and managing the Downtown ADA and Lighting incentive programs.

Code Compliance Funding Summary			
	FY 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$799,724	\$844,299	\$863,186
Resources	\$816,766	\$722,728	\$815,600


Code Compliance Position Summary	
	FY 2021
Building Services Manager	1.00
Permit Clerk	1.00
Inspector II--FT	4.00
Inspector II--PT	0.75
<b>Total Full-Time Equivalent Employees</b>	<b>6.75</b>

### Performance Measures

#### City Council Goal: Vibrant Community: Healthy and Safe

Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
<b>1 Activity Objective: Effective Building Department</b>					
ISO numeric rating on building department effectiveness ( <a href="#">Building Code Effectiveness Grading Schedule (BCEGS) Score</a> )	< 4/10	4/10	4/10	4/10	

#### City Council Goal: Connected Community: Equitable Mobility

<b>2 Activity Objective: Ensure all facilities used by the public are fully accessible for persons with disabilities.</b>					
# businesses with improved accessibility ( <a href="#">Downtown ADA Assistance Program</a> )	≥ 6	2	2	3	

# BUILDING SERVICES

## Facility Management

### Overview


Building Services Department provides custodial and building maintenance services for City Hall, City Hall Annex, Historic Federal Building, Ruby Sutton Building, 5<sup>th</sup> Street Restrooms, Bunker Hill, Allison Henderson Park and the Dubuque Shot Tower. In total staff cleans and maintains over 150,000 square feet of public and office space. Responsibilities include routine custodial services, maintenance, repairs, and monitoring of HVAC systems. Staff schedules routine maintenance on our generators, elevators, HVAC equipment, fire alarm and sprinkler systems, backflow valves, and security systems.

Facility Management Funding Summary			
	FY 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$357,894	\$381,042	\$415,788
Resources	\$250,086	\$231,525	\$235,629

Facility Management Position Summary	
	FY 2021
Maintenance Worker	1.00
Custodian	4.00
<b>Total Full-Time Equivalent Employees</b>	<b>5.00</b>

### Performance Measures

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

	Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
1	Activity Objective: Continue implementation of the ADA Transition Plan					
	# of accessibility improvement projects in public facilities	>8	0	4	5	

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## Recommended Operating Revenue Budget - Department Total

### 57 - BUILDING SAFETY

Fund	Account	Account Title	FY18 Actual Revenue	FY19 Actual Revenue	FY20 Adopted Budget	FY21 Recomm'd Budget
100	42165	ABANDONED BLDG LICENSES	8,335	20,400	9,996	0
100	42205	BUILDING PERMITS	481,160	559,631	467,589	559,631
100	42210	ELECTRICAL PERMITS	81,859	76,369	81,134	76,369
100	42215	MECHANICAL PERMITS	62,623	69,281	65,966	69,281
100	42220	PLUMBING PERMITS	58,526	66,005	58,526	66,005
100	42260	PERMIT, MISC	4,552	416	4,552	3,600
<b>42</b>	<b>LICENSES AND PERMITS</b>	<b>- Total</b>	<b>697,055</b>	<b>792,103</b>	<b>687,763</b>	<b>774,886</b>
100	51914	PLAN CHECK FEES	15,360	14,940	35,960	34,000
<b>51</b>	<b>CHARGES FOR SERVICES</b>	<b>- Total</b>	<b>15,360</b>	<b>14,940</b>	<b>35,960</b>	<b>34,000</b>
100	53102	PRIVATE PARTICIPANT	0	3,500	0	0
100	53403	IA DISTRICT COURT FINES	1,920	6,714	2,500	6,714
100	53605	MISCELLANEOUS REVENUE	120	283	120	100
100	53610	INSURANCE CLAIMS	0	3,000	0	0
100	53620	REIMBURSEMENTS-GENERAL	60	9	60	0
<b>53</b>	<b>MISCELLANEOUS</b>	<b>- Total</b>	<b>2,100</b>	<b>13,506</b>	<b>2,680</b>	<b>6,814</b>
400	54210	GO BOND PROCEEDS	391,950	2,370	0	0
400	54220	BOND DISCOUNT	2,513	107	0	0
<b>54</b>	<b>OTHER FINANCING SOURCES</b>	<b>- Total</b>	<b>394,463</b>	<b>2,477</b>	<b>0</b>	<b>0</b>
400	59350	FR SALES TAX CONSTRUCTION	126,632	117,874	117,905	109,325
<b>59</b>	<b>TRANSFER IN AND INTERNAL</b>	<b>- Total</b>	<b>126,632</b>	<b>117,874</b>	<b>117,905</b>	<b>109,325</b>
<b>BUILDING SAFETY - Total</b>			<b>1,235,610</b>	<b>940,899</b>	<b>844,308</b>	<b>925,025</b>

## Recommended Operating Expenditure Budget - Department Total

### 57 - BUILDING SAFETY

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
100	61010	FULL-TIME EMPLOYEES	647,776	692,025	716,109	729,474
100	61020	PART-TIME EMPLOYEES	48,346	50,876	58,871	59,524
100	61050	OVERTIME PAY	244	1,707	0	0
100	61092	VACATION PAYOFF	2,838	0	0	0
100	61310	IPERS	62,303	70,291	73,157	74,480
100	61320	SOCIAL SECURITY	50,682	53,978	59,286	60,360
100	61410	HEALTH INSURANCE	174,899	157,408	119,198	135,255
100	61415	WORKMENS' COMPENSATION	36,386	26,518	24,957	25,360
100	61416	LIFE INSURANCE	513	551	623	623
<b>61 - WAGES AND BENEFITS</b>			<b>1,023,986</b>	<b>1,053,353</b>	<b>1,052,201</b>	<b>1,085,076</b>
100	62010	OFFICE SUPPLIES	1,296	1,827	1,296	1,827
100	62030	POSTAGE AND SHIPPING	1,191	1,841	1,227	2,025
100	62032	FLAGS	0	0	700	0
100	62061	DP EQUIP. MAINT CONTRACTS	7,924	7,129	6,851	6,914
100	62062	JANITORIAL SUPPLIES	840	6,544	7,600	8,576
100	62090	PRINTING & BINDING	305	553	500	591
100	62110	COPYING/REPRODUCTION	348	1,380	373	402
100	62130	LEGAL NOTICES & ADS	6,750	0	250	0
100	62140	PROMOTION	73	0	300	300
100	62170	SUBSCRIPTIONS-BOOKS-MAPS	2,364	402	88	410
100	62190	DUES & MEMBERSHIPS	1,510	1,450	2,244	1,479
100	62204	REFUNDS	128	99	0	0
100	62206	PROPERTY INSURANCE	20,662	11,523	25,882	12,099
100	62208	GENERAL LIABILITY INSURAN	8,281	7,689	7,708	8,073
100	62230	COURT COSTS & RECORD FEES	803	6,301	1,955	1,955
100	62310	TRAVEL-CONFERENCES	0	1,400	3,500	3,500
100	62320	TRAVEL-CITY BUSINESS	0	75	245	245
100	62340	MILEAGE/LOCAL TRANSP	110	0	112	0
100	62360	EDUCATION & TRAINING	3,891	2,313	8,000	8,000
100	62411	UTILITY EXP-ELECTRICITY	73,410	80,388	73,410	101,420
100	62412	UTILITY EXP-GAS	16,268	18,400	16,268	24,308
100	62415	UTILITY EXPENSE STORMWATR	50,529	53,195	57,386	60,669
100	62421	TELEPHONE	10,052	11,005	11,266	14,768
100	62431	PROPERTY MAINTENANCE	44,370	40,134	61,040	59,142
100	62435	ELEVATOR MAINTENANCE	0	175	5,647	5,647
100	62436	RENTAL OF SPACE	3,936	3,608	3,936	3,608
100	62438	FIRE SUPPRESSION	0	0	8,558	8,558
100	62511	FUEL, MOTOR VEHICLE	3,857	3,609	3,856	3,961
100	62521	MOTOR VEHICLE MAINT.	4,107	3,054	4,180	5,039
100	62528	MOTOR VEH. MAINT. OUTSOUR	577	0	0	0
100	62611	MACH/EQUIP MAINTENANCE	0	44	0	44
100	62614	EQUIP MAINT CONTRACT	22,572	23,446	10,685	11,451
100	62627	CAMERA MAINTENANCE	504	576	300	676
100	62663	SOFTWARE LICENSE EXP	26,632	56,088	38,964	41,184

## Recommended Operating Expenditure Budget - Department Total

### 57 - BUILDING SAFETY

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
100	62666	CREDIT CARD CHARGE	5,563	6,710	5,563	6,710
100	62667	DATA SERVICES	682	807	720	789
100	62671	MISC. OPERATING SUPPLIES	0	11	0	0
100	62699	CASH SHORT AND OVER	(2)	5	0	0
100	62710	CONTRACTOR SERVICES	3,410	1,312	5,000	5,000
100	62713	LEGAL SERVICES	384	733	0	0
400	62713	LEGAL SERVICES	4,015	0	0	0
100	62716	CONSULTANT SERVICES	0	0	4,000	0
400	62721	FINANCIAL CONSULTANT	5,531	0	0	0
400	62731	MISCELLANEOUS SERVICES	1,646	1,144	0	0
100	62765	GRANTS	250	100	250	250
<b>62 - SUPPLIES AND SERVICES</b>			<b>334,771</b>	<b>355,068</b>	<b>379,860</b>	<b>409,620</b>
100	63311	ADMIN. OVERHEAD	(241,077)	(246,303)	(227,850)	(235,529)
<b>63 - ADMIN/OVERHEAD/STORES GAR</b>			<b>(241,077)</b>	<b>(246,303)</b>	<b>(227,850)</b>	<b>(235,529)</b>
100	71120	PERIPHERALS, COMPUTER	0	0	198	0
100	71123	SOFTWARE	0	0	2,000	0
100	71211	DESKS/CHAIRS	0	0	6,567	0
100	71310	AUTO/JEEP REPLACEMENT	14,000	0	26,900	26,900
100	71610	CUSTODIAL EQUIPMENT	0	2,717	0	0
100	72417	CAMERA RELATED EQUIPMENT	0	0	8,200	0
100	72418	TELEPHONE RELATED	442	456	1,400	700
<b>71 - EQUIPMENT</b>			<b>14,442</b>	<b>3,173</b>	<b>45,265</b>	<b>27,600</b>
400	74111	PRINCIPAL PAYMENT	473,464	91,004	94,950	89,184
400	74112	INTEREST PAYMENT	31,033	26,870	22,955	20,141
<b>74 - DEBT SERVICE</b>			<b>504,497</b>	<b>117,874</b>	<b>117,905</b>	<b>109,325</b>
<b>57 - BUILDING SAFETY TOTAL</b>			<b>1,636,618</b>	<b>1,283,165</b>	<b>1,367,381</b>	<b>1,396,092</b>



## Recommended Expenditure Budget Report by Activity & Funding Source

### 57 - BUILDING SAFETY

#### BUILDING SERV. ADMIN. - 57100

##### FUNDING SOURCE: GENERAL

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	—	150	10,023	350
SUPPLIES AND SERVICES	59,010	90,525	84,362	82,471
WAGES AND BENEFITS	156,670	192,643	195,584	205,598
<b>BUILDING SERV. ADMIN.</b>	<b>215,680</b>	<b>283,318</b>	<b>289,969</b>	<b>288,419</b>
<b>ELECTRICAL CODE ENF. - 57200</b>				

##### FUNDING SOURCE: GENERAL

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	221	—	383	—
SUPPLIES AND SERVICES	5,850	5,764	6,274	6,393
WAGES AND BENEFITS	107,925	108,141	107,167	109,703
<b>ELECTRICAL CODE ENF.</b>	<b>113,996</b>	<b>113,904</b>	<b>113,824</b>	<b>116,096</b>
<b>DEBT SERVICE - 57300</b>				

##### FUNDING SOURCE: DEBT SERVICE

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
DEBT SERVICE	504,497	117,874	117,905	109,325
SUPPLIES AND SERVICES	11,192	1,144	—	0
<b>DEBT SERVICE</b>	<b>515,689</b>	<b>119,018</b>	<b>117,905</b>	<b>109,325</b>
<b>BLDG. CODE ENFORCE - 57400</b>				

##### FUNDING SOURCE: GENERAL

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	221	6	20,059	26,900
SUPPLIES AND SERVICES	15,201	12,246	21,331	21,861
WAGES AND BENEFITS	275,613	275,529	285,076	291,384
<b>BLDG. CODE ENFORCE</b>	<b>291,035</b>	<b>287,781</b>	<b>326,466</b>	<b>340,145</b>
<b>CITY HALL MAINT. - 57500</b>				

##### FUNDING SOURCE: GENERAL

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	—	2,867	8,767	0
SUPPLIES AND SERVICES	149,222	164,457	170,747	176,167
WAGES AND BENEFITS	73,246	72,258	70,187	72,299
<b>CITY HALL MAINT.</b>	<b>222,467</b>	<b>239,582</b>	<b>249,701</b>	<b>248,466</b>
<b>CITY HALL ANNEX MAINT. - 57510</b>				

##### FUNDING SOURCE: GENERAL

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
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## Recommended Expenditure Budget Report by Activity & Funding Source

### 57 - BUILDING SAFETY

EQUIPMENT	—	—	1,500	0
SUPPLIES AND SERVICES	40,045	36,280	41,697	44,401
WAGES AND BENEFITS	29,191	28,803	27,841	28,797
<b>CITY HALL ANNEX MAINT.</b>	<b>69,236</b>	<b>65,084</b>	<b>71,038</b>	<b>73,198</b>
<b>FEDERAL BUILDING MAINT. - 57520</b>				

**FUNDING SOURCE: GENERAL**

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
ADMIN/OVERHEAD/STORES	(241,077)	(246,303)	(227,850)	(235,529)
SUPPLIES AND SERVICES	378	434	—	434
WAGES AND BENEFITS	247,942	245,869	227,850	235,197
<b>FEDERAL BUILDING MAINT.</b>	<b>7,243</b>	<b>—</b>	<b>—</b>	<b>102</b>
<b>1157 CENTRAL AVE MAINT. - 57540</b>				

**FUNDING SOURCE: GENERAL**

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	24,845	31,291	28,981	61,627
WAGES AND BENEFITS	22,569	21,936	31,322	32,395
<b>1157 CENTRAL AVE MAINT.</b>	<b>47,414</b>	<b>53,228</b>	<b>60,303</b>	<b>94,022</b>
<b>ICE ARENA - 57550</b>				

**FUNDING SOURCE: GENERAL**

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	12,153	—	12,817	—
<b>ICE ARENA</b>	<b>12,153</b>	<b>—</b>	<b>12,817</b>	<b>—</b>
<b>5TH ST RESTROOMS - 57560</b>				

**FUNDING SOURCE: GENERAL**

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	—	—	4,500	—
SUPPLIES AND SERVICES	5,823	6,518	5,818	6,793
<b>5TH ST RESTROOMS</b>	<b>5,823</b>	<b>6,518</b>	<b>10,318</b>	<b>6,793</b>
<b>SHOT TOWER - 57570</b>				

**FUNDING SOURCE: GENERAL**

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	3,717	—	1,000	1,000
<b>SHOT TOWER</b>	<b>3,717</b>	<b>—</b>	<b>1,000</b>	<b>1,000</b>
<b>PLBG/MECH. CODE ENF. - 57700</b>				

**FUNDING SOURCE: GENERAL**

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	14,000	150	33	350

## Recommended Expenditure Budget Report by Activity & Funding Source

### 57 - BUILDING SAFETY

SUPPLIES AND SERVICES	7,334	6,397	6,833	8,473
WAGES AND BENEFITS	110,831	108,174	107,174	109,703
<b>PLBG/MECH. CODE ENF.</b>	<b>132,164</b>	<b>114,721</b>	<b>114,040</b>	<b>118,526</b>
<b>PCARD CLEARING</b>	<b>- 99999</b>			

#### FUNDING SOURCE: GENERAL

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	—	11	—	—
<b>PCARD CLEARING BUILDING</b>	<b>—</b>	<b>11</b>	<b>—</b>	<b>—</b>
<b>BUILDING SAFETY TOTAL</b>	<b>\$1,636,618</b>	<b>\$1,283,165</b>	<b>\$1,367,381</b>	<b>\$1,396,092</b>

CITY OF DUBUQUE, IOWA  
DEPARTMENT DETAIL - PERSONNEL COMPLEMENT

57 BUILDING SERVICES DEPARTMENT

FD	JC	WP-GR	JOB CLASS	FY 2019		FY 2020		FY 2021	
				FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
61010 Full Time Employee Expense									
100	5800	GE-38	BUILDING SAFETY MANAGER	1.00	\$ 76,752	1.00	\$ 95,437	1.00	\$ 100,375
100	5450	GE-34	INSPECTOR II	4.00	\$ 310,486	4.00	\$ 320,260	4.00	\$ 324,146
100	8875	GE-26	PERMIT CLERK	1.00	\$ 51,516	1.00	\$ 52,689	1.00	\$ 53,767
100	3,420	OE-09	MAINT. WORKER - FEDERAL BLDG	1.00	\$ 53,864	1.00	\$ 55,083	1.00	\$ 55,695
100	2040	OE-06	CUSTODIAN I	4.00	\$ 188,336	4.00	\$ 192,640	4.00	\$ 195,491
TOTAL FULL TIME EMPLOYEES				11.00	\$ 680,954	11.00	\$ 716,109	11.00	\$ 729,474
61020 Part Time Employee Expense									
100	2,800	GE-34	INSPECTOR II	0.75	\$ 57,564	0.75	\$ 58,871	0.75	\$ 59,524
TOTAL PART TIME EMPLOYEES				0.75	\$ 57,564	0.75	\$ 58,871	0.75	\$ 59,524
TOTAL BUILDING SERVICES DEPT.				11.75	\$ 738,518	11.75	\$ 774,980	11.75	\$ 788,998

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

ACCT	FD	JC	WP-GR	POSITION CLASS	FY 2019		FY 2020		FY 2021		
					FTE	BUDGET	FTE	BUDGET	FTE	BUDGET	
Building Services Administration-FT											
10057100	61010	100	5800	GE-38	BUILDING SAFETY MANAGER	1.00	\$ 76,752	1.00	\$ 95,437	1.00	\$ 100,375
10057100	61010	100	8875	GE-26	PERMIT CLERK	1.00	\$ 51,516	1.00	\$ 52,689	1.00	\$ 53,767
Total						2.00	\$ 128,268	2.00	\$ 148,126	2.00	\$ 154,142
Building Inspections-FT											
10057400	61010	100	5450	GE-34	INSPECTOR II	2.00	\$ 154,272	2.00	\$ 160,130	2.00	\$ 162,242
Total						2.00	\$ 154,272	2.00	\$ 160,130	2.00	\$ 162,242
Plumbing/Mechanical Inspections-FT											
10057700	61010	100	5450	GE-34	INSPECTOR II	1.00	\$ 78,225	1.00	\$ 80,065	1.00	\$ 80,952
Total						1.00	\$ 78,225	1.00	\$ 80,065	1.00	\$ 80,952
Electrical Inspections-FT											
10057200	61010	100	5450	GE-34	INSPECTOR II	1.00	\$ 77,989	1.00	\$ 80,065	1.00	\$ 80,952
Total						1.00	\$ 77,989	1.00	\$ 80,065	1.00	\$ 80,952
City Hall Maintenance-FT											
10057500	61010	100	2040	OE-06	CUSTODIAN I	1.00	\$ 47,436	1.00	\$ 48,520	1.00	\$ 49,053
Total						1.00	\$ 47,436	1.00	\$ 48,520	1.00	\$ 49,053
Building Inspector II-Part Time											
10057400	61020	100	2800	GE-34	INSPECTOR II	0.75	\$ 57,564	0.75	\$ 58,871	0.75	\$ 59,524
Total						0.75	\$ 57,564	0.75	\$ 58,871	0.75	\$ 59,524
Federal Building Maintenance-Full Time											
10057520	61010	100	3420	OE-09	MAINT. WORKER - FEDERAL	1.00	\$ 53,864	1.00	\$ 55,083	1.00	\$ 55,695
10057520	61010	100	2040	OE-06	CUSTODIAN I	2.15	\$ 100,978	2.15	\$ 103,286	2.15	\$ 104,947
Total						3.15	\$ 154,842	3.15	\$ 158,369	3.15	\$ 160,642
Multicultural Family Center Maintenance-FT											
10057540	61010	100	2040	OE-06	CUSTODIAN I	0.45	\$ 21,135	0.45	\$ 21,618	0.45	\$ 21,966
Total						0.45	\$ 21,135	0.45	\$ 21,618	0.45	\$ 21,966
City Hall Annex/Housing Maintenance-Full Time											
10057510	61010	100	2040	OE-06	CUSTODIAN I	0.40	\$ 18,787	0.40	\$ 19,216	0.40	\$ 19,525
Total						0.40	\$ 18,787	0.40	\$ 19,216	0.40	\$ 19,525
TOTAL BUILDING SERVICES DEPT.						11.75	\$ 738,518	11.75	\$ 774,980	11.75	\$ 788,998

Capital Improvement Projects by Department/Division					
BUILDING SAFETY					
CIP Number	Capital Improvement Project Title	FY 18 Actual Expense	FY 19 Actual Expense	FY 20 Adopted Budget	FY 21 Recomm'd Budget
1001178	PERMIT TRACKING SYSTEM	14,952	—	—	—
3501045	CITY HALL REMODELING	71,158	285	—	—
3501428	GENERAL BLDG MAINTENANCE	1,362	—	—	—
3501757	CITY HALL ANNEX MAINT	17,453	—	—	—
3502764	DILAPIDATED BDG ASSESS	—	7,565	—	—
3502803	CITY HALL BOILER	—	—	67,260	—
3502804	CITY ANNEX WINDOWS	—	—	48,548	—
3502805	CARRIAGE HOUSE ROOF REPLC	—	—	22,475	—
3502858	INTEG ACCESS SECURITY SYS	—	—	—	48,500
3602424	DTWN URBN RNL DRST ADA	10,000	9,996	15,000	30,000
3602802	DT ADA NON-PROFIT ASSIST	0	0	100,000	100,000
<b>BUILDING SAFETY</b>	<b>TOTAL</b>	<b>114,925</b>	<b>17,846</b>	<b>253,283</b>	<b>178,500</b>

PRGRM/ DEPT	PROJECT DESCRIPTION	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	TOTAL	PAGE
<b>BUILDING SERVICES</b>								
<b>Public Safety</b>								
	Downtown URD Non-Profit ADA Assistance	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 500,000	279
	Downtown ADA Assistance	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 150,000	280
	Integrated Access Control and Security System	\$ 48,500	\$ 19,750	\$ 17,500	\$ —	\$ —	\$ 85,750	281
	<b>TOTAL</b>	<b>\$178,500</b>	<b>\$149,750</b>	<b>\$147,500</b>	<b>\$130,000</b>	<b>\$130,000</b>	<b>\$735,750</b>	

FISCAL YEAR 2021  
**Recommended**  
**Policy And Narrative Budget**  
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March 25, 2020  
Historic Federal Building City Council Chambers

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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 Pollution Control, Refuse (part of Public Works), Cable TV, Transit, Parking), 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. Battery icons for each KPI visually indicate how well an objective is doing and represent the following:

		
On Track	Improving	Needs Work

- 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

# **Water Department**

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## WATER DEPARTMENT

<b>Budget Highlights</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Budget</b>	<b>FY 2021 Requested</b>	<b>% Change From FY 2020 Budget</b>
<u>Expenses</u>				
Employee Expense	2,202,709	2,404,255	2,506,633	4.3 %
Supplies and Services	2,459,947	2,601,359	2,621,409	0.8 %
Machinery and Equipment	913,342	736,780	1,339,511	81.8 %
Administrative Overhead Recharges	405,172	454,496	424,310	(6.6)%
Finance Utility Billing	1,801	—	—	— %
Engineering Water Maintenance Charges	33,400	20,010	20,707	3.5 %
Payment in Lieu of Taxes	142,884	142,884	142,884	— %
Payment to Construction Fund	935,000	400,000	550,000	37.5 %
Debt Service	3,059,778	3,689,299	3,861,392	4.7 %
Total Expenses	10,154,033	10,449,083	11,466,846	9.7 %
<u>Resources</u>				
Operating Revenue	9,474,916	10,497,358	11,333,793	8.0 %
Total Resources	9,474,916	10,497,358	11,333,793	8.0 %
Net Operating Surplus (Deficit)	(679,117)	48,275	(133,053)	-181,328
<b>Personnel - Authorized FTE</b>	<b>25.87</b>	<b>26.37</b>	<b>26.07</b>	
<b>Water User Fee Rate Increase</b>	<b>3%</b>	<b>5%</b>	<b>5%</b>	
<b>Revenue 1% Rate Increase Generates</b>			<b>\$ 80,639</b>	

### Improvement Package Summary

#### 1 of 11

This improvement package would provide funding for Cartegraph or other applicable software licenses to help to efficiently manage and report on daily operations including generation of work orders, preventative and corrective maintenance orders, inventory management, job costing, procurement management (quotation and requisition processes) and scheduling and service requests. This follows the City Council Goal and High Priority of a Citywide Departmental Work Order System Implementation.

Related Cost:	<u>\$45,000</u>	Water User Fees	Non-Recurring	<b>Recommend - Yes</b>
Water Rate Impact:	0.56%			
Activity: Administration				

#### 2 of 11

This improvement package would provide funding systematically upgrade the two ruggedized cell phones to smartphones and provides service for six additional smartphones for the water distribution crew. Smartphones would enable the crews to have access to WebQA and GIS mapping during the response to an emergency improving the time with which it takes to locate isolation valves. The City operations would be improved with decreased response times to emergency sites and the community would benefit from a shortened interruption of water service in the event of a water main break. In addition, Web QA notifications would come directly to the staff member. WebQA is currently used as the department work order system. As work orders are available electronically, the crew would be able to view the order, complete and close it, thereby improving response times in the City's WebQA process. This request follows the City Council Goal and Priority of Sustainable Environment: Preserving and enhancing Natural Resources to readily respond to provide safe, dependable drinking water and using affordable technology for water activities.

Related Cost:	\$ 4,992	Water User Fees	Recurring	<b>Recommend - Yes</b>
Related Cost:	\$ 700	Water User Fees	Non-Recurring	
Total Cost:	<u>\$ 5,692</u>			
Water Rate Impact:	0.07%			
Activity: Distribution				

### 3 of 11

This improvement package would provide funding two additional smartphones for the Water Plant Operators Special Assignment. These will enable the Water Plant Operators to respond to requests from the Electrical and Mechanical Staff as needed. Due to the need for Water Plant Operators Special Assignment to work away from the Water Treatment Plant in the field, it is important that they can be reached while out in the field to respond to water quality concerns and request assistance when needed. The operators are currently using their personal cell phones while working out in the field. This request follows the City Council Goal and Priority of Sustainable Environment: Preserving and enhancing Natural Resources to readily respond to provide safe, dependable drinking water and using affordable technology for water activities.

Related Cost:	\$ 1,248	Water User Fees	Recurring	<b>Recommend - Yes</b>
Related Cost:	\$ 700	Water User Fees	Non-Recurring	
Total Cost:	<u>\$ 1,948</u>			
Water Rate Impact:	0.02%			
Activity: Plant Operations				

### 4 of 11

This improvement package would provide funding for a tablet to be used by the Operators Special Assignment at the Water Plant and out in the field. This will enable data to be collected directly from the Well Sites, the distribution sites, the pump stations and customer properties in response to water quality concerns. Distribution testing and sampling data will be used for trend analysis and completion of the monthly operating reports that are submitted monthly to the Department of Natural Resources to ensure the drinking water treatment process is compliant with all standards listed in the City's operating permit. Continued and improved data collection and entry ensure continued compliance of the City with its regulatory requirements stipulated by the Safe Drinking Water Act as enforced by the United States Environmental Protection Agency and the Iowa Department of Natural Resources. This improvement supports the City Council Goal and Priority of Sustainable Environment: Preserving and Enhancing Natural Resources providing safe, dependable drinking water using affordable technology for water activities.

Related Cost:	\$ 120	Water User Fees	Recurring	<b>Recommend - Yes</b>
Related Cost:	\$ 950	Water User Fees	Non-Recurring	
Total Cost:	<u>\$ 1,070</u>			
Water Rate Impact:	0.01%			
Activity: Plant Operations				

### 5 of 11

This improvement package would provide funding for leadership development for the City of Dubuque Water Department Leadership Team. The primary area of emphasis for maintaining positive momentum includes implementation of strategic priorities and reinforcing the Work of Leaders model of Vision, Alignment, and Execution. Fairchild Coaching recommends using the framework of Vision, Alignment and Execution, Work of Leaders will encourage City of Dubuque Water Dept. leaders to understand their own leadership behaviors and how these behaviors impact their effectiveness. This follows the City Council Goal and priority of being Financially Responsible, High Performance City Organization: Provide City services responsive to the community.

Related Cost: \$10,713 Water User Fees Recurring **Recommend - Yes**  
Water Rate Impact: 0.13%  
Activity: Administration\Meters\Distribution\Operations

**6 of 11**

This improvement package provides funding for the purchase of cut off saw. The addition is a Chain saw Style, unlike the existing one and will be run by hydraulics not gas, which makes it much safer for the Distribution Crew when using it. This improvement supports the City Council Goal and Priority of Sustainable Environment: Preserving and Enhancing Natural Resources providing safe, dependable drinking water using affordable technology for water activities.

Related Cost: \$ 4,200 Water User Fees Non-Recurring **Recommend - Yes**  
Water Rate Impact: 0.05%  
Activity: Water Distribution

**7 of 11**

This improvement package would provide funding for the purchase of a new ground penetrating radar. As the City purchased other utilities, the Distribution Staff has found the field record documentation of these utilities to be unsatisfactory. This ground penetrating radar would be used to assist in the field locating new utilities and document them to our GIS record system, providing accurate records. This ground penetrating radar tool can also be shared with other City Departments in locating their utilities. This request supports the City Council Goal and Priority of a Financially Responsible, High Performance City Organization: Sustainable, Equitable, and Effective Service Delivery.

Related Cost Savings: \$30,000 Water User Fees Recurring **Recommend - Yes**  
Water Rate Impact: 0.37%  
Activity: Distribution

**8 of 11**

This improvement package would provide funding to upgrade the 3/4 ton truck to a utility truck. This vehicle has met or exceeded the time frame for trade in and is not equipped to perform the necessary functions that are required of the Water Distribution Crew. This package would ensure that the needs of citizens are met in a timely manner. This improvement supports the City Council Goal and Priority of Sustainable Environment: Preserving and Enhancing Natural Resources providing safe, dependable drinking water using affordable technology for water activities.

Related Cost: \$34,028 Water User Fees Recurring **Recommend - Yes**  
Water Rate Impact: 0.42%  
Activity: Meters

**9 of 11**

This improvement package would provide funding to upgrade the 3/4 ton 4X4 Super Cab truck to a Utility Truck, 4X4 450 Series, Regular Cab with a 10' Utility box with crane, ladder rack, front mount valve turner and Hydraulic motor pump. The existing vehicle has exceeded the time frame for trade-in and is currently rusting out around the wheel wells. This vehicle is not capable of performing the functions needed for the Water Distribution Crew. This improvement supports the City Council Goal and Priority of being a Sustainable Environment: Preserving and Enhancing Natural Resources providing safe, dependable drinking water using affordable technology for water activities.

Related Cost: \$40,000 Water User Fees Recurring **Recommend - Yes**  
Water Rate Impact: 0.50%  
Activity: Distributions



**10 of 11**

This improvement package would provide funding to upgrade the replacement of the 2002 Freightliner Tandem Dump Truck to a Tandem Truck that has greater horse power and larger carrying capacity to meet the needs of the Water Distribution division enabling them to better serve the citizens of Dubuque. This truck would be equipped with a snow plow to assist Public Works on snow events equal to or greater than 8 inches. This improvement supports the City Council Goal and Priority of Sustainable Environment: Preserving and Enhancing Natural Resources providing safe, dependable drinking water using affordable technology for water activities.

Related Cost:	<u>\$40,000</u>	Water User Fees	Recurring	<b>Recommend - Yes</b>
Water Rate Impact:	0.50%			
Activity: Distributions				

**11 of 11**

This improvement package would provide funding for Backhoe/Loader to be replaced by a Skid Steer with a rubber track, bucket and broom attachments with a trailer. The Backhoe/Loader is a 1999 John Deere 410 4X4 Extend a hoe with ride control. This vehicle has exceeded the standard time frame for trade in. It has maximized its hours and is developing maintenance issues representative to its age. It is functionally obsolete, replacing this with a fully equipped Skid Steer will optimize the work completed by the Distribution Crew. The Skid Steer replacement for this will operate with better efficiency within the Water Distribution Department. This request follows the City Council Goals and Priorities of being Financially responsible, High-Performing City Organization: Sustainable, Equitable and Effective Service Delivery.

Related Cost:	\$55,000	Water User Fees	Non-Recurring	<b>Recommend - Yes</b>
Related Savings:	<u>\$90,000</u>	Water User Fees	Non-Recurring	
Net Savings:	<u>\$35,000</u>			
Water Rate Impact:	(0.43)%			
Activity: Distribution				

### Significant Line Items

**Employee Expense**

1. FY 2021 employee expense reflects a 1.5% wage package increase.
2. The Iowa Public Employee Retirement System (IPERS) City contribution of 9.44% is unchanged from FY 2020 The employee contribution of 6.29% is unchanged from FY 2020.
3. The City portion of health insurance expense increased from \$921 in FY 2020 to \$1,013 in FY 2021 per month per contract which results in an annual cost increase of \$37,744 or 11.26%.
4. Overtime is unchanged from \$94,040 in FY 2020 to \$94,040 in FY 2021 . FY 2019 actual was \$108,641.
5. Five-Year Retiree Sick leave payout is decreased from \$32,007 in FY 2020 to \$29,299 in FY 2021.
6. 50% Sick Leave Payout is increased from \$0 in FY 2020 to \$2,097 in FY 2021 based on FY 2020 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.
7. During Fiscal Year 2020, the following personnel changes were approved (net change -0.30 FTE):
  - a. -0.80 FTE Part-Time Water Meter Service Worker position eliminated (-\$60,913)

- b. +0.50 FTE Part-Time Water Distribution Maintenance Worker position added (+\$32,733)

## **Supplies & Services**

8. Property Insurance decreased from \$66,812 in FY 2020 to \$59,548 in FY 2021 based on FY 2019 actual plus 5%.
9. Electricity Utility Expense increased from \$628,223 in FY 2020 to \$678,511 in FY 2021 based on FY 2020 budget plus 8%. FY 2019 actual was \$668,403.
10. Sales Tax expense decreased from \$520,583 in FY 2020 to \$461,701 in FY 2021 based on decreased consumption plus an increase in water rates in FY 2021 of 5%. This expense is directly offset by sales tax revenue.
11. Machinery and Equipment Maintenance increased from \$69,816 in FY 2020 to \$83,952 in FY 2021 based on FY 2019 actual of \$87,994. This line item represents wells, filters, pumps, generators, chemical unloading and storage, chemical feed equipment, chlorinators, lime slackers, clarifiers, air compressors and air system components, telemetry, HVAC, elevator, computer maintenance, sludge plant, electrical controls, and sensors.
12. Costs for Fluoride, Phosphate, Chlorine, Lime, and Polymer expense (water processing materials) decreased from \$433,950 in FY 2020 to \$430,663 in FY 2021. FY 2019 actual was \$379,114. Chlorine decreased from \$40,000 in FY 2020 to 37,480 in FY 2021.
13. Hauling Services increased from \$148,250 in FY 2020 to \$157,815 in FY 2021 based on FY 2019 actual plus 4%. The amount of hauled tons of lime sludge is highly variable from year to year and is based on hauling approximately 15,000 tons per year. FY 2019 actual expense was \$151,610.
14. Consultant Services increased from \$0 in FY 2020 to \$62,464 in FY 2021. FY 2019 actual was \$47,769. This line item represents special plant operating services and consultant services as well as conducting a leak survey (\$29,000) every three years, next scheduled in FY 2021.
15. Software decreased from \$88,625 in FY 2020 to \$64,701 in FY 2021 due to the one-time cost in FY 2020 to replace the unsupported Access database currently used for the collection of water treatment process data (-\$26,980).
16. Property Maintenance decreased from \$65,560 in FY 2020 to \$36,995 in FY 2021 based on FY 2019 actual less the one-time expense of \$20,000 for the third floor restoration at the Water Plant and a decrease in the cost of the mowing contract. This line item represents the contract for building and grounds maintenance for Eagle Point Plant, sludge plant, storage tanks, reservoirs, booster stations, well houses (\$535 per week for 32 weeks in FY 2021 as compared to \$1,335 per week for 26 weeks in FY 2020).
17. Pipe Special Fittings is unchanged from \$79,332 in FY 2020 to \$79,332 in FY 2021 based on FY 2020 budget. FY 2019 actual was \$89,509. This line item represents the purchase of water pipe, special fitting and tapping material for the distribution system. There is associated revenue budgeted in taps (\$26,591) and taps services (\$35,121).
18. Valves increased from \$24,192 in FY 2020 to \$44,192 in FY 2021 due to adding \$20,000 for Water Treatment Plant and pump station ongoing valve replacement and maintenance. FY 2019 actual was \$64,236. This line item represents the material cost only for valves in the distribution system (9 valves) and ongoing valve replacement and maintenance internally in the plant.

19. Environment Testing/Monitoring decreased from \$60,000 in FY 2020 to \$41,604 in FY 2021 based on FY 2019 actual of \$39,892 plus 4%. This line item represents the cost of samples due to boil advisories, chlorine monitoring, increased testing for expansion of system, and water quality testing using the Heterotrophic Plate Count (HPC) test. The HPC test detects the growth of pathogens beyond bacteria testing, that might be present, which is especially important after main breaks, loss of pressure, and following new connections. HPC testing is conducted twice per month or as needed following an emergency.

## Machinery & Equipment

20. Equipment replacement items at the maintenance level include (\$1,339,511):

<u>Administration</u>	
Smartphone (1)	\$ 350
<u>Meters</u>	
(1) Smartphone	\$ 350
3/4 Super Cab 4X4 Truck	\$ 90,000
Large Water Meters	\$ 27,000
<u>Plant Operation &amp; Maintenance</u>	
Laboratory Equipment	\$ 5,800
3/4 Super Cab 4X4 Truck	\$ 40,000
<u>Water Distribution System</u>	
3/4 Super Cab 4X4 Truck	\$ 160,000
Hydrants	\$ 31,500
Gas Safety Monitor	\$ 950
Smartphone (1)	\$ 1,050
Tandem Dump Truck with Snow Plow	\$ 130,000
Backhoe	\$ 90,000
<u>Annual Maintenance Projects</u>	
Pump Replace Vacuum Filter	\$ 15,000
Large Valve Replacement (2)	\$ 20,000
Water Main Replacements (Repair of 70 mains)	\$ 350,000
Water Meter Replacement	\$ 176,661
Large Water Meters	\$ 75,000
Water Valve Box Maintenance (Public Works)	\$ 20,000
Water Meter Testing	\$ 25,000
<b>Recommended Improvement Packages</b>	<b>\$ 45,950</b>
Total	<b><u>\$ 1,339,511</u></b>

## Debt Service

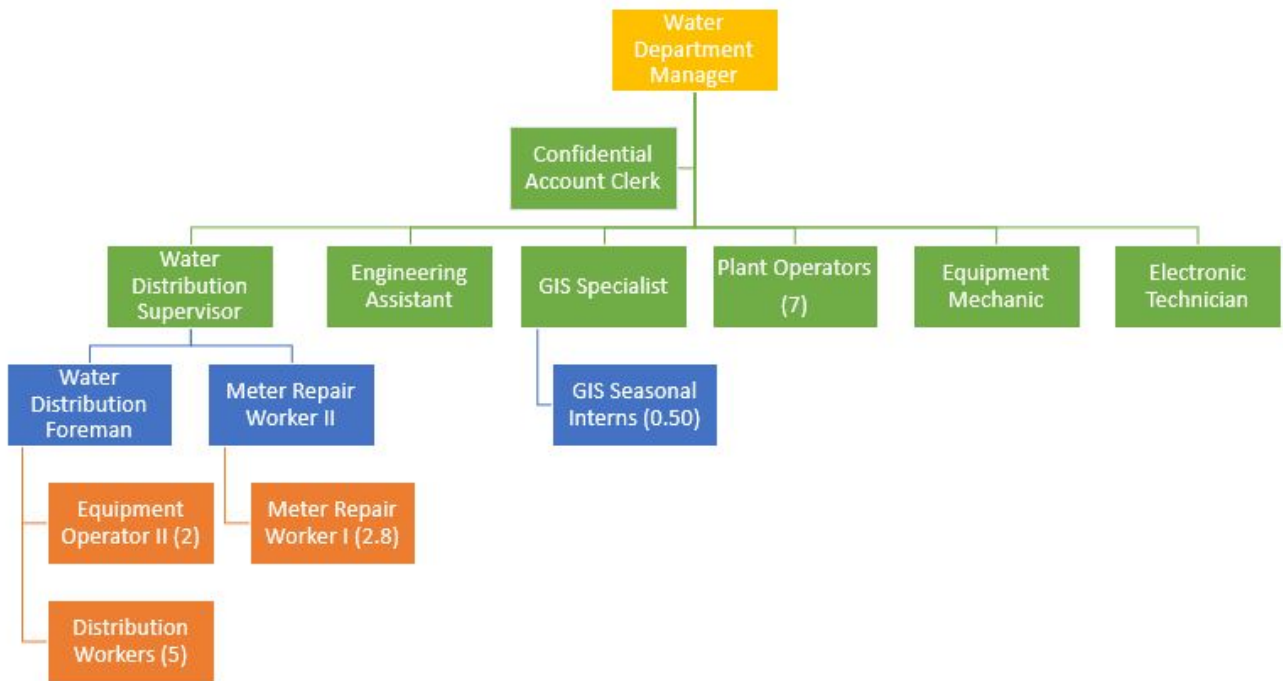
21. Annual debt service reflects repayment to (\$3,861,392):

Amount	Debt Series	Source	Purpose	Final Payment	Call Date
\$ 56,699	SRF 2007A	Water Fees	Clear Wells	2028	
\$ 115,598	Revenue 2008D	Water Fees	Water Improvements	2023	2019
\$ 218,708	SRF Series 2009	Water Fees	Meter Change-Out	2031	
\$ 384,450	Revenue 2010D	Water Fees	Water Improvements	2030	2019
\$ 106,604	G.O. 2018A	Water Fees	Water Improvements	2031	2026
\$ 43,340	G.O. 2012E	Water Fees	Water Improvements	2032	2019
\$ 144,356	G.O. 2019C	Water Fees	Water Improvements	2033	2026
\$ 751,781	G.O. 2014B	Water Fees	Water Improvements	2032	2021
\$ 44,088	G.O. 2016C	Water Fees	Water Improvements	2033	2024
\$ 674,260	SRF 2017	Water Fees	CIWA Purchase/Imp	2036	
\$1,060,000	CIWA Contract	Water Fees	CIWA Purchase	2022	
\$ 261,508	SRF 2019	Water Fees	Roosevelt Water Tower	2038	
<b><u>\$3,861,392</u></b>	<b>Total Water Annual Debt Service</b>				

## Revenue

22. Water User Fees increased from \$8,161,223 in FY 2020 to \$8,990,033 in FY 2021 based on the FY 2021 projected rate increase of 5% and a 1% decrease in consumption in FY 2020.
23. Flat Rates increased from \$18,389 in FY 2020 to \$20,769 in FY 2021 based on FY 2019 actual of \$20,769. This charge is for customers purchasing bulk water. Rates are set by City ordinance.
24. Fire Protection Rates increased from \$170,410 in FY 2020 to \$174,459 in FY 2021 based on FY 2019 actual of \$174,459. This fee is the demand charge for fire sprinkler head connection. The rates are set by City ordinance.
25. Taps decreased from \$33,000 in FY 2020 to \$26,591 in FY 2021 based on FY 2019 actual of \$26,591. 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.
26. Tap Service increased from \$14,500 in FY 2020 to \$35,121 in FY 2021 based on FY 2019 actual of \$35,121. 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.
27. Connection Charge Front Footage is unchanged from \$55,000 in FY 2020 to \$55,000 in FY 2021 based on a three-year average and planned new subdivisions. FY 2019 actual was \$144,708. 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.
28. Backflow Prevention Administrative Fees increased from \$74,175 in FY 2020 to \$76,025 in FY 2021 based on actual number of accounts. FY 2019 actual was \$73,578. This is the \$25 annual fee charged to all customers with a backflow device.
29. Penalties for late payments increased from \$84,383 in FY 2020 to \$95,739 in FY 2021 based on FY 2019 actual of \$95,739.

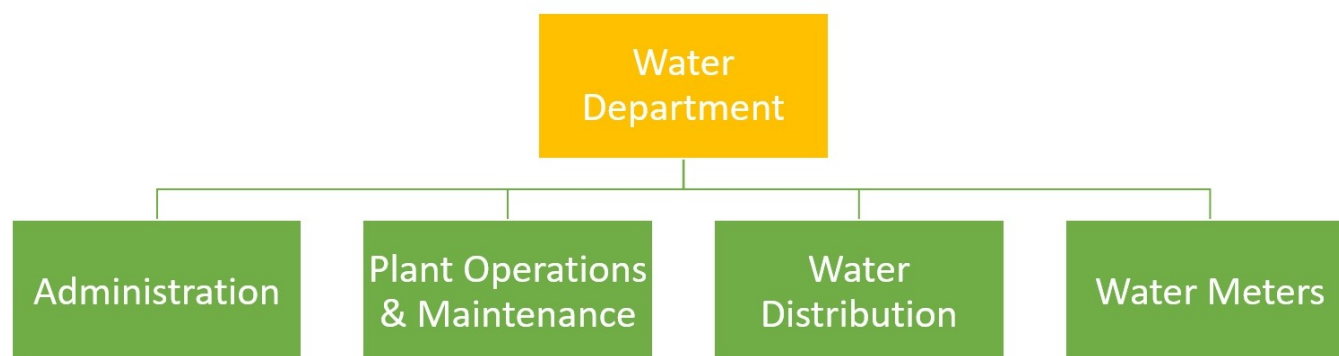
30. Tower Monthly Rental increased from \$101,495 in FY 2020 to \$103,795 in FY 2021 based on water lease contract amounts. FY 2019 actual was \$141,804.
31. Sales Tax Collected decreased from \$520,583 in FY 2020 to \$461,701 in FY 2021 based on the rate increase for water fees. This line item off-sets the sales tax expense.



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# WATER DEPARTMENT

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



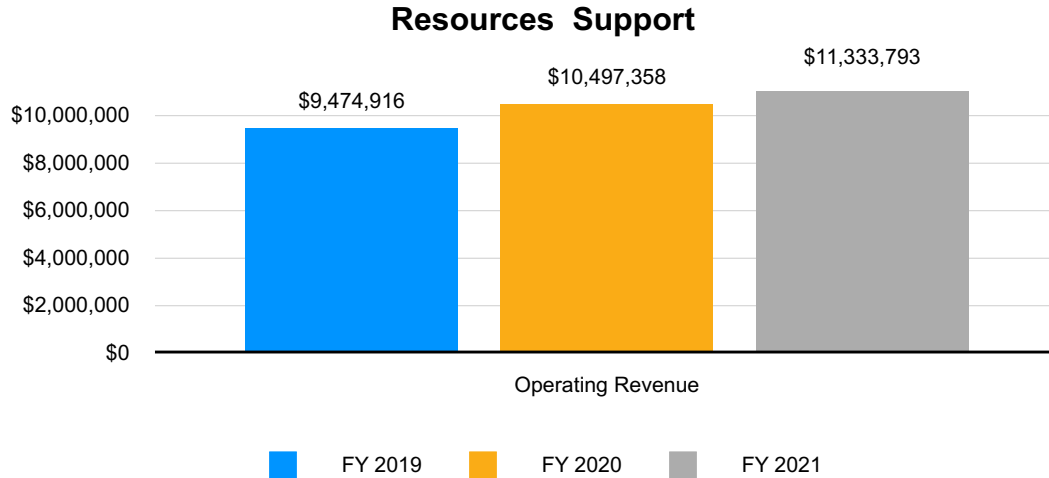
## SUCCESS IS ABOUT PLANNING, PARTNERSHIPS AND PEOPLE LEADING TO OUTCOMES





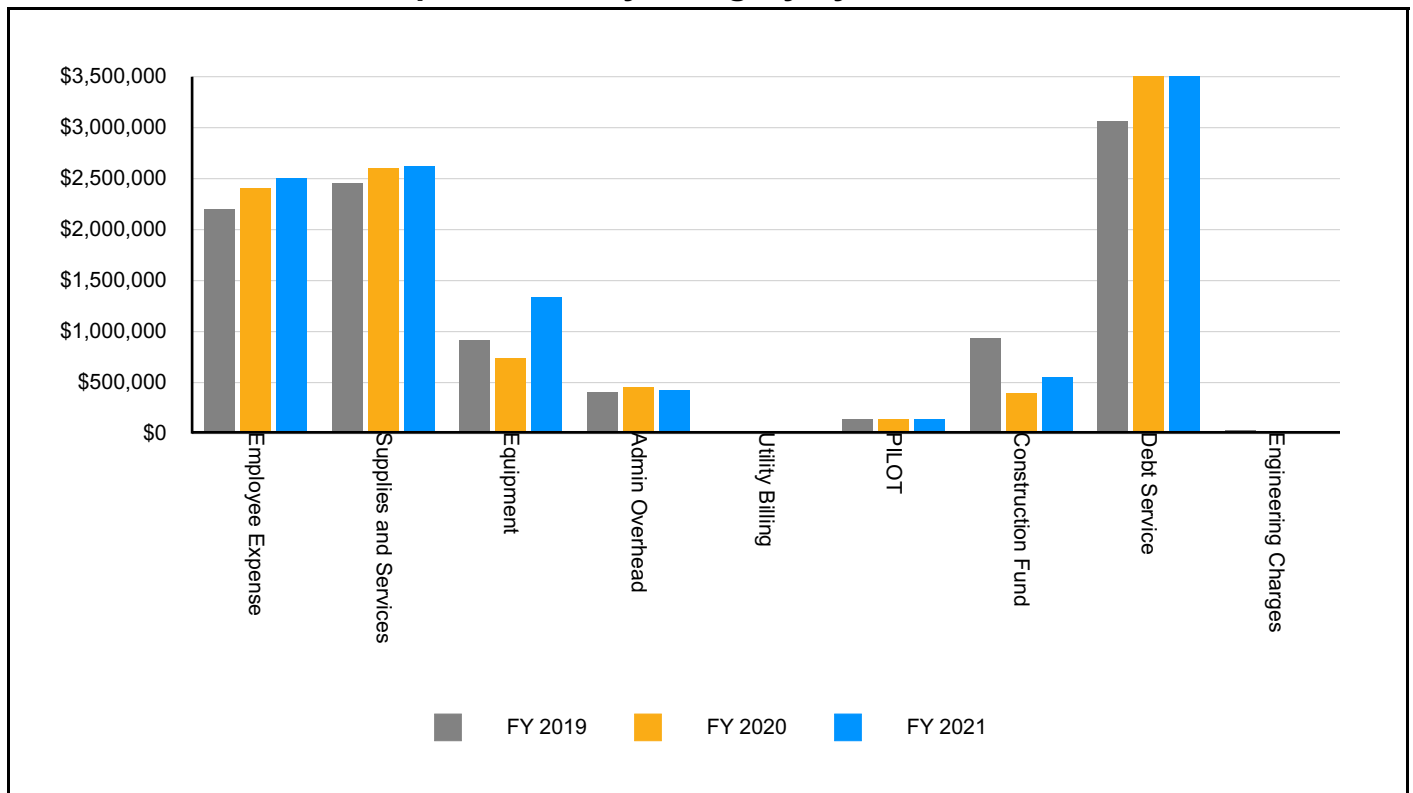
# WATER DEPARTMENT

	FY 2019	FY 2020	FY 2021
Full-Time Equivalent	25.87	26.37	26.07



The Water Department is supported by 26.07 full-time equivalent employees, which accounts for 21.86% of the department expense as seen below. Overall, the department's expenses are expected to increase by 9.74% in FY 2021 compared to FY 2020.

## 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 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$3,809,223	\$4,546,855	\$4,771,692
Resources	\$13,923	\$—	\$—

Water Administration Position Summary	
	FY 2021
Water Department Manager	1.00
Confidential Account Clerk	1.00
GIS Specialist	1.00
GIS Intern	0.50
<b>Total FT Equivalent Employees</b>	<b>3.50</b>

### Performance Measures

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

Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
<b>1 Activity Objective: Maintain a financially-viable water utility.</b>					
# of staff who completed annual training (hrs) to support CEUs and professional development in emergency response	20	15	20	30	
Reduction of Water Quality Issues per 100 miles of Pipe	<20	22	30	22	
% of lost/unaccounted for water	<18%	18.9%	18.9%	17.8%	
% of projects completed within the program budget	100%	100%	100%	100%	
Operating cost coverage for water (Total operational Revenue/Total Operating Cost)	1.0	1.14	1.04	0.97	
# New connections and partnerships (per year)	1/yr	3/yr	2/yr	3/yr	

# 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 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$2,427,854	\$2,468,782	\$2,510,781
Resources	\$1,716	\$—	\$—

Plant Operations and Maintenance Position Summary	
	FY 2021
Electronic Technician	1.00
Equipment Mechanic	1.00
Plant Operator II	1.00
Plant Operator IV	6.00
<b>Total FT Equivalent Employees</b>	<b>9.00</b>

### Performance Measures

#### City Council Goal: Sustainable Environment

	Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
1	<b>Activity Objective: Provide water treatment and distribute high-quality, clean drinking water that meets or exceeds drinking water regulations.</b>					
	# of Regulatory Compliance as No Violations	0	0	0	0	
	Water treated and produced (MGD/Plant O&M)	1.1	0.79	0.75	0.75	
	Cost effectiveness ratio of the treatment operation. (O&M costs, thousands per million gallons)	1.0	0.94	0.99	1.03	

The **2018 Water Quality Report** can be downloaded at: <http://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 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$2,691,664	\$2,328,838	\$2,817,199
Resources	\$9,299,582	\$10,378,220	\$11,192,514

Water Distribution Position Summary	
	FY 2021
Equipment Operator II	2.00
Water Distribution Maintenance Worker	4.00
Water Distribution Maintenance Worker	0.50
Water Distribution Foreman	1.00
Water Distribution Supervisor	1.00
Water Engineering Assistant	1.00
Custodian I	0.07
<b>Total FT Equivalent Employees</b>	<b>9.57</b>

### Performance Measures

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

Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
<b>1 Activity Objective: Ensure the integrity of the distribution system piping system.</b>					
# of breaks per 100 miles of pipe	<11	21	19	23	
Operation & 10% of system valves annually	775	128*	134*	775	
Hydrant effectiveness (out of service rate) <1% or 25FH	<1%	<1%	0%	<1%	
O&M costs for water per 100 miles of pipe (thousands per 100 miles)	<343**	398	311	508	

\* Insufficient data recorded during the reporting period.

\*\* Based on 3year 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 distribution system is composed of 325 miles of water mains ranging in diameter from 4" up to 30"; 7,750 control valves; and 2,541 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 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$517,031	\$494,598	\$539,806
Resources	\$151,704	\$119,138	\$141,279



Water Meters Position Summary	
	FY 2021
Water Meter Repair Worker I	2.00
Water Meter Repair Worker II	1.00
Water Meter Inspector	0.00
Water Distribution Maintenance Worker	1.00
Total Full-Time Equivalent Employee's	4.00

### Performance Measures

#### City Council Goal: Sustainable Environment

Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
<b>1 Activity Objective: Minimize the possibility of contamination in the distribution through the installation of backflow prevention devices.</b>					
High Hazard services, by definition, to participate in the backflow prevention program	100%	98%	99%	98%	

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

<b>1 Activity Objective: Respond to customer inquiries in a timely manner to maintain consumer confidence in the water utility.</b>					
Respond to technical meter service issues per 1,000 accounts	<150	137	178	199	
Enhanced meter reading accuracy, larger users: O&M on all large meters (>3") per AWWA standards (lg meter/yr)	24/yr	N/A	12/yr	24/yr	

## Recommended Operating Revenue Budget - Department Total

### 42 - WATER

Fund	Account	Account Title	FY18 Actual Revenue	FY19 Actual Revenue	FY20 Adopted Budget	FY21 Recomm'd Budget
640	43110	INVESTMENT EARNINGS	51,283	82,505	76,061	74,254
<b>43</b>	<b>USE OF MONEY AND PROPERTY - Total</b>		<b>51,283</b>	<b>82,505</b>	<b>76,061</b>	<b>74,254</b>
640	44405	FEMA PUBLIC ASSISTANCE	2,453	0	0	0
<b>44</b>	<b>INTERGOVERNMENTAL - Total</b>		<b>2,453</b>	<b>0</b>	<b>0</b>	<b>0</b>
640	45701	STATE GRANTS	0	327	0	0
<b>45</b>	<b>STATE GRANTS - Total</b>		<b>0</b>	<b>327</b>	<b>0</b>	<b>0</b>
640	51105	METER RATES	7,943,791	8,063,877	8,161,223	8,990,033
640	51106	UB REFUND CLEARING ACCT	45	0	0	0
640	51107	UNAPPLIED CREDITS	11,374	24,104	11,374	24,104
640	51110	FLAT RATES	18,389	20,769	18,389	20,769
640	51111	FLAT RATE KEY WEST	123,765	13,233	0	0
640	51115	FIRE PROTECTION RATES	170,410	174,459	170,410	174,459
640	51125	TAPS-3/4 & 1 INCH	64,217	26,591	33,000	26,591
640	51130	CONNECT CHG LARGE SERVICE	16,655	35,121	14,500	35,121
640	51135	CONNECT CHG FRONT FOOTAGE	99,495	144,708	55,000	55,000
640	51140	METER SALES-REMOTES	13,218	16,283	13,500	16,000
640	51145	SALE OF METERS	12,513	21,711	12,500	22,000
640	51146	SALE OF UFR DEVICES	7,825	9,506	5,600	9,500
640	51165	MAINTENANCE CHARGES	10,306	6,757	7,300	7,300
640	51170	REPAIR OF METERS	12,902	17,123	12,500	17,000
640	51175	SHUT OFF PENALTIES	18,660	19,368	18,660	18,660
640	51176	METER TAMPERING FEE	1,006	628	1,006	628
640	51177	CALL OUT CHARGE	1,335	750	1,335	750
640	51180	CROSS CON. CNTL ADMIN FEE	71,357	73,578	74,175	76,025
640	51215	LATE PAYMENT PENALTY	84,393	95,739	84,383	95,739
640	51310	PERMIT	101,495	141,804	101,495	103,795
640	51330	RAMP ASSIGNED	(6,262)	0	0	0
<b>51</b>	<b>CHARGES FOR SERVICES - Total</b>		<b>8,776,888</b>	<b>8,906,111</b>	<b>8,796,350</b>	<b>9,693,474</b>
640	53201	REFUNDS	0	4,294	0	0
640	53605	MISCELLANEOUS REVENUE	0	75	0	0
640	53615	DAMAGE CLAIMS	21,265	29,125	12,500	12,500
640	53620	REIMBURSEMENTS-GENERAL	5,691	16,878	364	364
640	53630	SALES TAX COLLECTION	485,981	418,776	520,583	461,701
<b>53</b>	<b>MISCELLANEOUS - Total</b>		<b>512,937</b>	<b>469,148</b>	<b>533,447</b>	<b>474,565</b>
640	54109	SALVAGE SALES	1,847	1,606	1,500	1,500
640	54210	GO BOND PROCEEDS	1,155,899	13,311	0	0
640	54220	BOND DISCOUNT	16,854	603	0	0
640	54230	SRF GO BOND PROCEEDS	0	0	1,090,000	1,090,000
<b>54</b>	<b>OTHER FINANCING SOURCES - Total</b>		<b>1,174,600</b>	<b>15,520</b>	<b>1,091,500</b>	<b>1,091,500</b>
<b>WATER</b>	<b>- Total</b>		<b>10,518,160</b>	<b>9,473,611</b>	<b>10,497,358</b>	<b>11,333,793</b>

## Recommended Operating Expenditure Budget - Department Total

### 42 - WATER

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
250	61010	FULL-TIME EMPLOYEES	1,187	0	0	0
640	61010	FULL-TIME EMPLOYEES	1,229,655	1,280,652	1,539,445	1,613,930
640	61020	PART-TIME EMPLOYEES	4,953	39,623	46,318	28,634
640	61030	SEASONAL EMPLOYEES	7,638	18,960	15,154	15,326
250	61050	OVERTIME PAY	641	0	0	0
640	61050	OVERTIME PAY	109,065	108,641	94,040	94,040
640	61071	HOLIDAY PAY-OVERTIME	24,605	21,298	17,000	17,000
640	61072	TANK CLIMBING PAY	120	420	1,200	1,200
640	61091	SICK LEAVE PAYOFF	29,311	36,346	32,007	29,299
640	61092	VACATION PAYOFF	34,719	587	0	0
640	61096	50% SICK LEAVE PAYOUT	0	0	0	2,097
250	61310	IPERS	163	0	0	0
640	61310	IPERS	122,458	137,603	161,724	164,397
250	61320	SOCIAL SECURITY	131	0	0	0
640	61320	SOCIAL SECURITY	104,048	108,449	133,505	134,259
250	61410	HEALTH INSURANCE	503	0	0	0
640	61410	HEALTH INSURANCE	381,097	357,750	281,952	319,696
640	61415	WORKMENS' COMPENSATION	94,589	87,466	74,335	78,771
250	61416	LIFE INSURANCE	3	0	0	0
640	61416	LIFE INSURANCE	913	928	1,375	1,430
640	61640	SAFETY EQUIPMENT	2,221	1,427	4,750	4,750
640	61650	MEAL ALLOWANCE	1,618	758	500	0
640	61660	EMPLOYEE PHYSICALS	1,848	1,802	950	1,804
<b>61 - WAGES AND BENEFITS</b>			<b>2,151,486</b>	<b>2,202,709</b>	<b>2,404,255</b>	<b>2,506,633</b>
640	62010	OFFICE SUPPLIES	3,028	3,793	3,205	3,306
640	62011	UNIFORM PURCHASES	17,152	19,828	17,152	17,152
640	62030	POSTAGE AND SHIPPING	2,472	2,022	2,149	2,721
640	62033	HAND TOOLS/EQUIPMENT	8,637	4,517	5,775	8,809
640	62034	REPAIR PARTS/SUPPLIES	4,373	7,954	4,373	5,363
640	62036	CONSTRUCTION SUPPLIES	4,012	4,774	3,827	4,093
640	62050	OFFICE EQUIPMENT MAINT	0	0	2,698	0
640	62061	DP EQUIP. MAINT CONTRACTS	17,608	20,268	20,560	19,858
640	62062	JANITORIAL SUPPLIES	4,873	3,942	4,764	4,953
640	62063	SAFETY RELATED SUPPLIES	3,050	3,199	3,050	3,111
640	62064	ELECTRICAL SUPPLIES	9,808	17,727	9,800	10,664
640	62065	LAB SUPPLIES	15,757	11,430	15,757	16,075
640	62066	PLUMBING MATERIALS	2,415	2,746	2,390	2,465
640	62090	PRINTING & BINDING	1,592	2,017	1,521	1,677
640	62110	COPYING/REPRODUCTION	4,022	2,568	4,054	4,023
640	62130	LEGAL NOTICES & ADS	1,267	1,953	705	1,362
640	62170	SUBSCRIPTIONS-BOOKS-MAPS	2,208	218	914	2,256
640	62190	DUES & MEMBERSHIPS	3,612	3,770	5,605	4,953
640	62204	REFUNDS	8,828	5,786	6,284	5,911
640	62206	PROPERTY INSURANCE	67,141	56,713	66,812	59,548
640	62207	BOILER INSURANCE	120	0	120	0
640	62208	GENERAL LIABILITY INSURAN	18,419	19,377	20,087	20,346
640	62210	SALES TAX	501,222	410,251	520,583	461,701
640	62310	TRAVEL-CONFERENCES	4,188	83	6,950	6,000

## Recommended Operating Expenditure Budget - Department Total

### 42 - WATER

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
640	62320	TRAVEL-CITY BUSINESS	20	0	1,425	1,135
640	62340	MILEAGE/LOCAL TRANSP	4,513	2,366	4,574	4,674
640	62360	EDUCATION & TRAINING	6,669	12,778	12,000	22,213
640	62411	UTILITY EXP-ELECTRICITY	628,223	668,403	628,223	678,511
640	62412	UTILITY EXP-GAS	35,021	36,825	35,021	37,467
640	62414	UTILITY EXP-FUEL OIL	0	0	1,500	1,500
640	62415	UTILITY EXPENSE STORMWATR	192	314	218	220
640	62421	TELEPHONE	9,717	11,421	12,238	12,480
640	62423	TELECOMMUNICATION CG	6,244	8,180	7,500	8,180
640	62424	RADIO/PAGER FEE	2,559	2,667	6,481	6,680
640	62431	PROPERTY MAINTENANCE	45,560	54,390	65,560	36,995
640	62434	HVAC MAINTENANCE	0	5,688	0	0
640	62435	ELEVATOR MAINTENANCE	1,540	439	1,540	2,000
640	62436	RENTAL OF SPACE	1,819	2,119	1,819	1,819
640	62437	BARRICADE RENTAL	8,927	9,034	8,927	8,927
640	62438	FIRE SUPPRESSION	0	1,020	0	0
640	62511	FUEL, MOTOR VEHICLE	23,977	33,593	23,978	24,625
640	62521	MOTOR VEHICLE MAINT.	30,764	32,596	24,545	31,381
640	62522	VEHICLE MAINT., ACCIDENT	0	182	0	0
640	62528	MOTOR VEH. MAINT. OUTSOUR	712	856	726	726
640	62611	MACH/EQUIP MAINTENANCE	69,826	87,994	69,816	83,952
640	62613	METER MAINTENANCE	877	6,891	10,000	10,000
640	62614	EQUIP MAINT CONTRACT	0	306	0	0
640	62615	MACH/EQUIP MAINT. OUTSOUR	1,450	(93)	1,450	1,450
640	62628	INSTRUMENTATION MAINT	19	12,544	1,500	0
640	62630	FLUORIDE	10,433	9,736	10,450	9,500
640	62631	LIME	288,125	266,839	310,000	310,503
640	62632	PHOSPHATE	64,561	61,893	65,000	65,000
640	62633	CHLORINE	37,474	34,661	40,000	37,480
640	62638	POLYMER	8,176	5,984	8,500	8,180
640	62639	LIQUID CO2/O2	17,016	19,079	16,500	17,325
640	62663	SOFTWARE LICENSE EXP	1,026	1,647	88,625	64,701
640	62664	LICENSE/PERMIT FEES	7,159	7,151	7,159	7,159
640	62667	DATA SERVICES	1,622	2,502	5,400	120
640	62669	PROGRAMMING	4,491	5,219	19,829	0
100	62671	MISC. OPERATING SUPPLIES	25	0	0	0
640	62671	MISC. OPERATING SUPPLIES	1,594	0	0	0
640	62675	VALVES	24,192	64,236	24,192	44,192
640	62676	PIPE-SPECIAL FITTINGS	79,332	89,509	79,332	79,332
640	62692	LANDFILL FEES	70	990	70	70
640	62696	OUTSIDE COLLECTOR EXPENSE	5,418	3,192	5,418	3,192
640	62713	LEGAL SERVICES	6,549	891	0	0
640	62716	CONSULTANT SERVICES	33,464	47,769	0	62,464
640	62721	FINANCIAL CONSULTANT	7,905	0	0	0
640	62726	AUDIT SERVICES	3,000	3,200	4,100	3,200
640	62731	MISCELLANEOUS SERVICES	37,454	26,291	40,000	47,932
640	62732	TEMP HELP/CONTRACT SERV.	0	13,531	0	0
640	62746	ONE CALL OPERATION	5,358	5,807	5,358	5,358



## Recommended Operating Expenditure Budget - Department Total

### 42 - WATER

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
640	62765	GRANTS	5,731	2,868	15,000	15,000
640	62767	ENVIRON. TESTING/MON.	41,604	39,892	60,000	41,604
640	62780	HAULING SERVICES	136,887	151,610	148,250	157,815
<b>62 - SUPPLIES AND SERVICES</b>			<b>2,413,097</b>	<b>2,459,947</b>	<b>2,601,359</b>	<b>2,621,409</b>
640	71120	PERIPHERALS, COMPUTER	0	3,079	950	0
640	71123	SOFTWARE	20,889	24,239	0	45,000
640	71124	COMPUTER	0	125	0	950
640	71225	SHELVING	894	144	0	0
640	71312	VAN/PICKUP/WAG REPL	0	81,369	0	0
640	71314	TRUCK-REPLACEMENT	0	0	80,000	290,000
640	71318	HEAVY EQUIP-REPLACEMENT	0	0	0	220,000
640	71329	VEHICLE ACCESSORIES	0	19,012	0	0
640	71410	SHOP EQUIPMENT	651	1,464	1,000	0
640	71413	LABORATORY EQUIPMENT	685	366	3,000	5,800
640	71415	SAWS	0	0	3,000	4,200
640	71419	TAPPING MACHINE	0	8,550	48,000	0
640	71510	HYDRANTS	13,949	32,054	0	31,500
640	71511	PUMPS	3,351	828	16,000	15,000
640	71515	WATER METER PRODUCT	0	0	0	176,661
640	71516	LARGE WATER METERS	53,752	100,705	102,000	102,000
640	71520	HVAC	0	878	0	0
640	71550	MISCELLANEOUS EQUIPMENT	0	45,525	57,900	30,000
640	72111	GAS SAFETY MONITOR	133	1,853	0	950
640	72410	PAGER/RADIO EQUIPMENT	0	414	1,200	0
640	72415	ELECTRONIC DATA COLLECTOR	0	6,095	0	0
640	72418	TELEPHONE RELATED	674	269	3,730	2,450
640	72515	TEST EQUIPMENT, OTHER	115	0	0	0
<b>71 - EQUIPMENT</b>			<b>95,093</b>	<b>326,969</b>	<b>316,780</b>	<b>924,511</b>
640	72115	BARRICADES/WARN SIGNALS	307	0	0	0
<b>72 - EQUIPMENT</b>			<b>307</b>	<b>0</b>	<b>0</b>	<b>0</b>
640	73211	CONST.CONTR-NOT BLDG	291,422	586,373	420,000	415,000
<b>73 - CIP EXPENDITURES</b>			<b>291,422</b>	<b>586,373</b>	<b>420,000</b>	<b>415,000</b>
640	74111	PRINCIPAL PAYMENT	1,857,435	2,192,687	2,746,524	2,967,689
640	74112	INTEREST PAYMENT	701,272	867,092	942,775	893,703
<b>74 - DEBT SERVICE</b>			<b>2,558,707</b>	<b>3,059,778</b>	<b>3,689,299</b>	<b>3,861,392</b>
640	91100	TO GENERAL	407,567	548,056	597,380	567,194
640	91740	TO WATER CONSTRUCTION	1,157,000	935,000	400,000	550,000
<b>91 - TRANSFER TO</b>			<b>1,564,567</b>	<b>1,483,056</b>	<b>997,380</b>	<b>1,117,194</b>
<b>42 - WATER TOTAL</b>			<b>9,074,678</b>	<b>10,118,832</b>	<b>10,429,073</b>	<b>11,446,139</b>

## Recommended Expenditure Budget Report by Activity & Funding Source

### 42 - WATER

**UNDISTRIBUTED - 10640**

#### FUNDING SOURCE: WATER UTILITY OPERATION

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	11,703	9,853	11,702	9,888
TRANSFER TO	1,564,567	1,483,056	997,380	1,117,194
<b>UNDISTRIBUTED</b>	<b>1,576,270</b>	<b>1,492,909</b>	<b>1,009,082</b>	<b>1,127,082</b>
<b>WATER ADMINISTRATION - 42100</b>				

#### FUNDING SOURCE: WATER UTILITY OPERATION

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
DEBT SERVICE	2,558,707	3,059,778	3,689,299	3,861,392
EQUIPMENT	—	269	—	45,350
SUPPLIES AND SERVICES	580,244	496,552	543,873	532,554
WAGES AND BENEFITS	235,277	252,623	313,683	332,396
<b>WATER ADMINISTRATION</b>	<b>3,374,228</b>	<b>3,809,223</b>	<b>4,546,855</b>	<b>4,771,692</b>
<b>METERS - 42300</b>				

#### FUNDING SOURCE: WATER UTILITY OPERATION

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	21,934	108,849	29,446	117,350
SUPPLIES AND SERVICES	19,562	35,552	67,575	67,695
WAGES AND BENEFITS	253,720	372,630	397,577	354,761
<b>METERS</b>	<b>295,216</b>	<b>517,031</b>	<b>494,598</b>	<b>539,806</b>
<b>PLANT OPER. &amp; MAINT - 42400</b>				

#### FUNDING SOURCE: WATER UTILITY OPERATION

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	5,399	2,428	6,742	47,450
SUPPLIES AND SERVICES	1,485,130	1,566,062	1,612,118	1,590,927
WAGES AND BENEFITS	952,608	859,365	849,922	872,404
<b>PLANT OPER. &amp; MAINT</b>	<b>2,443,137</b>	<b>2,427,854</b>	<b>2,468,782</b>	<b>2,510,781</b>
<b>SNOW &amp; ICE CONTROL - 42420</b>				

#### FUNDING SOURCE: ROAD USE TAX

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
WAGES AND BENEFITS	2,628	—	—	0
<b>SNOW &amp; ICE CONTROL</b>	<b>2,628</b>	<b>—</b>	<b>—</b>	<b>0</b>
<b>WATER DISTR. SYSTEM - 42700</b>				

#### FUNDING SOURCE: WATER UTILITY OPERATION

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
CIP EXPENDITURES	2,452	14,430	—	0
EQUIPMENT	15,510	137,040	190,592	447,700
SUPPLIES AND SERVICES	284,640	329,196	286,091	295,345
WAGES AND BENEFITS	707,254	718,091	843,073	947,072

## Recommended Expenditure Budget Report by Activity & Funding Source

### 42 - WATER

WATER DISTR. SYSTEM	1,009,856	1,198,755	1,319,756	1,690,117
<b>AUTO MTR RD SYS MNT PROG - 42710</b>				

#### FUNDING SOURCE: WATER UTILITY OPERATION

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
CIP EXPENDITURES	5,500	38,742	—	0
<b>AUTO MTR RD SYS MNT PROG</b>	<b>5,500</b>	<b>38,742</b>	<b>—</b>	<b>0</b>
<b>PUMP REPLC VACUUM FILTER - 42713</b>				

#### FUNDING SOURCE: WATER UTILITY OPERATION

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	—	—	15,000	15,000
<b>PUMP REPLC VACUUM FILTER</b>	<b>—</b>	<b>—</b>	<b>15,000</b>	<b>15,000</b>
<b>FIRE HYDRANT PAINTING - 42720</b>				

#### FUNDING SOURCE: WATER UTILITY OPERATION

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	—	202	5,000	1,000
<b>FIRE HYDRANT PAINTING</b>	<b>—</b>	<b>202</b>	<b>5,000</b>	<b>1,000</b>
<b>GIS MAINT/UPDATES - 42730</b>				

#### FUNDING SOURCE: WATER UTILITY OPERATION

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	—	—	25,000	25,000
<b>GIS MAINT/UPDATES</b>	<b>—</b>	<b>—</b>	<b>25,000</b>	<b>25,000</b>
<b>SERVICE LINE ASSIST - 42735</b>				

#### FUNDING SOURCE: WATER UTILITY OPERATION

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	26,062	19,663	35,000	35,000
<b>SERVICE LINE ASSIST</b>	<b>26,062</b>	<b>19,663</b>	<b>35,000</b>	<b>35,000</b>
<b>VALVE REPLACEMENT - 42745</b>				

#### FUNDING SOURCE: WATER UTILITY OPERATION

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
CIP EXPENDITURES	12,250	22,144	25,000	20,000
SUPPLIES AND SERVICES	—	—	—	20,000
<b>VALVE REPLACEMENT</b>	<b>12,250</b>	<b>22,144</b>	<b>25,000</b>	<b>40,000</b>
<b>WATER MAIN REPLACEMENTS - 42755</b>				

#### FUNDING SOURCE: WATER UTILITY OPERATION

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
CIP EXPENDITURES	251,766	490,963	350,000	350,000
<b>WATER MAIN REPLACEMENTS</b>	<b>251,766</b>	<b>490,963</b>	<b>350,000</b>	<b>350,000</b>
<b>WATER METER EXCHANGE - 42760</b>				

#### FUNDING SOURCE: WATER UTILITY OPERATION

## Recommended Expenditure Budget Report by Activity & Funding Source

### 42 - WATER

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	52,557	78,383	75,000	251,661

**WATER METER EXCHANGE**

**52,557**

**78,383**

**75,000**

**251,661**

**WATER LEAK REPAIR GRANT - 42765**

**FUNDING SOURCE: WATER UTILITY OPERATION**

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	5,731	2,868	5,000	5,000

**WATER LEAK REPAIR GRANT**

**5,731**

**2,868**

**5,000**

**5,000**

**COUNTY WATER ASSISTANCE - 42766**

**FUNDING SOURCE: WATER UTILITY OPERATION**

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	—	—	10,000	10,000

**COUNTY WATER ASSISTANCE**

**—**

**—**

**10,000**

**10,000**

**WATER VALVE BOX MAINT - 42770**

**FUNDING SOURCE: WATER UTILITY OPERATION**

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
CIP EXPENDITURES	19,331	12,325	20,000	20,000

**WATER VALVE BOX MAINT**

**19,331**

**12,325**

**20,000**

**20,000**

**COMPUTERIZED LEAK SURVEY - 42785**

**FUNDING SOURCE: WATER UTILITY OPERATION**

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	—	—	—	29,000

**COMPUTERIZED LEAK SURVEY**

**—**

**—**

**—**

**29,000**

**WATER METER TESTING - 42790**

**FUNDING SOURCE: WATER UTILITY OPERATION**

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
CIP EXPENDITURES	123	7,769	25,000	25,000

**WATER METER TESTING**

**123**

**7,769**

**25,000**

**25,000**

**PCARD CLEARING - 99999**

**FUNDING SOURCE: GENERAL**

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	25	—	—	—

**PCARD CLEARING WATER \$**

**25 \$**

**— \$**

**—**

**0**

**WATER TOTAL**

**\$9,074,678**

**\$10,118,832**

**\$10,429,073**

**\$11,446,139**

CITY OF DUBUQUE, IOWA  
DEPARTMENT DETAIL - PERSONNEL COMPLEMENT

42 WATER DEPARTMENT

FD	JC	WP-GR	JOB CLASS	FY 2019		FY 2020		FY 2021	
				FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
61010 Full Time Employee Expense									
640	3275	GE-40	WATER DEPARTMENT MANAGER	1.00	\$ 106,616	1.00	\$ 109,298	1.00	\$ 110,505
640	3200	GE-37	WATER DISTRIBUTION SUPERVISOR	1.00	\$ 88,009	1.00	\$ 90,025	1.00	\$ 91,659
640	2950	GE-33	WATER ENGINEERING ASSISTANT	1.00	\$ 72,779	1.00	\$ 74,429	1.00	\$ 75,252
640	2650	GE-31	FOREMAN - WATER DISTR.	1.00	\$ 59,221	1.00	\$ 67,509	1.00	\$ 68,265
640	2610	GE-30	GIS SPECIALIST	1.00	\$ 62,541	1.00	\$ 64,050	1.00	\$ 64,679
640		GE-25	CONFIDENTIAL ACCOUNT CLERK	0.00	\$ —	1.00	\$ 39,153	1.00	\$ 49,429
640		NA-49	WATER METER INSPECTOR	1.00	\$ 56,327	0.00	\$ —	0.00	\$ —
640	2400	OE-16	ELECTRONIC TECHNICIAN	1.00	\$ 63,165	1.00	\$ 64,610	1.00	\$ 65,319
640	2800	OE-14	EQUIPMENT MECHANIC	1.00	\$ 60,041	1.00	\$ 61,862	1.00	\$ 62,691
640	2550	OE-13	WATER PLANT OPR CERT GR III/IV	1.00	\$ 58,579	0.00	\$ —	0.00	\$ —
640	2475	OE-12	WATER PLANT OPERATOR CRT GR II	3.00	\$ 168,592	1.00	\$ 57,751	1.00	\$ 58,395
640	2475	OE-12	WATER PLANT OPERATOR CRT GR IV	3.00	\$ 185,509	6.00	\$ 380,552	6.00	\$ 384,585
640	2305	OE-10	EQUIPMENT OPERATOR II	2.00	\$ 108,273	2.00	\$ 110,767	2.00	\$ 116,147
640	1775	OE-09	WATER METER REPAIRWORKER I	2.00	\$ 110,396	3.00	\$ 163,136	2.00	\$ 110,462
640		OE-14	WATER METER REPAIRWORKER II	1.00	\$ 59,453	0.00	\$ —	1.00	\$ 61,474
640	1476	OE-09	WATER DISTR MAINTENANCE WORKER	4.00	\$ 204,648	5.00	\$ 256,303	5.00	\$ 266,434
TOTAL FULL TIME EMPLOYEES				24.00	\$ 1,464,149	25.00	\$ 1,539,445	25.00	\$ 1,585,296
61020 Part-Time Employee Expense									
640	225	GE-25	SECRETARY	0.50	\$ 19,136	0.00	\$ —	0.00	\$ —
640	1476	OE-09	WATER DISTR MAINTENANCE	0.00	\$ —	0.00	\$ —	0.50	\$ 25,233
640		OE-07	WATER METER SERVICE WORKER I	0.80	\$ 41,080	0.80	\$ 42,954	0.00	\$ —
640	2050	OE-06	CUSTODIAN I	0.07	\$ 3,289	0.07	\$ 3,364	0.07	\$ 3,401
TOTAL PART TIME EMPLOYEES				1.37	\$ 63,505	0.87	\$ 46,318	0.57	\$ 28,634
61030 Seasonal Employee Expense									
640		NA-34	GIS INTERN	0.50	\$ 16,671	0.50	\$ 15,154	0.50	\$ 15,326
TOTAL SEASONAL EMPLOYEES				0.50	\$ 16,671	0.50	\$ 15,154	0.50	\$ 15,326
TOTAL WATER DEPARTMENT				25.87	\$ 1,544,325	26.37	\$ 1,600,917	26.07	\$ 1,629,256

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

ACCT	FD	JC	WP-GR	POSITION CLASS	FY 2019		FY 2020		FY 2021		
					FTE	BUDGET	FTE	BUDGET	FTE	BUDGET	
Water Administration-FT											
64042100	61010	640	2610	GE-30	GIS SPECIALIST	1.00	\$ 62,541	1.00	\$ 64,050	1.00	\$ 64,679
64042100	61010	640	3275	GE-40	WATER DEPARTMENT MANAGER	1.00	\$ 106,616	1.00	\$ 109,298	1.00	\$ 110,505
64042100	61010	640		GE-25	CONFIDENTIAL ACCOUNT CLERK	0.00	\$ —	1.00	\$ 39,153	1.00	\$ 49,429
Total						2.00	\$ 169,157	3.00	\$ 212,501	3.00	\$ 224,613
Water Administration-PT											
64042100	61020	640	225	GE-25	SECRETARY	0.50	\$ 19,136	0.00	\$ —	0.00	\$ —
Total						0.50	\$ 19,136	0.00	\$ —	0.00	\$ —
Water Administration-SEASONAL											
64042100	61030	640		NA-34	GIS INTERN	0.50	\$ 16,671	0.50	\$ 15,154	0.50	\$ 15,326
Total						0.50	\$ 16,671	0.50	\$ 15,154	0.50	\$ 15,326
Water Meters-FT											
64042300	61010	640	1775	OE-09	WATER METER REPAIRWORKER I	2.00	\$ 110,396	3.00	\$ 163,136	2.00	\$ 110,462
64042300	61010	640		OE-14	WATER METER REPAIRWORKER II	1.00	\$ 59,453	0.00	\$ —	1.00	\$ 61,474
64042300	61010	640			WATER DISTR MAINTENANCE WORKER	0.00	\$ —	1.00	\$ 52,691	1.00	\$ 54,178
64042300	61010	640		NA-49	WATER METER INSPECTOR	1.00	\$ 56,327	0.00	\$ —	0.00	\$ —
Total						4.00	\$ 226,176	4.00	\$ 215,827	4.00	\$ 226,114
Water Meters-PT											
64042300	61020	640	1775	OE-07	WATER METER SERVICE WORKER I	0.80	\$ 41,080	0.80	\$ 42,954	0.00	\$ —
Total						0.80	\$ 41,080	0.80	\$ 42,954	0.00	\$ —
Water Plant Operation-FT											
64042400	61010	640	2475	OE-12	WATER PLANT OPERATOR CRT CP II	3.00	\$ 168,592	1.00	\$ 57,751	1.00	\$ 58,395
64042400	61010	640	2550	OE-13	WATER PLANT OPR CERT GR III/IV	1.00	\$ 58,579	0.00	\$ —	0.00	\$ —
64042400	61010	640		OE-13	WATER PLANT OPERATOR CRT CP IV	3.00	\$ 185,509	6.00	\$ 380,552	6.00	\$ 384,585
64042400	61010	640	2800	OE-16	ELECTRONIC TECHNICIAN	1.00	\$ 63,165	1.00	\$ 64,610	1.00	\$ 65,319
64042400	61010	640	3015	OE-14	EQUIPMENT MECHANIC	1.00	\$ 60,041	1.00	\$ 61,862	1.00	\$ 62,691
Total						9.00	\$ 535,886	9.00	\$ 564,775	9.00	\$ 570,990
Water Distribution-FT											
64042700	61010	640	1476	OE-09	WATER DISTR MAINTENANCE WORKER	4.00	\$ 204,648	4.00	\$ 203,612	4.00	\$ 212,256
64042700	61010	640	2305	OE-10	EQUIPMENT OPERATOR II	2.00	\$ 108,273	2.00	\$ 110,767	2.00	\$ 116,147
64042700	61010	640	2650	GE-31	FOREMAN - WATER DISTR.	1.00	\$ 59,221	1.00	\$ 67,509	1.00	\$ 68,265
64042700	61010	640	2950	GE-33	WATER ENGINEERING ASSISTANT	1.00	\$ 72,779	1.00	\$ 74,429	1.00	\$ 75,252
64042700	61010	640	3200	GE-37	WATER DISTRIBUTION SUPERVISOR	1.00	\$ 88,009	1.00	\$ 90,025	1.00	\$ 91,659
Total						9.00	\$ 532,930	9.00	\$ 546,342	9.00	\$ 563,579
Water Distribution - PT											
64042700	61020	640	1476	OE-09	WATER DISTR MAINTENANCE WORKER	0.00	\$ —	0.00	\$ —	0.50	\$ 25,233
64042700	61020	640	2050	GD-03	CUSTODIAN I	0.07	\$ 3,289	0.07	\$ 3,364	0.07	\$ 3,401
Total						0.07	\$ 3,289	0.07	\$ 3,364	0.57	\$ 28,634
TOTAL WATER DEPARTMENT						25.87	\$ 1,544,325	26.37	\$ 1,600,917	26.07	\$ 1,629,256

Capital Improvement Projects by Department/Division					
WATER					
CIP Number	Capital Improvement Project Title	FY 18 Actual Expense	FY 19 Actual Expense	FY 20 Adopted Budget	FY 21 Recomm'd Budget
7401339	SCADA SYSTEM UPGRADE	—	—	505,000	495,000
7401405	WATER MAIN REPLACEMENTS	10,565	158,156	209,000	271,375
7401415	SHALLOW WELL REHAB	—	—	—	250,000
7401672	ROOSEVELT RD MAIN EXT.	156,349	287,451	—	—
7401829	SECURITY UPGRADES	—	—	—	—
7402030	VACUUM FILTER BACK-UP	—	—	—	—
7402052	WATER METER REPL PROGRAM	—	7,080	79,845	176,661
7402234	SOUTHGATE WATER	—	—	—	—
7402349	MANSON ROAD WATER MAIN	27	—	—	—
7402524	ONLINE PROCESS ANALYZER	—	42,577	—	—
7402525	N CASCADE WATER MAIN	—	40,237	804,100	—
7402526	SRF GREEN ALLEY	8,679	—	—	—
7402527	GENERATOR	1,008	4,936	—	—
7402594	SW ARTERIAL MAIN EXT	—	3,521	855,000	—
7402595	CREEK CROSSING RESTORE	—	—	—	35,000
7402596	MAIN RELOC SEWER MANHOLE	—	1,734	—	—
7402653	LIME SLAKER REPLACE STUDY	—	—	—	—
7402654	FIRE HYDRNT ASSMBLY SW PG	32,905	—	16,000	20,000
7402655	MAINT WTR MN - RETAIN WAL	—	—	—	20,000
7402656	WATER STORAGE TANK COATIN	—	—	—	25,000
7402657	WTR MN UPGRADES - STREET	—	—	—	—
7402658	WTR MN REPLACE - SWR CONS	—	160,712	122,500	—
7402703	WEST RURAL WATER PURCHASE	2,656,076	366,172	—	65,000
7402704	TIMBER RIDGE WATER MAIN	870,529	44,252	—	—
7402705	GRANDVIEW/LORAS INTER IMP	11,330	—	—	—
7402713	RPR/MAINT WATER LINE ISLA	—	3,495	—	—
7402714	BULK CO2 TANK REPLACEMENT	—	—	—	—
7402734	RURAL WATER ENGLISH PUMP	944,041	102,693	—	—
7402744	PUBLIC LEAD LINE WATER RE	—	—	61,833	122,470
7402745	TAMARAK FRONTAGE WATER MN	—	478,151	—	362,500
7402746	COTTINGHAM RD WATER MAIN	—	21,179	1,085,937	187,813
7402747	CHESTERFIELD DR WATER MAI	—	—	15,000	—
7402748	EPWP TRANSFORMER SAFETY	—	22,230	—	—
7402786	DAVENPORT RD EXT/PMP STAT	—	—	100,000	—
7402814	BRIARWOOD SUB MAIN EXT	—	—	—	—
7402821	LANDFILL WATER MAIN EXT	—	—	—	121,500
7402836	MAIN EXT TO NEW DEV	—	—	—	307,500
7402837	WATER PLANT ASSESS PLAN	—	—	—	115,000
7402838	ALTHAUSER & EAGLE WTR MN	0	0	0	151,065
7402839	WATER PLANT IMPROVEMENTS	0	0	0	20,000
<b>WATER</b>	<b>TOTAL</b>	<b>4,691,510</b>	<b>1,744,577</b>	<b>3,854,215</b>	<b>2,745,884</b>

PRGRM/ DEPT	PROJECT DESCRIPTION	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	TOTAL	PAGE
<b>WATER DEPARTMENT</b>								
<b>Business Type</b>								
	Westside Water System Service Line Installation/Fire Hydrant Install/Purchase	\$ 65,000	\$—	\$—	\$—	\$—	\$ 65,000	99
	Water Meter Replacement Program	\$ 176,661	\$ 182,511	\$ 188,360	\$ 194,210	\$ 200,060	\$ 941,802	100
	Manhole Replacement Rehab	\$—	\$ 25,000	\$—	\$ 25,000	\$—	\$ 50,000	101
	Water Main Upgrades during Street General Repairs	\$—	\$ 20,000	\$—	\$ 25,000	\$—	\$ 45,000	102
	Maintenance of Public Water Mains during Stone Retaining Wall Repair	\$ 20,000	\$—	\$ 22,550	\$—	\$ 22,550	\$ 65,100	103
	Fire Hydrant Assembly Relocation/Replacement for the Sidewalk Program	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,400	\$ 100,400	104
	Cottingham Road Water Main	\$ 187,813	\$—	\$—	\$—	\$—	\$ 187,813	105
	Southwest Arterial Water Main Extension	\$—	\$ 725,000	\$—	\$1,575,000	\$—	\$ 2,300,000	106
	SCADA & Communications Infrastructure	\$ 495,000	\$—	\$—	\$—	\$—	\$ 495,000	108
	Water Main Replacements - Streets	\$ 271,375	\$—	\$—	\$—	\$—	\$ 271,375	110
	Public Lead Line Water Replacement	\$ 122,470	\$ 84,500	\$ 85,000	\$—	\$—	\$ 291,970	111
	Water Line Extensions to New Developments	\$ 307,500	\$ 775,000	\$—	\$—	\$—	\$ 1,082,500	112
	Wells, Well Field, and Raw Transmission Piping Repair	\$ 250,000	\$—	\$ 90,000	\$—	\$ 110,500	\$ 450,500	113
	Water Treatment Plant Condition Assessment and Master Plan	\$ 115,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 155,000	114
	Water Storage Tank Coating Program	\$ 25,000	\$ 150,000	\$1,350,000	\$ 100,000	\$ 900,000	\$ 2,525,000	115
	Tamarak Park Frontage Road Water Main	\$ 362,500	\$—	\$—	\$—	\$—	\$ 362,500	116
	West End Annexation Phase II	\$—	\$—	\$—	\$—	\$ 300,250	\$ 300,250	117
	West End Annexation Phase I	\$—	\$—	\$—	\$—	\$ 165,000	\$ 165,000	118
	Creek Crossing Restoration	\$ 35,000	\$ 22,500	\$ 25,350	\$ 18,900	\$ 30,000	\$ 131,750	119
	Landfill Frontage Rd. Water Main Extension	\$ 121,500	\$—	\$—	\$—	\$—	\$ 121,500	120
	Althausen St. & Eagle St. Water Main Improvements	\$ 151,065	\$ 141,425	\$—	\$—	\$—	\$ 292,490	121
	Public Safety Way Water Main Improvements	\$—	\$ 106,700	\$—	\$—	\$—	\$ 106,700	122
	Water Treatment Plant Boiler Improvements	\$ 20,000	\$—	\$—	\$—	\$—	\$ 20,000	123
	WTP and Pump Station Pipe Rehabilitation	\$—	\$ 20,000	\$—	\$—	\$—	\$ 20,000	124
	Pump Station Site Drainage Improvements	\$—	\$—	\$ 15,000	\$—	\$—	\$ 15,000	125
	McFadden Farm Water Main Improvement (S. Heacock Rd from Chavenelle to Pennsylvania)	\$—	\$—	\$ 176,186	\$ 517,410	\$—	\$ 693,596	126
	<b>TOTAL</b>	<b>\$ 2,745,884</b>	<b>\$2,282,636</b>	<b>\$1,982,446</b>	<b>\$2,485,520</b>	<b>\$1,758,760</b>	<b>\$ 11,255,246</b>	



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# **Water & Resource Recovery Center**

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## WATER & RESOURCE RECOVERY CENTER DEPARTMENT

<b>Budget Highlights</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Budget</b>	<b>FY 2021 Requested</b>	<b>% Change From FY 2020 Budget</b>
<u>Expenses</u>				
Employee Expense	1,434,346	1,448,236	1,469,123	1.4 %
Supplies and Services	3,040,849	2,963,561	3,272,671	10.4 %
Payment to Construction Fund	845,000	458,758	900,000	96.2 %
Machinery and Equipment	19,439	128,275	28,380	(77.9)%
Engineering - Sewer Administration	159,611	280,899	251,566	(10.4)%
Public Works Sewer Maintenance Charges	807,281	758,438	668,693	(11.8)%
Administrative Overhead Recharge	1,376,688	1,444,114	1,539,391	6.6 %
Payment in Lieu of Taxes	142,884	142,884	142,884	— %
Debt Service	5,233,483	5,229,832	5,336,494	2.0 %
<b>Total Expenses</b>	<b>13,059,581</b>	<b>12,854,997</b>	<b>13,609,202</b>	<b>5.9 %</b>
<u>Resources</u>				
Operating Revenue	12,880,086	12,905,459	13,809,029	7.0 %
<b>Total Resources</b>	<b>12,880,086</b>	<b>12,905,459</b>	<b>13,809,029</b>	<b>7.0 %</b>
Net Operating Surplus (Deficit)	(179,495)	50,462	199,827	149,365
<b>Personnel - Authorized FTE</b>	<b>15.00</b>	<b>15.00</b>	<b>15.00</b>	
<b>Sanitary User Fee Rate Increase</b>	<b>3.00%</b>	<b>4.50%</b>	<b>5.00%</b>	
<b>Revenue 1% Rate Increase Generates</b>			<b>\$ 104,326</b>	

### Improvement Package Summary

#### 1 of 2

This improvement request is for an arc flash risk assessment of 17 lift stations (including 181 individual devices) and the WRRC Facility (including 710 individual devices). The assessment consists of the following 3 phases: Phase 1 - Data collection, Phase 2 - Engineering Analysis, Phase 3 - Labels, Label Deployment, and Training. OSHA requires employers to perform a PPE hazard assessment to determine necessary PPE. This assessment satisfies OSHA and NFPA 70E requirements for the assessment of workplace electrical safety. The assessment provides information and training necessary to maintain adequate protection for employees working on or around electrical components.

Related Cost:	<u>\$71,500</u>	Sanitary User Fee	Non-Recurring	<b>Recommend - Yes</b>
Sanitary User Fee Impact	0.71%			
Activity: Plant Operations				

#### 2 of 2

This improvement request is for four tablets with data service and one smartphone with voice and data service. The improvement will supply two Equipment Mechanics with one tablet each, one tablet for Operations staff, and one tablet and one smartphone for the Maintenance Supervisor. This will improve efficiency and connectivity by allowing staff to directly input work order details into the asset management system. Staff will also use equipment to research and source parts, communicate with staff and vendors. The improvement supports a data driven asset and facility management system.

Related Cost:	\$4,060	Sanitary User Fee	Non-Recurring	<b>Recommend - Yes</b>
Related Cost:	\$1,824	Sanitary User Fee	Recurring	
Total Cost:	<u>\$5,884</u>			
Sanitary User Fee Impact	0.06%			
Activity: Plant Operations				

### **Significant Line Items**

#### **Employee Expense**

1. FY 2021 employee expense reflects a 1.5% wage package increase.
2. The Iowa Public Employee Retirement System (IPERS) City contribution of 9.44% is unchanged from FY 2020 The employee contribution of 6.29% is unchanged from FY 2020.
3. The City portion of health insurance expense is increased from \$921 in FY 2020 to \$1,013 in FY 2021 per month per contract which results in an annual cost increase of \$21,900 or 11.26%.
4. Overtime is unchanged from \$59,350 in FY 2020 to \$59,350 in FY 2021. FY 2019 actual was \$96,032.
5. Five-Year Retiree Sick leave payout increased from \$11,225 in FY 2020 to \$15,211 in FY 2021.
6. 50% Sick Leave Payout increased from \$0 in FY 2020 to \$3,740 in FY 2021 based on FY 2020 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. Property Insurance decreased from \$79,951 in FY 2020 to \$74,466 in FY 2021 based on FY 2019 actual plus 5%.
8. Sales Tax increased from \$324,762 in FY 2020 to \$345,618 in FY 2021 based on increased consumption. This expense is directly offset by sales tax revenue.
9. Electricity Utility Expense increased from \$424,777 in FY 2020 to \$579,001 in FY 2021 based on FY 2019 actual \$536,112 of plus 8%. Electrical expense for the W&RRC plant in FY 2021 is \$270,181, which includes decreased microturbine output and \$66,957 for the estimated BioResource Development electrical usage which will be reimbursed on a monthly basis. The lift station electrical expense in FY 2021 is estimated to be \$241,863..
10. Gas Utility Expense increased from \$87,710 in FY 2020 to \$109,180 in FY 2021 based on FY 2019 actual.
11. Property Maintenance increased from \$66,350 in FY 2020 to \$66,831 in FY 2021 based on FY 2019 actual.
12. Machinery and Equipment Maintenance increased from \$309,625 in FY 2020 to \$317,935 in FY 2021. FY 2019 actual was \$333,007. This results from increasing digester cleaning (+\$40,000) based on FY 2020 year-to-date actual costs, increasing pump, grinder, and mixer maintenance (+\$24,000) due to more frequent repair of equipment due to heavy wear from grit from I&I, and increased primary and final clarifier maintenance due to increased grit from I&I (+\$10,000). There is

a cost savings in this line item of \$50,000 due to the purchase of a pump trailer through an FY20 CIP. This line item represents samplers and lab equipment maintenance (\$3,174), digester cleaning (\$100,000), pump, grinder and mixer maintenance (\$60,000), primary and final clarifier maintenance (\$20,000), boiler treatment (\$6,000), siloxane media replacement (\$31,255), hydrogen sulfide media replacement (\$97,178), ultraviolet lamp replacement (\$25,500), water based parts washer maintenance (\$3,328), citric acid (\$1,000), backflow testing (\$2,500), monthly jetting of digester heat exchanger (\$3,000), and HVAC maintenance (\$15,000).

13. Equipment Maintenance Contract Expense decreased from \$77,293 in FY 2020 to \$76,490 in FY 2021 based on FY 2019 actual of \$72,867 plus 5%.
14. Lift Station Maintenance decreased from \$138,155 in FY 2020 to \$124,595 in FY 2021 based on a three year average. FY 2019 actual was \$112,200.
15. Polymer Expense increased from \$226,100 in FY 2020 to \$237,073 in FY 2021 based on FY 2019 actual of \$249,550 and adjusted for lower bid results in FY 2020.
16. Liquid Oxygen increased from \$427,536 in FY 2020 to \$467,041 in FY 2021. The FY 2021 budget includes \$28,362 for tank rental and \$438,679 for oxygen based on the expected loading and an 11.8% increase in bulk oxygen implemented in FY 2020. FY 2019 actual was \$420,741.
17. Hauling Service increased from \$274,300 in FY 2020 to \$304,900 in FY 2021. The increase is due to increased hauling due to digester cleanout and increased sludge production. This line item also contains bio-solids management fixed costs and hauling of drying pad material.

## **Machinery & Equipment**

18. Equipment replacement items include (\$28,380):

<u>Administration</u>	
Smart Phone	\$ 210
<u>Plant Operations</u>	
Shop Equipment	\$ 10,000
Cell Phones	\$ 2,980
<u>Environmental Monitoring</u>	
Laboratory Equipment	\$ 10,800
Smart Phone	\$ 210
<u>Fats, Oil, Grease</u>	
Test Equipment	\$ 500
<b>Recommended Improvement Packages</b>	<b>\$ 3,680</b>
<b>Total Equipment</b>	<b>\$ 28,380</b>

## Debt Service

19. Annual debt service payments for FY 2021 are as follows (\$5,336,494):

Amount	Debt Series	Source	Purpose	Final Payment	Call Date
\$ 61,050	G.O. 2017A	Sanitary Fees	Sanitary Sewer Improvements	2030	2025
\$ 94,990	G.O. 2018A	Sanitary Fees	Sanitary Sewer Improvements	2031	2026
\$ 44,086	G.O. 2012E	Sanitary Fees	Sanitary Forcemain Repairs	2032	2019
\$ 122,676	G.O. 2019C	Sanitary Fees	Sanitary Sewer Improvements	2033	2026
\$ 441,675	G.O. 2014B	Sanitary Fees	Sanitary Sewer Improvements	2034	2021
\$ 163,206	G.O. 2016C	Sanitary Fees	Sanitary Sewer Improvements	2035	2024
\$ 63,192	SRF 2006	Sanitary Fees	Northfork Catfish Creek	2031	
\$ 218,708	SRF 2009	Sanitary Fees	Meter Change-Out	2031	
\$ 3,697,220	SRF 2010	Sanitary Fees	W&RRC Plant Upgrade	2039	
\$ 186,320	SRF 2013	Sanitary Fees	W&RRC Cogeneration	2033	
\$ 168,660	SRF 2018	Sanitary Fees	Kerper Boulevard Sanitary	2038	
\$ 24,873	Planned	Sanitary Fees	Sanitary Projects	2040	
\$ 49,838	Planned	Sanitary Fees	Sanitary Projects	2041	
<u>\$ 5,336,494</u>	Total Sanitary Annual Debt Service				

## Revenue

20. Sewage Fees increased from \$10,116,942 in FY 2020 to \$10,954,278 in FY 2021 based on a 5.00% rate increase in FY 2021 and a 1% decrease in consumption in FY 2020.
21. Sewage dumping fees decreased from \$130,148 in FY 2020 to \$120,634 in FY 2021 based on FY 2019 actual of \$120,634.
22. Late Payment Penalties decreased from \$126,353 in FY 2020 to \$118,344 in FY 2021. The decrease is due to Rousselot installing a system improving industrial pre-treatment compliance.
23. The Water and Resource Recovery Center's pre-treatment largest industrial customers projected changes in revenues as follows:
- Prairie Farms increased from \$424,132 in FY 2020 to \$494,324 in FY 2021 based on FY 2020 year-to-date revenue plus 4%.
  - Inland Protein decreased from \$191,967 in FY 2020 to \$163,518 in FY 2021 based on FY 2020 year-to-date revenue tracking lower (\$13,102 per month) plus 4%.
  - Rousselot is increased from \$882,331 in FY 2020 to \$1,021,890 in FY 2021 based on FY 2020 year-to-date revenue tracking higher (\$81,882 per month) plus 4%.
24. High Strength Waste revenue decreased from \$189,644 in FY 2020 to \$171,999 in FY 2021 based on FY 2019 actual of \$171,999. This revenue represents other entities paying the City to take high strength waste which will be used in the anaerobic digesters to generate additional energy using the micro-turbines.
25. Gas Revenue decreased from \$221,609 in FY 2020 to \$158,686 in FY 2021. This line item represents 5% of the gross revenue for BioResource Development (\$12,000), lease of the site (\$10,000), staff time reimbursement (\$3,000), reimbursement of gas (\$51,023) and electric cost (\$82,663).

26. Fats, Oils and Grease Permit and Dumping fees decreased from \$24,614 in FY 2020 to \$23,996 in FY 2021 based on FY 2019 actual of \$23,996.



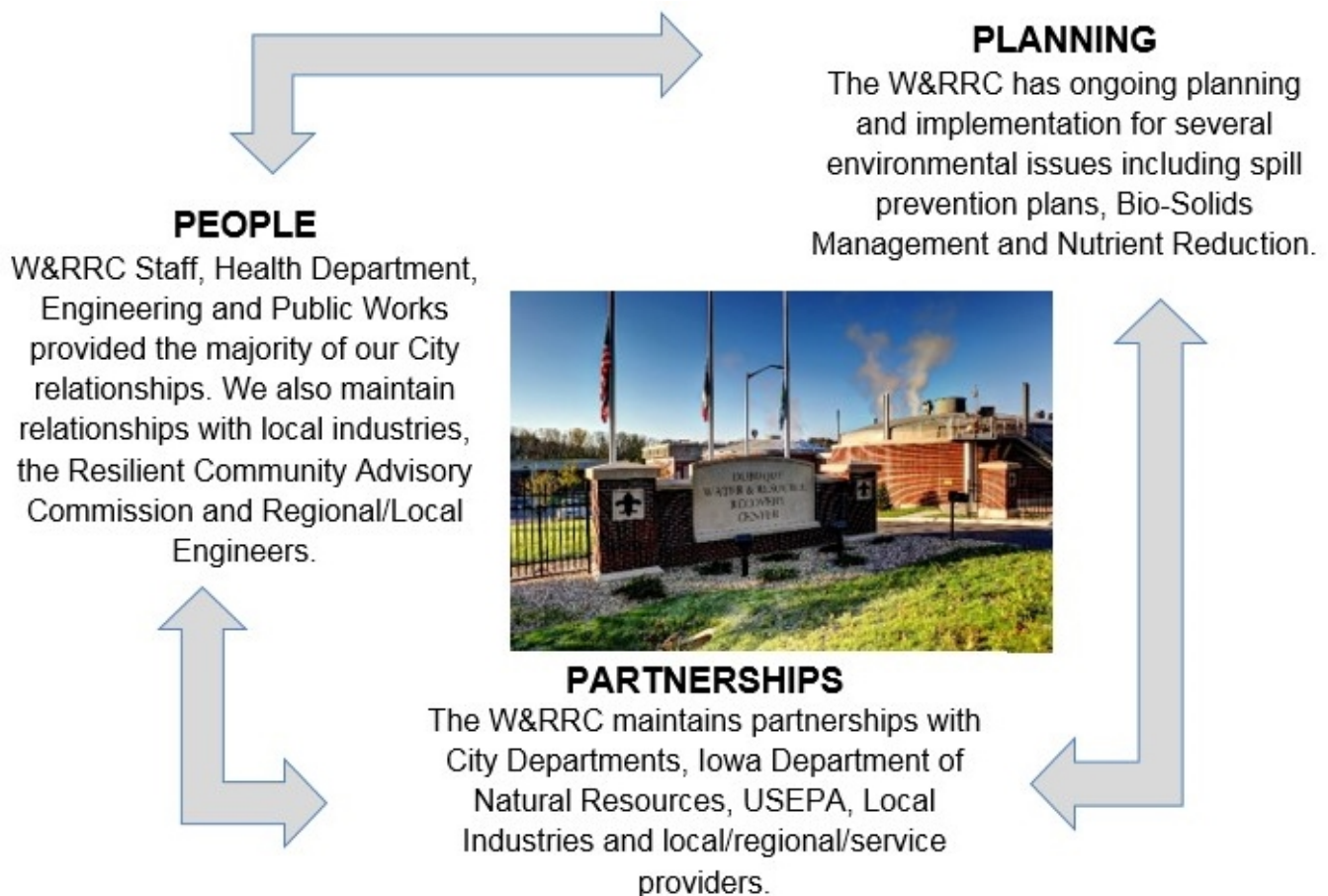
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# WATER & RESOURCE RECOVERY CENTER

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.



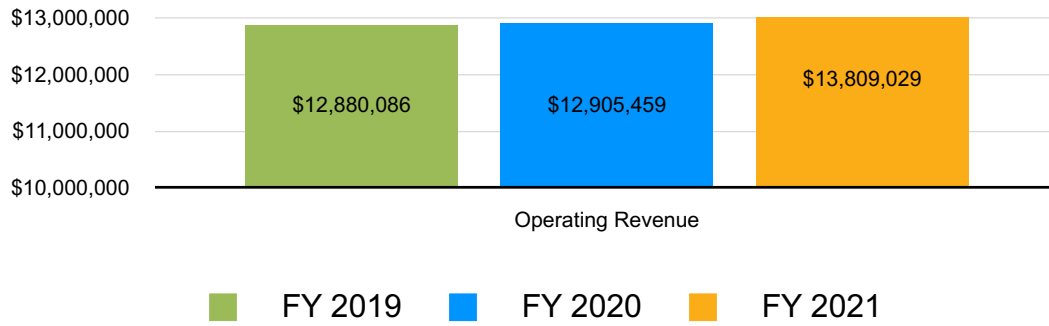
## SUCCESS IS ABOUT PLANNING, PARTNERSHIPS AND PEOPLE LEADING TO OUTCOMES



# WATER & RESOURCE RECOVERY CENTER

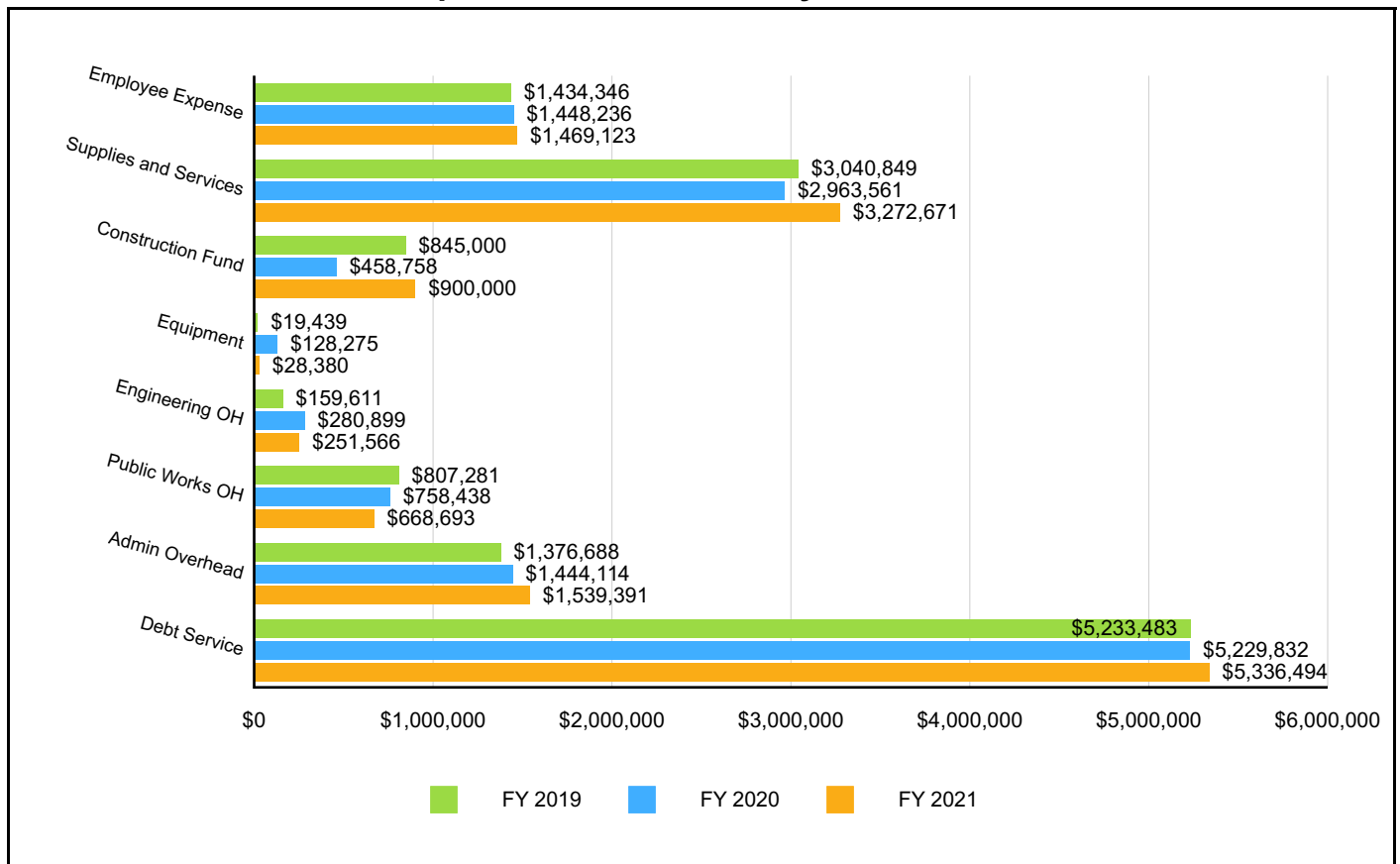
	FY 2019	FY 2020	FY 2021
Full-Time Equivalent	15.00	15.00	15.00

## Resources



The Water Resource Recovery Center is supported by 15.00 full-time equivalent employees, which accounts for 25.91% of the department expense as seen below. Overall, the department's expenses are expected to increase by 5% in FY 2021 compared to FY 2020.

## 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 20 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 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$9,175,924	\$9,289,084	\$9,632,726
Resources	\$12,665,967	\$12,738,062	\$13,660,476

Operations and Maintenance Position Summary	
	FY 2021
WRRC MANAGER	1.00
MAINTENANCE SUPERVISOR WWT	1.00
W&RRC OPERATIONS SUPERVISOR	1.00
EQUIPMENT MECHANIC - WWT	2.00
INDUSTRIAL ELECTRONICS TECH	1.00
WRRC OPERATOR CERT GR II	2.00
PLANT OPERATOR GRADE III & IV	2.00
CONFIDENTIAL ACCOUNT CLERK	1.00
<b>Total FT Equivalent Employees</b>	<b>11.00</b>

### Performance Measures

#### City Council Goal: Sustainable Environment

	Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
<b>1</b>	<b>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.</b>					
	# of avg. gallons of wastewater treated per day (in millions)	7	7.13	9.17	9.30	
	# of pumping station failures/outage incidents	0	4	4	3	
	# of operators with at least Grade II Certification	5	4	4	4	
<b>3</b>	<b>Activity Objective: Increase energy production for use at the W&amp;RRC.</b>					
	% of energy needs self-produced by the W&RRC	68.3	51.8	33.7	36.4	

# 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 from industrial sources those materials 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 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$443,802	\$462,900	\$457,918
Resources	\$188,001	\$158,258	\$142,147

Environmental Monitoring Position Summary	
	FY 2021
Lab Supervisor	1.00
Lab Technician	2.00
Environmental Coordinator	1.00
<b>Total FT Equivalent Employees</b>	<b>4.00</b>

### Performance Measures

#### City Council Goal: Sustainable Environment

	Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
1	<b>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.</b>					
	# of sanitary sewer overflows caused by fats, oils, and grease	0	0	1	0	
2	<b>Activity Objective: Ensure a safe water supply in support of the Water Department.</b>					
	# of avg. water samples analyzed per week from various locations in the City	16	16	16	16	



## Recommended Operating Revenue Budget - Department Total

### 43 - WATER & RESOURCE RECOVERY

Fund	Account	Account Title	FY18 Actual Revenue	FY19 Actual Revenue	FY20 Adopted Budget	FY21 Recomm'd Budget
610	42230	SEWAGE DISPOSAL PERMITS	1,485	865	1,485	865
610	42237	FOG PERMITS	38,850	35,425	38,850	35,425
610	42331	FOG INSPECTION FEE	250	0	250	0
42	LICENSES AND PERMITS - Total		40,585	36,290	40,585	36,290
610	43110	INVESTMENT EARNINGS	44,481	60,573	51,786	54,515
43	USE OF MONEY AND PROPERTY - Total		44,481	60,573	51,786	54,515
610	51185	WATER TESTS-OUTSIDE	40,293	36,754	40,293	36,754
610	51205	SEWAGE FEES	10,106,780	10,100,349	10,116,942	10,954,278
610	51215	LATE PAYMENT PENALTY	306,353	163,649	126,353	118,344
610	51216	FOG PENALTIES	2,750	200	2,750	200
610	51218	ARTCO FLEETING	1,318	969	1,318	969
610	51220	SWISS VALLEY FARMS	405,868	475,312	424,132	494,324
610	51225	INLAND PROTEIN	183,701	182,967	191,967	163,518
610	51227	HIGH STRENGTH WASTE	189,644	171,999	189,644	171,999
610	51230	SEWAGE DUMPING FEES	130,148	120,634	130,148	120,634
610	51231	FOG DUMPING FEES	24,614	23,996	24,614	23,996
610	51235	WW IND. PRETREATMENT	35,990	36,634	35,990	36,634
610	51240	SAN ROUESSLOT	844,336	871,432	882,331	1,021,890
610	51256	BRD LEASE	0	10,000	10,000	10,000
610	51257	BRD STAFF REIMBURSEMENT	0	0	56,000	3,000
610	51258	BRD GAS REIMBURSEMENT	0	54,329	12,000	51,023
610	51259	BRD ELECTRIC REIMB	0	82,663	79,766	82,663
610	51260	BRD GROSS REVENUE	0	20,643	63,843	12,000
610	51261	BRD MEDIA CHANGE REIMB	0	0	25,000	0
610	51690	LANDFILL PAYMENT-LAB TEST	1,177	1,731	1,177	1,731
610	51964	ARENA NOVELT	415	460	415	460
51	CHARGES FOR SERVICES - Total		12,273,386	12,354,720	12,414,683	13,304,417
610	53102	PRIVATE PARTICIPANT	50	0	50	0
610	53201	REFUNDS	0	181	0	0
610	53204	IOWA FUEL TAX REFUND	695	0	695	0
610	53520	WATER SAMPLING-PLANT	37,344	34,731	37,344	37,344
610	53523	WWT SAMPLING-OUTSIDE	24,870	27,852	24,870	24,870
610	53620	REIMBURSEMENTS-GENERAL	1,375	9	1,375	0
610	53630	SALES TAX COLLECTION	324,422	327,526	324,762	345,017
53	MISCELLANEOUS - Total		388,756	390,299	389,096	407,231
610	54109	SALVAGE SALES	170	260	170	170
610	54210	GO BOND PROCEEDS	1,030,001	11,312	0	0
610	54220	BOND DISCOUNT	15,018	512	0	0
54	OTHER FINANCING SOURCES - Total		1,045,189	12,084	170	170
WATER & RESOURCE RECOVERY - Total			13,792,396	12,853,967	12,896,320	13,802,623

## Recommended Operating Expenditure Budget - Department Total

### 43 - WATER & RESOURCE RECOVERY

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
100	61010	FULL-TIME EMPLOYEES	0	4,049	0	0
610	61010	FULL-TIME EMPLOYEES	964,031	863,911	990,095	980,914
640	61010	FULL-TIME EMPLOYEES	809	0	0	0
610	61020	PART-TIME EMPLOYEES	638	174	0	0
610	61030	SEASONAL EMPLOYEES	4,473	8,600	0	0
100	61050	OVERTIME PAY	42	1,571	0	0
610	61050	OVERTIME PAY	52,124	94,461	59,350	59,350
640	61050	OVERTIME PAY	230	0	0	0
610	61071	HOLIDAY PAY-OVERTIME	24,601	24,471	17,221	17,221
640	61071	HOLIDAY PAY-OVERTIME	355	0	0	0
610	61091	SICK LEAVE PAYOFF	14,843	10,770	11,225	15,211
610	61092	VACATION PAYOFF	0	2,704	0	0
610	61096	50% SICK LEAVE PAYOUT	0	0	0	3,740
100	61310	IPERS	4	530	0	0
610	61310	IPERS	93,513	93,609	100,694	99,827
640	61310	IPERS	124	0	0	0
100	61320	SOCIAL SECURITY	3	409	0	0
610	61320	SOCIAL SECURITY	76,654	73,129	82,458	82,210
640	61320	SOCIAL SECURITY	101	0	0	0
100	61410	HEALTH INSURANCE	12	1,139	0	0
610	61410	HEALTH INSURANCE	254,095	213,504	162,540	184,440
640	61410	HEALTH INSURANCE	293	0	0	0
610	61415	WORKMENS' COMPENSATION	38,766	29,293	23,810	24,987
100	61416	LIFE INSURANCE	0	3	0	0
610	61416	LIFE INSURANCE	752	650	843	843
640	61416	LIFE INSURANCE	1	0	0	0
610	61640	SAFETY EQUIPMENT	6,837	10,968	0	250
610	61650	MEAL ALLOWANCE	0	18	0	0
610	61660	EMPLOYEE PHYSICALS	42	384	0	130
<b>61 - WAGES AND BENEFITS</b>			<b>1,533,344</b>	<b>1,434,346</b>	<b>1,448,236</b>	<b>1,469,123</b>
610	62010	OFFICE SUPPLIES	2,298	(451)	2,194	2,238
610	62011	UNIFORM PURCHASES	2,425	1,637	2,500	2,500
610	62030	POSTAGE AND SHIPPING	3,492	1,946	3,597	2,710
610	62032	FLAGS	90	0	135	135
610	62061	DP EQUIP. MAINT CONTRACTS	8,898	8,610	8,808	9,542
610	62062	JANITORIAL SUPPLIES	1,470	1,588	1,724	1,619
610	62065	LAB SUPPLIES	40,082	32,886	40,082	37,825
610	62090	PRINTING & BINDING	1,725	1,412	4,541	2,762
610	62110	COPYING/REPRODUCTION	321	376	336	376
610	62130	LEGAL NOTICES & ADS	3,575	925	100	647
610	62140	PROMOTION	0	0	600	450
610	62170	SUBSCRIPTIONS-BOOKS-MAPS	0	0	300	300
610	62190	DUES & MEMBERSHIPS	409	770	885	882
610	62204	REFUNDS	11,065	95,767	11,065	11,065
610	62206	PROPERTY INSURANCE	73,943	70,920	79,951	74,466
610	62208	GENERAL LIABILITY INSURAN	13,763	10,940	10,684	11,487
610	62210	SALES TAX	325,418	324,224	324,762	345,618
610	62310	TRAVEL-CONFERENCES	1,975	3,469	3,450	3,700

## Recommended Operating Expenditure Budget - Department Total

### 43 - WATER & RESOURCE RECOVERY

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
610	62320	TRAVEL-CITY BUSINESS	159	33	390	435
610	62360	EDUCATION & TRAINING	8,893	6,339	11,330	9,250
610	62411	UTILITY EXP-ELECTRICITY	384,033	536,112	424,777	579,001
610	62412	UTILITY EXP-GAS	87,710	109,180	87,710	109,180
610	62415	UTILITY EXPENSE STORMWATR	11,606	13,450	13,181	15,340
610	62416	UTILITY EXP-WATER	39,101	46,624	42,034	50,936
610	62421	TELEPHONE	7,184	8,042	7,173	8,666
610	62424	RADIO/PAGER FEE	2,758	2,006	2,869	2,106
610	62431	PROPERTY MAINTENANCE	69,433	66,831	66,350	66,831
610	62435	ELEVATOR MAINTENANCE	2,845	2,505	2,845	2,400
610	62436	RENTAL OF SPACE	480	440	480	480
610	62438	FIRE SUPPRESSION	0	0	5,770	0
610	62511	FUEL, MOTOR VEHICLE	10,285	7,642	10,285	10,563
610	62513	FUEL, DIESEL	389	3,753	389	4,000
610	62521	MOTOR VEHICLE MAINT.	7,260	8,354	7,405	8,521
610	62528	MOTOR VEH. MAINT. OUTSOUR	100	1,784	1,742	1,742
610	62611	MACH/EQUIP MAINTENANCE	195,639	333,007	309,625	317,935
610	62612	MAJOR REPAIR ELEMENT	0	0	75,000	50,000
610	62613	METER MAINTENANCE	5,500	5,500	0	5,500
610	62614	EQUIP MAINT CONTRACT	78,527	72,867	77,293	76,490
610	62621	O2 PLANT MAINTENANCE	100	0	0	0
610	62623	CETRIFUGE MAINTENANCE	33,924	0	34,942	34,942
610	62625	LIFT STATION MAINTENANCE	113,091	112,200	138,155	124,595
610	62628	INSTRUMENTATION MAINT	0	1,092	13,000	13,000
610	62629	INSTR MAINT CONTRACT	3,798	538	22,500	22,500
610	62631	LIME	0	0	960	0
610	62633	CHLORINE	13,892	7,609	11,000	8,000
610	62638	POLYMER	227,424	249,550	226,100	237,073
610	62639	LIQUID CO2/O2	434,495	420,741	427,536	467,041
610	62663	SOFTWARE LICENSE EXP	14,546	40,981	9,541	10,568
610	62666	CREDIT CARD CHARGE	0	424	600	600
610	62667	DATA SERVICES	395	496	480	1,721
610	62676	PIPE-SPECIAL FITTINGS	0	0	12,253	0
610	62678	EDUCATIONAL MATERIALS	120	293	0	293
610	62681	LUBRICATION PRODUCTS	4,577	6,977	4,577	6,977
610	62692	LANDFILL FEES	10,281	38,699	51,531	51,531
610	62696	OUTSIDE COLLECTOR EXPENSE	6,962	4,049	6,961	4,049
610	62712	CONSULTING ENGINEERS	19,088	17,565	0	0
610	62713	LEGAL SERVICES	7,242	1,080	5,752	0
610	62716	CONSULTANT SERVICES	8,727	28,370	12,500	85,949
610	62721	FINANCIAL CONSULTANT	7,043	0	1,177	0
610	62726	AUDIT SERVICES	2,200	2,400	2,200	2,400
610	62731	MISCELLANEOUS SERVICES	10,152	5,461	0	0
610	62732	TEMP HELPCONTRACT SERV.	0	0	20,000	20,000
610	62733	CONTRACT CUSTODIAL	12,838	13,931	17,700	17,700
610	62736	CATERING SERVICES	82	0	300	300
610	62763	PAYMENT TO IOWA DNR	2,839	7,404	2,134	5,834
610	62767	ENVIRON. TESTING/MON.	24,967	27,028	25,000	25,000



## Recommended Operating Expenditure Budget - Department Total

### 43 - WATER & RESOURCE RECOVERY

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
610	62780	HAULING SERVICES	265,376	274,473	274,300	304,900
<b>62 - SUPPLIES AND SERVICES</b>			<b>2,627,010</b>	<b>3,040,849</b>	<b>2,963,561</b>	<b>3,272,671</b>
610	71120	PERIPHERALS, COMPUTER	801	85	0	3,680
610	71314	TRUCK-REPLACEMENT	0	0	50,500	0
610	71318	HEAVY EQUIP-REPLACEMENT	0	0	27,500	0
610	71410	SHOP EQUIPMENT	133	1,827	14,519	10,000
610	71413	LABORATORY EQUIPMENT	7,296	17,192	11,900	10,800
610	71421	HIGH PRESSURE SPRAY	0	0	5,000	0
610	71511	PUMPS	0	0	14,950	0
610	71520	HVAC	0	0	3,500	0
610	71610	CUSTODIAL EQUIPMENT	0	143	0	0
610	72418	TELEPHONE RELATED	291	168	406	3,400
610	72515	TEST EQUIPMENT, OTHER	1,956	24	0	500
<b>71 - EQUIPMENT</b>			<b>10,477</b>	<b>19,439</b>	<b>128,275</b>	<b>28,380</b>
610	74111	PRINCIPAL PAYMENT	4,301,389	3,473,317	3,511,282	3,651,034
610	74112	INTEREST PAYMENT	1,829,757	1,760,167	1,718,550	1,685,460
<b>74 - DEBT SERVICE</b>			<b>6,131,146</b>	<b>5,233,483</b>	<b>5,229,832</b>	<b>5,336,494</b>
610	91100	TO GENERAL	1,550,277	1,519,572	1,586,998	1,682,275
610	91710	TO SANITARY SEWER CONST	181,114	845,000	458,758	900,000
<b>91 - TRANSFER TO</b>			<b>1,731,391</b>	<b>2,364,572</b>	<b>2,045,756</b>	<b>2,582,275</b>
<b>43 - WATER &amp; RESOURCE RECOVERY TOTAL</b>			<b>12,033,368</b>	<b>12,092,689</b>	<b>11,815,660</b>	<b>12,688,943</b>

## Recommended Expenditure Budget Report by Activity & Funding Source

### 43 - WATER & RESOURCE RECOVERY

**UNDISTRIBUTED - 10610**

#### FUNDING SOURCE: SEWAGE FACILITY OPERATION

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	100,690	17,920	16,024
TRANSFER TO	2,364,572	2,045,756	2,582,275
<b>UNDISTRIBUTED</b>	<b>2,465,262</b>	<b>2,063,676</b>	<b>2,598,299</b>
<b>WPC ADMINISTRATION</b>	<b>- 43100</b>		

#### FUNDING SOURCE: SEWAGE FACILITY OPERATION

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
DEBT SERVICE	5,233,483	5,229,832	5,336,494
EQUIPMENT	—	346	210
SUPPLIES AND SERVICES	360,967	381,272	400,560
WAGES AND BENEFITS	151,112	148,217	150,187
<b>WRRP ADMINISTRATION</b>	<b>5,745,562</b>	<b>5,759,667</b>	<b>5,887,451</b>
<b>FLOODWALL OPER./MAINT.</b>	<b>- 43340</b>		

#### FUNDING SOURCE: GENERAL

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
WAGES AND BENEFITS	7,701	—	—
<b>FLOODWALL OPER./MAINT.</b>	<b>7,701</b>	<b>—</b>	<b>—</b>
<b>WPC PLANT OPERATIONS</b>	<b>- 43400</b>		

#### FUNDING SOURCE: SEWAGE FACILITY OPERATION

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	2,223	116,029	16,660
SUPPLIES AND SERVICES	2,496,144	2,476,877	2,767,286
WAGES AND BENEFITS	899,373	903,060	927,622
<b>WRR PLANT OPERATIONS</b>	<b>3,397,740</b>	<b>3,495,966</b>	<b>3,711,568</b>
<b>FATS OILS GREASE</b>	<b>- 43500</b>		

#### FUNDING SOURCE: SEWAGE FACILITY OPERATION

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	24	0	500
SUPPLIES AND SERVICES	6,935	8,791	7,626
WAGES AND BENEFITS	25,664	24,660	25,581
<b>FATS OILS GREASE</b>	<b>32,622</b>	<b>33,451</b>	<b>33,707</b>
<b>ENVIRON-MONITORING</b>	<b>- 43700</b>		

#### FUNDING SOURCE: SEWAGE FACILITY OPERATION

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
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EQUIPMENT	17,192	11,900	11,010
SUPPLIES AND SERVICES	76,113	78,701	81,175
WAGES AND BENEFITS	350,497	372,299	365,733
<b>ENVIRON-MONITORING</b>	<b>443,802</b>	<b>462,900</b>	<b>457,918</b>
<b>WATER MAIN REPLACEMENTS - 43755</b>			

**FUNDING SOURCE: WATER UTILITY OPERATION**

<b>Account</b>	<b>FY19 Actual Expense</b>	<b>FY20 Adopted Budget</b>	<b>FY21 Recomm'd Budget</b>
WAGES AND BENEFITS	0	0	0
<b>WATER MAIN REPLACEMENTS</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>WATER &amp; RESOURCE RECOVERY TOTAL</b>	<b>\$12,092,689</b>	<b>\$11,815,660</b>	<b>\$12,688,943</b>

CITY OF DUBUQUE, IOWA  
DEPARTMENT DETAIL - PERSONNEL COMPLEMENT

43 WATER AND RESOURCE RECOVERY CENTER

FD	JC	WP-GR	JOB CLASS	FY 2019		FY 2020		FY 2021	
				FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
61010 Full Time Employee Expense									
610	5080	GE-40	WRRC MANAGER	1.00	\$ 99,913	1.00	\$ 108,576	1.00	\$ 111,599
610	3030	GE-34	MAINTENANCE SUPERVISOR WWT	1.00	\$ 80,590	1.00	\$ 82,420	1.00	\$ 83,333
610		GE-33	WRRC OPERATIONS SUPERVISOR	1.00	\$ 66,218	1.00	\$ 67,792	1.00	\$ 69,426
610		GE-33	LAB SUPERVISOR	1.00	\$ 76,418	1.00	\$ 78,150	1.00	\$ 67,589
610		GE-31	ENVIRONMENTAL COORDINATOR	1.00	\$ 60,860	1.00	\$ 65,706	1.00	\$ 53,134
610	2100	GE-31	LAB TECHNICIAN II	2.00	\$ 123,350	2.00	\$ 121,973	2.00	\$ 126,360
610		GE-25	CONFIDENTIAL ACCOUNT CLERK	1.00	\$ 48,373	1.00	\$ 49,535	1.00	\$ 50,518
610	2400	OE-14	EQUIPMENT MECHANIC - WWT	2.00	\$ 119,494	2.00	\$ 122,200	2.00	\$ 123,556
610	2800	OE-14	MAINTENANCE ELECTRICIAN	1.00	\$ 58,864	1.00	\$ 62,125	1.00	\$ 60,753
610		OE-14	WRRC OPERATOR CERT GR IV	1.00	\$ 55,910	1.00	\$ 63,243	1.00	\$ 64,063
610		OE-13	WRRC OPERATOR CERT GR III	1.00	\$ 56,563	1.00	\$ 59,102	1.00	\$ 60,103
610	2500	OE-12	WRRC OPERATOR CERT GR II	2.00	\$ 115,175	2.00	\$ 109,273	2.00	\$ 110,480
TOTAL FULL TIME EMPLOYEES				15.00	\$ 961,728	15.00	\$ 990,095	15.00	\$ 980,914
TOTAL WATER & RESOURCE RECOVERY CENTER				15.00	\$ 961,728	15.00	\$ 990,095	15.00	\$ 980,914

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

ACCT	FD	JC	WP-GR	POSITION CLASS	FY 2019		FY 2020		FY 2021		
					FTE	BUDGET	FTE	BUDGET	FTE	BUDGET	
Water & Resource Recovery Center Administration											
61043100	61010	610	3300	GE-40	WRRC MANAGER	1.00	\$ 99,913	1.00	\$ 108,576	1.00	\$ 111,599
Total						1.00	\$ 99,913	1.00	\$ 108,576	1.00	\$ 111,599
Water & Resource Recovery Center Plant Operation											
61043400	61010	610	3030	GE-34	MAINTENANCE SUPERVISOR WWT	1.00	\$ 80,590	1.00	\$ 82,420	1.00	\$ 83,333
61043400	61010	610		GE-33	WRRC OPERATIONS SUPERVISOR	1.00	\$ 66,218	1.00	\$ 67,792	1.00	\$ 69,426
61043400	61010	610	2400	OE-14	EQUIPMENT MECHANIC - W&RRC	2.00	\$ 119,494	2.00	\$ 122,200	2.00	\$ 123,556
61043400	61010	610	1000	GE-25	CONFIDENTIAL ACCOUNT CERK	0.65	\$ 31,443	0.65	\$ 32,198	0.65	\$ 32,837
61043400	61010	610	3942	OE-13	W&RRC OPERATOR GR III/IV	2.00	\$ 112,473	2.00	\$ 122,345	2.00	\$ 124,166
61043400	61010	610	2500	OE-12	W&RRC OPERATOR GR II	2.00	\$ 115,175	2.00	\$ 109,273	2.00	\$ 110,480
61043400	61010	610	2800	OE-14	MAINTENANCE ELECTRICIAN	1.00	\$ 58,864	1.00	\$ 62,125	1.00	\$ 60,753
Total						9.65	\$ 584,257	9.65	\$ 598,353	9.65	\$ 604,551
Environmental Monitoring Lab-FT											
61043700	61010	610		GE-33	LAB SUPERVISOR	1.00	\$ 76,418	1.00	\$ 78,150	1.00	\$ 67,589
61043700	61010	610	2100	GE-31	LAB TECHNICIAN II	2.00	\$ 123,350	2.00	\$ 121,973	2.00	\$ 126,360
61043700	61010	610	2228	GE-31	ENVIRONMENTAL COORDINATOR	1.00	\$ 60,860	1.00	\$ 65,706	1.00	\$ 53,134
Total						4.00	\$ 260,628	4.00	\$ 265,829	4.00	\$ 247,083
Fat Oils and Grease-FT											
61043500	61010	610	1000	GE-25	CONFIDENTIAL ACCOUNT CLERK	0.35	\$ 16,930	0.35	\$ 17,337	0.35	\$ 17,681
						0.35	\$ 16,930	0.35	\$ 17,337	0.35	\$ 17,681
TOTAL WATER & RESOURCE RECOVERY DEPARTMENT						15.00	\$ 961,728	15.00	\$ 990,095	15.00	\$ 980,914

Capital Improvement Projects by Department/Division					
WATER & RESOURCE RECOVERY					
CIP Number	Capital Improvement Project Title	FY 18 Actual Expense	FY 19 Actual Expense	FY 20 Adopted Budget	FY 21 Recomm'd Budget
7101339	SCADA SYSTEM UPGRADE	—	—	50,000	50,000
7101730	ALT O2 STUDY & IMPLEMENTA	—	—	—	—
7101731	DOG TRACK LIFT STATION	—	10,608	—	—
7101837	WRR PLANT RENOVATION	—	—	—	—
7102412	CEDAR LIFT PUMP/GEN/TRAIL	—	—	55,000	—
7102474	BRADLEY/PERRY FORCE MAIN	—	—	—	—
7102529	NUTRIENT REDUCT STRATEGY	—	—	—	—
7102530	OUTFALL MANHOLE	—	—	—	—
7102538	AIRPORT LS UPGRADES	—	13,906	—	—
7102598	CLARIFIER REALIGN/REPAIR	19,325	—	130,000	—
7102599	KERPER PUMP MOTOR/CONTROL	—	—	—	—
7102601	REPLACEMENT OF RADIOS	—	—	—	—
7102659	NUTRIENT RED/BASIN MOD 1	—	—	—	—
7102697	ASH POND ABANDONMENT	116,589	—	—	—
7102698	METHANE GAS SYSTEM WRRC	49,930	6,673	—	—
7102700	LEVEL 4 AGREEMENT	19,569	519	—	—
7102701	HS WASTE RECEIVE & STORE	—	—	—	—
7102730	FRACK TANK	10,468	—	—	—
7102749	KW CAR WASH LIFT STATION	—	—	—	—
7102750	GRANGER CREEK LIFT STATIO	—	7,142	—	—
7102787	WRRC CAMERAS	—	—	45,900	—
7102840	PUMP TRAILER WRRC	—	—	—	110,000
7102841	UV DISINFECTION WRRC	—	—	—	235,000
<b>WATER &amp; RESOURCE RECOVERY TOTAL</b>		<b>215,881</b>	<b>38,847</b>	<b>280,900</b>	<b>395,000</b>

PRGRM /DEPT	PROJECT DESCRIPTION	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	TOTAL	PAGE
<b>WATER &amp; RESOURCE RECOVERY CENTER</b>								
<b>Business Type</b>								
	Final Clarifier Rehabilitation	\$—	\$ 860,000	\$—	\$—	\$—	\$ 860,000	127
	Lift Station SCADA Upgrades	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$—	\$ 200,000	128
	Activated Sludge Process Improvements	\$—	\$—	\$—	\$ 70,000	\$ 98,000	\$ 168,000	129
	High-Strength Waste Receiving & Storage	\$—	\$ 574,371	\$ 1,057,975	\$—	\$—	\$ 1,632,346	130
	UV Disinfection System Modifications	\$ 235,000	\$—	\$—	\$—	\$—	\$ 235,000	131
	Pump Trailer	\$ 110,000	\$—	\$—	\$—	\$—	\$ 110,000	132
	<b>TOTAL</b>	<b>\$ 395,000</b>	<b>\$ 1,484,371</b>	<b>\$ 1,107,975</b>	<b>\$ 120,000</b>	<b>\$ 98,000</b>	<b>\$ 3,205,346</b>	

# **Public Works**



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## PUBLIC WORKS DEPARTMENT

<b>Budget Highlights</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Budget</b>	<b>FY 2021 Requested</b>	<b>% Change From FY 2020 Budget</b>
<u>Expenses</u>				
Employee Expense	7,909,760	7,935,258	8,271,844	4.2 %
Supplies and Services	7,073,257	7,203,813	7,856,845	9.1 %
Machinery and Equipment	530,614	352,240	218,401	(38.0)%
Subtotal	15,513,631	15,491,311	16,347,090	5.5 %
Public Works Administrative / Garage Stores	1,033,589	957,449	1,024,500	7.0 %
Administrative Overhead Recharge	1,287,797	1,443,513	1,612,328	11.7 %
Less Recharges/Service Fund Charges	(2,242,406)	(2,192,216)	(2,300,556)	4.9 %
Total Expenses	15,592,611	15,700,057	16,683,362	6.3 %
<u>Resources</u>				
Operating Revenue	47,070	58,843	55,445	(5.8)%
Salt Operations Fund	154,452	172,450	531,188	208.0 %
Road Use Tax Fund	6,191,499	6,070,107	6,366,737	4.9 %
Sewer Utility Operating Fund	807,281	758,438	668,693	(11.8)%
Stormwater User Fund	282,721	258,342	284,305	10.0 %
Refuse Collection Fund	3,983,259	3,942,222	4,240,215	7.6 %
Landfill Operating Fund	3,105,157	3,513,486	3,501,663	(0.3)%
Total Resources	14,571,439	14,773,888	15,648,246	5.9 %
Debt Service abated with Sales Tax 30%	137,109	135,332	132,624	(2.0)%
Debt Service abated with Landfill Fees	662,659	660,659	663,359	0.4 %
Debt Service abated with Solid Waste Fees	7,277	7,286	7,276	(0.1)%
Total Non-Property Tax Debt Service	807,045	803,277	803,259	— %
Property Tax Support	1,021,172	926,169	1,035,116	108,947
Percent Increase (Decrease)				11.8 %
<b>Personnel - Authorized FTE</b>	<b>91.96</b>	<b>91.96</b>	<b>93.28</b>	

<b>Solid Waste Collection Fund Summary</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Budget</b>	<b>FY 2021 Requested</b>	<b>% Change From FY 2020 Budget</b>
Administrative Overhead Recharges/Utility Billing	927,857	1,055,920	1,191,482	12.8 %
Refuse Operations	3,055,402	2,886,302	3,048,733	5.6 %
Debt Service - Refuse	7,277	7,286	7,276	(0.1)%
Payment to Depreciation	460,000	510,000	580,267	13.8 %
Total Requirements	4,450,536	4,459,508	4,827,758	8.3 %
Refuse Fees (Incl tipper carts/other)	4,013,598	4,054,887	4,446,012	9.6 %
UBP Single Use Refuse Sticker	97,960	101,457	97,960	(3.4)%
Sales Tax Collection	7,315	6,771	7,315	8.0 %
Yard Waste Stickers & Ties	120,799	125,117	123,966	(0.9)%
Leaf Rake Out Fees	5,080	4,563	4,926	8.0 %
Food Scrap	10,060	9,412	9,291	(1.3)%
Recyclable Sales	1,519	3,247	1,519	(53.2)%
Subscription Recycling	3,531	3,542	3,247	(8.3)%
Large Item Pickup	47,501	23,196	32,494	40.1 %
Miscellaneous Revenue	76,547	68,131	73,923	8.5 %
Total Resources	4,383,910	4,400,323	4,800,653	9.1 %
Annual Operating Surplus (Deficit)	(66,626)	(59,185)	(27,105)	32,080
<b>Personnel - Authorized FTE</b>	<b>20.75</b>	<b>20.75</b>	<b>20.75</b>	
<b>Solid Waste User Fee Rate Increase</b>	<b>3.00%</b>	<b>1.63%</b>	<b>7.68%</b>	
<b>Solid Waste User Fee</b>	<b>\$ 15.37</b>	<b>\$ 15.62</b>	<b>\$ 16.82</b>	
<b>Revenue 1% Rate Increase Generates</b>			<b>\$ 34,891</b>	

<b>Salt Operations Fund Summary</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Budget</b>	<b>FY 2021 Requested</b>	<b>% Change From FY 2020 Budget</b>
Salt Purchase	135,916	151,775	478,575	215.3%
Salt Handling Fees	11,935	14,450	45,300	213.5%
Miscellaneous Fees	1,722	807	1,639	103.1%
Administrative Overhead	4,879	4,918	5,674	15.4%
Property Maintenance	—	500	—	—%
Total Requirements	154,452	172,450	531,188	208.0%
Salt Sales	145,734	151,775	478,575	215.3%
Salt Storage Fees	15,195	14,250	37,050	160.0%
Salt Handling Fees	13,855	14,450	45,300	213.5%
Total Resources	174,784	180,475	560,925	210.8%
Annual Operating Surplus (Deficit)	20,332	8,025	29,737	21,712

## Improvement Package Summary

### General Fund

#### **1 of 6**

This improvement request is for the Assistant Public Works Director to participate in Laserfiche software conference. This professional development will assist in streamlining processes and data capture capabilities to mitigate duplication in workflows and minimize human error. Laserfiche conference offers a variety of courses in workflow management and software engineer specific to the needs of Public Works to increase service level. This request supports the City Council goal of Financially Responsible, High Performance City Organization, Equitable and Effective Service Delivery.

Related Cost:	<u>\$ 3,600</u>	Tax Funds	Recurring	<b>Recommend - Yes</b>
Property Tax Impact:	<u>\$ 0.0014</u>	0.01%		
Activity: Administration				

#### **2 of 6**

This improvement request is to provide funds for additional training for traffic signal technicians. This request allows one technician each year to attend the Traffic Expo in Reno, Nevada sponsored by the International Municipal Signal Association. This expo will provide technicians with technical training on the maintenance of traffic signal and street lighting controller systems. The Traffic Expo will also provide the opportunity for technicians to network with national experts and review new equipment used for traffic control and street lighting systems. This request supports the City Council goal of Financially Responsible, High Performance City Organization, Sustainable, Equitable and Effective Service Delivery.

Related Cost:	<u>\$ 3,500</u>	Tax Funds	Recurring	<b>Recommend - Yes</b>
Property Tax Impact:	<u>\$ 0.0014</u>	0.01%		
Activity: Administration				

#### **3 of 6**

This improvement package is for the Assistant Public Works Director to complete a Data Analytics certificate program. This program is designed to assist with organizations becoming data-driven and high-performing focusing in the ability to: interpret data to inform business decisions, recognize trends, detect outliers, and summarize data sets, analyze relationships between variables, develop and test hypotheses, craft sound survey questions and draw conclusions from population samples, and implement regression analysis and other analytical techniques in Excel. This request supports the City Council goal of Financially Responsible, High Performance City Organization, Sustainable, Equitable and Effective Service Delivery.

Related Cost:	<u>\$ 1,600</u>	Tax Funds	Non-Recurring	<b>Recommend - Yes</b>
Property Tax Impact:	<u>\$ 0.0006</u>	0.01%		
Activity: Administration				

#### **4 of 6**

This improvement request is for the Assistant Public Works Director to participate in the Cartegraph software conference. This professional development will assist in streamlining processes and data capture capabilities to mitigate duplication in workflows and minimize human error. Cartegraph conference offers a variety of courses in workflow management and software engineer specific to the needs of Public Works to increase service level. This request supports the City Council goal of Financially Responsible, High Performance City Organization, Equitable and Effective Service Delivery.

Related Cost:	<u>\$ 3,100</u>	Tax Funds	Recurring	<b>Recommend - No</b>
Property Tax Impact:	<u>\$ 0.0012</u>	0.01%		
Activity: Administration				

**5 of 6**

This improvement request is for the creation of one additional Traffic Signal Technician II position in the Public Works Department. This staffing level increase is requested to meet the rising demand for maintenance related to the traffic signal, street light and camera systems. In 1982 the department had two traffic signal technicians who maintained 70 controlled intersections and 65 streetlights. Over the last 38 years the system has increased in size to 115 controlled intersections, 2,484 streetlights and over 1,500 cameras while staffing levels have not increased. This funding request would increase the staffing level of our traffic signal technicians from two to three. This request is related to the council goal of Financially Responsible, High Performance City Organization, Sustainable, Equitable and Effective Service Delivery. The outcome of this request is to have a well-maintained City infrastructure.

Related Cost:	<u>\$ 92,603</u>	Tax Funds	Recurring	<b>Recommend - Yes</b>
Property Tax Impact:	\$ 0.0364	0.35%		
Activity: Street & Traffic Lighting				

**6 of 8**

This improvement request is for the creation of one full-time Data Analyst and Supervisor position in the Public Works Department. This staffing level increase is requested to meet the rising demand for data driven results. Since 2015, internal data entry has increased 54.5% amongst the 2.0 FTEs designated customer-oriented positions. In order to keep up with the needs of a growing municipality and fleet maintenance, the Data Analyst will focus on analysis and problem solving as it relates to data, types of data, and relationships among data elements within a business system or IT system. The goal is to lessen or mitigate reactionary maintenance that depletes emergency funds and previously allocated monies. This request is related to the council goal of financially responsible, high performance city organization, sustainable, equitable and effective service delivery. The outcome of this request is to have a well maintained City infrastructure and fleet, based on data driven proactive maintenance, while providing excellent customer service by guiding customer service oriented positions.

Related Cost:	\$ 80,648	Tax Funds	Recurring	<b>Recommend - No</b>
Related Cost:	<u>\$ 8,125</u>	Tax Funds	Non-Recurring	
Total Cost:	<u>\$ 88,773</u>			
Property Tax Impact:	\$ 0.0349	0.33%		
Activity: Administration				

**7 of 8**

This improvement request is for the purchase of one tablet and a yearly data plan for the tablet. The tablet would be used by the Public Works Field Supervisor to access mobile GIS used to locate underground utilities while working in the field. Access to mobile GIS by field staff make the employee more efficient in the field when following up on citizen requests that are related to underground utilities. This request supports the City Council goal of Financially Responsible, High-Performance City Organization, Sustainable, Equitable and Effective Service Delivery.

Related Cost:	\$ 950	Tax Funds	Non-Recurring	<b>Recommend - Yes</b>
Related Cost:	<u>\$ 120</u>	Tax Funds	Recurring	
Total Cost:	<u>\$ 1,070</u>			
Property Tax Impact:	\$ 0.0004	—%		
Activity: Street Maintenance				

## 8 of 8

This improvement request is for an additional Utility Worker Apprentice position for the street maintenance activity. The Public Works Department is faced with a shortage of diverse and qualified entry level applicants. The department currently has one Utility Worker Apprentice position and this request is to create a second position in the street maintenance activity. This position allows the department to build a diverse workforce by providing structured and supervised on-the-job training and classroom-related training through a partnership with IowaWorks and NICC, union representatives, and Public Works field staff. This request supports the City Council goal of Financially Responsible, High Performance City Organization, Sustainable, Equitable and Effective Service Delivery.

Related Cost:                      \$    56,554    Road Use Tax                      Recurring                      **Recommend - No**  
Activity: Street Maintenance

## Landfill

### 1 of 1

This improvement request is for additional funding for training the landfill foreman. The request provides funding for the landfill foremen to attend the ISOSWO spring and fall conferences. One of the ways to provide learning opportunities for a talented but untrained workforce is to provide peer to peer training available by attending conferences related to their fields of responsibility. These training events will provide the landfill foreman needed continual training opportunities. This request supports the City Council goal of Financially Responsible, High-Performance City Organization, Sustainable, Equitable and Effective Service Delivery.

Related Cost:                      \$    1,240    Landfill Fund                      Recurring                      **Recommend - Yes**  
Activity: Landfill

## Solid Waste Collection Fund

### 1 of 1

This improvement request is for the Resource Management and Coordinator to participate in the Leading, Educating and Developing (LEAD) program. Lead is a one-week leadership training program that focusing on training public leaders how to create effective, high performance local governments.

Below are general topic and themes for the program:

- Engagement in the Workforce
- Organizational Assessment
- Team Development
- The Learning Cycle/The Learning Organizations
- Leadership at all Level and the Network Talent Model-Microbusiness in Local Government
- Emotional Intelligence

This request supports the City Council goal of Financially Responsible, High Performance City Organization, Sustainable, Equitable and Effective Service Delivery.

Related Cost:                      \$    4,650    Solid Waste User Fees                      Non-Recurring                      **Recommend - Yes**  
Solid Waste Rate Impact:                      0.13%  
Activity: Solid Waste Collection

## **Significant Line Items**

### **Employee Expense**

1. FY 2021 employee expense reflects a 1.5% wage package increase.
2. The Iowa Public Employee Retirement System (IPERS) City contribution of 9.44% is unchanged from FY 2020. The employee contribution of 6.29% is unchanged from FY 2020.
3. The City portion of health insurance expense is increased from \$921 in FY 2020 to \$1,013 in FY 2021 per month per contract which results in an annual cost increase of \$188,697 or 11.26%.
4. Workers' Compensation increased from \$338,053 in FY 2020 to \$357,578 in FY 2021. FY 2019 actual was \$362,857. The Iowa Workers Compensation law changed effective July 1, 2017. This law change reduced the amount of liability employers incur for certain work-related injuries.
5. Overtime is unchanged from \$324,391 in FY 2020 to \$324,391 in FY 2021. FY 2019 actual was \$551,017.
6. Five-Year Retiree Sick leave payout decreased from \$40,307 in FY 2020 to \$37,321 in FY 2021.
7. During Fiscal Year 2020, the following personnel changes were approved (net change +0.32 FTE):
  - a. -0.68 FTE Part-Time Clerical Assistant position eliminated (-\$21,478)
  - b. +1.0 FTE Full-Time Secretary position added (+\$70,012)

### **Supplies & Services**

8. General Liability Insurance decreased from \$140,398 in FY 2020 to \$139,050 in FY 2021 based on FY 2019 actual plus 5%.
9. Property Insurance decreased from \$99,011 in FY 2020 to \$66,850 in FY 2021. The decrease is due to the pollution liability policy paid for the Landfill in FY 2020, which is an expense every three years.
10. Repair Parts and Supplies increased from \$96,477 in FY 2020 to \$112,807 in FY 2021 based on FY 2019 actual of \$105,071. Floodwall increased \$7,364 based on FY 2019 actual. Sanitary Sewer Maintenance increased \$3,061 based on FY 2019 actual. Landfill decreased \$2,642 based on FY 2019 actual.
11. Electric Utility Expense increased from \$148,968 in FY 2020 to \$160,731 in FY 2021. This line item represents lighting at the Municipal Services Center and the Central Street Storage Facilities (formally the Jule Bus Facility on Central Avenue) and payments to Eagle Point Energy. FY 2019 actual was \$164,919. Floodwall increased from \$34,233 in FY 2020 to \$42,412 in FY 2021. Storm Sewer increased from \$1,469 in FY 2020 to \$1,963 in FY 2021. Landfill increased from \$16,436 in FY 2020 to \$20,164 in FY 2021 and Landfill Gas System increased from \$5,657 in FY 2020 to \$7,476 in FY 2021.
12. Street Lighting increased from \$650,451 in FY 2020 to \$870,536 in FY 2021 based on FY 2019 actual less one-time expenses plus additional street lights that were added plus 10%. The street lighting budget is split \$35,506 general fund and \$834,850 Road Use Tax fund in FY 2021.

13. Property Maintenance decreased from \$236,351 in FY 2020 to \$202,689 in FY 2021. FY 2019 actual was \$141,306. Public Works Garage decreased \$(24,663) based on FY 2019. Solid Waste Collection decreased \$(5,710) which is a net result of an additional \$15,000 for painting and paving of the Municipal Services Center parking lots and reducing by \$20,000 for the one-time expense of caulking repair to the Municipal Services Center in FY2020. Port of Dubuque decreased -\$16,560 based on FY2019 one-time expenses for conference preparation.
14. Motor Vehicle Fuel increased from \$259,157 in FY 2020 to \$311,432 in FY 2021 based on FY 2020 actual plus 20%. FY 2019 actual was \$384,708.
15. Motor Vehicle Maintenance decreased from \$480,340 in FY 2020 to \$440,940 in FY 2021 based on FY 2019 actual of \$432,293 plus 2%.
16. Motor Vehicle Maintenance Outsourced decreased from \$115,509 in FY 2020 to \$111,329 in FY 2021 based on FY 2019 actual plus 1%.
17. Machinery and Equipment Maintenance increased from \$648,041 in FY 2020 to \$676,884 in FY 2021. FY 2019 actual was \$736,241. Snow and Ice Control increased \$36,508 based on a three-year average. Garage increased \$9,432 based on FY 2019 actual. Storm Sewer maintenance increased \$5,359 based on a 3-year average.
18. Machinery and Equipment Maintenance Outsourced decreased from \$151,759 in FY 2020 to \$89,476 in FY 2021. FY 2019 actual was \$109,517. Sanitary Sewer Maintenance decreased \$2,077 based on FY 2019 actual. Landfill decreased \$84,956 based on FY 2019 actual and a new bulldozer and new compactor under warranty. Snow and Ice Control increased \$21,472 based on FY 2019 actual.
19. Asphalt decreased from \$729,214 in FY 2020 to \$712,960 in FY 2021 based on purchasing 13,145 tons of hot and cold mix asphalt, completing five center line street miles, and a 6% increase over FY 2019 bid prices. FY 2019 actual was \$506,878 (\$506,878 Road Use Tax Funds and \$0 Community Development Block Funds).
20. Concrete decreased from \$154,591 in FY 2020 to \$138,174 in FY 2021 based on buying 1,500 cubic yards of concrete and k-crete and based on FY 2019 actual of \$137,067 plus 1%.
21. Stone increased from \$109,746 in FY 2020 to \$118,393 in FY 2021 based on FY 2019 actual of \$106,255. This line item represents the purchase of 2,700 tons of stone for street maintenance (\$36,704), stone for repairing sanitary sewer and storm sewer street excavations (\$3,021), and stone for resurfacing Landfill gravel roads and cell face access lanes (\$78,668).
22. Road Salt for Snow and Ice Control increased from \$333,905 in FY 2020 to \$350,955 in FY 2021. Road Salt increased \$17,050 based on the purchase of 5,500 tons of road salt at \$63.81 per ton (In FY 2020 budget is based on the purchase of 5,500 tons at \$60.71 per ton).
23. Road Salt for Bid Partners increased from \$151,775 in FY 2020 to \$478,575 in FY 2021. Bid partner salt increased \$326,800 based on the purchase of 7,500 tons at \$63.81 per ton (In FY 2020 the budget is based on the purchase of 2,500 tons at \$60.71 per ton) which is off-set from the revenue of salt purchased by bid partners.
24. Consulting Engineers decreased from \$207,927 in FY 2020 to \$161,454 in FY 2021. FY 2019 actual was \$109,829. The majority of this line item is for the engineering consulting firm contracted by the Landfill to complete bi-annual IDNR engineer's reports, hydrological monitoring reports, and air permit reports and the management of the landfill gas collection system. The decrease is due to



a one-time expense of \$40,000 included in the Landfill budget in FY2020 for anticipated engineering fees for a corrective action project.

25. Landfill Fees increased from \$498,734 in FY 2020 to \$521,342 in FY 2021. FY 2019 actual was \$504,824. Solid Waste Collection increased \$22,781 based on FY 2019 actual tons collected of 11,569 at the estimated FY 2021 fee per ton of 36.19 (2% increase).
26. Payment to Iowa DNR unchanged from \$304,500 in FY 2020 to \$304,500 in FY 2021. FY 2019 actual was \$296,912. This line item represents the amount paid by the Landfill based on tonnage. FY 2021 is based on 145,000 tons at \$2.10 per ton and FY 2020 was based on 145,000 tons at \$2.10 per ton.
27. Pay to Other Agency increased from \$235,588 in FY 2020 to \$343,285 in FY 2021. FY 2019 actual was \$216,408. This line item includes the processing and marketing of recyclable materials of \$60,943 based on FY 2019 actual, Landfill quarterly tonnage payments to Delaware county \$15,985, Landfill collection and disposal of household, farm and small business chemicals, fluorescent light bulbs, paint and medical sharps \$80,737, E-waste contractor for \$78,580 based on FY 2019 actual plus 3.00%, Rural Recycling transportation and processing of 14 recyclables drop off sites \$107,040 (increase from 10 recyclable drop off sites in FY 2020).
28. The administrative overhead recharge increased from \$1,443,513 in FY 2020 to \$1,612,328 in FY 2021.
29. Hauling Services decreased from \$68,630 in FY 2020 to \$53,027 in FY 2021. FY 2019 actual was \$83,315. The decrease is due to snow removal in the Port of Dubuque moved from this line item to the snow plowing line item. This line item represents snow removal in downtown streets and alleys (\$50,000) and a private contractor to haul stone from area quarries for the Landfill (\$3,027).

## **Machinery & Equipment**

30. Equipment replacement items (\$218,401) includes:

<b>Public Works Equipment Replacements</b>		
<b><u>Administration</u></b>		
Smart Phone (2)	\$	692
<b><u>Riverfront Management</u></b>		
Shop Equipment	\$	500
20" Mower	\$	550
<b><u>Street and Traffic Lighting</u></b>		
Signal Controllers	\$	12,000
Trailer	\$	7,000
Shop Equipment	\$	1,000
Conflict Monitor	\$	12,400
Cell Phone	\$	692
<b><u>Street Signs and Markings</u></b>		
Shop Equipment	\$	500
Drill	\$	4,000

<b>Public Works Equipment Replacements</b>		
<b><u>Street Maintenance</u></b>		
Curb Forms	\$	2,000
Barricades/Signs	\$	3,400
Audio/Visual Equipment	\$	1,000
Smartphone	\$	350
<b><u>Snow &amp; Ice Control</u></b>		
Cell Phone (2)	\$	200
John Deere 624H Wing Blade	\$	25,000
<b><u>Sanitary Sewer Maintenance</u></b>		
Root Cutter	\$	5,000
Gas monitor (1)	\$	1,500
Jet flusher hose (3)	\$	5,250
Cell Phone (2)	\$	200
6" Trash Pump	\$	20,000
CCTV Printer (1)	\$	250
<b><u>Refuse Collection</u></b>		
Refuse Collection Carts (149)	\$	35,000
Cell Phone (1)	\$	350
<b><u>Recycling Collection Program</u></b>		
Recycling Bins/Lids (1,074)	\$	11,814
Recycling Wheeled Carts (337)	\$	18,000
<b><u>Yard Waste Collection Program</u></b>		
Yard Waste Wheeled Carts	\$	4,200
<b><u>Public Works Garage</u></b>		
4WD 1/2 Ton Truck	\$	25,500
Shop Equipment	\$	5,000
Smart Phone	\$	550
<b><u>Landfill</u></b>		
Shop Equipment	\$	2,000
Smartphone	\$	350
Printer	\$	153
Replacement Tarp Assembly	\$	12,000
<b>Total Equipment</b>	<b>\$</b>	<b>218,401</b>

## Debt Service

Debt service reflects annual repayment to (\$803,259):

Amount	Debt Series	Source	Purpose	Final Payment	Call Date
\$ 47,700	G.O. Series 2014B	Sales Tax 30%	Equipment Replacement	2022	2021
\$ 36,207	G.O. Series 2017A	Road Use Tax	Equipment Replacement	2030	2025
\$ 35,329	G.O. Series 2014B	Sales Tax 30%	Curb Ramp Program	2034	2021
\$ 13,388	G.O Series 2018A	Solid Waste Fees	Solid Waste Trucks	2030	2025
\$ 4,745	G.O. Series 2017A	Solid Waste Fees	Solid Waste Trucks	2031	2025
\$ 2,531	G.O. Series 2018A	Sales Tax 20%	Radio Replacement	2028	2026
\$ 309,334	Dubuque County - G.O. Series 2014	Landfill Fees	Landfill Improvements	2034	2022
\$ 354,025	Dubuque County - G.O. Series 2016	Landfill Fees	Landfill Improvements	2036	2024
<u>\$ 803,259</u>	Total Public Works Annual Debt Service				

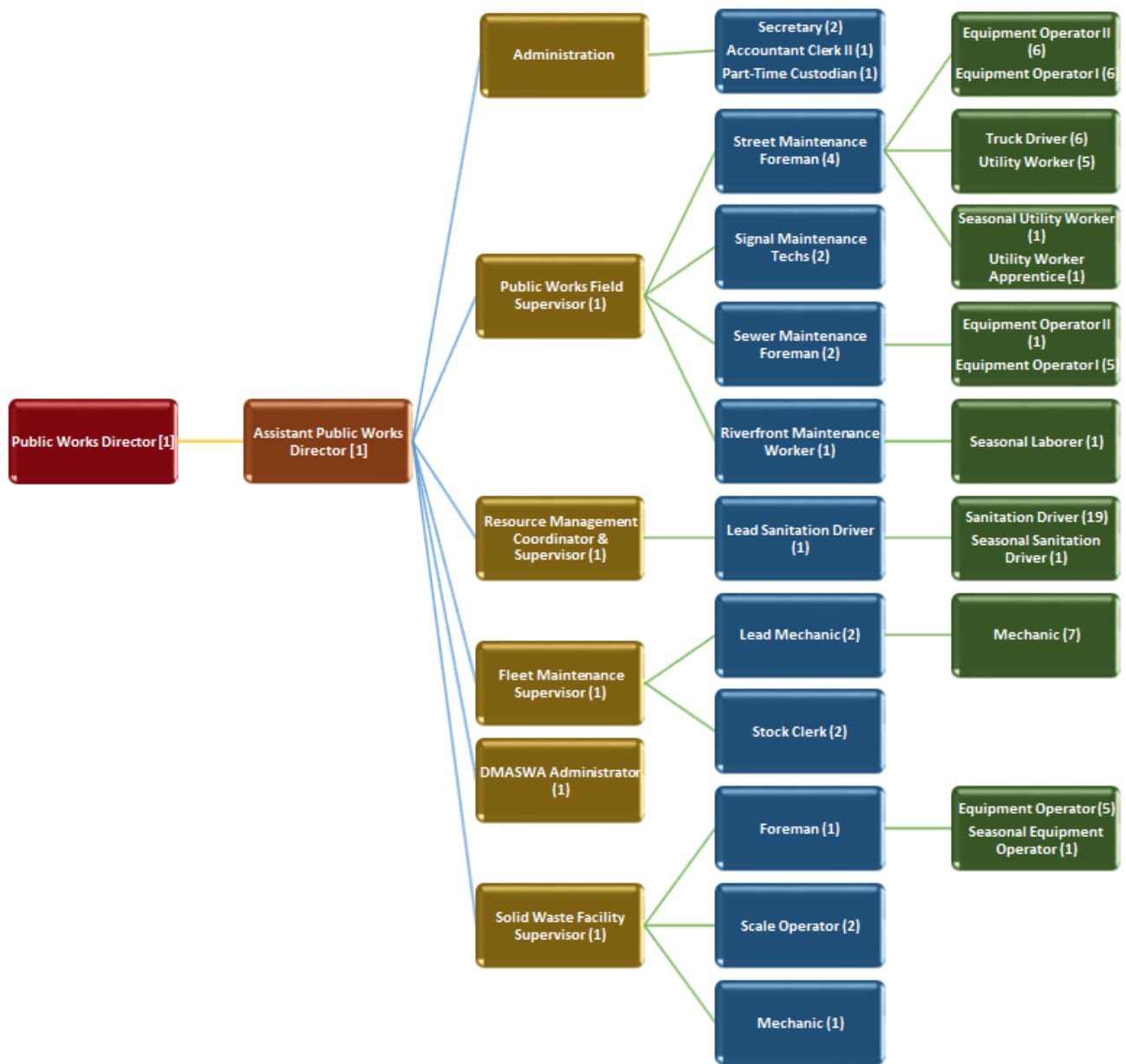
## Revenue

31. Solid Waste monthly base fees increased from FY20 Budget of \$3,488,744 to \$3,708,036 in FY 2021 which is a \$219,292 increase in revenue. This line item is based on FY 2019 actual of \$3,386,383 plus the FY 2020 rate increase of 1.63% and the FY 2021 recommended rate increase of 7.68%.
32. Tipper Carts and extra/oversize can subscriptions increased from \$566,143 in FY 2020 to \$737,976 in FY 2021 based on FY 2019 actual of \$627,215 and the addition of 250 additional cart services added in FY 2020.
33. Refuse Single Use Stickers decreased from \$101,457 in FY 2020 to \$97,960 in FY 2021 based on FY 2019 actual of \$97,960.
34. Yard Waste Annual Sticker/Single Use/Brush Ties decreased from \$125,117 in FY 2020 to \$123,966 in FY 2021 based on a three-year average. FY 2019 actual was \$120,799.
35. Purina Drive Salt Operations represent the purchase and sale of salt for the City's bid partners. The FY 2021 budget includes \$478,575 in salt sales, \$45,300 in salt handling fees, and \$37,050 in salt storage.
36. The Solid Waste Agency payment decreased from \$4,185,735 in FY 2020 to \$4,167,572 in FY 2021. Departmental employees operate the landfill, yard waste, e-waste, recycling drop-off and household hazardous regional collection center facilities owned by the Dubuque Metropolitan Area Solid Waste Agency (DMASWA). Department employees also provide education and communication support services. The department is compensated for all operating expenses incurred. Revenue estimates are based on anticipated tonnages and fee schedule for FY 2021.

37. Garage personnel maintain and repair vehicles and equipment of all city departments and divisions except Airport. Labor costs are assessed using actual time charged out to each department at projected FY 2021 overhead rate of \$74.36 which is unchanged from the FY 2020 overhead rate of \$74.36. Revenue is also received from recharges to users for parts and fuel purchased from the vehicle maintenance garage inventory.

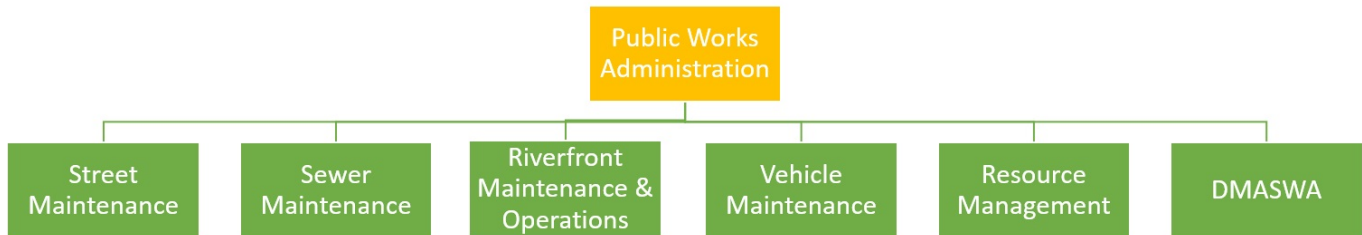
The following is a summary of the operating expenses and revenues for the City Garage:

<b>City Garage</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Budget</b>	<b>FY 2021 Requested</b>	<b>% Change From FY 2020 Budget</b>
<u>Expenses</u>				
Employee Expense	1,009,553	1,017,538	1,048,574	3.1 %
Supplies and Services	157,478	187,639	168,062	(10.4)%
Garage Stores	1,030,187	982,039	1,052,870	7.2 %
Machinery and Equipment	45,188	5,000	31,050	521.0 %
Total Expenses	2,242,406	2,192,216	2,300,556	4.9 %
<u>Resources</u>				
Specialized Services	1,202,340	1,255,489	1,270,922	1.2 %
Fuel/Parts	813,836	813,836	902,992	11.0 %
County Fuel Sales	93,143	93,143	99,462	6.8 %
Reimbursements	35,698	35,698	35,860	0.5 %
Total Resources	2,145,017	2,198,166	2,309,236	5.1 %
Annual Operating Surplus (Deficit)	(97,389)	5,950	8,680	2,730
Garage Overhead Rate	\$ 73.26	\$ 74.36	\$ 74.36	

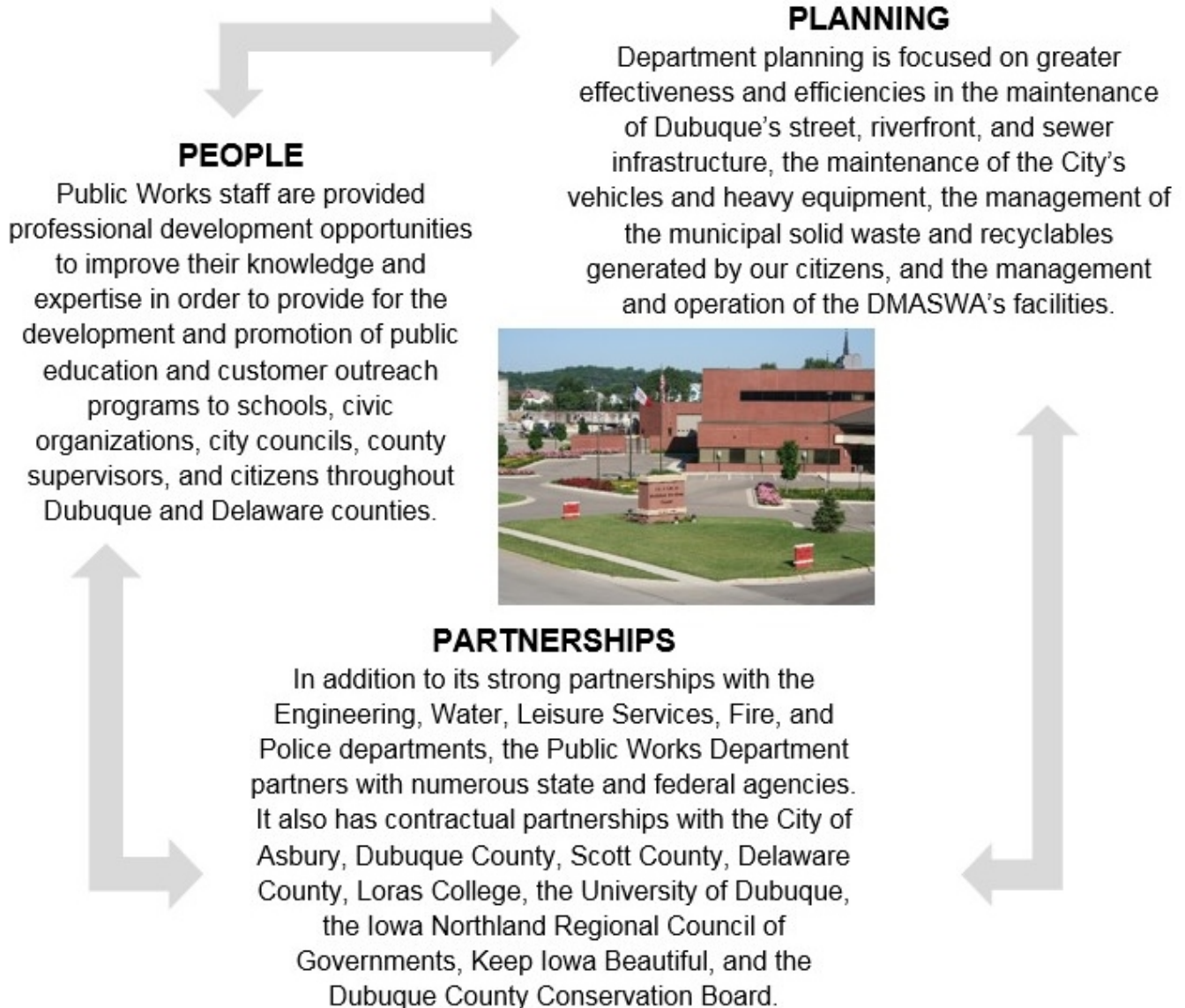


# PUBLIC WORKS

The Public Works Department provides for the timely and efficient delivery of numerous essential public services, ensures a safe, pleasant and sustainable community environment, and provides for the effective movement of goods and citizens on city streets.



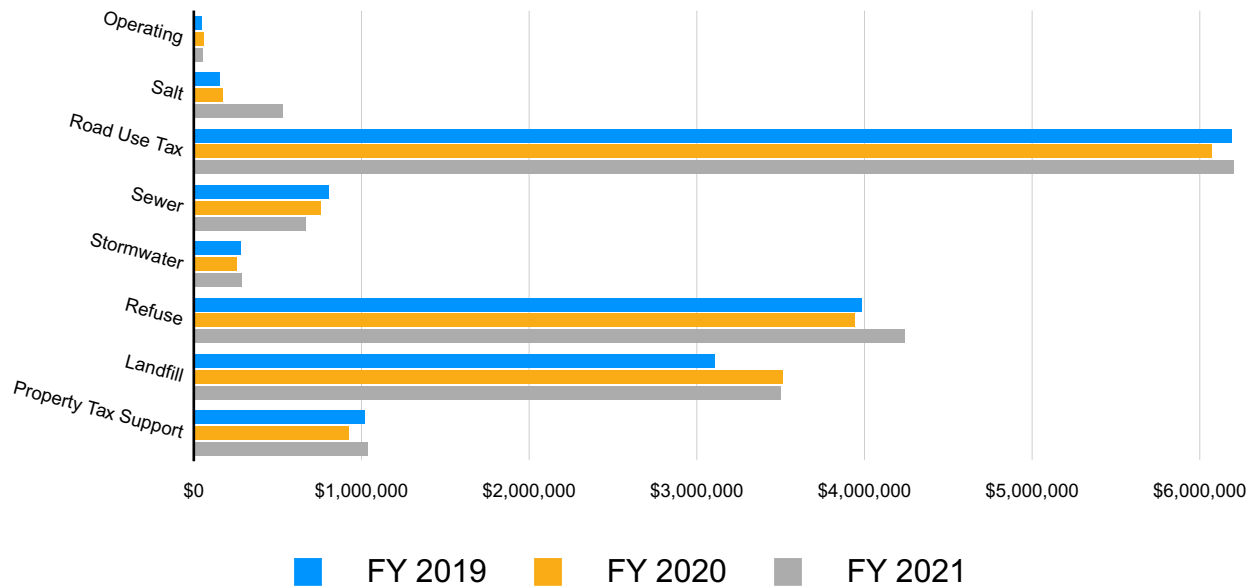
## SUCCESS IS ABOUT PLANNING, PARTNERSHIPS AND PEOPLE LEADING TO OUTCOMES



# PUBLIC WORKS

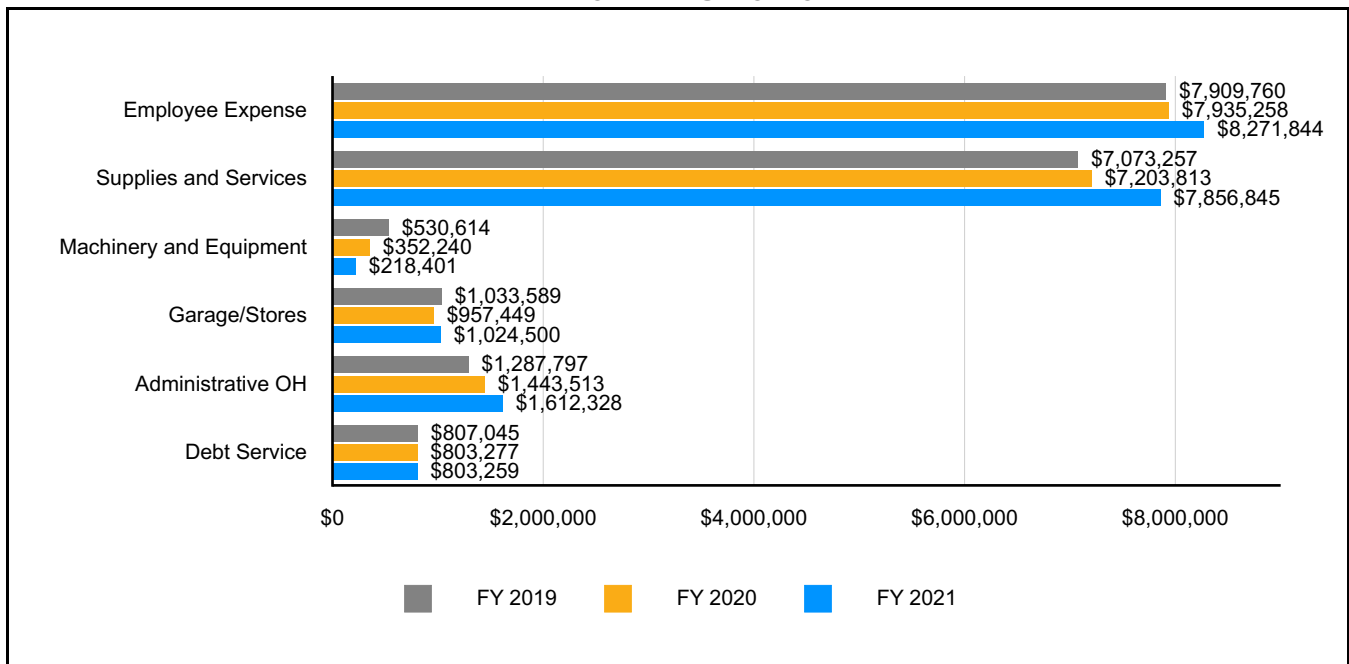
	FY 2019	FY 2020	FY 2021
Full-Time Equivalent	91.96	91.96	93.28

## Resources



The Public Works Department is supported by 93.28 full-time equivalent employees, which accounts for 50% of the department expense as seen below. Overall, the department's expenses are expected to decrease by 6% in FY 2021 compared to FY 2020.

## Expenditures by Category by Fiscal Year



# PUBLIC WORKS

## Public Works Administration

### Mission & Services



Public works administration provides direction and supervisors for employees of the department who are responsible for: maintaining and cleaning Dubuque's streets, alleys, sanitary sewers, storm sewers, retaining walls, sidewalks, steps and riverfront, street and traffic sign repairs, traffic signal and street light maintenance, utility location support, refuse collection, floodwall operations, landfill operations, yard waste collection, DMASWA administrative and education support, large item collection, curbside recycling collection, curb side electronic recycling collection, e-scrap recycling, rural recycling drop-off facilities, composting operations, household hazardous materials regional collection center, landfill methane management, Port of Dubuque facility maintenance, Jule fleet maintenance, and City fleet maintenance.

Administration Funding Summary			
	FY 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$(27,818)	\$3,100	\$9,789
Resources	\$99	\$136	\$119

Administration Position Summary	
	FY 2021
Public Works Director	1.00
Assistant Public Works Director	1.00
Account Clerk II	1.00
Secretary	2.00
Clerical Assistant	0.00
<b>Total FT Equivalent Employees</b>	<b>5.00</b>

### Performance Measures

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

	Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
1	<b>Activity Objective: Provide effective and timely response to resident requests for information and service to avoid disruption in residents' daily lives.</b>					
	Avg. time to respond to resident requests for non-emergency action	< 96 hrs	N/A	75 hrs	72 hrs	
	% of phone support answer rate	>95%	N/A	N/A	70%	
	# of requests for service for Public Works (via online Citizen Support Center)	N/A	10,522	10,945	11,500	N/A

*Citizens frequently assume that the many essential services provided by the Public Works Department are supported by 24/7 staffing. Since that is not the case, responses to citizen inquiries and requests for non-essential service can take as long as 96 hours to complete.*



# PUBLIC WORKS

## Street Maintenance

### Mission & Services

Provide for the safe and efficient movement of motor vehicles on City streets and alleys and the safe movement of pedestrians on public sidewalks and steps maintained by the department. Also, safeguard public health and provide for the general welfare of residents and visitors to the community through street sweeping and weed-cutting on City-owned properties and along City right-of-way. Responsibilities include [street maintenance](#), street cleaning, [snow and ice control](#), [street light and traffic light maintenance](#), and [street signs and markings](#).

Street Maintenance Funding Summary			
	FY 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$5,790,316	\$5,964,661	\$6,156,354
Resources	\$2,908,015	\$3,263,784	\$3,094,349

Street Maintenance Position Summary	
	FY 2021
Foreman - Maintenance	3.20
Foreman - Snow and Ice	0.98
Field Supervisor - Maintenance	0.73
Field Supervisor - Snow and Ice	0.17
Truck Driver - Maintenance	1.61
Truck Driver - Snow and Ice	0.68
Truck Driver - Street Cleaning	1.56
Utility Worker - Maintenance	5.63
Utility Worker - Snow and Ice	1.17
Equipment Operator I - Street Signs	0.82
Equipment Operator I - Maintenance	3.32
Equipment Operator I - Snow & Ice	1.82
Equipment Operator I - Street Clean	0.00
Equipment Operator II - Traffic	0.02
Equipment Operator II - Street Signs	0.35
Equipment Operator II - Maint.	1.89
Equipment Operator II - Snow & Ice	1.16
Equipment Operator II - Street Clean	2.51
Assistant Horticulturist - Maint	0.25
Assistant Horticulturist - Snow and Ice	0.17
Custodian I	0.38
Laborer - Street Signs	0.67
Utility Worker Apprentice	0.83
Laborer - Street Cleaning	0.36
Maintenance Worker - Maintenance	0.10
Maintenance Worker - Snow	0.15
Traffic Signal Technician II - Street Sign	0.01
Traffic Signal Technician II - Snow	0.12
Traffic Signal Technician II - Traffic	2.86
<b>Total FT Equivalent Employees</b>	<b>33.52</b>

# PUBLIC WORKS

## Performance Measures

### City Council Goal: Connected Community

Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
<b>1 Activity Objective: Provide an effective and efficient road transportation network</b>					
# of centerline miles of asphalt overlay projects completed per year	5	5.51	5.17	5.02	

### City Council Goal: Sustainable Environment

<b>3 Activity Objective: Replace City-owned high-pressure sodium street lights with more energy-efficient, longer lifespan LED lights.</b>					
% of City-owned LED lights	100%	N/A	50%	52%	



### DID YOU KNOW?

Studies show that for every \$1 spent on street pavement preventive maintenance projects, it would cost \$4 to \$5 more if those preventive maintenance projects were delayed and more extensive pavement rehabilitation is needed at a later time.

Winter Season	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019
Number of Storms	42	19	15	12	25	26
Total Seasonal Snowfall	63.3"	33.7"	34.8"	27.1"	38.2"	55.2"
Salt Used for De-icing	13,411 tons	5,346 tons	3,242 tons	3,474 tons	5,749 tons	5,401 tons

Did you know the City has a [Snow Plow Progress Mapping system](#)?

# PUBLIC WORKS

## Sewer Maintenance

### Mission & Services




Sewer Maintenance provides for a safe and clean municipal environment by inspecting, cleaning and repairing Dubuque's sanitary and storm water sewers. Dubuque's sanitary sewer system 309 miles of gravity-flow pipe and 7,642 manholes. Department workers also inspect, clean and repair Dubuque's stormwater sewer system, which consists of 152 miles of pipe, 6,301 catch basins, and 1,997 manholes.

Sewer Maintenance Funding Summary			
	FY 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$1,090,002	\$1,016,780	\$952,998
Resources	\$1,090,002	\$1,016,780	\$952,998


Sewer Maintenance Position Summary	
	FY 2021
Foreman - Sanitary	0.92
Foreman - Storm	0.82
Field Supervisor - Storm	0.00
Equipment Operator I - Sanitary	2.97
Equipment Operator I - Storm	1.12
Equipment Operator II - Sanitary	0.87
Equipment Operator II - Storm	0.10
Truck Driver - Sanitary	3.85
Utility Worker - Sanitary	0.20
<b>Total FT Equivalent Employees</b>	<b>10.85</b>

### Performance Measures

#### City Council Goal: Sustainable Environment

	Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
<b>1</b>	<b>Activity Objective: Reduce the number of sanitary sewer basement back-ups and non-basement sanitary sewer overflows attributed to compromised City sewer lines.</b>					
	# of miles of sanitary sewer pipe cleaned or inspected	75	73.68	42.2	53	
	# of City sewer problems responded to (# of private sewer problems responded to)	0 (30)	13 (93)	15 (91)	18 (85)	
	total sanitary sewer pipe treated for intrusive root control (feet)	10,000	7,262	12,643	15,000	

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

<b>2</b>	<b>Activity Objective: Ensure contractors' and developers' compliance with City specifications by completing post-construction inspection of new or repaired sanitary and storm sewer infrastructure using City Cable TV technology</b>					
	total sewer pipe inspection footage using CCTV equipment	30,000	39,594	22,067	30,000	

# PUBLIC WORKS

## Riverfront Maintenance and Operations

### Mission & Services

Riverfront Maintenance and Operations provides for the Public Works Department's maintenance of riverfront shoreline, two public boat ramps, accessible and aesthetically-attractive municipal waterfront areas, Dubuque's flood control system, and maintenance for American Trust River's Edge Plaza, the Alliant Energy Amphitheater, the Mississippi Riverwalk, the Port of Dubuque's parking lots, the Riverwalk boat-mooring quay, the Port's shoreline, and other City-owned infrastructure in the Port of Dubuque. Lighting, sweeping, watering, landscaping, mowing, snow clearing, and other maintenance along Dubuque's entire riverfront are also provided as needed and required.

Riverfront Maintenance and Operations Funding Summary			
	FY 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$579,012	\$447,533	\$428,659
Resources	\$8,707	\$6,755	\$8,607

Riverfront Maintenance and Operations Position Summary	
	FY 2021
Foreman	0.08
Field Supervisor - Floodwall	0.10
Equipment Operator I	0.10
Equipment Operator I	0.63
Equipment Operator II - Riverfront	0.05
Equipment Operator II - Floodwall	0.17
Maintenance Worker - Riverfront	0.00
Maintenance Worker - Floodwall	0.02
Maintenance Worker - POD	0.00
Laborer - Riverfront	0.10
Laborer - Floodwall	0.13
Laborer - POD	0.57
Traffic Signal Technician	0.01
<b>Total FT Equivalent Employees</b>	<b>1.96</b>

# PUBLIC WORKS

## Vehicle Maintenance

### Mission & Services

Vehicle Maintenance maintains and repairs the City's fleet of 584 trucks, buses, heavy equipment, automobiles, and other machinery. Machinery, vehicles, and equipment maintained include the major fleets belonging to the Public Works, Police, Fire, and Water departments, along with the buses of The Jule public transit system.

Vehicle Maintenance Funding Summary			
	FY 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$ 2,242,406	\$ 2,192,216	\$ 2,300,556
Resources	\$ 2,359,775	\$ 2,198,166	\$ 2,309,236


Vehicle Maintenance Position Summary	
	FY 2021
Equipment Maintenance Supervisor	1.00
Lead Mechanic	2.00
Mechanic	7.00
Stock Clerk	2.00
Custodian I	0.15
<b>Total FT Equivalent Employees</b>	<b>12.15</b>

### Performance Measures

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

	Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
1	<b>Activity Objective: Ensure City vehicles and heavy equipment are always ready to provide timely service to the public in a cost-effective manner</b>					
	# of City-owned vehicles with extended life expectancy of at least one year due to annual inspection	N/A	N/A	0	9	N/A

#### City Council Goal: Sustainable Environment

2	<b>Activity Objective: Continue to evaluate the use of CNG vehicle fuel, hybrid power, and plug-in powertrain technologies for future City vehicles.</b>					
	# of City-owned CNG / hybrid / electric vehicles	N/A	3	4	7	

# PUBLIC WORKS

## Solid Waste Resource Management

### Mission & Services







The Solid Waste Resource Management Activity provides City [curbside collection](#) services that reduce public health risks and improve community livability, while seeking to optimize materials diversion away from landfilling. The [Public Works Department](#) provides equitable refuse collection and disposal service to over 20,000 residential and small business customers through the City's Pay-As-You Throw (PAYT) program. Other responsibilities include: monitoring City compliance with all collection-related environmental and safety regulations, facilitating community aesthetic improvements, providing for efficient [collection of recyclable materials](#), [large item collection](#), and curbside collection of [yard debris](#) materials (grass, leaves and brush), [food scraps](#), and compostable paper.

Resource Management Funding Summary			
	FY 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$3,990,536	\$3,949,508	\$4,247,491
Resources	\$4,383,908	\$4,400,323	\$4,800,653

Resource Management Position Summary	
	FY 2021
Resource Management Coordinator	1.00
Lead Sanitation Driver	1.00
Sanitation Driver	17.00
Sanitation Laborer	1.00
Custodial I	0.08
Seasonal Sanitation Driver	0.67
<b>Total FT Equivalent Employees</b>	<b>20.75</b>

### Performance Measures

#### City Council Goal: Sustainable Environment

	Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
<b>1</b>	<b>Activity Objective: Increase overall waste diversion rate of City collection materials by 1% per capita annually.</b>					
	% of refuse as the total municipal materials collected	-1% Annually	72%	73%	72%	
	% of recycling as the total municipal materials collected	Maintain	20%	19%	19%	
	% yard waste and food scrap as the total municipal materials collected	+1% Annually	8%	8%	9%	
	# of downloads of City's <a href="#">ReThink Waste</a> app	+131 Annually	783	1,069	1,200	
<b>2</b>	<b>Activity Objective: Increase expanded use of City-owned wheeled collection carts.</b>					
	# of refuse - wheeled cart subscribers (64-gal + 96-gal)	+450 Annually	1,686	2,217	2,667	
	# of recycling - wheeled cart subscribers (95 gal)	+30 Annually	1,317	1,601	1,630	

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## Recommended Operating Revenue Budget - Department Total

### 54 - PUBLIC WORKS

Fund	Account	Account Title	FY18 Actual Revenue	FY19 Actual Revenue	FY20 Adopted Budget	FY21 Recomm'd Budget
670	43110	INVESTMENT EARNINGS	10,173	18,584	10,000	16,726
<b>43</b>	<b>USE OF MONEY AND PROPERTY - Total</b>		<b>10,173</b>	<b>18,584</b>	<b>10,000</b>	<b>16,726</b>
100	44405	FEMA PUBLIC ASSISTANCE	7,006	0	0	0
810	44405	FEMA PUBLIC ASSISTANCE	1,294	0	0	0
<b>44</b>	<b>INTERGOVERNMENTAL - Total</b>		<b>8,300</b>	<b>0</b>	<b>0</b>	<b>0</b>
100	45701	STATE GRANTS	0	927	0	0
810	45701	STATE GRANTS	0	173	0	0
<b>45</b>	<b>STATE GRANTS - Total</b>		<b>0</b>	<b>1,099</b>	<b>0</b>	<b>0</b>
810	46105	FUEL SALES, COUNTY	93,143	99,462	93,143	99,462
<b>46</b>	<b>LOCAL GRANT AND REIMBURSE - Total</b>		<b>93,143</b>	<b>99,462</b>	<b>93,143</b>	<b>99,462</b>
670	51215	LATE PAYMENT PENALTY	55,553	56,755	55,553	56,757
610	51250	SEWER TV SERVICE CHARGES	1,206	3,396	5,969	3,236
670	51605	SOLID WASTE MONTHLY FEE	3,421,889	3,433,154	3,537,786	3,757,078
670	51606	SOLID WASTE REFUSE CREDIT	(49,042)	(46,771)	(49,042)	(49,042)
670	51610	TIPPER CARTS	431,202	556,436	491,981	677,319
670	51615	EXTRA/OVERSIZE CAN SUBSCR	83,141	70,779	74,162	60,657
670	51620	REFUSE SINGLE USE REFUSE	105,381	97,960	101,457	97,960
670	51630	YARD WASTE STICKER ANNUAL	27,271	28,077	31,305	28,544
670	51635	YARD WASTE SINGLE USE STI	89,738	89,015	91,053	92,481
670	51640	YARD WASTE BRUSH TIE SALE	2,367	3,706	2,759	2,941
670	51641	SUBSCRIPTION RECYCLING	3,542	3,531	3,542	3,247
670	51642	FOOD SCRAP	9,412	10,060	9,412	9,291
670	51645	LEAF RAKE OUT FEES	4,563	5,080	4,563	4,926
670	51650	LARGE ITEM PICKUP FEES	27,212	47,501	23,196	32,494
940	51660	SOLID WASTE AGENCY PMT	0	0	4,185,735	4,167,572
670	51665	RECYCABLE SALES	3,247	1,519	3,247	1,519
100	51910	STATE HIGHWAY MAINT	22,896	26,645	26,644	26,645
100	51956	PAVILION FEES	6,755	8,607	6,755	8,607
680	51975	SALE OF SALT	75,033	145,734	151,775	478,575
680	51976	SALT HANDLING FEE	9,221	13,855	14,450	45,300
680	51977	SALT STORAGE FEE	10,058	15,195	14,250	37,050
680	51978	TARPING FEE	1,961	0	0	0
670	54647	ROW VIOLATION - COLLECT.	0	446	0	0
<b>51</b>	<b>CHARGES FOR SERVICES - Total</b>		<b>4,342,607</b>	<b>4,570,680</b>	<b>8,786,552</b>	<b>9,543,157</b>
670	53201	REFUNDS	2,358	159	2,358	0
670	53204	IOWA FUEL TAX REFUND	588	0	0	0
810	53204	IOWA FUEL TAX REFUND	32,512	32,674	32,512	32,674
100	53403	IA DISTRICT COURT FINES	0	265	0	0
810	53530	SPECIALIZED SERVICES	1,184,778	1,202,340	1,255,489	1,270,922
820	53530	SPECIALIZED SERVICES	0	27,799	0	0
810	53570	FUEL/PARTS INTERNAL SVC	899,765	1,019,682	813,836	902,992
100	53615	DAMAGE CLAIMS	29,612	9,994	21,681	19,434
670	53615	DAMAGE CLAIMS	0	264	0	220
940	53615	DAMAGE CLAIMS	0	50	0	0



## Recommended Operating Revenue Budget - Department Total

### 54 - PUBLIC WORKS

Fund	Account	Account Title	FY18 Actual Revenue	FY19 Actual Revenue	FY20 Adopted Budget	FY21 Recomm'd Budget
100	53620	REIMBURSEMENTS-GENERAL	27,747	320	2,680	119
250	53620	REIMBURSEMENTS-GENERAL	3,913	10,728	4,860	4,296
610	53620	REIMBURSEMENTS-GENERAL	549	14,110	549	549
620	53620	REIMBURSEMENTS-GENERAL	0	9	0	0
670	53620	REIMBURSEMENTS-GENERAL	1,086	338	220	220
810	53620	REIMBURSEMENTS-GENERAL	226	388	0	0
940	53620	REIMBURSEMENTS-GENERAL	901	649	0	0
670	53630	SALES TAX COLLECTION	7,558	7,315	6,771	7,315
<b>53</b>	<b>MISCELLANEOUS</b>	<b>- Total</b>	<b>2,191,591</b>	<b>2,327,084</b>	<b>2,140,956</b>	<b>2,238,741</b>
250	54106	EQUIPMENT SALES	0	43,306	0	0
940	54106	EQUIPMENT SALES	0	2,155	0	0
100	54109	SALVAGE SALES	540	212	540	540
610	54109	SALVAGE SALES	2,621	8,612	2,621	2,621
620	54109	SALVAGE SALES	42	0	0	0
810	54109	SALVAGE SALES	3,186	5,055	3,186	3,186
100	54110	SALE OF SIGNS AND MARKING	543	100	543	100
670	54210	GO BOND PROCEEDS	27,600	0	0	0
670	54220	BOND DISCOUNT	400	0	0	0
<b>54</b>	<b>OTHER FINANCING SOURCES</b>	<b>- Total</b>	<b>34,932</b>	<b>59,441</b>	<b>6,890</b>	<b>6,447</b>
400	59250	FR ROAD USE TAX	37,097	36,143	36,390	36,207
400	59300	FR STREET CONSTRUCTION	89,100	87,076	85,052	83,029
400	59350	FR SALES TAX CONSTRUCTION	0	0	13,890	13,388
<b>59</b>	<b>TRANSFER IN AND INTERNAL</b>	<b>- Total</b>	<b>126,197</b>	<b>123,219</b>	<b>135,332</b>	<b>132,624</b>
<b>PUBLIC WORKS - Total</b>			<b>6,806,943</b>	<b>7,199,569</b>	<b>11,172,873</b>	<b>12,037,157</b>

## Recommended Operating Expenditure Budget - Department Total

### 54 - PUBLIC WORKS

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
100	61010	FULL-TIME EMPLOYEES	547,021	538,744	603,445	679,334
250	61010	FULL-TIME EMPLOYEES	1,259,773	1,283,250	1,525,649	1,612,685
610	61010	FULL-TIME EMPLOYEES	286,492	309,904	342,859	285,084
620	61010	FULL-TIME EMPLOYEES	112,613	99,182	112,866	117,044
630	61010	FULL-TIME EMPLOYEES	317	2,652	—	—
670	61010	FULL-TIME EMPLOYEES	1,046,103	1,093,552	1,135,830	1,152,694
810	61010	FULL-TIME EMPLOYEES	630,367	643,260	699,835	711,014
940	61010	FULL-TIME EMPLOYEES	599,836	604,476	681,513	668,193
100	61020	PART-TIME EMPLOYEES	14,351	14,028	18,058	—
250	61020	PART-TIME EMPLOYEES	13,209	12,752	18,263	18,463
670	61020	PART-TIME EMPLOYEES	9,356	9,032	3,845	3,887
810	61020	PART-TIME EMPLOYEES	—	—	7,209	7,288
100	61030	SEASONAL EMPLOYEES	30,507	49,529	36,456	36,838
250	61030	SEASONAL EMPLOYEES	4,843	5,299	8,670	8,765
610	61030	SEASONAL EMPLOYEES	284	302	—	—
620	61030	SEASONAL EMPLOYEES	22	—	—	—
630	61030	SEASONAL EMPLOYEES	—	33	—	—
670	61030	SEASONAL EMPLOYEES	16,095	17,265	21,444	21,684
940	61030	SEASONAL EMPLOYEES	—	103	24,004	24,273
100	61050	OVERTIME PAY	39,306	95,064	35,241	35,241
250	61050	OVERTIME PAY	205,551	270,349	156,000	156,000
610	61050	OVERTIME PAY	42,002	87,173	10,250	10,250
620	61050	OVERTIME PAY	2,450	2,391	2,050	2,050
670	61050	OVERTIME PAY	22,496	25,277	21,400	21,400
810	61050	OVERTIME PAY	21,536	35,529	28,250	28,250
940	61050	OVERTIME PAY	28,883	35,233	71,200	71,200
100	61071	HOLIDAY PAY-OVERTIME	2,721	4,505	4,100	4,100
250	61071	HOLIDAY PAY-OVERTIME	21,369	18,822	13,050	13,050
610	61071	HOLIDAY PAY-OVERTIME	4,340	7,762	750	750
670	61071	HOLIDAY PAY-OVERTIME	22,134	22,426	19,700	19,700
810	61071	HOLIDAY PAY-OVERTIME	1,745	1,982	3,000	3,000
940	61071	HOLIDAY PAY-OVERTIME	8,920	11,631	16,500	16,500
100	61091	SICK LEAVE PAYOFF	15,793	15,793	15,793	10,211
250	61091	SICK LEAVE PAYOFF	20,450	18,116	11,258	7,978
620	61091	SICK LEAVE PAYOFF	1,319	4,632	5,784	5,784
670	61091	SICK LEAVE PAYOFF	2,006	4,346	4,345	9,338
810	61091	SICK LEAVE PAYOFF	18,800	16,109	716	—
940	61091	SICK LEAVE PAYOFF	11,551	8,090	2,411	4,010
100	61092	VACATION PAYOFF	7,575	—	—	—
250	61092	VACATION PAYOFF	12,952	—	—	—
610	61092	VACATION PAYOFF	4,513	—	—	—
620	61092	VACATION PAYOFF	8,207	1,222	—	—
670	61092	VACATION PAYOFF	6,090	1,639	—	—
810	61092	VACATION PAYOFF	2,070	—	—	—

## Recommended Operating Expenditure Budget - Department Total

### 54 - PUBLIC WORKS

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
940	61092	VACATION PAYOFF	—	3,060	—	—
100	61310	IPERS	53,994	62,071	65,827	71,319
250	61310	IPERS	134,163	149,728	160,635	170,768
610	61310	IPERS	29,785	38,232	33,405	27,950
620	61310	IPERS	10,294	9,588	10,849	11,242
630	61310	IPERS	26	250	—	—
670	61310	IPERS	99,019	109,578	113,492	115,111
810	61310	IPERS	58,496	64,265	69,695	70,759
940	61310	IPERS	57,061	61,487	74,882	73,642
100	61320	SOCIAL SECURITY	48,368	52,684	54,555	59,207
250	61320	SOCIAL SECURITY	112,335	117,195	131,037	138,994
610	61320	SOCIAL SECURITY	24,602	29,322	27,070	22,650
620	61320	SOCIAL SECURITY	9,108	7,821	9,233	9,552
630	61320	SOCIAL SECURITY	23	194	—	—
670	61320	SOCIAL SECURITY	81,642	85,218	92,299	93,998
810	61320	SOCIAL SECURITY	49,033	50,827	56,534	57,342
940	61320	SOCIAL SECURITY	46,869	48,061	60,863	59,992
100	61410	HEALTH INSURANCE	138,871	124,746	96,114	150,866
250	61410	HEALTH INSURANCE	419,511	390,803	295,931	352,520
610	61410	HEALTH INSURANCE	94,445	86,001	65,125	63,447
620	61410	HEALTH INSURANCE	29,097	27,908	21,132	25,083
630	61410	HEALTH INSURANCE	94	651	—	—
670	61410	HEALTH INSURANCE	325,948	286,200	216,719	258,215
810	61410	HEALTH INSURANCE	190,799	171,720	130,032	147,552
940	61410	HEALTH INSURANCE	174,899	157,416	119,189	135,256
100	61415	WORKMENS' COMPENSATION	22,929	17,718	16,032	16,351
250	61415	WORKMENS' COMPENSATION	151,947	127,143	126,541	136,324
610	61415	WORKMENS' COMPENSATION	13,228	10,033	7,924	8,206
620	61415	WORKMENS' COMPENSATION	4,041	3,162	2,597	2,661
670	61415	WORKMENS' COMPENSATION	129,359	112,940	102,426	105,751
810	61415	WORKMENS' COMPENSATION	25,138	19,741	17,953	18,800
940	61415	WORKMENS' COMPENSATION	82,659	72,120	64,580	69,485
100	61416	LIFE INSURANCE	434	420	526	731
250	61416	LIFE INSURANCE	972	963	1,513	1,591
610	61416	LIFE INSURANCE	182	223	331	290
620	61416	LIFE INSURANCE	77	70	111	116
630	61416	LIFE INSURANCE	—	1	—	—
670	61416	LIFE INSURANCE	798	823	1,104	1,160
810	61416	LIFE INSURANCE	468	487	660	660
940	61416	LIFE INSURANCE	433	427	611	613
100	61417	UNEMPLOYMENT INSURANCE	696	—	—	348
670	61417	UNEMPLOYMENT INSURANCE	604	1,293	—	949
100	61640	SAFETY EQUIPMENT	1,082	1,607	1,097	1,097
250	61640	SAFETY EQUIPMENT	3,342	5,269	3,408	3,408

## Recommended Operating Expenditure Budget - Department Total

### 54 - PUBLIC WORKS

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
610	61640	SAFETY EQUIPMENT	1,096	927	1,003	1,003
620	61640	SAFETY EQUIPMENT	334	419	334	334
670	61640	SAFETY EQUIPMENT	2,924	3,692	3,018	3,018
810	61640	SAFETY EQUIPMENT	2,623	2,706	1,604	1,604
940	61640	SAFETY EQUIPMENT	4,824	5,372	4,540	4,540
810	61645	TOOL ALLOWANCE	1,800	1,600	1,800	1,800
940	61645	TOOL ALLOWANCE	200	200	200	200
100	61650	MEAL ALLOWANCE	528	1,740	513	620
250	61650	MEAL ALLOWANCE	5,022	6,612	4,638	4,638
610	61650	MEAL ALLOWANCE	282	696	—	282
620	61650	MEAL ALLOWANCE	18	42	18	18
670	61650	MEAL ALLOWANCE	54	102	25	25
810	61650	MEAL ALLOWANCE	630	1,074	250	250
940	61650	MEAL ALLOWANCE	252	498	150	288
100	61660	EMPLOYEE PHYSICALS	386	134	242	134
250	61660	EMPLOYEE PHYSICALS	2,051	1,766	2,051	1,766
610	61660	EMPLOYEE PHYSICALS	830	379	—	379
620	61660	EMPLOYEE PHYSICALS	646	398	646	398
670	61660	EMPLOYEE PHYSICALS	1,238	—	150	—
810	61660	EMPLOYEE PHYSICALS	248	255	—	255
940	61660	EMPLOYEE PHYSICALS	298	228	300	228
<b>61 - WAGES AND BENEFITS</b>			<b>7,759,123</b>	<b>7,909,760</b>	<b>7,935,258</b>	<b>8,271,844</b>
100	62010	OFFICE SUPPLIES	3,970	2,675	3,970	2,675
250	62010	OFFICE SUPPLIES	121	—	121	121
610	62010	OFFICE SUPPLIES	—	293	—	293
670	62010	OFFICE SUPPLIES	291	114	291	114
810	62010	OFFICE SUPPLIES	814	166	814	166
940	62010	OFFICE SUPPLIES	2,305	2,823	2,304	2,285
100	62011	UNIFORM PURCHASES	676	834	1,562	834
250	62011	UNIFORM PURCHASES	8,217	5,493	8,448	6,859
610	62011	UNIFORM PURCHASES	879	864	1,353	864
620	62011	UNIFORM PURCHASES	261	419	432	419
670	62011	UNIFORM PURCHASES	3,737	4,006	4,341	4,006
810	62011	UNIFORM PURCHASES	1,963	346	3,680	346
940	62011	UNIFORM PURCHASES	1,071	2,327	1,535	1,644
810	62013	UNIFORM MAINTENANCE	1,259	1,391	3,452	1,391
940	62013	UNIFORM MAINTENANCE	755	794	827	794
100	62030	POSTAGE AND SHIPPING	790	874	814	962
250	62030	POSTAGE AND SHIPPING	282	265	291	292
610	62030	POSTAGE AND SHIPPING	597	210	615	231
670	62030	POSTAGE AND SHIPPING	77	82	79	90
810	62030	POSTAGE AND SHIPPING	8	20	8	22
940	62030	POSTAGE AND SHIPPING	281	404	389	494
100	62033	HAND TOOLS/EQUIPMENT	260	462	260	471

## Recommended Operating Expenditure Budget - Department Total

### 54 - PUBLIC WORKS

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
250	62033	HAND TOOLS/EQUIPMENT	9,250	5,709	9,250	5,823
610	62033	HAND TOOLS/EQUIPMENT	1,503	260	1,503	265
620	62033	HAND TOOLS/EQUIPMENT	323	403	323	411
810	62033	HAND TOOLS/EQUIPMENT	1,550	131	1,550	133
940	62033	HAND TOOLS/EQUIPMENT	5,889	5,884	5,889	6,002
100	62034	REPAIR PARTS/SUPPLIES	16,579	24,028	9,777	19,994
250	62034	REPAIR PARTS/SUPPLIES	23,862	17,430	23,862	21,384
610	62034	REPAIR PARTS/SUPPLIES	21,532	24,111	21,532	24,593
620	62034	REPAIR PARTS/SUPPLIES	8,725	9,690	8,725	9,884
670	62034	REPAIR PARTS/SUPPLIES	1,272	1,066	1,272	1,088
810	62034	REPAIR PARTS/SUPPLIES	803	1,083	803	1,105
940	62034	REPAIR PARTS/SUPPLIES	29,935	27,663	30,506	34,759
250	62036	CONSTRUCTION SUPPLIES	38,533	38,761	38,533	39,537
810	62050	OFFICE EQUIPMENT MAINT	30	—	30	—
100	62061	DP EQUIP. MAINT CONTRACTS	6,496	6,887	6,558	8,226
810	62061	DP EQUIP. MAINT CONTRACTS	3,346	3,548	3,378	4,238
940	62061	DP EQUIP. MAINT CONTRACTS	—	1,735	—	—
250	62062	JANITORIAL SUPPLIES	7,687	6,858	7,687	6,995
670	62062	JANITORIAL SUPPLIES	1,450	1,292	1,450	1,318
810	62062	JANITORIAL SUPPLIES	2,756	2,455	2,756	2,504
940	62062	JANITORIAL SUPPLIES	878	1,426	878	1,455
100	62064	ELECTRICAL SUPPLIES	418	1,343	1,493	1,370
250	62064	ELECTRICAL SUPPLIES	2,109	292	2,109	298
670	62064	ELECTRICAL SUPPLIES	389	55	389	56
810	62064	ELECTRICAL SUPPLIES	739	105	739	107
940	62064	ELECTRICAL SUPPLIES	137	28	137	29
100	62090	PRINTING & BINDING	563	128	602	329
250	62090	PRINTING & BINDING	4,060	200	4,344	215
610	62090	PRINTING & BINDING	13	—	13	—
670	62090	PRINTING & BINDING	13,140	17,829	14,060	19,077
810	62090	PRINTING & BINDING	340	—	363	—
940	62090	PRINTING & BINDING	316	564	1,338	398
100	62110	COPYING/REPRODUCTION	1,049	988	1,122	988
250	62110	COPYING/REPRODUCTION	—	—	—	—
670	62110	COPYING/REPRODUCTION	155	207	166	207
810	62110	COPYING/REPRODUCTION	135	215	144	215
940	62110	COPYING/REPRODUCTION	1,258	(4,967)	1,346	1,346
100	62130	LEGAL NOTICES & ADS	450	4,770	450	4,770
250	62130	LEGAL NOTICES & ADS	438	4,245	438	2,462
670	62130	LEGAL NOTICES & ADS	1,800	3,962	1,800	3,963
810	62130	LEGAL NOTICES & ADS	3,057	—	1,124	—
940	62130	LEGAL NOTICES & ADS	648	1,555	648	1,555
670	62140	PROMOTION	5,152	4,772	8,152	8,152
940	62140	PROMOTION	11,317	9,245	24,715	17,584

## Recommended Operating Expenditure Budget - Department Total

### 54 - PUBLIC WORKS

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
100	62170	SUBSCRIPTIONS-BOOKS-MAPS	1,508	1,521	1,269	1,551
670	62170	SUBSCRIPTIONS-BOOKS-MAPS	—	18	—	19
940	62170	SUBSCRIPTIONS-BOOKS-MAPS	102	30	322	31
100	62190	DUES & MEMBERSHIPS	1,773	1,288	2,008	1,608
250	62190	DUES & MEMBERSHIPS	—	808	—	975
670	62190	DUES & MEMBERSHIPS	512	88	522	522
810	62190	DUES & MEMBERSHIPS	98	196	196	200
940	62190	DUES & MEMBERSHIPS	2,937	2,949	3,036	3,326
100	62204	REFUNDS	150	75	—	—
610	62204	REFUNDS	500	589	500	500
670	62204	REFUNDS	3,243	2,983	3,243	2,993
940	62204	REFUNDS	(31)	15	—	—
100	62206	PROPERTY INSURANCE	132	3,842	4,790	4,034
250	62206	PROPERTY INSURANCE	17,676	19,972	19,300	20,971
670	62206	PROPERTY INSURANCE	—	1,218	1,433	1,279
810	62206	PROPERTY INSURANCE	6,554	2,592	3,149	2,722
940	62206	PROPERTY INSURANCE	33,037	36,042	70,339	37,844
100	62208	GENERAL LIABILITY INSURAN	13,202	13,102	13,947	13,757
250	62208	GENERAL LIABILITY INSURAN	33,036	32,775	34,879	34,414
610	62208	GENERAL LIABILITY INSURAN	7,612	7,554	8,041	7,932
620	62208	GENERAL LIABILITY INSURAN	9,208	9,137	9,741	9,594
670	62208	GENERAL LIABILITY INSURAN	19,972	19,817	21,096	20,808
810	62208	GENERAL LIABILITY INSURAN	12,733	12,976	13,774	13,625
940	62208	GENERAL LIABILITY INSURAN	31,290	37,067	38,920	38,920
670	62210	SALES TAX	7,742	7,161	7,742	7,161
940	62210	SALES TAX	12,557	18,702	12,557	18,702
940	62211	PROPERTY TAX	2,582	3,186	2,582	3,313
250	62230	COURT COSTS & RECORD FEES	—	85	—	85
100	62310	TRAVEL-CONFERENCES	10,811	12,383	19,160	22,490
670	62310	TRAVEL-CONFERENCES	1,914	2,345	2,250	6,900
810	62310	TRAVEL-CONFERENCES	3,426	2,601	3,160	3,160
940	62310	TRAVEL-CONFERENCES	4,935	4,348	6,880	8,260
100	62320	TRAVEL-CITY BUSINESS	173	727	286	286
610	62320	TRAVEL-CITY BUSINESS	1,058	—	—	—
670	62320	TRAVEL-CITY BUSINESS	308	610	373	373
810	62320	TRAVEL-CITY BUSINESS	1,186	269	1,186	1,186
940	62320	TRAVEL-CITY BUSINESS	3,061	4,349	3,039	3,387
100	62340	MILEAGE/LOCAL TRANSP	536	297	536	307
670	62340	MILEAGE/LOCAL TRANSP	—	—	246	—
940	62340	MILEAGE/LOCAL TRANSP	1,025	935	1,108	1,036
100	62360	EDUCATION & TRAINING	802	3,403	2,452	7,552
250	62360	EDUCATION & TRAINING	9,708	11,643	10,727	10,727
610	62360	EDUCATION & TRAINING	7,069	5,383	8,000	8,000
620	62360	EDUCATION & TRAINING	225	—	300	300

## Recommended Operating Expenditure Budget - Department Total

### 54 - PUBLIC WORKS

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
670	62360	EDUCATION & TRAINING	1,238	—	1,200	1,200
810	62360	EDUCATION & TRAINING	3,935	4,393	12,000	12,000
940	62360	EDUCATION & TRAINING	4,868	3,932	5,639	8,735
940	62363	GREEN VISION - EDUC/TRAIN	47,520	38,352	58,355	57,502
100	62411	UTILITY EXP-ELECTRICITY	35,266	57,558	35,266	42,533
250	62411	UTILITY EXP-ELECTRICITY	59,192	54,245	59,192	58,584
610	62411	UTILITY EXP-ELECTRICITY	349	756	349	817
620	62411	UTILITY EXP-ELECTRICITY	1,469	1,818	1,469	1,963
670	62411	UTILITY EXP-ELECTRICITY	10,551	9,321	10,551	10,067
810	62411	UTILITY EXP-ELECTRICITY	20,048	17,711	20,048	19,127
940	62411	UTILITY EXP-ELECTRICITY	22,092	23,510	22,093	27,640
250	62412	UTILITY EXP-GAS	20,395	25,126	20,395	25,126
670	62412	UTILITY EXP-GAS	2,756	2,399	2,756	2,399
810	62412	UTILITY EXP-GAS	5,236	4,558	5,236	4,558
940	62412	UTILITY EXP-GAS	4,507	13,171	4,507	13,171
250	62415	UTILITY EXPENSE STORMWATR	215	909	244	1,037
940	62415	UTILITY EXPENSE STORMWATR	5,910	6,373	6,712	7,269
100	62419	UTILITY EXP-ELEC ST LTNG	179,108	32,278	35,382	35,506
250	62419	UTILITY EXP-ELEC ST LTNG	615,069	909,168	615,069	835,030
100	62421	TELEPHONE	4,145	5,555	4,145	5,556
250	62421	TELEPHONE	2,025	2,604	2,026	2,605
610	62421	TELEPHONE	226	164	226	164
620	62421	TELEPHONE	—	—	79	—
670	62421	TELEPHONE	1,320	1,608	1,320	1,608
810	62421	TELEPHONE	1,558	1,904	1,558	1,904
940	62421	TELEPHONE	3,490	2,931	3,490	3,510
100	62424	RADIO/PAGER FEE	2,685	2,546	2,791	2,673
250	62424	RADIO/PAGER FEE	12,093	11,574	12,577	12,153
610	62424	RADIO/PAGER FEE	1,806	1,698	1,879	1,782
620	62424	RADIO/PAGER FEE	903	849	939	891
670	62424	RADIO/PAGER FEE	5,118	4,810	5,323	5,050
810	62424	RADIO/PAGER FEE	903	849	939	891
940	62424	RADIO/PAGER FEE	3,964	3,704	4,123	3,889
100	62431	PROPERTY MAINTENANCE	3,396	1,878	21,560	6,878
250	62431	PROPERTY MAINTENANCE	52,194	30,696	59,679	65,433
670	62431	PROPERTY MAINTENANCE	9,284	4,861	25,571	19,861
680	62431	PROPERTY MAINTENANCE	—	—	500	—
810	62431	PROPERTY MAINTENANCE	35,371	27,448	52,111	27,448
940	62431	PROPERTY MAINTENANCE	96,125	76,423	76,930	83,069
250	62434	HVAC MAINTENANCE	—	19,031	9,251	9,300
670	62434	HVAC MAINTENANCE	—	3,148	1,529	3,148
810	62434	HVAC MAINTENANCE	—	5,337	1,654	5,337
940	62434	HVAC MAINTENANCE	—	83	—	83
250	62435	ELEVATOR MAINTENANCE	—	1,293	1,637	1,293

## Recommended Operating Expenditure Budget - Department Total

### 54 - PUBLIC WORKS

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
670	62435	ELEVATOR MAINTENANCE	—	244	309	244
810	62435	ELEVATOR MAINTENANCE	—	464	587	464
100	62436	RENTAL OF SPACE	720	660	720	660
250	62436	RENTAL OF SPACE	266	—	266	266
940	62436	RENTAL OF SPACE	1,853	1,915	1,853	1,915
100	62437	BARRICADE RENTAL	—	706	910	1,156
250	62437	BARRICADE RENTAL	7,219	12,010	7,219	12,010
610	62437	BARRICADE RENTAL	502	—	502	502
620	62437	BARRICADE RENTAL	500	416	500	500
250	62438	FIRE SUPPRESSION	—	3,004	2,515	3,004
670	62438	FIRE SUPPRESSION	—	567	475	567
810	62438	FIRE SUPPRESSION	—	1,077	901	1,077
100	62511	FUEL, MOTOR VEHICLE	12,278	18,252	12,097	13,854
250	62511	FUEL, MOTOR VEHICLE	141,875	176,425	114,266	141,951
610	62511	FUEL, MOTOR VEHICLE	11,574	12,441	11,697	11,263
620	62511	FUEL, MOTOR VEHICLE	14,136	37,620	8,192	18,685
670	62511	FUEL, MOTOR VEHICLE	124,344	131,802	106,511	118,876
810	62511	FUEL, MOTOR VEHICLE	3,300	5,354	3,764	4,034
940	62511	FUEL, MOTOR VEHICLE	2,970	2,814	2,630	2,769
100	62512	FUEL, OFF ROAD VEHICLE	2,461	90	2,633	850
810	62512	FUEL, OFF ROAD VEHICLE	389	450	416	366
940	62512	FUEL, OFF ROAD VEHICLE	118,745	129,918	127,058	115,759
100	62521	MOTOR VEHICLE MAINT.	20,426	17,295	23,179	17,642
250	62521	MOTOR VEHICLE MAINT.	108,397	129,534	169,570	132,124
610	62521	MOTOR VEHICLE MAINT.	30,767	12,554	27,914	12,805
620	62521	MOTOR VEHICLE MAINT.	12,665	8,605	12,218	8,777
670	62521	MOTOR VEHICLE MAINT.	265,587	253,257	234,854	258,322
810	62521	MOTOR VEHICLE MAINT.	4,015	9,066	6,287	9,247
940	62521	MOTOR VEHICLE MAINT.	5,469	1,983	6,318	2,023
250	62522	VEHICLE MAINT., ACCIDENT	4,700	—	—	—
610	62522	VEHICLE MAINT., ACCIDENT	364	—	—	—
670	62522	VEHICLE MAINT., ACCIDENT	568	8	—	—
100	62528	MOTOR VEH. MAINT. OUTSOUR	5,765	6,290	5,967	5,967
250	62528	MOTOR VEH. MAINT. OUTSOUR	28,211	31,456	42,275	42,275
610	62528	MOTOR VEH. MAINT. OUTSOUR	1,835	5,572	1,872	1,872
620	62528	MOTOR VEH. MAINT. OUTSOUR	1,038	433	922	922
670	62528	MOTOR VEH. MAINT. OUTSOUR	112,223	58,186	58,159	53,979
810	62528	MOTOR VEH. MAINT. OUTSOUR	120	807	279	279
940	62528	MOTOR VEH. MAINT. OUTSOUR	10,211	6,976	6,035	6,035
100	62611	MACH/EQUIP MAINTENANCE	22,575	15,404	23,075	22,125
250	62611	MACH/EQUIP MAINTENANCE	493,868	539,480	462,964	481,850
610	62611	MACH/EQUIP MAINTENANCE	5,850	6,262	5,850	6,262
620	62611	MACH/EQUIP MAINTENANCE	12,893	20,740	6,932	12,291
670	62611	MACH/EQUIP MAINTENANCE	81	—	81	—



## Recommended Operating Expenditure Budget - Department Total

### 54 - PUBLIC WORKS

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
810	62611	MACH/EQUIP MAINTENANCE	46,144	38,395	28,963	38,395
940	62611	MACH/EQUIP MAINTENANCE	156,925	115,961	120,176	115,961
100	62614	EQUIP MAINT CONTRACT	3,807	2,892	3,807	3,276
250	62614	EQUIP MAINT CONTRACT	10,805	12,152	10,805	12,152
610	62614	EQUIP MAINT CONTRACT	699	149	699	149
620	62614	EQUIP MAINT CONTRACT	350	74	350	74
670	62614	EQUIP MAINT CONTRACT	4,847	1,092	4,848	1,093
680	62614	EQUIP MAINT CONTRACT	734	939	734	939
810	62614	EQUIP MAINT CONTRACT	350	398	350	398
940	62614	EQUIP MAINT CONTRACT	8,755	7,588	8,755	7,588
100	62615	MACH/EQUIP MAINT. OUTSOUR	8,627	18,679	8,627	11,060
250	62615	MACH/EQUIP MAINT. OUTSOUR	15,049	46,532	15,049	34,109
610	62615	MACH/EQUIP MAINT. OUTSOUR	6,749	4,672	6,749	4,672
620	62615	MACH/EQUIP MAINT. OUTSOUR	—	3,379	—	3,379
670	62615	MACH/EQUIP MAINT. OUTSOUR	542	—	542	—
810	62615	MACH/EQUIP MAINT. OUTSOUR	792	1,212	792	1,212
940	62615	MACH/EQUIP MAINT. OUTSOUR	180,352	35,044	120,000	35,044
100	62616	TRAFFIC & ST LT COMPONENT	49,758	90,630	49,758	49,758
250	62616	TRAFFIC & ST LT COMPONENT	—	224	—	—
100	62617	TRAFFIC CONTROLLER REPAIR	—	184	3,200	1,128
250	62618	ASPHALT	339,432	489,924	713,100	696,846
610	62618	ASPHALT	5,651	14,164	5,651	5,651
620	62618	ASPHALT	9,202	2,790	9,202	9,202
940	62618	ASPHALT	1,261	—	1,261	1,261
100	62619	CONCRETE	1,169	2,744	1,168	3,852
250	62619	CONCRETE	111,321	102,717	125,453	102,717
610	62619	CONCRETE	12,372	11,730	12,372	11,730
620	62619	CONCRETE	15,598	12,865	15,598	12,865
940	62619	CONCRETE	—	7,010	—	7,010
100	62620	STONE	326	1,710	326	—
250	62620	STONE	25,715	23,709	36,704	36,704
610	62620	STONE	1,095	1,021	1,095	1,095
620	62620	STONE	1,926	1,111	1,926	1,926
670	62620	STONE	—	37	—	—
940	62620	STONE	69,695	78,668	69,695	78,668
100	62627	CAMERA MAINTENANCE	1,512	2,256	1,512	2,256
250	62627	CAMERA MAINTENANCE	84	144	84	144
940	62627	CAMERA MAINTENANCE	798	1,642	798	1,642
250	62636	DE-ICING PRODUCTS	13,885	16,098	13,885	16,098
940	62636	DE-ICING PRODUCTS	1,422	1,896	1,422	1,896
100	62637	LANDSCAPE/FERT/PLANTS	9,467	1,969	9,467	1,969
250	62637	LANDSCAPE/FERT/PLANTS	67	—	500	—
250	62640	SALT	132,472	305,220	333,905	350,955
680	62640	SALT	72,419	135,916	151,775	478,575

## Recommended Operating Expenditure Budget - Department Total

### 54 - PUBLIC WORKS

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
940	62649	BEVERAGE/ICE	910	971	910	971
100	62661	MISC. OPER. EXPENS	14	—	—	—
100	62663	SOFTWARE LICENSE EXP	8,792	11,213	9,831	11,662
250	62663	SOFTWARE LICENSE EXP	10,860	29,836	19,560	31,029
610	62663	SOFTWARE LICENSE EXP	17,681	20,718	18,565	24,170
670	62663	SOFTWARE LICENSE EXP	9,046	10,138	9,049	10,544
680	62663	SOFTWARE LICENSE EXP	—	—	73	—
810	62663	SOFTWARE LICENSE EXP	7,176	6,833	8,335	7,106
940	62663	SOFTWARE LICENSE EXP	11,261	10,320	12,018	34,430
680	62664	LICENSE/PERMIT FEES	—	700	—	700
810	62664	LICENSE/PERMIT FEES	220	195	220	195
940	62664	LICENSE/PERMIT FEES	785	1,441	785	1,441
940	62666	CREDIT CARD CHARGE	9,598	14,260	9,598	15,686
100	62667	DATA SERVICES	240	320	240	1,396
250	62667	DATA SERVICES	82	483	82	492
610	62667	DATA SERVICES	372	919	372	937
620	62667	DATA SERVICES	120	900	120	918
670	62667	DATA SERVICES	39	135	159	257
810	62667	DATA SERVICES	126	135	126	137
940	62667	DATA SERVICES	1,560	915	1,560	730
810	62669	PROGRAMMING	1,848	1,847	1,847	1,847
940	62671	MISC. OPERATING SUPPLIES	570	—	250	—
670	62673	FOOD SCRAP SUPPLIES	—	—	4,200	4,200
670	62674	BRUSH TIES	—	561	103	561
610	62680	MANHOLE COMPONENTS	56,523	50,233	56,523	50,233
100	62685	SIGN SUPPLIES	32,394	49,322	32,164	49,322
940	62685	SIGN SUPPLIES	—	532	—	—
250	62686	CRACKSEAL MATERIALS	5,792	—	5,792	11,584
250	62687	TAC OIL	4,272	3,956	4,272	3,956
250	62692	LANDFILL FEES	63,920	61,890	63,920	63,747
670	62692	LANDFILL FEES	422,361	442,851	434,814	457,595
680	62692	LANDFILL FEES	1,977	84	—	—
100	62696	OUTSIDE COLLECTOR EXPENSE	34	234	471	234
670	62696	OUTSIDE COLLECTOR EXPENSE	3,015	1,361	3,015	1,361
940	62699	CASH SHORT AND OVER	200	8	—	—
100	62706	SNOW - PLOWING	—	21,225	—	16,866
100	62710	CONTRACTOR SERVICES	20,814	35,647	19,041	23,316
250	62710	CONTRACTOR SERVICES	11,225	18,138	17,415	17,415
610	62710	CONTRACTOR SERVICES	1,568	3,470	11,091	5,376
670	62710	CONTRACTOR SERVICES	892	—	892	892
810	62710	CONTRACTOR SERVICES	1,095	954	920	920
940	62710	CONTRACTOR SERVICES	11,672	12,631	8,627	9,909
100	62712	CONSULTING ENGINEERS	3,073	1,288	5,100	5,100
940	62712	CONSULTING ENGINEERS	90,646	108,541	202,827	156,354

## Recommended Operating Expenditure Budget - Department Total

### 54 - PUBLIC WORKS

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
670	62713	LEGAL SERVICES	142	—	—	—
940	62713	LEGAL SERVICES	—	640	1,000	—
250	62715	FORECASTING SERVICE	4,739	—	4,803	3,303
250	62716	CONSULTANT SERVICES	—	3,800	—	—
670	62716	CONSULTANT SERVICES	—	29,997	—	—
940	62716	CONSULTANT SERVICES	16,484	17,014	8,833	14,110
670	62721	FINANCIAL CONSULTANT	188	—	92	—
940	62721	FINANCIAL CONSULTANT	—	1,000	5,000	5,000
940	62726	AUDIT SERVICES	4,200	5,000	4,200	5,000
940	62727	FINANCIAL SERVICE FEES	1,033	1,155	1,033	1,155
100	62731	MISCELLANEOUS SERVICES	283	—	—	—
670	62731	MISCELLANEOUS SERVICES	270	—	—	—
940	62731	MISCELLANEOUS SERVICES	4,000	2,000	—	—
940	62732	TEMP HELP/CONTRACT SERV.	23,001	23,896	23,001	5,000
940	62737	CONTRACT ADM SERVICE	49,272	30,608	50,655	50,802
100	62746	ONE CALL OPERATION	4,434	5,028	4,434	5,028
100	62747	MACH/EQUIPMENT RENTAL	1,508	4,160	1,762	1,762
250	62747	MACH/EQUIPMENT RENTAL	159	—	5,159	10,000
610	62747	MACH/EQUIPMENT RENTAL	—	5,130	—	—
940	62747	MACH/EQUIPMENT RENTAL	991	615	27,100	27,100
670	62748	APPLIANCE RECYCLING	—	—	1,500	1,500
940	62748	APPLIANCE RECYCLING	14,565	20,733	14,565	13,500
670	62750	TIRE RECYCLING	610	2,173	610	610
940	62750	TIRE RECYCLING	29,980	30,214	29,980	42,150
670	62761	PAY TO OTHER AGENCY	25,245	60,943	25,245	60,943
940	62761	PAY TO OTHER AGENCY	166,334	155,466	210,343	282,342
940	62763	PAYMENT TO IOWA DNR	283,354	296,912	304,500	304,500
940	62767	ENVIRON. TESTING/MON.	20,511	26,131	42,500	26,631
670	62768	E-WASTE EVENT	—	8,900	—	—
670	62770	GRIND/COMPOST SERVICE	—	2,716	—	—
940	62770	GRIND/COMPOST SERVICE	76,301	53,880	76,301	76,301
940	62778	SERVICES - OTHER DEPTS	—	1,575	—	—
100	62780	HAULING SERVICES	15,603	—	15,603	—
250	62780	HAULING SERVICES	—	—	50,000	50,000
940	62780	HAULING SERVICES	60,094	83,315	3,027	3,027
100	62781	LAWN CARE SERVICES	19,679	14,512	19,679	19,679
250	62782	HANDLING FEES	21,154	33,021	34,320	33,220
680	62782	HANDLING FEES	9,713	11,935	14,450	45,300
250	62783	TARPING FEES	23,414	—	—	—
680	62783	TARPING FEES	1,912	—	—	—
940	62784	ASPHALT SHINGLE RECYCLING	13,129	7,444	13,129	13,129
100	62811	ENG. DIVISION SERVICES	—	—	32,548	32,548
100	62833	SERVICE FROM WPC	—	—	2,000	2,000
<b>62 - SUPPLIES AND SERVICES</b>			<b>6,417,386</b>	<b>7,073,257</b>	<b>7,203,063</b>	<b>7,856,095</b>

## Recommended Operating Expenditure Budget - Department Total

### 54 - PUBLIC WORKS

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
940	62724	BOND PAYING AGENT FEE	—	—	750	750
<b>627 - CONTRACTUAL SERVICES</b>			<b>—</b>	<b>—</b>	<b>750</b>	<b>750</b>
810	63210	STORES-GARAGE	888,129	1,005,790	957,449	1,024,500
100	63311	ADMIN. OVERHEAD	55,262	53,673	54,098	62,414
250	63311	ADMIN. OVERHEAD	226,071	249,814	194,263	258,167
610	63311	ADMIN. OVERHEAD	30,142	29,277	29,508	34,044
620	63311	ADMIN. OVERHEAD	15,072	14,638	14,754	17,022
670	63311	ADMIN. OVERHEAD	70,307	68,312	68,852	79,436
680	63311	ADMIN. OVERHEAD	5,024	4,879	4,918	5,674
810	63311	ADMIN. OVERHEAD	25,119	24,397	24,590	28,370
820	63311	ADMIN. OVERHEAD	2,512	—	—	—
940	63311	ADMIN. OVERHEAD	72,843	69,584	71,313	82,273
100	63312	LESS ADMIN. RECHARGES	(502,352)	(486,775)	(491,804)	(567,400)
250	63313	LESS SERVICE FD CHARGES	—	—	29,508	—
<b>63 - ADMIN/OVERHEAD/STORES GAR</b>			<b>888,129</b>	<b>1,033,589</b>	<b>957,449</b>	<b>1,024,500</b>
100	71113	CALCULATORS	—	170	—	—
100	71120	PERIPHERALS, COMPUTER	—	1,000	—	—
670	71120	PERIPHERALS, COMPUTER	—	—	950	—
810	71120	PERIPHERALS, COMPUTER	829	—	—	—
670	71121	VIDEO GAME SYSTEM	—	—	27,000	—
610	71122	PRINTER	—	—	250	250
810	71122	PRINTER	2,292	—	—	—
940	71122	PRINTER	—	593	—	153
940	71123	SOFTWARE	—	1,055	—	—
100	71127	UPS SYSTEM	—	1,324	—	—
100	71211	DESKS/CHAIRS	—	175	—	—
810	71211	DESKS/CHAIRS	313	—	—	—
940	71211	DESKS/CHAIRS	174	—	—	—
940	71213	TABLES	75	—	—	—
670	71221	CARTS	38,377	60,961	29,240	57,200
100	71314	TRUCK-REPLACEMENT	90,634	—	—	—
250	71314	TRUCK-REPLACEMENT	31,674	812	—	—
670	71314	TRUCK-REPLACEMENT	—	31,094	—	—
810	71314	TRUCK-REPLACEMENT	—	16,600	—	25,500
250	71318	HEAVY EQUIP-REPLACEMENT	—	207,520	88,000	—
810	71318	HEAVY EQUIP-REPLACEMENT	17,790	—	—	—
250	71323	ASPHALT ROLLER	—	28,000	—	—
100	71328	TRAILERS	—	—	—	7,000
100	71410	SHOP EQUIPMENT	1,231	1,823	2,000	2,000
810	71410	SHOP EQUIPMENT	4,560	8,041	5,000	5,000
940	71410	SHOP EQUIPMENT	2,656	1,456	2,000	2,000
100	71411	TRAFFIC CONTROL EQUIPMENT	428	10,386	12,000	12,000
100	71414	AIR HAMMER/DRILL	—	—	—	4,000
100	71415	SAWS	—	195	—	—

## Recommended Operating Expenditure Budget - Department Total

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Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
250	71415	SAWS	—	1,136	—	—
940	71415	SAWS	400	—	—	—
250	71418	SALT SPREADERS	—	34,378	—	—
250	71420	EARTH COMPACTOR	2,265	—	—	—
250	71425	CURB FORMS	—	1,938	—	2,000
610	71511	PUMPS	—	—	30,000	20,000
940	71520	HVAC	15,918	4,512	—	—
810	71535	VEHICLE HOIST	—	13,779	—	—
250	71550	MISCELLANEOUS EQUIPMENT	31,975	—	—	25,000
810	71550	MISCELLANEOUS EQUIPMENT	7,306	—	—	—
940	71550	MISCELLANEOUS EQUIPMENT	9,750	—	—	—
810	71610	CUSTODIAL EQUIPMENT	—	6,600	—	—
100	71611	MOWING EQUIPMENT	—	—	—	550
250	71611	MOWING EQUIPMENT	10,850	—	550	—
100	71612	WEED WHIPS/SICKLE BAR	—	900	—	—
250	71612	WEED WHIPS/SICKLE BAR	277	—	600	—
100	71615	LEAF BLOWER	—	—	1,200	—
250	71616	SNOW BLOWER	—	—	1,200	—
250	71619	OTHER MAINT. EQUIPMENT	—	—	100,000	—
610	71619	OTHER MAINT. EQUIPMENT	—	—	—	5,000
670	71619	OTHER MAINT. EQUIPMENT	—	—	10,000	—
940	71619	OTHER MAINT. EQUIPMENT	5,504	23,731	12,000	12,000
610	72111	GAS SAFETY MONITOR	937	12,032	1,500	1,500
610	72114	CONFINED SPACE EQUIPMENT	602	—	—	—
940	72410	PAGER/RADIO EQUIPMENT	—	5,420	—	—
250	72414	TELEVISION	—	—	—	1,000
940	72417	CAMERA RELATED EQUIPMENT	3,747	6,251	10,000	—
100	72418	TELEPHONE RELATED	—	657	—	1,384
250	72418	TELEPHONE RELATED	—	—	—	550
610	72418	TELEPHONE RELATED	—	—	—	200
670	72418	TELEPHONE RELATED	291	165	350	350
810	72418	TELEPHONE RELATED	—	168	—	550
940	72418	TELEPHONE RELATED	291	—	—	350
100	72515	TEST EQUIPMENT, OTHER	—	—	—	12,400
610	72816	JET FLUSHER HOSE	—	4,100	3,500	5,250
670	72818	RECYCLING CONTAINER	26,450	22,745	11,500	11,814
940	72818	RECYCLING CONTAINER	100	—	—	—
<b>71 - EQUIPMENT</b>			<b>307,697</b>	<b>509,715</b>	<b>348,840</b>	<b>215,001</b>
250	72115	BARRICADES/WARN SIGNALS	3,781	20,899	3,400	3,400
<b>72 - EQUIPMENT</b>			<b>3,781</b>	<b>20,899</b>	<b>3,400</b>	<b>3,400</b>
400	74111	PRINCIPAL PAYMENT	91,357	103,289	104,289	104,889
670	74111	PRINCIPAL PAYMENT	31,993	5,000	5,222	5,351
940	74111	PRINCIPAL PAYMENT	395,000	400,000	410,000	425,000
400	74112	INTEREST PAYMENT	34,840	33,820	31,043	27,735

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Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
670	74112	INTEREST PAYMENT	2,717	2,277	2,064	1,925
940	74112	INTEREST PAYMENT	272,559	262,659	250,659	238,359
<b>74 - DEBT SERVICE</b>			<b>828,466</b>	<b>807,045</b>	<b>803,277</b>	<b>803,259</b>
670	91100	TO GENERAL	914,569	927,857	1,055,920	1,191,482
810	91100	TO GENERAL	12,973	—	—	—
940	91100	TO GENERAL	364,242	359,940	387,593	420,846
<b>91 - TRANSFER TO</b>			<b>1,291,784</b>	<b>1,287,797</b>	<b>1,443,513</b>	<b>1,612,328</b>
<b>54 - PUBLIC WORKS TOTAL</b>			<b>17,496,366</b>	<b>18,642,061</b>	<b>18,695,550</b>	<b>19,787,177</b>

## Recommended Expenditure Budget Report by Activity & Funding Source

### 54 - PUBLIC WORKS

#### ADMINISTRATION - 54100

##### FUNDING SOURCE: GENERAL

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
ADMIN/OVERHEAD/STORES				
GAR	(502,352)	(486,775)	(491,804)	(567,400)
DEBT SERVICE	34,710	7,277	7,286	7,276
EQUIPMENT	—	1,552	—	692
SUPPLIES AND SERVICES	46,512	46,797	53,516	64,059
TRANSFER TO	914,569	927,857	1,055,920	1,191,482
WAGES AND BENEFITS	441,691	410,607	441,480	512,438
<b>ADMINISTRATION</b>	<b>935,130</b>	<b>907,316</b>	<b>1,066,398</b>	<b>1,208,547</b>
<b>LANDFILL</b>		<b>- 54200</b>		

##### FUNDING SOURCE: DMASWA-GENERAL

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
ADMIN/OVERHEAD/STORES	40,188	38,391	39,344	45,392
CONTRACTUAL SERVICES	—	—	750	750
DEBT SERVICE	667,559	662,659	660,659	663,359
EQUIPMENT	34,228	20,518	24,000	14,503
SUPPLIES AND SERVICES	1,230,902	1,138,459	1,346,347	1,211,361
TRANSFER TO	364,242	359,940	387,593	420,846
WAGES AND BENEFITS	888,573	873,596	842,404	854,575
<b>LANDFILL</b>	<b>3,225,692</b>	<b>3,093,562</b>	<b>3,301,097</b>	<b>3,210,786</b>
<b>COMPOSTING LANDFILL</b>		<b>- 54210</b>		

##### FUNDING SOURCE: DMASWA-GENERAL

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
ADMIN/OVERHEAD/STORES	5,024	4,799	4,918	5,674
SUPPLIES AND SERVICES	80,100	58,396	82,201	82,014
WAGES AND BENEFITS	17,575	18,006	29,922	36,322
<b>COMPOSTING LANDFILL</b>	<b>102,699</b>	<b>81,200</b>	<b>117,041</b>	<b>124,010</b>
<b>HOUSEHOLD HAZ. MAT. R.C.C-</b>		<b>54220</b>		

##### FUNDING SOURCE: DMASWA-GENERAL

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
ADMIN/OVERHEAD/STORES	5,024	4,799	4,918	5,674
EQUIPMENT	2,245	—	—	0
SUPPLIES AND SERVICES	96,566	78,008	103,909	110,227
WAGES AND BENEFITS	57,530	55,686	98,094	106,293
<b>HOUSEHOLD HAZ. MAT. R.C.C</b>	<b>161,365</b>	<b>138,493</b>	<b>206,921</b>	<b>222,194</b>
<b>DMASWA EDUCATION &amp; COMM. -</b>		<b>54230</b>		

## Recommended Expenditure Budget Report by Activity & Funding Source

### 54 - PUBLIC WORKS

#### FUNDING SOURCE: DMASWA-GENERAL

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
ADMIN/OVERHEAD/STORES	5,024	4,799	4,919	5,674
SUPPLIES AND SERVICES	115,591	82,025	135,997	150,971
WAGES AND BENEFITS	—	5,519	30,295	15,158
<b>DMASWA EDUCATION &amp; COMM.</b>	<b>120,615</b>	<b>92,344</b>	<b>171,211</b>	<b>171,803</b>
<b>E-WASTE</b>		<b>- 54240</b>		

#### FUNDING SOURCE: DMASWA-GENERAL

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
ADMIN/OVERHEAD/STORES	5,024	4,799	4,919	5,674
SUPPLIES AND SERVICES	59,631	77,092	59,631	79,469
WAGES AND BENEFITS	26,660	27,061	64,966	59,149
<b>E-WASTE</b>	<b>91,315</b>	<b>108,952</b>	<b>129,516</b>	<b>144,292</b>
<b>RURAL RECYCLING</b>		<b>- 54250</b>		

#### FUNDING SOURCE: DMASWA-GENERAL

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
ADMIN/OVERHEAD/STORES	2,512	2,399	2,459	2,837
EQUIPMENT	—	22,500	—	0
SUPPLIES AND SERVICES	125,890	154,125	112,891	178,242
WAGES AND BENEFITS	2,500	3,752	16,784	21,220
<b>RURAL RECYCLING</b>	<b>130,902</b>	<b>182,777</b>	<b>132,134</b>	<b>202,299</b>
<b>LANDFILL GAS SYSTEM</b>		<b>- 54260</b>		

#### FUNDING SOURCE: DMASWA-GENERAL

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
ADMIN/OVERHEAD/STORES	10,047	9,598	9,836	11,348
EQUIPMENT	2,142	—	—	0
SUPPLIES AND SERVICES	74,988	36,107	67,911	42,587
WAGES AND BENEFITS	23,848	24,782	38,478	35,703
<b>LANDFILL GAS SYSTEM</b>	<b>111,025</b>	<b>70,487</b>	<b>116,225</b>	<b>89,638</b>
<b>SAN- SEWER MNTNCE</b>		<b>- 54300</b>		

#### FUNDING SOURCE: SEWAGE FACILITY OPERATION

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
ADMIN/OVERHEAD/STORES	30,142	29,277	29,508	34,044
EQUIPMENT	1,539	16,132	35,250	32,200
SUPPLIES AND SERVICES	196,746	190,917	204,963	182,158



## Recommended Expenditure Budget Report by Activity & Funding Source

### 54 - PUBLIC WORKS

WAGES AND BENEFITS	502,081	570,955	488,717	420,291
<b>SAN- SEWER MNTNCE</b>	<b>730,507</b>	<b>807,281</b>	<b>758,438</b>	<b>668,693</b>
<b>STORM SEWER MAINT</b>		<b>- 54310</b>		

#### FUNDING SOURCE: STORM WATER OPERATION

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
ADMIN/OVERHEAD/STORES	15,072	14,638	14,754	17,022
SUPPLIES AND SERVICES	89,541	111,248	77,968	93,001
WAGES AND BENEFITS	178,228	156,835	165,620	174,282
<b>STORM SEWER MAINT</b>	<b>282,840</b>	<b>282,721</b>	<b>258,342</b>	<b>284,305</b>
<b>RIVERFRONT MANAGEMNT.</b>		<b>- 54330</b>		

#### FUNDING SOURCE: GENERAL

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
ADMIN/OVERHEAD/STORES	5,024	4,879	4,918	5,674
EQUIPMENT	277	1,094	1,700	1,050
SUPPLIES AND SERVICES	24,898	36,322	22,936	30,226
WAGES AND BENEFITS	54,127	40,251	58,748	23,537
<b>RIVERFRONT MANAGEMNT.</b>	<b>84,326</b>	<b>82,546</b>	<b>88,302</b>	<b>60,487</b>
<b>FLOODWALL OPER./MAINT.</b>		<b>- 54340</b>		

#### FUNDING SOURCE: GENERAL

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
ADMIN/OVERHEAD/STORES	15,071	14,638	14,754	17,022
SUPPLIES AND SERVICES	107,966	144,263	101,658	120,981
WAGES AND BENEFITS	62,330	170,684	65,685	57,842
<b>FLOODWALL OPER./MAINT.</b>	<b>185,366</b>	<b>329,585</b>	<b>182,097</b>	<b>195,845</b>
<b>STREET MAINTENANCE</b>		<b>- 54400</b>		

#### FUNDING SOURCE: GENERAL

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
ADMIN/OVERHEAD/STORES	100,477	125,388	98,361	113,480
EQUIPMENT	69,694	260,455	191,400	6,750
SUPPLIES AND SERVICES	1,016,942	1,144,471	1,476,439	1,427,356
WAGES AND BENEFITS	1,465,324	1,369,105	1,474,352	1,529,499
<b>STREET MAINTENANCE</b>	<b>2,652,438</b>	<b>2,899,418</b>	<b>3,240,552</b>	<b>3,077,085</b>
<b>STREET CLEANING</b>		<b>- 54410</b>		

#### FUNDING SOURCE: ROAD USE TAX

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
ADMIN/OVERHEAD/STORES				
GAR	30,142	29,277	29,508	34,044

## Recommended Expenditure Budget Report by Activity & Funding Source

### 54 - PUBLIC WORKS

EQUIPMENT	11,127	—	1,150	0
SUPPLIES AND SERVICES	337,822	335,620	362,838	343,252
WAGES AND BENEFITS	373,677	315,919	344,253	412,496
<b>STREET CLEANING</b>	<b>752,768</b>	<b>680,817</b>	<b>737,749</b>	<b>789,792</b>
<b>SNOW &amp; ICE CONTROL</b>	<b>- 54420</b>			

#### FUNDING SOURCE: ROAD USE TAX

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
ADMIN/OVERHEAD/STORES				
GAR	97,964	95,149	95,902	110,643
EQUIPMENT	—	34,378	1,200	25,200
SUPPLIES AND SERVICES	526,569	849,617	740,822	845,282
WAGES AND BENEFITS	528,489	723,085	640,039	684,955
<b>SNOW &amp; ICE CONTROL</b>	<b>1,153,021</b>	<b>1,702,229</b>	<b>1,477,963</b>	<b>1,666,080</b>
<b>SALT OPS - PURINA DRIVE</b>	<b>- 54425</b>			

#### FUNDING SOURCE: SALT OPERATIONS

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
ADMIN/OVERHEAD/STORES				
GAR	5,024	4,879	4,918	5,674
SUPPLIES AND SERVICES	86,755	149,573	167,532	525,514
<b>SALT OPS - PURINA DRIVE</b>	<b>91,779</b>	<b>154,452</b>	<b>172,450</b>	<b>531,188</b>
<b>ST. &amp; TRAFFIC LTNG</b>	<b>- 54430</b>			

#### FUNDING SOURCE: GENERAL

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
ADMIN/OVERHEAD/STORES				
GAR	10,048	9,759	9,836	11,348
EQUIPMENT	1,383	13,344	13,000	33,092
SUPPLIES AND SERVICES	836,344	1,033,359	704,719	922,544
WAGES AND BENEFITS	203,079	184,696	195,391	280,592
<b>ST. &amp; TRAFFIC LTNG</b>	<b>1,050,853</b>	<b>1,241,158</b>	<b>922,946</b>	<b>1,247,576</b>
<b>ST. PARKING METERS</b>	<b>- 54433</b>			

#### FUNDING SOURCE: PARKING OPERATION

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
WAGES AND BENEFITS	460	3,782	0	0
<b>ST. PARKING METERS</b>	<b>460</b>	<b>3,782</b>	<b>—</b>	<b>0</b>
<b>ST. SIGNS &amp; MARKINGS</b>	<b>- 54435</b>			

#### FUNDING SOURCE: GENERAL

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
ADMIN/OVERHEAD/STORES				
GAR	10,048	9,759	9,836	11,348

## Recommended Expenditure Budget Report by Activity & Funding Source

### 54 - PUBLIC WORKS

EQUIPMENT	90,634	489	500	4,500
SUPPLIES AND SERVICES	48,205	70,192	64,993	81,033
WAGES AND BENEFITS	94,833	95,676	123,965	114,860
<b>ST. SIGNS &amp; MARKINGS</b>	<b>243,720</b>	<b>176,116</b>	<b>199,294</b>	<b>211,741</b>
<b>ONE CALL LOCATION SERVICE- 54440</b>				

#### FUNDING SOURCE: GENERAL

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	4,434	5,028	25,982	26,576
<b>ONE CALL LOCATION SERVICE</b>	<b>4,434</b>	<b>5,028</b>	<b>25,982</b>	<b>26,576</b>
<b>PORT OF DUB. MAINTENANCE - 54450</b>				

#### FUNDING SOURCE: GENERAL

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
ADMIN/OVERHEAD/STORES	15,071	14,638	14,754	17,022
SUPPLIES AND SERVICES	76,731	75,419	99,650	78,177
WAGES AND BENEFITS	68,499	76,825	62,730	77,128
<b>PORT OF DUB. MAINTENANCE</b>	<b>160,302</b>	<b>166,882</b>	<b>177,134</b>	<b>172,327</b>
<b>DEBT SERVICE - 54490</b>				

#### FUNDING SOURCE: DEBT SERVICE

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
DEBT SERVICE	126,197	137,109	135,332	132,624
<b>DEBT SERVICE</b>	<b>126,197</b>	<b>137,109</b>	<b>135,332</b>	<b>132,624</b>
<b>REFUSE COLLECTION - 54500</b>				

#### FUNDING SOURCE: REFUSE COLLECTION

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
ADMIN/OVERHEAD/STORES				
GAR	25,119	24,397	24,590	28,370
EQUIPMENT	19,791	63,008	36,300	35,350
SUPPLIES AND SERVICES	711,399	720,582	722,298	739,653
WAGES AND BENEFITS	947,754	937,216	912,884	962,224
<b>REFUSE COLLECTION</b>	<b>1,704,063</b>	<b>1,745,203</b>	<b>1,696,072</b>	<b>1,765,597</b>
<b>YARD WASTE COLLECTION - 54510</b>				

#### FUNDING SOURCE: REFUSE COLLECTION

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
ADMIN/OVERHEAD/STORES				
GAR	10,047	9,759	9,836	11,348
EQUIPMENT	3,274	5,043	3,240	4,200

## Recommended Expenditure Budget Report by Activity & Funding Source

### 54 - PUBLIC WORKS

SUPPLIES AND SERVICES	99,740	80,976	79,119	82,336
WAGES AND BENEFITS	122,816	129,560	116,715	151,666
<b>YARD WASTE COLLECTION</b>	<b>235,876</b>	<b>225,339</b>	<b>208,910</b>	<b>249,550</b>
<b>LARGE ITEM COLLECTION - 54520</b>				

#### FUNDING SOURCE: REFUSE COLLECTION

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
ADMIN/OVERHEAD/STORES GAR	15,047	14,638	14,754	17,022
SUPPLIES AND SERVICES	4,028	26,585	5,578	9,760
WAGES AND BENEFITS	10,884	10,542	15,807	16,402
<b>LARGE ITEM COLLECTION</b>	<b>29,958</b>	<b>51,765</b>	<b>36,139</b>	<b>43,184</b>
<b>RECYCLING COLL. PROG. - 54530</b>				

#### FUNDING SOURCE: REFUSE COLLECTION

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
ADMIN/OVERHEAD/STORES GAR	20,094	19,518	19,672	22,696
EQUIPMENT	42,054	46,913	39,500	29,814
SUPPLIES AND SERVICES	245,653	270,597	195,526	261,254
WAGES AND BENEFITS	684,413	696,067	690,391	676,638
<b>RECYCLING COLL. PROG.</b>	<b>992,214</b>	<b>1,033,095</b>	<b>945,089</b>	<b>990,402</b>
<b>PUBLIC WORKS GARAGE - 54600</b>				

#### FUNDING SOURCE: GARAGE SERVICE

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
ADMIN/OVERHEAD/STORES GAR	913,248	1,030,187	982,039	1,052,870
EQUIPMENT	33,090	45,188	5,000	31,050
SUPPLIES AND SERVICES	173,420	157,478	187,639	168,062
TRANSFER TO	12,973	—	—	0
WAGES AND BENEFITS	1,003,753	1,009,553	1,017,538	1,048,574
<b>PUBLIC WORKS GARAGE</b>	<b>2,136,484</b>	<b>2,242,406</b>	<b>2,192,216</b>	<b>2,300,556</b>
<b>PCARD CLEARING - 99999</b>				

#### FUNDING SOURCE: GENERAL

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	14	0	0	0
<b>PCARD CLEARING PUBLIC WKS</b>	<b>14</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>PUBLIC WORKS TOTAL</b>	<b>\$17,496,366</b>	<b>\$18,642,061</b>	<b>\$18,695,550</b>	<b>\$19,787,177</b>

CITY OF DUBUQUE, IOWA  
DEPARTMENT DETAIL - PERSONNEL COMPLEMENT

54 PUBLIC WORKS DEPARTMENT

FD	JC	WP-GR	JOB CLASS	FY 2019		FY 2020		FY 2021	
				FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
61010 Full Time Employee Expense									
100	3325	GE-41	PUBLIC WORKS DIRECTOR	1.00	\$ 117,283	1.00	\$ 119,966	1.00	\$ 121,305
100	1490	GE-38	ASSIST PUBLIC WORKS DIRECTOR	1.00	\$ 81,065	1.00	\$ 78,495	1.00	\$ 82,809
810	3225	GE-35	EQUIP MAINT. SUPERVISOR	1.00	\$ 68,953	1.00	\$ 70,530	1.00	\$ 75,299
670	6100	GE-35	RESOURCE MANAGEMENT COORD.	1.00	\$ 74,221	1.00	\$ 80,071	1.00	\$ 83,666
940	2625	GE-35	DMASWA ADMINISTRATOR	1.00	\$ 85,447	1.00	\$ 87,625	1.00	\$ 73,269
940	2625	GE-35	LANDFILL SUPERVISOR	1.00	\$ 81,734	1.00	\$ 83,579	1.00	\$ 84,504
100	2925	GE-31	TRAFFIC SIGNAL TECHNICIAN II	1.88	\$ 120,858	1.88	\$ 126,395	2.88	\$ 187,211
250	2925	GE-31	TRAFFIC SIGNAL TECHNICIAN II	0.12	\$ 7,617	0.12	\$ 8,001	0.12	\$ 8,085
100	225	GE-25	SECRETARY	1.00	\$ 48,841	1.00	\$ 49,956	2.00	\$ 90,279
100	2655	GD-11	FOREMAN	0.31	\$ 18,356	0.31	\$ 18,789	0.08	\$ 4,887
250	2655	GD-11	FOREMAN	3.65	\$ 217,137	3.65	\$ 223,086	4.18	\$ 257,796
610	2655	GD-11	FOREMAN	1.31	\$ 79,308	1.31	\$ 81,116	0.92	\$ 54,841
620	2655	GD-11	FOREMAN	0.73	\$ 42,988	0.73	\$ 43,967	0.82	\$ 49,473
940	2655	GD-11	FOREMAN	1.00	\$ 58,487	1.00	\$ 59,819	1.00	\$ 60,488
100		GD-11	FIELD SUPERVISOR	0.10	\$ 6,863	0.10	\$ 7,018	0.10	\$ 7,097
250		GD-11	FIELD SUPERVISOR	0.90	\$ 61,763	0.90	\$ 63,165	0.90	\$ 63,872
670	2655	GD-11	LEAD SANITATION DRIVER	1.00	\$ 61,412	1.00	\$ 62,810	1.00	\$ 63,514
810	7250	GD-11	LEAD MECHANIC	2.00	\$ 116,231	2.00	\$ 120,400	2.00	\$ 123,268
810	2525	GD-10	MECHANIC	7.00	\$ 397,566	7.00	\$ 411,821	7.00	\$ 414,299
940	2525	GD-10	MECHANIC	1.00	\$ 57,346	1.00	\$ 58,646	1.00	\$ 59,299
100	2300	GD-08	EQUIPMENT OPERATOR II	0.91	\$ 49,767	0.91	\$ 50,918	0.57	\$ 32,663
250	2300	GD-08	EQUIPMENT OPERATOR II	5.27	\$ 293,417	5.27	\$ 304,238	5.56	\$ 319,934
610	2300	GD-08	EQUIPMENT OPERATOR II	0.72	\$ 39,682	0.72	\$ 40,852	0.87	\$ 46,825
620	2300	GD-08	EQUIPMENT OPERATOR II	0.10	\$ 5,512	0.10	\$ 5,674	0.10	\$ 5,757
940	2300	GD-08	EQUIPMENT OPERATOR II	2.00	\$ 113,501	2.00	\$ 116,098	2.00	\$ 117,393
940		GD-08	LANDFILL EQUIPMENT OPERATOR	3.00	\$ 165,278	3.00	\$ 169,613	3.00	\$ 170,877
250		GD-05	UTILITY WORKER	4.70	\$ 232,432	4.70	\$ 240,004	6.80	\$ 344,839
610		GD-05	UTILITY WORKER	0.30	\$ 15,069	0.30	\$ 15,607	0.20	\$ 10,558
250		NA-48	UTILITY WORKER APPRENTICE	1.00	\$ 37,524	1.00	\$ 38,367	1.00	\$ 40,051
670		GD-04	SANITATION LABORER	1.00	\$ 53,436	1.00	\$ 54,717	1.00	\$ 55,818
810	835	GD-03	STOCK CLERK	2.00	\$ 94,245	2.00	\$ 97,084	2.00	\$ 98,148
100	2375	GD-06	EQUIPMENT OPERATOR I	0.90	\$ 48,931	0.90	\$ 50,083	1.67	\$ 91,650
250	2375	GD-06	EQUIPMENT OPERATOR I	5.60	\$ 300,862	5.60	\$ 308,601	5.14	\$ 284,721
610	2375	GD-06	EQUIPMENT OPERATOR I	3.38	\$ 183,625	3.38	\$ 189,029	2.97	\$ 167,251
620	2375	GD-06	EQUIPMENT OPERATOR I	1.12	\$ 61,652	1.12	\$ 63,225	1.12	\$ 61,814
670	1300	GD-06	SANITATION DRIVER	17.00	\$ 910,675	17.00	\$ 938,232	17.00	\$ 949,696
100	2205	GD-06	MAINTENANCE WORKER	0.77	\$ 43,090	0.77	\$ 44,076	0.02	\$ 1,157
250	2205	GD-06	MAINTENANCE WORKER	0.23	\$ 12,872	0.23	\$ 13,166	0.98	\$ 56,721
250		GD-06	ASSISTANT HORTICULTURALIST	0.42	\$ 6,606	0.42	\$ 20,424	0.42	\$ 20,652
100	1475	GD-05	TRUCK DRIVER	0.00	\$ —	0.00	\$ —	0.05	\$ 2,711
250	1475	GD-05	TRUCK DRIVER	5.70	\$ 300,982	5.70	\$ 306,597	0.10	\$ 5,609
610	1475	GD-05	TRUCK DRIVER	0.30	\$ 15,747	0.30	\$ 16,255	3.85	\$ 212,633
620	1475	GD-05	TRUCK DRIVER	0.00	\$ —	0.00	\$ —	0.00	\$ —
940	870	GD-04	SCALE HOUSE OPERATOR	2.00	\$ 103,738	2.00	\$ 106,133	2.00	\$ 102,363
100	811	NA-50	ACCOUNT CLERK II	1.00	\$ 56,460	1.00	\$ 57,749	1.00	\$ 58,383
TOTAL FULL TIME EMPLOYEES				87.42	\$ 4,948,579	87.42	\$ 5,101,997	89.42	\$ 5,223,485

CITY OF DUBUQUE, IOWA  
DEPARTMENT DETAIL - PERSONNEL COMPLEMENT

54 PUBLIC WORKS DEPARTMENT

FD	JC	WP-GR	JOB CLASS	FY 2019		FY 2020		FY 2021	
				FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
61020 Part Time Employee Expense									
250		OE-06	CUSTODIAN I	0.38	\$ 17,855	0.38	\$ 18,263	0.38	\$ 18,463
670		OE-06	CUSTODIAN I	0.08	\$ 3,759	0.08	\$ 3,845	0.08	\$ 3,887
810		OE-06	CUSTODIAN I	0.15	\$ 7,048	0.15	\$ 7,209	0.15	\$ 7,288
100		NA-22	CLERICAL ASSISTANT	0.68	\$ 17,658	0.68	\$ 18,058	0.00	\$ —
TOTAL PART TIME EMPLOYEES				1.29	\$ 46,320	1.29	\$ 47,375	0.61	\$ 29,638
61030 Seasonal Employee Expense									
670	1325	NA-26	SANITATION DRIVER	0.67	\$ 20,963	0.67	\$ 21,444	0.67	\$ 21,684
940	1325	NA-26	EQUIPMENT OPERATOR	0.75	\$ 23,466	0.75	\$ 24,004	0.75	\$ 24,273
100	898	NA-01	LABORER-ST/W/WW-SEASONAL	1.47	\$ 35,649	1.47	\$ 36,456	1.47	\$ 36,838
250	898	NA-01	LABORER-ST/W/WW-SEASONAL	0.36	\$ 8,474	0.36	\$ 8,670	0.36	\$ 8,765
TOTAL SEASONAL EMPLOYEES				3.25	\$ 88,552	3.25	\$ 90,574	3.25	\$ 91,560
TOTAL PUBLIC WORKS DEPARTMENT				91.96	\$ 5,083,451	91.96	\$ 5,239,946	93.28	\$ 5,344,683

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

ACCT	FD	JC	WP-GR	POSITION CLASS	FY 2019		FY 2020		FY 2021		
					FTE	BUDGET	FTE	BUDGET	FTE	BUDGET	
Public Works Administration-FT											
10054100	61010	100	3325	GE-41	PUBLIC WORKS DIRECTOR	1.00	\$ 117,283	1.00	\$ 119,966	1.00	\$ 121,305
10054100	61010	100	1490	GE-38	ASST PUBLIC WORKS DIRECTOR	1.00	\$ 81,065	1.00	\$ 78,495	1.00	\$ 82,809
10054100	61010	100	225	GE-25	SECRETARY	1.00	\$ 48,841	1.00	\$ 49,956	2.00	\$ 90,279
10054100	61010	100	811	NA-50	ACCOUNT CLERK II	1.00	\$ 56,460	1.00	\$ 57,749	1.00	\$ 58,383
Total						4.00	\$ 303,649	4.00	\$ 306,166	5.00	\$ 352,776
Public Works Administration-Part-Time											
10054100	61030	100	400	NA-22	CLERICAL ASSISTANT	0.68	\$ 17,658	0.68	\$ 18,058	0.00	\$ —
Total						0.68	\$ 17,658	0.68	\$ 18,058	0.00	\$ —
Riverfront Management-FT General Fund											
10054330	61010	100	1475	GD-05	TRUCK DRIVER	0.00	\$ —	0.00	\$ —	0.05	\$ 2,711
10054330	61010	100	2375	GD-07	EQUIPMENT OPERATOR II	0.10	\$ 5,566	0.10	\$ 5,694	0.05	\$ 2,878
10054330	61010	100	2205	GD-06	MAINTENANCE WORKER	0.50	\$ 27,981	0.50	\$ 28,621	0.00	\$ —
10054330	61010	100		GD-06	EQUIPMENT OPERATOR I	0.00	\$ —	0.00	\$ —	0.10	\$ 5,670
Total						0.60	\$ 33,547	0.60	\$ 34,315	0.20	\$ 11,259
Riverfront Management-Seasonal General Fund											
10054330	61030	100	898	NA-01	LABORER-ST/W/WW-SEASONAL	0.21	\$ 5,271	0.21	\$ 5,388	0.10	\$ 2,591
Total						0.21	\$ 5,271	0.21	\$ 5,388	0.10	\$ 2,591
Floodwall Oper./Maintenance											
10054340	61010	100	2205	GD-06	MAINTENANCE WORKER	0.02	\$ 1,119	0.02	\$ 1,145	0.02	\$ 1,157
10054340	61010	100	2300	GD-08	EQUIPMENT OPERATOR II	0.04	\$ 2,211	0.04	\$ 2,274	0.17	\$ 9,781
10054340	61010	100	2655	GD-11	FOREMAN	0.31	\$ 18,356	0.31	\$ 18,789	0.08	\$ 4,887
10054340	61010	100		GE-31	FIELD SUPERVISOR	0.10	\$ 6,863	0.10	\$ 7,018	0.10	\$ 7,097
10054340	61010	100	2375	GD-06	EQUIPMENT OPERATOR I	0.10	\$ 5,458	0.10	\$ 5,615	0.10	\$ 5,525
Total						0.57	\$ 34,007	0.57	\$ 34,841	0.47	\$ 28,447
Floodwall Oper./Maintenance-Seasonal											
10054340	61030	100	898	NA-01	LABORER SEASONAL	0.13	\$ 3,060	0.13	\$ 3,131	0.13	\$ 3,165
Total						0.13	\$ 3,060	0.13	\$ 3,131	0.13	\$ 3,165
Street & Traffic Lighting-FT General Fund											
10054430	61010	100	2300	GD-08	EQUIPMENT OPERATOR II	0.02	\$ 1,091	0.02	\$ 1,116	0.02	\$ 1,065
10054430	61010	100	2925	GE-31	TRAFFIC SIGNAL TECHNICIAN II	1.86	\$ 119,664	1.86	\$ 125,115	2.86	\$ 185,851
Total						1.88	\$ 120,755	1.88	\$ 126,231	2.88	\$ 186,916
Street Signs & Markings-FT General Fund											
10054435	61010	100	2925	GE-31	TRAFFIC SIGNAL TECHNICIAN II	0.01	\$ 597	0.01	\$ 640	0.01	\$ 680
10054435	61010	100	2375	GD-06	EQUIPMENT OPERATOR I	0.45	\$ 23,992	0.45	\$ 24,541	0.82	\$ 43,667
10054435	61010	100	2300	GD-08	EQUIPMENT OPERATOR II	0.85	\$ 46,465	0.85	\$ 47,528	0.35	\$ 20,004
Total						1.31	\$ 71,054	1.31	\$ 72,709	1.18	\$ 64,351
Street Signs & Markings-Seasonal General Fund											
10054435	61030	100	898	NA-01	LABORER-ST/W/WW-SEASONAL	0.67	\$ 15,772	0.67	\$ 16,136	0.67	\$ 16,312
Total						0.67	\$ 15,772	0.67	\$ 16,136	0.67	\$ 16,312
Port of Dubuque Maintenance-FT											
10054450	61010	100	2205	GD-06	MAINTENANCE WORKER	0.25	\$ 13,990	0.25	\$ 14,310	0.00	\$ —

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

	ACCT	FD	JC	WP-GR	POSITION CLASS	FY 2019		FY 2020		FY 2021	
						FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
10054450	61010	100	2925	GE-31	TRAFFIC SIGNAL TECHNICIAN II	0.01	\$ 597	0.01	\$ 640	0.01	\$ 680
10054450	61010	100	1475	GD-05	EQUIPMENT OPERATOR I	0.25	\$ 13,915	0.25	\$ 14,233	0.63	\$ 35,723
Total						0.51	\$ 28,502	0.51	\$ 29,183	0.64	\$ 36,403
Port of Dubuque Maintenance-Seasonal											
10054450	61030	100	898	NA-01	LABORER-SEASONAL	0.46	\$ 11,546	0.46	\$ 11,801	0.57	\$ 14,770
Total						0.46	\$ 11,546	0.46	\$ 11,801	0.57	\$ 14,770
Street Maintenance-FT Road Use Tax Fund											
25054400	61010	250		GD-06	ASSISTANT HORTICULTURALIST	0.25	\$ 3,932	0.25	\$ 12,157	0.25	\$ 12,293
25054400	61010	100	2205	GD-06	MAINTENANCE WORKER	0.07	\$ 3,918	0.07	\$ 4,007	0.10	\$ 5,788
25054400	61010	250		GD-05	UTILITY WORKER	3.85	\$ 190,356	3.85	\$ 196,663	5.63	\$ 285,427
25054400	61010			NA-48	UTILITY WORKER APPRENTICE	1.00	\$ 37,524	1.00	\$ 38,367	0.83	\$ 33,243
25054400	61010	250	2300	GD-08	EQUIPMENT OPERATOR II	0.94	\$ 52,374	0.94	\$ 57,133	1.89	\$ 107,311
25054400	61010	250	2375	GD-06	EQUIPMENT OPERATOR I	3.88	\$ 207,910	3.88	\$ 213,308	3.32	\$ 184,081
25054400	61010	250	2655	GD-11	FOREMAN	2.75	\$ 163,682	2.75	\$ 168,242	3.20	\$ 197,926
25054400	61010	250		GE-31	FIELD SUPERVISOR	0.73	\$ 50,096	0.73	\$ 51,234	0.73	\$ 51,807
25054400	61010	250	1475	GD-05	TRUCK DRIVER	3.87	\$ 203,691	3.87	\$ 206,570	1.61	\$ 88,869
Total						17.34	\$ 913,483	17.34	\$ 947,681	17.56	\$ 966,745
Street Maintenance-PT Road Use Tax Fund											
25054400	61020	250		OE-06	CUSTODIAN I	0.38	\$ 17,855	0.38	\$ 18,263	0.38	\$ 18,463
Total						0.38	\$ 17,855	0.38	\$ 18,263	0.38	\$ 18,463
Street Cleaning-Full Time Road Use Tax Fund											
25054410	61010	250	1475	GD-05	TRUCK DRIVER	0.83	\$ 45,021	0.83	\$ 46,046	1.56	\$ 86,125
25054410	61010	250	2205	GD-06	MAINTENANCE WORKER	0.00	\$ —	0.00	\$ —	0.73	\$ 42,252
25054410	61010	250	2375	GD-06	EQUIPMENT OPERATOR I	0.00	\$ —	0.00	\$ —	0.00	\$ —
25054410	61010	250	2300	GD-08	EQUIPMENT OPERATOR II	3.21	\$ 178,967	3.21	\$ 183,442	2.51	\$ 145,911
Total						4.04	\$ 223,988	4.04	\$ 229,488	4.80	\$ 274,288
Street Cleaning-Seasonal-Road Use Tax Fund											
25054410	61030	250	898	NA-01	LABORER-ST/W/WW- SEASONAL	0.36	\$ 8,474	0.36	\$ 8,670	0.36	\$ 8,765
Total						0.36	\$ 8,474	0.36	\$ 8,670	0.36	\$ 8,765
Snow Removal-FT											
25054420	61010	250	2925	GE-31	TRAFFIC SIGNAL TECH II	0.12	\$ 7,617	0.12	\$ 8,001	0.12	\$ 8,085
25054420	61010	250		GD-05	UTILITY WORKER	0.85	\$ 42,076	0.85	\$ 43,341	1.17	\$ 59,412
25054400	61010			NA-48	UTILITY WORKER APPRENTICE	0.00	\$ —	0.00	\$ —	0.17	\$ 6,808
25054420	61010	250		GD-06	ASSISTANT HORTICULTURALIST	0.17	\$ 2,674	0.17	\$ 8,267	0.17	\$ 8,359
25054420	61010	250	2205	GD-06	MAINTENANCE WORKER	0.16	\$ 8,954	0.16	\$ 9,159	0.15	\$ 8,681
25054420	61010	250	2655	GD-11	FOREMAN	0.90	\$ 53,455	0.90	\$ 54,844	0.98	\$ 59,870
25054420	61010	250		GE-31	FIELD SUPERVISOR	0.17	\$ 11,667	0.17	\$ 11,931	0.17	\$ 12,065
25054420	61010	250	2300	GD-08	EQUIPMENT OPERATOR II	1.12	\$ 62,076	1.12	\$ 63,663	1.16	\$ 66,712
25054420	61010	250	2375	GD-06	EQUIPMENT OPERATOR I	1.72	\$ 92,952	1.72	\$ 95,293	1.82	\$ 100,640
25054420	61010	250	1475	GD-05	TRUCK DRIVER	1.00	\$ 52,270	1.00	\$ 53,981	0.68	\$ 37,639
Total						6.21	\$ 333,741	6.21	\$ 348,480	6.59	\$ 368,271
Sanitary Sewer Maintenance-FT Sewer Use Fund											
61054300	61010	610	2375	GD-06	EQUIPMENT OPERATOR I	3.38	\$ 183,625	3.38	\$ 189,029	2.97	\$ 167,251



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

	ACCT	FD	JC	WP-GR	POSITION CLASS	FY 2019		FY 2020		FY 2021	
						FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
61054300	61010	610		GD-05	UTILITY WORKER	0.30	\$ 15,069	0.30	\$ 15,607	0.20	\$ 10,558
61054300	61010	610	2300	GD-08	EQUIPMENT OPERATOR II	0.72	\$ 39,682	0.72	\$ 40,852	0.87	\$ 46,825
61054300	61010	610	1475	GD-05	TRUCK DRIVER	0.30	\$ 15,747	0.30	\$ 16,255	0.10	\$ 5,609
61054300	61010	610	2655	GD-11	FOREMAN	1.31	\$ 79,308	1.31	\$ 81,116	0.92	\$ 54,841
Total						6.01	\$ 333,431	6.01	\$ 342,859	5.06	\$ 285,084
Storm Sewer Maintenance-FT Stormwater Fund											
62054310	61010	620	2300	GD-08	EQUIPMENT OPERATOR II	0.10	\$ 5,512	0.10	\$ 5,674	0.10	\$ 5,757
61054300	61010	610		GD-05	UTILITY WORKER	0.30	\$ 15,069	0.30	\$ 15,607	0.20	\$ 10,558
62054310	61010	620	2375	GD-06	EQUIPMENT OPERATOR I	1.12	\$ 61,652	1.12	\$ 63,225	1.12	\$ 61,814
62054310	61010	620	2655	GD-11	FOREMAN	0.73	\$ 42,988	0.73	\$ 43,967	0.82	\$ 49,473
Total						1.95	\$ 110,152	1.95	\$ 112,866	2.04	\$ 117,044
Refuse Collection-FT Refuse Fund											
67054500	61010	670	6100	GE-35	RESOURCE MGMT COORDINATOR	0.40	\$ 29,688	0.40	\$ 32,029	0.40	\$ 33,466
67054500	61010	670	2655	GD-11	LEAD SANITATION DRIVER	0.40	\$ 24,565	0.40	\$ 25,124	0.40	\$ 25,406
67054500	61010	670		GD-04	SANITATION LABORER	1.00	\$ 53,436	1.00	\$ 54,717	1.00	\$ 55,818
67054500	61010	670	1300	GD-06	SANITATION DRIVER	8.75	\$ 472,910	8.75	\$ 486,410	8.95	\$ 504,444
Total						10.55	\$ 580,599	10.55	\$ 598,280	10.75	\$ 619,134
Refuse Collection-PT											
67054500	61020	670		OE-06	CUSTODIAN I	0.08	\$ 3,759	0.08	\$ 3,845	0.08	\$ 3,887
Total						0.08	\$ 3,759	0.08	\$ 3,845	0.08	\$ 3,887
Refuse Collection-Seasonal Refuse Fund											
67054500	61030	670	898	NA-01	LABORER-ST/W/WW-SEASONAL	0.09	\$ 2,816	0.09	\$ 2,881	0.09	\$ 2,913
Total						0.09	\$ 2,816	0.09	\$ 2,881	0.09	\$ 2,913
Yard Waste Collection-FT Refuse Fund											
67054510	61010	670	2655	GD-11	LEAD SANITATION DRIVER	0.10	\$ 6,141	0.10	\$ 6,281	0.10	\$ 6,351
67054510	61010	670	1300	GD-06	SANITATION DRIVER	0.90	\$ 49,034	0.90	\$ 50,156	1.30	\$ 72,812
67054510	61010	670	6100	GE-35	RESOURCE MGMT COORDINATOR	0.10	\$ 7,422	0.10	\$ 8,007	0.10	\$ 8,367
Total						1.10	\$ 62,597	1.10	\$ 64,444	1.50	\$ 87,530
Yard Waste Collection-Seasonal Refuse Fund											
67054510	61030	670	1325	NA-26	SANITATION DRIVER	0.50	\$ 15,644	0.50	\$ 16,003	0.50	\$ 16,182
Total						0.50	\$ 15,644	0.50	\$ 16,003	0.50	\$ 16,182
Large Item Collection-FT Refuse Fund											
67054520	61010	670	2655	GD-11	LEAD SANITATION DRIVER	0.10	\$ 6,141	0.10	\$ 6,281	0.10	\$ 6,351
67054520	61010	670	6100	GE-35	RESOURCE MGMT COORDINATOR	0.06	\$ 4,454	0.06	\$ 4,804	0.06	\$ 5,020
Total						0.16	\$ 10,595	0.16	\$ 11,085	0.16	\$ 11,371
Recycling Collection Program-FT Refuse Fund											
67054530	61010	670	6100	GE-35	RESOURCE MGMT COORDINATOR	0.44	\$ 32,657	0.44	\$ 35,231	0.44	\$ 36,813
67054530	61010	670	2655	GD-11	LEAD SANITATION DRIVER	0.40	\$ 24,565	0.40	\$ 25,124	0.40	\$ 25,406
67054530	61010	670	1300	GD-06	SANITATION DRIVER	7.35	\$ 388,731	7.35	\$ 401,666	6.75	\$ 372,440
Total						8.19	\$ 445,953	8.19	\$ 462,021	7.59	\$ 434,659
Recycling Collection Program-Seasonal Refuse Fund											
67054530	61030	670	898	NA-01	SANITATION DRIVER-SEASONAL	0.08	\$ 2,503	0.08	\$ 2,560	0.08	\$ 2,589
Total						0.08	\$ 2,503	0.08	\$ 2,560	0.08	\$ 2,589

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

ACCT	FD	JC	WP-GR	POSITION CLASS	FY 2019		FY 2020		FY 2021		
					FTE	BUDGET	FTE	BUDGET	FTE	BUDGET	
City Garage-FT Service Fund											
81054600	61010	810	3225	GE-35	EQUIP MAINT. SUPERVISOR	1.00	\$ 68,953	1.00	\$ 70,530	1.00	\$ 75,299
81054600	61010	810	2525	GD-10	MECHANIC	7.00	\$ 397,566	7.00	\$ 411,821	7.00	\$ 414,299
81054600	61010	810	835	GD-03	STOCK CLERK	2.00	\$ 94,245	2.00	\$ 97,084	2.00	\$ 98,148
81054600	61010	810	7250	GD-11	LEAD MECHANIC	2.00	\$ 116,231	2.00	\$ 120,400	2.00	\$ 123,268
Total						12.00	\$ 676,995	12.00	\$ 699,835	12.00	\$ 711,014
City Garage-PT Service Fund											
81054600	61020	810	3056	OE-06	CUSTODIAN I	0.15	\$ 7,048	0.15	\$ 7,209	0.15	\$ 7,288
Total						0.15	\$ 7,048	0.15	\$ 7,209	0.15	\$ 7,288
Landfill-FT											
94054200	61010	940	2625	GE-35	DMASWA ADMINISTRATOR	0.40	\$ 34,179	0.40	\$ 35,049	0.40	\$ 29,309
94054200	61010	940	2625	GE-35	LANDFILL SUPERVISOR	0.63	\$ 51,493	0.63	\$ 52,654	0.60	\$ 50,702
94054200	61010	620	2655	GD-11	FOREMAN	0.63	\$ 36,847	0.63	\$ 37,686	0.60	\$ 36,294
94054200	61010	940	2525	GD-10	MECHANIC	1.00	\$ 57,346	1.00	\$ 58,646	1.00	\$ 59,299
94054200	61010	940	2300	GD-08	EQUIPMENT OPERATOR II	1.55	\$ 88,208	1.55	\$ 90,227	1.40	\$ 82,513
94054200	61010	940	2948	GD-08	LANDFILL EQUIP OPERATOR	2.80	\$ 154,319	2.80	\$ 158,404	2.75	\$ 156,788
94054200	61010	940	870	GD-04	SCALE HOUSE OPERATOR	1.10	\$ 57,084	1.10	\$ 58,403	1.40	\$ 70,467
Total						8.11	\$ 479,476	8.11	\$ 491,069	8.15	\$ 485,372
Landfill-Seasonal											
94054200	61030	940	1325	NA-26	EQUIPMENT OPERATOR	0.75	\$ 23,466	0.75	\$ 24,004	0.75	\$ 24,273
Total						0.75	\$ 23,466	0.75	\$ 24,004	0.75	\$ 24,273
Composting-Landfill Program-FT											
94054210	61010	940	2625	GE-35	DMASWA ADMINISTRATOR	0.05	\$ 4,272	0.05	\$ 4,381	0.10	\$ 7,327
94054210	61010	620	2655	GD-11	FOREMAN	0.05	\$ 2,924	0.05	\$ 2,991	0.05	\$ 3,024
94054210	61010	940	2948	GD-08	LANDFILL EQUIP OPERATOR	0.15	\$ 8,267	0.15	\$ 8,456	0.10	\$ 5,700
94054210	61010	940	2625	GE-35	LANDFILL SUPERVISOR	0.05	\$ 4,086	0.05	\$ 4,179	0.10	\$ 8,451
Total						0.30	\$ 19,549	0.30	\$ 20,007	0.35	\$ 24,502
HHMRCC-Landfill Program-FT											
94054220	61010	940	2625	GE-35	DMASWA ADMINISTRATOR	0.10	\$ 8,545	0.10	\$ 8,763	0.15	\$ 10,989
94054220	61010	940	2625	GE-35	LANDFILL SUPERVISOR	0.10	\$ 8,174	0.10	\$ 8,358	0.05	\$ 4,225
94054220	61010	620	2655	GD-11	FOREMAN	0.10	\$ 5,849	0.10	\$ 5,982	0.05	\$ 3,024
94054220	61010	940	2300	GD-08	EQUIPMENT OPERATOR II	0.10	\$ 5,621	0.10	\$ 5,749	0.30	\$ 17,440
94054220	61010	940	2948	GD-08	LANDFILL EQUIP OPERATOR	0.05	\$ 2,692	0.05	\$ 2,753	0.10	\$ 5,567
94054220	61010	940	870	GD-04	SCALE HOUSE OPERATOR	0.65	\$ 33,680	0.65	\$ 34,458	0.55	\$ 29,238
Total						1.10	\$ 64,561	1.10	\$ 66,063	1.20	\$ 70,483
Education & Communication-Landfill Program-FT											
94054230	61010	940	2625	GE-35	DMASWA ADMINISTRATOR	0.05	\$ 4,272	0.05	\$ 4,381	0.05	\$ 3,663
94054230	61010	940	2625	GE-35	LANDFILL SUPERVISOR	0.05	\$ 4,086	0.05	\$ 4,179	0.05	\$ 4,225
94054230	61010	620	2655	GD-11	FOREMAN	0.05	\$ 2,924	0.05	\$ 2,991	0.05	\$ 3,024
94054230	61010	940	870	GD-04	SCALE HOUSE OPERATOR	0.20	\$ 10,379	0.20	\$ 10,618	0.00	\$ —
Total						0.35	\$ 21,661	0.35	\$ 22,169	0.15	\$ 10,912
E-Scrap Recycling-Landfill Program-FT											
94054240	61010	940	2625	GE-35	DMASWA ADMINISTRATOR	0.15	\$ 12,817	0.15	\$ 13,144	0.10	\$ 7,327
94054240	61010	940	2625	GE-33	LANDFILL SUPERVISOR	0.05	\$ 4,086	0.05	\$ 4,179	0.05	\$ 4,225
94054240	61010	620	2655	GD-11	FOREMAN	0.05	\$ 2,924	0.05	\$ 2,991	0.10	\$ 6,049

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

						FY 2019		FY 2020		FY 2021	
	ACCT	FD	JC	WP-GR	POSITION CLASS	FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
94054240	61010	940	870	GD-04	SCALE HOUSE OPERATOR	0.05	\$ 2,595	0.05	\$ 2,654	0.05	\$ 2,658
94054240	61010	940	2300	GD-08	EQUIPMENT OPERATOR II	0.35	\$ 19,672	0.35	\$ 20,122	0.30	\$ 17,440
Total						0.65	\$ 42,094	0.65	\$ 43,090	0.60	\$ 37,699
DMASWA Rural Recycling Program - FT											
94054250	61010	940	2625	GE-35	DMASWA ADMINISTRATOR	0.10	\$ 8,545	0.10	\$ 8,763	0.10	\$ 7,327
94054250	61010	620	2655	GD-11	FOREMAN	0.02	\$ 1,170	0.02	\$ 1,196	0.05	\$ 3,024
94054250	61010	940	2625	GE-33	LANDFILL SUPERVISOR	0.02	\$ 1,635	0.02	\$ 1,672	0.05	\$ 4,225
Total						0.14	\$ 11,350	0.14	\$ 11,631	0.20	\$ 14,576
DMASWA Gas Collection - FT											
94054260	61010	940	2625	GE-35	DMASWA ADMINISTRATOR	0.15	\$ 12,817	0.15	\$ 13,144	0.10	\$ 7,327
94054260	61010	940	2625	GE-35	LANDFILL SUPERVISOR	0.10	\$ 8,174	0.10	\$ 8,358	0.10	\$ 8,451
94054260	61010	620	2655	GD-11	FOREMAN	0.10	\$ 5,849	0.10	\$ 5,982	0.10	\$ 6,049
94054240	61010	940	2948	GD-08	LANDFILL EQUIP OPERATOR	0.00	\$ —	0.00	\$ —	0.05	\$ 2,822
Total						0.35	\$ 26,840	0.35	\$ 27,484	0.35	\$ 24,649
TOTAL PUBLIC WORKS DEPT.						91.96	\$5,083,451	91.96	\$5,239,946	93.28	\$5,344,683

Capital Improvement Projects by Department/Division					
PUBLIC WORKS					
CIP Number	Capital Improvement Project Title	FY 18 Actual Expense	FY 19 Actual Expense	FY 20 Adopted Budget	FY 21 Recomm'd Budget
1012477	MSC AIR QUALITY	—	—	32,000	0
1022541	MSC LED LIGHTING	10,468	155	—	0
1022718	JULE BUILDING CONVERSION	—	—	48,000	0
2501209	ST SWEEPER REPL PROJECT	—	—	—	210,000
2501227	CURB RAMP PROGRAM	438,304	105,157	242,946	0
2501230	ASPHALT MILLING PROGRAM	86,841	—	—	0
2502039	DUMP TRUCK REPLACEMENT	—	—	—	215,000
2502223	LIQUID DEICER BLEND SYST	39,749	—	—	0
2502539	DUMP TRK REPLC	233,361	—	—	0
2502604	RADIO REPLACEMENT	23,156	—	—	0
2602775	STREET OVERLAYS	—	—	—	0
3001006	CONCRETE SECTION REPAIR	6,786	41,411	25,000	20,000
3001226	CURB REPLACEMENT PROGRAM	7,792	7,878	25,000	20,000
3001227	CURB RAMP PROGRAM	82,411	139,019	177,358	423,574
3001230	ASPHALT MILLING PROGRAM	—	42,555	80,000	82,500
3001432	STEPS, RAILINGS, FENCING	—	—	10,000	0
3001445	FLOODWALL POST FLOOD REPA	44,968	11,032	81,500	20,000
3001839	AERIAL BUCKET TRUCK	—	—	173,791	0
3001936	ENDLOADER PURCHASES	—	—	—	206,350
3001938	DT SIGN POST REPLAC PROJ	23,349	—	—	0
3002038	PORT AMENITIES MAINT	—	—	—	0
3002039	DUMP TRUCK REPLACEMENT	186,732	—	320,930	0
3002151	WAYFINDING SIGN REPLACE	329	—	25,000	0
3002221	TRUCK-MOUNTED NEW CONCEPT	71,360	—	—	0
3002539	DUMP TRK REPLC	252,633	—	—	0
3002542	MSC SECUIRITY CAMERAS	19,295	—	—	0
3002604	RADIO REPLACEMENT	105,607	—	—	0
3002665	VEH REFUEL SYSTEM UPGRADE	18,949	—	—	0
3002719	SALT STORAGE BUILDING	44,723	418,521	—	0
3002789	HAWTHORNE BOAT RAMP	—	—	41,410	0
3002815	BEE BRANCH TRANSFORMER	—	—	—	0
3502480	PURINA DRIVE FLOODWALL	—	—	—	0
3502605	MOORING DOLPHIN INSTALL	5,066	11,042	—	0
64054755	WATER MAIN REPLACEMENTS	11,693	10,602	—	0
6701533	DUAL PACKER RECYCLE VEH	275,627	419,208	490,000	596,260
6702542	MSC SECUIRITY CAMERAS	18,086	—	—	0
6702601	RADIO REPLACEMENT	58,410	—	—	0
6702843	TIPPER CARTS	—	—	—	280,000
7101341	SANITARY SEWER ROOT FOAM	24,686	15,664	30,000	30,000
7101840	SEWER PIPELINE INSPC EQUIP	22,700	—	—	0
7102405	HIGH PRESSURE SEWER JET	0	0	0	0
7202155	FLOOD CONTROL LEVEE CERT	0	0	200,000	0
7202405	HIGH PRESSURE JETVAC	0	0	0	0
7202480	PURINA DRIVE FLOODWALL	0	0	0	0
7202601	RADIO REPLACEMENT	9,735	0	0	0
7202790	SURFACE DEEP CLEAN UNIT	0	0	0	166,100
7202791	ASSET MANAGEMENT	0	0	81,206	0
7202792	ICE HARBOR ABUTMENT REP	0	0	190,000	0
7202845	SANDBAG EQUIPMENT	0	0	0	35,000

8102601	RADIO REPLACEMENT	12,980	0	0	0
9402631	LANDFILL CELL#9 PHASE 2	0	93,964	0	0
9402685	SHORT-TERM FACILITIES	0	1,583	0	0
9402702	CELL 9 PHASE 3	2,692,933	18,179	0	0
9402770	SWISS VALLEY LAND ACQUIS	27,927	181,398	0	0
<b>PUBLIC WORKS</b>	<b>TOTAL</b>	<b>4,856,657</b>	<b>1,517,368</b>	<b>2,274,141</b>	<b>2,304,784</b>

PRGRM /DEPT	PROJECT DESCRIPTION	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	TOTAL	PAGE
<b>PUBLIC WORKS</b>								
<b>Public Works</b>								
	Asphalt Milling Program	\$ 82,500	\$ 84,000	\$ 87,000	\$ 88,000	\$ 92,000	\$ 433,500	143
	Curb Ramp Program	\$ 423,574	\$ 300,000	\$ 400,000	\$ 425,000	\$ 250,000	\$ 1,798,574	144
	Floodwall Post-Flood Repair Program	\$ 20,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 120,000	145
	Curb Replacement Program	\$ 20,000	\$ 20,000	\$ 25,000	\$ 25,000	\$ 20,000	\$ 110,000	146
	Steps, Hand Railings and Wall-Top Fencing	\$—	\$—	\$ 10,000	\$ 25,000	\$ 20,000	\$ 55,000	147
	Street Sign and Post Replacement	\$—	\$ 10,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 55,000	148
	Concrete Street Section Repair Program	\$ 20,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 20,000	\$ 115,000	149
	56,000 Gross Vehicle Weight (GVW) Dump Truck Replacement	\$ 215,000	\$—	\$—	\$—	\$ 366,636	\$ 581,636	150
	Vacuum Street Sweeper Replacement	\$ 210,000	\$—	\$—	\$ 214,200	\$—	\$ 424,200	151
	35,000 GVW Dump Truck Replacement	\$—	\$ 381,404	\$—	\$—	\$—	\$ 381,404	152
	Wheel Loader Purchase	\$ 206,350	\$—	\$—	\$—	\$—	\$ 206,350	153
	Municipal Service Center CNG Retrofit	\$—			\$—	\$ 28,630	\$ 28,630	154
	Cab-Over Solid Waste Vehicles	\$ 596,260	\$ 528,628	\$ 540,800	\$ 314,308	\$ 471,324	\$ 2,451,320	155
	Sanitary Sewer Root Foaming	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 150,000	156
	High Pressure Sewer Jet Cleaner	\$—	\$—	\$—	\$ 210,000	\$—	\$ 210,000	157
	Flood Control Units	\$—	\$ 386,000	\$—	\$—	\$—	\$ 386,000	158
	Hard Surface Deep Cleaning Self-Propelled Unit	\$ 166,100	\$—	\$—	\$—	\$—	\$ 166,100	159
	City Tipper Carts	\$ 280,000	\$ 280,000	\$ 280,000	\$—	\$—	\$ 840,000	160
	Sandbagging Equipment	\$ 35,000	\$—	\$—	\$—	\$—	\$ 35,000	161
	<b>TOTAL</b>	<b>\$ 2,304,784</b>	<b>\$ 2,070,032</b>	<b>\$ 1,437,800</b>	<b>\$ 1,396,508</b>	<b>\$ 1,338,590</b>	<b>\$ 8,547,714</b>	

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# Engineering



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## ENGINEERING DEPARTMENT

<b>Budget Highlights</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Budget</b>	<b>FY 2021 Requested</b>	<b>% Change From FY 2020 Budget</b>
<u>Expenses</u>				
Employee Expense	2,753,468	2,970,550	3,098,790	4.3 %
Supplies and Services	1,339,936	1,504,928	1,664,443	10.6 %
Machinery and Equipment	321,971	566,194	747,433	32.0 %
Payment to Construction Fund	1,525,000	1,210,000	880,000	(27.3)%
Less Recharges to Service Funds	(1,392,720)	(1,619,636)	(1,675,236)	3.4 %
Administrative Overhead Charges	469,385	527,544	608,650	15.4 %
<b>Total Expenses</b>	<b>5,017,040</b>	<b>5,159,580</b>	<b>5,324,080</b>	<b>3.2 %</b>
<u>Resources</u>				
Operating Revenue - General	60,515	145,691	109,716	(24.7)%
Lease Expense Reimbursement	105,746	94,596	110,614	16.9 %
Administrative OH Recharges	411,666	390,986	399,221	2.1 %
Road Use Tax Funds	296,963	499,494	702,317	40.6 %
Utility Charges - Parking	2,045	—	2,832	— %
Utility Charges - Water	33,400	20,010	20,707	3.5 %
Utility Charges - Stormwater	3,086,549	2,914,854	2,775,669	(4.8)%
Utility Charges - Sanitary	159,611	280,899	251,566	(10.4)%
<b>Total Resources</b>	<b>4,156,495</b>	<b>4,346,530</b>	<b>4,372,642</b>	<b>0.6 %</b>
<u>Debt Service</u>				
Stormwater debt abated with Stormwater User Fees	1,866,877	2,161,259	2,759,445	27.7 %
Stormwater debt abated with Sales Tax Increment	2,642,669	2,562,323	2,561,881	— %
Street Projects Debt abated with Sales Tax Fund (30%)/RUT	251,865	246,836	244,287	(1.0)%
America's River Debt Abated with TIF & General	892,736	883,286	883,275	— %
<b>Total Debt Service</b>	<b>5,654,147</b>	<b>5,853,704</b>	<b>6,448,888</b>	<b>10.2 %</b>
Property Tax Support	860,545	813,050	951,438	138,388
Percent Increase/(Decrease)				17.0 %
<b>Personnel - Authorized FTE</b>	<b>30.23</b>	<b>29.96</b>	<b>30.71</b>	

## STORMWATER UTILITY

<b>Budget Highlights</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Budget</b>	<b>FY 2021 Requested</b>	<b>% Change From FY 2020 Budget</b>
<u>Expenses</u>				
Employee Expense	352,317	771,077	669,450	(13.2)%
Supplies and Services	723,771	813,491	932,982	14.7 %
Payment to Construction Fund	1,525,000	1,210,000	880,000	(27.3)%
Less Recharges to Service Funds	(134)	(552,757)	(457,783)	(17.2)%
Machinery and Equipment	16,210	75,186	70,620	(6.1)%
Administrative Overhead Recharge	469,385	527,544	608,650	15.4 %
Park Stormwater Maintenance Charges	111,094	202,644	122,777	(39.4)%
Public Information Office	—	70,313	71,750	2.0 %
Public Works Stormwater Maintenance Charges	282,721	258,342	284,305	10.0 %
Debt Service	4,509,546	4,723,582	5,321,326	12.7 %
Total Expenses	7,989,910	8,099,422	8,504,077	5.0 %
<u>Resources</u>				
Operating Revenue	5,252,452	5,544,639	5,928,093	6.9 %
Sales Tax Increment	2,642,669	2,562,323	2,561,881	— %
Total Resources	7,895,121	8,106,962	8,489,974	4.7 %
Net Operating Surplus (Deficit)	(94,789)	7,540	(14,103)	(21,643)
<b>Personnel - Authorized FTE</b>	<b>5.85</b>	<b>5.70</b>	<b>4.78</b>	
<b>Stormwater User Fee Rate Increase</b>	<b>6.75%</b>	<b>6.74%</b>	<b>6.83%</b>	
<b>Stormwater User Fee (per SFU)</b>	<b>\$ 7.76</b>	<b>\$ 8.29</b>	<b>\$ 8.85</b>	
<b>Revenue 1% Rate Increase Generates</b>			<b>\$ 48,494</b>	

## Improvement Package Summary

### **1 of 10**

This improvement request is to upgrade an existing, vacant position within the Engineering Department from an Engineering Technician (GE-31) to Civil Engineer (GE-38). The Civil Engineer position would be staffed with an individual with environmental/water resource expertise. The Civil Engineer would oversee activities associated with the compliance with the City's National Pollution Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) permit and that portion of the City's NPDES wastewater treatment permit (and associated consent decree with the EPA) related to the sanitary sewer collection system. In addition, the improvement request would provide an additional \$50,000 for growing the City's partnership with Dubuque County and the Dubuque Soil & Water Conservation District through an existing 28e agreement. The total cost of the improvement package (recurring) would be \$66,449.00, split between the stormwater utility (+\$19,731) and sanitary sewer (+\$46,736) funds.

Related Cost:	\$5,485	Sanitary User Fee	Recurring	<b>Recommend - Yes</b>
Related Cost:	\$46,344	Internal Service Fund	Recurring	
Related Cost:	\$65,969	Stormwater User Fee	Recurring	
Related Cost Savings:	\$48,722	Stormwater User Fee	Recurring	
Total Cost:	<u>69,076</u>			
Stormwater User Fee Impact	1.36%			
Sanitary User Fee Impact	0.54%			
Activity: Stormwater/Sanitary				

## 2 of 10

This decision package would provide for a full-time employee in the position of Camera Systems Technician (Camera and Traffic Networking GE-28B). The city has roughly 1,200 cameras to manage. Approximately 2 - 5% of the cameras are down at any one time. Maintenance of the existing system is overwhelming field staff constantly and additional help is needed to fulfill new camera requests while also providing assistance to the maintenance and upgrading of existing systems. The addition of a Camera Systems Technician would significantly reduce camera downtime, and improve the reliability and functionality of the citywide traffic camera surveillance system. This position would be utilized to shorten camera repair response time, while at the same time reduce ongoing installation and maintenance costs associated with outsourcing these services to commercial vendors. Currently many of the City's cameras and associated networking equipment are out of service on a regular basis. The lack of available city staff to respond to service requests leads to a delay in restoration of services, sometimes taking weeks at a time to restore equipment. The City of Dubuque's camera surveillance system is heavily leveraged by many departments and has become a key component of the City's public safety infrastructure. The system is used daily for several observational tasks including dispatcher reference, vehicle accident investigations, traffic flow improvement operations, drug task force investigations, construction project inspection, construction contractor claims investigation, emergency management storm event tracking, parking division monitoring and various other types of criminal investigations. The Camera Systems Technician would provide the following services to the department:

1. Configure, install and test low voltage communications.
2. Install and configure IP equipment in the field and in the Traffic Operations Center. This includes items such as cameras, network equipment, vehicle detection sensors, street lighting controllers, and other camera and vehicle transportation control system equipment.
3. Install and maintain automated control systems operation for enhance traffic flow, including, but not limited to: radio, cellular, fiber, and Ethernet communications systems, programmable logic controller hardware and software maintenance.
4. Knowledge and hands on experience of surge protection including proper grounding and bonding techniques to provide greater protection to City infrastructure from lightning strikes.
5. Application of the NEC, NEMA and MUTCD standards to the traffic camera surveillance system.
6. Knowledge and experience in servicing fiber optic communication systems.
7. Electrical schematic and construction plan reading.
8. Construction inspection related to traffic camera surveillance systems.

This improvement package supports the organizational goal of Financially Responsible City Government and High Performance City Organization and Partnership for a Better Dubuque, and Connected Community. It also aides in the Management Agenda High Priority of Community Security /Surveillance System Expansion because it will allow new camera placements at a quicker rate, higher quality data provided with timely equipment upgrades, and an additional staff member to aide in all aspects of camera maintenance.

Related Cost:	\$33,777	General Fund	Recurring	<b>Recommend - Yes</b>
Related Cost:	\$32,672	Internal Service Fund	Recurring	
Related Cost:	\$10,300	General Fund	Non-Recurring	
Total Cost:	<u>\$76,749</u>			
Property Tax Impact:	\$ 0.0173	0.17%		
Activity: Traffic Engineering				

### 3 of 10

This decision package would provide for the upgrading from a small car to a small 4-wheel drive pickup. The traffic engineer position needs to ability to go onto unimproved construction sites, jump curbs, etc in performance of their work. Additionally, a small car is not conducive to carrying traffic paint and aerosol cans, lathe, flags and other equipment. This vehicle also would carry the engineering department drone and requires more room than a small car. This improvement directly relates to Connected Community.

Related Cost:	\$ 7,500	Tax Funds	Non-Recurring	<b>Recommend - No</b>
Property Tax Impact:	\$ 0.003	0.03%		
Activity: Traffic Engineering				

### 4 of 10

This decision package would provide for additional funding to maintain and rehab ditches within city right-of-way or on city property. Maintenance includes such things as mowing, vegetation removal, debris removal. Rehab includes minor grading and re-seeding. The additional funding will allow the City to hire contractors to better maintain ditches that are part of the overall public municipal separate storm sewer system (MS4) permitted as part of the federal clean water act. Currently, the City has been allocating \$5,000 per year for this activity. The addition \$10,000 will allow the City to address more ditch maintenance related issues on a more timely basis.

Related Cost:	\$ 10,000	Stormwater User Fee	Recurring	<b>Recommend - Yes</b>
Stormwater User Fee Impact	0.21%			
Activity: Stormwater				

### 5 of 10

This improvement package would provide the funding to join the Iowa Stormwater Education Partnership (ISWEP). ISWEP is a member-driven organization formed in 2004 to address the educational needs of cities and others impacted by federal stormwater regulations. ISWEP focuses on two things: creating and providing its members with educational tools and resources and providing training. The educational tools can be used to help inform the public about the importance of clean stormwater and how to prevent pollution and soak up more rainfall and . They have been developed for various target audiences including city staff and councils, homeowners, builders, developers, contractors, business owners, and children. The training programs help to establish statewide standards to assist with implementation of stormwater regulations that includes the use and maintenance of appropriate pollution prevention practices. Events are held across the state every year. Additional training events address green infrastructure and urban stormwater management. The majority of Municipal Storm Sewer System (MS4) cities in Iowa are members of ISWEP. We are also comprised of educational organizations, professional firms, businesses, and individuals. Even though Dubuque has a robust stormwater and watershed program, citizens would benefit from further enhanced programs. Membership will also allow for the City to better share and collaborate with other communities across the state who deal with similar opportunities and challenges as Dubuque.

Related Cost:	<u>\$ 5,250</u>	Stormwater User Fee	Recurring	<b>Recommend - Yes</b>
Stormwater User Fee Impact	0.11%			
Activity: Stormwater				

## 6 of 10

This improvement package would provide the funding for adding automatic vehicle monitoring technology to all department vehicles. On a daily basis the Engineering Department staff make numerous daily trips from city hall to various project and inspection sites. For most personnel in the office, a trip into the field often results at multiple location stops during one trip. If better information was available relative to which staff were actively working in certain areas of the city, new requests for inspections or site visits could be dispatched by department administration staff in a much more efficient way. By eliminating unnecessary travel time, staff productivity will be increased.

Related Cost:	\$ 6,000	Tax Funds	Non-Recurring	<b>Recommend - Yes</b>
Related Cost:	\$ 1,000	Stormwater User Fees	Non-Recurring	
Related Cost:	\$ 1,500	Sanitary User Fees	Non-Recurring	
Related Cost:	\$ 1,440	Tax Funds	Recurring	
Related Cost:	\$ 240	Stormwater User Fees	Recurring	
Related Cost:	\$ 360	Sanitary User Fees	Recurring	
Total Cost:	<u>\$ 10,540</u>			
Property Tax Impact:	\$ 0.0029	0.03%		
Stormwater User Fee Impact:	0.03%			
Sanitary User Fee Impact:	0.02%			
Activity: Project Engineering				

## 7 of 10

This decision package is for limited grant funding to assist low to moderate income individuals who lack financial capacity to pay for clearing of snow from sidewalks along public roadways. In past years the City has had to direct hire contractors to remove snow from public sidewalks adjacent to private residences. In some situations age or a physical disability prevents some homeowners from removing the snow themselves. The Engineering Department has also found that some of these individuals do not have the option to request assistance from friends or family. If this request is approved an application and financial assistance program formula will be developed. Assistance will go directly toward offsetting the cost of snow removal on a one-time or two-time per season basis until all funding is exhausted.

Related Cost:	<u>\$ 5,000</u>	Tax Funds	Recurring	Recommend - Yes
Property Tax Impact:	\$ 0.002	0.02%		
Activity: Project Engineering				

## 8 of 10

This decision package is for a Traffic Intern (NA-34D, 624 hours annually, 0.30 FTE). This position would provide for an intern to be able to initially populate the database and make updates to reflect the continual changes that are happening as the result of new public-private partnerships, new city equipment installations, repairs, or modifications. The City's broadband public-private partnership initiative has been highly successful. In just the past two years the city has entered into numerous conduit or fiber optic cable sharing agreements with private entities that has resulted in a significant expansion of the City's fiber network or making multiple broadband service providers available to city businesses and residents. The time spent by city staff managing the locations and specific types of infrastructure shared as part of these agreements has grown significantly in the past two years. As future public-private partnerships are proposed, city staff is required to make trips to the field to inspect the roadside infrastructure in order to determine what city-owned broadband infrastructure is still remaining and available to be shared. In order to improve efficiently and best manage our infrastructure, the Engineering and Information Services Departments have recently invested in an industry specific software which actively manages fiber and conduit utilization in a database. Since none of the City's broadband infrastructure has been stored in this type of format, considerable time and effort is needed to initially populate the database with all

infrastructure that is owned by the City, including fiber counts, conduit configurations, traffic cabinets and server rack locations, rack mounted equipment at each location, and cable connections between various rack mounted equipment. An up-to-date and accurate database will save numerous hours of full time staff having to make site visits in order to assess and inventory existing city-owned broadband infrastructure.

Related Cost:	<u>\$ 10,438</u>	Tax Funds	Recurring	<b>Recommend - No</b>
Property Tax Impact:	<u>\$ 0.0041</u>	0.04%		
Activity: Traffic Engineering				

## 9 of 10

This decision package is for fire extinguisher for each department assigned vehicle. All the Engineering vehicles regularly visit construction sites which can be inherently dangerous. Having fire extinguishers readily available on construction sites is an industry best practice and if ever needed can be essential in extinguishing any potential fires before they grow into catastrophic events. Since the vehicles travel extensively throughout Dubuque on a daily basis, having a fire extinguisher on board also provides a secondary benefit to Dubuque residents if one were ever needed in an emergency and staff happened to be nearby.

Related Cost:	\$ 720	Tax Funds	Non-Recurring	<b>Recommend - Yes</b>
Related Cost:	\$ 120	Stormwater User Fees	Non-Recurring	
Related Cost:	\$ 180	Sanitary User Fees	Non-Recurring	
Related Cost:	\$ 120	Tax Funds	Recurring	
Related Cost:	\$ 20	Stormwater User Fees	Recurring	
Related Cost:	\$ 30	Sanitary User Fees	Recurring	
Total Cost:	<u>\$ 1,190</u>			
Property Tax Impact:	\$ 0.0003	0.004%		
Stormwater User Fee Impact:	0.003%			
Sanitary User Fee Impact:	0.002%			
Activity: Project Engineering				

## 10 of 10

This decision package is for software to manage critical fiber infrastructure. Most of today's critical infrastructure is controlled by complex network communications. These communications usually run via fiber optic and wireless connectivity. The platform for these communications is Ethernet which is comprised of a series of switches and computer equipment that runs across these communication lines. This same system connects employees together on their computers and phones also connects critical infrastructure used for water, flood control, storm sewer, wastewater, city surveillance, traffic control, Police and Fire communications, code blue phones and other critical public safety infrastructure. These systems will continue to grow and expand as the Internet of Things's expand. The importance of keeping these networks running at their optimal level is of vital importance. Troubleshooting these system to find the root cause of the network failure issue can be very laborious to nearly impossible without the supporting tools needed for this specialized task. This Path Solutions software was developed to resolve these critical network issues quickly and reduce the City's dependency on outside vendors for this type of help. In traffic, there is a vast network of equipment that demands constant care. There are intermittent users, which can actually create a void in performance since staff is not notified of issues when the problems arise. At times network problems occur when nobody is using or monitoring a particular network device. An example of this is the recording of surveillance footage on the video management software. Often staff is asked to pull footage of an occurrence that happened weeks ago. When pulling this footage, the video jumps and sometimes misses several seconds of video frames during critical moments that may be needed to solve a crime or accident investigation. These skipped frames are due to glitches in the network and can have various causes that are difficult to track down. Approval of this request would result

in higher network reliability and less money being spent on contracted vendors being hired to find network problems.

Related Cost:	\$ 30,240	Tax Funds	Non-Recurring	<b>Recommend - Yes</b>
Related Cost:	\$ 5,600	Tax Funds	Recurring	
Total Cost:	<u>\$ 35,840</u>			
Property Tax Impact:	\$ 0.0141	0.14%		
Activity: Traffic Engineering				

### Significant Line Items

#### **Employee Expense**

1. FY 2021 employee expense reflects a 1.5% wage package increase.
2. The Iowa Public Employee Retirement System (IPERS) City contribution of 9.44% is unchanged from FY 2020 The employee contribution of 6.29% is unchanged from FY 2020.
3. The City portion of health insurance expense is increased from \$921 in FY 2020 to \$1,013 in FY 2021 per month per contract which results in an annual cost increase of \$49,954 or 11.26%.
4. Overtime is unchanged from \$72,640 in FY 2020 to \$72,640 in FY 2021. FY 2019 actual was \$79,982.
5. Five-Year Retiree Sick leave payout decreased from \$11,977 in FY 2020 to \$11,976 in FY 2021.
6. 50% Sick Leave Payout increased from \$0 in FY 2020 to \$14,473 in FY 2021 based on FY 2020 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.
7. During FY 2020, the City Council approved a non-recurring engineering intern position to do a comprehensive update to the City's current policies and standards related to OSHA compliance and protection of the public during construction projects. This position will expire June 30, 2020. The elimination of this position in FY 2021 results in -0.25 FTE and a savings of \$9,982.
8. The Fiscal Year 2021 budget includes the following changes in the funding allocation of positions:
  - a. Civil Engineer I
    - i. +0.25 FTE to General Fund (+\$27,863)
    - ii. +0.15 FTE to Sanitary Sewer Internal Service Fund (+\$16,285)
    - iii. +0.20 FTE to General Project Engineering Internal Service Fund (+\$24,060)
    - iv. -0.05 FTE from Sanitary Sewer Fund (-\$5,429)
    - v. -0.10 FTE from Stormwater Fund (-\$10,858)
    - vi. -0.45 FTE from Stormwater Internal Service Fund (-\$51,921)
  - b. Civil Engineer II
    - i. +0.15 FTE to Stormwater Fund (+\$19,561)
    - ii. -0.15 FTE from General Fund (-\$19,561)
  - c. Engineering Technician
    - i. +0.03 FTE to Parking Fund (+\$2,774)
    - ii. +0.17 FTE to General Project Engineering Internal Service Fund (+\$15,716)
    - iii. +0.15 FTE to Sanitary Sewer Internal Service Fund (+\$13,867)
    - iv. -0.35 FTE from Stormwater Internal Service Fund (-\$32,357)



- d. Traffic Engineer
  - i. +0.10 FTE to General Project Engineering Internal Service Fund (+\$11,069)
  - ii. -0.10 FTE from General Fund (-\$11,069)
- e. Secretary
  - i. +0.55 FTE to General Fund (+\$38,669)
  - ii. +0.05 FTE to Stormwater Fund (+\$3,513)
  - iii. -0.20 FTE from Sanitary Sewer Fund (-\$14,060)
  - iv. -0.20 FTE from Sanitary Sewer Internal Service Fund (-\$14,061)
  - v. -0.20 FTE from Stormwater Internal Service Fund (-\$14,062)
- f. Confidential Account Clerk
  - i. +0.05 FTE to Sanitary Sewer Internal Service Fund (+\$3,016)
  - ii. +0.05 FTE to Stormwater Internal Service Fund (+\$3,017)
  - iii. -0.05 FTE from Sanitary Sewer Fund (-\$3,016)
  - iv. -0.05 FTE from Stormwater Fund (-\$3,017)

## Supplies & Services

9. Consultant Services is increased from \$72,051 in FY 2020 to \$85,801 in FY 2021. This line item represents Stormwater Maintenance (\$52,000), NPDES consultant services (\$7,250), Stormwater I&I Prevention (\$6,000), and Detention Basin Maintenance (\$3,936).
10. Inspection Reimbursement is unchanged from \$36,000 in FY 2020 to \$36,000 in FY 2021. This line item represents the refund to developers for subdivision inspection fees paid that were more than actual cost. There is offsetting revenue of \$65,000 in the Subdivision Inspection Fee revenue line item.
11. Pay to Other Agency is increased from \$67,957 in FY 2020 to \$117,957 in FY 2021. This line item represents the contract with East Central Iowa Association for transportation planning (\$20,000) and the Catfish Creek Watershed Partnership payment (\$97,957).
12. Grant expense increased from \$438,506 in FY 2020 to \$472,090 in FY 2021. This line item is the stormwater enterprise fund subsidies for low income households (\$34,326), residential farms (\$12,155), and property tax-exempt properties (\$400,609), lateral replacement assistance (\$10,000), as well as streambank rehabilitation grants (\$5,000) and rain gardens/barrel grants (\$5,000). The increase represents the planned increase in the Stormwater User Fee in FY 2021. There are 118 customers that receive the property tax-exempt subsidy, of which the top ten include schools, universities and hospitals, which account for 71% of the property tax-exempt subsidy paid. There are 18 customers that receive the residential farm subsidy and there are 465 customers that receive the low-income subsidy.
13. Sales Tax increased from \$166,099 in FY 2020 to \$178,403 in FY 2021 based on increased stormwater rates in FY 2021. This expense is directly offset by sales tax revenue.
14. Software License increased from \$162,194 in FY 2020 to \$181,200 in FY 2021. FY 2019 actual was \$89,026. In FY 2020, Milestone camera licenses increased \$22,000 and Milestone camera software maintenance was added for \$23,000. In FY 2021, Traffic Engineering increased \$20,699 due to an increase in the Milestone camera software (\$25,000) and a decrease in the Windows 2008 Server software (-\$7,800). Project Engineering increased \$6,467 due to an increase in the Drone Deploy license (\$500) and an increase in AutoCAD Civil 3D (\$4,527). Sanitary Sewer Engineering decreased \$(4,435) due to an increase in Win911pro (\$2,500), Mobile911 (\$1,200), an increase in hachWIMS custom report writer for SCADA (\$1,445), and an increase in Wonderware Historian Client (\$6,525). Stormwater decreased \$(4,003) due to adding 87 Milestone licenses for cameras.

15. Camera Maintenance decreased from \$63,592 in FY 2020 to \$60,400 in FY 2021. FY 2019 actual was \$26,094. Stormwater decreased \$3,192 due to moving camera annual software maintenance to the software maintenance line item. This line item represents maintenance contracts associated with the equipment and software used to run the Traffic Operations Center (\$36,500) and the Milestone Camera licenses (\$23,900).
16. Property Tax increased from \$87,645 in FY 2020 to \$89,498 in FY 2021. FY 2019 actual was \$85,092. This line item represents the property taxes paid on property that the City leases to other entities and is offset by lease revenue.
17. Education and Training increased from \$48,988 in FY 2020 to \$49,246 in FY 2021 based on FY 2020 plus 1%.
18. Conferences increased from \$31,526 in FY 2020 to \$35,264 in FY 2021. Project Engineering increased \$3,738 due to adding the ESRI User Conference and American Association of Highway Transportation Officials GIS-T symposium for the Engineering Technician.
19. Machinery and Equipment Maintenance increased from \$52,895 in FY 2020 to \$63,137 in FY 2021. FY 2019 actual was \$35,231. Stormwater increased \$8,242 due to adding a budget for the Bee Branch Pump Station maintenance and repairs (\$8,242). Traffic Engineering increased \$2,000 for traffic counter maintenance.

## **Machinery & Equipment**

20. Equipment replacement items include (\$747,433):

<b>Equipment Replacements</b>	
<b><u>Engineering Administration</u></b>	
Chairs/Desks	\$ 1,000
Label Maker	\$ 200
Spiral Binding System	\$ 2,500
Emergency Radio	\$ 3,800
Smart Phone	\$ 700
<b><u>Project Engineering General Fund</u></b>	
Digital Cameras (1)	\$ 200
ASTM Manuals/Lab Equipment	\$ 1,000
Desks/Chairs	\$ 1,000
Metal Detector	\$ 900
Auto Levels (2)	\$ 300
Motorola Radius Radios (2)	\$ 1,000
Ford Connect Van	\$ 38,000
Security Cameras (7)	\$ 8,400
Smart Phones (10)	\$ 3,850
<b><u>Traffic Engineering General Fund</u></b>	
Computer	\$ 2,400
2008 Toyota Prius	\$ 17,500
<b><u>Traffic Engineering Road Use Tax Fund</u></b>	

<b>Equipment Replacements</b>	
Label Printer	\$ 200
PTZ Cameras (2)	\$ 22,400
Battery Back-Up Systems (5)	\$ 25,000
Milestone Video Servers (4)	\$ 30,000
Virtual Servers (4)	\$ 8,000
Network Switch - City Hall	\$ 8,150
Network Switch - Operations and Maintenance (2)	\$ 16,275
Network Switch - Brocade Fiber (2)	\$ 11,500
HP Video Monitor CPU (2)	\$ 10,000
Axis Servers (10)	\$ 6,500
Wireless Point to Point (2)	\$ 10,000
Hardened Intersection Switches (17)	\$ 51,000
Nitek Extenders for cameras (5)	\$ 5,000
Data Collector	\$ 10,000
Milestone SAN - 2 CHASSIS	\$ 120,000
Mobile GPS (5)	\$ 2,100
ITERIS Cameras (4)	\$ 4,800
Axis Cameras (91)	\$ 109,200
Batteries (60)	\$ 12,000
APC Battery Back-Up (1)	\$ 3,000
Traffic Counters (3)	\$ 4,500
Smart Phone (1)	\$ 350
<b>Project Engineering Sanitary Sewer Fund</b>	
E-One Pumps (3)	\$ 6,000
Gas Air Meters (4) & Field Safety Equipment	\$ 2,400
Smart Phones (2)	\$ 1,050
<b>Project Engineering Stormwater Fund</b>	
Label Maker	\$ 200
Level Transducers	\$ 2,500
Weather Station	\$ 1,100
Smart Phones (2)	\$ 700
<b>Annual Projects</b>	
General Sanitary Sewer Repairs/Maintenance	\$ 92,868
General Stormwater Repairs/Maintenance	\$ 50,000
Detention Basin Maintenance	\$ 15,000
<b>Recommended Improvement Packages</b>	<b>\$ 22,890</b>
<b>Total Equipment</b>	<b>\$ 747,433</b>

## Debt Service

21. Annual Debt Service Payments for FY 2021 are as follows (\$6,448,888):

Amount	Debt Series	Source	Purpose	Final Payment	Call Date
\$ 23,876	2017A G.O.	Sales Tax 30%	Fiber Optic & Street Light	2029	2025
\$ 193,600	2017A G.O.	Stormwater Fees	Stormwater Improvements	2029	2025
\$ 876,221	2017A G.O.	GDTIF/General	America's River Project	2021	2021
\$ 420	2017A G.O.	Sales Tax 30%	Street Improvements	2030	2025
\$ 55,048	2006 SRF	Stormwater Fees	North Catfish Creek	2030	
\$ 115,520	2009 SRF	Stormwater Fees	West 32nd Detention Basin	2030	
\$ 71,155	2018A G.O.	Sales Tax 30%	Southwest Arterial	2031	2026
\$ 158,122	2018A G.O.	Stormwater Fees	Stormwater Improvements	2031	2026
\$ 127,732	2012B G.O.	Stormwater Fees	Stormwater Improvements	2031	2020
\$ 7,054	2019C G.O.	Sales Tax 30%	FEMA Flood Buyout	2027	2026
\$ 31,726	2019C G.O.	Stormwater Fees	Stormwater Improvements	2033	2026
\$ 79,563	2012E G.O.	Sales Tax 30%	Southwest Arterial	2032	2019
\$ 9,039	2012E G.O.	Stormwater Fees	Stormwater Improvements	2032	2019
\$ 413,280	2010 SRF	Stormwater Fees	Lower Bee Branch	2032	
\$ 323,100	2014A G.O.	Sales Tax Increment	Bee Branch Watershed	2029	2024
\$ 51,197	2014B G.O.	Sales Tax 30%	Street Improvements	2034	2021
\$ 20,660	2014 SRF	Sales Tax 30%	Lower Bee Branch	2034	
\$ 1,476,131	2015B SRF	Sales Tax Increment	Upper Bee Branch	2035	
\$ 762,650	2015A Revenue	Sales Tax Increment	Bee Branch Watershed	2029	2026
\$ 724,650	2016B G.O.	Sales Tax 20%	Stormwater Refunding	2036	2024
\$ 18,076	2016C G.O.	Stormwater Fees	Federal Building Roof	2037	2024
\$ 910,068	2019 SRF	Stormwater Fees	Bee Branch Watershed	2038	
<b>\$ 6,448,888</b>	<b>Total Engineering Annual Debt Service</b>				

## Revenue

22. Riverfront Leases increased from \$2,270,423 in FY 2020 to \$2,678,025 in FY 2021 based on the projected revenue which is as follows:

Riverfront Lease	FY20 Budget	FY21 Budget
Artco Fleeting Service	\$ 1,050	\$ 1,200
Colleen Bradley Lindstrom	\$ 3,600	\$ 3,600
Dubuque Marina	\$ 31,653	\$ 32,128
Dubuque Terminals - South Port Inland	\$ 13,900	\$ —
Dubuque Terminals Dove Harbor	\$ 121,890	\$ 123,718
Dubuque Yacht Basin	\$ 24,813	\$ 195,300
Flint Hill Resources	\$ 676,700	\$ 686,850
Freebird II, LLC - Lease 2	\$ 6,792	\$ —
Freebird III, LLC	\$ 58,000	\$ —
Hodge Transit Warehouse Co	\$ 355,064	\$ 360,390
Klauer Manufacturing	\$ 100	\$ 100
Riverboat Twilight	\$ 5,500	\$ 5,300

<u>Riverfront Lease</u>	<u>FY20 Budget</u>	<u>FY21 Budget</u>
Gavilon - 7th Street	\$ —	\$ 107,500
Gavilon - Purina Drive	\$ —	\$ 178,750
Gavilon - Land By City Salt Pile	\$ 264,180	\$ 268,143
Gavilon Dove Harbor	\$ 537,540	\$ 545,603
Thompson Truck and Trailer LLC	\$ 7,341	\$ 7,451
Port of Dubuque Brewery Development	\$ 62,100	\$ 62,100
Diamond Jo Patio Lease	\$ 25,000	\$ 25,000
Platinum Holdings LLC	\$ 75,200	\$ 74,892
Total	\$ 2,270,423	\$ 2,678,025

23. Wharfage Fees on Leased Property increased from \$123,000 in FY 2020 to \$148,024 in FY 2021 and is dependent on how much business is being conducted at the Wharf.

<u>Wharfage Fees on Leased Property</u>	<u>FY20 Budget</u>	<u>FY21 Budget</u>
Freebird II, LLC - Lease 2	\$ 22,000	\$ —
Gavilon - 7th Street	\$ —	\$ 53,008
Gavilon Dove Harbor	\$ 65,000	\$ 40,968
Gavilon - Salt Site	\$ 16,000	\$ 33,048
Flint Hill Resources	\$ 20,000	\$ 21,000
Total	\$ 123,000	\$ 148,024

24. Non-Riverfront Lease increased from \$135,138 in FY 2020 to \$137,923 in FY 2021.

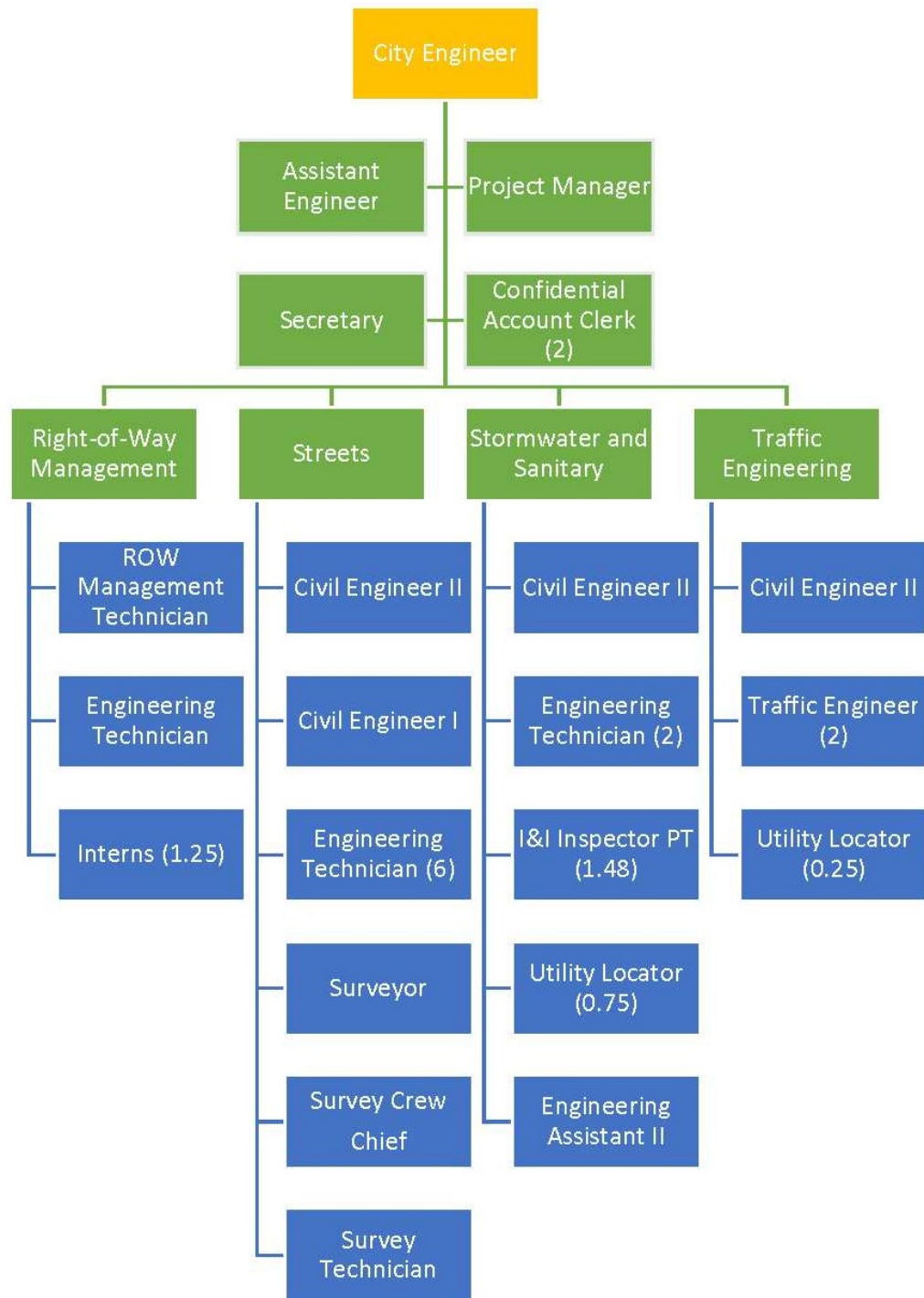
<u>Non-Riverfront Lease</u>	<u>FY20 Budget</u>	<u>FY21 Budget</u>
Dubuque Rescue Mission	\$ 1	\$ 1
HHH Enterprises	\$ 2,093	\$ 2,135
Hartig Drug	\$ 1,844	\$ 1,881
16th St. Detention Basin - Rainbo Oil	\$ 123,031	\$ 125,492
Interstate Power & Light Co (Graf Farm Solar)	\$ 8,169	\$ 8,414
Total	\$ 135,138	\$ 137,923

25. Fiber Leases increased from \$0 in FY 2020 to \$14,178 in FY 2021 based on FY 2019 actual.
26. Telecomm Leases increased from \$0 in FY 2020 to \$9,600 in FY 2021 based on FY 2019 actual.
27. Subdivision Inspection Fees decreased from \$100,000 in FY 2020 to \$65,000 in FY 2021 based on projected construction of subdivisions.
28. Stormwater Penalties increased from \$28,845 in FY 2020 to \$31,295 in FY 2021 based on FY 2019 actual of \$31,295.

29. The FY 2021 Stormwater User Fee increased from \$8.29 per SFU to \$8.85 per SFU, a 6.83% increase, consistent with Ordinance 16-14 passed on March 5, 2014.

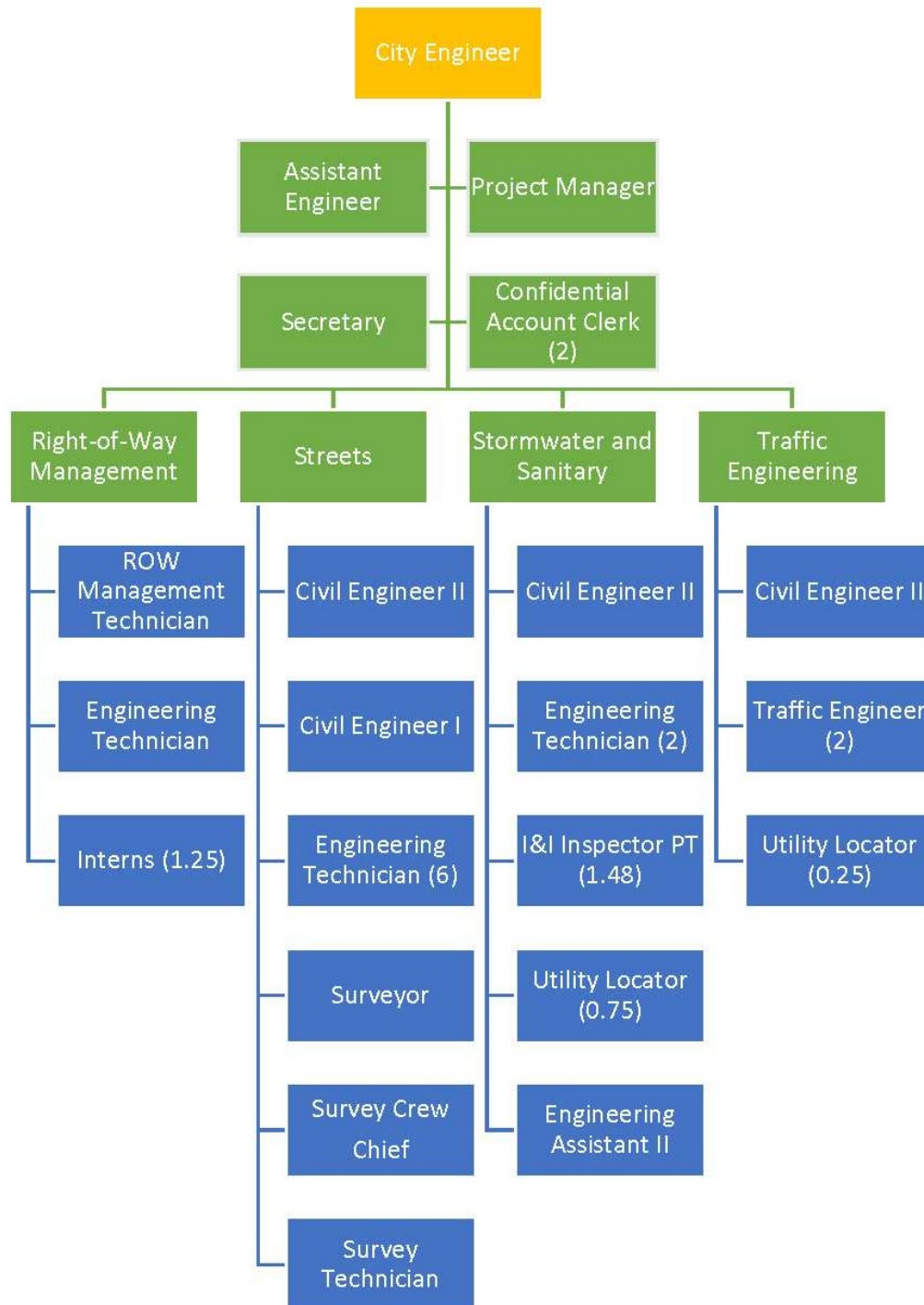
	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
Adopted Per Ordinance 21-12	\$ 8.50	\$ 9.00	\$ 9.00	\$ 9.00	\$ 9.00	\$ 9.00	\$ 9.00	\$ 9.00
Adopted Per Ordinance 16-14	\$ 6.38	\$ 6.81	\$ 7.27	\$ 7.76	\$ 8.29	\$ 8.85	\$ 9.00	\$ 9.00
% Decrease From Ordinance 21-12	-24.94%	-24.33%	-19.22%	-13.78%	-7.89%	-1.69%	—%	—%

\* The recommended rates for FY16 through FY20 reflect the rates previously established by Ordinance 16-14 following the State's approval of \$98.5 million in State Flood Mitigation state sales tax increment funds for the Bee Branch Watershed Flood Mitigation Project. Ordinance 21-12 was the ordinance adopted prior to the City receiving the Flood Mitigation grant.



# ENGINEERING DEPARTMENT

The mission of the Engineering Department is to promote public safety by providing engineering services related to the planning, development, construction, and maintenance of the City's public infrastructure systems.





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

## PEOPLE

Engineering continues in its emphasis on public information meetings concerning projects that have a significant impact on property owners. These meetings provide an opportunity for meaningful exchange between the City and property owners on the project scope and its impact.

## PLANNING

Engineering coordinates its project planning with multiple City Departments. In addition the department is involved in the Dubuque Metropolitan Area Transportation Study and works with the East Central Intergovernmental Agency in planning projects. This ensures a regional view is considered in project development.



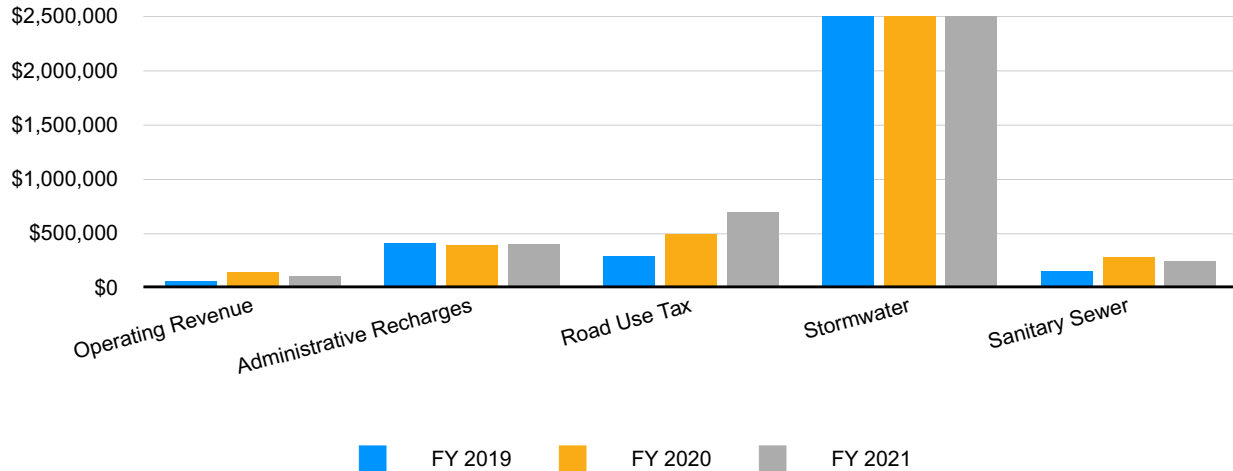
## PARTNERSHIPS

The Engineering Department works with the Iowa Department of Transportation (IDOT), the Access Board, Federal Highway Administration (FHWA), East Central Intergovernmental Agency (ECIA), Dubuque County, Historic Preservation Commission, Neighborhood Groups, Tri-State Trail Vision and many other entities when planning and constructing projects.

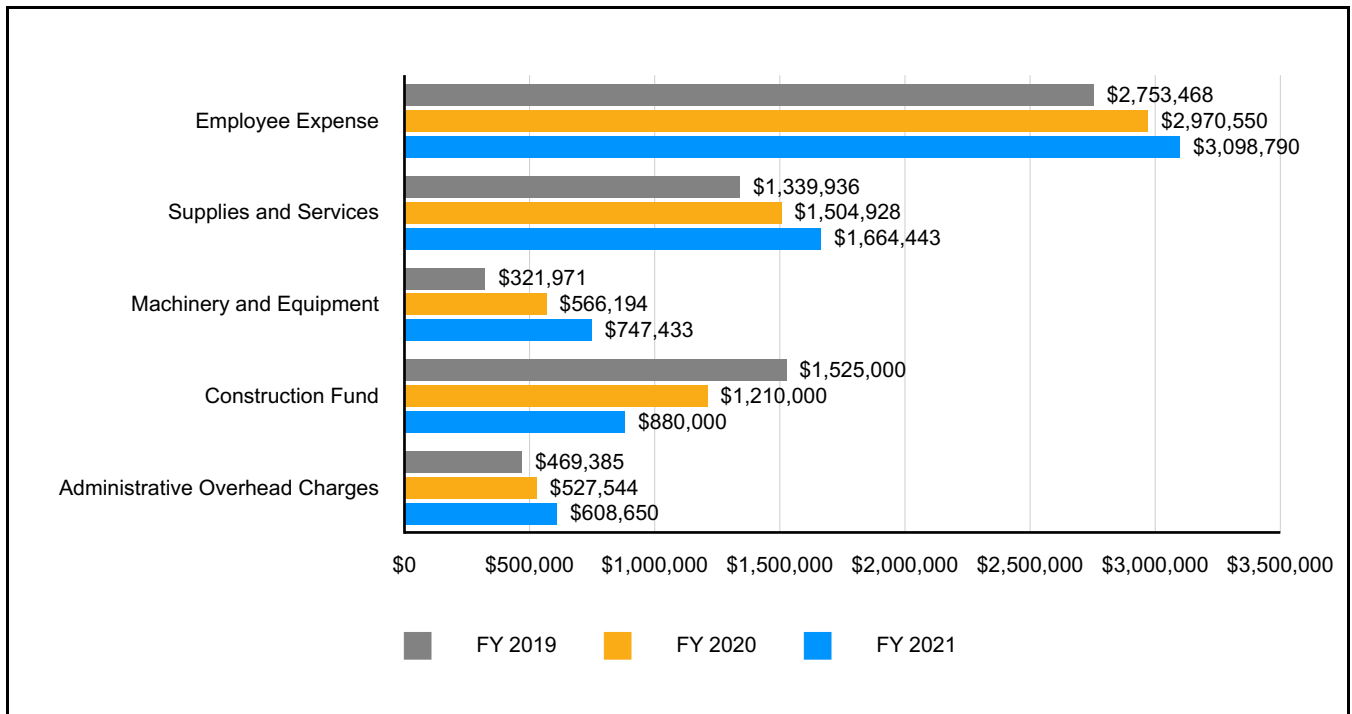
# ENGINEERING DEPARTMENT

	FY 2019	FY 2020	FY 2021
Full-Time Equivalent	30.23	29.96	30.71

## Resources



The Engineering Department is supported by 30.71 full-time equivalent employees, which accounts for 58.20% of the department expense as seen below. Overall, the department's expenses are expected to increase by 3.19% in FY 2021 compared to FY 2020.



# ENGINEERING DEPARTMENT

## Activity: Right-of-way Management and Streets

### Mission & Services

These activities manage the public right-of-way so it is safe and accessible for all users and constructing and maintaining [streets](#) in a fiscally-responsible way that also provides safe and efficient transportation. Responsibilities include monitoring [right-of-way](#), [excavations](#), [sidewalk](#) inspections, appeals, management of compliance, utility locate services, and street and [alley](#) planning, inspection, reconstruction, and maintenance.

Right-of-way and Streets Funding Summary			
	FY 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$2,642,157	\$2,056,049	\$2,200,504
Resources	\$(670,994)	\$1,221,090	\$(1,535,862)




Right-of-way and Streets Position Summary	
	FY 2021
City Engineer	0.30
City Engineer - Service Fund	0.15
Assistant City Engineer	0.30
Assistant City Engineer- Svc Fd	0.70
Project Manager	0.40
Project Manager - Service Fund	0.10
Civil Engineer II	0.80
Civil Engineer II - Service Fund	1.20
Survey Technician	0.15
Survey Technician - Service Fund	0.30
Survey Party Chief	0.15
Survey Party Chief - Service Fd	0.30
Engineering Technician	1.90
Engineering Technician - Service Fd	2.67
Engineering Assistant II	0.10
Engineering Assistant II - Service Fd	0.40
Surveyor	0.80
Surveyor - Service Fund	0.20
Engineering Aide	0.00
Engineering Aide - Service Fund	1.00
Traffic Engineer	0.50
Traffic Engineer - Service Fund	0.50
Confidential Account Clerk	0.65
Confidential Acct Clerk - Service Fd	0.00
Secretary - Admin	0.05
Secretary - Admin Internal Svc	0.00
ROW Technician	0.90
ROW Technician - Service Fd	0.10
Engineering Aide - Seasonal	0.00
<b>Total FT Equivalent Employees</b>	<b>14.62</b>

# ENGINEERING DEPARTMENT

## Right-of-Way Management and Streets

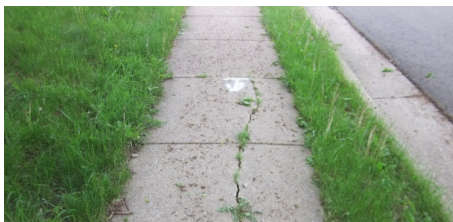
### Performance Measures

#### City Council Goal: Connected Community

	Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
<b>1</b>	<b>Activity Objective: Provide safe walking pathways throughout the City, including pedestrian access ramps.</b>					
	% of property notices resolved within allotted time for un-shoveled sidewalks	80%	57%	94%	80%	
	# of ADA curb ramps installed	100	104	95	100	
<b>2</b>	<b>Activity Objective: Provide complete, safe, and efficient street systems.</b>					
	Avg. condition rating (out of 100) of all Dubuque streets	70	78	73	73	
	# of vehicle crashes in the City of Dubuque	N/A	1,546	1,261	1,300	N/A

#### City Council Goal: Livable Neighborhoods & Housing

<b>3</b>	<b>Activity Objective: Manage the work in right-of-way permits.</b>					
	# of Right of Way excavation permits/person	N/A	227	306	350	N/A



# ENGINEERING DEPARTMENT

## Stormwater Management

### Mission & Services


The mission of the City's Stormwater Management Utility is to help protect the health of citizens and both the natural and built environment by designing, implementing, and maintaining an effective, efficient municipal stormwater management system. The City of Dubuque has the responsibility as private property owners: manage stormwater on its property. Programs include construction of new detention basins, extension of storm sewer systems, maintenance of ditches, sewers, and basins, and limiting pollutants associated with stormwater runoff.

Stormwater Funding Summary			
	FY 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$4,662,633	\$5,275,137	\$5,612,766
Resources	\$4,662,633	\$5,275,137	\$5,612,766


Stormwater Position Summary	
	FY 2021
Civil Engineer II	0.77
Civil Engineer II - Service Fund	0.68
City Engineer	0.15
City Engineer - Service Fund	0.10
Engineering Technician	0.15
Engineering Technician - Service Fd	1.35
Engineering Assistant II	0.10
Engineering Assistant II - Service Fd	0.40
Survey Party Chief - Service Fund	0.25
Survey Technician - Service Fund	0.25
Project Manager - Service Fund	0.25
Utility Locator - Stormwater	0.25
Utility Locator - Water	0.25
Confidential Account Clerk	0.25
I&I Inspector	1.46
Confidential Account Clerk - Service Fd	0.40
<b>Total FT Equivalent Employees</b>	<b>7.06</b>

### Performance Measures

#### City Council Goal: Livable Neighborhoods and Housing

Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
<b>1 Activity Objective: Engineer, construct, and maintain facilities to mitigate the effects of flooding.</b>					
# of phases completed in Bee Branch Watershed Flood Mitigation Project	12	4	5	5	

#### City Council Goal: Connected Community

<b>2 Activity Objective: Design and oversee construction of street/public ROW drainage systems to mitigate flooding and make the street available to the public during a rain event.</b>					
% of storm sewer construction occurring in conjunction with street replacement	80	95	95	85	

# ENGINEERING DEPARTMENT

## Sanitary Sewer Collection

### Mission & Services



The City of Dubuque's Sanitary Sewer Collection system delivers wastewater to the Water and Resource Recovery Center (W&RRC) where it is treated in accordance with the federal Clean Water Act before being discharged in the Mississippi River. This activity defines and implements capital improvements to improve the City's existing sanitary sewer collection infrastructure and provides direction and standards for future expansion and connections to the system.

Sanitary Sewer Collection Funding Summary			
	FY 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$159,603	\$557,989	\$603,695
Resources	\$159,603	\$557,989	\$603,695

Sanitary Sewer Collection Position Summary	
	FY 2021
City Engineer	0.15
City Engineer - Service Fund	0.15
Civil Engineer II	0.10
Project Manager	0.10
Project Manager - Service Fund	0.15
Engineering Technician	0.10
Engineering Technician - Service Fund	1.80
Survey Party Chief - Service Fund	0.30
Survey Technician - Service Fund	0.30
Secretary	0.05
Secretary - Service Fund	0.05
Confidential Account Clerk	0.25
Confidential Account Clerk - Svc Fund	0.15
Utility Locator	0.25
<b>Total FT Equivalent Employees</b>	<b>3.90</b>

### Performance Measures

#### City Council Goal: Sustainable Environment

	Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
1	<b>Activity Objective: Reduce inflow and infiltration (I&amp;I) into the sanitary sewer collection system and work to eliminate the source or secure the sanitary sewer from the source.</b>					
	# of feet pipe lined through I&I Program	1,000	6,239	0	300	
2	<b>Activity Objective: Reconstruct Sanitary Sewer Manholes and Pipe</b>					
	# of brick sanitary sewer manholes replaced	15	18	15	18	

# ENGINEERING DEPARTMENT

## Traffic Engineering

### Mission & Services


This Activity is responsible for overseeing the planning, inspection and daily operation of active projects for the movement of pedestrians, vehicular traffic, fiber optic expansion, street lighting, traffic signals, traffic controls, fiber optic and communications infrastructure, traffic and security cameras, traffic signage and pavement markings throughout the City and provides guidance to the Public Works Department. Other activities involve the review and recommendations for parking meter districts, residential parking districts and accessible parking spaces according to local, state and federal guidelines. This activity is highly called upon during emergency events and crises.

Traffic Engineering Funding Summary			
	FY 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$82,968	\$153,780	\$196,937
Resources	\$7,200	\$17,681	\$17,893




Traffic Engineering Position Summary	
	FY 2021
Confidential Account Clerk	0.20
Utility Locator	0.25
Traffic Engineering Assistant	0.00
Traffic Engineering Assistant - Svc Fd	0.00
<b>Total FT Equivalent Employees</b>	<b>0.45</b>

### Performance Measures

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

	Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
1	<b>Activity Objective: Reduce energy and maintenance costs as well as increase safety by replacing existing street lights with LED lighting.</b>					
	% of city-owned lights converted to LED	100%	32%	51%	53%	

#### City Council Goal: Connected Community

2	<b>Activity Objective: Provide a road network that ensures a high level of safety for vehicles, cyclists, and pedestrians.</b>					
	% of signalized Intersections with Microwave Detection	100%	26%	29%	31%	
2	<b>Activity Objective: Continue growth of traffic operation cameras, security cameras, and fiber and conduit.</b>					
	% of signalized Intersections with security cameras	100%	N/A	74%	80%	
	# of miles annually of conduit installed	N/A	12.51	4.75	4.29	

# Recommended Operating Revenue Budget - Department Total

## 55 - ENGINEERING

Fund	Account	Account Title	FY18 Actual Revenue	FY19 Actual Revenue	FY20 Adopted Budget	FY21 Recomm'd Budget
100	42170	MISC-LICENSES	3,381	2,986	3,381	800
100	42225	DUMPSTER PERMITS	2,960	3,140	2,960	3,200
100	42240	EXCAVATION PERMITS	22,363	25,418	22,363	23,000
620	42260	PERMIT, MISC	6,095	3,795	6,095	3,795
100	42305	SIDEWALK PERMIT	8,193	11,999	8,193	8,400
100	42315	SUBDIV. INSPECTION FEE 3%	139,318	850	100,000	65,000
610	42,315	SUBDIV. INSPECTION FEE 3%	0	1,017	0	0
640	42315	SUBDIV. INSPECTION FEE 3%	0	1,306	0	0
42	LICENSES AND PERMITS - Total		182,310	50,511	142,992	104,195
620	43110	INVESTMENT EARNINGS	29,235	58,744	41,628	52,869
100	43230	LEASE, PROPERTY	155,937	209,003	135,138	137,923
100	43231	LEASE, RIVERFRONT	1,922,503	2,208,827	2,270,423	2,678,025
100	43233	SIDEWALK CAFE LEASES	1,050	600	800	800
100	43259	LEASE, FIBER	0	26,034	0	14,178
100	43,265	LEASE, TELECOMM	0	9,600	0	9,600
100	43320	LEASE, WHARFAGE	164,152	158,975	123,000	148,024
100	43325	LEASE, OTHER	0	240	120	120
43	USE OF MONEY AND PROPERTY - Total		2,272,877	2,672,022	2,571,109	3,041,539
620	44405	FEMA PUBLIC ASSISTANCE	2,152	0	0	0
44	INTERGOVERNMENTAL - Total		2,152	0	0	0
620	45701	STATE GRANTS	0	1,236	0	0
45	STATE GRANTS - Total		0	1,236	0	0
620	51215	LATE PAYMENT PENALTY	28,845	31,295	28,845	31,295
610	51245	SEWER CONNECTION CHARGES	2,539	0	2,539	0
620	51805	STORMWATER USER FEE	4,224,607	4,539,386	4,849,462	5,180,637
620	51820	STORMWATER HALF RATE	28,178	30,466	32,131	32,131
51	CHARGES FOR SERVICES - Total		4,284,168	4,601,147	4,912,977	5,244,063
100	53403	IA DISTRICT COURT FINES	0	85	0	85
800	53530	SPECIALIZED SERVICES	1,683,777	1,392,719	1,619,636	1,675,236
100	53605	MISCELLANEOUS REVENUE	673	572	0	400
100	53610	INSURANCE CLAIMS	12,725	0	0	0
620	53610	INSURANCE CLAIMS	0	41,262	0	0
100	53615	DAMAGE CLAIMS	1,348	0	0	0
100	53620	REIMBURSEMENTS-GENERAL	10,504	14,863	6,150	6,150
620	53620	REIMBURSEMENTS-GENERAL	1,873	8,748	1,873	1,873
620	53630	SALES TAX COLLECTION	145,662	156,452	166,099	178,403
53	MISCELLANEOUS - Total		1,856,563	1,614,702	1,793,758	1,862,147
100	54105	LAND SALES	12	1	0	0
400	54210	GO BOND PROCEEDS	771,500	650	0	0
620	54210	GO BOND PROCEEDS	1,714,500	2,925	0	0
400	54220	BOND DISCOUNT	11,250	29	0	0
620	54220	BOND DISCOUNT	25,000	133	0	0
54	OTHER FINANCING SOURCES - Total		2,522,262	3,739	0	0
400	59100	FR GENERAL	541,984	388,568	548,936	543,375
620	59102	FR DRA DISTRIBUTION	125,876	258,990	299,600	177,978
400	59240	FR DOWNTOWN TIF	340,766	343,800	334,350	339,900
400	59250	FR ROAD USE TAX	21,267	21,381	23,992	23,876
620	59255	FR SPECIAL ASSESSMENT	105	114	0	0
400	59300	FR STREET CONSTRUCTION	210,097	209,125	204,096	201,915
400	59340	FR SALES TAX INCREMENT	2,118,792	2,642,669	2,562,323	2,561,881
400	59350	FR SALES TAX CONSTRUCTION	19,209	32,890	18,748	18,496
620	59350	FR SALES TAX CONSTRUCTION	226,950	118,906	118,906	269,112
100	59610	FR WPC OPERATING	330,040	291,095	261,845	273,439
100	59620	FR STORMWATER OPERATING	76,041	68,174	72,400	82,032
100	59640	FR WATER UTILITY	20,184	52,397	56,741	43,750
59	TRANSFER IN AND INTERNAL - Total		4,031,311	4,428,110	4,501,937	4,535,754
ENGINEERING - Total			15,151,643	13,371,467	13,922,773	14,787,698



# Recommended Operating Expenditure Budget - Department Total

## 55 - ENGINEERING

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
100	61010	FULL-TIME EMPLOYEES	555,757	567,280	651,051	700,433
610	61010	FULL-TIME EMPLOYEES	59,279	66,646	89,908	77,781
620	61010	FULL-TIME EMPLOYEES	227,196	216,514	145,000	143,790
630	61010	FULL-TIME EMPLOYEES	0	1,398	0	2,069
640	61010	FULL-TIME EMPLOYEES	21,471	21,800	14,374	14,654
800	61010	FULL-TIME EMPLOYEES	1,144,644	1,065,354	1,136,419	1,189,268
100	61020	PART-TIME EMPLOYEES	8,539	2,601	0	0
610	61020	PART-TIME EMPLOYEES	0	3,388	0	0
620	61020	PART-TIME EMPLOYEES	24,179	31,312	74,638	75,480
640	61020	PART-TIME EMPLOYEES	0	2,069	0	0
800	61020	PART-TIME EMPLOYEES	36,235	1,261	0	0
100	61030	SEASONAL EMPLOYEES	12,006	24,852	17,050	7,423
610	61030	SEASONAL EMPLOYEES	258	710	0	0
620	61030	SEASONAL EMPLOYEES	4,366	7,168	0	0
640	61030	SEASONAL EMPLOYEES	0	418	0	0
800	61030	SEASONAL EMPLOYEES	49,238	79,307	34,100	29,692
100	61050	OVERTIME PAY	14,443	19,407	18,390	18,390
610	61050	OVERTIME PAY	1,022	1,306	0	0
620	61050	OVERTIME PAY	6,325	8,148	0	0
630	61050	OVERTIME PAY	0	71	0	0
640	61050	OVERTIME PAY	1,053	1,281	0	0
800	61050	OVERTIME PAY	27,942	49,770	54,250	54,250
610	61071	HOLIDAY PAY-OVERTIME	0	32	0	0
620	61071	HOLIDAY PAY-OVERTIME	0	79	0	0
640	61071	HOLIDAY PAY-OVERTIME	0	31	0	0
800	61071	HOLIDAY PAY-OVERTIME	0	283	0	0
100	61091	SICK LEAVE PAYOFF	7,769	9,554	11,977	11,976
100	61092	VACATION PAYOFF	9,300	7,918	0	0
620	61092	VACATION PAYOFF	7,579	0	0	0
100	61096	50% SICK LEAVE PAYOUT	0	0	0	12,138
620	61096	50% SICK LEAVE PAYOUT	0	0	0	2,335
100	61310	IPERS	51,936	56,644	63,567	68,558
610	61310	IPERS	5,418	6,737	8,489	7,342
620	61310	IPERS	23,121	24,174	20,735	20,699
630	61310	IPERS	0	139	0	195
640	61310	IPERS	2,016	2,377	1,357	1,384
800	61310	IPERS	111,330	109,461	115,622	117,391
100	61320	SOCIAL SECURITY	43,952	45,871	52,430	57,401
610	61320	SOCIAL SECURITY	4,268	5,200	6,879	5,950
620	61320	SOCIAL SECURITY	19,028	18,658	16,802	16,953
630	61320	SOCIAL SECURITY	0	99	0	158
640	61320	SOCIAL SECURITY	1,580	1,818	1,100	1,121
800	61320	SOCIAL SECURITY	90,759	86,396	93,698	97,398
100	61410	HEALTH INSURANCE	(106,753)	112,855	91,778	116,751
610	61410	HEALTH INSURANCE	24,319	21,609	12,461	11,068
620	61410	HEALTH INSURANCE	56,286	40,509	20,585	15,306
630	61410	HEALTH INSURANCE	0	296	0	368
640	61410	HEALTH INSURANCE	5,332	3,578	2,709	3,074

# Recommended Operating Expenditure Budget - Department Total

## 55 - ENGINEERING

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
800	61410	HEALTH INSURANCE	222,761	0	154,196	185,116
100	61415	WORKMENS' COMPENSATION	42,143	14,337	14,773	16,705
610	61415	WORKMENS' COMPENSATION	9,455	2,110	2,451	2,880
620	61415	WORKMENS' COMPENSATION	26,788	5,451	5,725	6,223
640	61,415	WORKMENS' COMPENSATION	0	0	456	460
800	61415	WORKMENS' COMPENSATION	0	0	30,533	0
100	61416	LIFE INSURANCE	418	422	496	556
610	61416	LIFE INSURANCE	51	53	71	57
620	61416	LIFE INSURANCE	172	170	117	115
630	61416	LIFE INSURANCE	0	2	0	2
640	61416	LIFE INSURANCE	20	21	14	14
800	61416	LIFE INSURANCE	867	755	818	882
620	61417	UNEMPLOYMENT INSURANCE	5,031	0	5,031	2,516
100	61640	SAFETY EQUIPMENT	327	0	250	250
100	61660	EMPLOYEE PHYSICALS	888	1,887	250	2,084
620	61660	EMPLOYEE PHYSICALS	495	0	0	0
800	61660	EMPLOYEE PHYSICALS	0	134	0	134
100	61680	EMPLOYEE MOVING EXPENSE	0	1,750	0	0
<b>61 - WAGES AND BENEFITS</b>			<b>2,860,608</b>	<b>2,753,468</b>	<b>2,970,550</b>	<b>3,098,790</b>
100	62010	OFFICE SUPPLIES	6,635	7,066	6,634	7,065
250	62010	OFFICE SUPPLIES	0	208	0	208
610	62010	OFFICE SUPPLIES	0	8	0	8
620	62010	OFFICE SUPPLIES	0	283	0	198
100	62011	UNIFORM PURCHASES	0	0	400	400
100	62030	POSTAGE AND SHIPPING	2,324	2,440	2,395	2,950
610	62030	POSTAGE AND SHIPPING	25	169	26	186
620	62030	POSTAGE AND SHIPPING	307	323	316	355
100	62034	REPAIR PARTS/SUPPLIES	244	0	244	0
100	62050	OFFICE EQUIPMENT MAINT	0	428	1,740	900
100	62061	DP EQUIP. MAINT CONTRACTS	27,982	27,562	26,580	26,854
100	62090	PRINTING & BINDING	25	68	527	527
620	62090	PRINTING & BINDING	0	4,955	0	5,302
100	62110	COPYING/REPRODUCTION	5,823	4,458	6,231	4,459
610	62110	COPYING/REPRODUCTION	0	0	0	0
620	62110	COPYING/REPRODUCTION	356	417	381	417
100	62130	LEGAL NOTICES & ADS	223	2,985	223	2,985
610	62130	LEGAL NOTICES & ADS	0	27	0	27
620	62130	LEGAL NOTICES & ADS	0	534	0	533
630	62130	LEGAL NOTICES & ADS	0	40	0	40
100	62170	SUBSCRIPTIONS-BOOKS-MAPS	4,563	5,287	4,068	5,493
250	62170	SUBSCRIPTIONS-BOOKS-MAPS	0	352	735	710
610	62170	SUBSCRIPTIONS-BOOKS-MAPS	86	995	221	400
620	62170	SUBSCRIPTIONS-BOOKS-MAPS	0	0	126	322
100	62190	DUES & MEMBERSHIPS	2,898	2,410	4,584	6,551
250	62190	DUES & MEMBERSHIPS	0	410	995	995
610	62190	DUES & MEMBERSHIPS	0	0	0	510
620	62190	DUES & MEMBERSHIPS	0	0	648	541
610	62204	REFUNDS	1,721	0	1,721	0

# Recommended Operating Expenditure Budget - Department Total

## 55 - ENGINEERING

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
620	62204	REFUNDS	1,518	1,484	1,518	1,484
100	62206	PROPERTY INSURANCE	5,052	29	33	30
250	62206	PROPERTY INSURANCE	0	14,414	14,414	15,135
620	62206	PROPERTY INSURANCE	0	1,952	2,214	2,050
100	62208	GENERAL LIABILITY INSURAN	15,992	16,441	17,445	17,263
250	62208	GENERAL LIABILITY INSURAN	1,007	0	0	0
610	62208	GENERAL LIABILITY INSURAN	4,062	3,758	3,987	3,946
620	62208	GENERAL LIABILITY INSURAN	0	348	0	366
620	62210	SALES TAX	146,943	153,999	166,099	178,403
100	62211	PROPERTY TAX	86,580	85,092	87,645	89,498
100	62212	TECH/OTHER EQUIP INSURANC	251	0	264	277
100	62230	COURT COSTS & RECORD FEES	1,636	540	1,636	540
100	62310	TRAVEL-CONFERENCES	14,436	15,610	18,469	22,207
250	62310	TRAVEL-CONFERENCES	3,185	4,638	5,334	5,334
610	62310	TRAVEL-CONFERENCES	0	0	1,730	1,730
620	62310	TRAVEL-CONFERENCES	3,953	5,826	5,993	5,993
100	62320	TRAVEL-CITY BUSINESS	188	559	644	644
620	62320	TRAVEL-CITY BUSINESS	295	1,381	124	124
100	62340	MILEAGE/LOCAL TRANSP	37	472	40	489
620	62340	MILEAGE/LOCAL TRANSP	0	77	0	80
100	62360	EDUCATION & TRAINING	6,794	11,616	34,321	34,449
250	62360	EDUCATION & TRAINING	3,700	3,132	6,077	6,077
610	62360	EDUCATION & TRAINING	695	471	1,674	1,777
620	62360	EDUCATION & TRAINING	2,497	2,329	6,916	6,943
100	62411	UTILITY EXP-ELECTRICITY	1,432	3,151	1,920	3,403
620	62411	UTILITY EXP-ELECTRICITY	5,251	19,008	5,250	20,529
100	62415	UTILITY EXPENSE STORMWATR	2,579	3,243	4,428	7,566
100	62416	UTILITY EXP-WATER	52	160	120	785
620	62419	UTILITY EXP-ELEC ST LTNG	542	1,604	542	1,764
100	62421	TELEPHONE	12,266	13,414	12,265	14,039
250	62421	TELEPHONE	1,295	1,306	1,920	1,306
610	62421	TELEPHONE	1,706	1,791	1,706	1,791
620	62421	TELEPHONE	1,970	2,148	1,970	2,148
800	62421	TELEPHONE	0	0	0	625
100	62424	RADIO/PAGER FEE	1,967	2,205	2,633	1,630
100	62431	PROPERTY MAINTENANCE	157	1,018	1,000	1,233
250	62431	PROPERTY MAINTENANCE	1,367	0	0	0
610	62431	PROPERTY MAINTENANCE	1,367	0	0	0
620	62431	PROPERTY MAINTENANCE	14,984	700	15,590	11,290
100	62436	RENTAL OF SPACE	9,354	7,920	14,314	13,096
620	62436	RENTAL OF SPACE	480	440	480	400
100	62438	FIRE SUPPRESSION	0	0	0	120
610	62438	FIRE SUPPRESSION	0	0	0	30
620	62438	FIRE SUPPRESSION	0	0	0	20
100	62511	FUEL, MOTOR VEHICLE	10,710	12,502	10,710	10,999
610	62511	FUEL, MOTOR VEHICLE	689	0	689	708
620	62511	FUEL, MOTOR VEHICLE	494	448	494	508
100	62521	MOTOR VEHICLE MAINT.	6,994	13,600	7,133	13,872

# Recommended Operating Expenditure Budget - Department Total

## 55 - ENGINEERING

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
610	62521	MOTOR VEHICLE MAINT.	337	0	344	0
620	62521	MOTOR VEHICLE MAINT.	234	270	73	275
100	62522	VEHICLE MAINT., ACCIDENT	4,602	71	4,694	0
100	62528	MOTOR VEH. MAINT. OUTSOUR	1,358	1,933	1,386	1,386
100	62611	MACH/EQUIP MAINTENANCE	254	1,193	2,840	2,840
250	62611	MACH/EQUIP MAINTENANCE	22,000	22,000	22,000	24,000
610	62611	MACH/EQUIP MAINTENANCE	359	3,796	12,480	12,480
620	62611	MACH/EQUIP MAINTENANCE	15,575	8,242	15,575	23,817
100	62614	EQUIP MAINT CONTRACT	0	0	5,309	708
100	62627	CAMERA MAINTENANCE	401	23,118	23,900	23,900
250	62627	CAMERA MAINTENANCE	0	0	36,500	36,500
620	62627	CAMERA MAINTENANCE	3,192	2,976	3,192	0
100	62663	SOFTWARE LICENSE EXP	23,497	35,778	31,904	38,649
250	62663	SOFTWARE LICENSE EXP	37,235	43,127	116,522	137,221
610	62663	SOFTWARE LICENSE EXP	3,663	4,180	4,795	360
620	62663	SOFTWARE LICENSE EXP	20,169	5,940	8,973	4,970
100	62664	LICENSE/PERMIT FEES	650	0	650	650
620	62664	LICENSE/PERMIT FEES	0	1,250	0	1,250
100	62667	DATA SERVICES	1,912	2,336	5,520	5,692
250	62667	DATA SERVICES	5,033	4,761	7,920	4,856
610	62667	DATA SERVICES	341	404	2,400	2,400
620	62667	DATA SERVICES	1,081	1,124	2,400	2,400
800	62667	DATA SERVICES	0	0	0	480
620	62668	PROGRAM EQUIP/SUPPLIES	2,286	0	0	0
100	62671	MISC. OPERATING SUPPLIES	0	(25)	0	0
100	62683	FIELD OPERATIONS SUPPLIES	1,745	4,337	3,527	3,549
250	62683	FIELD OPERATIONS SUPPLIES	31	0	31	0
620	62683	FIELD OPERATIONS SUPPLIES	1,097	84	1,097	84
620	62692	LANDFILL FEES	8,452	0	0	0
100	62696	OUTSIDE COLLECTOR EXPENSE	8	91	8	91
620	62696	OUTSIDE COLLECTOR EXPENSE	2,583	1,643	2,583	1,643
620	62712	CONSULTING ENGINEERS	5,406	1,208	5,406	1,208
100	62713	LEGAL SERVICES	816	379	500	500
400	62713	LEGAL SERVICES	4,002	0	0	0
610	62713	LEGAL SERVICES	995	0	500	500
620	62713	LEGAL SERVICES	8,924	3,035	500	0
100	62716	CONSULTANT SERVICES	9,335	23,106	6,615	6,615
610	62716	CONSULTANT SERVICES	0	910	0	0
620	62716	CONSULTANT SERVICES	15,067	52,381	65,436	79,186
400	62721	FINANCIAL CONSULTANT	5,276	0	0	0
620	62721	FINANCIAL CONSULTANT	11,724	0	0	0
620	62726	AUDIT SERVICES	2,200	2,400	2,200	2,400
100	62731	MISCELLANEOUS SERVICES	1,206	17,026	0	0
400	62731	MISCELLANEOUS SERVICES	7,604	314	0	0
620	62731	MISCELLANEOUS SERVICES	16,898	1,412	0	0
100	62734	SPEAKERS/PROGRAMS	0	0	1,500	1,500
620	62734	SPEAKERS/PROGRAMS	0	2,033	0	0
610	62746	ONE CALL OPERATION	2,217	2,574	2,217	2,217

## Recommended Operating Expenditure Budget - Department Total

### 55 - ENGINEERING

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
620	62746	ONE CALL OPERATION	2,217	2,550	2,217	2,217
640	62746	ONE CALL OPERATION	0	7	0	0
100	62756	EMPLOYEE RECOGNITION	73	516	500	500
100	62757	INSPECTION REIMBURSEMENT	33,209	101,789	36,000	36,000
100	62761	PAY TO OTHER AGENCY	15,000	20,000	20,000	20,000
620	62761	PAY TO OTHER AGENCY	45,646	46,787	47,957	97,957
100	62765	GRANTS	0	0	0	5,000
610	62765	GRANTS	0	13,116	10,000	10,000
620	62765	GRANTS	358,224	380,035	428,506	457,090
620	62767	ENVIRON. TESTING/MON.	1,215	0	3,715	3,715
620	62781	LAWN CARE SERVICES	9,425	12,145	15,000	15,000
100	62811	ENG. DIVISION SERVICES	0	17,334	21,000	21,000
<b>62 - SUPPLIES AND SERVICES</b>			<b>1,142,461</b>	<b>1,339,936</b>	<b>1,504,928</b>	<b>1,664,443</b>
620	62724	BOND PAYING AGENT FEE	692	0	0	0
<b>627 - CONTRACTUAL SERVICES</b>			<b>692</b>	<b>0</b>	<b>0</b>	<b>0</b>
100	71110	MISC. OFFICE EQUIPMENT	0	0	0	2,500
100	71112	TYPEWRITERS	331	0	200	200
250	71112	TYPEWRITERS	106	0	0	200
620	71112	TYPEWRITERS	0	0	0	200
100	71118	PROJECTOR/CAMERA	0	35	0	200
250	71118	PROJECTOR/CAMERA	11,804	14,556	19,200	22,400
100	71120	PERIPHERALS, COMPUTER	40	5,533	4,200	1,050
250	71120	PERIPHERALS, COMPUTER	0	2,677	0	0
610	71120	PERIPHERALS, COMPUTER	0	0	3,150	980
620	71120	PERIPHERALS, COMPUTER	0	1,730	1,050	0
100	71123	SOFTWARE	0	180	0	6,000
610	71123	SOFTWARE	0	0	0	1,500
620	71123	SOFTWARE	0	0	0	1,000
100	71124	COMPUTER	0	0	2,400	4,800
250	71124	COMPUTER	0	0	6,000	2,100
610	71124	COMPUTER	0	0	2,400	2,440
620	71124	COMPUTER	0	0	2,400	0
250	71125	SERVERS	105,437	67,028	85,500	156,425
250	71127	UPS SYSTEM	140	0	3,000	3,000
100	71129	SCANNER	0	0	15,000	0
100	71211	DESKS/CHAIRS	783	5,604	2,000	2,000
100	71215	STORAGE CABINETS	0	0	8,600	0
100	71216	FURNITURE MISCELLANEOUS	0	563	0	0
100	71310	AUTO/JEEP REPLACEMENT	0	44,038	31,500	55,500
100	71329	VEHICLE ACCESSORIES	0	2,515	0	0
250	71405	SWITCH	0	0	45,000	0
250	71406	BATTERY BACKUP SYSTEM	0	0	25,000	0
250	71407	CAMERA BATTERIES	0	0	12,000	0
250	71408	AXIS CAMERAS	0	0	74,400	0
250	71409	ITERIS CAMERAS	0	0	9,600	0
250	71410	SHOP EQUIPMENT	589	0	0	0
100	71411	TRAFFIC CONTROL EQUIPMENT	13,625	4,241	0	8,400
250	71411	TRAFFIC CONTROL EQUIPMENT	48,724	108,255	4,500	285,500

# Recommended Operating Expenditure Budget - Department Total

## 55 - ENGINEERING

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
100	71412	SURVEY EQUIPMENT	35,251	0	12,000	2,200
250	71412	SURVEY EQUIPMENT	0	4,500	0	0
100	71413	LABORATORY EQUIPMENT	133	6,386	4,000	1,000
610	71,511	PUMPS	11,438	11,699	6,000	6,000
100	71550	MISCELLANEOUS EQUIPMENT	148	0	0	0
610	72113	OTHER SAFETY EQUIPMENT	2,032	1,402	4,500	2,400
620	72113	OTHER SAFETY EQUIPMENT	0	0	2,500	2,500
100	72,116	SAFETY EQUIP., FIRE DEPT	0	0	0	720
610	72116	SAFETY EQUIP., FIRE DEPT	0	0	0	180
620	72116	SAFETY EQUIP., FIRE DEPT	0	0	0	120
100	72410	PAGER/RADIO EQUIPMENT	0	11,095	0	3,800
610	72,410	PAGER/RADIO EQUIPMENT	0	2,259	0	0
250	72414	TELEVISION	4,998	5,028	2,500	0
620	72415	ELECTRONIC DATA COLLECTOR	0	0	1,100	1,100
100	72417	CAMERA RELATED EQUIPMENT	303	0	0	6,500
250	72,417	CAMERA RELATED EQUIPMENT	0	549	0	0
100	72418	TELEPHONE RELATED	1,169	2,476	792	4,550
250	72418	TELEPHONE RELATED	389	23	346	350
610	72418	TELEPHONE RELATED	100	517	100	1,050
620	72,418	TELEPHONE RELATED	379	430	346	700
610	72510	FLOW TEST EQUIPMENT	2,459	3,345	0	0
620	72510	FLOW TEST EQUIPMENT	0	1,050	2,000	0
100	72515	TEST EQUIPMENT, OTHER	0	860	320	0
<b>71 - EQUIPMENT</b>			<b>240,378</b>	<b>308,573</b>	<b>393,604</b>	<b>589,565</b>
100	73210	CONST CONTRACT-BLDG	0	0	6,800	0
610	73211	CONST.CONTR-NOT BLDG	52,071	398	100,000	92,868
620	73211	CONST.CONTR-NOT BLDG	101,271	13,000	65,790	65,000
<b>73 - CIP EXPENDITURES</b>			<b>153,342</b>	<b>13,398</b>	<b>172,590</b>	<b>157,868</b>
400	74111	PRINCIPAL PAYMENT	2,308,537	2,113,465	2,149,239	2,188,864
620	74111	PRINCIPAL PAYMENT	2,974,050	1,291,254	1,362,242	2,039,980
400	74112	INTEREST PAYMENT	1,709,135	1,666,658	1,543,206	1,500,579
620	74112	INTEREST PAYMENT	620,431	575,623	799,017	719,465
<b>74 - DEBT SERVICE</b>			<b>7,612,152</b>	<b>5,647,000</b>	<b>5,853,704</b>	<b>6,448,888</b>
620	91100	TO GENERAL	470,674	469,385	527,544	608,650
620	91720	TO STORM SEWER CONST	0	1,525,000	1,210,000	880,000
<b>91 - TRANSFER TO</b>			<b>470,674</b>	<b>1,994,385</b>	<b>1,737,544</b>	<b>1,488,650</b>
<b>55 - ENGINEERING TOTAL</b>			<b>12,480,308</b>	<b>12,056,759</b>	<b>12,632,920</b>	<b>13,448,204</b>

# Recommended Expenditure Budget Report by Activity & Funding Source

## 55 - ENGINEERING

ENGINEERING ADMIN. - 55100

### FUNDING SOURCE: ENGINEERING SERVICE

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
CIP EXPENDITURES	—	6,800	—
EQUIPMENT	13,384	12,546	8,200
SUPPLIES AND SERVICES	83,658	92,325	96,949
WAGES AND BENEFITS	1,600,276	388,030	358,144
<b>ENGINEERING ADMIN.</b>	<b>1,697,318</b>	<b>499,701</b>	<b>463,293</b>
<b>LEASES</b>	<b>- 55150</b>		

### FUNDING SOURCE: GENERAL

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	89,681	94,596	98,890
WAGES AND BENEFITS	16,066	—	11,724
<b>LEASES</b>	<b>105,746</b>	<b>94,596</b>	<b>110,614</b>
<b>PROJECT ENGINEERING</b>	<b>- 55400</b>		

### FUNDING SOURCE: DEBT SERVICE

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
CIP EXPENDITURES	398	100,000	92,868
DEBT SERVICE	1,137,454	1,130,122	1,127,562
EQUIPMENT	282,944	367,162	551,345
SUPPLIES AND SERVICES	270,955	418,432	447,713
WAGES AND BENEFITS	716,698	1,383,810	1,529,161
<b>PROJECT ENGINEERING</b>	<b>2,408,448</b>	<b>3,399,526</b>	<b>3,748,649</b>
<b>SUBDIVISION INSPECTIONS</b>	<b>- 55405</b>		

### FUNDING SOURCE: GENERAL

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	136,606	57,521	57,476
WAGES AND BENEFITS	8,484	24,701	26,730
<b>SUBDIVISION INSPECTIONS</b>	<b>145,090</b>	<b>82,222</b>	<b>84,206</b>
<b>FATS OILS GREASE</b>	<b>- 55500</b>		

### FUNDING SOURCE: SEWAGE FACILITY OPERATION

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	8	—	8
<b>FATS OILS GREASE</b>	<b>8</b>	<b>—</b>	<b>8</b>
<b>SANITARY SEWER INT SERV</b>	<b>- 55610</b>		

### FUNDING SOURCE: ENGINEERING SERVICE

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
WAGES AND BENEFITS	—	277,090	352,137
<b>SANITARY SEWER INT SERV</b>	<b>—</b>	<b>277,090</b>	<b>352,137</b>
<b>STORMWATER UTILITY O&amp;M</b>	<b>- 55620</b>		

# Recommended Expenditure Budget Report by Activity & Funding Source

## 55 - ENGINEERING

### FUNDING SOURCE: ENGINEERING SERVICE

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
CIP EXPENDITURES	6,600	50,000	50,000
CONTRACTUAL SERVICES	—	—	—
DEBT SERVICE	1,866,877	2,161,259	2,759,445
EQUIPMENT	3,210	9,396	5,620
SUPPLIES AND SERVICES	677,743	732,612	836,551
TRANSFER TO	1,994,385	1,737,544	1,488,650
WAGES AND BENEFITS	113,818	584,326	472,500
<b>STORMWATER UTILITY O&amp;M</b>	<b>4,662,633</b>	<b>5,275,137</b>	<b>5,612,766</b>
<b>RESIDENTIAL PARKING</b>	<b>- 55630</b>		

### FUNDING SOURCE: PARKING OPERATION

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	40	0	40
WAGES AND BENEFITS	2,004	—	2,792
<b>RESIDENTIAL PARKING</b>	<b>2,045</b>	<b>—</b>	<b>2,832</b>
<b>TRAFFIC ENGINEERING</b>	<b>- 55700</b>		

### FUNDING SOURCE: ENGINEERING SERVICE

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	9,035	4,500	24,400
SUPPLIES AND SERVICES	35,344	28,563	30,385
WAGES AND BENEFITS	57,624	125,842	148,652
<b>TRAFFIC ENGINEERING</b>	<b>102,003</b>	<b>158,905</b>	<b>203,437</b>
<b>NPDES DISCHARGE ELIM SYST- 55750</b>			

### FUNDING SOURCE: STORM WATER OPERATION

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	1,350	793	2,154
WAGES AND BENEFITS	24,187	5,032	6,529
<b>NPDES DISCHARGE ELIM SYST</b>	<b>25,536</b>	<b>5,825</b>	<b>8,683</b>
<b>NPDES EROSION &amp; SED CONTR- 55751</b>			

### FUNDING SOURCE: STORM WATER OPERATION

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	77	1,892	1,972
WAGES AND BENEFITS	25,157	37,195	2,151
<b>NPDES EROSION &amp; SED CONTR</b>	<b>25,234</b>	<b>39,087</b>	<b>4,123</b>
<b>NPDES DISCHARGE DETECTION- 55752</b>			

### FUNDING SOURCE: STORM WATER OPERATION

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	712	548	817
WAGES AND BENEFITS	4,305	1,860	1,320



## Recommended Expenditure Budget Report by Activity & Funding Source

### 55 - ENGINEERING

NPDES DISCHARGE DETECTION	5,017	2,408	2,137
<b>NPDES MUNICIPAL OPERATION- 55753</b>			

**FUNDING SOURCE: STORM WATER OPERATION**

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
CIP EXPENDITURES	—	790	—
WAGES AND BENEFITS	9,636	5,804	5,347
<b>NPDES MUNICIPAL OPERATION</b>			
	9,636	6,594	5,347
<b>NPDES PUBLIC EDUCATION - 55754</b>			

**FUNDING SOURCE: STORM WATER OPERATION**

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	7,024	1,500	10,552
WAGES AND BENEFITS	19,394	5,834	12,942
<b>NPDES PUBLIC EDUCATION</b>			
	26,418	7,334	23,494
<b>NPDES PUBLIC PARTICIPATIO- 55755</b>			

**FUNDING SOURCE: STORM WATER OPERATION**

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	2,314	5,000	5,000
WAGES AND BENEFITS	35,744	1,862	9,148
<b>NPDES PUBLIC PARTICIPATIO</b>			
	38,057	6,862	14,148
<b>NPDES POST CONSTRUCTION - 55756</b>			

**FUNDING SOURCE: STORM WATER OPERATION**

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
CIP EXPENDITURES	2,450	—	—
SUPPLIES AND SERVICES	13,597	5,032	5,032
WAGES AND BENEFITS	45,600	34,341	49,641
<b>NPDES POST CONSTRUCTION</b>			
	61,647	39,373	54,673
<b>SALES TAX INCR DEBT - 55800</b>			

**FUNDING SOURCE: DEBT SERVICE**

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
DEBT SERVICE	2,642,669	2,562,323	2,561,881
<b>SALES TAX INCR DEBT</b>			
	2,642,669	2,562,323	2,561,881
<b>STORMWATER I &amp; I PREVENT - 55900</b>			

**FUNDING SOURCE: STORM WATER OPERATION**

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
CIP EXPENDITURES	—	—	—
SUPPLIES AND SERVICES	4,500	10,693	10,803
WAGES AND BENEFITS	67,365	94,823	109,872
<b>STORMWATER I &amp; I PREVENT</b>			
	71,865	105,516	120,675
<b>STORMWATER DITCH REMEDIAT- 55910</b>			

**FUNDING SOURCE: STORM WATER OPERATION**

## Recommended Expenditure Budget Report by Activity & Funding Source

### 55 - ENGINEERING

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
CIP EXPENDITURES	3,950	—	—
SUPPLIES AND SERVICES	453	5,000	10,000
WAGES AND BENEFITS	3,785	0	0
<b>STORMWATER DITCH REMEDIAT</b>	<b>8,188</b>	<b>5,000</b>	<b>10,000</b>
<b>STREAMBANK REHAB ASSIST - 55911</b>			

**FUNDING SOURCE: STORM WATER OPERATION**

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	—	5,000	5,000
<b>STREAMBANK REHAB ASSIST</b>	<b>—</b>	<b>5,000</b>	<b>5,000</b>
<b>DETENTION BASIN MAINTENAN- 55920</b>			

**FUNDING SOURCE: STORM WATER OPERATION**

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
CIP EXPENDITURES	—	15,000	15,000
SUPPLIES AND SERVICES	16,001	41,251	40,931
WAGES AND BENEFITS	3,326	—	—
<b>DETENTION BASIN MAINTENAN</b>	<b>19,327</b>	<b>56,251</b>	<b>55,931</b>
<b>STORM SEWER INSP &amp; CLEAN - 55930</b>			

**FUNDING SOURCE: STORM WATER OPERATION**

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	0	4,170	4,170
<b>STORM SEWER INSP &amp; CLEAN</b>	<b>0</b>	<b>4,170</b>	<b>4,170</b>
<b>PCARD CLEARING - 99999</b>			

**FUNDING SOURCE: GENERAL**

Account	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
SUPPLIES AND SERVICES	(127)	0	0
<b>PCARD CLEARING ENGINEERIN</b>	<b>(127)</b>	<b>0</b>	<b>0</b>
<b>ENGINEERING TOTAL</b>	<b>\$12,056,759</b>	<b>\$12,632,920</b>	<b>\$13,448,204</b>

CITY OF DUBUQUE, IOWA  
DEPARTMENT DETAIL - PERSONNEL COMPLEMENT

55 ENGINEERING DEPARTMENT

FD	JC	WP-	JOB CLASS	FY 2019		FY 2020		FY 2021	
				FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
61010 Full Time Employee Expense									
100	9425	GE-44	CITY ENGINEER	0.25	\$ 34,431	0.30	\$ 42,261	0.30	\$ 42,732
610	9425	GE-44	CITY ENGINEER	0.10	\$ 13,772	0.15	\$ 21,131	0.15	\$ 21,366
620	9425	GE-44	CITY ENGINEER	0.10	\$ 13,772	0.15	\$ 21,131	0.15	\$ 21,366
800	9425	GE-44	CITY ENGINEER	0.55	\$ 75,748	0.40	\$ 56,349	0.40	\$ 54,220
100	3125	GE-40	ASSISTANT CITY ENGINEER	0.25	\$ 27,375	0.30	\$ 33,764	0.30	\$ 34,136
800	3125	GE-40	ASSISTANT CITY ENGINEER	0.75	\$ 82,126	0.70	\$ 78,782	0.70	\$ 79,652
100	4060	GE-40	PROJECT MANAGER	0.40	\$ 43,170	0.40	\$ 44,153	0.40	\$ 44,639
610	4060	GE-40	PROJECT MANAGER	0.10	\$ 10,793	0.10	\$ 11,038	0.10	\$ 11,160
800	4060	GE-40	PROJECT MANAGER	0.50	\$ 53,962	0.50	\$ 55,190	0.50	\$ 55,800
100		GE-35	CIVIL ENGINEER I	0.00	\$ —	0.00	\$ —	0.25	\$ 21,292
800		GE-35	CIVIL ENGINEER I	0.00	\$ —	0.00	\$ —	0.75	\$ 62,030
620	5525	GE-38	CIVIL ENGINEER II	0.15	\$ 14,604	0.20	\$ 19,951	0.77	\$ 76,511
610	5525	GE-38	CIVIL ENGINEER II	0.10	\$ 9,799	0.10	\$ 10,024	0.10	\$ 9,988
100	5525	GE-38	CIVIL ENGINEER II	0.95	\$ 89,134	0.95	\$ 91,171	0.80	\$ 80,990
800	5525	GE-38	CIVIL ENGINEER II	2.80	\$ 262,024	2.75	\$ 263,001	2.33	\$ 234,013
100		GE-28	CAMERA SYSTEMS TECHNICIAN	0.00	\$ —	0.00	\$ —	0.50	\$ 23,239
800		GE-28	CAMERA SYSTEMS TECHNICIAN	0.00	\$ —	0.00	\$ —	0.50	\$ 23,239
100	5,700	GE-36	SURVEYOR	0.80	\$ 68,446	0.80	\$ 70,622	0.80	\$ 55,693
800	5,700	GE-36	SURVEYOR	0.20	\$ 17,112	0.20	\$ 17,656	0.20	\$ 17,854
100	5550	GE-33	TRAFFIC ENGINEERING	0.87	\$ 18,807	0.00	\$ —	0.00	\$ —
800	5550	GE-33	TRAFFIC ENGINEERING	0.13	\$ 2,810	0.00	\$ —	0.00	\$ —
100		GE-35	TRAFFIC ENGINEER	0.60	\$ 49,032	1.47	\$ 108,299	1.37	\$ 101,053
800		GE-35	TRAFFIC ENGINEER	0.40	\$ 32,689	0.53	\$ 42,120	0.63	\$ 51,038
100	5575	GE-33	SURVEY PARTY CHIEF	0.15	\$ 11,354	0.15	\$ 11,611	0.15	\$ 11,401
800	5575	GE-33	SURVEY PARTY CHIEF	0.85	\$ 64,337	0.85	\$ 65,795	0.85	\$ 66,522
100		GE-31	ROW TECHNICAN	0.00	\$ —	0.90	\$ 48,594	0.90	\$ 46,529
800		GE-31	ROW TECHNICIAN	0.00	\$ —	0.10	\$ 5,399	0.10	\$ 5,757
100	2700	GE-31	ENGINEERING ASSISTANT II	1.00	\$ 68,555	0.10	\$ 6,999	0.10	\$ 7,097
620	2700	GE-31	ENGINEERING ASSISTANT II	0.10	\$ 6,796	0.10	\$ 6,999	0.10	\$ 7,097
800	2700	GE-31	ENGINEERING ASSISTANT II	0.90	\$ 61,236	0.80	\$ 55,990	0.80	\$ 56,774
100	2700	GE-31	ENGINEERING TECHNICAN	1.90	\$ 127,219	1.90	\$ 116,196	1.90	\$ 126,691
610	2700	GE-31	ENGINEERING TECHNICAN	0.05	\$ 3,301	0.10	\$ 6,784	0.10	\$ 6,860
620	2700	GE-31	ENGINEERING TECHNICAN	0.95	\$ 62,449	1.00	\$ 68,356	0.15	\$ 10,409
630	2700	GE-31	ENGINEERING TECHNICAN	0.00	\$ —	0.00	\$ —	0.03	\$ 2,069
800	2700	GE-31	ENGINEERING TECHNICAN	6.10	\$ 405,100	6.00	\$ 394,773	5.82	\$ 393,387
100	2,725	GE-30	SURVEY TECHNICIAN	0.15	\$ 9,645	0.15	\$ 9,881	0.15	\$ 9,606
800	2,725	GE-30	SURVEY TECHNICIAN	0.85	\$ 54,637	0.85	\$ 55,992	0.85	\$ 56,610
100	4,870	GE-28	UTILITY LOCATOR	0.25	\$ 14,054	0.25	\$ 14,374	0.25	\$ 14,654
610	4870	GE-28	UTILITY LOCATOR	0.25	\$ 14,054	0.25	\$ 14,374	0.25	\$ 14,654
620	4870	GE-28	UTILITY LOCATOR	0.25	\$ 14,054	0.25	\$ 14,374	0.25	\$ 14,654
640	4870	GE-28	UTILITY LOCATOR	0.25	\$ 14,054	0.25	\$ 14,374	0.25	\$ 14,654
100	225	GE-25	SECRETARY	0.25	\$ 12,044	0.25	\$ 12,368	0.80	\$ 40,021
610	225	GE-25	SECRETARY	0.25	\$ 12,044	0.25	\$ 12,368	0.05	\$ 2,501
620	225	GE-25	SECRETARY	0.00	\$ —	0.00	\$ —	0.05	\$ 2,501
800	225	GE-25	SECRETARY	0.50	\$ 24,088	0.50	\$ 24,736	0.10	\$ 5,002
100	1000	GE-25	CONFIDENTIAL ACCOUNT CLERK	0.50	\$ 23,712	0.90	\$ 40,758	0.90	\$ 41,004
610	1000	GE-25	CONFIDENTIAL ACCOUNT CLERK	0.25	\$ 11,856	0.30	\$ 14,189	0.25	\$ 11,252
620	1000	GE-25	CONFIDENTIAL ACCOUNT CLERK	0.25	\$ 11,856	0.30	\$ 14,189	0.25	\$ 11,252
800	1000	GE-25	CONFIDENTIAL ACCOUNT CLERK	0.00	\$ —	0.50	\$ 20,636	0.60	\$ 27,714
TOTAL FULL TIME EMPLOYEES				26.0	\$1,946,051	27.0	\$2,036,752	28.0	\$2,128,683

CITY OF DUBUQUE, IOWA  
DEPARTMENT DETAIL - PERSONNEL COMPLEMENT

55 ENGINEERING DEPARTMENT

FD	JC	WP-	JOB CLASS	FY 2019		FY 2020		FY 2021	
				FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
61020 Part-Time Employee Expense									
620		GE-26	I&I INSPECTOR	1.48	\$ 73,974	1.46	\$ 74,638	1.46	\$ 75,480
100	1000	GE-25	CONFIDENTIAL ACCOUNT CLERK	0.35	\$ 13,395	0.00	\$ —	0.00	\$ —
800	1000	GE-25	CONFIDENTIAL ACCOUNT CLERK	0.90	\$ 34,445	0.00	\$ —	0.00	\$ —
TOTAL PART TIME EMPLOYEES				2.73	\$ 121,814	1.46	\$ 74,638	1.46	\$ 75,480
61030 Seasonal Employee Expense									
100	5325	NA-34	ENGINEERING AIDE-SEASONAL	0.50	\$ 16,672	0.50	\$ 17,050	0.00	\$ —
100		NA-34	ENGINEERING INTERN	0.00	\$ —	0.00	\$ —	0.25	\$ 7,423
800		NA-34	ENGINEERING INTERN	0.00	\$ —	0.00	\$ —	1.00	\$ 29,692
800	5325	NA-34	ENGINEERING AIDE-SEASONAL	1.00	\$ 33,344	1.00	\$ 34,100	0.00	\$ —
TOTAL SEASONAL EMPLOYEES				1.50	\$ 50,016	1.50	\$ 51,150	1.25	\$ 37,115
TOTAL ENGINEERING				30.23	\$ 2,117,881	29.96	\$ 2,162,540	30.71	\$ 2,241,278

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

ACCT	FD	JC	WP-GR	POSITION CLASS	FY 2019		FY 2020		FY 2021		
					FTE	BUDGET	FTE	BUDGET	FTE	BUDGET	
Engineering Administration-FT General Fund											
10055100	61010	100	225	GE-25	SECRETARY	0.25	\$ 12,044	0.25	\$ 12,368	0.05	\$ 2,501
10055100	61010	100	1000	GE-25	CONFIDENTIAL ACCOUNT CLERK	0.25	\$ 11,856	0.65	\$ 28,633	0.65	\$ 29,752
10055100	61010	100	3125	GE-40	ASSISTANT CITY ENGINEER	0.25	\$ 27,375	0.30	\$ 33,764	0.30	\$ 34,136
10055100	61010	100	4060	GE-40	PROJECT MANAGER	0.40	\$ 43,170	0.40	\$ 44,153	0.40	\$ 44,639
10055100	61010	100	9425	GE-44	CITY ENGINEER	0.25	\$ 34,431	0.30	\$ 42,261	0.30	\$ 42,732
Total						1.40	\$ 128,876	1.90	\$ 161,179	1.70	\$ 153,760
Engineering Administration-PT General Fund											
10055100	61020	100	1000	GE-25	CONFIDENTIAL ACCOUNT CLERK	0.35	\$ 13,395	0.00	\$ —	0.00	\$ —
Total						0.35	\$ 13,395	0.00	\$ —	0.00	\$ —
Engineering Administration-Seasonal General Fund											
10055100	61030	100		NA-34	ENGINEERING AIDE	0.00	\$ —	0.25	\$ 8,525	0.00	\$ —
Total						0.00	\$ —	0.25	\$ 8,525	0.00	\$ —
Engineering Administration-FT Service Fund											
80055100	61010	800	1000	GE-25	CONFIDENTIAL ACCOUNT CLERK	0.00	\$ —	0.05	\$ 2,064	0.00	\$ —
80055100	61010	800	3125	GE-38	ASSISTANT CITY ENGINEER	0.75	\$ 82,126	0.70	\$ 78,782	0.70	\$ 79,652
80055100	61010	800	4060	GE-40	PROJECT MANAGER	0.10	\$ 10,793	0.10	\$ 11,038	0.10	\$ 11,160
80055100	61010	800	225	GE-25	SECRETARY	0.25	\$ 12,044	0.25	\$ 12,368	0.00	\$ —
80055100	61010	800	9425	GE-44	CITY ENGINEER	0.25	\$ 34,431	0.15	\$ 21,131	0.15	\$ 21,366
Total						1.35	\$ 139,394	1.25	\$ 125,383	0.95	\$ 112,178
Engineering Leases - FT General Fund											
10055150	61010	100		GE-25	CONFIDENTIAL ACCOUNT CLERK	0.00	\$ —	0.00	\$ —	0.05	\$ 2,324
Total						0.00	\$ —	0.00	\$ —	0.05	\$ 2,324
Engineering Leases - FT General Fund											
10055150	61010	100		NA-24	ENGINEERING INTERN	0.00	\$ —	0.00	\$ —	0.25	\$ 7,423
Total						0.00	\$ —	0.00	\$ —	0.25	\$ 7,423
Project Engineering-FT General Fund											
10055400	61010	100	2700	GE-31	ENGINEERING ASSISTANT II	1.00	\$ 68,555	0.10	\$ 6,999	0.10	\$ 7,097
10055400	61010	100		GE-31	ROW TECHNICIAN	0.00	\$ —	0.90	\$ 48,594	0.90	\$ 46,529
10055400	61010	100	2220	GE-31	ENGINEERING TECHNICIAN	1.60	\$ 107,277	1.60	\$ 98,444	1.60	\$ 107,514
10055400	61010	100	2725	GE-30	SURVEY TECHNICIAN	0.15	\$ 9,645	0.15	\$ 9,881	0.15	\$ 9,606
10055400	61010	100	5575	GE-33	SURVEY PARTY CHIEF	0.15	\$ 11,354	0.15	\$ 11,611	0.15	\$ 11,401
10055400	61010	100	4710	GE-35	TRAFFIC ENGINEER	0.60	\$ 49,032	0.60	\$ 50,147	0.50	\$ 42,251
10055400	61010	100		GE-35	CIVIL ENGINEER I	0.00	\$ —	0.00	\$ —	0.25	\$ 21,292
10055400	61010	100		GE-28	CAMERA SYSTEMS TECHNICIAN	0.00	\$ —	0.00	\$ —	0.50	\$ 23,239
10055400	61010	100		GE-25	SECRETARY	0.00	\$ —	0.00	\$ —	0.45	\$ 22,512
10055400	61010	100	5525	GE-38	CIVIL ENGINEER II	0.95	\$ 89,134	0.95	\$ 91,171	0.80	\$ 80,990
10055400	61010	100	5700	GE-36	SURVEYOR	0.80	\$ 68,446	0.80	\$ 70,622	0.80	\$ 55,693
Total						5.25	\$ 403,443	5.25	\$ 387,469	6.20	\$ 428,124
Project Engineering-Seasonal General Fund											
10055400	61030	100	5325	NA-34	ENGINEERING AIDE-SEASONAL	0.50	\$ 16,672	0.25	\$ 8,525	0.00	\$ —
Total						0.50	\$ 16,672	0.25	\$ 8,525	0.00	\$ —
Project Engineering Subdivision Inspection-FT General Fund											
10055405	61010	100	2220	GE-31	ENGINEERING TECHNICIAN	0.30	\$ 19,942	0.30	\$ 17,752	0.30	\$ 19,177
Total						0.30	\$ 19,942	0.30	\$ 17,752	0.30	\$ 19,177

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

ACCT	FD	JC	WP-GR	POSITION CLASS	FY 2019		FY 2020		FY 2021		
					FTE	BUDGET	FTE	BUDGET	FTE	BUDGET	
Project Engineering-FT Service Fund											
80055400	61010	800		GE-28	CAMERA SYSTEMS TECHNICIAN	0.00	\$ —	0.00	\$ —	0.50	\$ 23,239
80055400	61010	800		GE-31	ROW TECHNICIAN	0.00	\$ —	0.10	\$ 5,399	0.10	\$ 5,757
80055400	61010	800	2700	GE-31	ENGINEERING ASSISTANT II	0.50	\$ 34,049	0.40	\$ 27,995	0.40	\$ 28,387
80055400	61010	800		GE-25	CONFIDENTIAL ACCOUNT CLERK	0.00	\$ —	0.00	\$ —	0.05	\$ 2,232
80055400	61010	800		GE-35	CIVIL ENGINEER I	0.00	\$ —	0.00	\$ —	0.55	\$ 45,488
80055400	61010	800	2220	GE-31	ENGINEERING TECHNICIAN	2.90	\$ 193,636	2.50	\$ 161,223	2.67	\$ 179,946
80055400	61010	800	2725	GE-30	SURVEY TECHNICIAN	0.30	\$ 19,272	0.30	\$ 19,762	0.30	\$ 19,980
80055400	61010	800	5575	GE-33	SURVEY PARTY CHIEF	0.30	\$ 22,707	0.30	\$ 23,222	0.30	\$ 23,478
80055400	61010	800	5525	GE-38	CIVIL ENGINEER II	1.55	\$ 139,913	1.55	\$ 143,105	1.20	\$ 120,746
80055400	61010	800	4710	GE-35	TRAFFIC ENGINEER	0.40	\$ 32,689	0.40	\$ 33,431	0.50	\$ 42,251
80055400	61010	800	5700	GE-36	SURVEYOR	0.20	\$ 17,112	0.20	\$ 17,656	0.20	\$ 17,854
Total						6.15	\$ 459,378	5.75	\$ 431,793	6.77	\$ 509,358
Project Engineering-Seasonal Service Fund											
80055400	61030	800	5325	NA-34	ENGINEERING AIDE-SEASONAL	1.00	\$ 33,344	1.00	\$ 34,100	1.00	\$ 29,692
Total						1.00	\$ 33,344	1.00	\$ 34,100	1.00	\$ 29,692
Traffic Engineering-FT General Fund											
10055700	61010	100	1000	GE-25	CONFIDENTIAL ACCOUNT CLERK	0.25	\$ 11,856	0.25	\$ 12,125	0.20	\$ 8,928
10055700	61010	100		GE-25	SECRETARY					0.30	\$ 15,008
10055700	61010	100	4870	GE-28	UTILITY LOCATOR	0.25	\$ 14,054	0.25	\$ 14,374	0.25	\$ 14,654
10055700	61010	100		GE-35	TRAFFIC ENGINEER	0.00	\$ —	0.87	\$ 58,152	0.87	\$ 58,802
10055700	61010	100	5550	GE-33	TRAFFIC ENGINEERING ASSIST	0.87	\$ 18,807	0.00	\$ —	0.00	\$ —
Total						1.37	\$ 44,717	1.37	\$ 84,651	1.62	\$ 97,392
Traffic Engineering-FT Service Fund											
80055700	61010	800	5550	GE-33	TRAFFIC ENGINEERING ASSIST	0.13	\$ 2,810	0.00	\$ —	0.00	\$ —
80055700	61010	800		GE-35	TRAFFIC ENGINEER	0.00	\$ —	0.13	\$ 8,689	0.13	\$ 8,787
Total						0.13	\$ 2,810	0.13	\$ 8,689	0.13	\$ 8,787
Project Engineering-FT Sewer Fund											
61055400	61010	610	4870	GE-28	UTILITY LOCATOR	0.25	\$ 14,054	0.25	\$ 14,374	0.25	\$ 14,654
61055400	61010	610	1000	GE-25	CONFIDENTIAL ACCOUNT CLERK	0.25	\$ 11,856	0.30	\$ 14,189	0.25	\$ 11,252
61055400	61010	610	5525	GE-38	CIVIL ENGINEER II	0.10	\$ 9,799	0.10	\$ 10,024	0.10	\$ 9,988
61055400	61010	610	4060	GE-40	PROJECT MANAGER	0.10	\$ 10,793	0.10	\$ 11,038	0.10	\$ 11,160
61055400	61010	610	9425	GE-44	CITY ENGINEER	0.10	\$ 13,772	0.15	\$ 21,131	0.15	\$ 21,366
61055400	61010	610	2710	GE-26	I&I INSPECTOR	0.00	\$ —	0.00	\$ —	0.00	\$ —
61055400	61010	610	225	GE-25	SECRETARY	0.25	\$ 12,044	0.25	\$ 12,368	0.05	\$ 2,501
61055400	61010	610	2220	GE-31	ENGINEERING TECHNICIAN	0.05	\$ 3,301	0.10	\$ 6,784	0.10	\$ 6,860
Total						1.10	\$ 75,619	1.25	\$ 89,908	1.00	\$ 77,781
NPDES PERMIT-FT Stormwater Fund											
62055750	61010	620	2220	GE-31	ENGINEERING TECHNICIAN	0.04	\$ 2,614	0.04	\$ 2,731	0.00	\$ —
62055750	61010	620	1900	GE-38	CIVIL ENGINEER II	0.01	\$ 980	0.01	\$ 1,002	0.03	\$ 3,011
62055751	61010	620	2220	GE-31	ENGINEERING TECHNICIAN	0.40	\$ 26,141	0.40	\$ 27,322	0.00	\$ —
62055751	61010	620	2230	GE-38	CIVIL ENGINEER II	0.00	\$ —	0.00	\$ —	0.01	\$ 984
62055752	61010	620	2220	GE-31	ENGINEERING TECHNICIAN	0.02	\$ 1,307	0.02	\$ 1,367	0.00	\$ —
62055752	61010	620	2230	GE-38	CIVIL ENGINEER II	0.00	\$ —	0.00	\$ —	0.01	\$ 984
62055753	61010	620	2220	GE-31	ENGINEERING TECHNICIAN	0.02	\$ 1,307	0.02	\$ 1,367	0.00	\$ —
62055753	61010	620	1900	GE-38	CIVIL ENGINEER II	0.03	\$ 2,940	0.03	\$ 3,008	0.04	\$ 4,025
62055754	61010	620	2220	GE-31	ENGINEERING TECHNICIAN	0.05	\$ 3,431	0.05	\$ 3,415	0.00	\$ —
62055754	61010	620	1900	GE-38	CIVIL ENGINEER II	0.00	\$ —	0.01	\$ 1,002	0.10	\$ 9,988
62055755	61010	620	2220	GE-31	ENGINEERING TECHNICIAN	0.02	\$ 1,372	0.02	\$ 1,367	0.00	\$ —
62055755	61010	620		GE-38	CIVIL ENGINEER II	0.00	\$ —	0.00	\$ —	0.07	\$ 7,036

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

						FY 2019		FY 2020		FY 2021		
	ACCT	FD	JC	WP-GR	POSITION CLASS	FTE	BUDGET	FTE	BUDGET	FTE	BUDGET	
	62055756	61010	620	2220	GE-31	ENGINEERING TECHNICIAN	0.30	\$ 19,606	0.30	\$ 20,493	0.00	\$ —
	62055756	61010	620	1900	GE-38	CIVIL ENGINEER II	0.01	\$ 980	0.05	\$ 5,012	0.38	\$ 37,690
					Total	0.90	\$ 60,678	0.95	\$ 68,086	0.64	\$ 63,718	
Sanitary Utility -FT Service Fund												
	80055610	61010	800	5525	GE-38	CIVIL ENGINEER II	0.00	\$ —	0.00	\$ —	0.45	\$ 44,431
	80055610	61010	800		GE-35	CIVIL ENGINEER I					0.10	\$ 8,271
	80055610	61010	800	9425	GE-44	CITY ENGINEER	0.20	\$ 27,545	0.15	\$ 21,131	0.15	\$ 21,366
	80055610	61010	800	2220	GE-31	ENGINEERING TECHNICIAN	1.50	\$ 99,041	1.65	\$ 109,630	1.80	\$ 121,911
	80055610	61010	800	2725	GE-30	SURVEY TECHNICIAN	0.30	\$ 19,290	0.30	\$ 19,762	0.30	\$ 19,980
	80055610	61010	800	5575	GE-33	SURVEY PARTY CHIEF	0.30	\$ 22,707	0.30	\$ 23,222	0.30	\$ 23,478
	80055610	61010	800	1000	GE-25	CONFIDENTIAL ACCOUNT CLERK	0.00	\$ —	0.10	\$ 4,127	0.15	\$ 6,982
	80055610	61010	800	225	GE-25	SECRETARY	0.25	\$ 12,044	0.25	\$ 12,368	0.05	\$ 2,501
	80055610	61010	800	4060	GE-40	PROJECT MANAGER	0.15	\$ 16,188	0.15	\$ 16,557	0.15	\$ 16,740
					Total	2.70	\$ 196,815	2.90	\$ 206,797	3.45	\$ 265,660	
Sanitary Utility -PT Service Fund												
	80055610	61010	800	1000	GE-25	CONFIDENTIAL ACCOUNT CLERK	0.15	\$ 5,741	0.00	\$ —	0.00	\$ —
					Total	0.15	\$ 5,741	0.00	\$ —	0.00	\$ —	
Project Engineering-FT Stormwater Fund												
	62055620	61010	620	2220	GE-31	ENGINEERING TECHNICIAN	0.10	\$ 6,671	0.15	\$ 10,294	0.15	\$ 10,409
	62055620	61010	620	4870	GE-28	UTILITY LOCATOR	0.25	\$ 14,054	0.25	\$ 14,374	0.25	\$ 14,654
	62055620	61010	620	1000	GE-33	CONFIDENTIAL ACCOUNT CLERK	0.25	\$ 11,856	0.30	\$ 14,189	0.25	\$ 11,252
	62055620	61010	620	9425	GE-44	CITY ENGINEER	0.10	\$ 13,772	0.15	\$ 21,131	0.15	\$ 21,366
	62055620	61010	620	2700	GE-31	ENGINEERING ASST II	0.10	\$ 6,796	0.10	\$ 6,999	0.10	\$ 7,097
	62055620	61010	620	225	GE-25	SECRETARY	0.00	\$ —	0.00	\$ —	0.05	\$ 2,501
	62055620	61010	620	1900	GE-38	CIVIL ENGINEER II	0.10	\$ 9,704	0.10	\$ 9,927	0.00	\$ —
					Total	0.90	\$ 62,853	1.05	\$ 76,914	0.95	\$ 67,279	
Stormwater Utility FT Stormwater												
	62055900	61010	620	2230	GE-38	CIVIL ENGINEER II	0.00	\$ —	0.00	\$ —	0.13	\$ 12,793
					Total	0.00	\$ —	0.00	\$ —	0.13	\$ 12,793	
Stormwater Utility -PT Stormwater												
	62055900	61020	620	2710	GE-26	I&I INSPECTOR	1.48	\$ 73,974	1.46	\$ 74,638	1.46	\$ 75,480
					Total	1.48	\$ 73,974	1.46	\$ 74,638	1.46	\$ 75,480	
Stormwater Utility -FT Service Fund												
	80055620	61010	800	5525	GE-38	CIVIL ENGINEER II	1.25	\$ 122,111	1.20	\$ 119,896	0.68	\$ 68,836
	80055620	61010	800	9425	GE-44	CITY ENGINEER	0.10	\$ 13,772	0.10	\$ 14,087	0.10	\$ 11,488
	80055620	61010	800		GE-35	CIVIL ENGINEER I	0.00	\$ —	0.00	\$ —	0.10	\$ 8,271
	80055620	61010	800		GE-25	SECRETARY	0.00	\$ —	0.00	\$ —	0.05	\$ 2,501
	80055620	61010	800	2220	GE-31	ENGINEERING TECHNICIAN	1.70	\$ 112,423	1.85	\$ 123,920	1.35	\$ 91,530
	80055620	61010	800	2700	GE-31	ENGINEERING ASST II	0.40	\$ 27,187	0.40	\$ 27,995	0.40	\$ 28,387
	80055620	61010	800	2725	GE-30	SURVEY TECHNICIAN	0.25	\$ 16,075	0.25	\$ 16,468	0.25	\$ 16,650
	80055620	61010	800	4060	GE-40	PROJECT MANAGER	0.25	\$ 26,981	0.25	\$ 27,595	0.25	\$ 27,900
	80055620	61010	800	5575	GE-33	SURVEY PARTY CHIEF	0.25	\$ 18,923	0.25	\$ 19,351	0.25	\$ 19,566
	80055620	61010	800	1000	GE-25	CONFIDENTIAL ACCOUNT CLERK	0.00	\$ —	0.35	\$ 14,445	0.40	\$ 18,500
	80055620	61010	800	2710	GE-26	I&I INSPECTOR	0.00	\$ —	0.00	\$ —	0.00	\$ —
					Total	4.20	\$ 337,472	4.65	\$ 363,757	3.83	\$ 293,629	
Stormwater Utility -PT Service Fund												
	80055620	61020	800	1000	GE-25	CONFIDENTIAL ACCOUNT CLERK	0.75	\$ 28,704	0.00	\$ —	0.00	\$ —
					Total	0.75	\$ 28,704	0.00	\$ —	0.00	\$ —	

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

					FY 2019		FY 2020		FY 2021		
ACCT	FD	JC	WP-GR	POSITION CLASS	FTE	BUDGET	FTE	BUDGET	FTE	BUDGET	
Residential Parking - FT											
63055630	61010		GE-31	ENGINEERING TECHNICIAN	0.00	\$ —	0.00	\$ —	0.03	\$ 2,069	
Total					0.00	\$ —	0.00	\$ —	0.03	\$ 2,069	
Water Utility -FT											
64055400	61010	620	4870	GE-28	UTILITY LOCATOR	0.25	\$ 14,054	0.25	\$ 14,374	0.25	\$ 14,654
Total					0.25	\$ 14,054	0.25	\$ 14,374	0.25	\$ 14,654	
TOTAL ENGINEERING DIVISION					30.23	\$ 2,117,881	29.96	\$ 2,162,540	30.71	\$ 2,241,278	



Capital Improvement Projects by Department/Division					
ENGINEERING					
CIP Number	Capital Improvement Project Title	FY 18 Actual Expense	FY 19 Actual Expense	FY 20 Adopted Budget	FY 21 Recomm'd Budget
1001108	SIDEWALK REPAIR/MAINTENAN	3,343	2,214	30,000	30,000
1001200	RIVER DISCOVERY CENTER	122	—	—	0
1002779	EXCURSION BOAT DOCKS	—	18,500	—	0
1021857	UTILITY FRANCHISE ANALYSI	606,303	—	—	0
1021963	RIVERWALK SECURITY CAMERA	—	—	—	0
1022673	16TH ST DET BASIN TRAIL	672	—	597,000	0
1022674	KERPER BLVD FIBER AND CAM	96,442	2,696	—	0
1022763	STREETS TRAFFIC CONTROL	—	—	—	250,000
1022798	PAVEMENT PRESERVATION	—	—	—	48,000
2501039	CORRIDOR STUDY ALTERNATES	1,948	159	—	0
2501210	GRANDVIEW AVE.LIGHT POLES	—	—	—	0
2501281	JACKSON ST. RECONSTRUCTIO	—	—	—	0
2501287	SOUTHWEST ARTERIAL	—	18,217	—	0
2501576	VILLA WALL	—	—	—	1,600,000
2501702	3RD ST OVERPASS-PAINT	—	—	—	0
2502253	ITS TRAFFIC CONTROL EQUIP	20,500	—	—	0
2502274	US 52/CENTRAL TRAFFIC IMP	71,077	537,095	—	0
2502422	TRAFFIC OPS CTR VIDEO SOF	—	—	—	0
2502676	CITY-WIDE SECURITY CAMERA	1,689	—	—	0
2502797	7TH ST EXT TO PINE	—	—	88,400	0
2502799	INET FIBER BUILD OUT	—	—	100,000	0
2601236	WHEEL CHAIR RAMPS	—	—	12,600	0
2601239	NEIGHBORHOOD REL IMPROVEM	236,273	—	10,000	0
2601549	STREET LIGHT REPLACEMENT	8,084	—	—	0
2602767	LEAD SVC LINE REPLACE	—	—	30,000	0
2602776	SIDEWALKS	—	12,148	—	0
2642769	HUD RESILIENCY ENGINEER	2,121,753	6,245,593	8,128,055	8,194,419
3001011	SIGNALIZATION PROGRAM	40,256	60,751	80,000	70,000
3001023	INTERSECTION PREEMPTION	6,260	—	15,000	15,000
3001027	GUARDRAIL REPLACEMENT	8,718	—	10,000	0
3001029	STONE RETAINING WALLS	42,548	198,065	—	0
3001039	CORRIDOR STUDY-ALTERNATES	—	12,000	—	0
3001041	CURB/CATCH BASIN REPL	69,969	10,684	10,000	25,000
3001133	TRAFFIC SIGNAL MASTARM RE	38,134	4,126	80,000	65,000
3001210	GRANDVIEW AVE.LIGHT POLES	110,571	13,015	50,000	35,000
3001229	TRAFFIC CONTR BATTERY PCK	—	2,119	20,000	10,000
3001256	SPECIAL ASSESSMENT ASSIST	41,286	—	—	0
3001258	BRIDGE REPAIRS/MAINT.	6,009	3,502	85,000	0
3001266	TRAFFIC SIGNAL INTERCONNE	84,703	20,795	40,000	30,000
3001274	TRAFFIC CONTROLLER REPLAC	2,253	41,697	45,000	35,000
3001287	SOUTHWEST ARTERIAL	5,870,338	4,259,584	100,000	550,000
3001425	SIDEWALK PROGRAM CITY OWN	44,580	50,912	—	170,000
3001466	HARBOR AREA MAINTENANCE	—	—	—	0
3001549	STREET LIGHT REPLACEMENT	19,819	1,018	—	20,000
3001615	SIGNAL INTERSEC RECONSTRU	127,652	—	65,000	40,000
3001630	DECORATIVE CONCRETE MAINT	6,551	92,939	—	0
3001631	TRAFF SIG FIBER OPTIC NET	95,473	85,520	80,000	65,000
3001634	WHITE WATER CREEK BRIDGE	—	—	—	0
3001702	3RD ST OVERPASS-PAINT	—	—	—	120,000
3001816	TRAFFIC SIG VIDEO DET CON	74,749	—	52,000	50,000
3001916	LED RE-LAMP SCHEDULE	—	—	29,000	0
3001922	SAFE ROUTES TO SCHOOL	—	—	—	0
3002021	N CASCADE RD RECONSTRUCT	2,164	19,445	—	

Capital Improvement Projects by Department/Division					
ENGINEERING					
CIP Number	Capital Improvement Project Title	FY 18 Actual Expense	FY 19 Actual Expense	FY 20 Adopted Budget	FY 21 Recomm'd Budget
3002142	STREET CONST-GENERAL	41,932	81,282	83,000	100,000
3002144	FIBER OPTIC CONDUIT-MISC	15,664	60,431	50,000	40,000
3002245	PAVEMENT MARKING	113,320	120,387	135,000	135,000
3002252	ST LIGHT/SIGNAL KNOCKDOWN	18,275	70,202	30,000	25,000
3002253	ITS TRAFFIC CONTROL EQUIP	49,500	4,800	17,000	20,000
3002256	PENN@RADFORD INTERESECT	2,900	4,751	—	0
3002324	UNI & ASBURY INTER IMPROV	—	682,644	—	0
3002336	N GRANDVIEW ESTATES ROAD	—	—	—	0
3002420	SRGE AND GRND IMPR SIGNAL	1,678	8,364	15,000	10,000
3002421	STREET CAMERA INSTALL	37,773	25,504	75,000	70,000
3002422	TRAFIC OPS CTR VIDEO SOFT	4,983	58,520	—	0
3002423	TRAFIC OPS CNTR EQUIP TEST	758	116	—	0
3002484	LED STREETLIGHT RETROFIT	2,401	—	—	0
3002491	FIBER OPTICS TO AIRPORT	106,214	321	—	0
3002552	WASH ST RECON 8TH TO 9TH	—	28,948	—	0
3002557	FLASH YELLOW LEFT TURN	—	1,148	—	0
3002558	REPLC LED SIGNS BEACONS	—	—	—	0
3002559	GRANDVIEW SIGNAL RECON	339,559	—	—	0
3002611	GRANDVIEW/DELHI ROUNDABOU	1,062	—	—	0
3002612	HEEB STREET RECON	—	—	50,000	0
3002615	WAH NEIGH STREET LIGHTS	672	—	—	0
3002617	JFK RD COORD WACKER/ASB	3,774	—	—	0
3002618	WEST LOCUST COMM/CAMERAS	13,786	14,125	92,000	0
3002619	UNIV/ASBURY FIBER/CAMERA	2,199	—	—	0
3002620	FIBER/NETWORK MGMT PROG	253	275	50,450	0
3002634	SMARTER TRAVEL PROJECT	5,987	—	—	0
3002674	KERPER BLVD FIBER AND CAM	22,220	4,830	—	0
3002675	NW ARTERIAL TURN LANE IMP	43,354	203,722	—	0
3002676	CITY-WIDE SECURITY CAMERA	116,385	75,119	—	0
3002695	NW ARTERIAL LEFT TURN LN	9,160	—	—	0
3002717	POD IRRIGATION REPLACEMEN	5,101	—	—	0
3002724	GRNDVW/UNVRSTY ROUNDABOUT	151,804	1,356,008	—	0
3002735	JFK DITCH IMPROVEMENTS	18,785	—	—	0
3002761	DERBY GRANGE RESURFACE	—	—	—	0
3002762	LANDFILL ACCESS ROAD	2,329	1,331	97,000	0
3002763	STREETS TRAFFIC CONTROL	—	—	100,000	3,216,250
3002796	CENTRAL AVE 1 TO 2 WAY	—	—	180,000	0
3002798	PAVEMENT PRESERVATION	—	—	32,984	0
3002799	INET FIBER BUILD OUT	—	—	—	90,000
3002800	ASBURY RD SIGNALIZATION	—	—	120,000	0
3002801	FIBR REEL TRAILER/TOOLS	—	—	15,000	0
3002848	SW ARTERIAL ITS CORRIDOR	—	—	—	850,000
3002849	PAVE REHAB CONCRETE ST	—	—	—	520,000
3002850	NW ARTERIAL LEFT ON JFK	—	—	—	180,000
3002851	PAVE PRES JOINT SEALING	—	—	—	50,000
3002852	BRICK PAVER MAINT	—	—	—	30,000
3002856	ASBURY & JFK SIGNAL RECON	—	—	—	120,000
3002857	BROADBAND ACC UNIV ACCESS	—	—	—	136,000
3401654	BEE BRANCH CREEK RESTORAT	2,772,324	628,057	—	0
3402608	GATE REPLC FLOOD MITIGATI	806	47,583	—	3,500,000
3402609	FLOOD CONTROL MAINT FACIL	130,325	133,895	—	0
3402690	HUD RESILIENCY	439,760	(24,727)	—	0
3402769	HUD RESILIENCY ENGINEER	—	2,758,357	3,523,143	1,311,008

Capital Improvement Projects by Department/Division					
ENGINEERING					
CIP Number	Capital Improvement Project Title	FY 18 Actual Expense	FY 19 Actual Expense	FY 20 Adopted Budget	FY 21 Recomm'd Budget
3402774	BEE BRANCH TRAIL CONNECT	—	—	—	0
3501029	STONE RETAINING WALLS	—	—	—	0
3501053	RIVERFRONT LEASEHOLD IMPR	7,667	6,291	—	0
3501425	SIDEWALK PROGRAM CITY OWN	—	12,938	25,000	0
3501465	REHAB RR TRACK	—	—	—	0
3501466	HARBOR AREA MAINTENANCE	—	—	—	25,000
3501549	STREET LIGHT REPLACEMENT	—	—	—	0
3501630	DECORATIVE CONCRETE MAINT	—	25,755	—	0
3501727	SIDEWALK FINANCIAL ASSIST	—	—	—	0
3501841	FEDERAL BUILDING RENOVTN	94,984	77,896	—	0
3502021	N CASCADE RD RECONSTRUCT	17,076	76,133	—	0
3502642	CHAVENELLE TRAIL	41,611	26	—	0
3502855	MUSEUM WETLAND RAILING	—	—	—	20,000
3601039	CORRIDOR STUDY ALTERNATES	—	—	4,450,000	0
3601053	RIVERFRONT LEASEHOLD IMPR	2,389	131,524	4,200	187,500
3601549	STREET LIGHT REPLACEMENT	—	14,175	—	12,000
3601608	DWNTWN ST LIGHT REPLACMNT	18,678	2,600	—	0
3601841	FEDERAL BUILDING RENOVTN	—	23,447	102,700	446,000
3602273	CHAVENELLE TRAIL	44,793	34,431	—	0
3602421	STREET CAMERA INSTALL	—	—	—	12,476
3602484	LED STREETLIGHT RETROFIT	—	—	—	0
3602487	POD PARKING LOT	—	—	—	0
3602494	DT SECURITY CAMERAS	120,939	14,308	—	0
3602551	CHAVANELLE RD REHAB	8,443	38,032	—	3,700,000
3602552	WASH ST RECON 8TH TO 9TH	14,465	269,288	—	0
3602554	11TH ST STAIRS RECON	21,235	—	—	0
3602612	HEEB STREET	—	—	—	300,000
3602671	DOWNTOWN STREET LIGHTS	47,622	—	—	0
3602676	DOWNTOWN SECURITY CAMERAS	10,000	—	—	0
3602677	DOWNTOWN SECURITY CAMERAS	—	—	—	0
3602760	HWY 52 PHASE 4 CENTRAL	—	—	—	0
3602796	CENTRAL AVE 1 TO 2 WAY	—	—	20,000	0
3602853	POD RIVERFRONT DOCK EXP	—	—	—	1,050,000
3602854	ABC SUPPLY BUILD DECON	—	—	—	417,000
7101067	SEWER CONN ASST-LOW/MOD	—	—	—	0
7101289	GENERAL SANITARY SEWER RE	—	—	—	200,000
7101293	SAN SEWER INTERNAL MAIN	3,108	341	34,822	13,275
7101294	I&I REDUCTION PROGRAM	17,574	820	—	0
7101297	LATERAL REPL ASST.LOW INC	9,349	—	—	0
7101309	SEWER LATERAL ASSISTANCE	—	—	—	0
7101320	LATERALS-I&I REDUCTION	4,600	—	—	0
7101335	SAN SEWER MANHOLE REPLACE	196,779	12,122	50,000	0
7101350	SEWER EXTENSIONS NEW DEV.	15,046	7,044	—	600,000
7101637	SAN SEWER LINING PROGRAM	160,132	26,993	27,500	0
7101638	STREET PROG/RELATED SANIT	—	—	—	0
7101797	MONROE ST SAN SEWER EXT	—	—	—	0
7102013	H&W SANITARY SEWER PROJ	637	—	—	0
7102406	FOX BLACKHAWK SAN SEWER	—	—	—	0
7102413	RELOC 30" MAIN OPW GARAGE	35,293	337,025	—	0
7102450	\$9.4 GREEN ALLEYS	468,851	40,274	—	0
7102546	TRACK LN SAN SEWER CLEAN	—	—	100,000	187,790
7102547	WASH ST SAN 7TH TO 9TH	662	—	—	0

Capital Improvement Projects by Department/Division					
ENGINEERING					
CIP Number	Capital Improvement Project Title	FY 18 Actual Expense	FY 19 Actual Expense	FY 20 Adopted Budget	FY 21 Recomm'd Budget
7102571	AUBURN & CUSTER SAN SEWER	—	—	—	316,400
7102606	CEDAR/TERM ASSESSMENTS	82,210	143,635	153,000	750,000
7102607	CATFISH/GRANGER LIFT IMPR	—	—	243,000	0
7102612	HEEB STREET	—	—	20,000	160,000
7102663	KERPER SANITARY	189,327	1,705,670	—	0
7102669	SW ART/MENARD UTLTY RELOC	—	—	—	0
7102670	SW ART/HWY 20 UTLTY RELOC	—	—	—	0
7102720	30TH & JACKSON SAN SEWER	7,346	120,399	—	0
7102721	MARQUETTE SAN SEWER	23,526	252,375	—	0
7102728	COATES SANITARY SEWER	15,947	—	—	0
7102729	DERBY GRANGE ANNEXATION	517,296	—	—	0
7102754	TWIN RIDGE LIFT ST ABANDO	—	122,774	—	0
7102755	HARLAN EUCLID SANITARY	—	—	—	0
7102780	TIMBERHYRST SANITARY	—	13,808	—	0
7102791	ASSET MANAGEMENT	—	—	164,000	237,000
7102793	CCTV INSPECT/CLEAN/ASSESS	—	—	75,000	285,000
7102794	WOOD ST SANITARY	—	—	15,000	95,000
7102795	HEMPSTEAD SANITARY	—	—	—	30,000
7102812	CREEKBNK_REPAIR_STEGTJARK	—	90,029	—	0
7102844	CENTER PLACE ALLEY SEWER	—	—	—	410,000
7102846	FORCE MAIN STABILIZATION	—	—	—	100,000
7201008	STORM SEWER IMPR/EXTENSIO	—	6,490	70,000	60,000
7201066	GENERAL REPAIRS	25,054	60,966	100,000	50,000
7201081	CATCH BASIN/WESTSIDE STOR	—	—	53,000	53,000
7201085	KAUFMANN AVE STORM	—	—	—	0
7201086	NW ARTERIAL DETENSION BAS	—	11,361	—	0
7201123	WILBRECHT LANE STORM SERW	5,172	—	—	0
7201180	JACKSON STREET STORM SEWE	—	—	—	0
7201354	DRAIN TILE PROGRAM	—	—	20,000	100,400
7201363	GUNITE ROCK STORM SEWER	—	—	—	0
7201365	MIDDLE ROAD CULVERT	—	81,739	—	0
7201379	SUNNYCREST/ROOSEVELT STRM	—	—	21,000	0
7201654	BEE BRANCH CREEK RESTORAT	1,757,334	—	—	0
7201809	VILLA ST STORM SEWER PROJ	509	—	—	33,000
7201811	UNIVERSITY AV CULVERT EXT	—	—	25,000	0
7202238	CEDAR CROSS RD STORM	—	—	—	0
7202274	US-52 STORM IMPROVEMENTS	8,158	83,523	—	0
7202331	CATFISH CRK WATERSHED PRT	403,352	244,218	—	0
7202332	STORMWTR INFILT & INFLOW	0	14,798	100,000	50,000
7202547	WASH ST SAN 7TH TO 9TH	0	0	0	0
7202608	GATE REPLC FLOOD MITIGATI	0	0	0	1,634,418
7202609	FLOOD CONTROL MAINT FACIL	82,255	26,899	0	0
7202610	ADMIRAL SHEEHY FLOOD GATE	0	0	0	0
7202612	HEEB STREET	0	0	5,000	25,000
7202632	S GRANDVIEW (CANGENELLI)	4,172	0	0	0
7202667	AVOCA STORM IMPROVEMENTS	37,911	0	0	0
7202668	NORTHRIDGE STORM EXTENSIO	0	0	0	0
7202669	SW ART/MENARD UTLTY RELOC	0	0	0	0
7202670	SW ART/HWY 20 UTLTY RELOC	0	0	325,000	0

Capital Improvement Projects by Department/Division					
ENGINEERING					
CIP Number	Capital Improvement Project Title	FY 18 Actual Expense	FY 19 Actual Expense	FY 20 Adopted Budget	FY 21 Recomm'd Budget
7202690	HUD RESILIENCY	0	0	0	0
7202722	WILBRICHT DETENTION BASIN	4,531	63	0	0
7202723	VAN BUREN STORM OUTLET	6,739	6,074	0	0
7202756	US 52 CENTRAL STORMWATER	0	0	0	0
7202757	ST ANNE DR STORM	0	0	0	0
7202758	HILLCREST ROSEMONT DET	0	15,369	0	0
7202759	MAUS PARK CULVERT	0	0	0	0
7202762	LANDFILL ACCESS ROAD	0	0	222,000	0
7202769	HUD RESILIENCY ENGINEER	0	628,735	9,899,795	7,839,922
7202813	PERV PAVE BB RR SPONSOR	0	0	0	0
7202847	CATHERINE ST STORM SEWER	0	0	0	53,000
<b>ENGINEERING</b>	<b>TOTAL</b>	<b>18,868,051</b>	<b>22,839,178</b>	<b>30,747,649</b>	<b>41,278,858</b>

PRGRM/ DEPT	PROJECT DESCRIPTION	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	TOTAL	PAGE
<b>PUBLIC WORKS</b>								
<b>SANITARY SEWER</b>								
<b>Business Type</b>								
<b>General</b>								
	Sanitary Sewer Extensions to New Developments	\$ 13,275	\$ 33,866	\$ 59,145	\$ 174,473	\$ 31,925	\$ 312,684	162
	Sanitary Sewer Extensions to Existing Developments	\$ 600,000	\$ 1,200,000	\$ —	\$ —	\$ —	\$ 1,800,000	163
	Twin Ridge Subdivision -Lagoon Abandonment	\$ —	\$ 465,000	\$ —	\$ —	\$ —	\$ 465,000	164
	Sanitary Sewer Extensions - Existing Development, Pre-annexation and Annexation Agreements	\$ —	\$ 233,500	\$ —	\$ —	\$ —	\$ 233,500	165
	McFadden Farm Sanitary Sewer Extension	\$ —	\$ —	\$ 532,000	\$ —	\$ —	\$ 532,000	166
	Sewer Utility Master Plan	\$ 237,000	\$ 121,000	\$ —	\$ —	\$ —	\$ 358,000	167
	CCTV Inspection, Cleaning, and Assessment	\$ 285,000	\$ 180,000	\$ 180,000	\$ 180,000	\$ —	\$ 825,000	168
<b>Reconstruction</b>								
	Southfork Interceptor Sewer	\$ —	\$ —	\$ 34,181	\$ 533,819	\$ —	\$ 568,000	169
	Knob Hill-Duggan Drive Sanitary Sewer Reconstruction	\$ —	\$ —	\$ 149,310	\$ —	\$ —	\$ 149,310	170
	Brunswick Sanitary Sewer	\$ —	\$ —	\$ 9,400	\$ 68,900	\$ —	\$ 78,300	171
	Southgate Sanitary Sewer Reconstruction	\$ —	\$ —	\$ 13,300	\$ 98,100	\$ —	\$ 111,400	172
	Center Grove Sanitary Sewer Reconstruction	\$ —	\$ —	\$ 7,300	\$ 60,000	\$ —	\$ 67,300	173
	Wood Street Sanitary Sewer Reconstruction	\$ 95,000	\$ —	\$ —	\$ —	\$ —	\$ 95,000	174
	Auburn & Custer Sanitary Sewer Reconstruction	\$ 316,400	\$ —	\$ —	\$ —	\$ —	\$ 316,400	175
	Grove Terrace Sanitary Sewer Reconstruction	\$ —	\$ 110,000	\$ —	\$ —	\$ —	\$ 110,000	176
	Heeb Street Sanitary Sewer Reconstruction	\$ 160,000	\$ —	\$ —	\$ —	\$ —	\$ 160,000	177
	Hempstead Sanitary Sewer Reconstruction	\$ 30,000	\$ 250,000	\$ —	\$ —	\$ —	\$ 280,000	178
	Cooper Place and Maiden Lane Sanitary Sewer Reconstruction	\$ —	\$ —	\$ 30,000	\$ 300,000	\$ —	\$ 330,000	179
	Abbott & Cottage Sanitary Sewer Reconstruction	\$ —	\$ —	\$ 20,000	\$ 200,000	\$ —	\$ 220,000	180
	Harvard St Sanitary Sewer Reconstruction	\$ —	\$ —	\$ —	\$ 18,000	\$ 160,000	\$ 178,000	181
	Cedar and Terminal Street Lift Station and Force Main Assessment and Improvements	\$ 750,000	\$ 1,416,000	\$ 2,260,000	\$ —	\$ —	\$ 4,426,000	182
	Track Line Sanitary Cleaning and Lining	\$ 187,790	\$ —	\$ —	\$ —	\$ —	\$ 187,790	184
	Force Main Stabilization	\$ 100,000	\$ —	\$ —	\$ —	\$ 7,692,308	\$ 7,792,308	185
	Sanitary Sewer Lining Program	\$ —	\$ 132,500	\$ —	\$ —	\$ 220,000	\$ 352,500	186
	Manhole Replacement/Rehab Program	\$ —	\$ —	\$ 50,000	\$ —	\$ 40,000	\$ 90,000	187

PRGRM/ DEPT	PROJECT DESCRIPTION	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	TOTAL	PAGE
	Center Place Alley Sanitary Sewer Rehabilitation	\$ 410,000		\$ —	\$ —	\$ —	\$ 410,000	188
	Perry & Bradley Force Main and Lift Station Improvements	\$ —	\$ 35,000	\$ 225,000	\$ —	\$ —	\$ 260,000	189
	Couler Valley Interceptor Inspection, Cleaning and Rehabilitation	\$ —	\$ —	\$ 85,000	\$ —	\$ —	\$ 85,000	190
	General Sanitary Sewer Replacement	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 1,000,000	191
<b>STORMWATER</b>								
<b>Business Type</b>								
<b>General Storm Sewer Projects</b>								
	Stormwater Infiltration & Inflow Elimination Program	\$ 50,000	\$ 50,000	\$ 90,000	\$ 100,000	\$ 100,000	\$ 390,000	192
	Storm Sewer General Replacements	\$ 50,000	\$ 50,000	\$ 50,000	\$ 100,000	\$ 204,255	\$ 454,255	193
	Storm Sewer Improvements/Extensions	\$ 60,000	\$ 60,000	\$ 60,000	\$ 64,946	\$ 64,946	\$ 309,892	194
	Catch Basin Reconstruction	\$ 53,000	\$ 53,000	\$ 53,060	\$ 54,122	\$ 55,204	\$ 268,386	195
	Draintile Program	\$ 100,400	\$ 90,810	\$ 101,224	\$ 100,000	\$ 62,082	\$ 454,516	196
<b>Bee Branch Watershed Projects</b>								
	Bee Branch Creek RR Culverts	\$17,345,349	\$ —	\$ —	\$ —	\$ —	\$17,345,349	197
	Bee Branch Creek Gate & Pump Replacement	\$ 5,134,418	\$ 4,769,592	\$ —	\$ —	\$ —	\$ 9,904,010	199
	Flood Control Maintenance Facility	\$ —	\$ —	\$ —	\$ 220,000	\$ —	\$ 220,000	200
<b>Specific Storm Sewer Projects</b>								
	University Ave Storm Sewer	\$ —	\$ —	\$ 150,000	\$ —	\$ —	\$ 150,000	201
	Heeb Street Storm Sewer (Street Program)	\$ 25,000	\$ —	\$ —	\$ —	\$ —	\$ 25,000	202
	Keokuk Storm Sewer Extension	\$ —	\$ 44,600	\$ —	\$ —	\$ —	\$ 44,600	203
	Copper Field Storm Sewer Extension Project	\$ —	\$ 34,700	\$ —	\$ —	\$ —	\$ 34,700	204
	Key Way Drive Outfall Project	\$ —	\$ 30,100	\$ —	\$ —	\$ —	\$ 30,100	205
	Pennsylvania Culvert Replacement	\$ —	\$ —	\$ —	\$ —	\$ 25,000	\$ 25,000	206
	Windsor Street Storm Sewer Extension	\$ —	\$ —	\$ —	\$ 80,500	\$ —	\$ 80,500	207
	Seippel Road Culvert Replacement	\$ —	\$ 8,000	\$ 48,000	\$ —	\$ —	\$ 56,000	208
	Catherine Street Storm Sewer Improvements	\$ 53,000	\$ —	\$ —	\$ —	\$ —	\$ 53,000	209
	Villa Street Storm Sewer Replacement	\$ 33,000	\$ —	\$ —	\$ —	\$ —	\$ 33,000	210
	Northridge Dr Storm Sewer Extension	\$ —	\$ —	\$ —	\$ —	\$ 133,200	\$ 133,200	211
<b>STREETS</b>								
<b>Public Works</b>								
<b>Street Related Improvements</b>								
	Pavement Marking Project	\$ 135,000	\$ 135,000	\$ 135,000	\$ 135,000	\$ 135,000	\$ 675,000	212
	Street Construction General Repairs	\$ 100,000	\$ 100,000	\$ 110,000	\$ 110,000	\$ 100,000	\$ 520,000	213
	Pavement Preservation Program	\$ 48,000	\$ —	\$ —	\$ —	\$ —	\$ 48,000	214

PRGRM/ DEPT	PROJECT DESCRIPTION	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	TOTAL	PAGE
	East - West Corridor Capacity Improvements	\$ —	\$ 150,000	\$ 4,600,000	\$ —	\$ —	\$ 4,750,000	216
	Chavenelle Rd Reconstruction	\$ 3,700,000	\$ —	\$ —	\$ —	\$ —	\$ 3,700,000	218
	Heeb Street Reconstruction	\$ 300,000	\$ —	\$ —	\$ —	\$ —	\$ 300,000	220
	Southwest Arterial Project	\$ 550,000	\$ —	\$ —	\$ —	\$ —	\$ 550,000	221
	Southwest Arterial ITS Corridor Development	\$ 850,000	\$ 850,000	\$ —	\$ —	\$ —	\$ 1,700,000	223
	Westside Drive Street Lights	\$ —	\$ —	\$ 150,000	\$ —	\$ —	\$ 150,000	224
	7th Street Extension to Pine Street	\$ —	\$ —	\$ —	\$ 191,500	\$ 650,000	\$ 841,500	225
	North Cascade Road Reconstruction	\$ —	\$ 1,497,200	\$ —	\$ —	\$ —	\$ 1,497,200	226
	Cedar Cross Rd Reconstruction	\$ —	\$ —	\$ —	\$ —	\$ 400,000	\$ 400,000	228
	Seippel Road Reconstruction	\$ —	\$ —	\$ —	\$ —	\$ 280,000	\$ 280,000	229
	Pavement Rehabilitation - Concrete Street Repair, Mill and Asphalt Resurfacing	\$ 520,000	\$ —	\$ —	\$ —	\$ —	\$ 520,000	230
	Northwest Arterial Eastbound Dedicated Left Turn lane onto John F Kennedy (JFK) Road	\$ 180,000	\$ —	\$ —	\$ —	\$ —	\$ 180,000	231
	Pavement Preservation Joint Sealing	\$ 50,000	\$ 50,000	\$ 55,000	\$ 55,000	\$ —	\$ 210,000	232
	Rockdale Road Reconstruction	\$ —	\$ —	\$ —	\$ —	\$ 200,000	\$ 200,000	233
<b>Sidewalk Related</b>								
	Sidewalk Inspection Program - Assessable	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 150,000	234
	Sidewalk Program - City-Owned Property	\$ 170,000	\$ 100,000	\$ 100,000	\$ 50,000	\$ 50,000	\$ 470,000	235
	ADA Curb Ramp Construction	\$ —	\$ 12,600	\$ 12,600	\$ 12,600	\$ 12,600	\$ 50,400	236
	Sidewalk Program Related Curb and Catch Basin Replacements	\$ 25,000	\$ 25,000	\$ 30,000	\$ 32,000	\$ 35,000	\$ 147,000	237
	Decorative Concrete Maintenance Program	\$ —	\$ —	\$ —	\$ 35,000	\$ 40,000	\$ 75,000	238
<b>Trails/General Maintenance</b>								
	Stone Retaining Walls	\$ —	\$ 100,000	\$ 105,000	\$ 110,000	\$ —	\$ 315,000	239
	Bridge Repairs/Maintenance	\$ —	\$ 100,000	\$ 100,000	\$ 100,000	\$ —	\$ 300,000	240
	Villa Street Retaining Wall	\$ 1,600,000	\$ —	\$ —	\$ —	\$ —	\$ 1,600,000	241
	Lowell Street Retaining Wall	\$ —	\$ 141,500	\$ —	\$ —	\$ —	\$ 141,500	242
	Brick Paver Maintenance	\$ 30,000	\$ —	\$ 30,000	\$ —	\$ 30,000	\$ 90,000	243
	Complete Streets Elements	\$ —	\$ —	\$ 12,000	\$ 12,000	\$ 10,000	\$ 34,000	244
<b>MISCELLANEOUS</b>								
<b>General Government</b>								
	Federal Building Renovation	\$ 446,000	\$ 346,800	\$ 286,000	\$ 36,500	\$ —	\$ 1,115,300	245
<b>Community and Economic Development</b>								
<b>Public Works</b>								
	Riverfront Dock Expansion	\$ 1,050,000	\$ 1,050,000	\$ —	\$ —	\$ —	\$ 2,100,000	247
	Neighborhood Related Improvement	\$ —	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 40,000	249
	Riverfront Leasehold Improvements	\$ 187,500	\$ 73,500	\$ —	\$ —	\$ —	\$ 261,000	250



PRGRM/ DEPT	PROJECT DESCRIPTION	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	TOTAL	PAGE
	ABC Supply Building Deconstruction	\$ 417,000	\$ —	\$ —	\$ —	\$ —	\$ 417,000	251
	Port of Dubuque - Security Cameras	\$ —	\$ 20,000	\$ —	\$ 20,000	\$ —	\$ 40,000	252
	Harbor Area Maintenance	\$ 25,000	\$ —	\$ 30,000	\$ —	\$ 35,000	\$ 90,000	253
	Ice Harbor Road - Museum Wetland Railing	\$ 20,000	\$ —	\$ —	\$ —	\$ —	\$ 20,000	254
	Third Street Overpass Railing Painting	\$ 120,000	\$ —	\$ —	\$ —	\$ —	\$ 120,000	255
	Speed Shields	\$ —	\$ 46,000	\$ 46,000	\$ 46,000	\$ —	\$ 138,000	256
<b>TRAFFIC</b>								
<b>Public Works</b>								
	Street Light Replacement and New Installation	\$ 32,000	\$ 128,200	\$ 145,200	\$ 180,000	\$ 35,000	\$ 520,400	257
	Signalization Program	\$ 70,000	\$ 70,000	\$ 80,000	\$ 70,000	\$ 60,000	\$ 350,000	258
	Traffic Signal Mastarm Retrofit	\$ 65,000	\$ 70,000	\$ 75,000	\$ 80,000	\$ 65,000	\$ 355,000	259
	Traffic Signal Interconnect Conduit Replacement	\$ 30,000	\$ 40,000	\$ 70,000	\$ 40,000	\$ 40,000	\$ 220,000	260
	Traffic Signal Controller Replacement	\$ 35,000	\$ 35,000	\$ 45,000	\$ 45,000	\$ 35,000	\$ 195,000	261
	Street Lighting and Traffic Signal Knockdown/Insurance	\$ 25,000	\$ 25,000	\$ 30,000	\$ 30,000	\$ 25,000	\$ 135,000	262
	Street Camera Installation	\$ 82,476	\$ 105,775	\$ 89,798	\$ 105,000	\$ 15,000	\$ 398,049	263
	LED Re-lamp schedule	\$ —	\$ 25,000	\$ 30,000	\$ 25,000	\$ 20,000	\$ 100,000	264
	Traffic Signal Battery Backup Program	\$ 10,000	\$ 15,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 85,000	265
	Traffic Signal Intersection Reconstruction	\$ 40,000	\$ 50,000	\$ 75,000	\$ 72,472	\$ 65,000	\$ 302,472	266
	Surge and Grounding Improvements at Signals City- Wide	\$ 10,000	\$ 15,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 85,000	267
	STREETS Traffic Control Project	\$ 3,466,250	\$ 75,000	\$ 50,000	\$ —	\$ —	\$ 3,591,250	268
	Traffic Signal Fiber Optics	\$ 65,000	\$ 65,000	\$ 100,000	\$ 100,000	\$ —	\$ 330,000	269
	ITS Traffic Control Equipment	\$ 20,000	\$ 20,000	\$ 25,000	\$ 34,000	\$ 25,000	\$ 124,000	270
	Traffic Signal Vehicle Detection Conversion	\$ 50,000	\$ 50,000	\$ 60,000	\$ 64,000	\$ 40,000	\$ 264,000	271
	Grandview Street Light Replacement	\$ 35,000	\$ —	\$ 50,000	\$ 100,000	\$ —	\$ 185,000	272
	INET Replacement Build Out	\$ 90,000	\$ 90,000	\$ 150,000	\$ 65,000	\$ —	\$ 395,000	273
	Emergency Preemption Expansion and Upgrades	\$ 15,000	\$ 15,000	\$ 15,000	\$ 20,000	\$ 20,000	\$ 85,000	274
	Asbury Rd Signalization Reconstruction	\$ 120,000	\$ —	\$ —	\$ —	\$ —	\$ 120,000	275
	Fiber Optic Conduit - Miscellaneous	\$ 40,000	\$ 40,000	\$ 50,000	\$ 50,000	\$ 40,000	\$ 220,000	276
	Fiber Infrastructure Management System	\$ —	\$ 100,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 130,000	277
	Broadband Acceleration and Universal Access	\$ 136,000	\$ 130,000	\$ 125,000	\$ 120,000	\$ —	\$ 511,000	278
	<b>TOTAL</b>	<b>41,278,858</b>	<b>15,569,243</b>	<b>11,563,518</b>	<b>4,788,932</b>	<b>11,541,520</b>	<b>84,742,071</b>	

## City of Dubuque

## Action Items # 1.

---

**ITEM TITLE:** Code of Ordinance Amendment - Title 13 Public Utilities - Fixing Water Rates; Residential, Commercial, Industrial and Other Uses; Fire Sprinkler Service

**SUMMARY:**

**ORDINANCE** Establishing City of Dubuque Code of Ordinances Title 13 Public Utilities, Chapter 1, Water Use and Service, Article C Rates, Section 13-1C-1(A) Fixing Water Rates for Residential, Commercial, Industrial, and All Other Uses

**ORDINANCE** Establishing the City of Dubuque Code of Ordinances Title 13 Public Utilities Chapter 1 Water Use and Service, Article C Rates Section 13-1C-2 Fixing Water Rates for Fire Sprinkler Service

**SUGGESTED DISPOSITION:** Suggested Disposition: Receive and File; Motion B; Motion A

**ATTACHMENTS:**

**Description**

**Type**

Staff Memo

Staff Memo

FY21 Ordinance Water Use and Service Rates

Ordinance

FY21 Sprinkler Service Ordinance

Ordinance

FY20 to FY21 Water Rate Comparison

Supporting Documentation

Suggested Motion Wording

Supporting Documentation

**TO:** Michael C. Van Milligen, City Manager

**FROM:** Denise Blakeley Ihrig, Water Department Manager

**SUBJECT:** Establishing Water Rates under City of Dubuque Code of Ordinances Section Title 13 Public Utilities Chapter 1 Article C – Rates, Section 13-1C-1(a) Residential, Commercial, Industrial and other uses; and Section 13-1C-2 Fire Sprinkler Service

**DATE:** April 21, 2020

## INTRODUCTION

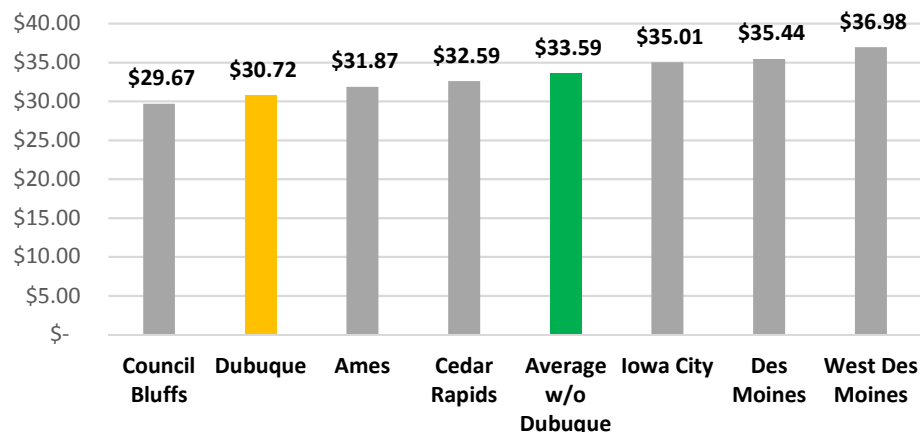
The purpose of this memorandum is to provide two ordinances for review and approval. These ordinances establish the FY21 City of Dubuque Code of Ordinances Title 13 Public Utilities Chapter 1 Article C, Section 13-1C-1(a) Fixing Water Rates for Residential and Industrial Use and all other uses; and Section 13-1C Fixing Water Rates for Fire Sprinkler Service.

## DISCUSSION

It is recommended, the Water Department's budget request for FY21, include a 0% (zero percent) rate increase, due to the potential economic hardship placed on the community, and our customers resulting from the novel coronavirus, COVID-19. At such time, as appropriate, the Water Department will revisit the rate structure, along with the City Manager and the Finance Department.

Proposed and approved rate structures of comparable Iowa communities with lime softening treatment similar to Dubuque, are compared in the following table. The calculation is based on the average residential usage of 6,000 gallons per month.

**Proposed FY21 Water Rates Comparison  
(6,000 Gallons)**



<b>Ranked Highest to Lowest</b>	<b>City</b>	<b>Water Cost for 6,000 Gallons</b>	<b>Notes</b>
7	West Des Moines	\$36.98	Per website, Effective 1/1/2020
6	Des Moines	\$35.44	5% increase, Effective 4/1/2020
5	Iowa City	\$35.01	Proposed 5% increase, Effective 7/1/2020
4	Cedar Rapids	\$32.59	Proposed 6.5% service fee & 6% Step 1 Increase, Eff. 7/1/2020
3	Ames	\$31.87	Proposed 2% increase, Effective 7/1/2020
<b>2</b>	<b>Dubuque</b>	<b>\$30.72</b>	<b>Proposed 0% increase, Effective 7/1/2020</b>
1	Council Bluffs	\$29.67	No Proposed Rate Increase

*Average* \$33.18 8.02% *Higher than Dubuque*

*Average w/o Dubuque* \$33.59 9.35% *Higher than Dubuque*

Among comparable cities, Dubuque is proposed to have the second lowest water rates. The highest rate (West Des Moines) is 20.38% higher than Dubuque's rate, and the average is 8.02% higher than Dubuque

#### **RECOMMENDATION**

It is recommended the attached proposed ordinances be submitted to the City Council for adoption during the FY21 Budget Hearings with an effective date of July 1, 2020.

cc: Crenna Brumwell, City Attorney  
Jenny Larson, Director of Finance and Budget  
Kevin Firnstahl, City Clerk  
Randy Gehl, Public Information Officer  
Rachel Kilburg, Budget Analyst  
File

**ORDINANCE NO. \_\_\_\_-20**

**ESTABLISHING CITY OF DUBUQUE CODE OF ORDINANCES TITLE 13 PUBLIC UTILITIES, CHAPTER 1 WATER USE AND SERVICE, ARTICLE C RATES, SECTION 13-1C-1(A) FIXING WATER RATES FOR RESIDENTIAL, COMMERCIAL, INDUSTRIAL, AND ALL OTHER USES**

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF DUBUQUE, IOWA:**

Section 1. Section 13-1C-1(A) of the City of Dubuque Code of Ordinances, is hereby unchanged, and shall read as follows:

Section 13-1C-1A: Residential, Commercial, Industrial and All Other Uses.

A. Rates Established: The rates to be charged for water for residential, commercial, industrial and all other uses and purposes by any person, firm or corporation within the city shall be based on units of one hundred cubic feet (748 gallons) or per gallon as follows:

<u>Monthly Consumption (in Hundreds of Cubic Feet)</u>	<u>Charge per Hundred Cubic Feet</u>
First 30	\$3.85
Next 120	\$3.14
Next 350	\$2.91
Next 500	\$2.57
Over 1,000	\$2.28

<u>Monthly Consumption (in Gallons)</u>	<u>Charge per Gallon</u>
First 22,440	\$0.00512
Next 89,760	\$0.00419
Next 261,800	\$0.00391
Next 374,000	\$0.00345
Over 748,000	\$0.00302

Rates shall be subject to the following minimum monthly charge according to the size of the meter:

<u>Meter Size Inches</u>	<u>Monthly Consumption (In Hundreds of Cubic Feet)</u>	<u>Monthly Consumption (In Gallons)</u>	<u>Minimum Charge</u>
5/8	2	1,496	\$7.66
3/4	5	3,740	\$19.15
1	8	5,984	\$30.64
1 1/2	26	19,448	\$99.57
2	46	34,408	\$165.04
3	106	79,288	\$353.09
4	168	125,664	\$543.63
6	368	275,264	\$1,128.57
8	625	467,500	\$1,837.20

A property owner shall pay a \$50.00 disconnect fee for water service that is disconnected by the city for a meter not in service. When a tenant account is subject to disconnection due to delinquency, the tenant shall pay the \$50.00 disconnect fee.

A \$50.00 service call fee shall be changed to property owners or tenant account for those service calls that are determined to be related to customer negligence.

A \$7.00 minimum monthly charge shall be assessed for meters not in service.

Section 2. This Ordinance shall take effect July 1, 2020.

Passed, approved and adopted this \_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Roy D. Buol, Mayor

Attest:

\_\_\_\_\_  
Kevin Firnstahl, City Clerk

ORDINANCE NO. \_\_\_\_-20

ESTABLISHING THE CITY OF DUBUQUE CODE OF ORDINANCES TITLE 13  
PUBLIC UTILITIES CHAPTER 1 WATER USE AND SERVICE, ARTICLE C RATES  
SECTION 13-1C-2 FIXING WATER RATES FOR FIRE SPRINKLER SERVICE

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY  
OF DUBUQUE, IOWA:

Section 1. Section 13-1C-2 of the City of Dubuque Code of Ordinances is hereby  
unchanged, and shall read as follows:

Section 13-1C-2: Fire Sprinkler Service.

Customers who have fire sprinkler service shall be billed for this service on a monthly  
basis. The monthly charge shall be as follows:

<u>CURRENT NUMBER OF HEADS</u>	<u>MONTHLY CHARGES</u>
Up to 200 (minimum).....	\$23.47
200-299 .....	\$28.17
300-399 .....	\$32.81
400-599 .....	\$37.55
600-799 .....	\$42.20
800 -999 .....	\$46.92
1,000 - 1,199 .....	\$51.63
1,200 - 1,399 .....	\$56.27
1,400 - 1,599 .....	\$60.97
1,600 - 1,799 .....	\$65.68
1,800 - 1,999 .....	\$70.33
2,000 - 2,199 .....	\$75.04
2,200 - 2,399 .....	\$79.73
2,400 - 2,599 .....	\$84.43
2,600 - 2,799 .....	\$89.12
2,800 - 2,900 .....	\$93.92
3,000 - 3,499 .....	\$98.49
Over 3,500*.....	\$4.68
*(for each additional 500 heads or fraction thereof)	

Section 2. This Ordinance shall take effect July 1, 2020.

Passed, approved and adopted this \_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Roy D. Buol, Mayor

Attest:

\_\_\_\_\_  
Kevin Firnstahl, City Clerk

**City of Dubuque**  
**Water Utility Rate Comparison**  
**FY 2020 to FY2021**

Rates based on units of one-hundred cubic feet (748 gallons)

Monthly Consumption		FY 20 5.00%	FY 21 0.00%
First	30	\$ 3.85	\$ 3.85
Next	120	\$ 3.14	\$ 3.14
Next	350	\$ 2.91	\$ 2.91
Next	500	\$ 2.57	\$ 2.57
Over	1,000	\$ 2.28	\$ 2.28

Monthly Consumption		FY 20 5.00%	FY 21 0.00%
First	22,440	\$ 0.00512	\$ 0.00512
Next	89,760	\$ 0.00419	\$ 0.00419
Next	261,800	\$ 0.00391	\$ 0.00391
Next	374,000	\$ 0.00345	\$ 0.00345
Over	748,000	\$ 0.00302	\$ 0.00302

Rates shall be subject to the following minimum monthly charge according to the size of the meter:

Meter Size	Cubic Feet	Gallons	FY 20 5.00%	FY 21 0.00%
5/8	2	1,496	\$ 7.66	\$ 7.66
3/4	5	3,740	\$ 19.15	\$ 19.15
1	8	5,984	\$ 30.64	\$ 30.64
1 1/2	26	19,448	\$ 99.57	\$ 99.57
2	46	34,408	\$ 165.04	\$ 165.04
3	106	79,288	\$ 353.09	\$ 353.09
4	168	125,664	\$ 543.63	\$ 543.63
6	368	275,264	\$ 1,128.57	\$ 1,128.57
8	625	467,500	\$ 1,837.20	\$ 1,837.20

- a. For users outside the city limits, an additional charge equal to 50% of the above rates will be made
- b. A **\$7.00** minimum monthly charge shall be assessed for meters not in service.



## **Suggested Motion Wording for Ordinances - Motion B / Motion A**

### **Motion B**

I move to receive and file the communications and further move that the requirement that a proposed Ordinance be considered and voted on for passage at two Council meetings prior to the meeting at which is to be finally passed be suspended.

Second & vote called; then:

### **Motion A**

I move **final** consideration and passage of the Ordinance.

Second & vote called

### **If Motion B does not pass:**

I move to receive and file the communications and I move first (or second) consideration of the Ordinance.

### **Upon third reading:**

I move **final** consideration and passage of the Ordinance.

## City of Dubuque

## Action Items # 2.

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**ITEM TITLE:** Code of Ordinances Amendment - Title 13 Establishing Sewer Rates

**SUMMARY:** **ORDINANCE** City of Dubuque Code of Ordinances Title 13 Public Utilities, Chapter 2 Sewers and Sewage Disposal, Article C Rates, Section 13-2C-32 Rates Established for Fiscal Year 2021

**SUGGESTED DISPOSITION:** Suggested Disposition: Receive and File; Motion B; Motion A

**ATTACHMENTS:**

**Description**

Staff Memo

Ordinance

Suggested Motion Wording

**Type**

Staff Memo

Ordinance

Supporting Documentation

**TO:** Michael C. Van Milligen, City Manager

**FROM:** William J. O'Brien, W&RRC Manager

**RE:** Establishing Sewer Rates under City of Dubuque Code of Ordinances Title 13 Public Utilities, Chapter 2, Article C, Sections 13-2C-3(B) and 13-2C-3(C)(7).

**DATE:** April 22, 2020

**INTRODUCTION:**

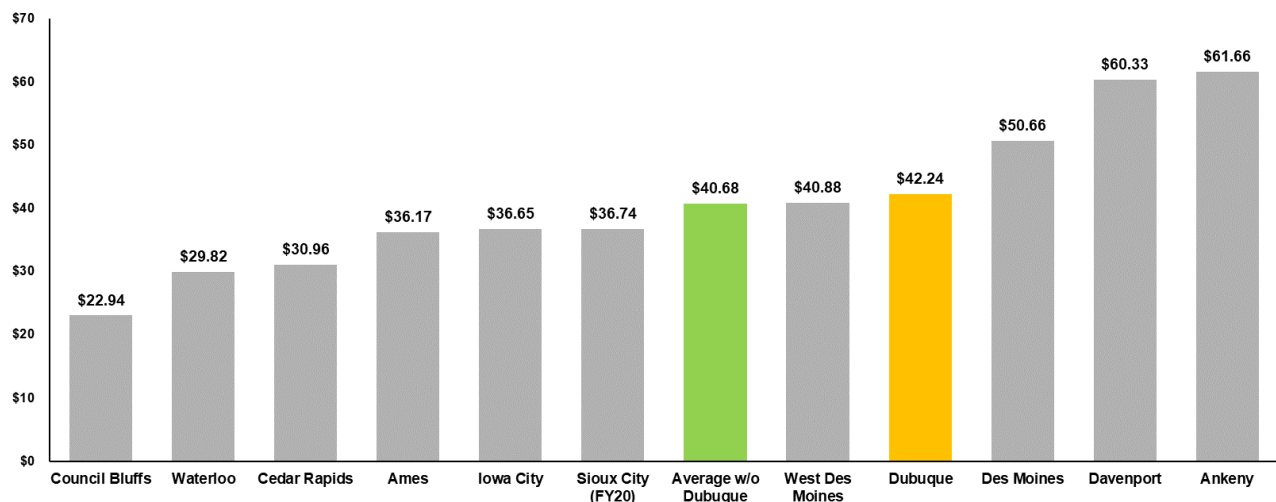
The purpose of this memorandum is to provide an ordinance for review and approval. This ordinance establishes the FY2021 City of Dubuque Code of Ordinances Title 13 Public Utilities Chapter 2 Article C, Sections 13-2C-3(B) and 13-2C-3(C)(7) fixing Sewer Rates for all contributors whose property lies within the corporate limits of the City, except as otherwise provided in this article.

**DISCUSSION:**

I recommend the Water & Resource Recovery Center FY2021 budget request include a 0% (zero percent) sewer rate increase due to the potential economic hardship placed on our community and customers as a result of COVID-19.

The following graph and table compare the proposed and approved FY2021 (FY20 rate used for Sioux City) sewer rates of the 11 cities in Iowa with a population over 50,000. The calculation is based on the average residential water usage of 6,000 gallons per month.

**FY2021 Sanitary Sewer Rate Comparison**





**RECOMMENDATION:**

I recommend that you approve the proposed ordinance changes and submit them to the City Council for approval at their April 23, 2020 budget hearing.

Cc: Crenna Brumwell, City Attorney  
Jennifer Larson, Director of Finance & Budget  
Kevin Firnstahl, City Clerk  
Randy Gehl, Public Information Officer  
Rachel Kilburg, Budget Analyst

Attachments: Sewer Rates Ordinance

**ORDINANCE NO. \_\_\_\_-20**

**CITY OF DUBUQUE CODE OF ORDINANCES TITLE 13 PUBLIC UTILITIES,  
CHAPTER 2 SEWERS AND SEWAGE DISPOSAL, ARTICLE C RATES, SECTION 13-  
2C-3 RATES ESTABLISHED FOR FISCAL YEAR 2021**

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF DUBUQUE, IOWA:

Section 1. Section 13-2C-3 of the City of Dubuque Code of Ordinances reads as follows:

**13-2C-3: RATES ESTABLISHED:**

Contributors whose property lies within the corporate limits of the city, except as otherwise provided in this article, shall pay to the city at the same time payment for water services is made, a sewer service charge computed on water consumption on the following rates:

....

**B. Schedule Of Rates:**

Rate per each 100 cubic feet	\$5.27
Rate per each gallon	0.00704

**C. Service Charge:**

....

7. Where the quantity of water consumed is such that the minimum of service is charged, the minimum sewer service charge, according to the size of the meter, shall be as follows:

<b>Meter Size (Inches)</b>	<b>Minimum Charge</b>	<b>Allowance (Cubic Feet)</b>	<b>Allowance (Gallons)</b>
$\frac{5}{8}$	\$10.53	200	1,496
$\frac{3}{4}$	\$26.33	500	3,740
1 or larger	\$42.24	800	5,984

Section 2. This Ordinance shall take effect on the 1<sup>st</sup> day of July, 2020.

Passed, approved, and adopted this 23<sup>rd</sup> day of April, 2020.

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Roy D. Buol, Mayor

Attest:

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Kevin S. Firnstahl City Clerk

## **Suggested Motion Wording for Ordinances - Motion B / Motion A**

### **Motion B**

I move to receive and file the communications and further move that the requirement that a proposed Ordinance be considered and voted on for passage at two Council meetings prior to the meeting at which is to be finally passed be suspended.

Second & vote called; then:

### **Motion A**

I move **final** consideration and passage of the Ordinance.

Second & vote called

### **If Motion B does not pass:**

I move to receive and file the communications and I move first (or second) consideration of the Ordinance.

### **Upon third reading:**

I move **final** consideration and passage of the Ordinance.



## City of Dubuque

## Action Items # 3.

---

**ITEM TITLE:** Establishing Solid Waste Rates under City of Dubuque Code of Ordinances Section 13-6A-6, Rates and Charges Established; Exceptions

**SUMMARY:** **Option 1 – Related to the use of mandatory trash carts city-wide where possible.**  
**ORDINANCE** Amending City of Dubuque Code of Ordinances Title 13 Public Utilities, Chapter 6 Solid Waste; and Title 13 Public Utilities, Chapter 6 Solid Waste, Article A City or Private Collection Service, Sections 13-6A-1 City Manager's Authority Generally; 13-6A-2 Availability of Collection Services; 13-6A-3 Frequency, Time and Areas of Collection; 13-6a-4 Placement A of Containers for Collection; 13-6A-6 Rates and Charges Established; Exceptions; 13-6-8 Yard Waste and Food Scraps; 13-6A-9 Private Collection Service

**Option 2 – Related to expanded cart sizes for optional cart service city-wide**

**ORDINANCE** Amending City of Dubuque Code of Ordinances Title 13 Public Utilities, Chapter 6 Solid Waste, Sections 13-6-1 Definitions; 13-6-3 Container Requirements; Collection Restrictions; 13-6-6 Storage and Accumulation Restricted; 13-6-7 Hazardous and Prohibited Wastes Regulated; and Title 13 Public Utilities, Chapter 6 Solid Waste, Article A City or Private Collection Service, Sections 13-6A-2 Availability of Collection Services; 13-6A-3 Frequency, Time and Areas of Collection; 13-6A-4 Placement of Containers for Collection; 13-6A-6 Rates and Charges Established; Exceptions; 13-6A-8 Yard Waste and Food Scraps; 13-6A-9 Private Collection Service

**SUGGESTED DISPOSITION:** Suggested Disposition: Receive and File; Motion B; Motion A

**ATTACHMENTS:**

Description	Type
Staff Memo - Solid Waste Revisions	Staff Memo
Revision to Chapter 6 Option 1	Staff Memo
Title 13 Chapter 6 Ordinance change Option1	Ordinance

Revision to Chapter 6 Option 2  
Title 13Chapter Ordinance change Option 2  
Suggested Motion Wording

Staff Memo  
Ordinance  
Supporting Documentation



**TO:** Michael C. Van Milligen, City Manager

**FROM:** John Klostermann, Public Works Director

**SUBJECT:** Establishing Solid Waste Rates under City of Dubuque Code of Ordinances Section 13-6A-6, Rates and Charges Established; Exceptions

**DATE:** April 22, 2020

## **INTRODUCTION**

The purposes of this memorandum are to provide information on an updated proposal on solid waste services and changes to Section 13-6A-6, "Rates and Charges Established; Exceptions" of the City of Dubuque Code of Ordinances.

## **DISCUSSION**

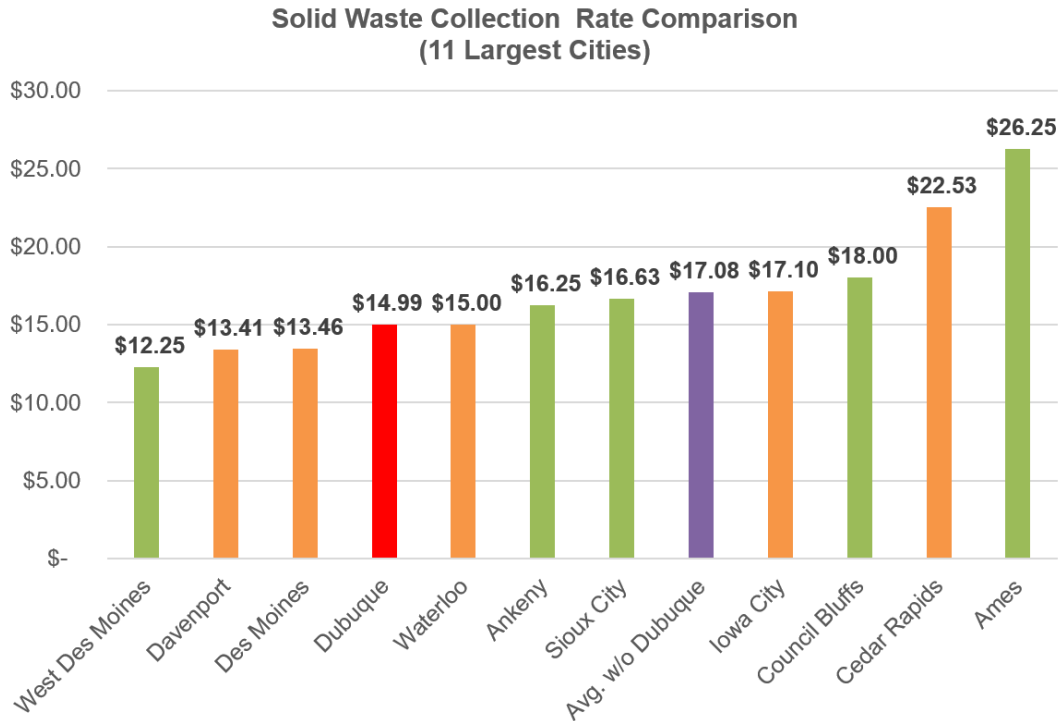
In light of the COVID-19 pandemic, the Public Works Department is recommending a 4.03% decrease to the monthly base refuse rate.

While it has become obvious that our first proposal (Option 1) to the automated collection/city wide cart proposal will not be approved in the current fiscal year budget. Staff has worked on a revised proposal (Option 2) to the original proposal for consideration. The proposal requests funds for the purchase of automated collection equipment for one City refuse truck for \$40,000. This equipment would be installed on one new truck scheduled for replacement in Fiscal Year 2021 found in the Capital Improvement Budget. In addition, thirty-four gallon and forty-eight gallon carts will be made available for city wide use using funds (\$35,000) already included in the refuse activity operation budget for the purchase of carts.

The modifications in this proposal will allow staff to preserve some of the safety concerns that were brought to the forefront of the automated proposal and supports some of the thirteen points listed for implementation of automated refuse carts throughout the community. Automated collection will be optional for customers who choose to participate. Customers city wide will have four (4) tipper cart options to choose from that will meet their need, a 34-gallon, a 48-gallon, a 64-gallon and a 94-gallon tipper carts for refuse collection. The base container throughout the city will be a 35-gallon customer owned container or a 34-gallon city owned tipper cart. Customers will pay the base fee per unit for the collection and disposal of trash and unlimited recycling. If customers choose to throw away more, they will generally pay more.

In targeted alley areas customers will continue to pay a reduced base rate for a 48-gallon tipper cart with the option to receive a smaller 34-gallon cart at the same base rate. In these areas, customers will also have the options to subscribe to larger containers and pay according to the rate structure listed in the City ordinance.

The new recommended base rate proposal is \$14.99 per month. Customers will see a decrease of \$.63 to their monthly base rate solid waste bill.



Among comparable cities, Dubuque is proposed to have the fourth lowest trash rate. The highest trash rate (Ames) is 75.00% higher than Dubuque's rate, and the average is 13.91% higher than Dubuque.

### **RECOMMENDATION**

It is recommended the attached proposed ordinance be submitted to the City Council for adoption during the Fiscal Year 2021 Budget Hearings with an effective date of July 1, 2020.

cc: Anderson Sainci, Resource Management Coordinator & Supervisor  
Arielle Swift, Assistant Public Works Director  
Jenny Larson, Director of Finance and Budget  
Rachel Kilburg, Budget Analyst

**TO:** Michael C. Van Milligen, City Manager  
**FROM:** John Klostermann, Public Works Director  
**SUBJECT:** Proposed Revisions to Sections of Chapter 6 of Title 13 of the Code of Ordinances for **Option 1**  
**DATE:** April 20, 2020

## INTRODUCTION

The purpose of this memorandum is to submit a proposed ordinance for your review and approval. **These changes support Option 1 related to the use of mandatory trash carts city wide where possible.** This ordinance would revise sections of 13-6-1: Definitions, 13-6-3: Container Requirements 13-6A-2: Availability of Collection Service, 13-6A-6: Rates and Charges Established: Exceptions.

## DISCUSSION

Title 13 of the Code of Ordinances is entitled Public Utilities. Chapter 6 of Title 13 is entitled Solid Waste. The following recommendations changes are found in Chapter 6, Solid Waste.

Attached are the recommended ordinance and Effect of Amendment detailing the changes proposed. **I am recommending the following changes to the following sections of the code of ordinances if the city-wide carts is approved.**

- Section 13-6-1 Definitions: Class I Premises, Class II Premises, Class III Premises, Premises,
- 13-6-3: Container Requirements; Collection Restrictions: paragraph A, B, and G.
- 13-6A-2: Availability Of Collection Service, paragraph A,
- 13-6A-6: Rates and Charges Established; Exceptions
  - A Class I Premises: paragraphs 1,2 a(2), b(1) (2), and c.
  - B. Class II Premises: b. Optional Cart Subscription: (1), and (2).
  - C. Class III Premises: paragraphs b. Optional Cart Subscriptions: (1), (2)
  - D. Unit Based Pricing
  - Paragraphs 1,2, and 3

**RECOMMENDATION**

Staff recommends that the proposed ordinance be approved by the City Manager and the City Council.

Attachments:

**ORDINANCE NO. \_\_\_\_\_ - 20**

**AMENDING CITY OF DUBUQUE CODE OF ORDINANCES TITLE 13 PUBLIC UTILITIES, CHAPTER 6 SOLID WASTE; AND TITLE 13 PUBLIC UTILITIES, CHAPTER 6 SOLID WASTE, ARTICLE A CITY OR PRIVATE COLLECTION SERVICE, SECTIONS 13-6A-1 CITY MANAGER'S AUTHORITY GENERALLY; 13-6A-2 AVAILABILITY OF COLLECTION SERVICES; 13-6A-3 FREQUENCY, TIME AND AREAS OF COLLECTION; 13-6A-4 PLACEMENT OF CONTAINERS FOR COLLECTION; 13-6A-6 RATES AND CHARGES ESTABLISHED; EXCEPTIONS; 13-6A-8 YARD WASTE AND FOOD SCRAPS; 13-6A-9 PRIVATE COLLECTION SERVICE**

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF DUBUQUE, IOWA:**

**Section 1.** Section 13-6-1 of the City of Dubuque Code of Ordinances is hereby amended as follows:

**13-6-1: DEFINITIONS:**

For the purpose of this chapter the following definitions shall apply:

**BUILDING MATERIALS:** Any material such as lumber, floor coverings, brick, plaster, sheet metal or any other substances accumulated as a result of repairs or additions to existing buildings, construction of new buildings or demolition of existing structures.

**CLASS I PREMISES:** Shall mean and include the following properties in the City of Dubuque:

- A. Single-family dwellings.
- B. Multiple-family dwellings up to and including six (6) dwelling units.
- C. Dwelling units in business or commercial premises.

Where two (2) or more laterally connected or joined dwelling units, including condominiums, townhouses and row houses, in which each dwelling unit has separate access and utility service, each dwelling unit shall constitute a single-family dwelling.

**CLASS II PREMISES:** Residential premises other than class I residential premises, located in the City of Dubuque, including:

- A. Dwellings in trailer courts;

B. Schools, colleges, churches, convents, nursing homes, rooming houses and other semiprivate institutions; and

C. Multiple-family dwellings exceeding six (6) dwelling units.

**CLASS III PREMISES:** All business and commercial premises located in the City of Dubuque, including that part of a residential premises with a business or commercial use.

**DWELLING:** Shall mean and include any building or portion thereof containing one or more dwelling units.

**DWELLING UNIT:** Shall mean and include one or more connected rooms having complete kitchen facilities and arranged, designed or used as living quarters for one family only.

**FOOD SCRAPS:** Solid, semisolid and liquid animal and vegetable residuals resulting from the handling, preparing, cooking, storing, serving and consuming of food

**GARBAGE:** All solid and semisolid, putrescible animal and vegetable wastes resulting from the handling, preparing, cooking, storing, serving and consuming of food or of material intended for use as food, and all offal, excluding useful industrial byproducts, and shall include all such substances from all public and private establishments and from all residences.

**HAZARDOUS WASTES:** Waste materials, including, but not limited to, poisons, pesticides, herbicides, acids, caustics, biohazardous wastes, flammable or explosive materials and similar harmful wastes which require special handling and which must be disposed of in such a manner as to conserve the environment and protect the public health and safety.

**OTHER COMPOSTABLE MATERIALS:** Napkins, plates, cups, bowls, towels, tissues, and takeout containers made from paper as well as other materials as approved by the city manager.

**OWNER:** In addition to the record titleholder, any person residing in, renting, leasing, occupying, operating or transacting business in any premises and as between such parties, the duties, responsibilities, liabilities and obligations hereafter imposed shall be joint and several.

**PREMISES:** A building or part of a building and its grounds located in the City of Dubuque.

**RECYCLABLE MATERIALS:** Materials, including, but not limited to, food container glass, aluminum, steel (tin) cans, no. 1 and no. 2 plastic bottles, uncontaminated newspapers and glossy paper (magazines). Newspapers and glossy paper shall be considered uncontaminated if they have not been exposed to substances or conditions rendering them unusable for recycling.



REFUSE: Putrescible and nonputrescible wastes including, but not limited to, garbage, rubbish, ashes, incinerator ash, incinerator residues, street cleanings, market and industrial solid wastes and sewage treatment wastes in dry or semisolid form.

RUBBISH: Nonputrescible solid waste consisting of combustible and noncombustible wastes, such as furniture, appliances, tires, building materials or similar wastes.

SOLID WASTE: Garbage, refuse, rubbish, and other similar discarded solid or semisolid materials, including, but not limited to, such materials resulting from industrial, commercial, agricultural, and domestic activities. Solid waste includes vehicles. Solid waste does not include toxic and hazardous wastes as defined by the Iowa department of natural resources.

YARD WASTE: Debris such as grass clippings, leaves, garden wastes, brush and trees as defined by the Iowa department of natural resources. Yard waste does not include tree stumps.

**Section 2.** Section 13-6-2 of the City of Dubuque Code of Ordinances is hereby amended as follows:

**13-6-2: DEPOSITS ON OTHER PUBLIC OR PRIVATE PROPERTY:**

- A. Prohibition: No person shall throw, rake, deposit, dump, drop, spill or store (other than the placement of containers for collection as provided herein) any solid waste or toxic and hazardous wastes upon the streets, sidewalks, rights of way or any public or private property within the city.
- B. Exception: This section shall not apply to junk dealers, auto salvage dealers, pawnbrokers or secondhand dealers licensed under [title 4, chapter 6](#) of this code.

**Section 3.** Section 13-6-3 of the City of Dubuque Code of Ordinances is hereby amended as follows:

**13-6-3: CONTAINER REQUIREMENTS; COLLECTION RESTRICTIONS:**

- A. Disposal in Containers; Preparation of Waste for Disposal: Solid waste shall be placed in bags secured with tags or otherwise sealed and placed in suitable containers. However, it shall not be necessary to place books, boxes, magazines or newspapers in containers, provided they are securely tied in bundles or completely contained in disposable boxes not more than twenty by thirty by forty eight inches (20 x 30 x 48"). Tree limbs and carpet shall be securely tied in bundles not more than forty eight inches (48") long and eighteen inches (18") in diameter.
- B. Container Standards:

1. A standard solid waste container and base rate when provided by the City shall be for a 34-gallon cart. The City will also provide options for property owners to have a 48-gallon, 64-gallon, or 96-gallon cart at an additional rate as described in section 13-6A-6.
2. A standard solid waste container and base rate when provided by the property owner shall be for a 35-gallon container
3. Containers provided by property owners shall be not more than thirty-five (35) gallons nor be less than five (5) gallons in capacity except when only one container is used, in which case such container may be less than five (5) gallons in capacity.
4. All containers shall be waterproof and fitted with a tight lid and shall have handles, bails, or other suitable lifting devices. Containers shall be of a type originally manufactured for refuse or garbage, with tapered sides for easy emptying, and shall be of lightweight and sturdy construction. The weight of any individual standard container and its contents shall not exceed forty (40) pounds.
5. Galvanized steel and similar metal containers, rubber containers, and plastic containers which do not become brittle in cold weather, may be used. Oil or grease drums, paint cans, and similar salvaged containers shall not be used.
6. Disposable bags manufactured for garbage and solid waste disposal shall be acceptable unless they are left unattended for such a period of time or in such a location as to become a health hazard

C. Healthcare Waste:

1. Except for class II premises, healthcare waste shall be placed in suitable containers separately from all other solid waste. Sharp objects such as hypodermic needles, syringes and lancets shall be securely contained in hard plastic or metal disposable containers with screw on or tightly secured lids for collection. Broken glass and similar materials shall be placed in disposable boxes with a secure closure. Other healthcare waste such as soiled bandages, disposable sheets and medical gloves shall be placed in thick disposable plastic bags or shall be double bagged.
2. Class II premises shall comply with all occupational safety health administration (OSHA) regulations concerning the disposal of potentially infectious wastes.

D. Unacceptable Items For Collection: A basket, box or noncomplying solid waste container shall be considered disposable solid waste and shall be removed by the collection crews if it is the proper size and otherwise acceptable for collection. It shall be left uncollected if it is larger than the allowable size or otherwise unacceptable for collection.

- E. Recycling Containers Provided: One curbside recycling container shall be provided by the city to each dwelling unit in class I premises for the collection of recyclable materials.
- F. Large And Bulky Rubbish: Large and bulky rubbish such as furniture and appliances shall not be collected except when a special collection is established by the city manager for the collection of such items.
- G. Assisted Collection Services. The City Manager may approve Assisted Collection Services for residents. The City Manager will determine the conditions and criteria for when assisted collection is available. The City Manager may suspend the requirement to use a City provided cart by the resident when it is determined that the requirement is unreasonable due to terrain or other reasons

**Section 4.** Section 13-6-4 of the City of Dubuque Code of Ordinances is hereby amended as follows:

**13-6-4: WRAPPING AND DRAINING OF CERTAIN SOLID WASTES:**

All solid waste consisting of waste animal and vegetable matter which may attract flies, dogs, cats, rodents and other animals shall be drained of all excess liquid, wrapped in paper or disposable containers, and placed or stored, until collected, in covered suitable containers as described in section [13-6-3](#) of this chapter.

**Section 5.** Section 13-6-5 of the City of Dubuque Code of Ordinances is hereby amended as follows:

**13-6-5: UNLAWFUL ACCUMULATIONS:**

- A. Health Or Sanitation Hazard: It shall be unlawful for any person to permit to accumulate on any premises, improved or vacant, or on any public place in the city, such quantities of solid waste, either in containers or not, that shall constitute a health or sanitation hazard.
- B. Storage Within or Close to Buildings: It shall be unlawful for any person to accumulate quantities of refuse, papers, garbage, ashes or other solid waste within or close to any building in the city, unless the same is stored in containers in such a manner as not to create a health or fire hazard.

**Section 6.** Section 13-6-6 of the City of Dubuque Code of Ordinances is hereby amended as follows:

**13-6-6: STORAGE AND ACCUMULATION RESTRICTED:**

- A. Storage In Metal Containers: Within the corporate limits of the city, all garbage or refuse consisting of waste animal or vegetable matter upon which rats may feed, and all small dead animals, shall be placed and stored until collected in covered metal containers of a type prescribed by the health officer.
- B. Dumping on Premises or Waterways Prohibited: It is unlawful for any person to dump or place on any premises, land or waterway, any dead animals, or any waste vegetable or animal matter of any kind.
- C. Providing Harborage for Rats: It shall be unlawful for any person to place, leave, dump, or permit to accumulate any garbage, rubbish or trash in any building or on any premises, improved or vacant, or on any open lot or alley in the city so that the same shall or may afford food or harborage for rats.
- D. Lumber And Boxes Placed On Elevated Racks: It shall be unlawful for any person to permit to accumulate on any premises, improved or vacant, or on any open lot or alley in the city any lumber, boxes, barrels, bottles, cans, containers or similar material that may be permitted to remain thereon unless same shall be placed on open racks that are elevated not less than eighteen inches (18") above the ground, and evenly piled or stacked.

**Section 7.** Section 13-6-7 of the City of Dubuque Code of Ordinances is hereby amended as follows:

**13-6-7: HAZARDOUS AND PROHIBITED WASTES REGULATED:**

- A. Deposits Prohibited Except For Special Collection: No person shall deposit in a solid waste container or otherwise offer for city collection any hazardous wastes or prohibited wastes, except when a special collection is established by the city manager under subsection [13-6-3F](#) of this chapter.
- B. Transportation by Owner: Hazardous wastes and prohibited wastes shall be transported by the owner to a sanitary disposal project licensed by the Iowa department of natural resources to accept such wastes.
- C. Prohibited Wastes Described: "Prohibited wastes" includes, but is not limited to, waste oils, lead acid batteries and tires.

**Section 8.** Section 13-6-8 of the City of Dubuque Code of Ordinances is hereby amended as follows:

**13-6-8: VEHICLES HAULING SOLID WASTE:**

- A. Dropping, Sifting Or Leaking Of Load: No person shall haul any solid waste upon the streets, alleys or public places of the city unless the vehicle used for such purpose is so constructed or loaded or the load securely covered as to prevent any of its load from dropping, sifting, leaking, or otherwise escaping or its load covering from dropping from the vehicle, except that materials may be dropped for the purpose of securing traction, or water or other substance may be applied on a roadway in cleaning or maintaining such roadway.
- B. Sanitary Condition: All vehicles, containers and dumpsters used for the collection and removal of solid waste shall be kept in a clean, inoffensive, and sanitary condition. All solid waste shall be handled in such a way as to prevent the scattering, spilling or leakage of same.

**Section 9.** Section 13-6-9 of the City of Dubuque Code of Ordinances is hereby amended as follows:

**13-6-9: USE OF STATE APPROVED DUMP SITE OR DISPOSAL PROJECT:**

- A. State Licensed Project: No person shall haul or cause to be hauled any solid waste to any sanitary disposal project, dump site or any other area unless such disposal project, dump site or other area is licensed by and in full compliance with all regulations in the state in which it is located.
- B. Filling or Excavating; Permit Required: No person shall use dirt, stone, brick, concrete or similar inorganic material for fill, landscaping, excavation or grading without first obtaining a building permit, if required by other provisions of this code, and only in conformance with all provisions of the zoning and subdivision ordinances of this code.

**Section 10.** Section 13-6A-1 of the City of Dubuque Code of Ordinances is hereby amended as follows:

**13-6A-1: CITY MANAGER'S AUTHORITY GENERALLY:**

The City Manager is hereby authorized and directed to employ City owned vehicles and equipment and the necessary operating personnel to collect solid waste, yard waste and recyclable materials and to collect fees and administer the program as provided for in this article in the City, upon the terms and conditions of this article.

**Section 11.** Section 13-6A-2 of the City of Dubuque Code of Ordinances is hereby amended as follows:

**13-6A-2: AVAILABILITY OF COLLECTION SERVICE:**

- A. Collection service is provided within the City of Dubuque to residents and businesses located within city limits as outlined below. The City Manager may consider requests for service outside of city limits, in the City Manager's sole discretion.
- B. Class I Premises: City solid waste collection from residential premises as defined in section [13-6-1](#) of this chapter shall be mandatory.
- C. Class II Premises: Class II premises not serviced by City solid waste collection services may apply to the City Manager for such collection services. The collection rate shall be determined according to the fee schedule set forth in section [13-6A-6](#) of this article.
- D. Class III Premises: Class III premises not serviced by City solid waste collection services may apply to the City Manager for such collection services. The collection rate shall be determined according to the fee schedule set forth in section [13-6A-6](#) of this article.
- E. Recycling Services: Class II premises not serviced by City solid waste collection service and Class III premises may apply to the City Manager for such recycling services. The collection rate shall be determined according to the fee schedule set forth in section [13-6A-6](#) of this article.
- F. Refusal of Service: The City Manager may refuse solid waste collection service or recycling services because of quantities or characteristics beyond the capacity or capability to be handled efficiently or safely by City personnel and equipment.

**Section 12.** Section 13-6A-3 of the City of Dubuque Code of Ordinances is hereby amended as follows:

**13-6A-3: FREQUENCY, TIME AND AREAS OF COLLECTION:**

- A. Frequency And Time Of Collection: Collections shall be made not more than once weekly at such time and in such areas of the City as shall be determined and set out in schedules prepared by the City Manager in accordance with the provisions of this article. All collections shall be made between the hours of six o'clock (6:00) A.M. and nine o'clock (9:00) P.M.
- B. Collection Schedule: The collection schedule shall not include official City holidays unless otherwise determined by the City Manager. However, a Saturday may be substituted as the collection day to replace the collection which would otherwise be made on the day of the week the holiday occurs.
- C. Authority to Change Schedule: The City Manager is hereby authorized and empowered to change or amend the collection schedules from time to time as the City Manager may deem necessary. (2007 Code § 40-33)

**Section 13.** Section 13-6A-4 of the City of Dubuque Code of Ordinances is hereby amended as follows:

**13-6A-4: PLACEMENT OF CONTAINERS FOR COLLECTION:**

- A. Alleys: Where collections are made from alleys, solid waste containers shall be placed in one location for each dwelling, in clear view and at the owner's property line abutting the alley and on the days designated in said schedule.
- B. Streets: Where collections are made from the street, solid waste containers shall be placed in one location for each dwelling, in clear view and in the street right-of-way on the owner's property side of the curb and on the days designated in said schedule. Such containers shall be placed so as not to interfere with vehicular and pedestrian traffic and when emptied shall be promptly removed by the owner.
- C. Time Limit for Placement of Containers on Streets: No person shall place solid waste or recycling at the street for collection more than twenty-four (24) hours before the scheduled collection day. No person shall leave solid waste containers or recycling containers at the street for more than twenty-four (24) hours after the scheduled collection day.
- D. Early Placement: All solid waste shall be placed at the designated collection location for City collection by six o'clock (6:00) A.M. on the scheduled collection day.
- E. Duty When Solid Waste Not Collected: Any solid waste not in compliance with this chapter shall not be collected by the City and shall be removed by the owner within twenty-four (24) hours after the scheduled collection day and stored in such a manner as not to create a health, safety or fire hazard. (Ord. 27-17, 6-5-2017)

**Section 14.** Section 13-6A-6 of the City of Dubuque Code of Ordinances is hereby amended as follows:

**13-6A-6: RATES AND CHARGES ESTABLISHED; EXCEPTIONS:**

- A. Class I Premises:
  - 1. Base Fee and Conditions: Unless subscribed to a solid waste cart, a fee of fourteen dollars ninety-nine cents (\$14.99) per dwelling unit per month shall be paid to the City by the property owner of each Class I premises for such solid waste collection services. Said fee shall be in payment for collection and disposal of one (1) 35-gallon can or one (1) 35-gallon trash bag of "solid waste" as defined in this chapter or one (1) 34-gallon, city issued cart. There is no limit on the number of bins allowed to be collected containing acceptable "recyclable materials" as defined in this chapter.

## 2. Solid Waste Cart Subscriptions:

### a. Mandatory Subscription Alleys:

(1) Carts Required: Alley carts, owned by the City for semiautomated lifting, are required to be subscribed to in certain alleys, by owners, tenants, and/or property managers of Class I premises where the approved set out location is in a mandated alley. Subscribers must comply with program requirements as approved by the City Manager. The customer shall choose the number and size of the cart. The options include a thirty-four (34), forty-eight (48), sixty-four (64), or ninety-six (96) gallon solid waste cart.

(2) Mandatory Alley Fees: The fee for a thirty-four (34) gallon solid waste cart is fourteen dollars ninety-nine cents (\$14.99) per month. The fee for a forty-eight (48) gallon solid waste cart is fourteen dollars ninety-nine cents (\$14.99) per month. The fee for a sixty-four (64) gallon solid waste cart is sixteen dollars twenty-six cents (\$16.26) per month. The fee for a ninety-six (96) gallon solid waste cart is twenty-four dollars thirty-nine cents (\$24.39) per month.

### b. Cart Subscriptions:

(1) Size Carts: In the areas where solid waste carts, owned by the City for automated or semi-automated lifting, larger carts may be subscribed to by owners and/or property managers of Class I premises. Subscribers must comply with program requirements as approved by the City Manager. The customer shall choose the number and size of the cart. The options include thirty-four (34), forty-eight (48) sixty-four (64) or ninety-six (96) gallon solid waste carts.

(2) Size Cart Fees: The fee for a thirty-four (34) gallon solid waste cart is fourteen dollars ninety-nine cents (\$14.99) per month. The fee for a forty-eight (48) gallon waste cart is seventeen dollars twenty-two cents (\$17.22) per month. The fee for a sixty-four (64) gallon solid waste cart is twenty dollars sixty-five cents (\$20.65) per month. The fee for a ninety-six (96) gallon solid waste cart is twenty-nine dollars (\$29.00) per month.

c. Multifamily Dwellings: Multifamily dwellings required to subscribe to alley carts and multifamily dwellings opting to subscribe to solid waste cart(s) must provide a minimum of thirty (30) gallons of capacity for each dwelling unit. The City may, in its sole discretion, require additional capacity per unit if thirty (30) gallons for each dwelling unit is insufficient. The City shall notify the applicable account holder in writing of the additional capacity requirement.

## 3. Class I Premises Exceptions:



- a. When a Class I premises has been vacant for a period not less than two (2) consecutive months, the owner may apply to the City Manager for a credit under procedures to be established by the City Manager. Such credit shall continue only so long as the Class I premises is vacant.
- b. In cases of extreme financial hardship, the City Manager may, and is hereby authorized and empowered to, make adjustments in the monthly collection charges as the City Manager may deem appropriate. In such cases, the City Manager shall have the authority to require such proof of financial status or extreme hardship, as the City Manager may deem necessary.
- c. When resident(s) of a Class I premises has an annual income equal to or less than the income standards used by HUD for its "Section 8 Housing Program" for the size of that household may, upon application to the City Manager or designee, be exempted from one-half ( $\frac{1}{2}$ ) the established collection charge. After the initial application, annual application shall be made by the account holder of the City of Dubuque utility bill for the premises to verify annual income and eligibility.

B. Class II Premises:

1. Base Fees and Conditions: Unless subscribed to a solid waste cart, a fee of fourteen dollars ninety-nine cents (\$14.99) per month shall be paid to the City by the property owner of each Class II premises for such solid waste collection services. Said fee shall be in payment for collection and disposal of one (1) 35-gallon can or one (1) 35-gallon trash bag of "solid waste" as defined. There is no limit on the number of bins allowed to be collected containing acceptable "recyclable materials" as defined.
2. Solid Waste Cart Subscriptions:
  - a. Mandatory Subscription Alleys:
    - (1) Carts Required: Alley carts, owned by the City for semiautomated lifting, are required to be subscribed to in certain alleys, by owners, tenants, and/or property managers of Class II premises where the approved set out location is in a mandated alley. Subscribers must comply with program requirements as approved by the City Manager. The customer shall choose the number and size of the cart. The options include a thirty-four (34), forty-eight (48), sixty-four (64), or ninety-six (96) gallon solid waste cart.
    - (2) Mandatory Alley Fees: The fee for a thirty-four (34) gallon solid waste cart is fourteen dollars ninety-nine cents (\$14.99) per month. The fee for a forty-eight (48) gallon solid waste cart is fourteen dollars ninety-nine cents (\$14.99) per month. The fee for a sixty-four (64) gallon solid waste cart is sixteen dollars twenty-six cents (\$16.26) per month. The fee for a ninety-six

(96) gallon solid waste cart is twenty-four dollars thirty-nine cents (\$24.39) per month.

b. Cart Subscriptions:

(1) Size Carts: In the areas where solid waste carts, owned by the City for automated or semi-automated lifting, larger carts may be subscribed to by owners and/or property managers of Class II premises. Subscribers must comply with program requirements as approved by the City Manager. The customer shall choose the number and size of the cart. The options include thirty-four (34), forty-eight (48), sixty-four (64) or ninety-six (96) gallon solid waste carts.

(2) Size Cart Fees: The fee for a thirty-four (34) gallon solid waste cart is fourteen dollars ninety-nine (\$14.99) per month. The fee for a forty-eight (48) gallon solid waste cart is seventeen dollars twenty-two cents (\$17.22) per month. The fee for a sixty-four (64) gallon solid waste cart is twenty dollars sixty-five cents (\$20.65) per month. The fee for a ninety-six (96) gallon solid waste cart is twenty-nine dollars (\$29.00) per month.

c. Multifamily Dwellings: Multifamily dwellings required to subscribe to alley carts and multifamily dwellings opting to subscribe to solid waste cart(s) must provide a minimum of thirty (30) gallons of capacity for each dwelling unit.

3. Termination: The owner of a Class II premises served by the City solid waste collection may provide the City Manager with not less than fourteen (14) days' written notice of intent to terminate the service. Such termination of service shall be effective at the beginning of the next billing period after such fourteen (14) day notice period.
4. Recycling Only: Upon approval of an application for City recycling collection a fee of six dollars (\$6.00) per month per unit shall be paid to the City by the property owner of each Class II premises not serviced by City solid waste collection services for recycling collection.

C. Class III Premises:

1. Base Fees and Conditions: Unless subscribed to a solid waste cart, a fee of fourteen dollars ninety-nine cents (\$14.99) per dwelling per month shall be paid to the City by the property owner of each Class III premises for such services. Said fee shall be in payment for collection and disposal of one 48-gallon city provided trash cart of "solid waste" as defined. There is no limit on the number of bins allowed to be collected containing acceptable "recyclable materials" as defined.
2. Solid Waste Cart Subscriptions:

a. Mandatory Subscription Alleys:

- (1) Required Carts: Alley carts, owned by the City for automated or semi-automated lifting, are required to be subscribed to in certain alleys, by owners, tenants, and/or property managers of Class III premises where the approved set out location is in a mandated alley. Subscribers must comply with program requirements as approved by the City Manager. The customer shall choose the number and size of the cart. The options include a thirty-four (34), forty-eight (48), sixty-four (64), or ninety-six (96) gallon solid waste cart.
- (2) Mandatory Alley Fees: The fee for a thirty-four (34) gallon solid waste cart is fourteen dollars ninety-nine cents (\$14.99) per month. The fee for a forty-eight (48) gallon solid waste cart is fifteen dollars sixty-two cents (\$15.62) per month. The fee for a sixty-four (64) gallon solid waste cart is sixteen dollars twenty-six cents (\$16.26) per month. The fee for a ninety-six (96) gallon solid waste cart is twenty-four dollars thirty-nine cents (\$24.39) per month.

b. Cart Subscriptions:

- (1) Size Carts: In the areas where solid waste carts, owned by the City for automated and semiautomated lifting are not mandated, carts may be subscribed to by owners and/or property managers of Class III premises. Subscribers must comply with program requirements as approved by the City Manager. The customer shall choose the number and size of the cart. The options include thirty-four (34), forty-eight (48), sixty-four (64) or ninety-six (96) gallon solid waste carts.
  - (2) Size Cart Fees: The fee for a thirty-four (34) gallon solid waste cart is fourteen dollars ninety-nine cents (\$14.99) per month. The fee for a forty-eight (48) gallon solid waste cart is seventeen dollars and twenty-two cents (\$17.22) per month. The fee for a sixty-four (64) gallon solid waste cart is twenty dollars sixty-five cents (\$20.65) per month. The fee for a ninety-six (96) gallon solid waste cart is twenty-nine dollars (\$29.00) per month.
3. Termination: The owner of a Class III premises served by City solid waste collection may provide the City Manager with not less than fourteen (14) days' written notice of intent to terminate the service. Such termination of service shall be effective at the beginning of the next billing period after such fourteen (14) day notice period.
  4. Recycling Only: Upon approval of an application for City recycling collection a fee of six dollars (\$6.00) per month per unit shall be paid to the City by the property owner of each Class III premises not serviced by City solid waste collection services for recycling collection.

D. Unit Based Pricing: Collection options and charges under unit-based pricing for Class I, II and III premises are as follows:

1. Official City of Dubuque single-use stickers costing one dollar fifty cents (\$1.50) shall be applied to each additional standard solid waste container or small bulky or bundled item in excess of the one standard 48-gallon trash cart collected under the base monthly solid waste fee or any additional subscribed container(s).
2. Multiple-family dwellings of three (3), four (4), five (5), and six (6) dwelling units as well as Class II or Class III premises sharing a common set out location with other City solid waste customers shall only use city provided carts with permanent identification as to the specific premises. However, for the two (2) weeks following Christmas, excess solid waste may be set out in trash bags with applied City of Dubuque single use stickers. The capacity must be a minimum of thirty (30) gallons per dwelling unit.

E. Special Collection: The charge for a special collection service for large and bulky rubbish to each dwelling unit receiving such service when requested by the owner shall be as follows:

1. A fee of ten dollars (\$10.00) shall be paid by the owner for each time the service is provided for up to the equivalent of three (3) cubic yards of solid waste.
2. An additional fee of twelve dollars fifty cents (\$12.50) shall be paid for each additional three (3) cubic yards of solid waste.
3. An additional fee for tires, equal to the disposal fees charged at the Dubuque Metro Landfill, shall be paid to the City by the owner for each tire.
4. An additional fee of ten dollars (\$10.00) shall be paid to the City by the owner for each appliance collected in the service.
5. An additional fee of ten dollars (\$10.00) shall be paid to the City by the owner for each collection requested by the owner to be scheduled for service on a day not receiving weekly collection at the service address.
6. An additional fee of ten dollars (\$10.00) shall be paid to the City by the owner for each collection requested by the owner to be scheduled for immediate service or whenever crews are sent back to the service address to collect items that were not properly set out on time as previously scheduled.
7. An additional fee of twenty dollars (\$20.00) shall be paid to the City by the owner for each collection requested by the owner to be scheduled for collection of electronics including one device with an electronic screen (laptops, monitors, TVs, etc.). An additional fifteen-dollar (\$15.00) fee will apply for each additional device

with an electronic screen set out per collection. (Ord. 14-19, 3-7-2019, eff. 7-1-2019)

**Section 15.** Section 13-6A-8 of the City of Dubuque Code of Ordinances is hereby amended as follows:

**13-6A-8: YARD WASTE AND FOOD SCRAPS:**

- A. Separation of Yard Waste: Yard waste shall be separated by the owner of a premises from all other solid waste.
- B. Composting: An owner may compost such person's own yard waste and food scraps on such person's own premises, provided the same is stored in such a manner as to not create a fire, health or safety hazard.
- C. Collection Schedule for Yard Waste: Yard waste that has not been composted shall be collected by the City not more than once each week according to the collection schedule established by the City Manager.
- D. Preparation Of Waste: Containerized yard waste collected by the City shall be placed in degradable paper bags with an affixed single use sticker or in rigid waste containers with an affixed single use tag or in permanent waste containers with an affixed annual yard waste decal or in a subscribed sixty-five (65) gallon City owned yard waste cart or be contained by tying devices approved by the City Manager. The charges for collection and disposal of "yard waste" as defined shall be as follows:
  - 1. The fee for tying devices approved by the City Manager shall be one dollar thirty cents (\$1.30) each.
  - 2. The fee paid to the City by a customer of record with the City for an annual yard waste decal for a rigid waste container shall be thirty-five dollars (\$35.00) each through June 30 of each year. The fee shall be reduced by one-half ( $\frac{1}{2}$ ) on July 1 of each year and again by one-half ( $\frac{1}{2}$ ) on September 1 of each year. A decal shall only be used by the customer of record with the City who purchased it.
  - 3. The fee for single use stickers shall be one dollar thirty cents (\$1.30) each.
  - 4. The fee paid to the City for subscription to a sixty-five (65) gallon City owned yard waste cart shall be eleven dollars (\$11.00) per month.
  - 5. The minimum fee paid to the City for collection of a scheduled leaf rake out is twenty dollars (\$20.00) for a forty (40) standard leaf bag equivalent pile of leaves in the parking lane at the curb.

- E. Food Scrap Collection Program Subscribers: Subscribers to the food scrap collection program shall set out City owned carts containing food scraps and other compostable materials.

**SUBSCRIBER WEEKLY FOOD SCRAP COLLECTION SERVICES**

<b>Customer Class</b>	<b>Cart Size</b>	<b>Monthly Rates</b>
City refuse customers and K - 12 schools	13 gallon	\$1.00
	48 gallon	\$8.00
	64 gallon	\$11.00
Commercial customers without City refuse collection	13 gallon	\$4.00
	48 gallon	\$15.00
	64 gallon	\$20.00

1. Such carts shall be co-collected with yard waste. The customer shall choose the number and size of the cart(s).
  2. Such carts shall be set out weekly to reduce potential nuisance concerns. Failure to use, store or set out the cart properly shall cause the subscription to be terminated.
- F. Deposits in Public Rights-Of-Way Prohibited: No person shall deposit any yard waste or food scraps in any public right-of-way. (Ord. 4-16, 3-14-2016, eff. 7-1-2016)

**Section 16.** Section 13-6A-9 of the City of Dubuque Code of Ordinances is hereby amended as follows:

**13-6A-9: PRIVATE COLLECTION SERVICE:**

- A. License Required: No person shall engage in the business of removing or hauling solid waste from the premises of another person without a license to do so from the City Manager. The issuance of such license shall be in the manner prescribed and subject to the terms of [title 4, chapter 1](#) of this Code. (2007 Code § 40-46)
- B. Application for License; Fee: Application for such license shall specify the type of equipment and vehicles to be used, the routes to be traveled, the places to be served and the name and residence of the applicant. Such person shall pay, at the

Office of the City Treasurer, an annual license fee of twenty-five dollars (\$25.00) per year for each vehicle engaged in such business. (2007 Code § 40-47)

- C. Display of License Number on Vehicle: No person shall operate a vehicle licensed under this section unless the license number is prominently displayed on the lower portion of the driver's side of the windshield in clear view. Such license number shall be affixed to the vehicle not less than five (5) days after the day of issue. (2007 Code § 40-48)
- D. Separability of Provisions: It is the intention of the City Council that each subsection, paragraph, sentence, clause and provision of this section is separable, and if any provision is held unconstitutional or invalid for any reason, such decision shall not affect the remainder of this section nor any part thereof other than that affected by such decision. (2007 Code § 40-50)

**Section 17.** This ordinance shall take effect on July 1, 2020.

Passed, approved, and adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Roy D. Buol, Mayor

Attest:

\_\_\_\_\_  
Kevin S. Firnstahl, City Clerk

## EFFECT OF AMENDMENT

### 13-6-1: DEFINITIONS:

For the purpose of this chapter the following definitions shall apply:

**BUILDING MATERIALS:** Any material such as lumber, floor coverings, brick, plaster, sheet metal or any other substances accumulated as a result of repairs or additions to existing buildings, construction of new buildings or demolition of existing structures.

**CLASS I PREMISES:** Shall mean and include the following properties in the City of Dubuque:

- A. Single-family dwellings.
- B. Multiple-family dwellings up to and including six (6) dwelling units.
- C. Dwelling units in business or commercial premises.

Where two (2) or more laterally connected or joined dwelling units, including condominiums, townhouses and row houses, in which each dwelling unit has separate access and utility service, each dwelling unit shall constitute a single-family dwelling.

**CLASS II PREMISES:** Residential premises other than class I residential premises, located in the City of Dubuque, including:

- A. Dwellings in trailer courts;
- B. Schools, colleges, churches, convents, nursing homes, rooming houses and other semiprivate institutions; and
- C. Multiple-family dwellings exceeding six (6) dwelling units.

**CLASS III PREMISES:** All business and commercial premises located in the City of Dubuque, including that part of a residential premises with a business or commercial use.

**DWELLING:** Shall mean and include any building or portion thereof containing one or more dwelling units.

**DWELLING UNIT:** Shall mean and include one or more connected rooms having complete kitchen facilities and arranged, designed or used as living quarters for one family only.

**FOOD SCRAPS:** Solid, semisolid and liquid animal and vegetable residuals resulting from the handling, preparing, cooking, storing, serving and consuming of food



**GARBAGE:** All solid and semisolid, putrescible animal and vegetable wastes resulting from the handling, preparing, cooking, storing, serving and consuming of food or of material intended for use as food, and all offal, excluding useful industrial byproducts, and shall include all such substances from all public and private establishments and from all residences.

**HAZARDOUS WASTES:** Waste materials, including, but not limited to, poisons, pesticides, herbicides, acids, caustics, biohazardous wastes, flammable or explosive materials and similar harmful wastes which require special handling and which must be disposed of in such a manner as to conserve the environment and protect the public health and safety.

**OTHER COMPOSTABLE MATERIALS:** Napkins, plates, cups, bowls, towels, tissues, and takeout containers made from paper as well as other materials as approved by the city manager.

**OWNER:** In addition to the record titleholder, any person residing in, renting, leasing, occupying, operating or transacting business in any premises and as between such parties, the duties, responsibilities, liabilities and obligations hereafter imposed shall be joint and several.

**PREMISES:** A building or part of a building and its grounds located in the City of Dubuque.

**RECYCLABLE MATERIALS:** Materials, including, but not limited to, food container glass, aluminum, steel (tin) cans, no. 1 and no. 2 plastic bottles, uncontaminated newspapers and glossy paper (magazines). Newspapers and glossy paper shall be considered uncontaminated if they have not been exposed to substances or conditions rendering them unusable for recycling.

**REFUSE:** Putrescible and nonputrescible wastes including, but not limited to, garbage, rubbish, ashes, incinerator ash, incinerator residues, street cleanings, market and industrial solid wastes and sewage treatment wastes in dry or semisolid form.

**RUBBISH:** Nonputrescible solid waste consisting of combustible and noncombustible wastes, such as furniture, appliances, tires, building materials or similar wastes.

**SOLID WASTE:** Garbage, refuse, rubbish, and other similar discarded solid or semisolid materials, including, but not limited to, such materials resulting from industrial, commercial, agricultural, and domestic activities. Solid waste includes vehicles. Solid waste does not include toxic and hazardous wastes as defined by the Iowa department of natural resources.

**YARD WASTE:** Debris such as grass clippings, leaves, garden wastes, brush and trees as defined by the Iowa department of natural resources. Yard waste does not include tree stumps. (~~Ord. 20-06, 3-2-2006, eff. 4-3-2006~~)

### 13-6-2: DEPOSITS ON OTHER PUBLIC OR PRIVATE PROPERTY:

- A. Prohibition: No person shall throw, rake, deposit, dump, drop, spill or store (other than the placement of containers for collection as provided herein) any solid waste or toxic and hazardous wastes upon the streets, sidewalks, rights of way or any public or private property within the city.
- B. Exception: This section shall not apply to junk dealers, auto salvage dealers, pawnbrokers or secondhand dealers licensed under [title 4, chapter 6](#) of this code. ~~(2007 Code § 40-17)~~

### 13-6-3: CONTAINER REQUIREMENTS; COLLECTION RESTRICTIONS:

- A. Disposal ~~in~~ Containers; Preparation ~~Of~~ Waste ~~For~~ Disposal: Solid waste shall be placed in tied bags secured with tags or otherwise sealed and placed in suitable containers. However, it shall not be necessary to place books, boxes, magazines or newspapers in containers, provided they are securely tied in bundles or completely contained in disposable boxes not more than twenty by thirty by ~~forty-forty~~-eight inches (20 x 30 x 48"). Tree limbs and carpet shall be securely tied in bundles not more than ~~forty-forty~~-eight inches (48") long and eighteen inches (18") in diameter.
- B. Container Standards:
  - 1. A standard solid waste container and base rate when provided by the City. ~~The base rate container shall be for a 34-gallon cart when provided by the City. The City will also provide options for property owners to have a 48-gallon, 64-gallon, or 96-gallon cart at an additional rate as described in section 13-6A-6.~~
  - 2. A standard solid waste container and base rate when provided by the property owner ~~The base rate shall be for a 35-gallon container when provided by the property owner.~~
  - 3. Containers provided by property owners ~~The container~~ shall be not more than thirty-five (35) gallons nor be less than five (5) gallons in capacity except when only one container is used, in which case such container may be less than five (5) gallons in capacity.
  - 4. All ~~such~~ containers shall be waterproof and fitted with a tight lid and shall have handles, bails, or other suitable lifting devices. Containers shall be of a type originally manufactured for refuse or garbage, with tapered sides for easy emptying, and shall be of lightweight and sturdy construction. The weight of any individual standard container and its contents shall not exceed forty (40) pounds.
  - 5. Galvanized steel and similar metal containers, rubber containers, and plastic containers which do not become brittle in cold weather, may be used. Oil or grease drums, paint cans, and similar salvaged containers shall not be used.

6. Disposable bags manufactured for garbage and solid waste disposal shall be acceptable unless they are left unattended for such a period of time or in such a location as to become a health hazard.

~~In addition, the City will provide 64 gallon and 96 gallon carts at an additional rate as described in section 13-6A-6.C.~~ Healthcare Waste:

1. Except for class II premises, healthcare waste shall be placed in suitable containers separately from all other solid waste. Sharp objects such as hypodermic needles, syringes and lancets shall be securely contained in hard plastic or metal disposable containers with screw on or tightly secured lids for collection. Broken glass and similar materials shall be placed in disposable boxes with a secure closure. Other healthcare waste such as soiled bandages, disposable sheets and medical gloves shall be placed in thick disposable plastic bags or shall be double bagged.
  2. Class II premises shall comply with all occupational safety health administration (OSHA) regulations concerning the disposal of potentially infectious wastes.
- D. Unacceptable Items For Collection: A basket, box or noncomplying solid waste container shall be considered disposable solid waste and shall be removed by the collection crews if it is the proper size and otherwise acceptable for collection. It shall be left uncollected if it is larger than the allowable size or otherwise unacceptable for collection.
- E. Recycling Containers Provided: One curbside recycling container shall be provided by the city to each dwelling unit in class I premises for the collection of recyclable materials.
- F. Large And Bulky Rubbish: Large and bulky rubbish such as furniture and appliances shall not be collected except when a special collection is established by the city manager for the collection of such items. ~~(2007 Code § 40-18)~~

G. Assisted Collection Services. The City Manager may approve Assisted Collection Services for residents. The City Manager will determine the conditions and criteria for when assisted collection is available. The City Manager may suspend the requirement to use a City provided cart by the resident when it is determined that the requirement is unreasonable due to terrain or other reasons

#### **13-6-4: WRAPPING AND DRAINING OF CERTAIN SOLID WASTES:**

All solid waste consisting of waste animal and vegetable matter which may attract flies, dogs, cats, rodents and other animals shall be drained of all excess liquid, wrapped in paper or disposable containers, and placed or stored, until collected, in covered suitable containers as described in section [13-6-3](#) of this chapter. ~~(2007 Code § 40-19)~~

#### **13-6-5: UNLAWFUL ACCUMULATIONS:**

- A. Health Or Sanitation Hazard: It shall be unlawful for any person to permit to accumulate on any premises, improved or vacant, or on any public place in the city, such quantities of solid waste, either in containers or not, that shall constitute a health or sanitation hazard.
- B. Storage Within ~~Or~~ Close ~~To~~ Buildings: It shall be unlawful for any person to accumulate quantities of refuse, papers, garbage, ashes or other solid waste within or close to any building in the city, unless the same is stored in containers in such a manner as not to create a health or fire hazard. ~~(2007 Code § 40-20)~~

#### **13-6-6: STORAGE AND ACCUMULATION RESTRICTED:**

- A. Storage In Metal Containers: Within the corporate limits of the city, all garbage or refuse consisting of waste animal or vegetable matter upon which rats may feed, and all small dead animals, shall be placed and stored until collected in covered metal containers of a type prescribed by the health officer.
- B. Dumping ~~On~~ Premises ~~Or~~ Waterways Prohibited: It is unlawful for any person to dump or place on any premises, land or waterway, any dead animals, or any waste vegetable or animal matter of any kind.
- C. Providing Harborage ~~For~~ Rats: It shall be unlawful for any person to place, leave, dump, or permit to accumulate any garbage, rubbish or trash in any building or on any premises, improved or vacant, or on any open lot or alley in the city so that the same shall or may afford food or harborage for rats.
- D. Lumber And Boxes Placed On Elevated Racks: It shall be unlawful for any person to permit to accumulate on any premises, improved or vacant, or on any open lot or alley in the city any lumber, boxes, barrels, bottles, cans, containers or similar material that may be permitted to remain thereon unless same shall be placed on open racks that are elevated not less than eighteen inches (18") above the ground, and evenly piled or stacked. ~~(2007 Code § 31-74)~~

#### **13-6-7: HAZARDOUS AND PROHIBITED WASTES REGULATED:**

- A. Deposits Prohibited Except For Special Collection: No person shall deposit in a solid waste container or otherwise offer for city collection any hazardous wastes or prohibited wastes, except when a special collection is established by the city manager under subsection [13-6-3](#) F of this chapter.
- B. Transportation ~~By~~ Owner: Hazardous wastes and prohibited wastes shall be transported by the owner to a sanitary disposal project licensed by the Iowa department of natural resources to accept such wastes.

- C. Prohibited Wastes Described: "Prohibited wastes" includes, but is not limited to, waste oils, lead acid batteries and tires. ~~(2007 Code § 40-21)~~

#### **13-6-8: VEHICLES HAULING SOLID WASTE:**

- A. Dropping, Sifting Or Leaking Of Load: No person shall haul any solid waste upon the streets, alleys or public places of the city unless the vehicle used for such purpose is so constructed or loaded or the load securely covered as to prevent any of its load from dropping, sifting, leaking, or otherwise escaping or its load covering from dropping from the vehicle, except that materials may be dropped for the purpose of securing traction, or water or other substance may be applied on a roadway in cleaning or maintaining such roadway.
- B. Sanitary Condition: All vehicles, containers and dumpsters used for the collection and removal of solid waste shall be kept in a clean, inoffensive, and sanitary condition. All solid waste shall be handled in such a way as to prevent the scattering, spilling or leakage of same. ~~(2007 Code § 40-22)~~

#### **13-6-9: USE OF STATE APPROVED DUMP SITE OR DISPOSAL PROJECT:**

- A. State Licensed Project: No person shall haul or cause to be hauled any solid waste to any sanitary disposal project, dump site or any other area unless such disposal project, dump site or other area is licensed by and in full compliance with all regulations in the state in which it is located.
- B. Filling ~~Or~~ Excavating; Permit Required: No person shall use dirt, stone, brick, concrete or similar inorganic material for fill, landscaping, excavation or grading without first obtaining a building permit, if required by other provisions of this code, and only in conformance with all provisions of the zoning and subdivision ordinances of this code. ~~(2007 Code § 40-23)~~

#### **13-6A-1: CITY MANAGER'S AUTHORITY GENERALLY:**

The City Manager is hereby authorized and directed to employ City owned vehicles and equipment and the necessary operating personnel to collect solid waste, yard waste and recyclable materials and to collect fees and administer the program as provided for in this article in the City, upon the terms and conditions of this article. ~~(2007 Code § 40-31)~~

#### **13-6A-2: AVAILABILITY OF COLLECTION SERVICE:**

- A. ~~A.—Collection service is provided within the City of Dubuque to residents and businesses located within city limits as outlined below. The City Manager may consider requests for service outside of city limits, in the City Manager's sole discretion.~~
- B. Class I Premises: City solid waste collection from residential premises as defined in section 13-6-1 of this chapter shall be mandatory.

~~C. B.~~ Class II Premises: Class II premises not serviced by City solid waste collection services may apply to the City Manager for such collection services. The collection rate shall be determined according to the fee schedule set forth in section [13-6A-6](#) of this article.

~~D. C.~~ Class III Premises: Class III premises not serviced by City solid waste collection services may apply to the City Manager for such collection services. The collection rate shall be determined according to the fee schedule set forth in section [13-6A-6](#) of this article.

~~E. D.~~ Recycling Services: Class II premises not serviced by City solid waste collection service and Class III premises may apply to the City Manager for such recycling services. The collection rate shall be determined according to the fee schedule set forth in section [13-6A-6](#) of this article.

~~F. E.~~ Refusal ~~Of~~ Service: The City Manager may refuse solid waste collection service or recycling services because of quantities or characteristics beyond the capacity or capability to be handled efficiently or safely by City personnel and equipment. (~~Ord. 14-19, 3-7-2019, eff. 7-1-2019~~)

### **13-6A-3: FREQUENCY, TIME AND AREAS OF COLLECTION:**

- A. Frequency And Time Of Collection: Collections shall be made not more than once weekly at such time and in such areas of the City as shall be determined and set out in schedules prepared by the City Manager in accordance with the provisions of this article. All collections shall be made between the hours of six o'clock (6:00) A.M. and nine o'clock (9:00) P.M.
- B. Collection Schedule: The collection schedule shall not include official City holidays unless otherwise determined by the City Manager. However, a Saturday may be substituted as the collection day to replace the collection which would otherwise be made on the day of the week the holiday occurs.
- C. Authority ~~To~~ Change Schedule: The City Manager is hereby authorized and empowered to change or amend the collection schedules from time to time as the City Manager may deem necessary. (2007 Code § 40-33)

### **13-6A-4: PLACEMENT OF CONTAINERS FOR COLLECTION:**

- A. Alleys: Where collections are made from alleys, solid waste containers shall be placed in one location for each dwelling, in clear view and at the owner's property line abutting the alley and on the days designated in said schedule.
- B. Streets: Where collections are made from the street, solid waste containers shall be placed in one location for each dwelling, in clear view and in the street right-of-way on the owner's property side of the curb and on the days designated in said schedule.



Such containers shall be placed so as not to interfere with vehicular and pedestrian traffic and when emptied shall be promptly removed by the owner.

- C. Time Limit ~~For~~ Placement ~~Of~~ Containers ~~On~~ Streets: No person shall place solid waste or recycling at the street for collection more than ~~twenty-four~~twenty-four (24) hours before the scheduled collection day. No person shall leave solid waste containers or recycling containers at the street for more than ~~twenty-four~~twenty-four (24) hours after the scheduled collection day.
- D. Early Placement: All solid waste shall be placed at the designated collection location for City collection by six o'clock (6:00) A.M. on the scheduled collection day.
- E. Duty When Solid Waste Not Collected: Any solid waste not in compliance with this chapter shall not be collected by the City and shall be removed by the owner within ~~twenty~~twenty-four (24) hours after the scheduled collection day and stored in such a manner as not to create a health, safety or fire hazard. (Ord. 27-17, 6-5-2017)

### **13-6A-6: RATES AND CHARGES ESTABLISHED; EXCEPTIONS:**

#### **A. Class I Premises:**

- 1. Base Fee ~~And~~ Conditions: Unless subscribed to a solid waste cart, a fee of ~~fifteen dollars sixty-two~~sixty-two~~fourteen dollars ninety-nine~~ cents (~~\$15.62~~14.99) per dwelling unit per month shall be paid to the City by the property owner of each Class I premises for such solid waste collection services. Said fee shall be in payment for collection and disposal of one (1) 35-gallon can or one (1) 35-gallon trash bag of "solid waste" as defined in this chapter ~~or one (1) 34-gallon~~city issued cart. There is no limit on the number of bins allowed to be collected containing acceptable "recyclable materials" as defined in this chapter.
- 2. Solid Waste Cart Subscriptions:
  - a. Mandatory Subscription Alleys:
    - (1) Carts Required: Alley carts, owned by the City for semiautomated lifting, are required to be subscribed to in certain alleys, by owners, tenants, and/or property managers of Class I premises where the approved set out location is in a mandated alley. Subscribers must comply with program requirements as approved by the City Manager. The customer shall choose the number and size of the cart. The options include a ~~thirty-four (34)~~thirty-four (34), ~~forty-eight (48)~~, ~~sixty-four (64)~~, or ~~ninety-six (96)~~ gallon solid waste cart.
    - (2) Mandatory Alley Fees: The fee for a ~~thirty-four (34) gallon solid waste cart is fourteen dollars ninety-nine cents (\$14.99) per month. The fee for a forty-eight (48) gallon solid waste cart is fifteen dollars sixty-two~~thirty-four (34) gallon solid waste cart is fourteen dollars ninety-nine cents (\$14.99) per month. The fee for a forty-eight (48) gallon solid waste cart is

~~(\$15.62)~~fourteen dollars ninety-nine cents (\$14.99) per month. The fee for a ~~sixty-four~~sixty-four (64) gallon solid waste cart is sixteen dollars ~~twenty six~~twenty-six cents (\$16.26) per month. The fee for a ~~ninety-six~~ninety-six (96) gallon solid waste cart is ~~twenty-four~~twenty-four dollars thirty-nine cents (\$24.39) per month.

b. ~~Optional~~ Cart Subscriptions:

(1) ~~Optional-Size~~ Carts: In the areas where solid waste carts, owned by the City for automated or semi-automated lifting, larger carts, are not mandated carts may be subscribed to by owners and/or property managers of Class I premises. Subscribers must comply with program requirements as approved by the City Manager. The customer shall choose the number and size of the cart. The options include thirty-four (34), forty-eight (48) sixty-four (64) or ninety-six (96) gallon solid waste carts.

(2) ~~Optional-Size~~ Cart Fees: The fee for a thirty-four (34) gallon solid waste cart is fourteen dollars ninety-nine cents (\$14.99) per month. The fee for a forty-eight (48) gallon solid waste cart is seventeen dollars and twenty-two cents (\$17.22) per month. The fee for a sixty-four (64) gallon solid waste cart is twenty dollars sixty-five cents (\$20.65) per month. The fee for a ninety-six (96) gallon solid waste cart is twenty-nine dollars (\$29.00) per month.

c. Multifamily Dwellings: Multifamily dwellings required to subscribe to alley carts and multifamily dwellings opting to subscribe to solid waste cart(s) must provide a minimum of thirty (30) gallons of capacity for each dwelling unit. The City may, in its sole discretion, require additional capacity per unit if thirty (30) gallons for each dwelling unit is insufficient. The City shall notify the applicable account holder in writing of the additional capacity requirement.

3. Class I Premises Exceptions:

a. When a Class I premises has been vacant for a period not less than two (2) consecutive months, the owner may apply to the City Manager for a credit under procedures to be established by the City Manager. Such credit shall continue only so long as the Class I premises is vacant.

b. In cases of extreme financial hardship, the City Manager may, and is hereby authorized and empowered to, make adjustments in the monthly collection charges as the City Manager may deem appropriate. In such cases, the City Manager shall have the authority to require such proof of financial status or extreme hardship, as the City Manager may deem necessary.

c. When resident(s) of a Class I premises has an annual income equal to or less than the income standards used by HUD for its "Section 8 Housing Program"



for the size of that household may, upon application to the City Manager or designee, be exempted from one-half ( $\frac{1}{2}$ ) the established collection charge. After the initial application, annual application shall be made by the account holder of the City of Dubuque utility bill for the premises to verify annual income and eligibility.

B. Class II Premises:

1. Base Fees ~~And~~ Conditions: Unless subscribed to a solid waste cart, a fee of ~~fifteen dollars sixty-two cents (\$15.62)~~ fourteen dollars ninety-nine cents (\$14.99) per month shall be paid to the City by the property owner of each Class II premises for such solid waste collection services. Said fee shall be in payment for collection and disposal of one (1) 35-gallon can or one (1) 35-gallon trash bag of "solid waste" as defined. There is no limit on the number of bins allowed to be collected containing acceptable "recyclable materials" as defined.
2. Solid Waste Cart Subscriptions:
  - a. Mandatory Subscription Alleys:
    - (1) Carts Required: Alley carts, owned by the City for semiautomated lifting, are required to be subscribed to in certain alleys, by owners, tenants, and/or property managers of Class II premises where the approved set out location is in a mandated alley. Subscribers must comply with program requirements as approved by the City Manager. The customer shall choose the number and size of the cart. The options include a thirty-four (34), ~~forty-eight (48), sixty-four~~ sixty-four (64), or ninety-six (96) gallon solid waste cart.
    - (2) Mandatory Alley Fees: The fee for a thirty-four (34) gallon solid waste cart is fourteen dollars ninety-nine cents (\$14.99) per month. The fee for a ~~forty-eight (48) gallon solid waste cart is fifteen dollars sixty-two cents (\$15.62)~~ forty-eight (48) gallon solid waste cart is fourteen dollars ninety-nine cents (\$14.99) per month. The fee for a ~~sixty-four (64) gallon solid waste cart is sixteen dollars twenty-six cents (\$16.26)~~ sixty-four (64) gallon solid waste cart is sixteen dollars twenty-six cents (\$16.26) per month. The fee for a ~~ninety-six (96) gallon solid waste cart is twenty-four dollars thirty-nine~~ thirty-nine cents (\$24.39) per month.
  - b. ~~Optional~~ Cart Subscriptions:
    - (1) ~~Optional-Size~~ Carts: In the areas where solid waste carts, owned by the City for automated or semi-automated lifting, ~~larger carts are not mandated carts~~ may be subscribed to by owners and/or property managers of Class II premises. Subscribers must comply with program requirements as approved by the City Manager. The customer shall choose the number and size of the cart. The options include thirty-four (34), forty-eight (48), sixty-four ~~sixty-four~~ (64) or ninety-six (96) gallon solid waste carts.

- (2) ~~Optional-Size~~ Cart Fees: The fee for a thirty-four (34) gallon solid waste cart is fourteen dollars ninety-nine cents (\$14.99) per month. The fee for a forty-eight (48) gallon solid waste cart is seventeen dollars twenty-two cents (\$17.22) per month. The fee for a sixty-four (64) gallon solid waste cart is twenty dollars sixty-five cents (\$20.65) per month. The fee for a ninety-six (96) gallon solid waste cart is twenty-nine dollars (\$29.00) per month.
- c. Multifamily Dwellings: Multifamily dwellings required to subscribe to alley carts and multifamily dwellings opting to subscribe to solid waste cart(s) must provide a minimum of thirty (30) gallons of capacity for each dwelling unit.
3. Termination: The owner of a Class II premises served by the City solid waste collection may provide the City Manager with not less than fourteen (14) days' written notice of intent to terminate the service. Such termination of service shall be effective at the beginning of the next billing period after such fourteen (14) day notice period.
4. Recycling Only: Upon approval of an application for City recycling collection a fee of six dollars (\$6.00) per month per unit shall be paid to the City by the property owner of each Class II premises not serviced by City solid waste collection services for recycling collection.

#### C. Class III Premises:

1. Base Fees ~~And~~ Conditions: Unless subscribed to a solid waste cart, a fee of fifteen dollars sixty-two cents (\$15.62) per dwelling per month shall be paid to the City by the property owner of each Class III premises for such services. Said fee shall be in payment for collection and disposal of one 48-gallon city provided trash cart- of "solid waste" as defined. There is no limit on the number of bins allowed to be collected containing acceptable "recyclable materials" as defined.
2. Solid Waste Cart Subscriptions:
  - a. Mandatory Subscription Alleys:
    - (1) Required Carts: Alley carts, owned by the City for automated or semi-automated lifting, are required to be subscribed to in certain alleys, by owners, tenants, and/or property managers of Class III premises where the approved set out location is in a mandated alley. Subscribers must comply with program requirements as approved by the City Manager. The customer shall choose the number and size of the cart. The options include a thirty-four (34), forty-eight (48), sixty-four (64), or ninety-six (96) gallon solid waste cart.

- (2) Mandatory Alley Fees: The fee for a thirty-four (34) gallon solid waste cart is fourteen dollars ninety-nine cents (\$14.99) per month. The fee for a forty-eight (48) gallon solid waste cart is fifteen dollars sixty-two cents (\$15.62) per month. The fee for a sixty-four (64) gallon solid waste cart is sixteen dollars twenty-six cents (\$16.26) per month. The fee for a ninety-six (96) gallon solid waste cart is twenty-four dollars thirty-nine cents (\$24.39) per month.

b. ~~Optional~~ Cart Subscriptions:

- (1) ~~Optional Size~~ Carts: In the areas where solid waste carts, owned by the City for automated and semiautomated lifting, are not mandated, carts may be subscribed to by owners and/or property managers of Class III premises. Subscribers must comply with program requirements as approved by the City Manager. The customer shall choose the number and size of the cart. The options include thirty-four (34), forty-eight (48), sixty-four (64) or ninety-six (96) gallon solid waste carts.

- (2) ~~Optional Size~~ Cart Fees: The fee for a thirty-four (34) gallon solid waste cart is fourteen dollars ninety-nine cents (\$14.99) per month. The fee for a forty-eight (48) gallon solid waste cart is seventeen dollars and twenty-two cents (\$17.22) per month. The fee for a sixty-four (64) gallon solid waste cart is twenty dollars sixty-five cents (\$20.65) per month. The fee for a ninety-six (96) gallon solid waste cart is twenty-nine dollars (\$29.00) per month.

3. Termination: The owner of a Class III premises served by City solid waste collection may provide the City Manager with not less than fourteen (14) days' written notice of intent to terminate the service. Such termination of service shall be effective at the beginning of the next billing period after such fourteen (14) day notice period.
4. Recycling Only: Upon approval of an application for City recycling collection a fee of six dollars (\$6.00) per month per unit shall be paid to the City by the property owner of each Class III premises not serviced by City solid waste collection services for recycling collection.

D. Unit Based Pricing: Collection options and charges under unit-based pricing for Class I, II and III premises are as follows:

- ~~1. A yearly subscription for weekly collection of an additional standard solid waste container, or containers, may be subscribed for an additional eight dollars (\$8.00) each per month.~~14. Official City of Dubuque single-use stickers costing one dollar fifty cents (\$1.50) shall be applied to each additional standard solid waste container or small bulky or bundled item in excess of the one standard 48-gallon trash

~~cart~~solid waste container collected under the base monthly solid waste fee or any additional subscribed container(s).

25. Multiple-family dwellings of three (3), four (4), five (5), and six (6) dwelling units as well as Class II or Class III premises sharing a common set out location with other City solid waste customers shall only use city provided carts ~~approved rigid solid waste containers~~ with permanent identification as to the specific premises. However, for the two (2) weeks following Christmas, excess solid waste may be set out in trash bags with applied City of Dubuque single use stickers. The capacity must be a minimum of thirty (30) gallons per dwelling unit.

E. Special Collection: The charge for a special collection service for large and bulky rubbish to each dwelling unit receiving such service when requested by the owner shall be as follows:

1. A fee of ten dollars (\$10.00) shall be paid by the owner for each time the service is provided for up to the equivalent of three (3) cubic yards of solid waste.
2. An additional fee of twelve dollars fifty cents (\$12.50) shall be paid for each additional three (3) cubic yards of solid waste.
3. An additional fee for tires, equal to the disposal fees charged at the Dubuque Metro Landfill, shall be paid to the City by the owner for each tire.
4. An additional fee of ten dollars (\$10.00) shall be paid to the City by the owner for each appliance collected in the service.
5. An additional fee of ten dollars (\$10.00) shall be paid to the City by the owner for each collection requested by the owner to be scheduled for service on a day not receiving weekly collection at the service address.
6. An additional fee of ten dollars (\$10.00) shall be paid to the City by the owner for each collection requested by the owner to be scheduled for immediate service or whenever crews are sent back to the service address to collect items that were not properly set out on time as previously scheduled.
7. An additional fee of twenty dollars (\$20.00) shall be paid to the City by the owner for each collection requested by the owner to be scheduled for collection of electronics including one device with an electronic screen (laptops, monitors, TVs, etc.). An additional ~~fifteen-dollar~~fifteen-dollar (\$15.00) fee will apply for each additional device with an electronic screen set out per collection. (Ord. 14-19, 3-7-2019, eff. 7-1-2019)

#### **13-6A-8: YARD WASTE AND FOOD SCRAPS:**

- A. Separation ~~Of~~of Yard Waste: Yard waste shall be separated by the owner of a premises from all other solid waste.
- B. Composting: An owner may compost such person's own yard waste and food scraps on such person's own premises, provided the same is stored in such a manner as to not create a fire, health or safety hazard.
- C. Collection Schedule ~~For~~for Yard Waste: Yard waste that has not been composted shall be collected by the City not more than once each week according to the collection schedule established by the City Manager.
- D. Preparation Of Waste: Containerized yard waste collected by the City shall be placed in degradable paper bags with an affixed single use sticker or in rigid waste containers with an affixed single use tag or in permanent waste containers with an affixed annual yard waste decal or in a subscribed ~~sixty-sixty~~-five (65) gallon City owned yard waste cart or be contained by tying devices approved by the City Manager. The charges for collection and disposal of "yard waste" as defined shall be as follows:
1. The fee for tying devices approved by the City Manager shall be one dollar thirty cents (\$1.30) each.
  2. The fee paid to the City by a customer of record with the City for an annual yard waste decal for a rigid waste container shall be ~~thirty-five~~thirty-five dollars (\$35.00) each through June 30 of each year. The fee shall be reduced by one-half ( $\frac{1}{2}$ ) on July 1 of each year and again by one-half ( $\frac{1}{2}$ ) on September 1 of each year. A decal shall only be used by the customer of record with the City who purchased it.
  3. The fee for single use stickers shall be one dollar thirty cents (\$1.30) each.
  4. The fee paid to the City for subscription to a ~~sixty-fives~~sixty-five (65) gallon City owned yard waste cart shall be eleven dollars (\$11.00) per month.
  5. The minimum fee paid to the City for collection of a scheduled leaf rake out is twenty dollars (\$20.00) for a forty (40) standard leaf bag equivalent pile of leaves in the parking lane at the curb.
- E. Food Scrap Collection Program Subscribers: Subscribers to the food scrap collection program shall set out City owned carts containing food scraps and other compostable materials.

#### SUBSCRIBER WEEKLY FOOD SCRAP COLLECTION SERVICES

Customer Class	Cart Size	Monthly Rates
City refuse customers and K - 12 schools	13 gallon	\$-1.00

	48 gallon	<del>\$</del> 8.00
	64 gallon	<del>\$</del> 11.00
Commercial customers without City refuse collection	13 gallon	<del>\$</del> 4.00
	48 gallon	<del>\$</del> 15.00
	64 gallon	<del>\$</del> 20.00

1.    -Such carts shall be co~~l~~lected with yard waste. The customer shall choose the number and size of the cart(s).
2.    -Such carts shall be set out weekly to reduce potential nuisance concerns. Failure to use, store or set out the cart properly shall cause the subscription to be terminated.

F. Deposits ~~in~~ Public Rights-Of-Way Prohibited: No person shall deposit any yard waste or food scraps in any public right-of-way. (Ord. 4-16, 3-14-2016, eff. 7-1-2016)

### 13-6A-9: PRIVATE COLLECTION SERVICE:

- A. License Required: No person shall engage in the business of removing or hauling solid waste from the premises of another person without a license to do so from the City Manager. The issuance of such license shall be in the manner prescribed and subject to the terms of [title 4, chapter 1](#) of this Code. (2007 Code § 40-46)
- B. Application ~~For~~for License; Fee: Application for such license shall specify the type of equipment and vehicles to be used, the routes to be traveled, the places to be served and the name and residence of the applicant. Such person shall pay, at the Office of the City Treasurer, an annual license fee of ~~twenty five~~twenty-five dollars (\$25.00) per year for each vehicle engaged in such business. (2007 Code § 40-47)
- C. Display ~~O~~f License Number ~~O~~n Vehicle: No person shall operate a vehicle licensed under this section unless the license number is prominently displayed on the lower portion of the driver's side of the windshield in clear view. Such license number shall be affixed to the vehicle not less than five (5) days after the day of issue. (2007 Code § 40-48)
- D. Separability ~~O~~f Provisions: It is the intention of the City Council that each subsection, paragraph, sentence, clause and provision of this section is separable, and if any provision is held unconstitutional or invalid for any reason, such decision shall not affect the remainder of this section nor any part thereof other than that affected by such decision. (2007 Code § 40-50)





**TO:** Michael C. Van Milligen, City Manager  
**FROM:** John Klostermann, Public Works Director JK  
**SUBJECT:** Proposed Revisions to Sections of Chapter 6 of Title 13 of the Code of Ordinances – **Option 2**  
**DATE:** April 20, 2020

## INTRODUCTION

The purpose of this memorandum is to submit a proposed ordinance for your review and approval. **These changes support Option 2 related to expanded cart sizes for optional cart service, city wide** along with clerical changes. This ordinance would revise sections of 13-6-1: Definitions, 13-6-3: Container Requirements, Collection Restrictions: 13-6-6: Storage and Accumulation Restricted: 13-6-7 Hazardous and Prohibited Wastes Regulated:, 13-6A-2: Availability of Collection Service, 13-6A-3 Frequency, Time and Areas of Collection: 13-6A-4 Placement of Containers for Collection: 13-6A-6: Rates and Charges Established: Exceptions.

## DISCUSSION

Title 13 of the Code of Ordinances is entitled Public Utilities. Chapter 6 of Title 13 is entitled Solid Waste. The following recommendations changes are found in Chapter 6, Solid Waste.

Attached are the recommended ordinance and Effect of Amendment detailing the changes proposed. I am recommending the following changes, to the following sections of the code of ordinances **for the expanded cart sizes use for optional cart service, city wide.**

- Section 13-6-1 Definitions; Class I Premises, Class II Premises, Class III Premises,
- Section 13-6-3 Container Requirements; paragraphs A, C1, D, E and F
- Section 13-6-6: Storage and Accumulation Restricted; paragraph B
- Section 13-6-7 Hazardous and Prohibited Wastes Regulated paragraph B
- Section 13-6A-3 Frequency, Time and Areas of Collection paragraph C
- Section 13-6A-2 Availability of Collection Service; paragraph A
- Section 13-6A-4 Placement of Containers for Collection; paragraph C and E
- Section 13-6A-6 Rates and Charges Established: Exceptions;



- A. Class I Premises: paragraphs 1, 2a.(1) and (2), paragraphs b(1), (2) and c.
- Class II Premises: paragraphs 1, 2a(2),b(1), and (2)
- Class III Premises: paragraphs 2a(2), b(1), and (2), paragraph E7
- Section 13-6A-8 Yard Waste and Food Scraps
  - Paragraphs, A, C, D-2,4 and F
- Section 13-6A-9: Private Collection Service
  - Paragraphs B,C and D

### **RECOMMENDATION**

Staff recommends that the proposed ordinance changes be approved by the City Manager and the City Council.

Attachments:

**ORDINANCE NO. \_\_\_\_\_ - 20**

**AMENDING CITY OF DUBUQUE CODE OF ORDINANCES TITLE 13 PUBLIC UTILITIES, CHAPTER 6 SOLID WASTE, SECTIONS 13-6-1 DEFINITIONS; 13-6-3 CONTAINER REQUIREMENTS; COLLECTION RESTRICTIONS; 13-6-6 STORAGE AND ACCUMULATION RESTRICTED; 13-6-7 HAZARDOUS AND PROHIBITED WASTES REGULATED; AND TITLE 13 PUBLIC UTILITIES, CHAPTER 6 SOLID WASTE, ARTICLE A CITY OR PRIVATE COLLECTION SERVICE, SECTIONS 13-6A-2 AVAILABILITY OF COLLECTION SERVICES; 13-6A-3 FREQUENCY, TIME AND AREAS OF COLLECTION; 13-6A-4 PLACEMENT OF CONTAINERS FOR COLLECTION; 13-6A-6 RATES AND CHARGES ESTABLISHED; EXCEPTIONS; 13-6A-8 YARD WASTE AND FOOD SCRAPS; 13-6A-9 PRIVATE COLLECTION SERVICE**

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF DUBUQUE, IOWA:**

**Section 1.** Section 13-6-1 of the City of Dubuque Code of Ordinances is hereby amended as follows:

**13-6-1: DEFINITIONS:**

For the purpose of this chapter the following definitions shall apply:

**BUILDING MATERIALS:** Any material such as lumber, floor coverings, brick, plaster, sheet metal or any other substances accumulated as a result of repairs or additions to existing buildings, construction of new buildings or demolition of existing structures.

**CLASS I PREMISES:** Shall mean and include the following properties in the City of Dubuque:

- A. Single-family dwellings.
- B. Multiple-family dwellings up to and including six (6) dwelling units.
- C. Dwelling units in business or commercial premises.

Where two (2) or more laterally connected or joined dwelling units, including condominiums, townhouses and row houses, in which each dwelling unit has separate access and utility service, each dwelling unit shall constitute a single-family dwelling.

**CLASS II PREMISES:** Residential premises other than Class I residential premises, located in the City of Dubuque, including:

- A. Dwellings in trailer courts;

B. Schools, colleges, churches, convents, nursing homes, rooming houses and other semiprivate institutions; and

C. Multiple-family dwellings exceeding six (6) dwelling units.

**CLASS III PREMISES:** All business and commercial premises located in the City of Dubuque, including that part of a residential premises with a business or commercial use.

**DWELLING:** Shall mean and include any building or portion thereof containing one or more dwelling units.

**DWELLING UNIT:** Shall mean and include one or more connected rooms having complete kitchen facilities and arranged, designed or used as living quarters for one family only.

**FOOD SCRAPS:** Solid, semisolid and liquid animal and vegetable residuals resulting from the handling, preparing, cooking, storing, serving and consuming of food.

**GARBAGE:** All solid and semisolid, putrescible animal and vegetable wastes resulting from the handling, preparing, cooking, storing, serving and consuming of food or of material intended for use as food, and all offal, excluding useful industrial byproducts, and shall include all such substances from all public and private establishments and from all residences.

**HAZARDOUS WASTES:** Waste materials, including, but not limited to, poisons, pesticides, herbicides, acids, caustics, biohazardous wastes, flammable or explosive materials and similar harmful wastes which require special handling and which must be disposed of in such a manner as to conserve the environment and protect the public health and safety.

**OTHER COMPOSTABLE MATERIALS:** Napkins, plates, cups, bowls, towels, tissues, and takeout containers made from paper as well as other materials as approved by the city manager.

**OWNER:** In addition to the record titleholder, any person residing in, renting, leasing, occupying, operating or transacting business in any premises and as between such parties, the duties, responsibilities, liabilities and obligations hereafter imposed shall be joint and several.

**PREMISES:** A building or part of a building and its grounds located in the City of Dubuque.

**RECYCLABLE MATERIALS:** Materials, including, but not limited to, food container glass, aluminum, steel (tin) cans, no. 1 and no. 2 plastic bottles, uncontaminated newspapers and glossy paper (magazines). Newspapers and glossy paper shall be considered uncontaminated if they have not been exposed to substances or conditions rendering them unusable for recycling.

REFUSE: Putrescible and nonputrescible wastes including, but not limited to, garbage, rubbish, ashes, incinerator ash, incinerator residues, street cleanings, market and industrial solid wastes and sewage treatment wastes in dry or semisolid form.

RUBBISH: Nonputrescible solid waste consisting of combustible and noncombustible wastes, such as furniture, appliances, tires, building materials or similar wastes.

SOLID WASTE: Garbage, refuse, rubbish, and other similar discarded solid or semisolid materials, including, but not limited to, such materials resulting from industrial, commercial, agricultural, and domestic activities. Solid waste includes vehicles. Solid waste does not include toxic and hazardous wastes as defined by the Iowa department of natural resources.

YARD WASTE: Debris such as grass clippings, leaves, garden wastes, brush and trees as defined by the Iowa department of natural resources. Yard waste does not include tree stumps. (Ord. 20-06, 3-2-2006, eff. 4-3-2006)

**Section 2.** Section 13-6-3 of the City of Dubuque Code of Ordinances is hereby amended as follows:

**13-6-3: CONTAINER REQUIREMENTS; COLLECTION RESTRICTIONS:**

- A. Disposal in Containers; Preparation of Waste for Disposal: Solid waste shall be placed in bags secured with tags or otherwise sealed and placed in suitable containers. However, it shall not be necessary to place books, boxes, magazines or newspapers in containers, provided they are securely tied in bundles or completely contained in disposable boxes not more than twenty by thirty by forty-eight inches (20 x 30 x 48"). Tree limbs and carpet shall be securely tied in bundles not more than forty-eight inches (48") long and eighteen inches (18") in diameter.
- B. Container Standards: A standard solid waste container shall be not more than thirty-five (35) gallons nor be less than five (5) gallons in capacity except when only one container is used, in which case such container may be less than five (5) gallons in capacity. All such containers shall be waterproof and fitted with a tight lid and shall have handles, bails, or other suitable lifting devices. Containers shall be of a type originally manufactured for refuse or garbage, with tapered sides for easy emptying, and shall be of lightweight and sturdy construction. The weight of any individual standard container and its contents shall not exceed forty (40) pounds. Galvanized steel and similar metal containers, rubber containers, and plastic containers which do not become brittle in cold weather, may be used. Oil or grease drums, paint cans, and similar salvaged containers shall not be used. Disposable bags manufactured for garbage and solid waste disposal shall be acceptable unless they are left unattended for such a period of time or in such a location as to become a health hazard.
- C. Healthcare Waste:

1. Except for Class II premises, healthcare waste shall be placed in suitable containers separately from all other solid waste. Sharp objects such as hypodermic needles, syringes and lancets shall be securely contained in hard plastic or metal disposable containers with screw on or tightly secured lids for collection. Broken glass and similar materials shall be placed in disposable boxes with a secure closure. Other healthcare waste such as soiled bandages, disposable sheets and medical gloves shall be placed in thick disposable plastic bags or shall be double bagged.
  2. Class II premises shall comply with all occupational safety health administration (OSHA) regulations concerning the disposal of potentially infectious wastes.
- D. Unacceptable Items for Collection: A basket, box or noncomplying solid waste container shall be considered disposable solid waste and shall be removed by the collection crews if it is the proper size and otherwise acceptable for collection. It shall be left uncollected if it is larger than the allowable size or otherwise unacceptable for collection.
- E. Recycling Containers Provided: One curbside recycling container shall be provided by the city to each dwelling unit in Class I premises for the collection of recyclable materials.
- F. Large and Bulky Rubbish: Large and bulky rubbish such as furniture and appliances shall not be collected except when a special collection is established by the city manager for the collection of such items. (2007 Code § 40-18)

**Section 3.** Section 13-6-6 of the City of Dubuque Code of Ordinances is hereby amended as follows:

**13-6-6: STORAGE AND ACCUMULATION RESTRICTED:**

- A. Storage In Metal Containers: Within the corporate limits of the city, all garbage or refuse consisting of waste animal or vegetable matter upon which rats may feed, and all small dead animals, shall be placed and stored until collected in covered metal containers of a type prescribed by the health officer.
- B. Dumping on Premises or Waterways Prohibited: It is unlawful for any person to dump or place on any premises, land or waterway, any dead animals, or any waste vegetable or animal matter of any kind.
- C. Providing Harborage For Rats: It shall be unlawful for any person to place, leave, dump, or permit to accumulate any garbage, rubbish or trash in any building or on any premises, improved or vacant, or on any open lot or alley in the city so that the same shall or may afford food or harborage for rats.

- D. Lumber And Boxes Placed On Elevated Racks: It shall be unlawful for any person to permit to accumulate on any premises, improved or vacant, or on any open lot or alley in the city any lumber, boxes, barrels, bottles, cans, containers or similar material that may be permitted to remain thereon unless same shall be placed on open racks that are elevated not less than eighteen inches (18") above the ground, and evenly piled or stacked. (2007 Code § 31-74)

**Section 4.** Section 13-6-7 of the City of Dubuque Code of Ordinances is hereby amended as follows:

**13-6-7: HAZARDOUS AND PROHIBITED WASTES REGULATED:**

- A. Deposits Prohibited Except For Special Collection: No person shall deposit in a solid waste container or otherwise offer for city collection any hazardous wastes or prohibited wastes, except when a special collection is established by the city manager under subsection [13-6-3F](#) of this chapter.
- B. Transportation by Owner: Hazardous wastes and prohibited wastes shall be transported by the owner to a sanitary disposal project licensed by the Iowa department of natural resources to accept such wastes.
- C. Prohibited Wastes Described: "Prohibited wastes" includes, but is not limited to, waste oils, lead acid batteries and tires. (2007 Code § 40-21)

**Section 5.** Section 13-6A-2 of the City of Dubuque Code of Ordinances is hereby amended as follows:

**13-6A-2: AVAILABILITY OF COLLECTION SERVICE:**

- A. Collection service is provided within the City of Dubuque to residents and businesses located within city limits as outlined below. The City Manager may consider requests for service outside of city limits, in the City Manager's sole discretion.
- B. Class I Premises: City solid waste collection from residential premises as defined in section [13-6-1](#) of this chapter shall be mandatory.
- C. Class II Premises: Class II premises not serviced by City solid waste collection services may apply to the City Manager for such collection services. The collection rate shall be determined according to the fee schedule set forth in section [13-6A-6](#) of this article.
- D. Class III Premises: Class III premises not serviced by City solid waste collection services may apply to the City Manager for such collection services. The collection

rate shall be determined according to the fee schedule set forth in section [13-6A-6](#) of this article.

- E. Recycling Services: Class II premises not serviced by City solid waste collection service and Class III premises may apply to the City Manager for such recycling services. The collection rate shall be determined according to the fee schedule set forth in section [13-6A-6](#) of this article.
- F. Refusal of Service: The City Manager may refuse solid waste collection service or recycling services because of quantities or characteristics beyond the capacity or capability to be handled efficiently or safely by City personnel and equipment. (Ord. 14-19, 3-7-2019, eff. 7-1-2019)

**Section 6.** Section 13-6A-3 of the City of Dubuque Code of Ordinances is hereby amended as follows:

**13-6A-3: FREQUENCY, TIME AND AREAS OF COLLECTION:**

- A. Frequency And Time Of Collection: Collections shall be made not more than once weekly at such time and in such areas of the City as shall be determined and set out in schedules prepared by the City Manager in accordance with the provisions of this article. All collections shall be made between the hours of six o'clock (6:00) A.M. and nine o'clock (9:00) P.M.
- B. Collection Schedule: The collection schedule shall not include official City holidays unless otherwise determined by the City Manager. However, a Saturday may be substituted as the collection day to replace the collection which would otherwise be made on the day of the week the holiday occurs.
- C. Authority to Change Schedule: The City Manager is hereby authorized and empowered to change or amend the collection schedules from time to time as the City Manager may deem necessary. (2007 Code § 40-33)

**Section 7.** Section 13-6A-4 of the City of Dubuque Code of Ordinances is hereby amended as follows:

**13-6A-4: PLACEMENT OF CONTAINERS FOR COLLECTION:**

- A. Alleys: Where collections are made from alleys, solid waste containers shall be placed in one location for each dwelling, in clear view and at the owner's property line abutting the alley and on the days designated in said schedule.
- B. Streets: Where collections are made from the street, solid waste containers shall be placed in one location for each dwelling, in clear view and in the street right-of-way on

the owner's property side of the curb and on the days designated in said schedule. Such containers shall be placed so as not to interfere with vehicular and pedestrian traffic and when emptied shall be promptly removed by the owner.

- C. Time Limit for Placement of Containers on Streets: No person shall place solid waste or recycling at the street for collection more than twenty-four (24) hours before the scheduled collection day. No person shall leave solid waste containers or recycling containers at the street for more than twenty-four (24) hours after the scheduled collection day.
- D. Early Placement: All solid waste shall be placed at the designated collection location for City collection by six o'clock (6:00) A.M. on the scheduled collection day.
- E. Duty When Solid Waste Not Collected: Any solid waste not in compliance with this chapter shall not be collected by the City and shall be removed by the owner within twenty-four (24) hours after the scheduled collection day and stored in such a manner as not to create a health, safety or fire hazard. (Ord. 27-17, 6-5-2017)

**Section 8.** Section 13-6A-6 of the City of Dubuque Code of Ordinances is hereby amended as follows:

**13-6A-6: RATES AND CHARGES ESTABLISHED; EXCEPTIONS:**

**A. Class I Premises:**

- 1. Base Fee and Conditions: Unless subscribed to a solid waste cart, a fee of fourteen dollars ninety-nine cents (\$14.99) per dwelling unit per month shall be paid to the City by the property owner of each Class I premises for such solid waste collection services. Said fee shall be in payment for collection and disposal of one (1) 35-gallon can or one (1) 35-gallon trash bag of "solid waste" as defined in this chapter. There is no limit on the number of bins allowed to be collected containing acceptable "recyclable materials" as defined in this chapter.
- 2. Solid Waste Cart Subscriptions:
  - a. Mandatory Subscription Alleys:
    - (1) Carts Required: Alley carts, owned by the City for semiautomated lifting, are required to be subscribed to in certain alleys, by owners, tenants, and/or property managers of Class I premises where the approved set out location is in a mandated alley. Subscribers must comply with program requirements as approved by the City Manager. The customer shall choose the number and size of the cart. The options include a thirty-four (34), forty-eight (48), sixty-four (64), or ninety-six (96) gallon solid waste cart.



(2) Mandatory Alley Fees: The fee for a thirty-four (34) gallon solid waste cart is fourteen dollars ninety-nine cents (\$14.99) per month. The fee for a forty-eight (48) gallon solid waste cart is fourteen dollars ninety-nine cents (\$14.99) per month. The fee for a sixty-four (64) gallon solid waste cart is sixteen dollars twenty-six cents (\$16.26) per month. The fee for a ninety-six (96) gallon solid waste cart is twenty-four dollars thirty-nine cents (\$24.39) per month.

b. Optional Cart Subscriptions:

(1) Optional Carts: In the areas where solid waste carts, owned by the City for semi-automated lifting, are not mandated carts may be subscribed to by owners and/or property managers of Class I premises. Subscribers must comply with program requirements as approved by the City Manager. The customer shall choose the number and size of the cart. The options include thirty-four (34), forty-eight (48), sixty-four (64), or ninety-six (96) gallon solid waste carts.

(2) Optional Cart Fees: The fee for a thirty-four (34) gallon solid waste cart is fourteen dollars ninety-nine cents (\$14.99) per month. The fee for a forty-eight (48) gallon solid waste cart is seventeen dollars twenty-two cents (\$17.22) per month. The fee for a sixty-four (64) gallon solid waste cart is twenty dollars sixty-five cents (\$20.65) per month. The fee for a ninety-six (96) gallon solid waste cart is twenty-nine dollars (\$29.00) per month.

c. Multifamily Dwellings: Multifamily dwellings required to subscribe to alley carts and multifamily dwellings opting to subscribe to solid waste cart(s) must provide a minimum of thirty (30) gallons of capacity for each dwelling unit. The City may, in its sole discretion, require additional capacity per unit if thirty (30) gallons for each dwelling unit is insufficient. The City shall notify the applicable account holder in writing of the additional capacity requirement.

3. Class I Premises Exceptions:

a. When a Class I premises has been vacant for a period not less than two (2) consecutive months, the owner may apply to the City Manager for a credit under procedures to be established by the City Manager. Such credit shall continue only so long as the Class I premises is vacant.

b. In cases of extreme financial hardship, the City Manager may, and is hereby authorized and empowered to, make adjustments in the monthly collection charges as the City Manager may deem appropriate. In such cases, the City Manager shall have the authority to require such proof of financial status or extreme hardship, as the City Manager may deem necessary.

- c. When resident(s) of a Class I premises has an annual income equal to or less than the income standards used by HUD for its "Section 8 Housing Program" for the size of that household may, upon application to the City Manager or designee, be exempted from one-half ( $\frac{1}{2}$ ) the established collection charge. After the initial application, annual application shall be made by the account holder of the City of Dubuque utility bill for the premises to verify annual income and eligibility.

B. Class II Premises:

1. Base Fees and Conditions: Unless subscribed to a solid waste cart, a fee of fourteen dollars ninety-nine cents (\$14.99) per month shall be paid to the City by the property owner of each Class II premises for such solid waste collection services. Said fee shall be in payment for collection and disposal of one (1) 35-gallon can or one (1) 35-gallon trash bag of "solid waste" as defined. There is no limit on the number of bins allowed to be collected containing acceptable "recyclable materials" as defined.
2. Solid Waste Cart Subscriptions:
  - a. Mandatory Subscription Alleys:
    - (1) Carts Required: Alley carts, owned by the City for semiautomated lifting, are required to be subscribed to in certain alleys, by owners, tenants, and/or property managers of Class II premises where the approved set out location is in a mandated alley. Subscribers must comply with program requirements as approved by the City Manager. The customer shall choose the number and size of the cart. The options include a thirty-four (34), forty-eight (48), sixty-four (64), or ninety-six (96) gallon solid waste cart.
    - (2) Mandatory Alley Fees: The fee for a thirty-four (34) gallon solid waste cart is fourteen dollars ninety-nine cents (\$14.99) per month. The fee for a forty-eight (48) gallon solid waste cart is fourteen dollars ninety-nine cents (\$14.99) per month. The fee for a sixty-four (64) gallon solid waste cart is sixteen dollars twenty-six cents (\$16.26) per month. The fee for a ninety-six (96) gallon solid waste cart is twenty-four dollars thirty-nine cents (\$24.39) per month.
  - b. Optional Cart Subscriptions:
    - (1) Optional Carts: In the areas where solid waste carts, owned by the City for semi-automated lifting, are not mandated carts may be subscribed to by owners and/or property managers of Class II premises. Subscribers must comply with program requirements as approved by the City Manager. The customer shall choose the number and size of the cart. The options include

thirty-four (34), forty-eight (48), sixty-four (64), or ninety-six (96) gallon solid waste carts.

- (2) Optional Cart Fees: The fee for a thirty-four (34) gallon solid waste cart is fourteen dollars ninety-nine cents (\$14.99) per month. The fee for a forty-eight (48) gallon solid waste cart is seventeen dollars twenty-two cents (\$17.22) per month. The fee for a sixty-four (64) gallon solid waste cart is twenty dollars sixty-five cents (\$20.65) per month. The fee for a ninety-six (96) gallon solid waste cart is twenty-nine dollars (\$29.00) per month.
- c. Multifamily Dwellings: Multifamily dwellings required to subscribe to alley carts and multifamily dwellings opting to subscribe to solid waste cart(s) must provide a minimum of thirty (30) gallons of capacity for each dwelling unit.
3. Termination: The owner of a Class II premises served by the City solid waste collection may provide the City Manager with not less than fourteen (14) days' written notice of intent to terminate the service. Such termination of service shall be effective at the beginning of the next billing period after such fourteen (14) day notice period.
4. Recycling Only: Upon approval of an application for City recycling collection a fee of six dollars (\$6.00) per month per unit shall be paid to the City by the property owner of each Class II premises not serviced by City solid waste collection services for recycling collection.

C. Class III Premises:

1. Base Fees and Conditions: Unless subscribed to a solid waste cart, a fee of fourteen dollars ninety-nine cents (\$14.99) per dwelling per month shall be paid to the City by the property owner of each Class III premises for such services. Said fee shall be in payment for collection and disposal of one (1) 35-gallon can or one (1) 35-gallon trash bag of "solid waste" as defined. There is no limit on the number of bins allowed to be collected containing acceptable "recyclable materials" as defined.
2. Solid Waste Cart Subscriptions:
  - a. Mandatory Subscription Alleys:
    - (1) Required Carts: Alley carts, owned by the City for semiautomated lifting, are required to be subscribed to in certain alleys, by owners, tenants, and/or property managers of Class III premises where the approved set out location is in a mandated alley. Subscribers must comply with program requirements as approved by the City Manager. The customer shall choose the number and size of the cart. The options include a thirty-four (34), forty-eight (48), sixty-four (64), or ninety-six (96) gallon solid waste cart.

- (2) Mandatory Alley Fees: The fee for a thirty-four (34) gallon solid waste cart is fourteen dollars ninety-nine cents (\$14.99) per month. The fee for a forty-eight (48) gallon solid waste cart is fourteen dollars ninety-nine cents (\$14.99) per month. The fee for a sixty-four (64) gallon solid waste cart is sixteen dollars twenty-six cents (\$16.26) per month. The fee for a ninety-six (96) gallon solid waste cart is twenty-four dollars thirty-nine cents (\$24.39) per month.

b. Optional Cart Subscriptions:

- (1) Optional Carts: In the areas where solid waste carts, owned by the City for semi-automated lifting, are not mandated carts may be subscribed to by owners and/or property managers of Class III premises. Subscribers must comply with program requirements as approved by the City Manager. The customer shall choose the number and size of the cart. The options include thirty-four (34), forty-eight (48), sixty-four (64), or ninety-six (96) gallon solid waste carts.

- (2) Optional Cart Fees: The fee for a thirty-four (34) gallon solid waste cart is fourteen dollars ninety-nine cents (\$14.99) per month. The fee for a forty-eight (48) gallon solid waste cart is seventeen dollars twenty-two cents (\$17.22) per month. The fee for a sixty-four (64) gallon solid waste cart is twenty dollars sixty-five cents (\$20.65) per month. The fee for a ninety-six (96) gallon solid waste cart is twenty-nine dollars (\$29.00) per month.

3. Termination: The owner of a Class III premises served by City solid waste collection may provide the City Manager with not less than fourteen (14) days' written notice of intent to terminate the service. Such termination of service shall be effective at the beginning of the next billing period after such fourteen (14) day notice period.
4. Recycling Only: Upon approval of an application for City recycling collection a fee of six dollars (\$6.00) per month per unit shall be paid to the City by the property owner of each Class III premises not serviced by City solid waste collection services for recycling collection.

D. Unit Based Pricing: Collection options and charges under unit-based pricing for Class I, II and III premises are as follows:

1. A yearly subscription for weekly collection of an additional standard solid waste container, or containers, may be subscribed for an additional eight dollars (\$8.00) each per month.
2. Oversized, nonstandard rigid solid waste containers of up to fifty (50) gallons in capacity may be subscribed as the one container covered under the base monthly solid waste fee for an additional five dollars (\$5.00) per month. Such containers

shall be holders for standard trash bags for manual removal by City crews, shall not contain any loose material, and shall not be lifted and dumped by crews. Individual trash bags held in the oversized container shall weigh no more than forty (40) pounds.

3. A yearly subscription for weekly collection of an additional oversized solid waste container, or containers, may be subscribed for an additional twelve dollars (\$12.00) each per month.
  4. Official City of Dubuque single-use stickers costing one dollar fifty cents (\$1.50) shall be applied to each additional standard solid waste container or small bulky or bundled item in excess of the one standard solid waste container collected under the base monthly solid waste fee or any additional subscribed container(s).
  5. Multiple-family dwellings of three (3), four (4), five (5), and six (6) dwelling units as well as Class II or Class III premises sharing a common set out location with other City solid waste customers shall only use approved rigid solid waste containers with permanent identification as to the specific premises. However, for the two (2) weeks following Christmas, excess solid waste may be set out in trash bags with applied City of Dubuque single use stickers. The capacity must be a minimum of thirty (30) gallons per dwelling unit.
- E. Special Collection: The charge for a special collection service for large and bulky rubbish to each dwelling unit receiving such service when requested by the owner shall be as follows:
1. A fee of ten dollars (\$10.00) shall be paid by the owner for each time the service is provided for up to the equivalent of three (3) cubic yards of solid waste.
  2. An additional fee of twelve dollars fifty cents (\$12.50) shall be paid for each additional three (3) cubic yards of solid waste.
  3. An additional fee for tires, equal to the disposal fees charged at the Dubuque Metro Landfill, shall be paid to the City by the owner for each tire.
  4. An additional fee of ten dollars (\$10.00) shall be paid to the City by the owner for each appliance collected in the service.
  5. An additional fee of ten dollars (\$10.00) shall be paid to the City by the owner for each collection requested by the owner to be scheduled for service on a day not receiving weekly collection at the service address.
  6. An additional fee of ten dollars (\$10.00) shall be paid to the City by the owner for each collection requested by the owner to be scheduled for immediate service or whenever crews are sent back to the service address to collect items that were not properly set out on time as previously scheduled.

7. An additional fee of twenty dollars (\$20.00) shall be paid to the City by the owner for each collection requested by the owner to be scheduled for collection of electronics including one device with an electronic screen (laptops, monitors, TVs, etc.). An additional fifteen-dollar (\$15.00) fee will apply for each additional device with an electronic screen set out per collection. (Ord. 14-19, 3-7-2019, eff. 7-1-2019)

**Section 9.** Section 13-6A-8 of the City of Dubuque Code of Ordinances is hereby amended as follows:

**13-6A-8: YARD WASTE AND FOOD SCRAPS:**

- A. Separation of Yard Waste: Yard waste shall be separated by the owner of a premises from all other solid waste.
- B. Composting: An owner may compost such person's own yard waste and food scraps on such person's own premises, provided the same is stored in such a manner as to not create a fire, health or safety hazard.
- C. Collection Schedule for Yard Waste: Yard waste that has not been composted shall be collected by the City not more than once each week according to the collection schedule established by the City Manager.
- D. Preparation Of Waste: Containerized yard waste collected by the City shall be placed in degradable paper bags with an affixed single use sticker or in rigid waste containers with an affixed single use tag or in permanent waste containers with an affixed annual yard waste decal or in a subscribed sixty-five (65) gallon City owned yard waste cart or be contained by tying devices approved by the City Manager. The charges for collection and disposal of "yard waste" as defined shall be as follows:
  1. The fee for tying devices approved by the City Manager shall be one dollar thirty cents (\$1.30) each.
  2. The fee paid to the City by a customer of record with the City for an annual yard waste decal for a rigid waste container shall be thirty-five dollars (\$35.00) each through June 30 of each year. The fee shall be reduced by one-half ( $\frac{1}{2}$ ) on July 1 of each year and again by one-half ( $\frac{1}{2}$ ) on September 1 of each year. A decal shall only be used by the customer of record with the City who purchased it.
  3. The fee for single use stickers shall be one dollar thirty cents (\$1.30) each.
  4. The fee paid to the City for subscription to a sixty-five (65) gallon City owned yard waste cart shall be eleven dollars (\$11.00) per month.

5. The minimum fee paid to the City for collection of a scheduled leaf rake out is twenty dollars (\$20.00) for a forty (40) standard leaf bag equivalent pile of leaves in the parking lane at the curb.

- E. Food Scrap Collection Program Subscribers: Subscribers to the food scrap collection program shall set out City owned carts containing food scraps and other compostable materials.

#### SUBSCRIBER WEEKLY FOOD SCRAP COLLECTION SERVICES

Customer Class	Cart Size	Monthly Rates
City refuse customers and K - 12 schools	13 gallon	\$1.00
	48 gallon	\$8.00
	64 gallon	\$11.00
Commercial customers without City refuse collection	13 gallon	\$4.00
	48 gallon	\$15.00
	64 gallon	\$20.00

1. Such carts shall be co-collected with yard waste. The customer shall choose the number and size of the cart(s).
  2. Such carts shall be set out weekly to reduce potential nuisance concerns. Failure to use, store or set out the cart properly shall cause the subscription to be terminated.
- F. Deposits in Public Rights-Of-Way Prohibited: No person shall deposit any yard waste or food scraps in any public right-of-way. (Ord. 4-16, 3-14-2016, eff. 7-1-2016)

**Section 10.** Section 13-6A-9 of the City of Dubuque Code of Ordinances is hereby amended as follows:

#### **13-6A-9: PRIVATE COLLECTION SERVICE:**

- A. License Required: No person shall engage in the business of removing or hauling solid waste from the premises of another person without a license to do so from the City Manager. The issuance of such license shall be in the manner prescribed and subject to the terms of [title 4, chapter 1](#) of this Code. (2007 Code § 40-46)

- B. Application for License; Fee: Application for such license shall specify the type of equipment and vehicles to be used, the routes to be traveled, the places to be served and the name and residence of the applicant. Such person shall pay, at the Office of the City Treasurer, an annual license fee of twenty-five dollars (\$25.00) per year for each vehicle engaged in such business. (2007 Code § 40-47)
- C. Display of License Number on Vehicle: No person shall operate a vehicle licensed under this section unless the license number is prominently displayed on the lower portion of the driver's side of the windshield in clear view. Such license number shall be affixed to the vehicle not less than five (5) days after the day of issue. (2007 Code § 40-48)
- D. Separability of Provisions: It is the intention of the City Council that each subsection, paragraph, sentence, clause and provision of this section is separable, and if any provision is held unconstitutional or invalid for any reason, such decision shall not affect the remainder of this section nor any part thereof other than that affected by such decision. (2007 Code § 40-50)

**Section 11.** This ordinance shall take effect on July 1, 2020.

Passed, approved, and adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Roy D. Buol, Mayor

Attest:

\_\_\_\_\_  
Kevin S. Firnstahl, City Clerk



## EFFECT OF AMENDMENT

### 13-6-1: DEFINITIONS:

For the purpose of this chapter the following definitions shall apply:

**BUILDING MATERIALS:** Any material such as lumber, floor coverings, brick, plaster, sheet metal or any other substances accumulated as a result of repairs or additions to existing buildings, construction of new buildings or demolition of existing structures.

**CLASS I PREMISES:** Shall mean and include the following properties in the City of Dubuque:

- A. Single-family dwellings.
- B. Multiple-family dwellings up to and including six (6) dwelling units.
- C. Dwelling units in business or commercial premises.

Where two (2) or more laterally connected or joined dwelling units, including condominiums, townhouses and row houses, in which each dwelling unit has separate access and utility service, each dwelling unit shall constitute a single-family dwelling.

**CLASS II PREMISES:** Residential premises other than ~~class-Class~~ I residential premises, located in the City of Dubuque, including:

- A. Dwellings in trailer courts;
- B. Schools, colleges, churches, convents, nursing homes, rooming houses and other semiprivate institutions; and
- C. Multiple-family dwellings exceeding six (6) dwelling units.

**CLASS III PREMISES:** All business and commercial premises located in the City of Dubuque, including that part of a residential premises with a business or commercial use.

**DWELLING:** Shall mean and include any building or portion thereof containing one or more dwelling units.

**DWELLING UNIT:** Shall mean and include one or more connected rooms having complete kitchen facilities and arranged, designed or used as living quarters for one family only.

**FOOD SCRAPS:** Solid, semisolid and liquid animal and vegetable residuals resulting from the handling, preparing, cooking, storing, serving and consuming of food.

**GARBAGE:** All solid and semisolid, putrescible animal and vegetable wastes resulting from the handling, preparing, cooking, storing, serving and consuming of food or of material intended for use as food, and all offal, excluding useful industrial byproducts, and shall include all such substances from all public and private establishments and from all residences.

**HAZARDOUS WASTES:** Waste materials, including, but not limited to, poisons, pesticides, herbicides, acids, caustics, biohazardous wastes, flammable or explosive materials and similar harmful wastes which require special handling and which must be disposed of in such a manner as to conserve the environment and protect the public health and safety.

**OTHER COMPOSTABLE MATERIALS:** Napkins, plates, cups, bowls, towels, tissues, and takeout containers made from paper as well as other materials as approved by the city manager.

**OWNER:** In addition to the record titleholder, any person residing in, renting, leasing, occupying, operating or transacting business in any premises and as between such parties, the duties, responsibilities, liabilities and obligations hereafter imposed shall be joint and several.

**PREMISES:** A building or part of a building and its grounds located in the City of Dubuque.

**RECYCLABLE MATERIALS:** Materials, including, but not limited to, food container glass, aluminum, steel (tin) cans, no. 1 and no. 2 plastic bottles, uncontaminated newspapers and glossy paper (magazines). Newspapers and glossy paper shall be considered uncontaminated if they have not been exposed to substances or conditions rendering them unusable for recycling.

**REFUSE:** Putrescible and nonputrescible wastes including, but not limited to, garbage, rubbish, ashes, incinerator ash, incinerator residues, street cleanings, market and industrial solid wastes and sewage treatment wastes in dry or semisolid form.

**RUBBISH:** Nonputrescible solid waste consisting of combustible and noncombustible wastes, such as furniture, appliances, tires, building materials or similar wastes.

**SOLID WASTE:** Garbage, refuse, rubbish, and other similar discarded solid or semisolid materials, including, but not limited to, such materials resulting from industrial, commercial, agricultural, and domestic activities. Solid waste includes vehicles. Solid waste does not include toxic and hazardous wastes as defined by the Iowa department of natural resources.

**YARD WASTE:** Debris such as grass clippings, leaves, garden wastes, brush and trees as defined by the Iowa department of natural resources. Yard waste does not include tree stumps. (Ord. 20-06, 3-2-2006, eff. 4-3-2006)

### 13-6-3: CONTAINER REQUIREMENTS; COLLECTION RESTRICTIONS:

- A. Disposal ~~In~~ Containers; Preparation ~~Of~~ Waste ~~For~~ Disposal: Solid waste shall be placed in ~~tied bags secured with tags or otherwise sealed and placed in~~ suitable containers. However, it shall not be necessary to place books, boxes, magazines or newspapers in containers, provided they are securely tied in bundles or completely contained in disposable boxes not more than twenty by thirty by forty-eight inches (20 x 30 x 48"). Tree limbs and carpet shall be securely tied in bundles not more than forty-eight inches (48") long and eighteen inches (18") in diameter.
- B. Container Standards: A standard solid waste container shall be not more than thirty-five (35) gallons nor be less than five (5) gallons in capacity except when only one container is used, in which case such container may be less than five (5) gallons in capacity. All such containers shall be waterproof and fitted with a tight lid and shall have handles, bails, or other suitable lifting devices. Containers shall be of a type originally manufactured for refuse or garbage, with tapered sides for easy emptying, and shall be of lightweight and sturdy construction. The weight of any individual standard container and its contents shall not exceed forty (40) pounds. Galvanized steel and similar metal containers, rubber containers, and plastic containers which do not become brittle in cold weather, may be used. Oil or grease drums, paint cans, and similar salvaged containers shall not be used. Disposable bags manufactured for garbage and solid waste disposal shall be acceptable unless they are left unattended for such a period of time or in such a location as to become a health hazard.
- C. Healthcare Waste:
1. Except for ~~class~~ Class II premises, healthcare waste shall be placed in suitable containers separately from all other solid waste. Sharp objects such as hypodermic needles, syringes and lancets shall be securely contained in hard plastic or metal disposable containers with screw on or tightly secured lids for collection. Broken glass and similar materials shall be placed in disposable boxes with a secure closure. Other healthcare waste such as soiled bandages, disposable sheets and medical gloves shall be placed in thick disposable plastic bags or shall be double bagged.
  2. Class II premises shall comply with all occupational safety health administration (OSHA) regulations concerning the disposal of potentially infectious wastes.
- D. Unacceptable Items ~~For~~ Collection: A basket, box or noncomplying solid waste container shall be considered disposable solid waste and shall be removed by the collection crews if it is the proper size and otherwise acceptable for collection. It shall be left uncollected if it is larger than the allowable size or otherwise unacceptable for collection.

- E. Recycling Containers Provided: One curbside recycling container shall be provided by the city to each dwelling unit in ~~class~~Class I premises for the collection of recyclable materials.
- F. Large ~~And~~and Bulky Rubbish: Large and bulky rubbish such as furniture and appliances shall not be collected except when a special collection is established by the city manager for the collection of such items. (2007 Code § 40-18)

#### **13-6-6: STORAGE AND ACCUMULATION RESTRICTED:**

- A. Storage In Metal Containers: Within the corporate limits of the city, all garbage or refuse consisting of waste animal or vegetable matter upon which rats may feed, and all small dead animals, shall be placed and stored until collected in covered metal containers of a type prescribed by the health officer.
- B. Dumping ~~On~~on Premises ~~Or~~for Waterways Prohibited: It is unlawful for any person to dump or place on any premises, land or waterway, any dead animals, or any waste vegetable or animal matter of any kind.
- C. Providing Harborage For Rats: It shall be unlawful for any person to place, leave, dump, or permit to accumulate any garbage, rubbish or trash in any building or on any premises, improved or vacant, or on any open lot or alley in the city so that the same shall or may afford food or harborage for rats.
- D. Lumber And Boxes Placed On Elevated Racks: It shall be unlawful for any person to permit to accumulate on any premises, improved or vacant, or on any open lot or alley in the city any lumber, boxes, barrels, bottles, cans, containers or similar material that may be permitted to remain thereon unless same shall be placed on open racks that are elevated not less than eighteen inches (18") above the ground, and evenly piled or stacked. (2007 Code § 31-74)

#### **13-6-7: HAZARDOUS AND PROHIBITED WASTES REGULATED:**

- A. Deposits Prohibited Except For Special Collection: No person shall deposit in a solid waste container or otherwise offer for city collection any hazardous wastes or prohibited wastes, except when a special collection is established by the city manager under subsection 13-6-3F of this chapter.
- B. Transportation ~~By~~by Owner: Hazardous wastes and prohibited wastes shall be transported by the owner to a sanitary disposal project licensed by the Iowa department of natural resources to accept such wastes.
- C. Prohibited Wastes Described: "Prohibited wastes" includes, but is not limited to, waste oils, lead acid batteries and tires. (2007 Code § 40-21)

#### **13-6-8: VEHICLES HAULING SOLID WASTE:**

- A. Dropping, Sifting Or Leaking Of Load: No person shall haul any solid waste upon the streets, alleys or public places of the city unless the vehicle used for such purpose is so constructed or loaded or the load securely covered as to prevent any of its load from dropping, sifting, leaking, or otherwise escaping or its load covering from dropping from the vehicle, except that materials may be dropped for the purpose of securing traction, or water or other substance may be applied on a roadway in cleaning or maintaining such roadway.
- B. Sanitary Condition: All vehicles, containers and dumpsters used for the collection and removal of solid waste shall be kept in a clean, inoffensive, and sanitary condition. All solid waste shall be handled in such a way as to prevent the scattering, spilling or leakage of same. (2007 Code § 40-22)

### **13-6-9: USE OF STATE APPROVED DUMP SITE OR DISPOSAL PROJECT:**

- A. State Licensed Project: No person shall haul or cause to be hauled any solid waste to any sanitary disposal project, dump site or any other area unless such disposal project, dump site or other area is licensed by and in full compliance with all regulations in the state in which it is located.
- B. Filling Or Excavating; Permit Required: No person shall use dirt, stone, brick, concrete or similar inorganic material for fill, landscaping, excavation or grading without first obtaining a building permit, if required by other provisions of this code, and only in conformance with all provisions of the zoning and subdivision ordinances of this code. (2007 Code § 40-23)

### **13-6A-2: AVAILABILITY OF COLLECTION SERVICE:**

- A. ~~A.~~ Collection service is provided within the City of Dubuque to residents and businesses located within city limits as outlined below. The City Manager may consider requests for service outside of city limits, in the City Manager's sole discretion.
- B. Class I Premises: City solid waste collection from residential premises as defined in section [13-6-1](#) of this chapter shall be mandatory.
- C. ~~B.~~ Class II Premises: Class II premises not serviced by City solid waste collection services may apply to the City Manager for such collection services. The collection rate shall be determined according to the fee schedule set forth in section [13-6A-6](#) of this article.
- D. ~~C.~~ Class III Premises: Class III premises not serviced by City solid waste collection services may apply to the City Manager for such collection services. The collection rate shall be determined according to the fee schedule set forth in section [13-6A-6](#) of this article.

~~E. D.~~ Recycling Services: Class II premises not serviced by City solid waste collection service and Class III premises may apply to the City Manager for such recycling services. The collection rate shall be determined according to the fee schedule set forth in section 13-6A-6 of this article.

~~F. E.~~ Refusal ~~O~~~~f~~ Service: The City Manager may refuse solid waste collection service or recycling services because of quantities or characteristics beyond the capacity or capability to be handled efficiently or safely by City personnel and equipment. (Ord. 14-19, 3-7-2019, eff. 7-1-2019)

### **13-6A-3: FREQUENCY, TIME AND AREAS OF COLLECTION:**

- A. Frequency And Time Of Collection: Collections shall be made not more than once weekly at such time and in such areas of the City as shall be determined and set out in schedules prepared by the City Manager in accordance with the provisions of this article. All collections shall be made between the hours of six o'clock (6:00) A.M. and nine o'clock (9:00) P.M.
- B. Collection Schedule: The collection schedule shall not include official City holidays unless otherwise determined by the City Manager. However, a Saturday may be substituted as the collection day to replace the collection which would otherwise be made on the day of the week the holiday occurs.
- C. Authority ~~To~~to Change Schedule: The City Manager is hereby authorized and empowered to change or amend the collection schedules from time to time as the City Manager may deem necessary. (2007 Code § 40-33)

### **13-6A-4: PLACEMENT OF CONTAINERS FOR COLLECTION:**

- A. Alleys: Where collections are made from alleys, solid waste containers shall be placed in one location for each dwelling, in clear view and at the owner's property line abutting the alley and on the days designated in said schedule.
- B. Streets: Where collections are made from the street, solid waste containers shall be placed in one location for each dwelling, in clear view and in the street right-of-way on the owner's property side of the curb and on the days designated in said schedule. Such containers shall be placed so as not to interfere with vehicular and pedestrian traffic and when emptied shall be promptly removed by the owner.
- C. Time Limit ~~For~~for Placement ~~O~~~~f~~ Containers ~~On~~on Streets: No person shall place solid waste or recycling at the street for collection more than ~~twenty-four~~twenty-four (24) hours before the scheduled collection day. No person shall leave solid waste containers or recycling containers at the street for more than ~~twenty-four~~twenty-four (24) hours after the scheduled collection day.

- D. Early Placement: All solid waste shall be placed at the designated collection location for City collection by six o'clock (6:00) A.M. on the scheduled collection day.
- E. Duty When Solid Waste Not Collected: Any solid waste not in compliance with this chapter shall not be collected by the City and shall be removed by the owner within ~~twenty~~twenty-four (24) hours after the scheduled collection day and stored in such a manner as not to create a health, safety or fire hazard. (Ord. 27-17, 6-5-2017)

### **13-6A-6: RATES AND CHARGES ESTABLISHED; EXCEPTIONS:**

#### **A. Class I Premises:**

1. Base Fee ~~And~~and Conditions: Unless subscribed to a solid waste cart, a fee of ~~fifteen dollars sixty-two~~sixty-two~~fourteen dollars ninety-nine~~ cents (~~\$15.62~~\$14.99) per dwelling unit per month shall be paid to the City by the property owner of each Class I premises for such solid waste collection services. Said fee shall be in payment for collection and disposal of one (1) 35-gallon can or one (1) 35-gallon trash bag of "solid waste" as defined in this chapter. There is no limit on the number of bins allowed to be collected containing acceptable "recyclable materials" as defined in this chapter.

2. Solid Waste Cart Subscriptions:

- a. Mandatory Subscription Alleys:

- (1) Carts Required: Alley carts, owned by the City for semiautomated lifting, are required to be subscribed to in certain alleys, by owners, tenants, and/or property managers of Class I premises where the approved set out location is in a mandated alley. Subscribers must comply with program requirements as approved by the City Manager. The customer shall choose the number and size of the cart. The options include a thirty-four, ~~forty~~-eight (48), ~~sixty-four~~sixty-four (64), or ~~ninety-six~~ninety-six (96) gallon solid waste cart.

- (2) Mandatory Alley Fees: The fee for a thirty-four (34) gallon solid waste cart is fourteen dollars ninety-nine cents (\$14.99) per month. The fee for a ~~forty~~-eight (48) gallon solid waste cart is fourteen dollars ninety-nine cents (\$14.99)~~fifteen dollars sixty-two cents (\$15.62)~~ per month. The fee for a ~~sixty~~-four (64) gallon solid waste cart is sixteen dollars ~~twenty-six~~twenty-six cents (\$16.26) per month. The fee for a ~~ninety~~-six (96) gallon solid waste cart is ~~twenty-four~~twenty-four dollars ~~thirty-nine~~thirty-nine cents (\$24.39) per month.

- b. Optional Cart Subscriptions:

- (1) Optional Carts: In the areas where solid waste carts, owned by the City for semi~~-~~automated lifting, are not mandated carts may be subscribed to by



owners and/or property managers of Class I premises. Subscribers must comply with program requirements as approved by the City Manager. The customer shall choose the number and size of the cart. The options include thirty-four (34), forty-eight (48), sixty-four (64), or ninety-six (96) gallon solid waste carts.

(2) Optional Cart Fees: The fee for a thirty-four (34) gallon solid waste cart is fourteen dollars ninety-nine cents (\$14.99) per month. The fee for a forty-eight (48) gallon solid waste cart is seventeen dollars twenty-two cents (\$17.22) per month. The fee for a sixty-four (64) gallon solid waste cart is twenty dollars sixty-five (\$20.65) cents (\$20.65) per month. The fee for a ninety-six (96) gallon solid waste cart is twenty-nine (\$29.00) dollars (\$29.00) per month.

c. Multifamily Dwellings: Multifamily dwellings required to subscribe to alley carts and multifamily dwellings opting to subscribe to solid waste cart(s) must provide a minimum of thirty (30) gallons of capacity for each dwelling unit. The City may, in its sole discretion, require additional capacity per unit if thirty (30) gallons for each dwelling unit is insufficient. The City shall notify the applicable account holder in writing of the additional capacity requirement.

### 3. Class I Premises Exceptions:

- a. When a Class I premises has been vacant for a period not less than two (2) consecutive months, the owner may apply to the City Manager for a credit under procedures to be established by the City Manager. Such credit shall continue only so long as the Class I premises is vacant.
- b. In cases of extreme financial hardship, the City Manager may, and is hereby authorized and empowered to, make adjustments in the monthly collection charges as the City Manager may deem appropriate. In such cases, the City Manager shall have the authority to require such proof of financial status or extreme hardship, as the City Manager may deem necessary.
- c. When resident(s) of a Class I premises has an annual income equal to or less than the income standards used by HUD for its "Section 8 Housing Program" for the size of that household may, upon application to the City Manager or designee, be exempted from one-half ( $\frac{1}{2}$ ) the established collection charge. After the initial application, annual application shall be made by the account holder of the City of Dubuque utility bill for the premises to verify annual income and eligibility.

### B. Class II Premises:

- 1. Base Fees Andand Conditions: Unless subscribed to a solid waste cart, a fee of fifteen dollars sixty-two (\$15.62) and fourteen dollars ninety-nine cents (\$14.99)



per month shall be paid to the City by the property owner of each Class II premises for such solid waste collection services. Said fee shall be in payment for collection and disposal of one (1) 35-gallon can or one (1) 35-gallon trash bag of "solid waste" as defined. There is no limit on the number of bins allowed to be collected containing acceptable "recyclable materials" as defined.

2. Solid Waste Cart Subscriptions:

a. Mandatory Subscription Alleys:

(1) Carts Required: Alley carts, owned by the City for semiautomated lifting, are required to be subscribed to in certain alleys, by owners, tenants, and/or property managers of Class II premises where the approved set out location is in a mandated alley. Subscribers must comply with program requirements as approved by the City Manager. The customer shall choose the number and size of the cart. The options include a thirty-four (34), forty-eight (48), sixty-four (64), or ninety-six (96) gallon solid waste cart.

(2) Mandatory Alley Fees: The fee for a thirty-four (34) gallon solid waste cart is fourteen dollars ninety-nine cents (\$14.99) per month. The fee for a forty-eight (48) gallon solid waste cart is fourteen dollars ninety-nine cents (\$14.99)~~fifteen dollars sixty-two cents (\$15.62)~~ per month. The fee for a sixty-four (64) gallon solid waste cart is sixteen dollars ~~twenty-six~~twenty-six cents (\$16.26) per month. The fee for a ~~ninety-six~~ninety-six (96) gallon solid waste cart is ~~twenty-four~~twenty-four dollars ~~thirty-nine~~thirty-nine cents (\$24.39) per month.

b. Optional Cart Subscriptions:

(1) Optional Carts: In the areas where solid waste carts, owned by the City for semiautomated lifting, are not mandated carts may be subscribed to by owners and/or property managers of Class II premises. Subscribers must comply with program requirements as approved by the City Manager. The customer shall choose the number and size of the cart. The options include thirty-four (34), forty-eight (48), sixty-four (64), or ninety-six (96) gallon solid waste carts.

(2) Optional Cart Fees: The fee for a thirty-four (34) gallon solid waste cart is fourteen dollars ninety-nine cents (\$14.99) per month. The fee for a forty-eight (48) gallon solid waste cart is seventeen dollars twenty-two cents (\$17.22) per month. The fee for a sixty-four (64) gallon solid waste cart is twenty dollars sixty-five cents (\$20.65) per month. The fee for a ninety-six (96) gallon solid waste cart is ~~twenty-nine~~twenty-nine dollars (\$29.00) per month.

- c. Multifamily Dwellings: Multifamily dwellings required to subscribe to alley carts and multifamily dwellings opting to subscribe to solid waste cart(s) must provide a minimum of thirty (30) gallons of capacity for each dwelling unit.
- 3. Termination: The owner of a Class II premises served by the City solid waste collection may provide the City Manager with not less than fourteen (14) days' written notice of intent to terminate the service. Such termination of service shall be effective at the beginning of the next billing period after such fourteen (14) day notice period.
- 4. Recycling Only: Upon approval of an application for City recycling collection a fee of six dollars (\$6.00) per month per unit shall be paid to the City by the property owner of each Class II premises not serviced by City solid waste collection services for recycling collection.

C. Class III Premises:

- 1. Base Fees ~~And~~ Conditions: Unless subscribed to a solid waste cart, a fee of ~~fifteen dollars sixty-two~~fourteen dollars ninety-nine cents (~~\$15.62~~\$14.99) ~~per dwelling~~ per month shall be paid to the City by the property owner of each Class III premises for such services. Said fee shall be in payment for collection and disposal of one (1) 35-gallon can or one (1) 35-gallon trash bag of "solid waste" as defined. There is no limit on the number of bins allowed to be collected containing acceptable "recyclable materials" as defined.
- 2. Solid Waste Cart Subscriptions:
  - a. Mandatory Subscription Alleys:
    - (1) Required Carts: Alley carts, owned by the City for semiautomated lifting, are required to be subscribed to in certain alleys, by owners, tenants, and/or property managers of Class III premises where the approved set out location is in a mandated alley. Subscribers must comply with program requirements as approved by the City Manager. The customer shall choose the number and size of the cart. The options include a ~~thirty-four (34)~~, forty-eight (48), ~~sixty-four (64)~~, or ~~ninety-six (96)~~ gallon solid waste cart.
    - (2) Mandatory Alley Fees: The fee for a thirty-four (34) gallon solid waste cart is fourteen dollars ninety-nine cents (\$14.99) per month. The fee for a forty-eight (48) gallon solid waste cart is fourteen dollars ninety-nine cents (\$14.99)~~fifteen dollars sixty-two cents (\$15.62)~~ per month. The fee for a sixty-four (64) gallon solid waste cart is sixteen dollars ~~twenty-six~~twenty-six cents (\$16.26) per month. The fee for a ninety-six (96) gallon solid waste cart is ~~twenty-four~~twenty-four dollars ~~thirty-nine~~thirty-nine cents (\$24.39) per month.

b. Optional Cart Subscriptions:

(1) Optional Carts: In the areas where solid waste carts, owned by the City for semiautomated lifting, are not mandated carts may be subscribed to by owners and/or property managers of Class III premises. Subscribers must comply with program requirements as approved by the City Manager. The customer shall choose the number and size of the cart. The options include thirty-four (34), forty-eight (48), sixty-four (64), or ~~ninety-six~~ninety-six (96) gallon solid waste carts.

(2) Optional Cart Fees: The fee for a thirty-four (34) gallon solid waste cart is fourteen dollars ninety-nine cents (\$14.99) per month. The fee for a forty-eight (48) gallon solid waste cart is seventeen dollars twenty-two cents (\$17.22) per month. The fee for a sixty-four (64) gallon solid waste cart is twenty dollars sixty-five cents (\$20.65) per month. The fee for a ninety-six (96) gallon solid waste cart is twenty-nine dollars (\$29.00) per month.

3. Termination: The owner of a Class III premises served by City solid waste collection may provide the City Manager with not less than fourteen (14) days' written notice of intent to terminate the service. Such termination of service shall be effective at the beginning of the next billing period after such fourteen (14) day notice period.

4. Recycling Only: Upon approval of an application for City recycling collection a fee of six dollars (\$6.00) per month per unit shall be paid to the City by the property owner of each Class III premises not serviced by City solid waste collection services for recycling collection.

D. Unit Based Pricing: Collection options and charges under unit-based pricing for Class I, II and III premises are as follows:

1. A yearly subscription for weekly collection of an additional standard solid waste container, or containers, may be subscribed for an additional eight dollars (\$8.00) each per month.

2. Oversized, nonstandard rigid solid waste containers of up to fifty (50) gallons in capacity may be subscribed as the one container covered under the base monthly solid waste fee for an additional five dollars (\$5.00) per month. Such containers shall be holders for standard trash bags for manual removal by City crews, shall not contain any loose material, and shall not be lifted and dumped by crews. Individual trash bags held in the oversized container shall weigh no more than forty (40) pounds.

3. A yearly subscription for weekly collection of an additional oversized solid waste container, or containers, may be subscribed for an additional twelve dollars (\$12.00) each per month.

4. Official City of Dubuque single-use stickers costing one dollar fifty cents (\$1.50) shall be applied to each additional standard solid waste container or small bulky or bundled item in excess of the one standard solid waste container collected under the base monthly solid waste fee or any additional subscribed container(s).
  5. Multiple-family dwellings of three (3), four (4), five (5), and six (6) dwelling units as well as Class II or Class III premises sharing a common set out location with other City solid waste customers shall only use approved rigid solid waste containers with permanent identification as to the specific premises. However, for the two (2) weeks following Christmas, excess solid waste may be set out in trash bags with applied City of Dubuque single use stickers. The capacity must be a minimum of thirty (30) gallons per dwelling unit.
- E. Special Collection: The charge for a special collection service for large and bulky rubbish to each dwelling unit receiving such service when requested by the owner shall be as follows:
1. A fee of ten dollars (\$10.00) shall be paid by the owner for each time the service is provided for up to the equivalent of three (3) cubic yards of solid waste.
  2. An additional fee of twelve dollars fifty cents (\$12.50) shall be paid for each additional three (3) cubic yards of solid waste.
  3. An additional fee for tires, equal to the disposal fees charged at the Dubuque Metro Landfill, shall be paid to the City by the owner for each tire.
  4. An additional fee of ten dollars (\$10.00) shall be paid to the City by the owner for each appliance collected in the service.
  5. An additional fee of ten dollars (\$10.00) shall be paid to the City by the owner for each collection requested by the owner to be scheduled for service on a day not receiving weekly collection at the service address.
  6. An additional fee of ten dollars (\$10.00) shall be paid to the City by the owner for each collection requested by the owner to be scheduled for immediate service or whenever crews are sent back to the service address to collect items that were not properly set out on time as previously scheduled.
  7. An additional fee of twenty dollars (\$20.00) shall be paid to the City by the owner for each collection requested by the owner to be scheduled for collection of electronics including one device with an electronic screen (laptops, monitors, TVs, etc.). An additional ~~fifteen-dollar~~fifteen-dollar (\$15.00) fee will apply for each additional device with an electronic screen set out per collection. (Ord. 14-19, 3-7-2019, eff. 7-1-2019)

#### **13-6A-8: YARD WASTE AND FOOD SCRAPS:**

- A. Separation ~~Of~~of Yard Waste: Yard waste shall be separated by the owner of a premises from all other solid waste.
- B. Composting: An owner may compost such person's own yard waste and food scraps on such person's own premises, provided the same is stored in such a manner as to not create a fire, health or safety hazard.
- C. Collection Schedule ~~For~~for Yard Waste: Yard waste that has not been composted shall be collected by the City not more than once each week according to the collection schedule established by the City Manager.
- D. Preparation Of Waste: Containerized yard waste collected by the City shall be placed in degradable paper bags with an affixed single use sticker or in rigid waste containers with an affixed single use tag or in permanent waste containers with an affixed annual yard waste decal or in a subscribed ~~sixty-sixty~~sixty-five (65) gallon City owned yard waste cart or be contained by tying devices approved by the City Manager. The charges for collection and disposal of "yard waste" as defined shall be as follows:
1. The fee for tying devices approved by the City Manager shall be one dollar thirty cents (\$1.30) each.
  2. The fee paid to the City by a customer of record with the City for an annual yard waste decal for a rigid waste container shall be ~~thirty-five~~thirty-five dollars (\$35.00) each through June 30 of each year. The fee shall be reduced by one-half ( $\frac{1}{2}$ ) on July 1 of each year and again by one-half ( $\frac{1}{2}$ ) on September 1 of each year. A decal shall only be used by the customer of record with the City who purchased it.
  3. The fee for single use stickers shall be one dollar thirty cents (\$1.30) each.
  4. The fee paid to the City for subscription to a ~~sixty-fivesixty-five~~sixty-five (65) gallon City owned yard waste cart shall be eleven dollars (\$11.00) per month.
  5. The minimum fee paid to the City for collection of a scheduled leaf rake out is twenty dollars (\$20.00) for a forty (40) standard leaf bag equivalent pile of leaves in the parking lane at the curb.
- E. Food Scrap Collection Program Subscribers: Subscribers to the food scrap collection program shall set out City owned carts containing food scraps and other compostable materials.

#### SUBSCRIBER WEEKLY FOOD SCRAP COLLECTION SERVICES

Customer Class	Cart Size	Monthly Rates
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City refuse customers and K - 12 schools	13 gallon	\$-1.00
	48 gallon	<del>\$</del> 8.00
	64 gallon	<del>\$</del> 11.00
Commercial customers without City refuse collection	13 gallon	<del>\$</del> 4.00
	48 gallon	<del>\$</del> 15.00
	64 gallon	<del>\$</del> 20.00

1. Such carts shall be co~~l~~lected with yard waste. The customer shall choose the number and size of the cart(s).
  2. Such carts shall be set out weekly to reduce potential nuisance concerns. Failure to use, store or set out the cart properly shall cause the subscription to be terminated.
- F. Deposits ~~in~~ Public Rights-Of-Way Prohibited: No person shall deposit any yard waste or food scraps in any public right-of-way. (Ord. 4-16, 3-14-2016, eff. 7-1-2016)

#### 13-6A-9: PRIVATE COLLECTION SERVICE:

- A. License Required: No person shall engage in the business of removing or hauling solid waste from the premises of another person without a license to do so from the City Manager. The issuance of such license shall be in the manner prescribed and subject to the terms of [title 4, chapter 1](#) of this Code. (2007 Code § 40-46)
- B. Application ~~For~~ License; Fee: Application for such license shall specify the type of equipment and vehicles to be used, the routes to be traveled, the places to be served and the name and residence of the applicant. Such person shall pay, at the Office of the City Treasurer, an annual license fee of ~~twenty five~~twenty-five dollars (\$25.00) per year for each vehicle engaged in such business. (2007 Code § 40-47)
- C. Display ~~O~~f License Number ~~O~~n Vehicle: No person shall operate a vehicle licensed under this section unless the license number is prominently displayed on the lower portion of the driver's side of the windshield in clear view. Such license number shall be affixed to the vehicle not less than five (5) days after the day of issue. (2007 Code § 40-48)
- D. Separability ~~O~~f Provisions: It is the intention of the City Council that each subsection, paragraph, sentence, clause and provision of this section is separable, and if any provision is held unconstitutional or invalid for any reason, such decision shall not

affect the remainder of this section nor any part thereof other than that affected by such decision. (2007 Code § 40-50)

## **Suggested Motion Wording for Ordinances - Motion B / Motion A**

### **Motion B**

I move to receive and file the communications and further move that the requirement that a proposed Ordinance be considered and voted on for passage at two Council meetings prior to the meeting at which is to be finally passed be suspended.

Second & vote called; then:

### **Motion A**

I move **final** consideration and passage of the Ordinance.

Second & vote called

### **If Motion B does not pass:**

I move to receive and file the communications and I move first (or second) consideration of the Ordinance.

### **Upon third reading:**

I move **final** consideration and passage of the Ordinance.



## City of Dubuque

## Action Items # 4.

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**ITEM TITLE:** Five-Year Street Construction Program for Fiscal Years 2021 - 2025

**SUMMARY:** **RESOLUTION** Adopting the Five-Year Street Construction Program for Fiscal Years 2021-2025

**SUGGESTED DISPOSITION:** Suggested Disposition: Receive and File; Adopt Resolution(s)

**ATTACHMENTS:**

**Description**

Staff Memo

Resolution

Proposed projects

**Type**

Staff Memo

Resolutions

Supporting Documentation

**TO:** Michael C. Van Milligen, City Manager

**FROM:** Gus Psihoyos, City Engineer

**DATE:** April 22, 2020

**RE:** Five-Year Street Construction Program for Fiscal Years 2021 - 2025

### **INTRODUCTION**

The enclosed resolution provides for the City Council approval of the Annual Five-Year Street Construction Program for Fiscal Years 2021 - 2025.

### **DISCUSSION**

The Five-Year Street Construction Program for Fiscal Years 2021 - 2025, which is part of the Five-Year Capital Improvement Projects, includes the estimated costs for the street construction work and the anticipated year during which each project will be undertaken. The Five-Year Street Construction Program is considered annually by the City Council as part of the budget process.

The Iowa Department of Transportation (Iowa DOT) provides annual projections on the amount of Road Use Tax Funds the City of Dubuque will receive over the next five years based on a per capita amount. The State Road Use Tax Fund consist of revenues from fuel tax, vehicle registration fees, use tax, driver's license fees and other miscellaneous sources and is distributed to cities on a per capita basis. It should be noted that in FY 2010, the Iowa Department of Revenue increased Road Use Tax Funds (RUT) because of higher vehicle registration fees passed into law in 2008. The gas tax was increased ten cents beginning in February 2015. The city is estimated to receive \$35,368,613 for FY 2021-2025.

### **RECOMMENDATION**

I recommend that the City Council accept the Annual Five-Year Construction Program for Fiscal Years 2021 - 2025.

### **ACTION TO BE TAKEN**

The City Council is requested to approve this resolution for the acceptance of the Five-Year Construction Program for Fiscal Years 2021 - 2025.

GNP/kjb

cc: Jenny Larson, Budget & Finance Director  
Rachel Kilburg, Budget Analyst  
Robert Schiesl, Assistant City Engineer  
Jon Dienst, Civil Engineer



**RESOLUTION NO. -20**

**ADOPTING THE FIVE-YEAR STREET CONSTRUCTION PROGRAM FOR FISCAL YEARS 2021 - 2025**

Whereas, a recommended Five-Year Street Construction Program for the Fiscal Year 2021 - 2025 beginning July 1, 2020 and ending June 30, 2025, for the City of Dubuque has been prepared and submitted to the City Council; and

Whereas, the Five-Year Street Construction Program: 1) describes specific capital improvement projects; 2) provides estimated costs for those projects; 3) proposes sources of funding; and 4) schedules the fiscal/calendar year during which each project will be undertaken; and

Whereas, the capital improvement projects for the first year of such five-year program are included in the Fiscal Year 2021 budget; and

Whereas, the adoption of the Five-Year Street Construction Program is a prudent measure to provide continuity of programs and is in the best interest of the City of Dubuque.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DUBUQUE, IOWA:

Section 1. That the Five-Year Street Construction Program for Fiscal Years 2021 – 2025 beginning July 1, 2020, set out in the Fiscal Years 2021 – 2025 recommended Capital Improvement Budget, is hereby approved and adopted as the proposed allocation of City resources for capital improvements as scheduled in the years shown, subject to annual review and revision.

Passed, adopted and approved this 23<sup>rd</sup> day of April 2020.

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Roy D. Buol, Mayor

Attest:

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Kevin S. Firnstahl, CMC, City Clerk



**STREET CONSTRUCTION PROGRAM 2020-2024 SUMMARY**  
**CALENDAR YEAR 2020 / 2021**  
**FISCAL YEAR 2021**

<u>Street</u>	<u>From</u>	<u>To</u>	<u>Construction Type</u>	<u>Cost Estimate</u>	<u>Funding Assistance</u>
Chavenelle Road Reconstruction	NW Arterial	Radford Road	Street Reconstruction	\$ 3,700,000	Special Assessments \$ 300,000
Heeb Street Reconstruction	Kaufmann Avenue	End of Heeb	Street Reconstruction	\$ 300,000	Special Assessments \$ 30,000
Pavement Rehabilitation - Concrete Street Repair	North Grandview	Loras to Auburn	Street Rehabilitation	\$ 520,000	
Northwest Arterial Eastbound Turn Lane at JFK Road			Lane Widening	\$ 180,000	State Funds - TSF \$ 105,000
<b>Preliminary Cost Estimate - Annual Street Construction Program</b>				<b>\$ 4,700,000</b>	<b>Total: \$ 435,000</b>
<b>PROPOSED BUDGET FY 2021</b>				<b>\$ 4,700,000</b>	
<b>PROGRAM FINANCING:</b>					
CITY ANNUAL STREET PROGRAM				\$ 4,265,000	
SPECIAL ASSESSMENTS				\$ 320,000	
FEDERAL GRANT FUNDS					
IOWA DOT FUNDING				\$ 105,000	
<b>TOTAL STREET PROGRAM FINANCING:</b>				<b>\$ 4,690,000</b>	

**ADDITIONAL STREET RELATED IMPROVEMENT PROJECTS**

<u>Street</u>	<u>From</u>	<u>To</u>	<u>Construction Type</u>	<u>Cost Estimate</u>	<u>Funding Assistance</u>
Street Construction General Repairs			General Repairs	\$ 100,000	
Pavement Marking Project			Pavement Markings	\$ 135,000	Iowa DOT Funding \$ 15,000
Pavement Preservation Joint Sealing			General Repairs	\$ 50,000	
<b>TOTAL ADDITIONAL STREET RELATED COSTS:</b>				<b>\$ 285,000</b>	
<b>TOTAL STREET RELATED IMPROVEMENT COSTS:</b>				<b>\$ 4,975,000</b>	



**STREET CONSTRUCTION PROGRAM 2020-2024 SUMMARY**  
**CALENDAR YEAR 2021 / 2022**  
**FISCAL YEAR 2022**

<u>Street</u>	<u>From</u>	<u>To</u>	<u>Construction Type</u>	<u>Cost Estimate</u>	<u>Funding Assistance</u>
East-West Corridor Capacity Improvements	University / Pennsylvania	University / Loras	Preliminary Design	\$ 1,150,000	STBG SWAP Funds \$ 1,000,000
North Cascade Road Reconstruction	Edval Lane	SW Arterial	Street Reconstruction	\$ 1,497,200	STBG SWAP Funds \$ 1,497,200

**Preliminary Cost Estimate - Annual Street Construction Program**

**\$ 2,647,200**

**Total: \$ 2,497,200**

**PROPOSED BUDGET FY 2022**

**\$ 2,647,200**

**PROGRAM FINANCING:** CITY ANNUAL STREET PROGRAM  
SPECIAL ASSESSMENTS  
FEDERAL GRANT FUNDS  
IOWA DOT FUNDING

\$ 150,000

\$ 2,497,200

**TOTAL STREET PROGRAM FINANCING:**

**\$ 2,647,200**

**ADDITIONAL STREET RELATED IMPROVEMENT PROJECTS**

<u>Street</u>	<u>From</u>	<u>To</u>	<u>Construction Type</u>	<u>Cost Estimate</u>	<u>Funding Assistance</u>
Street Construction General Repairs			General Repairs	\$ 100,000	
Bridge Repairs/Maintenance			General Repairs	\$ 100,000	
Pavement Preservation Joint Sealing			General Repairs	\$ 50,000	
Pavement Marking Project			Pavement Markings	\$ 135,000	Iowa DOT Funding \$ 15,000

**TOTAL ADDITIONAL STREET RELATED COSTS:**

**\$ 385,000**

**TOTAL STREET RELATED IMPROVEMENT COSTS:**

**\$ 3,032,200**



**STREET CONSTRUCTION PROGRAM 2020-2024 SUMMARY**  
**CALENDAR YEAR 2022 / 2023**  
**FISCAL YEAR 2023**

<u>Street</u>	<u>From</u>	<u>To</u>	<u>Construction Type</u>	<u>Cost Estimate</u>	<u>Funding Assistance</u>
East-West Corridor Capacity Improvements	University / Pennsylvania	University / Loras	Street/Intersection Reconstruction	\$ 4,600,000	STBG SWAP Funds \$ 4,100,000
Preliminary Cost Estimate - Annual Street Construction Program				\$ 4,600,000	Total: \$ 4,100,000
<b>PROPOSED BUDGET FY 2023</b>				<b>\$ 4,600,000</b>	
<b>PROGRAM FINANCING:</b>					
CITY ANNUAL STREET PROGRAM				\$ 500,000	
SPECIAL ASSESSMENTS					
FEDERAL GRANT FUNDS					
IOWA DOT FUNDING				\$ 4,100,000	
<b>TOTAL STREET PROGRAM FINANCING:</b>				<b>\$ 4,600,000</b>	
<b><u>ADDITIONAL STREET RELATED IMPROVEMENT PROJECTS</u></b>					
<u>Street</u>	<u>From</u>	<u>To</u>	<u>Construction Type</u>	<u>Cost Estimate</u>	<u>Funding Assistance</u>
Street Construction General Repairs			General Repairs	\$ 110,000	
Bridge Repairs/Maintenance			General Repairs	\$ 100,000	
Pavement Preservation Joint Sealing			General Repairs	\$ 55,000	
Pavement Marking Project			Pavement Markings	\$ 135,000	Iowa DOT Funding \$ 15,000
<b>TOTAL ADDITIONAL STREET RELATED COSTS:</b>				<b>\$ 400,000</b>	
<b>TOTAL STREET RELATED IMPROVEMENT COSTS:</b>				<b>\$ 5,000,000</b>	



**STREET CONSTRUCTION PROGRAM 2020-2024 SUMMARY**  
**CALENDAR YEAR 2023 / 2024**  
**FISCAL YEAR 2024**

<u>Street</u>	<u>From</u>	<u>To</u>	<u>Construction Type</u>	<u>Cost Estimate</u>	<u>Funding Assistance</u>
7th Street Extension	7th Street	Pine Street	Street Construction	\$ 191,500	
Preliminary Cost Estimate - Annual Street Construction Program				\$ 191,500	Total: \$ -
<b>PROPOSED BUDGET FY 2024</b>				<b>\$ 191,500</b>	
<b>PROGRAM FINANCING:</b>				\$ 191,500	
CITY ANNUAL STREET PROGRAM					
SPECIAL ASSESSMENTS					
FEDERAL GRANT FUNDS					
IOWA DOT FUNDING					
<b>TOTAL STREET PROGRAM FINANCING:</b>				<b>\$ 191,500</b>	
<b><u>ADDITIONAL STREET RELATED IMPROVEMENT PROJECTS</u></b>					
<u>Street</u>	<u>From</u>	<u>To</u>	<u>Construction Type</u>	<u>Cost Estimate</u>	<u>Funding Assistance</u>
Street Construction General Repairs			General Repairs	\$ 110,000	
Bridge Repairs/Maintenance			General Repairs	\$ 100,000	
Pavement Preservation Joint Sealing			General Repairs	\$ 55,000	
Pavement Marking Project			Pavement Markings	\$ 135,000	Iowa DOT Funding \$ 15,000
<b>TOTAL ADDITIONAL STREET RELATED COSTS:</b>				<b>\$ 400,000</b>	
<b>TOTAL STREET RELATED IMPROVEMENT COSTS:</b>				<b>\$ 591,500</b>	





**STREET CONSTRUCTION PROGRAM 2020-2024 SUMMARY**  
**CALENDAR YEAR 2024 / 2025**  
**FISCAL YEAR 2025**

<u>Street</u>	<u>From</u>	<u>To</u>	<u>Construction Type</u>	<u>Cost Estimate</u>	<u>Funding Assistance</u>
7th Street Extension	7th Street	Pine Street	Street Construction	\$ 650,000	
Cedar Cross Road Reconstruction	Starlite Drive	Cedar Crest Ridge	Preliminary Design and ROW	\$ 400,000	
Rockdale Road Reconstruction	Maquoketa Drive	South Pointe	Preliminary Engineering	\$ 200,000	
Seippel Road Reconstruction	Pennsylvania Avenue	Commerce Park	Street Reconstruction	\$ 280,000	
<b>Preliminary Cost Estimate - Annual Street Construction Program</b>				\$ 1,530,000	<b>Total:</b> \$ -
<b>PROPOSED BUDGET FY 2025</b>				<b>\$ 1,530,000</b>	
<b>PROGRAM FINANCING:</b>				\$ 1,530,000	
CITY ANNUAL STREET PROGRAM					
SPECIAL ASSESSMENTS					
FEDERAL GRANT FUNDS					
IOWA DOT FUNDING					
<b>TOTAL STREET PROGRAM FINANCING:</b>				<b>\$ 1,530,000</b>	
<b><u>ADDITIONAL STREET RELATED IMPROVEMENT PROJECTS</u></b>					
<u>Street</u>	<u>From</u>	<u>To</u>	<u>Construction Type</u>	<u>Cost Estimate</u>	<u>Funding Assistance</u>
Street Construction General Repairs			General Repairs	\$ 100,000	
Bridge Repairs/Maintenance			General Repairs	\$ 100,000	
Pavement Preservation Joint Sealing			General Repairs	\$ 55,000	
Pavement Marking Project			Pavement Markings	\$ 135,000	Iowa DOT Funding \$ 15,000
<b>TOTAL ADDITIONAL STREET RELATED COSTS:</b>				<b>\$ 390,000</b>	
<b>TOTAL STREET RELATED IMPROVEMENT COSTS:</b>				<b>\$ 1,920,000</b>	