

City Clerk

CITY CLERK

| Budget Highlights | FY 2013/14 Actual | FY 2014/15 Adopted | FY 2014/15 Amended | FY 2015/16 Recomm'd | % Change from Adopted FY 2014/15 |
|--|------------------------------|-------------------------------|-------------------------------|--------------------------------|---|
| Employee Expense | 278,086 | 285,695 | 281,619 | 286,677 | 0.3% |
| Supplies and Services | 98,688 | 89,133 | 98,103 | 134,504 | 50.9% |
| Machinery and Equipment | - | 583 | 583 | 1,537 | 163.6% |
| Total | 376,774 | 375,411 | 380,305 | 422,718 | 12.6% |
| Administrative Overhead | | | | | |
| Charges to Enterprise Funds | 80,068 | 100,473 | 100,473 | 76,716 | -23.6% |
| Operating Revenue | 134,723 | 138,100 | 141,100 | 137,900 | -0.1% |
| Total | 214,791 | 238,573 | 241,573 | 214,616 | -10.0% |
| Property Tax Support | 161,983 | 136,838 | 138,732 | 208,102 | 71,264 |
| Percent Increase (Decrease)--w/o election exp & Code of Ordinance Update | | | | | 26.5% |
| Percent Increase (Decrease)--w/ election exp & Code of Ordinance Update | | | | | 52.1% |
| Personnel- Authorized FTE | 3.00 | 3.00 | 3.00 | 3.00 | |

Significant Line Items at Maintenance Level
(Without Recommended Improvement Packages)

Employee Expense

1. The City wage plan for non-bargaining unit employees will not increase and bargaining unit employees will receive a 2.25% wage increase in FY 2016.
2. The Iowa Public Employee Retirement System (IPERS) City contribution remains at 8.93% and the employee contribution remains at 6.18% in FY 2016.
3. The City portion of health insurance expense decreased from \$1,190 in FY 2015 to \$1,040 in FY 2016 per month per contract, resulting in a savings of \$5,400.
4. The Assistant City Clerk moved from GE29-D to GE29-E at a cost of \$3,140 and the Permit Clerk moved from GE26-E to GE26-F at a cost of \$836 in FY 2016.
5. FY 2016 is the fourth year that eligible retirees with at least twenty years of continuous service in a full-time position or 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 one-hundred twenty sick days payable bi-weekly over a five year period. Sick leave payout expense of \$11,734 is budgeted in the City Clerk's Office (for two employees) in FY 2016.

Supplies & Services

6. Printing and Binding decreased from \$1,854 in FY 2015 to \$1,012 in FY 2016 based on estimated cost of envelopes and letterhead and five hard bound City Council proceedings books (\$675).
7. Refunds increased from \$5,500 in FY 2015 to \$10,000 in FY 2016 based on the refundable deposits for special events deposited as revenue instead of offsetting to this expense line item in FY 2016.
8. City Business Travel increased from \$120 in FY 2015 to \$495 in FY 2016 based on adding \$240 for the Growing Sustainable Communities conference.
9. Mileage increased from \$0 in FY 2015 to \$145 in FY 2016 based on FY 2014 actual of \$133. The increase is due to staff attending more local trainings and proctoring civil service tests where registration and mileage is a reimbursable allowance.
10. Software License expense increased from \$0 in FY 2015 to \$2,143 in FY 2016 due to the City Clerk's Office being recharged a percentage of the cost for Permits Plus by the Building Services Department to use for special events permits.
11. Civil Service increased from \$15,000 in FY 2015 to \$16,378 in FY 2016 based on FY 2014 actual of \$22,379 which was decreased for Fire Chief exam materials.
12. Election expense increased from \$0 in FY 2015 to \$40,000 in FY 2016 and is typically an every other year expense. This represents costs for a primary election.

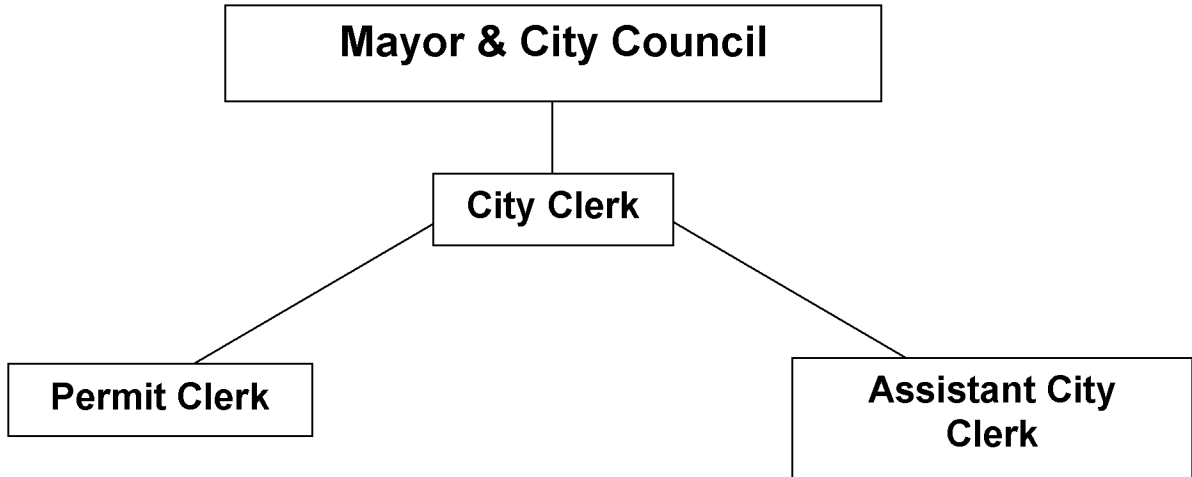
Machinery & Equipment

13. Purchase of equipment for FY 2016 includes \$437 for the replacement of a smartphone and \$1,100 for the replacement of four office chairs.

Revenue

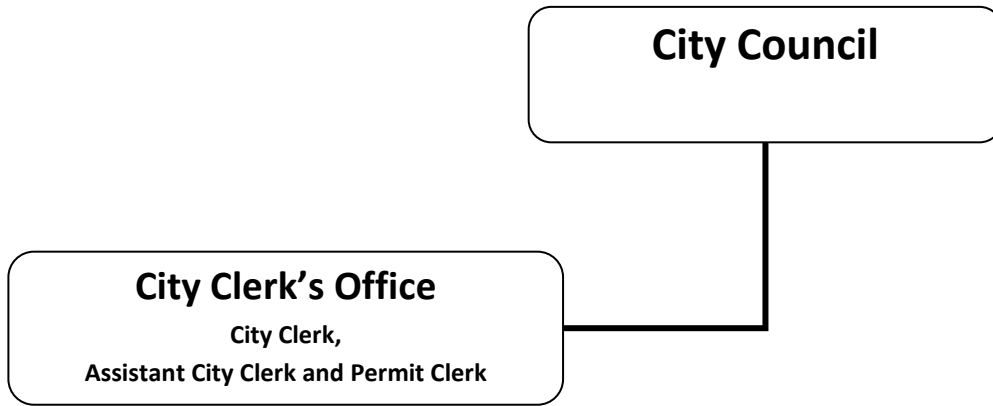
14. Business Licenses decreased from \$8,000 in FY 2015 to \$7,100 in FY 2016 based on FY 2014 actual of \$7,160.
15. Cigarette Licenses increased from \$7,000 in FY 2015 to \$8,000 in FY 2016 based on FY 2014 actual of \$7,600.
16. Beer/Liquor Combination Licenses decreased from \$113,000 in FY 2015 to \$109,500 in FY 2016 based on FY 2014 actual of \$109,429.
17. Events increased from \$3,500 in FY 2015 to \$4,500 in FY 2016 based on FY 2014 actual of \$4,850.
18. Special Event Deposit increased from \$5,500 in FY 2015 to \$8,000 in FY 2016 and represents the refundable deposit for special events.
19. Revenue received from Enterprise Funds for administrative overhead charges has decreased from \$100,473 in FY 2015 to \$76,716 in FY 2016.

City of Dubuque
CITY CLERK'S OFFICE
Organizational Chart



CITY CLERK'S OFFICE

The City Clerk is the official record keeper for the City Council. The City Clerk prepares, administers, maintains and distributes records of all City Council actions as well as provides City Council members and City staff the necessary documents for fulfillment of their 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.



Expenditures and Resources by Department and Category

| Budget Highlights | FY 2013/14 Actual | FY 2014/15 Adopted | FY 2014/15 Amended | FY 2015/16 Recomm'd | % Change from Adopted FY 2014/15 |
|--|----------------------|-----------------------|-----------------------|------------------------|--|
| Employee Expense | 278,086 | 285,695 | 281,619 | 286,677 | 0.3% |
| Supplies and Services | 98,688 | 89,133 | 98,103 | 134,504 | 50.9% |
| Machinery and Equipment | <u>-</u> | <u>583</u> | <u>583</u> | <u>1,537</u> | <u>163.6%</u> |
| Total | 376,774 | 375,411 | 380,305 | 422,718 | 12.6% |
| Administrative Overhead | | | | | |
| Charges to Enterprise Funds | 80,068 | 100,473 | 100,473 | 76,716 | -23.6% |
| Operating Revenue | <u>134,723</u> | <u>138,100</u> | <u>141,100</u> | <u>137,900</u> | <u>-0.1%</u> |
| Total | 214,791 | 238,573 | 241,573 | 214,616 | -10.0% |
| Property Tax Support | 161,983 | 136,838 | 138,732 | 208,102 | 71,264 |
| Percent Increase (Decrease)--w/o election exp & Code of Ordinance Update | | | | | 26.5% |
| Percent Increase (Decrease)--w/ election exp & Code of Ordinance Update | | | | | 52.1% |
| Personnel- Authorized FTE | 3.00 | 3.00 | 3.00 | 3.00 | |

CITY CLERK'S OFFICE

SUCCESS IS ABOUT PLANNING, PARTNERSHIPS AND PEOPLE LEADING TO OUTCOMES

PEOPLE

The City Clerk's Office strives to provide courteous and professional service while providing 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.



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, Sister Cities, media outlets, city departments, non-profit special events organizers, community service agencies, and Dubuque County offices.



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 and purpose of the City Clerk's Office.



OUTCOME



CITY CLERK’S OFFICE

Overview

The City Clerk’s Office serves as a general information center for citizens and is directly responsible to the City Council for preparation of agendas and maintaining minutes and official records for the City. In the words of Professor William Bennett Munro (1934) “No other office in municipal service has so many contracts. It serves the mayor, the city council, the city manager, and all administrative departments without exception. All of them call upon it, almost daily, for some service or information. Its work is not spectacular, but it demands versatility, alertness, accuracy, and no end of patience. The public does not realize how many loose ends of city administration this office pulls together.”

Duties of the City Clerk’s office includes

- **Administration:** Responsible for records management for all documents related to City Council meetings and the City Clerk’s Office in compliance with state and local codes and City policies. This includes document processing, archival and retrieval as well as the proper publishing, posting, and recording of meeting notices and legal documents.
- **Boards and Commissions:** Facilitates the advertisement of vacancies, receipt of applications, and processing of Oaths of Office for the City’s boards and commissions including orientation and Intercultural Communication training in partnership with the Human Rights Department.
- **Civil Service:** Provides administrative duties for the Civil Service Commission as provided by Chapter 400 of the Iowa State Code including scheduling and facilitation of Commission agendas, meetings, hearings and examinations.
- **Permits and Licenses:** Processes requests for new and renewal of licenses for second-hand merchandise dealers, solicitors licenses, taxi company licenses and taxi operator permits Coordination with the State of Iowa Alcoholic Beverages Division and local authorities as required for new and renewal alcoholic beverage sales and service licenses as well as tobacco sales. Enforcement is achieved through partnership with the Police Department, City Attorney’s Office and license holder.
- **Special Events:** Processes requests for special events, festivals, and block parties through a permit process and with the review and approval by the Special Events Committee.

| Funding Summary | | | |
|----------------------|----------------------|-----------------------|---------------------------|
| | FY 2013/14 Actual | FY 2014/15 Adopted | FY 2015/16 Recommended |
| Expenditures | \$376,774 | \$375,411 | \$422,718 |
| Resources | \$214,791 | \$238,573 | \$214,616 |
| Position Summary | | | |
| | FY 2015/16 FTE’s | | |
| City Clerk | 1.00 | | |
| Assistant City Clerk | 1.00 | | |
| Permit Clerk | 1.00 | | |
| Total FTE’s | 3.00 | | |

CITY CLERK'S OFFICE

Supporting City, Organization and Community Goals

Partnering for a Better Dubuque

- ❖ Forge meaningful and lasting business relationships among the private and public sectors by providing quality customer service and relevant information. Partnerships include but are not limited to:
 - Citizens
 - City Council
 - City departments
 - Iowa League of Cities
 - Iowa Alcohol Beverage Division
 - Media
 - Prescott School / City Hall Committee
 - Sister Cities;
 - Dornbirn, Austria
 - Handan, China
 - Pyatigorsk, Russia

Financially Responsible City Government and High Performance Organization

- ❖ Utilize current technology for more cost-effective, quicker, and transparent access to City records.
- ❖ Receives and opens all formal bids and some informal bids for Public Improvement Projects, thus acting as an impartial entity ensuring compliance with City and State bid processes. This enables the City to obtain the best prices on the materials, equipment and services utilized for projects and services.

Economic Prosperity

- ❖ Provide contact information and resources for small business inquiries.

Social/Cultural Vibrancy

- ❖ Assists public/private event organizers in planning a successful, safe, accessible and sustainable event.
- ❖ Provides direct access to related City services and community-related resources.
- ❖ Engage citizens in the City Life program
- ❖ Aid in facilitating cultural and economic development exchanges through the Sister City Relationships Advisory Commission

Environmental Integrity

- ❖ Practice sustainability purchasing policies and procedures

CITY CLERK'S OFFICE

Performance Measures

City Clerk's Office – Activity Statement

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 and City Council, City staff, and the public in a timely, courteous, and fiscally responsible manner to encourage a transparent city government.

Goals:

- Maintain exceptional customer service through a high level of integrity to encourage citizen collaboration.
- Insure that public records are easily accessible and compliant with open records laws in the spirit of a transparent municipal government.
- Cultivate a Dynamic Organization, the Office will work toward succession planning to provide appropriate cross training among staff, as well as, provide opportunities to encourage certification and higher education for staff; empower employees to openly contribute their ideas to enhance customer service and processes.

Objective 1: Enhance the accessibility for citizen to pertinent City documents.

The Office of the City Clerk aims to ensure that pertinent documents are readily available and accessible to the public.

The Department will accomplish this objective by focusing on the following:

- Sorting, scanning and Laserfishing archived documents housed in the basement of the Historic Federal Building effectively allowing increased and improved access to maintain and preserve materials online.



What's in it for me....(WIFM)?

Allowing citizens to access pertinent documents in a timely and more efficient manner as well as increase staff's ability to respond quickly and accurately to customer requests.



CITY CLERK'S OFFICE

Objective 2: Enhance partnerships with business owners, special events coordinators, boards and commission members and community organizations to ensure effective and compliant relationships.

The Office of the City Clerk works directly with multiple entities through the application, licensing and permitting process to promote an environment that leads to compliance with all State laws and local ordinances.

The Department will accomplish this objective by focusing on the following:

- Provide citizens with relevant and consistent information pertaining to services, programs, events, and regulations;
- Recruit to obtain a diverse, inclusive, and qualified pool of boards and commission applicants by:
 - Use multiple forms of advertising, announcements and search strategies designed to find qualified applicants
 - Include wording that emphasizes the city's commitment to diversity
 - Include all available avenues to publicize the position
 - Engage in inclusive recruitment activities and in proactive informational outreach

| ITEMS | FY 12 | FY 13 | FY 14 |
|--|-------|-------|-------|
| Special Event permits issued | 126 | 139 | 123 |
| Liquor license applications processed | 258 | 276 | 279 |
| Tobacco permit applications processed | 68 | 75 | 80 |
| Other Licenses issued | 108 | 123 | 128 |
| Boards and Commission applications processed | 84 | 122 | 88 |
| Civil Service tests administered | 22 | 17 | 20 |
| Civil Service applicants tested | 1013 | 1038 | 708 |

What's in it for me...(WIFM)?



Applications and license information can be obtained and submitted from the City Clerk's web page on the City's website at www.cityofdubuque.org. Allowing citizens to do business based on their time parameters rather than only the traditional 9-5.

What's in it for me...(WIFM)?

The Office of the City Clerk works directly with the Civil Service Commission to ensure fair practices in the appointment and promotion to a Civil Service position. In doing so, the City Clerk staff oversees entry-level and promotional written tests; ensuring the integrity, unbiased and impartial nature of the testing process.



CITY CLERK'S OFFICE

Objective 3: Provide support to the Mayor and City Council as they work to serve the residents of Dubuque.

The Office of the City Clerk strives to provide accurate, effective and efficient documents allowing the Mayor and City Council to make educated and informed decisions.

The Department will accomplish this objective by focusing on the following:

- Prepare and distribute agenda materials in a timely, efficient, and streamlined manner, with an emphasis on electronic access initiatives that increase information availability while reducing cost.

| ITEMS | FY 12 | FY 13 | FY 14 |
|--------------|-------|-------|-------|
| Meetings | 53 | 47 | 58 |
| Agenda Items | 1148 | 1039 | 1023 |
| Resolutions | 352 | 320 | 352 |
| Ordinances | 56 | 51 | 66 |



What's in it for me... (WIFM)?

Through an electronic agenda management process, citizens can view all City Council agendas, related supporting documents, and minutes on line at www.cityofdubuque.org.

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Goals & Priorities

Council-Manager Form of Government

State of the City Address

City Council Meetings

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Agendas & Minutes

City Council Meeting Agendas
Agendas are available prior to all meetings.

[Agendas from Nov. 21, 2011 to present](#)

[Agendas prior to Nov. 21, 2011*](#)

*This link will allow you to access abbreviated summaries of the City Council agendas. For the full agenda packet (including all attachments for each agenda item) for City Council meetings prior to Nov. 21, 2011, use the [City Council Proceedings](#) tool to search City Council agenda documents (2000 - present) and official proceedings (1908 - present) by date or keyword. These documents area maintained by the [City Clerk](#).

City Council Meeting Minutes
Minutes are available following approval.

[Most Recent Minutes](#) | [View All](#)

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

| Fund | Account | Account Title | FY13 Actual Revenue | FY14 Actual Revenue | FY15 Adopted Budget | FY16 Recomm'd Budget |
|---------------------------------------|----------------|--------------------------|----------------------------|----------------------------|----------------------------|-----------------------------|
| 100 | 42105 | BUSINESS LICENSES | 8,305 | 7,160 | 8,000 | 7,100 |
| 100 | 42110 | CIGARETTE LICENSES | 7,550 | 7,600 | 7,000 | 8,000 |
| 100 | 42115 | BEER/LIQUOR COMB-LICENSE | 105,573 | 109,429 | 113,000 | 109,500 |
| 100 | 42130 | BICYCLE LICENSES | 545 | 520 | 400 | 500 |
| 100 | 42250 | BEER LICENSE | 7,998 | 0 | 0 | 0 |
| 42 - LICENSES AND PERMITS | | | 129,971 | 124,709 | 128,400 | 125,100 |
| 100 | 51965 | EVENTS REVENUE | 3,350 | 4,850 | 3,500 | 4,500 |
| 100 | 51981 | COPY SERVICE CHARGES | 200 | 0 | 200 | 0 |
| 51 - CHARGES FOR SERVICES | | | 3,550 | 4,850 | 3,700 | 4,500 |
| 100 | 53208 | SPECIAL EVENT DEPOSIT | 2,250 | 4,900 | 5,500 | 8,000 |
| 100 | 53605 | MISCELLANEOUS REVENUE | 100 | 0 | 0 | 0 |
| 100 | 53620 | REIMBURSEMENTS-GENERAL | 268 | 264 | 500 | 300 |
| 53 - MISCELLANEOUS | | | 2,618 | 5,164 | 6,000 | 8,300 |
| 100 | 59610 | FR WPC OPERATING | 16,455 | 19,494 | 23,908 | 13,037 |
| 100 | 59620 | FR STORMWATER OPERATING | 687 | 751 | 4,740 | 9,099 |
| 100 | 59630 | FR PARKING OPERATING | 5,032 | 3,452 | 4,244 | 4,694 |
| 100 | 59640 | FR WATER UTILITY | 0 | 18,816 | 23,214 | 0 |
| 100 | 59670 | FR REFUSE COLLECTION | 16,854 | 26,376 | 30,948 | 35,360 |
| 100 | 59940 | FR DMASWA | 10,224 | 11,179 | 13,419 | 14,526 |
| 59 - TRANSFER IN AND INTERNAL | | | 49,252 | 80,068 | 100,473 | 76,716 |
| 73 - CITY CLERK'S OFFICE TOTAL | | | 185,391 | 214,791 | 238,573 | 214,616 |

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

| Fund | Account | Account Title | FY13 Actual Expense | FY14 Actual Expense | FY15 Adopted Budget | FY 16 Recomm'd Budget |
|-----------------------------------|---------|---------------------------|---------------------|---------------------|---------------------|-----------------------|
| 100 | 61010 | FULL-TIME EMPLOYEES | 174,283 | 184,805 | 189,001 | 195,970 |
| 100 | 61050 | OVERTIME PAY | 646 | 2,646 | 3,000 | 3,000 |
| 100 | 61091 | SICK LEAVE PAYOFF | 10,900 | 10,900 | 10,900 | 10,900 |
| 100 | 61099 | WAGE ADJUSTMENT | 0 | 0 | 1,956 | 0 |
| 100 | 61310 | IPERS | 15,166 | 16,739 | 17,347 | 18,109 |
| 100 | 61320 | SOCIAL SECURITY | 14,070 | 15,027 | 15,810 | 16,348 |
| 100 | 61410 | HEALTH INSURANCE | 33,123 | 43,322 | 42,840 | 37,440 |
| 100 | 61415 | WORKMENS' COMPENSATION | 705 | 691 | 689 | 701 |
| 100 | 61416 | LIFE INSURANCE | 184 | 184 | 393 | 392 |
| 100 | 61655 | CAR ALLOWANCE | 3,667 | 3,774 | 3,759 | 3,817 |
| 100 | 61660 | EMPLOYEE PHYSICALS | 25 | 0 | 0 | 0 |
| 61 - WAGES AND BENEFITS | | | 252,770 | 278,087 | 285,695 | 286,677 |
| 100 | 62010 | OFFICE SUPPLIES | 1,649 | 1,167 | 2,100 | 1,190 |
| 100 | 62030 | POSTAGE AND SHIPPING | 1,223 | 1,358 | 1,284 | 1,427 |
| 100 | 62031 | PROCESSING MATERIALS | 312 | 322 | 316 | 350 |
| 100 | 62050 | OFFICE EQUIPMENT MAINT | 188 | 0 | 215 | 215 |
| 100 | 62061 | DP EQUIP. MAINT CONTRACTS | 1,053 | 983 | 1,154 | 1,605 |
| 100 | 62090 | PRINTING & BINDING | 1,597 | 668 | 1,854 | 1,012 |
| 100 | 62110 | COPYING/REPRODUCTION | 1,688 | 2,131 | 1,688 | 1,492 |
| 100 | 62120 | CODE SUPPLEMENTS | 6,808 | 6,989 | 11,000 | 10,000 |
| 100 | 62130 | LEGAL NOTICES & ADS | 22,000 | 17,863 | 25,710 | 25,000 |
| 100 | 62170 | SUBSCRIPTIONS-BOOKS-MAPS | 548 | 556 | 550 | 570 |
| 100 | 62190 | DUES & MEMBERSHIPS | 2,100 | 2,120 | 2,200 | 2,200 |
| 100 | 62204 | REFUNDS | 5,424 | 7,239 | 5,500 | 10,000 |
| 100 | 62208 | GENERAL LIABILITY INSURAN | 1,596 | 1,607 | 1,656 | 1,602 |
| 100 | 62230 | COURT COSTS & RECORD FEES | 3,080 | 2,179 | 3,300 | 3,899 |
| 100 | 62310 | TRAVEL-CONFERENCES | 2,022 | 37 | 3,300 | 3,100 |
| 100 | 62320 | TRAVEL-CITY BUSINESS | 0 | 35 | 120 | 495 |
| 100 | 62340 | MILEAGE/LOCAL TRANSP | 0 | 133 | 0 | 145 |
| 100 | 62360 | EDUCATION & TRAINING | 3,883 | 4,883 | 5,550 | 5,902 |
| 100 | 62421 | TELEPHONE | 3,139 | 2,035 | 2,182 | 2,036 |
| 100 | 62424 | RADIO/PAGER FEE | 224 | 296 | 410 | 299 |
| 100 | 62436 | RENTAL OF SPACE | 444 | 444 | 444 | 444 |
| 100 | 62645 | SPECIAL EVENTS | 0 | 1,221 | 3,600 | 3,000 |
| 100 | 62663 | SOFTWARE LICENSE EXP | 4,371 | 0 | 0 | 2,143 |
| 100 | 62684 | CIVIL SERVICE EXPENSE | 6,719 | 22,379 | 15,000 | 16,378 |
| 100 | 62698 | ELECTION EXPENSES | 0 | 22,041 | 0 | 40,000 |
| 100 | 62716 | CONSULTANT SERVICES | 9,350 | 0 | 0 | 0 |
| 62 - SUPPLIES AND SERVICES | | | 79,418 | 98,688 | 89,133 | 134,504 |
| 100 | 71211 | DESKS/CHAIRS | 0 | 0 | 0 | 1,100 |
| 100 | 72410 | PAGER/RADIO EQUIPMENT | 4,532 | 0 | 0 | 0 |
| 100 | 72418 | TELEPHONE RELATED | 0 | 0 | 583 | 437 |
| 71 - EQUIPMENT | | | 4,532 | 0 | 583 | 1,537 |

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

| Fund | Account | Account Title | FY13 Actual Expense | FY14 Actual Expense | FY15 Adopted Budget | FY 16 Recomm'd Budget |
|---------------------------------------|----------------|----------------------|--------------------------------|--------------------------------|--------------------------------|----------------------------------|
| 73 - CITY CLERK'S OFFICE TOTAL | | | 336,720 | 376,775 | 375,411 | 422,718 |

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

| CITY CLERK - 73100 | | | | |
|----------------------------------|---------------------|---------------------|---------------------|----------------------|
| FUNDING SOURCE: GENERAL | | | | |
| Account | FY13 Actual Expense | FY14 Actual Expense | FY15 Adopted Budget | FY16 Recomm'd Budget |
| EQUIPMENT | 4,532 | 0 | 583 | 1,537 |
| SUPPLIES AND SERVICES | 79,418 | 98,688 | 89,133 | 134,504 |
| WAGES AND BENEFITS | 252,770 | 278,087 | 285,695 | 286,677 |
| CITY CLERK | 336,720 | 376,775 | 375,411 | 422,718 |
| CITY CLERK'S OFFICE TOTAL | \$336,719.99 | \$376,774.88 | \$375,411.00 | \$422,718.00 |

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

73 CITY CLERK

| FD | JC | WP-GR | JOB CLASS | FY 2014 | | FY 2015 | | FY 2016 | |
|---|------|----------|----------------------------------|-------------|----------------|-------------|----------------|-------------|----------------|
| | | | | FTE | BUDGET | FTE | BUDGET | FTE | BUDGET |
| 61010 Full Time Employee Expense | | | | | | | | | |
| 100 | 9350 | Contract | CITY CLERK | 1.00 | 93,516 | 1.00 | 94,012 | 1.00 | 97,553 |
| 100 | 8925 | GE-29 | ASSISTANT CITY CLERK | 1.00 | 46,483 | 1.00 | 49,829 | 1.00 | 52,720 |
| 100 | 8875 | GE-26 | PERMIT CLERK | 1.00 | 40,303 | 1.00 | 43,187 | 1.00 | 45,697 |
| | | | TOTAL FULL TIME EMPLOYEES | 3.00 | 180,302 | 3.00 | 187,028 | 3.00 | 195,970 |
| | | | TOTAL CITY CLERK'S OFFICE | 3.00 | 180,302 | 3.00 | 187,028 | 3.00 | 195,970 |

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

Run Date: 01/15/15

| ACCT | FD | JC | WP-GR | POSITION CLASS | FY 2014 | | FY 2015 | | FY 2016 | | |
|----------------------------------|-------|-----|-------|----------------|----------------------|-------------|----------------|-------------|----------------|-------------|----------------|
| | | | | | FTE | BUDGET | FTE | BUDGET | FTE | BUDGET | |
| City Clerks Office | | | | | | | | | | | |
| 10073100 | 61010 | 100 | 9350 | GE-38 | CITY CLERK | 1.00 | 93,516 | 1.00 | 94,012 | 1.00 | 97,553 |
| 10073100 | 61010 | 100 | 8875 | GE-26 | PERMIT CLERK | 1.00 | 46,483 | 1.00 | 43,187 | 1.00 | 45,697 |
| 10073100 | 61010 | 100 | 8925 | GE-29 | ASSISTANT CITY CLERK | 1.00 | 40,303 | 1.00 | 49,829 | 1.00 | 52,720 |
| | | | | | Total | 3.00 | 180,302 | 3.00 | 187,028 | 3.00 | 195,970 |
| TOTAL CITY CLERK'S OFFICE | | | | | | 3.00 | 180,302 | 3.00 | 187,028 | 3.00 | 195,970 |