

CITY OF DUBUQUE

THE CITY OF
DUBUQUE
Masterpiece on the Mississippi

POLICY BUDGET

RECOMMENDED FOR FISCAL YEAR 2024

VOLUME IV

MARCH 8, 2023

Parks

Multicultural Family Center

AmeriCorps

Recreation



20
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FISCAL YEAR 2024
Recommended
Policy And Narrative Budget

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March 8, 2023

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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), Media Service, 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

Parks

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PARKS DIVISION

Budget Highlights	FY 2022 Actual	FY 2023 Budget	FY 2024 Requested	% Change From FY 2023 Budget
<u>Expenses</u>				
Employee Expense	\$2,226,729	\$2,771,160	\$2,993,912	8.0 %
Supplies and Services	\$1,122,980	\$1,062,912	\$1,172,942	10.4 %
Machinery and Equipment	\$ 106,538	\$ 527,500	\$ 324,080	-38.6 %
Less Recharges to Service Funds	\$ —	\$(119,944)	\$(126,864)	5.8 %
Debt Service	\$ 177,034	\$ 151,677	\$ 129,851	-14.4 %
Total Expenses	\$3,633,281	\$4,393,305	\$4,493,921	2.3 %
<u>Resources</u>				
Operating Revenue	\$ 363,942	\$ 336,611	\$ 359,757	6.9 %
Stormwater User Fees	\$ 104,298	\$ 158,908	\$ 155,103	-2.4 %
Sales Tax for Debt Abatement	\$ 177,034	\$ 151,677	\$ 129,851	-14.4 %
Veteran's Memorial	\$ 39,208	\$ 17,233	\$ 24,469	42.0 %
Lyons Peony Trust	\$ 798	\$ 2,000	\$ 4,000	100.0 %
Total Resources	\$ 685,280	\$ 666,429	\$ 673,180	1.0 %
Property Tax Support	\$2,948,001	\$3,726,876	\$3,820,741	\$ 93,865
Percent Increase (Decrease)				2.52 %
Percent Self Supporting	18.86 %	15.17 %	14.98 %	
Personnel - Authorized FTE	37.54	38.39	39.59	

Improvement Package Summary

1 of 9

This improvement level request provides for the creation and installation of additional pollinator areas throughout the park system. Currently there are pollinator beds at AY McDonald Park, 16th Street Park, and Eagle Point Park. Additional areas have been planted with native species which also creates pollinator habitats. These areas include: Valentine Park, Bee Branch Creek Greenway, Creek Wood Park and Eagle Point Park. This funding would provide for pollinator areas at Murphy Park, Flora Park, and other park locations. This improvement request supports the City Council Goal of Sustainable Environment: Preserving and Enhancing Natural Resources and is a 2022-2024 Management in Progress Goal.

Related Cost:	\$ 50,000 Tax Funds	Non-Recurring	Recommend - Yes
Property Tax Impact:	\$ 0.0197 0.20%		
Activity: Parks Area and Maintenance			

2 of 9

This improvement level request provides for hiring a contractor to maintain numerous natural and native landscapes throughout the City. In recent years, native plants have been planted in the Bee Branch Creek Greenway, Valentine Park, Four Mounds Park, Eagle Point Park, Creek Wood Park, 32nd Street Detention Basin, and along the Catfish Creek. These areas all require a level of maintenance that the Park Division does not have the capacity to manage. There is funding currently available to create a natural resources management plan, and this funding would allow for implementation of the plan once completed. This improvement request supports the City Council Goal of Sustainable Environment: Preserving and Enhancing Natural Resources.

Related Cost:	<u>\$ 30,000</u>	Tax Funds	Recurring	Recommend - No
Property Tax Impact:	<u>\$ 0.0118</u>	0.12%		
Activity: Park Areas & Maintenance				

3 of 9

This improvement level decision package request is for the addition of one full-time confidential account clerk (GE-25 and 1.0 FTE) to service Leisure Services. This position would support the Project and Facilities Manager, move AmeriCorps financial management from the Finance Department, assist with budget inputting, grant support, support coverage of customer service desk at Multicultural Family Center and assist with purchasing card processing for the department. The Lead Administrative Assistant would then support the Leisure Services Manager. This addition increases service to the public and meets the City Council goal of Financially Responsible, High Performance City Organization: Sustainable, Equitable and Effective Service Delivery.

Related Cost:	<u>\$ 2,750</u>	Tax Funds	Non-Recurring	Recommend - Yes
Related Cost:	<u>\$ 62,579</u>	Tax Funds	Recurring	
Net Cost:	<u>\$ 65,329</u>			
Property Tax Impact:	<u>\$ 0.0257</u>	0.15%		
Activity: Administration				

4 of 9

This improvement level package request provides for a full-time Maintenance Technician (GD-06 and 1.0 FTE) for the Park Division. This position would be assigned to the Bee Branch Creek Greenway area. Staff has struggled to fill temporary positions for this particular activity in the Park Division. A full-time staff position would be responsible for the daily maintenance of the Bee Branch Creek Greenway, including but not limited to: litter control, turf and irrigation maintenance, weed control, vandalism removal, snow removal and other general park maintenance items. The position would remove .50 FTE from the temporary Parks Groundskeeper budget line item to offset costs for the new, full-time Maintenance Technician. This request supports the City Council Goal of Diverse Arts, Culture, Parks and Recreation: Have well-built, well-maintained and upgraded parks and park amenities.

Related Cost:	<u>\$ 77,739</u>	Stormwater Fund	Recurring	Recommend - No
Related Cost Savings:	<u>\$ (18,948)</u>	Stormwater Fund	Recurring	
Net Cost:	<u>\$ 58,791</u>			
Property Tax Impact:	<u>\$ 0.0231</u>	0.14%		
Activity: Park Areas & Maintenance				

5 of 9

This improvement level package request provides for a full-time Maintenance Technician (GD-06 and 1.0 FTE) for the Park Division. This position would be assigned to the park areas and maintenance activity of the Park Division. The division has struggled to hire temporary positions the last few years. This position would be responsible for all areas of park maintenance, including but not limited to: turf and irrigation maintenance, litter control, weed spraying, snow removal, general building maintenance, etc. The position would remove .96 FTE from the temporary Parks Groundskeeper budget line item to offset costs for the new full-time Maintenance Technician. This request supports the City Council Goal of Diverse Arts, Culture, Parks and Recreation: Have well-built, well-maintained and upgraded parks and park amenities. This request supports the City Council Goal of Diverse Arts, Culture, Parks and Recreation: Have well-built, well-maintained and upgraded parks and park amenities.

Related Cost:	\$ 77,739	Tax Funds	Recurring	Recommend - No
Related Cost Savings:	\$ (40,927) Tax Funds		Recurring	
Net Cost:	<u>\$ 36,812</u>			
Property Tax Impact:	\$ 0.0145	0.09%		
Activity:	Park Areas & Maintenance			

6 of 9

This improvement level package request provides for replacing the furnace in the building that houses the Park Division Manager. The furnace is over 40 years old and in need of replacement. The replacement would be a combination furnace/air conditioner unit. There is currently no air conditioning in the building. This request supports the City Council Goal of Financially Responsible, High-Performance City Organization: Sustainable, Equitable, and Effective Service Delivery.

Related Cost:	\$ 9,500	Tax Funds	Non-Recurring	Recommend - Yes
Property Tax Impact:	\$ 0.0037	0.02%		
Activity:	Park Areas & Maintenance			

7 of 9

This improvement level package request provides for the final phase to complete the conversion of boiler heat to natural gas at the park maintenance headquarters complex. Previously, two improvement level packages were approved to install forced air natural gas heaters in the greenhouse and west side of the park maintenance complex. This final phase will install 3 forced air heaters in the park maintenance shop on the east side of the complex. It is anticipated that these 3 heaters will save approximately \$1,500 in gas utility cost. This request supports the City Council Goal of Financially Responsible, High-Performance City Organization: Sustainable, Equitable, and Effective Service Delivery.

Related Cost:	\$ 25,000	Tax Funds	Non-Recurring	Recommend - Yes
Related Cost Savings:	\$ (1,500) Tax Funds		Recurring	
Net Cost:	<u>\$ 23,500</u>			
Property Tax Impact:	\$ 0.0092	0.05%		
Activity:	Park Areas & Maintenance			

8 of 9

This improvement level package request provides for the purchase of a video projector and retractable projector screen. The projector and screen would be installed at the park maintenance headquarters complex. These items would provide additional tools for staff training exercises. It would also provide for presentations to the public during informational and greenhouse programming opportunities. This request supports the City Council Goal of Financially Responsible, High-Performance City Organization: Sustainable, Equitable, and Effective Service Delivery.

Related Cost:	\$ 1,500	Tax Funds	Non-Recurring	Recommend - Yes
Property Tax Impact:	\$ 0.0006	0.01%		
Activity:	Park Areas & Maintenance			

9 of 9

This improvement level package request provides for the purchase of a mini excavator for the Park Division. There are a number of projects that require a mini excavator in order to be completed. These projects are in numerous locations throughout the park division's areas of responsibility. Park staff are able complete some of these projects in-house which would reduce the cost of hiring a contractor. This request supports the City

Council Goal of Diverse Arts, Culture, Parks and Recreation: Have well-built, well-maintained and upgraded parks and park amenities.

Related Cost:	<u>\$85,000</u>	Tax Funds	Non-Recurring	Recommend - Yes
Property Tax Impact:	\$0.0334	0.34%		
Activity:	Park Areas & Maintenance			

Significant Line Items

Employee Expense

1. FY 2024 employee expense reflects a 5.00% wage package increase.
2. The Iowa Public Employee Retirement System (IPERS) City contribution of 9.44% is unchanged from FY 2023. The employee contribution of 6.29% is unchanged from FY 2023.
3. The City portion of health insurance expense is unchanged from \$1,119 in FY 2023 to \$1,119 in FY 2024 per month, per contract, which results in an annual cost unchanged of \$— or —%.
4. Five-Year Retiree Sick leave payout increased from \$7,038 in FY 2023 to \$12,074 in FY 2024.
5. Overtime expense is unchanged from \$21,936 in FY 2023 to \$21,936 in FY 2024. FY 2022 actual was \$27,677.
6. Workers Compensation decreased from \$70,853 in FY 2023 to \$65,290 in FY 2024. FY 2022 actual was \$60,267.
7. During Fiscal Year 2023, the following personnel changes were approved:
 - a. Addition of Assistant Horticulturalist (+1.0 FTE/+\$59,409)
 - b. Addition of Forestry Technician (+1.0 FTE/+\$55,196)
 - c. Removal of part-time Maintenance Worker position (-0.80 FTE/-\$47,527)
 - d. Removal of Equipment Operator II position (-1.0 FTE/-\$60,823)

Supplies & Services

8. Pay to Other Agency is unchanged from \$50,000 in FY 2023 to \$50,000 in FY 2024. This line item represents part-time staffing and utilities expenses for the EB Lyons Interpretive Center.
9. General Liability Insurance decreased from \$35,232 in FY 2023 to \$28,658 in FY 2024 based on FY 2023 Actual plus 12%.
10. Electricity increased from \$106,263 in FY 2023 to \$122,010 in FY 2024 based on FY 2022 actual of \$122,010.
11. Equipment Maintenance/Repair increased from \$44,908 in FY 2023 to \$47,636 in FY 2024 based on FY 2022 Actual plus expected price increases.
12. Building Maintenance increased from \$169,504 in FY 2023 to \$179,759 in FY 2024. The increase stems from funds being donated for maintenance work to all Veterans Memorial Plaza.

13. Vehicle Ops- Gasoline is unchanged from \$52,718 in FY 2023 to \$52,718 in FY 2024 based on FY 2023 budget.
14. Landscaping increased from \$84,921 in FY 2023 to \$88,022 in FY 2024 based on FY 2023 budget plus expected cost increases.
15. Tree Maintenance is unchanged from \$84,500 in FY 2023 to \$84,500 in FY 2024. FY 2022 Actual was \$83,542. 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) and planting trees (\$25,000).
16. Other Contractual Services decreased from \$70,085 in FY 2023 to \$51,600 in FY 2024. FY 2022 Actual was \$19,090. The decrease is due to one-time expense in FY 2023 for sidewalk installation Miracle League (-\$29,000). This line item includes playground mulch installation, delivery and collection of green waste dumpsters (\$10,000), roundabout maintenance, contracted snow removal of new Chavenelle Trail, and Bee Branch hanging baskets.
17. Lawn Care Contract increased from \$64,669 in FY 2023 to \$79,050 based on FY 2023 budget plus expected cost increases. FY 2022 Actual was \$81,344. This line item is for contracted lawn care for smaller parks.
18. Property Insurance increased from \$32,265 in FY 2023 to \$43,562 in FY 2024 based on FY 2023 budget plus approximately 2%. FY 2022 Actual was \$29,416.
19. Equipment Maintenance Contracts increased from \$21,773 in FY 2023 to \$28,667 in FY 2024 based on FY 2022 Actual.
20. Stormwater increased from \$7,009 in FY 2023 to \$43,361 in FY 2024 based on FY 2022 Actual plus 6.69%.
21. Natural Gas increased from \$18,370 in FY 2023 to \$19,646 in FY 2024 based on FY 2022 Actual.

Machinery & Equipment

22. Equipment replacement items are requested for \$324,080 for:

Parks Machinery and Equipment		
<u>Administration</u>		
Smart Phone (2), Desk Phone (1)		\$ 910
<u>Forestry</u>		
Desk Phone (1)		\$ 210
<u>Park Patrol</u>		
Smart Phone (2)		\$ 700
<u>Park Areas & Maintenance</u>		
John Deere Front Deck Mowers (2)		\$ 72,000
Rubbish Truck		\$ 95,000
8X10 Tilt Trailers (2)		\$ 10,400
Picnic Tables (70)		\$ 7,000
Fireplace Grills (15)		\$ 3,750
Drinking Fountains (3)		\$ 7,500
Smart Phone (3), Desk Phone (1)		\$ 1,260

Parks Machinery and Equipment**Veterans Memorial**

Pavers	\$ 2,000
Recommended Improvement Packages	\$ 38,350
Total Equipment	<u>\$ 324,080</u>

Debt Service

23. FY 2024 Annual Debt Service Payments are as follows (\$129,851):

Amount	Debt Series	Source	Purpose	Final Payment Year	Call Date
\$ 6,253	2017A G.O.	Sales Tax 20%	Park Improvements	2030	2025
\$ 5,445	2019C G.O.	Sales Tax 20%	Park Improvements	2027	2026
\$ 9,159	2021A G.O.	Sales Tax 20%	Park Improvements	2041	2028
\$ 7,244	2021A G.O.	Sales Tax 20%	Park Improvements	2041	2028
\$ 13,859	2016C G.O.	Sales Tax 20%	Ham House Improv.	2036	2024
\$ 87,891	2019B G.O.	Sales Tax 20%	Skate Park	2039	2039
\$ 129,851	Total Park Annual Debt Service				

Revenue

24. Building/Land Leases for rental of land at Murphy Park for a cell phone tower is increased from \$24,563 in FY 2023 to \$28,164 in FY 2024 based on FY 2023 budget.

25. Camping Fees increased from \$83,285 in FY 2023 to \$89,118 in FY 2024 based on a six-year average of FY 2022, FY 2021, FY 2019, FY 2018, FY 2017, and FY 2016. FY 2020 actual was impacted by the pandemic and was not used in the calculation. FY 2022 actual was \$118,280. FY 2022 had extremely limited closure days due to flooding from the Mississippi.

26. Park Entrance Fees decreased from \$37,605 in FY 2023 to \$36,632 in FY 2024 based on a six-year average of FY 2022, FY 2021, FY 2019, FY2018, FY2017 and FY2016. FY 2020 actual was impacted by the pandemic and was not used in the calculation. FY 2022 actual was \$31,769.

27. Pavilion Fees increased from \$67,579 in FY 2023 to \$72,847 in FY 2024 based on a three-year average of FY 2022, FY 2021, FY 2019. FY 2020 actual was impacted by the pandemic and was not used in the calculation. FY 2022 actual was \$84,494.

28. Private Participant decreased from \$108,434 in FY 2023 to \$105,826 in FY 2024. This line item includes the following:

	FY 2023	FY 2024	Change
Downtown Maintenance	\$ 10,166	\$ 10,674	\$ 508
Technology Park	\$ 23,051	\$ 23,803	\$ 752
Dubuque Industrial Center West	\$ 19,009	\$ 19,820	\$ 811
Chaplain Schmitt Island	\$ 23,498	\$ 27,552	\$ 4,054
Veterans Memorial Pavers	\$ 32,710	\$ 23,977	\$ (8,733)
Total Private Participant Revenue	\$ 108,434	\$ 105,826	\$ (2,608)

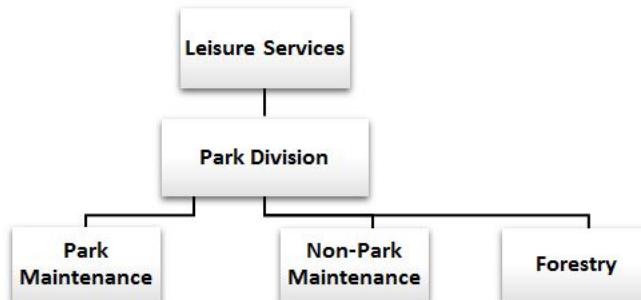
Downtown Maintenance private participant represents payment from 8th Street and Main Street businesses for snow removal costs. Technology Park and Dubuque Industrial Center West private participant represents the maintenance that is billed to the businesses. This is calculated by taking the previous Fiscal Year's expenses times the percentage of land. Estimated FY 2023 expense is \$134,672. Chaplain Schmitt Island private represents payments from Dubuque Racing Association for maintenance of the Chaplain Schmitt pond project. Veterans Memorial Pavers private participant represents purchases of memorial pavers at All Veterans Memorial on Chaplain Schmitt Island.

Miscellaneous

29. The Park Division budget for FY 2024 is 14.98% self-supporting versus 15.17% self-supporting in FY 2023.

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.



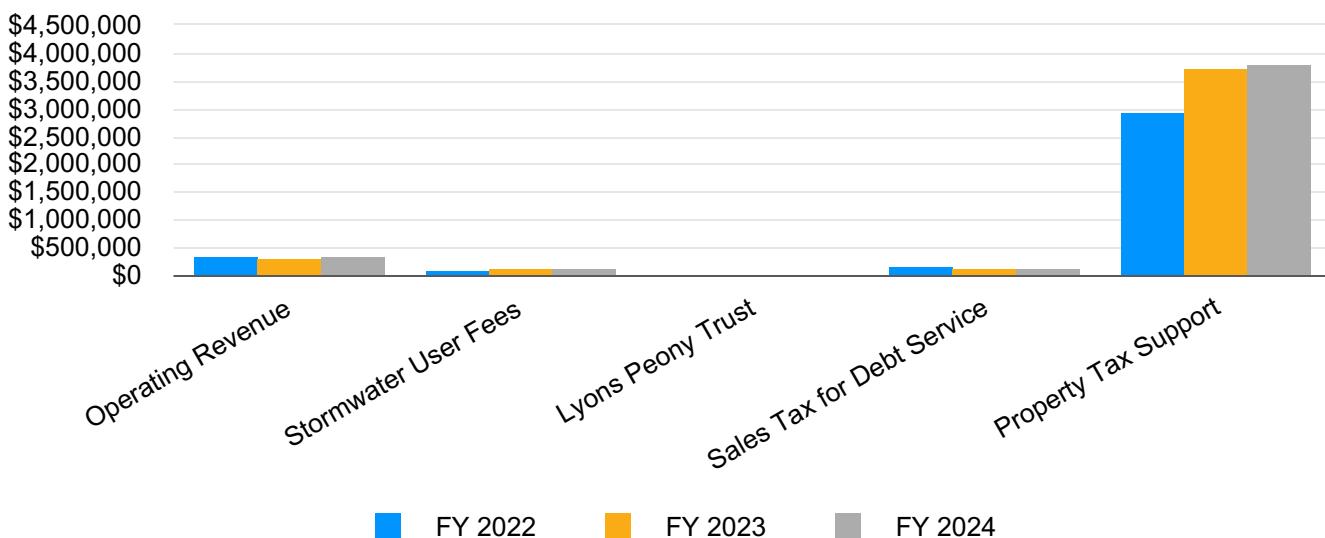
PARTNERSHIPS

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

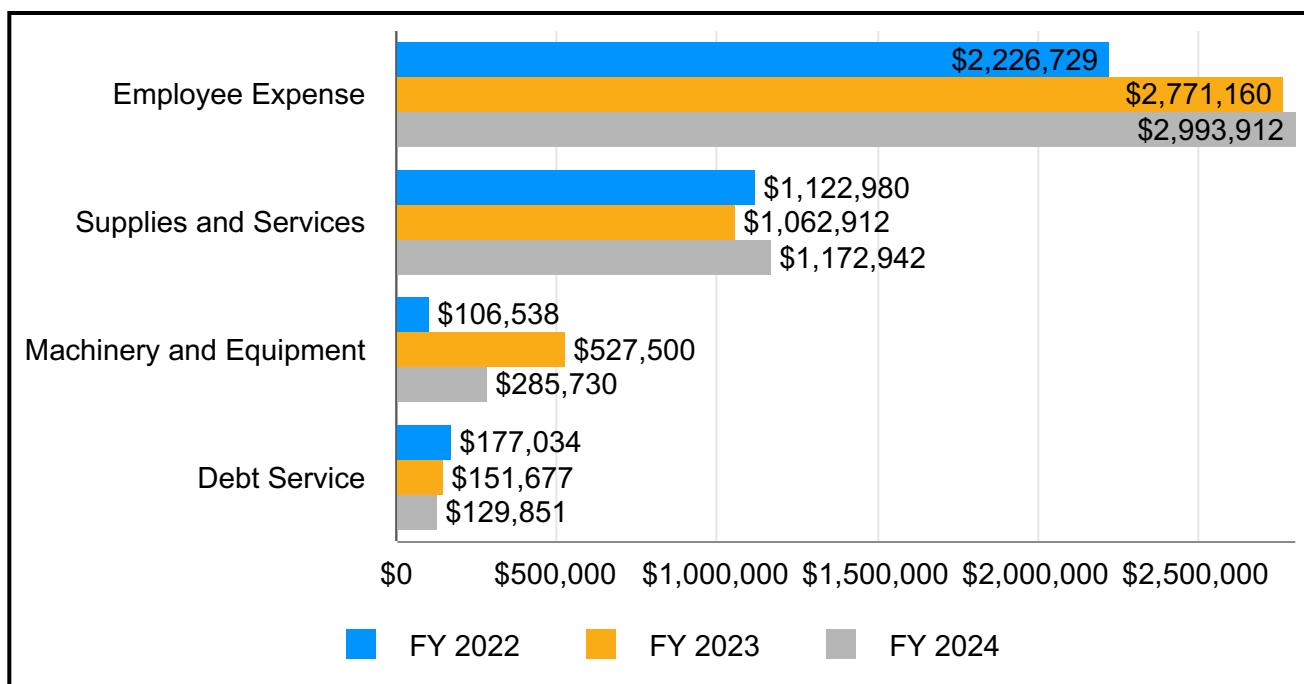
	FY 2022	FY 2023	FY 2024
Full-Time Equivalent	37.54	38.39	39.59

Resources and Property Tax Support



The Park Division is supported by 39.59 full-time equivalent employees, which accounts for 66.62% of the department expense as seen below. Overall, the departments' expenses are expected to increase by 2.29% in FY 2024 compared to FY 2023.

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 2022 Actual	FY 2023 Budget	FY 2024 Recomm'd
Expenditures	\$2,186,403	2,568,562	2,827,305
Resources	\$314,694	256,487	273,408

Park Maintenance Position Summary	
	FY 2024
Foreman	2.00
Leisure Services Manager	0.37
Park Division Manager	1.00
Project 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
Confidential Account Clerk	2.00
Lead Secretary	0.40
Clerical Assistant	0.10
Maintenance Worker	7.82
Truck Driver	0.60
Laborer II	3.90
Laborer I - Stormwater	1.66
Laborer I	1.28
Total FT Equivalent Employees	24.57

Performance Measures

City Council Goal: Financially Responsible, High-Performance Organization

Performance Measure (KPI)	Target	FY 2021 Actual	FY 2022 Actual	FY 2023 Estimated	Performance Indicator
1 Activity Objective: Reduce maintenance costs by converting various park areas of turf to natural and native areas.					
# acres of natural area maintained by Parks Division	100	54	54	60	

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 2022 Actual	FY 2023 Budget	FY 2024 Recomm'd
Expenditures	\$835,425	\$990,359	\$1,047,499
Resources	\$45,267	\$78,724	\$84,849

Non-Park Maintenance Position Summary	
	FY 2024
Horticulturist	1.00
Assistant Horticulturist - Greenhouse	3.02
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
Mechanic	1.46
Maintenance Worker - Tech Park	0.25
Maintenance Worker - DICW	0.47
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
Total FT Equivalent Employees	11.02

Performance Measures

City Council Goal: Sustainable Environment						
	Performance Measure (KPI)	Target	FY 2021 Actual	FY 2022 Actual	FY 2023 Estimated	Performance Indicator
1	Activity Objective: Create a City that is beautiful and a source of pride by providing pollinator beds in City landscapes.					
	# of pollinator beds (total)	25	12	12	15	
2	Activity Objective: Provide opportunities for physical activity to improve physical and mental health through continuing to expand the City's interconnected trail system.					
	# miles off-road, paved, multi-use trails	35	27.9	27.9	29.5	

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 2022 Actual	FY 2023 Budget	FY 2024 Recomm'd
Expenditures	\$394,414	\$663,474	\$460,797
Resources	\$3,980	\$1,400	\$1,500

Forestry Position Summary	
	FY 2024
Urban Forester	1.00
Forestry Technician	2.00
Truck Driver	1.00
Total FT Equivalent Employees	4.00

Performance Measures

City Council Goal: Sustainable Environment

	Performance Measure (KPI)	Target	FY 2021 Actual	FY 2022 Actual	FY 2023 Estimated	Performance Indicator
1	Activity Objective: Continue to implement the Emerald Ash Borer(EAB) Readiness Plan to effectively treat and/or remove affected ash trees on City properties.					
	% of City street trees that are ash trees	14%	17%	14%	14%	
	City owned ash trees removed	1350 (cumulative)	902	1350	1350	

Three trees placed strategically around a home can cut summer air conditioning needs by up to 50 percent.

Recommended Operating Revenue Budget - Department Total

30 - PARKS

Fund/Account/Account Title	FY21 Actual Revenue	FY22 Actual Revenue	FY23 Adopted Budget	FY24 Recomm'd Budget
100 - General				
4A - Charges for Services				
43100 - Leases - Building/Land	(24,695)	(28,133)	(25,413)	(29,015)
43120 - Leases - Other	(21,305)	(21,308)	(21,306)	(21,305)
43125 - Lease - Farmland	(9,600)	(10,900)	(9,600)	(12,200)
43300 - Concessions Rent	0	(87)	(244)	(87)
45030 - Park Entrance Fees	(34,596)	(31,769)	(37,605)	(36,632)
45031 - Park Season Passes	(8,902)	(5,067)	(5,169)	(4,916)
45035 - Pavilion Fees	(70,848)	(84,494)	(67,579)	(72,847)
45036 - Pet Park Fees	(1,635)	(1,093)	(1,510)	(1,215)
45445 - Camping Fees	(139,763)	(118,280)	(83,285)	(89,118)
45446 - Viewing Tower Fee	(995)	(1,108)	(1,106)	(1,070)
45500 - Miscellaneous Chg for Svcs	(7,437)	(5,922)	(4,000)	(4,000)
47100 - Reimbursements	(6,172)	(2,705)	(2,670)	(229)
47150 - Refunds	0	(54)	0	0
47200 - Insurance Settlements	(2,912)	(4,805)	(1,000)	(4,774)
47450 - Sale of Salvage	(400)	(5,400)	(400)	(500)
47550 - Concessions Other	0	0	0	0
4A - Charges for Services Total	(329,260)	(321,125)	(260,887)	(277,908)
4B - Grants/Contrib				
44400 - State Grants	0	0	0	0
47050 - Contrib - Private Sources	(34,698)	(42,817)	(75,724)	(81,849)
4B - Grants/Contrib Total	(34,698)	(42,817)	(75,724)	(81,849)
810 - Engineering Service				
4A - Charges for Services				
47820 - Specialized Services	0	0	(119,944)	0
4A - Charges for Services Total	0	0	(119,944)	0
200 - Debt Service				
4N - Transfers				
49100 - Transfer In General Fund	(23,560)	(17,836)	(22,644)	—
49304 - Transfer in Sales Tax 20%	(161,419)	(159,198)	(129,033)	(129,851)
4N - Transfers Total	(184,979)	(177,034)	(151,677)	(129,851)
4O - Eliminated for GW				
48200 - Proceeds from GO Debt	(226,362)	—	—	—
48205 - Bond Discount/Premium	(13,263)	—	—	—
4O - Eliminated for GW Total	(239,625)	—	—	—
169 - Veterans Memorial				
4B - Grants/Contrib				
47050 - Contrib - Private Sources	(32,710)	(49,790)	(32,710)	(49,790)
4B - Grants/Contrib Total	(32,710)	(49,790)	(32,710)	(49,790)
4K - Unrest Invest Earn				
43000 - Interest	(1,099)	(492)	(1,099)	(492)
4K - Unrest Invest Earn Total	-1,099	-492	-1,099	-492
500 - Lyons Peony Trust				
4K - Unrest Invest Earn				
43000 - Interest	-5,079	-4,436	-5,079	-4,436
4K - Unrest Invest Earn Total	-5,079	-4,436	-5,079	-4,436
620 - Stormwater Operating				
4A - Charges for Services				
47100 - Reimbursements	0	0	0	0

Recommended Operating Revenue Budget - Department Total

30 - PARKS

Fund/Account/Account Title	FY21 Actual Revenue	FY22 Actual Revenue	FY23 Adopted Budget	FY24 Recomm'd Budget
4A - Charges for Services Total	0	0	0	0
PARKS - Total	-827,450	-595,694	-647,120	-544,326

Recommended Operating Expenditure Budget - Department Total

30 - PARKS

Fund/Account/Account Title	FY21 Actual Expense	FY22 Actual Expense	FY23 Adopted Budget	FY 24 Recomm'd Budget
6A - Salaries & Wages				
100 - General				
60100 - Salaries-Regular Full Time	1,232,052	1,235,405	1,383,373	1,551,092
60200 - Salaries - Regular Part Time	0	0	46,320	0
60300 - Hourly Wages - Temp/Seasonal	169,093	256,662	374,055	418,067
60400 - Overtime	37,426	27,593	21,936	21,936
60410 - Overtime - Holiday	1,406	1,835	1,854	1,854
60630 - Special Pay Sick Lv Payout Ret	17,320	18,622	7,038	12,074
60635 - Special Pay Sick Lv Payout 50%	0	615	0	615
60640 - Special Pay - Vacation Payout	1,526	9,240	0	0
60730 - Spec Pay - Safety Equipment	2,066	2,707	3,200	3,800
60740 - Spec Pay - Meal Allowance	322	42	255	0
60750 - Spec Pay - Tool Allowance	200	200	200	300
60760 - Spec Pay - Moving Allowance	3,500	0	0	0
620 - Stormwater Operating				
60100 - Salaries-Regular Full Time	24,303	25,107	25,923	27,116
60300 - Hourly Wages - Temp/Seasonal	6,365	7,766	47,971	53,518
60400 - Overtime	0	84	0	0
60410 - Overtime - Holiday	0	47	0	0
60730 - Spec Pay - Safety Equipment	0	0	200	200
60740 - Spec Pay - Meal Allowance	2	0	0	0
810 - Engineering Service				
60100 - Salaries-Regular Full Time	0	0	90,934	95,109
6A - Salaries & Wages Total	1,495,582	1,585,927	2,003,259	2,185,681
6B - Employee Benefits				
100 - General				
61100 - FICA - City Contribution	106,203	112,593	140,351	152,464
61300 - IPERS - City Contribution	131,481	136,221	172,521	188,133
61510 - Health Insurance	284,284	292,317	299,074	323,527
61540 - Life Insurance	905	858	1,006	1,098
61600 - Workers' Compensation	60,338	59,239	69,078	61,541
61700 - Unemployment Compensation	13,854	24,455	32,137	24,455
61992 - Physicals	2,805	3,950	2,663	4,231
620 - Stormwater Operating				
61100 - FICA - City Contribution	2,226	2,385	5,653	6,168
61300 - IPERS - City Contribution	2,895	2,383	6,976	7,613
61510 - Health Insurance	4,918	5,213	5,369	5,369
61540 - Life Insurance	16	17	18	18
61600 - Workers' Compensation	1,169	1,028	1,775	1,717
61700 - Unemployment Compensation	544	0	2,070	0
61992 - Physicals	0	142	200	142
810 - Engineering Service				
61100 - FICA - City Contribution	0	0	6,957	7,276
61300 - IPERS - City Contribution	0	0	8,584	8,978
61510 - Health Insurance	0	0	13,423	13,423
61540 - Life Insurance	0	0	46	46
61600 - Workers' Compensation	0	0	0	2,032
6B - Employee Benefits Total	611,638	640,802	767,901	808,231
6C - Staff Development				
100 - General				
62100 - Association Dues	640	606	820	1,390

Recommended Operating Expenditure Budget - Department Total

30 - PARKS

Fund/Account/Account Title	FY21 Actual Expense	FY22 Actual Expense	FY23 Adopted Budget	FY 24 Recomm'd Budget
62200 - Subscriptions	18	100	154	1,499
62325 - Mileage	759	844	1,200	1,800
62400 - Meetings & Conferences	295	1,432	3,368	6,488
62500 - Education Reimbursement	2,262	6,550	9,230	12,380
6C - Staff Development Total	3,974	9,531	14,772	23,557
6D - Repari/Maint/Util				
100 - General				
63100 - Building Maintenance	145,922	230,429	166,504	166,759
63220 - Landscaping	87,536	58,057	79,150	79,150
63230 - Tree Maintenance	114,601	83,542	84,500	84,500
63312 - Vehicle Ops - Gasoline	40,393	66,533	48,741	48,741
63320 - Vehicle Repair - Internal	16,522	27,223	16,433	18,737
63321 - Vehicle Repair - Outsourced	3,461	3,755	2,592	3,106
63322 - Vehicle Repair - Accident	4,221	18,693	0	0
63400 - Equipment Maint/Repair	43,918	42,392	43,908	46,636
63710 - Electricity	96,591	101,217	90,810	101,217
63711 - Natural Gas	15,073	19,160	18,370	17,660
63720 - Refuse	516	501	623	501
63730 - Telecommunications	7,036	5,896	6,970	5,381
63742 - Stormwater	6,447	40,540	6,992	43,252
169 - Veterans Memorial				
63100 - Building Maintenance	0	6,813	0	10,000
500 - Lyons Peony Trust				
63220 - Landscaping	1,430	798	2,000	4,000
620 - Stormwater Operating				
63100 - Building Maintenance	1,668	7,690	3,000	3,000
63220 - Landscaping	5,087	5,719	3,771	4,872
63312 - Vehicle Ops - Gasoline	3,615	3,615	3,977	3,977
63320 - Vehicle Repair - Internal	0	0	500	0
63400 - Equipment Maint/Repair	984	1,889	1,000	1,000
63710 - Electricity	18,420	20,793	15,453	20,793
63711 - Natural Gas	0	1,986	0	1,986
63742 - Stormwater	16	102	17	109
6D - Repari/Maint/Util Total	613,457	747,344	595,311	665,377
6E - Contractual Svcs				
100 - General				
64020 - Advertising	815	3,422	2,965	3,422
64030 - Outsourced Labor	400	950	600	600
64040 - Collections	0	0	0	0
64062 - Refunds	8,014	1,974	0	0
64070 - Engineering - Outsourced	4,433	0	0	0
64080 - Insurance - Property	24,304	29,101	31,920	43,142
64081 - Insurance - Liability	25,907	31,235	35,232	28,658
64130 - Payments to Other Agencies	0	3,113	50,000	50,000
64140 - Printing	549	468	1,178	846
64145 - Copying	592	893	572	572
64150 - Rental - Equipment	3,197	11,665	13,897	10,582
64160 - Rental - Land/Bldgs/Parking	0	0	440	440
64175 - Landfill Fees	4,983	5,209	4,983	5,209
64185 - License/Permit/Fees	679	621	124	124
64190 - Technology Services	12,264	10,930	7,272	7,272

Recommended Operating Expenditure Budget - Department Total

30 - PARKS

Fund/Account/Account Title	FY21 Actual Expense	FY22 Actual Expense	FY23 Adopted Budget	FY 24 Recomm'd Budget
64191 - IT Recharges	0	0	0	19,237
64195 - Credit Card Charge	14,215	16,027	8,632	12,114
64840 - Campground Management	3,650	4,988	6,500	8,200
64850 - Consulting Engineers	0	0	0	0
64880 - Custodial Services	0	0	3,350	3,350
64900 - Other Professional Service	0	4,568	5,000	5,000
64975 - Equip Maint Cont	21,617	28,432	21,618	28,432
64980 - Technology Equip Maint Cont	12,633	13,215	19,248	16,854
64987 - Lawn Care Contract	75,101	81,344	64,669	79,050
64990 - Other Contractual Service	9,745	5,490	57,000	38,000
169 - Veterans Memorial				
64140 - Printing	0	0	0	0
200 - Debt Service				
64110 - Legal	0	0	0	0
64900 - Other Professional Service	600	0	0	0
620 - Stormwater Operating				
64080 - Insurance - Property	291	316	345	420
64081 - Insurance - Liability	0	0	0	0
64975 - Equip Maint Cont	155	235	155	235
64990 - Other Contractual Service	11,058	13,600	13,085	13,600
6E - Contractual Svcs Total	235,202	267,795	348,785	375,359
6F - Commodities				
100 - General				
65010 - Chemicals	2,348	2,374	2,884	3,836
65012 - De-Icing Product	2,499	2,044	8,500	8,500
65040 - Small Tools & Equipment	10,566	13,847	13,500	13,450
65045 - Technology Equipment	765	27,890	350	6,930
65047 - Outdoor Furniture/Fixtures	20,898	16,256	10,750	18,250
65050 - Other Equipment	0	6,645	250,100	34,500
65060 - Office Supplies	2,299	3,570	2,521	2,998
65080 - Postage/Shipping	479	448	522	522
65100 - Safety Supplies	1,624	1,449	1,657	1,449
65110 - Signage	6,249	3,478	2,000	3,700
65925 - Uniform Purchase	4,090	8,254	9,300	9,600
65930 - Flags	8,738	11,997	13,000	13,000
65960 - Repair Parts	6,313	10,467	6,695	10,467
65965 - Janitorial	17,818	21,073	18,174	21,073
65990 - Other Supplies	4,832	5,660	4,808	4,335
169 - Veterans Memorial				
65032 - Amenity Donation	40,152	12,469	17,233	12,469
620 - Stormwater Operating				
65010 - Chemicals	572	338	500	500
65012 - De-Icing Product	0	453	1,500	1,500
65040 - Small Tools & Equipment	247	130	250	250
65060 - Office Supplies	0	0	0	0
65100 - Safety Supplies	454	0	250	250
65925 - Uniform Purchase	35	0	150	150
65930 - Flags	1,211	260	600	600
65942 - Trash Container	0	0	0	0
65990 - Other Supplies	0	0	0	0
6F - Commodities Total	132,190	149,101	365,244	168,329

Recommended Operating Expenditure Budget - Department Total

30 - PARKS

Fund/Account/Account Title	FY21 Actual Expense	FY22 Actual Expense	FY23 Adopted Budget	FY 24 Recomm'd Budget
6G - Capital Outlay				
100 - General				
67100 - Vehicles	0	8,000	97,000	105,400
67110 - Mowing Equipment	56,847	24,822	148,100	72,000
67230 - Heavy Equipment	0	0	0	85,000
67270 - Other Capital Equipment	0	0	3,000	0
169 - Veterans Memorial				
67990 - Other Capital Outlay	2,822	19,926	0	2,000
620 - Stormwater Operating				
67100 - Vehicles	4,144	0	17,500	0
67110 - Mowing Equipment	0	0	700	0
67500 - Buildings	0	3,000	0	0
6G - Capital Outlay Total	63,813	55,748	266,300	264,400
6H - Debt Service				
200 - Debt Service				
68010 - Principal Payment	391,254	151,736	130,236	111,853
68020 - Interest Payments	31,973	25,298	21,441	17,998
68980 - Financial Consultant	408	0	0	0
68990 - Paying Agent Fees	28	0	0	0
6H - Debt Service Total	423,664	177,034	151,677	129,851
PARKS - Total	3,579,520	3,633,281	4,513,249	4,620,785

Recommended Expenditure Budget Report by Activity & Funding Source

30 - PARKS

Fund/Activity	FY22 Actual Expense	FY23 Adopted Budget	FY24 Recomm'd Budget
3001 - Administration			
100 - General			
6A - Salaries & Wages	234,675	231,545	287,060
6B - Employee Benefits	77,602	76,916	99,673
6C - Staff Development	4,782	6,472	15,407
6D - Repari/Maint/Util	8,071	7,860	8,071
6E - Contractual Svcs	20,470	25,922	36,115
6F - Commodities	8,249	1,720	5,646
810 - Engineering Service			
6A - Salaries & Wages	—	90,934	95,109
6B - Employee Benefits	—	29,010	31,755
3001 - Administration Total	353,850	470,379	578,836
3002 - Forestry			
100 - General			
6A - Salaries & Wages	183,770	226,969	236,408
6B - Employee Benefits	89,227	99,633	106,042
6C - Staff Development	85	1,370	1,220
6D - Repari/Maint/Util	109,669	104,489	105,195
6E - Contractual Svcs	10,153	7,563	7,722
6F - Commodities	1,509	223,450	4,210
6G - Capital Outlay	0	0	0
3002 - Forestry Total	394,414	663,474	460,797
3003 - Parks Patrol			
100 - General			
6A - Salaries & Wages	53,297	57,745	69,508
6B - Employee Benefits	17,713	18,630	20,560
6D - Repari/Maint/Util	904	1,248	904
6E - Contractual Svcs	7,016	8,409	14,708
6F - Commodities	2,354	573	1,634
6G - Capital Outlay	0	0	0
3003 - Parks Patrol Total	81,284	86,605	107,314
3004 - Park Areas and Maintenance			
100 - General			
6A - Salaries & Wages	786,431	966,082	977,863
6B - Employee Benefits	328,511	382,627	368,723
6C - Staff Development	4,494	5,280	5,280
6D - Repari/Maint/Util	397,086	282,393	325,658
6E - Contractual Svcs	209,565	282,918	292,562
6F - Commodities	110,625	112,954	133,796
6G - Capital Outlay	32,822	248,100	262,400
500 - Lyons Peony Trust			
6D - Repari/Maint/Util	798	2,000	4,000
620 - Stormwater Operating			
6A - Salaries & Wages	33,004	74,094	80,834
6B - Employee Benefits	11,168	22,061	21,027
6D - Repari/Maint/Util	41,794	27,718	35,737
6E - Contractual Svcs	14,151	13,585	14,255
6F - Commodities	1,181	3,250	3,250

Recommended Expenditure Budget Report by Activity & Funding Source

30 - PARKS

Fund/Activity	FY22 Actual Expense	FY23 Adopted Budget	FY24 Recomm'd Budget
6G - Capital Outlay	3,000	18,200	0
3004 - Park Areas and Maintenance Total	1,974,629	2,441,262	2,525,385
3007 - Park Equipment Maintenance			
100 - General			
6A - Salaries & Wages	91,329	94,651	99,070
6B - Employee Benefits	36,978	38,994	39,377
6D - Repari/Maint/Util	119,294	91,905	98,032
6E - Contractual Svcs	4,816	5,216	4,446
6F - Commodities	4,231	3,164	4,424
6G - Capital Outlay	0	0	0
3007 - Park Equipment Maintenance Total	256,648	233,930	245,349
3009 - Greenhouse			
100 - General			
6A - Salaries & Wages	203,420	261,239	339,829
6B - Employee Benefits	79,603	100,030	121,074
6C - Staff Development	170	1,650	1,650
6D - Repari/Maint/Util	62,915	77,698	77,780
6E - Contractual Svcs	1,624	5,172	5,551
6F - Commodities	8,482	2,900	2,900
6G - Capital Outlay	0	0	0
3009 - Greenhouse Total	356,215	448,689	548,784
3011 - Veterans Memorial			
169 - Veterans Memorial			
6D - Repari/Maint/Util	6,813	0	10,000
6E - Contractual Svcs	0	0	0
6F - Commodities	12,469	17,233	12,469
6G - Capital Outlay	19,926	0	2,000
3011 - Veterans Memorial Total	39,208	17,233	24,469
3080 - Debt Service			
200 - Debt Service			
6E - Contractual Svcs	0	0	0
6H - Debt Service	177,034	151,677	129,851
3080 - Debt Service Total	177,034	151,677	129,851
3099 - Pcard Clearing			
100 - General			
6F - Commodities	0	0	0
3099 - Pcard Clearing Total	0	0	0
PARKS TOTAL	3,633,281	4,513,249	4,620,785

CITY OF DUBUQUE, IOWA
DEPARTMENT DETAIL - PERSONNEL COMPLEMENT

30 PARKS DIVISION

FD	JC	WP-GR	JOB CLASS	FY 2022		FY 2023		FY 2024	
				FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
61010 Full Time Employee Expense									
100	3375	GE-44	LEISURE SERVICES MANAGER	0.52	\$ 72,249	0.37	\$ 53,640	0.37	\$ 56,106
100	3150	GE-36	PARK DIVISION MANAGER	1.00	\$ 90,577	1.00	\$ 93,529	1.00	\$ 98,321
800		GE-40	PROJECT MANAGER	—	\$ —	1.00	\$ 90,934	1.00	\$ 95,109
100	200	GE-28	LEAD SECRETARY	0.40	\$ 19,264	0.40	\$ 22,616	0.40	\$ 24,950
100		GE-25	ACCOUNT CLERK CONFIDENT	1.00	\$ 50,752	1.00	\$ 52,392	2.00	\$ 97,040
100	1575	GD-11	URBAN FORESTER	1.00	\$ 64,610	1.00	\$ 66,715	1.00	\$ 69,782
100	2655	GD-11	FOREPERSON	2.00	\$ 128,604	2.00	\$ 131,524	2.00	\$ 137,570
100		GD-11	NATURAL AREAS & SUSTAINABLE SPEC	0.60	\$ 36,492	0.60	\$ 38,884	0.60	\$ 40,673
620		GD-11	NATURAL AREAS & SUSTAINABLE SPEC STORM	0.40	\$ 25,105	0.40	\$ 25,923	0.40	\$ 27,116
100	2525	GD-10	MECHANIC	1.46	\$ 90,932	1.46	\$ 93,951	1.46	\$ 98,270
100	2300	GD-08	EQUIPMENT OPERATOR II	1.00	\$ 60,291	1.00	\$ 59,278	—	\$ —
100		GD-11	HORTICULTURIST	1.00	\$ 62,148	1.00	\$ 64,173	1.00	\$ 67,413
100		GD-06	ASSISTANT HORTICULTURALIST	2.58	\$ 142,325	2.58	\$ 149,895	3.58	\$ 217,907
100		GD-06	FORESTRY TECHNICIAN	1.00	\$ 56,645	1.00	\$ 58,479	2.00	\$ 117,595
100	2205	GD-06	MAINTENANCE WORKER	8.54	\$ 483,149	8.54	\$ 498,297	8.54	\$ 526,111
TOTAL FULL TIME EMPLOYEES				22.50	\$ 1,383,143	23.35	\$ 1,500,230	25.35	\$ 1,673,963
61020 Part Time Employee Expense									
100	2205	GD-06	MAINTENANCE WORKER	0.80	\$ 44,867	0.80	\$ 46,320	—	\$ —
TOTAL PART TIME EMPLOYEES				0.90	\$ 47,260	0.90	\$ 48,790	0.10	\$ 3,176
61030 Seasonal Employee Expense									
100	1479	NA-09	TRUCK DRIVER	1.60	\$ 52,246	1.60	\$ 55,625	1.60	\$ 58,188
100		NA-12	LABORER II	3.90	\$ 95,161	3.90	\$ 113,566	3.90	\$ 125,736
620		NA-12	LABORER II STORM	1.55	\$ 37,478	—	\$ —	—	\$ —
100	896	NA-12	LABORER I	5.03	\$ 124,266	5.03	\$ 145,356	5.03	\$ 162,166
100		NA-12	LABORER I STORM	0.11	\$ 2,660	1.66	\$ 47,971	1.66	\$ 53,518
100		NA-28	CLERICAL ASSISTANT	0.10	\$ 2,393	0.10	\$ 2,470	0.10	\$ 3,176
100		NA-09	PARK RANGER	0.86	\$ 28,392	0.86	\$ 30,024	0.86	\$ 35,926
100	3425	NA-10	PARK FEE COLLECTOR	1.09	\$ 25,439	1.09	\$ 27,014	1.09	\$ 32,875
TOTAL SEASONAL EMPLOYEES				14.14	\$ 365,642	14.14	\$ 419,556	14.14	\$ 468,409
TOTAL PARKS DIVISION									
37.54 \$ 1,796,045 38.39 \$ 1,968,576 39.59 \$ 2,145,548									

CITY OF DUBUQUE, IOWA
ACTIVITY PERSONNEL COMPLEMENT SUMMARY

ACCT	FD	JC	WP-GR	POSITION CLASS	FY 2022		FY 2023		FY 2024		
					FTE	BUDGET	FTE	BUDGET	FTE	BUDGET	
Park Administration-FT											
10030100	61010	100	3375	GE-44	LEISURE SERVICES MANAGER	0.52	\$ 72,249	0.37	\$ 53,640	0.37	\$ 56,106
10030100	61010	100	3150	GE-36	PARK DIVISION MANAGER	1.00	\$ 90,577	1.00	\$ 93,529	1.00	\$ 98,321
10030100	61010	100	225	GE-25	ACCOUNT CLERK CONFIDENT	1.00	\$ 50,752	1.00	\$ 52,392	2.00	\$ 97,040
10030100	61010	100	200	GE-28	LEAD SECRETARY	0.40	\$ 19,264	0.40	\$ 22,616	0.40	\$ 24,950
				Total		2.92	\$ 232,842	2.77	\$ 222,177	3.77	\$ 276,417
Park Administration-PT											
10030100	61020	100		NA-28	CLERICAL ASSISTANT	0.10	\$ 2,393	0.10	\$ 2,470	0.10	\$ 3,176
				Total		0.10	\$ 2,393	0.10	\$ 2,470	0.10	\$ 3,176
Park Maintenance-FT											
10030400	61010	100	2205	GD-06	MAINTENANCE WORKER	7.82	\$ 445,044	7.82	\$ 455,652	7.82	\$ 481,508
10030400	61010	100	2655	GD-11	FOREPERSON	2.00	\$ 128,604	2.00	\$ 131,524	2.00	\$ 137,570
10030400	61010	100	3,534	GD-11	NATURAL AREAS & SUSTAINABLE SPEC	0.09	\$ 5,649	0.09	\$ 5,832	0.09	\$ 6,101
				Total		9.91	\$ 579,297	9.91	\$ 593,008	9.91	\$ 625,179
Park Maintenance-Seasonal											
10030400	61030	100	1479	NA-09	TRUCK DRIVER	0.60	\$ 19,268	0.60	\$ 20,859	0.60	\$ 21,824
10030400	61030	100	1479	NA-12	LABORER II	3.90	\$ 95,161	3.90	\$ 113,566	3.90	\$ 125,736
10030400	61030	100	896	NA-12	LABORER I	1.28	\$ 28,196	1.28	\$ 36,989	1.28	\$ 41,267
				Total		5.78	\$ 142,625	5.78	\$ 171,414	5.78	\$ 188,827
Port of Dubuque Maintenance -FT											
10030415	61010	100	1445	GD-06	ASSISTANT HORTICULTURALIST	0.26	\$ 15,002	0.26	\$ 15,506	0.26	\$ 16,218
				Total		0.26	\$ 15,002	0.26	\$ 15,506	0.26	\$ 16,218
Port of Dubuque Maintenance -Seasonal											
10030415	61030	100	896	NA-12	LABORER I	0.25	\$ 6,436	0.25	\$ 7,224	0.25	\$ 8,060
				Total		0.25	\$ 6,436	0.25	\$ 7,224	0.25	\$ 8,060
Park Equipment Maintenance-FT											
10030420	61010	100	2525	GD-10	MECHANIC	1.46	\$ 90,932	1.46	\$ 93,951	1.46	\$ 98,270
				Total		1.46	\$ 90,932	1.46	\$ 93,951	1.46	\$ 98,270
Park Patrol-Seasonal											
10030300	61030	100	1605	NA-09	PARK RANGER	0.86	\$ 28,392	0.86	\$ 30,024	0.86	\$ 35,926
10030300	61030	100	3425	NA-10	PARK FEE COLLECTOR	1.09	\$ 25,439	1.09	\$ 27,014	1.09	\$ 32,875
				Total		1.95	\$ 53,831	1.95	\$ 57,038	1.95	\$ 68,801
Greenhouse-FT											
10030500	61010	100	1550	GD-11	HORTICULTURIST	1.00	\$ 62,148	1.00	\$ 64,173	1.00	\$ 67,413
10030500	61010	100	1445	GD-06	ASSISTANT HORTICULTURALIST	2.02	\$ 110,014	2.02	\$ 116,498	3.02	\$ 182,975
				Total		3.02	\$ 172,162	3.02	\$ 180,671	4.02	\$ 250,388
Greenhouse-Seasonal											
10030500	61030	100		NA-12	LABORER I	2.67	\$ 65,830	2.67	\$ 77,157	2.67	\$ 86,080
				Total		2.67	\$ 65,830	2.67	\$ 77,157	2.67	\$ 86,080
Downtown Maintenance - FT											

CITY OF DUBUQUE, IOWA
ACTIVITY PERSONNEL COMPLEMENT SUMMARY

ACCT	FD	JC	WP-GR	POSITION CLASS	FY 2022		FY 2023		FY 2024		
					FTE	BUDGET	FTE	BUDGET	FTE	BUDGET	
10030430	61010	100	1445	GD-06	ASSISTANT HORTICULTURALIST	0.30	\$ 17,309	0.30	\$ 17,891	0.30	\$ 18,714
					Total	0.30	\$ 17,309	0.30	\$ 17,891	0.30	\$ 18,714
Downtown Maintenance - PT											
10030430	61020	100	2205	GD-06	MAINTENANCE WORKER	0.80	\$ 44,867	0.80	\$ 46,320	—	\$ —
					Total	0.80	\$ 44,867	0.80	\$ 46,320	—	\$ —
Forestry-FT											
10030220	61010	100	2300	GD-08	EQUIPMENT OPERATOR II	1.00	\$ 60,291	1.00	\$ 59,278		
10030220	61010	100	2560	GD-11	URBAN FORESTER	1.00	\$ 64,610	1.00	\$ 66,715	1.00	\$ 69,782
10030220	61010	100	2570	GD-06	FORESTRY TECHNICIAN	1.00	\$ 56,645	1.00	\$ 58,479	2.00	\$ 117,595
					Total	3.00	\$ 181,546	3.00	\$ 184,472	3.00	\$ 187,377
Forestry-Seasonal											
10030220	61030	100	1479	NA-09	TRUCK DRIVER	1.00	\$ 32,978	1.00	\$ 34,766	1.00	\$ 36,364
					Total	1.00	\$ 32,978	1.00	\$ 34,766	1.00	\$ 36,364
Technology Park Maintenance-FT											
10030520	61010	100	2205	GD-06	MAINTENANCE WORKER	0.25	\$ 14,227	0.25	\$ 14,765	0.25	\$ 15,444
10030520	61010	100	3534	GD-11	NATURAL AREAS & SUSTAINABLE SPEC	0.30	\$ 18,829	0.30	\$ 19,442	0.30	\$ 20,337
					Total	0.55	\$ 33,056	0.55	\$ 34,207	0.55	\$ 35,781
Technology Park Maintenance-Seasonal											
10030520	61030	100	890	NA-12	LABORER I	0.10	\$ 2,418	0.10	\$ 2,890	0.10	\$ 3,224
					Total	0.10	\$ 2,418	0.10	\$ 2,890	0.10	\$ 3,224
Industrial Center West Maintenance-FT											
10030530	61010	100	3534	GD-11	NATURAL AREAS & SUSTAINABLE SPEC	0.21	\$ 12,014	0.21	\$ 13,610	0.21	\$ 14,235
10030530	61010	100	2205	GD-06	MAINTENANCE WORKER	0.47	\$ 23,878	0.47	\$ 27,880	0.47	\$ 29,159
					Total	0.68	\$ 35,892	0.68	\$ 41,490	0.68	\$ 43,394
Industrial Center West Maintenance-Seasonal											
10030530	61030	100	890	NA-12	LABORER I	0.15	\$ 7,362	0.15	\$ 4,335	0.15	\$ 4,836
					Total	0.15	\$ 7,362	0.15	\$ 4,335	0.15	\$ 4,836
Veteran's Memorial-Seasonal											
10030540	61030	100	890	NA-12	LABORER I	0.58	\$ 14,024	0.58	\$ 16,761	0.58	\$ 18,699
					Total	0.58	\$ 14,024	0.58	\$ 16,761	0.58	\$ 18,699
Stormwater Maintenance-FT											
62030440	61010	620	3534	GD-11	NATURAL AREAS & SUSTAINABLE SPEC STORM	0.40	\$ 25,105	0.40	\$ 25,923	0.40	\$ 27,116
					Total	0.40	\$ 25,105	0.40	\$ 25,923	0.40	\$ 27,116
Stormwater Maintenance- Seasonal											
62030440	61030	620		NA-01	LABORER II STORM	1.55	\$ 37,478	—	\$ —		
62030440	61030	620	890	NA-12	LABORER I STORM	0.11	\$ 2,660	1.66	\$ 47,971	1.66	\$ 53,518
					Total	1.66	\$ 40,138	1.66	\$ 47,971	1.66	\$ 53,518
Parks CIP Recharge											
80030100	61010	800		GE-40	PROJECT MANAGER	—	\$ —	1.00	\$ 90,934	1.00	\$ 95,109
					Total	—	\$ —	1.00	\$ 90,934	1.00	\$ 95,109
TOTAL PARK DIVISION											
						37.54	\$ 1,796,045	38.39	\$ 1,968,576	39.59	\$ 2,145,548

Capital Improvement Projects by Department/Division					
PARK DIVISION					
Project Number	Capital Improvement Project Title	Department	Fund	Account	FY 24 Recommd Budget
3043000002	Street Tree Program	Parks	304	63230	30,112
3043000009	Parks-Replace security lights	Parks	304	65050	5,000
3043000011	Eagle Pt Park-Rplc Water line	Parks	601	67990	50,000
3043000013	Low/mod inc park improvements	Parks	180	67990	150,000
3043000067	Gay Park- Replace Play Unit	Parks	304	67270	80,000
3043000067	Gay Park- Replace Play Unit	Parks	304	67990	10,000
3043000069	Welu Park-Replace Play Unit	Parks	304	67270	125,000
3043000069	Welu Park-Replace Play Unit	Parks	304	67990	25,000
3044000002	Ash Tree remove/Tree replcmnt	Parks	304	63230	25,000
3049900010	Chaplain Schmitt Island - Iowa Amph	Parks	305	67990	3,000,000
PARK DIVISION		TOTAL			3,500,112

PROGRAM /DEPT	PROJECT DESCRIPTION	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	TOTAL	PAGE
LEISURE SERVICES								
PARK DIVISION								
Culture and Recreation								
All Parks								
Low/Mod Income Park Improvements		\$ 150,000	\$ 165,000	\$ 165,000	\$ 165,000	\$ 165,000	\$ 810,000	19
Replace Security Lights		\$ 5,000	\$ 5,000	\$ —	\$ —	\$ —	\$ 10,000	20
All Parks - Renovate Water Systems		\$ —	\$ 27,500	\$ —	\$ —	\$ 44,000	\$ 71,500	21
All Parks - Replace Trash Cans		\$ —	\$ —	\$ —	\$ —	\$ 80,000	\$ 80,000	22
Chaplain Schmitt Island								
Chaplain Schmitt Island - Iowa Amphitheater		\$3,000,000	\$3,000,00	\$ —	\$ —	\$ —	\$ 6,000,000	23
Comiskey Park								
Reimagine Comiskey		\$ —	\$ —	\$ 1,245,000	\$ —	\$ —	\$ 1,245,000	24
EB Lyons Center								
Stain, Patio, Ridge Beam		\$ —	\$ 60,000	\$ —	\$ —	\$ —	\$ 60,000	25
Eagle Point Park								
Concrete Improvements		\$ —	\$ —	\$ —	\$ 30,000	\$ —	\$ 30,000	26
Replace Water Lines		\$ 50,000	\$ —	\$ —	\$ —	\$ 50,000	\$ 100,000	27
Replace Roof on Eagles View Pavilion		\$ —	\$ 45,000	\$ —	\$ —	\$ —	\$ 45,000	28
Replace Roof on Terrace Room		\$ —	\$ 38,000	\$ —	\$ —	\$ —	\$ 38,000	29
Rest Room Renovation		\$ —	\$ —	\$ —	\$ 55,000	\$ —	\$ 55,000	30
Flora Park								
Pave Wilbright, Pool, Tennis Court, and Slattery Center Parking Lots		\$ —	\$ 36,000	\$ —	\$ —	\$ —	\$ 36,000	31
Gay Park								
Gay Park-Replace Play Unit		\$ 90,000	\$ —	\$ —	\$ —	\$ —	\$ 90,000	32
Madison Park								
Madison Park - Renovate Pavilion		\$ —	\$ —	\$ —	\$ 44,000	\$ —	\$ 44,000	33
Madison Park - Flag Pole		\$ —	\$ —	\$ —	\$ 30,000	\$ —	\$ 30,000	34
Murphy Park								

PROGRAM /DEPT	PROJECT DESCRIPTION	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	TOTAL	PAGE
LEISURE SERVICES								
PARK DIVISION								
	Murphy - Replace Roof on Rest Room Building by the Tennis Courts	\$ —	\$ 15,000	\$ —	\$ —	\$ —	\$ 15,000	35
	Valentine Park							
	Land Acquisition	\$ —	\$ 120,000	\$ —	\$ —	\$ —	\$ 120,000	36
	Veterans Park							
	Pickleball Improvements	\$ —	\$ —	\$ —	\$ —	\$ 50,000	\$ 50,000	37
	Welu Park							
	Replace Play Unit	\$ 150,000	\$ —	\$ —	\$ —	\$ —	\$ 150,000	38
	General Park Maintenance							
	Ash Tree Removal and Tree Replacement	\$ 25,000	\$ 25,000	\$ 145,000	\$ 25,000	\$ 19,979	\$ 239,979	39
	Ecological Restoration	\$ —	\$ —	\$ —	\$ 20,000	\$ —	\$ 20,000	40
	Street Tree Program	\$ 30,112	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 150,112	41
	Retaining Walls	\$ —	\$ —	\$ 25,000	\$ 25,000	\$ —	\$ 50,000	42
	Industrial Center Native Plantings	\$ —	\$ 20,000	\$ 30,000	\$ —	\$ —	\$ 50,000	43
	Resurface Tennis Courts	\$ —	\$ 66,000	\$ —	\$ 132,000	\$ 110,000	\$ 308,000	44
	Washington Community Gateway	\$ —	\$ 15,000	\$ 99,000	\$ —	\$ —	\$ 114,000	45
	Replace Interpretive Signs	\$ —	\$ —	\$ —	\$ 16,000	\$ —	\$ 16,000	46
	Drinking Fountains	\$ —	\$ —	\$ —	\$ —	\$ 80,000	\$ 80,000	47
	Greenhouse - Replace Lexan	\$ —	\$ —	\$ —	\$ —	\$ 70,000	\$ 70,000	48
	Town Clock Lighting	\$ —	\$ —	\$ —	\$ —	\$ 10,000	\$ 10,000	49
	Trails Maintenance							
	Trail Maintenance/Repair	\$ —	\$ —	\$ —	\$ 20,000	\$ 40,000	\$ 60,000	50
	TOTAL	\$3,500,112	\$3,667,50	\$1,739,000	\$ 592,000	\$ 748,979	\$ 10,247,591	

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Recreation

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RECREATION DIVISION

Budget Highlights	FY 2022 Actual	FY 2023 Budget	FY 2024 Requested	% Change From FY 2023 Budget
<u>Expenses</u>				
Employee Expense	1,602,629	2,040,783	2,278,627	11.7%
Supplies and Services	1,135,180	1,258,380	1,406,927	11.8%
Machinery and Equipment	23,408	104,080	71,170	-31.6%
Debt Service	14,925	14,789	14,651	-0.9%
Total Expenses	2,776,142	3,418,032	3,771,375	10.3%
<u>Resources</u>				
Operating Revenue	1,569,358	1,698,588	1,823,080	7.3%
CDBG Funds	71,054	134,717	136,030	1.0%
Sales Tax 20% for Debt Abatement	14,925	14,789	14,651	-0.9%
Total Resources	1,655,337	1,848,094	1,973,761	6.8%
Property Tax Support	1,120,805	1,569,938	1,797,614	227,676
Percent Increase (Decrease)				14.5%
Percent Self Supporting	59.6 %	54.1 %	52.3 %	
Personnel - Authorized FTE	42.75	42.75	42.25	

COMMUNITY IMPACT DIVISION

Budget Highlights	FY 2022 Actual	FY 2023 Budget	FY 2024 Requested	% Change From FY 2023 Budget
<u>Expenses</u>				
Employee Expense	374,981	615,987	657,814	6.8 %
Supplies and Services	39,923	36,106	61,968	71.6 %
Machinery and Equipment	20	350	2,130	508.6 %
Total Expenses	414,924	652,443	721,912	10.6 %
<u>Resources</u>				
AmeriCorps Grant	290,798	267,913	290,798	8.5 %
Private Participant	30,250	149,791	207,400	38.5 %
Total Resources	321,048	417,704	498,198	19.3 %
Property Tax Support	93,876	234,739	223,714	(11,025)
Percent Increase (Decrease)				-4.7 %
Percent Self Supporting	77.4 %	64.0 %	69.0 %	
Personnel - Authorized FTE	2.28	5.00	5.00	

Improvement Package Summary

Recreation Division:

1 of 2

This improvement level decision provides funding for 3 annual department-wide (Park, Recreation, Multicultural Family Center, AmeriCorps) trainings around professional development and equitable service delivery. Each year, 1 of these trainings will include the entire summer workforce which includes full-time, part-time and temporary employees. This request supports the City Council Goals of Diverse Arts, Culture, Parks, and Recreation Experiences and Activities, and High-Performance City Organization: Sustainable, Equitable, and Effective Service Delivery.

Related Cost:	<u>\$ 2,500</u>	Tax Funds	Recurring	Recommend - Yes
Total Cost:	<u>\$ 2,500</u>			
Property Tax Impact:	\$ 0.001	0.01%		
Activity:	Administration			

2 of 2

This improvement package request provides for additional funding through fee increases for the Bunker Hill Golf Course. The proposed fee increases are: \$15 increase on season golf & cart passes; \$10 increase on cart punch cards; \$1 increase to weekend golf fees and daily cart rentals. In total, these fee increases would amount to an additional \$21,143 in annual revenue for the golf course based on the 2022 season user data. This request supports the City Council Goals of Diverse Arts, Culture, Parks, and Recreation Experiences and Activities, and Financial Responsibility, High-Performance City Organization: Sustainable, Equitable, and Effective Service Delivery.

Related Revenue:	<u>\$ 21,143</u>	Program Fees	Recurring	Recommend - Yes
Net Revenue:	<u>\$ (21,143)</u>			
Property Tax Impact:	\$ (0.0083)	(0.08)%		
Activity:	Golf			

Community Impact Division:

1 of 2

This Improvement package request is for the City to financially support the AmeriCorps program by financing the salary and benefits for the AmeriCorps Division Administrative Assistant (1.0 FTE, GE-25) so that grant funds can be redirected into AmeriCorps Living Allowance and Direct Service Delivery improvements.

The restructuring of the AmeriCorps Division into the Community Impact Division and the continued growth of the AmeriCorps program has identified the need for more efficiency and effectiveness in administering the program. The AmeriCorps program places an extremely high administrative burden on organizations that allocate grant funding to staff salaries in an effort to prevent waste and fraud. Funding from 3 different grants currently covers .95 FTE of the Division Administrative Assistant. The City currently covers .05 FTE for the positions for job responsibilities that cannot be coded to federal grants. If the City were to cover the staff salaries and benefits, the program could shift to a fixed-cost grant funding model that would significantly reduce the administrative burden for program staff and Finance's Grant Financial Analyst. Additionally, the funding currently used for staff salaries and benefits would be redirected back into the program to increase AmeriCorps member living allowances to a living wage and increase direct service delivery outcomes.

This package meets the City Council goals of Financially Responsible, High Performance City Organization: Sustainable, Equitable and Effective Service Delivery and Partnership for a Better Dubuque: Building our Community that is Viable, Livable, and Equitable.

Related Cost:	<u>\$ 57,939</u>	Tax Funds	Recurring	Recommend - No
Property Tax Impact:	<u>\$ 0.0228</u>	0.23%		
Activity:	Community Impact Division			

2 of 2

This Improvement package request is for the City to financially support the AmeriCorps Program by financing the salary and benefits for the AmeriCorps Coordinator (1.0 FTE, GE-31) so that grant funds can be redirected into AmeriCorps Living Allowance and Direct Service Delivery improvements.

The restructuring of the AmeriCorps Division into the Community Impact Division and the continued growth of the AmeriCorps program has identified the need for more efficiency and effectiveness in administering the program. The AmeriCorps program places an extremely high administrative burden on organizations that allocate grant funding to staff salaries in an effort to prevent waste and fraud. Funding from 3 different grants currently covers .95 FTE of the AmeriCorps Coordinator. The City covers .05 FTE for the positions for job responsibilities that cannot be coded to federal grants. If the City were to cover the staff salaries and benefits, the program could change to a fixed-cost grant funding model, removing significant administrative burden for program staff and Finance's Grant Financial Analyst. Additionally, the grant funding currently used for staff salaries and benefits will be redirected back into the program to increase AmeriCorps member living allowances to a living wage and increase direct service delivery outcomes. Currently, recruitment for AmeriCorps programs is significantly down due to the program being unable to compete with other wages across the community.

This package meets the City Council goals of Financially Responsible, High Performance City Organization: Sustainable, Equitable and Effective Service Delivery and Partnership for a Better Dubuque: Building our Community that is Viable, Livable, and Equitable.

Related Cost:	<u>\$ 85,011</u>	Tax Funds	Recurring	Recommend - No
Property Tax Impact:	<u>\$ 0.0334</u>	0.20%		
Activity:	Community Impact Division			

Significant Line Items

Employee Expense

1. FY 2024 employee expense reflects a 5.00% wage package increase.
2. The Iowa Public Employee Retirement System (IPERS) City contribution of 9.44% is unchanged from FY 2023. The employee contribution of 6.29% is unchanged from FY 2023.
3. The City portion of health insurance expense is unchanged from \$1,119 in FY 2023 to \$1,119 in FY 2024 per month, per contract, which results in an annual cost unchanged of \$— or —%.
4. Five-Year Retiree Sick leave payout increased from \$4,575 in FY 2023 to \$11,598 in FY 2024.

5. Workers Compensation decreased from \$29,816 in FY 2023 to \$26,568 in FY 2024. FY 2022 actual was \$26,119.
6. In FY 2023, a part-time (-0.50 FTE) Communications Assistant was transferred from Leisure Services to the Public Information Office, which resulted in a net decrease of \$23,683.
7. In May and December of 2022, there were approved wage increases for the majority of seasonal/temporary positions that is attributed to the \$173,155 increases to wages and benefits, based on the revised FY 2023 budget and the FY 2024 recommended budget.

Supplies & Services

8. Sales Tax collected on goods and services increased from \$44,177 in FY 2023 to \$47,123 in FY 2024. This line item is based on and off-set by the revenue for sales tax collected.
9. Electricity increased from \$84,221 in FY 2023 to \$97,326 in FY 2024 based on FY 2022 actual.
10. Natural Gas increased from \$30,339 in FY 2023 to \$44,847 in FY 2024 based on FY 2022 actual.
11. Building Maintenance increased from \$55,330 in FY 2023 to \$56,412 in FY 2024. This line item traditionally represents payments towards swimming pool maintenance, golf course grounds maintenance, marina maintenance and Allison Henderson/Comiskey Park maintenance.
12. Other Vehicle Operations increased from \$97,255 in FY 2023 to \$130,000 in FY 2024 based on FY 2022 Actual. This expenditure represents fuel sold to boaters at the Port of Dubuque Marina and is offset by \$202,500 in revenue from the sale of fuel.
13. Chemicals is unchanged from \$55,379 in FY 2023 to \$55,379 in FY 2024 which is utilized for golf course and pool maintenance. This line includes items such as chlorine and other water treatment chemicals, fertilizer, pesticides, and anti-fungal products. FY 2022 actual was \$43,738.
14. Food Products decreased from \$50,870 in FY 2023 to \$49,694 in FY 2024 based on current year's sales. FY 2022 actual was \$33,694 and unusually low due to the closure of Sutton Pool. This budget is offset by the revenue from sales of this product.
15. Beer Products decreased from \$52,100 in FY 2023 to \$51,146 in FY 2024 based on current year's sales. FY 2022 actual of \$48,747. This budget is offset by the revenue from sales of this product.
16. Credit Card Charges decreased from \$31,369 in FY 2023 to \$30,871 in FY 2024. FY 2022 actual was \$34,213. Included in the budget is golf operations for \$16,590, which is based off 2.5% of revenue. Also included is \$6,065 for the Port of Dubuque dock, which is based on 2% of fuel sales, and administration of \$8,216 .
17. Program Materials decreased from \$86,109 in FY 2023 to \$66,811 in FY 2024 mostly due to a non-recurring improvement level package in FY 2023 for Comiskey building supplies. This budget line item is for concession supplies, bases, basketballs, volleyballs, softballs, nets, first-aid supplies, trophies, community engagement in Rec & Roll events, equity training, teen support, supplies for Miracle League and new senior programs, scholarships, and other playground equipment.
18. Pro Shop Merchandise increased from \$38,641 in FY 2023 to \$39,808 in FY 2024 based on current demand for special order through the golf course. FY 2022 actual was \$37,308. This

budget is offset by the revenue from the Pro Shop sales, golf fee revenue, event revenue, and certificates.

19. Officiating Services unchanged from \$26,870 in FY 2023 to \$26,870 in FY 2024. FY 2022 actual of \$18,373 was unusually low due to the pandemic. There has been a decline in softball and basketball participation since the pandemic.
20. Pay to Other Agency is increased from \$161,810 in FY 2023 to \$171,624 in FY 2024. This line item represents payments to local partners to provide equitable programs and unique experiences for low-income youth and underrepresented populations. These include, but are not limited to: the Four Mounds day camp and ISU Extension/NISOM services (\$50,000); ice rental (\$10,000); AmeriCorps 3rd Grade Reading (\$20,000); AmeriCorps Playground Programs (\$25,000); Americorps Reserve (\$20,000); Hills and Dales Senior Center operating grant (\$25,000); Recreation Classes (\$20,000), which includes art improvements, Rising Stars, ballroom dance, karate, Montessori cooperative classes, and Dubuque County Extension contracted classes.
21. Instructors increased from \$89,099 in FY 2023 to \$89,227 in FY 2024. FY 2022 actual was \$36,336 due to a reduction in programming from the pandemic. This line item represents after-school sports' coaches, sports camps, LEAP program, dance instructors, and other recreational class/program instructors.
22. Advertising is increased from \$18,266 in FY 2023 to \$25,935 in FY 2024. FY 2022 Actual was \$20,800. This line item represents print and digital marketing for recreational programs and staff recruitment and retention, events, and classes, brochures and mailings, and radio and print advertisements.
23. General Liability Insurance increased from \$29,004 in FY 2023 to \$70,148 in FY 2024 based on FY 2023 actual.
24. Vehicle Operations- Diesel increased from \$15,750 in FY 2023 to \$27,000 in FY 2024. FY 2022 actual was \$31,184. Boat diesel sales are expected to keep increasing as they have been.
25. Equipment Rental increased from \$42,351 in FY 2023 to \$44,004 in FY 2024. FY 2022 actual was \$34,634. The increase from FY 2022 to FY 2023 was due to a 3-year golf cart lease agreement.
26. Technology Services increased from \$14,251 in FY 2023 to \$33,358 in FY 2024. FY 2022 actual was \$5,751. The increase stems from a new operating software, RecTrac, that was paid through the CIP last year.

Machinery & Equipment

27. Equipment replacement items include (\$73,300):

Recreation Machinery and Equipment	
<u>Recreation Administration</u>	
Smart Phone	\$ 3,570
<u>Golf Maintenance</u>	
Tractor	\$ 37,000
Lightweight Turf Vehicle	\$ 20,000
Backpack Blower	\$ 600

Sod Cutter	\$ 5,000
Core Harvester	\$ 5,000
Community Impact Division	
Smartphone	\$ 700
Licenses- Mobile & Foxit Pro	\$ 1,430
Total Equipment	\$ 73,300

Debt Service

28. FY 2024 Annual debt service is as follows (\$14,651):

Amount	Debt Series	Payment Source	Purpose	Final Payment Year	Call Date
\$ 1,180	2021A (2012E) G.O.	Sales Tax 20%	Recreation Improvements	2028	2028
\$ 13,471	2021A (2014B) G.O.	Sales Tax 20%	Recreation Improvements	2034	2028
<u>\$ 14,651 Total Recreation Annual Debt Service</u>					

Revenue

29. Total revenue for Golf Operations and Maintenance increased from \$929,407 in FY 2023 to \$984,911 in FY 2024.

- a. Golf Cart Rentals increased from \$232,950 in FY 2023 to \$246,700 in FY 2024 based on the FY 2022 season. FY 2022 actual was \$236,479.
- b. Golf Beer Sales increased from \$118,440 in FY 2023 to \$126,810 in FY 2024 based on fee increases and last season's demand. FY 2022 actual was \$115,485.
- c. Golf Liquor Sales increased from \$29,627 in FY 2023 to \$37,670 in FY 2024 based on FY 2022 actual of \$34,158 plus projected changes.
- d. Beverage/Ice increased from \$20,114 in FY 2023 to \$26,110 in FY 2024 based on FY 2022 actual of \$23,768 plus projected changes.
- e. Pro Shop Sales decreased from \$68,452 in FY 2023 to \$65,000 in FY 2024. FY 2022 actual was \$64,718.
- f. Golf Fees increased from \$367,690 in FY 2023 to \$393,652 in FY 2024 based on the number of rounds played and passes sold during FY 2022. FY 2022 actual was \$365,464.
- g. Golf event revenue decreased from \$43,798 in FY 2023 to \$38,000 in FY 2024 based on FY 2022 actual of \$38,987.

30. Swimming revenue increased from \$290,310 in FY 2023 to \$302,072 in FY 2024.

- a. Swimming Annual Passes increased from \$66,448 in FY 2023 to \$73,834 in FY 2024. FY 2022 actual was \$50. FY2024 is based on pre-pandemic participant totals plus new pass format.
- b. Flora Daily Fees is increased from \$65,690 in FY 2023 to \$66,890 in FY 2024. FY 2022 actual was \$58,362. FY 2024 is based on June 2022 through August 2022 numbers.
- c. Sutton Daily Fees is unchanged from \$22,610 in FY 2023 to \$22,610 in FY 2024. FY 2022 actual was \$15,897. FY2024 is based on pre-pandemic participant totals.
- d. Pool Concessions is unchanged from \$51,000 in FY 2023 to \$51,000 in FY 2024 based on estimated gross sales of \$36,000 at Flora Pool and \$15,000 at Sutton Pool. FY 2022 actual was \$24,739. FY2024 is based on full operation with both pools being open.

- e. Swim Lesson Registrations unchanged from \$66,412 in FY 2023 to \$66,412 in FY 2024 based on registration estimates. FY 2022 actual was \$57,462. FY2024 is based on estimated participation totals for both pools.

31. Adult Athletics revenue increased from \$64,044 in FY 2023 to \$72,419 in FY 2024 and is based on FY 2023 participant numbers.

- a. Adult Athletics Registration/Entry Fee increased from \$56,510 in FY 2023 to \$63,885 in FY 2024 due to an increase in volleyball team registrations.

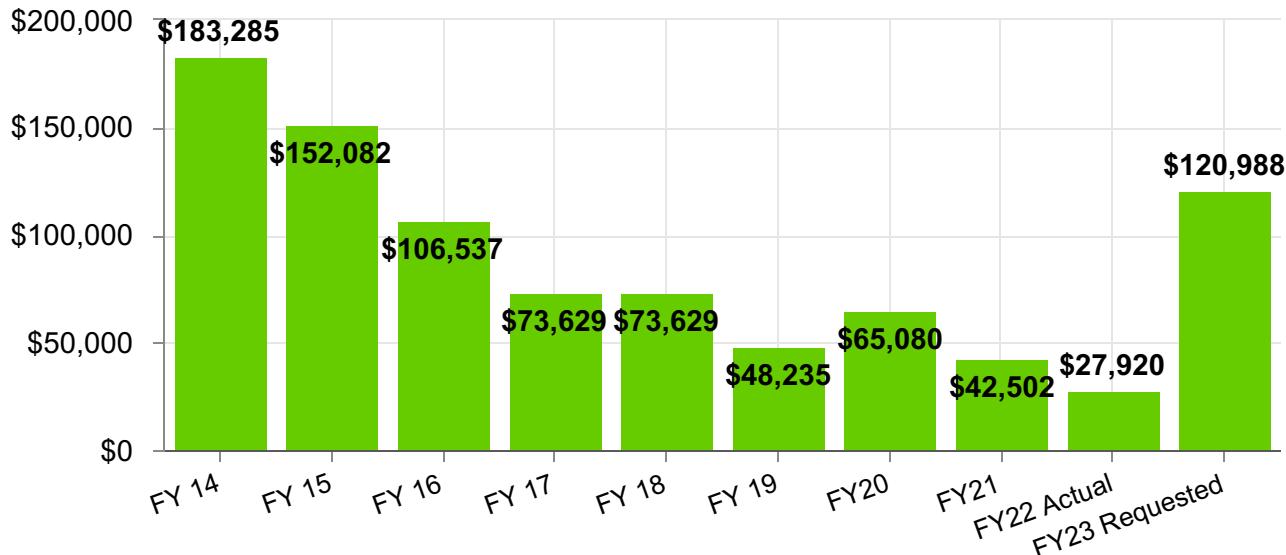
32. Youth Sports Registration/Entry Fee revenue increased from \$47,564 in FY 2023 to \$50,123 in FY 2024 and is based on FY 2023 participant numbers.

33. Port of Dubuque Marina revenue increased from \$208,926 in FY 2023 to \$259,479 in FY 2024.

- a. Marina Fuel Sales is increased from \$152,000 in FY 2023 to \$202,500 in FY 2024. This line item is based on the expense budget. FY 2022 actual was \$204,803.
- b. Marina Dock Fees is unchanged from \$28,500 in FY 2023 to \$28,500 in FY 2024. This line item is based on the current year's sales as well as the current interest in seasonal slip rentals. FY 2022 actual was \$26,232.
- c. Marina Beverage and Ice Sales is unchanged from \$5,775 in FY 2023 to \$5,775 in FY 2024. 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 2022 actual was \$740 due to the store being closed to the public.

34. The following chart shows the history of property tax support for the Port of Dubuque Marina:

Port of Dubuque Marina Property Tax Support



*POD Marina opened June 2013

The decreases in tax support funding in FY17 through FY19 include operational changes in staffing due to a frozen full-time Facilities Supervisor position which is budgeted in the Marina and Recreation Administration budgets. The Facilities Supervisor was replaced with temporary seasonal managerial staff. FY20 is a combination of these staff changes and two month of operation where the docks were opened due to COVID-19. Weather conditions and Mississippi River levels as well as flood gate closures

affect the property tax support each year. Both the FY22 Adopted and FY23 Recommended budgets are based off of full operations which includes the frozen full time position.

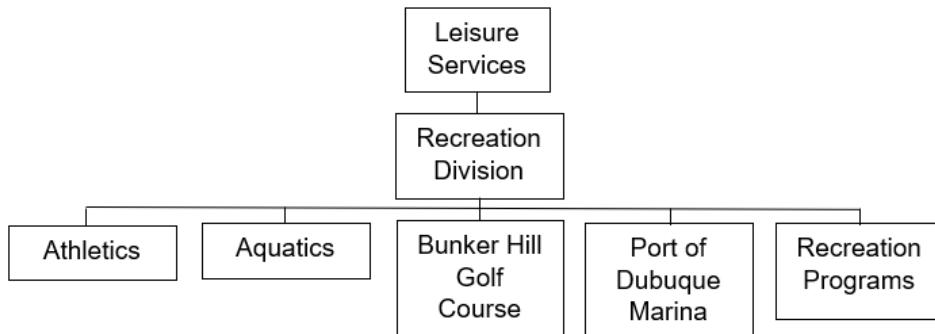
Miscellaneous

35. The FY 2024 percent self-supporting for the various Recreation Activities compared to FY 2023 percent self-supporting is as follows:

<u>Activity</u>	FY 2024	FY 2023
Adult Athletics	53.3 %	50.8 %
McAleece Concessions	116.4 %	127.6 %
Youth Programs	15.2 %	20.0 %
Therapeutic Recreation	22.2 %	30.4 %
Recreation Classes	50.1 %	42.8 %
Swimming	41.5 %	49.4 %
Golf	102.7 %	100.3 %
Port of Dubuque Marina	65.3 %	63.3 %

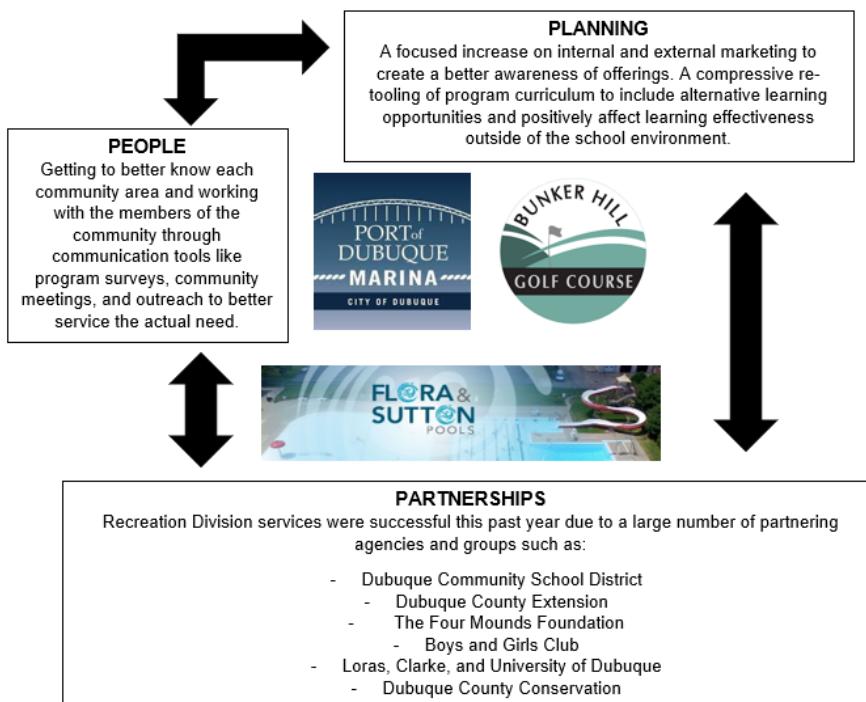
LEISURE SERVICES RECREATION DIVISION

The Recreation Division encourages community participation by providing equitable, progressive, accessible, and affordable opportunities through our parks, facilities, and recreation programming.



Vision: Creating equitable OPPORTUNITIES to enhance and improve the QUALITY OF LIFE for the residents of Dubuque.

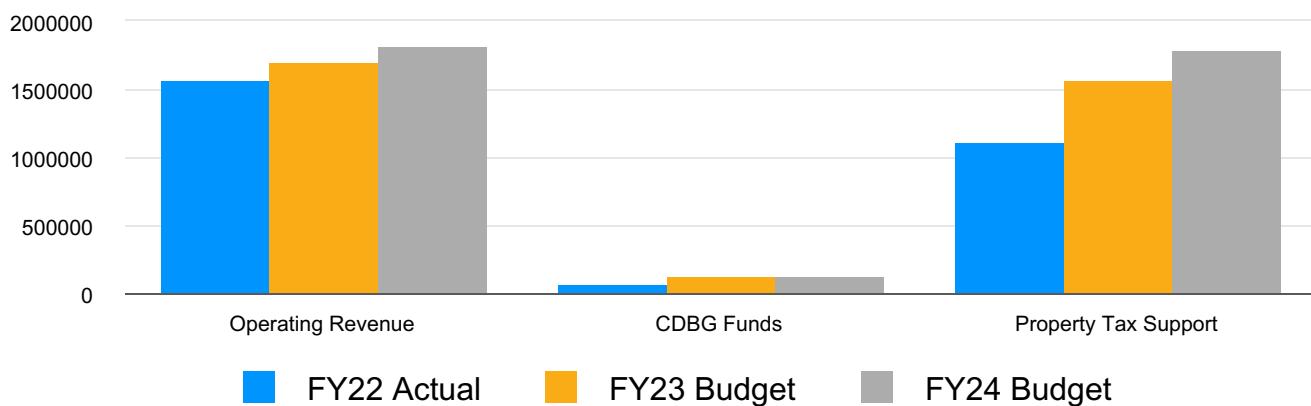
SUCCESS IS ABOUT PLANNING, PARTNERSHIPS AND PEOPLE LEADING TO OUTCOMES



LEISURE SERVICES RECREATION DIVISION

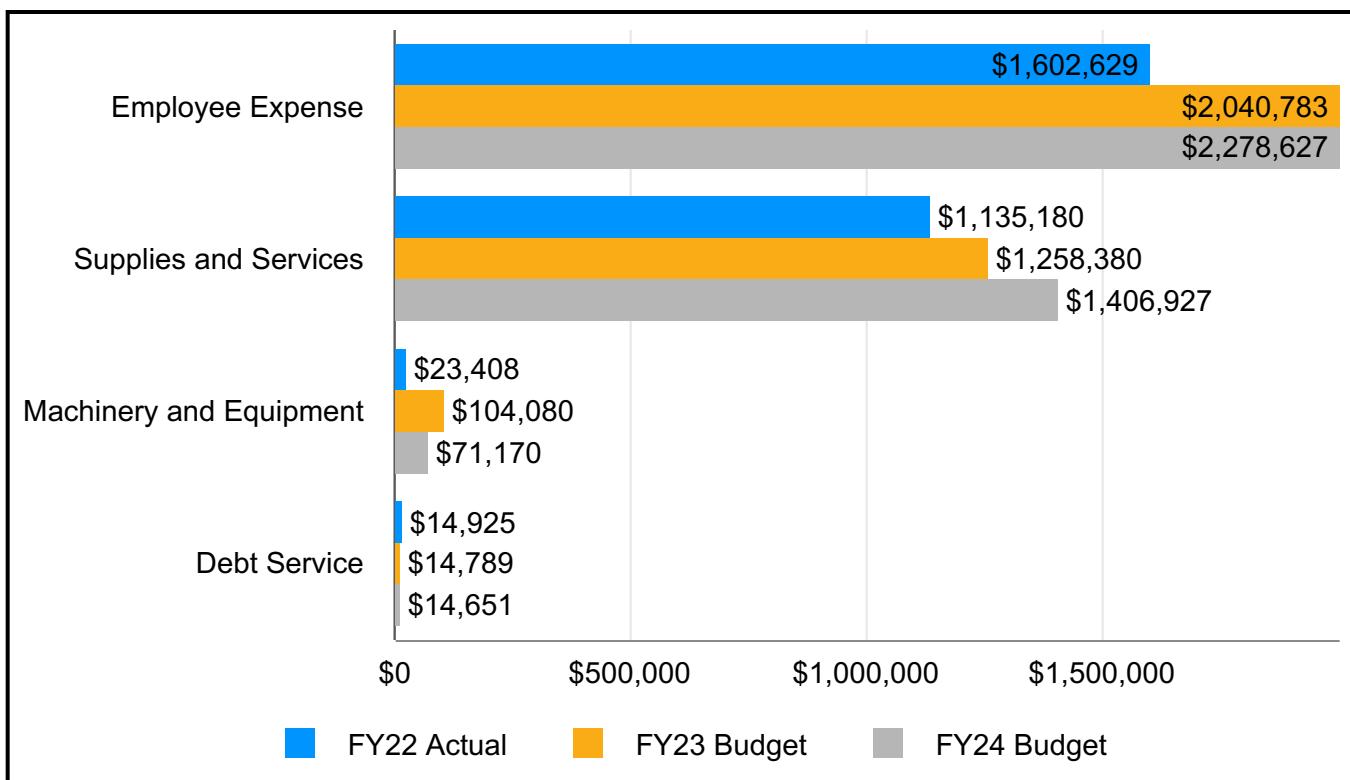
	FY 2022	FY 2023	FY 2024
Full-Time Equivalent	42.75	42.75	42.25

Resources and Property Tax Support



The Recreation Division is supported by 42.25 full-time equivalent employees, which accounts for 60.42% of the department expense as seen below. Overall, the department's expenses are expected to increase by 10.34% in FY 2024 compared to FY 2023.

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 2022 Actual	FY 2023 Budget	FY 2024 Recomm'd
Expenditures	\$1,685,801	\$2,128,776	\$2,375,846
Resources	\$460,496	\$565,025	\$586,940

Recreation Programming Position Summary	
	FY 2024
Lead Secretary	0.60
Facilities Supervisor	0.33
Secretary	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	6.57
Recreation Field Supv	0.88
Recreation Field Supv. - CDBG	0.61
Recreation Leader Jr.	1.05
Playground Coordinator	0.20
Assist. Playground Coordinator	0.10
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
Total FT Equivalent Employees	31.31

RECREATION DIVISION

Recreation Programming

Performance Measures

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

Performance Measure (KPI)	Target	FY21 Actual	FY22 Actual	FY 2023 Estimated	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	448	467	600	N/A
# average total of participation per program offered annually	+.25	5.72	11.53%	12%	
% of annual programs offered running (i.e. not canceled)	+1%	53%	87%	88%	
# of Rec & Roll trailer deployments	N/A	77	53	70	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.	30	30	28	30	
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City Council Goal: Robust Local Economy

3 Activity Objective: Develop and provide quality entry-level job opportunities for youth and adults in the community.	N/A	\$340,469	\$527,034	\$986,452	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 (does not incl. drop-in ex. playground, open gym, etc.)	60	56	67	60	
Total Recreation program low-income registrants who were served by free programs	+10%	415	493	542	
# available scholarships for recreational programming & services	200	200	200	200	
% of awarded scholarship credits	100%	36%	81%	100%	
% of total swim passes issued that were purchased by low-income residents	50%	0%	0%	50%	

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 2022 Actual	FY 2023 Budget	FY 2024 Recomm'd
Expenditures	\$793,207	926,353	958,773
Resources	\$892,235	929,407	984,911

Bunker Hill Golf Course Position Summary	
	FY 2024
Golf Course Supervisor	1.00
Golf Professional	0.94
Assistant Golf Professional	1.36
Pro Shop Attendant	0.80
Golf Course Technician - FT	1.00
Golf Course Technician - PT	0.72
Laborer	2.20
Concession Worker - Golf	0.84
Total FT Equivalent Employees	8.86

Performance Measures

City Council Goal: Financially Responsible, High-Performance Organization

Performance Measure (KPI)	Target	FY21 Actual	FY22 Actual	FY 2023 Estimated	Performance Indicator
1 Activity Objective: Expand upon golf lesson programs offered to grow the game of golf and promote hospitality through quality customer service practices.					
# of Youth participating in free golf lessons	+5%	0	32	35	
Youth Camp Participation	+5%	34	45	50	
Participation by Women	+5%	29	37	40	
Couples League	+5%	28	48	50	

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 2022 Actual	FY 2023 Budget	FY 2024 Recomm'd
Expenditures	\$262,537	\$329,914	\$397,121
Resources	\$234,617	\$208,926	\$259,479
Port of Dubuque Marina Position Summary			
		FY 2024	
Facilities Supervisor - Dock		0.33	
Facilities Supervisor - C-Store		0.34	
Marina Cashier/Clerk		0.83	
Dock Worker		0.58	
Total FT Equivalent Employees		2.08	

Performance Measures

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

Performance Measure (KPI)	Target	FY21 Actual	FY22 Actual	FY 2023 Estimated	Performance Indicator
1 Activity Objective: Become a more visible and high-traffic docking location.					
increase # of docking customers	600	363	232	400	

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

decrease % of property-tax support	<20%	19%	11%	40%	
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LEISURE SERVICES

COMMUNITY IMPACT DIVISION

AmeriCorps

Mission & Services

The Community Impact Division serves to house the City's efforts to address critical community needs through innovative collective impact models.

Branches of the Division of Community Impact include:

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 City of Dubuque AmeriCorps Program focuses on the continually developing needs of youth across the community. The program's Partners in Learning grant is focused around Dubuque's Campaign for Grade-Level Reading, providing targeted literacy interventions to struggling readers. The program's Creating Opportunities grant is focused efforts in the areas of teen programming, mentorship and workforce and life skill development to support teens during their toughest years.

VolunteerDBQ is a Volunteer Generation Fund grant focused on strengthening Dubuque's Volunteer Infrastructure in partnership with the United Way of the Dubuque Area Tri-States. Through this project, VolunteerDBQ supports the strengthening of Dubuque's Volunteer infrastructure to be able to meet critical needs in the community. VolunteerDBQ provides education, coaching and technical assistance in key volunteer management skills to non-profit organizations, school districts and City of Dubuque departments to equitably recruit and support volunteers.

Fines & Fee Reform and Diversion & Prevention stems from the City's equity initiative to address how civic, civil, and criminal fines disproportionately impact low-income citizens, people of color and other marginalized community members. Internally, this project focuses on identifying how fines and fees across the City are assessed, who is impacted, what are the outcomes for the citizen and what are the City's options. Fines and fees reform would work with non-city agencies as well to review fines, fees and barriers and bring forward best practices for the agencies to consider. This branch will work with VolunteerDBQ to utilize volunteer service as a diversion opportunity for low-income communities that are assessed a fee they are unable to pay. Additionally, the branches work together and identify opportunities to use volunteer service in the prevention of the inequitable assessment of a fee both inside and outside the city organization. An example of this would be the utilization of the DBQ Shovel Crew to clear sidewalks of low-income, physically-disabled Dubuque residents to prevent the assessment of a fine(s).

Why do these branches work together?

The Community Impact Division, with its branches described above, is one of the many divisions and departments across the City of Dubuque working to address poverty in the Dubuque community. Poverty is a complex issue that permeates the economic, environmental, and social health of our community. There is no simple or single solution to address poverty for every single Dubuque community member. Due to this complexity, this division works together alongside community partners to find short and long-term solutions to address determinants of poverty and alleviate pain points that reinforce poverty with a focus on collaboration, capacity-building, and direct service activities.

Community Impact Funding Summary			
	FY 2022 Actual	FY 2023 Budget	FY 2024 Recomm'd
Expenditures	\$414,924	\$652,443	\$721,912
Resources	\$321,048.1	\$417,704	\$498,198

Community Impact Position Summary	
	FY 2024
AmeriCorps Coordinator	1.00
Community Service & Outreach Coordinator	1.00
Community Diversion & Prevention Coordinator	1.00
Division Administrative Assistant	1.00
Community Impact Director	1.00
Total FT Equivalent Employees	5.00

Performance Measures

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

Performance Measure (KPI)	Target	Program Year (Sept - Aug)			Performance Indicator
		2021 - 2022 Actual	2022 - 2023 Estimated	2023 - 2024 Estimated	
1 Activity Objective: Ensure all students read at grade-level by third grade through reading tutoring for K - 3rd grade students.					
# of students receiving tutoring services from the AmeriCorps Partners in Learning Program	500	539	550	600	
# of students who received 30+ tutoring sessions from an AmeriCorps Member	250	200	225	300	
% of tutored students who improved literacy risk levels on their FAST Assessments.	60%	34%	45%	55%	

*2021-2022 Program implementation and data collection was impacted by COVID-19.

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

Performance Measure (KPI)	Target	Program Year (Sept - Aug)			Performance Indicator
		2021 - 2022 Actual	2022 - 2023 Estimated	2023 - 2024 Estimated	
2 Activity Objective: Provide Dubuque Teens with safe, caring, adult role models so youth want to attend school, after-school programs, and summer programs.					
# of teens served by the AmeriCorps Creating Opportunities Program.	80	155	175	200	
# of teens who successfully completed the AmeriCorps-supported Summer Teen Empowerment Program at the Multicultural Family Center	40	47	50	50	

% of participating teens who successfully improved in their Social-Emotional Learning through AmeriCorps-supported teen programs	80%	76.6%	80%	82.5%	
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City Council Goal: Partnerships for a Better Dubuque

3 Activity Objective: Keep youth engaged in stimulating, educational activities and surrounded by positive role models during the summer months.

# of youth served by AmeriCorps Members during summer learning opportunities and events	500	722*	800	850	
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*Numbers of youth served includes unique counts of youth served. DCSD Numbers (Unique): 539; St Mark Numbers (Unique):68; MFC (Unique): 155. Carnegie Stout Numbers (Non-Unique Totals): Programs- 103 & Attendees- 4852

Performance Measure (KPI)	Target	Calendar Year (Jan - Dec)			Performance Indicator
		2021 - 2022 Actual	2022 - 2023 Estimated	2023 - 2024 Estimated	
4 Activity Objective: Support non-profit organizations, education institutions, and government entities with volunteer management services to address Dubuque's critical needs.					
# of organizations that received capacity building services	60	30	50	60	
# of organizations that increase their efficiency, effectiveness, and/or program reach as a result of capacity-building services provided	48	4	15	30	
# of volunteers leveraged (recruited, coordinated, and supported by the Volunteer Generation Fund Grant)	250	222	1,068	1,500	
# of hours served by leveraged volunteers	1,250	721	4,340	6,000	

Recommended Operating Revenue Budget - Department Total

34 - RECREATION

Fund/Account/Account Title	FY21 Actual Revenue	FY22 Actual Revenue	FY23 Adopted Budget	FY24 Recomm'd Budget
100 - General				
4A - Charges for Services				
43100 - Leases - Building/Land	(14,103)	(14,168)	(14,172)	(13,944)
43120 - Leases - Other	0	0	(2,900)	(2,900)
43350 - Golf Cart Rental	(233,088)	(236,479)	(232,950)	(246,700)
45040 - Daily Fee	(39,470)	(74,259)	(88,300)	(89,500)
45041 - Annual Fee	(740)	(50)	(66,448)	(73,834)
45042 - Registration/Entry Fee Taxable	(93,500)	(198,710)	(221,438)	(226,852)
45043 - Pool Rental	(4,453)	(5,075)	(18,150)	(19,900)
45044 - Field/Court Rental	(3,749)	(9,389)	(7,534)	(8,534)
45440 - Events	(34,645)	(38,987)	(43,798)	(38,000)
45442 - Golf Fees	(376,101)	(365,464)	(370,082)	(394,662)
45443 - Gift Certificates	44,333	43,219	0	0
45445 - Camping Fees	(25,398)	(26,232)	(28,500)	(28,500)
45450 - Meeting Room Fee	(7)	(617)	(12,345)	(11,765)
45455 - Program Fee	(1,347)	(2,517)	(12,682)	(16,872)
45500 - Miscellaneous Chg for Svcs	(33,030)	(70,938)	(15,550)	(16,824)
45520 - Customer Credits	206	2,904	0	0
47100 - Reimbursements	(6,864)	(1,927)	0	(240)
47150 - Refunds	(288)	0	0	0
47350 - Fuel Tax Refunds	(530)	(885)	(602)	(602)
47500 - Merchandise Sales	(69,953)	(66,321)	(73,992)	(70,540)
47505 - Fuel Sales Diesel	(21,013)	(42,361)	(25,000)	(27,000)
47506 - Fuel Sales Gas	(126,391)	(162,442)	(127,000)	(175,500)
47510 - Beer	(128,138)	(145,289)	(160,440)	(162,510)
47511 - Food	(26,192)	(37,727)	(45,476)	(50,550)
47512 - Liquor	(29,627)	(34,158)	(29,627)	(37,670)
47513 - Beverage/Ice	(24,809)	(31,637)	(32,589)	(40,485)
47514 - Gift Cards	(11,417)	(11,078)	(11,417)	(11,500)
47550 - Concessions Other	—	—	(346)	(346)
47600 - Swimming Pool Concessions	(13,825)	(24,739)	(51,000)	(51,000)
47820 - Specialized Services	(100)	(471)	(550)	(650)
4A - Charges for Services Total	(1,274,238)	(1,555,798)	(1,692,888)	(1,817,380)
4B - Grants/Contrib				
47050 - Contrib - Private Sources	(360)	(13,560)	(5,700)	(5,700)
4B - Grants/Contrib Total	(360)	(13,560)	(5,700)	(5,700)
200 - Debt Service				
4N - Transfers				
49304 - Transfer in Sales Tax 20%	(15,065)	(14,925)	(14,789)	(14,651)
4N - Transfers Total	(15,065)	(14,925)	(14,789)	(14,651)
4O - Eliminated for GW				
48200 - Proceeds from GO Debt	(59,117)	0	0	0
48205 - Bond Discount/Premium	(356)	0	0	0
4O - Eliminated for GW Total	(59,473)	0	0	0
180 - Community Development				

Recommended Operating Revenue Budget - Department Total

34 - RECREATION

Fund/Account/Account Title	FY21 Actual Revenue	FY22 Actual Revenue	FY23 Adopted Budget	FY24 Recomm'd Budget
4A - Charges for Services				
45455 - Program Fee	(5,497)	(17,991)	(4,770)	(8,250)
4A - Charges for Services Total	(5,497)	(17,991)	(4,770)	(8,250)
RECREATION - Total	(1,354,634)	(1,602,274)	(1,718,147)	(1,845,981)

Recommended Operating Revenue Budget - Department Total

31 - COMMUNITY IMPACT DIVISION

Fund/Account/Account Title	FY21 Actual Revenue	FY22 Actual Revenue	FY23 Adopted Budget	FY24 Recomm'd Budget
100 - General				
4A - Charges for Services				
47100 - Reimbursements	(47)	0	0	0
47150 - Refunds	(358)	0	0	0
4A - Charges for Services Total	(405)	0	0	0
4B - Grants/Contrib				
44000 - Federal Grants	(288,502)	(290,798)	(267,913)	(290,798)
47050 - Contrib - Private Sources	(66,500)	(30,250)	(149,791)	(207,400)
4B - Grants/Contrib Total	(355,002)	(321,048)	(417,704)	(498,198)
COMMUNITY IMPACT DIVISION - Total	(355,407)	(321,048)	(417,704)	(498,198)

Recommended Operating Expenditure Budget - Department Total

34 - RECREATION

Fund/Account/Account Title	FY21 Actual Expense	FY22 Actual Expense	FY23 Adopted Budget	FY 24 Recomm'd Budget
6A - Salaries & Wages				
100 - General				
60100 - Salaries-Regular Full Time	565,080	568,103	668,342	692,995
60200 - Salaries - Regular Part Time	131,465	136,567	135,188	108,147
60300 - Hourly Wages - Temp/Seasonal	319,814	520,210	776,953	984,064
60400 - Overtime	4,524	5,808	3,800	3,800
60630 - Special Pay Sick Lv Payout Ret	2,770	9,618	4,575	11,598
60635 - Special Pay Sick Lv Payout 50%	398	1,064	398	398
60640 - Special Pay - Vacation Payout	0	16,028	0	0
60730 - Spec Pay - Safety Equipment	331	544	900	900
180 - Community Development				
60200 - Salaries - Regular Part Time	24,471	3,079	0	0
60300 - Hourly Wages - Temp/Seasonal	24,387	6,824	47,123	48,224
60730 - Spec Pay - Safety Equipment	0	0	0	0
6A - Salaries & Wages Total	1,073,239	1,267,844	1,637,279	1,850,126
6B - Employee Benefits				
100 - General				
61100 - FICA - City Contribution	76,007	93,508	121,577	136,859
61300 - IPERS - City Contribution	74,597	79,206	102,547	122,031
61510 - Health Insurance	126,159	129,409	133,292	133,292
61540 - Life Insurance	445	350	453	453
61600 - Workers' Compensation	31,563	24,698	28,202	25,133
61700 - Unemployment Compensation	9,596	2,552	7,316	0
61810 - Uniform Allowance	304	0	0	0
61992 - Physicals	1,420	2,434	2,098	2,680
180 - Community Development				
61100 - FICA - City Contribution	3,738	758	3,605	3,689
61300 - IPERS - City Contribution	4,418	450	2,800	2,929
61600 - Workers' Compensation	1,260	1,421	1,614	1,435
6B - Employee Benefits Total	329,506	334,785	403,504	428,501
6C - Staff Development				
100 - General				
62100 - Association Dues	2,398	2,565	2,784	2,909
62200 - Subscriptions	18	265	379	383
62325 - Mileage	3,283	3,806	6,563	6,115
62400 - Meetings & Conferences	90	4,316	8,253	8,253
62500 - Education Reimbursement	855	4,471	14,201	16,701
6C - Staff Development Total	6,643	15,422	32,180	34,361
6D - Repari/Maint/Util				
100 - General				
63100 - Building Maintenance	71,730	135,193	55,330	56,412
63230 - Tree Maintenance	0	1,300	0	0
63311 - Vehicle Ops - Diesel	13,833	31,184	15,750	27,000
63312 - Vehicle Ops - Gasoline	18,136	17,048	13,628	12,150
63313 - Vehicle Ops - Other	97,255	129,960	97,255	130,000
63400 - Equipment Maint/Repair	12,182	32,697	20,987	20,737

Recommended Operating Expenditure Budget - Department Total

34 - RECREATION

Fund/Account/Account Title	FY21 Actual Expense	FY22 Actual Expense	FY23 Adopted Budget	FY 24 Recomm'd Budget
6A - Salaries & Wages				
63710 - Electricity	49,712	88,779	84,221	97,326
63711 - Natural Gas	7,948	44,847	30,339	44,847
63720 - Refuse	1,335	1,282	1,398	1,312
63730 - Telecommunications	13,476	11,923	13,476	14,143
6D - Repari/Maint/Util Total	285,607	494,213	332,384	403,927
6E - Contractual Svcs				
100 - General				
64004 - Internal Service Charge	0	0	0	0
64020 - Advertising	5,777	20,800	18,266	25,935
64030 - Outsourced Labor	0	0	1,935	1,935
64062 - Refunds	120	1,415	0	0
64080 - Insurance - Property	7,556	10,287	12,534	16,563
64081 - Insurance - Liability	21,841	26,371	28,386	68,245
64083 - Insurance - Other	6,432	6,147	8,668	9,658
64130 - Payments to Other Agencies	16,580	43,309	111,810	121,624
64140 - Printing	419	33	9,248	9,437
64145 - Copying	1,045	1,462	1,973	1,973
64150 - Rental - Equipment	37,674	34,634	42,351	44,004
64160 - Rental - Land/Bldgs/Parking	660	660	660	660
64180 - Sales Tax Expense	29,046	39,907	44,177	47,123
64182 - Property Tax	1,980	1,992	2,020	1,992
64185 - License/Permit/Fees	4,636	6,816	5,853	5,889
64190 - Technology Services	7,691	5,751	14,251	33,358
64191 - IT Recharges	0	0	0	14,057
64195 - Credit Card Charge	25,006	34,213	31,369	30,871
64830 - Officiating Services	3,040	18,373	25,070	25,070
64835 - Instructors	20,845	36,336	89,099	89,227
64880 - Custodial Services	4,460	4,907	5,165	5,165
64890 - Background Check	1,083	0	1,083	0
64900 - Other Professional Service	1,605	4,995	14,420	14,420
64975 - Equip Maint Cont	4,333	4,500	4,685	5,073
64980 - Technology Equip Maint Cont	9,232	10,299	11,878	762
64990 - Other Contractual Service	25	0	0	0
180 - Community Development				
64062 - Refunds	0	290	0	0
64081 - Insurance - Liability	389	470	618	1,903
64130 - Payments to Other Agencies	6,572	55,269	50,000	50,000
64135 - Grants	0	0	0	0
64140 - Printing	0	0	195	195
64830 - Officiating Services	0	0	1,800	1,800
64880 - Custodial Services	0	0	2,646	2,646
64900 - Other Professional Service	0	0	3,000	3,000
200 - Debt Service				
64900 - Other Professional Service	157	0	0	0
6E - Contractual Svcs Total	218,205	369,236	543,160	632,585

Recommended Operating Expenditure Budget - Department Total

34 - RECREATION

Fund/Account/Account Title	FY21 Actual Expense	FY22 Actual Expense	FY23 Adopted Budget	FY 24 Recomm'd Budget
6A - Salaries & Wages				
6F - Commodities				
100 - General				
65010 - Chemicals	36,331	43,738	55,379	55,379
65025 - Program Materials	22,236	36,568	66,339	47,041
65026 - Speciality Supplies	12,370	13,404	12,471	13,068
65030 - Merchandise for Resale	0	0	800	800
65031 - Lottery Tickets	0	0	0	0
65033 - Food Products	18,874	33,694	50,870	49,694
65034 - Beer Products	41,462	48,747	52,100	51,146
65035 - Liquor Products	5,329	4,834	6,000	4,834
65036 - Beverage/Ice	11,417	16,428	19,816	20,226
65037 - Pro Shop Merchandise	36,141	37,308	38,641	39,808
65040 - Small Tools & Equipment	80	498	0	0
65045 - Technology Equipment	8,870	5,901	23,780	3,570
65047 - Outdoor Furniture/Fixtures	0	0	0	0
65050 - Other Equipment	0	0	20,000	10,600
65054 - Safety Equipment	0	0	4,500	0
65060 - Office Supplies	2,047	2,117	2,446	2,267
65070 - Operating Supplies	506	877	1,500	1,000
65080 - Postage/Shipping	1,761	4,468	5,847	12,896
65100 - Safety Supplies	227	17	102	100
65925 - Uniform Purchase	1,153	3,425	6,296	7,235
65940 - Gift Cards	0	0	0	0
65965 - Janitorial	7,331	5,287	10,733	10,351
65999 - Cash Over and Short	655	2,407	0	0
180 - Community Development				
65025 - Program Materials	2,007	2,055	19,770	19,770
65060 - Office Supplies	95	183	186	183
65080 - Postage/Shipping	0	0	1,020	0
65965 - Janitorial	0	256	340	256
6F - Commodities Total	208,891	262,211	398,936	350,224
6G - Capital Outlay				
100 - General				
67100 - Vehicles	0	0	0	20,000
67110 - Mowing Equipment	45,634	17,507	53,000	37,000
67210 - Furniture/Fixtures	0	0	2,800	0
6G - Capital Outlay Total	45,634	17,507	55,800	57,000
6H - Debt Service				
200 - Debt Service				
68010 - Principal Payment	72,005	13,745	13,882	14,021
68020 - Interest Payments	2,132	1,180	907	630
68980 - Financial Consultant	107	0	0	0
68990 - Paying Agent Fees	50	0	0	0
6H - Debt Service Total	74,293	14,925	14,789	14,651
RECREATION - Total	2,242,017	2,776,142	3,418,032	3,771,375

Recommended Operating Expenditure Budget - Department Total

31 - COMMUNITY IMPACT DIVISION

Fund/Account/Account Title	FY21 Actual Expense	FY22 Actual Expense	FY23 Adopted Budget	FY 24 Recomm'd Budget
6A - Salaries & Wages				
100 - General				
60100 - Salaries-Regular Full Time	68,024	70,537	274,594	320,217
60200 - Salaries - Regular Part Time	18,369	34,780	0	0
60300 - Hourly Wages - Temp/Seasonal	170,056	149,357	196,385	196,385
60640 - Special Pay - Vacation Payout	0	0	0	0
6A - Salaries & Wages Total	256,450	254,675	470,979	516,602
6B - Employee Benefits				
100 - General				
61100 - FICA - City Contribution	19,413	19,275	36,030	24,495
61300 - IPERS - City Contribution	8,156	9,942	25,922	30,228
61510 - Health Insurance	24,547	77,121	67,134	67,115
61540 - Life Insurance	73	55	229	230
61600 - Workers' Compensation	12,235	13,288	10,893	14,344
61990 - Other Benefits & Costs	630	625	4,800	4,800
6B - Employee Benefits Total	65,054	120,306	145,008	141,212
6C - Staff Development				
100 - General				
62100 - Association Dues	1,258	2,317	0	2,317
62300 - Training	150	735	0	735
62325 - Mileage	23	27	1,080	4,300
62400 - Meetings & Conferences	36	3,909	4,194	12,405
62500 - Education Reimbursement	1,917	3,600	3,145	3,145
6C - Staff Development Total	3,383	10,588	8,419	22,902
6D - Repari/Maint/Util				
100 - General				
63730 - Telecommunications	666	575	720	3,120
6D - Repari/Maint/Util Total	666	575	720	3,120
6E - Contractual Svcs				
100 - General				
64010 - Accounting & Auditing	0	1,438	0	1,438
64015 - Financial Service Fees	0	0	0	0
64020 - Advertising	0	0	0	0
64050 - Recording Fees	0	0	0	0
64062 - Refunds	2,892	0	0	0
64130 - Payments to Other Agencies	3,292	6,964	13,633	13,633
64140 - Printing	0	0	0	0
64145 - Copying	1,903	2,570	0	0
64150 - Rental - Equipment	505	0	1,824	1,824
64190 - Technology Services	10,554	12,768	7,028	13,227
64890 - Background Check	1,092	253	2,862	2,862
64900 - Other Professional Service	218	0	0	0
180 - Community Development				
64135 - Grants	12,000	1,250	0	0
6E - Contractual Svcs Total	32,456	25,242	25,347	32,984

Recommended Operating Expenditure Budget - Department Total

31 - COMMUNITY IMPACT DIVISION

Fund/Account/Account Title	FY21 Actual Expense	FY22 Actual Expense	FY23 Adopted Budget	FY 24 Recomm'd Budget
6F - Commodities				
100 - General				
65045 - Technology Equipment	1,871	20	350	2,130
65060 - Office Supplies	697	1,462	120	1,462
65070 - Operating Supplies	0	0	0	0
65925 - Uniform Purchase	1,569	1,929	1,500	1,500
65935 - Employee Recognition	0	127	0	0
65990 - Other Supplies	332	0	0	0
6F - Commodities Total	4,469	3,538	1,970	5,092
6G - Capital Outlay				
100 - General				
67210 - Furniture/Fixtures	0	0	0	0
6G - Capital Outlay Total	0	0	0	0
COMMUNITY IMPACT DIVISION - Total	362,477	414,924	652,443	721,912

Recommended Expenditure Budget Report by Activity & Funding Source

34 - RECREATION

Fund/Activity	FY22 Actual Expense	FY23 Adopted Budget	FY24 Recomm'd Budget
3401 - Administration			
100 - General			
6A - Salaries & Wages	470,163	519,985	526,967
6B - Employee Benefits	159,060	173,220	173,864
6C - Staff Development	6,716	9,352	11,852
6D - Repari/Maint/Util	30,366	21,820	22,959
6E - Contractual Svcs	-38,823	20,794	50,384
6F - Commodities	15,269	20,907	24,724
6G - Capital Outlay	—	2,800	—
3401 - Administration Total	642,751	768,878	810,750
3402 - Golf			
100 - General			
6A - Salaries & Wages	343,689	399,540	417,530
6B - Employee Benefits	99,041	113,471	113,894
6C - Staff Development	3,805	4,090	4,215
6D - Repari/Maint/Util	50,076	41,750	50,583
6E - Contractual Svcs	131,705	139,190	152,866
6F - Commodities	147,384	175,312	162,685
6G - Capital Outlay	17,507	53,000	57,000
3402 - Golf Total	793,207	926,353	958,773
3403 - Swimming			
100 - General			
6A - Salaries & Wages	219,499	348,954	445,233
6B - Employee Benefits	29,545	45,205	48,548
6C - Staff Development	1,278	10,185	10,185
6D - Repari/Maint/Util	101,487	82,131	92,126
6E - Contractual Svcs	50,247	57,966	66,839
6F - Commodities	40,287	67,111	64,607
3403 - Swimming Total	442,344	611,552	727,538
3404 - Adult Athletics			
100 - General			
6A - Salaries & Wages	18,408	41,178	45,297
6B - Employee Benefits	3,831	6,286	6,581
6C - Staff Development	1,944	2,619	3,029
6D - Repari/Maint/Util	21,858	15,147	19,857
6E - Contractual Svcs	50,014	56,029	58,025
6F - Commodities	2,717	4,900	3,000
3404 - Adult Athletics Total	98,772	126,159	135,789
3405 - McAleeece Concessions			
100 - General			
6A - Salaries & Wages	9,795	10,079	14,138
6B - Employee Benefits	1,620	1,690	2,182
6D - Repari/Maint/Util	179	200	279

Recommended Expenditure Budget Report by Activity & Funding Source

34 - RECREATION

Fund/Activity	FY22 Actual Expense	FY23 Adopted Budget	FY24 Recomm'd Budget
6E - Contractual Svcs	1,014	1,700	1,856
6F - Commodities	27,857	26,169	25,233
3405 - McAleece Concessions Total	40,465	39,838	43,688
3406 - Youth Sports			
100 - General			
6A - Salaries & Wages	161,443	158,891	216,623
6B - Employee Benefits	22,144	23,454	38,892
6C - Staff Development	199	900	900
6E - Contractual Svcs	43,276	58,407	64,036
6F - Commodities	8,204	8,684	8,684
3406 - Youth Sports Total	235,266	250,336	329,135
3407 - Therapeutic and After School			
100 - General			
6A - Salaries & Wages	3,683	26,508	35,526
6B - Employee Benefits	1,082	5,439	6,879
6C - Staff Development	0	750	750
6D - Repari/Maint/Util	78,564	0	6,507
6E - Contractual Svcs	2,044	3,689	4,467
6F - Commodities	4,894	11,065	10,863
3407 - Therapeutic and After School Total	90,266	47,451	64,992
3408 - Recreation Classes			
100 - General			
6A - Salaries & Wages	17,425	10,823	10,910
6B - Employee Benefits	3,192	2,221	2,194
6C - Staff Development	1,480	3,414	2,560
6D - Repari/Maint/Util	17,407	16,294	19,408
6E - Contractual Svcs	16,046	79,532	80,971
6F - Commodities	9,333	37,561	11,881
6G - Capital Outlay	0	0	0
3408 - Recreation Classes Total	64,883	149,845	127,924
3409 - Port of Dubuque Marina			
100 - General			
6A - Salaries & Wages	13,835	74,198	89,678
6B - Employee Benefits	12,642	24,499	27,414
6C - Staff Development	0	870	870
6D - Repari/Maint/Util	194,275	155,042	192,208
6E - Contractual Svcs	37,995	49,394	68,597
6F - Commodities	3,789	25,911	18,354
3409 - Port of Dubuque Marina Total	262,537	329,914	397,121
3430 - Senior Center			
100 - General			
6E - Contractual Svcs	19,688	18,200	25,000
180 - Community Development			
6E - Contractual Svcs	0	0	0

Recommended Expenditure Budget Report by Activity & Funding Source

34 - RECREATION

Fund/Activity	FY22 Actual Expense	FY23 Adopted Budget	FY24 Recomm'd Budget
3430 - Senior Center Total	19,688	18,200	25,000
3431 - Target Area Programming			
180 - Community Development			
6A - Salaries & Wages	9,903	47,123	48,224
6B - Employee Benefits	2,629	8,019	8,053
6E - Contractual Svcs	56,029	58,259	59,544
6F - Commodities	2,494	21,316	20,209
3431 - Target Area Programming Total	71,054	134,717	136,030
3480 - Debt Service			
200 - Debt Service			
6E - Contractual Svcs	0	0	0
6H - Debt Service	14,925	14,789	14,651
3480 - Debt Service Total	14,925	14,789	14,651
3499 - Pcard Clearing			
100 - General			
6F - Commodities	-16	0	-16
3499 - Pcard Clearing Total	-16	0	-16
RECREATION TOTAL	2,776,142	3,418,032	3,771,375

Recommended Expenditure Budget Report by Activity & Funding Source
31 - COMMUNITY IMPACT DIVISION

Fund/Activity	FY22 Actual Expense	FY23 Adopted Budget	FY24 Recomm'd Budget
3150 - Grants			
100 - General			
6A - Salaries & Wages	254,675	470,979	516,602
6B - Employee Benefits	120,306	145,008	141,212
6C - Staff Development	10,588	8,419	22,902
6D - Repari/Maint/Util	575	720	3,120
6E - Contractual Svcs	23,992	25,347	32,984
6F - Commodities	3,538	1,970	5,092
6G - Capital Outlay	—	—	—
180 - Community Development			
6E - Contractual Svcs	1,250	—	—
3150 - Grants Total	414,924	652,443	721,912
3199 - Pcard Clearing			
100 - General			
6F - Commodities	—	—	—
3199 - Pcard Clearing Total	—	—	—
COMMUNITY IMPACT DIVISION TOTAL	414,924	652,443	721,912

CITY OF DUBUQUE, IOWA
DEPARTMENT DETAIL - PERSONNEL COMPLEMENT

34 RECREATION DIVISION

FD	JC	WP-GR	JOB CLASS	FY 2022		FY 2023		FY 2024	
				FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
61010 Full Time Employee Expense									
100	3375	GE-41	LEISURE SERVICES MANAGER	0.33	\$ 45,948	0.33	\$ 47,841	0.33	\$ 50,040
100	5075	GE-36	RECREATION DIVISION MANAGER	1.00	\$ 90,577	1.00	\$ 93,529	1.00	\$ 97,829
100	2975	GE-33	GOLF COURSE SUPERVISOR	1.00	\$ 80,198	1.00	\$ 78,864	1.00	\$ 70,194
100		GE-33	AQUATIC/THERAP REC SUPV	1.00	\$ 78,670	1.00	\$ 81,230	1.00	\$ 84,965
100		GE-33	FACILITIES SUPERVISOR	1.00	\$ 61,533	1.00	\$ 63,537	1.00	\$ 70,194
100	5000	GE-33	RECREATION PROGRAM SUPV	2.00	\$ 154,286	2.00	\$ 159,572	2.00	\$ 167,455
100	200	GE-26	LEAD SECRETARY	0.60	\$ 28,896	0.60	\$ 33,925	0.60	\$ 37,424
100	225	GE-25	SECRETARY	1.00	\$ 51,747	1.00	\$ 51,365	1.00	\$ 53,726
100		GD-06	GOLF COURSE TECHNICIAN	1.00	\$ 56,645	1.00	\$ 58,479	1.00	\$ 61,168
TOTAL FULL TIME EMPLOYEES				8.93	\$ 648,500	8.93	\$ 668,342	8.93	\$ 692,995
61020 Part Time Employee Expense									
100	225	GE-25	COMMUNICATIONS ASST	0.50	\$ 20,087	0.50	\$ 20,744	—	\$ —
100		GD-33	GOLF PROFESSIONAL	0.94	\$ 71,796	0.94	\$ 74,132	0.94	\$ 65,982
100		GD-06	GOLF COURSE TECHNICIAN	0.72	\$ 38,969	0.72	\$ 40,312	0.72	\$ 42,165
TOTAL PART TIME EMPLOYEES				2.16	\$ 130,852	2.16	\$ 135,188	1.66	\$ 108,147
61030 Seasonal Employee Expense									
100	3675	NA-31	HEAD LIFE GUARD	0.44	\$ 6,661	0.44	\$ 6,661	0.44	\$ 6,635
100	3450	NA-25	RECREATION FIELD SUPERVISOR	1.26	\$ 40,587	1.26	\$ 41,905	0.88	\$ 28,626
260	3450	NA-25	RECREATION FIELD SUPERVISOR CDBG	0.61	\$ 16,914	0.61	\$ 17,462	0.61	\$ 17,199
100		NA-23	MARINA CASHIER/CLERK	0.83	\$ 18,882	0.83	\$ 18,882	0.83	\$ 25,003
100		NA-23	DOCK WORKER	0.58	\$ 12,546	0.58	\$ 12,546	0.58	\$ 17,445
100	3700	NA-19	SWIMMING POOL MANAGER	1.35	\$ 42,423	1.35	\$ 50,738	1.35	\$ 56,160
100	3650	NA-17	LIFE GUARD	8.63	\$ 182,512	8.63	\$ 225,243	8.63	\$ 288,642
100	3525	NA-15	JUNIOR RECREATION LEADER	0.92	\$ 15,886	0.92	\$ 16,405	1.05	\$ 30,576
100	890	NA-03	LABORER I	1.32	\$ 29,010	1.32	\$ 36,932	1.32	\$ 42,557
100	890	NA-01	LABORER TE 2	1.16	\$ 29,864	1.16	\$ 36,695	1.16	\$ 39,208
100	890	NA-03	LABORER TE 1	1.04	\$ 22,910	1.04	\$ 29,098	1.04	\$ 33,530
100	3550	NA-14	RECREATION LEADER	6.32	\$ 137,861	6.32	\$ 142,347	6.57	\$ 206,347
260	3585	NA-35	PRE-SCHOOL INSTRUCTOR CDBG	0.72	\$ 28,729	0.72	\$ 29,661	0.72	\$ 31,025
100		NA-35	PRE-SCHOOL INSTRUCTOR	0.12	\$ 3,967	0.12	\$ 4,096	0.12	\$ 4,284
100	3625	NA-07	POOL CASHIER	1.01	\$ 20,077	1.01	\$ 20,730	1.01	\$ 30,462
100		NA-45	ASSISTANT PRO	1.36	\$ 46,464	1.36	\$ 47,986	1.36	\$ 51,445
100		NA-45	SNACK BAR MANAGER	0.20	\$ 6,009	0.20	\$ 6,009	0.20	\$ 8,408
100		NA-36	CONCESSION MANAGER	0.40	\$ 10,846	0.40	\$ 11,200	0.40	\$ 16,432
100		NA-18	CONCESSION WORKER II	2.07	\$ 36,958	2.07	\$ 37,738	2.07	\$ 56,292
100		NA-28	CLERICAL ASSISTANT	0.22	\$ 5,264	0.22	\$ 5,434	0.22	\$ 6,986
100		NA-27	PLAYGROUND COORDINATOR	0.20	\$ 5,791	0.20	\$ 5,978	0.20	\$ 7,535

34 RECREATION DIVISION

FD	JC	WP-GR	JOB CLASS	FY 2022		FY 2023		FY 2024	
				FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
100		NA-27	ASSIST PLAYGROUND COORD	0.10	\$ 2,542	0.10	\$ 2,624	0.10	\$ 3,363
100		NA-18	PRO SHOP ATTENDANT	0.80	\$ 17,154	0.80	\$ 17,706	0.80	\$ 24,128
			TOTAL SEASONAL EMPLOYEES			31.66	\$ 739,857	31.66	\$ 824,076
			TOTAL RECREATION DIVISION					31.65	\$ 1,032,288
						42.75	\$ 1,519,209	42.75	\$ 1,627,606
								42.25	\$ 1,833,430

31 AMERICORPS

61010 Full Time Employee Expense

100	1185	COMMUNITY IMPACT DIRECTOR	1.00	\$ 70,601	1.00	\$ 72,830	1.00	\$ 85,415
		COMM DIVERSION/PREVENT	—	\$ —	1.00	\$ 67,108	1.00	\$ 61,873
100	GE-33	COORD	—	\$ —	1.00	\$ 40,378	1.00	\$ 40,307
100	GE-25	DIVISION ADMIN ASSISTANT	—	\$ —	1.00	\$ 51,329	1.00	\$ 64,648
100	NA-28	AMERICORPS COORDINATOR	1.00	\$ 44,641	1.00	\$ 46,082	1.00	\$ 61,873
100	GE-28	COMMUNITY OUTREACH COORD	2.00	\$ 115,242	5.00	\$ 277,727	5.00	\$ 314,116
		TOTAL FULL TIME EMPLOYEES						

61020 Part Time Employee Expense

100	NA-28	AMERICORPS COORDINATOR	0.28	\$ 13,007	—	\$ —	—	\$ —
		TOTAL PART TIME EMPLOYEES	0.28	\$ 13,007	—	\$ —	—	\$ —
		TOTAL AMERICORPS DIVISION			2.28	\$ 128,249	5.00	\$ 277,727
							5.00	\$ 314,116
		TOTAL RECREATION AND AMERICORPS						\$ 45.03
								\$ 1,647,458
								47.75
								\$ 1,905,333
								47.25
								\$ 2,147,546

CITY OF DUBUQUE, IOWA
ACTIVITY PERSONNEL COMPLEMENT SUMMARY

ACCT	FD	JC	WP-GR	POSITION CLASS	FY 2022		FY 2023		FY 2024			
					FTE	BUDGET	FTE	BUDGET	FTE	BUDGET		
Recreation Administration-FT												
10034100	61010	100	200	GE-28	LEAD SECRETARY	0.60	\$ 28,896	0.60	\$ 33,925	0.60	\$ 37,424	
10034100	61010	100		GE-33	FACILITIES SUPERVISOR	0.33	\$ 20,306	0.33	\$ 20,967	0.33	\$ 23,164	
10034100	61010	100	225	GE-25	SECRETARY	1.00	\$ 51,747	1.00	\$ 51,365	1.00	\$ 53,726	
10034100	61010	100	4,280	GE-33	RECREATION PROGRAM SUPV	2.00	\$ 154,286	2.00	\$ 159,572	2.00	\$ 167,455	
10034100	61010	100	1,080	GE-33	AQUATIC/THERAP REC SUPV	1.00	\$ 78,670	1.00	\$ 81,230	1.00	\$ 84,965	
10034100	61010	100	3375	GE-44	LEISURE SERVICES MANAGER	0.33	\$ 45,948	0.33	\$ 47,841	0.33	\$ 50,040	
10034100	61010	100	5075	GE-36	RECREATION DIVISION MANAGER	1.00	\$ 90,577	1.00	\$ 93,529	1.00	\$ 97,829	
				Total			6.26	\$ 470,430	6.26	\$ 488,429	6.26	\$ 514,603
Recreation Administration-PT												
10034100	61020	100	225	GE-25	COMMUNICATIONS ASST	0.50	\$ 20,087	0.50	\$ 20,744			
				Total			0.50	\$ 20,087	0.50	\$ 20,744	—	\$ —
Recreation Administration-Seasonal												
10034100	61030	100		NA-28	CLERICAL ASSISTANT	0.22	\$ 5,264	0.22	\$ 5,434	0.22	\$ 6,986	
				Total			0.22	\$ 5,264	0.22	\$ 5,434	0.22	\$ 6,986
Golf Operations-Seasonal												
10034200	61030	100		NA-45	ASSISTANT PRO	1.36	\$ 46,464	1.36	\$ 47,986	1.36	\$ 51,445	
10034200	61030	100		NA-39	CONCESSION WORKER II	0.84	\$ 12,716	0.84	\$ 12,716	0.84	\$ 19,135	
10034200	61030	100		NA-18	PRO SHOP ATTENDANT	0.80	\$ 17,154	0.80	\$ 17,706	0.80	\$ 24,128	
				Total			3.00	\$ 76,334	3.00	\$ 78,408	3.00	\$ 94,708
Golf Operations-PT												
10034200	61020	100	2,625	GE-33	GOLF PROFESSIONAL	0.94	\$ 71,796	0.94	\$ 74,132	0.94	\$ 65,982	
				Total			0.94	\$ 71,796	0.94	\$ 74,132	0.94	\$ 65,982
Golf Maintenance-FT												
10034250	61010	100	2975	GE-33	GOLF COURSE SUPERVISOR	1.00	\$ 80,198	1.00	\$ 78,864	1.00	\$ 70,194	
10034250	61010	100	2622	GD-06	GOLF COURSE TECHNICIAN	1.00	\$ 56,645	1.00	\$ 58,479	1.00	\$ 61,168	
				Total			2.00	\$ 136,843	2.00	\$ 137,343	2.00	\$ 131,362
Golf Maintenance-PT												
10034250	61020		100		GOLF COURSE TECHNICIAN	0.72	\$ 38,969	0.72	\$ 40,312	0.72	\$ 42,165	
				Total			0.72	\$ 38,969	0.72	\$ 40,312	0.72	\$ 42,165
Golf Maintenance-Seasonal												
10034250	61030	100	890	NA-08	LABORER TE 2	1.16	\$ 29,864	1.16	\$ 36,695	1.16	\$ 39,208	
10034250	61030	100	890	NA-12	LABORER TE 1	1.04	\$ 22,910	1.04	\$ 29,098	1.04	\$ 33,530	
				Total			2.20	\$ 52,774	2.20	\$ 65,793	2.20	\$ 72,738

CITY OF DUBUQUE, IOWA
ACTIVITY PERSONNEL COMPLEMENT SUMMARY

ACCT	FD	JC	WP-GR	POSITION CLASS	FY 2022		FY 2023		FY 2024		
					FTE	BUDGET	FTE	BUDGET	FTE	BUDGET	
Swimming-Seasonal											
10034300	61030	100	3675	NA-39	HEAD LIFE GUARD	0.44	\$ 6,661	0.44	\$ 6,661	0.44	\$ 6,635
10034300	61030	100		NA-36	CONCESSION MANAGER	0.40	\$ 10,846	0.40	\$ 11,200	0.40	\$ 16,432
10034300	61030	100		NA-18	CONCESSION WORKER II	1.04	\$ 20,299	1.04	\$ 20,952	1.04	\$ 31,427
10034300	61030	100	3650	NA-17	LIFE GUARD	8.63	\$ 182,512	8.63	\$ 225,243	8.63	\$ 288,642
10034300	61030	100	3625	NA-07	POOL CASHIER	1.01	\$ 20,077	1.01	\$ 20,730	1.01	\$ 30,462
10034300	61030	100	890	NA-12	LABORER I	0.48	\$ 10,574	0.48	\$ 13,430	0.48	\$ 15,475
10034300	61030	100	3700	NA-43	SWIMMING POOL MANAGER	1.35	\$ 42,423	1.35	\$ 50,738	1.35	\$ 56,160
				Total		13.35	\$ 293,392	13.35	\$ 348,954	13.35	\$ 445,233
Adult Athletics-Seasonal											
10034400	61030	100	3450	NA-25	RECREATION FIELD SUPERVISOR	0.43	\$ 11,785	0.43	\$ 12,166	0.43	\$ 12,726
10034400	61030	100	890	NA-12	LABORER I	0.75	\$ 16,521	0.75	\$ 20,984	0.75	\$ 24,180
10034400	61030	100	3550	NA-14	RECREATION LEADER	0.35	\$ 7,637	0.35	\$ 7,885	0.35	\$ 8,248
				Total		1.53	\$ 35,943	1.53	\$ 41,035	1.53	\$ 45,154
McAleece Concessions-Seasonal											
10034410	61030	100		NA-42	SNACK BAR MANAGER	0.20	\$ 6,009	0.20	\$ 6,009	0.20	\$ 8,408
10034410	61030	100		NA-18	CONCESSION WORKER II	0.19	\$ 3,943	0.19	\$ 4,070	0.19	\$ 5,730
				Total		0.39	\$ 9,952	0.39	\$ 10,079	0.39	\$ 14,138
Youth Sports-Seasonal											
10034420	61030	100	3525	NA-15	JUNIOR RECREATION LEADER	0.92	\$ 15,886	0.92	\$ 16,405	1.05	\$ 30,576
10034420	61030	100		NA-27	PLAYGROUND COORDINATOR	0.20	\$ 5,791	0.20	\$ 5,978	0.20	\$ 7,535
10034420	61030	100		NA-27	ASSIST PLAYGROUND COORD	0.10	\$ 2,542	0.10	\$ 2,624	0.10	\$ 3,363
10034420	61030	100		NA-12	LABORER I	0.09	\$ 1,915	0.09	\$ 2,518	0.09	\$ 2,902
10034420	61030	100	3450	NA-25	RECREATION FIELD SUPERVISOR	0.45	\$ 16,432	0.45	\$ 16,967	0.07	\$ 2,951
10034420	61030	100	3550	NA-14	RECREATION LEADER	5.06	\$ 110,407	5.06	\$ 113,999	5.31	\$ 168,896
				Total		6.82	\$ 152,973	6.82	\$ 158,491	6.82	\$ 216,223
Therapeutic Activity-Seasonal											
10034430	61030	100		NA-25	RECREATION FIELD SUPERVISOR	0.15	\$ 5,854	0.15	\$ 6,045	0.15	\$ 6,323
10034430	61030	100		NA-14	RECREATION LEADER	0.91	\$ 19,817	0.91	\$ 20,463	0.91	\$ 29,203
				Total		1.06	\$ 25,671	1.06	\$ 26,508	1.06	\$ 35,526
Recreation Classes-Seasonal											
10034460	\$61,030	00	\$3,585	NA-35	PRE-SCHOOL INSTRUCTOR	0.12	\$ 3,967	0.12	\$ 4,096	0.12	\$ 4,284

CITY OF DUBUQUE, IOWA
ACTIVITY PERSONNEL COMPLEMENT SUMMARY

ACCT	FD	JC	WP-GR	POSITION CLASS	FY 2022		FY 2023		FY 2024	
					FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
10034460	61030	100		NA-25 RECREATION FIELD SUPERVISOR	0.24	\$ 6,516	0.24	\$ 6,727	0.24	\$ 6,626
				Total	0.36	\$ 10,483	0.36	\$ 10,823	0.36	\$ 10,910
<hr/>										
Port of Dubuque Marina Dock Maintenance-FT										
10030560	61010	100		GE-33 FACILITIES SUPERVISOR	0.33	\$ 20,306	0.33	\$ 20,967	0.33	\$ 23,164
				Total	0.33	\$ 20,306	0.33	\$ 20,967	0.33	\$ 23,164
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Port of Dubuque Marina Dock Maintenance- Seasonal										
10030560	61030	100		NA-23 DOCK WORKER	0.58	\$ 12,546	0.58	\$ 12,546	0.58	\$ 17,445
				Total	0.58	\$ 12,546	0.58	\$ 12,546	0.58	\$ 17,445
<hr/>										
Port of Dubuque Marina Convenience Store -FT										
10030550	61010	100		GE-33 FACILITIES SUPERVISOR	0.34	\$ 20,921	0.34	\$ 21,603	0.34	\$ 23,866
				Total	0.34	\$ 20,921	0.34	\$ 21,603	0.34	\$ 23,866
<hr/>										
Port of Dubuque Marina Convenience Store- Seasonal										
10030550	61030	100		NA-23 MARINA CASHIER/CLERK	0.83	\$ 18,882	0.83	\$ 18,882	0.83	\$ 25,003
				Total	0.83	\$ 18,882	0.83	\$ 18,882	0.83	\$ 25,003
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CD Target Area Programs-Seasonal										
26034500	61030	260	3585	NA-35 PRE-SCHOOL INSTRUCTOR CDBG	0.72	\$ 28,729	0.72	\$ 29,661	0.72	\$ 31,025
26034500	61030	260	3450	NA-25 RECREATION FIELD SUPERVISOR CDBG	0.61	\$ 16,914	0.61	\$ 17,462	0.61	\$ 17,199
				Total	1.33	\$ 45,643	1.33	\$ 47,123	1.33	\$ 48,224
<hr/>										
AmeriCorps - FT										
10034911	61010	100	1185	COMMUNITY IMPACT DIRECTOR	0.06	\$ 4,223	0.07	\$ 5,372	1.00	\$ 85,415
10034911	61010	100		COMMUNITY OUTREACH COORD	1.00	\$ 44,641	1.00	\$ 46,082	1.00	\$ 61,873
10034911	61010			COMM DIVERSION/ PREVENT COORD	—	\$ —	1.00	\$ 67,108	1.00	\$ 61,873
10034911	61010			DIVISION ADMIN ASSISTANT	—	\$ —	1.00	\$ 40,378	1.00	\$ 40,307
10034911	61010	100	1185	AMERICORPS COORDINATOR	—	\$ —	0.15	\$ 10,344	1.00	\$ 64,648
10034913	61010	100	1185	AMERICORPS COORDINATOR	—	\$ —	0.20	\$ 9,652		
10034913	61010	100	1185	AMERICORPS PROGRAM DIRECTOR	—	\$ —	0.81	\$ 59,122		
10034918	61010	100	1185	AMERICORPS COORDINATOR	0.12	\$ 8,580	0.65	\$ 31,333		
10034918	61010	100	1185	AMERICORPS PROGRAM DIRECTOR	0.82	\$ 57,798	0.11	\$ 8,336		
				Total	2.00	\$ 115,242	5.00	\$ 277,727	5.00	\$ 314,116

CITY OF DUBUQUE, IOWA
ACTIVITY PERSONNEL COMPLEMENT SUMMARY

ACCT	FD	JC	WP-GR	POSITION CLASS	FY 2022		FY 2023		FY 2024	
					FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
AmeriCorps - PT										
10034913	61010	100	1185	AMERICORPS COORDINATOR	0.11	\$ 5,136	—	\$ —	—	\$ —
10034918	61010	100	1185	AMERICORPS COORDINATOR	0.17	\$ 7,871	—	\$ —	—	\$ —
				Total	0.28	\$ 13,007	—	\$ —	—	\$ —
TOTAL RECREATION DIVISION					45.03	\$ 1,647,458	47.75	\$ 1,905,333	47.25	\$ 2,147,546

Capital Improvement Projects by Department/Division					
RECREATION DIVISION					
Project Number	Capital Improvement Project Title	Department	Fund	Account	FY 24 Recomm'd Budget
3444000010	Golf Tee Improvements	Recreation	306	67990	10,000
3444000013	Flora & Sutton Pool Tank Resurfacing	Recreation	304	67990	167,000
RECREATION DIVISION	TOTAL				177,000

PROGRAM/ DEPT	PROJECT DESCRIPTION	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	TOTAL	PAGE
RECREATION DIVISION								
Culture and Recreation								
Swimming Pools								
Pool Tank Resurfacing and Sutton Playground Resurfacing								
	\$ 167,000	\$ —	\$ —	\$ —	\$ —	\$ —	\$ 167,000	52
Flora & Sutton Admissions Counter Reconstruction - ADA								
	\$ —	\$ —	\$ —	\$ —	\$ 10,000	\$ —	\$ 10,000	53
Sutton Pool Zero Depth Survey & Remediation								
	\$ —	\$ —	\$ —	\$ —	\$ 40,000	\$ —	\$ 40,000	54
Sutton Pool - Operational Projects								
	\$ —	\$ 65,000	\$ —	\$ —	\$ —	\$ —	\$ 65,000	55
Flora Pool Water Slide Assessment & Repairs								
	\$ —	\$ —	\$ —	\$ —	\$ 50,000	\$ —	\$ 50,000	56
Bunker Hill Golf Course								
Construct Cart Paths								
	\$ —	\$ 10,000	\$ —	\$ 10,000	\$ —	\$ —	\$ 20,000	57
Tee Improvements								
	\$ 10,000	\$ —	\$ 10,000	\$ —	\$ 10,000	\$ —	\$ 30,000	58
Material Storage Reno								
	\$ —	\$ —	\$ 15,000	\$ —	\$ —	\$ —	\$ 15,000	59
Port of Dubuque								
Port of Dubuque Marina - Dock Maintenance								
	\$ —	\$ 10,000	\$ 10,000	\$ —	\$ —	\$ —	\$ 20,000	60
Port of Dubuque Flood Wall Dubuque Welcome Sign								
	\$ —	\$ —	\$ 33,000	\$ —	\$ —	\$ —	\$ 33,000	61
TOTAL								
	\$ 177,000	\$ 85,000	\$ 68,000	\$ 110,000	\$ 10,000	\$ 450,000		

Multicultural Family Center

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MULTICULTURAL FAMILY CENTER

Budget Highlights	FY 2022 Actual	FY 2023 Budget	FY 2024 Requested	% Change From FY 2023 Budget
Expenses				
Employee Expense	220,452	367,095	447,406	21.9%
Supplies and Services	14,458	39,322	51,761	31.6%
Equipment	1,370	—	1,400	0.0%
Custodial	61,459	100,430	70,756	-29.5%
Utilities	26,187	62,215	62,215	0.0%
Property Insurance/Maintenance	26,020	80,512	76,509	-5.0%
Total Expenses	349,946	649,574	710,047	9.3%
Resources				
Contribution from Board of Directors	5,106	—	—	0.0%
Miscellaneous Revenue	—	7,341	7,400	0.8%
Total Resources	5,106	7,341	7,400	0.8%
Property Tax Support	344,840	642,233	702,647	60,414
Percent Increase (Decrease)				9.4%
Personnel - Authorized FTE	5.05	5.05	5.49	

Improvement Package Summary

1 of 1

This improvement level request is for the addition of 910 hours of site supervision (temp/seasonal) to the Multicultural Family Center by Site Supervisors. With the opening of the Multicultural Family Center, the need for site supervision to assist patrons from the hours of 8:45 am-12:15 pm on Monday through Friday will allow for technical assistance to the computer lab during these hours, setup for morning events and activities, and adds an additional site supervisor to bring the total to 3, so if one opening exists, 2 could cover the hours of the center until hiring happens. This meets the City Council goal of Financially Responsible, High Performance City Organization: Sustainable, Equitable, and Effective Service Delivery.

Related Cost:	\$ 21,183	Tax Funds	Recurring	Recommend - Yes
Net Cost:	<u><u>\$ 21,183</u></u>			
Property Tax Impact:	\$ 0.0083	0.08%		
Activity: Administration				

Significant Line Items

Employee Expense

1. FY 2024 employee expense reflects a 5.00% wage package increase.
2. The Iowa Public Employee Retirement System (IPERS) City contribution of 9.44% is unchanged from FY 2023. The employee contribution of 6.29% is unchanged from FY 2023.
3. The City portion of health insurance is unchanged from \$1,119 in FY 2023 to \$1,119 in FY 2024 per month, per contract, which results in an annual cost unchanged.

Supplies & Services

4. Utilities Expense is unchanged from \$62,215 in FY 2023 to \$62,215 in FY 2024 based on FY 2023 budget. This is further broken down by electricity expense (\$45,000), gas expense (\$16,500), and stormwater expense (\$715).
5. Property Insurance and Maintenance decreased from \$80,512 in FY 2023 to \$76,509 in FY 2024 based on FY 2022 actual of \$26,020 plus an increase due to building expansion, additional operating service level requirements, preventative maintenance, and hosting large events on-site. This line item budget includes property maintenance (\$28,000), janitorial supplies (\$6,200), fire suppression (\$5,813), HVAC maintenance (\$5,600), machine/equipment maintenance (\$15,000), equipment maintenance contracts (\$2,361), building construction contract expense (\$8,000), and property insurance (\$5,535).
6. Payment to Other Agency increased from \$7,725 in FY 2023 to \$10,000 in FY 2024. This provides for the match for AmeriCorps members placed at the Multicultural Family Center. Half-time members were replaced with full-time members due to recruitment challenges.
7. Technology Equipment Maintenance increased from \$2,890 in FY 2023 to \$7,000 in FY 2024 based upon a maintenance contract for AV and sound equipment and systems in the expanded Multicultural Family Center building. The first year it was covered under warranty, thus the \$0. This amount is the full maintenance contract now that it is outside the warranty period.
8. Meetings and Conferences is unchanged from \$8,000 in FY 2023 to \$8,000 FY 2024. This provides for training for 3 full-time Multicultural Family Center staff.

Revenue

9. General Reimbursement Revenue (\$0) previously included contributions from the Multicultural Family Center Board of Directors for the STEP Coordinator in the amount of \$9,002 and Teen Coordinator in the amount of \$15,000, decreased due to an approved FY 23 improvement package.
10. Meeting Room Fees are increased from \$7,341 in FY 2023 to \$7,400 in FY 2024.

LEISURE SERVICES RECREATION DIVISION

Multicultural Family Center (MFC)

	FY 2022	FY 2023	FY 2024
Full-Time Equivalent	5.05	5.05	5.49

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 2022 Actual	FY 2023 Budget	FY 2024 Recomm'd
Expenditures	\$236,280	\$406,417	\$500,567
Resources	\$5,106	\$7,341	\$7,400

Multicultural Family Center Position Summary	
	FY 2024
Multicultural Family Center Director	1.00
Multicultural Family Center Asst. Director	1.00
Site Supervisor	1.66
Recreation Field Supervisor - Seasonal	0.35
Receptionist	0.48
Teen Coordinator	1.00
Total FT Equivalent Employees	5.49

Performance Measures

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

	Performance Measure (KPI)	Target	CY 2021 Actual	CY 2022 Actual	CY 2023 Estimated	Performance Indicator
1	Activity Objective: Showcase Dubuque's diversity through celebrations of culturally-significant days and programs featuring education, music, art, dance, and food.					
	# of cultural events (# of participants)	2500	8 (1560)	36 (4,674)	43 (5000)	

City Council Goal: Robust Local Economy

2	Activity Objective: Engage teens in the community in the Summer Teen Empowerment Program to improve skills in employment, leadership, communication and financial literacy.					
	85% of teen participants in our STEP Summer Program will earn a high school credit; course title "Workforce Readiness"	85%	94% (33 out of 35)	0%*	85%	
	85% of participating teens will increase their understanding of how to manage their bank account and earn the savings match.	85%	83% (29 out of 35)	88% (38 out of 43)	85%	

*Participant evaluation is being completed January 2023 by Dubuque Community School District.

Recommended Operating Revenue Budget - Department Total

29 - MULTICULTURAL FAMILY CENTER

Fund/Account/Account Title	FY21 Actual Revenue	FY22 Actual Revenue	FY23 Adopted Budget	FY24 Recomm'd Budget
100 - General				
4A - Charges for Services				
45450 - Meeting Room Fee	0	0	(7,341)	(7,400)
47100 - Reimbursements	(6,430)	(5,106)	0	0
47500 - Merchandise Sales	0	0	0	0
47511 - Food	0	0	0	0
47513 - Beverage/Ice	0	0	0	0
4A - Charges for Services Total	(6,430)	(5,106)	(7,341)	(7,400)
MULTICULTURAL FAMILY CENTER - Total	(6,430)	(5,106)	(7,341)	(7,400)

Recommended Operating Expenditure Budget - Department Total

29 - MULTICULTURAL FAMILY CENTER

Fund/Account/Account Title	FY21 Actual Expense	FY22 Actual Expense	FY23 Adopted Budget	FY 24 Recomm'd Budget
6A - Salaries & Wages				
100 - General				
60100 - Salaries-Regular Full Time	135,212	73,843	197,909	210,916
60200 - Salaries - Regular Part Time	40,855	65,718	65,410	102,074
60300 - Hourly Wages - Temp/Seasonal	6,230	8,366	14,105	32,844
60400 - Overtime	0	2,022	0	0
60640 - Special Pay - Vacation Payout	0	5,871	0	0
60730 - Spec Pay - Safety Equipment	0	0	0	0
60760 - Spec Pay - Moving Allowance	0	0	0	0
6A - Salaries & Wages Total	182,297	155,819	277,424	345,834
6B - Employee Benefits				
100 - General				
61100 - FICA - City Contribution	13,221	11,591	21,223	26,458
61300 - IPERS - City Contribution	16,621	13,343	27,494	34,186
61510 - Health Insurance	24,592	39,096	40,284	40,269
61540 - Life Insurance	129	53	138	138
61600 - Workers' Compensation	639	406	532	521
61700 - Unemployment Compensation	0	0	0	0
61992 - Physicals	0	144	0	0
6B - Employee Benefits Total	55,202	64,633	89,671	101,572
6C - Staff Development				
100 - General				
62100 - Association Dues	120	0	125	125
62325 - Mileage	428	191	1,700	1,700
62400 - Meetings & Conferences	0	1,888	8,000	8,000
62500 - Education Reimbursement	716	752	3,120	3,515
6C - Staff Development Total	1,264	2,831	12,945	13,340
6D - Repari/Maint/Util				
100 - General				
63730 - Telecommunications	1,313	864	1,872	2,030
6D - Repari/Maint/Util Total	1,313	864	1,872	2,030
6E - Contractual Svcs				
100 - General				
64020 - Advertising	350	2,350	3,203	3,000
64130 - Payments to Other Agencies	0	0	7,725	10,000
64140 - Printing	0	500	0	0
64145 - Copying	156	406	156	400
64160 - Rental - Land/Bldgs/Parking	441	462	441	1,512
64185 - License/Permit/Fees	0	0	800	800
64190 - Technology Services	321	890	3,590	4,280
64191 - IT Recharges	0	0	0	3,699
64890 - Background Check	0	0	500	500
64980 - Technology Equip Maint Cont	2,429	2,429	2,890	7,000
6E - Contractual Svcs Total	3,697	7,037	19,305	31,191
6F - Commodities				
100 - General				

Recommended Operating Expenditure Budget - Department Total

29 - MULTICULTURAL FAMILY CENTER

Fund/Account/Account Title	FY21 Actual Expense	FY22 Actual Expense	FY23 Adopted Budget	FY 24 Recomm'd Budget
6A - Salaries & Wages				
65025 - Program Materials	232	2,860	3,200	3,200
65033 - Food Products	0	0	0	0
65036 - Beverage/Ice	0	0	0	0
65045 - Technology Equipment	90	1,370	0	1,400
65060 - Office Supplies	1,036	672	2,000	2,000
65925 - Uniform Purchase	0	0	0	0
65965 - Janitorial	0	194	0	0
6F - Commodities Total	1,359	5,096	5,200	6,600
6G - Capital Outlay				
100 - General				
67210 - Furniture/Fixtures	945	0	0	0
6G - Capital Outlay Total	945	0	0	0
MULTICULTURAL FAMILY CTR - Total	246,076	236,280	406,417	500,567

Recommended Expenditure Budget Report by Activity & Funding Source
29 - MULTICULTURAL FAMILY CENTER

Fund/Activity	FY22 Actual Expense	FY23 Adopted Budget	FY24 Recomm'd Budget
2901 - Administration			
100 - General			
6A - Salaries & Wages	155,819	277,424	345,834
6B - Employee Benefits	64,633	89,671	101,572
6C - Staff Development	2,831	12,945	13,340
6D - Repari/Maint/Util	864	1,872	2,030
6E - Contractual Svcs	7,037	19,305	31,191
6F - Commodities	5,096	5,200	6,600
6G - Capital Outlay	—	—	—
2901 - Administration Total	236,280	406,417	500,567
2999 - Pcard Clearing			
100 - General			
6F - Commodities	—	—	—
2999 - Pcard Clearing Total	—	—	—
MULTICULTURAL FAMILY CENTER TOTAL	236,280	406,417	500,567

29 MULTI CULTURAL FAMILY CENTER DIVISION

FD	JC	WP-GR	JOB CLASS	FY 2021		FY 2022		FY 2023	
				FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
61010 Full Time Employee Expense									
100	1310	GE-29	ASST DIR MULTICULTURAL FAMILY CTR	1.00	\$62,148	1.00	\$64,173	1.00	\$67,124
100		GE-28	TEEN COORDINATOR	1.00	\$44,641	1.00	\$46,082	1.00	\$56,462
100	3530	GE-35	DIR MULTICULTURAL FAMILY CENTER	1.00	\$81,287	1.00	\$87,654	1.00	\$87,330
TOTAL FULL TIME EMPLOYEES				3.00	\$188,076	3.00	\$197,909	3.00	\$210,916
61020 Part Time Employee Expense									
100		NA-44	RECEPTIONIST	0.48	\$18,462	0.48	\$16,246	0.48	\$17,772
100	3450	NA-25	RECREATION FIELD SUPERVISOR	1.22	\$47,611	1.22	\$49,164	0.00	\$0
TOTAL PART TIME EMPLOYEES				1.70	\$66,073	1.70	\$65,410	2.14	\$120,515
61030 Seasonal Employee Expense									
100	3450	NA-25	RECREATION FIELD SUPERVISOR MFC	0.35	\$13,659	0.35	\$14,105	0.35	\$14,753
TOTAL SEASONAL EMPLOYEES				0.35	\$13,659	0.35	\$14,105	0.35	\$14,753
TOTAL MFC DIVISION				5.05	\$267,808	5.05	\$277,424	5.49	\$346,184

CITY OF DUBUQUE, IOWA
ACTIVITY PERSONNEL COMPLEMENT SUMMARY

ACCT	FD	JC	WP-GR	POSITION CLASS	FY 2021		FY 2022		FY 2023		
					FTE	BUDGET	FTE	BUDGET	FTE	BUDGET	
Multicultural Family Center - FT											
1003460	61010	100	1310	GE-29	ASST DIR MULTICULTURAL FAMILY CTR	1.00	62,148	1.00	64,173	1.00	67,124
1003460	61010	100		GE-28	TEEN COORDINATOR	1.00	44,641	1.00	46,082	1.00	56,462
1003460	61010	100	3530	GE-35	DIR MULTICULTURAL FAMILY CENTER	1.00	81,287	1.00	87,654	1.00	87,330
				Total		3.00	\$ 188,076	3.00	\$ 197,909	3.00	\$ 210,916
Multicultural Family Center - PT											
1003460	61020	100	1310	GE-29	SITE SUPERVISOR	—	—	—	—	1.66	102,743
1003460	61020	100		NA-44	RECEPTIONIST	0.48	18,462	0.48	16,246	0.48	17,772
1003460	61020	100	3450	NA-25	RECREATION FIELD SUPERVISOR	1.22	47,611	1.22	49,164		—
				Total		1.70	\$ 66,073	1.70	\$ 65,410	2.14	\$ 120,515
Multicultural Family Center - Seasonal											
1003460	61030	100	3450	NA-25	RECREATION FIELD SUPERVISOR MFC	0.35	13,659	0.35	14,105	0.35	14,753
				Total		0.35	\$ 13,659	0.35	\$ 14,105	0.35	\$ 14,753
				Subtotal MFC Only		5.05	\$ 267,808	5.05	\$ 277,424	5.492	\$ 346,184

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