

FISCAL YEAR 2025
Recommended
Policy And Narrative Budget
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April 2, 2024

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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. Icons for each KPI visually indicate how well an objective is doing and represent the following:

Goal Met	Goal in Progress	Goal Not Met
This goal has been met.	The goal has not been met but is showing signs of improvement.	This goal has not been met and is not currently showing signs of progress.

- 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 2023 Actual	FY 2024 Budget	FY 2025 Requested	% Change From FY 2024 Budget
<u>Expenses</u>				
Employee Expense	\$2,506,273	\$2,993,912	\$3,146,977	5.1 %
Supplies and Services	\$1,239,383	\$1,172,942	\$1,310,562	11.7 %
Machinery and Equipment	\$ 440,963	\$ 324,080	\$ 447,310	38.0 %
Less Recharges to Service Funds	\$ —	\$ (126,864)	\$ (143,508)	13.1 %
Debt Service	\$ 151,677	\$ 129,851	\$ 129,408	-0.3 %
Total Expenses	\$4,338,296	\$4,493,921	\$4,890,749	8.8 %
<u>Resources</u>				
Operating Revenue	\$ 432,107	\$ 359,757	\$ 403,572	12.2 %
Stormwater User Fees	\$ 134,163	\$ 155,103	\$ 165,670	6.8 %
Sales Tax for Debt Abatement	\$ 147,624	\$ 129,851	\$ 129,408	-0.3 %
Veteran's Memorial	\$ 11,197	\$ 24,469	\$ 19,384	-20.8 %
Lyons Peony Trust	\$ 3,641	\$ 4,000	\$ 4,000	0.0 %
Total Resources	\$ 728,732	\$ 673,180	\$ 722,034	7.3 %
Property Tax Support	\$3,609,564	\$3,820,741	\$4,168,715	\$ 347,974
Percent Increase (Decrease)				9.11 %
Percent Self Supporting	16.80 %	14.98 %	14.76 %	
Personnel - Authorized FTE	38.39	39.59	39.59	

Improvement Package Summary

1 of 9

This improvement level package request provides for adding one full-time Maintenance Technician position to the Park Division (1.00 FTE, GD-06). This position would be assigned to the Bee Branch Creek Greenway area. Staff have struggled to fill temporary positions for this particular activity in the Park Division. This new 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 cost of the new Maintenance Technician position will be partially offset by eliminating 0.11 FTE from temporary Parks Groundskeeper positions and also eliminating 0.50 FTE from the temporary Landscape Crew Member positions. The cost of the new Maintenance Technician position would be \$80,137, and the savings from eliminating the positions is \$24,273, resulting in a net cost of \$55,864. 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:	\$ 80,137	Stormwater Fund	Recurring	Recommend - No
Related Cost Savings:	\$ 4,377	Stormwater Fund	Recurring	
Related Cost Savings:	19,896	Tax Funds	Recurring	
Net Cost:	<u>\$ 55,864</u>			
Property Tax Impact:	\$ 0.022	0.13%		
Activity: Park Areas & Maintenance				

2 of 9

This improvement level package request provides for adding one full-time Maintenance Technician position to the Park Division (1.00 FTE, GD-06). This position would be assigned to the Park Areas and Maintenance activity of the Park Division. The Park 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. This position would also assist with the maintenance of the three mini parks that will be constructed in 2024. This request eliminates 0.96 FTE from temporary Parks Groundskeeper positions to help partially offset the cost for the new full-time Maintenance Technician position. The cost of the new Maintenance Technician position would be \$80,137, and the savings from eliminating the positions is \$38,189, resulting in a net cost of \$41,948. 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:	\$ 80,137	Tax Funds	Recurring	Recommend - No
Related Cost Savings:	\$ 38,196	Tax Funds	Recurring	
Net Cost:	<u>\$ 41,941</u>			
Property Tax Impact:	\$ 0.0165	0.10%		
Activity: Park Areas & Maintenance				

3 of 9

This improvement level request provides for 1510 additional hours for temporary Park Rangers during the park season (0.72 FTE). In 2015, two full-time Park Ranger positions (2.00 FTE) were eliminated and hours reduced for the temporary Park Rangers due to hiring freeze and budget cuts. Currently, there is one Park Ranger scheduled for evenings Monday through Thursday and two Park Rangers scheduled for evenings on Friday, Saturday and Sunday. They are unable to provide the level of service expected by the Leisure Services Department and an increase in required training has also reduced their amount of hours in the field. The increased hours would provide for two Park Rangers on Monday through Thursday evenings and additional daytime hours on Saturdays and Sundays. The hours would also decrease time needed by the Police Department to respond to calls that Park Rangers can handle. 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. Having adequate coverage from Park Rangers is an essential function of maintain parks.

Related Cost:	\$ 37,120	Tax Funds	Recurring	Recommend - No
Property Tax Impact:	\$ 0.0146	0.16%		
Activity: Parks Patrol				

4 of 9

This improvement package request provides for 4 additional desktop computers for the Park Division. Three computers would be for functional supervisors that do not have a desktop computer. An additional computer would be a multi-user computer for Park Division staff. With the Tyler Human Resources Management module, increased trainings, City emails and additional items required to perform work duties efficiently, desktop computers are needed as iPads are not sufficient. 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. Having adequate technology in the Park Division helps staff perform their duties.

Related Cost:	\$ 8,800	Tax Funds	Non-Recurring	Recommend - Yes
Property Tax Impact:	\$ 0.0035	0.04%		
Activity: Parks Area and Maintenance				

5 of 9

This improvement level request provides for the purchase of a utility vehicle for use at Veterans Memorial Park. After the Miracle League Complex was completed, new maintenance responsibilities were required for the Park Division. A utility vehicle assigned to the Greenhouse activity was moved to Veterans Memorial Park to efficiently perform the new responsibilities. This has resulted in a shortage of utility vehicles to perform efficiently as a department. 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. Having an additional utility vehicle will empower staff to maintain Veteran Memorial Park more efficiently.

Related Cost:	\$ 23,000	Tax Funds	Non-Recurring	Recommend - Yes
Property Tax Impact:	\$ 0.009	0.10%		
Activity: Park Areas & Maintenance				

6 of 9

This improvement level request provides for the purchase of a plate compactor and jumping jack compactor. The Park Division purchased a mini excavator in FY 2024 and has been using it regularly for projects. Staff have needed to rent a plate compactor and jumping jack for many of these projects. The purchase of these products will save on the costs of rental and also the availability of the equipment to complete projects in a timely manner. 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. Having the necessary equipment regularly available for use will allow staff to better maintain City parks.

Related Cost:	\$ 7,000	Tax Funds	Non-Recurring	Recommend - Yes
Property Tax Impact:	\$ 0.0028	0.03%		
Activity: Park Areas & Maintenance				

7 of 9

This improvement level request provides for the purchase of a dump trailer for the Forestry activity in the Park Division. The Forestry activity does not have a trailer. This trailer would allow for the Forestry team to transport trees and other supplies for tree plantings. It would assist with transport of stump grindings, topsoil and mulch and other debris and materials. The trailer would also be used to transport the Forestry skid steer for tree related projects. 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. Providing staff with adequate equipment empowers them to better maintain City parks.

Related Cost:	\$ 15,000	Tax Funds	Non-Recurring	Recommend - Yes
Property Tax Impact:	\$ 0.0059	0.07%		
Activity: Forestry				

8 of 9

This improvement level request provides for the purchase of a tow-behind prairie mower for the Park Division. This mower can mow at a height of up to 7 inches which is an ideal height for prairie maintenance. This piece of equipment would offset the cost of hiring a contractor to mow smaller prairie areas. 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:	\$ 4,000	Tax Funds	Non-Recurring	Recommend - Yes
Property Tax Impact:	\$ 0.0016	0.02%		
Activity:	Greenhouse			

9 of 9

This improvement level package provides for a remote-controlled mower for the Park Division. There are numerous steep slopes that the Park Division mows including turf and prairie areas. This mower would reduce the risk of injury from mowing these areas with staff on riding mowers. The mower would be remote operated by staff from a safe distance. This mower could also be used to mow storm water detention basins. 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. Providing staff with adequate equipment empowers them to maintain City parks using safer methods.

Related Cost:	\$ 70,000	Tax Funds	Non-Recurring	Recommend - Yes
Property Tax Impact:	\$ 0.0275	0.31%		
Activity:	Park Areas & Maintenance			

Significant Line Items

Employee Expense

1. FY 2025 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 2024 The employee contribution of 6.29% is unchanged from FY 2024.
3. The City portion of health insurance expense is unchanged from \$1,119 in FY 2024 to \$1,119 in FY 2025 per month, per contract, which results in an annual cost unchanged of \$— or 0.0%.
4. Five-Year Retiree Sick leave payout decreased from \$12,074 in FY 2024 to \$11,781 in FY 2025.
5. Overtime expense is unchanged from \$21,936 in FY 2024 to \$21,936 in FY 2025. FY 2023 actual was \$29,146.
6. Workers Compensation decreased from \$65,290 in FY 2024 to \$64,513 in FY 2025. FY 2023 actual was \$70,851.

Supplies & Services

7. Pay to Other Agency increased from \$50,000 in FY 2024 to \$60,000 in FY 2025. This line item represents the management agreement with Dubuque County for the EB Lyons Interpretive Center. The City pays the County 50% of expenses for staffing, utilities, and repairs. All of these costs at the EB Lyons center have increased, thus the City's payment to the County has increased.
8. General Liability Insurance increased from \$28,658 in FY 2024 to \$66,808 in FY 2025 based on information received from Iowa Communities Assurance Pool (ICAP).

9. Electricity increased from \$122,010 in FY 2024 to \$122,794 in FY 2025 based on FY 2023 actual of \$111,834. This line item represents electricity costs for park areas and facilities, as well as a portion of electricity expenses for the Leisure Services Bunker Hill administrative office.
10. Equipment Maintenance/Repair increased from \$47,636 in FY 2024 to \$48,191 in FY 2025. This line item represents miscellaneous parts, maintenance, and repairs for equipment such as mowers, utility vehicles, chainsaws, snowblowers, sweepers, chippers, and stump grinders.
11. Building Maintenance increased from \$179,759 in FY 2024 to \$213,503 in FY 2025 based on FY 2023 actual of \$201,079 plus expected price increases of 6%. This line item represents general maintenance at City Parks and facilities. Common maintenance items include plumbing, painting, electrical work, overhead door repairs, repairing water and sewer lines, maintenance of fences, gates, and playground equipment, repair of buildings and shelters, road maintenance, and playground turf and mulch maintenance. Industry-wide price increases have impacted the cost of parts and supplies used for maintaining facilities.
12. Vehicle Ops - Gasoline is unchanged from \$52,718 in FY 2024 to \$52,718 in FY 2025 based on FY 2024 budget. This line item represents fuel expenses for Park Division vehicles, machinery, and small equipment.
13. Vehicle Repairs - Internal increased from \$18,737 in FY 2024 to \$22,806 in FY 2025 based on a three year average of FY 2023, FY 2022, and FY 2021. This line item represents preventative maintenance and repairs to vehicles in the event of a breakdown or part failure.
14. Landscaping increased from \$88,022 in FY 2024 to \$97,131 in FY 2025 based on the FY 2023 Actual of \$95,061 plus expected cost increases of 2%. This line item represents expenses for landscaping and upkeep at City parks and facilities. Common expenses include dirt, seed, fertilizer, herbicides, mulch, and plants. Industry-wide price increases have impacted the cost of materials and supplies used for the upkeep of City parks.
15. Tree Maintenance is unchanged from \$84,500 in FY 2024 to \$84,500 in FY 2025. The FY 2023 Actual was \$71,436. 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). Actual expenses in this line item fluctuate due to the tree maintenance needs. The FY 2023 actual reflects fluctuation and was relatively low. The FY 2022 actual was \$83,542.
16. Other Contractual Services decreased from \$51,600 in FY 2024 to \$44,920 in FY 2025. The FY 2023 Actual was \$56,215. This line item includes playground mulch installation, delivery and collection of green waste dumpsters, roundabout maintenance, contracted snow removal of new Chavenelle Trail, and Bee Branch hanging baskets. FY 2024 included a non-recurring improvement package for pollinators (\$10,000), contributing to the decrease. However, the decrease from the FY 2024 improvement packages is offset by an increase in the cost of hanging baskets for the Bee Branch.
17. Lawn Care Contract decreased from \$79,050 in FY 2024 to \$76,063 based on a three year average. This line item is variable each year due to mowing schedules and weather conditions. The FY 2023 Actual was \$70,899. This line item represents contracted lawn care services for smaller parks.
18. Property Insurance increased from \$43,562 in FY 2024 to \$59,716 in FY 2025 based on FY 2024 budget minus approximately 37%. FY 2023 Actual was \$34,510.
19. Equipment Maintenance Contracts decreased from \$28,667 in FY 2024 to \$25,617 in FY 2025 based on FY 2023 Actual. This line item represents contracts and fees for mobile radios, blue help stations, cash registers, and security alarms.

20. Stormwater utility expense increased from \$43,361 in FY 2024 to \$47,926 in FY 2025 based on FY 2023 actual of \$41,276 plus 16.11%.
21. Natural Gas utility expense increased from \$19,646 in FY 2024 to \$24,167 in FY 2025 based on FY 2023 actual.

Machinery & Equipment

22. Equipment replacement items are requested for \$447,310 for:

Parks Machinery and Equipment	
<u>Forestry</u>	
#4407 Dump Truck	\$ 70,000
#4409 Brush Chipper	\$ 60,000
Headsets	\$ 10,000
<u>Park Patrol</u>	
Body Cameras	\$ 6,000
<u>Park Areas & Maintenance</u>	
Picnic Tables (70)	\$ 7,000
Fireplace Grills (15)	\$ 3,750
Smart Phone and Case	\$ 350
Desk Phone	\$ 210
#4445 Utility Tractor w/ Cab	\$ 27,000
#4454 Utility Tractor w/ Cab	\$ 26,000
#4455 Gator	\$ 18,000
#4458 Front Deck Mower	\$ 36,000
#4480 John Deere 1200A	\$ 15,000
#4483 Gator HPX 4x4	\$ 18,000
21-inch Mowers	\$ 2,100
Network Switch	\$ 26,000
<u>Greenhouse</u>	
Desk Phone	\$ 210
<u>Veterans Memorial</u>	
Pavers	\$ 890
Recommended Improvement Packages	\$ 120,800
Total Equipment	<u>\$ 447,310</u>

Debt Service

23. FY 2025 Annual Debt Service Payments are as follows (\$129,408):

Amount	Debt Series	Source	Purpose	Final Payment Year	Call Date
\$ 6,197	2017A G.O.	Sales Tax 20%	Park Improvements	2030	2025
\$ 5,313	2019C G.O.	Sales Tax 20%	Park Improvements	2027	2026
\$ 9,071	2021A G.O.	Sales Tax 20%	Park Improvements	2041	2028
\$ 9,630	2021A G.O.	Sales Tax 20%	Park Improvements	2041	2028
\$ 13,660	2016C G.O.	Sales Tax 20%	Ham House Improv.	2036	2024
\$ 85,537	2019B G.O.	Sales Tax 20%	Skate Park	2039	2039
\$ 129,408	Total Park Annual Debt Service				

Revenue

24. Building/Land Leases increased from \$29,015 in FY 2024 to \$32,073 in FY 2025 based on the terms of the agreement. This line item represents rental of land at Murphy Park for a cell phone tower (\$28,164), as well as annual land leases with local organizations (\$850).
25. Camping Fees increased from \$89,118 in FY 2024 to \$110,401 in FY 2025 based on a three-year average of FY 2023, FY 2022, and FY 2021. The FY 2023 actual was \$127,457. FY 2022 and FY 2023 had very few closure days from to flooding from the Mississippi, resulting in being open most of the season.
26. Park Entrance Fees decreased from \$36,632 in FY 2024 to \$32,894 in FY 2025 based on a three-year average of FY 2023, FY 2022, and FY 2021. The FY 2023 actual was \$32,316. This line item represents park entrance fees for Eagle Point Park, which are charged on a per-vehicle basis.
27. Pavilion Fees increased from \$72,847 in FY 2024 to \$79,992 in FY 2025 based on a three-year average of FY 2023, FY 2022, FY 2021. The FY 2023 actual was \$84,634. This line item represents the rental of City pavilions and park facilities
28. Private Participant increased from \$131,639 in FY 2024 to \$140,609 in FY 2025. This line item includes the following:

	FY 2024	FY 2025	Change
Downtown Maintenance	\$ 10,674	\$ 11,208	\$ 534
Technology Park	\$ 23,803	\$ 24,545	\$ 742
Dubuque Industrial Center West	\$ 19,820	\$ 21,854	\$ 2,034
Chaplain Schmitt Island	\$ 27,552	\$ 27,552	\$ —
Veterans Memorial Pavers	\$ 49,790	\$ 55,450	\$ 5,660
Total Private Participant Revenue	\$ 131,639	\$ 140,609	\$ 8,970

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 2024 expense is \$139,287.

Chaplain Schmitt Island private represents payments from Dubuque Racing Association for maintenance of the Chaplain Schmitt pond project.

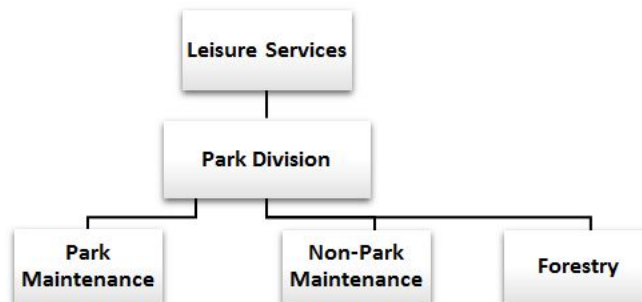
Veterans Memorial Pavers private participant represents purchases of memorial pavers at All Veterans Memorial on Chaplain Schmitt Island.

Miscellaneous

29. The Park Division budget for FY 2025 is 14.76% self-supporting versus 14.98% self-supporting in FY 2024.

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.



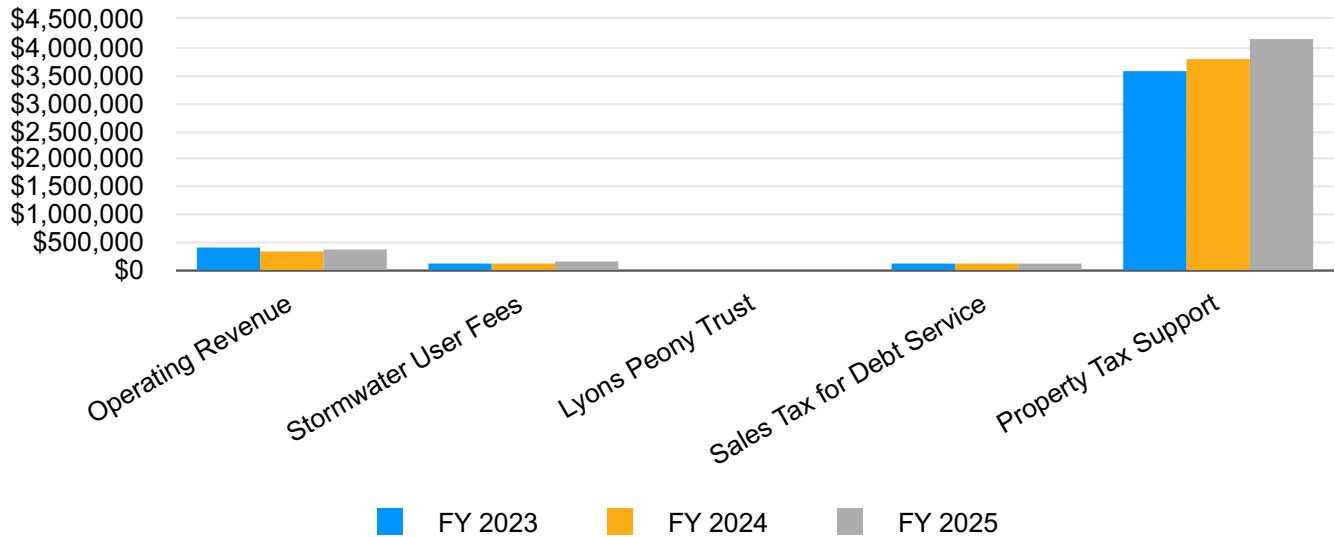
PARTNERSHIPS

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

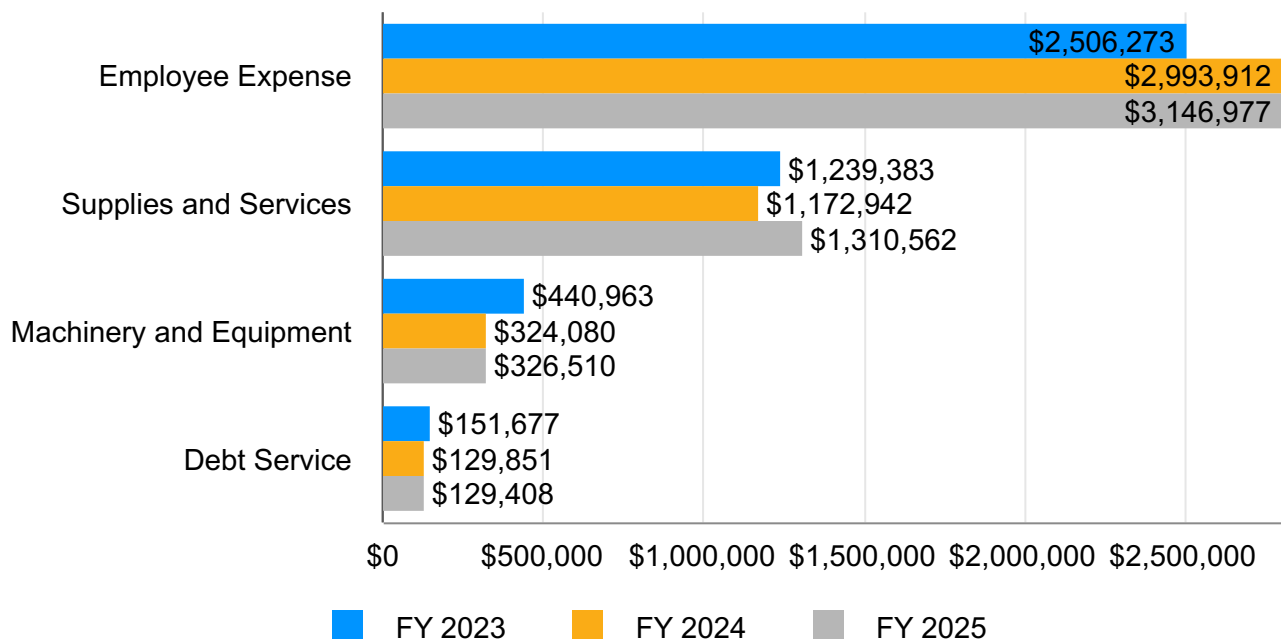
	FY 2023	FY 2024	FY 2025
Full-Time Equivalent	38.39	39.59	39.59

Resources and Property Tax Support



The Park Division is supported by 39.59 full-time equivalent employees, which accounts for 64.35% of the department expense as seen below. Overall, the departments' expenses are expected to increase by 8.83% in FY 2025 compared to FY 2024.

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 2023 Actual	FY 2024 Budget	FY 2025 Recomm'd
Expenditures	\$2,849,198	2,827,305	2,978,092
Resources	\$348,464	273,408	317,113

Park Maintenance Position Summary	
	FY 2025
Maintenance Supervisor	2.00
Leisure Services Director	0.37
Park Division Manager	1.00
Project & Facilities 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 Administrative Assistant	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 2022 Actual	FY 2023 Actual	FY 2024 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	Goal In Progress

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 2023 Actual	FY 2024 Budget	FY 2025 Recomm'd
Expenditures	\$929,088	\$1,047,499	\$1,108,391
Resources	\$77,395	\$84,849	\$86,159

Non-Park Maintenance Position Summary	
	FY 2025
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 2022 Actual	FY 2023 Actual	FY 2024 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	Goal In Progress
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	Goal In Progress

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 2023 Actual	FY 2024 Budget	FY 2025 Recomm'd
Expenditures	\$392,039	\$460,797	\$651,474
Resources	\$13,938	\$1,500	\$300

Forestry Position Summary	
	FY 2025
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 2022 Actual	FY 2023 Actual	FY 2024 Estimated	Performance Indicator
1 Activity Objective: Continue to plant trees after the devastating effects of Emerald Ash Borer					
# of City and Park Street Trees Planted Annually	≥200/year	194	199	200	Goal Met

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	FY22 Actual Revenue	FY23 Actual Revenue	FY24 Adopted Budget	FY25 Recomm'd Budget
100 - General				
4A - Charges for Services				
43100 - Leases - Building/Land	(28,133)	(37,865)	0	(32,073)
43120 - Leases - Other	(21,308)	(21,306)	0	(24,502)
43125 - Lease - Farmland	(10,900)	(11,620)	0	(12,200)
43300 - Concessions Rent	(87)	(167)	0	(167)
45030 - Park Entrance Fees	(31,769)	(32,316)	0	(32,894)
45031 - Park Season Passes	(5,067)	(5,980)	0	(6,650)
45035 - Pavilion Fees	(84,494)	(84,634)	0	(79,992)
45036 - Pet Park Fees	(1,093)	(1,138)	0	(1,289)
45445 - Camping Fees	(118,280)	(127,457)	0	(110,401)
45446 - Viewing Tower Fee	(1,108)	(1,071)	0	(1,058)
45500 - Miscellaneous Chg for Svcs	(5,922)	(3,333)	0	(2,000)
47100 - Reimbursements	(2,705)	(23,011)	0	(12,011)
47150 - Refunds	(54)	0	0	0
47200 - Insurance Settlements	(4,805)	(5,514)	0	(2,876)
47450 - Sale of Salvage	(5,400)	(300)	0	(300)
47550 - Concessions Other	0	0	0	0
4A - Charges for Services Total	(321,125)	(355,712)	0	(318,413)
4B - Grants/Contrib				
44400 - State Grants	0	0	0	0
47050 - Contrib - Private Sources	(42,817)	(76,395)	0	(85,159)
4B - Grants/Contrib Total	(42,817)	(76,395)	0	(85,159)
810 - Capital Project Internal Svc				
4A - Charges for Services				
47820 - Specialized Services	0	0	(126,864)	(143,508)
4A - Charges for Services Total	0	0	(126,864)	(143,508)
200 - Debt Service				
4N - Transfers				
49100 - Transfer In General Fund	(17,836)	(22,644)	—	—
49304 - Transfer in Sales Tax 20%	(159,198)	(124,980)	(129,851)	(129,408)
4N - Transfers Total	(177,034)	(147,624)	(129,851)	(129,408)
4O - Eliminated for GW				
48200 - Proceeds from GO Debt	—	—	—	—
48205 - Bond Discount/Premium	—	—	—	—
4O - Eliminated for GW Total	—	—	—	—
169 - Veterans Memorial				
4B - Grants/Contrib				
47050 - Contrib - Private Sources	(49,790)	(55,450)	—	(55,450)
4B - Grants/Contrib Total	(49,790)	(55,450)	—	(55,450)
4K - Unrest Invest Earn				
43000 - Interest	(492)	(2,554)	—	(9,391)
4K - Unrest Invest Earn Total	-492	-2,554	0	-9,391
500 - Lyons Peony Trust				
4K - Unrest Invest Earn				
43000 - Interest	-4,436	-4,115	0	-7,049
4K - Unrest Invest Earn Total	-4,436	-4,115	0	-7,049
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	FY22 Actual Revenue	FY23 Actual Revenue	FY24 Adopted Budget	FY25 Recomm'd Budget
4A - Charges for Services Total	0	0	0	0
4M - Gain on Disposal				
48100 - Sale of Personal Property	0	-7,690	0	0
4M - Gain on Disposal Total	0	-7,690	0	0
PARKS - Total	-595,694	-649,541	-256,715	-748,378

Recommended Operating Expenditure Budget - Department Total				
30 - PARKS				
Fund/Account/Account Title	FY22 Actual Expense	FY23 Actual Expense	FY24 Adopted Budget	FY 25 Recomm'd Budget
6A - Salaries & Wages				
100 - General				
60100 - Salaries-Regular Full Time	1,235,405	1,413,718	1,551,092	1,611,795
60200 - Salaries - Regular Part Time	0	0	0	0
60300 - Hourly Wages - Temp/Seasonal	256,662	273,721	263,186	439,925
60400 - Overtime	27,593	28,884	300	21,936
60410 - Overtime - Holiday	1,835	8,438	707	1,854
60630 - Special Pay Sick Lv Payout Ret	18,622	13,482	7,460	11,781
60635 - Special Pay Sick Lv Payout 50%	615	1,734	615	1,821
60640 - Special Pay - Vacation Payout	9,240	11,566	0	0
60710 - Special Pay - Parental Leave	0	9,333	0	0
60730 - Spec Pay - Safety Equipment	2,707	2,186	0	3,200
60740 - Spec Pay - Meal Allowance	42	0	0	0
60750 - Spec Pay - Tool Allowance	200	300	0	300
60760 - Spec Pay - Moving Allowance	0	0	0	0
620 - Stormwater Operating				
60100 - Salaries-Regular Full Time	25,107	25,930	27,116	28,035
60300 - Hourly Wages - Temp/Seasonal	7,766	6,896	0	56,411
60400 - Overtime	84	262	0	0
60410 - Overtime - Holiday	47	0	0	0
60730 - Spec Pay - Safety Equipment	0	0	0	200
60740 - Spec Pay - Meal Allowance	0	0	0	0
810 - Capital Project Internal Svc				
60100 - Salaries-Regular Full Time	0	0	0	111,059
6A - Salaries & Wages Total	1,585,927	1,796,451	1,850,476	2,288,317
6B - Employee Benefits				
100 - General				
61100 - FICA - City Contribution	112,593	128,488	152,464	159,783
61300 - IPERS - City Contribution	136,221	149,832	188,133	195,920
61510 - Health Insurance	292,317	312,139	323,527	350,782
61540 - Life Insurance	858	1,066	1,098	1,098
61600 - Workers' Compensation	59,239	69,076	61,541	63,841
61700 - Unemployment Compensation	24,455	30,141	24,455	27,297
61810 - Uniform Allowance	0	2,545	0	2,700
61992 - Physicals	3,950	4,149	0	4,005
620 - Stormwater Operating				
61100 - FICA - City Contribution	2,385	2,398	6,168	6,461
61300 - IPERS - City Contribution	2,383	2,473	7,613	7,972
61510 - Health Insurance	5,213	5,369	5,369	5,369
61540 - Life Insurance	17	19	18	18
61600 - Workers' Compensation	1,028	1,775	1,717	672
61700 - Unemployment Compensation	0	0	0	0
61810 - Uniform Allowance	0	60	0	0
61992 - Physicals	142	293	0	293
810 - Capital Project Internal Svc				
61100 - FICA - City Contribution	0	0	7,276	8,496
61300 - IPERS - City Contribution	0	0	8,978	10,484
61510 - Health Insurance	0	0	13,423	13,423
61540 - Life Insurance	0	0	46	46
61600 - Workers' Compensation	0	0	2,032	0
6B - Employee Benefits Total	640,802	709,822	803,858	858,660

Recommended Operating Expenditure Budget - Department Total				
30 - PARKS				
Fund/Account/Account Title	FY22 Actual Expense	FY23 Actual Expense	FY24 Adopted Budget	FY 25 Recomm'd Budget
6C - Staff Development				
100 - General				
62100 - Association Dues	606	887	0	1,125
62200 - Subscriptions	100	123	0	1,500
62325 - Mileage	844	1,128	0	1,132
62400 - Meetings & Conferences	1,432	5,425	6,488	6,638
62500 - Education Reimbursement	6,550	7,970	12,380	13,580
6C - Staff Development Total	9,531	15,533	18,868	23,975
6D - Repair/Maint/Util				
100 - General				
63100 - Building Maintenance	230,429	197,313	166,759	200,503
63220 - Landscaping	58,057	84,139	79,150	87,102
63230 - Tree Maintenance	83,542	71,436	84,500	84,500
63312 - Vehicle Ops - Gasoline	66,533	74,457	48,741	48,741
63320 - Vehicle Repair - Internal	27,223	30,322	0	22,756
63321 - Vehicle Repair - Outsourced	3,755	14,618	0	7,278
63322 - Vehicle Repair - Accident	18,693	0	0	0
63400 - Equipment Maint/Repair	42,392	53,234	46,636	47,191
63710 - Electricity	101,217	90,974	101,217	99,890
63711 - Natural Gas	19,160	23,457	17,660	21,956
63720 - Refuse	501	631	0	631
63730 - Telecommunications	5,896	6,774	0	7,397
63742 - Stormwater	40,540	41,171	43,252	47,805
169 - Veterans Memorial				
63100 - Building Maintenance	6,813	1,814	10,000	10,000
500 - Lyons Peony Trust				
63220 - Landscaping	798	3,641	4,000	4,000
620 - Stormwater Operating				
63100 - Building Maintenance	7,690	1,952	3,000	3,000
63220 - Landscaping	5,719	7,281	4,872	6,029
63312 - Vehicle Ops - Gasoline	3,615	3,977	3,977	3,977
63320 - Vehicle Repair - Internal	0	49	0	50
63400 - Equipment Maint/Repair	1,889	2,189	1,000	1,000
63710 - Electricity	20,793	20,860	20,793	22,904
63711 - Natural Gas	1,986	2,211	1,986	2,211
63742 - Stormwater	102	104	109	121
6D - Repair/Maint/Util Total	747,344	732,604	637,652	729,042
6E - Contractual Svcs				
100 - General				
64020 - Advertising	3,422	2,406	0	2,700
64030 - Outsourced Labor	950	440	0	600
64040 - Collections	0	53	0	0
64062 - Refunds	1,974	9,217	0	0
64070 - Engineering - Outsourced	0	0	0	0
64080 - Insurance - Property	29,101	34,136	43,142	59,108
64081 - Insurance - Liability	31,235	39,029	28,658	66,808
64130 - Payments to Other Agencies	3,113	66,923	50,000	60,000
64140 - Printing	468	338	0	378
64145 - Copying	893	914	0	800
64150 - Rental - Equipment	11,665	14,151	0	14,151
64160 - Rental - Land/Bldgs/Parking	0	0	0	440

Recommended Operating Expenditure Budget - Department Total				
30 - PARKS				
Fund/Account/Account Title	FY22 Actual Expense	FY23 Actual Expense	FY24 Adopted Budget	FY 25 Recomm'd Budget
64175 - Landfill Fees	5,209	4,426	0	4,426
64185 - License/Permit/Fees	621	321	0	320
64190 - Technology Services	10,930	12,188	0	16,148
64191 - IT Recharges	0	15,257	19,237	29,798
64195 - Credit Card Charge	16,027	15,141	0	15,127
64840 - Campground Management	4,988	9,756	0	8,200
64850 - Consulting Engineers	0	0	0	0
64880 - Custodial Services	0	0	0	0
64900 - Other Professional Service	4,568	0	0	5,000
64975 - Equip Maint Cont	28,432	25,450	28,432	25,448
64980 - Technology Equip Maint Cont	13,215	0	12,633	16,854
64987 - Lawn Care Contract	81,344	70,899	79,050	76,063
64990 - Other Contractual Service	5,490	35,183	38,000	28,000
169 - Veterans Memorial				
64140 - Printing	0	204	0	204
200 - Debt Service				
64110 - Legal	0	0	0	0
64900 - Other Professional Service	0	0	0	0
620 - Stormwater Operating				
64080 - Insurance - Property	316	374	420	608
64081 - Insurance - Liability	0	0	0	0
64190 - Technology Services	0	0	0	0
64975 - Equip Maint Cont	235	169	235	169
64990 - Other Contractual Service	13,600	21,032	13,600	16,920
6E - Contractual Svcs Total	267,795	378,009	313,407	448,270
6F - Commodities				
100 - General				
65010 - Chemicals	2,374	2,727	0	2,666
65012 - De-Icing Product	2,044	3,063	0	9,000
65040 - Small Tools & Equipment	13,847	31,986	0	21,600
65045 - Technology Equipment	27,890	8,759	6,020	41,570
65047 - Outdoor Furniture/Fixtures	16,256	22,180	0	10,750
65050 - Other Equipment	6,645	28,842	34,500	138,000
65060 - Office Supplies	3,570	4,819	1,864	3,056
65080 - Postage/Shipping	448	369	0	386
65100 - Safety Supplies	1,449	2,718	0	2,717
65110 - Signage	3,478	2,204	0	3,810
65925 - Uniform Purchase	8,254	8,295	0	9,600
65930 - Flags	11,997	11,329	0	13,000
65960 - Repair Parts	10,467	7,782	0	7,781
65965 - Janitorial	21,073	19,347	0	19,346
65990 - Other Supplies	5,660	4,087	0	4,773
169 - Veterans Memorial				
65032 - Amenity Donation	12,469	8,290	0	8,290
620 - Stormwater Operating				
65010 - Chemicals	338	0	0	500
65012 - De-Icing Product	453	537	0	1,500
65040 - Small Tools & Equipment	130	5,042	0	250
65060 - Office Supplies	0	0	0	0
65100 - Safety Supplies	0	160	0	250
65925 - Uniform Purchase	0	0	0	150

Recommended Operating Expenditure Budget - Department Total				
30 - PARKS				
Fund/Account/Account Title	FY22 Actual Expense	FY23 Actual Expense	FY24 Adopted Budget	FY 25 Recomm'd Budget
65930 - Flags	260	483	0	600
65942 - Trash Container	0	0	0	0
65990 - Other Supplies	0	0	0	0
6F - Commodities Total	149,101	173,017	42,384	299,595
6G - Capital Outlay				
100 - General				
67100 - Vehicles	8,000	196,596	105,400	144,000
67110 - Mowing Equipment	24,822	154,549	0	112,100
67230 - Heavy Equipment	0	0	85,000	0
67270 - Other Capital Equipment	0	6,879	0	0
169 - Veterans Memorial				
67990 - Other Capital Outlay	19,926	890	0	890
620 - Stormwater Operating				
67100 - Vehicles	0	21,318	0	0
67110 - Mowing Equipment	0	950	0	0
67500 - Buildings	3,000	0	0	0
6G - Capital Outlay Total	55,748	381,183	190,400	256,990
6H - Debt Service				
200 - Debt Service				
68010 - Principal Payment	151,736	130,236	111,853	114,527
68020 - Interest Payments	25,298	21,441	17,998	14,881
68980 - Financial Consultant	0	0	0	0
68990 - Paying Agent Fees	0	0	0	0
6H - Debt Service Total	177,034	151,677	129,851	129,408
PARKS - Total	3,633,281	4,338,296	3,986,896	5,034,257

Recommended Expenditure Budget Report by Activity & Funding Source

30 - PARKS

Fund/Activity	FY23 Actual Expense	FY24 Adopted Budget	FY25 Recomm'd Budget
6001 - Administration			
100 - General			
6A - Salaries & Wages	244,062	262,674	276,831
6B - Employee Benefits	68,601	72,460	73,307
6C - Staff Development	36,980	54,115	52,901
6D - Repair/Maint/Util	1,844	1,529	2,569
6E - Contractual Svcs	2,162,892	2,414,167	2,569,561
6F - Commodities	4,285	5,858	1,610
6G - Capital Outlay	—	—	—
6001 - Administration Total	2,518,664	2,810,803	2,976,779
6002 - Arts and Cultural Affairs			
100 - General			
6A - Salaries & Wages	85,159	80,145	91,592
6B - Employee Benefits	27,531	27,302	29,283
6C - Staff Development	1,787	6,661	7,463
6D - Repair/Maint/Util	793	497	793
6E - Contractual Svcs	924,063	348,937	347,350
6F - Commodities	1,112	814	475
6G - Capital Outlay	0	0	0
6002 - Arts and Cultural Affairs Total	1,040,446	464,356	476,956
6003 - Economic Development			
100 - General			
6D - Repair/Maint/Util	134	140	150
6E - Contractual Svcs	7,884	15,522	14,500
125 - TIF Dubuque Industrial Ctr			
6E - Contractual Svcs	1,340,428	1,459,748	1,459,748
6I - Transfers	0	0	0
126 - TIF Downtown			
6E - Contractual Svcs	1,170,839	1,299,741	1,299,741
127 - TIF Technology Park			
6E - Contractual Svcs	0	39,073	39,073
128 - TIF Lake Ridge			
6E - Contractual Svcs	19,341	19,360	19,360
129 - TIF N Cascade Housing			
6E - Contractual Svcs	0	0	0
130 - TIF English Ridge			
6E - Contractual Svcs	0	0	0
131 - TIF South Pointe			
6E - Contractual Svcs	0	31,373	31,373
132 - TIF Rustic Point			
6E - Contractual Svcs	0	30,826	30,826
134 - TIF N Grandview			
6E - Contractual Svcs	0	0	0
6003 - Economic Development Total	2,538,626	2,895,783	2,894,771
6080 - Debt Service			
200 - Debt Service			
6E - Contractual Svcs	0	0	0
6H - Debt Service	2,902,684	2,992,153	3,412,514

Recommended Expenditure Budget Report by Activity & Funding Source

30 - PARKS

Fund/Activity	FY23 Actual Expense	FY24 Adopted Budget	FY25 Recomm'd Budget
6080 - Debt Service Total	2,902,684	2,992,153	3,412,514
6099 - Pcard Clearing			
100 - General			
6F - Commodities	0	0	0
6099 - Pcard Clearing Total	0	0	0
PARKS TOTAL	9,000,421	9,163,095	9,761,020

CITY OF DUBUQUE, IOWA
DEPARTMENT DETAIL - PERSONNEL COMPLEMENT
30 PARKS DIVISION

FD	JC	WP-GR	JOB CLASS	FY 2023		FY 2024		FY 2025	
				FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
61010 Full Time Employee Expense									
100	3375	GE-44	LEISURE SERVICES DIRECTOR	0.37	\$ 53,640	0.37	\$ 56,106	0.37	\$ 59,136
100	3150	GE-36	PARK DIVISION MANAGER	1.00	\$ 93,529	1.00	\$ 98,321	1.00	\$ 103,634
100		GE-40	PROJECT MANAGER	—	\$ —			—	\$ —
800		GE-40	PROJECT MANAGER	1.00	\$ 90,934	1.00	\$ 95,109	1.00	\$ 111,059
100	200	GE-28	ASSISTANT	0.40	\$ 22,616	0.40	\$ 24,950	0.40	\$ 26,691
100		GE-25	ACCOUNT CLERK CONFIDENT	1.00	\$ 52,392	2.00	\$ 97,040	2.00	\$ 104,209
100	1575	GD-11	URBAN FORESTER	1.00	\$ 66,715	1.00	\$ 69,782	1.00	\$ 71,676
100	2655	GD-11	MAINTENANCE SUPERVISOR	2.00	\$ 131,524	2.00	\$ 137,570	2.00	\$ 145,697
100	1550	GD-11	GARDENER	—	\$ —	—	\$ —	—	\$ —
100	7250	GD-11	LEAD MECHANIC	—	\$ —	—	\$ —	—	\$ —
100		GD-11	NATURAL AREAS & SUSTAINABLE SPEC	0.60	\$ 38,884	0.60	\$ 40,673	0.60	\$ 42,868
620		GD-11	NATURAL AREAS & SUSTAINABLE SPEC STORM	0.40	\$ 25,923	0.40	\$ 27,116	0.40	\$ 28,579
100	2525	GD-10	MECHANIC	1.46	\$ 93,951	1.46	\$ 98,270	1.46	\$ 102,715
100	2300	GD-08	EQUIPMENT OPERATOR II	1.00	\$ 59,278	—	\$ —	—	\$ —
100		GD-11	HORTICULTURIST	1.00	\$ 64,173	1.00	\$ 67,413	1.00	\$ 71,448
620		GD-06	ASSISTANT HORTICULTURALIST STORM	—	\$ —	—	\$ —	—	\$ —
100		GD-06	ASSISTANT HORTICULTURALIST	2.58	\$ 149,895	3.58	\$ 217,907	3.58	\$ 227,723
100	1600	GD-06	PARK RANGER	—	\$ —	—	\$ —	—	\$ —
100		GD-06	FORESTRY TECHNICIAN	1.00	\$ 58,479	2.00	\$ 117,595	2.00	\$ 125,545
100	2205	GD-06	MAINTENANCE WORKER	8.54	\$ 498,297	8.54	\$ 526,111	8.54	\$ 556,044
TOTAL FULL TIME EMPLOYEES				23.35	\$ 1,500,230	25.35	\$ 1,673,963	25.35	\$ 1,777,024
61020 Part Time Employee Expense									
100		GD-03	CUSTODIAN	—	\$ —	—	\$ —	—	\$ —
100	225	GE-25	SECRETARY	—	\$ —	—	\$ —	—	\$ —
100		NA-28	CLERICAL ASSISTANT	0.10	\$ 2,470	0.10	\$ 3,176	0.10	\$ 3,348
100	2205	GD-06	MAINTENANCE WORKER	0.80	\$ 46,320	—	\$ —	—	\$ —
TOTAL PART TIME EMPLOYEES				0.90	\$ 48,790	0.10	\$ 3,176	0.10	\$ 3,348
61030 Seasonal Employee Expense									
100	1479	NA-09	TRUCK DRIVER	1.60	\$ 55,625	1.60	\$ 58,188	1.60	\$ 61,327
100		NA-12	LABORER II	—	\$ 864	3.90	\$ 125,736	3.90	\$ 132,532
100	896	NA-12	LABORER I	8.93	\$ 258,058	5.03	\$ 162,166	5.03	\$ 170,931
100		NA-12	LABORER I STORM	1.66	\$ 47,971	1.66	\$ 53,518	1.66	\$ 56,411
100		NA-09	PARK RANGER	0.86	\$ 30,024	0.86	\$ 35,926	0.86	\$ 37,867
100	3425	NA-10	PARK FEE COLLECTOR	1.09	\$ 27,014	1.09	\$ 32,875	1.09	\$ 34,650
TOTAL SEASONAL EMPLOYEES				14.14	\$ 419,556	14.14	\$ 468,409	14.14	\$ 493,718
TOTAL PARKS DIVISION				38.39	\$ 1,968,576	39.59	\$ 2,145,548	39.59	\$ 2,274,090

CITY OF DUBUQUE, IOWA
ACTIVITY PERSONNEL COMPLEMENT SUMMARY

ACCT	FD	JC	WP-GR	POSITION CLASS	FY 2023	FY 2024	FY 2025				
					FTE	BUDGET	FTE	BUDGET	FTE	BUDGET	
Park Administration-FT											
10030100	61010	100	3375	GE-44	LEISURE SERVICES DIRECTOR	0.37	\$ 53,640	0.37	\$ 56,106	0.37	\$ 59,136
10030100	61010	100	3150	GE-36	PARK DIVISION MANAGER	1.00	\$ 93,529	1.00	\$ 98,321	1.00	\$ 103,634
10030100	61010	100	225	GE-25	ACCOUNT CLERK CONFIDENT	1.00	\$ 52,392	2.00	\$ 97,040	2.00	\$ 104,209
10030100	61010	100	200	GE-28	ASSISTANT	0.40	\$ 22,616	0.40	\$ 24,950	0.40	\$ 26,691
Total						2.77	\$ 222,177	3.77	\$ 276,417	3.77	\$ 293,670
Park Administration-PT											
10030100	61020	100		NA-28	CLERICAL ASSISTANT	0.10	\$ 2,470	0.10	\$ 3,176	0.10	\$ 3,348
Total						0.10	\$ 2,470	0.10	\$ 3,176	0.10	\$ 3,348
Park Maintenance-FT											
10030400	61010	100	2205	GD-06	MAINTENANCE WORKER	7.82	\$ 455,652	7.82	\$ 481,508	7.82	\$ 509,024
10030400	61010	100	2655	GD-11	SUPERVISOR	2.00	\$ 131,524	2.00	\$ 137,570	2.00	\$ 145,697
10030400	61010	100	3,534	GD-11	NATURAL AREAS & SUSTAINABLE SPEC	0.09	\$ 5,832	0.09	\$ 6,101	0.09	\$ 6,430
Total						9.91	\$ 593,008	9.91	\$ 625,179	9.91	\$ 661,151
Park Maintenance-Seasonal											
10030400	61030	100	1479	NA-09	TRUCK DRIVER	0.60	\$ 20,859	0.60	\$ 21,824	0.60	\$ 23,003
10030400	61030	100	1479	NA-12	LABORER II	3.90	\$ 113,566	3.90	\$ 125,736	3.90	\$ 132,532
10030400	61030	100	896	NA-12	LABORER I	1.28	\$ 36,989	1.28	\$ 41,267	1.28	\$ 43,497
Total						5.78	\$ 171,414	5.78	\$ 188,827	5.78	\$ 199,032
Port of Dubuque Maintenance -FT											
10030415	61010	100	1445	GD-06	ASSISTANT HORTICULTURALIST	0.26	\$ 15,506	0.26	\$ 16,218	0.26	\$ 17,097
Total						0.26	\$ 15,506	0.26	\$ 16,218	0.26	\$ 17,097
Port of Dubuque Maintenance -Seasonal											
10030415	61030	100	896	NA-12	LABORER I	0.25	\$ 7,224	0.25	\$ 8,060	0.25	\$ 8,496
Total						0.25	\$ 7,224	0.25	\$ 8,060	0.25	\$ 8,496
Park Equipment Maintenance-FT											
10030420	61010	100	2525	GD-10	MECHANIC	1.46	\$ 93,951	1.46	\$ 98,270	1.46	\$ 102,715
Total						1.46	\$ 93,951	1.46	\$ 98,270	1.46	\$ 102,715
Park Patrol-Seasonal											
10030300	61030	100	1605	NA-09	PARK RANGER	0.86	\$ 30,024	0.86	\$ 35,926	0.86	\$ 37,867
10030300	61030	100	3425	NA-10	PARK FEE COLLECTOR	1.09	\$ 27,014	1.09	\$ 32,875	1.09	\$ 34,650
Total						1.95	\$ 57,038	1.95	\$ 68,801	1.95	\$ 72,517
Greenhouse-FT											
10030500	61010	100	1550	GD-11	HORTICULTURIST	1.00	\$ 64,173	1.00	\$ 67,413	1.00	\$ 71,448
10030500	61010	100	1445	GD-06	ASSISTANT HORTICULTURALIST	2.02	\$ 116,498	3.02	\$ 182,975	3.02	\$ 190,898
Total						3.02	\$ 180,671	4.02	\$ 250,388	4.02	\$ 262,346
Greenhouse-Seasonal											
10030500	61030	100		NA-12	LABORER I	2.67	\$ 77,157	2.67	\$ 86,080	2.67	\$ 90,733
Total						2.67	\$ 77,157	2.67	\$ 86,080	2.67	\$ 90,733

Downtown Maintenance - FT

CITY OF DUBUQUE, IOWA
ACTIVITY PERSONNEL COMPLEMENT SUMMARY

						FY 2023		FY 2024		FY 2025	
ACCT	FD	JC	WP-GR	POSITION CLASS		FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
10030430	61010	100	1445	GD-06	ASSISTANT HORTICULTURALIST	0.30	\$ 17,891	0.30	\$ 18,714	0.30	\$ 19,728
Total						0.30	\$ 17,891	0.30	\$ 18,714	0.30	\$ 19,728
Downtown Maintenance - PT											
10030430	61020	100	2205	GD-06	MAINTENANCE WORKER	0.80	\$ 46,320				
Total						0.80	\$ 46,320	—	\$ —	—	\$ —
Forestry-FT											
10030220	61010	100	2300	GD-08	EQUIPMENT OPERATOR II	1.00	\$ 59,278				
10030220	61010	100	2560	GD-11	URBAN FORESTER	1.00	\$ 66,715	1.00	\$ 69,782	1.00	\$ 71,676
10030220	61010	100	2570	GD-06	FORESTRY TECHNICIAN	1.00	\$ 58,479	2.00	\$ 117,595	2.00	\$ 125,545
Total						3.00	\$ 184,472	3.00	\$ 187,377	3.00	\$ 197,221
Forestry-Seasonal											
10030220	61030	100	1479	NA-09	TRUCK DRIVER	1.00	\$ 34,766	1.00	\$ 36,364	1.00	\$ 38,324
Total						1.00	\$ 34,766	1.00	\$ 36,364	1.00	\$ 38,324
Technology Park Maintenance-FT											
10030520	61010	100	2205	GD-06	MAINTENANCE WORKER	0.25	\$ 14,765	0.25	\$ 15,444	0.25	\$ 16,280
10030520	61010	100	3534	GD-11	NATURAL AREAS & SUSTAINABLE SPEC	0.30	\$ 19,442	0.30	\$ 20,337	0.30	\$ 21,434
Total						0.55	\$ 34,207	0.55	\$ 35,781	0.55	\$ 37,714
Technology Park Maintenance-Seasonal											
10030520	61030	100	890	NA-12	LABORER I	0.10	\$ 2,890	0.10	\$ 3,224	0.10	\$ 3,398
Total						0.10	\$ 2,890	0.10	\$ 3,224	0.10	\$ 3,398
Industrial Center West Maintenance-FT											
10030530	61010	100	3534	GD-11	NATURAL AREAS & SUSTAINABLE SPEC	0.21	\$ 13,610	0.21	\$ 14,235	0.21	\$ 15,004
10030530	61010	100	2205	GD-06	MAINTENANCE WORKER	0.47	\$ 27,880	0.47	\$ 29,159	0.47	\$ 30,740
Total						0.68	\$ 41,490	0.68	\$ 43,394	0.68	\$ 45,744
Industrial Center West Maintenance-Seasonal											
10030530	61030	100	890	NA-12	LABORER I	0.15	\$ 4,335	0.15	\$ 4,836	0.15	\$ 5,097
Total						0.15	\$ 4,335	0.15	\$ 4,836	0.15	\$ 5,097
Veteran's Memorial-Seasonal											
10030540	61030	100	890	NA-12	LABORER I	0.58	\$ 16,761	0.58	\$ 18,699	0.58	\$ 19,710
Total						0.58	\$ 16,761	0.58	\$ 18,699	0.58	\$ 19,710
Stormwater Maintenance-FT											
62030440	61010	620	3534	GD-11	NATURAL AREAS & SUSTAINABLE SPEC STORM	0.40	\$ 25,923	0.40	\$ 27,116	0.40	\$ 28,579
Total						0.40	\$ 25,923	0.40	\$ 27,116	0.40	\$ 28,579
Stormwater Maintenance- Seasonal											
62030440	61030	620		NA-01	LABORER II STORM	—	\$ —		\$ —		\$ —
62030440	61030	620	890	NA-12	LABORER I STORM	1.66	\$ 47,971	1.66	\$ 53,518	1.66	\$ 56,411
Total						1.66	\$ 47,971	1.66	\$ 53,518	1.66	\$ 56,411
Parks CIP Recharge											
80030100	61010	800		GE-40	PROJECT MANAGER	1.00	\$ 90,934	1.00	\$ 95,109	1.00	\$ 111,059
Total						1.00	\$ 90,934	1.00	\$ 95,109	1.00	\$ 111,059
TOTAL PARK DIVISION						38.39	\$1,968,576	39.59	\$2,145,548	39.59	\$2,274,090

Capital Improvement Projects by Department/Division						
PARK DIVISION						
Project Number	Capital Improvement Project Title	Department	Fund	Account	FY 25 Recomm'd Budget	
3043000013	Low/mod inc park improvements	Parks	180	64004	15,000	
3043000013	Low/mod inc park improvements	Parks	180	67990	135,000	
3043000071	Washington Community Gateway	Parks	305	64075	15,000	
3043000072	Industrial Center Native Plantings	Parks	305	64900	20,000	
3043000073	Bunker Building Remediation	Parks	304	64004	15,000	
3043000073	Bunker Building Remediation	Parks	304	67270	10,000	
3043000073	Bunker Building Remediation	Parks	304	67990	375,000	
PARK DIVISION	TOTAL				585,000	

PROGRAM /DEPT	PROJECT DESCRIPTION	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	TOTAL	PAGE
LEISURE SERVICES								
PARK DIVISION								
Culture and Recreation								
	All Parks							
	Low/Mod Income Park Improvements	\$ 150,000	\$150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 750,000	24
	AY McDonald Park							
	Pavilion Installation	\$ —	\$ —	\$ —	\$ —	\$ 200,000	\$ 200,000	25
	Comiskey Park							
	Reimagine Comiskey	\$ —	\$1,697,00	\$ —	\$ —	\$1,720,000	\$3,417,000	26
	Eagle Point Park							
	Replace Water Lines	\$ —	\$ —	\$ —	\$ 50,000	\$ —	\$ 50,000	27
	Riverfront Pavilion Restoration	\$ —	\$ —	\$ —	\$ —	\$ 118,000	\$ 118,000	28
	Ham House							
	Ham House Improvements	\$ —	\$ —	\$ —	\$ —	\$ 75,000	\$ 75,000	29
	Murphy Park							
	Bennett Pavilion Roof Replacement	\$ —	\$ —	\$ —	\$ —	\$ 165,000	\$ 165,000	30
	Pebble Cove Park							
	Park Development	\$ —	\$ —	\$ —	\$ —	\$ 295,000	\$ 295,000	31
	Storybook Zoo							
	Storybook Zoo Playground Equipment	\$ —	\$ —	\$ —	\$ —	\$ 165,000	\$ 165,000	32
	General Park Maintenance							
	Industrial Center Native Plantings	\$ 20,000	\$ 30,000	\$ —	\$ —	\$ —	\$ 50,000	33
	Washington Community Gateway	\$ 15,000	\$ 99,000	\$ —	\$ —	\$ —	\$ 114,000	34
	Second Dog Park Planning	\$ —	\$ —	\$ —	\$ —	\$ 60,000	\$ 60,000	35
	Bunker Building Remediation	\$ 400,000	\$ —	\$ —	\$ —	\$ —	\$ 400,000	36
	TOTAL	\$ 585,000	\$1,976,00	\$ 150,000	\$ 200,000	\$2,948,000	\$5,859,000	

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Multicultural Family Center

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MULTICULTURAL FAMILY CENTER

Budget Highlights	FY 2023 Actual	FY 2024 Budget	FY 2025 Requested	% Change From FY 2024 Budget
<u>Expenses</u>				
Employee Expense	322,777	447,406	447,185	0.0%
Supplies and Services	18,152	51,761	72,644	40.3%
Equipment	123	1,400	—	0.0%
Custodial	103,449	70,756	73,672	4.1%
Utilities	28,243	62,215	31,483	-49.4%
Property Insurance/Maintenance	27,562	78,401	63,888	-18.5%
Total Expenses	500,306	711,939	688,872	-3.2%
<u>Resources</u>				
Contribution from Board of Directors	5,924	—	—	0.0%
Miscellaneous Revenue	(1,587)	7,400	8,360	13.0%
Total Resources	4,337	7,400	8,360	13.0%
Property Tax Support	495,969	704,539	680,512	(24,027)
Percent Increase (Decrease)				-3.4%
Personnel - Authorized FTE	5.05	5.49	5.49	

Significant Line Items

Employee Expense

1. FY 2025 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 2024. The employee contribution of 6.29% is unchanged from FY 2024.
3. The City portion of health insurance is unchanged from \$1,119 in FY 2024 to \$1,119 in FY 2025 per month, per contract, which results in the annual cost being unchanged.

Supplies & Services

4. Utilities Expense for the Multicultural Family Center decreased from \$62,215 in FY 2024 to \$31,483 in FY 2025 based on actuals from both FY 2023 and FY 2024. The FY 2023 actual was \$28,243. The expenses in this line item are paid out of the Engineering Department operating budget. FY 2025 includes electricity expense (\$25,000), gas expense (\$6,000), and stormwater expense (\$483). The overall decrease is due to FY 2023 actuals being lower than FY 2024 budget for all utilities.
5. Property Insurance and Maintenance for the Multicultural Family Center decreased from \$78,401 in FY 2024 to \$63,888 in FY 2025 based on both FY 2023 and FY 2024 actuals. The FY 2023 actual was \$27,562. In FY 2025, Property Insurance increased \$2,579 while Maintenance decreased \$15,200. The expenses in this line item are paid out of the Engineering Department operating budget. This line item includes property maintenance (\$28,000), janitorial supplies (\$4,000), fire suppression (\$5,813), HVAC maintenance (\$5,600), machine/equipment

maintenance (\$2,000), equipment maintenance contracts (\$2,361), building construction contract expense (\$8,000), and property insurance (\$8,114). The FY 2024 budget for the MFC was an estimated based on the best information available at the time. The FY 2023 actuals were lower than the FY 2024 budget, therefore, the budget is being reduced in FY 2025.

6. Payments to Other Agency increased from \$10,000 in FY 2024 to \$16,000 in FY 2025. This line item represents a grant match for AmeriCorps members placed at the Multicultural Family Center, which covers 6,400 hours of staff time. The match increased from \$1.56 per hour in FY 2024 to \$2.50 per hour in FY 2025 due to a cost of living increase. This increase was part of the AmeriCorps grant that was submitted and approved.
7. Technology Equipment Maintenance is increased from \$10,699 in FY 2024 to \$19,093 in FY 2025. This line item includes a contract for AV and sound equipment in the expanded Multicultural Family Center building. This contract covers expenses for labor but does not cover parts. This line item also includes Milestone licenses for cameras at the Multicultural Family Center that were approved in an FY 2022 Capital Improvement Project. The Milestone licenses for the cameras are new in FY 2025, leading to an increase.
8. Technology Contract increased from \$0 in FY 2024 to \$4,032 in FY 2025. This is a new line item in FY 2025, and it represents the maintenance and care contract for new security cameras at the Multicultural Family Center. The cameras were approved in an FY 2022 Capital Improvement Project. The maintenance and care contract for the cameras is a new expense for FY 2025.
9. Meetings and Conferences increased from \$8,000 in FY 2024 to \$8,850 FY 2025 based on expected cost of conference registration and travel. This line item funds attendance to conferences for three full-time Multicultural Family Center staff. Conferences include the Government Alliance on Race and Equity conference, the National Multiculturalism Conference, and various diversity, equity, and inclusion conferences.
10. IT Recharges is unchanged from \$3,699 in FY 2024 to \$3,699 in FY 2025. This line item represents recharges from the Information Technology departments. Departments are recharged for software and equipment.
11. Education Reimbursement decreased from \$3,515 in FY 2024 to \$3,500 in FY 2025. This line item includes trainings for staff, which includes professional development training and the Iowa Women Lead Change training.
12. Program Materials is increased from \$3,200 in FY 2024 to \$3,400 in FY 2025. This line item represents the purchase of weekly flowers for the Multicultural Family Center (\$3,200) as well as photo frames and printed photos (\$200). These items help create a visually inclusive environment at the Multicultural Family Center.
13. Office Supplies increased from \$2,000 in FY 2024 to \$2,500 in FY 2025. This line item represents printer, toner, and paper expenses for the computer lab at the Multicultural Family Center. The computer lab was recently opened to the public, resulting in expected usage during FY 2025.

Revenue

14. Meeting Room Fees increased from \$7,400 in FY 2024 to \$8,360 in FY 2025. This line item represents revenue received from renting out meeting rooms at the Multicultural Family Center. The revenue from meeting room rentals directly offsets the expense of having staff present to supervise when meeting rooms are being rented out.

LEISURE SERVICES RECREATION DIVISION

Multicultural Family Center (MFC)

	FY 2023	FY 2024	FY 2025
Full-Time Equivalent	5.05	5.49	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 2023 Actual	FY 2024 Budget	FY 2025 Recomm'd
Expenditures	\$341,052	\$500,567	\$519,829
Resources	\$4,337	\$7,400	\$8,360

Multicultural Family Center Position Summary	
	FY 2025
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 2022 Actual	CY 2023 Actual	CY 2024 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)	(20) 5000	36 (4,674)	23 (5210)	25 (5500)	Goal Met

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%	80%	80%	85%	Goal Met
	85% of participating teens will increase their understanding of how to manage their bank account and earn the savings match.	85%	74% (23 out of 31)	94% (41 out of 44)	95% (42 out of 45)	Goal Met

Recommended Operating Revenue Budget - Department Total

29 - MULTICULTURAL FAMILY CENTER

Fund/Account/Account Title	FY22 Actual Revenue	FY23 Actual Revenue	FY24 Adopted Budget	FY25 Recomm'd Budget
100 - General				
4A - Charges for Services				
45450 - Meeting Room Fee	0	1,587	(7,400)	(8,360)
47100 - Reimbursements	(5,106)	(5,924)	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	(5,106)	(4,337)	(7,400)	(8,360)
MULTICULTURAL FAMILY CENTER - Total	(5,106)	(4,337)	(7,400)	(8,360)

Recommended Operating Expenditure Budget - Department Total

29 - MULTICULTURAL FAMILY CENTER

Fund/Account/Account Title	FY22 Actual Expense	FY23 Actual Expense	FY24 Adopted Budget	FY 25 Recomm'd Budget
6A - Salaries & Wages				
100 - General				
60100 - Salaries-Regular Full Time	73,843	173,843	210,916	229,951
60200 - Salaries - Regular Part Time	65,718	54,726	102,074	98,993
60300 - Hourly Wages - Temp/Seasonal	8,366	7,841	32,844	16,940
60400 - Overtime	2,022	3,544	0	0
60640 - Special Pay - Vacation Payout	5,871	866	0	0
60730 - Spec Pay - Safety Equipment	0	0	0	0
60760 - Spec Pay - Moving Allowance	0	885	0	0
6A - Salaries & Wages Total	155,819	241,704	345,834	345,884
6B - Employee Benefits				
100 - General				
61100 - FICA - City Contribution	11,591	17,829	26,458	26,459
61300 - IPERS - City Contribution	13,343	21,573	34,186	33,742
61510 - Health Insurance	39,096	40,284	40,269	40,269
61540 - Life Insurance	53	124	138	138
61600 - Workers' Compensation	406	532	521	693
61700 - Unemployment Compensation	0	0	0	0
61992 - Physicals	144	730	0	0
6B - Employee Benefits Total	64,633	81,072	101,572	101,301
6C - Staff Development				
100 - General				
62100 - Association Dues	0	0	125	125
62325 - Mileage	191	0	1,700	1,700
62400 - Meetings & Conferences	1,888	2,975	8,000	8,850
62500 - Education Reimbursement	752	977	3,515	3,500
6C - Staff Development Total	2,831	3,952	13,340	14,175
6D - Repair/Maint/Util				
100 - General				
63730 - Telecommunications	864	1,099	2,030	2,496
6D - Repair/Maint/Util Total	864	1,099	2,030	2,496
6E - Contractual Svcs				
100 - General				
64020 - Advertising	2,350	1,098	3,000	1,800
64130 - Payments to Other Agencies	0	0	10,000	16,000
64140 - Printing	500	0	0	0
64145 - Copying	406	609	400	600
64160 - Rental - Land/Bldgs/Parking	462	924	1,512	0
64185 - License/Permit/Fees	0	1,603	800	2,400
64190 - Technology Services	890	977	4,280	4,148
64191 - IT Recharges	0	2,934	3,699	5,730
64890 - Background Check	0	0	500	2,000
64975 - Equip Maint Cont	0	0	0	4,032
64980 - Technology Equip Maint Cont	2,429	0	7,000	13,363
6E - Contractual Svcs Total	7,037	8,145	31,191	50,073
6F - Commodities				

Recommended Operating Expenditure Budget - Department Total

29 - MULTICULTURAL FAMILY CENTER

Fund/Account/Account Title	FY22 Actual Expense	FY23 Actual Expense	FY24 Adopted Budget	FY 25 Recomm'd Budget
6A - Salaries & Wages				
100 - General				
65025 - Program Materials	2,860	3,198	3,200	3,400
65033 - Food Products	0	84	0	0
65036 - Beverage/Ice	0	0	0	0
65045 - Technology Equipment	1,370	123	1,400	0
65060 - Office Supplies	672	1,445	2,000	2,500
65925 - Uniform Purchase	0	230	0	0
65965 - Janitorial	194	0	0	0
6F - Commodities Total	5,096	5,079	6,600	5,900
6G - Capital Outlay				
100 - General				
67210 - Furniture/Fixtures	0	0	0	0
6G - Capital Outlay Total	0	0	0	0
MULTICULTURAL FAMILY CTR - Total	236,280	341,052	500,567	519,829

Recommended Expenditure Budget Report by Activity & Funding Source

29 - MULTICULTURAL FAMILY CENTER

Fund/Activity	FY23 Actual Expense	FY24 Adopted Budget	FY25 Recomm'd Budget
2901 - Administration			
100 - General			
6A - Salaries & Wages	241,704	345,834	345,884
6B - Employee Benefits	81,072	101,572	101,301
6C - Staff Development	3,952	13,340	14,175
6D - Repair/Maint/Util	1,099	2,030	2,496
6E - Contractual Svcs	8,145	31,191	50,073
6F - Commodities	5,079	6,600	5,900
6G - Capital Outlay	—	—	—
2901 - Administration Total	341,052	500,567	519,829
2999 - Pcard Clearing			
100 - General			
6F - Commodities	—	—	—
2999 - Pcard Clearing Total	—	—	—
MULTICULTURAL FAMILY CENTER TOTAL	341,052	500,567	519,829

29 MULTI CULTURAL FAMILY CENTER DIVISION

FD	JC	WP-GR	JOB CLASS	FY 2023		FY 2024		FY 2025	
				FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
61010 Full Time Employee Expense									
100	1310	GE-29	ASST DIR MULTICULTURAL FAMILY CTR	1.00	\$64,173	1.00	\$67,124	1.00	\$70,747
100		GE-28	TEEN COORDINATOR	1.00	\$46,082	1.00	\$56,462	1.00	\$62,811
100	3530	GE-35	DIR MULTICULTURAL FAMILY CENTER	1.00	\$87,654	1.00	\$87,330	1.00	\$96,393
TOTAL FULL TIME EMPLOYEES				3.00	\$197,909	3.00	\$210,916	3.00	\$229,951
61020 Part Time Employee Expense									
100		NA-44	RECEPTIONIST	0.48	\$16,246	0.48	\$17,772	0.48	\$21,102
100	1310	GE-29	SITE SUPERVISOR	0.00	\$0	1.66	\$102,743	1.66	\$73,859
100	3450	NA-25	RECREATION FIELD SUPERVISOR	1.22	\$49,164	0.00	\$0	0.00	\$0
TOTAL PART TIME EMPLOYEES				1.70	\$65,410	2.14	\$120,515	2.14	\$94,961
61030 Seasonal Employee Expense									
100	3450	NA-25	RECREATION FIELD SUPERVISOR MFC	0.35	\$14,105	0.35	\$14,753	0.35	\$15,554
TOTAL SEASONAL EMPLOYEES				0.35	\$14,105	0.35	\$14,753	0.35	\$15,554
TOTAL MFC DIVISION				5.05	\$277,424	5.49	\$346,184	5.49	\$340,466

CITY OF DUBUQUE, IOWA
ACTIVITY PERSONNEL COMPLEMENT SUMMARY

ACCT	FD	JC	WP-GR	POSITION CLASS	FY 2023		FY 2024		FY 2025		
					FTE	BUDGET	FTE	BUDGET	FTE	BUDGET	
Multicultural Family Center - FT											
1003460	61010	100	1310	GE-29	ASST DIR MULTICULTURAL FAMILY CTR	1.00	64,173	1.00	67,124	1.00	70,747
1003460	61010	100		GE-28	TEEN COORDINATOR	1.00	46,082	1.00	56,462	1.00	62,811
1003460	61010	100	3530	GE-35	DIR MULTICULTURAL FAMILY CENTER	1.00	87,654	1.00	87,330	1.00	96,393
Total						3.00	\$ 197,909	3.00	\$ 210,916	3.00	\$ 229,951
Multicultural Family Center - PT											
1003460	61020	100	1310	GE-29	SITE SUPERVISOR	—	—	1.66	102,743	1.66	73,859
1003460	61020	100		NA-44	RECEPTIONIST	0.48	16,246	0.48	17,772	0.48	21,102
1003460	61020	100	3450	NA-25	RECREATION FIELD SUPERVISOR	1.22	49,164		—		—
Total						1.70	\$ 65,410	2.14	\$ 120,515	2.14	\$ 94,961
Multicultural Family Center - Seasonal											
1003460	61030	100	3450	NA-25	RECREATION FIELD SUPERVISOR MFC	0.35	14,105	0.35	14,753	0.35	15,554
Total						0.35	\$14,105	0.35	\$14,753	0.35	\$15,554
Subtotal MFC Only						5.05	\$ 277,424	5.492	\$ 346,184	5.492	\$ 340,466

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Community Impact

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COMMUNITY IMPACT DIVISION

Budget Highlights	FY 2023 Actual	FY 2024 Budget	FY 2025 Requested	% Change From FY 2024 Budget
<u>Expenses</u>				
Employee Expense	459,115	657,814	737,943	12.2 %
Supplies and Services	80,317	61,968	75,490	21.8 %
Machinery and Equipment	24,052	2,130	7,100	233.3 %
Total Expenses	563,484	721,912	820,533	13.7 %
<u>Resources</u>				
AmeriCorps Grant	227,147	290,798	410,000	41.0 %
Private Participant	25,500	207,400	254,837	22.9 %
Refunds	629	—	—	— %
Total Resources	253,276	498,198	664,837	33.4 %
Property Tax Support	310,208	223,714	155,696	(68,018)
Percent Increase (Decrease)				-30.4 %
Percent Self Supporting	44.9 %	69.0 %	81.0 %	
Personnel - Authorized FTE	5.00	5.00	5.00	

Improvement Package Summary

1 of 6

This improvement package request is to increase the City's financial support of the Administrative Assistant position in the Community Impact Division. The full-time Community Impact Division Administrative Assistant (1.00 FTE, GE-25) has been partially funded through a grant from Volunteer Iowa in the past (0.37FTE of the position has historically been funded through the Volunteer Iowa grant). In addition to being funded through this grant, the position is also funded by the Federal AmeriCorps grant, and also by the City General Fund. The exact proportion of the position that is funded by the City General Fund depends on how much of the position can first be funded through the Federal AmeriCorps grant. The Federal AmeriCorps grant allocation to the City varies each year, thus the support from the City's General Fund also varies each year. Most recently, the funding breakdown of this position has been 0.37 FTE through the Volunteer Iowa grant, 0.58 FTE through the Federal AmeriCorps grant, and 0.05 FTE through the City General Fund. The exact portion of any Community Impact Division position that can be funded through the AmeriCorps grant cannot usually be known until after budget adoption due to the timing of the grant approval from the Federal agency. The Federal grant that would cover this position in FY 2025 would not be approved until May of 2024, which is after the City's FY 2025 budget adoption, thus the precise proportion of the Federal grant that will cover this position in FY 2025 will not be certain until that time, though this budget is using estimations with the best available information.

Unfortunately, Volunteer Iowa lost federal funding, which means, through no fault of the Community Impact Division, the grant funding from Volunteer Iowa will not be available to the City in FY 2025, resulting in a funding shortage of 0.37 FTE for this position. In order to keep the position full-time and prevent service disruptions, the City will need to increase its funding for this position by 0.37 FTE to fill the gap created by the loss of the grant (+ \$27,626). It is critical that this position be able to continue to support the Fines and Fee and Diversion work and administratively support the establishment of necessary frameworks and best practices. Without this position, other staff would be overburdened with

administrative responsibilities, which hinders the capacity for sustainable, equitable, and effective service delivery. This request responds to the City Council Goal: Financially Responsible, High-Performance Organization. Ensuring the continuation of services is critical to being a high performing organization.

Related Cost:	<u>\$ 27,626</u>	Tax Funds	Recurring	Recommend - No
Property Tax Impact:	\$ 0.0109	0.12%		
Activity: Non-Grant				

2 of 6

This improvement package request is for funding to cover the program materials needed to implement the AmeriCorps Program's Social-Emotional Learning curriculum on an annual basis. Each lesson in the curriculum requires materials that will need to be replenished on a regular basis due to the nature of materials being finite, and replacement for normal wear and tear or accidents (materials include paper, markers, yarn, tape, poster boards, etc.). Without these materials, youth will miss out on the key experiential learning that is the key piece of the lesson.

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. Through utilizing AmeriCorps grant funded programming, the City is able to support youth academic growth with a significant return on investment for our community. AmeriCorps funding provides great value for dollars spent and empowers the City to offer programming that otherwise would not be able to happen.

Related Cost:	<u>\$ 2,500</u>	Tax Funds	Recurring	Recommend - No
Property Tax Impact:	\$ 0.001	0.01%		
Activity: Administration				

3 of 6

This improvement package request is to cover the cost of the VolunteerDBQ platform and provide supplemental marketing funds for the Volunteer DBQ initiative. The Office of Community Impact has fostered significant growth with the Volunteer DBQ initiative, supporting internal and external partners to utilize volunteers to address community needs. Work being done through VolunteerDBQ has been previously funded by the Volunteer Generation Fund through the Iowa Commission on Volunteer Service (Volunteer Iowa). Volunteer Iowa lost federal funding for the continuation of the Volunteer Generation Fund grant. There will no longer be funding available for the City's 2023-2026 Volunteer Generation Fund grant. This packages seeks to secure City funding to continue the Volunteer DBQ initiative. Improvement package 4 of 6 is an alternative proposal to continue the Volunteer DBQ initiative in the event that this specific package cannot be funded.

The grant covered the cost of the VolunteerDBQ.com Platform (through Galaxy Digital). The current platform offers a place for non-profits, government entities, and educational institutions to recruit volunteers, and for volunteers to easily seek opportunities. Without a platform, the volunteer initiative will lose significant momentum built for the last 3 years. This request seeks to purchase a new software platform instead of purchasing the current platform. The prospective new platform, BeWith.io, is completely customizable to programmatic efforts with better community engagement and data collection features that support non-profits and citizens to build strong and resilient community collaboration. This platform would provide a front-facing web portal experience that allows residents to easily access opportunities that is tied effectively to a back-end portal that can be used to collect data and customer information. Additionally, the platform includes an artificial intelligence concierge that provides reminders and information to residents. The platform is completely customizable to what the City would like to see

in the platform. The annual cost of the prospective new BeWith.io platform is \$11,000 (recurring). Improvement package 4 of 6 is an alternative scenario that opts to stick with the current software platform, which would instead have an annual cost of \$3,000 (recurring).

Marketing and volunteer recruitment funding is also requested, which would be used for printed marketing supplies and postage (\$5,000 recurring). Promoting the initiative will help it's success.

This package meets the City Council goals of Partnership for a Better Dubuque: Building our Community that is Viable, Livable, and Equitable, as well as Vibrant Community: Health & Safety, and Diverse Arts, Culture, Parks & Recreation: Experiences & Activities. Volunteering is a necessity for non-profit, governmental, and educational institutions in order to achieve outcomes with limited financial resources. Volunteering is also a proven means to increase the health and well-being of residents. Volunteering creates a sense of community and belonging, which is necessary to build a safe community that all people feel a part of.

Related Cost:	<u>\$ 16,000</u>	Tax Funds	Recurring	Recommend - Yes
Net Cost:	<u>\$ 16,000</u>			
Property Tax Impact:	\$ 0.0063	0.04%		
Activity: Administration				

4 of 6

This improvement package request is to cover the cost of the VolunteerDBQ platform and provide supplemental marketing funds for the Volunteer DBQ initiative. The Office of Community Impact has fostered significant growth with the Volunteer DBQ initiative, supporting internal and external partners to utilize volunteers to address community needs. Work being done through VolunteerDBQ has been previously funded by the Volunteer Generation Fund through the Iowa Commission on Volunteer Service (Volunteer Iowa). Volunteer Iowa lost federal funding for the continuation of the Volunteer Generation Fund grant. There will no longer be funding available for the City's 2023-2026 Volunteer Generation Fund grant. This packages seeks to secure City funding to continue the Volunteer DBQ initiative. Improvement package 3 of 6 is an alternative proposal to continue the Volunteer DBQ initiative in the event that this specific package cannot be funded.

The grant covered the cost of the VolunteerDBQ.com Platform (through Galaxy Digital). The current platform offers a place for non-profits, government entities, and educational institutions to recruit volunteers, and for volunteers to easily seek opportunities. Without the platform, the volunteer initiative will lose significant momentum built for the last 3 years. This proposal seeks funding to continue with the current software platform through Galaxy Digital, which has an annual cost of \$3,000 (recurring). Improvement package 3 of 6 is an alternative proposal that opts to upgrade to a new software platform, which would instead have an annual cost of \$11,000 (recurring).

Marketing and volunteer recruitment funding is also requested, which would be used for printed marketing supplies and postage (\$5,000 recurring). Promoting the initiative will help it's success.

This package meets the City Council goals of Partnership for a Better Dubuque: Building our Community that is Viable, Livable, and Equitable, as well as Vibrant Community: Health & Safety, and Diverse Arts, Culture, Parks & Recreation: Experiences & Activities. Volunteering is a necessity for non-profit, governmental, and educational institutions in order to achieve outcomes with limited financial resources. Volunteering is also a proven means to increase the health and well-being of residents. Volunteering creates a sense of community and belonging, which is necessary to build a safe community that all people feel a part of.

Related Cost:	<u>\$ 8,000</u>	Tax Funds	Recurring	Recommend - Yes
Net Cost:	<u>\$ 8,000</u>			
Property Tax Impact:	\$ 0.0031	0.02%		
Activity: Administration				

5 of 6

This improvement package request is for work from home equipment for Community Impact staff (5 employees). The nature of the office requires flexible work arrangements due to the varied location and times of meetings across town. Equipping staff with the ability to efficiently work remotely will increase productivity by allowing for flexibility. Currently, all staff are equipped with laptops for remote work, so this improvement package would be for the Monitors-only Work from Home setup. A work from home schedule will be developed to establish a system and normal procedures.

This package meets the City Council goals of Financially Responsible, High Performance City Organization: Sustainable, Equitable and Effective Service Delivery. Offering remote and flexible work opportunities help improve employee retention which contributes to long term efficiency. Equipping staff with flexible work equipment empowers them to work and stay connected under a variety of circumstances, which contributes to a high-performance organization.

Related Cost:	<u>\$ 4,250</u>	Tax Funds	Non-Recurring	Recommend - Yes
Property Tax Impact:	\$ 0.0017	0.01%		
Activity: Administration				

6 of 6

This improvement Package is for the attendance of Community Impact Staff (5 employees) to attend PolicyLink's 2024 Equity Summit. PolicyLink is a national research and action institute advancing racial and economic equity by 'Lifting Up What Works.' PolicyLink has been a strong collaborative partner with Cities and Counties for Fines and Fee Justice and a leader working towards the elimination of fines and fees. PolicyLink's Equity summits focuses on the significant achievements and strategic breakthroughs of the equity movement. The PolicyLink Summit convenes to position equity, the environment, and the economy on equal footing. This national summit defines the leading edge of practice, policy, and research over the last 20 years.

This package meets the City Council goal Partnership for a Better Dubuque: Building our Community that is Viable, Livable, and Equitable. Attendance to this conference would provide staff with the opportunity to identify best practices occurring in other communities and establish meaningful partnerships through networking opportunities.

Related Cost:	<u>\$ 9,700</u>	Tax Funds	Recurring	Recommend - No
Property Tax Impact:	\$ 0.0038	0.02%		
Activity: Administration				

Significant Line Items

Employee Expense

1. FY 2025 employee expense reflects a 5.00% wage package increase. Wage package increases have historically not applied to AmeriCorps member positions.

2. The Iowa Public Employee Retirement System (IPERS) City contribution of 9.44% is unchanged from FY 2024. The employee contribution of 6.29% is unchanged from FY 2024.
3. The City portion of health insurance expense is unchanged from \$1,119 in FY 2024 to \$1,119 in FY 2025 per month, per contract, which results in the annual cost being increased \$1 or —%.
4. Workers Compensation increased from \$14,344 in FY 2024 to \$16,790 in FY 2025. The FY 2023 actual was \$21,593.
5. The full-time AmeriCorps Coordinator position (1.00 FTE) has historically been partially funded through the AmeriCorps grant at approximately 0.90 FTE, the exact proportion varies depending on non-grant responsibilities. In FY 2025, due to the restructure of the Community Impact Division and all division employees being placed on the general employee wage plans, the step increase for this position is anticipated to be larger than available grant funding, resulting in an approximate 0.13 FTE increase in City funding for this position (+ \$12,960). The exact number would not be known until May 2024 when the final AmeriCorps grant application is approved by the federal AmeriCorps agency.

Supplies & Services

6. Association Dues decreased from \$2,317 in FY 2024 to \$250 in FY 2025. The FY 2024 budget included a timesheet monitoring fee from Volunteer Iowa, which was moved to the Payment to Other Agencies line item in FY 2025 to better organize the department's budget. In FY 2025, this line item includes the America's Service Commissions fee.
7. Payments to Other Agencies decreased from \$13,633 in FY 2024 to \$11,045 in FY 2025. In FY 2025, this line item includes Volunteer Iowa monitoring fees (\$7,800), Volunteering Iowa timesheet fees (\$1,476), and the corporation fixed administrative share for the AmeriCorps program (\$1,769). This decrease is due to moving the cost of the America Learns data collection system and the Aperture student assessment system to the Technology Services line item in FY 2025.
8. Technology Services increased from \$13,227 in FY 2024 to \$23,140 in FY 2025. The FY 2023 actual was \$13,418. In FY 2025, this line item includes the America Learns data collection software, as well as Aperture student assessment system. The decrease from FY 2025 is due to a decrease in the number of licenses need for both systems.
9. Meetings and Conferences increased from \$12,405 in FY 2024 to \$15,000 FY 2025. The FY 2023 actual was \$10,717. This line item includes the AmeriCorps Regional Conference, the Iowa AmeriCorps Program Launch, the ICMA Conference, the Growing Sustainable Communities Conference, and the Iowa Women's Leadership Conference. This increase is due to now sending the Administrative Assistant position to the regional conference and the AmeriCorps launch event, which are covered by the AmeriCorps grant.
10. Mileage increased from \$4,300 in FY 2024 to \$6,500 in FY 2025. This line item represents mileage and metered parking reimbursements for staff members. Community Impact Division staff are not eligible for the Commuter Allowance, and meetings and events are frequently scheduled downtown. This requires staff to travel across town in personal vehicles, which is reimbursable. In FY 2025, the mileage budget for the Administrative Assistant position increased to match all other positions, and also to cover travel to out of town trainings required by the federal AmeriCorps agency (such as the AmeriCorps Program Launch and Regional Conference).

11. Telecommunications is unchanged from \$3,120 in FY 2024 to \$3,120 in FY 2025. This line item represents cell phone data plans for staff members with city-issued cell phones.

Machinery & Equipment

12. Equipment replacement items include (\$7,100):

Community Impact Machinery and Equipment	
<u>Administration</u>	
Smart Phone and Case (3)	\$ 1,050
Shoretel Desk Phone (5)	\$ 1,800
Recommended Improvement Packages	\$ 4,250
Total Equipment	<u>\$ 7,100</u>

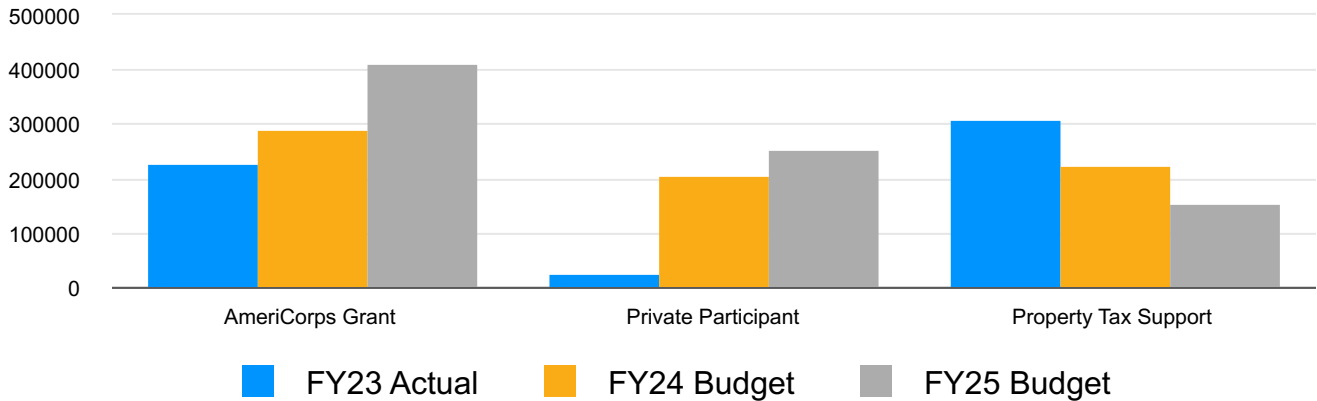
Revenue

13. Federal Grants increased from \$290,798 in FY 2024 to \$410,000 in FY 2025. The FY 2023 actual was \$227,147. This line represents the federal AmeriCorps grant that the Community Impact Division receives and uses to fund the City of Dubuque AmeriCorps program. The FY 2025 amount is the anticipated amount for the next AmeriCorps grant, and the actual amount could be different once the grant is received. The AmeriCorps grant varies each year based on how much the federal AmeriCorps agency allows the City to request in federal funds for each AmeriCorps position, and also how much of the allocated federal funding the City is able to expend on services. The federal agency has distributed more funds over the past several years due to the American Rescue Plan Act. An increase in federal AmeriCorps funding is anticipated due to the federal agency increasing annual reimbursements to the City for each AmeriCorps full time employee (FTE) equivalent.
14. Private Contributions increased from \$207,400 in FY 2024 to \$254,837 in FY 2025. This line item represents both cash and in-kind matches to AmeriCorps grant made by local partners who utilize AmeriCorps services. In FY 2025, local matches include \$45,000 from the Dubuque Community School District, \$174,337 from the City of Dubuque, \$25,500 from Hillcrest Family Services, and \$10,000 from St. Mark Youth Enrichment Center. This increase in this line item is due to the amount of in-kind grant matching funds that the City is able to claim related to activities performed by administrative employees across the organization that provide supplemental services to the AmeriCorps grant.

LEISURE SERVICES OFFICE OF COMMUNITY IMPACT

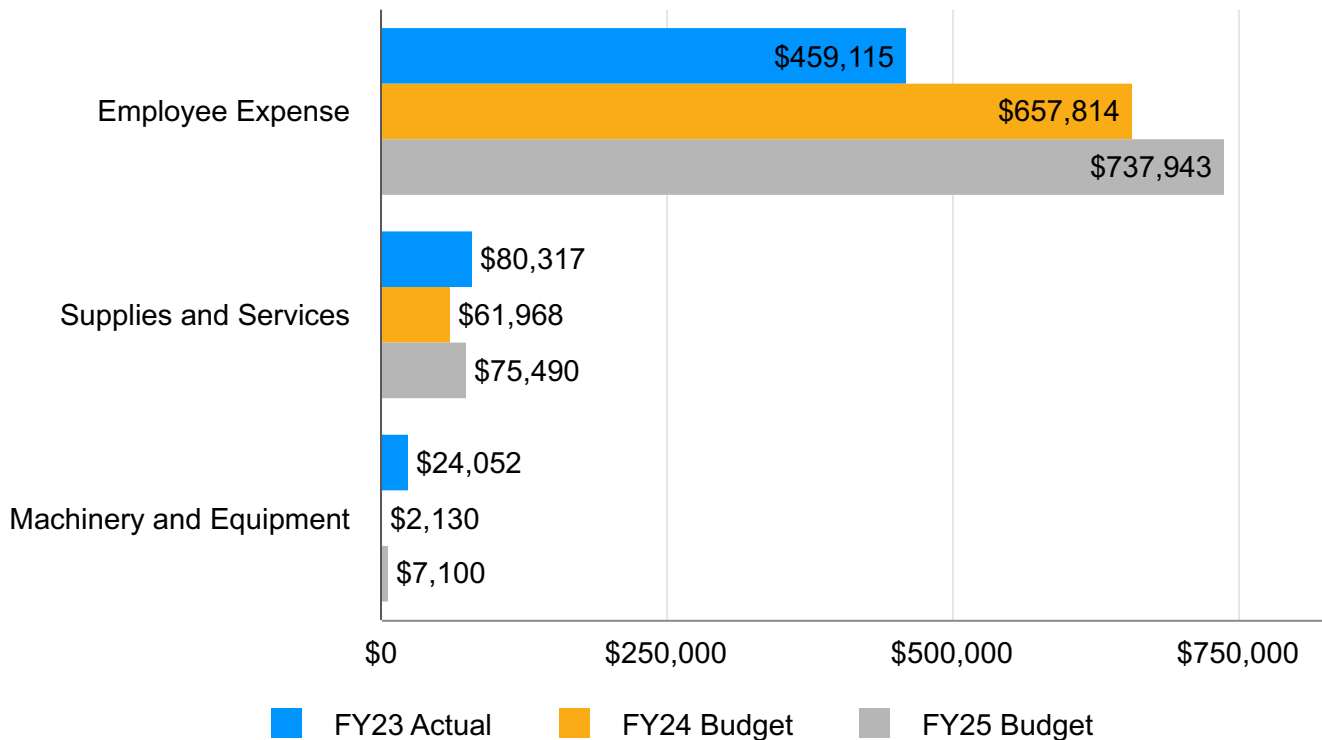
	FY 2023	FY 2024	FY 2025
Full-Time Equivalent	5.00	5.00	5.00

Resources and Property Tax Support



The Office of Community Impact is supported by 5.00 full-time equivalent employees, which accounts for 89.93% of the department expense as seen below. Overall, the department's expenses are expected to increase by 13.66% in FY 2025 compared to FY 2024.

Expenditures by Category by Fiscal Year



LEISURE SERVICES

OFFICE OF COMMUNITY IMPACT

Mission & Services

The mission of the Office of Community Impact is to strengthen the bond between the City of Dubuque and its residents through community, connections, and compassion.

Branches of the Office 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 is focused around fostering essential skills, AmeriCorps members spearhead programs that target self-awareness, social awareness, self-management, goal-directed behavior, relationship skills, personal responsibility, decision-making, and optimistic thinking. By prioritizing these critical attributes, the program aims to equip local youth with the necessary tools to navigate challenges, enhance well-being, and succeed academically and beyond.

VolunteerDBQ is a community service initiative focused on strengthening Dubuque's Volunteer Infrastructure in partnership with the United Way of the Dubuque Area Tri-States. Through this project, VolunteerDBQ supports local non-profits, educational institutions, and government entities to leverage volunteers to be able to meet critical needs in the community. VolunteerDBQ provides education, coaching and technical assistance in key volunteer management skills to equitably recruit and support volunteers.

Fines & Fee Reform and Diversion & Prevention stems from the City's equity initiative to address how 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 Office of Community Impact, 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 2023 Actual	FY 2024 Budget	FY 2025 Recomm'd
Expenditures	\$563,484	\$721,912	\$820,533
Resources	\$253,277	\$498,198	\$664,837

Community Impact Position Summary	
	FY 2025
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: Partnerships for a Better Dubuque

Performance Measure (KPI)	Target	Program Year (Sept - Aug)			Performance Indicator
		2022 - 2023 Actual	2023 - 2024 Estimated	2024 - 2025 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	-	-	Goal Met
# of students who received 30+ tutoring sessions from an AmeriCorps Member	250	200	-	-	Goal In Progress
% of tutored students who improved literacy risk levels on their FAST Assessments.	60%	34%	-	-	Goal In Progress

2022-2023 was the final year of the AmeriCorps Literacy program prior to the program's shift to addressing Social-Emotional Learning needs for K-12th grade students. No further data available due to program change.

Performance Measure (KPI)	Target	Program Year (Sept - Aug)			Performance Indicator
		2022 - 2023 Actual	2023 - 2024 Estimated	2024 - 2025 Estimated	
2 Activity Objective: Support youth in developing key foundational skills necessary to navigate challenges, enhance well-being, and succeed academically and beyond.					
# of students receiving Social-Emotional Learning Intervention services from the AmeriCorps Program	300	-	165*	-	Goal In Progress
# of students who received 24+ intervention sessions from an AmeriCorps Member	240	-	0	-	Goal In Progress
% of students who improved in at least one Social-Emotional Learning skill.	80%	-	0	-	Goal In Progress

*As of February 2024. **NOTE:** 2023 - 2024 is the first year of this program, so no further data is available.

City Council Goal: Partnerships for a Better Dubuque

Performance Measure (KPI)	Target	Program Year (Sept - Aug)			Performance Indicator
		2022 - 2023 Actual	2023 - 2024 Estimated	2024 - 2025 Estimated	
3 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 Program.	80	155	167	175	Goal Met
# of teens who successfully completed the AmeriCorps-supported Summer Teen Empowerment Program at the Multicultural Family Center	40	47	39	44	Goal Met
% of teens who improved in at least one Social-Emotional Learning skill.	80%	76.6%	82%	88%	Goal Met

Performance Measure (KPI)	Target	Program Year (Sept - Aug)			Performance Indicator
		2022 - 2023 Actual	2023 - 2024 Estimated	2024 - 2025 Estimated	
4 Activity Objective: Keep youth engaged in stimulating, educational activities and surrounded by positive role models.					
# of youth served by AmeriCorps Members during learning opportunities and events.	500	722*	1,954**	2,500	Goal Met
*2022-23 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					
**2023-24 Numbers of youth served includes unique counts of youth served. DCSD Numbers (Unique): 712; St Mark Numbers (Unique):72; MFC (Unique): 167; Playground Program (Unique): 559; Carnegie Stout Numbers (Unique): 444 (Non-Unique): 2533					

Performance Measure (KPI)	Target	Calendar Year (Jan - Dec)			Performance Indicator
		2022 - 2023 Actual	2023 - 2024 Actual	2024 - 2025 Estimated	
5 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	95	100	Goal Met
# of organizations that increase their efficiency, effectiveness, and/or program reach as a result of capacity-building services provided	48	4	25	30	Goal In Progress
# of volunteers leveraged (recruited, coordinated, and/or supported by the Volunteer Generation Fund Grant)	250	222	2,511	3,000	Goal Met
# of hours served by leveraged volunteers	1,250	721	9,670.5	10,000	Goal Met
\$ amount of economic impact leveraged through reported volunteer hours to VolunteerDBQ.com*	\$35,113	\$20,253	\$271,644	\$280,900	Goal Met

*Determined by the 2022 Iowa Rate of \$28.09 per hour by IndependentSector.org; <https://independentsector.org/resource/value-of-volunteer-time/>

Recommended Operating Revenue Budget - Department Total				
31 - COMMUNITY IMPACT DIVISION				
Fund/Account/Account Title	FY22 Actual Revenue	FY23 Actual Revenue	FY24 Adopted Budget	FY25 Recomm'd Budget
100 - General				
4A - Charges for Services				
47100 - Reimbursements	0	0	0	0
47150 - Refunds	0	(629)	0	0
4A - Charges for Services Total	0	(629)	0	0
4B - Grants/Contrib				
44000 - Federal Grants	(290,798)	(227,147)	(290,798)	(410,000)
47050 - Contrib - Private Sources	(30,250)	(25,500)	(207,400)	(254,837)
4B - Grants/Contrib Total	(321,048)	(252,647)	(498,198)	(664,837)
COMMUNITY IMPACT DIVISION - Total	(321,048)	(253,277)	(498,198)	(664,837)

Recommended Operating Expenditure Budget - Department Total				
31 - COMMUNITY IMPACT DIVISION				
Fund/Account/Account Title	FY22 Actual Expense	FY23 Actual Expense	FY24 Adopted Budget	FY 25 Recomm'd Budget
6A - Salaries & Wages				
100 - General				
60100 - Salaries-Regular Full Time	70,537	141,790	320,217	369,339
60200 - Salaries - Regular Part Time	34,780	15,078	0	0
60300 - Hourly Wages - Temp/Seasonal	149,357	173,021	196,385	192,550
60640 - Special Pay - Vacation Payout	0	0	0	0
60720 - Spec Pay - Meals No Overnight	0	63	0	0
6A - Salaries & Wages Total	254,675	329,951	516,602	561,889
6B - Employee Benefits				
100 - General				
61100 - FICA - City Contribution	19,275	24,951	24,495	28,253
61300 - IPERS - City Contribution	9,942	14,808	30,228	34,867
61510 - Health Insurance	77,121	67,134	67,115	67,116
61540 - Life Insurance	55	84	230	228
61600 - Workers' Compensation	13,288	21,593	14,344	16,790
61990 - Other Benefits & Costs	625	295	4,800	28,800
61992 - Physicals	0	298	0	0
6B - Employee Benefits Total	120,306	129,164	141,212	176,054
6C - Staff Development				
100 - General				
62100 - Association Dues	2,317	12,029	2,317	250
62300 - Training	735	0	735	2,050
62325 - Mileage	27	152	4,300	6,500
62400 - Meetings & Conferences	3,909	10,717	12,405	15,000
62500 - Education Reimbursement	3,600	4,719	3,145	0
6C - Staff Development Total	10,588	27,617	22,902	23,800
6D - Repair/Maint/Util				
100 - General				
63730 - Telecommunications	575	1,258	3,120	3,120
6D - Repair/Maint/Util Total	575	1,258	3,120	3,120
6E - Contractual Svcs				
100 - General				
64010 - Accounting & Auditing	1,438	0	1,438	1,438
64015 - Financial Service Fees	0	0	0	0
64020 - Advertising	0	1,350	0	0
64050 - Recording Fees	0	0	0	0
64062 - Refunds	0	0	0	0
64130 - Payments to Other Agencies	6,964	1,659	13,633	11,045
64140 - Printing	0	0	0	500
64145 - Copying	2,570	2,179	0	7,179
64150 - Rental - Equipment	0	0	1,824	0
64160 - Rental - Land/Bldgs/Parking	0	0	0	0
64190 - Technology Services	12,768	13,418	13,227	23,140
64191 - IT Recharges	0	0	0	0
64890 - Background Check	253	1,007	2,862	2,214

Recommended Operating Expenditure Budget - Department Total				
31 - COMMUNITY IMPACT DIVISION				
Fund/Account/Account Title	FY22 Actual Expense	FY23 Actual Expense	FY24 Adopted Budget	FY 25 Recomm'd Budget
64900 - Other Professional Service	0	1,466	0	0
64990 - Other Contractual Service	0	24,769	0	0
180 - Community Development				
64135 - Grants	1,250	0	0	0
6E - Contractual Svcs Total	25,242	45,848	32,984	45,516
6F - Commodities				
100 - General				
65025 - Program Materials	0	0	0	0
65045 - Technology Equipment	20	12,938	2,130	7,100
65060 - Office Supplies	1,462	2,878	1,462	1,824
65070 - Operating Supplies	0	0	0	0
65925 - Uniform Purchase	1,929	2,716	1,500	1,230
65935 - Employee Recognition	127	0	0	0
65990 - Other Supplies	0	0	0	0
6F - Commodities Total	3,538	18,532	5,092	10,154
6G - Capital Outlay				
100 - General				
67210 - Furniture/Fixtures	0	11,114	0	0
6G - Capital Outlay Total	0	11,114	0	0
COMMUNITY IMPACT DIVISION - Total	414,924	563,484	721,912	820,533

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 - Repair/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	—	—	—
3101 - Community Impact Admin			
100 - General			
6A - Salaries & Wages	—	—	280,289
6B - Employee Benefits	—	—	96,712
6C - Staff Development	—	—	14,100
6D - Repair/Maint/Util	—	—	3,120
6E - Contractual Svcs	—	—	7,160
6F - Commodities	—	—	8,924
6G - Capital Outlay	—	—	—
3101 - Community Impact Admin Total	—	—	410,305
3150 - Grants			
100 - General			
6A - Salaries & Wages	329,951	516,602	281,600
6B - Employee Benefits	129,164	141,212	79,342
6C - Staff Development	27,617	22,902	9,700
6D - Repair/Maint/Util	1,258	3,120	—
6E - Contractual Svcs	45,848	32,984	38,356
6F - Commodities	18,532	5,092	1,230
6G - Capital Outlay	11,114	—	—
180 - Community Development			
6E - Contractual Svcs	—	—	—
3150 - Grants Total	563,484	721,912	410,228
3199 - Pcard Clearing			
100 - General			
6F - Commodities	—	—	—
3199 - Pcard Clearing Total	—	—	—
COMMUNITY IMPACT DIVISION TOTAL	563,484	721,912	820,533

CITY OF DUBUQUE, IOWA
DEPARTMENT DETAIL - PERSONNEL COMPLEMENT

31 COMMUNITY IMPACT DIVISION

FD	JC	WP-GR	JOB CLASS	FY 2023		FY 2024		FY 2025	
				FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
61010 Full Time Employee Expense									
100	1185	GE-36	COMMUNITY IMPACT DIRECTOR	1.00	\$ 72,830	1.00	\$ 85,415	1.00	\$ 97,165
100		GE-33	COMM DIVERSION/PREVENT COORD	1.00	\$ 67,108	1.00	\$ 61,873	1.00	\$ 71,257
100		GE-25	DIVISION ADMIN ASSISTANT	1.00	\$ 40,378	1.00	\$ 40,307	1.00	\$ 45,738
100		GE-31	AMERICORPS COORDINATOR	1.00	\$ 48,196	1.00	\$ 64,648	1.00	\$ 73,646
100		GE-33	COMMUNITY OUTREACH COORD	1.00	\$ 46,082	1.00	\$ 61,873	1.00	\$ 74,968
TOTAL FULL TIME EMPLOYEES				5.00	\$ 274,594	5.00	\$ 314,116	5.00	\$ 362,774
61020 Part Time Employee Expense									
100		NA-28	AMERICORPS COORDINATOR	—		—	\$ —	—	\$ —
TOTAL PART TIME EMPLOYEES				—	\$ —	—	\$ —	—	\$ —
TOTAL AMERICORPS DIVISION				5.00	\$ 274,594	5.00	\$ 314,116	5.00	\$ 362,774

CITY OF DUBUQUE, IOWA
ACTIVITY PERSONNEL COMPLEMENT SUMMARY

ACCT	FD	JC	WP-GR	POSITION CLASS	FY 2023		FY 2024		FY 2025	
					FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
AmeriCorps - FT										
10034911	61010	100	1185	COMMUNITY IMPACT DIRECTOR	0.07	\$ 5,372	1.00	\$ 85,415	1.00	\$ 97,165
10034911	61010	100		COMMUNITY OUTREACH COORD	1.00	\$ 46,082	1.00	\$ 61,873	1.00	\$ 74,968
10034911	61010			COMM DIVERSION/ PREVENT COORD	1.00	\$ 67,108	1.00	\$ 61,873	1.00	\$ 71,257
10034911	61010			DIVISION ADMIN ASSISTANT	1.00	\$ 40,378	1.00	\$ 40,307	1.00	\$ 45,738
10034911	61010	100	1185	AMERICORPS COORDINATOR	0.15	\$ 10,344	1.00	\$ 64,648	1.00	\$ 73,646
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	0.65	\$ 31,333				
10034918	61010	100	1185	AMERICORPS PROGRAM DIRECTOR	0.11	\$ 8,336				
Total					5.00	\$ 277,727	5.00	\$ 314,116	5.00	\$ 362,774
TOTAL COMMUNITY IMPACT DIVISION					5.00	\$ 277,727	5.00	\$ 314,116	5.00	\$ 362,774

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Recreation

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RECREATION DIVISION

Budget Highlights	FY 2023 Actual	FY 2024 Budget	FY 2025 Requested	% Change From FY 2024 Budget
<u>Expenses</u>				
Employee Expense	1,844,366	2,278,627	2,440,000	7.1%
Supplies and Services	1,261,420	1,406,927	1,434,429	2.0%
Machinery and Equipment	119,405	71,170	104,010	46.1%
Debt Service	14,789	14,651	14,511	-1.0%
Total Expenses	3,239,980	3,771,375	3,992,950	5.9%
<u>Resources</u>				
Operating Revenue	1,768,425	1,823,080	1,923,589	5.5%
CDBG Funds	97,451	136,030	132,754	-2.4%
Sales Tax 20% for Debt Abatement	14,789	14,651	14,511	-1.0%
Total Resources	1,880,665	1,973,761	2,070,854	4.9%
Property Tax Support	1,359,315	1,797,614	1,922,096	124,482
Percent Increase (Decrease)				6.9%
Percent Self Supporting	58.0 %	52.3 %	51.9 %	
Personnel - Authorized FTE	42.75	42.25	42.25	

Improvement Package Summary

1 of 8

This improvement package request provides funding to implement a Park Ambassador program at Comiskey park, which includes creating new temporary Park Ambassador positions (net increase of 0.37 FTEs, NA-25) as well as purchasing office equipment and supplies for the new positions.

The Park Ambassador program would provide dedicated staff to monitor the Comiskey Park facility, engage with the community, and work with supervisors and other departments to plan events and coordinate the indoor facility use for community organization meetings, evening programs, etc. This program would be established on a seasonal basis, and it would operate out of the Comiskey building from Memorial Day weekend through Labor Day, from Noon to 10:00pm each day. Staff would monitor 9 hours per day, 7 days a week for 14 weeks.

The Park Ambassador program would include one temporary Lead Park Ambassador position (0.42 FTEs, NA-25 F) and one temporary Assistant Park Ambassador position (0.42 FTE, NA-25 E). Combined, this amounts to a total of 0.84 FTEs in new Park Ambassador positions to be added to the Recreation Classes activity that would be necessary for the program (\$37,381 recurring cost).

However, in an effort to help offset new costs and reduce the number of new FTEs being requested, current temporary positions in the Adult Athletics activity of the Recreation budget would be restructured, resulting in a net reduction of 0.47 FTEs to help offset the increase of 0.84 FTEs. The restructure of the Adult Athletics activity would include the following changes to current positions and creates a recurring net savings of \$15,378:

- Temporary Groundskeeper Position (currently 0.75 FTEs) — reduce by 0.27 FTEs, recurring savings of \$10,743
- Temporary Scorekeeper Position (currently 0.35 FTEs) — eliminate the position, thus reducing 0.35 FTEs, recurring savings of \$10,180

- Temporary Field Supervisor Position (currently 0.43 FTEs) — increase by 0.15 FTEs, recurring cost of \$5,545

Considered as a whole, the addition of 0.84 FTEs in temporary Park Ambassador positions and the net reduction of 0.47 FTEs in the above positions results in a need to add 0.37 new FTEs to the Recreation budget. The cost of 0.84 FTEs in Park Ambassador positions is \$37,381, and the net savings due to the restructure of the positions would be \$15,378, resulting in a recurring cost of \$22,003 for the personnel costs (wages, Social Security, and IPERS only, does not include office equipment and supplies). The financial breakdown of the personnel changes is summarized below.

Changes in Personnel	Impact on FTEs	Impact on Personnel Costs
<u>RESTRUCTURE CURRENT POSITIONS</u>		
Reduce hours for Temporary Groundskeeper Position	(0.27)	\$(10,743)
Eliminate Temporary Scorekeeper Position	(0.35)	\$(10,180)
Increase hours for Temporary Field Supervisor Position	0.15	\$5,545
Subtotal (restructure current positions)	(0.47)	\$(15,378)
<u>CREATE NEW POSITIONS</u>		
Create 0.42 FTE for Lead Park Ambassador Position	0.42	\$21,855
Create 0.42 FTE for Assistant Park Ambassador Position	0.42	\$15,526
Subtotal (create new positions)	0.84	\$37,381
Net Total Impact on Budget (personnel costs, not including equipment)	0.37	\$22,003

In addition to the personnel costs in the table above, implementing the Park Ambassador Program would require the purchase of equipment and supplies in the Administration activity. This would include funds to furnish the office with standard equipment, including a computer (\$2,200), desk phone with extension/license (\$360), and a network printer (\$1,100). These items have a total non-recurring cost of \$3,660. General office supplies will also be needed (pens, paper, staples, etc.), which have a recurring cost of \$200. The expenses for equipment total \$3,660 non-recurring and \$200 recurring, resulting in a total cost of \$3,860 in FY 2025.

The combined costs of personnel (net cost of \$22,003 recurring) and equipment (\$3,660 non-recurring and \$200 recurring) provides a grand net total cost of \$25,863 for this package in FY 2025 after considering offsets.

This request supports the City Council Goal of Diverse Arts, Culture, Parks and Recreation. The addition of a Park Ambassador program at Comiskey Park would enhance the park and recreation experience for the community.

Related Cost:	\$ 37,581	Tax Funds	Recurring	Recommend - No
Related Cost:	\$ 3,660	Tax Funds	Non-Recurring	
Related Savings:	\$ 15,378	Tax Funds	Recurring	
Net Cost:	<u>\$ 25,863</u>			
Property Tax Impact:	\$ 0.0102	0.11%		

Activity: Administration, Adult Athletics, and Recreation Classes

2 of 8

This improvement level request provides sustainable, recurring funding for the recruitment and retention of temporary staff in Recreation and the Leisure Services Department. During FY 2023, the City faced a great challenge in finding the necessary temporary summer staff to maintain City services. Hiring was so much of a struggle that the City was not able to open both City Pools in the summer of 2022. The City Manager and Budget Staff identified \$25,000 available in the FY 2023 City budget that could be reallocated to fund a marketing campaign to recruit temporary summer staff. This campaign was very successful, and hiring levels allowed both City pools to open in the Summer of 2023. Additionally, the Recreation division identified separate year end savings of \$25,000 in FY 2023 that was approved to be carried over into FY 2024 to continue these recruitment and retention efforts. All of the funds that were reallocated to help with marketing were done so on a one-time, non-recurring basis. As hiring is still expected to be a challenge in future years, this request seeks to increase the Recreation advertising line item by \$25,000 on a recurring basis. This request supports the City Council Goal of Diverse Arts, Culture, Parks and Recreation. Having sufficient staffing levels is essential to providing City services and having well maintained, well operated park and recreation facilities.

Related Cost:	\$ 25,000	Tax Funds	Recurring	Recommend - No
Property Tax Impact:	\$ 0.0098	0.11%		

Activity: Administration

3 of 8

This improvement level request provides funding to continue the expansion of the scholarship program for the Leisure Services Department. Scholarships are offered to any Dubuque resident whose household qualifies based on income. The scholarships pay for any expense in the Recreation operating system such as registration fees, season passes, and facility rentals. In FY 2023, additional funding was identified elsewhere in the City Budget and approved to be reallocated to Recreation to increase the total number of scholarships available to families. This resulted in the department issuing over 300 scholarships of \$125 each to income-qualifying families. Additional FY 2023 year end savings in the Recreation Budget was then approved to be carried over into FY 2024 to not only increase the number of annual scholarships from 200 to 300, but also to increase the household allocation from \$125 to \$150. All of the funds that were reallocated to help with the scholarship program were done so on a one-time, non-recurring basis. This request for additional recurring funding in FY 2025 and beyond will allow the department to continue to offer 300 \$150 scholarships to income-qualifying families. This request supports the City Council Goal of Diverse Arts, Culture, Parks and Recreation. Providing scholarships to help residents participate in Recreation programming ensures that residents of varying socio-economic backgrounds can participate.

This package was requested as a recurring package for \$20,000 annually, however, this package is recommended as non-recurring for \$8,900.

Related Cost: \$ 8,900 Tax Funds Non-recurring **Recommend - Yes**
Property Tax Impact: \$ 0.0035 0.04%
Activity: Administration

4 of 8

This improvement level request provides for the addition of \$2,200 in education funding for the Lead Administrative Assistant position. This position has not previously been provided with education funds. However, with the scope of responsibilities, this funding is necessary. These opportunities are not only for professional development, but also expand awareness and idea generation to improve service quality/delivery in equity and to meet the ever changing dynamic of programming for the community. 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. Providing staff with educational opportunities empowers staff to expand their knowledge, leading to Diverse Arts, Culture, Parks and Recreation.

Related Cost: \$ 2,200 Tax Funds Recurring **Recommend - No**
Property Tax Impact: \$ 0.0009 0.01%
Activity: Administration

5 of 8

This improvement level request provides for a \$700 increase in education funding for two supervisor level positions and the addition of \$2,200 in education funding for the new Business Development Manager position. With the increase in travel costs and conference fees, this funding is necessary for the staff to attend high quality continuing education opportunities. These opportunities are not only for professional development, but also expand awareness and idea generation, to improve service quality and service delivery in equity, and to meet the ever changing dynamic of programming for the community. 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. Providing staff with educational opportunities empowers staff to expand their knowledge, leading to Diverse Arts, Culture, Parks and Recreation.

Related Cost \$ 3,600 Tax Funds Recurring **Recommend - No**
Property Tax Impact: \$ 0.0014 0.02%
Activity: Golf

6 of 8

This improvement level request provides for the installation of a network switch at the McAleece Park. The Information Technology department recommended the installation of a network switch at the McAleece concessions stand to provide data access, therefore allowing for the concession stand operations to eliminate the old cash registers and utilize the RecTrac software, which is similar to the other point of sale facilities within the department. 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. Network switches ensure that parks and recreation facilities are well connected and equipped for all needs.

Related Cost: \$ 11,000 Tax Funds Non-Recurring **Recommend - Yes**
Property Tax Impact: \$ 0.0043 0.05%
Activity: Administration

7 of 8

This improvement level request provides for additional golf course revenues through a \$10 increase on all season passes. This increase in golf revenue will help offset rising operating costs. 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. Ensuring the Golf program has sufficient financial resources ensures the sustainability of operations.

Related Revenue: \$ 1,960 Program Fees Recurring

Recommend - Yes

Property Tax Impact: \$ (0.0008) (0.01)%

Activity: Golf

8 of 8

This improvement level request is from St. Mark. St. Mark provides safe places for kids in the greater Dubuque area with out of school learning programs offered for at-risk students, grades Kindergarten through 5th grade. These programs fill a gap for working families and students that are struggling with academic and social emotional skills. St. Mark is implementing large strategic shifts to strengthen and deepen the impact of programs while also working toward program sustainability. City of Dubuque funding will come at a critical time to build greater capacity within St. Mark to expand the impact of for student's education in the community with the following strategies:

St. Mark has expanded our partnership with the Boys and Girls Club to offer our after school programs on-site at the Club. This expansion of our partnership will add additional resources for our families; such as providing a hot dinner before they go home and connecting them to a program they can attend beyond 5th grade. This approach to centralizing our program will increase efficiency of staffing and allow greater ability to create positive environments for students to thrive. Transportation is a critical element in actualizing this new approach, and has added a new expense to this program.

Reaching More Students: St. Mark has also witnessed the growth in the need for after school programs and anticipates reaching 10 additional students in the 2024-2025 Dubuque after school program. The cost per student for an entire school year is \$4,000, which includes the costs of staffing, transportation costs, enrichment, materials, etc. In particular, increased staffing costs are the highest need for St. Mark's program. The success of these programs and achieving desired outcomes is dependent on having passionate, caring staff to build relationships with students and families.

Sustaining Outcomes & Knowledge: Overall increasing our capacity will deepen social emotional strategies, maintain positive program culture, and sustain knowledge or best practice training and certifications. Request is \$40,000

Related Cost: \$ 40,000 Program Fees Recurring

Recommend - No

Property Tax Impact: \$ 0.0157 0.18%

Activity: Administration

Significant Line Items

Employee Expense

1. FY 2025 employee expense reflects a 5.00% wage package increase.
2. FY 2025 employee expense reflects a large increase over FY 2024 due to multiple factors. Most significantly, approved staffing changes in the Marina activity resulted in some FTEs being

reclassified to higher pay ranges, which was not reflected in the FY 2024 original budget. Another factor is the number of employees receiving longevity and/or step increases has increased from FY 2024 to FY 2025. Lastly, the FY 2025 budget reflects a step increase correction for one position.

3. Since May of 2021, three separate wage increase packages for the Leisure Services department have been approved by the City Council. These packages have impacted all temporary employees in the Leisure Services department, most of them being in the Recreation Division. The three wage increases packages resulted in a collective cost increase of \$231,166 in the Recreation Division before considering any offsets. The FY 2024 budget was the first year where the three wage increases packages were included in the original budget. When the year ends, Fiscal Year 2024 will be the first year since the onset of the COVID-19 pandemic that the Recreation Division year end actual expenses will reflect a year of full operations.
4. The Iowa Public Employee Retirement System (IPERS) City contribution of 9.44% is unchanged from FY 2024. The employee contribution of 6.29% is unchanged from FY 2024.
5. The City portion of health insurance expense is unchanged from \$1,119 in FY 2024 to \$1,119 in FY 2025 per month, per contract, which results in the annual cost being decreased \$1 or 0.0%.
6. Five-Year Retiree Sick leave payout increased from \$11,598 in FY 2024 to \$11,608 in FY 2025.
7. Workers Compensation increased from \$26,568 in FY 2024 to \$32,554 in FY 2025. The FY 2023 actual was \$29,816.

Supplies & Services

8. Sales Tax expense increased from \$47,123 in FY 2024 to \$48,125 in FY 2025 based on the FY 2023 actual of \$39,942 and an estimated increase in department operations compared to FY 2023. The FY 2023 actual was low and not an accurate reflection of a full year of Sales Tax expenses due to not having both City pools open during that time, therefore, the FY 2025 budget is increased over the FY 2023 actual. Sales tax is collected on eligible goods and services sold through the Recreation department. The sales tax collected is then paid to the State of Iowa, therefore, the expense is directly off-set by the revenue collected.
9. Electricity increased from \$97,326 in FY 2024 to \$99,559 in FY 2025 based on the FY 2023 actual of \$84,620 and accounting for increased department operations compared to FY 2023. The FY 2023 actual was low and not an accurate reflection of a full year of electricity expenses due to not having both City pools open during that time, therefore, the FY 2025 budget is increased over the FY 2023 actual.
10. Natural Gas decreased from \$44,847 in FY 2024 to \$34,270 in FY 2025. The FY 2023 actual was \$23,472. The FY 2023 actual was low and not an accurate reflection of a full year of natural gas expenses due to not having both City pools open during that time, therefore, the FY 2025 budget is increased over the FY 2023 actual. In FY 2024, Flora pool received a heater upgrade (cost of \$46,380) resulting in both City pools achieving more efficient heating operations. Because of the expected heating efficiencies and associated cost savings, the FY 2025 budget reflects a decrease compared to FY 2024.
11. Building Maintenance increased from \$56,412 in FY 2024 to \$59,795 in FY 2025. The FY 2023 actual was \$58,324. This line item represents payments towards swimming pool maintenance, golf course grounds maintenance, marina maintenance, and maintenance at Allison Henderson and Comiskey parks.

12. Other Vehicle Operations is unchanged from \$130,000 in FY 2024 to \$130,000 in FY 2025 based on FY 2024 budget. This expenditure represents fuel sold to boaters at the Port of Dubuque Marina and is offset by \$212,625 in revenue from the sale of fuel.
13. Chemicals is unchanged from \$57,458 in FY 2024 to \$57,458 in FY 2025. The FY 2023 actual was \$64,386. This line item 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. New filter systems have been installed at both pools, therefore, FY 2025 chemical costs for the pools are expected to decrease as a result of improved efficiency of the filter systems.
14. Food Products increased from \$49,694 in FY 2024 to \$52,770 in FY 2025 based on expected sales. The FY 2023 actual was \$47,537. The FY 2023 actual was low due to the Port of Dubuque Marina store being closed to the public and not having both pools open. This line item represents food sold at concessions at recreation facilities. This expense is offset by the revenue from sales of this product.
15. Beer Products increased from \$51,146 in FY 2024 to \$53,146 in FY 2025 based on current year sales. The FY 2023 actual was \$59,615. Beer sales at the Port of Dubuque Marina store have been trending downward, while McAleece beer sales have been trending upwards. This line item represents alcohol sold at Recreation facilities. This budget is offset by the revenue from sales of this product.
16. Credit Card Charges increased from \$30,871 in FY 2024 to \$33,099 in FY 2025 based on a three year average. The FY 2023 actual was \$35,298. This line item includes golf operations credit card charges based off 2.5% of revenue (\$16,590), Port of Dubuque dock credit card charges based on 2% of fuel sales (\$6,065), and administration credit card charges for program registrations (\$10,444).
17. Program Materials is unchanged from \$66,811 in FY 2024 to \$66,811 in FY 2025. This 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. Merchandise decreased from \$39,808 in FY 2024 to \$37,908 in FY 2025 based on current demand for special order through the golf course. The FY 2023 actual was \$22,678. The FY 2022 actual was \$37,308. This line item represents golf merchandise sold at the Bunker Hill pro shop and boat merchandise sold at the Port of Dubuque Marina store. This line item is variable and actual expenses depend on how much inventory is purchased. Large inventory purchases in one year can lead to smaller inventory purchases the next year. This budget is offset by the revenue from the Pro Shop sales, golf fee revenue, event revenue, and certificates. The Port of Dubuque Marina store was close due to the COVID-19 pandemic and staffing issues, but the store reopened for the summer of 2023. The merchandise inventory at the Port of Dubuque Marina store has been evaluated and reduced to focus on items that sell well.
19. Officiating Services decreased from \$26,870 in FY 2024 to \$22,320 in FY 2025. The FY 2023 actual was \$20,520. This line item is used to hire officiating services for softball and basketball leagues. There has been a decline in softball and basketball participation since the pandemic.
20. Pay to Other Agency increased from \$171,624 in FY 2024 to \$173,051 in FY 2025. This increase is due to reallocation of funding between accounts with in the Community Development Block Grant allocation for Recreation. 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: Community Development Block Grant services

(\$51,427); ice rental (\$50,000); AmeriCorps Playground Programs (\$25,000); Hills and Dales Senior Center operating grant (\$25,000); Therapeutic Recreation off-site rentals (\$1,624); and Recreation Classes (\$20,000), which includes art improvements, Rising Stars, ballroom dance, karate, Montessori cooperative classes, and Dubuque County Extension contracted classes.

21. Instructors decreased from \$89,227 in FY 2024 to \$85,727 in FY 2025. The FY 2023 actual was \$61,840. The FY 2023 actual is lower than budget levels due to this line item including recurring funds for an improvement package related to arts programming that have not yet been utilized. With increased staffing levels and a rekindled partnership, those funds will be used going forward. This line item represents after-school sports coaches, sports camps, LEAP program, dance instructors, and other recreational class/program instructors. The decrease from FY 2024 to FY 2025 is due to no longer paying swimming instructors out of this line item.
22. Advertising is unchanged from \$25,935 in FY 2024 to \$25,935 in FY 2025. The FY 2023 actual was \$25,949. 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 \$70,148 in FY 2024 to \$74,582 in FY 2025 based on information received from Iowa Communities Assurance Pool (ICAP).
24. Vehicle Operations - Diesel is unchanged from \$27,000 in FY 2024 to \$27,000 in FY 2025 based on the FY 2024 budget. The FY 2023 actual was \$29,475. This line item represent the purchase of diesel fuel, which is then sold at the Port of Dubuque Marina and is also used for City machinery at Bunker Hill Golf Course.
25. Equipment Rental decreased from \$44,004 in FY 2024 to \$43,164 in FY 2025. The FY 2023 actual was \$49,543. This line items includes expenses for the rental of portable restrooms (\$1,500) and golf carts that are leased for a period of three years (\$41,664). The decrease in FY 2025 is due to renting fewer portable restrooms.
26. Technology Services increased from \$33,358 in FY 2024 to \$35,977 in FY 2025. The FY 2023 actual was \$35,168. This line item includes various softwares including RecTrac (\$30,480), Team Sideline (\$699), copier support (\$220), and internet service for Port of Dubuque dock WiFi (\$2,058). This increase is due to adding expenses for iPad data plans to be utilized for the forthcoming Tyler Time and Attendance payroll system (\$2,520).

Machinery & Equipment

27. Equipment replacement items include (\$104,010):

Recreation Machinery and Equipment	
Administration	
Security Camera	\$ 2,100
Smart Phone	\$ 350
Desk Phones (6)	\$ 1,260
Debris Blower	\$ 8,000
Line Trimmer	\$ 500
Tee Mower	\$ 32,000
Greens Mower	\$ 45,000
Recreation Classes	
Sound System	\$ 1,000
Therapy	
Sound System	\$ 2,800
Recommended Improvement Packages	\$ 11,000
Total Equipment	<u>\$104,010</u>

Debt Service

28. FY 2025 Annual debt service is as follows (\$14,511):

Amount	Debt Series	Payment Source	Purpose	Final Payment Year	Call Date
\$ 1,170	2021A (2012E) G.O.	Sales Tax 20%	Recreation Improvements	2028	2028
\$ 13,341	2021A (2014B) G.O.	Sales Tax 20%	Recreation Improvements	2034	2028
<u>\$ 14,511</u>	Total Recreation Annual Debt Service				

Revenue

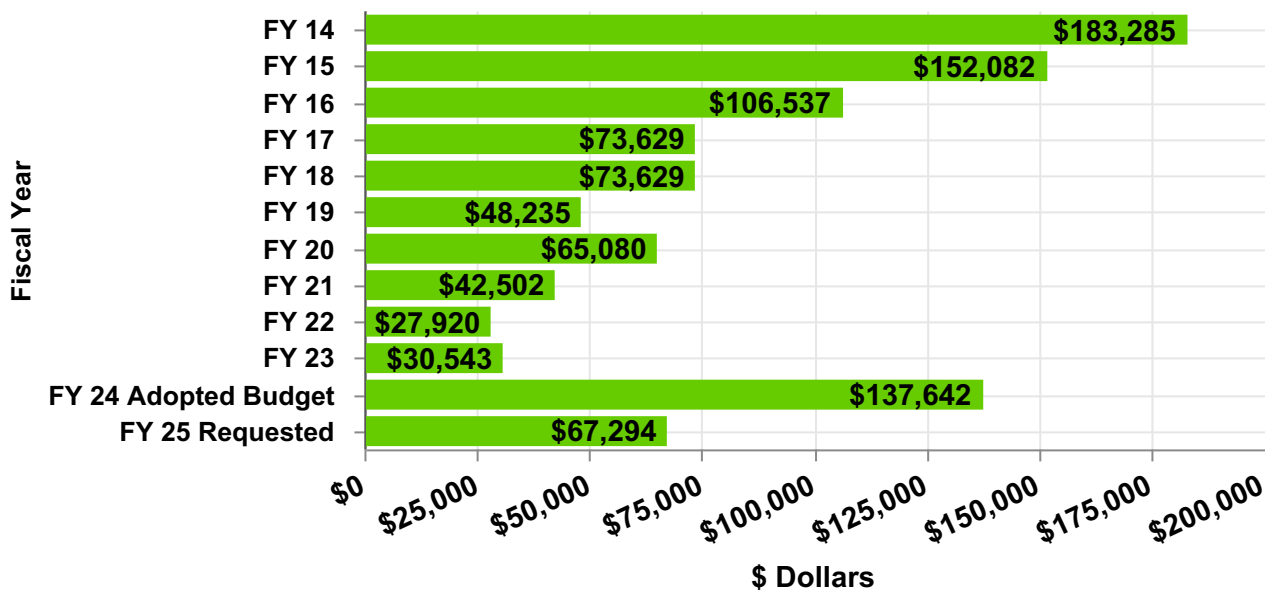
29. Total revenue for Golf Operations and Maintenance increased from \$984,911 in FY 2024 to \$1,034,881 in FY 2025.

- Golf Cart Rentals increased from \$246,700 in FY 2024 to \$281,000 in FY 2025 based on the FY 2023 season. The FY 2023 actual was \$281,042.
- Golf Beer Sales is unchanged from \$126,810 in FY 2024 to \$126,810 in FY 2025. The FY 2023 actual was \$125,092.
- Golf Liquor Sales increased from \$37,670 in FY 2024 to \$43,000 in FY 2025 based on the FY 2023 actual of \$43,627.
- Beverage/Ice is unchanged from \$26,110 in FY 2024 to \$26,110 in FY 2025 based on the FY 2023 actual of \$24,492 plus projected changes.
- Pro Shop Sales is unchanged from \$65,000 in FY 2024 to \$65,000 in FY 2025. The FY 2023 actual was \$64,809.
- Golf Fees increased from \$393,652 in FY 2024 to \$397,274 in FY 2025 based on the number of rounds played and passes sold during FY 2023. The FY 2023 actual was \$395,368.

- g. Golf event revenue increased from \$38,000 in FY 2024 to \$43,000 in FY 2025. The FY 2023 actual was \$41,958.
30. Swimming revenue increased from \$302,072 in FY 2024 to \$333,491 in FY 2025. FY 2025 revenues reflect rate increases approved in the spring of FY 2024. Daily admission fees increase \$1.00, all other swimming rates increased 5%.
- a. Swimming Annual Passes decreased from \$73,834 in FY 2024 to \$61,359 in FY 2025. The FY 2023 actual was \$41,091. The FY 2023 actual is low and does not reflect full operations due to not having both pools open.
 - b. Flora Daily Fees increased from \$66,890 in FY 2024 to \$104,000 in FY 2025. The FY 2023 actual was \$74,630.
 - c. Sutton Daily Fees increased from \$22,610 in FY 2024 to \$40,500 in FY 2025. The FY 2023 actual was \$8,626, which was a low number due to Sutton pool not being open for all of FY 2023.
 - d. Pool Concessions decreased from \$51,000 in FY 2024 to \$32,340 in FY 2025 based on estimated gross sales at Flora and Sutton. The FY 2023 actual was \$27,321. Prior year actuals have never met budgeted levels, therefore, the FY 2025 budget was lowered to better reflect actuals.
 - e. Swim Lesson Registrations increased from \$66,412 in FY 2024 to \$76,856 in FY 2025 based on registration estimates. The FY 2023 actual was \$78,591.
31. Adult Athletics revenue increased from \$72,419 in FY 2024 to \$84,699 in FY 2025 and is based on FY 2024 participant numbers. FY 2025 revenues also reflect a 5% rate increases approved in the spring of FY 2024.
- a. Adult Athletics Registration/Entry Fee increased from \$63,885 in FY 2024 to \$75,511 in FY 2025 due to a continued increase in volleyball team registrations, and a slight rebound of softball team registrations.
32. Youth Sports Registration/Entry Fee revenue increased from \$50,123 in FY 2024 to \$53,015 in FY 2025 and is based on FY 2024 participant numbers. FY 2025 revenues also reflect a 5% rate increases approved in the spring of FY 2024.
33. Port of Dubuque Marina revenue increased from \$259,479 in FY 2024 to \$264,628 in FY 2025. FY 2025 revenues also reflect a 5% rate increases approved in the spring of FY 2024.
- a. Marina Fuel Sales is increased from \$202,500 in FY 2024 to \$212,625 in FY 2025. This line item is based on the expense budget. The FY 2023 actual was \$161,537.
 - b. Marina Dock Fees is increased from \$28,500 in FY 2024 to \$32,813 in FY 2025. This line item is based on the current year sales as well as the current interest in seasonal slip rentals. The FY 2023 actual was \$28,528.
 - c. Marina Beverage and Ice Sales decreased from \$5,775 in FY 2024 to \$3,465 in FY 2025. This decrease in revenue is offset in a decrease in the expense of purchasing inventory. The Marina store was reopened in May of 2023 with a more modest inventory due to inventory control. This line item is based on the current year's sales and a mark-up on the cost of the product. The FY 2023 actual was \$463 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 property tax support funding in FY 17 through FY 19 reflects operational changes in staffing due to a frozen full-time Facilities Supervisor position, which was budgeted in the Marina and Recreation Administration activities. The Facilities Supervisor was replaced with temporary managerial staff.

-FY 20, FY 21, and FY 22 reflect a labor shortage with temporary positions, resulting in full-time staff supplementing the hours to maintain operations.

-The FY 24 Budget is based off full operations, including the vacant full-time position. The FY 25 budget is based off a better understanding of temporary staffing allocations, and the reallocation of the new full-time Business Development Manager out of the Marina activity and entirely in the Administration activity.

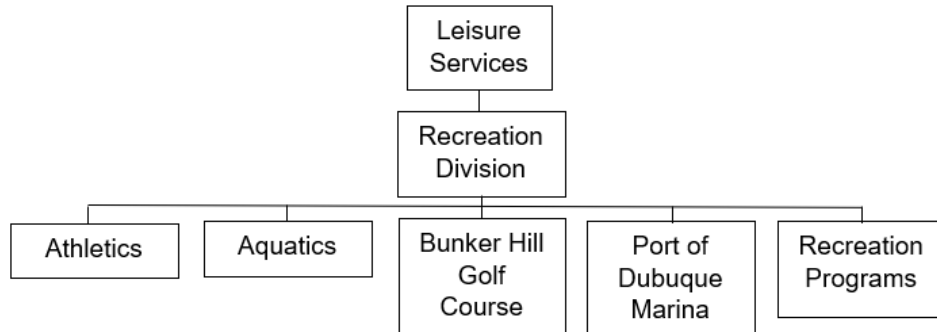
Miscellaneous

35. The FY 2025 percent self-supporting for the various Recreation Activities compared to FY 2024 percent self-supporting is as follows:

Activity	FY 2025	FY 2024
Adult Athletics	61.1 %	53.3 %
McAleece Concessions	119.3 %	138.2 %
Youth Programs	15.4 %	16.1 %
Therapeutic Recreation	18.2 %	22.2 %
Recreation Classes	50.8 %	49.4 %
Swimming	44.6 %	45.8 %
Golf	98.4 %	102.7 %
Port of Dubuque Marina	79.6 %	65.3 %

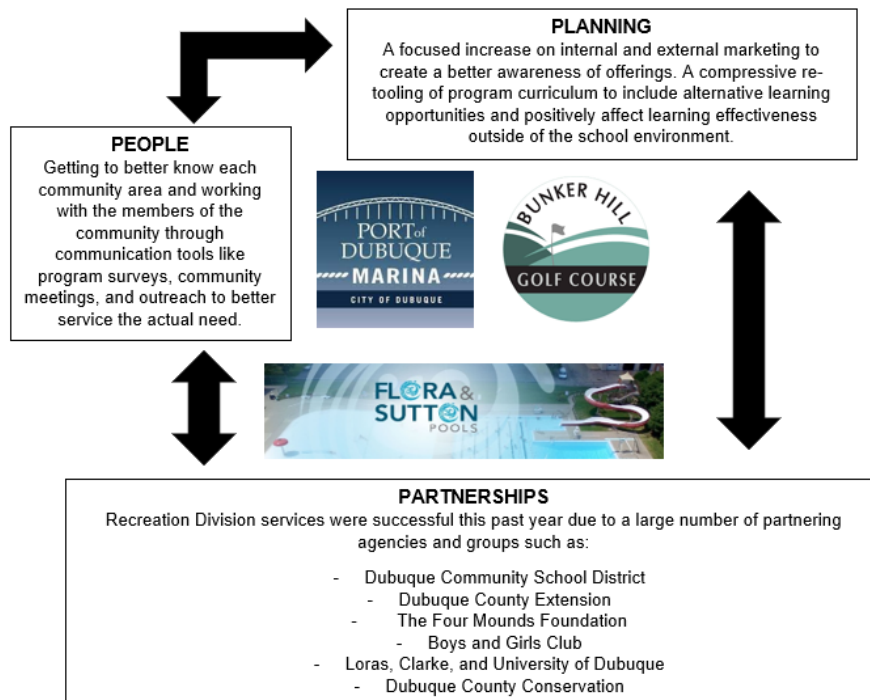
LEISURE SERVICES RECREATION DIVISION

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.

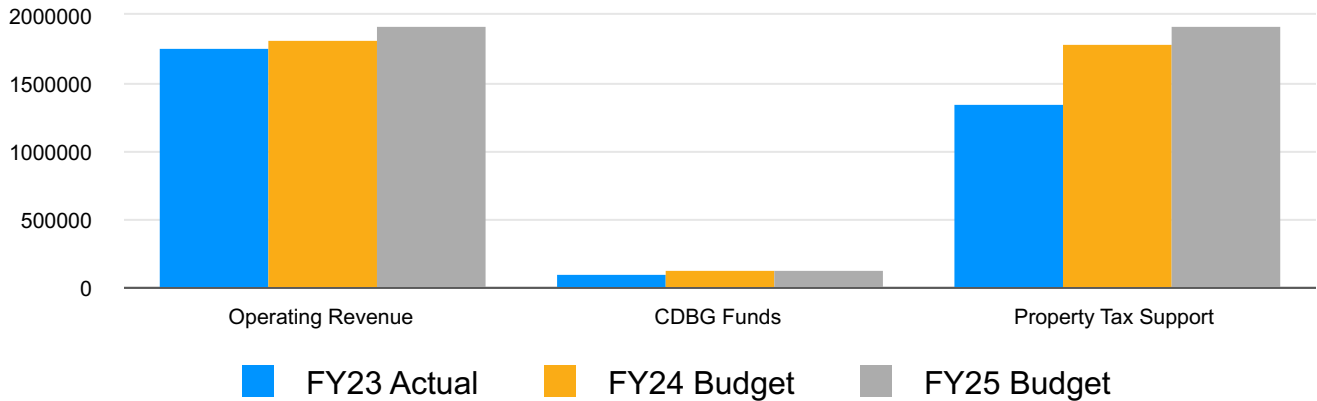
SUCCESS IS ABOUT PLANNING, PARTNERSHIPS AND PEOPLE LEADING TO OUTCOMES



LEISURE SERVICES RECREATION DIVISION

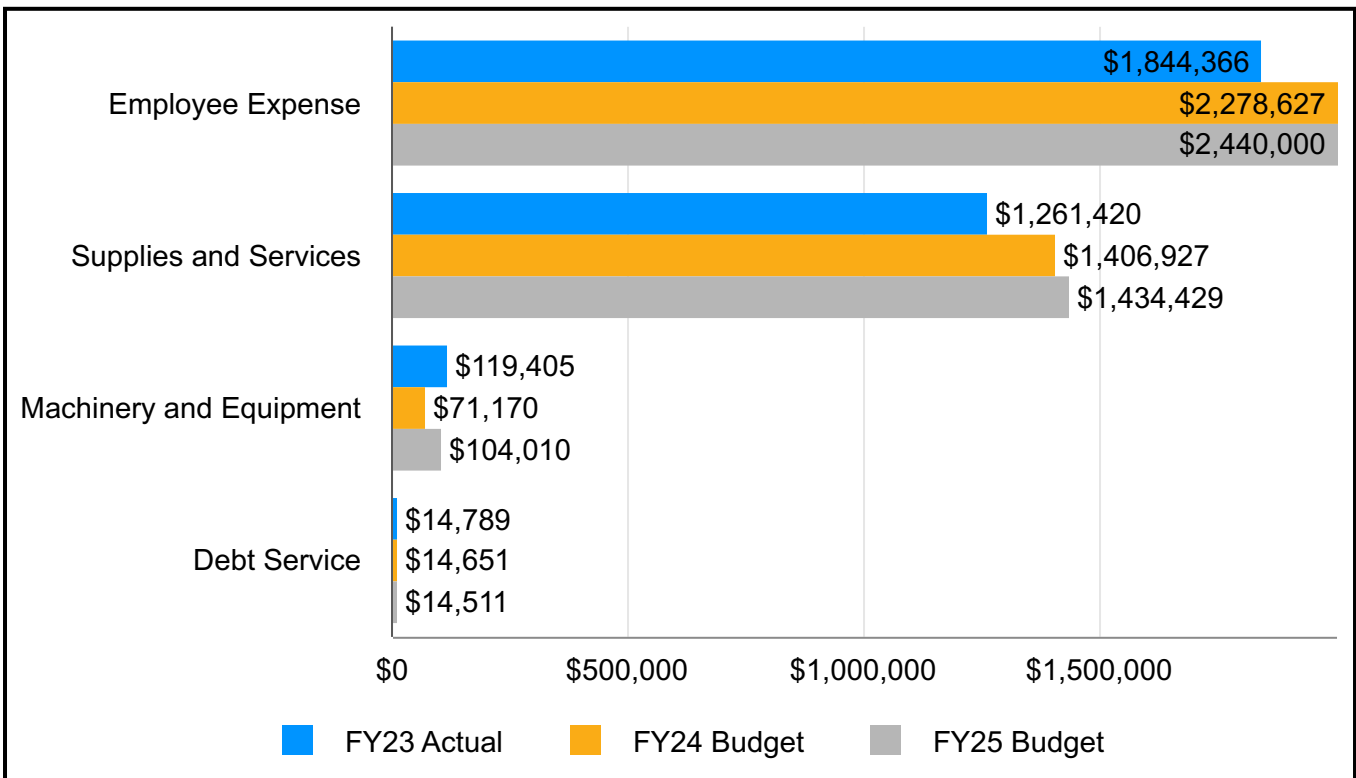
	FY 2023	FY 2024	FY 2025
Full-Time Equivalent	42.75	42.25	42.25

Resources and Property Tax Support



The Recreation Division is supported by 42.25 full-time equivalent employees, which accounts for 61.11% of the department expense as seen below. Overall, the department's expenses are expected to increase by 5.88% in FY 2025 compared to FY 2024.

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 2023 Actual	FY 2024 Budget	FY 2025 Recomm'd
Expenditures	\$2,081,076	\$2,375,846	\$2,569,248
Resources	\$594,064	\$586,940	\$624,080

Recreation Programming Position Summary	
	FY 2025
Lead Administrative Assistant	0.60
Facilities Supervisor	1.00
Customer Service Assistant	1.00
Recreation Program Supervisor	2.00
Aquatic/Therapy Supervisor	1.00
Leisure Services Director	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
Lifeguard	9.07
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	31.98

RECREATION DIVISION

Recreation Programming

Performance Measures

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

	Performance Measure (KPI)	Target	FY22 Actual	FY23 Actual	FY 2024 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	467	610	600	N/A
	# average total of participation per program offered annually	+1	11.53	8.28	9.5	Goal Met
	% of annual programs offered running (i.e. not canceled)	+1%	87%	84%	88%	Goal Met
	# of Rec & Roll trailer deployments	N/A	53	37	50	N/A

City Council Goal: Partnerships for a Better Dubuque

2	Activity Objective: Develop, increase, and retain partnerships in order to provide quality and affordable program opportunities for residents.					
	# of partnerships resulting in a program	30	28	29	30	Goal Met

City Council Goal: Robust Local Economy

3	Activity Objective: Develop and provide quality entry-level job opportunities for youth and adults in the community.					
	\$ in salary costs for seasonal employees only (not including IPERS or SS)	N/A	\$527,034	\$720,906	\$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	67	59	60	Goal Met
	Total Recreation program low-income registrants who were served by free programs	+10%	493	649	715	Goal Met
	# available scholarships for recreational programming & services	200	200	360	300	Goal Met
	% of awarded scholarship credits *Added 160 scholarships in FY23	100%	81%	*100%	100%	Goal Met
	% of total swim passes issued that were purchased by low-income residents	50%	0%	56%	50%	Goal Met

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 2023 Actual	FY 2024 Budget	FY 2025 Recomm'd
Expenditures	\$915,072	958,773	1,051,688
Resources	\$990,403	984,911	1,034,881

Bunker Hill Golf Course Position Summary	
	FY 2025
Golf Course Supervisor	1.00
Golf Professional	0.94
Assistant Golf Professional	0.73
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	8.23

Performance Measures

City Council Goal: Financially Responsible, High-Performance Organization

Performance Measure (KPI)	Target	FY22 Actual	FY23 Actual	FY 2024 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%	32	38	40	Goal Met
Youth Camp Participation	+5%	45	40	42	Goal Met
Participation by Women	+5%	37	41	43	Goal Met
Couples League	+5%	48	58	61	Goal Met

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 2023 Actual	FY 2024 Budget	FY 2025 Recomm'd
Expenditures	\$223,752	\$397,121	\$332,503
Resources	\$193,218	\$259,479	\$264,628

Port of Dubuque Marina Position Summary	
	FY 2025
Facilities Supervisor - Dock	—
Facilities Supervisor - C-Store	—
Marina Cashier/Clerk	0.42
Dock Worker	0.42
Total FT Equivalent Employees	0.84

Performance Measures

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

Performance Measure (KPI)	Target	FY22 Actual	FY23 Actual	FY 2024 Estimated	Performance Indicator
1 Activity Objective: Become a more visible and high-traffic docking location.					
increase # of docking customers	600	232	409	600	Goal Met

City Council Goal: Financially Responsible, High-Performance Organization

2 Activity Objective: Increase overall sales at the convenience store and additional revenue opportunities through programs and partnerships.					
decrease % of property-tax support	<20%	11%	14%	40%	Goal Not Met

Recommended Operating Revenue Budget - Department Total				
34 - RECREATION				
Fund/Account/Account Title	FY22 Actual Revenue	FY23 Actual Revenue	FY24 Adopted Budget	FY25 Recomm'd Budget
100 - General				
4A - Charges for Services				
43100 - Leases - Building/Land	(14,168)	(14,229)	(13,944)	(14,364)
43120 - Leases - Other	0	0	(2,900)	(2,900)
43350 - Golf Cart Rental	(236,479)	(281,042)	(246,700)	(281,000)
45040 - Daily Fee	(74,259)	(83,256)	(89,500)	(144,500)
45041 - Annual Fee	(50)	(41,091)	(73,834)	(61,359)
45042 - Registration/Entry Fee Taxable	(198,710)	(191,822)	(226,852)	(248,516)
45043 - Pool Rental	(5,075)	(13,125)	(19,900)	(17,010)
45044 - Field/Court Rental	(9,389)	(8,860)	(8,534)	(9,188)
45440 - Events	(38,987)	(41,958)	(38,000)	(43,000)
45442 - Golf Fees	(365,464)	(403,859)	(394,662)	(398,284)
45443 - Gift Certificates	43,219	42,384	0	0
45445 - Camping Fees	(26,232)	(28,528)	(28,500)	(32,813)
45450 - Meeting Room Fee	(617)	(1,240)	(11,765)	(1,977)
45455 - Program Fee	(2,517)	(863)	(16,872)	(26,287)
45500 - Miscellaneous Chg for Svcs	(70,938)	(104,082)	(16,824)	(16,824)
45520 - Customer Credits	2,904	0	0	0
47100 - Reimbursements	(1,927)	(15,937)	(240)	7,260
47150 - Refunds	0	0	0	0
47350 - Fuel Tax Refunds	(885)	(543)	(602)	(602)
47500 - Merchandise Sales	(66,321)	(64,952)	(70,540)	(65,900)
47505 - Fuel Sales Diesel	(42,361)	(31,229)	(27,000)	(28,350)
47506 - Fuel Sales Gas	(162,442)	(130,308)	(175,500)	(184,275)
47510 - Beer	(145,289)	(160,694)	(162,510)	(166,668)
47511 - Food	(37,727)	(44,282)	(50,550)	(53,261)
47512 - Liquor	(34,158)	(43,627)	(37,670)	(43,000)
47513 - Beverage/Ice	(31,637)	(34,082)	(40,485)	(40,235)
47514 - Gift Cards	(11,078)	(9,525)	(11,500)	(11,500)
47550 - Concessions Other	—	(58)	(346)	(346)
47600 - Swimming Pool Concessions	(24,739)	(27,321)	(51,000)	(32,340)
47820 - Specialized Services	(471)	(125)	(650)	(650)
4A - Charges for Services Total	(1,555,798)	(1,763,425)	(1,817,380)	(1,917,889)
4B - Grants/Contrib				
47050 - Contrib - Private Sources	(13,560)	(5,000)	(5,700)	(5,700)
4B - Grants/Contrib Total	(13,560)	(5,000)	(5,700)	(5,700)
200 - Debt Service				
4N - Transfers				
49304 - Transfer in Sales Tax 20%	(14,925)	(14,789)	(14,651)	(14,511)
4N - Transfers Total	(14,925)	(14,789)	(14,651)	(14,511)
4O - Eliminated for GW				
48200 - Proceeds from GO Debt	0	0	0	0
48205 - Bond Discount/Premium	0	0	0	0
4O - Eliminated for GW Total	0	0	0	0
180 - Community Development				

Recommended Operating Revenue Budget - Department Total				
34 - RECREATION				
Fund/Account/Account Title	FY22 Actual Revenue	FY23 Actual Revenue	FY24 Adopted Budget	FY25 Recomm'd Budget
4A - Charges for Services				
45455 - Program Fee	(17,991)	(9,260)	(8,250)	0
4A - Charges for Services Total	(17,991)	(9,260)	(8,250)	0
RECREATION - Total	(1,354,634)	(1,602,274)	(1,718,147)	(1,845,981)

Recommended Operating Expenditure Budget - Department Total				
34 - RECREATION				
Fund/Account/Account Title	FY22 Actual Expense	FY23 Actual Expense	FY24 Adopted Budget	FY 25 Recomm'd Budget
6A - Salaries & Wages				
100 - General				
60100 - Salaries-Regular Full Time	568,103	619,995	692,995	740,509
60200 - Salaries - Regular Part Time	136,567	123,449	108,147	126,740
60300 - Hourly Wages - Temp/Seasonal	520,210	713,148	984,064	1,050,119
60400 - Overtime	5,808	3,494	3,800	3,800
60630 - Special Pay Sick Lv Payout Ret	9,618	14,930	11,598	11,608
60635 - Special Pay Sick Lv Payout 50%	1,064	869	398	913
60640 - Special Pay - Vacation Payout	16,028	0	0	0
60730 - Spec Pay - Safety Equipment	544	0	900	900
180 - Community Development				
60200 - Salaries - Regular Part Time	3,079	360	0	0
60300 - Hourly Wages - Temp/Seasonal	6,824	7,758	48,224	50,842
60730 - Spec Pay - Safety Equipment	0	0	0	0
6A - Salaries & Wages Total	1,267,844	1,484,004	1,850,126	1,985,431
6B - Employee Benefits				
100 - General				
61100 - FICA - City Contribution	93,508	109,581	136,859	147,924
61300 - IPERS - City Contribution	79,206	82,195	122,031	131,368
61510 - Health Insurance	129,409	133,292	133,292	133,291
61540 - Life Insurance	350	392	453	453
61600 - Workers' Compensation	24,698	28,202	25,133	32,554
61700 - Unemployment Compensation	2,552	0	0	0
61810 - Uniform Allowance	0	300	0	0
61992 - Physicals	2,434	3,834	2,680	2,002
180 - Community Development				
61100 - FICA - City Contribution	758	621	3,689	3,889
61300 - IPERS - City Contribution	450	330	2,929	3,088
61600 - Workers' Compensation	1,421	1,614	1,435	0
6B - Employee Benefits Total	334,785	360,362	428,501	454,569
6C - Staff Development				
100 - General				
62100 - Association Dues	2,565	2,613	2,909	3,124
62200 - Subscriptions	265	199	383	383
62325 - Mileage	3,806	4,528	6,115	5,467
62400 - Meetings & Conferences	4,316	7,362	8,253	8,253
62500 - Education Reimbursement	4,471	5,866	16,701	16,872
6C - Staff Development Total	15,422	20,569	34,361	34,099
6D - Repair/Maint/Util				
100 - General				
63100 - Building Maintenance	135,193	58,324	56,412	59,795
63230 - Tree Maintenance	1,300	0	0	0
63311 - Vehicle Ops - Diesel	31,184	29,475	27,000	27,000
63312 - Vehicle Ops - Gasoline	17,048	32,372	12,150	12,150
63313 - Vehicle Ops - Other	129,960	70,987	130,000	130,000
63400 - Equipment Maint/Repair	32,697	21,306	20,737	21,544

Recommended Operating Expenditure Budget - Department Total				
34 - RECREATION				
Fund/Account/Account Title	FY22 Actual Expense	FY23 Actual Expense	FY24 Adopted Budget	FY 25 Recomm'd Budget
6A - Salaries & Wages				
63710 - Electricity	88,779	84,620	97,326	99,559
63711 - Natural Gas	44,847	23,472	44,847	34,270
63720 - Refuse	1,282	1,612	1,312	1,758
63730 - Telecommunications	11,923	13,235	14,143	17,390
6D - Repair/Maint/Util Total	494,213	335,402	403,927	403,466
6E - Contractual Svcs				
100 - General				
64004 - Internal Service Charge	0	0	0	0
64020 - Advertising	20,800	25,949	25,935	25,935
64030 - Outsourced Labor	0	0	1,935	1,935
64062 - Refunds	1,415	3,765	0	0
64080 - Insurance - Property	10,287	14,401	16,563	27,029
64081 - Insurance - Liability	26,371	39,483	68,245	74,582
64083 - Insurance - Other	6,147	1,784	9,658	10,607
64130 - Payments to Other Agencies	43,309	38,469	121,624	121,624
64140 - Printing	33	60	9,437	5,961
64145 - Copying	1,462	1,411	1,973	1,823
64150 - Rental - Equipment	34,634	49,543	44,004	43,164
64160 - Rental - Land/Bldgs/Parking	660	680	660	680
64180 - Sales Tax Expense	39,907	39,942	47,123	48,125
64182 - Property Tax	1,992	1,842	1,992	1,992
64185 - License/Permit/Fees	6,816	5,777	5,889	5,889
64190 - Technology Services	5,751	35,168	33,358	35,977
64191 - IT Recharges	0	11,149	14,057	21,775
64195 - Credit Card Charge	34,213	35,298	30,871	33,099
64830 - Officiating Services	18,373	20,520	25,070	20,520
64835 - Instructors	36,336	61,840	89,227	85,727
64880 - Custodial Services	4,907	1,010	5,165	5,165
64890 - Background Check	0	0	0	0
64900 - Other Professional Service	4,995	3,785	14,420	23,320
64975 - Equip Maint Cont	4,500	9,417	5,073	5,073
64980 - Technology Equip Maint Cont	10,299	0	762	762
64990 - Other Contractual Service	0	0	0	0
180 - Community Development				
64062 - Refunds	290	0	0	0
64081 - Insurance - Liability	470	764	1,903	0
64130 - Payments to Other Agencies	55,269	56,258	50,000	51,427
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	1,404	2,646	0
64900 - Other Professional Service	0	0	3,000	1,304
200 - Debt Service				
64900 - Other Professional Service	0	0	0	0
6E - Contractual Svcs Total	369,236	459,719	632,585	655,490

Recommended Operating Expenditure Budget - Department Total				
34 - RECREATION				
Fund/Account/Account Title	FY22 Actual Expense	FY23 Actual Expense	FY24 Adopted Budget	FY 25 Recomm'd Budget
6A - Salaries & Wages				
6F - Commodities				
100 - General				
65010 - Chemicals	43,738	64,386	55,379	57,458
65025 - Program Materials	36,568	146,509	47,041	47,041
65026 - Speciality Supplies	13,404	14,612	13,068	13,068
65030 - Merchandise for Resale	0	0	800	0
65031 - Lottery Tickets	0	0	0	0
65033 - Food Products	33,694	47,537	49,694	52,770
65034 - Beer Products	48,747	59,615	51,146	53,146
65035 - Liquor Products	4,834	7,439	4,834	7,400
65036 - Beverage/Ice	16,428	15,901	20,226	17,807
65037 - Pro Shop Merchandise	37,308	22,678	39,808	37,908
65040 - Small Tools & Equipment	498	0	0	0
65045 - Technology Equipment	5,901	4,750	3,570	16,410
65047 - Outdoor Furniture/Fixtures	0	2,039	0	0
65050 - Other Equipment	0	14,995	10,600	10,600
65054 - Safety Equipment	0	327	0	0
65060 - Office Supplies	2,117	2,597	2,267	2,283
65070 - Operating Supplies	877	958	1,000	1,000
65080 - Postage/Shipping	4,468	18,125	12,896	12,539
65100 - Safety Supplies	17	0	100	100
65925 - Uniform Purchase	3,425	9,186	7,235	9,835
65940 - Gift Cards	0	0	0	0
65965 - Janitorial	5,287	7,788	10,351	8,810
65999 - Cash Over and Short	2,407	54	0	0
180 - Community Development				
65025 - Program Materials	2,055	28,343	19,770	19,770
65060 - Office Supplies	183	0	183	183
65080 - Postage/Shipping	0	0	0	0
65965 - Janitorial	256	0	256	256
6F - Commodities Total	262,211	467,841	350,224	368,384
6G - Capital Outlay				
100 - General				
67100 - Vehicles	0	35,000	20,000	0
67110 - Mowing Equipment	17,507	60,004	37,000	77,000
67210 - Furniture/Fixtures	0	2,289	0	0
6G - Capital Outlay Total	17,507	97,293	57,000	77,000
6H - Debt Service				
200 - Debt Service				
68010 - Principal Payment	13,745	13,882	14,021	14,161
68020 - Interest Payments	1,180	907	630	350
68980 - Financial Consultant	0	0	0	0
68990 - Paying Agent Fees	0	0	0	0
6H - Debt Service Total	14,925	14,789	14,651	14,511
RECREATION - Total	2,776,142	3,239,979	3,771,375	3,992,950

Recommended Expenditure Budget Report by Activity & Funding Source

34 - RECREATION

Fund/Activity	FY23 Actual Expense	FY24 Adopted Budget	FY25 Recomm'd Budget
3401 - Administration			
100 - General			
6A - Salaries & Wages	499,824	526,967	604,544
6B - Employee Benefits	167,435	173,864	196,489
6C - Staff Development	8,909	11,852	17,204
6D - Repair/Maint/Util	22,285	22,959	27,353
6E - Contractual Svcs	16,373	50,384	71,069
6F - Commodities	29,678	24,724	35,864
6G - Capital Outlay	2,289	—	—
3401 - Administration Total	746,793	810,750	952,523
3402 - Golf			
100 - General			
6A - Salaries & Wages	375,448	417,530	461,145
6B - Employee Benefits	102,365	113,894	122,353
6C - Staff Development	4,203	4,215	4,430
6D - Repair/Maint/Util	63,110	50,583	52,065
6E - Contractual Svcs	149,207	152,866	168,068
6F - Commodities	160,736	162,685	166,627
6G - Capital Outlay	60,004	57,000	77,000
3402 - Golf Total	915,072	958,773	1,051,688
3403 - Swimming			
100 - General			
6A - Salaries & Wages	322,379	445,233	477,732
6B - Employee Benefits	36,680	48,548	54,835
6C - Staff Development	1,329	10,185	4,856
6D - Repair/Maint/Util	64,380	92,126	80,348
6E - Contractual Svcs	54,381	66,839	65,912
6F - Commodities	79,995	64,607	63,626
3403 - Swimming Total	559,143	727,538	747,309
3404 - Adult Athletics			
100 - General			
6A - Salaries & Wages	22,221	45,297	47,899
6B - Employee Benefits	4,718	6,581	7,095
6C - Staff Development	3,939	3,029	3,029
6D - Repair/Maint/Util	21,445	19,857	22,460
6E - Contractual Svcs	52,717	58,025	55,215
6F - Commodities	3,423	3,000	3,000
3404 - Adult Athletics Total	108,464	135,789	138,698
3405 - McAleece Concessions			
100 - General			
6A - Salaries & Wages	12,947	14,138	14,902
6B - Employee Benefits	2,059	2,182	2,437
6D - Repair/Maint/Util	20	279	200

Recommended Expenditure Budget Report by Activity & Funding Source

34 - RECREATION

Fund/Activity	FY23 Actual Expense	FY24 Adopted Budget	FY25 Recomm'd Budget
6E - Contractual Svcs	1,714	1,856	1,856
6F - Commodities	32,022	25,233	31,233
3405 - McAleece Concessions Total	48,762	43,688	50,628
3406 - Youth Sports			
100 - General			
6A - Salaries & Wages	208,606	216,623	228,305
6B - Employee Benefits	27,542	38,892	42,934
6C - Staff Development	388	900	400
6E - Contractual Svcs	49,097	64,036	63,897
6F - Commodities	8,029	8,684	8,327
3406 - Youth Sports Total	293,662	329,135	343,863
3407 - Therapeutic and After School			
100 - General			
6A - Salaries & Wages	8,396	35,526	37,446
6B - Employee Benefits	1,550	6,879	7,555
6C - Staff Development	0	750	750
6D - Repair/Maint/Util	13,970	6,507	15,000
6E - Contractual Svcs	1,624	4,467	4,658
6F - Commodities	101,856	10,863	13,663
3407 - Therapeutic and After School Total	127,397	64,992	79,072
3408 - Recreation Classes			
100 - General			
6A - Salaries & Wages	10,871	10,910	11,502
6B - Employee Benefits	2,087	2,194	2,319
6C - Staff Development	1,802	2,560	2,560
6D - Repair/Maint/Util	12,293	19,408	13,535
6E - Contractual Svcs	31,515	80,971	81,604
6F - Commodities	5,837	11,881	12,881
6G - Capital Outlay	35,000	0	0
3408 - Recreation Classes Total	99,404	127,924	124,401
3409 - Port of Dubuque Marina			
100 - General			
6A - Salaries & Wages	15,194	89,678	51,114
6B - Employee Benefits	13,361	27,414	11,575
6C - Staff Development	0	870	870
6D - Repair/Maint/Util	137,898	192,208	192,505
6E - Contractual Svcs	39,347	68,597	63,485
6F - Commodities	17,951	18,354	12,954
3409 - Port of Dubuque Marina Total	223,752	397,121	332,503
3430 - Senior Center			
100 - General			
6E - Contractual Svcs	5,319	25,000	25,000
180 - Community Development			
6E - Contractual Svcs	0	0	0

Recommended Expenditure Budget Report by Activity & Funding Source

34 - RECREATION

Fund/Activity	FY23 Actual Expense	FY24 Adopted Budget	FY25 Recomm'd Budget
3430 - Senior Center Total	5,319	25,000	25,000
3431 - Target Area Programming			
180 - Community Development			
6A - Salaries & Wages	8,118	48,224	50,842
6B - Employee Benefits	2,565	8,053	6,977
6E - Contractual Svcs	58,426	59,544	54,726
6F - Commodities	28,343	20,209	20,209
3431 - Target Area Programming Total	97,451	136,030	132,754
3480 - Debt Service			
200 - Debt Service			
6E - Contractual Svcs	0	0	0
6H - Debt Service	14,789	14,651	14,511
3480 - Debt Service Total	14,789	14,651	14,511
3499 - Pcard Clearing			
100 - General			
6F - Commodities	-30	-16	0
3499 - Pcard Clearing Total	-30	-16	0
RECREATION TOTAL	3,239,979	3,771,375	3,992,950

CITY OF DUBUQUE, IOWA
DEPARTMENT DETAIL - PERSONNEL COMPLEMENT

34 RECREATION DIVISION

FD	JC	WP-GR	JOB CLASS	FY 2023		FY 2024		FY 2025	
				FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
61010 Full Time Employee Expense									
100	3375	GE-44	LEISURE SERVICES DIRECTOR	0.33	\$ 47,841	0.33	\$ 50,040	0.33	\$ 52,742
100	5075	GE-36	RECREATION DIVISION MANAGER	1.00	\$ 93,529	1.00	\$ 97,829	1.00	\$ 103,121
100	2975	GE-33	GOLF COURSE SUPERVISOR	1.00	\$ 78,864	1.00	\$ 70,194	1.00	\$ 85,745
100		GE-33	AQUATIC/THERAP REC SUPV	1.00	\$ 81,230	1.00	\$ 84,965	1.00	\$ 89,560
100		GE-33	FACILITIES SUPERVISOR	1.00	\$ 63,537	1.00	\$ 70,194	1.00	\$ 72,285
100	5000	GE-33	RECREATION PROGRAM SUPV	2.00	\$ 159,572	2.00	\$ 167,455	2.00	\$ 176,511
100	200	GE-28	LEAD ADMINISTRATIVE ASSISTANT	0.60	\$ 33,925	0.60	\$ 37,424	0.60	\$ 40,035
100	225	GE-25	CUSTOMER SERVICE ASSISTANT	1.00	\$ 51,365	1.00	\$ 53,726	1.00	\$ 56,630
100		GD-06	GOLF COURSE TECHNICIAN	1.00	\$ 58,479	1.00	\$ 61,168	1.00	\$ 65,120
TOTAL FULL TIME EMPLOYEES				8.93	\$ 668,342	8.93	\$ 692,995	8.93	\$ 741,749
61020 Part Time Employee Expense									
100	225	GE-25	COMMUNICATIONS ASST	0.50	\$ 20,744	—	\$ —	—	\$ —
100		GD-33	GOLF PROFESSIONAL	0.94	\$ 74,132	0.94	\$ 65,982	0.94	\$ 82,551
100		GD-06	GOLF COURSE TECHNICIAN	0.72	\$ 40,312	0.72	\$ 42,165	0.72	\$ 45,047
TOTAL PART TIME EMPLOYEES				2.16	\$ 135,188	1.66	\$ 108,147	1.66	\$ 127,598
61030 Seasonal Employee Expense									
100		NA-27	ASSIST PLAYGROUND COORD	0.10	\$ 2,624	0.10	\$ 3,363	0.10	\$ 3,544
100		NA-45	ASSISTANT PRO	1.36	\$ 47,986	1.36	\$ 51,445	0.73	\$ 29,112
100		NA-45	ASST MARINA MANAGER	—	\$ —	—	\$ —	0.22	\$ 7,872
100		NA-44	CLERICAL ASSISTANT	0.22	\$ 5,434	0.22	\$ 6,986	0.22	\$ 7,365
100		NA-36	CONCESSION MANAGER	0.40	\$ 11,200	0.40	\$ 16,432	0.40	\$ 17,320
100		NA-18	CONCESSION WORKER II	2.07	\$ 37,738	2.07	\$ 56,292	2.07	\$ 59,335
100		NA-23	MARINA ATTENDANT	1.41	\$ 31,428	1.41	\$ 42,448	0.84	\$ 26,705
100	3675	NA-31	HEAD LIFE GUARD	0.44	\$ 6,661	0.44	\$ 6,635	—	\$ —
100	3525	NA-15	JUNIOR RECREATION LEADER	0.92	\$ 16,405	1.05	\$ 30,576	1.05	\$ 32,228
100	890	NA-03	LABORER I	1.32	\$ 36,932	1.32	\$ 42,557	1.32	\$ 44,856
100	890	NA-03	LABORER TE 1	1.04	\$ 29,098	1.04	\$ 33,530	2.20	\$ 74,760
100	890	NA-01	LABORER TE 2	1.16	\$ 36,695	1.16	\$ 39,208	—	\$ —
100	3650	NA-17	LIFE GUARD	8.63	\$ 225,243	8.63	\$ 288,642	9.07	\$ 319,673
100		NA-45	MARINA MANAGER	—	\$ —	—	\$ —	0.35	\$ 16,344
100		NA-27	PLAYGROUND COORDINATOR	0.20	\$ 5,978	0.20	\$ 7,535	0.20	\$ 7,941
100	3625	NA-07	POOL CASHIER	1.01	\$ 20,730	1.01	\$ 30,462	1.01	\$ 32,108
100		NA-35	PRE-SCHOOL INSTRUCTOR	0.12	\$ 4,096	0.12	\$ 4,284	0.12	\$ 4,516
260	3585	NA-35	PRE-SCHOOL INSTRUCTOR CDBG	0.72	\$ 29,661	0.72	\$ 31,025	0.72	\$ 32,707
100		NA-18	PRO SHOP ATTENDANT	0.80	\$ 17,706	0.80	\$ 24,128	0.80	\$ 25,431
100	3450	NA-25	RECREATION FIELD SUPERVISOR	1.26	\$ 41,905	0.88	\$ 28,626	0.88	\$ 30,338
260	3450	NA-25	RECREATION FIELD SUPERVISOR CDBG	0.61	\$ 17,462	0.61	\$ 17,199	0.61	\$ 18,135

34 RECREATION DIVISION

FD	JC	WP-GR	JOB CLASS	FY 2023		FY 2024		FY 2025	
				FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
100	3550	NA-14	RECREATION LEADER	6.32	\$ 142,347	6.57	\$ 206,347	6.57	\$ 217,497
100		NA-45	SNACK BAR MANAGER	0.20	\$ 6,009	0.20	\$ 8,408	0.83	\$ 33,986
100	3700	NA-19	SWIMMING POOL MANAGER	1.35	\$ 50,738	1.35	\$ 56,160	1.35	\$ 59,195
TOTAL SEASONAL EMPLOYEES				31.66	\$ 824,076	31.65	\$1,032,288	31.66	\$1,100,968
TOTAL RECREATION DIVISION				42.75	\$1,627,606	42.25	\$1,833,430	42.25	\$1,970,315

CITY OF DUBUQUE, IOWA
ACTIVITY PERSONNEL COMPLEMENT SUMMARY

ACCT	FD	JC	WP-GR	POSITION CLASS	FY 2023		FY 2024		FY 2025		
					FTE	BUDGET	FTE	BUDGET	FTE	BUDGET	
Recreation Administration-FT											
10034100	61010	100	200	GE-28	LEAD ADMINISTRATIVE ASSISTANT	0.60	\$ 33,925	0.60	\$ 37,424	0.60	\$ 40,035
10034100	61010	100		GE-33	FACILITIES SUPERVISOR	0.33	\$ 20,967	0.33	\$ 23,164	1.00	\$ 72,285
10034100	61010	100	225	GE-25	CUSTOMER SERVICE ASSISTANT	1.00	\$ 51,365	1.00	\$ 53,726	1.00	\$ 56,630
10034100	61010	100	4,280	GE-33	RECREATION PROGRAM SUPV	2.00	\$ 159,572	2.00	\$ 167,455	2.00	\$ 176,511
10034100	61010	100	1,080	GE-33	AQUATIC/THERAP REC SUPV	1.00	\$ 81,230	1.00	\$ 84,965	1.00	\$ 89,560
10034100	61010	100	3375	GE-44	LEISURE SERVICES DIRECTOR	0.33	\$ 47,841	0.33	\$ 50,040	0.33	\$ 52,742
10034100	61010	100	5075	GE-36	RECREATION DIVISION MANAGER	1.00	\$ 93,529	1.00	\$ 97,829	1.00	\$ 103,121
Total						6.26	\$ 488,429	6.26	\$ 514,603	6.93	\$ 590,884
Recreation Administration-PT											
10034100	61020	100	225	GE-25	COMMUNICATIONS ASST	0.50	\$ 20,744				
Total						0.50	\$ 20,744	—	\$ —	—	\$ —
Recreation Administration-Seasonal											
10034100	61030	100		NA-44	CLERICAL ASSISTANT	0.22	\$ 5,434	0.22	\$ 6,986	0.22	\$ 7,365
Total						0.22	\$ 5,434	0.22	\$ 6,986	0.22	\$ 7,365
Golf Operations-Seasonal											
10034200	61030	100		NA-45	ASSISTANT PRO	1.36	\$ 47,986	1.36	\$ 51,445	0.73	\$ 29,112
10034200	61030	100		NA-39	SNACK BAR MANAGER	—	\$ —			0.63	\$ 25,124
10034200	61030	100		NA-39	CONCESSION WORKER II	0.84	\$ 12,716	0.84	\$ 19,135	0.84	\$ 20,170
10034200	61030	100		NA-18	PRO SHOP ATTENDANT	0.80	\$ 17,706	0.80	\$ 24,128	0.80	\$ 25,431
Total						3.00	\$ 78,408	3.00	\$ 94,708	3.00	\$ 99,837
Golf Operations-PT											
10034200	61020	100	2,625	GE-33	GOLF PROFESSIONAL	0.94	\$ 74,132	0.94	\$ 65,982	0.94	\$ 82,551
Total						0.94	\$ 74,132	0.94	\$ 65,982	0.94	\$ 82,551
Golf Maintenance-FT											
10034250	61010	100	2975	GE-33	GOLF COURSE SUPERVISOR	1.00	\$ 78,864	1.00	\$ 70,194	1.00	\$ 85,745
10034250	61010	100	2622	GD-06	GOLF COURSE TECHNICIAN	1.00	\$ 58,479	1.00	\$ 61,168	1.00	\$ 65,120
Total						2.00	\$ 137,343	2.00	\$ 131,362	2.00	\$ 150,865
Golf Maintenance-PT											
10034250	61020		100		GOLF COURSE TECHNICIAN	0.72	\$ 40,312	0.72	\$ 42,165	0.72	\$ 45,047
Total						0.72	\$ 40,312	0.72	\$ 42,165	0.72	\$ 45,047
Golf Maintenance-Seasonal											
10034250	61030	100	890	NA-08	LABORER TE 2	1.16	\$ 36,695	1.16	\$ 39,208	—	\$ —

CITY OF DUBUQUE, IOWA
ACTIVITY PERSONNEL COMPLEMENT SUMMARY

						FY 2023		FY 2024		FY 2025	
	ACCT	FD	JC	WP-GR	POSITION CLASS	FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
10034250	61030	100	890	NA-12	LABORER TE 1	1.04	\$ 29,098	1.04	\$ 33,530	2.20	\$ 74,760
Total						2.20	\$ 65,793	2.20	\$ 72,738	2.20	\$ 74,760
Swimming-Seasonal											
10034300	61030	100	3675	NA-39	HEAD LIFE GUARD	0.44	\$ 6,661	0.44	\$ 6,635	—	\$ —
10034300	61030	100		NA-36	CONCESSION MANAGER	0.40	\$ 11,200	0.40	\$ 16,432	0.40	\$ 17,320
10034300	61030	100		NA-18	CONCESSION WORKER II	1.04	\$ 20,952	1.04	\$ 31,427	1.04	\$ 33,125
10034300	61030	100	3650	NA-17	LIFE GUARD	8.63	\$ 225,243	8.63	\$ 288,642	9.07	\$ 319,673
10034300	61030	100	3625	NA-07	POOL CASHIER	1.01	\$ 20,730	1.01	\$ 30,462	1.01	\$ 32,108
10034300	61030	100	890	NA-12	LABORER I	0.48	\$ 13,430	0.48	\$ 15,475	0.48	\$ 16,311
10034300	61030	100	3700	NA-43	SWIMMING POOL MANAGER	1.35	\$ 50,738	1.35	\$ 56,160	1.35	\$ 59,195
Total						13.35	\$ 348,954	13.35	\$ 445,233	13.35	\$ 477,732
Adult Athletics-Seasonal											
10034400	61030	100	3450	NA-25	RECREATION FIELD SUPERVISOR	0.43	\$ 12,166	0.43	\$ 12,726	0.43	\$ 13,575
10034400	61030	100	890	NA-12	LABORER I	0.75	\$ 20,984	0.75	\$ 24,180	0.75	\$ 25,487
10034400	61030	100	3550	NA-14	RECREATION LEADER	0.35	\$ 7,885	0.35	\$ 8,248	0.35	\$ 8,694
Total						1.53	\$ 41,035	1.53	\$ 45,154	1.53	\$ 47,756
McAleece Concessions-Seasonal											
10034410	61030	100		NA-42	SNACK BAR MANAGER	0.20	\$ 6,009	0.20	\$ 8,408	0.20	\$ 8,862
10034410	61030	100		NA-18	CONCESSION WORKER II	0.19	\$ 4,070	0.19	\$ 5,730	0.19	\$ 6,040
Total						0.39	\$ 10,079	0.39	\$ 14,138	0.39	\$ 14,902
Youth Sports-Seasonal											
10034420	61030	100	3525	NA-15	JUNIOR RECREATION LEADER	0.92	\$ 16,405	1.05	\$ 30,576	1.05	\$ 32,228
10034420	61030	100		NA-27	PLAYGROUND COORDINATOR	0.20	\$ 5,978	0.20	\$ 7,535	0.20	\$ 7,941
10034420	61030	100		NA-27	ASSIST PLAYGROUND COORD	0.10	\$ 2,624	0.10	\$ 3,363	0.10	\$ 3,544
10034420	61030	100		NA-12	LABORER I	0.09	\$ 2,518	0.09	\$ 2,902	0.09	\$ 3,058
10034420	61030	100	3450	NA-25	RECREATION FIELD SUPERVISOR	0.45	\$ 16,967	0.07	\$ 2,951	0.07	\$ 3,111
10034420	61030	100	3550	NA-14	RECREATION LEADER	5.06	\$ 113,999	5.31	\$ 168,896	5.31	\$ 178,023
Total						6.82	\$ 158,491	6.82	\$ 216,223	6.82	\$ 227,905
Therapeutic Activity-Seasonal											
10034430	61030	100		NA-25	RECREATION FIELD SUPERVISOR	0.15	\$ 6,045	0.15	\$ 6,323	0.15	\$ 6,666
10034430	61030	100		NA-14	RECREATION LEADER	0.91	\$ 20,463	0.91	\$ 29,203	0.91	\$ 30,780
Total						1.06	\$ 26,508	1.06	\$ 35,526	1.06	\$ 37,446

CITY OF DUBUQUE, IOWA
ACTIVITY PERSONNEL COMPLEMENT SUMMARY

						FY 2023		FY 2024		FY 2025	
	ACCT	FD	JC	WP-GR	POSITION CLASS	FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
10034460	61030	100	3585	NA-35	PRE-SCHOOL INSTRUCTOR	0.12	\$ 4,096	0.12	\$ 4,284	0.12	\$ 4,516
10034460	61030	100		NA-25	RECREATION FIELD SUPERVISOR	0.24	\$ 6,727	0.24	\$ 6,626	0.24	\$ 6,986
Total						0.36	\$ 10,823	0.36	\$ 10,910	0.36	\$ 11,502
Port of Dubuque Marina Dock Maintenance-FT											
10030560	61010	100		GE-33	FACILITIES SUPERVISOR	0.33	\$ 20,967	0.33	\$ 23,164	—	\$ —
Total						0.33	\$ 20,967	0.33	\$ 23,164	—	\$ —
Port of Dubuque Marina Dock Maintenance- Seasonal											
10030560	61030	100		NA-45	MARINA MANAGER	—	\$ —	—	\$ —	0.18	\$ 8,172
10030560	61030	100		NA-45	ASST MARINA MANAGER	—	\$ —	—	\$ —	0.11	\$ 3,936
10030560	61030	100		NA-23	MARINA ATTENDANT	0.58	\$ 12,546	0.58	\$ 17,445	0.42	\$ 13,353
Total						0.58	\$ 12,546	0.58	\$ 17,445	0.71	\$ 25,461
Port of Dubuque Marina Convenience Store -FT											
10030550	61010	100		GE-33	FACILITIES SUPERVISOR	0.34	\$ 21,603	0.34	\$ 23,866	—	\$ —
Total						0.34	\$ 21,603	0.34	\$ 23,866	—	\$ —
Port of Dubuque Marina Convenience Store- Seasonal											
10030560	61030	100		NA-45	MARINA MANAGER	—	\$ —	—	\$ —	0.18	\$ 8,172
10030560	61030	100		NA-45	ASST MARINA MANAGER	—	\$ —	—	\$ —	0.11	\$ 3,936
10030550	61030	100		NA-23	MARINA ATTENDANT	0.83	\$ 18,882	0.83	\$ 25,003	0.42	\$ 13,353
Total						0.83	\$ 18,882	0.83	\$ 25,003	0.71	\$ 25,461
CD Target Area Programs-Seasonal											
26034500	61030	260	3585	NA-35	PRE-SCHOOL INSTRUCTOR CDBG	0.72	\$ 29,661	0.72	\$ 31,025	0.72	\$ 32,707
26034500	61030	260	3450	NA-25	RECREATION FIELD SUPERVISOR CDBG	0.61	\$ 17,462	0.61	\$ 17,199	0.61	\$ 18,135
Total						1.33	\$ 47,123	1.33	\$ 48,224	1.33	\$ 50,842
TOTAL RECREATION DIVISION						42.75	\$1,627,606	42.25	\$ 1,833,430	42.26	\$ 1,970,316

Capital Improvement Projects by Department/Division					
RECREATION DIVISION					
Project Number	Capital Improvement Project Title	Department	Fund	Account	FY 25 Recomm'd Budget
3444000014	Bunker Tree Removal & Replacement	Recreation	306	67990	10,000
3444000015	Sutton Pool - Operational Projects	Recreation	304	67990	65,000
RECREATION DIVISION TOTAL					75,000

PROGRAM/ DEPT	PROJECT DESCRIPTION	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	TOTAL	PAGE
RECREATION DIVISION								
Culture and Recreation								
	Swimming Pools							
	Sutton Pool - Operational Projects	\$ 65,000	\$ —	\$ —	\$ —	\$ —	\$ 65,000	39
	Bunker Hill Golf Course							
	Construct Cart Paths	\$ —	\$ 10,000	\$ —	\$ 10,000	\$ —	\$ 20,000	40
	Tee Improvements	\$ —	\$ 10,000	\$ —	\$ 10,000	\$ —	\$ 20,000	41
	Material Storage Reno	\$ —	\$ 15,000	\$ —	\$ —	\$ —	\$ 15,000	42
	Bunker Tree Removal & Replacement	\$ 10,000	\$ —	\$ —	\$ —	\$ —	\$ 10,000	43
	Port of Dubuque							
	Port of Dubuque Flood Wall	\$ —	\$ 33,000	\$ —	\$ —	\$ —	\$ 33,000	44
	Dubuque Welcome Sign							
	TOTAL	\$ 75,000	\$ 68,000	\$ —	\$ 20,000	\$ —	\$ 163,000	