

Five Flags Civic Center

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FIVE FLAGS CIVIC CENTER DIVISION

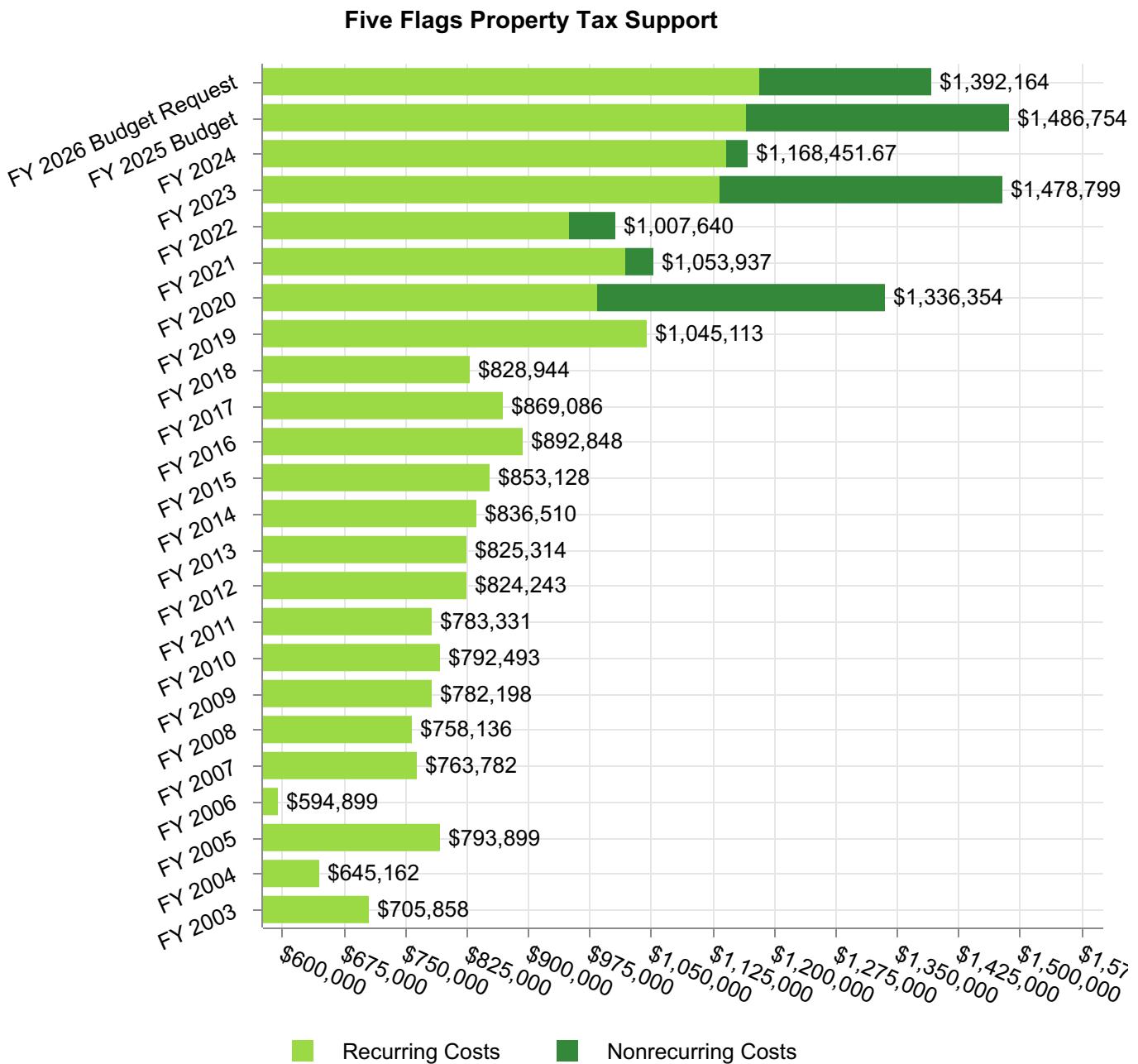
Budget Highlights	FY 2024	FY 2025	FY 2026	% Change From FY 2025 Budget
	Actual	Budget	Requested	
<u>Expenses</u>				
Employee Expense	\$ 28,953	\$ 30,359	\$ 32,025	5.5%
Supplies and Services	\$1,113,252	\$1,136,325	\$1,150,249	1.2%
Machinery and Equipment	\$ 26,247	\$ 320,070	\$ 209,890	-34.4%
Total Expenses	\$1,168,452	\$1,486,754	\$1,392,164	-6.4%
Debt on Projects paid with Sales Tax Fund (20%)	\$ 43,225	\$ 41,688	\$ 42,148	1.1%
Property Tax Support	\$1,168,452	\$1,486,754	\$1,392,164	(94,590)
Percent Increase (Decrease)				-6.4%
Personnel - Authorized FTE	\$—	\$—	\$—	
*Actual benchmark for FY 2025:	\$1,112,266			

Significant Line Items

Background

1. History: The City has contracted the firm, ASM Global (formerly SMG), after Council approval in April 2004, to privately manage Five Flags Civic Center. ASM Global's original five year private management agreement began on July 1, 2004 and ended June 30, 2009. The current agreement expired June 30, 2014 and was extended for another five-year period ending June 30, 2019, and the five-year extension as executed for a period ending June 20, 2024. A one year extension ending June 30, 2025 was approved on May 20, 2024. The City will be issuing an RFP for management services, similar to the process used regarding a management contract for Grand River Center. Five Flags Civic Center has been managed by the same vendor for 20 years.

*ASM Global (formerly SMG) took over managing Five Flags on July 1, 2004.



- FY 2020 included Five Flags Assessment and Study in amount of \$82,800, a one-time cost. It also included a \$17,565 expense for the shortfall to the benchmark in FY 2019 as well as \$200,000 shortfall to benchmark payment during FY 2020 due to the full closure of Five Flags in March of 2020 due to the COVID-19 pandemic. This also includes \$50,949 for equipment replacement items.
- FY 2021 included the soils study to help inform the Phase 2A Study for \$20,000 and \$14,890 replacement of speakers damaged by water not covered by insurance.
- FY 2022 budget initially included \$79,700 in replacement equipment purchases. This year also included improvement packages approved including AED's and backflow preventer, as well as a

\$58,000 carryover from FY 2021 for expenditures for Arts Council COVID relief grant. FY 2022 actuals included \$58,074 for equipment replacements. ASM Global's performance was under benchmark in FY 2022, accounting for lower recurring expenses.

- FY 2023 budget initially included \$175,000 in replacement equipment purchases and \$142,000 in shuttered venue grant expenditures. FY 2023 actual included \$202,895 for equipment replacements.
- FY 2024 budget initially included \$192,775 in replacement equipment purchases. FY 2024 actual included \$26,247 in equipment replacements.
- FY 2025 budget includes \$320,070 in replacement equipment purchases.
- FY 2026 budget includes \$209,890 in replacement equipment purchases.

Employee Expense

2. FY 2026 employee expense reflects a 3.00% wage package increase.
3. The Iowa Public Employee Retirement System (IPERS) City contribution of 9.44% is unchanged from FY 2025. The employee contribution of 6.29% is unchanged from FY 2025.

Supplies & Services

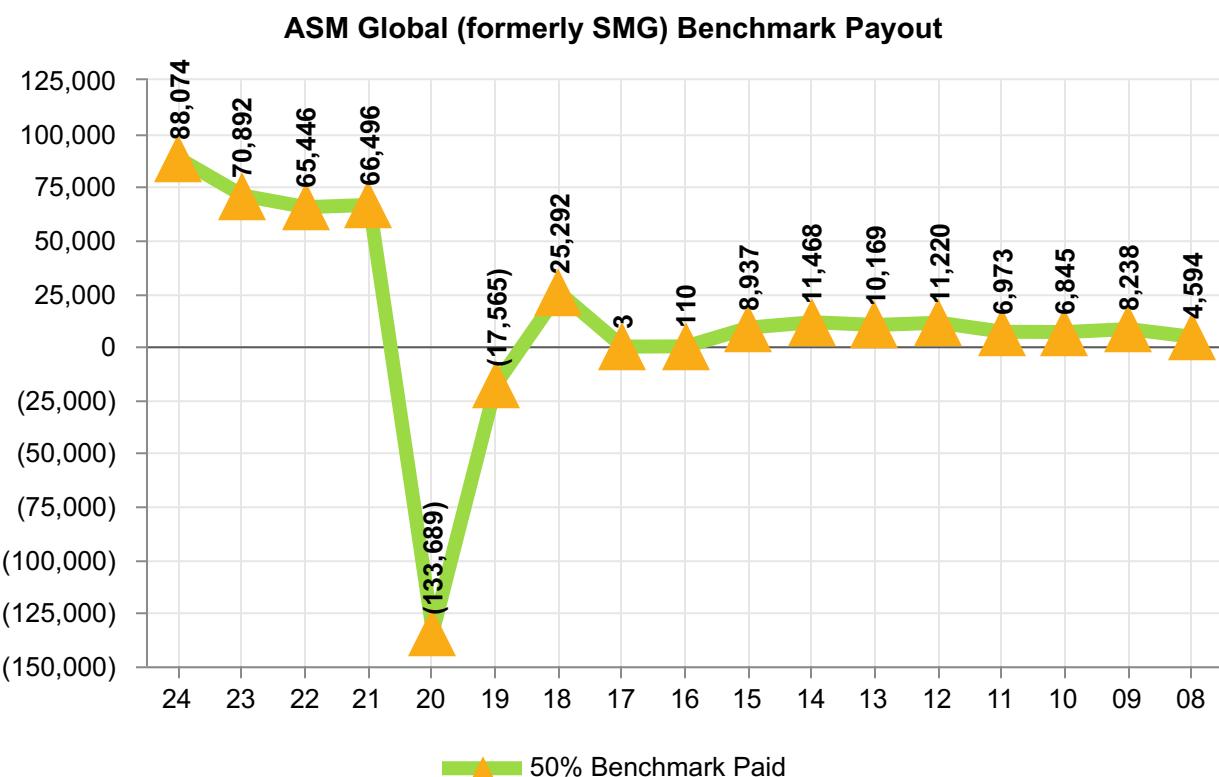
4. **Benchmark Calculation:** The benchmark is the amount of property tax needed to operate the Five Flags Civic Center (this amount is set by the City for ASM Global). The original benchmark and formula for adjustment was established in the 2004 agreement with ASM Global. ASM Global is challenged to spend less than the Benchmark, thereby reducing the amount of property tax support needed. The benchmark is calculated by taking total expense less earned revenue for the Civic Center, to get the property tax support. This calculation was completed in the beginning by taking the average actual property tax support spent in FY 2002, 2003, and 2004 (\$682,091) and then increased annually by an inflation factor. This amount includes ASM Global's projected management fee of \$127,323 in FY 2026. The Benchmark fee is set for the purpose of the budget with an estimated Consumer Price Index (CPI) and then adjusted by the actual May CPI after the budget is adopted to arrive at the actual Benchmark and management fee.
5. ASM Global's goal is to come in under the benchmark, but if the benchmark is not met, the City of Dubuque must pay any amount over the benchmark. ASM Global's incentive to meet the benchmark gives them \$.50 of every dollar under the benchmark.

Annual Benchmark Set for ASM Global:

- In FY 2014 the benchmark was \$852,040 (prior year plus the May CPI of 1.4%)
- In FY 2015 the benchmark was \$869,933 (prior year plus the May CPI of 2.1%)
- In FY 2016 the benchmark was \$869,933 (prior year plus the May CPI of 0%)
- In FY 2017 the benchmark was \$878,632 (prior year based on May CPI of 1%)
- In FY 2018 the benchmark was \$895,326 (prior year based on May CPI of 1.9%)
- In FY 2019 the benchmark was \$920,395 (prior year based on May CPI of 2.80%)
- In FY 2020 the benchmark was \$936,962 (prior year based on May CPI of 1.80%),

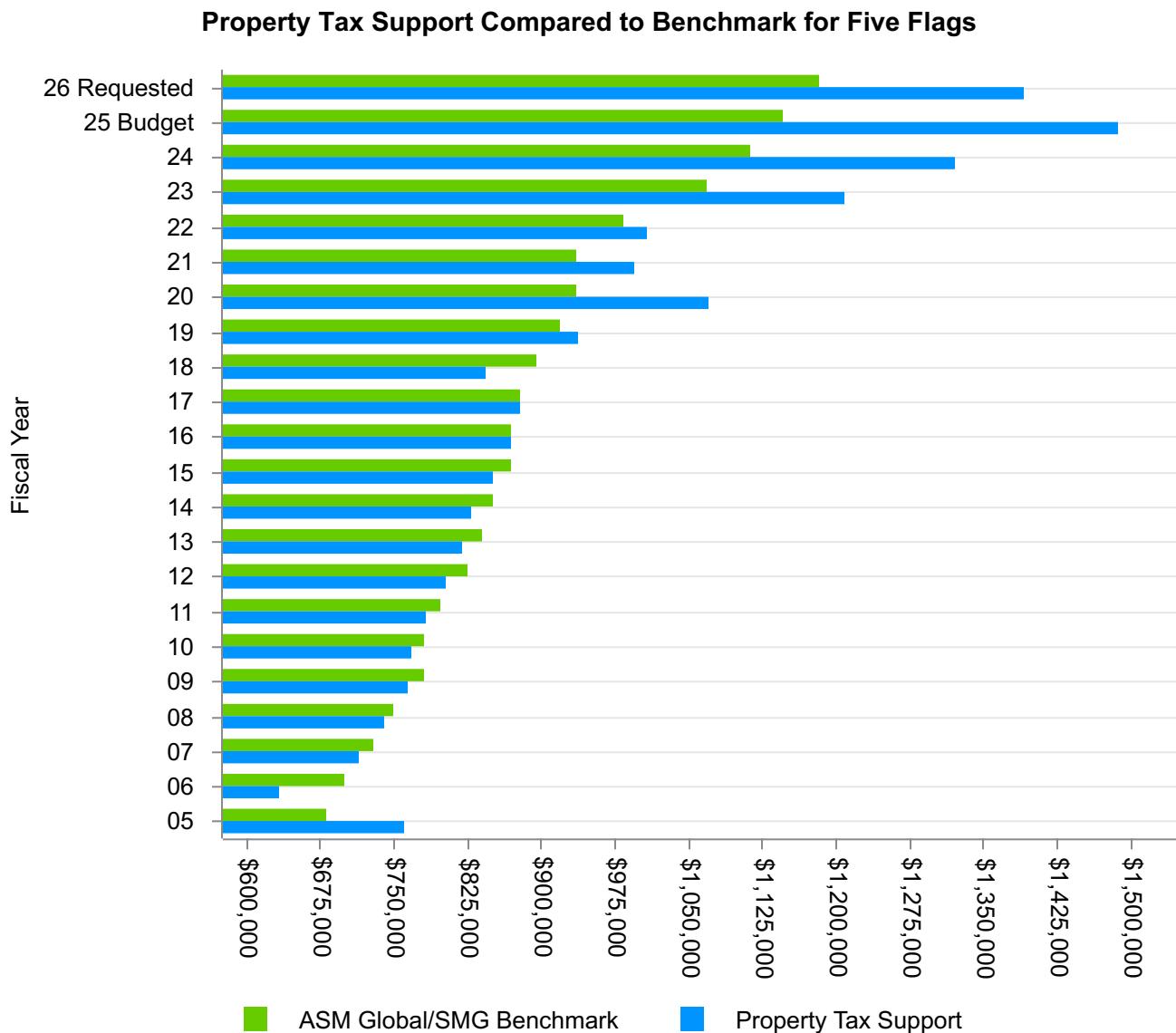
- In FY 2021 the benchmark was \$937,899 (prior year based on May CPI of 0.10%),
- In FY 2022 the benchmark was \$984,794 (prior year based on May CPI of 5.00%)
- In FY 2023 the benchmark was \$1,069,486 (prior year based on May CPI of 8.60%)
- In FY 2024 the benchmark was \$1,112,266 (prior year and May CPI of 4.00%).
- In FY 2025 the benchmark was \$1,148,970 (prior year and May CPI of 3.30%).
- In FY 2026 the estimated benchmark is \$1,183,440 (prior year and estimated May CPI of 3.00%).

Actual Benchmark: It should be noted that the first year (FY 2005) of management, actual expenses were higher due to the transitioning of the employees. There were additional costs relating to unemployment insurance, vacation payoffs and prior year expenses that did not count against the benchmark. The Five Flags Civic Center was also under renovation soon after SMG (ASM Global) started. It was expected that the first year of management would cost more. Also, the budget was initially set with the management fee (\$75,000) added on top of the set benchmark. It was determined that the benchmark should already include ASM Global's management fee, and the actual benchmark was adjusted accordingly with the additional budget going back into General Fund.



This summary of annual results of the benchmark to date reflects ASM Global has met the benchmark since 2006 with the exception of FY 2019 and FY 2020. FY 2019 included a polar vortex weather event affecting utility costs and event financial performance as well as repairs to the facility due to the age and status of the Five Flags building. FY 2020 included the closure of the Five Flags Civic Center due to the COVID-19 pandemic, the Governor's Proclamations in addition to event cancellations and rescheduling into FY 2021. This affected the Five Flags

budget from March 2020 to the end of the fiscal year. FY 2020 was on track to be at benchmark prior to the beginning of the pandemic.



When comparing the annual property tax support spent to the benchmark each year, it should be noted that property tax support includes the following items:

- Replacement equipment such as items like lifts, commercial floor machines, sound systems, chairs. The list is extensive and replaced on a replacement schedule.
- Improvement packages that add the Five Flags, such as the addition of security cameras.
- Shortfall payments for not meeting the benchmark in FY 19 and FY20.
- Studies or specific operating expenses for example the studies and assessments in FY20 and FY21.
- Initial cost of transitioning city employees to SMG in FY 05.

Machinery and Equipment

6. The total equipment requested for FY 2026 is \$209,890:

Civic Center Machinery and Equipment	
Barrel Fans	\$ 300
Vacuum Cleaners	\$ 1,200
Chair Motor Hoist	\$ 75,600
Bike Rack	\$ 3,000
Light Consoles	\$ 60,000
Triangle Trussing	\$ 6,500
Metal Detector Wands	\$ 1,440
Side Burner	\$ 12,000
Conveyor Oven	\$ 35,000
Audio Amplifier	\$ 14,850
Total Equipment	<u>\$209,890</u>

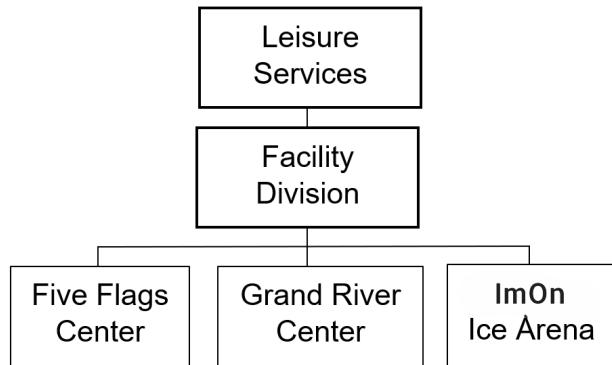
Debt Service

7. FY 2026 Annual debt service is as follows (\$42,148):

Amount	Debt Series	Payment Source	Purpose	Final Payment	Call Date
34,103	2019C G.O.	Sales Tax 20%	Civic Center Improvements	2030	2026
8,045	2019B G.O.	Sales Tax 20%	Chair Platform Section 3	2039	2039
<u>\$ 42,148 Total Civic Center Annual Debt Service</u>					

PARKS AND RECREATION FACILITY DIVISION

The Facility Division provides for the effective and efficient maintenance of buildings and equipment and administration of management contracts for Five Flags Civic Center and Grand River Center and ImOn Ice Arena, ensuring facilities and programs that provide an increased **QUALITY OF LIFE** and creates opportunities for both citizens and visitors.



SUCCESS IS ABOUT PLANNING, PARTNERSHIPS AND PEOPLE LEADING TO OUTCOMES

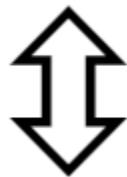
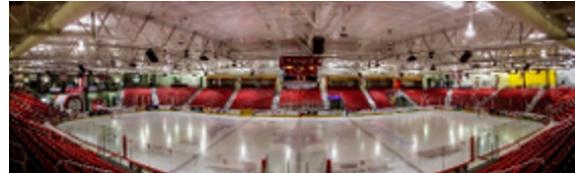
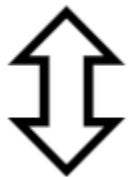
People

The Grand River Center as the conference and education center, Five Flags as the civic center, and the ImOn Ice Arena provide increased quality of life for residents of Dubuque as well as positive visitor experiences for travelers to the area.



Planning

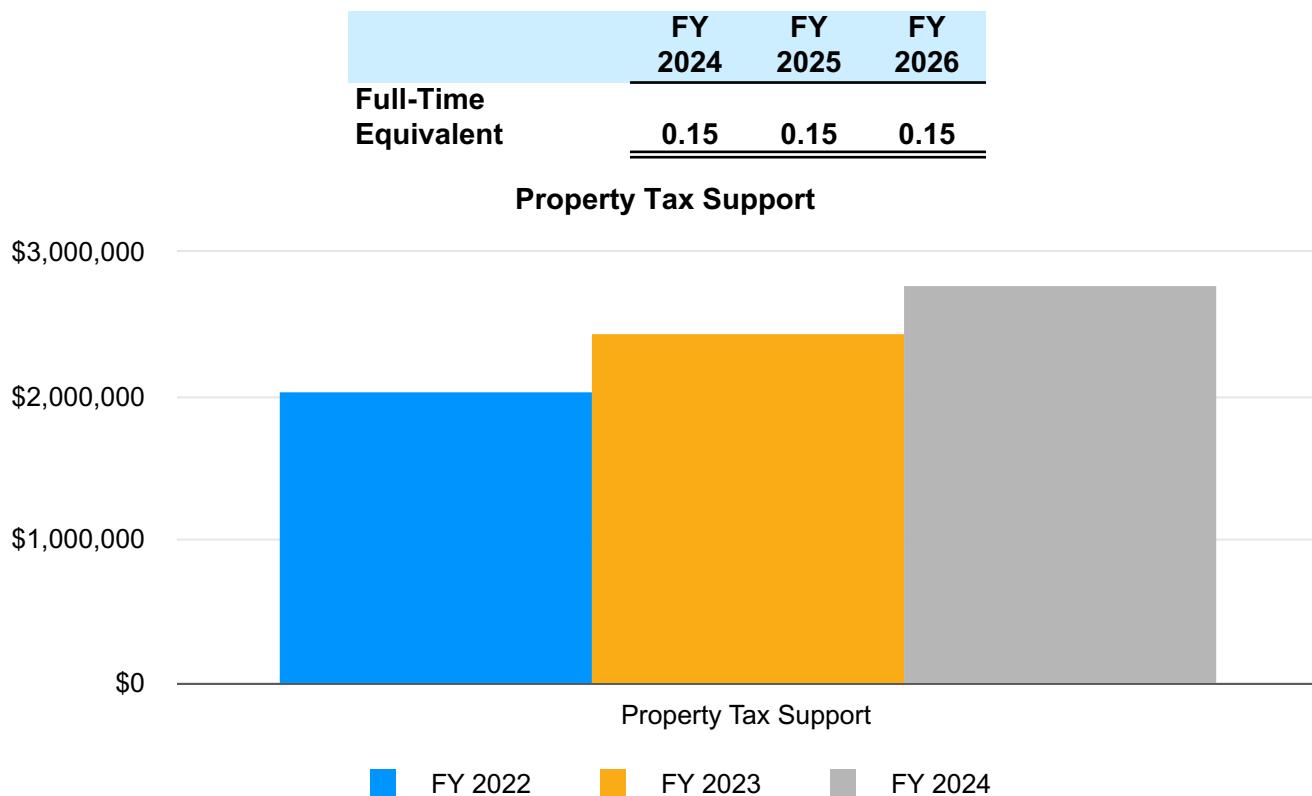
Planning is necessary to develop an ongoing capital improvement plan to keep up each building. ASM Global, OVG 360, and Schmitt Island Development provide venues for conferences, weddings, family events, trade shows, recreation tournaments, entertainment, business needs of individuals, team, business, and event planners.



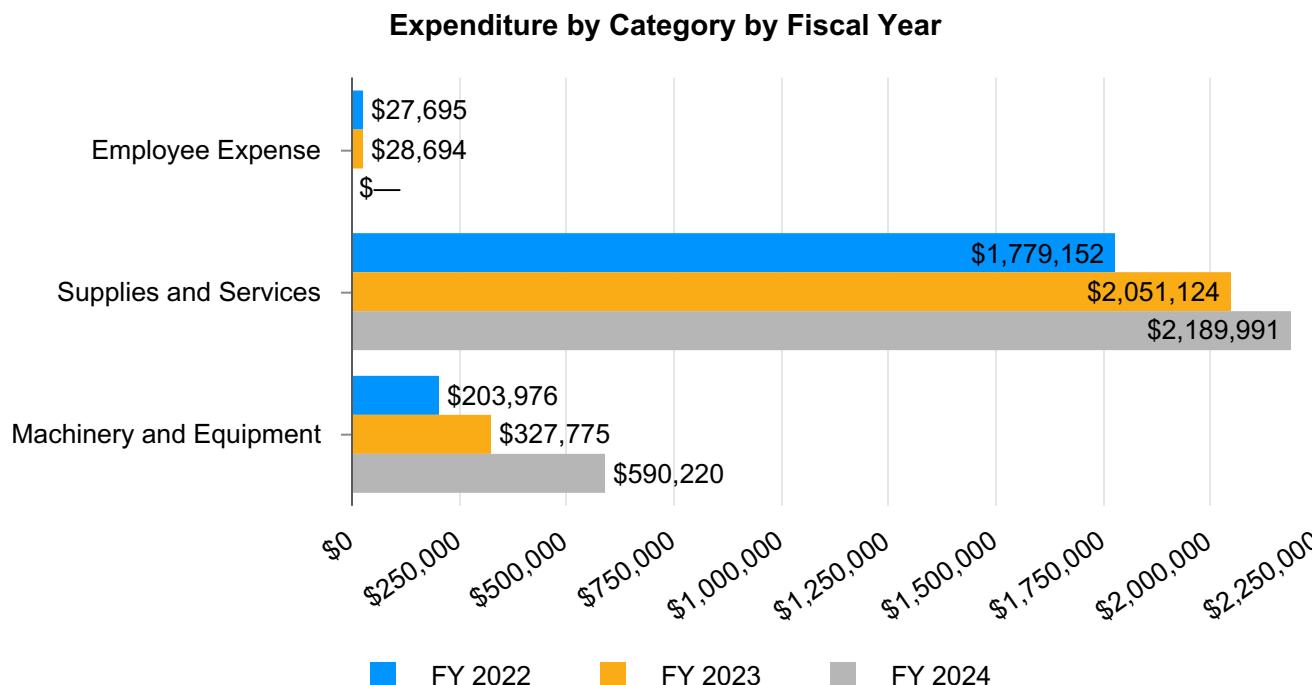
Partnerships

Efforts are coordinated with Travel Dubuque. Often local professionals represent their professional association to bring their state and/or national conference and tournaments to Dubuque. Partners at Five Flags include many theatrical and performing groups. Partners at ImOn Ice Arena include many hockey, figure skating, and other skating groups of all ages.

PARKS AND RECREATION FACILITY DIVISION



The Parks and Recreation Facilities Division is supported by 0.15 full-time equivalent employees. Supplies and services accounts for 81.16% of the department expense as seen below. Overall, the department's expenses are expected to decrease by (7.37)% in FY 2026 compared to FY 2025.



PARKS AND RECREATION FACILITY DIVISION

Mission & Services

The Facility Management Division of the Parks and Recreation Department strives to provide venues for community and civic activities, entertainment, recreational, and cultural events and activities. The division promotes events and activities that bring tourists and generate spending in the community and ensure the centers are well-maintained and professionally managed to ensure attendees have a positive experience.

Five Flags Civic Center is a City owned building managed day-to-day by ASM Global located in the heart of downtown. It is a multipurpose facility which hosts sporting events, theatrical performances, concerts, meetings and conventions, sporting events and much more. Five Flags Civic Center features an arena, historic theater, meeting rooms and intimate performance stage called the Bijou Room.



The Grand River Center is a City owned building managed by OVG 360. Dubuque's iconic convention and education center is located in the Port of Dubuque overlooking the Mississippi River and Riverwalk. The conference center has meeting rooms, a ballroom and exhibit hall allowing a variety of uses of the space for large and small events.

The ImOn Ice Arena is city round building managed by Schmitt Island Development Corporation. The facility has one United States Hockey League size sheet of ice with seating for 3,200. The arena hosts ice sports events tournament and games.



Parks and Recreation initiates capital improvement projects for these facilities ensuring the long-term viability and functionality of these buildings.



Five Flags Civic Center Funding Summary

	FY 2024 Actual	FY 2025 Budget	FY 2026 Recomm'd
Expenditures	\$1,168,452	\$1,486,754	\$1,392,164
Resources	\$43,225	\$41,688	\$42,148

Five Flags Civic Center Position Summary

	FY 2026
Parks and Recreation Director	0.15
Total FT Equivalent Employees	0.15

Grand River Center Funding Summary

	FY 2024 Actual	FY 2025 Budget	FY 2026 Recomm'd

Expenditures	\$871,994	\$1,279,167	\$1,173,796
Resources	\$—	\$—	\$—

Grand River Center Position Summary

	FY 2026
Parks and Recreation Director	0.15
Total FT Equivalent Employees	0.15

Dubuque Ice Arena Funding Summary

	FY 2024 Actual	FY 2025 Budget	FY 2026 Recomm'd
Expenditures	\$400,801	\$428,029	\$410,684
Resources	\$—	\$—	\$—

Performance Measures

City Council Goal: Partnerships for a Better Dubuque

Performance Measure (KPI)	Target	FY 2023 Actual	FY 2024 Actual	FY 2025 Estimated	Performance Indicator
1 Activity Objective: Become a regional hub for arts and culture by partnering with arts & culture organizations and providing Arts and Culture events and programming.					
% change from prior year in performing arts programming held at Five Flags		+.5%	+11%	-18%	+.5
					Goal Not Met
2 Activity Objective: Host community events and activities that support families and children.					
# of unique performances and events (all centers combined)	80	51	87	85	Goal Met
# of events that supported fundraisers benefiting families & children (both civic & conference)	15	17	11	9	Goal Not Met
3 Activity Objective: Maintain infrastructure and amenities to support economic development and growth.					
# of attendees at Annual Growing Sustainable Communities Conference (number of states represented)	500/30	0/0 (actual) *	365/18	380/18 + Canada (actual)	Goal In Progress

*Note - The date of the Annual Growing Sustainable Communities Conference shifted to the Spring, resulting in no conference in FY 2023



**Recommended Operating Revenue Budget - Department Total
32 - CIVIC CENTER**

Fund/Account/Account Title	FY23 Actual Revenue	FY24 Actual Revenue	FY25 Adopted Budget	FY26 Recomm'd Budget
100 - General				
4A - Charges for Services				
47150 - Refunds	(5,426)	0	0	0
4A - Charges for Services Total	(5,426)	0	0	0
4B - Grants/Contrib				
44000 - Federal Grants	0	0	0	0
44400 - State Grants	0	0	0	0
4B - Grants/Contrib Total	0	0	0	0
200 - Debt Service				
4N - Transfers				
49304 - Transfer in Sales Tax 20%	(41,887)	(43,225)	(41,688)	(42,148)
4N - Transfers Total	(41,887)	(43,225)	(41,688)	(42,148)
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
CIVIC CENTER - Total	(47,313)	(43,225)	(41,688)	(42,148)

Recommended Operating Expenditure Budget - Department Total
32 - CIVIC CENTER

Fund/Account/Account Title	FY23 Actual Expense	FY24 Actual Expense	FY25 Adopted Budget	FY26 Recomm'd Budget
6A - Salaries & Wages				
100 - General				
60100 - Salaries-Regular Full Time	21,750	22,745	23,974	25,335
60635 - Special Pay Sick Lv Payout 50%	196	243	206	250
6A - Salaries & Wages Total	21,946	22,988	24,180	25,585
6B - Employee Benefits				
100 - General				
61100 - FICA - City Contribution	1,633	1,710	1,850	1,957
61300 - IPERS - City Contribution	2,053	2,147	2,263	2,415
61510 - Health Insurance	2,014	2,058	2,013	2,013
61540 - Life Insurance	7	7	7	7
61600 - Workers' Compensation	42	42	46	48
6B - Employee Benefits Total	5,749	5,965	6,179	6,440
6D - Repair/Maint/Util				
100 - General				
63730 - Telecommunications	42	46	42	46
6D - Repair/Maint/Util Total	42	46	42	46
6E - Contractual Svcs				
100 - General				
64070 - Engineering - Outsourced	0	0	0	0
64080 - Insurance - Property	36,091	43,102	58,667	60,463
64081 - Insurance - Liability	97	89	114	107
64110 - Legal	2,083	0	0	0
64130 - Payments to Other Agencies	1,200,787	1,063,541	1,065,309	1,080,987
64140 - Printing	0	0	348	348
64145 - Copying	2,725	109	2,725	109
64190 - Technology Services	0	0	0	0
64850 - Consulting Engineers	0	0	0	0
64900 - Other Professional Service	0	0	0	0
64975 - Equip Maint Cont	6,365	6,365	7,296	6,365
64980 - Technology Equip Maint Cont	0	0	1,824	1,824
200 - Debt Service				
64110 - Legal	0	0	0	0
64900 - Other Professional Service	0	0	0	0
6E - Contractual Svcs Total	1,248,147	1,113,205	1,136,283	1,150,203
6F - Commodities				

Recommended Operating Expenditure Budget - Department Total
32 - CIVIC CENTER

Fund/Account/Account Title	FY23 Actual Expense	FY24 Actual Expense	FY25 Adopted Budget	FY26 Recomm'd Budget
100 - General				
65045 - Technology Equipment	85,238	24,409	80,000	76,290
65050 - Other Equipment	6,500	1,837	240,070	133,600
65054 - Safety Equipment	4,844	0	0	0
65060 - Office Supplies	0	0	0	0
65110 - Signage	0	0	0	0
6F - Commodities Total	96,582	26,247	320,070	209,890
6G - Capital Outlay				
100 - General				
67100 - Vehicles	0	0	0	0
67210 - Furniture/Fixtures	0	0	0	0
67270 - Other Capital Equipment	106,313	0	0	0
6G - Capital Outlay Total	106,313	0	0	0
6H - Debt Service				
200 - Debt Service				
68010 - Principal Payment	33,463	35,714	35,328	36,848
68020 - Interest Payments	8,424	7,510	6,360	5,300
68990 - Paying Agent Fees	0	0	0	0
6H - Debt Service Total	41,887	43,225	41,688	42,148
CIVIC CENTER - TOTAL	1,520,667	1,211,677	1,528,442	1,434,312

Recommended Expenditure Budget Report by Activity & Funding Source
32 - CIVIC CENTER

Fund/Activity	FY24 Actual Expense	FY25 Adopted Budget	FY26 Recomm'd Budget
3201 - Administration			
100 - General			
6A - Salaries & Wages	22,988	24,180	25,585
6B - Employee Benefits	5,965	6,179	6,440
6D - Repair/Maint/Util	46	42	46
6E - Contractual Svcs	1,113,205	1,136,283	1,150,203
6F - Commodities	26,247	320,070	209,890
6G - Capital Outlay	—	—	—
3201 - Administration Total	1,168,452	1,486,754	1,392,164
3280 - Debt Service			
200 - Debt Service			
6E - Contractual Svcs	—	—	—
6H - Debt Service	43,225	41,688	42,148
3280 - Debt Service Total	43,225	41,688	42,148
CIVIC CENTER TOTAL	1,211,677	1,528,442	1,434,312

CITY OF DUBUQUE, IOWA
DEPARTMENT DETAIL - PERSONNEL COMPLEMENT
32 CIVIC CENTER DIVISION

						FY 2026
FD	JC	WP-GR	JOB CLASS	FTE	BUDGET	
60100 Full Time Employee Expense						
			PARKS AND RECREATION			
100	1535	GE-21	DIRECTOR	0.15	\$ 25,335	
			TOTAL FULL TIME EMPLOYEES	0.15	\$ 25,335	
			TOTAL CIVIC CENTER DIVISION	0.15	\$ 25,335	

CITY OF DUBUQUE, IOWA
ACTIVITY PERSONNEL COMPLEMENT SUMMARY

FY 2026						
ACCT	FD	JC	WP-GR	POSITION CLASS	FTE	BUDGET
Civic Center Administration						
				PARKS AND RECREATION		
3201	60100	100	1535	GE-21 DIRECTOR	0.15	\$ 25,335
				Total	0.15	\$ 25,335
TOTAL CIVIC CENTER DIVISION					0.15	\$ 25,335

Capital Improvement Projects by Department/Division					
CIVIC CENTER DIVISION					
Project Number	Capital Improvement Project Title	Department	Fund	Account	FY26 Recomm'd Budget
3249900001	Five Flags Building Impr	Civic Center	305	64900	50,000
CIVIC CENTER DIVISION TOTAL					50,000

PROGRAM /DEPT	PROJECT DESCRIPTION	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	TOTAL	PAGE
CIVIC CENTER DIVISION								
Culture and Recreation								
Marquee Replacement	\$ — \$ — \$ — \$ — \$						\$ 131,000	18
Standby Emergency Generator Replacement	\$ — \$ — \$ — \$ — \$						\$ 855,000	19
Recirculating Pump Replacement	\$ — \$ — \$ — \$ — \$						\$ 37,000	20
Five Flags Building Improvements	\$ 50,000	\$ 2,750,000	\$ 3,094,678	\$ 8,587,322	\$ 8,972,000	\$ 23,454,000		21
Boiler Replacement	\$ — \$ — \$ — \$ — \$						\$ 410,000	22
TOTAL	\$ 50,000	\$ 2,750,000	\$ 3,094,678	\$ 8,587,322	\$ 8,972,000	\$ 23,454,000		

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