

# 2024 Proposed Budget

## Property, Parks, and Libraries Department

- Library
- Property and Facilities Management
- Park Maintenance
- Parks and Recreation
- Fleet Services
- Golf

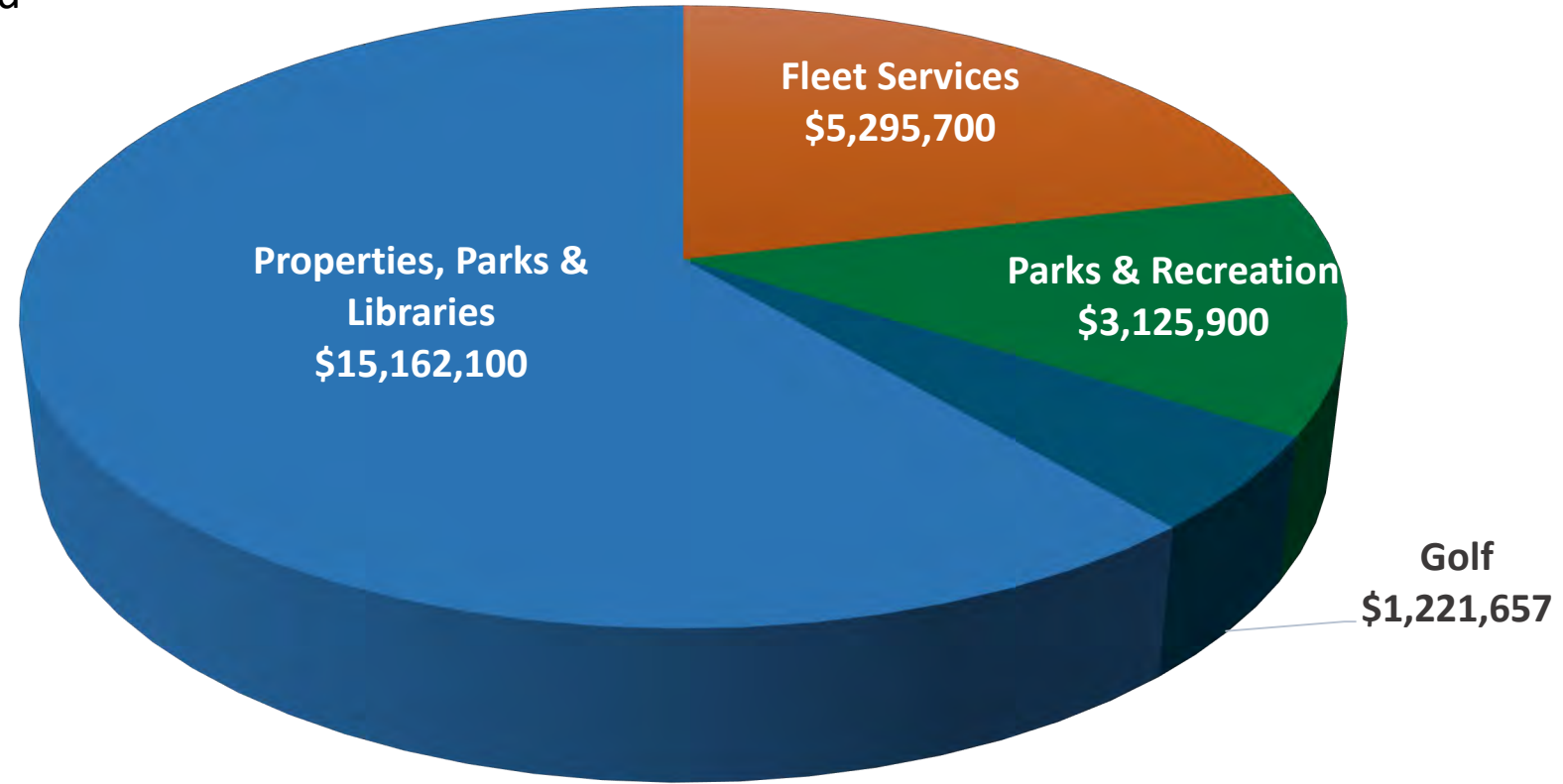
# 2024 Budget Expenditures by Fund Type

Properties, Parks & Libraries (PPL) – General Fund

Parks & Recreation – Special Revenue Fund

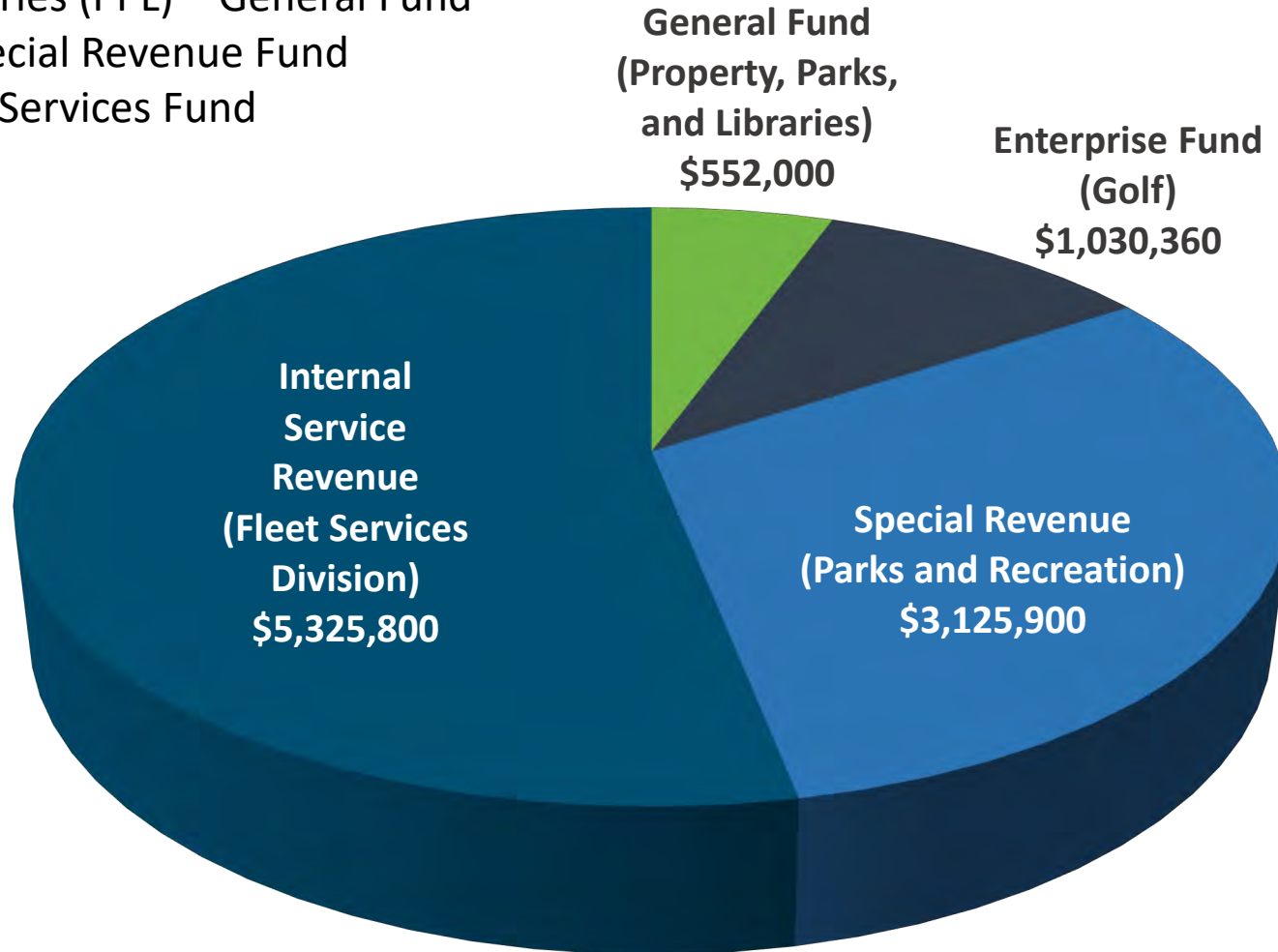
Fleet Services – Internal Services Fund

Golf – Enterprise Fund



# 2024 Budget Revenues by Fund Type

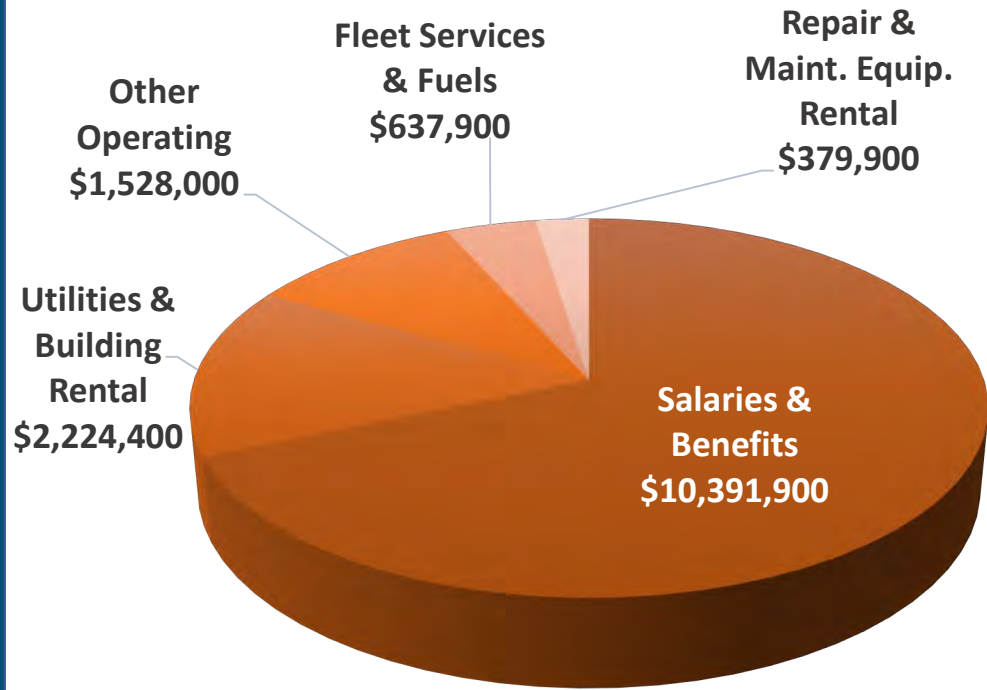
Properties, Parks & Libraries (PPL) – General Fund  
Parks & Recreation – Special Revenue Fund  
Fleet Services – Internal Services Fund  
Golf – Enterprise Fund





# 2023 vs 2024 General Fund Budget Expenditures

Property and Facilities Management Division  
 Park Maintenance Division  
 Library Division



**PPL 2024 General Fund Expenditures**

Property, Parks, and Libraries Department by Category			
	2023 Budget	2024 Proposed	Difference
Salaries	\$ 6,840,000	\$ 7,281,200	\$ 441,200
Benefits	\$ 3,272,200	\$ 3,110,700	\$ (161,500)
Office Supplies	\$ 16,900	\$ 16,000	\$ (900)
Computer Supplies/Software	\$ 12,800	\$ 10,300	\$ (2,500)
Safety & Training Materials	\$ 15,000	\$ 15,000	\$ -
Cleaning/Janitorial Supplies	\$ 87,000	\$ 87,000	\$ -
Motor Fuels	\$ 126,400	\$ 119,400	\$ (7,000)
Uniforms	\$ 17,000	\$ 17,000	\$ -
Other Miscellaneous Supplies	\$ 35,000	\$ 35,000	\$ -
Repair & Maintenance Supplies	\$ 329,500	\$ 329,300	\$ (200)
Park/Landscape Materials	\$ 15,000	\$ 15,000	\$ -
Contract Services	\$ 365,700	\$ 368,100	\$ 2,400
Other Professional Services	\$ 34,000	\$ 34,000	\$ -
Phone Service	\$ 82,900	\$ 85,100	\$ 2,200
Travel/Training	\$ 35,700	\$ 34,700	\$ (1,000)
Local Mileage Reimbursement	\$ 16,500	\$ 15,000	\$ (1,500)
Utilities	\$ 1,911,900	\$ 1,998,400	\$ 86,500
Refuse Disposal	\$ 102,500	\$ 104,000	\$ 1,500
Skywalk Expenses	\$ 30,000	\$ 30,000	\$ -
Equipment/Machinery Repair & Mtc	\$ 25,600	\$ 25,600	\$ -
Fleet Services	\$ 453,800	\$ 503,500	\$ 49,700
Building Rental	\$ 226,000	\$ 226,000	\$ -
Library Materials/Svcs Rental	\$ 58,000	\$ 58,000	\$ -
Software Licenses and Maintenance Agreements	\$ 106,900	\$ 116,500	\$ 9,600
Vehicle/Equip Rent (Short-term)	\$ 25,000	\$ 25,000	\$ -
Other Rentals	\$ 55,000	\$ 55,000	\$ -
Other Services & Charges	\$ 12,300	\$ 10,300	\$ (2,000)
Contract Tree Services	\$ 25,000	\$ 25,000	\$ -
Library Materials	\$ 311,000	\$ 371,000	\$ 60,000
All Other Costs under \$10,000 each	\$ 45,100	\$ 41,000	\$ (4,100)
<b>Total</b>	<b>\$ 14,689,700</b>	<b>\$ 15,162,100</b>	<b>\$ 472,400</b>

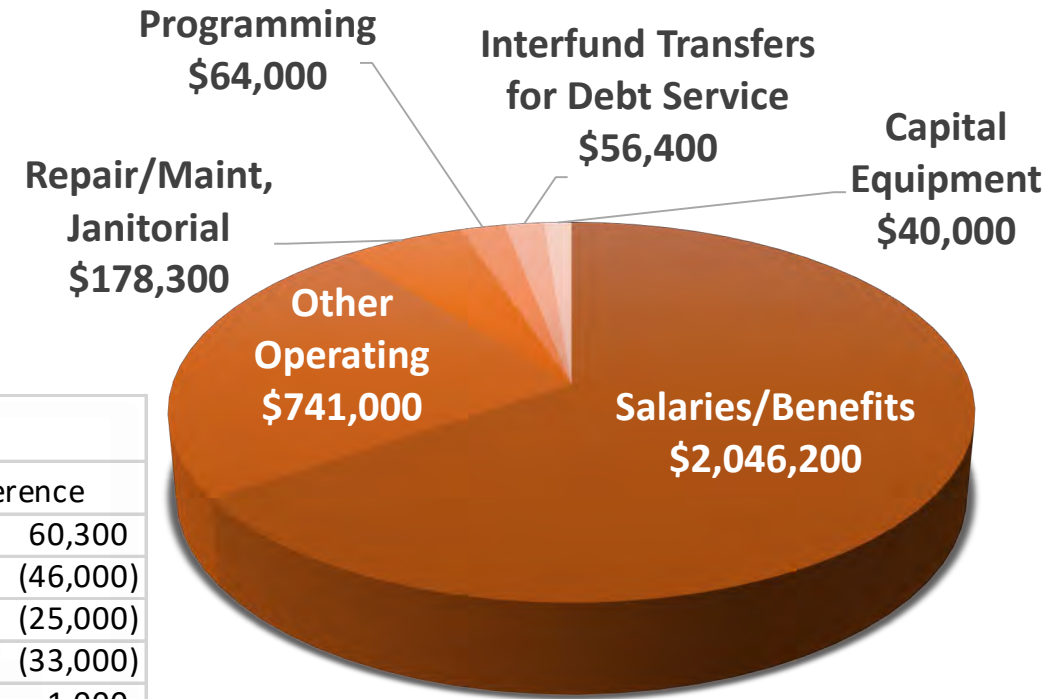
# 2023 vs 2024 General Fund Budget Expenditures

Property and Facilities Management Division  
Park Maintenance Division  
Library Division

<b>Property, Parks, and Libraries Department Revenues by Category</b>			
	2023 Budget	2024 Proposed	Difference
Ski Trail Reimbursement	\$ 11,000	\$ 11,000	\$ -
Rent of Buildings	\$ 71,700	\$ 86,200	\$ 14,500
Rent of Land	\$ 10,300	\$ 10,800	\$ 500
Concessions & Commissions	\$ 12,000	\$ 25,000	\$ 13,000
Other Reimbursements	\$ 58,900	\$ 59,000	\$ 100
Other Reimbursements Refunds	\$ 42,700	\$ 42,700	\$ -
Interfund Transfers In From Special Revenue Funds	\$ 290,100	\$ 303,500	\$ 13,400
All other Revenues under \$10,000	\$ 12,600	\$ 13,800	\$ 1,200
<b>Total</b>	<b>\$ 509,300</b>	<b>\$ 552,000</b>	<b>\$ 42,700</b>

# 2023 vs 2024 Special Revenue Budget Expenditures Parks & Recreation Division

Parks and Recreation Expenditures by Category			
	2023 Budget	2024 Proposed	Difference
Salaries	\$ 1,477,700	\$ 1,538,000	\$ 60,300
Benefits	\$ 554,200	\$ 508,200	\$ (46,000)
Contract Services	\$ 230,600	\$ 205,600	\$ (25,000)
Other Professional Services	\$ 65,000	\$ 32,000	\$ (33,000)
Travel/Training	\$ 17,000	\$ 18,000	\$ 1,000
Advertising & Promotion	\$ 42,000	\$ 37,800	\$ (4,200)
Refuse Disposal	\$ 18,000	\$ 18,000	\$ -
Cleaning/Janitorial Supplies	\$ 15,000	\$ 15,000	\$ -
Repair & Maintenance Supplies	\$ 160,600	\$ 163,300	\$ 2,700
Credit Card Commissions	\$ 12,000	\$ 15,000	\$ 3,000
Programming	\$ 46,700	\$ 64,000	\$ 17,300
Improvements Other than Buildings	\$ 239,300	\$ 315,800	\$ 76,500
Capital Equipment	\$ 40,000	\$ 40,000	\$ -
Interfund Transfers Out To Debt Service Funds	\$ 59,100	\$ 56,400	\$ (2,700)
All Other Costs under \$10,000 each	\$ 81,900	\$ 98,800	\$ 16,900
<b>Total</b>	<b>\$ 3,059,100</b>	<b>\$ 3,125,900</b>	<b>\$ 66,800</b>



**Parks & Rec 2024 Expenditures**

*Parks & Recreation Division shown in detail due to general fund and fund 205 relationship.*

# 2023 vs 2024 Special Revenue Budget Revenues Parks & Recreation Division

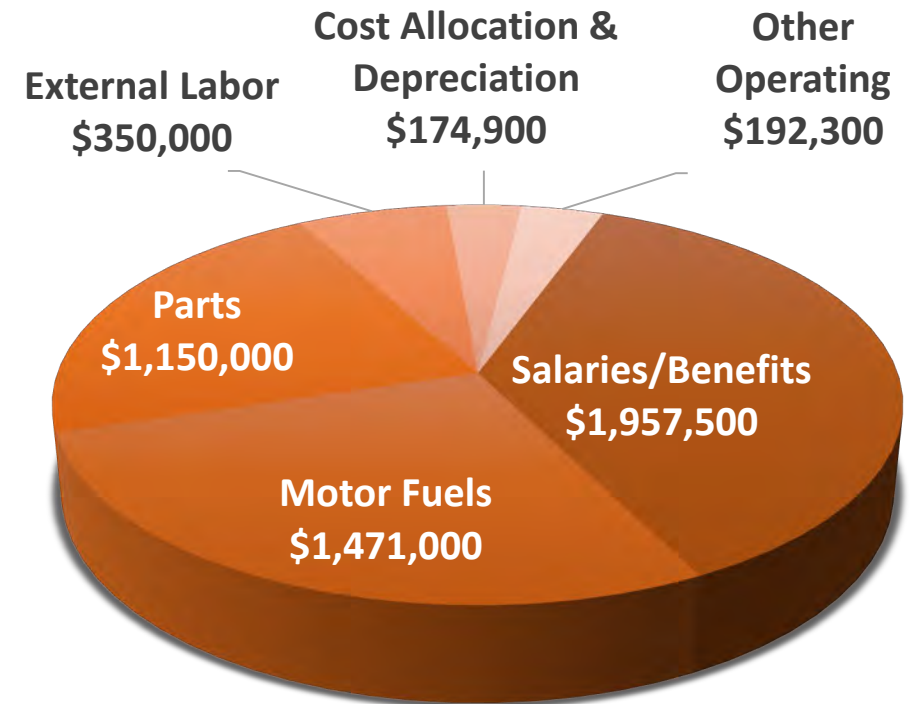
<b>Parks and Recreation Revenues by Category</b>			
	2023 Budget	2024 Proposed	Difference
Current Property Taxes	\$ 2,880,000	\$ 2,880,000	\$ -
Miscellaneous Permits & Licenses	\$ 70,000	\$ 84,300	\$ 14,300
Rent of Buildings	\$ 15,000	\$ 31,000	\$ 16,000
Misc Fees, Sales & Services Programming Revenue	\$ 18,900	\$ 35,900	\$ 17,000
Interfund Transfers In From General Fund	\$ 67,700	\$ 94,700	\$ 27,000
<b>Total</b>	<b>\$ 3,051,600</b>	<b>\$ 3,125,900</b>	<b>\$ 74,300</b>

*Parks & Recreation Division shown in detail due to general fund and fund 205 relationship.*

# 2023 vs 2024 Internal Service Budget Expenditures Fleet Services Division

<b>Fleet Expenditures by Category</b>			
	2023 Budget	2024 Proposed	Difference
Salaries	\$ 1,210,000	\$ 1,295,900	\$ 85,900
Benefits	\$ 622,000	\$ 661,600	\$ 39,600
Plant/Operating Supplies	\$ 20,000	\$ 28,000	\$ 8,000
Motor Fuels	\$ 1,546,700	\$ 1,471,000	\$ (75,700)
Shop Materials	\$ 17,500	\$ 17,500	\$ -
Equipment Repair Supplies	\$ 1,050,000	\$ 1,150,000	\$ 100,000
Electricity	\$ 20,900	\$ 20,000	\$ (900)
Water, Gas & Sewer	\$ 25,000	\$ 27,000	\$ 2,000
Equipment/Machinery Repair & Mtce	\$ 315,000	\$ 350,000	\$ 35,000
Software Licenses and Maintenance Agreements	\$ 31,000	\$ 26,000	\$ (5,000)
Depreciation	\$ 58,600	\$ 28,700	\$ (29,900)
Other Services & Charges	\$ 20,000	\$ 22,000	\$ 2,000
Laundry	\$ 12,000	\$ 10,000	\$ (2,000)
Cost Allocation Expenses	\$ 146,200	\$ 146,200	\$ -
All Other Costs under \$10,000 each	\$ 40,000	\$ 41,800	\$ 1,800
<b>Total</b>	<b>\$ 5,134,900</b>	<b>\$ 5,295,700</b>	<b>\$ 160,800</b>

## Fleet 2024 Expenditures



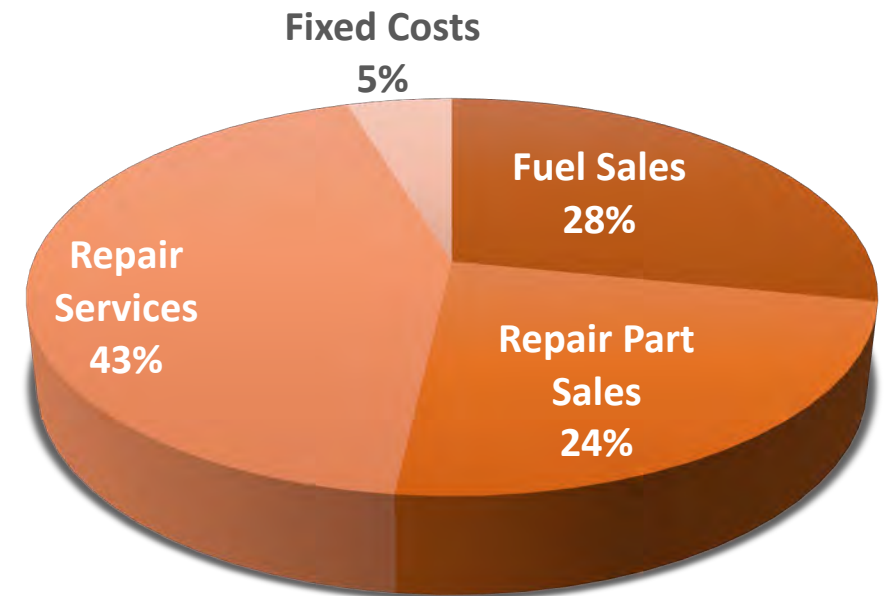
*Fleet Division shown in detail as an internal service fund that accounts for the costs to repair and maintain vehicles and equipment for the general fund and enterprise funds.*



# 2023 vs 2024 Internal Service Budget Revenues Fleet Services Division

<b>Fleet Revenue by Category</b>			
	2023 Budget	2024 Proposed	Difference
Fuel Sales	\$ 1,580,800	\$ 1,502,600	\$ (78,200)
Repair Part Sales	\$ 1,142,200	\$ 1,255,700	\$ 113,500
Repair Services	\$ 2,189,000	\$ 2,315,400	\$ 126,400
Fixed Costs	\$ 250,500	\$ 252,100	\$ 1,600
<b>Total</b>	<b>\$ 5,162,500</b>	<b>\$ 5,325,800</b>	<b>\$ 163,300</b>

## Fleet 2024 Revenues by Category

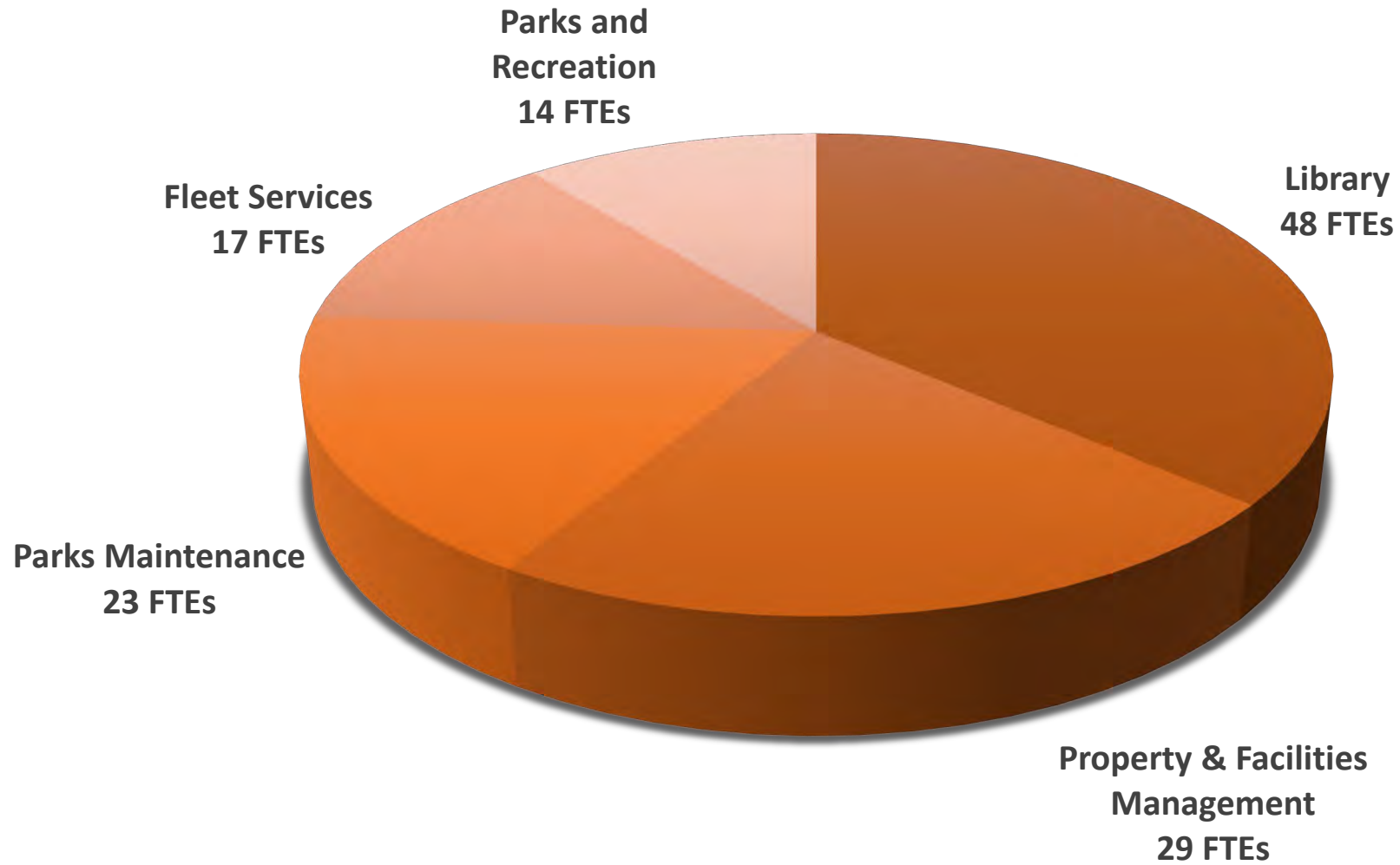


*Fleet Division shown in detail as an internal service fund that accounts for the costs to repair and maintain vehicles and equipment for the general fund and enterprise funds.*

# Property, Parks, and Libraries Department Organizational Chart



# Property, Parks, and Libraries Department FTEs by Division



# 2023 vs 2024 General Fund FTEs

## Property and Facilities Management

### Park Maintenance

### Library

	2023	2024	Difference
Admin Clerical Specialist	1.00	2.00	1.00
Budget and Operations Analyst	0.60	0.60	-
Forester	1.00	1.00	-
Grant Coordinator	0.25	0.25	-
Natural Resource Coordinator	0.50	0.50	-
Park Maintenance Worker	17.00	16.00	(1.00)
Parks and Grounds Maintenance Supervisor	1.00	1.00	-
Park Maintenance Operations Coordinator	1.00	-	(1.00)
Park Maintenance Leadworker	2.00	3.00	1.00
Librarian I	11.00	10.00	(1.00)
Librarian II	3.00	4.00	1.00
Library Business Office Coordinator	1.00	1.00	-
Library Circulation Coordinator	1.00	1.00	-
Library Safety Specialist	1.00	1.00	-
Library Supervisor	4.00	4.00	-
Library Technician	22.00	22.00	-
Manager Library Services	1.00	1.00	-
Senior Library Technician	4.00	4.00	-
Carpenter	1.00	1.00	-
Construction Project Coordinator	1.00	1.00	-
Construction Project Supervisor	1.00	1.00	-
Director Property, Parks, and Libraries	1.00	1.00	-
Electrician	1.00	1.00	-
Executive Assistant	-	1.00	1.00
Facilities Maintenance Specialist	3.00	3.00	-
Facilities Maintenance Leadworker	1.00	1.00	-
Facilities Operations and Maintenance Supervisor	1.00	1.00	-
Janitor I	8.00	8.00	-
Master Plumber	1.00	1.00	-
Plumber	1.00	1.00	-
Project Technician	1.00	1.00	-
Property and Facilities Manager	1.00	1.00	-
Property Services Supervisor	1.00	1.00	-
Senior Parks Planner	1.00	1.00	-
Senior Facilities Maintenance Worker	1.00	1.00	-
Senior Property Services Specialist	-	1.00	1.00
Property Services Specialist	1.00	-	(1.00)
Master Electrician	1.00	1.00	-
<b>Total</b>	<b>99.35</b>	<b>100.35</b>	<b>1.00</b>



# 2023 vs 2024 FTEs Parks & Recreation

*Parks & Recreation Division shown in detail due to general fund and fund 205 relationship.*

	2023	2024	Difference
Manager Parks and Recreation	1.00	1.00	-
Assistant Manager	1.00	1.00	-
Budget and Operations Analyst	0.20	0.20	-
Grant Coordinator	0.75	0.75	-
Administrative Clerical Specialist	1.00	1.00	-
Natural Resources Coordinator	0.50	0.50	-
Senior Parks Planner	1.00	1.00	-
Project Coordinator	1.00	1.00	-
Trails Coordinator	1.00	1.00	-
Parks Permit Coordinator	1.00	1.00	-
Project Technician	1.00	1.00	-
Recreation Specialist	5.00	5.00	-
<b>Total</b>	<b>14.45</b>	<b>14.45</b>	<b>-</b>

# 2023 vs 2024 FTEs Fleet

*Fleet Division shown in detail as an internal service fund that accounts for the costs to repair and maintain vehicles and equipment for the general fund and enterprise funds.*

	2023	2024	Difference
Fleet Manager	1.00	1.00	-
Service Center Supervisor	1.00	1.00	-
Fleet Services Leadworker	1.00	1.00	-
Heavy Equipment Mechanic	6.00	6.00	-
Welder	2.00	2.00	-
Industrial Equipment Technician	1.00	1.00	-
Vehicle Repair Specialist	1.00	1.00	-
Vehicle Maintenance Technician	1.00	1.00	-
Asset & Supply Specialist	1.00	1.00	-
Inventory Tech I	1.00	1.00	-
Inventory Tech II	1.00	1.00	-
Budget & Operations Analyst	0.20	0.20	-
<b>Total</b>	<b>17.20</b>	<b>17.20</b>	<b>-</b>

# Notable Changes in 2024 Budget

## Mayor Proposed:

\$90,000 Assistant position (ongoing)

\$50,000 Library Materials & Security (ongoing)

## Council Additions:

\$750,000 Parks Capital Projects (one-time)

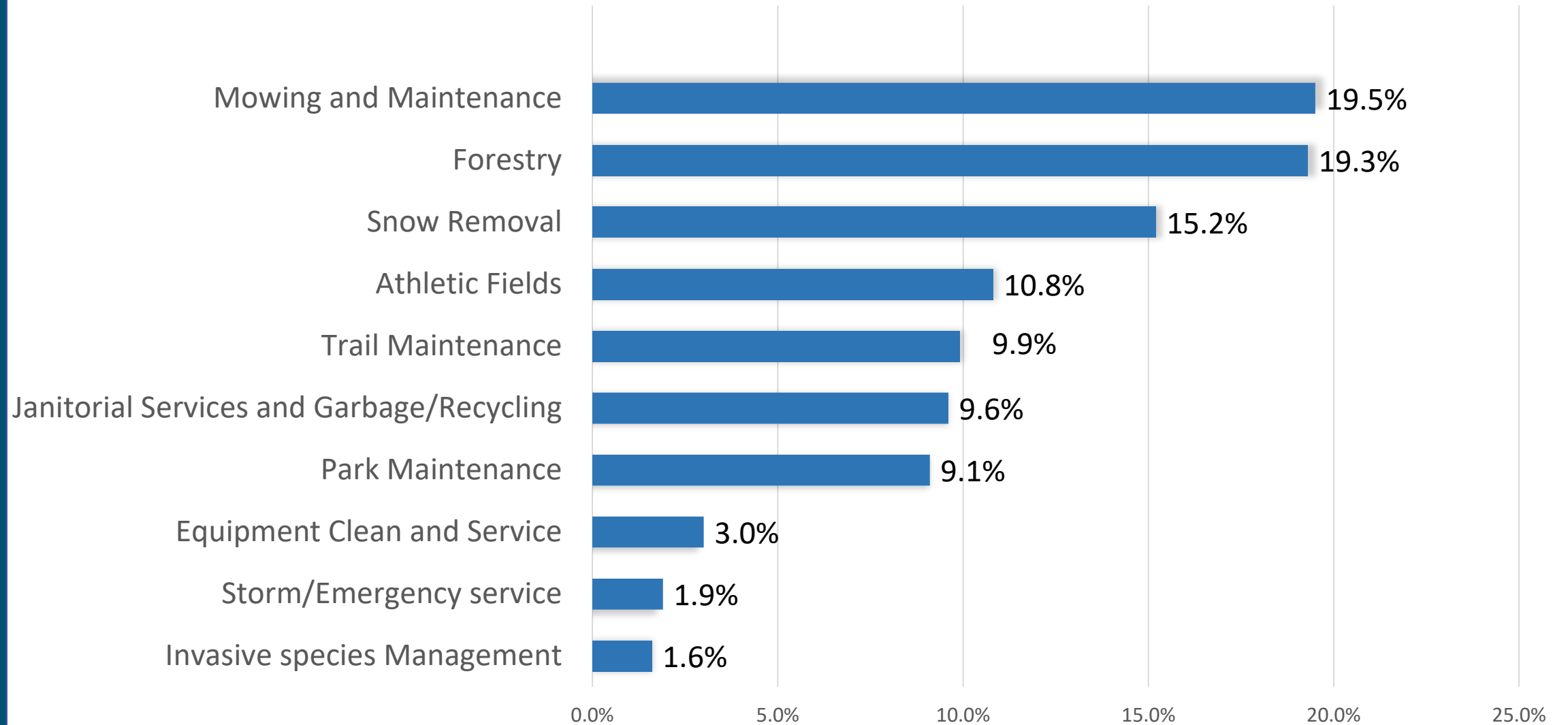
\$200,000 Library Materials (one-time)

\$150,000 – Enhanced encampment/needle pickup coordination (one-time)

\$50,000 Library Materials (ongoing)

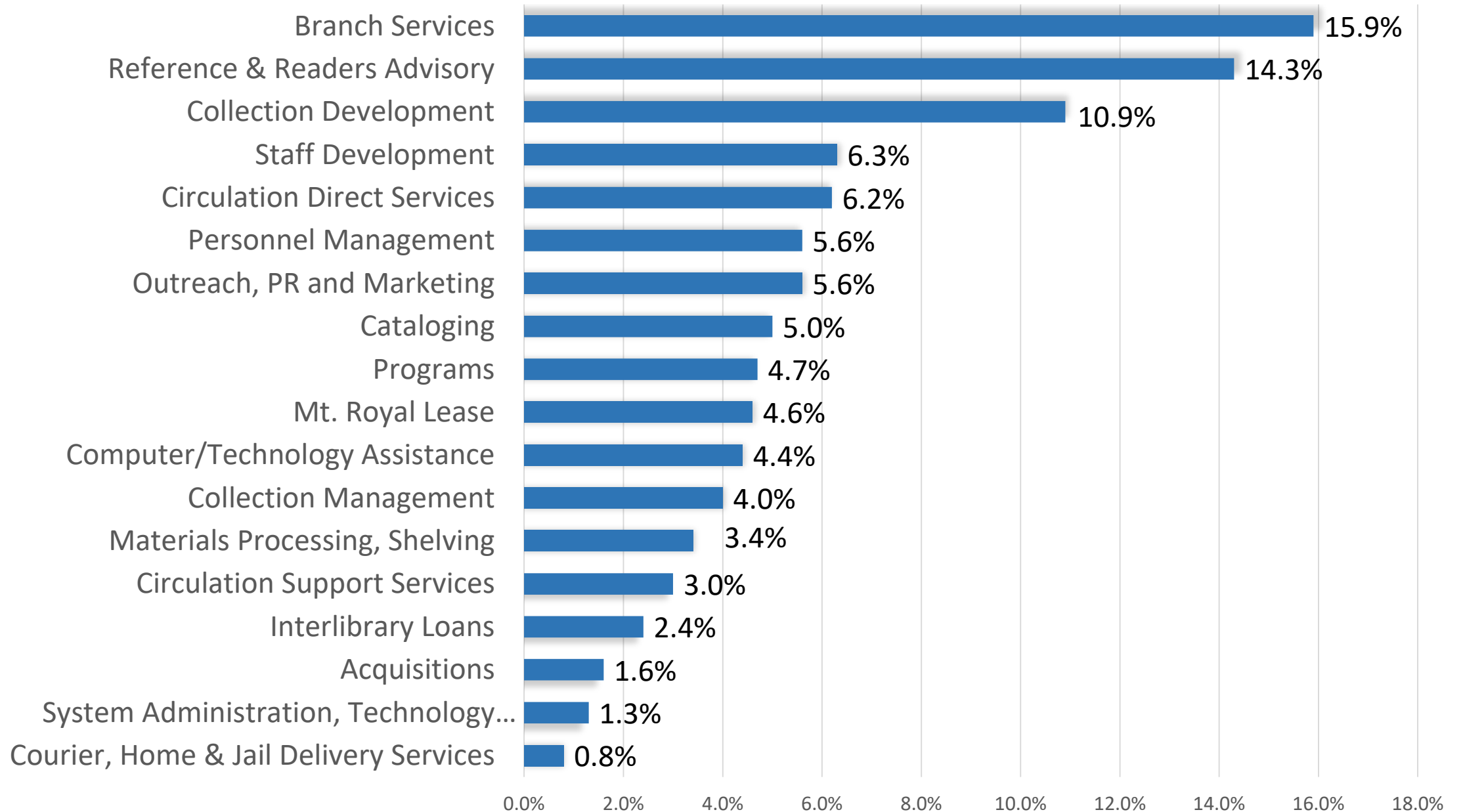


# Services Inventory: Park Maintenance

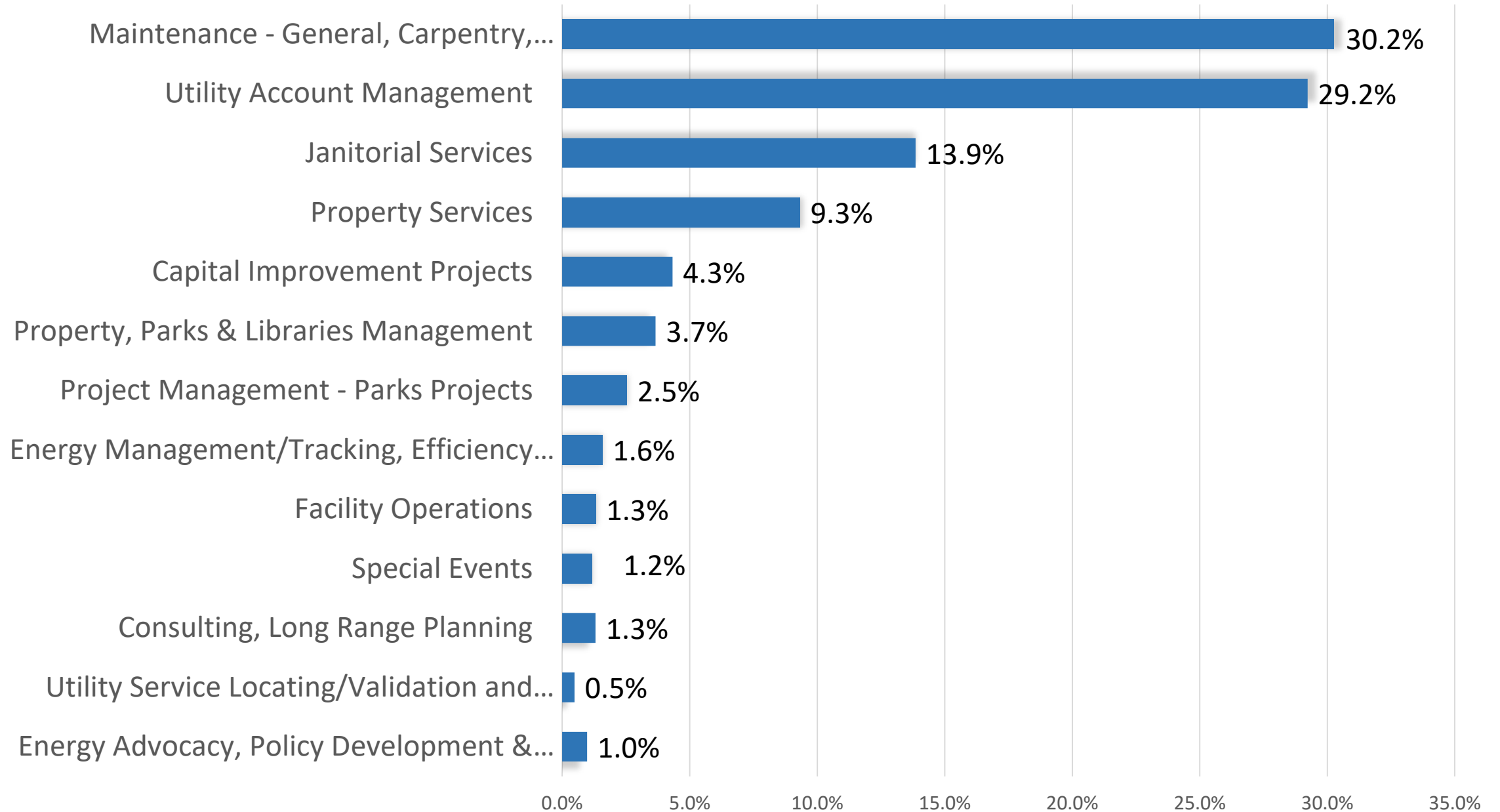




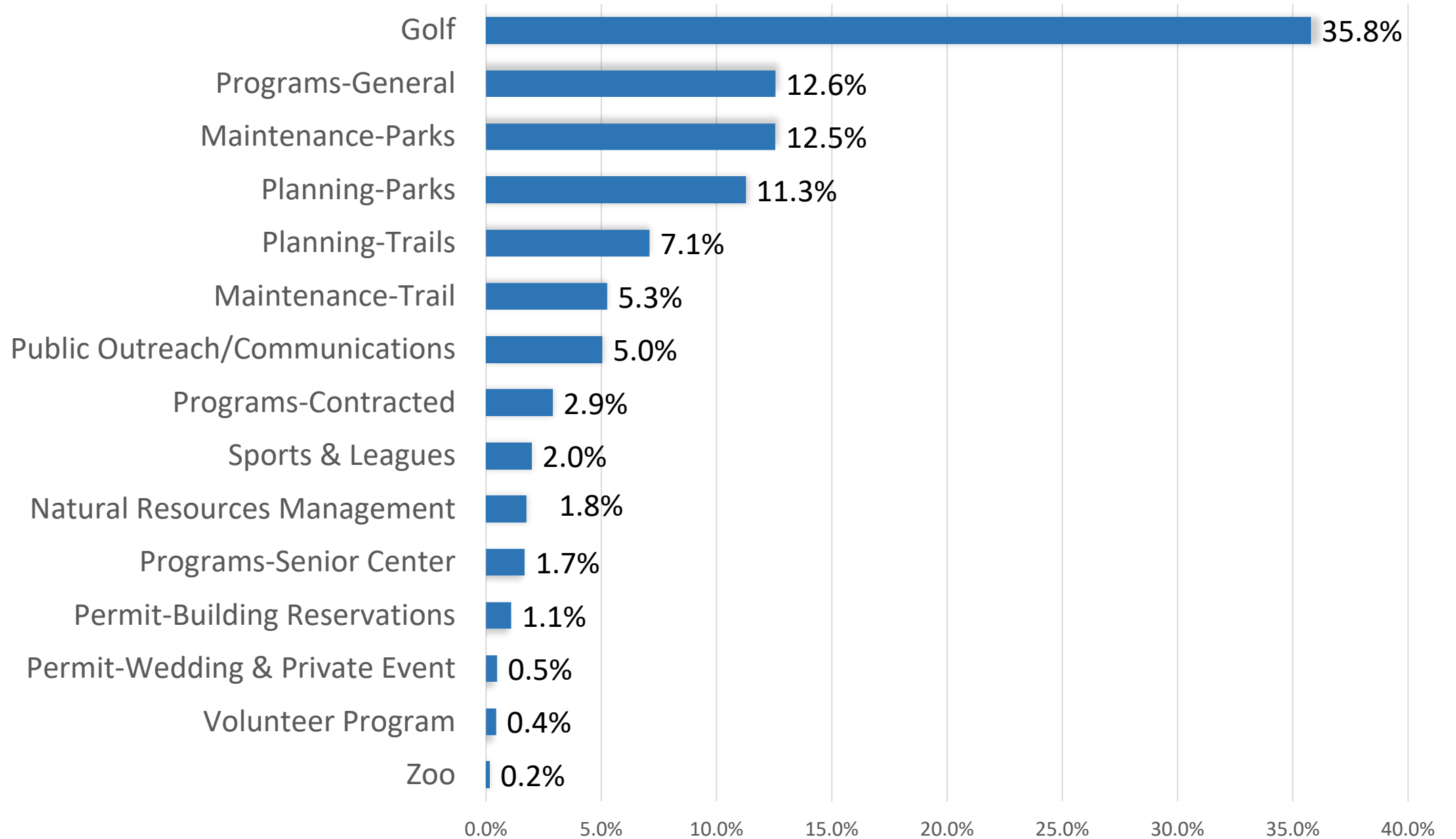
# Services Inventory: Library



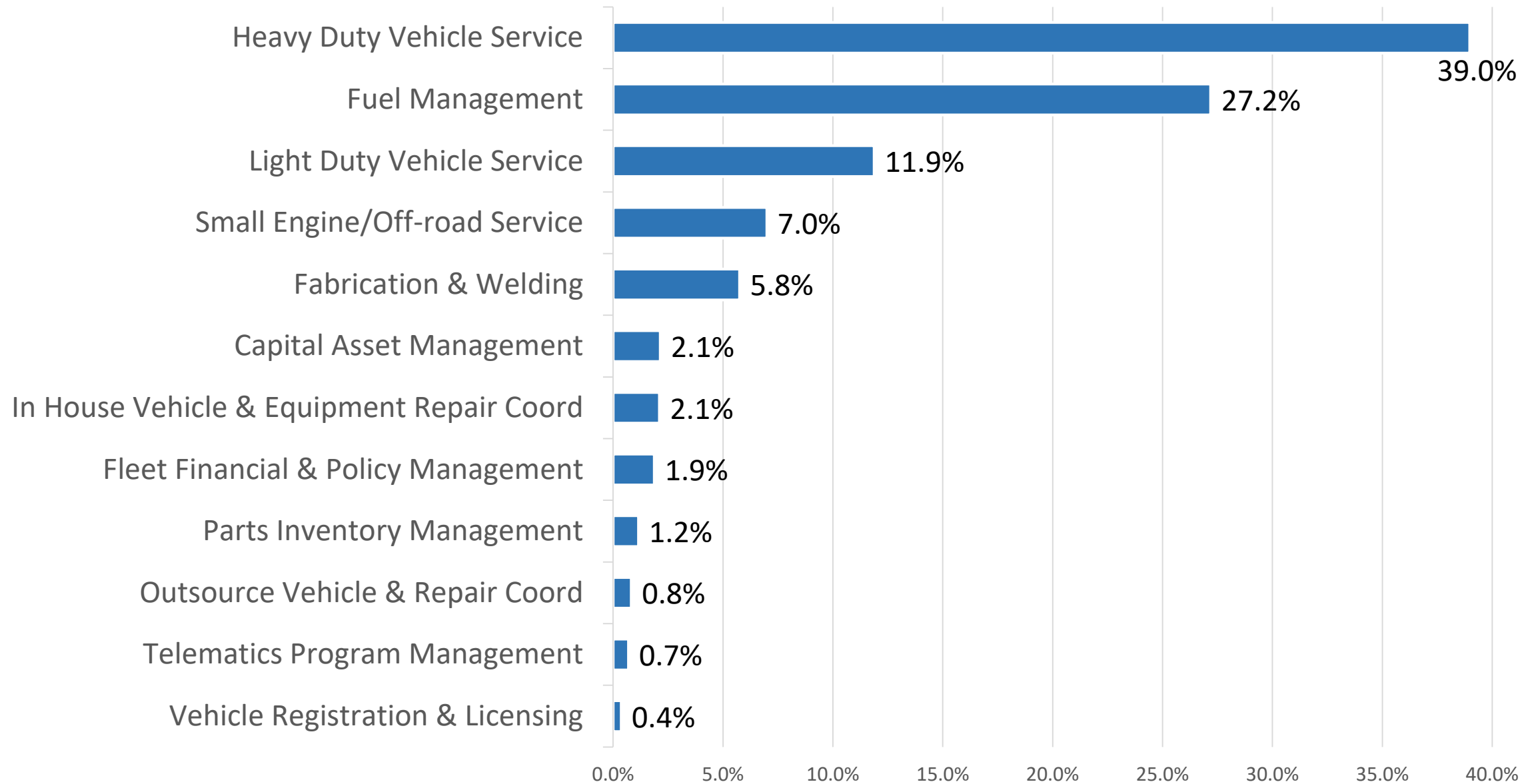
# Services Inventory: Facilities



# Services Inventory: Parks and Recreation



# Services Inventory: Fleet





# Our Mission

## **Duluth Parks & Recreation**

To promote the health and well-being of our community, environment and economy by facilitating recreational opportunities and coordinating the enhancement of our parks, facilities and natural resources now and into the future.



## **Duluth Public Library**

The Duluth Public Library strengthens our community by promoting the love of reading and life-long discovery, helping ensure children are ready and excited to learn, offering robust connections to the digital world, and providing a creative and welcoming environment for all.



# Our Mission

## **Fleet Services**

The mission of Fleet Services is to provide professional fleet maintenance, repair, and fleet management services to the City of Duluth, so workers can deliver city services in an efficient and safe manner.

## **Property & Facilities Management**

Our mission is to provide functional, attractive, clean, safe, sustainable and well-planned physical environments and facilities to support City of Duluth operations, civic engagement, public safety, and recreational opportunities throughout the community.

## **Parks Maintenance**

Our mission is to provide the citizens and visitors of Duluth with safe, well maintained parks, trails and green spaces, including both recreational and athletic fields.



# Parks & Recreation Division

## Opportunities

- Continue to strengthen relationships with community partners, delivering high quality programming throughout our park and trail system
- Athletic Venue Reinvestment Initiative will greatly enhance the quality of key athletic facilities

## Challenges

- Budget limitations continue to challenge our ability to address failing infrastructure and provision of high quality park spaces





# Parks & Recreation Division

## Accomplishments

- Essential Spaces Master Plan recognized by the Minnesota Recreation and Parks Association with an Award of Excellence
- Lincoln Park renovations completed, including commemorative naming of the stone pavilion after late Councilor Renee Van Nett

## Equity and Inclusion

- Sport leagues hosted by City of Duluth Parks and Recreation have removed gender requirements
- Youth on Trail mountain bike initiative launched to remove barriers that prevent kids from enjoying our world-class bike-optimized trail system—includes intentional inclusion of transportation, specialized equipment, mentorship, and relationship building





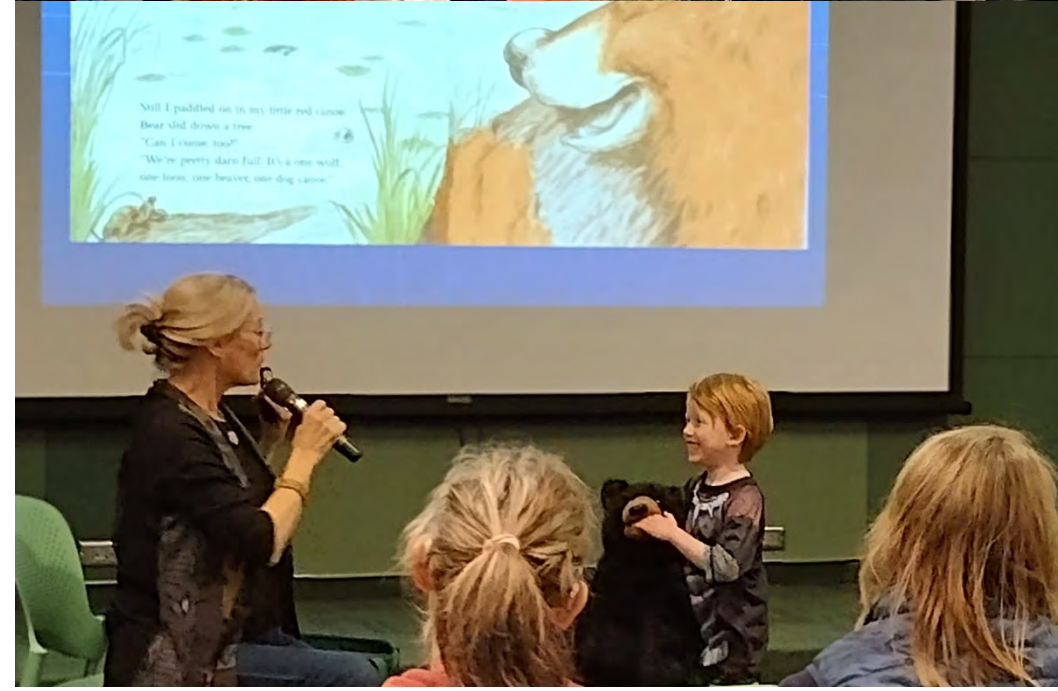
# Duluth Public Library

## Opportunities

- Community Resources Center - Library and Workforce Center Redesign Project

## Challenges

- Safety, particularly at downtown Main Library
- Community demand for downloadable materials (e-books, downloadable audiobooks, movies, etc.)





# Duluth Public Library

## Accomplishments

- New strategic plan for 2023-2026
- Continued growth in library use; on track to meet or exceed 2019 program attendance

## Equity and Inclusion

- Examined Appropriate Library Behavior Policy through DEI lens and made revisions
- Expanded outreach to events that reach a diverse audience, including Juneteenth, Unity in the Community, Duluth-Superior Pride Festival, and Family Freedom Center Big Tent Event





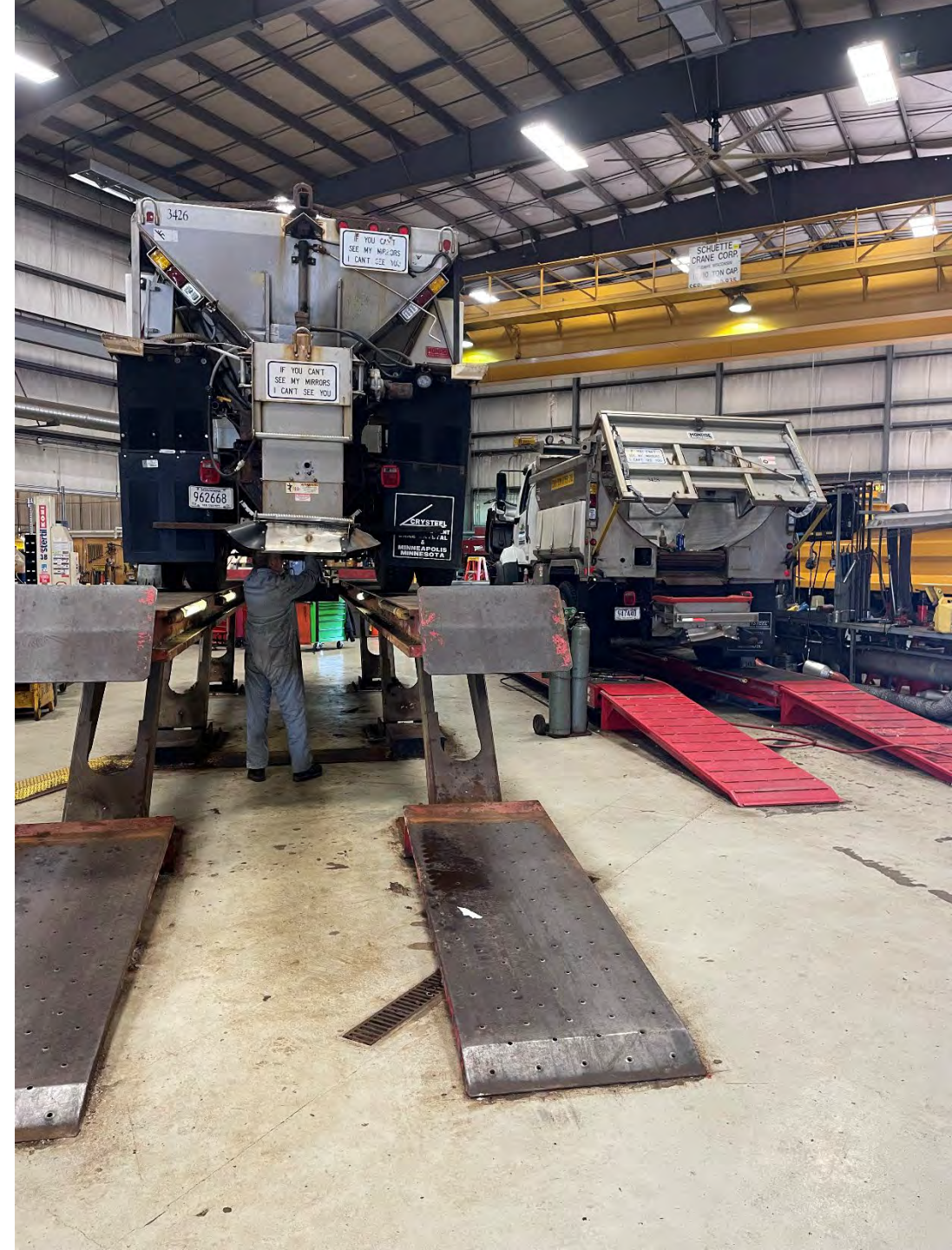
# Fleet Services Division

## Opportunities

- Continue modernizing fleet vehicles and equipment with EV and hybrid options to meet the environmental action plan goals.
- Work with departments on right sizing their fleet to reduce maintenance costs along with overall fuel and emissions. Right sizing will also aid in adhering to an appropriate replacement schedule.

## Challenges

- Vehicle and parts supply chain issues coupled unpredictable cost inflation
- Lack of applicants preventing us to be fully staffed





# Fleet Services Division

## Accomplishments

- Utilize creative solutions to perform maintenance and procure vehicles through alternative methods
- Completed over 1,700 parts and repair invoices for all city departments

## Equity and Inclusion

- Updated job descriptions allowing for more in-house training and resulting in a more inclusive hiring process





# Property and Facilities Management Division

## Opportunities

- The CIP funding is being increased by 10% each year after remaining status quo for over a decade

## Challenges

- Status quo operating budget and record inflation weakens purchasing power, negatively impacting maintenance capabilities. As a result, maintenance continues to be deferred, compounding future issues
- Finding ongoing funds to make basic repairs on buildings that cannot use CIP funds continues to be difficult. As core facility systems fail, without proper funding to fix them, closure of facilities becomes more likely with each passing year
- Property Services is insufficiently staffed to meet the demand for property and real estate services

## Accomplishments

- PFM has over 50 projects in various stages of planning, design, and construction, which representing more than \$200M of investment in City infrastructure, largely through one-time, grant funds





# Park Maintenance

## Opportunities

- Reorganized staff, creating an Athletics Lead Worker and more comprehensive administrative support to increase operational efficiencies
- Used existing department software to benchmark the condition of over 75% of the City park infrastructure and develop comprehensive deferred maintenance plans
- Identifying ways to address smaller maintenance needs in addition to routine maintenance activities with current limited financial resources





# Park Maintenance

## Challenges

- Funding needed maintenance is challenging due to status quo budget and inflation

## Accomplishments

- Reviewed responsibilities and restructured existing positions, developing a Manager for the division



# Golf

## 2015-2023 Stats

*2023 Projected*

*Not represented this chart is the Cost of Goods Sold (COGS), which is additional expense that is realized in Net Income Results.*

**indigo**  
**SPORTS**

A Troon Company



### Rounds of Golf

2015 – 81,059  
2016 – 76,127  
2017 – 67,657  
2018 – 61,004  
2019 – 51,308  
2020 – 39,337  
2021 – 41,440  
2022 – 32,400  
**2023 – 32,139**

### Total Revenue

2015 – \$1,931,016  
2016 – \$1,822,936  
2017 – \$1,730,447  
2018 – \$1,692,368  
2019 – \$1,481,714  
2020 – \$1,083,095  
2021 – \$1,374,841  
2022 – \$1,247,587  
**2023 – \$1,397,382**

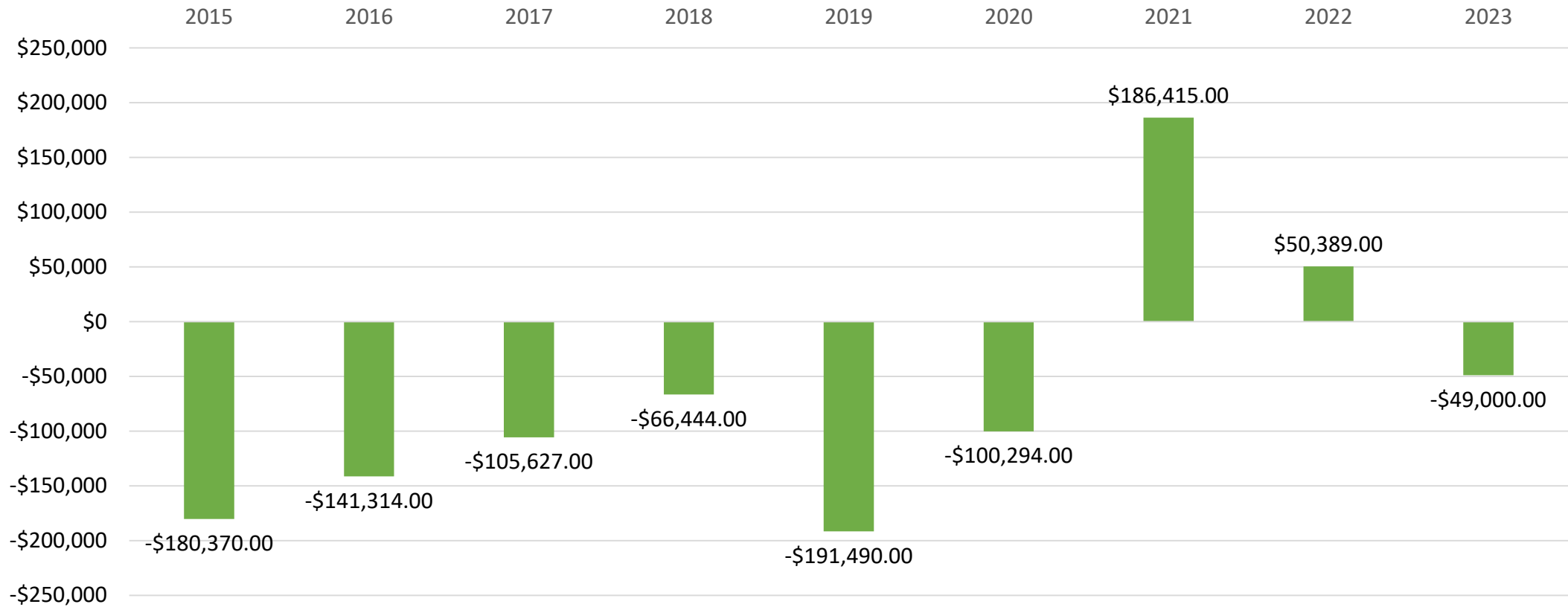
### Labor & Expenses

2015 – \$1,873,249  
2016 – \$1,716,265  
2017 – \$1,584,087  
2018 – \$1,520,405  
2019 – \$1,477,342  
2020 – \$1,063,304  
2021 – \$1,042,334  
2022 – \$1,060,856  
**2023 – \$1,313,739**

### Net Income

2015 – (\$180,370)  
2016 – (\$141,314)  
2017 – (\$105,627)  
2018 – (\$66,444)  
2019 – (\$191,490)  
2020 – (\$100,294)  
2021 – \$186,415  
2022 – \$50,389  
**2023 – (\$49,000)**

# Golf Net Income Results



Net Income reflects Cost of Goods Sold (COGS). Numbers reported for 2023 are projected.



# Golf

## 2024 Operating Budget



	2023 Budget	2024 Proposed	Difference
Projected Rounds of Golf	\$ 32,139	\$ 27,295	\$ (4,844)
Total Revenue	\$ 1,397,382	\$ 1,030,360	\$ (367,022)
Labor, Expense, Equipment	\$ 1,313,739	\$ 1,221,657	\$ (92,082)
Net Income	\$ (49,000)	\$ (276,219)	\$ (227,219)

Not represented is the Cost of Goods Sold (COGS), which is additional expense that is realized in Net Income Results.

# Lincoln Park Reopening Celebration

Tuesday, October 17 at 3 pm

Lincoln Park Pavilion  
25<sup>th</sup> Avenue West and West Third St





# 2024 Proposed Budget

Property, Parks, and Libraries Department

Parks and Recreation Division

Fleet Services Division

Golf

