

**ROLL CALL ORDER FOR MEETING OF
June 8, 2020**

Buol, Cavanagh, Jones, Resnick, Roussell, Shaw, Sprank

This meeting will be conducted as a virtual meeting.

Due to social distancing guidelines related to the COVID-19 pandemic, City Council members and City staff will participate by webinar and will not meet in person. The virtual meeting will be aired live on CityChannel Dubuque (Mediacom cable channels 8 and 117.2), streamed live and archived on the city's website at www.cityofdubuque.org/media, and streamed live on the City's Facebook page at www.facebook.com/cityofdubuque.

The City of Dubuque highly encourages people to view and participate in City Council meetings through the virtual options.

AMENDED AGENDA



**CITY OF DUBUQUE, IOWA
CITY COUNCIL MEETING**

**This meeting will be conducted virtually.
Please see the information above for listening and
viewing options.
June 8, 2020**

Council meetings are video streamed live and archived at www.cityofdubuque.org/media and on Dubuque's CityChannel on the Mediacom cable system at cable channel 8 and digital 117.2

SPECIAL SESSION

6:30 PM

PRESENTATION(S)

- 1. Mayor Buol's Emergency Declaration Proclamation Update**
Mayor Buol will provide an update to his Emergency Declaration Proclamation of June 1, 2020.

ACTION ITEMS

These are items where discussion is held by the City Council - public comments are not allowed except as authorized by the Mayor.

- 1. City Council Resolution on Racism**
RESOLUTION Dubuque City Council Resolution on Racism
Suggested Disposition: Receive and File; Adopt Resolution(s)

WORK SESSION

- 1. COVID-19 Update**
City staff and partners will provide updates on the internal and community-facing response to COVID-19.

Community COVID-19 Update & Communication Response

- Mary Rose Corrigan, Public Health Specialist
- Alexis Steger, Housing & Community Development Director (Shelter Update)

Mask of Wellness Campaign Update

- Randy Gehl, Public Information Officer

Community Foundation of Greater Dubuque Update

- Nancy Van Milligen, President/CEO

United Way of Dubuque Update

- Danielle Peterson, President/CEO

Greater Dubuque Development Corporation

- Rick Dickinson, President/CEO

Rental & Mortgage Assistance (Local & Iowa Finance Authority programs)

- Alexis Steger, Housing & Community Development Director

Leisure Services Update

- Marie Ware, Leisure Services

Fiscal Year 21 Budget Team Strategies

- Jennifer Larson, Finance & Budget Manager
- Cori Burbach, Assistant City Manager

ADJOURNMENT

The agenda with supporting documents may be accessed at www.cityofdubuque.org or at the City Clerk's Office, 50 W. 13th Street, during regular business hours.

This notice is given pursuant to Chapter 21, Code of Iowa, and applicable local regulations of the City of Dubuque, Iowa and/or governmental body holding the meeting.

Written comments regarding the above items may be submitted to the City Clerk's Office, 50 W. 13th St., Dubuque, IA 52001, before or at said time of meeting.

Individuals with limited English proficiency, vision, hearing or speech impairments or requiring special assistance should contact the City Clerk's Office at (563) 589-4100, TDD/TTY (563) 690-6678, ctyclerk@cityofdubuque.org as soon as feasible. Deaf or hard-of-hearing individuals can use Relay Iowa by dialing 711 or (800) 735-2942.

City of Dubuque

Presentation(s) # 1.

ITEM TITLE: Mayor Buol's Emergency Declaration Proclamation Update
SUMMARY: Mayor Buol will provide an update to his Emergency Declaration Proclamation of June 1, 2020.

SUGGESTED DISPOSITION:

ATTACHMENTS:

Description	Type
Emergency Declaration Proclamation Amendment #5	Supporting Documentation



PROCLAMATION

WHEREAS, one of the greatest responsibilities of any elected official is the protection of the electorate served and the protection of the greater public health and safety; and

WHEREAS, COVID-19 poses a serious and potentially deadly threat to the public and the public health as the Federal Center for Disease Control (“CDC”) has noted that serious illness occurs in 16% of cases with older people and people of all ages with severe chronic medical conditions, such as heart disease, lung disease and diabetes or those who are immunocompromised, seeming to be at a higher risk of developing serious COVID-19 illness and noting that the World Health Organization has determined COVID-19 to be a pandemic; and

WHEREAS, the Iowa Department of Public Health (“IDPH”) has issued recommendations for behavior modification to flatten the curve of COVID-19; and

WHEREAS, a high rate of infection has been shown to overwhelm medical systems throughout the world and numerous governmental entities and epidemiologists have stated that community spread in the United States poses the same risk of overwhelming American medical systems; and

WHEREAS, the Governor has issued numerous State of Public Health Disaster Emergency orders; and

WHEREAS, in order to flatten the curve of COVID-19 in the City of Dubuque and protect employees of the organization, it is necessary to maintain and extend several mitigation measures; and

WHEREAS, Iowa Code Section 372.14(2) and the City of Dubuque Code of Ordinances 7-3-1 grant the Mayor powers in circumstances when public danger or emergency exists to take extraordinary steps to protect the public health and safety.

NOW, THEREFORE, IN CONSIDERATION OF THE FOREGOING AND OTHER VALID EMERGENT CONCERNS, I, ROY D. BUOL, MAYOR OF THE CITY OF DUBUQUE, PROCLAIM THE FOLLOWING:

I hereby determine that a state of emergency or public danger exists and continues. Any permits or permissions previously granted for events on public property or public rights-of-way through July 6, 2020, are hereby rescinded and any amounts paid for such permits shall be refunded upon request. I hereby issue a moratorium on the issuance of special event permits, solicitor’s licenses, and permits/permissions for events on public property or public rights-of-way through at least July 6, 2020. However, in light of recent acts of

racism against people of color across the nation, I hereby authorize the City Manager to issue permits for events on public property and public rights-of-way, on a case by case basis, to bring attention to systemic racism, social justice issues, and to build on local efforts to identify and address inequities in Dubuque and across the nation.

I further strongly encourage all citizens to comply with the closures, modification of operations, and recommendations issued by Governor Kim Reynolds.

I hereby authorize the City Council, City Boards, and City Commissions to make accommodations allowing for remote attendance and participation in regularly scheduled meetings by members of each body, staff, and the public.

I hereby suspend any requirements within the City of Dubuque Code of Ordinances which mandate or require physical meeting locations and physical notifications or mailings and hereby authorize electronic and virtual meetings and electronic notifications; this includes but is not limited to notices required by Title 16 of the city code.

I hereby authorize the City Manager to evaluate the suspension of fees within the control of the City of Dubuque to support restaurants and bars due to the significant financial and operational impacts they are experiencing due to COVID-19 and encourage creative thinking to provide assistance to other struggling businesses related to regulatory requirements under the City's control.

I hereby extend the closure of City facilities to the public through July 6, 2020; however, this closure does not apply to:

- Bunker Hill Golf Course
- Miller Riverview Park & Campground
- Port of Dubuque Marina Docks
- City parks.

While City parks are open to the public, playground equipment in city parks and swimming pools shall remain closed. The reopening of playground equipment in city parks and swimming pools continues to be evaluated.

City staff working in facilities closed to the public, or working remotely, shall work to provide services to the public electronically, by phone, by mail, and when possible, by appointment as well as access to information and the ability to participate in meetings by alternative means.

I hereby determine and direct the City Manager to evaluate the ongoing operations of the city organization and adjust operations, accordingly, including the authority to reopen or further restrict access to city facilities.

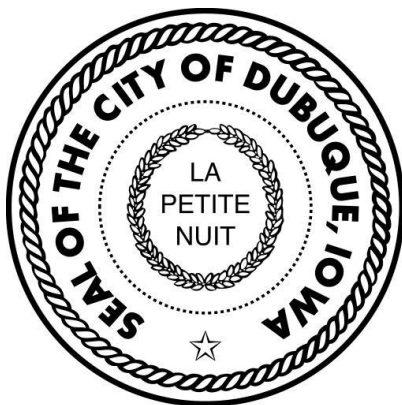
Per City of Dubuque Code of Ordinances section 7-3-1 , the public is advised that the violation of a mayoral proclamation of emergency or of any subsidiary proclamation

thereto evidencing the exercise of emergency powers or of any rule or order issued pursuant thereto by the mayor or city manager of any order issued pursuant thereto by any peace officer or of any directive issued by designated emergency management or emergency services personnel pursuant thereto shall constitute a violation of that section and shall be punishable as a misdemeanor as provided by Title 1, Chapter 4 of the city code.

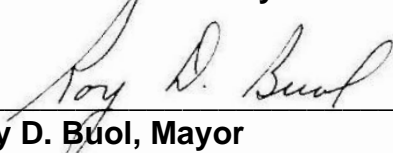
I further determine and direct the Police Chief to enforce the provisions of the Governor's proclamation and this proclamation.

This Proclamation of emergency and public danger is part of an ongoing response of the City of Dubuque to an ever-changing situation to protect public health and safety. This proclamation may be modified or superseded with more restrictive proclamations at any time as circumstances warrant. Please be aware these decisions have been made based upon the information available today. You can find the most recent information about the City's response to COVID-19 at www.cityofdubuque.org.

PROCLAIMED THIS 4TH DAY OF JUNE 2020 BY THE AUTHORITY VESTED IN ME BY THE CODE OF IOWA AND THE CITY OF DUBUQUE CODE OF ORDINANCES.




IN WITNESS THEREOF, I have hereunto set my hand and caused the Great Seal of the City of Dubuque to be affixed this 1st day of June 2020.



Roy D. Buol, Mayor

Attest:



Kevin S. Firnstahl, CMC, City Clerk

City of Dubuque

Action Items # 1.

ITEM TITLE:	City Council Resolution on Racism
SUMMARY:	RESOLUTION Dubuque City Council Resolution on Racism
SUGGESTED DISPOSITION:	Suggested Disposition: Receive and File; Adopt Resolution(s)
<u>ATTACHMENTS:</u>	
Description	Type
Dubuque City Council on Racism	Resolutions

RESOLUTION NO. 171-20

DUBUQUE CITY COUNCIL RESOLUTION ON RACISM

Whereas, the City of Dubuque has a committed interest in promoting the health, safety, and inclusiveness of all community residents and has a responsibility to oppose, and aid in eradicating systemic racism, racial bias, and racial animus; and

Whereas, racism is rooted in the foundation of America creating preferential opportunities for some while subjecting people of color to hardships and disadvantages in every area of life; and,

Whereas, racism is an ongoing community and public health crisis; and

Whereas, racism, racial discrimination and violence are pervasive and persisting challenges in our cities, counties, states, and nation; and

Whereas, racism, racial discrimination, and related intolerance have been shown to be attitudes and behaviors that are *learned*; and

Whereas, racism and racial discrimination create obstacles to the fulfillment of basic human rights to survival, security, development, and social participation; and

Whereas, racism and poverty are inextricably linked, causing disproportionate impacts in economic status, education, health care access, employment, access to healthy food, reduced life expectancy, increased rates of lead poisoning, higher rates of infant mortality, and more; and

Whereas, we acknowledge both recent, and historical, incidents of police brutality and other acts of oppression and harm against people of color in other cities have a local impact and, while not representative of the majority of individual law enforcement officers, do create pain, mistrust and anger locally; and

Whereas, the local legacy of racism conjures painful memories and puts in perspective the trauma inflicted upon people of color and other harm it has caused to members of our community; and

Whereas, every American and every level of government has a role to play in ending this painful cycle and ensuring there is equal justice for all; and

Whereas, the City of Dubuque takes police misconduct seriously, and has a forum for complaints against the Dubuque Police Department through a memorandum of understanding between the City of Dubuque and the Dubuque Branch of the NAACP, facilitated by the Community-Police Relations Committee; and

Whereas, the City Council steadfastly supports efforts that focus on improving the quality of life and equity for our communities of color; and

Whereas, we remain committed to the City's partnerships and ongoing initiatives including Inclusive Dubuque; the Dubuque Equitable Poverty Prevention Strategy; the Chief's Forum where citizens can directly engage with the Chief of Police; the work of our City Departments to engage the community and create equity plans specific to the services each department offers; as well as continuing the City's decades long emphasis on intercultural competency training for all employees; and

Whereas, no person should ever wake up in Dubuque, Iowa feeling like they are not an important part of Dubuque, Iowa; and

Whereas, the Dubuque City Council acknowledges the pain, fear and anger felt by communities of color, in Dubuque and around our country, and pledges to identify additional and specific ways to engage, to listen, and create a community where every resident feels welcome and safe, productive and valued.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DUBUQUE, IOWA THAT:

Section 1. The City Council denounces racism in all its forms for its negative psychological, social, health, educational and economic effects.

Section 2. The City Council encourages other local, state, and national entities to recognize racism as a public health crisis.

Section 3. The City Council unanimously advances, pursuant to our Vision to make Dubuque a "sustainable and resilient city and an inclusive and equitable community," prioritizing racial equity in the City's Action Plan, to be developed by the City Council at its annual *Goal Setting Session*, with regular updates on progress to be available on the City's website and by other appropriate means to be determined.

Passed, approved and adopted this 8th day of June 2020.

Roy D. Buol, Mayor

Attest:

Kevin S. Firnstahl, City Clerk

City of Dubuque

Work Session - Bottom # 1.

ITEM TITLE:

COVID-19 Update

SUMMARY:

City staff and partners will provide updates on the internal and community-facing response to COVID-19.

Community COVID-19 Update & Communication Response

- Mary Rose Corrigan, Public Health Specialist
- Alexis Steger, Housing & Community Development Director (Shelter Update)

Mask of Wellness Campaign Update

- Randy Gehl, Public Information Officer

Community Foundation of Greater Dubuque Update

- Nancy Van Milligen, President/CEO

United Way of Dubuque Update

- Danielle Peterson, President/CEO

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Rental & Mortgage Assistance (Local & Iowa Finance Authority programs)

- Alexis Steger, Housing & Community Development Director

Leisure Services Update

- Marie Ware, Leisure Services

Fiscal Year 21 Budget Team Strategies

- Jennifer Larson, Finance & Budget Manager
- Cori Burbach, Assistant City Manager

SUGGESTED DISPOSITION:

ATTACHMENTS:

Description	Type
Work Session on COVID-19 - MVM Memo	City Manager Memo
Staff Memo	Staff Memo
Budget Presentation	Supporting Documentation



TO: The Honorable Mayor and City Council Members

FROM: Michael C. Van Milligen, City Manager

SUBJECT: City Council Work Session on COVID-19 Response

DATE: June 4, 2020

Assistant City Manager Cori Burbach is transmitting information for the June 8, 2020 work session on COVID-19 Response.



Michael C. Van Milligen

MCVM:jh
Attachment

cc: Crenna Brumwell, City Attorney
Teri Goodmann, Assistant City Manager
Cori Burbach, Assistant City Manager



TO: Michael C Van Milligen, City Manager
FROM: Cori Burbach, Assistant City Manager
DATE: June 4, 2020
RE: Agenda for 6.8.20 City Council Work Session: re: COVID-19 Response

The purpose of this memo is to provide an agenda for the City Council Work Session scheduled for June 8, 2020. The presentation will provide updates from City staff and our partners on the internal and community-facing response to COVID-19.

Tentative presentation order:

- 6:30 pm Community COVID-19 Update & Communication Response
 Mary Rose Corrigan, Public Health Specialist
 Alexis Steger, Housing & Community Development Director (Shelter Update)
- 6:50 pm Mask of Wellness Campaign Update
 Randy Gehl, Public Information Officer
- 6:55 pm Community Foundation of Greater Dubuque Update
 Nancy Van Milligen, President/CEO
- 7:05 pm United Way of Dubuque Update
 Danielle Peterson, President/CEO
- 7:15 pm Greater Dubuque Development Corporation
 Rick Dickinson, President/CEO
- 7:25 pm Rental & Mortgage Assistance (Local & Iowa Finance Authority programs)
 Alexis Steger, Housing & Community Development Director
- 7:35 Leisure Services Update
 Marie Ware, Leisure Services
- 7:50 Fiscal Year 21 Budget Team Strategies
 Jennifer Larson, Finance & Budget Manager
 Cori Burbach, Assistant City Manager

Additional information is attached to this memorandum, and the most up-to-date information will be shared verbally during the work session.

Thank you.

COVID IMPACTS ON FY21 BUDGET PRESENTATION TO CITY COUNCIL

6.8.20

Strategies to Review Revenue & Adjust Budgets – FY21

- Approved:
 - ▣ DECREASE in property taxes for the average residential, commercial, and industrial properties
 - ▣ DECREASE in refuse/trash collection fees
 - ▣ NO INCREASE in City water, sanitary sewer, and stormwater rates
 - ▣ NO INCREASE in pay for City employees

Strategies to Review Revenue & Adjust Budgets – FY21

- Quarterly (minimum) revenue review & expenditure adjustments reviewed by 4 budget teams:
 - ▣ Operating Budget Team
 - ▣ CIPs & Equipment Budget Team
 - ▣ Staffing/Reduction in Force Team
 - ▣ Purchase of Services/Contracts Team

Summary of presentation

1. Revenue sources review
2. Essential vs. non-essential services
3. Guidance from 4 budget review teams
4. Next steps & feedback

What budget analysis should be done now?

1. Every department should prepare a 10-20-30% budget reduction plan for your department to be used as needed for quarterly budget reviews in FY21 and/or as needed.*
2. Consider the operating, capital project, staffing, and contracted services implications of those decisions and provide that information to the City Manager and budget teams.

* 10-20-30% Reduction Exceptions

- Some departments may be asked to prepare additional revenue reduction plans, based on their funding sources.
- Some departments may have restrictions (such as CARES funding) that prohibit them from meeting these goals.

Not an “across the board” approach.



1. Logistics: Budget Review Teams

Operating Team	CIP & Equipment Team	Purchase of Services & Contracts Team	Staffing Team
Anderson Sainci (chair) Alexis Steger Steve Fehsal Jerelyn O'Connor Jeremy Jensen Renee Tyler Jon Dienst Tony Breitbach	Arielle Swift (chair) Bob Schiesl Denise Blakely Ihrig Chris Kohlmann Marie Ware Mark Dalsing Willie O'Brien	Collins Eboh (chair) Kelly Larson Jenny Larson Gina Bell Jerelyn O'Connor Chris Lester Sharon Gaul Jenni Petersen Brant Rio Farren	Cori Burbach (chair) Crenna Brumwell Shelley Stickfort Kelly Larson Rahim Akrami Shante Weston Mike Van Milligen Jenny Larson

+ Finance staff (Jenny Larson, Rachel Kilburg, Elena Fox, Kayla Morrison)

Criteria for all budget decisions

1. Is revenue available?
2. Essential vs non-essential service?
3. Does it advance a City Council goal or priority?
4. Leadership Team Prioritization Exercise: how does the decision advance our goals to create an equitable, resilient, sustainable, compassionate community?
5. Additional criteria established by each of the four budget teams

2. Revenue Resources

Resource	Restrictions	Departments
General Fund Property Tax	No restrictions, can be used for any legal city function.	Most except Water, Stormwater, W&RRC, Parking, Refuse, Cable TV
Transit Fund Property Tax	Restricted to Transit System subsidy. Levy limitation established by State is \$0.95.	Transit
Debt Service Property Tax	Restricted to GO bond debt expense and judgements by State Code.	Departments with outstanding debt except Water, Stormwater, W&RRC, Parking & Refuse

2. Revenue Resources (continued)

Resource	Restrictions	Departments
Tort Liability Property Tax	Restricted to Liability Insurance Costs by State Code.	Most, except Water, Stormwater, W&RRC, Parking, Refuse, Cable TV
Trust and Agency Property Tax	Restricted by State Code to fringe benefit expense as defined by the City Finance Committee.	Most, except Water, Storm water, W&RRC, Parking, Refuse, Cable TV
Ag Land Tax	No restrictions, can be used for any legal city function.	Most, except Water, Storm water, W&RRC, Parking, Re fuse, Cable TV

2. Revenue Resources (continued)

Resource	Restrictions	Departments
Hotel/Motel Tax	50% of past four quarters actual receipts to the Convention and Visitors Bureau (CVB) . The remaining 50% goes to the General fund to reduce tax asking.	Most, except Water, Storm water, W&RRC, Parking, Refuse, Cable TV
TIF Increment Property Tax	Recover eligible costs from Urban Renewal Areas based on actual expense and principal and interest on borrowing repaid by TIF.	Economic Development

2. Revenue Resources (continued)

Resource	Restrictions	Departments
Local Option Sales Tax	Referendum : 50% property tax relief, 30% street special assessment relief and street construction, 20% for facility maintenance, riverfront and economic development, and transit equipment. Local option sales tax is established by State Code.	Most, except Water, Storm water, W&RRC, Parking, Refuse, Cable TV

2. Revenue Resources (continued)

Resource	Restrictions	Departments
Utility Franchise Fees	No restrictions, can be used for any legal city function.	Most, except Water, Storm water, W&RRC, Parking, Refuse, Cable TV
Road Use Tax	Iowa Code 312.6. Any purpose relating to the construction, maintenance, and supervision of the public streets.	Engineering and Public Works

2. Revenue Resources (continued)

Resource	Restrictions	Departments
Industrial and Commercial State Backfill	No restrictions, can be used for any legal city function.	Most, except Water, Storm Water, W&RRC, Parking, Refuse, Cable TV
Mobile Home Tax	No restrictions, can be used for any legal city function.	Most, except Water, Storm Water, W&RRC, Parking, Refuse, Cable TV
Dubuque Racing Association Equity Distribution	Established by City/DRA lease agreement - 100% capital improvement budget.	Most, except Water, Storm Water, W&RRC, Parking, Refuse, Cable TV

2. Revenue Resources (continued)

Resource	Restrictions	Departments
Dubuque Racing Association Rent (Lease/Slots/Table Games/Sports Betting)	Established by City/DRA lease agreement - City Council sets % used for operating/capital.	Most, except Water, Storm Water, W&RRC, Parking, Refuse, Cable TV
Diamond Jo Admissions	No restrictions, can be used for any legal city function.	Most, except Water, Storm Water, W&RRC, Parking, Refuse, Cable TV
Riverfront Leases	No restrictions, can be used for any legal city function.	Most, except Water, Storm Water, W&RRC, Parking, Refuse, Cable TV

2. Revenue Resources (continued)

Resource	Restrictions	Departments
Loan Repayments	No restrictions, can be used for any legal city function.	Economic Development and Housing
Land Sales – Industrial Parks	Chapter 403 State Code - Restricted to pay internal loans for development of TIF district in TIF district land sold.	Economic Development
Farmland Rents	No restrictions, can be used for any legal city function.	Economic Development, Airport, Engineering

2. Revenue Resources (continued)

Resource	Restrictions	Departments
Federal and State Grants	Specified in grant agreements.	Housing, Health, Recreation, Police, Transit, Engineering, Airport, Planning
Enterprise Fund Fees (Water, Sanitary Sewer, Refuse, Parking, Stormwater, Landfill)	The enterprise funds are required by General Government Accounting Standards to be self-supporting. Sanitary, water and stormwater funds have additional restrictions established by bond covenants.	Water, W&RRC, Engineering, Public Works, Parking, Parks

2. Revenue Resources (continued)

Resource	Restrictions	Departments
Interest Earnings	General Fund – No restrictions. All other funds follows fund restrictions.	Most
Iowa District Court Fines	Rates are set by Iowa Code and go into the General Fund to offset cost of service enforcement expense.	Police, Health, Housing, Planning, Building, Parking, Legal
Administrative Overhead	Charges can't exceed related administrative expense.	Engineering, Finance, CMO, GIS, Planning, Legal, HR, City Clerk

2. Revenue Resources (continued)

Resource	Restrictions	Departments
Golf Surplus	Treated as enterprise fund per City Council policy. Surplus is transferred to Golf Construction to support golf's capital projects.	Recreation
Operating Receipts	Charges for service can't exceed all related costs of providing the service or the excess cap can be considered a tax not authorized by State Code.	Most. Examples: Ambulance, Animal Licenses, Business Licenses/Permits, Inspection Fees, Library Fees, Program Fees, Pavilion Fees.

2. Revenue Resources (continued)

Resource	Restrictions	Departments
Private Funding	The City can accept donations for any legal operating or capital expense.	Examples of private funding include contributions by Diamond Jo for maintenance of the Port of Dubuque Parking Ramp, contributions from the colleges for the Nightrider bus route, contributions from Dubuque Community School District for School Resource Officers.

2. Revenue Resources (continued)

Resource	Restrictions	Departments
General Obligation Bonds/State Revolving Fund Loans	City only issues debt for capital projects. Use is restricted by purpose statement in resolution authorizing issuance.	Any departments with capital projects.
Special Assessments	Restricted for intended street improvement.	Engineering
Internal Service Funds	Expenses recharged to capital projects or user departments.	Engineering and Public Works

2. Revenue Projections

General Fund Resource	FY20 Estimated Loss	FY21 Estimated Loss
Property Taxes	\$0	\$267,000
DRA Rent	\$1,111,685	\$1,209,933
Gaming Taxes	\$135,069	\$163,769
Hotel/Motel Tax	\$404,587	\$389,000
Local Option Sales Tax (Operating)	\$0	\$997,391
Five Flags	\$201,049	\$0
Electric Franchise Fees	\$0	\$125,000
Gas Franchise Fees	\$0	\$49,518

2. Revenue Projections (Continued)

General Fund Resource	FY20 Estimated Loss	FY21 Estimated Loss
Investment Earnings	\$0	\$305,038
Police Court Fines	\$142,000	\$247,549
Camping/Pavilion Fees	\$122,000	\$122,000
Recreation Programs	\$443,000	\$300,000
Aviation Fuel Net Profit	\$293,000	\$400,000
Building Permits	\$126,403	\$315,700
Housing Inspections	\$60,387	\$100,000
Zoning Inspections	\$41,041	\$25,640
Business Licenses	\$38,611	\$48,900

2. Revenue Projections (Continued)

General Fund Resource	FY20 Estimated Loss	FY21 Estimated Loss
Business Licenses	\$0	\$305,038
Police Court Fines	\$142,000	\$247,549
Camping/Pavilion Fees	\$122,000	\$122,000
Recreation Programs	\$443,000	\$300,000
Aviation Fuel Net Profit	\$293,000	\$400,000
Building Permits	\$126,403	\$315,700
Housing Inspections	\$60,387	\$100,000
Zoning Inspections	\$41,041	\$25,640
Total General Fund	\$3,118,832	\$5,066,438

2. Revenue Projections (Continued)

Capital Resource	FY20 Estimated Loss	FY21 Estimated Loss
DRA Distribution	\$0	\$1,599,417
Local Option Sales Tax	\$0	\$997,391
Total Capital	\$0	\$2,596,808

Resource	FY20 Estimated Loss	FY21 Estimated Loss
Road Use Tax	\$538,527	\$2,978,351
Total Road Use Tax	\$538,527	\$2,978,351

2. Revenue Projections (Continued)

Airport Restricted Resource	FY20 Estimated Loss	FY21 Estimated Loss
Passenger Facility Charge	\$32,763	\$49,500
Customer Facility Charge	\$15,069	\$18,000
Total Airport Restricted	\$47,832	\$67,500

2. Revenue Projections (Continued)

Enterprise Resource	FY20 Estimated Loss	FY21 Estimated Loss
Parking	\$543,000	\$1,039,542
Water	\$27,513	\$50,000
Sanitary Sewer	\$33,828	\$50,000
Stormwater	\$11,841	\$0
Refuse	\$10,263	\$0
Transit	\$74,916	\$56,000
Total Enterprise	\$701,361	\$1,195,542

2. Revenue Projections (Continued)

Fund	FY20 Estimated Loss	FY21 Estimated Loss
General Fund Operating	\$3,118,832	\$5,066,438
General Fund Capital	\$0	\$2,596,808
Road Use Tax	\$538,527	\$2,978,351
Airport Restricted	\$47,832	\$67,500
Parking	\$543,000	\$1,039,542
Water	\$27,513	\$50,000
Sanitary	\$33,828	\$50,000
Stormwater	\$11,841	\$0

2. Revenue Projections (Continued)

Fund	FY20 Estimated Loss	FY21 Estimated Loss
Refuse	\$10,263	\$0
Transit	\$74,916	\$56,000
Total Estimated Revenue Loss – All Funds	\$4,406,552	\$11,904,639

Between Fiscal Year 2020 and Fiscal Year 2021, the City of Dubuque could lose an estimated \$16.3 million in revenue.

3a. Essential vs Non-Essential Service

- This is the *first* criteria to consider when making budgetary decisions, not the *only* criteria.
- Not essential vs non-essential personnel decision.

3a. Summary of essential vs non-essential

- Health care/public health
- Law enforcement, public
- Water & wastewater
- Transportation & logistics
- Public works & infrastructure
- Communications & IT
- Financial services
- Residential/shelter services & management
- Core governance functions (limited Legal, City Clerk, City Manager, Human Rights, Human Resources, Economic Development, Planning Services)

4a. Operating Budget Review Criteria

Can I make this purchase?

YES. Proceed as normal.

- Revenue source is unaffected by COVID-19.
- Project or service is already under contract for completion.
- Project or service is grant-funded, and grant has been confirmed.
- Purchase is under \$5,000, related to essential service delivery (see definition below) AND revenue is available to support the purchase.

4a. Operating Budget Review Criteria

Can I make this purchase?

NO. These purchases are frozen at this time.

- All travel, conferences, or education if the employee does not need the training to maintain a certification (yes, attend) or the employee is not a member of the board (may be able to attend).
- Most equipment and technology purchases. Please note exceptions listed under “Maybe”.
- Dues & subscriptions.
- Vacant positions.
- Staffing requests, including seasonal staffing, should be evaluated to in light of any changes made to service or program delivery. Then, determine whether the existing citywide labor pool can provide that service.

4a. Operating Budget Review Criteria

Can I make this purchase?

MAYBE. Additional criteria may apply, or approval may be needed.

- Any substantial changes to service or program delivery should be submitted to the City Manager for approval.
- Equipment, facilities-related expenses, and program delivery costs for essential services over \$5,000 must follow existing procurement policy.
- Expenses related to non-essential services under \$5,000 department manager has discretion to approve purchase based on updated service delivery changes approved by the City Manager.
- Expenses related to non-essential services over \$5,000 must be pre-approved by Finance dept.

4b. Staffing Review Criteria – Avoid Lay-off

- Things for consideration before RIF/Layoff
 - ▣ Delay or eliminate capital expenditures
 - ▣ Identifying and eliminating non-essential/wasteful practices (exempt status application, overly generous OT, service redundancies)
 - ▣ Reducing hours worked
 - ▣ Last resort – Reduction in Force

4b. Staffing Review Criteria

- Multiple Criteria Ranking
 - ▣ Skills, abilities, knowledge, and versatility across the organization
 - ▣ Education and experience levels
 - ▣ Quantity and quality of work
 - ▣ Attendance history
 - ▣ Tenure within the City

4c. CIP & Equipment Review Criteria

1. Revenue source availability
2. Essential v non-essential service
3. Is there a signed agreement, grant in place, or other outside commitment established?
 1. Are all the conditions that the agreement assumed (staffing, availability of other funding, etc) still in place?
4. Is funding of this CIP considered "emergency" to address a life safety issue or critical infrastructure fail at this time?
5. Use FY21 CIP request rankings, which incorporate City Council goals & priorities, regulatory compliance, equity, long-term maintenance costs, and other key criteria.
6. Tiers of CIPs will be release to move forward quarterly; until approved, all CIPs are frozen.

4c. CIP Team Review Criteria:

Equipment purchases

- ❑ Extend the life of technology by one year unless it's "dead or dying" (applies to computers, ipads, cell phones, multifunctions).
- ❑ Extend the life of vehicles and equipment by one year unless there are significant maintenance costs.
- ❑ Leasing is not preferred, generally, as it adds to the City's debt level.

4d. Purchase of Services & Contracts

Review

- Included: All POS, Contracted Services, Arts Operating & Special Projects grants, Sustainable Dubuque grants, Neighborhood grants
- Not included: façade grants or other similar grants whose revenue source remains unaffected

4d. Purchase of Service & Contracts

Review

- All POS, contracts, and grant funds were approved at normal levels as part of the FY21 budget process, but are assumed frozen.
- All partners in these categories will receive letter alerting them that contracts will not be signed until revenues are guaranteed and approved payments may be made quarterly instead of annually to ensure availability of funds.
- POS/Contracts Team will establish decision criteria with heavy focus on measurable equity outcomes and impact on essential service delivery for vulnerable populations.

Measuring Equity Impact

1. What is the policy, activity or budget decision under consideration?
2. Who is or will experience burden based on this decision?
3. Who is or will experience benefit based on this decision?
4. Which of the following collateral consequences are likely if this action takes place?
5. What strategies might mitigate or avoid unintended consequences for people of color?

Creativity & Cross-Silo Thinking are Essential.

- Our goal is to meet budget expectations without staff cuts.
- Cross-department teams are considering shared activities such as nuisance enforcement and lawn mowing to identify potential savings that also consider service level commitments to our customers.

Summary: How Budget Decisions Will Be Made

1. Is revenue available?
2. Essential vs non-essential service?
3. Does it advance a City Council goal or priority?
4. Leadership Team Prioritization Exercise: how does the decision advance our goals to create an equitable, resilient, sustainable, compassionate community?
5. Additional criteria established by each of the four budget teams

Moving Forward

- Financial & service change plans due to City Manager by June 12, 2020.
- Quarterly (minimum) review, decisions & updates to City Council
- What questions can we answer for you?