Departmental Budget Hearings

Monday, August 14

Overview – General and Financial

Compensation and Health Insurance

Human Resources

Legal

Information and Technology Services

City Council

City Clerk

Controller

Office of the Mayor

City of Bloomington, IN

Mayor John Hamilton

Budget Presentation, FY 2018

CITY OF BLOOMINGTON

CITY OF BLOOMINGTON

Bloomington.in.gov
John Hamilton, Mayor

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Your source for open data in Bloomington, Indiana

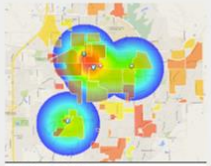
Search from **123** datasets

We're opening the doors of City Hall. Let us know what information you'd like to see here.

Suggest a dataset

FINANCES

ENERGY DASHBOARD



CRIME MAP

Dashboard | City of Bloomington, Indiana – John Hamilton, Mayor

Streets & Transportation | Public Safety | Community | IT, Data & Internet | Utilities

Street Snow Removal Requests

1/17/2017 - 2/16/2017

Percentage of snow removal requests for streets in the last 30 days that were responded to within seven days

Target: 70%

Storm Water Problem Reports

100%

1/17/2017 - 2/16/2017

Percentage of storm water problems reported in the last 30 days that were responded to within seven days

Target: 70%

Yard Waste Complaints

1/17/2017 - 2/16/2017

Percentage of yard waste complaints in the last 30 days that were responded to within 7 days

Target: 70%

Officer Involved Shootings

0

2/17/2016 - 2/16/2017

Number of officer involved shootings for the past year

Target: 0

Datasets

74

2/15/2017 - 2/16/2017

Number of datasets published on our Open Data Portal by the end of 2017

Target: 100

Website Availability

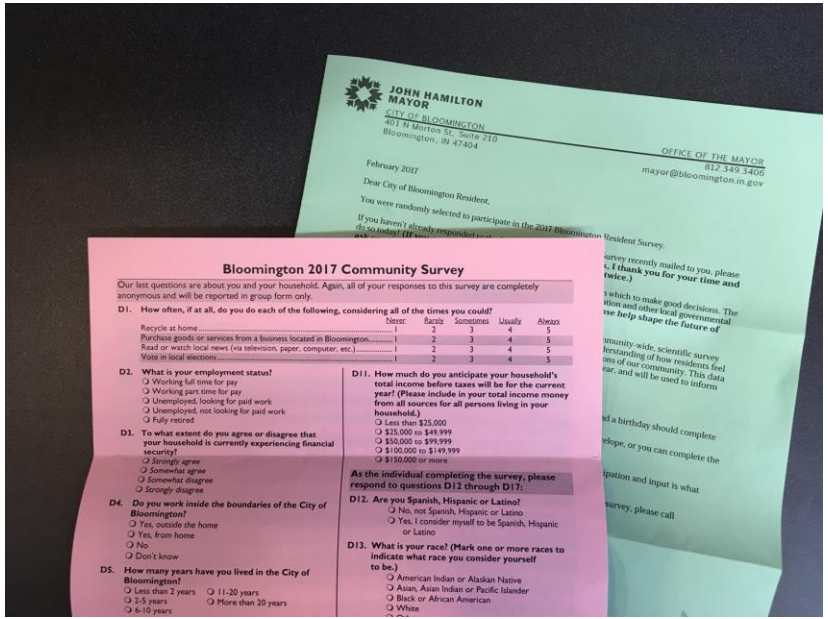
98.63%

2/17/2016 - 2/16/2017

Yearly uptime percentage for the city website

Target: 98%

CITY OF BLOOMINGTON



JOHN HAMILTON
MAYOR

CITY OF BLOOMINGTON
401 N Morton St. Suite 210
Bloomington, IN 47404

OFFICE OF THE MAYOR
812.349.3406
mayor@bloomington.in.gov

February 2017

Dear City of Bloomington Resident,

You were randomly selected to participate in the 2017 Bloomington Resident Survey.

Bloomington 2017 Community Survey

Our last questions are about you and your household. Again, all of your responses to this survey are completely anonymous and will be reported in group form only.

D1. How often, if at all, do you do each of the following, considering all of the times you could?

	Never	Rarely	Sometimes	Usually	Always
Recycle at home	1	2	3	4	5
Purchase goods or services from a business located in Bloomington	1	2	3	4	5
Read or watch local news (via television, paper, computer, etc.)	1	2	3	4	5
Vote in local elections	1	2	3	4	5

D2. What is your employment status?
- ❍ Working full time for pay
- ❍ Working part time for pay
- ❍ Unemployed, looking for paid work
- ❍ Unemployed, not looking for paid work
- ❍ Fully retired

D3. To what extent do you agree or disagree that your household is currently experiencing financial security?
- ❍ *Strongly agree*
- ❍ *Somewhat agree*
- ❍ *Somewhat disagree*
- ❍ *Strongly disagree*

D4. Do you work inside the boundaries of the City of Bloomington?
- ❍ Yes, outside the home
- ❍ Yes, from home
- ❍ No
- ❍ Don't know

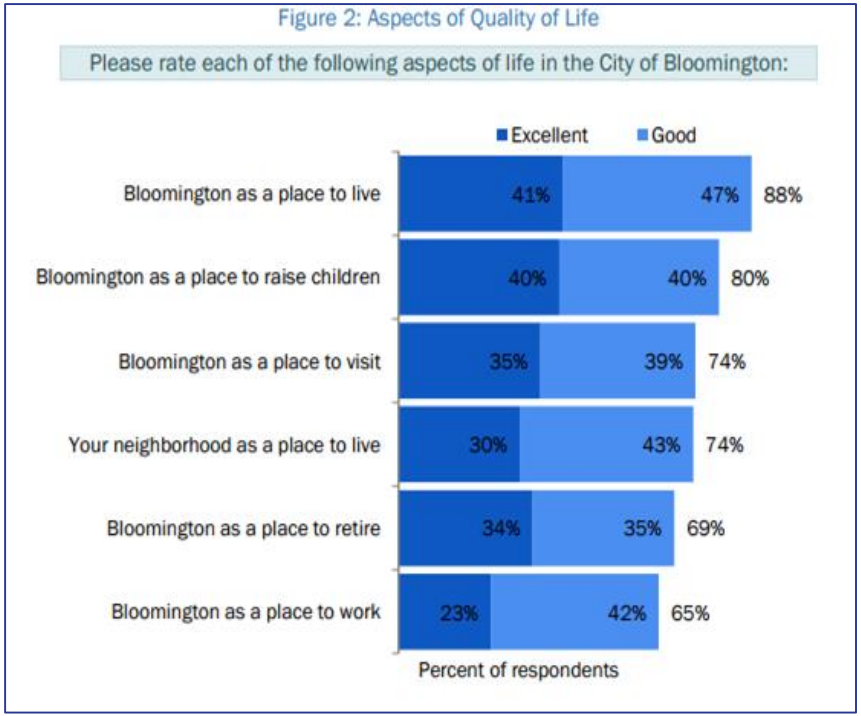
D5. How many years have you lived in the City of Bloomington?
- ❍ Less than 2 years
- ❍ 2-5 years
- ❍ 6-10 years
- ❍ 11-20 years
- ❍ More than 20 years

D11. How much do you anticipate your household's total income before taxes will be for the current year? (Please include in your total income money from all sources for all persons living in your household.)
- ❍ Less than $25,000
- ❍ $25,000 to $49,999
- ❍ $50,000 to $99,999
- ❍ $100,000 to $149,999
- ❍ $150,000 or more

As the individual completing the survey, please respond to questions D12 through D17:

D12. Are you Spanish, Hispanic or Latino?
- ❍ No, not Spanish, Hispanic or Latino
- ❍ Yes, I consider myself to be Spanish, Hispanic or Latino

D13. What is your race? (Mark one or more races to indicate what race you consider yourself to be.)
- ❍ American Indian or Alaskan Native
- ❍ Asian, Asian Indian or Pacific Islander
- ❍ Black or African American
- ❍ White



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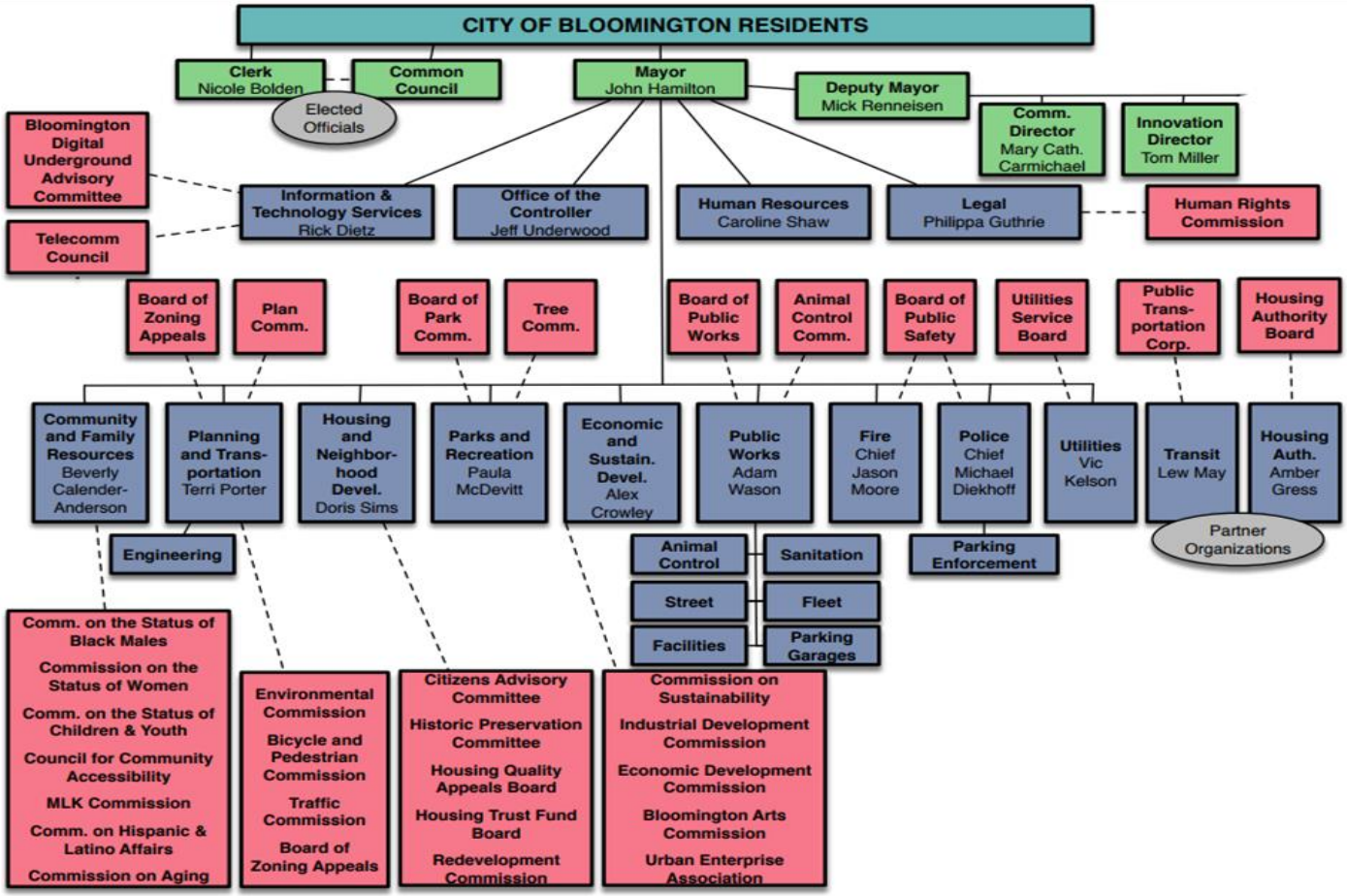
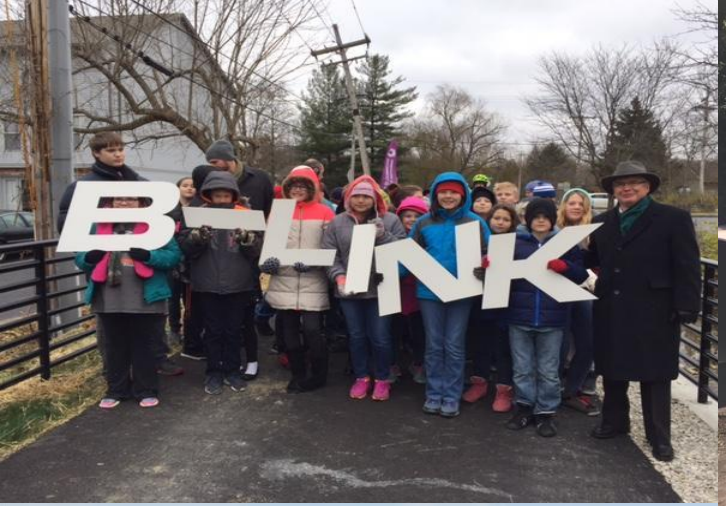


CITY OF BLOOMINGTON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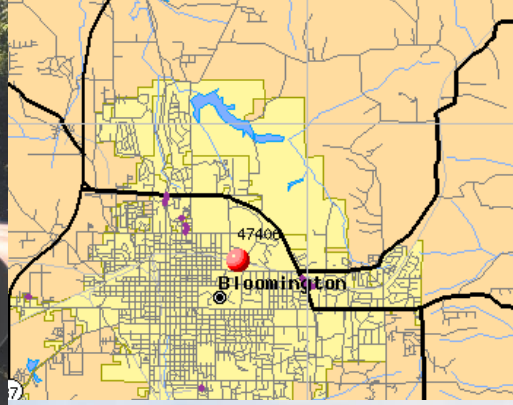
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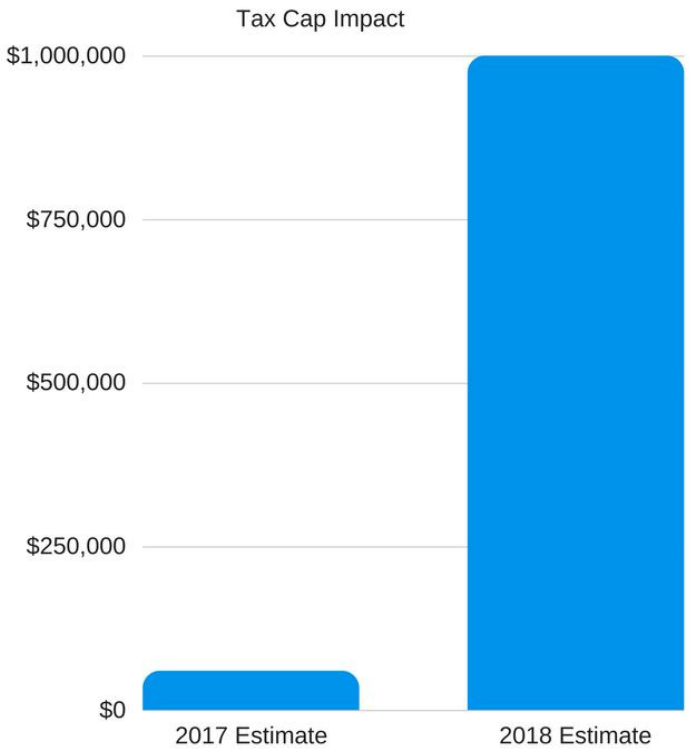


CITY OF BLOOMINGTON

CITY OF BLOOMINGTON

Economic Health

Public Safety

Affordable Housing

Efficient and Transparent Operations

2 ❋ ❋ !

CITY OF BLOOMINGTON

CITY OF BLOOMINGTON

CITY OF BLOOMINGTON

City of Bloomington, IN

Office of the Controller Memorandum

OFFICE OF THE CONTROLLER MEMORANDUM

August 11, 2017

To: Member of the City of Bloomington Common Council

Re: 2018 Budget

Cash Reserves

We ended 2016 with reserves between the City General Fund and the Rainy Day fund of 44.8% of the actual annual expenditures for 2016. To put this in perspective, this would allow us to pay for more than five months of the City General Fund expenditures without receiving any other revenues. We are projecting these levels to be 40.3% and 32.6% of budgeted annual expenditures at the end of 2017 and 2018 respectively.

We are projecting that expenditures will exceed revenues by approximately $1,847,018 for the 2018 City General Fund Budget. This will allow us to maintain appropriate City services and investments in the future along with protecting healthy reserves.

Revenues

Property Taxes are a significant source of revenue for the City General Fund, Parks General Fund, Cumulative Capital Development Fund as well as City and Parks General Obligation Bonds. In the City General Fund, for example, property taxes represent 54.3% of the total revenues. The State has estimated this source of revenue will increase by 4.0% for 2018. However, the impact of constitutional property tax caps is significant this year, reducing revenues by approximately $1,000,000 as noted below.

Local Income Tax (County Option and Public Safety LIT) are collected and remitted by the State. LIT represents 26.5% of the total revenues for the City General Fund.

City Miscellaneous Revenues include fees for services, fines, and interest income. Miscellaneous Revenues represents 19.2% of total revenues for the City

Expenditures

All Funds:

The overall 2018 budget (Not including Utilities or Transit) request is $83,513,906, which is an increase of $4,600,448 or 5.83%. This includes a $1,000,000 requested appropriation from the Affordable Housing Fund.

General Fund:

The overall budget request is $42,713,379. That is an increase of $3,545,152 or 9.05%. This increase reflects $1,150,000 of one-time expenditures and the $1,000,000 increase in Property Tax Caps. Adjusting for these items the General Fund Budget represents a 3.6% in comparison to the 2016 request.

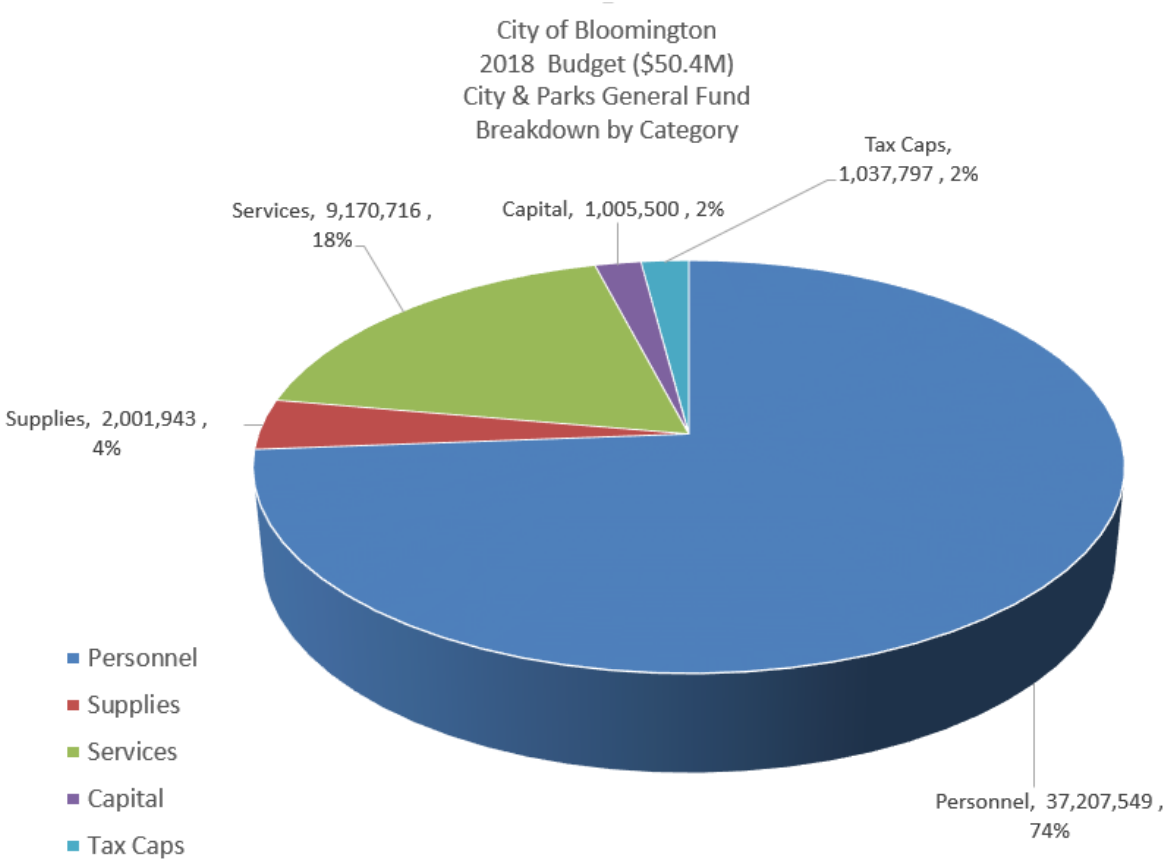
Parks General Fund:

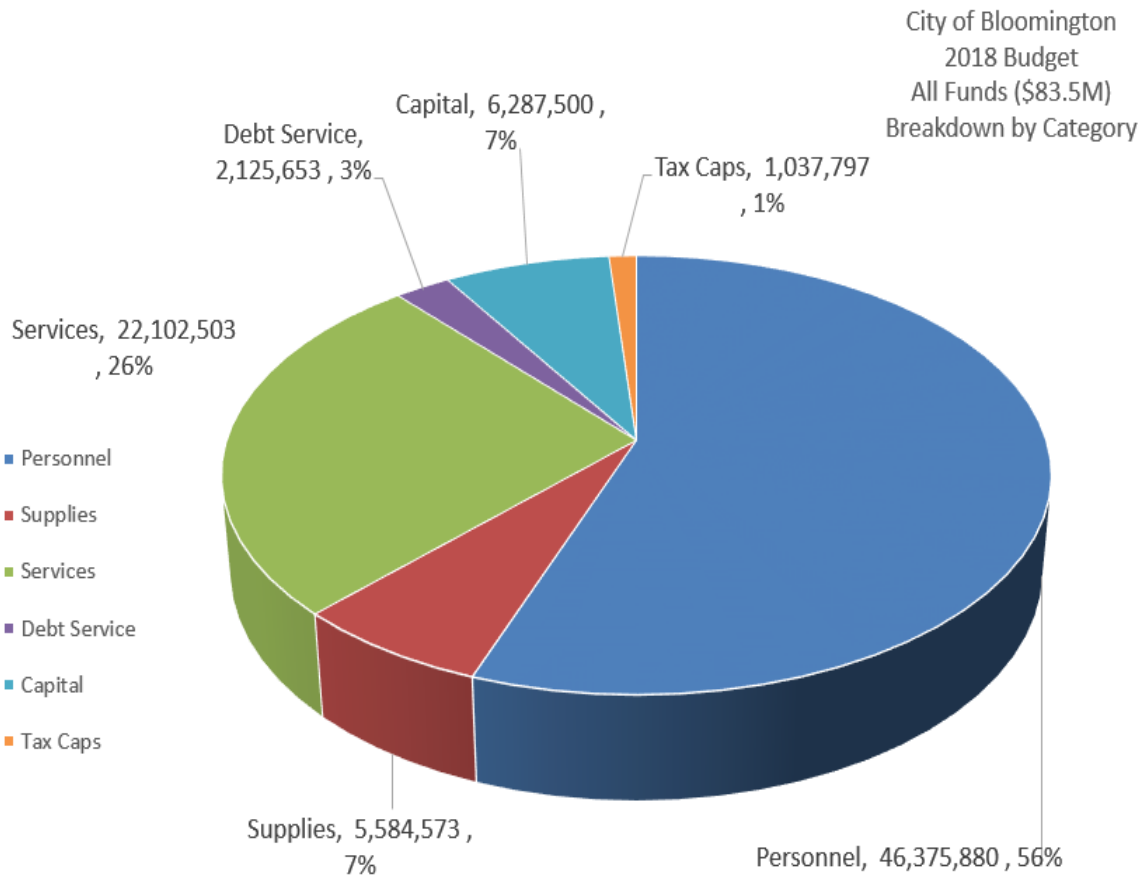
The overall budget request is $7,710,126. That is an increase of $653,813 or 9.27%.

Public Safety Local Income Tax Fund:

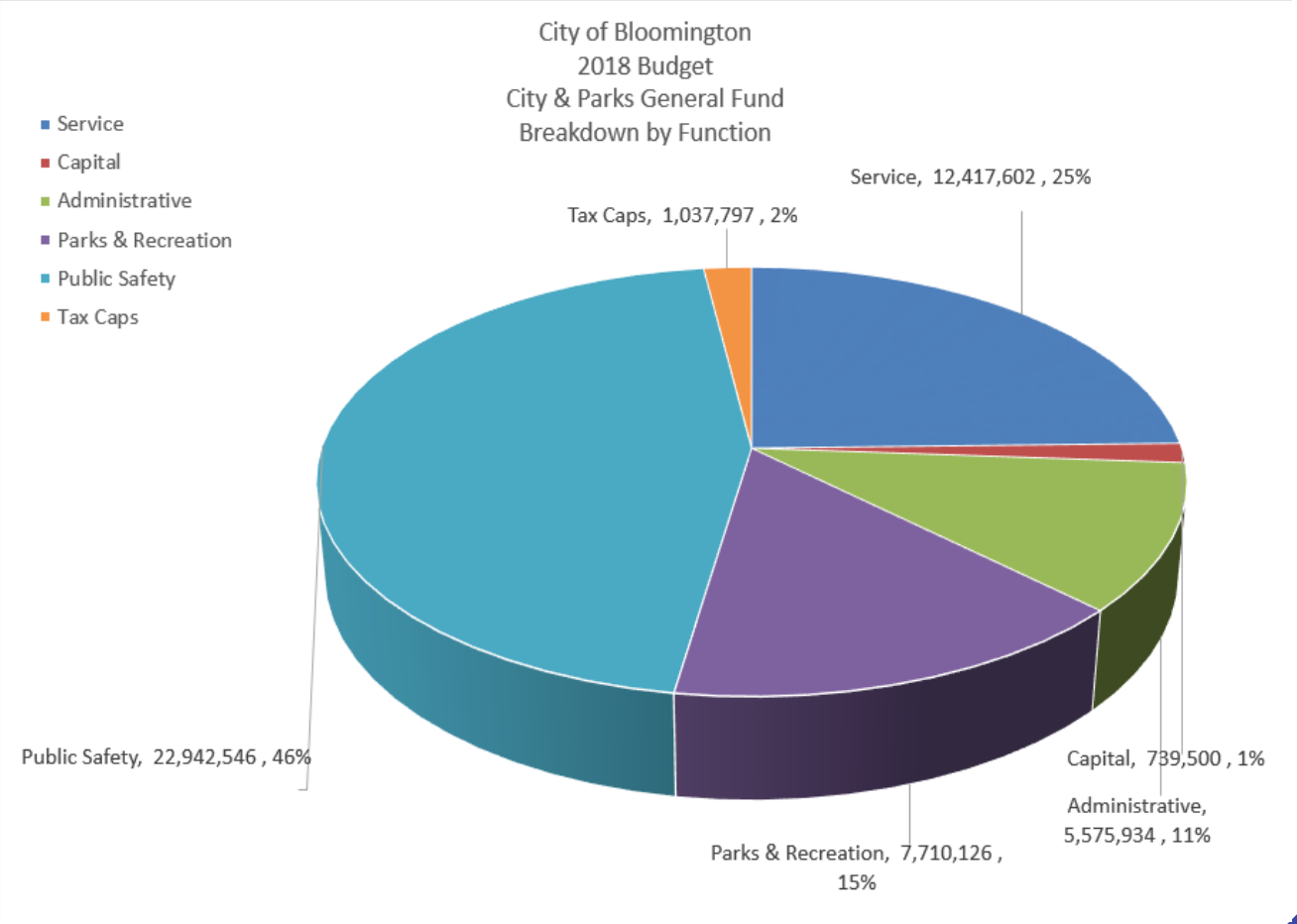
This fund was created late last year when the State Legislature enacted legislation that allowed Local Tax Councils to enact a public safety tax. The primary use of the funds was to fund a Public Safety Answering Point (PSAP) or Central Dispatch, as we know it. We expect to receive in 2018 $5,321,926 in PS LIT revenue and $862,635 in E911 revenue. This is an increase of $50,632 or 1% in PS LIT revenue and no change for E911 revenue.

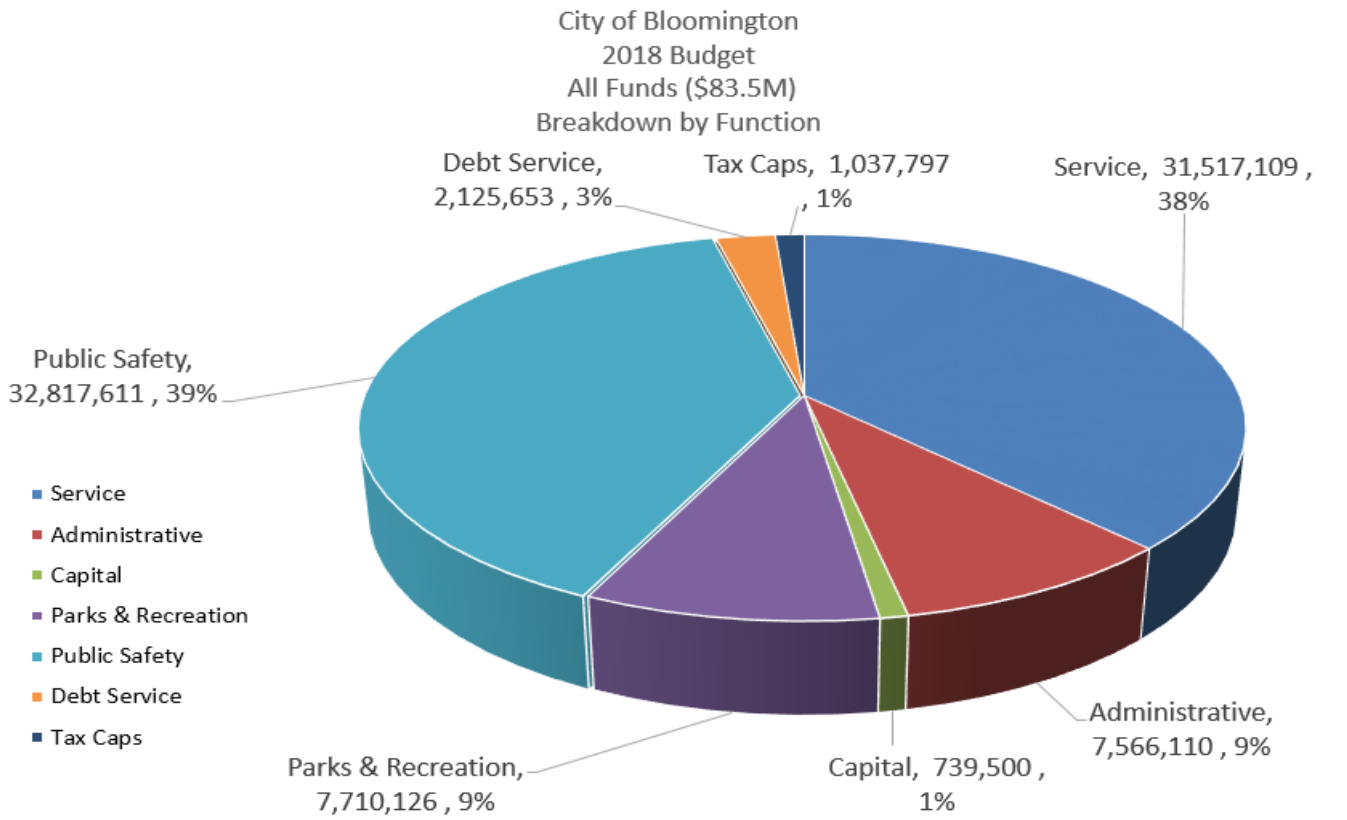
We appreciate the difficult and prudent decisions the Council has made in past years. That effort has paid off in the form of a balanced budget, as well as healthy and stable reserves.


City of Bloomington
2018 Budget ($50.4M)
City & Parks General Fund
Breakdown by Category
Tax Caps, 1,037,797 , 2%
Capital, 1,005,500 , 2%
Services, 9,170,716 , 18%
Supplies, 2,001,943 , 4%
Personnel, 37,207,549 , 74%
Personnel
Supplies
Services
Capital
Tax Caps


City of Bloomington
2018 Budget
All Funds ($83.5M)
Breakdown by Category
Capital, 6,287,500 , 7%
Debt Service, 2,125,653 , 3%
Tax Caps, 1,037,797 , 1%
Services, 22,102,503 , 26%
Personnel
Supplies
Services
Debt Service
Capital
Tax Caps
Supplies, 5,584,573 , 7%
Personnel, 46,375,880 , 56%

Service – This represents external services such as Street, Sanitation, Housing & Neighborhoods, Community Outreach and Business Development.





Service – This represents external services such as Street, Sanitation, Housing & Neighborhoods, Community Outreach and Business Development.

City of Bloomington

Historic Levy Growth

Year	Increase
2003	4.8%
2004	4.7%
2005	4.4%
2006	3.9%
2007	4.0%
2008	3.7%
2009	4.0%
2010	3.8%
2011	2.9%
2012	2.9%
2013	2.8%
2014	2.6%
2015	2.7%
2016	2.6%
2017	3.8%
2018	4.0%

Summary of General Fund and Fund Balance

City of Bloomington
2018 Budget

Summary of General Fund and Fund Balance

		Actual 2016	Budget 2017	Budget 2018
Beginning Cash Balance at January 1		9,197,843	12,021,635	11,128,347
Revenue				
	Property Tax	20,413,760	21,354,025	22,204,838
	County Option Income Tax	10,750,683	10,809,911	10,809,911
	Miscellaneous Revenue	8,907,210	7,906,705	7,851,612
Total Revenue		40,071,653	40,070,641	40,866,361

Actual/Budgeted Expenditures	37,247,861	39,168,227	42,713,379
Net Projected Expenditures	37,247,861	39,168,227	42,713,379
Revenues Minus Expenditures	2,823,792	902,414	(1,847,018)
Prior Year Encumbrances	-	1,795,702	
Rainy Day Transfer	-		
Projected Year End Balances	12,021,635	11,128,347	9,281,329
Rainy Day Fund Balance	4,658,566	4,658,566	4,658,566
Total All Balances	16,680,201	15,786,913	13,939,895
Reserve Percentage	44.78%	40.31%	32.64%

City of Bloomington	Expenditure Budget Comparison - General Fund				
2018 Budget					
Department/Division	2016 Actual	2017 Budget	2018 Budget	Dollar Change	Percent Change
Board of Public Safety	3,362	3,415	3,415	-	0.00%
CFRD - Community & Family Resources	715,235	763,529	788,576	25,047	3.28%
Controller	1,836,251	1,371,585	1,514,426	142,841	10.41%
Economic & Sustainable Development	508,600	612,794	831,601	218,807	35.71%
Fire	10,043,185	9,931,061	10,751,961	820,900	8.27%
Housing & Neighborhood Development	1,360,558	1,477,885	1,496,601	18,716	1.27%
Human Resources	492,693	588,802	965,150	376,348	63.92%
Informational & Technology Services	1,509,461	1,953,876	2,078,466	124,590	6.38%
Legal	835,834	1,046,868	1,019,892	(26,976)	-2.58%
Mayor	479,443	799,760	889,253	89,493	11.19%
Planning	2,056,522	2,592,399	2,753,102	160,703	6.20%
Police	12,066,533	11,685,614	12,187,170	501,556	4.29%
Property Tax Cap's	-	42,187	1,037,797	995,610	2359.99%
Public Works - Animal Shelter	1,300,394	1,469,720	1,508,063	38,343	2.61%
Public Works - Facilities Maintenance	1,010,584	1,084,198	1,101,561	17,363	1.60%
Public Works - Main	1,219,228	1,440,475	1,425,693	(14,782)	-1.03%
Public Works - Sanitation	1,075,658	1,491,029	1,491,029	-	0.00%
Sub-Total	36,513,541	38,355,197	41,843,756	3,488,559	9.10%
Clerk	198,259	241,186	271,805	30,619	12.70%
Council	536,060	571,844	597,818	25,974	4.54%
Fund Totals	37,247,860	39,168,227	42,713,379	3,545,152	9.05%
Parks General Fund	Actual 2016	Budget 2017	Budget 2018	$ Change	% Change
Fund Totals	6,565,155	7,056,313	7,710,126	653,813	9.27%

City of Bloomington, IN

2018 Overview of Compensation and Benefits

Compensation

The City budget includes the following increases to base pay:

- 2% (Fire, AFSCME, non-union, and elected officials)
- 1.75% (Police)

Compensation

Contract Negotiations

- 2018 - Police and AFSCME
- December of 2016 – Fire, effective 2017

Compensation – Salary Survey Update

- Still in process
- Report will be released and presented to council later this year.
- Adjustments may be required over a 3-4 year period ($250,000 placeholder -2018 budget).
- Last salary study was in the late 1990’s

Compensation – Category 1 – Peronnel Services

- Line 121 Federal Insurance Contributions Act (FICA) tax remains at 7.65% of compensation for fiscal year (fy) 2018
- Line 122 Public Employees Retirement Fund (PERF) contribution for non-public safety employees is 14.2% and 21.5% for sworn public safety employees.

Benefits – Category 1 – Personnel Services

- Line 123 Health Insurance Trust (HIT) contribution for all benefit eligible employees remains at $14,274

The Health Insurance Trust (HIT) is the pool of money used for the administration of our employees' health and wellness benefits

Benefits – Health Insurance

- The City of Bloomington has been a member of the AIM, formerly IACT, Medical Trust, since January 1, 2011.
- In 2010, there were 4 charter member municipalities of the Medical Trust. It now has 42 member cities and towns.
- The City continues to have a leadership role by serving on the Medical Trust's Board of Trustees.

2018 Benefits – Health Insurance

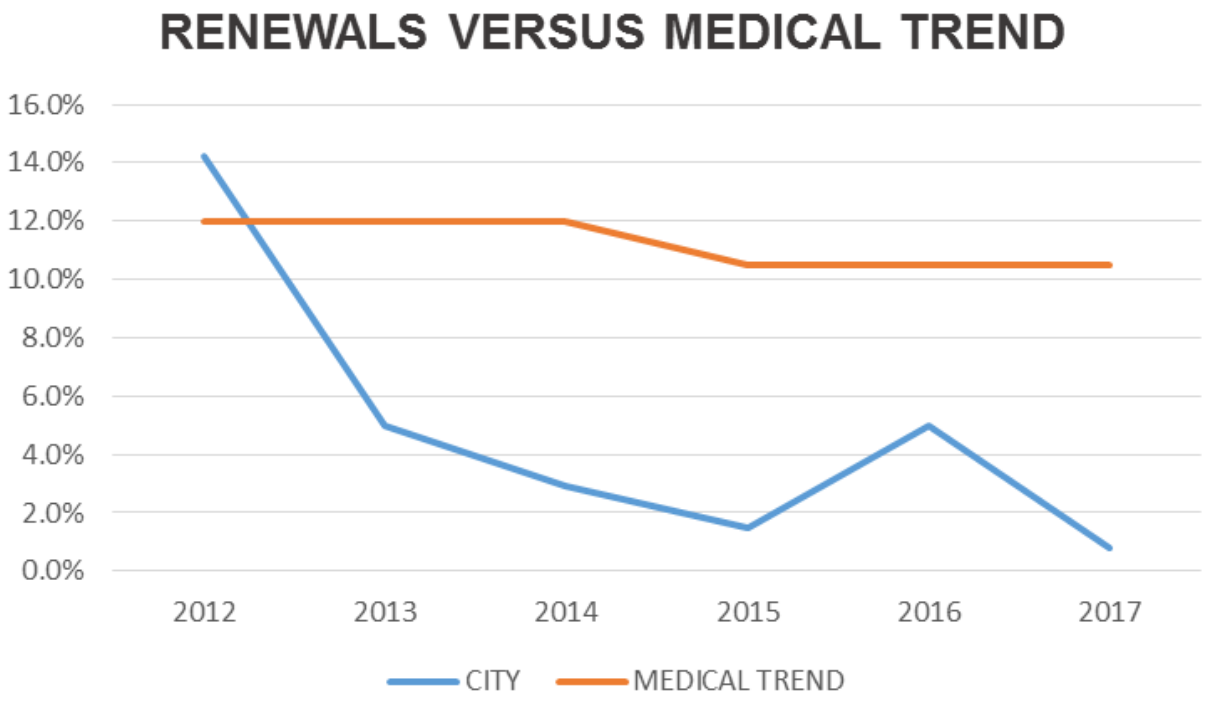
- 2018 health insurance rate increases are projected at 7%, and will be determined later this year.
- **We do not anticipate passing this increase to our employees**, nor do we anticipate any plan changes.

Benefits – Health Insurance

ANNUAL RENEWALS COMPARISON

YEAR	CITY	MEDICAL TREND	PREMIUM SAVINGS
2012	14.2%	12.0%	$ (146,526.00)
2013	5.0%	12.0%	$ 368,676.00
2014	2.9%	12.0%	$ 1,140,168.00
2015	1.5%	10.5%	$ 200,003.00
2016	5.0%	10.5%	$ 2,669,082.00
2017	0.8%	10.5%	$ 3,799,466.00
			$ 8,030,869.00

Benefits – Health Insurance



Estimated premium savings of over $8 Million.

Benefits – Dental and Vision Plans

- The dental plan remains self-funded and administered through a third-party administrator and network.
- The vision plan remains fully insured through a third-party administrator and network.
- We **do not** anticipate any increases or plan changes in either plan for 2018.

Benefits – Other

- Short and Long Term Disability
- Basic Life & Accidental Death Insurance
- Voluntary Term Life Insurance
- 457(b) Retirement Plan
- Health Savings Accounts (HSA)
- Flexible Spending Accounts (FSA)

Benefits – Other

- Employee Assistance Program
- Health Club Membership & Massage Therapy Reimbursement
- Bike Commuter Program
- Flu Shots
- Biometric Screenings

Benefits Statement – Sample

2018 CITY OF BLOOMINGTON COMPENSATION STATEMENT

		CITY CONTRIBUTION
INSURANCE & WELLNESS	**$**	**14,275.00**
Medical, Dental, Vision		
Life/LT Disability Insurance and EAP Services		
Wellness Benefits		
Gym and Massage Reimbursement and Bicycle Commuter		
Health Savings Account Contribution		
PERF	**$**	**7,100.00**
3% Annuity		
11.2% Defined Benefit Contribution		
PAID TIME OFF	**$**	**7,115.38**
Based on 200 hours		
Twelve (12) Paid Holidays per year		
SubTotal Benefits	$	28,490.38
Your Salary	**$**	**50,000.00**
% of salary		56.98%
Salary Plus Benefits	**$**	**78,490.38**

In addition, these non-discretionary benefits are provided to each employee

Social Security (6.2% of salary)	$	3,100.00
Medicare (1.45% of salary)	$	725.00
Addt'l Benefits	$	3,825.00
Total benefit % of salary		64.63%
Total Value Salary Plus Benefit	**$**	**82,315.38**

**This is a brief description of benefits. All values are estimates. Coverage under any of these plans is not guaranteed and benefit values may fluctuate. This benefits statement is, in no way, meant to serve as a contract or guarantee of employment*

2018 Compensation and Benefits

- This concludes the compensation and benefits presentation.
- Questions?

City of Bloomington, IN

Human Resources

Budget Presentation, FY 2018

Why We Exist

The Human Resources Department exists to create a positive, productive, and inclusive work environment that attracts, retains, and develops talent in order to accomplish organizational goals.

2017 Budget Goal Update

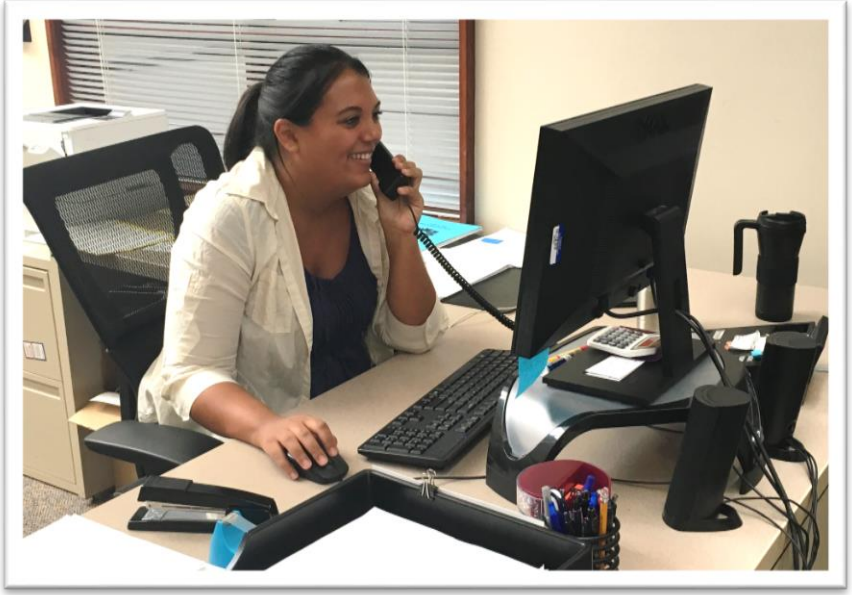
- ✓ Improved new hire orientation.
- ✓ Conducted performance reviews for non-union employees.
- ✓ Developed a $25,000 staff merit award program for all employees.
- ✓ Organized employee recognition events.
- ✓ Supervisors participated in Everything Disc 363 for Leaders assessments and debrief sessions.

- ➢ Supervisors will participate in 3, Everything Disc 363 for Leaders coaching sessions.
- ➢ Select and implement an application tracking system.

2018 HR Activities

Workforce Maintenance: the recruitment, selection, orientation, employment record maintenance, termination, and retirement.

- Increase efficiency by organizing and/or automating systems by the end of 4th quarter.
- Review record-keeping systems and implement a solution for the lack of space.
- Create a video presentation for new employee orientation by the end of 3rd quarter.



2018 HR Activities

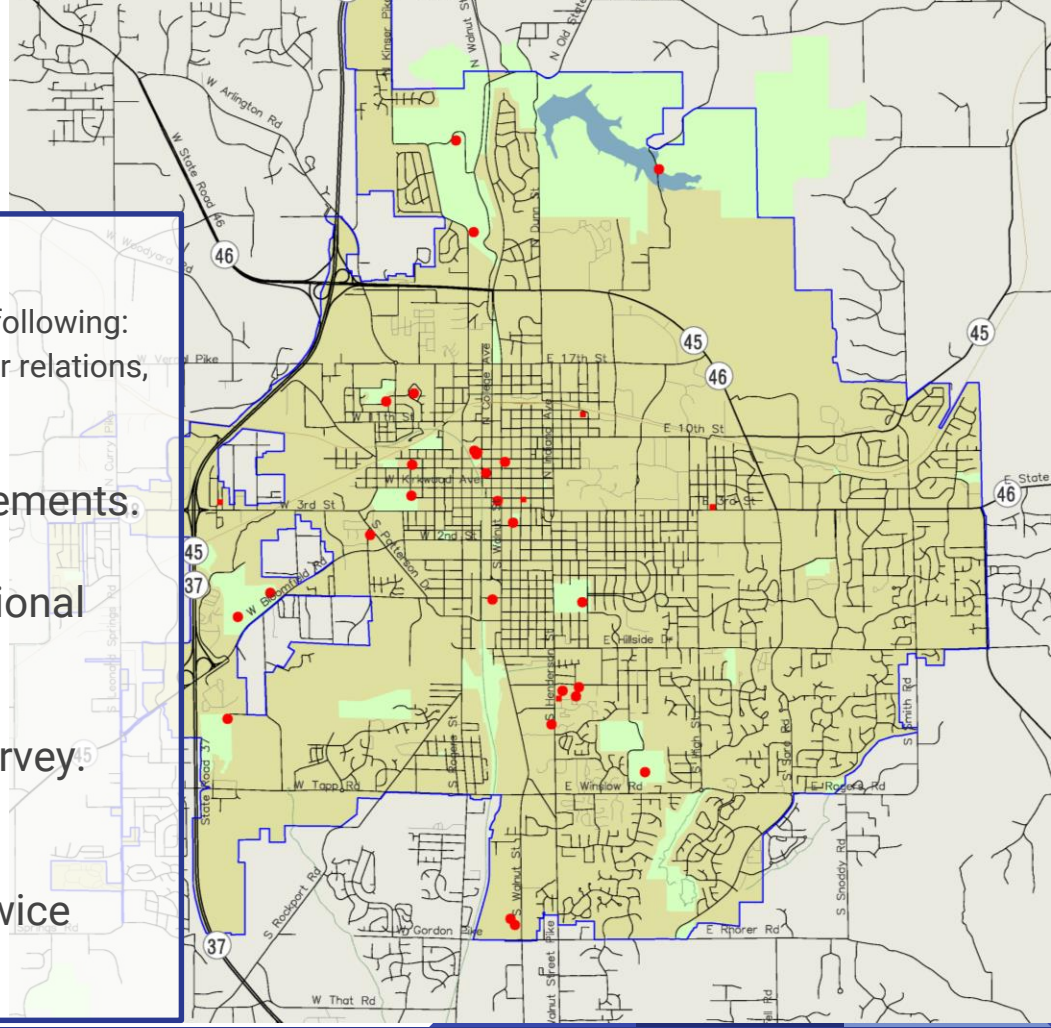
Personnel Policy: the development, interpretation, and application of personnel policies and includes the following: new policy development, existing policy updates, and policy interpretation for employees.

- Review and revise City policies.
- Update City employee personnel manual and communicate changes to employees.
- Provide clear and consistent communication regarding personnel policies.

2018 HR Activities

Employee Relations: the application and implementation of personnel policies and includes the following: management consultation, employee consultation, labor relations, employee communication, and grievance procedures.

- Successfully negotiate two labor agreements.
- Conduct phase 1 of a 3 year organizational assessment.
- Conduct an employee commitment survey.
- Visit employees at each of the City's approximately 27 work sites at least twice during 2018.



2018 HR Activities

Compensation and Benefits: the development and management of compensation and benefit policies and includes the following: new policy development, existing policy updates, policy implementation, maintenance of policy application, financial processing, and employee consultation.

- Build an online benefit app.
- Improve efficiency of open enrollment process.
- Conduct post open enrollment survey.
- Increase participation in our wellness program by 15%.

2018 HR Activities

Training and Development: the development and evaluation of both individual employees and the organization as a whole and includes the following: supervisory training, performance evaluation, and process improvement.

- Coordinate diversity and inclusion training for all 690 employees.
- Create and purchase supervisor training videos.
- Identify training needs by conducting focus groups and suggesting relevant resources to departments.

Human Resources– Budget Highlights

Category 1 – Personnel Services- $797,957 Total

- 2% salary increase for HR staff
- $250,000 possible market based salary adjustments for non-union employees
- $25,000 for the continuation of the staff merit award program
- 51.34% increase from 2017

Human Resources– Budget Highlights

Category 2 – Supplies $2,860 Total

- Overall decrease of $450 (-13.6%)

Category 3 – Other Services & Charges-$164,333 Total

- Overall increase of $106,097 (182.2%)

➢ **Line 316 –Instruction** Increase of $2,302 (70.7%)

-$1,400 increase for a second staff member to attend the Society of Human Resources Management (SHRM) national conference in Chicago

-Additional increase for new staff member's training

Human Resources– Budget Highlights

- **Line 364 –Hardware & Software Maintenance** decreases by $9,250 (-54.4%)
  - -Last year's budget included a one-time purchase of applicant tracking software ($15,000)
  - -$5,000 is approximate annual maintenance fee for software
  - -$2,000 for a laptop and docking station for the assistant director

- **Line 391 –Dues/Subscriptions** increases by $1,815 (126.4%)
  - -$2,000 for required employment posters
  - -$500 for 4 memberships to South Central Indiana Human Resources Association (SCIHRA)
  - -$570 for 3 memberships to the Society of Human Resources Management (SHRM)

- **Line 399 – Other Services/Charges** increases by $110, 980 (521.2%)
  - -$8,000 for diversity training for all employees
  - -$100,000 for organizational assessments for all City departments
  - -$1,500 for out-of-state background check service

Human Resources– Budget Summary

	2016 Actual Amount	2017 Adopted Budget	2018 Council	+/- $	+/- %
Fund: 101 - General Fund (S0101)					
Expenditures					
Department: 12 - Human Resources					
Total: Personnel Services	411,324	527,256	797,957	270,701	51.34%
Total: Supplies	2,566	3,310	2,860	(450)	-13.60%
Total: Other Services and Charges	78,802	58,236	164,333	106,097	182.18%
Expenditures Grand Totals:	$492,693	$588,802	$965,150	$376,348	63.92%

Human Resources– Conclusion

Thank you for your consideration of the Human Resources Department’s 2018 budget request.

I am happy to answer any questions that you may have.

City of Bloomington, IN

Legal Department
Budget Presentation, FY 2018

Why We Exist

The Legal Department serves the City's legal needs--from code drafting and enforcement, to solving citizens' issues, real estate and tax matters, statutory interpretation, risk, human rights, litigation, and general advice to the Mayor, City Departments and Boards and Commissions on a broad variety of municipal, state and federal law questions. The Legal Department saves the City the costs of outside counsel for all but the most complex matters.

2017 Budget Goal Update

Goal: Provide timely, efficient, thorough and professional legal advice to other city departments

- Annexation

  - Brought the process from inception through introduction of the ordinances

  - Filed lawsuit against the State of Indiana

- Establishing a broadband network

  - Developed contract for Axia review; provided advice from the RFI process through negotiations

2017 Budget Goal Update

- **Goal (cont.):** Provide timely, efficient, thorough and professional legal advice to other city departments
- Trades District

  - Negotiated agreements with anchor tenants and contract for management of the Dimension Mill

Switchyard Park

  - Worked with ESD to help acquire property near the park

2017 Budget Goal Update

Goal: Document the City's activities in an efficient, legal and professional manner

- Update Comprehensive Contract Database

  - 99 contracts entered since January 1, 2017

  - With ITS and Controller, evaluated options for document management systems

- Develop Contract Templates

  - 7 templates developed

2017 Budget Goal Update

Goal (cont.): Document the City's activities in an efficient, legal and professional manner

- Public records requests
  - System for staffing and refining requests in place
- Update Municipal Code
  - Title 14; E-Cigarettes; Pocket Neighborhoods, Title 15

2017 Budget Goal Update

Goal: Achieve the best legal results possible for the City when it is sued or when the City must initiate legal action

- - 34 suits for violations of Title 16 (HAND); 25 resolved in city's favor; 9 in process
- 3 personal injury suits; 2 settled, one voluntarily dismissed
- 11 other cases in process

2017 Budget Goal Update

Goal: Enforcing the BMC, including sending notices of violation, negotiations, and litigation

- 204 demand letters for violating Title 16 (HAND); 34 went to litigation, the rest came into compliance.
- 7 appeals of excessive noise citations; 2 appeals of excessive growth. Board of Public Works upheld all 9.
- 4 letters for violation of Title 10 (pretreatment) for Utilities. All resolved within months.
- 3 letters for violation of Title 8 (historic preservation). All came into compliance.
- 2 appeals of citations for open burning. Board of Public Safety upheld both.

2017 Budget Goal Update

Goal: Efficiently manage and document the legal aspects of City ownership and use of real property

- Acquired 717 W. Howe Street adjacent to Building and Trades Park
- Acquired 1730 S. Walnut
- 9 Right of Way acquisitions completed
- 6 Right of Way dedications to the city
- 12 transactions in process

2017 Budget Goal Update

Human Rights

Goal: Ensure the City is compliant with Civil Rights laws and maintains the highest ethics. Focus on new Title VI requirements.

- 1 human rights complaint resolved in the city's favor; 4 complaints in process
- Revised employee orientation information, list of recipients of job notices and HAND website to enhance Title VI provisions
- Investigated 1 Title VI complaint

2017 Budget Goal Update

Risk

Goal: Reduce City's risks through insurance, training, prevention measures, and assistance with incidents.

- 50 training sessions and 127 audits from January 1 through June 30

Records Retention and Destruction:

- Implemented ongoing process for review of stored documents and established periodic "destruction days"
- Approximately 80 bankers boxes ready for destruction
- Two destruction days in August and September will yield an anticipated additional ± 130 boxes

2017 Budget Goal Update

Goal: Improve productivity and health of department staff through physical improvements and training opportunities

- 5 attorneys attended non-IMLA trainings in their areas of specialty
- 3 standing desks in use; 1 budgeted for 2018

Goal: Improve provision of legal services based on city department responses to survey

- May happen by year-end; included as 2018 goal due to unanticipated developments

2018 Activity Descriptions

Activity: Provide timely, efficient, thorough and professional legal advice on all aspects of City business to the Mayor's office, City Departments, and Boards and Commissions.

Goals:

- Annexation

  Achieve favorable ruling at the circuit court level in lawsuit against the State of Indiana and pursue appeal, as needed

- Establish a city-wide high-speed broadband network

  Provide advice on all legal aspects of establishing a network

2018 Activity Descriptions

Goals (cont.):

- Development of Trades District

  Negotiate and draft contracts and documents; advise as needed

- Development of Switchyard Park

  Negotiate and document real estate transactions

- New Convention Center

  Assist in collaborating with the County to fund and construct new Center

2018 Activity Descriptions

Goals (cont.):

- Labor Negotiations

  Successfully negotiate new labor contracts for Police and AFSCME

- Bonds

  Provide legal advice and assistance with bond renewals and issuances

- Current Hospital Site

  Provide legal assistance with any transactions or negotiations related to repurposing of current IU Health/Bloomington Hospital site

2018 Activity Descriptions

Activity: Document the City's activities and policies in an efficient, legally sound and professional manner

Goals:

- Continue to update comprehensive contract database
- Continue to update Bloomington Municipal Code

2018 Activity Descriptions

Activity: Litigating suits brought against or by the City and supervising outside counsel and insurance counsel handling litigation on the City's behalf

Goal:

- To achieve the best legal results possible for the City, aiming for resolution within one year for less complicated matters

2018 Activity Descriptions

Activity: Assess client satisfaction with Legal Department services

Goals:

- Administer client satisfaction survey with Human Resources
- Improve provision of legal services based on city department responses

2018 Activity Descriptions

Human Rights

Activity: Ensure the City is compliant with Civil Rights laws and regulations and maintains the highest ethics.

Goals:

- Focus on fair housing education and enforcement

Achieve Favorable opinion letter from HUD

2018 Activity Descriptions

Risk

Activity: Provide training on risk prevention; manage City insurance, manage incidents and risk related to City documents

Goals:

- 8 risk training sessions/month; 5 safety audits/week
- Ensure ongoing process for proper destruction of legal documents.
- Continue working with IT to implement systematic records management system
- Continue onboarding new Risk Manager

Legal Department – Budget Highlights

Category 1 – Personnel Services

- Main budget request (six attorneys; one assistant/paralegal) is $656,725, an increase of $14,230 or 2.2%.
- The request for Human Rights (one attorney; one part-time assistant) is $170,881, a decrease of $3,449 or 1.98%.
- The request for risk (one risk manager; one director of safety and training; one risk specialist)is $240,070, an increase of $103 or .04%.

The city is requesting a 2% salary increase for non-union staff.

Legal Department – Budget Highlights

Category 2 – Supplies

- Request is $16,172, a decrease of $194 or -1.19%.

- **Line 52410 – Books** – An increase of $774 or 5.94% representing a 5% increase for the period of January 1-June 30, and an increase of 7% from July 1-December 31, 2018. These increases are required under our Westlaw books contract. 17% of the Westlaw contract cost is paid by the Council office.

- **Line 52420 – Other Supplies -** A decrease of $968 or -69.04%, for one additional standing desk as opposed to three last year.

Legal Department – Budget Highlights

Category 3 – Other Services & Charges

- Request is $168,020, a decrease of $37,663 or -18.31%

➢ **Line 53120 – Special Legal Services –** $140,000, a decrease of $39,000 or 21.78% for outside counsel. Decrease is due to different mix of city initiatives.

➢ **Line 53160 – Instruction –** An increase for HR of $300, or 33.33%, and for Risk of $350 or 6.42%, to cover out of town seminars for the HR attorney and the risk manager.

Legal Department – Budget Highlights

Category 3 – Other Services & Charges

- **Line 53230 – Travel –** An increase for HR of $200 or 20% and for Risk of $100 or 18.18% to cover attorney's and risk manager's travel and lodging.
- **Line 53310 – Printing –** A decrease for HR of $300 or -23.07%, and for Risk of $1000 or 54.05%, reflecting a continuing reduction in paper for newsletters and training materials.

Legal Department – Budget Highlights

Category 3 – Other Services & Charges

- **Line 53320 – Advertising –** A decrease for HR of $200 or 50% because the full amount budgeted for the last few years has not been needed.
- **Line 53990 – Other Services and Charges -** An increase for HR of $100 or 12.5% to cover ties awards in the event of ties or group entries in the essay/art contest.

Legal Department – Budget Summary

	2016 Actual Amount	2017 Adopted Budget	2018 Council	+/- $	+/- %
Fund: 101 - General Fund (S0101)					
Expenditures					
Department: 10 - Legal					
Total: Personnel Services	774,861	816,825	827,606	10,781	1.32%
Total: Supplies	14,646	19,314	19,120	(194)	-1.00%
Total: Other Services and Charges	46,326	210,728	173,165	(37,563)	-17.83%
Expenditures Grand Totals:	$835,834	$1,046,867	$1,019,891	$(26,976)	-2.58%

Legal Department – Budget Summary

	2016 Actual Amount	2017 Adopted Budget	2018 Council	+/- $	+/- %
Fund: 101 - General Fund (S0101)					
Expenditures					
Department: 23 - Board of Public Safety					
Total: Personnel Services	3,362	3,415	3,415	(0)	0.00%
Expenditures Grand Totals:	$ 3,362	$ 3,415	$ 3,415	$ (0)	0.00%

Legal Department – Budget Summary

	2016 Actual Amount	2017 Adopted Budget	2018 Council	+/- $	+/- %
Fund: 800 - Risk Management(S0203)					
Expenditures					
Department: 10 - Legal					
Total: Personnel Services	219,329	239,967	240,070	103	0.04%
Total: Supplies	39,837	42,097	42,050	(47)	-0.11%
Total: Other Services and Charges	323,519	520,720	520,853	133	0.03%
Expenditures Grand Totals:	$582,684	$ 802,784	$ 802,973	$ 189	0.02%

Legal Department – Conclusion

Thank you for your consideration of the Legal Department 2018 budget request.

I would be happy to answer any questions that you may have.

City of Bloomington, IN

Information & Technology Services

Budget Presentation, FY 2018

Why We Exist

The Information & Technology Services Department

Our mission is to provide — through the forward-looking application of information technology — the IT services, tools, training and resources necessary to maintain mission-critical City systems; empower City staff to excel in their work; and electronically engage residents of our community in their own governance.

ITS 2017 Budget Goal Update

Fiber initiative to secure affordable gigabit-class internet connectivity for all Bloomington residents: Management of RFI and deliberative processes; coordination with RFI respondents, partners and consultants; Continuing dscussions with multiple prospects.

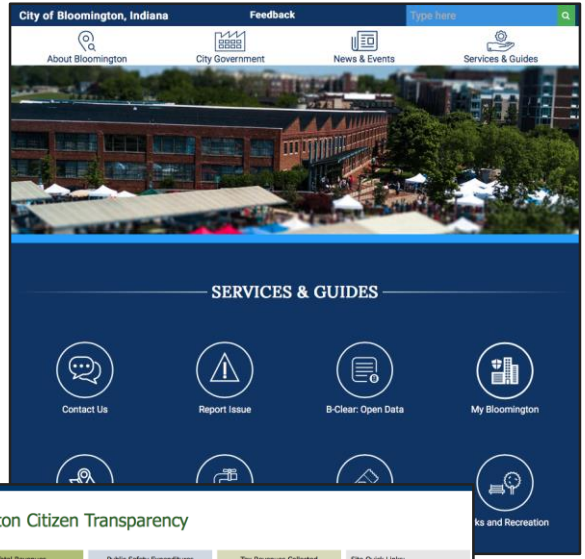
Established local civic coding brigade: held group meetings; steering committee established; transitioning to community control through steering committee.

Assist with planning and development, phone and network design for CTP, Switchyard and other facilities (Animal shelter, Transit, etc)

ITS 2017 Budget Goal Update

Maintain excellent City government website and data portal.

- Launched new website and financial transparency portal: Live June 14 at **bloomington.in.gov**
- Financial Transparency portal is online at **bloomington.in.gov/budget**

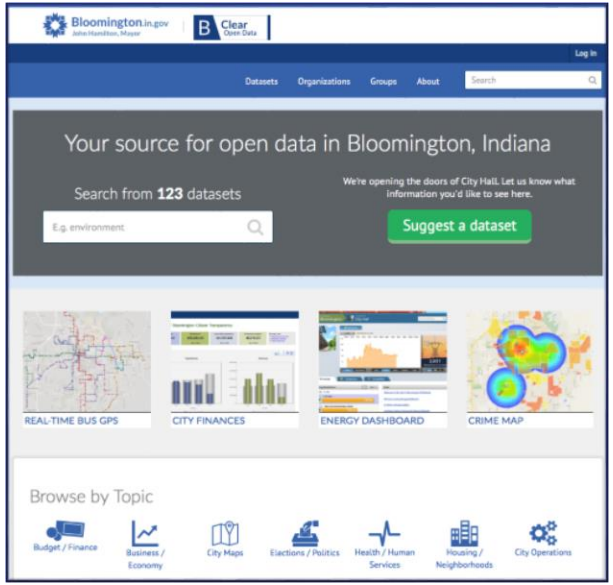


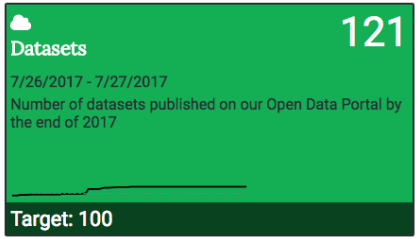
ITS 2017 Budget Goal Update

Prepare and publish 100 new datasets and 20 new geospatial datasets on data portal related to City services, economic development, historic preservation, and transportation planning in 2017.

121 datasets online. Performance tracking at bloomington.in.gov/performance/cards/10

20 geospatial datasets. Performance tracking bloomington.in.gov/performance/cards/19





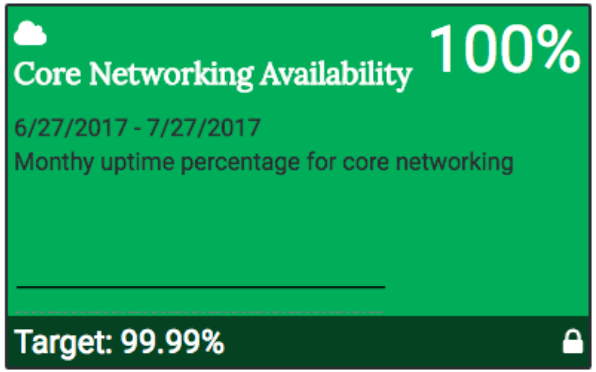
ITS 2017 Budget Goal Update

Maintain 4.5 out of 5 service rating on customer service surveys: 4.95 out of 5 rating. Performance tracking at bloomington.in.gov/performance/cards/18

Capital replacement of PCs, laptops, monitors, UPS and peripherals (Approximately ¼ annually). Total Inventory: 465 desktops, 118 laptops, 34 MDT's, 101 network printers and 15 copiers

Transition to ESRI ArcGIS platform for day-to-day GIS operations: data creation, data maintenance, and spatial analysis. Partnering with Utilities on this project.

ITS 2017 Budget Goal Update



Address critical outages rapidly and effectively to maintain 99.999% uptime. Ensure network and internet downtime is minimal: 99.999% uptime

100% over last 30 days. Performance tracking at https://bloomington.in.gov/performance/cards/14

Ensure systems are highly available, redundant and secure: 99.999% uptime for core servers and critical services. Developing metrics for dashboard.

For more on 2017 Goals see 2018 ITS Budget Memo

Information & Technology Services – Overview

Sources of direct funding for ITS operations in 2018

- **ITS General Fund –** Property taxes and other sources
- **Telecommunications Non-reverting Fund –** Revenue from video services (cable TV), collected and dispersed by State. Revenue has plateaued.
- **Interdepartmental Transfers –** Some funds from Public Safety Local Income Tax for related expenses

2017 ITS Budget Themes: Telecom Fund balancing, Digital Communications, Broadband, Open Data and Performance

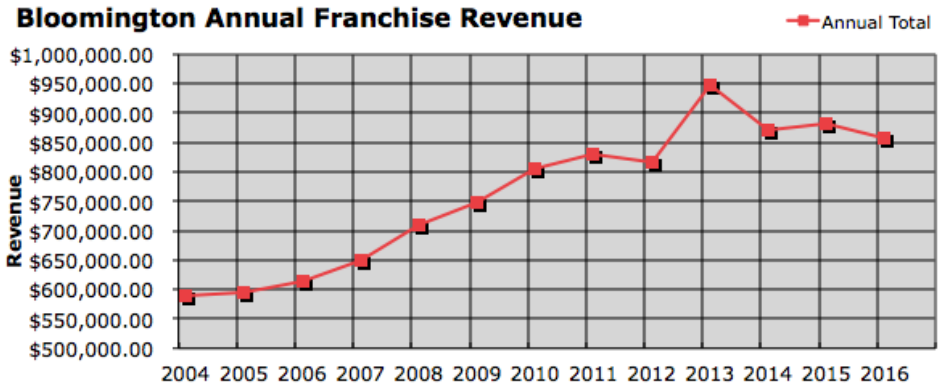
Information & Technology Services – Overview

Topic: Balancing Telecommunications Non-reverting Fund

Revenue has plateaued and is starting to decline. 2.78% decrease from 2015 to 2016.

This budget shifts some expenses from the Telecom Non-reverting fund to the ITS General Fund and Public Safety LIT to bring expenses in line with anticipated revenue.

Expenses shifted in 2018: Copier maintenance and computer/MDT capital replacement for public safety (BPD/BFD).

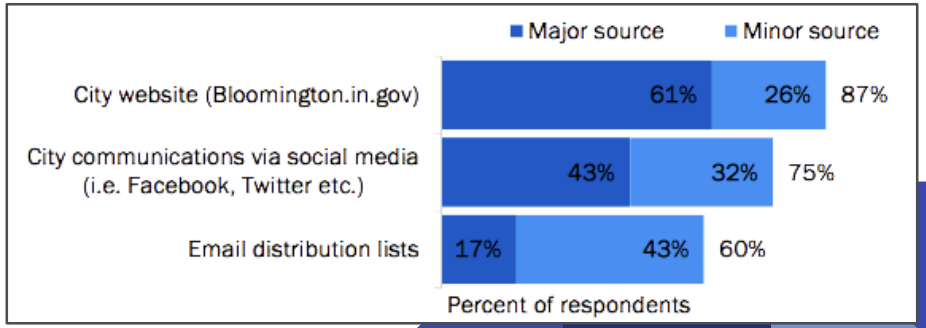


Information & Technology Services – Overview

Topic: Digital Communications

ITS plays a key role in digital communications and promoting transparency. The City's community survey showed that the City's website is used by 87% as a minor or major source of information about the City with only 5% seeing the website as "Not Important". 59% see the website as excellent/good quality (previous website version). The City Strategic Plan calls for enhancing city communication through the website, social media, and other online platforms.

We propose a Digital Communications Specialist as a full time position in ITS to help the City expand and improve its outreach and communications efforts.



Information & Technology Services – Overview

Topic: Gigabit-class Broadband Initiative

ITS is leading the City's initiative to secure gigabit class connectivity for all residences and businesses in Bloomington.

Very close to agreement with a potential partner before their financial backer pulled out of US market. Continuing discussions with multiple RFI respondents on proposals to meet City's main objectives.

No known defined budgetary impact in 2018. It is likely to require continuing staff time and potentially consulting, but other costs will likely be borne outside of ITS budgeted funds.

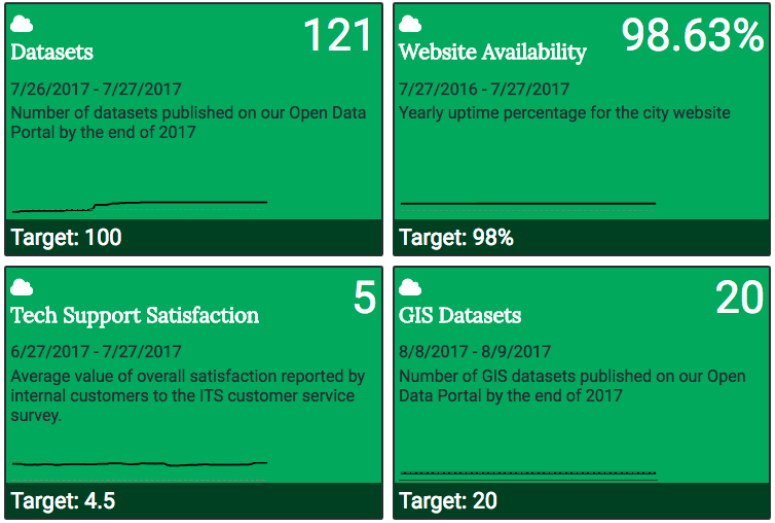
Information & Technology Services – Overview

Topic: Data and Performance

ITS maintains the City data portal and performance dashboard tools. Good data is essential for understanding the challenges that we face, devising solutions and assessing performance.

Open Data portal at **data.bloomington.in.gov**

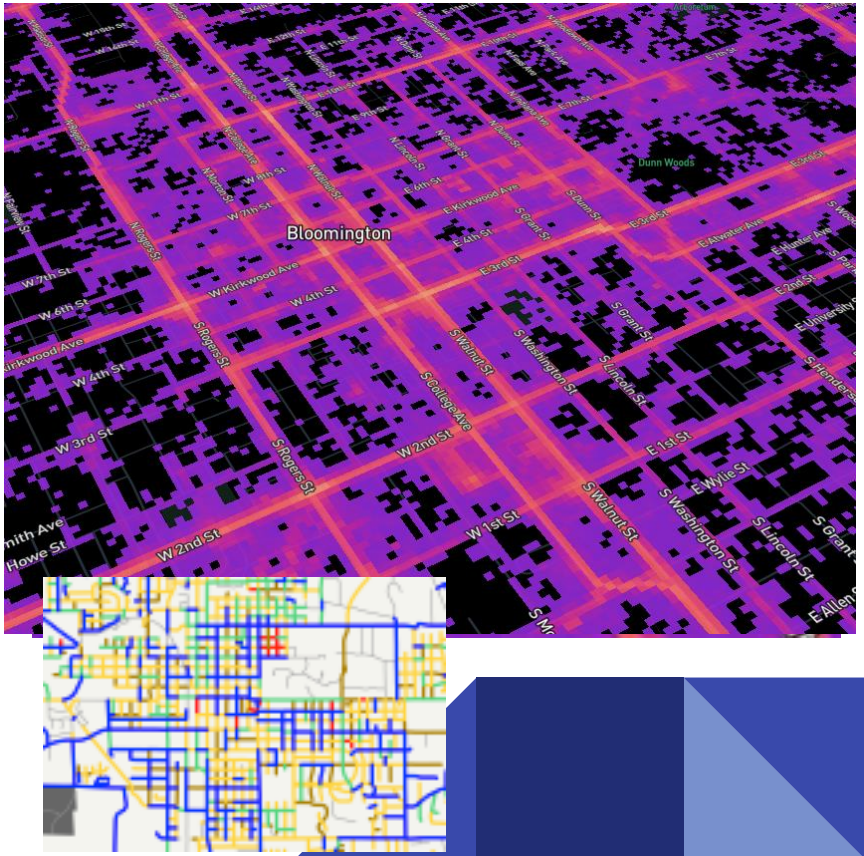
Performance dashboard available at **bloomington.in.gov/performance**



2018 Activity Description

Activity: Public information, Communications and Data

- Maintain and improve website, open data portal and performance dashboard
- Improve social media outreach and manageability
- 200 datasets in open data portal by end of 2018

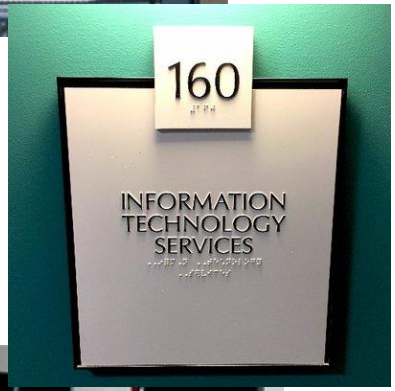


2018 Activity Description

Activity: Technology Support and Helpdesk Services

- Maintain high performance ratings for customer service and IT infrastructure.
- Timely completion of 2018 computer capital replacement cycle (1/4 PCs, laptops, MDTs)

For more 2018 goals see 2018 ITS Budget Memo



Information & Technology Services – Budget Highlights

ITS General Fund: Category 1 – Personnel Services

- 19 FTEs in the department in 2018. 2% Cost of living raise.

- Digital Communications Specialist: We propose adding a Digital Communications Specialist to the department to improve the City's online communications efforts on the web and in social media. This position is a full-time version of the current part time Digital Communications Specialist position established in 2017. This position will work closely with the Mayor's office and staff throughout the City.

- 1.5 FTEs funded through interdepartmental transfer from BPD. These positions support public safety operations at Police and Fire.

Information & Technology Services – Budget Highlights

ITS General Funds

- **Line 317 – Mgt. Fee, Consultants and Workshops -** Increases by $50,000 for consulting services related to broadband/fiber, GIS and contingency needs.
- **Line 364 – Hardware and Software Maintenance -** Increases by $45,475 due to shift of copier maintenance from Telecom Fund & license increases.
- **Line 391 – Dues & Subscriptions –** Increases by $1,750 for enterprise use of Canva graphic design software.

Information & Technology Services – Budget Highlights

Telecommunications Non-reverting Fund - Infrastructure Account

- **Line 445 – Equipment-** Decreases by $67,000. $137,000 for capital replacement of computers and servers. ITS maintains an approximately 4-year replacement cycle for PCs/Laptops/MDTs (mobile data terminals), plus monitors, printers, scanners and stand-alone servers.
- In 2018 we propose shifting public safety capital replacement for BFD and BPD PCs/Laptops and MDTs over to the Public Safety LIT from the Telecom Fund.

Information & Technology Services – Budget Highlights

Telecommunications Non-reverting Fund – Services Account

- **Line 315– Communications Contract –** Increases by $3,720 for commodity internet bandwidth, dark fiber leases and connectivity to city facilities, redundant internet service.
- **Line 364 – Hardware and Software Maintenance –** Decreases by $25,000 due to shift of copier maintenance to the General Fund.

Information & Technology Services – Budget Highlights

Telecommunications Non-reverting Fund – Services Account

- **Line 398 – Community Access TV/Radio -** Increases by $4,337 (1%) to $438,022 for Community Access Television Services (CATS). CATS funding amounts to nearly half of City's annual Telecom fund revenue. Overall City Telecom Fund revenue decreased in 2016 by 2.78%. (2017 revenue will not be known until after the first quarter of 2018). To help sustain the Telecom Fund, we propose CATS funding to increase at a modest rate of 1% for 2018.

Information & Technology Services – Budget Summary

	2016 Actual Amount	2017 Adopted Budget	2018 Council	+/- $	+/- %
Fund: 101 - General Fund (S0101)					
Expenditures					
Department: 28 - ITS					
Total: Personnel Services	1,431,746	1,528,802	1,622,250	93,448	6.11%
Total: Supplies	19,171	28,662	30,270	1,608	5.61%
Total: Other Services and Charges	58,544	321,195	423,946	102,751	31.99%
Total: Capital Outlays	0	75,216	2,000	(73,216)	-97.34%
Expenditures Grand Totals:	$1,509,461	$1,953,875	$2,078,466	$124,591	6.38%

Information & Technology Services – Budget Summary

	2016 Actual Amount	2017 Adopted Budget	2018 Council	+/- $	+/- %
Fund: 401 - Non-Reverting Telecom (S1146)					
Expenditures					
Department: 25 - Telecommunications					
Total: Supplies	4,953	9,900	9,900	-	0.00%
Total: Other Services and Charges	831,257	708,245	648,302	(59,943)	-8.46%
Total: Capital Outlays	304,977	374,000	307,000	(67,000)	-17.91%
Expenditures Grand Totals:	$1,141,187	$1,092,145	$ 965,202	($126,943)	-11.62%

Information & Technology Services – Conclusion

Thank you for your consideration of our Information & Technology Services Department 2018 budget request.

I would be happy to answer any questions that you may have.

City of Bloomington, IN

Council Office

Budget Presentation, FY 2018

Common Council

The Common Council is the legislative body of the City.

Pursuant to statute, the Council is responsible for passing ordinances, orders, resolutions, and motions for:

- the government of the City,
- the control of the City's property and finances, and
- the appropriation of money. (I.C. § 36-4-6-18)

Council Office - Overview

Activity: Legislative Duties - This involves preparation for, and participation during, the almost-weekly meetings of the Council. Legislative duties include, but are not limited to: 1) review and revision of legislation; 2) preparation of amendments; 3) summary of legislation and explanation of statutory test/authority of Council relevant to the particular issue at hand; and, 4) added research, as necessary.

Goal: Our goal is to adopt legislation in an open, informed, and timely manner that is lawful and effectively addresses the needs
and the values of the City.

Council Office – Overview

Activity: Policy Development and Coordination - This involves: initiating new policy proposals and working with staff and residents to refine existing policies and proposals; serving on boards and commissions; appointing residents to serve on boards and commissions; and, following the work of these bodies. It also includes work of the Jack Hopkins Social Services Funding Committee, the Council Sidewalk Committee, the PS-LIT Committee, the Affordable Living Committee, *ad hoc* task forces, and working groups.

Goal: To help develop and coordinate policies that address community needs effectively while remaining within budgetary constraints.

Council Office – Overview

Activity: Constituent Services and Community Relations - This involves addressing citizen inquiries and concerns and involves outreach to constituents and other community groups to discuss and explain Council and City governance. Council members perform this function on a regular basis and rely on staff for assistance.

Goal: To provide open, responsive and accountable municipal government that contributes to a sense of community.

Council Office -- Overview

Activity: Legal Counsel - The Council Office includes two attorneys who represent the Council on terms the Council, as an organization, considers appropriate and consistent with the obligations that attorneys have to their clients. These duties include understanding and conveying the rights, duties and potential liabilities of the Council; advising the Council on matters of law related to Council business; advocating on behalf of the Council; respecting confidentiality; and, exhibiting loyalty. These obligations also extend to staff who act as an agent of the attorneys.

Goal: Provide timely, thorough, and professional legal advice.

Council Office – Budget Highlights

Category 1 – Personnel Services – Increase of $23,936 (+ 4.7%)

There are changes in compensation and benefits for Council members and staff which are consistent with City-wide policies and practices and are explained by Human Resources department;

- The budget proposes that Council members and full-time staff receive a 2% increase in pay as is true for non-union city employees. Also, there is an additional increase to add a part-time Assistant Administrator/Research Assistant to help with research, constituent services, and administrative duties.

Council Office – Budget Highlights

Category 1 – Personnel Services – Increase of $23,936 (+ 4.7%)

- The addition of a part-time staff member, and the City's Clerk's commitment to take over front desk duties and assume minute taking for the Council's committees, should allow full-time staff in the Council Office to focus more on policy development. The Council Office will also be hosting a SPEA-Corps graduate student at very little cost to Office (as noted in Category 3 below). This adds additional policy development capacity. With the aforementioned changes, the Council Office proposes eliminating the ~$21,928 budgeted for interns.

Sub-Total: $ 531,626

Council Office – Budget Highlights

Category 2 – Supplies – Increase of $162 (+ 3.9%)

- Books – there is slight increase ($162) in this line item to account for an increase in the cost of keeping the hardcopies of the annotated State statutes and constitution current.

Sub-Total: $4,273

Council Office – Budget Highlights

Category 3 – Other Services & Charges - Increase of $1,876 (+ 3.1 %)

- Dues and Subscriptions – there is an increase of $501 for legal staff to participate in municipal law webinars provided by the International Municipal Lawyers Association;
- Temporary Contractual Employee – as mentioned above, there is an increase of ~$1,375 to retain the services of SPEA Corps Fellow for two semesters in 2018; and
- Grants – it's worth noting that the grant for the operation of the Buskirk-Chumley Theater remains in the Council Office budget and at the same amount as last year - $50,000.

Sub-Total: $ 61,918

Council Office – Budget Highlights

Category 4 – Capital Improvements – Increase of $0 (+ 0%)

- No change

Sub-Total $0

TOTAL BUDGET

$597,817 (Increase of $25,974 [+4.5%]

Council Office – Budget Summary

	2016 Actual Amount	2017 Adopted Budget	2018 Council	+/- $	+/- %
Fund: 101 - General Fund (S0101)					
Expenditures					
Department: 05 - Common Council					
Total: Personnel Services	479,508	507,691	531,626	23,936	4.71%
Total: Supplies	2,656	4,111	4,273	162	3.94%
Total: Other Services and Charges	53,895	60,042	61,918	1,876	3.12%
Expenditures Grand Totals:	$536,060	$571,844	$597,817	$25,974	4.54%

Council Office – Conclusion

It’s a pleasure working for you and your efforts to make this an even better community.

Thank you for your consideration of the Council Office 2018 budget request.

I would be happy to answer any questions that you may have.

City of Bloomington, IN

Office of the City Clerk

Budget Presentation, FY 2018

Why We Exist

The Office of the City Clerk is defined both in statute and in practice. It sits outside the City Administration and beside that of the Common Council, both literally and statutorily.

2017 Budget Goals Update

Restructure Council records to make them more accessible

Enhance the parking ticket appeals process

Focus on training and staff development

Our Year to Date . . .

2017 In Numbers

Appeals decided: 898

Catalog records created: 121

Wedding Ceremonies: 29

Ordinance Index for 70 books

Clerk staff have attended 33 meetings, for a total of 3,871 minutes

Produced 190 pages of Minutes/Memos

2018 Activity Descriptions

Activity: Council Meetings

With adequate funding, the Clerk's office will be able to provide staff for additional Council committees and meetings

Produce memos and/or minutes for all of those meetings for approval or review at the next available meeting

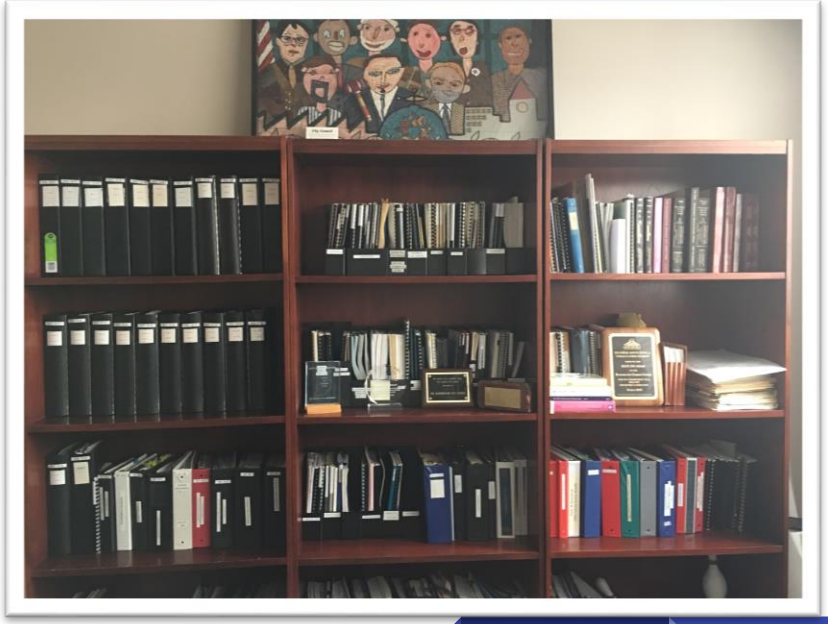
2018 Activity Descriptions

Activity: Increase availability of all Council records

-Transfer digital copies of legislation and minutes from previous website onto the new city website

-Expand online availability of all records to maximize accessibility

-Post meeting memos within 24 hours



2018 Activity Descriptions

Activity: Bicentennial Essay Contest

Showcase city history through a bicentennial essay contest and help support other bicentennial celebration efforts

2018 Activity Descriptions

Activity: Continue collaboration with other city departments in digitization, cataloguing, and archiving records

Office of the City Clerk– Budget Highlights

Category 1 – Personnel Services

Overall increase of $10,323 or 4.7%

Office of the City Clerk– Budget Highlights

Category 2 – Supplies

- Overall decrease of $4,100 or -42%

Office of the City Clerk– Budget Highlights

Category 3 – Other Services & Charges

- Overall increase of $22,465 or 144%

Office of the City Clerk– Budget Summary

	2016 Actual Amount	2017 Adopted Budget	2018 Council	+/- $	+/- %
Fund: 101 - General Fund (S0101)					
Expenditures					
Department: 03 - City Clerk					
Total: Personnel Services	191,133	217,826	228,149	10,323	4.74%
Total: Supplies	2,727	9,705	5,605	(4,100)	-42.25%
Total: Other Services and Charges	4,399	15,585	38,050	22,465	144.15%
Expenditures Grand Totals:	$198,259	$243,116	$271,804	$ 28,688	11.80%

Office of the City Clerk – Conclusion

Thank you for your consideration of the Clerk department budget request!

I will be happy to answer any questions.

City of Bloomington, IN

Office of the Controller

Budget Presentation, FY 2018

Why We Exist

Why We Exist

The Indiana State Legislature in IC 36-4-9-6 established the position of Controller and their related duties.

The Controller serves as the City's Chief Financial Officer and the office is responsible for processing and accounting for all fiscal transaction of the City and its various funds. In addition, the office is responsible for developing, processing, and submitting the Annual Budget. Other programs managed and overseen by the office include, Payroll, Police & Fire Pensions, Grants, Federal, State, & Local reporting, Accounts Receivable, Accounts Payable, Internal Controls & Segregation of Duties, and Internal Audit.

2017 Budget Goal Update

Activity: Accounts Payable/Receivable

Goals:

Process all deposits received within next business day.

Process all claims within 30 days and in accordance with Governmental Standards and Accounting Board Standards.

Increase participation in EFT payment process in order to eliminate processing paper checks.

Highlight: 1st 6 months of 2016 vs 2017 decreased checks compared to total payments from 35% to 28%

Activity: Payroll

Goals:

Process all personnel requests/updates accurately into the City's payroll system.

Process all payroll runs within the period required.

Process all payroll reports accurately and within the period required

Increase Direct Deposit of all payroll to 100%

Highlight: We now only issue a check for special payments or payroll corrections

2017 Budget Goal Update

Activity: Cash Management

Goals:
Create efficient and effective interactive cash management systems

Highlight: Simplified banking account structure and implemented one for one accounting for deposit items.

Activity: Budgeting

Goals:
Develop revenue and expenditure estimates for use in creation of the annual budget.
Process and submit the annual budget request within the period mandated by the State for approval by the Mayor, Common Council and Department of Local Government Finance

Highlight: Implemented activity based budgeting for all departments.

2017 Budget Goal Update

Activity: Research & Special Projects
Goals:
Develop and provide advice, guidance and reports as needed to meet the requirements of each project.

Noteworthy projects: **Sanitation, Salary Study, Trades District, Switchyard Park, Capital Replacement Plan, Tax Abatements, Long Term Strategic Plan**

Activity: Financial Reporting
Goals:
Develop, complete and submit all reports and forms required by Federal and State authorities within the time period required.

Highlight: Implemented the Transparency Module on the City website

2017 Budget Goal Update

Activity: Capital Finance & Accounting
Goals:
Continue to incorporate GASB standards for capital asset accounting. Continue development of a formal debt policy for the City of Bloomington.

Highlight: Issued 4 new bond series and 2 refunding series

Activity: Internal Audit
Goals:
Develop and implement a comprehensive program that will assure, within reason, compliance with State and Federal rules and regulations. Implement the appropriate levels of controls and segregation of duties to minimize the risk of theft or fraudulent use of city resources.

Highlight: Developed and gained Council acceptance of an Internal Controls and Materiality Policies. Successfully implemented and trained all appropriate City staff on the policy.

2018 Activity Descriptions

Activity: Accounts Payable/Receivable
Goals:
Increase participation in EFT payment process in order to eliminate processing paper checks.

Activity: Cash Management
Goals:
Maximize the City's return on investment
Comply with all State and Federal banking/investing regulations
Develop a risk-based assessment of the proper level of reserves for each of the City's funds.

Activity: Budgeting
Goals:
Develop next phase of Activity Based Budgeting to identify expenditures and revenues (if applicable) to departmental activities.

2018 Activity Descriptions

Activity: Internal Audit

Goals:

Develop an internal audit program to review selected transactions for compliance with City, State, and Federal requirements

Develop a program for the integration of all subsidiary software systems with the City's enterprise financial program.

Activity: Strategic Plan

Goals:

Assist with development, adoption and implementation of a Food & Beverage tax

Assist with identifying and addressing fiscal impacts from construction of new IU health campus

Continue to monitor report and make recommendations for uses of the Public Safety Local Income Tax

Identify and implement possible solutions for Parking Meters, Parking Structures and surface lots

Assist with the Implementation and monitoring of Energy Savings program

Assist departments with fiscal impacts and needs for their strategic programs

Assist with activation of the string of pearls projects

Participate in Customer Satisfaction survey with Legal, HR & ITS

Participate in Union Contract negotiation's – AFSCME & Police

Office of the Controller– Budget Highlights

Category 1 – Personnel Services

- Overall increase of 4.6% inclusive of the 2% general increase for this catergory.

Category 2 – Supplies

- Overall decrease of $1,400 or -15.1%

Office of the Controller – Budget Highlights

Category 3 – Other Services & Charges - Overall increase of $100,250 or 24.5%

- **Line 383 – Bank Charges –** Increase of $6,000 – reflects increased use of Credit/Debit cards for payments.
- **Line 391 – Dues & Subscriptions–** Increase of $18,750 – reflects move of AIM dues to our budget.
- **Line 399 – Other Services & Charges–** Increase of $75,000 – reflects an addition of $200,000 for Bicentennial Projects.
- Removal of $125,000 for annexation consulting services and segregation of duties.

Office of the Controller – Budget Summary

	2016 Actual Amount	2017 Adopted Budget	2018 Council	+/- $	+/- %
Fund: 101 - General Fund (S0101)					
Expenditures					
Department: 06 - Controller's Office					
Total: Personnel Services	918,864	952,450	996,441	43,991	4.62%
Total: Supplies	4,252	9,250	7,850	(1,400)	-15.14%
Total: Other Services and Charges	66,517	409,885	510,135	100,250	24.46%
Total: Capital Outlays	846,618	0	0	0	0.00%
Expenditures Grand Totals:	$1,836,251	$1,371,585	$1,514,426	$ 142,841	10.41%

Office of the Controller – Budget Summary

	2016 Actual Amount	2017 Adopted Budget	2018 Council	+/- $	+/- %
Fund: 405 - Non-Reverting Improve I (S0113)					
Expenditures					
Department: 06 - Controller's Office					
Total: Other Services and Charges	213,943	296,000	9,750	(286,250)	-96.71%
Expenditures Grand Totals:	$ 213,943	$ 296,000	$ 9,750	$(286,250)	-96.71%

Office of the Controller – Budget Summary

	2016 Actual Amount	2017 Adopted Budget	2018 Council	+/- $	+/- %
Fund: 508 - BMFC - Showers Bond #4 (S0184)					
Expenditures					
Department: 06 - Controller's Office					
Total: Other Services and Charges	631,975	631,565	629,500	(2,065)	-0.33%
Expenditures Grand Totals:	$ 631,975	$ 631,565	$ 629,500	$ (2,065)	-0.33%

Office of the Controller – Budget Summary

	2016 Actual Amount	2017 Adopted Budget	2018 Council	+/- $	+/- %
Fund: 512 - Golf Course Bond (02/19) (S1381)					
Expenditures					
Department: 06 - Controller's Office					
Total: Other Services and Charges	268,161	271,294	267,083	(4,211)	-1.55%
Expenditures Grand Totals:	$ 268,161	$ 271,294	$ 267,083	$ (4,211)	-1.55%

Office of the Controller – Budget Summary

	2016 Actual Amount	2017 Adopted Budget	2018 Council	+/- $	+/- %
Fund: 519 - 2016 GO Bonds Bond #2 (S0182)					
Expenditures					
Department: 06 - Controller's Office					
Total: Other Services and Charges	0	1,133,534	752,626	(380,908)	-33.60%
Expenditures Grand Totals:	$ -	$1,133,534	$ 752,626	$(380,908)	-33.60%

Office of the Controller – Budget Summary

	2016 Actual Amount	2017 Adopted Budget	2018 Council	+/- $	+/- %
Fund: 520 - 2016 Parks GO Bond #3 (S0183)					
Expenditures					
Department: 06 - Controller's Office					
Total: Other Services and Charges	0	575,362	476,444	(98,918)	-17.19%
Expenditures Grand Totals:	$ -	$ 575,362	$ 476,444	$ (98,918)	-17.19%

Office of the Controller – Budget Summary

	2016 Actual Amount	2017 Adopted Budget	2018 Council	+/- $	+/- %
Fund: 610 - Vehicle Replacement Fund (S0104)					
Expenditures					
Department: 06 - Controller's Office					
Total: Other Services and Charges	18,428	0	0	0	0.00%
Total: Capital Outlays	86,930	202,500	202,500	0	0.00%
Expenditures Grand Totals:	$ 105,358	$ 202,500	$ 202,500	$ -	0.00%

Office of the Controller – Conclusion

Thank you for your consideration of the Office of the Controller’s 2018 budget request.

I would be happy to answer any questions that you may have.

City of Bloomington, IN

Office of the Mayor

Budget Presentation, FY 2018

Why We Exist

The Office of the Mayor (OOTM) provides leadership, management and strategic direction to the City of Bloomington organization. Major initiatives of the Office of the Mayor include supporting and maintaining public safety, civility and justice, affordable housing, facilitating economic development through broadband coverage, transparency, asset management and investment, and innovation.

2017 Budget Goal Update

Policy and administration:

✓ Conducted City Survey of residents to obtain benchmark data of resident satisfaction with City services
✓ Created Downtown Safety, Civility and Justice Task Force; in process of evaluating and implementing recommendations
✓ Conducted 13 biweekly meetings with department heads to manage progress on City initiatives and 3 strategic retreats
✓ Created Affordable Housing Fund
✓ Initiated development steps for the Trades District and Switchyard Park
- Trades District: infrastructure design is 90% complete
- Switchyard Park: park design is 95% complete

✓ Updated the Comprehensive Master Plan, with Plan Commission approval in June and Council review in fall
✓ Established the Director of Innovation position and encouraged ongoing organizational innovation efforts
✓ Negotiated with entities interested in providing a ubiquitous, affordable broadband network for the community
✓ Added B-Clear feature to City website to increase government transparency

2017 Budget Goal Update

Communications:

✓ Hosted 7 press conferences to relay information or inform taxpayers how tax dollars are spent by government functions
✓ Engaged a wide range of audiences about City services through 149 press releases (since January)
✓ Facilitated greater involvement between residents and their local government
- Mayor Hamilton hosted 3 Mayor at the Market events
- Promoted 27 department head appearances including Mayor at the Market
- Facilitated 6 information sessions during annexation discussions
- Provided daily social media updates in response to critical issues

✓ Provided strategic direction through major communication efforts (annexation, water quality, etc.)
✓ Fostered relationships with city departments, IU stakeholders, business owners, Chamber of Commerce, etc.
✓ Coordinated with ITS in strategizing, developing and executing new City of Bloomington website
✓ Coordinated with DPW in maintaining City Hall atrium to create more welcoming ambience

2017 Budget Goal Update

Innovation:

✓ Hosted city's first Civic Code Challenge, leading to development of a mobile app for purchasing bus tickets
✓ Trained 6 departments on Canva, a cloud-based graphic design tool
✓ Facilitated development of the Business Quick Start portal and Smoke Signals city heat map
✓ Created internal innovation team to encourage efficiency and creativity
✓ Worked with several departments to develop pilot pocket neighborhood aimed at increasing affordable housing
✓ Supported Arts Director in the creation of the POP! Toolkit, a collection of tactical urbanism projects
✓ Assisted public safety by testing the use of a commercial drone in an operational capacity
✓ Collaborated with several departments to create the Safety, Civility and Justice website
✓ Conducted Rainforest Scorecard Short Test with department heads

2018 Activity Descriptions

Activity: Provide strategic leadership to the City of Bloomington government. Responsible for City programs, policies, initiatives and services. Transparently engage with and respond to residents, businesses and community partners to efficiently provide services to the community.

- Assemble and lead department head team to provide efficient delivery of City services
- Provide open and transparent access to the delivery of City services for all who use them
- Establish citywide high-speed broadband network to enhance economic development in our community
- Invest in the repair and replacement of existing City-owned assets and/or invest in new City assets
- Update Unified Development Ordinance (UDO) to reflect community input regarding the built environment
- Support and maintain public safety, civility and justice

2018 Activity Descriptions

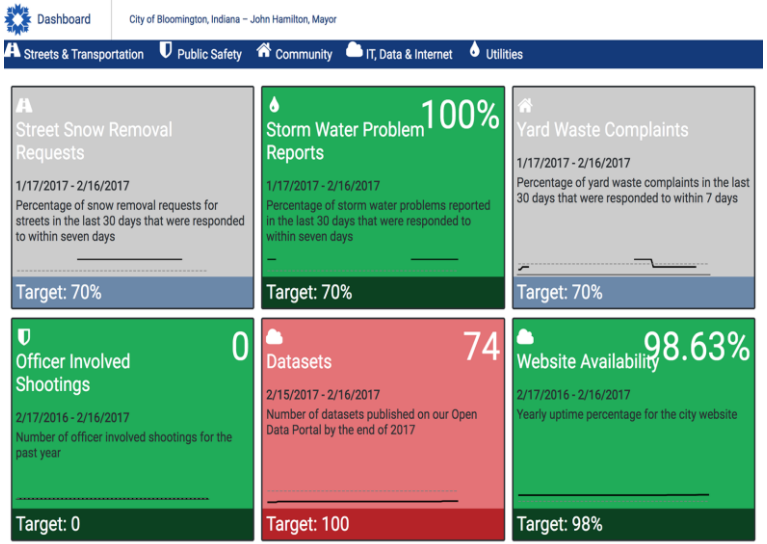
Activity: Serve as the voice of the City of Bloomington government, transmitting information about City programs, initiatives, policies, and services to residents and visitors.

- Identify and implement collaborative opportunities among City departments, and between departments and other organizations
- Engage a wide range of audiences, facilitating greater involvement between residents and their local government
- Strategize and develop website content
- Create a welcoming City Hall experience for visitors to enjoy art exhibits and attend events
- Foster relationships and positive communications with key stakeholders

2018 Activity Descriptions

Activity: Serve as a catalyst for innovation and experimentation, developing new processes, spurring creativity and improving services for residents and visitors.

- Develop citywide approach to data-driven policy analysis and implementation
- Increase affordable housing with development of pocket neighborhood plan
- Increase productivity through increased utilization of web-based collaborative software
- Begin process of fully automating meeting transcriptions
- Develop drone program



Office of the Mayor – Budget Highlights

Category 1 – Personnel Services – request of $724,150

This category has a requested increase of $105,207 or 17%. In addition to the 2% salary increase request for non-union staff, we have two other notable changes:

1. **Director of Community Engagement Position:** this was a prioritized recommendation from the Mayor's Innovation Task Force in 2016. The position would oversee implementation and evaluation of the City's community engagement activities and also do outreach to various sectors and constituents. This position would also entail elements of a City ombudsman position, another recommendation from the Innovation Task Force.
2. **Executive Assistant position:** This position was evaluated and the pay grade reviewed and subsequently adjusted by the City's Job Evaluation Committee.

Office of the Mayor – Budget Highlights

Category 2 – Supplies -request of $6,255

This category has a requested increase of $3,455 or 123%.

Line 211 (Office Supplies): increases by $715 to reflect actual expenses.

Line 224 (Fuel and Oil): increases by $250 to reflect the vehicle assigned to the mayor's office. This vehicle was previously listed in another department.

Line 242 (Other Supplies): increases by $2,490 for camera and related supplies for use by the Innovation Director and Communications Director.

Office of the Mayor – Budget Highlights

Category 3 – Other Services & Charges - request of $158,847.
This is a decrease of $19,169 or -11%.

Line 311 (Engineering/Architectural): decreases by $100,000. This was the location of the innovation fund in the 2017 budget, which has been moved to Line 399 (Other Services and Charges) to better reflect its spending. The innovation fund has also been reduced to a $50,000 request.

Line 317 (Consultants and Workshops): increases by $22,000. This includes half the cost of the City Survey consultant fee ($19,000) with the other half expected in the 2019 budget. Additionally, this line includes a placeholder of $3,000 for workshops with administrative/department head team.

Line 323 (Travel): increases by $3,000 or 25%. This increase is related to the proposed new Community Engagement position request.

Office of the Mayor – Budget Highlights

Category 3 – Other Services & Charges (continued)

Line 391 (Dues/Subscriptions): increases by $7,989 or 646%. The increase is for the cost of the US Conference of Mayors dues ($5,500) and the Mayor's Innovation Project dues ($2,000). Of note is a slight decrease in the cost of the Indianapolis Star subscription due to move from print to online service.

Line 394 (Temporary Contractual Employees): decreases by $2,700 or -64%. The decrease accounts for the costs associated with one SPEA fellow rather than the three fellows in the previous budget.

Line 399 (Other Services and Charges): increases by $50,475 or 2,884%. The requested $50,000 for the Innovation fund is a decrease by $50,000 from the 2017 request and moved to this line. OOTM may request to use any reversions in this line for 2018 innovation efforts along with the reduced request.

Office of the Mayor – Budget Summary

	2016 Actual Amount	2017 Adopted Budget	2018 Council	+/- $	+/- %
Fund: 101 - General Fund (S0101)					
Expenditures					
Department: 11 - Mayor's Office					
Total: Personnel Services	470,048	618,944	724,150	105,207	17.00%
Total: Supplies	2,972	2,800	6,255	3,455	123.39%
Total: Other Services and Charges	6,423	178,016	158,847	(19,169)	-10.77%
Expenditures Grand Totals:	$479,443	$799,760	$889,252	$ 89,493	11.19%

Office of the Mayor – Conclusion

The 2018 Office of the Mayor's budget request reflects increases that align with the Mayor's stated goals of supporting and maintaining public safety, civility and justice, transparency, innovation, economic development and public engagement.

Thank you for your consideration of the Office of the Mayor 2018 budget request.

I would be happy to answer any questions that you may have.