To: **Members of the City of Bloomington Common Council**

From: **Office of the Controller**

Re: **2021 Budget**

We find ourselves in unusual times for the City, its residents, staff and operations.

This budget will reflect, for the first time in a number of years, the use of reserves along with minimal growth. Department Heads and their staff have been asked to conserve spending both this year and in their requests for 2021. We have seen significant reductions in revenues for our Street, Parks and Food & Beverage Funds for the current year. We can expect these and other revenues decline to continue in 2021 and beyond.

It will not be business as usual, and difficult and painful decisions will need to be made in future years.

Cash Reserves

We ended 2019 with reserves between the City General Fund and the Rainy Day fund of 50.9% of the actual annual expenditures for 2019.

To put this in perspective, this would allow us to pay for approximately 50% of the City General Fund expenditures without receiving any other revenues.

We are projecting these levels to be 36.0% and 29.3% at the end of 2020 and 2021 respectively.

CITY OF BLOOMINGTON

Revenues

Property Taxes: These funds 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, property taxes represent 51.5% of the total revenues. The State has estimated this source of revenue will increase by 4.2% for 2021.

Local Income Tax (LIT): These funds are collected and remitted by the State. LIT is composed of three categories, Distributive Shares, Public Safety, and Economic Development. The current LIT consists of Distributive Shares and Public Safety. The General Fund receives the City's portion of the Distributive Shares and this represents 25.6% of the total revenues for the City General Fund. Based on the latest information we have used the 2020 certified share for 2021. We will see a slight increase in the overall amount as we are poised to make the final payment on the bonds utilized to fund the Showers renovation in 2021. The City also receives Public Safety LIT and those funds are discussed later in this memo.

Revenues, continued

City Miscellaneous Revenues: These are revenues such as fees for services, fines, and interest income. Miscellaneous Revenues represents 22.9% of total revenues for the City.*

*Rainy Day Fund: As noted in the Mayor's opening remarks, we will be utilizing $2,000,000 from the Rainy Day Fund in order to provide funding to the Recover Forward initiative. In addition, we will be using approximately $1,300,000 in reserves in order to continue funding and maintaining ongoing operations.

Expenditures

All Funds:

The overall total budget (not including Utilities or Transit) request is $95,110.269, which is a decrease of $3,550,424 or (3.6)%. The decrease is primarily due to a decrease of $5,000,000 in the Food & Beverage Fund.

General Fund:

The overall budget request is $48,687,906. This is an increase of $1,928,577 or 4.1%. This increase reflects $2,000,000 of Recover Forward expenditures and $193,772 decrease in Property Tax Caps. Adjusting for these items the General Fund Budget represents a 0.0% change in comparison to the 2020 request.

CITY OF
BLOOMINGTON

Expenditures, continued

Parks General Fund:

The overall budget request is $8,360,393. That is a decrease of $164,362 or (1.9)%.

Public Safety Local Income Tax Fund:

The primary use of this revenue stream is to fund a Public Safety Answering Point (PSAP) or Central Dispatch. We expect to receive in 2021, $5,335,651 in PS LIT revenue and $928,000 in E911 revenue. These revenues breakdown as:
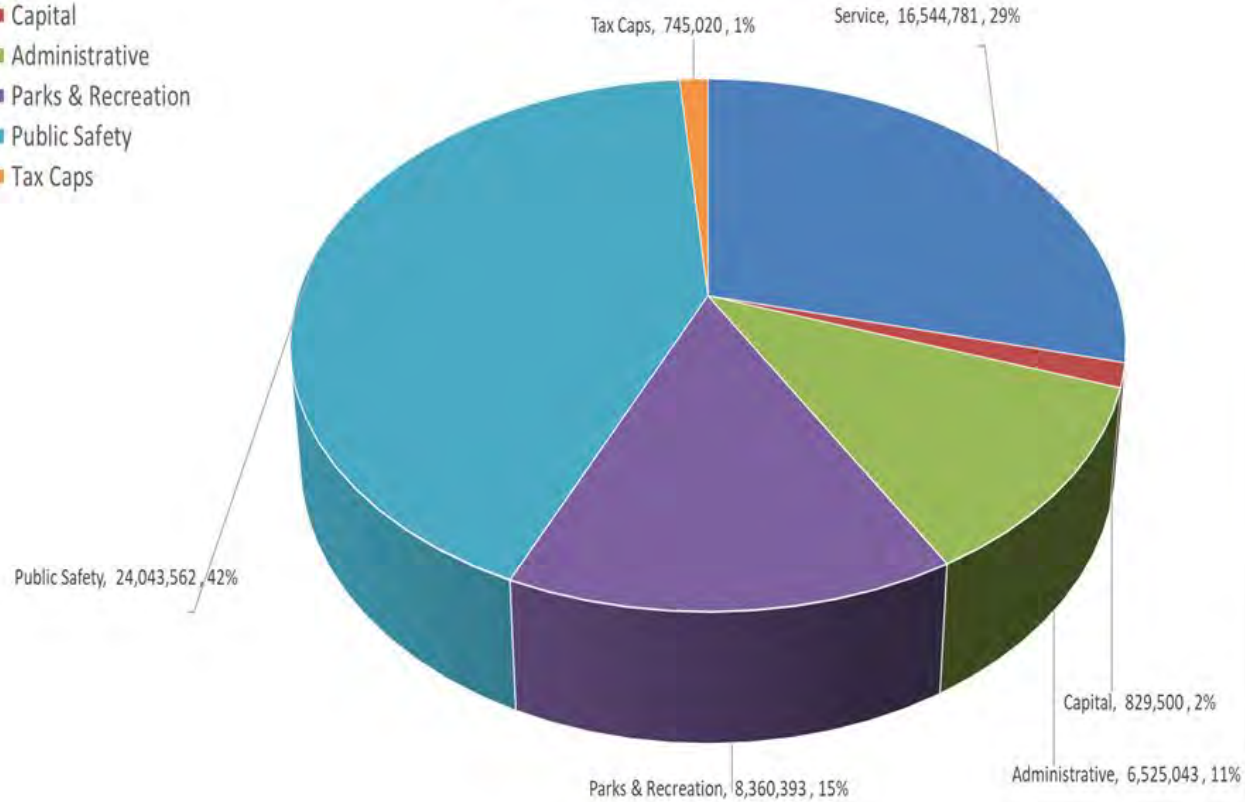
Central Dispatch $2,263,237 – PS LIT & 928,000 – E911

Police & Fire $3,072,414

 **Thank you for your deliberations and consideration of the 2021 Budget proposal.**

City of Bloomington
2021 Budget
City & Parks General Fund
Breakdown by Function

- Service
- Capital
- Administrative
- Parks & Recreation
- Public Safety
- Tax Caps

Tax Caps, 745,020, 1%
Service, 16,544,781, 29%
Public Safety, 24,043,562, 42%
Capital, 829,500, 2%
Administrative, 6,525,043, 11%
Parks & Recreation, 8,360,393, 15%

City of Bloomington
2021 Budget
City & Parks General Fund
Breakdown by Category
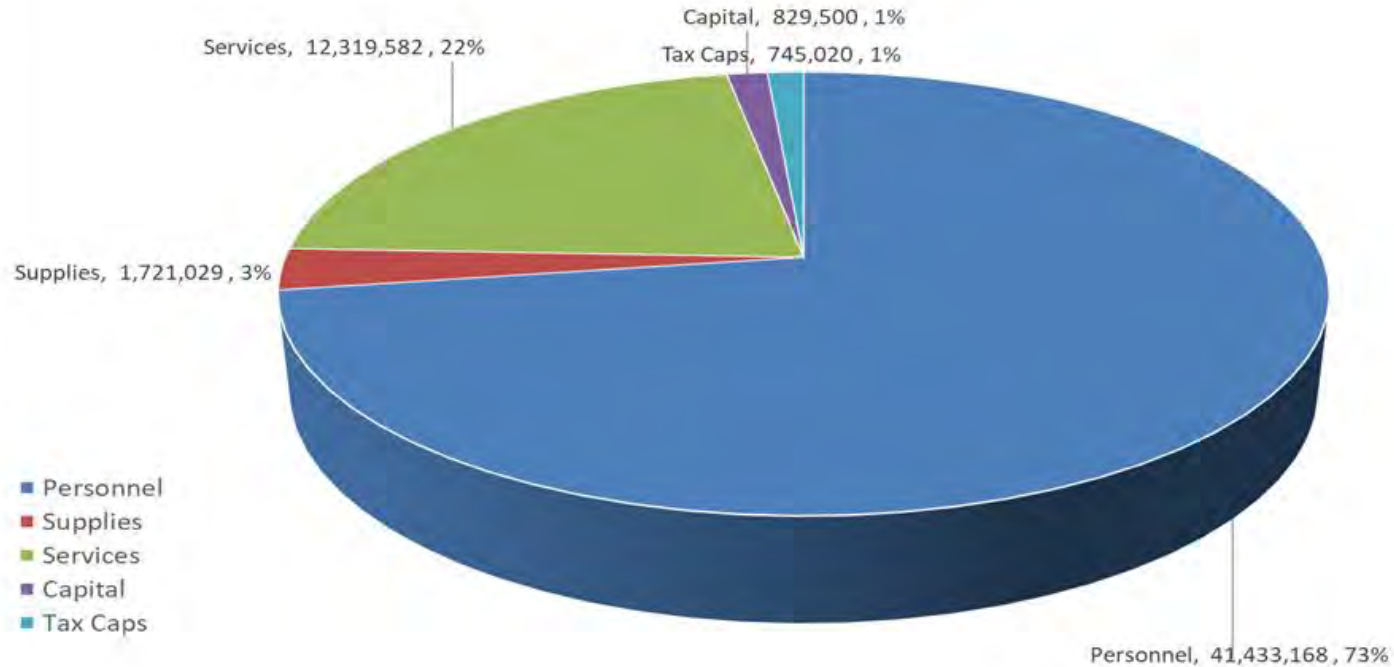
Service – This represents external services such as Street, Sanitation, Housing & Neighborhoods, Community Outreach and Business Development

City of Bloomington
2021 Budget
All Funds
Breakdown by Function

- Service, 38,009,726, 40%
- Public Safety, 32,787,554, 34%
- Administrative, 8,075,483, 9%
- Parks & Recreation, 8,360,393, 9%
- Capital, 4,791,531, 5%
- Debt Service, 2,340,562, 2%
- Tax Caps, 745,020, 1%

Legend:
- Service
- Administrative
- Capital
- Parks & Recreation
- Public Safety
- Debt Service
- Tax Caps

City of Bloomington
2021 Budget
All Funds
Breakdown by Category

Services, 27,818,720, 29%

Debt Service, 2,340,562, 2%

Capital, 4,791,531, 5%

Tax Caps, 745,020, 1%

Supplies, 7,318,170, 8%

Personnel, 52,096,266,...

- Personnel
- Supplies
- Services
- Debt Service
- Capital
- Tax Caps

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%
2019	3.4%
2020	3.5%
2021	4.2%

City of Bloomington	Summary of General Fund and Fund Balance			
2021 Budget				
		Actual 2019	Budget 2020	Budget 2021
Beginning Cash Balance at January 1		15,475,486	13,086,188	11,967,989
Revenue				
	Property Tax	22,718,813	23,384,350	24,428,040
	Local Option Income Tax	12,238,460	11,827,433	12,141,498
	Miscellaneous Revenue	7,296,262	10,429,347	10,872,069
Total Revenue		42,253,535	45,641,130	47,441,607
Expenditures				
	Actual/Budgeted Expenditures	41,890,904	46,759,329	46,687,906
Net Projected Expenditures		41,890,904	46,759,329	46,687,906
Revenues Minus Expenditures		362,631	(1,118,199)	753,701
Prior Year Encumbrances		2,751,929		
Rainy Day Transfer		-		2,000,000
Projected Year End Balances		13,086,188	11,967,989	10,721,690
Rainy Day Fund Balance		4,856,668	4,856,668	2,951,176
Total All Balances		17,942,856	16,824,657	13,672,866
Reserve Percentage		42.8%	36.0%	29.3%

City of Bloomington	Expenditure Budget Comparison - General Fund					
2021 Budget						
Department/Division	2020 Budget	2021 Budget	Recover Forward	Total 2021 Budget	Dollar Change	Percent Change
Board of Public Safety	3,415	3,415	0	3,415	0	0.00%
CFRD - Community & Family Resources	816,808	819,073	50,000	869,073	52,265	6.40%
Controller	2,258,552	1,889,844	114,022	2,003,866	(254,686)	-11.28%
Economic & Sustainable Development	986,792	1,071,566	1,125,000	2,196,566	1,209,774	122.60%
Engineering	0	1,414,759	0	1,414,759	1,414,759	
Fire	11,140,192	10,915,129	25,000	10,940,129	(200,063)	-1.80%
Housing & Neighborhood Development	1,566,726	1,540,709	0	1,540,709	(26,017)	-1.66%
Human Resources	952,398	774,677	0	774,677	(177,721)	-18.66%
Informational & Technology Services	2,370,281	2,534,747	50,000	2,584,747	214,466	9.05%
Legal	1,174,161	1,211,753	0	1,211,753	37,592	3.20%
Mayor	961,338	984,460	0	984,460	23,122	2.41%
Planning	2,983,816	1,378,489	0	1,378,489	(1,605,327)	-53.80%
Police	13,140,264	13,100,018	0	13,100,018	(40,246)	-0.31%
Property Tax Cap's	938,792	745,020	0	745,020	(193,772)	-20.64%
Public Works - Animal Shelter	1,903,972	1,740,035	0	1,740,035	(163,937)	-8.61%
Public Works - Facilities Maintenance	1,192,487	1,031,447	0	1,031,447	(161,040)	-13.50%
Public Works - Main	1,918,580	2,916,546	450,000	3,366,546	1,447,966	75.47%
Public Works - Sanitation	1,491,029	1,619,146	0	1,619,146	128,117	8.59%
			0			
Sub-Total	45,799,603	45,690,833	1,814,022	47,504,855	1,705,252	3.72%
Clerk	284,830	291,994	0	291,994	7,164	2.52%
Council	674,896	691,057	200,000	891,057	216,161	32.03%
Fund Totals	46,759,329	46,673,884	2,014,022	48,687,906	1,928,577	4.12%
Parks General Fund	Budget 2018			Budget 2019	$ Change	% Change
Fund Totals	8,524,755	8,360,393	0	8,360,393	(164,362)	-1.93%

City of Bloomington
Historic Cash Balance Projections

	Fund #	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
General Fund	101	(1,547,626)	(675,532)	1,783,698	(320,718)	4,591,554	5,655,188	7,067,335	9,197,843	12,021,636	13,673,243	15,475,486	15,838,117
Rainy Day Fund	102	4,763,707	5,078,480	5,939,823	4,596,469	4,604,420	4,618,557	4,630,833	4,643,384	4,658,566	4,696,680	4,760,551	4,856,668
Reserve Percentage to Budget		10.9%	14.1%	25.0%	13.3%	27.9%	29.5%	32.8%	38.0%	43.5%	46.9%	48.5%	50.9%
PS LIT	151	0	0	0	0	0	0	0	0	0	657,122	2,812,283	3,413,375
Food & Beverage	152	0	0	0	0	0	0	0	0	0	0	2,031,074	4,749,444
Parks General Fund	200	(939,072)	676,661	521,315	(196,325)	(226,362)	56,358	258,617	643,201	955,595	1,286,364	1,322,579	1,051,960
Bloomington Investment Incentive	251	619,720	641,440	639,114	335,087	379,592	483,021	516,233		1,234	1	5	21,035
Jack Hopkins Social Service Fund	270	0	0	0	0	0	0	0	0	0	0	52,694	73,624
Police Education	350	95,467	113,861	121,012	133,243	160,005	163,835	182,399	191,349	81,595	181,325	158,947	120,564
Dispatch Training	356	66,078	66,735	84,361	90,405	97,795	96,604	93,697	87,823	81,595	76,503	73,304	70,194
Non-Reverting Telecommunications	401	1,477,699	1,486,680	1,150,581	1,308,560	1,565,952	1,678,390	1,714,676	956,654	684,909	773,220	810,983	716,951
Non-Reverting Improvement 1 (Westside)	405	138,296	161,196	260,567	300,913	280,963	260,005	114,676	397,589	247,390	0	103,000	206,000
Electronic Map Generation	409	17,510	17,731	12,807	7,262	8,076	8,965	9,679	10,222	8,072	6,800	5,855	6,047
Enhanced Access	410										5,754	5,969	6,254
Local Roads & Streets	450	190,675	80,480	364	286,832	(197,524)	90,026	177,102	211,417	158,651	395,174	978,511	1,341,729
Motor Vehicle Highway	451	1,086,453	910,961	34,350	255,538	1,262,781	1,221,535	978,783	655,575	1,096,348	1,164,365	2,064,150	2,075,390
Parking Facilities	452	250,232	754,933	1,006,580	816,722	462,293	1,133,164	1,606,811	1,835,623	2,241,769	2,313,703	1,509,844	12,429,510
Alternative Transportation	454	51,586	167,297	169,696	340,183	66,497	161,987	260,588	745,720	996,865	1,147,977	1,281,288	878,539
Parking Meter	455	0	0	0	0	0	0	258,491	989,527	1,608,382	2,263,482	3,000,059	4,269,020
BMFC Showers	508	46,781	69,585	66,039	66,730	47,431	28,871	28,746	27,981	28,521	0	0	0
Bicentennial Bonds	513	0	0	0	0	0	0	0	0	0	0	0	118,181
City GO Bonds	519	0	0	0	0	0	0	0	0	0	121,207	138,110	145,499
Parks GO Bonds	520	0	0	0	0	0	0	0	0	0	73,778	86,825	93,988
Cumulative Capital Development (Cig Tax)	600	99,749	19,218	20,135	18,221	49,475	83,323	307,720	419,036	198,537	79,521	14,680	86,136
Cumulative Capital Development	601	483,407	648,734	948,408	504,651	(17,702)	1,275,322	1,073,717	1,006,686	1,036,354	2,040,471	1,895,790	1,848,586
Vehicle Replacement Fund	610	0	2,708,841	910,081	542,361	351,565	195,940	163,648	250,579	347,720	669,413	606,616	649,443
Solid Waste	730	160,344	186,961	93,970	13,208	195,203	195,203	0	0	0	0	0	0
Risk Management	800	17,084	64,484	65,540	61,622	156,527	23,712	404,879	555,534	516,384	363,671	183,599	146,100
Fleet Maintenance	802	146,173	92,591	184,767	380,928	724,409	958,283	853,127	897,238	373,070	275,578	361,806	840,772
Police Pension	900	1,167,032	1,554,454	1,364,283	1,465,086	484,261	1,222,301	1,201,664	1,213,713	1,206,491	1,192,398	1,206,648	1,220,168
Fire Pension	901	1,396,206	2,017,362	1,727,329	1,720,600	547,562	1,421,525	1,248,216	1,311,192	1,475,745	1,464,601	1,525,148	153,815
Housing Trust Fund	905	0	0	0	0	0	0	0	0	0	1,411,848	1,294,160	1,131,349
Total		9,787,501	16,843,153	17,104,820	12,727,578	15,594,773	21,032,115	23,151,637	26,247,886	30,025,429	36,334,199	43,759,964	58,558,459

Fire Department

| Fire Department | | | | | | | | | | | | |
Item	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	Future Projects	Grand Total
100 Ft Aerial Platform (T1)						1,700,000						
75-100 Ft Aerial Ladder (T2)								1,575,000				
Automatic External Defibulators	73,700											
Add New Engine 2 (After Station 2 Remodel)											600,000	
Add New Engine 6 (With Station 6)											600,000	
Add New Engine 7 (With Station 7)											600,000	
Brush Truck		150,000										
Confined Space Rescue Truck		100,000										
Engine/Pumper (E1)									790,000			
Engine/Pumper (E3)							730,000					
Engine/Pumper (E4)					670,000							
Engine/Pumper (E5)				650,000								
Fire Fighting Gear	85,000	10,500	175,000	190,000	12,200	12,800	13,400	14,100	14,900	200,000		
Medium Rescue Truck (R2)			450,000									
Full Sized Pick-Up (SQ1)									78,000			
Full Sized Pick-Up (P3)							68,000					
Full Sized Pick-Up (CH1)							68,000					
Full Sized Pick-Up (SUPP1)							68,000					
Full Sized SUV (B1)				62,000								
Full Sized SUV (B2)					64,000							
Full Sized SUV (CH2)				62,000								
Full Sized SUV (P2)					64,000							
Full Sized SUV (P1)								72,000				
New Hybrid SUV (AC OPS)	63,000									65,000		
New Hybrid SUV (AC ADMIN)	63,000									65,000		
New Hybrid SUV (Training Officer)	41,350									45,000		
Fire Gear Washer	17,345		40,000						60,000			
New Fire Station (6, Southeast)											5,500,000	
New Fire Station (7, Southwest)											6,000,000	
Physical Fitness Equipment				75,000								
Radios		500,000					620,000					
Relocate Station 3-IU*											5,500,000	
Sedan (Pool)									50,000			
Self Contained Breathing Apparatus/Compressor	110,000				850,000							
Station 1 Repairs (urgent)	150,000	300,000										
Station 1 Repairs (projected)											600,000	
Station 2 Repairs (urgent)	150,000	300,000										
Station 2 Repairs (projected)											815,000	
Station 2 Addition											500,000	
Station 3 Repairs (urgent)											310,000	
Station 4 Repairs (urgent)											640,000	
Station 4 Replacement											5,500,000	
Station 5 Repairs (urgent)											400,000	
Station 5 Replacement											5,500,000	
Storage/Training Facility	55,000	56,100	57,222	58,366	59,534	60,724	61,939	63,178	64,441	65,730	1,000,000	
Training Tower											1,000,000	
Total - Fire	808,395	1,416,600	722,222	1,097,366	1,719,734	1,773,524	1,629,339	1,724,278	1,057,341	440,730	35,065,000	47,454,529

Police Department

Police Department Item	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	Future Projects	Grand Total
Hand Guns	6,000		3,000	3,000	3,000	4,000	4,000	4,000	4,500	4,500		
Rifles	2,500	3,000	3,000	4,000	4,000	4,000	7,500	5,500	5,500	5,500		
Less Lethal Rounds (Ex: Bean Bags/Sponge)	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	7,000	7,000		
Radios	60,000	50,000	50,000	50,000	50,000	50,000	50,000	65,000	65,000	65,000		
Exterior Security Cameras	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000				
Body Worn Cameras	100,000	350,000	75,000	75,000	355,000	75,000	75,000	360,000	75,000	75,000		
Automatic External Defibulators	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000				
Enhanced Technology (License Plate Reader & Other)	55,000	55,000										
K9 (Dog and Equipment minus vehicle)					20,000					20,000		
Patrol Body Armor	15,000	13,000	13,000	13,000	13,000	13,000	13,000	13,000	15,000	25,000		
Critical Incident Response Team Body Armor	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000	14,000	15,000		
Air Purifying Respirators / Gas Masks	15,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000	10,000	10,000		
Vehicles - Patrol & Administration	538,000	535,000	550,000	650,000	605,000	650,000	525,000	540,000	540,000	565,000		
Alternative Transportation (Electric, ATV, Motorcycle)	15,000		15,000				15,000					
Large Evidence Storage/Training/Range Complex				200,000								
Training Simulator												
Headquarters Replacement											6,500,000	
Total - Police	833,500	1,040,000	743,000	1,029,000	1,084,000	830,000	723,500	1,021,500	736,000	792,000	6,500,000	15,332,500
Grand Total - Police & Fire	1,641,895	2,456,600	1,465,222	2,126,366	2,803,734	2,603,524	2,352,839	2,745,778	1,793,341	1,232,730	41,565,000	62,787,029

RECOVER FORWARD BLOOMINGTON

CITY OF BLOOMINGTON

PS LIT Distribution

PS LIT Distribution			PS LIT Distribution				2021 Requests			
			Police		Fire		Fire		Police	
Amount Available	1,618,301		Item	Amount	Item	Amount	Item	Amount	Item	Amount
			Hand Guns	5,000	Automatic External Defibulato	73,700	Automatic External Defibulato	73,700	Hand Guns	5,000
Allocated	(1,618,301)		Rifles	2,500	Fire Fighting Gear	85,000	Fire Fighting Gear	85,000	Rifles	2,500
			Less Lethal Rounds (Ex: Bean Bags/Sponge)	6,000	New Hybrid SUV (AC OPS)	63,000	New Hybrid SUV (AC OPS)	63,000	Less Lethal Rounds (Ex: Bean Bags/Sponge)	6,000
Net	0		Radios	60,000	New Hybrid SUV (AC ADMIN)	63,000	New Hybrid SUV (AC ADMIN)	63,000	Radios	60,000
			Exterior Security Cameras	4,000	New Hybrid SUV (Training Offi	41,350	New Hybrid SUV (Training Offi	41,350	Exterior Security Cameras	4,000
			Body Worn Cameras	100,000	Fire Gear Washer	17,345	Fire Gear Washer	17,345	Body Worn Cameras	100,000
			Automatic External Defibulators	5,000	Self Contained Breathing Appa	110,000	Self Contained Breathing Appa	110,000	Automatic External Defibulators	5,000
			Enhanced Technology (License Plate Reader & Other)	55,000	Station 1 Repairs (urgent)	150,000	Station 1 Repairs (urgent)	150,000	Enhanced Technology (License Plate Reader & Other)	55,000
			Patrol Body Armor	15,000	Station 2 Repairs (urgent)	150,000	Station 2 Repairs (urgent)	150,000	Patrol Body Armor	15,000
			Critical Incident Response Team Body Armor	12,000	Storage/Training Facility	46,576	Storage/Training Facility	55,000	Critical Incident Response Team Body Armor	12,000
			Air Purifying Respirators / Gas Masks	14,330					Air Purifying Respirators / Gas Masks	15,000
			Vehicles - Patrol & Administration	538,000		799,971		808,395	Vehicles - Patrol & Administration	538,000
							Total			
			Total	818,330					Total	818,500

RECOVER FORWARD BLOOMINGTON

CITY OF BLOOMINGTON

City of Bloomington Annual Capital Replacement Plans

Fund	Departmet	Transaction	Amount	Fund Total
General Fund	Public Works	Capital and land acquisition costs	337,500	
	Engineering	Street, Intersection & Sidewalk projects	318,000	
	Facilities	City Hall HVAC Replacements	75,000	
		City Hall Saftey Bollards at parking lot entrances	24,000	
		Public Works Facilities Digital Communication System	25,000	
	ITS	AV and IT improvements for City meeting rooms.	50,000	829,500
Telecom	ITS	Server Room improvements	10,000	
		Capital Replacement - Laptops/Scanners/Printers	153,500	
		Ethernet Network Update	50,000	
		Nutanix Node for Redundancy	98,000	311,500
Alternative Transportation	Common Council	City Council Sidewalk	330,000	
	Engineering	Alt Trans Maintenance	110,000	
		Greenways	215,000	655,000
Parking Meter	Parking	Repair Kirkwood Intersections (Lincoln, Washington, Dunn)	126,000	
		Computer Capital Replacement	1,230	127,230
Cumulative Capital Developn	Street	Pavement Marking Contract	150,000	
	Engineering	Downtown Curb Ramps	100,000	
		Greenway Design and Construction	80,000	
		Guardrail Improvements	50,000	
		Traffic Calming	0	380,000
Vehicle Replacement Fund	Various	Equipment & Vehicle Leases/Purchases	191,000	
		Backhoe	90,000	
		Turf Sprayer	15,000	
		Turf Roller (used)	10,000	
		Utility Pickup Truck	58,000	
		Hybrid Vehicle (Parks Patrol Staff)	36,000	400,000
Fleet Maintenance	Fleet Maintenance	Fueling Site Facility Improvements	190,000	
		Air Jacks	230,000	420,000
Grand Total			3,123,230	3,123,230

Compensation-Salary Update

- Completed: Union, non-union, elected officials
- Non-union market adjustments were implemented over three years.
- The last non-union adjustments were this year.
- Council members and Mayor deferred adjustment until 2020.

Compensation Overview

Our budget includes the following increases to base pay:

- 2% for Civil City and elected officials
- Contractual increases for AFSCME (2.5%), Police (2.8%)   and Fire (TBD)
- Common Law employees will receive the living wage ($13.29)

Budget Highlights

Category 1 – Personnel

- **Line 121** Federal Insurance Contributions Act (FICA) tax remains at 7.65% of compensation for fiscal year (FY) 2021
- **Line 122** Public Employees Retirement Fund (PERF) contribution for non-public safety employees is 14.2% and is 21.5% for sworn public safety employees

Benefits-Medical 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 48 member cities and towns.
- 2021 medical insurance renewal rate increase from our insurer, AIM, is projected to be around 10%.
- **Line 123 - Health Insurance Trust (HIT):** Contribution for all benefit-eligible employees remains at $14,274.

Benefits-Medical Insurance

Annual Renewals Compared to Medical Trend

YEAR	CITY	TREND	PREMIUM SAVINGS
2012	14.20%	12.00%	($145,982)
2013	5.00%	12.00%	$366,947
2014	2.90%	12.00%	$1,135,042
2015	1.50%	10.50%	$1,991,093
2016	5.00%	10.50%	$2,657,222
2017	0.80%	10.50%	$3,782,632
2018	5.10%	10.50%	$4,654,771
2019	16.1%	10.50%	$4,625,848
2020	2.2%	10.5%	$6,032,680

Total Premium Savings:

$25,100,250

RECOVER FORWARD BLOOMINGTON

CITY OF BLOOMINGTON

Benefits-Medical Insurance

Annual Renewals Compared to UnitedHealthcare Trend
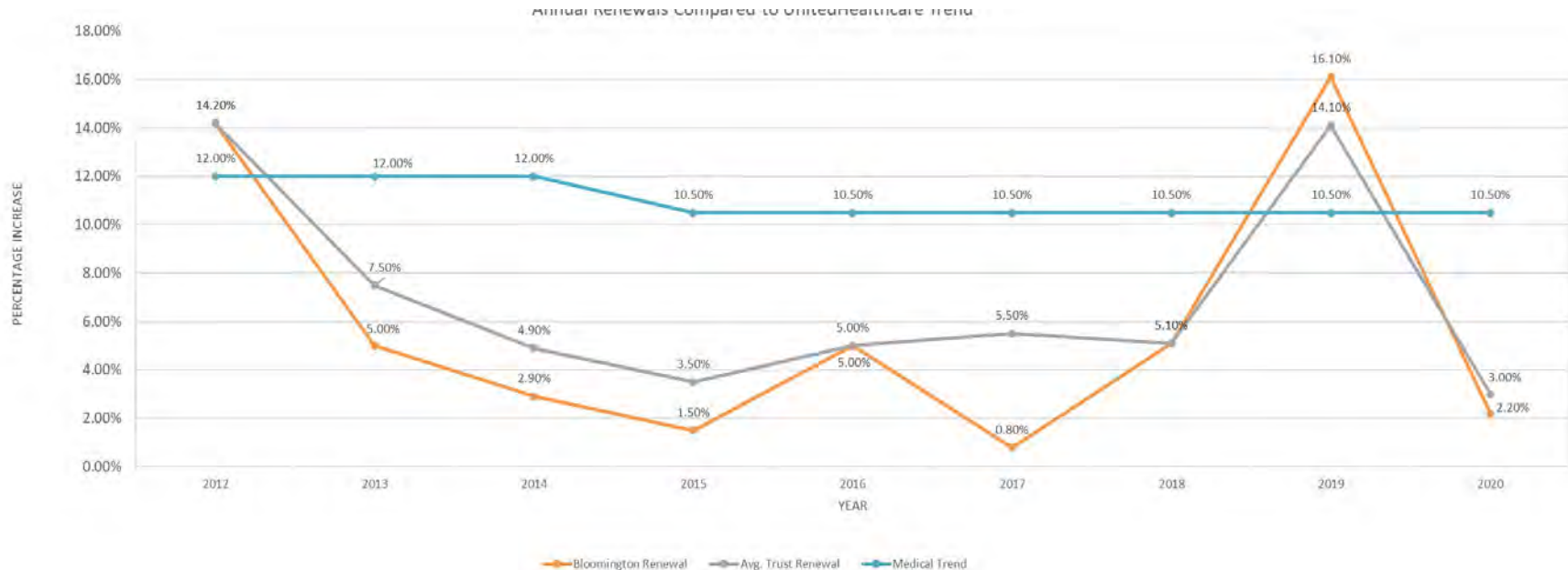
Additional Benefits in Response to COVID-19

- Mental health resources

- Cost-share waivers for COVID-19 testing, testing-related visits and treatment

- Cost-share waivers for virtual visits for COVID-19 and non-COVID-19-related services

Benefits-Dental and Vision Insurance

- 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.
- No rate increases for vision and dental insurance.
- No substantive plan changes are anticipated in either plan for 2021.

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

- Life Assistance Program (LAP)
- Health Club Membership & Massage Therapy Reimbursement
- Bike Commuter Program
- Flu Shots
- Biometric Screenings

Sample Compensation & Benefits Statement

INSURANCE & WELLNESS	$	**14,275.00**
Medical, Dental, Vision		
Life/LT Disability Insurance and EAP Services		
Wellness Benefits		
Gym and Massage Reimbursement		
Bicycle Commuter Voucher		
Health Savings Account Contribution		
PERF	$	**7,100.00**
3% Annuity		
11.2% Defined Benefit Contribution		
PAID TIME OFF	$	**7,115.38**
Based on 1-5 years of City employment		
Twelve Paid Holidays per year		

SubTotal Benefits	$ 28,490.38
Your Salary	**$ 50,000.00**
% of salary	56.98%
Salary Plus Benefits	**$ 78,490.38**
NON-DISCRETIONARY BENEFITS	**$ 3,825.00**
Social Security	
Medicare	
Total benefit % of salary	65%
Total Value	
Salary Plus Benefits	**$ 82,315.38**

Conclusion

Thank you for your consideration of the Compensation & Benefits budget request.

I am happy to answer any questions.

Why We Exist

By utilizing innovative, best practices in human resources management, 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.

Background

- 6 employees
  - Includes benefits management, records administration, hiring coordination, and employee relations support
- Major past initiatives include:
  - Assessment and coaching for supervisors
  - Application tracking system
  - Salary survey
  - Organizational assessments

CITY OF BLOOMINGTON

2020 Budget Goals Update

Workforce Administration

➢ Turn-around time for hiring process is accomplished within 5 days, 95% of the time.

➢ Increase qualified applicant pools by 15% for hard-to-fill positions.

➢ Conduct year 3 of an organizational assessment.

➢ Reduce staff hours, improve accuracy, and reduce the City's risk by outsourcing FMLA.

➢ Reduce staff hours by implementing an electronic process flow for personnel changes, finding and implementing solutions for online enrollment, and digitizing selected documents by the end of 2020.

2020 Budget Goals Update

Personnel Policy

➤ Increase employee awareness of policies and procedures measured by reduced questions about selected, existing, and new policies and procedures.

➤ Maintain and/or improve compliance with City policies; federal, state, and local laws and regulations; and other adopted standards.

Employee Relations

➤ Visit all 27 city work sites at least twice.

➤ Organize 4 employee recognition/appreciation events. Address employee complaints, suggestions, or concerns as they arise.

➤ Improve department head satisfaction rates from internal service department satisfaction survey.

RECOVER FORWARD BLOOMINGTON

CITY OF BLOOMINGTON

2020 Budget Goals Update

Training and Development

- Build off 2019 implicit bias training by co-sponsoring with CFRD a speaker series and discussion groups to engage interested employees.
- Implement and refine a supervisor training program.
- Identify training resources for employees by conducting focus groups with departments.
- Increase compliance with performance review system procedures by 25%.

Compensation and Benefits

- Increase participation in employee and spouse annual physicals.
- Conduct ongoing review of all employee benefits by Q3.
- Refine 3-5 year strategic wellness plan in 2020 that moves from activity-based to outcome-based.
- Conduct annual post-open enrollment survey of 700 employees by the end of Q4.

2021 Budget Goals

Staffing

Activity Description: Oversee the hiring process and orientation. Consult with department heads on staffing concerns and hiring process. Provide support to the job evaluation committee.

- Increase the diversity and number of highly qualified candidates in our applicant pools by 15% for certain vacancies.
- To ensure staff safety and continuity of essential services, coordinate the completion of a communicable disease plan by the end of Q1.
- Complete the final phase of the organizational assessment by end of Q4.
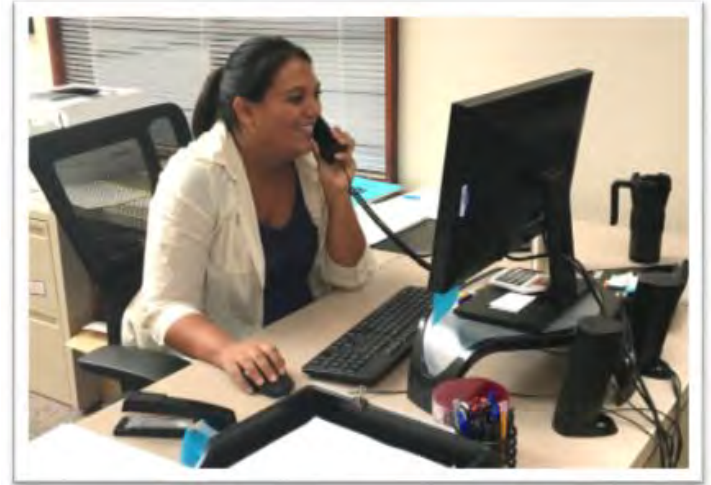
2021 Budget Goals

Compliance

Activity Description: Develop, interpret, and apply personnel policies. Communicate these policies to employees and ensure internal processes align with policy. Maintain compliance with employment laws and other adopted standards.

- To better comply with retention and destruction laws, create a document index and organizational plan by Q2 in order to facilitate implementation of a document management system.
- Train at least 75% of managers in the hiring process and Family Medical Leave Act (FMLA)/American Disabilities Act (ADA).

2021 Budget Goals

Employee Relations

Activity Description: Investigate complaints, grievances, or incidents of policy violation(s), review disciplinary actions, and coach managers. Implement strategies to improve employee engagement. Develop, interpret, and apply personnel policies. Require harassment prevention training online or in person for all new hires

- Create Frequently Asked Questions (FAQ) for payroll/ timekeeping issues, a template for disciplinary action, and other job aid tools for managers by the end of Q4.
- Complete in-person, 2-3 hour implicit bias training sessions for all City employees, which began in 2019, by the end of the year.

RECOVER FORWARD BLOOMINGTON

CITY OF BLOOMINGTON
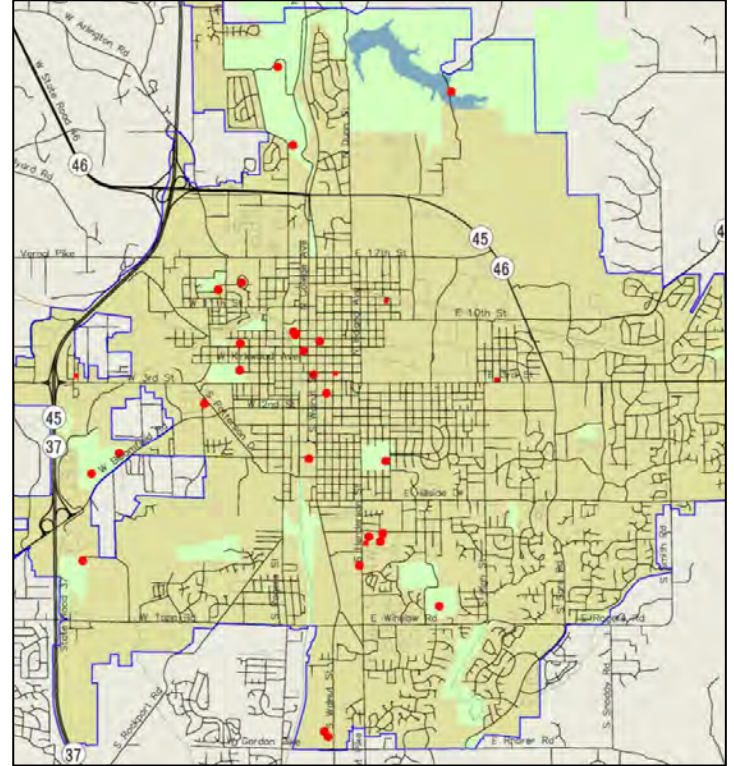
2021 Budget Goals

Compensation, Benefits, and Employee Development

Activity Description: Provide a competitive compensation package. Administer benefits and other services. Coordinate employee development opportunities and the City's management system.

- Develop and implement an outcomes-based employee wellness plan that supports an increase in annual physicals by 5 percentage points from 2020 rates by Q3.
- Review employee benefits by Q3 to ensure the benefits package has the best balance between cost, quality of coverage, and customer service.
- Survey employees by the end of Q4 for feedback on process improvement.

CITY OF BLOOMINGTON

Budget Highlights

Category 1 – Personnel Services - $647,554

This category has a requested decrease of $174,971. Significant highlights are below.

- 2% salary increase for HR staff.
- Increased $52,000 for an additional part-time (0.6 FTE) staff member.
- Reduced by $275,000 placeholder due to the completion of the third and final year of market-based salary adjustments for non-union employees.

Category 2 – Supplies - $2,360

This category has a requested decrease of $2,750. Significant highlights are below.

- Reduced for one-time 2020 purchase of computer hardware.

No other changes.

CITY OF BLOOMINGTON

Human Resources Budget Summary

Budget Allocation	2018 Actual	2019 Actual	2020 Budget	2021 Budget	Change ($)	Change (%)
100 - Personnel Services	586,265	573,735	822,526	647,554	(174,971)	-21%
200 - Supplies	1,495	2,650	5,110	2,360	(2,750)	-54%
300 - Other Services	144,804	85,860	124,762	124,762	0	0%
400 - Capital Outlays	-	-	-	-	0	0%
Total	732,564	662,245	952,398	774,676	(177,721)	-19%

Conclusion

The 2021 Human Resources' budget request reflects increases that align with our mission to create a positive, productive and inclusive work environment that attracts, retains, and develops talent in order to accomplish organizational goals.

Thank you for your consideration of the Human Resources 2021 budget request.

I would be happy to answer any questions.

RECOVER FORWARD BLOOMINGTON

CITY OF BLOOMINGTON

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.

2020 Budget Goals Update

- Increased Clerk staffing for Council Business

- Increased availability of all Council records

- Collaboration with other city departments in digitization, cataloguing, and archiving records

- Completed requirements for IAMC and CMC designation

Our Year to Date...

- Parking tickets appealed: 844

- Wedding ceremonies: 10

- Meetings attended: 84

2021 Budget Goals

Council Meetings

The Clerk's office will continue to staff the shared Clerk and Council space.

The Clerk's office will continue to provide staff for Council committees and meetings.

The Clerk's office will produce memos and/or minutes for all of those meetings for approval or review at the next available meeting.

CITY OF BLOOMINGTON

2021 Budget Goals

Training and Education

The Clerk's office staff will continue attending classes and trainings in order to achieve certification.

2021 Budget Goals

Public Engagement and Outreach

The office will continue attending neighborhood and community meetings.

The office will continue to sponsor activities/events that benefit the community and reflect the goals of the City.

Budget Highlights

Category #1 – Personnel Services

This category has a requested increase of $7,164 or 3%.

CITY OF BLOOMINGTON

Office of the City Clerk Budget Summary

Budget Allocation	2018 Actual	2019 Actual	2020 Budget $	2021 Budget $	Change ($)	Change (%)
100 - Personnel Services	221,935	226,535	241,909	249,073	7,164	3%
200 - Supplies	4,949	5,405	5,600	5,600	0	0%
300 - Other Services	21,475	18,969	37,320	37,320	0	0%
400 - Capital Outlays	-	-	-	-	-	0%
Total	248,359	250,910	284,829	291,993	7,164	3%

CITY OF BLOOMINGTON

Conclusion

The 2021 Office of the City Clerk budget request reflects increases that align with our stated goals.

Thank you for your consideration of the Office of the City Clerk 2021 budget request.

BUDGET PRESENTATION FY 2021

LEGAL DEPARTMENT

CITY OF BLOOMINGTON

Why We Exist

The Legal Department serves the City's legal needs, which range from municipal code drafting and enforcement, to solving residents' issues, real estate and tax issues, statutory interpretation, risk, human rights, litigation, and general advice to the Mayor and City departments on a broad variety of municipal, state and federal law issues. The Legal Department saves the City the costs of outside counsel for all but the most complex matters, assuring that the City obtains the legal assistance it needs to minimize risk for the City and its residents and achieve its goals.

CITY OF BLOOMINGTON

Background

- Legal has 13 full time equivalent employees.
- 3 divisions: Legal (7 Attorneys; a Paralegal/Admin Assistant), Risk (Risk Manager; Risk Trainer; Admin Assistant), and Human Rights (Director/Attorney; Admin Assistant).
- Major Initiatives during 2020 include:
  - Supporting City Departments on a wide variety of legal issues.
  - Assisting with construction of Trades District and 4th Street garages, BPD Training Annex, and the Jordan River culvert upgrade by CBU.
  - Assisting in managing the City's response to COVID-19: drafting ordinances, resolutions, policies and protocols; managing legal aspects of the City's response to the pandemic.
  - Litigation matters involving human rights, HAND lawsuits, lawsuits related to the Farmers' Market, and several planning and zoning matters.
  - Sustainability: Legal serves on the Climate Action Team, the Affordable Housing Committee, and assists with efforts to address racial justice.

2020 Budget Goals Update

<u>Legal Counsel</u>

➢ Achieve a new contract with the Firefighters Union by December 31.

➢ Administer client satisfaction survey through Human Resources to assess whether department performance has improved, remained static or declined. Take any necessary steps to improve performance by end of Q4.

➢ Spend up to 900 hours collectively advising 118 board and commission members, including Council, through end of Q4.

2020 Budget Goals Update

<u>Legal and Policy Documents</u>

➢ Negotiate, review, draft, revise and bring to execution up to 730 contracts by end of Q4.

➢ Draft up to 225 ordinances and resolutions for boards and commissions, including Council, by end of Q4.

➢ Collaborate with ITS and Controller's office to choose vendor for document management system by end of Q4 and begin implementing new system, with completion goal of 12/31/21.

2020 Budget Goals Update

<u>Litigation</u>

➢ Input all litigation matters into LegalTrack by end of Q4 to improve usefulness for monitoring and tracking litigation.

2020 Budget Goals Update

Human Rights

✓   Ensure all board and commission members have submitted ethics and conflicts forms and review all forms by end of Q4.

✓ Review up to 5 employee conflict forms by end of Q4.

➢ Review the ADA surveys of City-owned properties conducted in 2016-17. Evaluate progress, determine additional needs and priorities, and implement program for correcting any deficiencies by end of Q4.

➢ Generate and publicize annual hate incident report by end of Q4.

2020 Budget Goals Update

Risk Management

➢ Update the City's Occupational Safety and Health Manual by end of Q4.

➢ Provide training on risk prevention, with an average of 4 risk training sessions per month and an average of 5 safety audits per week through end of Q4.

➢ Reduce OSHA recordable injuries by 10% by end of Q4.

➢ Reduce workers' compensation costs by 10% by end of Q4.

➢ Reduce insurance claims by 5% (internal denials and management) in order to reduce the premium modifier by end of Q4.

➢ Evaluate options for managing administration of workers' compensation.

2021 Budget Goals

LEGAL COUNSEL

Provide legal research, legal interpretation and information, and provision of general legal advice on all aspects of City business to the Mayor's Office, City departments, and boards and commissions. Improve provision of legal services based on City department responses to internal customer service survey.

- Take any necessary steps to improve client satisfaction as measured by a survey through Human Resources by end of Q4.
- Spend up to 900 hours collectively advising 118 board and commission members, including Council, through end of Q4.

2021 Budget Goals

LEGAL AND POLICY DOCUMENTS

Draft, review, edit and revise legal and City policy documents related to all aspects of City business, including but not limited to ordinances, agreements and contracts, leases, deeds, legal memos, briefs and court filings, official City policies and correspondence.

- Enter into database of City-owned property all deeds from files destroyed in 2018 under document retention and destruction policy by end of Q4.
- Negotiate, review, draft, revise and bring to execution up to 730 contracts by end of Q4.
- Draft up to 225 ordinances and resolutions for boards and commissions, including Council, by end of Q4.
- Assist with rewrite of Utilities Policies, Procedures and Standards of Service by end of Q4.
- Input legal documents into the document management system with goal of completion by end of Q4.
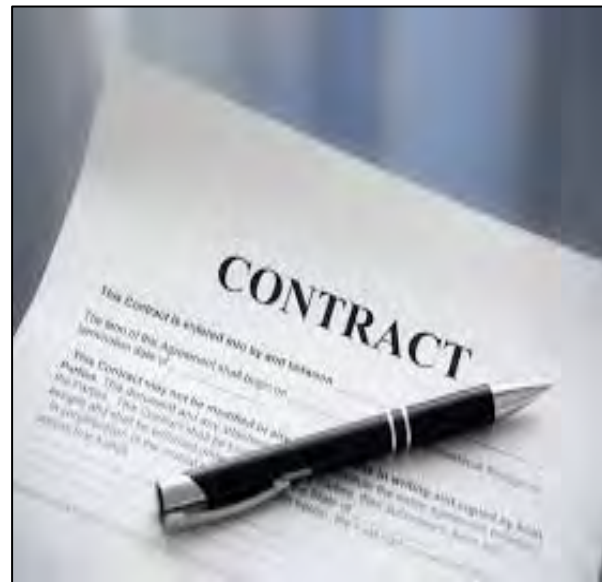
2021 Budget Goals

LITIGATION

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

- Input litigation documents and data into new document management system for purpose of litigation tracking with goal of completion by end of Q4.

2021 Budget Goals

HUMAN RIGHTS

Ensure that the City is compliant with Civil Rights laws and regulations that protect our residents. Maintain the highest ethics in conducting City business.

- Respond to and investigate any and all human rights complaints received.
- Increase the BHRC's social media presence by establishing Facebook page by end of Q4.
- Generate and publicize annual hate incident report by end of Q4.
- Ensure all board and commission members have submitted ethics and conflicts forms and review all forms by end of Q4.
- Review any and all employee conflict forms submitted within 60 days.

RECOVER FORWARD BLOOMINGTON

CITY OF BLOOMINGTON

2021 Budget Goals

RISK MANAGEMENT

Reduce the City's financial and physical risks as much as possible through responsible stewardship of insurance, provision of training, implementation of prevention measures, and providing professional assistance when incidents occur.

- Provide training on risk prevention, with an average of 4 risk training sessions per month and an average of 5 safety audits per week, through end of Q4.
- Investigate and manage incidents to prevent future incidents and control workers' compensation and insurance costs.
  - Reduce OSHA recordable injuries by 10% by end of Q4.
  - Reduce workers' compensation costs by 10% by end of Q4.
- Reduce insurance claims by 5% (internal denials and management) in order to reduce the premium modifier by end of Q4.

RECOVER FORWARD BLOOMINGTON

CITY OF BLOOMINGTON

Budget Highlights

The Legal budget request for 2021 is almost flat compared to 2020, with an increase of $31,343.

Category 1 – Personnel
This category has a requested increase due to the proposed raise of 2%.

CITY OF
BLOOMINGTON

Legal Department Budget Summary

Budget Allocation	2018 Actual	2019 Actual	2020 Budget $	2021 Budget $	Change ($)	Change (%)
100 - Personnel Services	1,053,542	1,085,377	1,239,004	1,272,998	33,995	3%
200 - Supplies	58,401	56,968	60,074	59,999	(75)	0%
300 - Other Services	566,705	447,582	757,061	754,485	(2,576)	0%
400 - Capital Outlays	26,137	-	-	-	-	0%
Total	**1,704,786**	**1,589,928**	**2,056,139**	**2,087,482**	**31,344**	**2%**

Conclusion

The 2021 Legal Department's budget request reflects costs that align with the stated goals of:

- Ensuring client satisfaction with our services
- Negotiating, drafting and executing necessary contracts
- Advising boards and commissions and drafting resolutions and ordinances
- Managing and tracking litigation
- Monitoring the City's ADA and conflicts compliance, and
- Managing and reducing the City's risk.

Thank you for your consideration of the Legal Department's
2021 budget request.
I would be happy to answer any questions.

CITY OF BLOOMINGTON

Why We Exist

The mission of Information & Technology Services (ITS) is to provide 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.
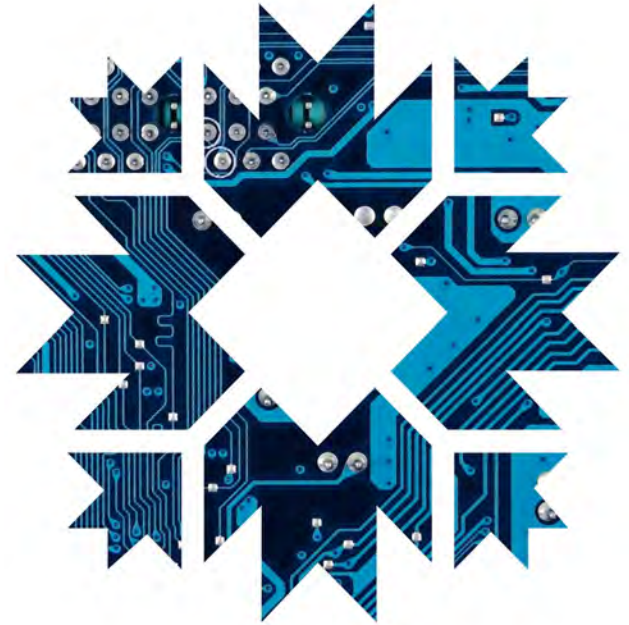
Background

- Department
  - Administration: 2 employees
  - Operations: 10 employees
    - Technology Support: 7 employees
    - Infrastructure Support: 2 employees
  - Enterprise Applications: 8 employees
    - Applications Support: 4 employees
    - Geographic Info Systems (GIS): 3 employees
- Major initiatives
  - End-user Technology Support: Helpdesk technology support & IT training.
  - Application Support: City website, major enterprise and departmental software systems, GIS, systems integration, etc.
  - Enterprise Infrastructure Support: storage, virtual infrastructure, networks, and backup.

2020 Budget Goals Update

<u>Administration</u>

➢ Coordinate broadband activity to secure affordable citywide fiber network and gigabit-class internet connectivity.

➢ Implement recommendation and projects from 2019 3-5 year strategic IT plan.

➢ Create data-center upgrade plan in 2020.

➢ Complete annual review of ITS Service Level Agreements (SLAs).

CITY OF BLOOMINGTON

2020 Budget Goals Update

Program Evaluation & Project Management

➢ Implement a multi-year ITS strategic plan in 2020 and beyond to improve   ITS efficiency and service delivery.

➢ Complete the design of wired and wireless network infrastructure update for City facilities and begin deployment of phase 1 by the end of Q4.

➢ Manage deployment of Community Development software platform with substantial completion by the end of Q4.

➢ Assess staff intake/exit workflow to minimize duplication of entry, capture data early and track performance. Deploy tools identified by the assessment.

✔ Update 10-year capital replacement plan by Q2 for inclusion in 2021 Budget.
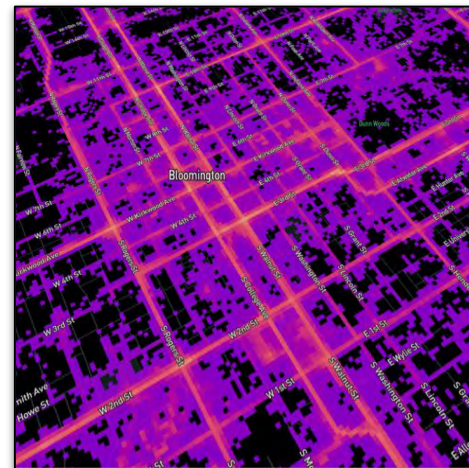
2020 Budget Goals Update

Information, Data & Media Services

➢ Serve an average of 40,000 unique users, 75,000 sessions, and 200,000 page views per month on the City website. Maintain a bounce rate below 60%.

➢ Publish 225 datasets (210 as of August 12, 2020), including 65 geospatial datasets (44 as of August 12, 2020), on the B-Clear Open Data Portal by the end of Q4.

✔ Assess the unmanned aerial vehicle UAV policies and procedures by the end of Q2 to ensure the effective capture of useful data, imagery, and media to improve City operations.

➢ Deploy 5 internal and 3 public-facing geospatial applications using the ArcGIS platform.

✔ Partner with Community Access Television Services (CATS) to provide automated transcription of meeting content and to make City meetings available through Over the Top (OTT) video platforms.

2020 Budget Goals Update

<u>Enterprise Software and Systems Integration</u>

➢ Integrate third party revenue collection systems for T2, RecTrack and Animal Shelter applications with New World ERP.

➢ Substantially deploy Community Development Management system by the end of Q4 to improve Planning & Transportation and HAND operations.

➢ Expand enterprise Document Management System usage and implement at least one new priority workflow.

➢ Update key digital services including Staff Directory, Police Incident Reporting, and website search interface.

CITY OF BLOOMINGTON
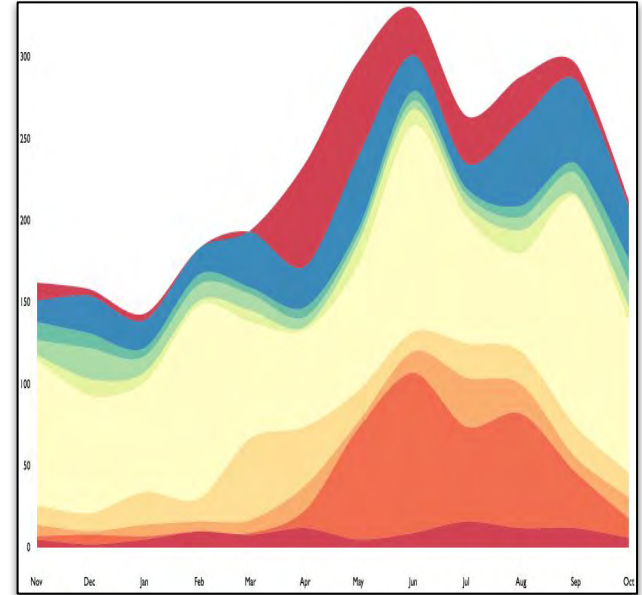
2020 Budget Goals Update

End-user Services & Technology Support

➢ Maintain at least 4.6 out of 5 service rating on Helpdesk internal customer service surveys.

➢ Organize and execute the annual capital replacement of approximately 25% of City desktop inventory (51 PCs & laptops, 50 monitors, 50 UPS units and 7 printers and peripherals within ITS Budget).

➢ Conduct the annual internal survey on IT training needs by end of Q1 to assess customer needs and satisfaction and to guide training strategy.

➢ Assess the performance of 2019 account creation/termination process improvements by the end of Q1.

○ Instruct 12 in-person classes each on word processing and spreadsheets (Word, Excel and Google GSuite Drive, Docs, Sheets, etc).

➢ Exceed monthly average of 10 online users, 10 online courses and 10 hours viewed per month on LinkedIn Learning (formerly Lynda.com).

➢ Achieve 20% or below phishing click-through rate for security training.

2020 Budget Goals Update

Information Systems Infrastructure

➢ Complete the design of wired and wireless network infrastructure update for City facilities and begin deployment of phase 1 by the end of Q4.

➢ Ensure 99.5% uptime of city network and 99.5% uptime of external Internet connectivity, excluding scheduled downtime for upgrades.

➢ Update file server configuration with identical servers at Showers, Police and Utilities.

➢ Ensure 99.9% uptime of core storage, computer, backup, and restoration services.

➢ Construct and interconnect identified fiber routes necessary to support wired and wireless network upgrades by the end of Q3.

2021 Budget Goals

Administration

Activity Description: Innovate, plan and administer the information and communication technology function of City government. Maintain and operate its office in keeping with City policy. Support governance bodies that inform ITS and City operations. Mobilize internal and external resources (consulting, contingency funds, emergency services) as necessary to support ITS goals.

- Maintain at least a 4.5 out of 5 satisfaction rating on the ITS annual internal customer service satisfaction surveys (2019 end-of-year survey was a 4.36 rating).
- Implement at least 1 Digital Equity Strategic Plan recommendation to improve broadband access to vulnerable populations.
- Administer and award Digital Equity Grants under Recover Forward using best practices for data and reporting.
- Update the ITS contingency and disaster recovery (DR) planning process, including creating disaster recovery plans for each ITS team (Applications and Operations) and performing DR table-top exercises twice annually.

CITY OF BLOOMINGTON
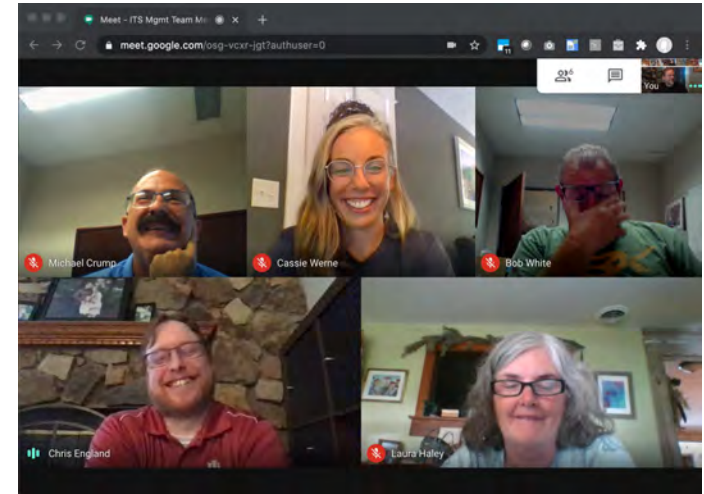
2021 Budget Goals

Program Evaluation & Project Management

Activity Description: Manage large and small projects and programs (continuing initiatives with several interrelated projects) to improve ITS and City performance. Evaluate needs of users, determine gaps in services, research and propose solutions.

- Select and implement a best practice portfolio, program, and project management framework for City technology projects.
- Conduct a multi-day project management training for up to 8 staff members including the ITS management team.
- Configure IT Service Management (ITSM) processes in ManageEngine Helpdesk System including Change Management, Incident Response & After-action Reviews, and Release Management workflows.
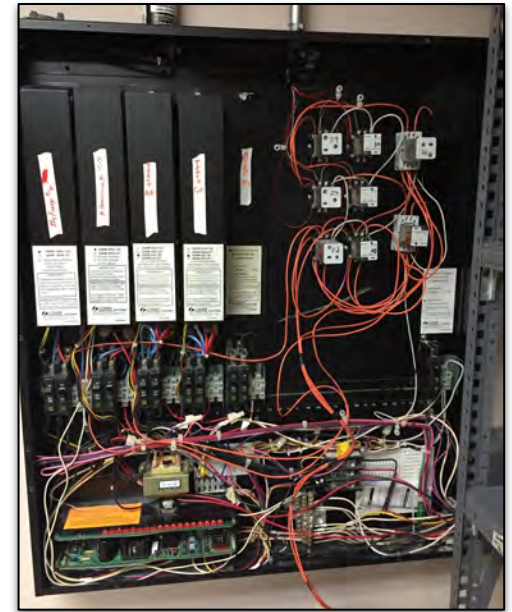
2021 Budget Goals

Information, Data, and Media Services

Activity Description: Facilitate the exchange of information and ideas between the City and community at large. Produce, assemble and share government information, data and media with the public and internal customers through a variety of channels including the City's website, GIS, data portal, performance dashboard and other digital and broadcast services.
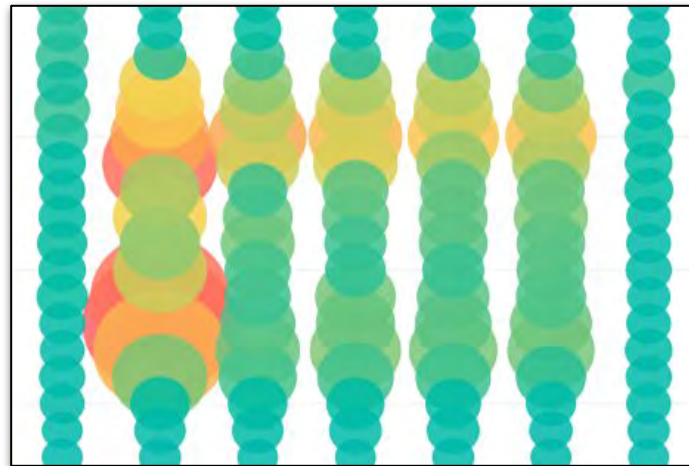

- Exceed 64% "excellent/good" quality ratings for the City's website in the 2021 community survey.
- Publish 225 datasets (211 as of August 12, 2020), including 70 geospatial datasets (52 as of August 12, 2020), on the B-Clear Open Data Portal by the end of Q4.
- Deploy 5 internal and 3 public-facing geospatial ArcGIS applications (including 4 mobile data collection apps).
- Deploy visualization platform and dashboard platform atop Data Warehouse to improve City transparency and performance evaluation.
- Onboard at least 1 additional unoccupied aerial vehicle (UAV) pilot from ITS and 1 from outside of ITS to back up ITS UAV operations and to expand UAV data collection capability.

2021 Budget Goals

Enterprise Software and Systems Integration

Activity Description: Support, integrate and maintain software applications and database systems for individual, group, departmental and enterprise-scale use, including commercial, open-source, free and internally-developed software for local and cloud environments.

- Maintain at least a 4.5 out of 5 satisfaction rating on internal customer   service
  surveys.
- Update inventory of City applications in order to analyze application relationships and business processes to determine areas of consolidation and efficiency.
- Implement at least 2 new priority workflows in enterprise Document Management System.
- Implement common web design framework and visual look and feel across external and internal applications, such as City Website, Periodic, uReport, MyBloomington, onBoard, eGov, etc.
- Create a comprehensive training plan for major software applications.
- Implement a file sharing system for large file exchange.

CITY OF BLOOMINGTON
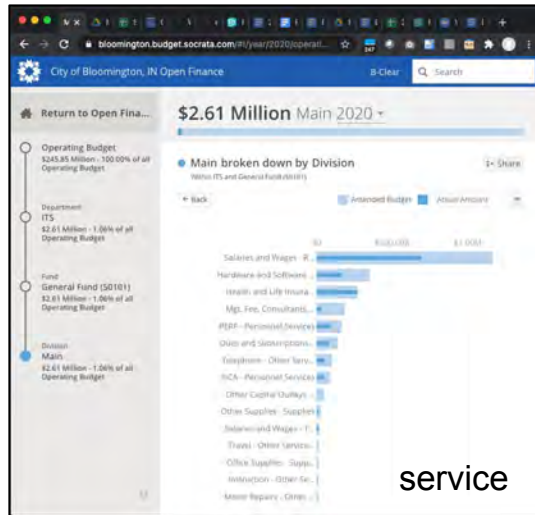
2021 Budget Goals

End-user Services & Technology Support

Activity Description: Provide the support, training and tools needed to ensure City staff can productively use City IT systems to achieve their goals.

- Maintain at least a 4.7 out of 5 service rating on Helpdesk internal customer service surveys.
- Conduct annual internal survey on IT training needs by end of Q1 to assess customer needs and satisfaction and to guide training strategy.
- Complete deployment of ManageEngine IT Service Management (ITSM) system by end of Q4.
- Organize and execute the annual capital replacement of approximately 25% of City desktop inventory TBD (85 desktop PCs, 27 laptops, 11 MDTs, 62 monitors, 56 UPS units and 8 printers and peripherals within ITS Budget).
- Achieve industry standard target of 4.2% or below phish-prone percentage (currently 5.5%).

CITY OF BLOOMINGTON

2021 Budget Goals

Information Systems Infrastructure

Activity Description: Support physical and virtual information and communication infrastructure providing storage, computer, backup, network and phone services, as well as facilities-based systems such as video control rooms, meeting rooms, projectors, security cameras and door access systems.

- Deploy updated wired and wireless network equipment for City facilities to replace outdated hardware, upgrade network capabilities and improve security.
- Ensure 99.5% uptime of city network and 99.5% uptime of external internet connectivity, excluding scheduled downtime for upgrades.
- Expand storage and virtual server infrastructure by two additional nodes to maintain system redundancy and accommodate current and future storage needs.
- Ensure 99.9% uptime of core storage, computer, backup, and restoration services.
- Conduct needs assessment and identify options to implement dual-factor authentication to improve the City's cybersecurity posture.

Budget Highlights

Sources of ITS Funding
ITS operations receive funding from the following sources:

- ITS General Fund
- Telecommunications Non-Reverting Fund
  (Telecom Infrastructure and Telecom Services Accounts)
- Electronic Map Generation Fund
- Enhanced Access Fund

Notable changes are included in the following budget lines:

Budget Highlights

General Fund ITS

The ITS Department's General Fund budget request is $2,569,746. This is an increase of $199,467. Significant highlights are listed below:

Category 3 – Other Services
- **Line 316 – Instruction**: Increase of $9,000 for project management training expenses.
- **Line 332 – Telephone**: Increase of $46,800 for centralized billing for cellular devices. ITS is consolidating these expenses from across the City in this line to improve the efficiency of purchasing and billing. This increase within ITS will be offset by corresponding decreases in other Departments.
- **Line 323 – Travel**: Increase of $5,000 for GIS travel-related expenses.

Budget Highlights

General Fund ITS, continued

Category 3 – Other Services
- **Line 364 – Hardware and Software Maintenance**: Decrease of $27,000 due to removal of licenses, reductions in certain license costs and removal of one-time 2020 expenses.
- **Line 391 – Dues & Subscriptions**: Increase of $30,437 due primarily to new applications supporting our COVID response, plus new users and upgrades to Google G-Suite.

Category 4 – Capital Outlays
- **Line 442 – Purchase of Equipment**: Increase of $46,000 for audiovisual and IT improvements to City meeting rooms.

Budget Highlights

Telecommunication Non-Reverting Fund

The ITS Department's Telecommunications Non-Reverting Fund budget request is $965,174. This is a decrease of $220,532.

Telecom Infrastructure: Telecommunication Non-Reverting Fund 254000 Infrastructure Account

Category 4 – Capital Outlays
- **Line 442 – Purchase of Equipment:** Decrease of $300,000. We are not able to adhere to our planned network replacement schedule due to the drop in Telecom Fund revenue. This line now includes only $50,000 for network replacement of wired and wireless network hardware.
- **Line 445 – Equipment:** Increase of $16,000. Capital replacement of PCs laptops, monitors, printers, UPSs and peripherals for most city departments.

Budget Highlights

Telecom Services: Telecommunication Non-Reverting Fund 256000 Services Account

Category 3 – Other Services
- **Line 398 – Community Access TV/Radio:** Increase of $4,468 for CATS, Community Access Television Services. CATS funding consumes more than half of the City's annual Telecom fund revenue. This is a 1% increase for CATS services.

Category 4 – Capital Outlays
- **Line 442 – Purchase of Equipment:** Increase of $68,000 to provide additional capacity to our file storage/virtual computing infrastructure to maintain redundancy and improve performance.

Budget Highlights

Electronic Map Generation Fund

The ITS Department's Electronic Map Generation Fund budget request is $3,750. This is an increase of $3,750.

Category 3 – Other Services
- **Line 317 – Mgt. Fee, Consultants, and Workshops:** Increase of $3,750 to acquire updated orthophotography for GIS, planning and other uses.

Enhanced Access Fund

The ITS Department's Enhanced Access Fund budget request is $3,750. This is an increase of $3,750.

Category 3 – Other Services
- **Line 317 – Mgt. Fee, Consultants, and Workshops:** Increase of $3,750 to acquire updated orthophotography for GIS, planning and other uses.

ITS Budget Summary

Budget Allocation	2018 Actual	2019 Actual	2020 Budget	2021 Budget	Change ($)	Change (%)
100 - Personnel Services	1,567,433	1,587,698	1,706,579	1,844,346	137,767	8%
200 - Supplies	21,559	28,390	42,651	36,812	(5,839)	-14%
300 - Other Services	849,354	920,566	1,230,256	1,296,013	65,757	5%
400 - Capital Outlays	234,183	337,067	576,500	365,250	(211,250)	-37%
Total	**2,672,528**	**2,873,721**	**3,555,986**	**3,542,421**	**(13,565)**	**0%**

ITS 2021 Recover Forward

RECOVER FORWARD EXPENDITURES

The following additional ITS operating costs are recommended to be funded through incremental 2021 Recover Forward requests. These costs will be separated from the above ITS budget and distributed among applicable general ledger lines as specified in prospective funding requests:

- **Digital Equity Grants:** We request $50,000 to continue the 2020 Recover Forward stimulus program to address the challenges of the digital divide identified by the ITS department's recent digital equity survey. This request will fund digital equity grants to support local nonprofits in their efforts to bridge the digital divide.

CITY OF BLOOMINGTON

RECOVER FORWARD BLOOMINGTON

ITS 2021 Recover Forward

Budget Allocation	2020 Budget $	2021 Budget $	Staffing (FTE)	Population Served
100 - Personnel Services	0	0	0.00	85,000
200 - Supplies	0	0		
300 - Other Services	0	50,000		
400 - Capital Outlays	0	0		
Total	**0**	**50,000**		

Conclusion

The 2021 Information & Technology Services Department budget request reflects increases that align with the stated goals of providing:

- Efficient administration of City IT needs
- Effective program evaluation and project management
- High quality information, data and media services
- Support for enterprise software and systems integration
- Excellent end-user services and technology support
- Resilient and highly available information systems infrastructure

Conclusion

Thank you for your consideration of the Information & Technology Services 2021 budget request.

I would be happy to answer any questions.

Why We Exist

Legislative Body of the City

The Common Council is the legislative body of the City. It may pass 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 to the extent the power is not vested in the executive branch.

Working in concert with elected officials, departmental staff, and members of the public, the Council strives to perform its duties in an open, accountable, effective, and deliberative manner.

Background

The Council is composed of nine members, with three representing the City at-large and six representing distinct geographic districts, and is facilitated by 2.80 FTEs and an O'Neill Service Corps Fellow.

The Council uses 11 standing committees:
- Administration Committee
- Climate Action & Resilience Committee
- Community Affairs Committee
- Housing Committee
- Land Use Committee
- Public Safety Committee
- Sustainable Development Committee
- Transportation Committee
- Utilities & Sanitation Committee
- Jack Hopkins Social Services Program Funding Committee
- Sidewalk Committee

2020 Budget Goals Update

<u>Legislative Duties</u>

✔️ 2019-2020 Highlights:
● Reviewed and approved a new Unified Development Ordinance after three months, after consideration of over 70 amendments
● Supported affordable housing through Economic Development Revenue Bonds and development approvals
● Broadened the class of city employees paid a living wage

✔️ Adopted Ordinances and Resolutions
● 26 ordinances and 19 resolutions in 2019
● 14 ordinances and 10 resolutions by August 2020

2020 Budget Goals Update

Policy Development and Coordination

✔️ Shifted to remote work and virtual Council meetings in March; continued to perform legislative functions and ensure public access to Council activities.

✔️ Collaborated with city departments to prepare legislation for Council action.

➢ Collaborate with Clerk's Office and ITS to continue researching document creation and management solutions to improve workflow and ease of access to public documents and meeting materials.

➢ Continue to explore ways to improve the effectiveness and efficiency of Council and committee meetings

RECOVER FORWARD BLOOMINGTON

CITY OF BLOOMINGTON

2020 Budget Goals Update

Discretionary Funding

✔️ The 2020 Jack Hopkins Committee was responsible for distribution of $318,795 to 24 social service agencies. An additional round of funding of $200,000 proposed as part of Recover Forward was just approved by Council.

✔️ The Council Sidewalk Committee, in consultation with City staff from several departments, was responsible for use of $324,000 from the Alternative Transportation Fund.
● Projects selected for funding in 2020 (2 sidewalk construction, 2 sidewalk design, and 2 ped crossing projects)

✔️ Councilmembers participated in and staff facilitated work of the Public Safety Local Income Tax (LIT) Committee of the Monroe County (LIT) Council in the summers of 2019 and 2020.

CITY OF BLOOMINGTON

2020 Budget Goals Update

<u>Constituent Services and Community Relations</u>

✔️ Continued to receive and relay calls or emails from constituents to Councilmembers and relevant department(s) while working remotely; responded to nearly 200 constituent messages through the end of July 2020.

➢ Listen to community feedback about ways to improve accessibility of Council meetings and associated materials as more work shifts online; research continued use of Zoom or other remote accessibility of Council meetings.

RECOVER FORWARD BLOOMINGTON

CITY OF BLOOMINGTON

2021 Budget Goals

Legislative Duties

Take formal legislative action at public meetings for government of the city and control of finances; assist with scheduling legislative initiatives and distribution of legislative materials.

- Increase public awareness of and accessibility to Council meetings and materials (with continued use of Zoom and further research into document creation and management solutions).

Policy Development and Coordination

Develop and coordinate policies in collaboration with the Administration and public that address community needs effectively while remaining within budgetary constraints.

- Councilmembers pursue individual initiatives, work in informal groups (sometimes with others), participate in 11 Standing Committees, and create Special (*ad hoc)* Committees.
- Staff Support: Staff facilitate the work of committees, research policy both in terms of its legality and best practices, and draft memoranda, reports, legislation, and other policy documents.
- Review effectiveness of standing committees at end of 2020.

2021 Budget Goals

Discretionary Funding

Facilitate the work of the Jack Hopkins Social Services Funding Committee, the Council Sidewalk Committee, and the Public Safety Local Income Tax Committee.

- Engage in additional round of Jack Hopkins funding by end of 2020 as part of Recover Forward initiative.
- Streamline the JHSSF application process and otherwise reduce workload (e.g., use of recorded technical assistance meeting).
- Review objective criteria in coordination with Planning staff to include most relevant metrics for assessing sidewalk and pedestrian projects.

2021 Budget Goals

**Constituent Services and Community Relations**

Receive and respond to citizen contact about City policies, practices, and general issues of community concern. Strive to provide open, responsive and accountable municipal government that contributes to a sense of community.

- Provide initial response to constituent calls and emails within two business days.

Legal Counsel

The Council Office includes attorneys who represent the Council on terms the Council, as a body, considers appropriate and which are consistent with the obligations that attorneys have to their clients.

- Shift administrative-related duties to part-time staff in order for attorneys to focus more on legal duties.

Handbook on Indiana's Public Access Laws
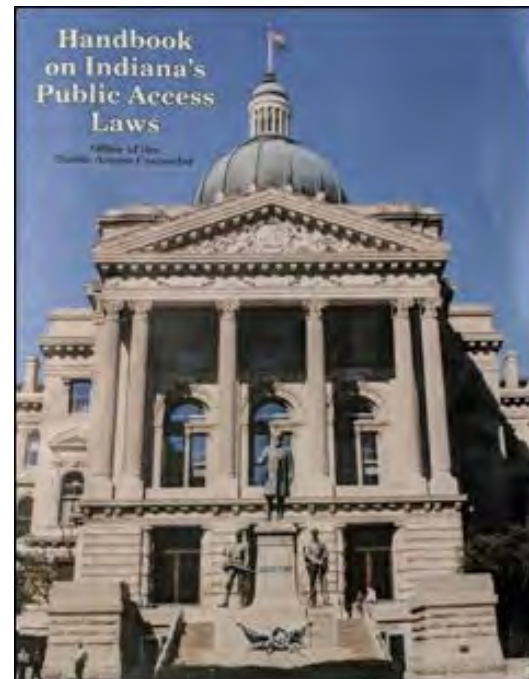
Budget Highlights

Category 1 – Personnel

Requested increase of 2% for Councilmember and office staff salaries.

● The only other notable change is new Council Administrator/Attorney; currently hiring for Deputy Administrator/Attorney.

Category 2 – Supplies

Requested increase of $908 or 21%.

● **Line 243 - Other Supplies:** Increase by $835 to acquire three additional copies of Adobe Pro software to allow councilmembers to better manage e-documents and packets.

Budget Highlights

Category 3 – Other Services and Charges

Requested increase of $8,642 or 2%.

● **Line 399 - Other Services and Charges:** Increase by $7,905 to budget for travel charges associated with ASL translation services.

Category 4 – Capital Outlays

Requested increase of $6,000 or 1.85%.

● **Line 431 (Improvements Other than Buildings) -** Increase by $6,000 (to $330,000) in the Alternative Transportation Fund for the construction of sidewalk and traffic calming projects recommended by the Council Sidewalk Committee and approved by the Council.

Common Council Budget Summary

Budget Allocation	2018 Actual	2019 Actual	2020 Budget	2021 Budget	Change ($)	Change (%)
100 - Personnel Services	531,998	550,505	591,691	598,302	6,611	1%
200 - Supplies	3,568	3,056	4,281	5,189	908	21%
300 - Other Services	321,215	351,792	389,923	398,565	8,642	2%
400 - Capital Outlays	-	269,652	324,000	330,000	6,000	2%
Total	**856,782**	**1,175,004**	**1,309,895**	**1,332,056**	**22,161**	**2%**

Common Council Recover Forward Budget Summary

Budget Allocation	2020 Budget $	2021 Budget $	Staffing (FTE)	
100 - Personnel Services	0	0	0.00	
200 - Supplies	0	0		
300 - Other Services	0	200,000		
400 - Capital Outlays	0	0		
Total	**0**	**200,000**		

RECOVER FORWARD BLOOMINGTON

CITY OF BLOOMINGTON

Conclusion

The 2021 Office of the Common Council budget request reflects increases that align with the goals of:

- community service,
- transparency,
- public engagement, and
- accessibility.

Thank you for your consideration of the Office of the Common Council 2021 budget request.

I would be happy to answer any questions.

BUDGET PRESENTATION FY 2021

OFFICE OF THE CONTROLLER

CITY OF
BLOOMINGTON

Why We Exist

The Indiana State Legislature in IC 36-4-9-6 established the position of Controller and its related duties. The office is an internal service department that oversees all financial transactions, procedures and protocols for the City of Bloomington's 22 departments with additional oversight and interaction with Bloomington Transit, Bloomington Housing Authority, Redevelopment Commission, Buskirk-Chumley Theater (BCT) Management Company, Bloomington Urban Economic Association (BUEA), and Dimension Mill, Inc.
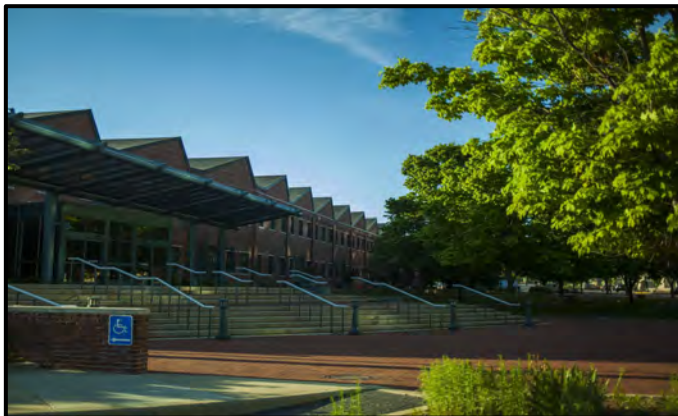
Background

The Controller serves as the City's Chief Financial Officer and the office of 12 staff is responsible for:

- Accounts Receivable/Payable/Payroll/Grants
- Annual Budget
- Internal Audit & Internal Controls
- Federal, State & Local Reporting
- Police & Fire Pensions
- Major initiatives with financial oversight currently include:
  - Switchyard Park
  - Convention Center
  - Both the current and new hospital sites
  - Parking garages
  - Implementation of enterprise-wide Community Development and Document Management software.

2020 Budget Goals Update

**Core Department Functions
(Accounts Receivable, Accounts Payable,
Purchasing, Payroll, Cash Management)**

✅ Increase participation in Electronic Funds Transfer (EFT) payment process to reduce the processing of paper checks by end of Q4.

✅ Ensure that payments received by all City departments are deposited in line with statutory requirements: Processed 7,404 revenue journals and made deposits within 1 business day.

✅ Maximize City's return on investments: Maintained rate of return in line with Federal rates (currently 0.25%) and worked with our banking partners to maximize net returns by minimizing the impact of fees and compensating balances.

2020 Budget Goals Update

<u>Budgeting</u>

✅ Manage and coordinate activities related to the development, presentation, submission and approval of the City's annual budget: Coordinated with City departments to ensure adherence to budget timelines and to improve consistency across organizations.

✅ Improve the budgeting process to allow more results-driven focus: We were successfully able to further efforts to utilize program level budgets identifying not only dollars budgeted, but also FTEs required and population served through each program.

RECOVER FORWARD BLOOMINGTON

CITY OF BLOOMINGTON

2020 Budget Goals Update

Research & Special Projects

➢Convert financial statements to a GAAP basis: We have worked closely with a consultant to convert 2019 financials to a GAAP basis and are targeting completion of the project by end of Q3.

➢ Select and begin implementation of Community Development and Document Management software: Acquired Energov Community Development software and OnBase Document Management software. We are working with integration teams to develop templates and workflows.

2021 Budget Goals

Accounts Payable

Activity Description: Manage and coordinate activities related to the processing, approval and payment of expenditures.

- Increase participation in Electronic Funds Transfer (EFT) payment process from 74% to 76% to reduce the processing of paper checks by end of Q4 2021.

CITY OF BLOOMINGTON

2021 Budget Goals

Revenue Collections
Activity Description: Collect, process, and review payments collected from all Civil City departments' revenue transactions. Post revenues by verifying transactions to the related bank deposits.

- Deposit by statutory requirement of next business day.
- Ensure corrections are made within 2 business days and remain at or below 1% in 2021.

2021 Budget Goals

Payroll

Activity Description: Manage and coordinate activities related to the processing, approval and payment of employee payroll and related expenditures such as payroll taxes, retirement contributions, and employee deductions.

- Issue all payroll disbursements on a biweekly basis.
- Issue tax reports within a month of the end of each quarter (Federal) and by the 20th of each month (State) in 2021.
- Issue all manual checks within 1 business day of receiving a request.

2021 Budget Goals

Cash Management

Activity Description: Coordinate with the City's banking partner to ensure that the rate of return is maximized and that all 132 funds and 8 bank accounts are available in time to meet the City's obligations.

- Maximize the City's rate of return to ensure that it is in line with prevailing interest rates.
- Monitor and minimize compensating balances and banking fees with the City's banking partner in 2021.
- Upload the required reports to the SBOA website within 45 days of month end.

2021 Budget Goals

Purchasing

Activity Description: Coordinate with City departments to ensure that the procurement of goods, services, and capital are completed in line with City policies. Review purchasing requests, provide for adequate controls and procure these items at the lowest and best price.

- Decrease staff time associated with the purchase order process by training new employees who will be involved in the purchasing process within the New World system.
- Decrease costs of items purchased by reorganizing vendor categories and commodity item number assignments.

2021 Budget Goals

Budgeting

Activity Description: Manage and coordinate activities related to the development, presentation, submission and approval of the City's annual budget inclusive of 500 budgets in 22 departments which include BHA, Bloomington Transit and the City Council.

- Coordinate with City departments to ensure that documentation is completed and distributed prior to initial budget presentations in August 2021.
- Issue an announcement at least 10 days before public hearings.

RECOVER FORWARD BLOOMINGTON

CITY OF BLOOMINGTON

2021 Budget Goals

Budgeting (Continued)

- Issue budget package for the Council Budget hearings by the Friday before the budget presentations to City Council.
- Submit the proposed budget to the Department of Local Government Finance (DLGF) within the required timeframe (currently within 2 days of Council Approval).

2021 Budget Goals

Research and Special Projects

Activity Description: Perform research and special projects as requested by the Administration and department in order to assist them in meeting their goals and objectives.

- Obtain the Government Finance Officers Association's Certificate of Achievement for Excellence in Financial Reporting (CAFR) for 2020 results.
- Convert financial statements to a GAAP (Generally Accepted Accounting Principles) basis to facilitate the application for the CAFR by end of Q2 2021 for reporting of 2020 financial results.

GFOA

Certificate of
Achievement
FOR EXCELLENCE IN
Financial Reporting

CITY OF
BLOOMINGTON

2021 Budget Goals

Research and Special Projects (Continued)

- Monitor, report and make recommendations by 2021 for uses of the Public Safety Local Tax in 2022, including Dispatch, B Police and Bloomington Fire requiremen
- Provide ongoing support for the Convention Cente (supported by the food & beverage tax), the Trades District and the redevelopment of the existing hospital site.
- Work with the integration team for the Community Development and Document Management systems to ensure projects are completed by Q4 2021 within budgeted rates.

RECOVER FORWARD BLOOMINGTON

CITY OF BLOOMINGTON

2021 Budget Goals

Internal Audit

Activity Description: Develop, implement and oversee a program designed to assess the effectiveness of internal controls and segregation of duties in order to minimize the risk of the organization to fraud, theft and misuse of City assets. Assist external auditors and other consultants in their reviews and audits of the organization.

- Obtain opinion from the State Board of Accounts without major findings by the end of Q4 2021.

RECOVER FORWARD BLOOMINGTON

CITY OF BLOOMINGTON

2021 Budget Goals

Internal Audit (Continued)

- Post results of the review of appropriate levels of controls and segregation of duties, including external review, to minimize the risk of theft or fraudulent use of city resources.
- Conduct audits of all 18 cash funds a minimum of twice annually.
- Audit a minimum of 50% of transactions that account for 90% of total spend and 5% of transactions that account for the remaining 10% of spend to comply with City, State and Federal requirements.

CITY OF
BLOOMINGTON
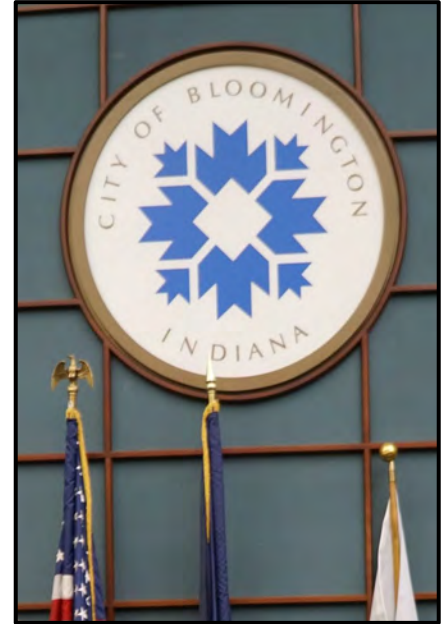
Budget Highlights

Category 3 - Other Services & Charges request is $719,885. This is a decrease of $400,000 or 35.7% compared to 2020. The decrease is related to software projects, including Community Development and Document Management software, that were purchased in 2020. Ongoing costs are reduced to cover the remaining deployments and ongoing maintenance costs.

RECOVER FORWARD BLOOMINGTON

CITY OF BLOOMINGTON

Office of the Controller General Fund Budget Summary

Budget Allocation	2018 Actual	2019 Actual	2020 Budget	2021 Budget	Change ($)	Change (%)
100 - Personnel Services	943,062	1,014,932	1,137,867	1,169,159	31,292	2.8%
200 - Supplies	7,025	6,469	10,550	10,550	0	0.0%
300 - Other Services	242,394	332,746	1,119,885	719,885	(400,000)	-35.7%
400 - Capital Outlays	-	-	-	-	-	0.0%
Total	**1,192,481**	**1,354,146**	**2,268,302**	**1,899,594**	**(368,708)**	**-16.3%**

RECOVER FORWARD BLOOMINGTON

CITY OF BLOOMINGTON

Office of the Controller Recover Forward Budget Summary

Budget Allocation	2020 Budget $	2021 Budget $	Staffing (FTE)	Population Served
100 - Personnel Services	0	0	-	
200 - Supplies	0	0		
300 - Other Services	0	114,022		
400 - Capital Outlays	0	0		
Total	**0**	**114,022**		

Office of the Controller Non-General Fund Budget Summary

- Rainy Day Fund (Fund 102) - Will be used to fund Recover Forward in various departments.

- Bloomington Investment Incentive Fund (Fund 251) - Previously used for loans to City businesses, will be phased out in 2021.

- Non-Reverting Improvement Fund (Fund 405) - Primarily covers membership to the Indiana Association of Cities and Towns.

- Showers Bond Fund (Fund 508) - Paid off February 2021

- 2016 General Obligation Bond (Fund 519) - Paid off August 2036

CITY OF BLOOMINGTON

Office of the Controller Non-General Fund Budget Summary

- 2016 Parks General Obligation Bond Fund (Fund 520) - Paid off August 2036

- Parks Bicentennial Bond Fund (Fund 522) - Paid off August 2038

- Vehicle Replacement Fund (Fund 610) - $200,000 will cover Parks & Recreation vehicle and equipment replacements in 2021. The remainder will serve to fund unanticipated replacement requirements for all other departments.

- Police Pension Fund (Fund 900) - Reimbursed by the State of Indiana

- Fire Pension Funds (Fund 901) - Reimbursed by the State of Indiana

Office of the Controller Non-General Fund Budget Summary

Fund	2018 Actual	2019 Actual	2020 Budget	2021 Budget	Change ($)	Change (%)
Fund 102 - Rainy Day (S0061)	-	-	-	2,000,000	2,000,000	0.0%
Fund 251 - Bloomington Invest Incent(S9503)	9,750	9,750	9,750	11,285	1,535	15.7%
Fund 405 - Non-Reverting Improve I(S0113)	6,750	6,750	9,750	9,750	0	0.0%
Fund 508 - BMFC - Showers Bond #4(S0184)	628,975	626,500	630,565	316,500	(314,065)	-49.8%
Fund 519 - 2016 GO Bonds Bond #2 (S0182)	752,625	789,475	785,226	785,226	0	0.0%
Fund 520 - 2016 Parks GO Bond #3 (S0183)	476,444	496,094	505,569	505,569	0	0.0%
Fund 522 - 2018 Parks Bicentennial (S1380)	-	365,883	733,930	733,930	0	0.0%
Fund 610 - Vehicle Replacement Fund(S0012)	353,892	157,673	602,500	400,000	(202,500)	-33.6%
Total Non-General Fund	**2,228,436**	**2,452,125**	**3,277,290**	**4,762,260**	**1,484,970**	**45.3%**

Office of the Controller Pension Funds Budget Summary

Fund	2018 Actual	2019 Actual	2020 Budget	2021 Budget	Change ($)	Change (%)
Fund 900 - Police Pension(S0342)	1,233,770	1,167,525	1,452,526	1,452,526	-	0.0%
Fund 901 - Fire Pension(S0341)	1,755,439	1,756,123	2,150,737	2,150,985	248	0.0%
Total Pension Funds	**2,989,209**	**2,923,648**	**3,603,263**	**3,603,511**	**248**	**0.0%**
Combined Total	**5,217,645**	**5,375,772**	**6,880,553**	**8,365,771**	**1,282,718**	**18.6%**

Conclusion

The 2021 Controller's budget request aligns with the stated goals of overseeing all financial transactions, procedures and protocols for the City of Bloomington's 22 departments with additional oversight and interaction with other partners.

Thank you for your consideration of the Office of the Controller's 2021 budget request.

I would be happy to answer any questions.

Conclusion (example)

The 2020 Office of the Mayor's budget request reflects increases that align with the 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's 2020 budget request.

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

Why We Exist

The Office of the Mayor provides leadership, management, communication and strategic direction to the City of Bloomington government, overseeing a Cabinet of 17 department heads, 850 City employees, and a total budget of approximately $166 million (including Bloomington Housing Authority, CBU and Bloomington Transit).

This is accomplished through public engagement, in cooperation with City Council and the City Clerk, to determine and implement the priorities of our community's 85,000 residents and 2 million annual visitors.

Background

- 8 full-time equivalent employees (FTEs)
- Includes Directors of Innovation, Communications and Public Engagement
- Major initiatives include:
  - Public safety, equality, civility and justice
  - Affordable and workforce housing
  - Economic development through enhancing quality of place
  - Climate change and sustainability
  - Transparency and community engagement
  - Asset management and investment
  - Innovation
  - Pandemic response

2020 Budget Goals Update

Policy and Administration

✅ Conduct a public safety report to the community in Q1 to measure success of ongoing public safety initiatives.

✅ Conduct monthly meetings with department heads to manage progress on City initiatives and provide efficient delivery of City services.

✅ Select a master developer to master plan the redevelopment for the current hospital site by July 31.

○ Conduct public stakeholder discussions for the Convention Center expansion project in Q1.

2020 Budget Goals Update

Communications

✅ Write and edit a minimum of 80 mayoral speeches, remarks and internal communications.

✅ Add at least 20 videos to website in 2020 to help site look more modern and dynamic.

➢ Collect Facebook and Twitter analytics monthly in 2020 to gather information about what residents want to see on our social media, to better craft future posts to reflect those wants.

➢ Add Instagram, YouTube and NextDoor standards to the City Social Media Guide by end of Q3.

CITY OF BLOOMINGTON

2020 Budget Goals Update

Public Engagement

✅Coordinate with lobbying firm weekly during legislative session to support community priorities and disseminate information to appropriate staff

✅ Interact quarterly with IU Health public relations team, IU media teams and IU Dean of Students.

➢ Identify a public engagement platform by end of Q2 to increase community engagement.

○ Increase participation in annual board and commission appreciation event in Q4 by 5%.

Innovation

✅Establish a culture of innovation by training representatives from 50% of City departments in using process improvement and design-thinking tools.

➢ Feature a minimum of 50 success stories of departmental innovation on the city website.

○ Prepare the organization for the future by satisfying 27/45 criteria for "What Works Cities" certification.

2021 Budget Goals

Policy and Administration

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

- Conduct weekly, biweekly, or monthly meetings with key staff focused on topical areas (i.e. Affordable Housing) to coordinate and further City priorities.
- Review semiannual project management updates from all departments as a management tool to accomplish the strategic plan and monitor progress. Publish semiannual budget goal updates to increase transparency and accountability.
- Meet weekly with City Council leadership to coordinate the scheduling of legislation that goes before the City Council. Schedule reports from the Mayor, at least monthly, to be presented to City Council in 2021.
- Review first iteration of the master plan for the Bloomington Hospital Site Redevelopment, in conjunction with internal and external partners, by end of Q2.

2021 Budget Goals

Communications

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

- Write a minimum of 75 OOTM-generated press releases and approve an additional 125 department-generated press releases.
- Produce a minimum of 50 proclamations to honor local people and initiatives.
- Collect social media analytics to gather information about what residents want to see on our social media, to better craft future posts to reflect those wants.
- Launch city-wide social media management software to streamline scheduling posts, monitor messages and comments, and report on engagement.

CITY OF BLOOMINGTON

2021 Budget Goals

Public Engagement

Enhance engagement and responsiveness with the community by leading efforts to educate, improve transparency and the customer service experience, and address residents' ideas, questions and issues with City departments.

- Conduct 2021 Community Survey in Q1 to compare to past survey results (2017 and 2019) to track changes in perception of city service delivery.
- Coordinate with lobbying firm weekly during legislative session to support community priorities and disseminate information to appropriate staff.
- Ensure a vacancy rate below 5% throughout 2021 for mayoral board and commission appointments.
- Conduct outreach to a minimum of 10 group/neighborhood meetings to improve transparency and address residents' ideas, questions and issues with City departments.

2021 Budget Goals

<u>Innovation</u>

Serve as a catalyst for innovation and experimentation in city government, developing new processes, spurring creativity, and improving services for Bloomington residents and visitors.

- Complete 9 months of Bloomberg Philanthropies Innovation Training as part of their 2021 cohort.
- Increase organizational effectiveness by creating internally-facing performance dashboards in 3 departments and structure quarterly Cabinet report-outs from these departments.
- Increase organizational effectiveness by evaluating 3 public-facing dashboards created in 2020 to determine what has been helpful to the public, what needs improvement, and which topics or departments should be targeted next.
- Increase organizational effectiveness by involving at least 3 departments in efforts to improve an existing process.

Budget Highlights

The Office of the Mayor's general fund budget request is $984,460, an overall increase of 2%. Here are some highlights of significance:

Category 1 – Personnel request is $872,031, an increase of 3%, related to the 2% increase in wages for non-union employees and related benefits as well as the final equalization of the salary study.

Category 2 – Supplies request is $3,463, with a small increase, $253, for additional supplies needed for remote work.

Category 3 – Other Services & Charges request is $108,966, a decrease of 4%.
- **Line 323 (Travel):** reduced due to less travel expected in the time of COVID-19.
- **Line 399 (Other Services and Charges):** reduced funding set aside for public engagement platform due to more options available at lesser cost.

Category 4 – Capital Outlays request is $0, with no change.

Office of the Mayor Budget Summary

Budget Allocation	2018 Actual	2019 Actual	2020 Budget	2021 Budget	Change ($)	Change (%)
100 - Personnel Services	654,181	805,936	845,000	872,031	27,031	3%
200 - Supplies	3,905	15,412	3,210	3,463	253	8%
300 - Other Services	111,340	120,782	113,128	108,966	(4,162)	-4%
400 - Capital Outlays	-	-	-	-	-	0%
Total	**769,426**	**942,130**	**961,338**	**984,460**	**23,122**	**2%**

Conclusion

The 2021 budget request from the Office of the Mayor reflects increases that align with the major initiatives of

- Public safety, equality, civility and justice
- Affordable and workforce housing
- Economic development through enhancing quality of place
- Climate change and sustainability
- Transparency and community engagement
- Asset management and investment
- Innovation
- Pandemic response

Thank you for your consideration of the Office of the Mayor's 2021 budget request. I am happy to answer any questions.

RECOVER FORWARD BLOOMINGTON

CITY OF BLOOMINGTON