

SPECIAL CITY COUNCIL
FY 2018 BUDGET WORK SESSION MEETING MINUTES
Saturday, March 11, 2017; 8 AM
Osborn Room – Bloomington Police Department
305 East Street; 2nd Floor; Bloomington, IL

1. Call to Order

The Council convened in a Special Session Meeting in the Osborn Conference Room at the Bloomington Police Department at 8:00 a.m. The Meeting was called to order by Mayor Renner.

Mayor Renner directed the City Clerk to call the roll and the following members of Council answered present:

Aldermen: Kevin Lower, David Sage, Mboka Mwilambwe, Amelia Buragas, Scott Black, Karen Schmidt, Joni Painter, Diana Hauman, Jim Fruin, and Mayor Tari Renner.

Staff Present: David Hales; City Manager, Jeffrey Jurgens; Corporation Counsel, Cherry L. Lawson; City Clerk, Steve Rasmussen; Assistant City Manager, Brendan Heffner, Chief of Police; Bob Yehl, Water Director; Scott Sprouls, IS Director, Nicole Albertson, Human Resource Director, Tom Dabareiner, Community Development Director; Jim Karch, Public Works Director; and other City Staff were also present.

2. Public comment

Bruce Meeks

3. Opening remarks at 8:15 am

a. Tari Renner (5 minutes)

Mayor Renner thanked the staff, City Manager and all others for the hard work put into the budget.

b. David Hales (5 minutes)

Mr. Hales thanked the Mayor and Council for their time. Recognized the passing of Tina Salamone and a celebration is planned in her honor. Thanked the Department Heads for their involvement and attendance. Stated there are threats we face as a City that impact the decisions made on all budget topics. There continues to be an uncertain global, national, state and even regional economy. We continue to face citizen opposition to any kind of tax increase.

Increasing internet sales and the impact on a reduction of local sales tax collection. Possible state reduction of state shared revenue. We are also facing what could be a possible General Assembly enacted freeze on property tax increases, and there are rising labor costs. Lastly, the very

large backlog of deferred capital. On the positive side, we have a very dedicated group of employees. Stated an overview of objectives for the meeting.

4. Recommended FY2018 budget highlights (15 minutes)

David Hales and Patti-Lynn Silva: Ms. Silva thanked the Budget staff for their efforts. The City total budget is \$213 million dollars. The total budget is going up just 3% or \$6.2 million dollars. The general fund is going up .61%.

5. Priority Based Budget Overview (15 minutes)

David Hales and Melissa Hon: Mr. Hales stated that too often not only staff, but even the City Council, does not have a good understanding of the specificity of all the programs the City provides. Ms. Hon thanked the directors and their staff for all the hard work. Reiterated that this is just a preliminary draft, and this will be a working document that we will be able to refine every year as we move forward. The numbers in priority-based budgeting document are FY17.

Moving forward, it is will be important to refine the document, really making sure that we have consistency across the Departments when it comes to defining programs, making sure that we have complete and meaningful descriptions for each of them. Also confirming and documenting those mandate levels and making sure that we evaluate and determine the degree to which each of those programs will help us achieve the priorities or end results. Mr. Hales stated that due to the lack of resources, our directors and staff cannot provide high-quality services and deliver all the programs that are listed, and even some that are not listed, at a high level.

6. Departmental Budget Presentations

a. Brendan Heffner & Ken Bays – Police (10 minutes)

Mr. Heffner stated that they are looking at positions city wide and a Communications Center Supervisor is needed. This person will serve as a frontline operational supervisor in the 911 center and be there to monitor and oversee the operations of the Center. The Communications Center is having a CAD upgrade. In regards to the funding to expand the roles at the Boys and Girls Club, a female is being sought to work more full-time with the young ladies. The crossing guards have worked out excellent with no problems. The pilot is ongoing with the body-worn cameras. Mr. Hales thanked the Council setting aside around a half million dollars. The general concept is how we are exploring and looking at how to utilize that bringing down EMS and fire suppression response times.

b. Brian Mohr – Fire (10 minutes)

Mr. Mohr thanked the Council and Mayor for approving the tax levy that Mr. Hales talked about. The funding is going to be looked at to go towards reducing those response times. A Management Analyst has been hired this past year and is doing a great job at being able to pull the data from the Record Management System. One thing that continues to affect the Fire Department is overtime. We have a fire engine that we will be looking to replace.

We purchased an engine the first part of February of 2016, and it should arrive next week. We have been working to upgrade our Records Management System to Cobb Services hoping to improve service level from them and have been disappointed in the support from that company.

c. *Bob Yehl – Water (10 minutes)*

Revenue is expected to be about 15.6 million, our expenditure is about 21.5 million. Most of the expenditures are taken up with staff and capital projects. One of the two capital projects is continuation of an outside consultant to help with technical resources. Also filled an internal, full-time engineer position. Besides not having a lot of technical resources, we do not have field inspectors. There is a line item to hire outside consultant resources on an as-needed basis.

d. *Jim Karch – Public Works (10 minutes)*

This is the first time that we have all the pieces in place on the infrastructure that really matter. On a positive note, we have had excellent utilization of staff. We are also hopeful for the approval of the Traffic Engineer. A negative we have is the sewers as they are one of the biggest threats to us as a community, and that continues to be a challenge.

e. *Jay Tetzloff – Parks, Recreation & Cultural Arts (10 minutes)*

Cost recovery is something that has been talked about. Going forward in the 18 budget, we have a cost recovery of 61%, which is up about 1.4% than what we are currently. We are doing everything we can to recover all the costs that we feel are appropriate and at the appropriate level. On the expense side, we have cut about a half million dollars from our expense line. Right now we are working on our Parks Master Plan.

f. *Tom Dabareiner – Community Development (10 minutes)*

Community Development is a Department that has no capital budget. Everything we do depends on people. The budget reflects the people in the Department, and they are doing a really good job. In the last year, we were able to get up to full staff with every allowed position, but it is still hard. We do have a request for one position in this budget. There is a request for consulting help with the building code update as we are behind. If you do the math and ratios per population basis, other communities have three to four more times more planners than we do.

g. *Nicole Albertson – Human Resources (5 minutes)*

There is a really great team of Department Heads. As we wrap up '17 heading into '18, the Department is going to focus on a few high-level areas. Focus will be maintained on total compensation, ensuring fair wages and competitive benefits and trying to maintain cost containment on the health insurance side. Worker's Compensation is a major budget line item for the Department. We are working very hard to maintain and build our Department and develop our internal resources.

h. Patti-Lynn Silva – Finance (5 minutes)

In 2008, the Finance Department had 17 full-time employees, and we function currently with 13. Mr. Hales commented even though the Department was down four people from 2008, the competency level of is so much greater now than it ever has been.

i. Scott Sprouls – Information Services (5 minutes)

The IS fiscal year 2018 budget is built around support not only for the Operational Departments but for the Illustrative Departments. We are that partner for a lot of the different Departments in their major initiatives. We have some upgrades to do. We continue to replace aging equipment. We hope to be working this next year on a lot of improvements for Departmental software.

j. Jeff Jurgens – Legal (5 minutes)

Legal is involved in all of the projects in some capacity whether through the bidding process, contracts, and employees' issues. The legal budget is .65% of the total City budget. We continue to be very appreciative of the City's business.

k. Cherry Lawson – Clerk (5 minutes)

Ms. Lawson stated that when she first started with the Department, one of the big jobs was to do an assessment of where we were at. From that, we started reorganizing the Department looking at pretty much every aspect of service, customer service from the outside as well as internally. From that, we began to look at how we store our records and how we process documents. We did not have standard operating procedures, and so that has been one of the main things that has been focused upon.

- l. Austin Grammer – Economic Development (5 minutes) - The budget for the Office of Economic Development includes the City's support for the Bloomington-Normal Economic Development Council to support the attraction and retention of major employers to the community, the Convention and Visitors Bureau to market the community to the traveling public and attract major conferences and sporting events, the Downtown Bloomington Association, McClean County Museum of History and the Chamber of Commerce to promote downtown Bloomington as a destination to shop, live and play.

7. Break (15 minutes)

[9:27 AM Minutes:] Start

[9:45 AM Minutes:] End

8. FY 2018 Capital Projects List (page 225-226) (10 minutes) – David Hales

On Page 225, Volume II, at the top is the Motor Fuel Tax. The big project is the Fox Creek Road bridge replacement and the Fox Creek Road widening project, very costly, over 7 million dollars. We have been saving up money in the Motor Fuel Tax for this project. We hope the state will honor and pass through the state grant which was obtained to help with the cost of the project. We get a little under 2 million dollars each year from the State Motor Fuel Tax. The

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street master plan is still yet to come. The next area is capital improvement.

9. 5-Year CIP and Next Steps (10 minutes) – David Hales:

The 5-Year Capital Improvement Program is still a work in progress because of the budget because of several other critical issues and staffing. That is our next priority to finish that up within the next 60 days.

10. Long-Term Financial Planning (15 minutes) – David Hales and Patti-Lynn Silva:

The long-term financial planning consists of many things that you are already doing. The CIP is a big part of our long-term financial plan. We have been very focused on the 2018. As we look to the 2019, we can work to balance 2019 in the general fund. We have a real win with the 2018 budget moving some things ahead. The four positions that were mentioned are all funded in this budget as we see it. There were also dollars put in for diversity recruitment. Mr. Hales added that on the diversity, it is kind of money for maybe a half-time, part-time person, contract person. The four positions are the Traffic Engineer, Telecommunications Supervisor, a Custodian in Facilities and Assistant City Planner.

11. Mayor & City Council discussion (60 minutes)

Alderman Sage stated that the Fox Creek Road Project is a large project. That was intended to be finished years and years ago. We have, in a very intentional and diligent manner, tried to piecemeal the parts of that over the last few years. We have a lot of foot traffic back and forth, particularly from the Danbury Court Apartments up to Casey's. The number of situations where tragedy has been avoided with accidents on that bridge is numerous. While it is probably characterized as an infrastructure project, it is first and foremost a public safety project.

Alderman Fruin stated that he kept hearing about everything we have on our plate and we cannot do it all. Another thing we talked about is taking things off our plate, and we are not very good at taking things off our plate. We need to find ways to do that. We are passing these things down many years before they get accomplished. Is there something we can do to help manage expenses to slow down the revenue we are going to have to ask for? He stated that we need to get the public more engaged in how we're spending our money.

Alderman Schmidt stated that she had three different things that are not related. The first was related to filling of positions and second had to do with economic development. She asked how we prioritize in these areas of the existing City where we have businesses and residents who are dealing with substandard infrastructure. Fox Creek Road is a great example. There are people using it, and it does not meet their needs. But then there are things in the budget for the Capital Improvement like Hamilton Road, which is for a road in an area that right now is not very well developed. Mr. Hales stated that the Streets Master Plan will be a piece of that puzzle, especially on those big projects and their prioritizing. Ms. Stated that her third concern was that she had mentioned at a City Council meeting in the recent past about the expansion of Bloomington Public Library, and in some ways this relates to economic development, as well.

Alderman Sage stated that there were some things he needed to say again. In thinking about customer-facing areas like Public Works, Fire, Police, Community Development, one thing that several people alluded to is how do we optimize the resources that we have now? Another thing said this morning is we need more people. He stated that he wanted to give a shout out to the General Departments. They are the glue that helps hold all those other Departments together. He thanked everyone for the work on Priority-Based Budgeting.

Mr. Hales stated that we invested a lot of money in the Grove area and have invested an equal amount of money in the Pepperidge-Fox Creek area. We have infrastructure in place, and if that is our fastest growing neighborhood, how many people have driven out to the Grove recently? How many people have driven to Fox Creek lately? We are on community and we need to support all our neighborhoods.

Alderman Fruin stated that Mr. Hales spoke with a lot of urgency about Economic Development and agreed with that. Mr. Hales stated that we are going to want to be strategic in how we continue to look at expansion of our Economic Development program. He stated that he had heard, in terms of economic development, discussion about trying to attract a major employer and that it had been talked about for a long time. He stated he felt like it was time for the community to get together and talk about what does it look like? What are we willing to do? Mr. Hales stated that there is no current business attraction going on, and we are paying the price.

Alderman Sage stated the struggle he has is that we find it very easy to talk about the things we want to do. We need to make some decisions about some things we want to stop doing – some service delivery that we are either going to decrease or eliminate. We talk about that. The problem is we have never done anything with that. I find it hard to make the jump to say we are going to hire more people and do more things and continue to grow the budget without having a legitimate, credible conversation about how do we reallocate and move existing dollars around to higher priority items.

Alderman Lower stated that we really need to think about prioritization and exactly what our fundamental essential services are and allocate the proper amount of funding for those first, and then figure out ways in which to pay for things that the public wants, and it will probably end up on a demand-type basis. If the users demand it, let them pay for that for the most part. For the vast majority of folks, they are willing to spend the additional funding.

Alderman Mwilambwe asked where we are on updating our existing fees and permit costs and things like that. All those things that we do – fees, permits – how do we keep that updated? Mr. Hales stated it was on the to-do list.

12. LUNCH from 12:15-12:45 pm

Council and staff worked through lunch.

13. Mayor & City Council discussion from 12:45-1:50 pm (as determined by Mayor & City Council) -

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14. Closing remarks

- a. David Hales (5 minutes)
- b. Tari Renner (5 minutes) - Mayor Renner thanked Mr. Hales, Ms. Silva and all the Department Heads for all they had done.

15. Adjourn

Mayor Renner asked for a motion to adjourn the meeting.

Motion made by Alderman Black, and Alderman Mwilambwe seconded the motion to adjourn the meeting.

Motion carried (viva voce).

CITY OF BLOOMINGTON

ATTEST

Tari Renner, Mayor

Cherry L. Lawson, City Clerk