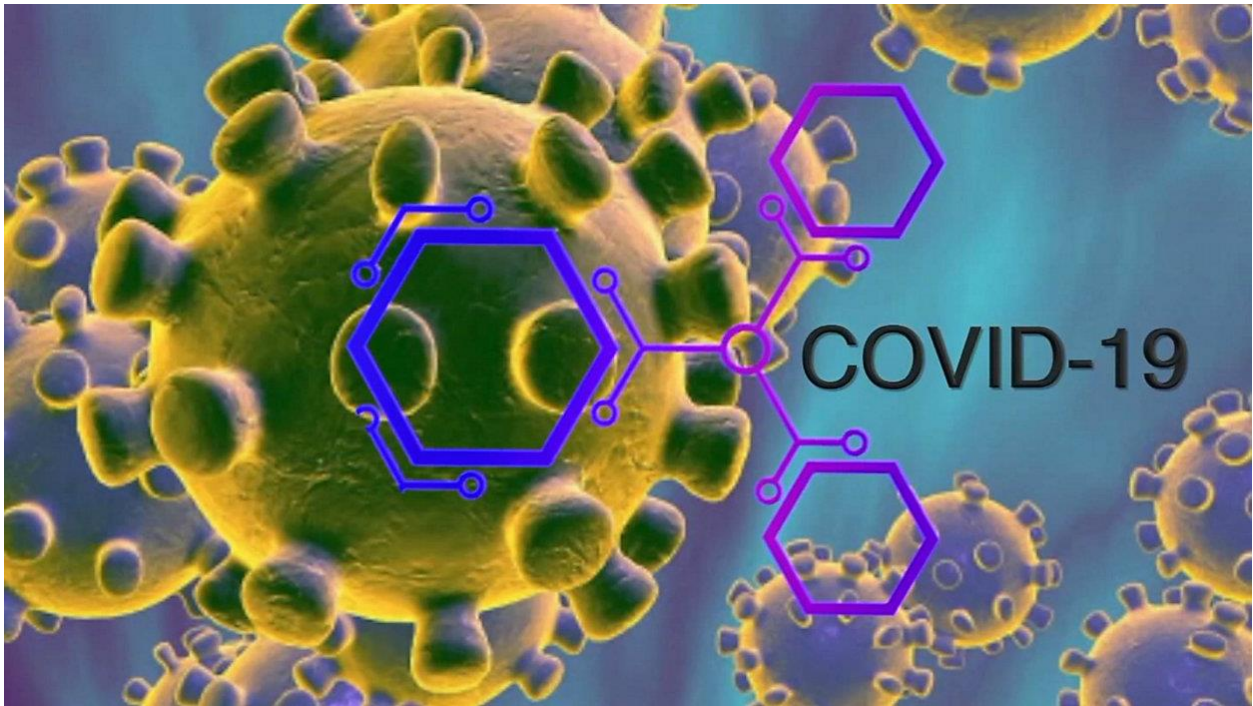




**CITY MANAGER
EXECUTIVE ORDER 2020-15
GENERAL OPERATIONS / MODIFICATIONS**



June 4, 2020

A handwritten signature in black ink, appearing to read "Tim Gleason".

Tim Gleason, City Manager

§ 15.1 INTRODUCTION

On May 29, 2020, Phase 3 of Governor Pritzker’s Restore Illinois Plan went into effect. As a result, several employees will be returning to work on-site at City facilities in accordance with City Manager Executive Order 2020-14. This City Manager Executive Order serves to repeal the City Manager Executive orders no longer necessary and/or that have been replaced by updated orders.

§ 10.2 AUTHORITY

On March 26, 2020, the City Council approved an Ordinance Declaring Local Emergency due to the COVID-19 Virus & Enacting Various Emergency Measures. This Ordinance, along with Chapter 2, Section 41 of the City Code, authorize the City Manager to issue executive orders and take various emergency actions.

§ 10.3 REPEAL OF CERTAIN EXECUTIVE ORDERS

The following City Manager Executive orders shall be repealed in their entirety: (A) City Manager Executive Order 2020-1, Internal Operations; (B) City Manager Executive Order 2020-2, Internal Operations; (C) City Manager Executive Order 2020-5, Internal Operations; and (D) City Manager Executive Order 2020-11, Internal Operations.

§ 10.4 EXTENSION OF PUBLIC COMMENT RULES

Amended City Manager Executive Order 2020-4, on Public Comment and Electronic Meeting Procedures, is hereby amended by extending its effectiveness through June 30, 2020.

§ 10.5 GENERAL OPERATIONS

The following provisions shall continue to apply to City operations in light of the COVID-19 pandemic:

A. Business Continuity.

The business of the City will continue. While efforts are taken to minimize exposure risks, the City provides essential services and functions to the residents of Bloomington and the greater community. Accordingly, each City Department shall continue to ensure the operations of the Department continue in an organized and professional manner and in accordance with all applicable rules, regulations and executive orders.



HEALTH OFFICIAL RECOMMENDATIONS

1. Practice social distancing;
2. Washing your hands often;
3. Avoid touching your eyes, nose and/or mouth with unwashed hands;
4. Avoid contact with sick people;
5. Stay home if you are sick;
6. Cover your mouth/nose with a tissue or sleeve when coughing or sneezing; and
7. Clean and disinfect frequently touched objects and surfaces.

For more information on COVID-19 and related health information, please visit the following websites:

www.cdc.gov

dph.illinois.gov

health.mcleancountyil.gov

B. Permits & Transactions

To limit exposure risks, City Departments with public interaction should continue innovative ways to allow the public to do business with the City remotely. All financial and permitting transactions with the City must either be done online, via the telephone or the mail. Cash payments for water billing and other services may be made in person at the Arena.

C. Communications

The City's Communication Manager shall continue to be responsible for issuing timely press releases providing information on the City's actions regarding COVID-19 and sharing updates as they become available.

D. Procurement

All purchases and/or expenditures made as a result of the City's response to the COVID-19 outbreak must be tracked and coded in Munis. The Facilities Department is responsible for the acquisition and distribution of any necessary cleaning supplies and products. Any questions regarding purchases and/or the tracking of expenditures should be directed to the City's Procurement Office at ext. 2277.

E. Telecommuting

On a case-by-case basis, each Department Director may permit employees that have the capacity to work from home to do so under the City's Remote Work Policy. Implementation of telecommuting will be easier for some City Departments compared to others but may be necessary to ensure the continuation of City services and/or to meet operational needs.

F. Intergovernmental Cooperation

The directors of every Department, or their designees, shall continue to be responsible for reviewing intergovernmental agreements that are applicable to their Departments and working with their counterparts in the McLean County, the Town of Normal and other communities to ensure continuity of operations and planning.

G. Questions / Further Direction

Questions regarding this, or any other Executive Order, should be directed to Department directors. Department directors shall work with the City's Communication Manager and Administration to answer and provide necessary direction.

H. Exceptions

When it is deemed in the best interest of the City and/or the public health, the City Manager may, in writing, alter or waive the requirements of this or any other Executive Order relating to internal operations and employee issues.

§ 10.6 EFFECTIVENESS

This Executive Order 2020-15 shall be effective immediately and until June 30, 2020, unless otherwise amended, revoked, extended or replaced by written order of the City Manager.