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November 15, 2021
2022 Budgets –
Internal Service Funds



Working Capital

- Working Capital Balance = Current Assets less Current liabilities (i.e. cash available in a fund)
- Working Capital Goal = Funds needed based on the long-term forecast or contingencies
- Allows for major expenses such as equipment or infrastructure to be managed over time, so that large purchases or significant cost increases are less likely to cause a spike in the budget for a particular year.

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Internal Service Fund Budgets – Previously Presented to Council 10/11/2021

- Fleet
- Public Safety Technology and Equipment
- Insurance
- Employee Benefits
- Accrued Benefits
- Support Services Fund (Mail Room/ Print Shop / Info Desk)
- Information Technology
- Facilities

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Internal Service Funds

- Provide goods and services to other funds
- “Charge out” to each benefiting department and then use the funds received to pay for the item or service they provide
- More accurately reflect the true cost of providing a particular public service

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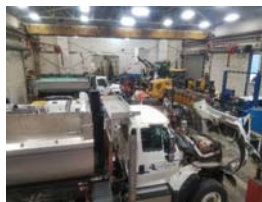


Internal Service Funds

- What is the money going out? (Expenses for salaries, materials, services, and/or capital purchases)
- What is the money coming in? (Internal Department Charges)
- What are we saving for? (Working Capital Balance Goal)

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Fleet Fund

Public Works Department



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Fleet Fund

- This fund pays for the costs related to the operations, maintenance, repair, and replacement of City vehicles and equipment.
- Departments are charged for vehicles and equipment used by their department.

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Fleet Fund- Expenses

Operating Expenses

- Staff salaries and benefits
- Materials, supplies, and services
- Internal charges from IT Fund and Insurance Fund

Capital Outlay

- Purchases of Vehicle Expenses

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Fleet Fund – Revenues (Charges to Departments)

- Charges are based on maintenance and replacement costs and charged to departments based on their assigned vehicles.
 - Fleet Equip Maintenance & Repairs
 - Fleet Vehicle Replacement

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Challenges

- Outdated and undersized facility
 - Identified as a safety hazard by consultant in 2014
 - Identified as undersized by consultant in 2019 causing inefficiencies
 - Both studies recommended right sizing the building to improve safety and hiring two (2) more fulltime technicians to reduce outsourcing needs
- Vehicle replacement schedule is lagging
 - Funding has not been adequate to replace units when scheduled, which results in higher operational costs and more vehicle down time

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FLEET & EQUIPMENT - FUND 7100									
	2019	2020	2021	2021	2021	2022	2023	2024	2025
DESCRIPTION	ACTUAL	ACTUAL	ORIGINAL BUDGET	REVISED BUDGET	ESTIMATE	BUDGET REQUEST	PROJECTED	PROJECTED	PROJECTED
REVENUE S:									
MAINTENANCE CHARGES TO DEPARTMENTS	5,000,028	5,375,814	4,907,948	4,907,948	4,907,948	4,824,200	5,065,410	5,318,681	5,584,615
REPLACEMENT CHARGES TO DEPARTMENTS	2,040,864	2,090,587	2,559,842	2,559,842	2,559,842	2,264,940	2,378,187	2,473,314	2,572,247
INTEREST	162,219	99,128	58,400	58,400	63,000	58,400	58,984	59,574	60,170
TRANSFERS IN		35,320							
OTHER REVENUE	189,124	332,547	100,000	100,000	180,000	250,000	100,000	100,000	100,000
TOTAL REVENUE S	7,392,235	7,933,396	7,626,190	7,626,190	7,710,790	7,397,540	7,602,581	7,951,569	8,317,031
EXPENSE S:									
WAGES & BENEFITS	1,650,675	1,609,756	1,383,041	1,383,041	1,383,041	1,453,499	1,489,836	1,527,082	1,565,259
MATERIALS & SUPPLIES	1,939,756	1,812,828	2,376,532	2,425,445	2,346,373	2,209,224	2,275,501	2,343,766	2,414,079
INTERNAL EXPENSES	1,426,182	1,616,838	1,428,737	1,428,737	1,428,737	1,428,737	1,471,599	1,515,747	1,561,219
TRANSFERS TO OTHER FUNDS	0	0	0	41,245	41,245	0	0	0	0
CAPITAL	1,479,095	3,303,085	2,759,841	3,031,301	2,260,846	2,609,841	2,688,136	2,768,780	2,851,844
TOTAL EXPENSE S	6,495,708	8,342,507	7,948,151	8,309,769	7,460,242	7,701,301	7,925,073	8,155,376	8,392,401
GAIN / (LOSS)	162%	148%	139%	128%	157%	148%	137%	130%	127%
	896,527	(409,111)	(321,961)	(683,579)	250,548	(303,761)	(322,492)	(203,807)	(75,370)
TOTAL WORKING CAPITAL BALANCE	5,131,540	4,722,429	4,400,468	4,038,850	4,972,977	4,669,216	4,346,724	4,142,917	4,067,547
WORKING CAPITAL GOAL:	3,167,000	3,198,000	3,159,000	3,159,000	3,159,000	3,152,000	3,172,000	3,193,000	3,215,000
1 MONTH FLEET OPERATIONS	417,000	448,000	409,000	409,000	409,000	402,000	422,000	443,000	465,000
FUEL CONTINGENCY	250,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000
EQUIPMENT REPLACEMENT RESERVE	2,500,000	2,500,000	2,500,000	2,500,000	2,500,000	2,500,000	2,500,000	2,500,000	2,500,000

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Public Safety Tech & Equipment Fund

- This fund covers the portable and dash mounted radio operations and replacement for the City.
- It manages the operations and replacement of the MDC's or "Mobile Data Computers" that are used in Police and Fire vehicles.
- It also funds other Police and Fire equipment purchases



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Public Safety Tech & Equipment Fund

Department Charges

- Radio Operations – based on costs of operating mobile and portable radios
- Radio Replacement – based on number and cost of new radios and replacement schedule
- Mobile Data Computers (MDC) operations – based on costs of operating mobile and portable radios
- MDC Replacement – based on number and cost of new radios and replacement schedule
- Body Camera Data Fees – ½ funded by IT Dept. and ½ funded by Police drug forfeiture funds
- Police Small Equipment – based on cost and replacement schedule
- Fire Small Equipment – based on cost and replacement schedule
- Fire Large Equipment – based on cost and replacement schedule

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CITY OF BLOOMINGTON PUBLIC SAFETY RADIO FUND - 7200 MOBILE RADIOS, PORTABLE RADIOS, AND MOBILE DATA COMPUTERS (MDC'S) DETAIL EQUIPMENT LIST 2021-2031

Year	Description	Qty	Cost Each	Subtotal	Total
2021	Fire MDC and Docking Station	24	4,783	\$114,792	\$114,792
2022		0	0	\$0	\$0
2023		0	0	\$0	\$0
2024	Police MDC and Docking Station	40	5,876	\$235,040	
2024	Fire Portable Radios	81	5,770	\$467,370	
2024	Fire Portable Radio Bank Chargers	8	1,109	\$8,872	
2024	Fire Portable Single Chargers	26	132	\$3,432	\$714,714
2025	Fire MDC and Docking Station	24	5,332	\$127,968	
2025	Public Works Portable Radios	38	3,652	\$138,776	
2025	Public Works Portable Radio Bank Chargers	5	450	\$2,250	
2025	Public Works Portable Radio Single Chargers	11	65	\$715	\$269,709

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Fire Equipment

Large Fire Equipment

all vehicles

- 2022 \$ 160,000
- 2023 \$ 1,914,000
- 2024 \$ 1,158,000
- 2025 \$ 190,000

Small Fire Equipment

all equipment other than vehicles

- 2022 \$ 80,000
- 2023 \$ 248,500
- 2024 \$ 212,000
- 2025 \$ 262,500

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Police Equipment

- 2022 \$48,499
- 2023 \$37,194
- 2024 \$135,650
- 2025 \$ 70,405

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PUBLIC SAFETY TECHNOLOGY & EQUIPMENT - FUND 7200

	2019	2020	2021	2021	2021	2022	2023	2024	2025
DESCRIPTION	ACTUAL	ACTUAL	BUDGET	REVISED BUDGET	ESTIMATE	BUDGET REQUEST	PROJECTED	PROJECTED	PROJECTED
REVENUES:									
RADIO & MDC CHARGES TO DEPARTMENTS	707,184	728,389	728,389	728,389	728,389	728,389	742,957	757,816	765,394
POLICE SMALL E EQUIPMENT CHARGES	75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000
FIRE EQUIPMENT CHARGES	450,000	403,025	375,000	375,000	375,000	375,000	1,250,000	1,250,000	1,250,000
TRANSFERS FROM OTHER FUNDS	3,026,451	657,656	130,000	171,245	171,245	150,000	110,000	115,000	65,000
GRANTS	0	108,466	0	43,120	43,120	0	0	0	0
SALE OF EQUIPMENT	0	0	0	0	4,977	0	0	0	0
INTEREST	50,086	76,995	40,000	40,000	40,000	40,000	40,400	40,804	41,212
TOTAL REVENUES	4,308,721	2,049,531	1,348,389	1,432,754	1,437,731	1,368,389	2,218,357	2,238,620	2,196,606
EXPENSES:									
RADIOS	277,943	259,015	303,655	303,655	307,036	308,594	313,406	797,983	465,047
MDC'S	40,136	46,850	158,372	159,776	159,776	43,580	44,016	279,496	172,869
BODY CAMERAS	80,265	109,989	110,000	110,000	111,597	120,000	60,000	65,000	65,000
POLICE EQUIPMENT	5,940	135,157	73,603	117,251	117,251	48,499	37,194	135,650	70,405
FIRE EQUIPMENT	193,572	1,753,956	960,000	1,896,654	1,896,654	240,000	2,162,500	1,370,000	452,500
TOTAL EXPENSES	597,856	2,304,967	1,605,630	2,587,336	2,592,314	760,673	2,617,116	2,648,129	1,225,820
TOTAL GAIN/LOSS	3,710,865	(255,436)	(257,241)	(1,154,582)	(1,154,583)	607,716	(398,759)	(409,509)	970,786
	125%	134%	99%	102%	102%	110%	106%	109%	128%
TOTAL WORKING CAPITAL BALANCE	3,852,583	3,597,147	3,339,906	2,442,565	2,442,564	3,050,280	2,651,521	2,242,011	3,212,797
TOTAL WORKING CAPITAL GOAL:	3,077,372	2,680,078	3,360,602	2,400,719	2,401,134	2,769,042	2,505,149	2,063,261	2,507,720
POLICE (RADIOS/ MDC'S/ SMALL E QUIP)	493,416	922,355	1,206,602	1,206,719	1,207,134	1,406,542	1,935,149	1,610,761	2,002,720
FIRE VEHICLES AND EQUIPMENT	2,583,956	1,757,723	2,154,000	1,194,000	1,194,000	1,362,500	570,000	452,500	505,000

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Insurance Fund

Finance Department



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Insurance Fund

This fund pays for all costs, including premiums and losses, related to the following types of insurance:

- Workers' Compensation
- General Liability
- Automobile
- Property
- Miscellaneous (Fireworks, Medical, Liquor)

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INSURANCE - FUND 7300								
	2019	2020	2021	2021	2022	2023	2024	2025
DESCRIPTION	ACTUAL	ACTUAL	BUDGET	ESTIMATE	BUDGET	PROJECTED	PROJECTED	PROJECTED
REVENUES:								
WORKERS COMPENSATION	947,226	977,185	914,896	877,382	887,613	847,303	867,486	888,173
GENERAL LIABILITY	880,860	892,455	916,747	916,747	916,747	925,914	935,174	944,525
AUTOMOBILE	211,152	202,060	197,529	197,529	197,529	199,504	201,499	203,514
PROPERTY	304,188	300,072	293,342	293,342	293,342	296,275	299,238	302,231
TOTAL REVENUES	2,343,426	2,371,772	2,322,514	2,285,000	2,295,231	2,268,998	2,303,397	2,338,443
EXPENSES:								
WORKERS COMPENSATION	678,114	549,045	1,020,000	976,159	980,000	885,250	890,658	896,227
GENERAL LIABILITY	1,013,845	473,071	919,119	919,119	915,148	930,178	945,614	961,470
AUTOMOBILE	219,678	185,510	228,488	228,488	226,630	209,742	214,534	219,470
PROPERTY	207,179	222,014	241,234	241,234	238,614	245,547	252,685	260,035
TRANSFERS OUT	499,992	500,000	0	0	0	0	0	0
TOTAL EXPENSES	2,618,808	1,929,639	2,408,841	2,365,000	2,360,392	2,270,716	2,303,491	2,337,202
TOTAL GAIN (LOSS)	(275,383)	442,133	(86,327)	(80,000)	(65,161)	(1,718)	(94)	1,241
	145%	98%	97%	97%	95%	124%	124%	124%
TOTAL WORKING CAPITAL BALANCE	4,086,885	4,529,018	4,442,691	4,449,018	4,383,857	4,382,138	4,382,045	4,383,285
TOTAL WORKING CAPITAL GOAL	2,825,000	4,600,000	4,600,000	4,600,000	4,600,000	3,525,000	3,525,000	3,525,000
WORKERS COMPENSATION	1,800,000	3,575,000	3,575,000	3,575,000	3,575,000	2,500,000	2,500,000	2,500,000
GENERAL LIABILITY	850,000	850,000	850,000	850,000	850,000	850,000	850,000	850,000
AUTOMOBILE	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000
PROPERTY	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000

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Employee Benefits Fund

- Health Insurance
- Dental Insurance
- Life Insurance
- Long-Term Disability Insurance
- Health Club Reimbursement
- Tuition Reimbursement



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Employee Benefits Fund

Goal is to stabilize insurance expenses in departmental budgets and moderate large budget spikes due to increase in benefit costs, especially in the areas of health insurance.

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Employee Benefits Fund

Revenues:

Each Department charged based on # of employees

2022 charge = \$17,510 per FTE

(same as the 2021 charge – no increase)

Expenditures:

Based on insurance premium costs and enrollment

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Health Insurance

- City switched to PEIP for Health Insurance in 2020 after facing premium increases over 20%
- Premium expenses for the City and employees were reduced significantly for 2020 and 2021
- 2022 PEIP Renewal rate is 9.3% which is higher than the 5.0% historical average.
- HR and Benefits Committee worked with broker to review proposals from other providers and chose to change to Medica in 2022 as premium costs for the City and employees were lower than the 2022 PEIP rates.

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EMPLOYEE BENEFITS - FUND 7400

	2019	2020	2021	2021	2022	2023	2024	2025
DESCRIPTION	ACTUAL	ACTUAL	BUDGET	E ESTIMATE	BUDGET	PROJECTED	PROJECTED	PROJECTED
REVENUE S:								
DEPARTMENT CHARGES	9,910,224	10,383,661	10,074,703	9,975,267	10,184,890	10,592,286	11,121,900	11,677,995
EMPLOYEE WITHHOLDINGS	965,432	434,651	470,205	470,205	506,614	521,107	536,216	551,971
COBRA / RETIREES REVENUE	595,876	120,179	123,762	121,600	122,971	124,470	125,998	127,555
OTHER REVENUES (STATE REIMB, INTEREST)	81,787	70,196	22,000	44,000	29,000	29,000	29,000	29,000
TOTAL REVENUE S	11,553,319	11,008,688	10,690,670	10,610,972	10,843,475	11,266,963	11,813,114	12,386,520
EXPENSES:								
MEDICAL	10,083,891	8,961,134	9,447,784	9,456,460	9,005,869	9,619,129	10,280,894	10,995,027
DENTAL	695,749	532,860	678,694	670,008	655,495	662,050	668,671	675,358
LIFE	126,874	157,527	135,669	135,669	137,026	138,395	139,780	141,178
LONG TERM DISABILITY	105,571	109,849	112,455	112,455	115,829	119,304	122,883	126,570
TUITION REIMBURSEMENT	110,471	59,189	204,750	129,150	204,750	210,000	215,250	220,500
OTHER EXPENSES	165,447	145,958	172,030	172,030	175,569	179,149	184,470	187,715
TOTAL EXPENSES	11,288,002	9,966,516	10,751,373	10,675,773	10,294,539	10,928,028	11,611,948	12,346,347
TOTAL GAIN (LOSS)	265,317	1,042,171	(60,703)	(64,801)	548,937	338,834	201,165	40,174
	78%	118%	113%	113%	134%	143%	147%	145%
TOTAL WORKING CAPITAL BALANCE	2,296,834	3,339,005	3,278,302	3,274,204	3,823,141	4,161,975	4,363,140	4,403,314
TOTAL WORKING CAPITAL GOAL	2,940,667	2,830,543	2,895,948	2,889,648	2,857,878	2,910,669	2,967,662	3,028,862

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Accrued Benefits Fund



- Pay-out of accrued leave time when an employee leaves the City (Vacation, Personal, Comp, etc.)
- Based on total liability for all employees – not just what anticipate paying out per year

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Accrued Benefits Fund

- Each Department is charged 3.5% of its total budget for wages and salaries.
- The number of accrued hours fluctuates based on employee leave balances and employee departures.
- The value of the accrued hours grows each year based on pay increases.
- A lot of employees did not use personal or vacation time in 2020 which caused a large increase to the accrual balances at year-end.

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Accrued Benefits Fund

HISTORY OF CHANGE TO RESERVE:	TOTAL	COMP	PERSONAL			PART-TIME
			LEAVE	VACATION		
2015	\$ 451,532	\$ 103,831	\$ 175,832	\$ 171,869		
2016	\$ 453,741	\$ 69,034	\$ 343,689	\$ 41,018		
2017	\$ 469,174	\$ 8,869	\$ 361,955	\$ 63,156	\$ 35,193	
2018	\$ 480,282	\$ 46,285	\$ 301,567	\$ 82,292	\$ 50,137	
2019	\$ 853,957	\$ 83,161	\$ 595,533	\$ 159,568	\$ 15,695	
2020	\$ 1,747,050	\$ 97,616	\$ 1,064,280	\$ 576,738	\$ 8,416	

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ACCRUED BENEFITS - FUND 7450

	2019	2020	2021	2021	2022	2023	2024	2025
DESCRIPTION	ACTUAL	ACTUAL	BUDGET	ESTIMATE	BUDGET REQUEST	PROJECTED	PROJECTED	PROJECTED
REVENUES:								
DEPARTMENTAL CHARGES	2,164,401	1,990,349	1,787,989	1,850,000	1,875,467	1,997,372	2,137,188	2,286,792
INTEREST	377,202	329,681	152,700	159,000	157,300	155,300	160,100	166,000
TOTAL REVENUES	2,541,603	2,320,030	1,940,689	2,009,000	2,032,767	2,152,672	2,297,288	2,452,792
EXPENSES:								
ACCRUED BENEFITS PAID FULL TIME EMPLOYEES	1,716,089	1,789,928	1,725,000	1,725,000	1,725,000	1,725,000	1,768,125	1,821,169
ACCRUED BENEFITS PAID PART TIME EMPLOYEES	824	2,203	2,500	2,500	2,500	2,500	2,575	2,652
CHANGE TO RESERVE	853,955	1,747,050	512,679	512,679	512,679	510,179	525,484	541,249
TOTAL EXPENSES	2,570,868	3,539,181	2,240,179	2,240,179	2,240,179	2,237,679	2,296,184	2,365,070
GAIN / (LOSS)	(29,266)	(1,219,151)	(299,490)	(231,179)	(207,412)	(85,007)	1,104	87,722
TOTAL NET POSITION	(1,872,131)	(3,091,282)	(3,390,772)	(3,322,461)	(3,529,873)	(3,614,880)	(3,613,776)	(3,526,054)
DETAIL OF NET POSITION	88%	83%	82%	83%	81%	82%	82%	83%
CURRENT ASSETS	14,320,745	14,871,295	15,110,682	15,734,037	15,526,625	16,013,313	16,603,263	17,297,496
LIABILITIES	16,192,876	17,962,577	18,501,455	19,056,498	19,056,498	19,628,193	20,217,039	20,823,550
EXCESS (DEFICIENCY)	(1,872,131)	(3,091,282)	(3,390,772)	(3,322,461)	(3,529,873)	(3,614,880)	(3,613,776)	(3,526,054)

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Support Services Fund

Community Services Department – Communications Division

Mail Room, Print Shop, Information Desk

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Support Services –Mailroom-Print Shop- Information Desk

The City's print shop, mail room and information desk functions provide services to all departments throughout the City. These activities are supported by user fees to departments based on usage.

- Print Shop – Changing from a Full-Time Print Shop Coordinator to a Part-Time Employee at the end of this month when a long-term employee retires:
 - The same printing services will be available for City departments
 - Due to decrease in volume of print jobs (especially in the past 18 months), the shop will only operate 24-28 hours per week
- Mailroom – 2 Part Time employees
- Information Desk – 2 Part Time employees

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Support Services –Mailroom-Print Shop- Information Desk

Department Charges

- Print Shop Charge – based on actual jobs
- Mailroom – based on annual postage and mail service usage by department
- Phone Charges – based on number of phones (35% of internal phone revenue supports Info desk, 65% supports IT)

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SUPPORT SERVICES - FUND 7500

	2019	2020	2021	2021	2021	2022	2023	2024	2025
DESCRIPTION	ACTUAL	ACTUAL	ORIGINAL BUDGET	REVISED BUDGET	ESTIMATE	BUDGET REQUEST	PROJECTED	PROJECTED	PROJECTED
REVENUES:									
CHARGES TO DEPARTMENTS	490,920	489,972	521,460	521,460	497,900	499,592	509,584	519,776	530,171
OTHER REVENUE	16,186	6,496	7,900	7,900	7,900	7,900	6,464	6,529	6,594
TRANSFERS FROM OTHER FUNDS	0	1,070	0	0	0	0	0	0	0
INTEREST	4,169	4,625	2,000	2,000	2,000	2,000	2,010	1,888	1,783
TOTAL REVENUES	511,275	502,163	531,360	531,360	507,800	509,492	518,058	528,193	538,549
EXPENSES:									
WAGES & BENEFITS	229,580	224,638	224,596	224,596	224,596	209,846	215,092	220,469	225,981
MATERIALS & SUPPLIES	251,061	246,462	303,824	312,822	285,000	311,976	315,096	318,247	321,429
CAPITAL	0	0	0	0	0	0	0	0	0
TOTAL EXPENSES	480,641	471,100	528,420	537,418	509,596	521,822	530,188	538,716	547,410
TOTAL GAIN (LOSS)	30,634	31,063	2,940	(6,058)	(1,796)	(12,330)	(12,130)	(10,523)	(8,862)
	128%	151%	144%	136%	143%	133%	124%	116%	109%
TOTAL WORKING CAPITAL BALANCE	184,034	215,097	218,037	209,039	213,301	200,971	188,841	178,318	169,456
WC GOAL (2 MONTH EXP) AND CAPITAL	143,800	142,800	151,800	153,800	148,800	150,800	151,800	153,800	154,800



Information Technology



Information Technology (IT) provides the City with computer hardware and software and coordinates the networking and communications of the system in accordance with the City's long-range Information Technology plan.

The IT Department interacts with customers on a regular basis and their technological support affects the Public by providing a better experience for events and services such as the Farmer's Market, Bloomington Ice Garden, Art Center Groups, and Public Health clients.





Information Technology - Expenses

Operating Expenses

- Staff salaries and benefits
- Materials, supplies, and services
- Internal charges from Insurance Fund and Facilities Fund
- Annual software maintenance fees
- New software purchases

Capital Outlay

- Computer hardware, servers

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Information Technology – Revenues (Charges to Departments)

- \$9,150 per employee Technology charge

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INFORMATION TECHNOLOGY - FUND 7600

DESCRIPTION	2019	2020	2021	2021	2021	2022	2023	2024	2025
	ACTUAL	ACTUAL	ORIGINAL BUDGET	REVISED BUDGET	ESTIMATE	BUDGET REQUEST	PROJECTED	PROJECTED	PROJECTED
REVENUES:									
CHARGES TO DEPARTMENTS - TECHNOLOGY CHARGE (5523P EXPENSE)	4,986,732	5,283,257	5,689,619	5,689,619	5,634,829	5,735,113	6,251,273	6,813,888	7,290,860
CHARGES TO DEPARTMENTS - WEB CHARGES (FOR COMMUNICATIONS)	205,176	210,138	211,772	211,772	208,686	207,883	214,119	220,543	227,158
PHONE CHARGES (5560P 65% IT & 35% INFO DESK)	260,568	264,497	267,810	267,810	263,077	264,527	275,108	286,112	297,557
TRANSFERS IN	649,996	139,349	-	-	-	-	-	-	-
INTEREST	38,929	39,655	10,000	10,000	24,000	10,000	10,000	10,000	10,000
OTHER REVENUE	7,040	2,993	-	-	5,514	-	-	-	-
TOTAL REVENUES	6,148,441	5,919,889	6,179,201	6,179,201	6,136,106	6,217,523	6,750,501	7,330,543	7,825,576
SALARIES & BENEFITS	1,896,969	1,939,719	2,279,906	2,279,906	2,279,906	2,427,723	2,488,416	2,550,626	2,614,382
MATERIALS & SUPPLIES	1,100,688	1,055,038	1,458,914	2,133,643	2,132,487	1,483,460	1,544,304	1,410,430	1,426,843
CAPITAL	512,822	195,909	100,000	106,305	106,305	200,000	374,572	200,000	60,000
INTERNAL EXPENSES	303,832	326,063	326,523	326,523	326,523	326,523	336,319	346,408	356,800
SOFTWARE MAINTENANCE LEASES	2,000,517	2,018,393	2,074,562	2,090,990	2,090,990	2,191,129	2,234,952	2,302,000	2,371,060
TRANSFERS OUT	254,780	264,092	261,772	261,772	261,772	257,883	274,119	285,543	292,158
TOTAL EXPENSES	6,069,586	5,799,214	6,501,677	7,199,139	7,197,983	6,886,718	7,252,682	7,095,008	7,121,255
TOTAL GAIN (LOSS)	78,855	120,675	(322,476)	(1,019,938)	(1,061,877)	(669,195)	(502,181)	235,535	704,321
	222%	201%	163%	106%	89%	46%	13%	39%	69%
TOTAL WORKING CAPITAL BALANCE	2,252,065	2,372,740	2,050,265	1,352,803	1,310,863	641,688	139,487	375,022	1,079,344
TOTAL WORKING CAPITAL GOAL	1,014,557	1,177,572	1,256,572	1,279,572	1,474,572	1,400,572	1,086,000	958,000	1,560,000
CAPITAL EXPENSES	194,920	100,090	150,000	150,090	300,000	300,000	200,090	60,090	150,000
SOFTWARE EXPENSES	240,065	505,000	490,000	490,000	535,000	535,000	410,000	410,000	910,000
1 MONTH OPERATING EXPENSES	405,000	398,000	442,000	465,090	465,000	466,000	476,090	488,000	500,000
FIBER PROJECTS	174,572	174,572	174,572	174,572	174,572	99,572			



Facilities Fund

Public Works Department





Facilities Maintenance

- The Facilities Maintenance Fund pays for the costs related to capital repair and maintenance of the City's buildings, fire stations, and cemetery.
- The cleanliness, appearance, set-up, safety, security, and temperature of our facilities impact every event that happens in them.

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Park Maintenance no longer an internal charge

- Beginning in 2022, Park Maintenance will no longer be an internal charge from Facilities to Parks and Recreation
- Will now be a direct charge to Public Works in the General Fund
- Net impact of this move is \$0
- Will allow greater transparency for tracking Park Maintenance expense activities

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Staffing Change Request

- Included in the Facilities Fund budget is a request for a Facilities Manager position as opposed to hiring outside consultants to do the strategic elements of facilities management
- This would allow an Assistant Superintendent that currently oversees both Facility Maintenance and Parks Maintenance to focus entirely on Parks
- As highlighted in the Parks Master Plan, there is an additional need for leadership for Natural Resources Management and this additional capacity would fit nicely with this need.
- The portion of the Assistant Superintendent's salaries and benefits that was allocated to the Facility Fund (43%) would be transferred to Park Maintenance in the General Fund which was reflected in the preliminary General Fund Budget.

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Facilities and Park Maintenance - Expenses

Operating Expenses

- Staff salaries and benefits
- Utility bills
- Custodial services
- Contractors (Electricians, HVAC, Plumbers)
- Garbage removal from City buildings and parks
- Internal Charges (ex. IT and Insurance Fund)

Capital Improvements Projects

- Roof repairs, doors, LED lighting, energy saving projects

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Facilities – Revenues (Charges to Departments)

Space & Occupancy Charges – allocation of operating costs (salaries, materials, services, and supplies) to departments based on square footage

Building Repairs – allocation of capital outlay and debt service expenses based on historical and future projects

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FACILITY & PARKS MAINTENANCE - FUND 7700

	2019	2020	2021	2021	2021	2022	2023	2024	2025
DESCRIPTION	ACTUAL	ACTUAL	ORIGINAL BUDGET	REVISED BUDGET	ESTIMATE	BUDGET REQUEST	PROJECTED	PROJECTED	PROJECTED
REVENUE:									
CHARGES TO DEPARTMENTS	12,851,088	13,115,333	12,683,946	12,683,946	12,664,565	6,385,194	6,382,548	6,429,461	6,479,134
BOND PROCEEDS	-	-	-	-	-	11,000,000	-	-	-
TRANSFER IN FROM OTHER FUNDS	49,135	289,490	534,170	718,170	718,170	-	-	-	600,000
AMERICAN RESCUE PLAN FUNDS						1,000,000	1,000,000	-	-
OTHER REVENUE	23,134	115,801	-	-	8,032	-	-	-	-
INTEREST	350,974	309,074	150,000	150,000	171,000	150,000	150,000	150,000	150,000
TOTAL REVENUES	13,274,331	13,829,698	13,368,116	13,552,116	13,561,767	18,535,194	7,532,548	6,579,461	7,229,134
EXPENSES:									
WAGES & BENEFITS	3,988,287	3,842,446	4,603,170	4,603,170	4,603,170	1,457,432	1,500,665	1,545,194	1,591,056
MATERIALS & SUPPLIES	3,173,868	2,563,305	3,322,567	3,791,452	3,771,452	2,275,626	2,333,911	2,344,379	2,355,108
DEBT SERVICE	648,428	648,776	656,640	656,640	656,640	0	0	0	0
CAPITAL OUTLAY	1,880,376	2,244,519	4,880,000	5,485,589	5,485,589	12,130,000	4,561,044	1,062,928	1,858,570
INTERNAL EXPENSES	2,493,137	2,713,987	3,210,798	3,210,798	3,210,798	901,218	928,255	956,102	984,785
TRANSFER OUT	1,061,958	0	0	0	1,293,763	0	0	0	0
TOTAL EXPENSES	13,246,055	12,013,033	16,673,175	17,747,649	19,021,412	16,764,276	9,323,875	5,908,603	6,789,519
TOTAL GAIN (LOSS)	28,277	1,816,664	(3,305,059)	(4,195,533)	(5,459,645)	1,770,918	(1,791,327)	670,859	439,615
	94%	115%	94%	86%	84%	87%	114%	74%	90%
TOTAL WORKING CAPITAL BALANCE	12,786,374	14,603,038	11,297,979	10,407,505	9,143,393	10,914,311	9,122,984	9,793,843	10,233,458
TOTAL WORKING CAPITAL GOAL	13,547,560	12,647,151	12,001,223	12,081,223	10,928,223	12,538,580	7,994,536	13,253,378	11,402,809

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Motion by _____, seconded by _____ to adopt Resolution No. 2021-_____ adopting 2022 Fleet Maintenance, Public Safety Tech & Equip., Self-Insurance, Employee Benefits, Accrued Benefits, Support Services, Information Technology, and Facilities Internal Service Fund Budgets.

