



2017 BUDGET PROPOSAL MAYOR JOHN HAMILTON



CITY OF BLOOMINGTON

OFFICE OF THE CONTROLLER

MEMORANDUM

August 16, 2016

To: Members of the City of Bloomington Common Council

Re: 2017 Budget

We are pleased to present the City of Bloomington 2017 Budget Proposal.

Cash Reserves:

We ended 2015 with reserves between the City General Fund and the Rainy Day fund of 39.9% of the actual annual expenditures for 2015. To put this in perspective, this would allow us to pay for approximately two fifth's (2/5) of the City General Fund expenditures without receiving any other revenues. We are projecting these levels to be 29.6% and 27.4% at the end of 2016 and 2017 respectively. The 2017 General Fund budget saw a significant increase due to additional funding from the Public Safety LIT. If we normalize the budget for that increase, the adjusted projected reserve levels would be 30.2%

We are projecting that revenues will exceed expenditures by approximately \$442,915 for the 2017 City General Fund Budget, making for a balanced budget along with protecting healthy reserves.

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 49.1% of the total revenues. The State has estimated this source of revenue will increase by 3.8% for 2017.

Local Income Tax (County Option and Public Safety LIT) are collected and remitted by the State. LIT represents 32.7% of the total revenues for the City General Fund.

City Miscellaneous Revenues – These are revenues such as fees for services, fines, and interest income. Miscellaneous Revenues represents 18.2% of total revenues for the City

Expenditures:

All Funds:

The overall total budget (Not including Utilities or Transit) request is \$76,651,651, which is an increase of \$4,284,139 or 5.96%.

General Fund:

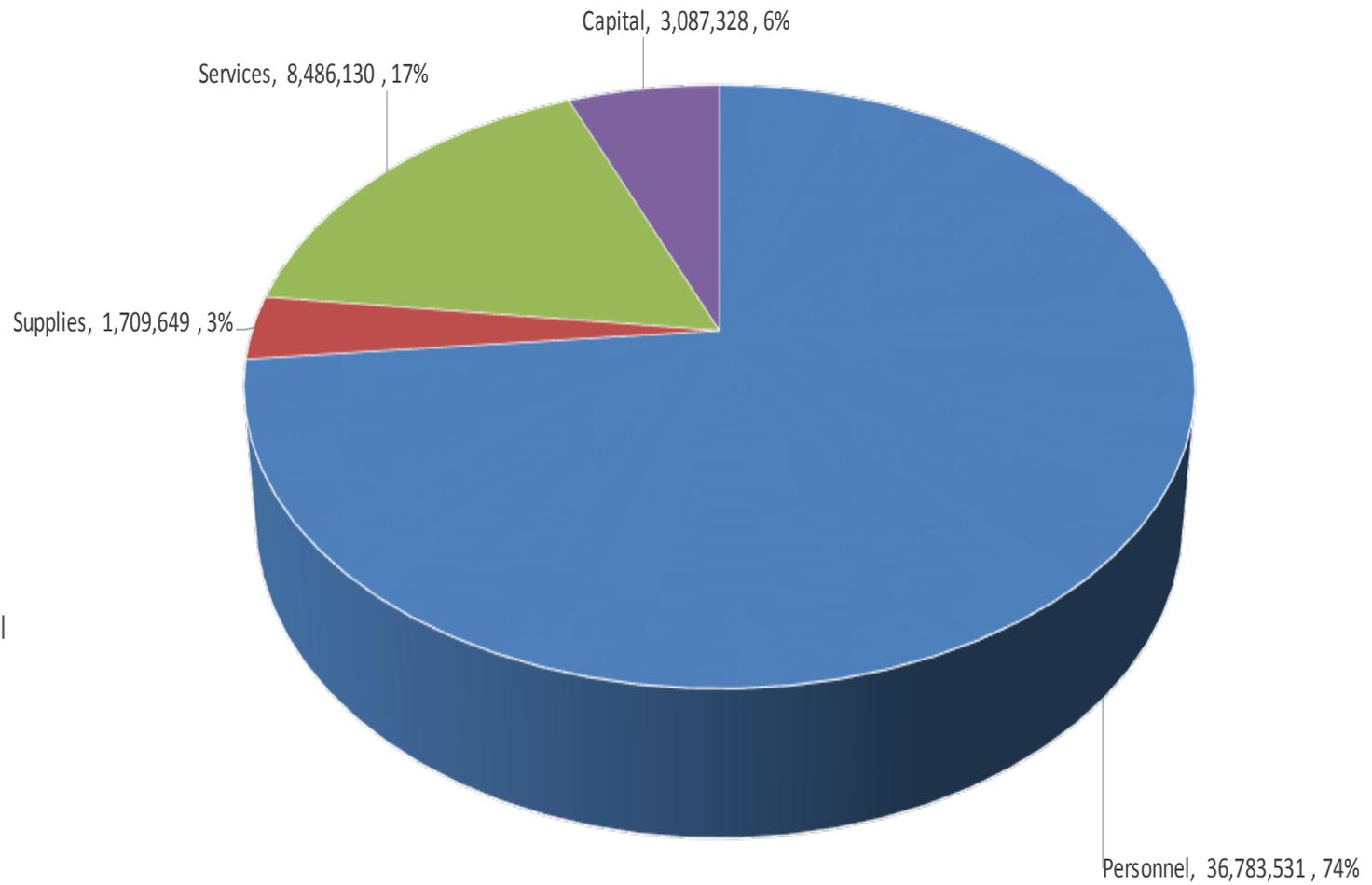
The overall budget request is \$43,021,652. That is an increase of \$4,639,059 or 12.09%. This increase reflects approximately \$4,000,000 from the Public Safety LIT and \$784,000 of one-time expenditures resulting from recommendations from the Innovation and Financial Task Forces. Adjusting for these items the General Fund Budget remained flat in comparison to the 2016 request.

Parks General Fund:

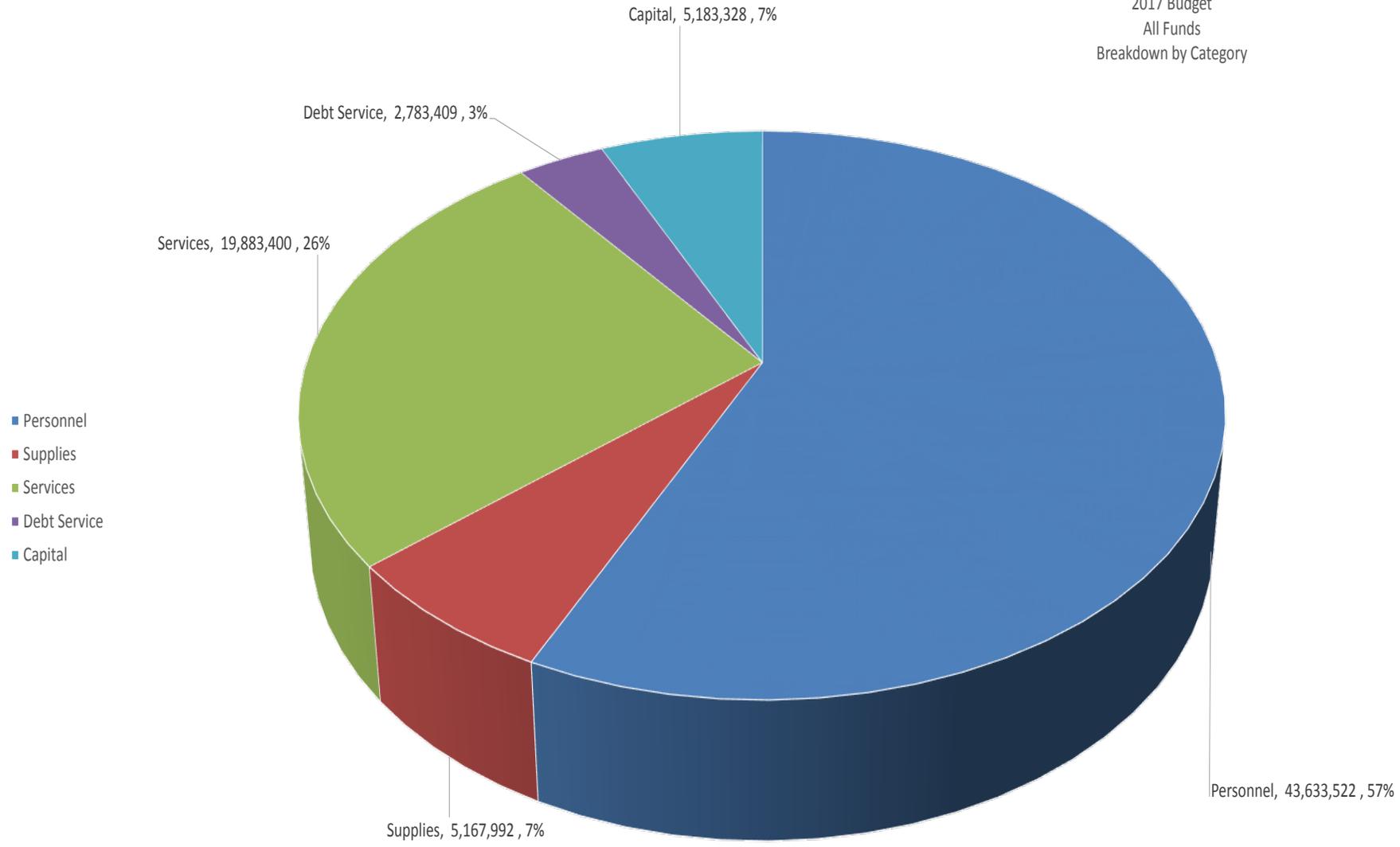
The overall budget request is \$7,024,932. That is an increase of \$31,381 or 0.45%.

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

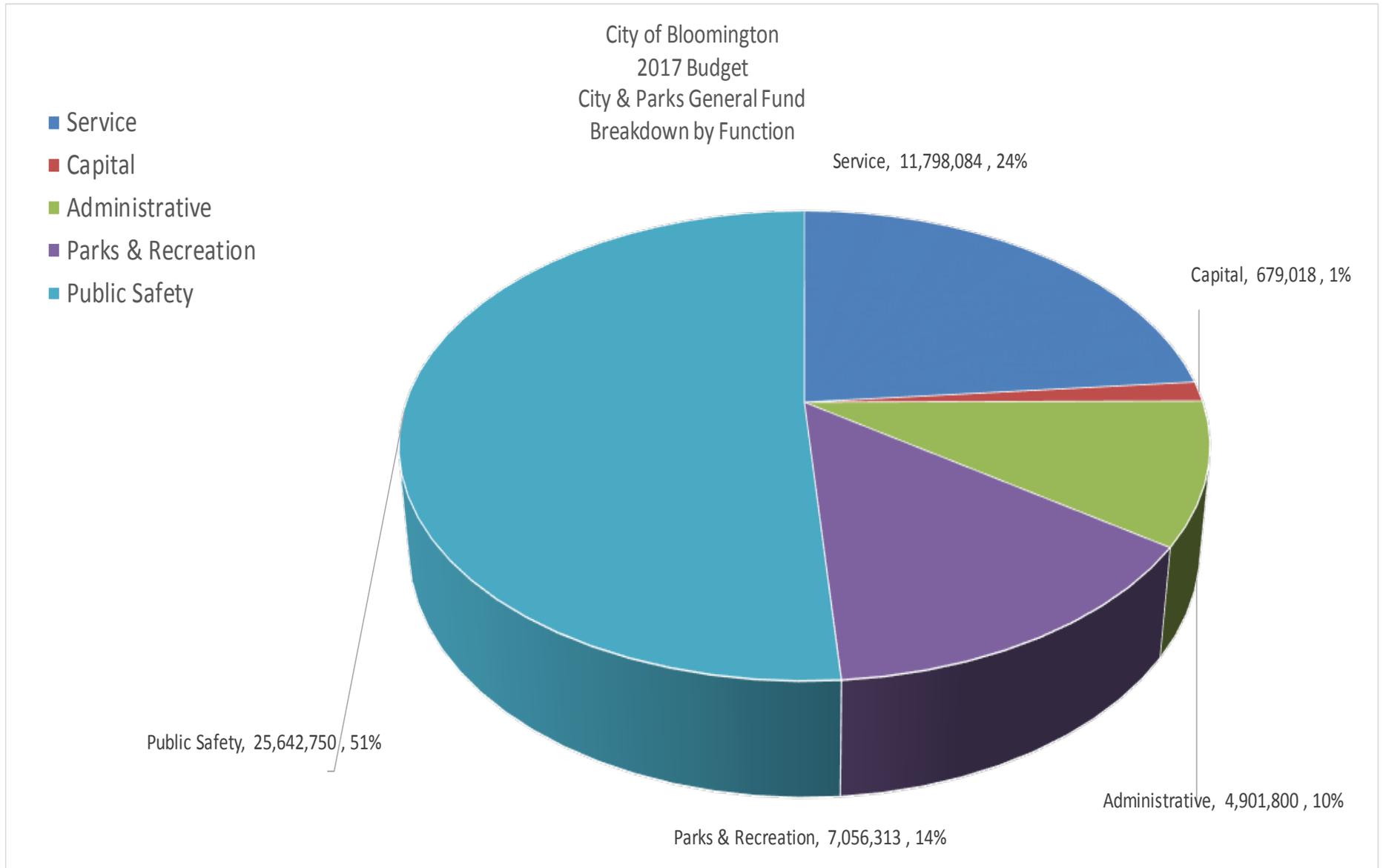
City of Bloomington
2017 Budget
City & Parks General Fund
Breakdown by Category

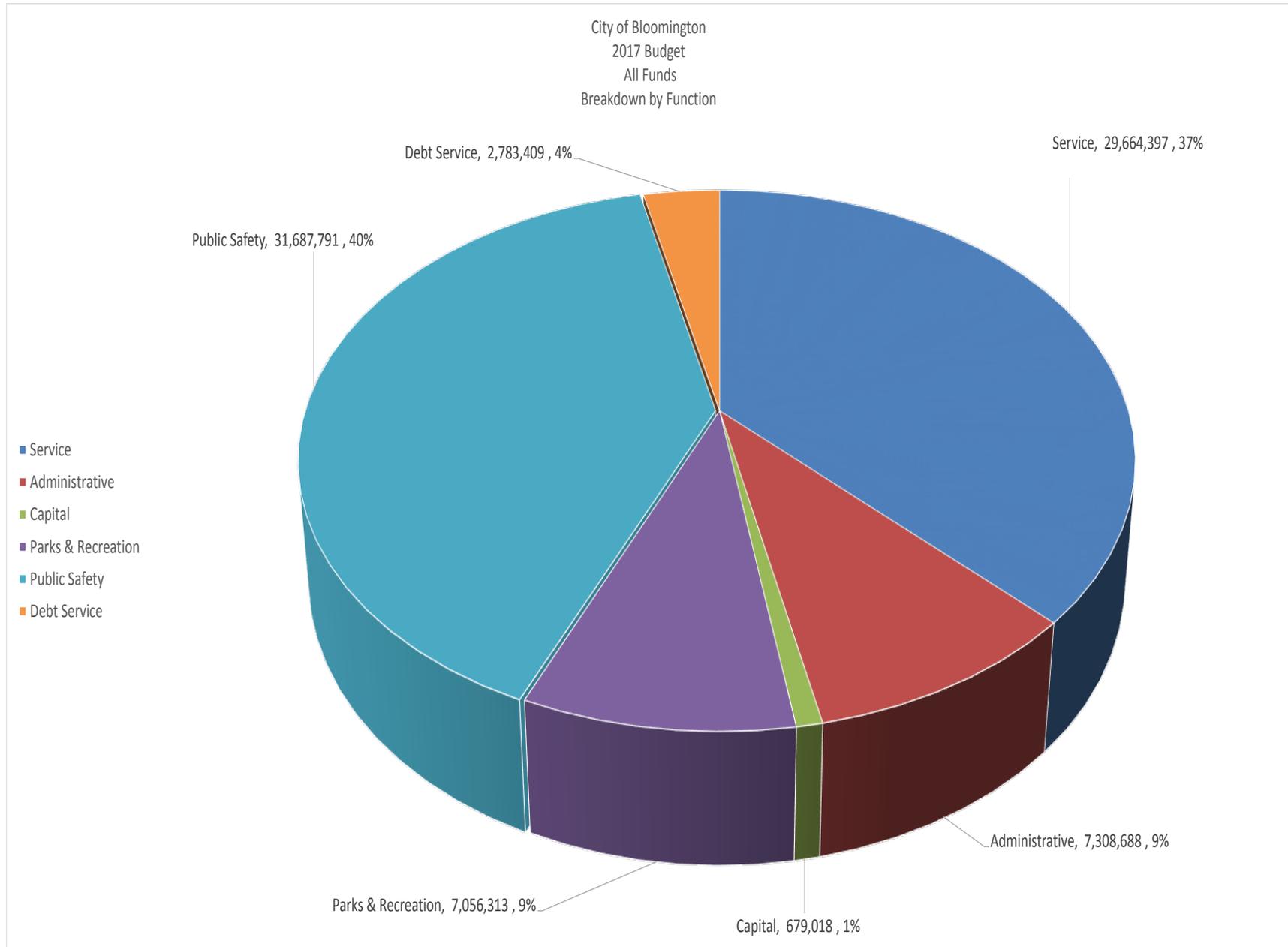


City of Bloomington
2017 Budget
All Funds
Breakdown by Category



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





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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	2.7%
2017	3.8%*

*Estimated Growth

City of Bloomington
2016 Budget

Summary of General Fund and Fund Balance

	Actual 2015	Budget 2016	Budget 2017
Beginning Cash Balance at January 1	7,067,335	9,197,843	6,701,559
Revenue			
Property Tax	20,163,328	20,598,094	21,354,025
County Option Income Tax*	9,611,844	9,964,643	14,203,837
Miscellaneous Revenue	7,076,327	7,878,572	7,906,705
Total Revenue	<u>36,851,499</u>	<u>38,441,309</u>	<u>43,464,567</u>
Expenditures			
Actual/Budgeted Expenditures	<u>34,720,991</u>	<u>38,382,593</u>	<u>43,021,652</u>
Net Projected Expenditures	<u>34,720,991</u>	<u>38,382,593</u>	<u>43,021,652</u>
Revenues Minus Expenditures	2,130,508	58,716	442,915
Prior Year Encumbrances	-	2,555,000	
Rainy Day Transfer	-		
Projected Year End Balances	9,197,843	6,701,559	7,144,474
Rainy Day Fund Balance	4,643,384	4,643,384	4,643,384
Total All Balances	<u>13,841,227</u>	<u>11,344,943</u>	<u>11,787,858</u>
Reserve Percentage	<u>39.86%</u>	<u>29.56%</u>	<u>27.40%</u>
*Inclusive of Public Safety LIT			

City of Bloomington		Expenditure Budget Comparison - General Fund				
2017 Budget						
Department/Division	2015 Actual	2016 Budget	2017 Budget	Dollar Change	Percent Change	
Board of Public Safety	3,099	3,415	3,415	-	0.00%	
CFRD - Community & Family Resources	680,841	740,054	763,529	23,475	3.17%	
Controller	699,697	1,082,748	1,346,585	263,837	24.37%	
Economic & Sustainable Development	552,360	525,567	612,794	87,227	16.60%	
Fire	9,555,932	9,996,236	11,687,522	1,691,286	16.92%	
Housing & Neighborhood Development	1,265,032	1,519,867	1,446,932	(72,935)	-4.80%	
Human Resources	413,081	469,208	588,802	119,594	25.49%	
Informational & Technology Services	1,518,759	1,619,748	1,953,876	334,128	20.63%	
Legal	804,847	863,453	1,046,868	183,415	21.24%	
Mayor	432,752	440,978	799,760	358,782	81.36%	
Planning	1,778,695	2,279,685	2,592,399	312,714	13.72%	
Police	12,037,355	12,618,343	13,951,813	1,333,470	10.57%	
Property Tax Caps	-	-	42,187	42,187	#DIV/0!	
Public Works - Animal Shelter	1,280,598	1,335,530	1,469,720	134,190	10.05%	
Public Works - Facilities Maintenance	930,101	1,404,494	1,084,198	(320,296)	-22.81%	
Public Works - Main	979,371	1,224,251	1,305,475	81,224	6.63%	
Public Works - Sanitation	1,087,647	1,491,029	1,491,029	-	0.00%	
Sub-Total	34,020,166	37,614,606	42,186,904	4,572,298	12.16%	
Clerk	224,208	215,411	262,904	47,493	22.05%	
Council	476,617	552,576	571,844	19,268	3.49%	
Fund Totals	34,720,991	38,382,593	43,021,652	4,639,059	12.09%	
Parks General Fund	Actual 2015	Budget 2016	Budget 2017	\$ Change	% Change	
Fund Totals	6,384,871	7,024,932	7,056,313	31,381	0.45%	

City of Bloomington 2017 Budget

**Monday August
22, 2016**



Memorandum

To: Members of the City of Bloomington Common Council
From: Caroline Shaw
Date: August 15, 2016

This memo accompanies the proposed 2017 budget for the Human Resources Department.

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. We will do this by implementing effective recruitment strategies; offering programs to increase employee engagement; managing systems to improve performance and promote employees' professional development; advising leaders on management issues and organizational development; providing services related to benefits and payroll functions; and maintaining systems to remain compliant with federal and state laws.

The Human Resource Department's general fund budget request is \$588,801. This is an increase of \$119,594 or 25.49%.

Category 1 – Personnel request is \$527,255.85, an increase of \$103,911.51 or 24.55%. This includes the cost of an additional full-time Human Resources Generalist to the Human Resources staff and the Mayor's creation of a \$25,000 salary pool fund.

Category 2 – Supplies - request is \$3,310, a decrease of \$3,090 (-48.28%)

Line 211 – Office Supplies – request \$2,000, no change (0%)

Line 242 – Other Supplies – request \$1,310, decreases by \$3,090 (-70.22%)

Category 3 – Other Services & Charges request is \$58,236, an increase of \$18,773 or 47.57%.

Line 316 – Instruction –request is \$3,258, a decrease by \$517 (-13.69%).

- Decreases by \$1400 for National Society for Human Resources Management (SHRM) conference. Only one person attending, not two.
- Increases of \$883 for state conferences including SHRM, South Central Indiana Human Resources Association (SCIHRA) and Chamber Human Resources.

Line 321 – Telephone – request \$600, no change (0%)

Line 322 – Postage – request \$50, no change (0%)

Line 323 – Travel – request \$2,750, a decrease by \$1,690 (-38.06%)

Line 331 – Printing – request of \$4,100, an increase of \$3,400 (485.7%)

- Increase of \$3,750 for printing of revised personnel manual. Estimate based on the last printing of the manual in 2014 last printing.
- Decrease miscellaneous printing by \$350.

Line 332 – Advertising – request \$6500, no change (0%)

Line 340 – Hardware and Software Maintenance – request \$17,000, an increase of \$13,875 (444%)

- Increases by \$15,000 for one time purchase of job application tracking software, which should reduce paper and some administrative support.
- Increases by \$2,000 to renew the 3-year license and annual maintenance for FMLA tracking software.
- Decreases by \$2,800 for performance management software that has never been used.

Line 391 – Dues/Subscriptions –request \$1,435, a decreases of \$645 (-31%)

- Decreases by \$290 for ATD and Impact dues. (Professional associations that have not been used for a couple of years because the trainer staff position was eliminated).
- Decreases by \$180 for one less SHRM National membership fee.
- Decreases by \$175 to reflect actual cost of 3 annual SCIHRA memberships.

Line 394 – Temporary Contractual Employee – request \$1250, a decrease by \$1250(-50%)

- Decreases by \$1,250 because HR only has one SPEA Service Corps Fellow.

Line 399 – Other Services/Charges – request \$21,293, an overall increases of \$5,600 (35.68%)

- Increases outside services / consulting by \$6,800 for consulting support of Human Resources activities including management coaching, implementing 360 Performance Reviews, employee engagement strategies, organizational design and staffing strategies, and workflow assessments/compliance audits.
- Decreases by \$3,200 for fruit cart which has been obsolete for a couple of years.
- This category includes the bicycle commuter, transit ridership benefits for employees and employee appreciation and recognition events. Budgeted amounts for these benefits remain unchanged from the prior year.

Conclusion

The proposed budget will help us improve our systems and programs, and implement and manage new initiatives necessary to achieving departmental and organizational goals. We aim to use the allotted resources efficiently and responsibly, and we appreciate your thoughtful review and consideration of the Human Resources Department budget request!

Human Resources 2017

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. We will do this by implementing effective recruitment strategies; offering programs to increase employee engagement; managing systems to improve performance and promote employees' professional development; advising leaders on management issues and organizational development; providing services related to benefits and payroll functions; and maintaining systems to remain compliant with federal and state laws.

Program / Service

Workforce Maintenance

Program Description: Workforce Maintenance includes recruitment, selection, orientation, employment record maintenance, termination, and retirement. Record-keeping, quality checks, approvals, and paper-flow are characteristics of this process, which is clerical/administrative in nature.

Goals:

- Continue to improve Affirmative Action Program by focusing on selection tools, outreach and processes
- Revise employee orientation process for approximately 430 new part-time, full-time, and temporary employees
- Formalize student internship program and establish senior (retirees) program
- Select and implement online job application software to reduce the number of printed resumes/applications by 60-75% and reduce the administrative workload associated with recruitment and selection of employees.

Personnel Policy

Program Description: Personnel Policy is the development, interpretation and application of personnel policies and includes the following: new policy development, existing policy updates, and policy interpretation for employees. Design, research, communication and judgment are characteristics of this process which is collaborative in nature.

Goals:

- Evaluate and revise City policies
- Update City employee personnel manual

Employee Relations

Program Description: Employee Relations is the application and implementation of personnel policies and includes the following: management consultation, employee consultation, labor relations, employee communication, and grievance procedures. Consultation, assessment and negotiation are characteristics of this process, which relies heavily on judgment, relationship-building and rapport.

Goals:

- Provide clear and consistent communication to employees
- Publish quarterly employee newsletter
- Conduct bi-annual employee recognition ceremony
- Administer employee commitment survey to set benchmarks

Compensation & Benefits

Program Description: Compensation & Benefits is the development and management of compensation and benefits policies and includes the following: new policy development, existing policy updates, policy implementation, maintenance of policy application, financial processing, and employee consultation. A combination of administration and collaboration are characteristic of this process, which is highly focused in nature.

Goals:

- Review of all employee benefits to contain costs. Annual health insurance cost increases through the IACT Medical Trust have stayed well below the medical trend increase of 10.5% (2015, 2016) for 4 consecutive years. Our goal is to continue to keep the annual cost increase well below the medical trend.
- Continue to improve online access and Web-based use for benefits administration
- Improve efficiency of open enrollment process without compromising quality. Conduct post open enrollment survey of employees for feedback on process improvement
- Conduct salary study to improve about our ability to attract and retain good employees
- Increase participation of our employees in our wellness program from 15% to 25%

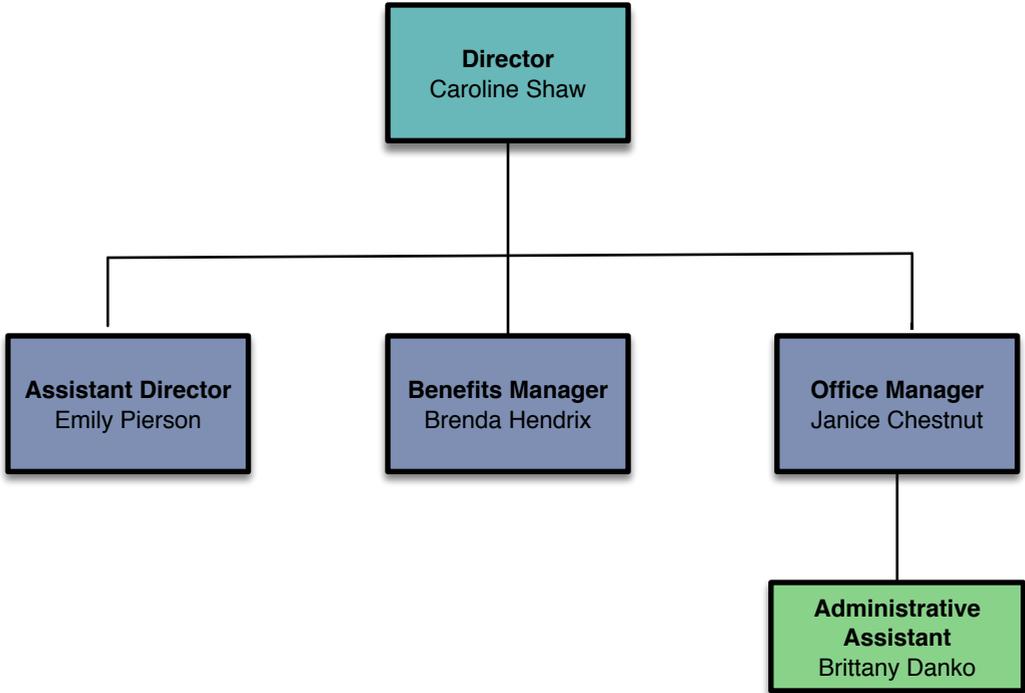
Training & Development

Program Description: Training & Development is the development and evaluation of both individual employees and the organization as a whole and includes the following: employee and supervisory training, performance evaluation, and process analysis and improvement. Program/employee development, implementation, and communication are characteristic of this process, which is primarily geared toward improving organizational culture and change management.

Goals:

- Develop and implement new training programs for our 690 full-time and part-time employees. The training needs will be identified through employee surveys and focus groups.
- Conduct annual performance evaluations for approximately 290 non-union employees
- Implement 360 degree reviews for all employees.

City of Bloomington
Human Resources Department



CITY OF BLOOMINGTON
Budget Worksheet Report

			2015	2016 Adopted	2017 Council	+/- \$	+/- %
Account Number	Account Description	2015 Actual Amount	Budget				
Fund: 101 - General Fund							
<u>Expenditures</u>							
Department: 12 - Human Resources							
Personnel Services							
51110	Salaries and Wages - Regular	\$262,208	\$284,129	\$333,067	\$48,938	17.22%	
51120	Salaries and Wages - Temporary	\$5,310	\$10,001	\$10,001	\$0	0.00%	
51210	FICA	\$19,207	\$22,502	\$26,246	\$3,745	16.64%	
51220	PERF	\$37,233	\$40,347	\$47,296	\$6,949	17.22%	
51230	Health and Life Insurance	\$62,400	\$66,366	\$85,644	\$19,278	29.05%	
51310	Other Personal Services	\$0	\$0	\$25,002	\$25,002	N/A	
Total: Personnel Services		\$386,358	\$423,344	\$527,256	\$103,912	24.55%	
Supplies							
52110	Office Supplies	\$1,246	\$2,000	\$2,000	\$0	0.00%	
52420	Other Supplies	\$54	\$4,400	\$1,310	(\$3,090)	-70.23%	
Total: Supplies		\$1,300	\$6,400	\$3,310	(\$3,090)	-48.28%	
Other Services and Charges							
53160	Instruction	\$3,730	\$3,775	\$3,258	(\$517)	-13.70%	
53210	Telephone	\$389	\$600	\$600	\$0	0.00%	
53220	Postage	\$0	\$50	\$50	\$0	0.00%	
53230	Travel	\$1,150	\$4,440	\$2,750	(\$1,690)	-38.06%	
53310	Printing	\$180	\$700	\$4,100	\$3,400	485.71%	
53320	Advertising	\$5,484	\$6,500	\$6,500	\$0	0.00%	
53640	Hardware and Software Maintenance	\$0	\$3,125	\$17,000	\$13,875	444.00%	
53910	Dues and Subscriptions	\$1,244	\$2,080	\$1,435	(\$645)	-31.01%	
53940	Temporary Contractual Employee	\$1,474	\$2,500	\$1,250	(\$1,250)	-50.00%	
53990	Other Services and Charges	\$11,772	\$15,693	\$21,293	\$5,600	35.68%	
Total: Other Services and Charges		\$25,423	\$39,463	\$58,236	\$18,773	47.57%	
Expenditure Grand Totals:		\$413,081	\$469,207	\$588,802	\$119,595	25.49%	



Memorandum

To: Members of the City of Bloomington Common Council
From: Philippa M. Guthrie
Date: August 16, 2016

This memo accompanies the proposed 2017 budget for the Legal Department.

Why We Exist

The Legal Department serves the City's legal needs, which range from code drafting and enforcement, to solving citizens' 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.

The Legal Main Department's general fund budget request is \$864,544.75. This is an increase of \$172,535.63 or 24.93%. The Legal Department also includes the Human Rights and Risk Management Departments. The request for Human Rights is \$182,322.53, and the request for Risk is \$802,784.15.

Legal Main

Category 1 – Personnel request is \$642,495.75, an increase of \$3,456.63 or 0.54%. As you are aware, the city is requesting a 2% salary increase for non-union staff.

Category 2 – Supplies request is \$15,064, an increase of \$2,199 or 17.09%.

Line 52410 – Books – Accounts for the entire increase. This increase is built into our contract with Westlaw for Indiana Code books. 17% of the Westlaw contract cost is paid by Dan Sherman's office because he also receives a code set under our contract.

Category 3 – Other Services & Charges request is \$205,683, an increase of \$165,578 or 412.86%.

- **Line 53120 – Special Legal Services** - This line accounts for almost all of the increase. This request is \$179,000, an increase of \$165,000 or 1,178.57%. The increase represents outside counsel fees related to new city initiatives in specialized areas, including annexation, bond renewals and development of a financial plan, the broadband project and development of the Trades District. It is quite possible that we will not need this entire amount, but it is very difficult to tell at this early juncture.
- **Line 53160 – Instruction** – This request is for \$3,951, a decrease of \$849 or 17.68%. The decreases reflects the fact that we would like to send half of the attorneys to the International Municipal Law Association annual conference next year. (The other half would go the following year.) This decrease involves a corresponding increase to the travel budget. For many years, due to budget cuts and travel restrictions, the attorneys have fulfilled almost all of their required annual Continuing Legal Education (CLE) requirements by attending the annual Indiana Municipal Lawyers Association conference in Indianapolis. Most of the staff no longer finds this seminar very valuable, and limiting them to this one conference means they are unable to attend conferences that lie in their areas of expertise and would be much more beneficial to the staff and the city. The International Association conference takes a much broader perspective and includes attendees from all over the world.
- **Line 53230 – Travel** – This request is for \$3,850, an increase of \$3,200 or 492%. This is the aforementioned increase in cost to send attorneys to a more beneficial CLE conference out of state.
- **Line 53910 – Dues and Subscriptions** – This request is for \$17,832, a decrease of \$1,773 or 9.04% which reflects the following:
 - A new International Municipal Lawyers Association membership fee of \$1025 for all attorneys in the office
 - New \$100 (estimated) Monroe County Bar Association memberships for two administrative staff members so they can attend free paralegal seminars
 - A decrease in the Westlaw electronic subscription which reflects a 3% increase, but also the fact that Dan Sherman's office has agreed this year to pay 20% of that fee for his department's use of the electronic Westlaw.

Category 4 – Capital Outlays – This request is \$1,302 for a new budget line. The request is for three standing desks.

Human Rights

Category 1 – Personnel request is \$174,329.53, an increase of \$10,979.57 or 6.72%. As you are aware, the city is requesting a 2% salary increase for non-union staff.

Category 2 – Supplies request is \$2,948, an increase of \$750 or 34.12%.

Line 52420 – Other Supplies – Accounts for the entire increase. This increase represents the cost of human rights-themed rubber bracelets for handing out during the Fourth of July parade.

- **Line 53160 – Instruction** – This request is for \$900, an increase of \$100 or 12.5% to accommodate a national EEOC employment law seminar for Barbara McKinney, with a corresponding increase in the travel budget.
- **Line 53230 – Travel** – This request is for \$1,000, an increase of \$750 or 300%. This is the aforementioned increase in cost to send Barbara McKinney to a more beneficial CLE conference out of state.
- **Line 53310 – Printing** – This request is for \$1,300, a decrease of \$1,700 or 56.66% which reflects a reduction in the number of human rights newsletters distributed in paper form. Most are now distributed electronically.

Risk Management

Category 1 – Personnel request is \$239,967, an increase of \$6,864.59 or 2.94%. As you are aware, the city is requesting a 2% salary increase for non-union staff.

Category 2 – Supplies request is \$42,097, a decrease of \$3 or .01%. This decrease represents a decrease in projected fuel costs.

Category 3 – Other Services & Charges request is.

- **Line 53160 – Instruction** – This request is for \$5,450, an increase of \$4,650 or 581.25%. This increase will cover enhancements to the risk training program, including updating very old materials, conducting emergency response training, and providing CPR certification training. Also, Mike Rouker would be the fourth attorney going to the International Municipal Lawyers conference, so a reduction for registration for CLE courses for Mike Rouker from \$800 to \$450 (which results in a corresponding increase in the Risk travel budget).
- **Line 53230 – Travel** – This request is for \$550, an increase of \$400 or 266.66%. This is the aforementioned increase in cost to send Mike Rouker to a more beneficial CLE conference out of state.
- **Line 53620 – Motor Repairs** – This request is for \$2,875, an increase of \$2,371 or 470.43%.
- **Line 53990 – Other Services and Charges** – This request is for \$7200, an increase of \$1,200 or 20% to cover routine checks of Commercial Drivers' Licenses (CDLs). The checks are required by federal law.

Conclusion

When the Legal Main, Human Rights and Risk Management budgets are combined and revenues are included, we are requesting an overall increase of 12.05%. This modest increase will greatly enhance the continuing legal education opportunities for our attorneys, to the benefit of the city, and help the city appropriately manage legal risks related to crucial initiatives such as annexation, high speed broadband, and affordable housing, that will carry Bloomington into the future.

Thank you for your consideration of the Legal Department budget request!

Legal

The Legal Department serves the City's legal needs, which range from code drafting and enforcement, to solving citizens' issues, real estate matters, statutory interpretation, 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.

Activity/Service

Legal Counsel

Activity Description: Providing 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. Specific projects for which legal advice are likely to be required and which will or may incur outside legal fees in 2017 (with measurable outcomes where possible) include:

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

- Consideration of annexation of additional territory and implementation of services to the expanded footprint
(Measurable Outcomes: assist in preparing finance plan, developing list of costs and benefits, conducting any required public meetings)
- Consideration of establishing a city-wide high-speed broadband network
(Measurable Outcomes: provide sound advice on all legal aspects of potentially establishing a network)
- Develop the Trades District
(Measurable Outcomes: draft all necessary contracts and other documents)
- Develop Switchyard Park
(Measurable Outcomes: handle negotiation and documentation of real estate transactions)

Legal and Policy Documents

Activity Description: Responsible for drafting, reviewing, editing and revising of 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. Specific projects in 2017 above and beyond the standard ongoing document activity include:

Goal: To document the City's activities as required in an efficient, legally sound and professional manner.

- Update Comprehensive Contract Database

(Measurable Outcomes: Input all current contracts; investigate New World option with IT)

- Continue developing contract templates
(Measurable Outcomes: generate remaining templates)
- Public records requests
 - Continually evaluate staffing to handle frequent and/or broad requests
 - Develop process that includes:
 - Working with requesters to refine their requests, if possible
 - Working with IT to craft narrowly defined electronic searches
 - Putting responses on B-Clear

(Measurable Outcomes: develop written process; begin putting responses on B-Clear)
- Continually work to update Municipal Code
(Measurable Outcomes: update at least one major code section in 2017)

Litigation

Activity Description: Responsible for litigating suits brought against or by the City, and supervising outside counsel and insurance counsel handling litigation on the City's behalf.

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

(Measurable Outcomes: aim for efficient conclusion of suits via negotiation, settlement or court order within one year)

Enforcement of the Bloomington Municipal Code (BMC)

Activity Description: Provide all services related to enforcing the BMC, including communication of violations, negotiations, and litigation if necessary.

Goal: To enforce the BMC in a fair, transparent, efficient and legally responsible manner.

(Measurable Outcomes: Successfully resolve enforcement actions with a minimum of citizen objection)

Property Transactions

Activity Description: Managing the use, acquisition and disposition of City real property, including negotiating and documenting licenses, purchases, sales, eminent domain, and access to rights of way.

Goal: To efficiently manage and document the legal aspects of City ownership and use of real property.

(Measurable Outcomes: Complete each transaction within four months)

Human Rights

Activity Description: Enforcing and advising on the City's Human Rights Ordinance, ensuring the City complies with federal civil rights laws, including Title VII of the Civil Rights Act and the Americans with Disabilities Act, advising City staff on ethics matters,

Goal: Ensuring that the City is compliant with Civil Rights laws and regulations that protect our residents, and maintains the highest ethics in conducting its business.

(Measurable Outcomes: Conduct thorough and fair investigations for Human Rights and HR; begin implementing Title VI program)

Risk Management

Activity Description: Provide training on risk prevention; handle all issues related to City insurance, including acquisition, policy compliance, reviews and renewals; advise and assist with reporting and management of incidents; manage risk related to City documents by implementing records retention and destruction procedures and processes, and generally manage the City's risk profile. Specific project related to records management:

Goal: 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.

- Retention and Destruction
 - Ensure ongoing process for proper destruction of legal documents.
 - With IT—Implement comprehensive city-wide records retention and destruction policy for paper and electronic documents.
 - Long term goal: work with IT to implement systematic records management and work flow processes citywide (using New World or other new software, as required)

(Measurable Outcomes: Provide an average of eight risk training sessions per month and five safety audits per week; successfully implement process for ongoing legal document destruction)

Improving Department Health, Morale and Productivity

Activity Description: Enhancing department health, morale and productivity by improving the physical environment and increasing training opportunities.

Goal: Improve the productivity and health of department staff through physical improvements and training opportunities that improve and inform their work.

(Measurable Outcomes: staff attend training beyond annual IMLA training; staff provided with standing desks, as desired)

Assessing Client Satisfaction with Department Services

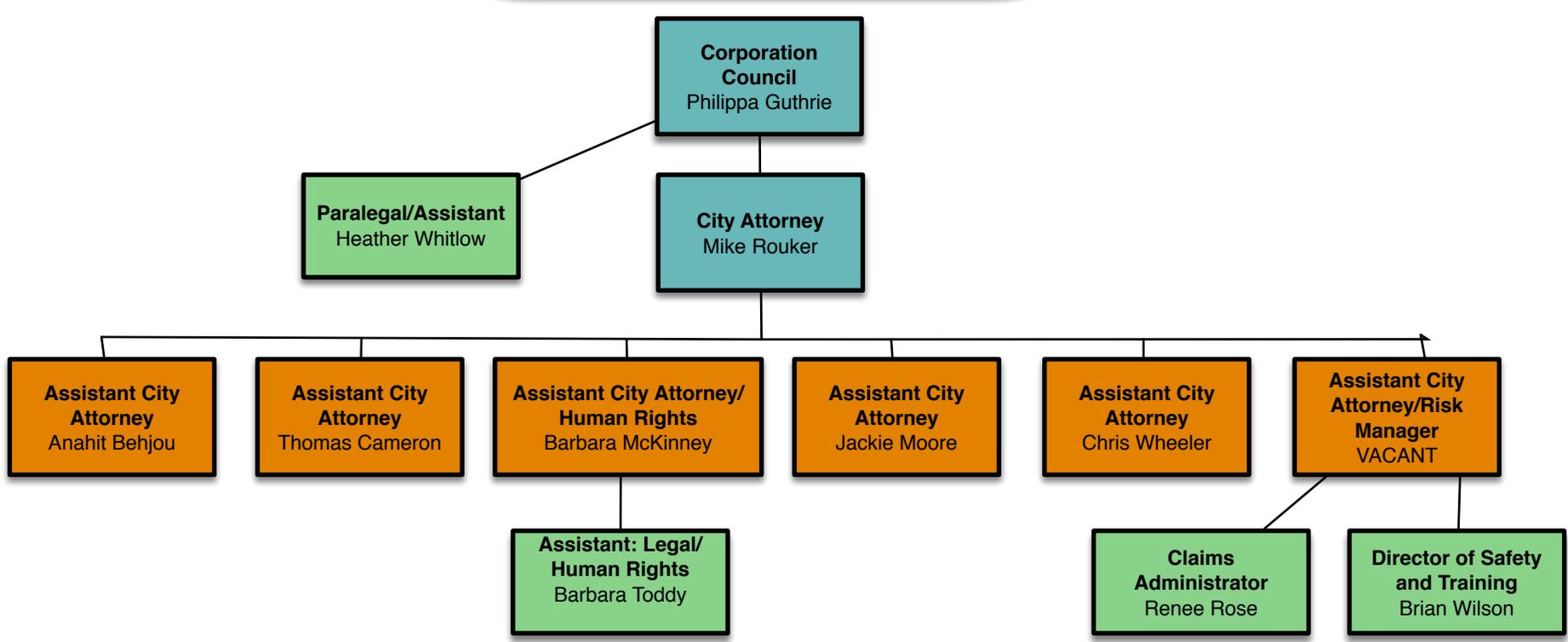
Activity Description: Administer Client Satisfaction Survey through HR.

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

(Measurable Outcome: successful implementation of survey)

City of Bloomington

Legal Department



CITY OF BLOOMINGTON
Budget Worksheet Report

	Account Number	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Council	+/- \$	+/- %
Fund: 101 - General Fund							
<u>Expenditures</u>							
Department: 10 - Legal							
Personnel Services							
	51110	Salaries and Wages - Regular	538,878	565,917	570,779	4,862	0.86%
	51120	Salaries and Wages - Temporary	975	0	0	0	N/A
	51210	FICA	39,313	43,294	43,665	371	0.86%
	51220	PERF	76,521	80,361	81,052	691	0.86%
	51230	Health and Life Insurance	106,080	112,817	121,329	8,512	7.54%
Total: Personnel Services			761,767	802,389	816,825	14,436	1.80%
Supplies							
	52110	Office Supplies	826	2,075	2,075	0	0.00%
	52410	Books	7,985	12,838	15,037	2,199	17.13%
	52420	Other Supplies	1,071	150	900	750	500.00%
Total: Supplies			9,882	15,063	18,012	2,949	19.58%
Other Services and Charges							
	53120	Special Legal Services	7,659	14,000	179,000	165,000	1178.57%
	53160	Instruction	4,937	5,600	4,851	(749)	-13.38%
	53170	Mgt. Fee, Consultants, and Workshops	0	200	200	0	0.00%
	53210	Telephone	54	600	600	0	0.00%
	53220	Postage	62	150	150	0	0.00%
	53230	Travel	639	900	4,850	3,950	438.89%
	53310	Printing	79	3,100	1,400	(1,700)	-54.84%
	53320	Advertising	288	650	650	0	0.00%
	53910	Dues and Subscriptions	18,615	19,900	18,127	(1,773)	-8.91%
	53990	Other Services and Charges	864	900	900	0	0.00%
Total: Other Services and Charges			33,198	46,000	210,728	164,728	358.10%
Capital Outlays							
	54420	Purchase of Equipment	0	0	1,302	1,302	N/A
Total: Capital Outlays			0	0	1,302	1,302	
Expenditure Grand Totals:			\$804,847	\$863,452	\$1,046,867	\$183,415	21.24%

CITY OF BLOOMINGTON
Budget Worksheet Report

		2015	2016	2017		
Account	Account Description	Actual	Adopted	Council	+/- \$	+/- %
Number		Amount	Budget			
Fund: 800 - Risk Management						
<u>Expenditures</u>						
Department: 10 - Legal						
Personnel Services						
51110	Salaries and Wages - Regular	155,642	158,622	161,793	3,171	2.00%
51210	FICA	11,209	12,135	12,377	242	2.00%
51220	PERF	22,101	22,525	22,975	450	2.00%
51230	Health and Life Insurance	37,440	39,821	42,822	3,001	7.54%
Total: Personnel Services		226,392	233,103	239,967	6,865	2.94%
Supplies - Supplies						
52110	Office Supplies	184	650	650	0	0.00%
52240	Fuel and Oil	789	1,450	1,447	-3	-0.21%
52420	Other Supplies	1,420	0	0	0	N/A
52430	Uniforms and Tools	34,179	40,000	40,000	0	0.00%
Total: Supplies		36,572	42,100	42,097	(3)	-0.01%
Other Services and Charges						
53160	Instruction	275	800	5,450	4,650	581.25%
53210	Telephone	599	900	900	0	0.00%
53220	Postage	0	100	100	0	0.00%
53230	Travel	0	150	550	400	266.67%
53310	Printing	37	1,850	1,850	0	0.00%
53410	Liability / Casualty Premiums	1,235	51,500	51,500	0	0.00%
53420	Worker's Comp & Risk	486,758	450,000	450,000	0	0.00%
53620	Motor Repairs	1,460	504	2,875	2,371	470.44%
53910	Dues and Subscriptions	230	295	295	0	0.00%
53990	Other Services and Charges	1,289	6,000	7,200	1,200	20.00%
Total: Other Services and Charges		491,882	512,099	520,720	8,621	1.68%
Expenditure Grand Totals:		\$754,846	\$787,302	\$802,784	\$15,483	1.97%



Memorandum

To: Members of the City of Bloomington Common Council
From: Rick Dietz
Date: August 15, 2016

This memo accompanies the proposed 2017 budget for the City's Information & Technology Services (ITS) Department and specifically, the ITS General Fund, Telecommunications Non-reverting Fund and Map Generation Fund budget proposals.

Why We Exist

ITS is primarily an internal service department, but we support and enable the operations of the whole City. ITS provides a foundation in information, communications, and audio/visual technology for the day-to-day and mission-critical operations of the City. Our mission is to provide — through the forward-looking application of information technology — the omnibus 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.

We believe this is a budget proposal that addresses ITS needs, reflects the City's values and goals, and positions ITS to perform well in 2017 and forthcoming years. But we could not do any of this without the skill and expertise of all of our ITS staff members. I greatly appreciate and wish to acknowledge their continuing hard work and excellence in support of our public and staff customers.

ITS General Fund, Telecommunications Non-reverting Fund & Map Generation Fund Budgets

- The ITS Department's General Fund budget request is \$1,953,875.11. This is an increase of \$334,127.36 or 20.63% from 2016.
- The ITS Department's Telecommunications Non Reverting Fund budget request is \$1,092,145.00. This is decrease of \$444,080.00 or 28.91% from 2016.
- The ITS Department's Electronic Map General Fund budget request is \$1,400. This is a decrease of \$8,600.00 or 86.00% from 2016.
- The ITS Department's total 2017 budget request is \$3,047,420.11. This is a decrease of \$118,552.64 or 3.74% from 2016.

2017 ITS Budget Themes

Our 2017 budget proposal contains several significant changes from previous budgets as well as a number of important initiatives. Overall we are proposing an ITS budget with reduced expenditures in 2017. We tap funds from Police (through inter-fund transfer) for ITS staff (1.5 FTE) dedicated to public safety support. We shift a number of expenses from the Telecommunications Non-reverting (Telecom) Fund to the ITS General Fund in order to improve the sustainability of the Telecom Fund. We also propose a small appropriation from our infrequently used Map Generation Fund in 2017.

The ITS 2017 budget proposal includes core IT needs such as staff compensation, computer capital replacement and software maintenance. There are also a few changes of note, investments and initiatives we hope to undertake in 2017 with your support.

- **Telecom and General Funds** - The Telecom Fund has been on a non-sustainable path for a number of years. Fund revenue is generated from video services franchise fees paid to the State. Revenue has plateaued; franchise fees are perennially in danger from the State Legislature; and in recent years the fund has been budgeted in excess of revenue drawing down the fund balance. In this budget we propose shifting a number of expenses from the Telecom Non-reverting fund to the ITS General Fund to steer the Telecom Fund in a more sustainable direction and bring Telecom expenses more in line with anticipated revenue. These expenses include major software systems such as our financial management, HR management, email/calendaring, GIS, voicemail and others that are critical to the day-to-day operations of the City. Due to this shifting of expenses, many of the changes in our proposed 2017 budget lines simply represent a shift from the Telecom Fund to the General Fund for certain IT expenses.
- **ITS Staff** - ITS is proposing no change from its current 18 FTEs in the department in 2017. We propose funding 1.5 FTEs through interdepartmental transfer from the BPD Budget. These positions provide support to Police and Fire. Aside from the City's across the board salary increase, our Application Support and Security Specialist position has increased in grade from 6 to 7 with an accompanying salary increase. This position supports mission critical systems such as email and calendars, manages user account creation and termination, supports a number of critical city security systems, and assists with public information requests. Those are the only proposed changes in ITS staffing proposed for 2017.
- **Gigabit City** - ITS is leading the City's initiative to secure gigabit class connectivity for all residences and businesses in Bloomington. We are currently interviewing and evaluating respondents to our RFI at this time. Our discussions to date indicate substantial interest from RFI respondents in partnering with the City. These discussions are ongoing. This is a significant ITS project but does not have any defined budgetary impact in 2017. It is likely to require continuing staff time and potentially consulting, but other costs will likely be borne outside of ITS funds – from TIF funds for instance.
- **Backup System Improvement** – The size of our data continues to grow, and nightly backup and batch processing times continue to grow in parallel. Tape backup alone is no longer a workable backup strategy. Our backup window is now creeping into the next workday; we currently have very little time available to complete all of our nightly backup processes. Adding a faster disk based backup layer will allow ITS to keep up with backup requirements for City data moving forward and allow us to expand the capacity of our existing backup system to improve redundancy, disaster recovery and information retrieval.
- **Network Core Upgrade** - Our current core network equipment is at the end of its supported life, having been in service more than 8 years. Manufacturer support and updates are now limited for our hardware, potentially reducing our security and stability. Our network core is the heart of our internal fiber optic ring, connecting City Hall, Telecom Hotel, Fire, Police and Utilities facilities. We are proposing to purchase network hardware to replace and bring our core network up to current standards and supported hardware.
- **Enterprise Document Management** - We propose resources to expand enterprise document management within the City. This system will move our ERP/Financials system onto an integrated document management system that removes multiple steps for archiving important financial documents. This system would also serve as an enterprise-wide document management solution which is needed by the Controller, Legal and other departments.
- **Computer Capital Replacement** - We propose the continued funding of our capital replacement cycle for desktops, laptops, monitors, printers and peripherals in 2017, as well as the orderly replacement of servers and critical networking equipment.
- **CATS Funding** - We provide for the funding of Community Access Television Services (CATS). Jointly funded by Bloomington, Monroe County government, Ellettsville and the Monroe County Public Library, CATS provides video services to the City and Bloomington public. Investments in public access and community media ensure an open, approachable and interactive government where citizens are part of the decision making process.
- **Transparency** - ITS plays a leading role in government transparency, launching and maintaining the City's Open Data portal and supporting the Mayor's B-Clear initiative. This budget includes the purchase of the new Transparency Module for our New World ERP/Financials system. This module will provide the public with access to a broad range of city financial information in real time.

ITS will also be significantly expanding the data sets available through the City's Open Data portal in 2017.

Notable Budget Lines

ITS General Fund

Category 1 – Personnel Services - Increases by \$33,076.36 (2.21%)

- ITS is proposing no change from our current 18 FTEs in the department in 2017. The increase in Category 1 comes from the City's across the board salary increase and a grade change for the Application Support and Security Specialist from 6 to 7.

Line 53160 – Instruction - Increases by \$4,000 (80%)

- \$9,000.00 for instructional conferences, summits, awards, onsite and offsite training. Increase reflects administration's staff development priorities and covers training for new members of the ITS team.

Line 53210 – Telephone - Increases by \$100,500

- \$100,500 in recurring telephony operational expenses moved from the Telecom Fund. This includes ITS cell service, City phone system/long distance, and digital timekeeping cell service.

Line 53230 Travel - Increases by \$7,000 (233.33%)

- \$10,000 for travel for conferences, summits, awards, offsite training. Increase reflects administration's staff development priorities and covers training for new members of the ITS team.

Line 53160 – Hardware and Software Maintenance - Increases by \$94,500.00 (163.49%)

- \$152,300.00 for existing, new and moved maintenance for critical hardware and software systems.
- New maintenance expenses
 - \$15,250 Disk Backup System
 - \$12,000 Document Management and Forms
 - \$8250 Tyler Transparency Module (\$4000 in future years)
- Moved from Telecom Fund
 - \$25,000 for ESRI GIS
 - \$6,000 for Genaware GIS
 - \$24,500 Tyler New World ERP (Financials, HR, Payroll, Utility Billing)

Line 53160 – Dues & Subscriptions - Increases by \$35,258.00 (439.62%)

- \$43,278.00 for Subscriptions, memberships, software subscriptions, domain registrations.
- \$34,800 moved from Telecom Fund for Google for Government subscription (email, calendar, shared docs, etc).

Line 54510 – Other Capital Outlays - Increases by \$75,215.93

- \$75,215.93 for purchase of a new disk-based backup system.

Telecom Infrastructure: Telecommunication Non-Reverting Fund 254000 Infrastructure Account

Line 54420 – Purchase of Equipment - Increases by \$60,000 (120.00%)

- \$60,000 Network Core upgrade, replacement of 5 core network switches.

Line 54450 – Equipment – No change

- \$204,000 for capital replacement of computers and servers. ITS maintains an approximately 4-year replacement cycle for PCs/Laptops/MDTs (mobile data terminals), plus monitors, printers, scanners and stand-alone servers.

Telecom Services: Telecommunication Non-Reverting Fund 256000 Services Account

Line 53980 – Community Access TV/Radio - Increases by \$4,294.00 (1%)

- \$433,685.00 for Community Access Television Services (CATS). CATS funding amounts to nearly half of City's annual Telecom fund revenue. This increase of 1% tracks the growth in the City's video service franchise revenue in 2015. (2016 revenue will not be known until after the first quarter of 2017). To help sustain the Telecom Fund, we propose CATS funding at a rate comparable to the Telecom Fund's growth rate.

Electronic Map Generation Fund

Line 53980 – Mgt. Fee, Consultants, and Workshops - Decreases by \$8,600.00 (-86%)

- \$1400.00 for LiDAR (laser radar) mapping (City contributes 25% of total) helps the city with planning, zoning, utilities and public works projects.

Conclusion

Thank you for your consideration of our 2017 ITS Department budget request. The demand for our services continues to increase, as do our opportunities to serve our sister City departments and the Bloomington community. We look forward to helping all city staff meet their goals and potential with technology tools and support in 2017.

Best regards,

Rick Dietz, Director
Information & Technology Services

ITS Activity Descriptions and Goals

Information & Technology Services (ITS) is primarily an internally servicing department, but we support and enable the operations of the whole City. ITS provides a foundation in information, communications, and audio/visual technology for the day-to-day and mission-critical operations of the City. Our mission is to provide — through the forward-looking application of information technology — the omnibus 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. Our investments in technology have ripple effects in efficiency, effectiveness, security and stability throughout the enterprise.

ITS operations and activities draw from various funds as follows:

- ITS General
- Telecom Non Reverting Fund
 - Telecom Infrastructure
 - Telecom Services
- Electronic Map Generation Fund (Used once this budget cycle)
- Enhanced Access Fund (Not used this budget cycle)

ITS Department activities fall under 4 broad groupings, although there is some conceptual overlap: Administration, Technology Support, GIS (Geographic Information Systems) and Systems & Applications. Note: each activity is accompanied with an abbreviated code like “[admn]” to facilitate tracking of activities and budget items across all ITS budgeted funds.

Administration

- [admn] IT Innovation, Management, Administration, Operations & Planning
- [offc] Office Management, Inventory, Purchasing, Bookkeeping, Payroll
- [bord] ITS Board, Commission & Task Force Support
- [cats] Government meeting coverage (Community Access TV)

Technology Support

- [tech] Technology Support and Helpdesk Services
- [tran] Technology Training (inc. KB)
- [prnt] Enterprise Printing and Copying
- [tele] Enterprise Telephony (telephones, voicemail, long distance)
- [emrg] Emergency restoration, contingency and consulting resources

GIS

- [gis] Spatial Systems & Data Production, Maintenance, Analysis & Cartography

Systems & Applications

- [user] Systems analysis, User needs analysis & research
- [netw] Networks: Design, Maintenance and Connectivity

- [infr] Systems, Server & Database Infrastructure
- [ent] Enterprise Applications Support & Maintenance
- [apps] Systems Integration, Application Development/Programming

Administration

[admn] IT Innovation, Management, Administration, Operations & Planning

Description: ITS develops coordinates and implements information technology and telecommunications strategies, plans and policies.

Goals:

- Lead initiative to secure affordable gigabit-class internet connectivity for all Bloomington residents by 2019
- Develop 3-5 year strategic plan for ITS department,
- Engage with academic community, technology sector and community at-large
- Draft a community digital equity/inclusion strategic plan
- Establish local civic coding brigade
- Proactive use of data and data portal advocacy
- Continued partnership with peer cities around open standards and open source
- Assist with planning and development of CTP

[offc] Office Management, Inventory, Purchasing, Bookkeeping, Payroll

Description: ITS operates in a modern office environment with business practices defined by the Controller's office and HR.

Goals:

- Improve IT purchasing process, adopt requisition-based purchasing for ITS
- Ensure accuracy in receiving and inventory with annual equipment census

[bord] ITS Board, Commission & Task Force Support

Description: ITS provides support services for ITS boards, commissions and task forces. ITS also engages with and supports other boards as needed.

Goals:

- Provide liaison support to ensure boards can fulfill their responsibilities

[cats] Government meeting coverage (Community Access Television Services)

Description: Ensures provision of government meeting coverage and supports community access programming, primarily through funding of CATS.

Goals:

- Record, cablecast and stream all required City meetings and events – including City of Bloomington Common Council, Plan Commission, Board of Public Works, Board of Zoning Appeals, Board of Parks Commissioners, Utilities Service Board, Redevelopment Commission meetings.
- Archive and stream on demand all recorded City meetings.

Technology Support

[tech] Technology Support and Helpdesk Services

Description: ITS installs, configures, manages, troubleshoots and repairs hardware and software systems used by City employees.

Goals:

- Maintain 4.5 out of 5 service rating on customer service surveys
- Capital replacement of PCs, laptops, monitors, UPS and peripherals (Approximately ¼ annually)
- Assess ITS staff technical and customer services training needs as part of annual performance evaluation process

[tran] Technology Training and Knowledgebase(KB) Maintenance

Description: ITS provides training for incoming and current City staff to effectively use City IT resources to perform their work, maintains city knowledgebase.

Goals:

- Conduct annual survey on IT training needs to guide training strategy
- Conduct one-on-one and group training on IT tools as recommended by internal survey
- Develop an assessment tool/instrument for measuring IT training needs to ensure effective onboarding and IT orientation, and deliver as part of new hire process
- Partner with departments to ensure the City's KB content is current

[fac] Facilities Technology Planning, Maintenance, Support

Description: Support for facilities-based IT systems such as the Council chambers, video control room & meeting rooms, projectors, security cameras, and door access system.

Goals:

- Integrate new security cameras into central monitoring system
- Connect McCloskey Room into video control room
- Upgrade meeting room systems in Hooker, Dunlap and Kelly rooms
- Install card access readers in City facilities, as determined by security evaluation

[prnt] Enterprise Printing and Copying

Description: ITS supports enterprise printer/copier needs

Goals:

- Provide cost-effective and sustainable printing and copier support

[tele] Enterprise Telephony (telephones, voicemail, long distance)

Description: ITS supports telephone systems used by City staff

Goals:

- Conduct systems and cost analysis for new system
- Evaluate cellular rate plans across enterprise to reduce costs for City departments

[emrg] Emergency restoration, contingency and consulting resources

Description: ITS engages consultants and retains resources to address emergency and contingent support needs.

Goals:

- Address critical outages rapidly and effectively to maintain 99.999% uptime.
- Quickly address new opportunities and strategic initiatives

GIS Geographic Information Systems

[gis] GIS & Spatial Systems & Data Production, Maintenance, Analysis & Cartography

sub: [giss] GIS & Spatial Systems Management

sub: [gisd] GIS Data Production, Maintenance, Analysis & Cartography

Description: ITS maintains and develops GIS Geographic Information Systems, services and geospatial data for internal and public customers.

Goals:

- Transition to ESRI ArcGIS software as primary platform for day to day GIS operations: data creation, data maintenance, and spatial analysis. Transition to PostgreSQL as database platform.
- Improve interactive geospatial tools on the City website
- Prepare and publish 20 additional GIS datasets on data portal (19 currently) related to City services, economic development, historic preservation, and transportation planning.

Systems and Applications

[user] Systems analysis, User needs analysis & research

Description: ITS Evaluates needs of users, determines gaps in services, researches and proposes solutions.

Goals:

- Evaluate ERP (Enterprise Resource Planning, i.e. Financial Management, HR, Payroll) module options
- Evaluate IT infrastructure options for storage, virtualization and networks.

[netw] Networks: Design, Maintenance and Connectivity

Description: ITS manages city networking programs including the City's internal network (wired & Wi-Fi), the BDU Bloomington Digital Underground and gigabit fiber ITS manages the City's network infrastructure including routers, switches, cabling and power.

Goals:

- Internal network core upgrade: replace 5 core switches
- Ensure network and internet downtime is minimal: 99.999 % uptime
- Support gigabit-class broadband initiative.
- Help design wired and wireless infrastructure in CTP
- Evaluate feasibility and desirability of extending community Wi-Fi in the downtown core.
- Make strategic infrastructure investments during road and other city projects

[infr] Systems, Server & Database Infrastructure

Description: ITS supports mission critical IT infrastructure systems and provides systems administration for server, storage and database systems.

Goals:

- Deploy Disk-based backup system
- Ensure systems are highly available, redundant and secure: 99.999% uptime for core servers and services.

[ent] Enterprise Applications Support & Maintenance

Description: ITS deploys and administers 3rd party open source and proprietary software systems. ITS manages user account creation, archiving and termination.

Goals:

- Maintain 4.5 out of 5 service rating on customer service surveys
- Deploy digital time keeping to all remaining City departments and staff, including union, non-union and temporary staff.
- Support and maintain ERP (Enterprise Resource Planning) Financial Management, HR/Payroll, Utility Billing system
- Deploy ERP Transparency module to provide real-time public access to financial information
- Deploy Document Management / Forms system
- Upgrade department applications as needed

[apps] Systems Integration, Application Development/Programming

sub: [publc] Public digital services, website, open data & communications

Description: ITS designs and deploys software tools to integrate disparate systems to work effectively together. ITS designs, develops and maintains software applications to meet City needs using open source code and open standards.

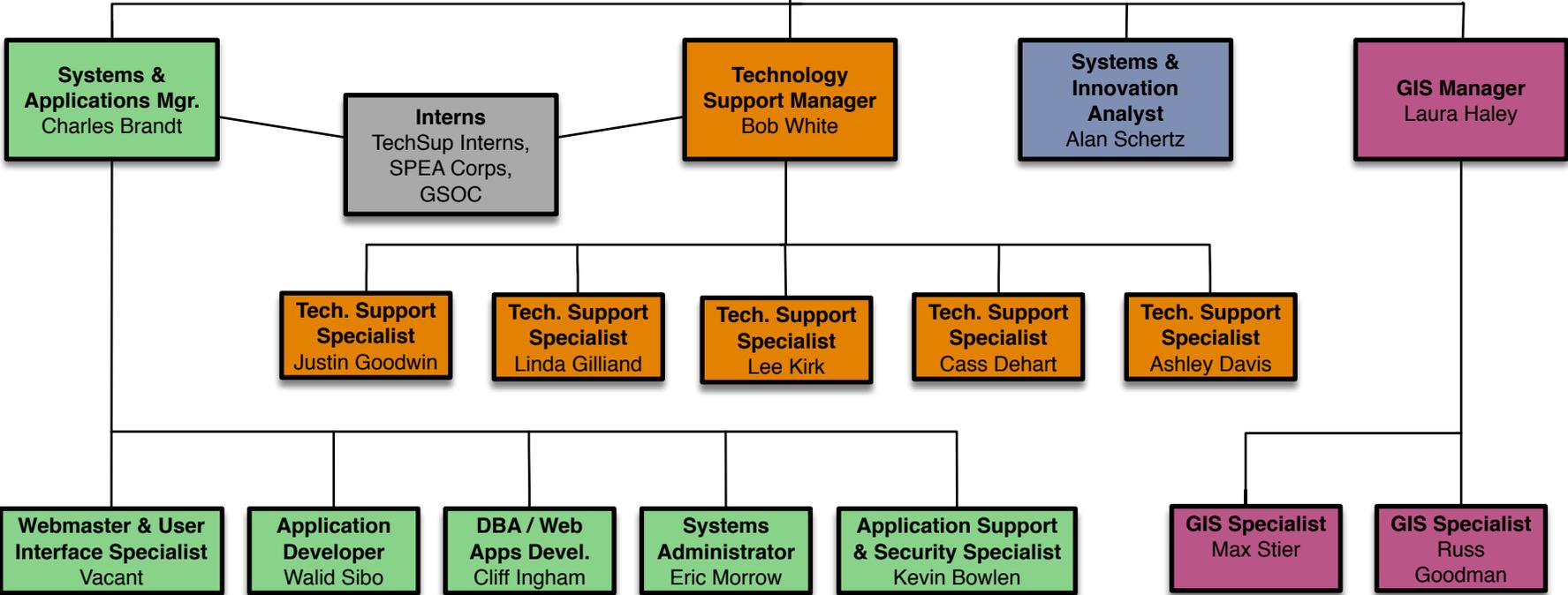
Goals:

- Develop new systems to meet the needs of City staff and improve efficiency in City process workflow.
- Maintain excellent City government website and data portal. Assess with citizen survey.
- Effectively partner with peer cities to lever open source tools: increase stars and code forks on Github for City applications.
- Adopt new standards for City applications and data. Update and maintain apps using open standards.
- Conduct internal staff satisfaction survey on City applications.

City of Bloomington
Information & Technology Services Department

Director / CIO
 Rick Dietz

Assistant Director
 Rick Routon



CITY OF BLOOMINGTON
Budget Worksheet Report

	Account Number	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Council	+/- \$	+/- %
Fund: 101 - General Fund							
<u>Expenditures</u>							
Department: 28 - ITS							
Personnel Services							
	51110	Salaries and Wages - Regular	980,160	1,018,189	1,030,547	12,358	1.21%
	51120	Salaries and Wages - Temporary	15,050	15,001	15,000	(1)	-0.01%
	51210	FICA	71,955	79,039	79,984	945	1.20%
	51220	PERF	139,183	144,583	146,339	1,756	1.21%
	51230	Health and Life Insurance	225,640	238,914	256,932	18,018	7.54%
Total: Personnel Services			1,431,988	1,495,726	1,528,802	33,076	2.21%
Supplies							
	52110	Office Supplies	7,792	10,000	11,700	1,700	17.00%
	52240	Fuel and Oil	205	761	362	(399)	-52.43%
	52410	Books	0	100	0	(100)	-100.00%
	52420	Other Supplies	14,965	33,150	16,600	(16,550)	-49.92%
Total: Supplies			22,961	44,011	28,662	(15,349)	-34.88%
Other Services and Charges							
	53160	Instruction	1,344	5,000	9,000	4,000	80.00%
	53210	Telephone	0	0	100,500	100,500	N/A
	53220	Postage	54	300	300	0	0.00%
	53230	Travel	3,547	3,000	10,000	7,000	233.33%
	53310	Printing	37	500	500	0	0.00%
	53320	Advertising	254	1,000	1,000	0	0.00%
	53620	Motor Repairs	1,681	1,491	1,267	(224)	-15.02%
	53640	Hardware and Software Maintenance	51,665	57,800	152,300	94,500	163.49%
	53910	Dues and Subscriptions	5,228	8,020	43,278	35,258	439.63%
	53940	Temporary Contractual Employee	0	2,800	2,800	0	0.00%
	53950	Landfill	0	100	250	150	150.00%
Total: Other Services and Charges			63,809	80,011	321,195	241,184	301.44%
Capital Outlays							
	54510	Other Capital Outlays	0	0	75,216	75,216	N/A
Total: Capital Outlays			0	0	75,216	75,216	
Expenditure Grand Totals:			\$1,518,759	\$1,619,748	\$1,953,875	\$334,127	20.63%

CITY OF BLOOMINGTON
Budget Worksheet Report

		Account Number	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Council	+/- \$	+/- %
Fund: 401 - Non-Reverting Telecommunications								
<u>Expenditures</u>								
Department: 25 - Telecommunications								
Supplies								
		52420	Other Supplies	8,333	9,900	9,900	0	0.00%
Total: Supplies				8,333	9,900	9,900	0	0.00%
Other Services and Charges								
		53150	Communications Contract	307,038	23,760	23,760	0	0.00%
		53170	Mgt. Fee, Consultants, and Workshops	16,548	102,400	60,000	-42,400	-41.41%
		53210	Telephone	84,570	100,500	0	-100,500	-100.00%
		53640	Hardware and Software Maintenance	77,618	208,000	111,000	-97,000	-46.63%
		53650	Other Repairs	2,475	18,000	13,000	-5,000	-27.78%
		53750	Rentals - Other	17,757	19,800	19,800	0	0.00%
		53840	Lease Payments	14,300	42,000	42,000	0	0.00%
		53910	Dues and Subscriptions	0	93,474	0	-93,474	-100.00%
		53960	Grants	0	5,000	5,000	0	0.00%
		53980	Community Access TV/Radio	418,510	429,391	433,685	4,294	1.00%
Total: Other Services and Charges				938,816	1,042,325	708,245	(334,080)	-32.05%
Capital Outlays								
		54310	Improvements Other Than Building	0	30,000	10,000	-20,000	-66.67%
		54420	Purchase of Equipment	388,488	250,000	160,000	-90,000	-36.00%
		54450	Equipment	200,273	204,000	204,000	0	0.00%
		54510	Other Capital Outlays	114,629	0	0	0	N/A
Total: Capital Outlays				703,391	484,000	374,000	(110,000)	-22.73%
Expenditure Grand Totals:				\$1,650,540	\$1,536,225	\$1,092,145	(\$444,080)	-28.91%

**CITY OF BLOOMINGTON
Budget Worksheet Report**

		Account Number	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Council	+/- \$	+/- %
Fund: 409 - Electronic Map Generation								
<u>Expenditures</u>								
Department: 28 - ITS								
Other Services and Charges								
		53170	Mgt. Fee, Consultants, and Workshops	0	10,000	1,400	-8,600	-86.00%
Total: Other Services and Charges				0	10,000	1,400	(8,600)	-86.00%
Expenditure Grand Totals:				\$0	\$10,000	\$1,400	(\$8,600)	-86.00%



Memorandum

To: Members of the City of Bloomington Common Council
From: Daniel Sherman, Attorney/Administrator, Common Council
Date: August 16, 2016

This Memo accompanies the Council Office Budget for 2017.

Legislative Body of the City

The Common Council is the legislative body of the City and is composed of nine members who are elected by the citizens of the City. Three members are at-large representatives who are elected by citizens of the entire City and six members are district representatives who are elected by citizens of six geographic districts. When acting at meetings and with a majority of its membership, the Council “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.” I.C. 36-4-6-18

Transparency, Accountability, Efficiency, and Sustainability

Working in concert with the Office of the Mayor and City Clerk, the Council strives to conduct its business with a high level of transparency, accountability, and efficiency, and towards achieving a sustainable community.

Council Programs

Here are the three Council programs and their objectives:

Legislative Duties - This involves preparation for, and participation during, the usual almost-weekly meetings of the Council. Our goal here is to adopt legislation in an open, informed, and timely manner that is lawful and effectively addresses the needs and the values of the City.

Policy Development and Coordination - This involves appointing persons to serve on the City’s boards and commissions, following the work of those bodies, and researching and preparing initiatives on behalf of the Council. The goal here is to help develop and coordinate policies that address community needs effectively while remaining within budgetary constraints.

Constituent Services and Community Relations - This involves collaborating with City departments and citizens to address questions about City policies and practices. It also involves meeting with groups to explain and discuss City governance. The goal here is to provide open, responsive and accountable municipal government that contributes to a sense of community.

Council Office Budget – Changes for 2017

The Council Office budget proposes expenditures in three of four budget categories. Here are the four categories and the changes when compared to the previous budget:

- Category 1 (Personnel) – Increase of \$15,419 (+ 3.13%)
 - There are changes in compensation and benefits for Council members and staff which are consistent with City-wide policies and past practices and are explained by Human Resources department;
 - The budget proposes that Council members and full-time staff receive a 2% increase in pay as is true for non-union city employees. Also, there is an additional increase for the Deputy Administrator/Legal Researcher resulting from the approval of a revised Job Title and Job Description. The reasons for the submittal are captured in the revised Job Title: Deputy Administrator/Deputy Attorney.
 - Recent discussions with the City Clerk – who intends to take over front desk duties in 2017 and perhaps to provide other assistance to the Council Office – should allow full-time staff in the Council Office to focus more on policy development initiatives and may result in some reduction in Intern hours and budget in the September budget legislation.

Sub-Total: \$507,691

- Category 2 (Supplies) – Increase of \$127 (+ 3.19%)
 - Books – there is slight increase (\$127) in this line item to account for an increase in the cost of keeping the hardcopies of the annotated State statutes and constitution current.

Sub-Total: \$ 4,111

- Category 3 (Other Services and Charges) – Increase of \$3,722 (+ 6.61%)
 - Dues and Subscriptions – there is an increase of \$3,722 to cover the cost of online legal research licenses for the two attorneys in the Council Office.
 - Grants – it’s worth noting that the grant for the operation of the Buskirk-Chumley Theater remains in the Council Office budget and at the same amount as last year - \$50,000.

Sub-Total: \$ 60,042

- Category 4 (Capital) - \$0 (0%) – No change - Sub-Total \$0

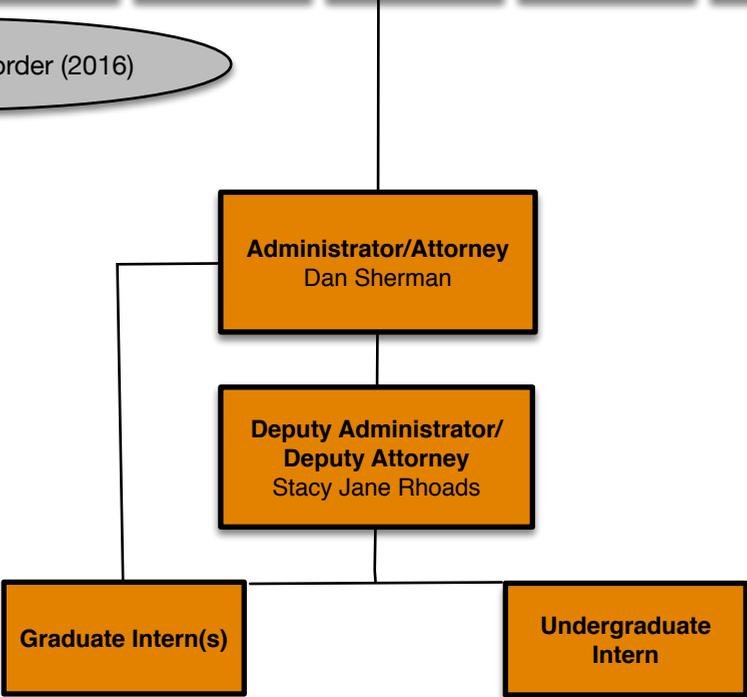
Sub-Total: \$ 0

TOTAL BUDGET	INCREASE OF \$19,268 (+ 3.49%)	\$571,844
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City of Bloomington
Common Council

Dorothy Granger District II	Chris Sturbaum District I	Tim Mayer At-Large	Susan Sandberg At-Large (V.P.)	Andy Ruff At-Large (President)	Steve Volan District VI (Parl.)	Isabel Piedmont-Smith District V	Allison Chopra District III	Dave Rollo District IV
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Displayed in seating order (2016)



CITY OF BLOOMINGTON
Budget Worksheet Report

		Account Number	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Council	+/- \$	+/- %
Fund: 101 - General Fund								
<u>Expenditures</u>								
Department: 05 - Common Council								
Personnel Services								
	51110	Salaries and Wages - Regular		270,729	282,915	286,056	3,141	1.11%
	51120	Salaries and Wages - Temporary		9,690	20,370	20,370	0	0.00%
	51210	FICA		19,620	23,202	23,442	241	1.03%
	51220	PERF		19,402	19,781	20,809	1,028	5.20%
	51230	Health and Life Insurance		137,280	146,004	157,014	11,010	7.54%
Total: Personnel Services				456,721	492,271	507,691	15,419	3.13%
Supplies								
	52110	Office Supplies		274	1,250	1,250	0	0.00%
	52410	Books		1,030	2,734	2,861	127	4.65%
Total: Supplies				1,304	3,984	4,111	127	3.19%
Other Services and Charges								
	53160	Instruction		1,574	1,650	1,650	0	0.00%
	53170	Mgt. Fee, Consultants, and Workshops		1,200	1,400	1,400	0	0.00%
	53210	Telephone		0	200	200	0	0.00%
	53220	Postage		0	120	120	0	0.00%
	53230	Travel		717	2,200	2,200	0	0.00%
	53630	Machinery and Equipment Repairs		0	250	250	0	0.00%
	53910	Dues and Subscriptions		100	500	4,222	3,722	744.40%
	53960	Grants		15,000	50,000	50,000	0	0.00%
Total: Other Services and Charges				18,592	56,320	60,042	3,722	6.61%
Expenditure Grand Totals:				\$476,617	\$552,575	\$571,844	\$19,268	3.49%



Memorandum

To: Members of the City of Bloomington Common Council
From: Nicole Bolden, CLERK
Date: August 16, 2016

BACKGROUND

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.

Duties are statutory in nature, those granted to the Clerk by virtue of the office. We also hear and adjudicate parking ticket appeals for the City of Bloomington, coordinate recruitment for city boards and commissions, and perform wedding ceremonies. In addition, we collaborate with many entities within and outside the city to provide opportunities to introduce and discuss local government, encourage civic engagement, and give citizens the opportunity to participate.

PROGRAM AREAS

Work in the Office of the City Clerk tends to fall into a few key areas: Statutory, Administrative, and Citizen Outreach

Statutory

The primary duties of the Clerk are covered under IC 36-4-6-9 and IC 36-4-10-4, which state that the Clerk is responsible for preserving the council records, keeping accurate records of their proceedings, recording the votes of the council, presenting legislation to the Mayor, recording ordinances, updating/maintaining the city code, signing official deeds and documents, attesting to signatures, certifying documents, administering oaths of office, and keeping the city seal.

Administrative

Parking ticket appeals:

After the December 4, 1985 decision in *City of Bloomington v. Charles & Virginia Combs*, the city allowed for parking ticket appeals to be handled in the Clerk's office. More recently, the appeals

process has expanded to include all parking violations, not just those that escalate.

The adjudication process is informal, but by no means is it undertaken lightly. The reviewer of the parking ticket appeal needs to be conversant in city code, state code, and be able to navigate several different databases of information.

All members of the Clerk staff need the ability explain City of Bloomington parking ordinances to the public, ensure that appellants understand the reason their citations were written in an attempt to prevent them from getting more citations, and work with appellants if they need assistance in getting parking problems resolved.

Boards and Commissions:

Bloomington's boards and commissions are a vital part of public participation in the city. The Clerk's office coordinates recruitment, applications, and provides administrative support in the appointment process for the Common Council.

As with many of the duties of the Clerk's office, this requires that the staff adheres to the proper notice and requirements of IC 5-14-1.5, which governs Public Meetings (Open Door Law).

Weddings:

The Clerk is authorized to perform wedding ceremonies within the boundaries of Monroe County. The office works closely with the Monroe County Clerk's office to ensure that any couples who wish to get married in a civil ceremony can do so on the day and time of their choosing. During times of high wedding volumes (Special holidays, significant numerical dates, or changes in law), Clerk staff will actually go to the Justice Building to help facilitate the speedy performance of ceremonies.

To that end, the Clerk staff are all deputized so that they may also officiate weddings. Further, the staff and Clerk perform weddings in the evenings and weekends by appointment, so that the citizens of Bloomington have a low-cost option available to them as they begin their married lives.

Citizen Outreach

The Office of the City Clerk is literally the front door to city government for many citizens. We look upon this as an opportunity to provide service to those who inquire about information they need about city government – from how to contact their council member to searching for an ordinance related to their property, to attorneys and others seeking certification of legislation or ordinances, to those with a formal request for a public record, to those who really want another branch of government or something outside government altogether.

The Clerk regularly serves on panels to educate citizens and students about local government, provides tours to visiting groups, and attends functions as a representative of the city. Clerk staff frequently attend meetings in the Clerk's stead, and must present themselves in a manner that is appropriate for the staff of an elected official.

PRIORITIES FOR 2017

Priorities for the next year are to provide service to the council and citizens in the most efficient, friendly and positive way possible.

- Reassign duties in the Clerk's office to better fit the needs of the Clerk department and that of the Council staff in order to better serve the City of Bloomington
- Continue to streamline and update the legislation, minutes, and related archival processes so as to make them available to the public as quickly and readily as possible
- Increased citizen outreach in the form of workshops, panels, social media, and other forms of communication
- Increase professional training for all staff and Clerk

CLERK'S PROPOSED BUDGET FOR 2017

The Clerk's Office general fund budget request is \$262,903.74. This is an increase of \$47,493.34 or 22.05%.

Category 1 – Personnel- \$242,614 Total – Increase of \$43,548 (22%)

Line 111- Salaries & Wages- Regular – Increases by \$33,274 (28%)

- \$974 increase in Hearing Officer position to account for job grade change (in mid-range of job grade provided by HR)
- \$34,793 decrease for eliminated Deputy Clerk position
- \$54,918 increase for new Attorney position (in mid-range of job grade provided by HR)
- \$12,175 increase in Clerk position

Category 2 – Supplies – \$9,705 Total - Increase of \$6,905 (247%)

Line 211- Office Supplies – Increases by \$205 (17%)

- \$145 increase for toner
- \$60 for paper for wedding ceremonies and oaths of office

Line 241- Books – Increases by \$600 (100%)

- \$600 increase for books (Minutes, Ordinances, and Resolutions)

Line 242 Other Supplies – Increases by \$6100 (610%)

- \$2100 increase for chairs for the office
- \$4000 increase for a new safe for minute and ordinance books

Category 3 – Other Services – \$10,585 Total - Decrease of \$2,960 (-22%)

Line 316- Instruction – Increases by \$1005 (447%)

- Increase in number of workshops
- Increase in price of workshops

Line 317- Mgt. Fee, Consultants, and Workshops – Increases by \$100 (7%)

- \$100 increase for new staff training

Line 323- Travel – Increases by \$1,700 (340%)

- \$1700 increase travel costs for ILMCT, IACT, and IIMC meetings

Line 331- Printing – Increases by \$500 (100%)

- \$100 increase for appeal forms
- \$400 increase for stationery

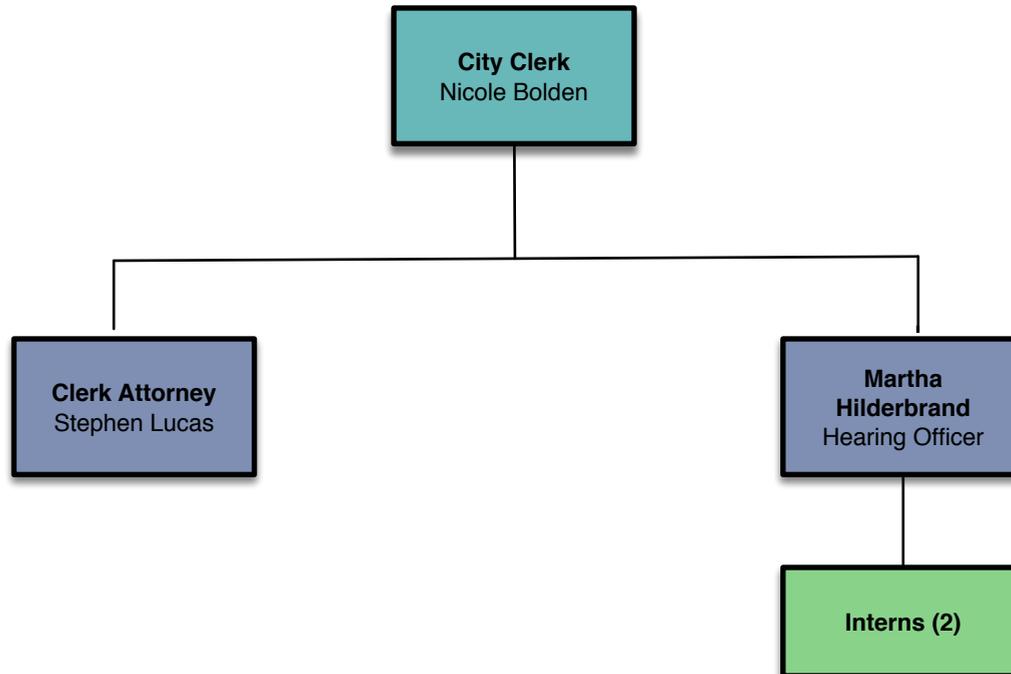
Line 391- Dues and Subscriptions – Decreases by \$6,365 (-93%)

- \$6,000 decrease from Granicus
- \$485 increase for professional dues

Line 399- Other Services and Charges – Increases by \$100

- \$100 for recording fees in the Monroe County Recorder's Office

City of Bloomington
Office of the City Clerk



CITY OF BLOOMINGTON
Budget Worksheet Report

		Account Number	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Council	+/- \$	+/- %
Fund: 101 - General Fund								
<u>Expenditures</u>								
Department: 03 - City Clerk								
Personnel Services								
	51110	Salaries and Wages - Regular		128,289	120,088	153,362	33,274	27.71%
	51120	Salaries and Wages - Temporary		7,399	12,000	12,001	1	0.00%
	51210	FICA		9,608	10,105	12,651	2,546	25.19%
	51220	PERF		18,079	17,053	21,778	4,725	27.71%
	51230	Health and Life Insurance		49,920	39,819	42,822	3,003	7.54%
Total: Personnel Services				213,294	199,065	242,614	43,548	21.88%
Supplies								
	52110	Office Supplies		289	1,200	1,405	205	17.08%
	52410	Books		224	600	1,200	600	100.00%
	52420	Other Supplies		1,965	1,000	7,100	6,100	610.00%
Total: Supplies				2,477	2,800	9,705	6,905	246.61%
Other Services and Charges								
	53160	Instruction		0	225	1,230	1,005	446.67%
	53170	Mgt. Fee, Consultants, and Workshops		0	1,400	1,500	100	7.14%
	53210	Telephone		0	45	45	0	0.00%
	53220	Postage		0	25	25	0	0.00%
	53230	Travel		0	500	2,200	1,700	340.00%
	53310	Printing		0	500	1,000	500	100.00%
	53320	Advertising		2,721	4,000	4,000	0	0.00%
	53910	Dues and Subscriptions		5,716	6,850	485	(6,365)	-92.92%
	53990	Other Services and Charges		0	0	100	100	N/A
Total: Other Serv - Other Services and Charges				8,437	13,545	10,585	(2,960)	-21.85%
Department Total: 03 - City Clerk				224,208	215,410	262,904	47,493	22.05%
Expenditure Grand Totals:				\$224,208	\$215,410	\$262,904	\$47,493	22.05%



Memorandum

To: Members of the City of Bloomington Common Council

From: Jeffrey Underwood, CPA

Date: August 15, 2016

This memo accompanies the proposed 2017 budget for the Office of the Controller.

Why We Exist

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

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

The Department's general fund budget request is \$1,346,585. This is an increase of \$263,838 or 24.4%.

Category 1 – Personnel request is \$952,450 a decrease of \$63,922 or (6.3%).

This represents a decrease of one (1) FTE and an increase for the annual increase base salaries and associated benefits.

Category 2 – Supplies request is \$9,250, an increase of \$3,650 or 65.2%.

Line 242 – Office Supplies – Increases by \$3,650 or 73%

- \$3,000 for deposit tickets to account for current processing procedure
- \$650 for toner, year-end forms and postage

Category 3 – Other Services & Charges request is \$384,885, an increase of \$324,110 or 533.3%.

Line 399 – Other Services & Charges request is for \$325,000, an increase of \$324,100 or 36011.1%

- \$384,500 for professional services related to recommendations by the Fiscal Task Force in relation to:
 - Document Management – 100,000
 - Internal Controls – 25,000
 - Software Integration – 75,000
 - Bonds – 25,000
 - Annexation – 100,000

Conclusion

In summary, excluding the one-time request for professional services our budget would see an overall decrease of \$60,262 or (5.6%).

Thank you for your consideration of the Office of Controller department budget request!

Controller's Office

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

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

Activity: Accounts Payable/Receivable

Program Description: Involves the processing of all daily financial transactions of the City, including the daily depositing and reconciliation of revenues; and processing, encumbering, and paying of all City expenditures.

Goals:

- Process all deposits received within next business day.
- Process all claims within 30 days and in accordance with Governmental Standards and Accounting Board Standards.
- Increase participation in EFT payment process in order to eliminate processing paper checks.

Activity: Payroll

Program Description: Involves the processing of all activities related to the entering, processing and reporting revolving around the payroll function.

Goals:

- Process all personnel requests/updates accurately into the City's payroll system.
- Process all payroll runs within the period required.
- Process all payroll reports accurately and within the period required
- Increase Direct Deposit of all payroll to 100%

Activity: Cash Management

Program Description: Involves investing, reconciling and managing all City funds as well as establishing relationships with financial institution.

Goals:

- Create efficient and effective interactive cash management systems
- Reconcile all bank accounts within 30 days of the end of the period
- Maximize the City's return on investment

- Comply with all State and Federal banking/investing regulations
- Develop a risk-based assessment of the proper level of reserves for each of the City's funds.

Activity: Budgeting

Program Description: Involves coordinating the preparation of the City's annual budget request and submitting it to the Mayor and City Council for their review and approval. This includes developing projections on the revenue and expenditures for current and next budget year.

Goals:

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

Activity: Research & Special Projects

Program Description: Involves assisting the Mayor and other City departments in researching, developing and reporting on an ad hoc basis as the need arises. This includes such projects as Union contract negotiation, fiscal impact studies, annexations, and project analysis.

Goals:

- Develop and provide advice, guidance and reports as needed to meet the requirements of each project.
- Implement, as possible, the recommendations of the Fiscal Task Force

Activity: Financial Reporting

Program Description: Involves developing, preparing, and submitting various financial reports to the Mayor, City Council, other City departments, the Public, and Federal, State and Local governmental agencies. This includes such reports as monthly departmental financial statements, the State of Indiana Cities and Towns annual Report, and GFOA's annual submission for the Certificate of Achievement in Financial Reporting.

Goals:

- Develop, complete and submit all reports and forms required by Federal and State authorities within the time period required.
- Continue to investigate the ability to file and receive the GFOA's Certificate for Financial Reporting

Activity: Capital Finance & Accounting

Program Description: Involves participating in the development of the City's long range Capital Plan including providing information and recommendations for the funding of said plan. Furthermore, it includes providing assistance in the preparation of requests for outside funding from private and public sources, assisting in the preparation of documents, selling of bonds, and payment, and reporting of said bonds once they have been sold.

Goals:

- Continue to incorporate GASB standards for capital asset accounting.
- Continue development of a formal debt policy for the City of Bloomington.

Activity: Procurement

Program Description: Involves the oversight and management of a comprehensive procurement program for all City purchases.

Goals:

- Develop and implement a comprehensive program that will assure compliance with State and Federal rules and regulations.
- Implement the appropriate levels of controls and segregation of duties to minimize the risk of theft or fraudulent use of city resources.
- Maximize the City's purchasing power by combining like purchases in order to achieve the lowest and best pricing for goods and services
- Develop a local purchasing cooperative with other local governmental and educational institutions.

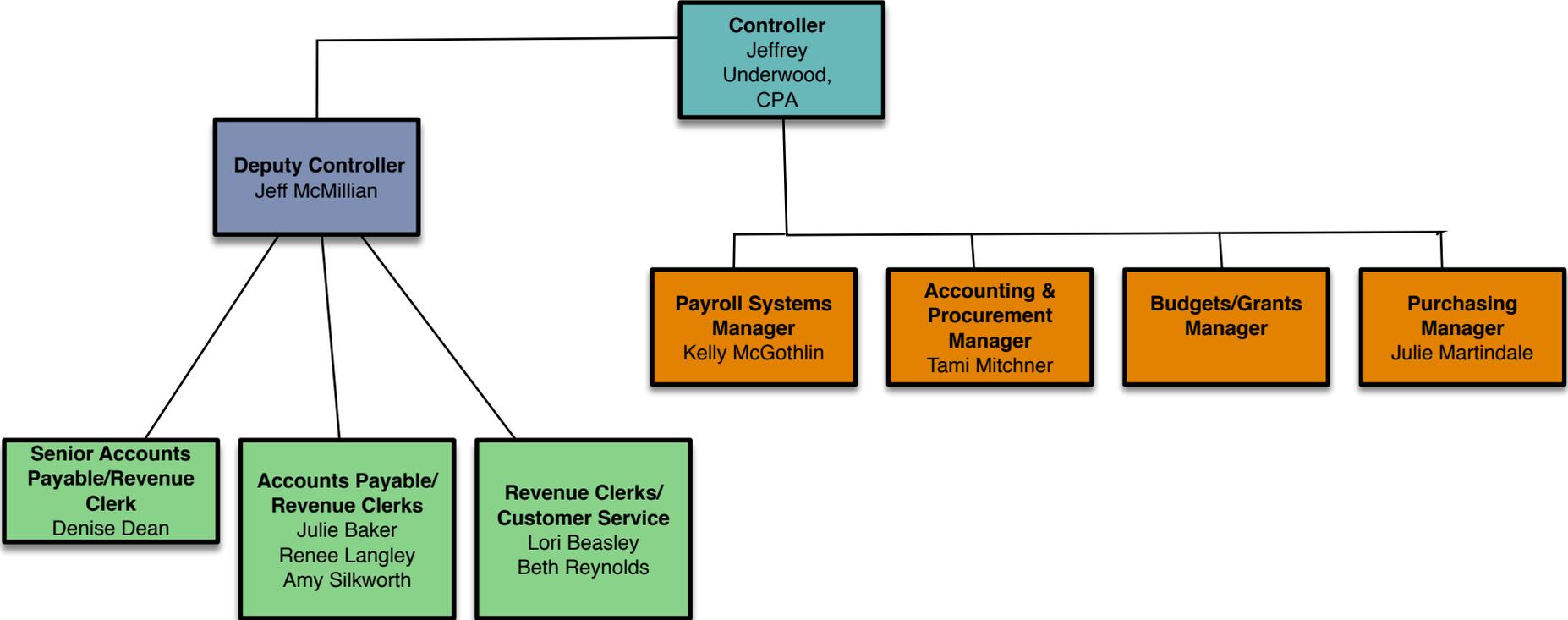
Activity: Internal Audit

Program Description: Involves the oversight and management of a comprehensive internal audit program for all City financial activities.

Goals:

- Develop and implement a comprehensive program that will assure, within reason, compliance with State and Federal rules and regulations.
- Implement the appropriate levels of controls and segregation of duties to minimize the risk of theft or fraudulent use of city resources.
- Develop an internal audit program to review selected transactions for compliance with City, State, and Federal requirements
- Develop a program to review and establish proper controls and segregation of duties for users of City software programs.
- Develop a program for the integration of all subsidiary software systems with the City's enterprise financial program.

City of Bloomington
Office of the Controller



CITY OF BLOOMINGTON

Budget Worksheet Report

		Account	2015 Actual	2016 Adopted	2017 Council	+/- \$	+/- %
		Number	Amount	Budget			
Fund: 101 - General Fund							
<u>Expenditures</u>							
Department: 06 - Controller's Office							
Personnel Services							
	51110	Salaries and Wages - Regular	408,689	654,891	633,085	(21,806)	-3.33%
	51120	Salaries and Wages - Temporary	3,059	42,580	9,300	(33,280)	-78.16%
	51210	FICA	29,604	53,357	49,142	(4,214)	-7.90%
	51220	PERF	58,034	92,995	89,634	(3,361)	-3.61%
	51230	Health and Life Insurance	87,360	172,549	171,288	(1,261)	-0.73%
Total: Personnel Services			586,747	1,016,372	952,450	(63,923)	-6.29%
Supplies							
	52110	Office Supplies	390	600	600	0	0.00%
	52420	Other Supplies	6,369	5,000	8,650	3,650	73.00%
Total: Supplies			6,758	5,600	9,250	3,650	65.18%
Other Services and Charges							
	53160	Instruction	2,132	4,000	4,500	500	12.50%
	53210	Telephone	0	100	100	0	0.00%
	53220	Postage	30,600	35,250	35,250	0	0.00%
	53230	Travel	22	1,000	2,000	1,000	100.00%
	53310	Printing	73	0	0	0	N/A
	53320	Advertising	386	1,750	1,750	0	0.00%
	53630	Machinery and Equipment Repairs	0	0	650	650	N/A
	53640	Hardware and Software Maintenance	439	975	975	0	0.00%
	53730	Machinery and Equipment Rental	4,096	4,300	2,100	(2,200)	-51.16%
	53830	Bank Charges	9,530	10,000	10,000	0	0.00%
	53910	Dues and Subscriptions	1,585	1,000	1,000	0	0.00%
	53940	Temporary Contractual Employee	754	1,500	1,560	60	4.00%
	53960	Grants	53,335	0	0	0	N/A
	53990	Other Services and Charges	3,240	900	325,000	324,100	36011.11%
Total: Other Services and Charges			106,193	60,775	384,885	324,110	533.29%
Expenditure Grand Totals:			\$699,697	\$1,082,747	\$1,346,585	\$263,837	24.37%

CITY OF BLOOMINGTON
Budget Worksheet Report

	Account Number	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Council	+/- \$	+/- %
Fund: 405 - Non-Reverting Improvement I							
Ependitures							
Department: 06 - Controller's Office							
Other Services and Charges							
	53120	Special Legal Services	105,091	0	3,000	3,000	N/A
	53910	Dues and Subscriptions	16,328	17,000	17,000	0	0.00%
	53990	Other Services and Charges	99,050	161,419	276,000	114,581	70.98%
Total: Other Services and Charges			220,469	178,419	296,000	117,581	65.90%
Department Total: 06 - Controller's Office			220,469	178,419	296,000	117,581	65.90%
Ependiture Grand Totals:			220,469	178,419	296,000	117,581	65.90%

CITY OF BLOOMINGTON
Budget Worksheet Report

		Account Number	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Council	+/- \$	+/- %
Fund: 610 - Vehicle Replacement Fund								
<u>Expenditures</u>								
Department: 06 - Controller's Office								
Other Services and Charges								
		53840	Lease Payments	83,155	18,429	0	-18,429	-100.00%
Total: Other Services and Charges				83,155	18,429	0	(18,429)	-100.00%
Capital Outlays								
		54410	Lease Purchase	4,000	184,071	202,500	18,429	10.01%
		54440	Motor Equipment	28,415	0	0	0	N/A
Total: Capital Outlays				32,415	184,071	202,500	18,429	10.01%
Expenditure Grand Totals:				\$115,570	\$202,500	\$202,500	\$0	0.00%

CITY OF BLOOMINGTON
Budget Worksheet Report

	Account Number	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Council	+/- \$	+/- %
Fund: 513 - BMFC - 1998 Street Lease							
<u>Expenditures</u>							
Department: 06 - Controller's Office							
Other Services and Charges							
	53830	Bank Charges	1,375	1,375	1,425	50	3.64%
	53840	Lease Payments	1,185,500	1,193,500	600,000	-593,500	-49.73%
Total: Other Services and Charges			1,186,875	1,194,875	601,425	(593,450)	-49.67%
Expenditure Grand Totals:			\$1,186,875	\$1,194,875	\$601,425	(\$593,450)	-49.67%

**CITY OF BLOOMINGTON
Budget Worksheet Report**

	Account Number	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Council	+/- \$	+/- %
Fund: 508 - BMFC - Showers							
<u>Expenditures</u>							
Department: 06 - Controller's Office							
Other Services and Charges							
	53830	Bank Charges	2,015	2,015	2,065	50	2.48%
	53840	Lease Payments	634,000	630,500	629,500	-1,000	-0.16%
Total: Other Services and Charges			636,015	632,515	631,565	(950)	-0.15%
Expenditure Grand Totals:			\$636,015	\$632,515	\$631,565	(\$950)	-0.15%

**CITY OF BLOOMINGTON
Budget Worksheet Report**

		Account Number	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Council	+/- \$	+/- %
Fund: 512 - Golf Course Bond (02/19)								
<u>Expenditures</u>								
Department: 06 - Controller's Office								
Other Services and Charges								
	53810	Principal		230,000	235,000	245,000	10,000	4.26%
	53820	Interest		39,680	32,412	24,245	-8,167	-25.20%
	53830	Bank Charges		750	2,000	2,049	49	2.45%
Total: Other Services and Charges				270,430	269,412	271,294	1,882	0.70%
Expenditure Grand Totals:				\$270,430	\$269,412	\$271,294	\$1,882	0.70%

CITY OF BLOOMINGTON
Budget Worksheet Report

		Account Number	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Council	+/- \$	+/- %
Fund: 516 - 2001 Parks Bond								
<u>Expenditures</u>								
Department: 06 - Controller's Office								
Other Services and Charges								
	53810	Principal		420,000	415,000	405,000	-10,000	-2.41%
	53820	Interest		29,033	17,442	6,076	-11,366	-65.16%
	53830	Bank Charges		750	1,000	1,049	49	4.90%
Total: Other Services and Charges				449,783	433,442	412,125	(21,317)	-4.92%
Expenditure Grand Totals:				\$449,783	\$433,442	\$412,125	(\$21,317)	-4.92%

CITY OF BLOOMINGTON
Budget Worksheet Report

		Account Number	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Council	+/- \$	+/- %
Fund: 514 - Redevelopment District Bond								
<u>Expenditures</u>								
Department: 06 - Controller's Office								
Other Services and Charges								
	53810	Principal		250,000	0	0	0	N/A
	53820	Interest		7,125	0	0	0	N/A
	53830	Bank Charges		500	0	0	0	N/A
Total: Other Services and Charges				257,625	0	0	0	0.00%
Expenditure Grand Totals:				\$257,625	\$0	\$0	\$0	0.00%



Memorandum

To: Members of the City of Bloomington Common Council
From: Mick Renneisen, Deputy Mayor
Date: August 15, 2016

This memo accompanies the proposed 2017 budget for the Office of the Mayor.

Why We Exist

The Office of the Mayor provides leadership, management and strategic direction to the City of Bloomington organization. This is accomplished through public engagement, in cooperation with the City Council, to determine and implement priorities of the residents of our community.

Major initiatives of the Office of the Mayor include:

1. **Support and Maintain Public Safety, Civility and Justice** – Providing fire service and law enforcement and collaborating with agencies to promote justice and civility.
2. **Affordable Housing** - Crafting an affordable housing strategy as part of the Comprehensive Master Planning process including updates to the Unified Development Ordinance.
3. **Facilitating Economic Development through Community Wide Broadband Coverage**- Analyzing and identifying a partner to deploy community wide gigabit broadband internet to encourage business attraction and provide residents with affordable high-speed internet.
4. **Transparency** - Communicating with and engaging the public about how City government is performing and increasing use and access to data from City departments.
5. **Asset Management and Investment** – Invest in the repair and replacement of existing City owned assets by providing necessary funding to all City departments responsible for City owned assets. Invest in new City assets that respond to needs of the community.
6. **Innovation** – Invest in staff and create a culture of innovation that encourages piloting new ideas that will improve the delivery of services to the community while becoming more efficient to maximize City taxpayer dollars.

The Office of the Mayor's general fund budget request is \$799,759. This is an increase of \$358,782 or 81%.

Category 1 – Personnel request is an increase of \$188,646 or 44%.

As you are aware, the city is requesting a 2% salary increase for non-union staff. We have three other changes worth noting in our personnel budget.

1. Atrium Customer Service Position – This position was deemed necessary to better facilitate an open and welcoming presence for visitors to City Hall. The Council appropriated funds to allow for the return of this position in 2016. The 2017 budget request reflects the full cost of the annual salary and benefits related to this position.

2. Repurposing Salary/Benefits to Hire a Director of Innovation – While this would be a new position in the salary ordinance, the funds for this position will come from repurposing a position in another department. This position is the #1 recommendation from the Mayor's Innovation Task Force. This position would collaborate with all City departments to find more efficient and effective ways to deliver services to the community.

3. Salaries for OOTM Staff – The positions of Deputy Mayor and Communications Director were brought in at higher salary levels than their predecessors when these new staff hired on in 2016. The salary line reflects those higher salary levels.

Collectively, the three salary changes above including the 2% salary increases (\$128,102) and commensurate PERF (\$18,192), FICA (\$9,800) and Health Insurance expenses (\$32,552), account for the increase in our request.

Category 2 – Supplies request is \$2,800. There is no increase in any of our line item requests in category 2.

Category 3 – Other Services & Charges request is \$178,016. This is an increase of \$170,136 or 2,159%. Significant increases are listed below.

Line 311 – Engineering/Architectural – Increases by a new request for \$100,000. The request for \$100,000 is for an Innovation kick start fund to implement recommendations for more efficient and effective delivery of City services. Recommendations will be solicited from the community, the City's Innovation Team and will be facilitated by the requested Director of Innovation. Since this is a requested new position, the \$100,000 is an estimate for a budget to implement some potential ideas that may, over time, create savings, and improve service delivery, far greater than the cost of the new staff person and the kick start fund.

Line 316 – Instruction – Increases by \$5,000.

There were no funds budgeted for Instruction in 2016. This is a new request for \$5,000 for professional development opportunities (conference, workshop fees) for Office of the Mayor staff. This request is consistent with the Administration's desire to invest in staff development. The target goal for professional development funding is 1-2% of the operational budget for the City as an organization.

Line 323 – Travel – Increases by \$12,000. This is a new request as there was no funding allocated in this line in 2016. This request combines with the request for \$5,000 for instruction to pay for the expenses related to attending professional development opportunities. To date in 2016, the Mayor attended a Smart Cities Conference; two US Mayor’s Conferences and the Harvard School for New Mayors (no expense to the City) and Mayor’s Institute of City Design (no expense to the City). The Deputy Mayor attended an Innovation Conference and the Communications Director attended an IACT Conference on communications.

Line 391 – Dues/Subscriptions – Increases by \$336 or 37%
The increase is related to the cost of subscriptions to various publications and a placeholder for dues for professional organizations.

Line 394 – Temporary Contractual Employees – Increases by \$2,800 or 200%.
The increase is accounts for a total of three SPEA fellows instead of the one that was budgeted in prior years. These students help staff the Mayor’s office while learning skills related to their career interests.

Line 396 – Grants – Increases by \$50,000. This is a transfer of this funding source from the Controller’s office to the Office of the Mayor. This move was made to be more transparent about how these funds are allocated. These funds help support requests from community agencies.

Category 4 – Capital Outlays - \$0

Conclusion

The 2017 Office of the Mayor’s Budget request reflects increases that align with the Mayor’s stated goals of supporting and maintaining public safety, civility and justice, transparency, innovation, economic development and public engagement. Thank you for your consideration of the Office of the Mayor’s 2017 budget request!

Office of the Mayor

Why We Exist:

The Office of the Mayor provides leadership, management and strategic direction to the City of Bloomington organization. This is accomplished through public engagement, in cooperation with the City Council, to determine and implement priorities of the residents of our community.

Activity/Service

Policy and Administration

Activity Description: Develop and establish City policies and practices. Direct and supervise policy implementation in concert with the City Council.

Goals:

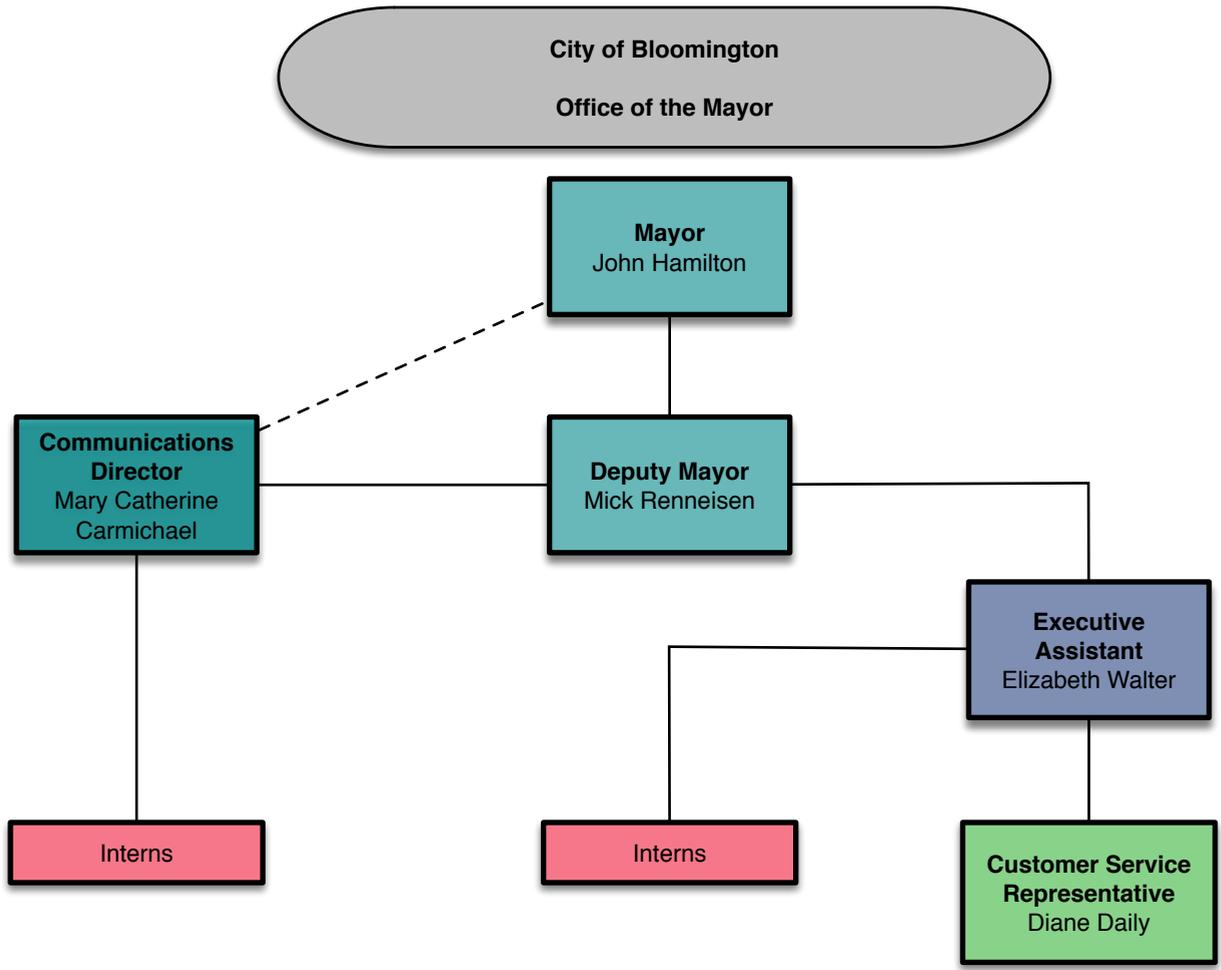
- Provide open, transparent access about the delivery of City services to residents, businesses and all those who utilize City services.
- Establish a city-wide high-speed broadband network to enhance economic development for the community.
- Invest in the repair and replacement of existing City owned assets by providing necessary funding to all City departments responsible for City owned assets. Invest in new City assets that respond to needs of the community.
 - Develop the Trades District.
 - Construct Switchyard Park to enhance Bloomington as an attractive place to live, work and play.
 - Replace infrastructure in the police, fire, public works, planning and transportation, parks and utilities departments.
- Update the Comprehensive Master Plan to reflect community input regarding the built environment and to accomplish balance in the type and affordability of housing product in Bloomington.
- Determine if areas outside the corporate boundaries should be annexed by assessing a cost/benefit analysis of service delivery to those areas.
- Create a culture of efficiency and creativity by establishing a Director of Innovation position to lead efforts that improve operations in all City departments.
- Support and maintain public safety, civility and justice by providing fire service and law enforcement and collaborating with agencies to promote justice and civility.

Communications

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

Goals:

- Inform taxpayers how tax dollars are being spent by government functions.
 - Quarterly press conferences with additional press conferences as circumstances dictate.
- Engage a wide range of audiences about City services.
 - 50 news releases annually
- Facilitate greater involvement between residents and their local government.
 - 6 appearances of Mayor at the Market
 - 50 Town Hall meetings
 - Daily social media updates in response to critical issues
- Provide strategic communications direction and support.
- Identify and implement collaborative opportunities among City departments and between departments and community organizations.
- Expand and improve communication tools utilized to reach all audiences.
- Strategize, develop and execute Web site content.
- Increase community relations opportunities and partnerships.
- Create a welcoming City Hall experience for residents and visitors to visit, enjoy art exhibits and attend events.
- Foster positive communications and relationships with key stakeholders at Indiana University.



**CITY OF BLOOMINGTON
Budget Worksheet Report**

	Account Number	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Council	+/- \$	+/- %
Fund: 101 - General Fund							
<u>Expenditures</u>							
Department: 11 - Mayor's Office							
Personnel Services							
	51110	Salaries and Wages - Regular	\$301,901	\$298,964	\$427,066	\$128,102	42.85%
	51120	Salaries and Wages - Temporary	\$7,935	\$12,000	\$12,001	\$1	0.01%
	51210	FICA	\$23,277	\$23,789	\$33,589	\$9,800	41.20%
	51220	PERF	\$42,870	\$42,453	\$60,644	\$18,191	42.85%
	51230	Health and Life Insurance	\$49,920	\$53,092	\$85,644	\$32,552	61.31%
Total: Personnel Services			\$425,902	\$430,298	\$618,944	\$188,646	43.84%
Supplies							
	52110	Office Supplies	\$231	\$750	\$750	\$0	0.00%
	52420	Other Supplies	\$1,224	\$2,050	\$2,050	\$0	0.00%
Total: Supplies			\$1,455	\$2,800	\$2,800	\$0	0.00%
Other Services and Charges							
	53110	Engineering and Architectural	\$0	\$0	\$100,000	\$100,000	N/A
	53160	Instruction	\$0	\$0	\$5,000	\$5,000	N/A
	53210	Telephone	\$0	\$130	\$130	\$0	0.00%
	53220	Postage	\$7	\$200	\$200	\$0	0.00%
	53230	Travel	\$0	\$0	\$12,000	\$12,000	N/A
	53310	Printing	\$250	\$1,000	\$1,000	\$0	0.00%
	53320	Advertising	\$3,318	\$2,500	\$2,500	\$0	0.00%
	53910	Dues and Subscriptions	\$347	\$900	\$1,236	\$336	37.33%
	53940	Temporary Contractual Employee	\$1,474	\$1,400	\$4,200	\$2,800	200.00%
	53960	Grants	\$0	\$0	\$50,000	\$50,000	N/A
	53970	Mayor's Promotion of Business	\$0	\$0	\$0	\$0	N/A
	53990	Other Services and Charges	\$0	\$1,750	\$1,750	\$0	0.00%
Total: Other Services and Charges			\$5,395	\$7,880	\$178,016	\$170,136	2159.09%
Expenditure Grand Totals:			\$432,752	\$440,978	\$799,760	\$358,782	81.36%

City of Bloomington 2017 Budget

**Tuesday
August 23,
2016**



Memorandum

To: Members of the City of Bloomington Common Council
From: Chief Michael Diekhoff
Date: August 15, 2016

This memo accompanies the proposed 2017 budget for the Bloomington Police Department.

Why We Exist

The mission of the Bloomington Police Department is to safeguard life and property while respecting diversity, encouraging civility, solving problems, and maintaining a high standard of individual integrity and professionalism.

The Police Department's general fund budget request is \$13,951,813. This is an increase of \$1,333,471 or 10.8%

Main

Category 1 – Personnel request is \$10,589,953, a decrease of \$51,051 or -0.48%.

I am requesting two new positions and a salary increase for one position. I am requesting a new Assistant Supervisor position in the Records division. This division has one supervisor. The Records division is in operation 24 hours a day, 7 days a week. The new position will help supervise employees and will help with the multitude of responsibilities the supervisor has as well as new anticipated duties as a result in legislation changes surrounding the body cameras and public information laws.

The second request is for a part-time Evidence Clerk. This position will help with the backlog of evidence processing as well as the processing of video evidence from body cameras.

The salary increase is for the Crime Analyst position which puts the salary on par with other positions around the State, and addresses the increases in responsibilities surrounding data.

The decreases in Category 1 are in overtime and related expenses and in PERF contributions to the State.

Category 2 – Supplies request is \$377,681.00, a decrease of \$111,981 or 22.87%.

Category 2 Increases:

Line 211- Office Supplies, \$375 for additional DVDs due to the new public access laws.

Line 231- Building Materials and Supplies, \$6000 transferred from Facilities.

Line 234- Other Repairs and Maintenance, \$5690 for portable radio repairs and \$750 transferred from Facilities for desk repairs and computer relocations.

Line 242- Other Supplies, \$6000 for adjustable/standing desks. \$2000 for recruiting materials and supplies.

Line 243- Uniforms, \$8250 for new officer uniforms and equipment.

Category 2 Decreases:

Line 221- Institutional Supplies, \$20,000 due to a one-time purchase of radio batteries in 2016.

Line 224- Fuel, \$113,677 due to anticipated lower cost of fuel.

Line 243- Uniforms and Tools, \$7,200 ballistic vest replacement, the bulk of which was also done this year.

Category 3 – Other Services & Charges request is \$795,481, an increase of \$365,848 or 85.15%.

Category 3 Increases:

Line 313- Medical, \$8232 for heart scans for all employees. \$7500 for TDAP (Tetanus, Diphtheria, and Pertussis (whooping cough)) vaccinations for officers. \$12,100 for hepatitis B vaccinations and boosters. These are part of the recommendations from the 21st Century Policing Report and State wide efforts to improve officer wellness.

Line 314- Exterminator Services, \$1300 transferred from Facilities.

Line 316- Instruction, \$2400 for Crime Analyst certification. \$1000 for increase training for civilian employees.

Line 321- Telephone, \$8400 cost increases.

Line 323- Travel, \$4750 for increased travel expenses.

Line 331- Printing, \$900 for recruiting brochures.

Line 332- Advertising, \$2000 for National Minority Update advertising for recruiting.

Line 351- Electrical Services, \$40,000 transferred from Facilities.

Line 353- Water and Sewer, \$3500 transferred from Facilities.

Line 354- Natural Gas, \$4000 transferred from Facilities.

Line 361- Building Repairs, \$45,000 transferred from Facilities.

Line 363- Machinery and Equipment Repairs, \$140 for fax machine maintenance, \$10815 transferred from Facilities.

Line 364- Hardware and Software Maintenance, \$1200 for FTO (Field Training Officer)

tracking software maintenance, \$3500 for new Guardian Tracking software, \$9200 for ESRI software, \$1175 Records scanner maintenance, \$1300 increase to Word Systems recording, \$800 increase for Power DMS document management. \$3000 increase for two additional license for On-Base paperless work flow.

Line 390- Inter-Fund Transfers, \$97,885. From ITS for employee support.

Line 396- Grants, \$100,000 transfer from HAND for the Downtown Resource Officer Program.

Line 399- Other Services and Charges, \$540 increase for TLO online investigative searches, \$152 increase for testing services for new applicants, \$1000 transfer from Facilities for sprinkler monitoring and maintenance, \$1200 transfer from Facilities for lead testing at the range. \$1500 transfer from Facilities for lawn maintenance, \$4900 for insurance claims/law suits.

Category 3 Decreases:

Line 315- Communications Contract, \$8180 Dispatch radio maintenance moved to their budget.

Line 332- Printing, \$910 deleted printing of Field Training Officer manuals; now digital.

Line 364- Hardware and Software Maintenance, \$6600 deleted due to UPS service contracts now paid every three years.

Line 399- Other Services and Charges, \$205 deleted for Mayors vehicle registration and \$3940 for 2nd Accreditation installment payment, paid in 2016.

Category 4 – Capital Outlays - request is \$588,310.00, an increase of \$588,310.00. The Local Option Income Tax will be used for the funding of capital outlays.

Category 4 Increases:

Line 444- Motor Equipment, \$388,310 for Squad Car replacement.

Line 451- Other Capital Outlays, \$200,000 for building remodels.

Dispatch

Category 1 – Personnel request is \$1,027,635, an increase of \$33,767 or 2.40%.

Category 2 – Supplies request is \$9,550.00, an increase of \$1,450 or 17.06%.

Category 2 Increases:

Line 234- Other Repairs and Maintenance, \$1000 Transfer from Public Works for Chair repair.

Line 242- Other Supplies, \$1000 for table and chair replacement.

Category 3 – Other Services & Charges request is \$87,805, an increase of \$32,130 or 57.71%.

Category 3 Increases:

Line 314- Exterminator Services, \$520 transferred from Facilities.

Line 315- Communications Contract, \$8180 for radio maintenance contract.

Line 361- Building Repairs, \$15,150 transferred from Facilities for HFI building maintenance, electrical/plumbing repairs, carpet cleaning, fire monitoring.

Line 363- Machinery and Equipment Repairs, \$8,300 transferred from Facilities for elevator service, generator service, sprinkler service, HVAC repairs, and Elevator permits.

Category 4 – Capital Outlays - request is \$475,000, an increase of \$475,000. The Local Option Income Tax will be used for the funding of capital outlays.

Category 4 Increases:

Line 451- Other Capital Outlays, \$475,000 Cad Software.

Parking Enforcement

Category 1 – Personnel_request is \$422,164.86, an increase of \$13,085.54 or 3.19%.

Category 2 – Supplies_request is \$66,625, an increase of \$409 or .62%.

Category 3 – Other Services & Charges request is \$1,326,495, an increase of \$12,196 or .93%. (Inter-fund transfers, Vehicle repairs, Insurance claims)

Police Education

There is a \$15,000 increase to this fund for additional training. This fund is a non-reverting fund and has funding available to increase this line.

Dispatch Training

This line remains the same from previous year at \$8,000.

Conclusion

This budget request continues the strategic priorities and initiatives of the City. It allows us to continue to provide the level of service the citizens of Bloomington have come to expect.

The capital outlays, funded by the Local Option Income Tax, are critical in order for us to continue to deliver on our mission of safeguarding life and property. The additional new positions will allow us to increase our efficiencies in how we interact with the public, better serve our own employees and insure compliance with State Statute.

By transferring the funds from HAND for the Downtown Resource Officer Program and from Facilities for our maintenance and utility cost, we continue to be transparent and reflect the true cost of delivering law enforcement services to the community.

Thank you for your consideration of the Police Department's budget request!

Police Department

2017 Activity Description and Goals

The mission of the Bloomington Police Department is to safeguard life and property while respecting diversity, encouraging civility, solving problems, and maintaining a high standard of individual integrity and professionalism.

Activity/Service

Increasing the Community's Sense of Safety

One's safety is a basic right and responsibility of local government. By partnering with the community in this shared responsibility, we can build relationships and trust.

Activities: Conduct surveys on community engagement opportunities where the public can learn about the police.

Community education to increase crime prevention efforts.

Increase monthly contacts. Neighborhood resource officers have been assigned to neighborhoods to increase communication and participation in programs.

Social media outreach to broaden prevention efforts and increase communication.

Conduct monthly neighborhood community surveys to solicit information on concerns and areas of focus.

Goals: Conduct surveys to measure sense of safety and establish a baseline.

Track and increase engagement opportunities by 5%.

Measure social media contacts and increase by 10%.

Increase education opportunities around crime prevention by 10%.

Accreditation

To enhance law enforcement as a profession and to improve law enforcement service delivery by participating in self-assessment and having outside reviewers evaluate our compliance with national standards.

Activities: Develop and implement standards on modern policing based upon current thinking and experience of law enforcement practitioners and researchers.

Develop a comprehensive, well thought out, uniform set of written directives, to strengthen accountability, both within the agency and the community, through standards that define authority, performance and responsibilities.

Develop preparedness plans to address unusual occurrences.

Goals: Obtain accreditation by 2019.

Conduct self-assessment in 2017 to track progress on standard completion.

Conduct on-site mock assessments to track compliance.

On-site assessors to do final review for national compliance with standards.

21st Century Police Report

To encourage ongoing discussion on police reform, build trust between the police and the public and to develop and implement recommendations from national experts on policing.

Activities: Use as a roadmap to build better community/police relations by implementing the six pillars of the report which include 59 recommendations under the following categories:

Building community trust

Policy and oversight

Technology and social media.

Community policing and crime reduction.

Training and education.

Officer wellness and safety.

Goals: Present a complete review to the Board of Safety of the 59 recommendations by the end of 2016.

Incorporate officer input and feedback into the final report by having meetings to discuss each pillar.

Present a summary of the report at six community meetings in the first and second quarter of 2017 to discuss report, seek feedback, and establish an implementation plan.

Crime Analysis Data to Set Goals for Crime Reduction

Crime reduction leads to economic vitality and a better sense of safety. By discussing and analyzing the data, the department, divisions, shifts and officers can come up with practical steps to reduce crime.

Activities: Full time analyst will help identify trends and patterns and issue reports on reported crime.

Hold weekly and monthly meetings to discuss crime information and improve communication within the department, with outside agencies and with other stakeholders.

Increase use of technology to analyze and share data to increase our ability to apprehend those involved in criminal activity.

Use data to promote and highlight crime prevention efforts.

Rededicate resources based on data to reduce crime.

Goals: Use information from monthly surveys to develop patrol strategies.

Track and increase crime prevention efforts such as neighborhood meetings and social media outreach by 10% over current levels.

Decrease Part 1 crimes including burglaries, robberies and thefts as measured by the Uniform Crime Report by 5% from the previous year's totals.

Central Emergency Dispatch

Answering calls for service from the public and dispatching the appropriate public safety services, the Central Emergency Dispatch center is the primary 9-1-1 answering point for most public safety agencies in Monroe County.

Activities: Dispatch services for Bloomington Police, Monroe County Sheriff, City Fire, All Township fire and ambulance.

Answers 9-1-1, administrative calls and text to 9-1-1 calls.

Monitors public safety agencies while responding to calls and provides additional resources when needed.

Emergency Medical Dispatch services of providing pre arrival medical instruction to callers requesting medical help.

Merge City and County dispatch staff to a unified dispatch paid for by the new County Local Option Income Tax.

Goals: Achieve total dispatch transaction time within 90 seconds 90% of the time and 120 seconds 99% of the time for "emergency" calls. This refers to the time the phone is first answered to the dispatch of the first unit.

Answer 9-1-1 calls 5 seconds or less 90% of the time.

Answer 9-1-1 calls 10 seconds or less 99% of the time.

Records

Usually the first point of contact for the public, Records answers non-emergency calls for service and directs them to the appropriate division for assistance. The division is also responsible for the production, maintenance and storage of all police reports and crime data.

Activities: Creation and distribution of reports for internal and external agencies.

First point of contact for visitors to the police department.

Answering point for non-emergency lines providing public assistance 24 hours a day.

Provides data, reports and other information for all public access requests.

Goals: Increase accuracy of data and reports by 5% by using random quality control checks of work produced.

Decrease public information requests received by 10% by referring people to the B-Clear data portal for their information.

Increase use of on-line reporting by 10% from previous year thereby decreasing the public's waiting time and freeing officers for other duties.

Parking Enforcement

Provide for orderly management of street parking in the downtown area and neighborhood parking in our neighborhoods and to provide for safe crossings at our elementary schools.

Activity: Enforcement of on-and off-street parking in the downtown area.

Safe and accessible parking in neighborhoods adjacent to campus.

Provide crossing guards at elementary schools located within the City.

Provide for the collection of fees and maintenance of all meters.

- Goals: Measure parking compliance rate and obtain baseline.
- Increase parking compliance rates to 95% from 2016 baseline.
- Decrease citations by 5% due to compliance education based on 2016 baseline.
- Measure meter failure rate monthly with annual goal of less than 2% failure rate.
- Start tracking safety measures around school crossings.

Administration, Financial and Maintenance

The behind the scenes operation of the Police Department.

Activity: Bill and claims processing and payments.

Payroll.

Building cleaning and basic maintenance.

Purchasing of equipment and supplies.

Goals: Compliance with the policies of the City of Bloomington Financial Policy Manual.

Daily cleaning of Police headquarters, twice a week cleaning of Dispatch and on an as needed basis for the Training Center.

**City of Bloomington
Police Department**

Chief of Police
Michael Diekhoff

Board of Public Safety

Executive Assistant
Elaine Gresham

Deputy Chief of Police
Joe Qualters

Crime Analyst
Brittani Evans

Office Manager
Jamie Jahnke

CAD/RMS Coord.
Eli Eccles

Custodian
Brandi Stephens

Captain of Operations
Scott Oldham

Training Division
SGT Ian Lovan

Captain of Administration
Steve Kellams

Detective Division

Uniform Division

Dispatch

Parking Enforcement

Records

Detective LT
Brad Seifers

1st Shift LT
LT John Kovach

2nd Shift LT
LT Jeff Canada

3rd Shift LT
LT Mick Williams

Dispatch Manager
Jeff Schemmer

Manager
Raye Ann Cox

Records Supervisor
Joan Manning

SGT Joe Crider
SGT Ryan Pedigo
SGT Dana Cole

SGT George Connolly
SGT Pam Gladish
SGT Cody Forston

SGT Shane Rasche
SGT Brandon Lopossa
SGT David Alley

SGT Lucas Tate
SGT Jim Batcho-Bullerick

Training Coordinator
Christina Combs

Dispatch Supervisors

Records Clerks

Detectives

SIU

Evidence Techs

Officers

Officers

Officers

Dispatchers

Parking Enforcement Officers

CITY OF BLOOMINGTON
Budget Worksheet Report

	Account Number	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Council	+/- \$	+/- %
Fund: 101 - General Fund							
<u>Expenditures</u>							
Department: 14 - Police							
Personnel Services							
	51110	Salaries and Wages - Regular	7,048,513	\$7,514,640	\$7,562,793	\$48,152	0.64%
	51120	Salaries and Wages - Temporary	5,853	\$9,501	\$9,501	\$0	0.00%
	51130	Salaries and Wages- Overtime	603,744	\$428,000	\$327,482	(\$100,518)	-23.49%
	51210	FICA	191,736	\$215,213	\$215,359	\$147	0.07%
	51220	PERF	210,504	\$227,469	\$224,178	(\$3,291)	-1.45%
	51230	Health and Life Insurance	1,752,820	\$1,805,129	\$1,955,538	\$150,409	8.33%
	51240	Unemployment Compensation	1,995	\$1,995	\$0	(\$1,995)	-100.00%
	51260	Clothing Allowance	145,061	\$161,600	\$161,600	\$0	0.00%
	51270	Police PERF	1,219,562	\$1,271,326	\$1,161,134	(\$110,192)	-8.67%
Total: Personnel Services			11,179,789	11,634,872	11,617,586	(17,287)	-0.15%
Supplies							
	52110	Office Supplies	9,467	\$16,221	\$16,597	\$376	2.32%
	52210	Institutional Supplies	37,953	\$41,544	\$21,544	(\$20,000)	-48.14%
	52240	Fuel and Oil	152,537	\$313,677	\$200,000	(\$113,677)	-36.24%
	52310	Building Materials and Supplies	0	\$2,750	\$8,200	\$5,450	198.18%
	52320	Motor Vehicle Repair	32,091	\$28,000	\$28,000	\$0	0.00%
	52340	Other Repairs and Maintenance	6,275	\$10,000	\$17,440	\$7,440	74.40%
	52420	Other Supplies	157,710	\$57,220	\$66,050	\$8,830	15.43%
	52430	Uniforms and Tools	61,409	\$28,750	\$29,800	\$1,050	3.65%
Total: Supplies			457,442	498,162	387,631	(110,531)	-22.19%
Other Services and Charges							
	53130	Medical	1,347	\$2,000	\$29,832	\$27,832	1391.60%
	53140	Exterminator Services	0	\$480	\$2,300	\$1,820	379.17%
	53150	Communications Contract	14,366	\$50,333	\$50,333	\$0	0.00%
	53160	Instruction	3,078	\$3,000	\$6,400	\$3,400	113.33%
	53210	Telephone	65,550	\$64,580	\$72,980	\$8,400	13.01%
	53220	Postage	1,649	\$2,500	\$2,500	\$0	0.00%
	53230	Travel	8,533	\$5,650	\$10,400	\$4,750	84.07%
	53310	Printing	2,469	\$3,738	\$3,728	(\$10)	-0.27%
	53320	Advertising	5,456	\$0	\$2,000	\$2,000	N/A
	53510	Electrical Services	10,020	\$45,000	\$85,000	\$40,000	88.89%
	53530	Water and Sewer	2,701	\$1,020	\$4,500	\$3,480	341.18%
	53540	Natural Gas	0	\$0	\$4,000	\$4,000	N/A

**CITY OF BLOOMINGTON
Budget Worksheet Report**

Account Number	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Council	+/- \$	+/- %
53610	Building Repairs	1,259	\$3,600	\$60,750	\$57,150	1587.50%
53620	Motor Repairs	147,915	\$147,915	\$152,224	\$4,309	2.91%
53630	Machinery and Equipment Repairs	3,026	\$6,200	\$25,315	\$19,115	308.31%
53640	Hardware and Software Maintenance	23,231	\$83,270	\$101,670	\$18,400	22.10%
53650	Other Repairs	0	\$1,000	\$1,000	\$0	0.00%
53830	Bank Charges	1,008	\$1,092	\$1,092	\$0	0.00%
539010	Inter-Fund Transfers	0	\$0	\$97,885	\$97,885	N/A
53910	Dues and Subscriptions	1,510	\$1,785	\$1,785	\$0	0.00%
53940	Temporary Contractual Employee	0	\$2,200	\$2,200	\$0	0.00%
53960	Grants	0	\$0	\$100,000	\$100,000	N/A
53990	Other Services and Charges	44,478	\$34,945	\$40,392	\$5,447	15.59%
53991	Crime Control	25,000	\$25,000	\$25,000	\$0	0.00%
Total: Other Services and Charges		362,595	485,308	883,286	397,978	82.01%
Capital Outlays						
54440	Motor Equipment	0	\$0	\$388,310	\$388,310	N/A
54510	Other Capital Outlays	0	\$0	\$675,000	\$675,000	N/A
Total: Capital Outlays		0	0	1,063,310	1,063,310	N/A
Expenditure Grand Totals:		\$11,999,826	\$12,618,342	\$13,951,813	\$1,333,470	10.57%

Budget Worksheet Report

		Account Number	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Council	+/- \$	+/- %
Fund: 101 - General Fund								
<u>Expenditures</u>								
Department: 23 - Board of Public Safety								
Personnel Services								
		51120	Salaries and Wages - Temporary	2,879	3,172	3,172	0	0.00%
		51210	FICA	220	243	243	0	0.00%
Total: Other Services and Charges				3,099	3,415	3,415	0	0.00%
Expenditure Grand Totals:				3,099	3,415	3,415	0	0.00%

**CITY OF BLOOMINGTON
Budget Worksheet Report**

		Account Number	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Council	+/- \$	+/- %
Fund: 455 - Parking Meter Fund								
<u>Expenditures</u>								
Department: 26 - Parking								
Personnel Services								
	51110	Salaries and Wages - Regular		359,890	409,079	422,165	13,086	3.20%
	51120	Salaries and Wages - Temporary		70,664	144,199	144,199	0	0.00%
	51210	FICA		30,232	42,326	43,327	1,001	2.37%
	51220	PERF		51,094	58,089	59,947	1,858	3.20%
	51230	Health and Life Insurance		131,040	146,005	157,014	11,009	7.54%
	51240	Unemployment Compensation		729	0	0	0	N/A
Total: Personnel Services				643,649	799,698	826,652	26,954	3.37%
Supplies								
	52110	Office Supplies		595	3,500	3,500	0	0.00%
	52240	Fuel and Oil		2,691	8,616	9,025	409	4.75%
	52330	Street , Alley, and Sewer Material		10,045	0	0	0	N/A
	52340	Other Repairs and Maintenance		1,647	17,500	17,500	0	0.00%
	52420	Other Supplies		28,742	22,800	22,800	0	0.00%
	52430	Uniforms and Tools		6,847	13,800	13,800	0	0.00%
Total: Supplies				50,566	66,216	66,625	409	0.62%
Other Services and Charges								
	53150	Communications Contract		175,585	322,580	322,580	0	0.00%
	53210	Telephone		8,136	17,984	17,984	0	0.00%
	53220	Postage		10,000	10,000	10,000	0	0.00%
	53230	Travel		0	600	600	0	0.00%
	53240	Freight / Other		0	41,604	41,604	0	0.00%
	53310	Printing		13,132	40,900	40,900	0	0.00%
	53410	Liability / Casualty Premiums		8,103	8,103	8,103	0	0.00%
	53420	Worker's Comp & Risk		15,937	15,937	15,937	0	0.00%
	53620	Motor Repairs		6,129	17,701	22,208	4,507	25.46%
	53630	Machinery and Equipment Repairs		0	28,340	28,340	0	0.00%
	53640	Hardware and Software Maintenance		85,990	147,264	147,264	0	0.00%
	53830	Bank Charges		142,007	100,000	100,000	0	0.00%
	53840	Lease Payments		473,169	500,000	500,000	0	0.00%
	539010	Inter-Fund Transfers		0	57,286	59,975	2,689	4.69%
	53990	Other Services and Charges		3,380	6,000	11,000	5,000	83.33%
Total: Other Services and Charges				941,568	1,314,299	1,326,495	12,196	0.93%
Capital Outlays								
	54310	Improvements Other Than Building		0	126,000	126,000	0	0.00%
Total: Capital Outlays				0	126,000	126,000	0	0.00%

**CITY OF BLOOMINGTON
Budget Worksheet Report**

	Account Number	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Council	+/- \$	+/- %
Expenditure Grand Totals:			1,635,783	2,306,213	2,345,772	39,559	1.72%

CITY OF BLOOMINGTON
Budget Worksheet Report

		Account Number	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Council	+/- \$	+/- %
Fund: 356 - Dispatch Training								
<u>Expenditures</u>								
Department: 14 - Police								
Other Services and Charges								
		53160	Instruction	6,168	8,000	8,000	0	0.00%
Total: Other Services and Charges				6,168	8,000	8,000	0	0.00%
Expenditure Grand Totals:				\$6,168	\$8,000	\$8,000	\$0	0.00%

**CITY OF BLOOMINGTON
Budget Worksheet Report**

		Account Number	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Council	+/- \$	+/- %
Fund: 350 - Police Education								
<u>Expenditures</u>								
Department: 14 - Police								
Other Services and Charges								
		53160	Instruction	32,668	35,000	50,000	15,000	42.86%
Total: Other Services and Charges				32,668	35,000	50,000	15,000	42.86%
Expenditure Grand Totals:				\$32,668	\$35,000	\$50,000	\$15,000	42.86%

CITY OF BLOOMINGTON
Budget Worksheet Report

	Account Number	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Council	+/- \$	+/- %
Fund: 900 - Police Pension							
<u>Expenditures</u>							
Department: 14 - Police							
Personnel Services							
	51110	Salaries and Wages - Regular	3,700	3,700	3,700	0	0.00%
	51210	FICA	283	283	283	0	0.00%
Total: Personnel Services			3,983	3,983	3,983	0	0.00%
Supplies							
	52110	Office Supplies	0	0	100	100	N/A
	52420	Other Supplies	0	500	500	0	0.00%
Total: Supplies			0	500	600	100	20.00%
Other Services and Charges							
	53130	Medical	8,126	10,000	10,000	0	0.00%
	53220	Postage	0	0	200	200	N/A
	53990	Other Services and Charges	1,280,728	1,361,873	1,361,873	0	0.00%
Total: Other Services and Charges			1,288,853	1,371,873	1,372,073	200	0.01%
Expenditure Grand Totals:			\$1,292,836	\$1,376,356	\$1,376,656	\$300	0.02%



Memorandum

To: Members of the City of Bloomington Common Council
From: Jason Moore
Date: August 15, 2016

This memo accompanies the proposed 2017 budget for the Fire Department.

Why We Exist

The Fire Department exists to provide excellent public safety to everyone who lives in, works in, or visits the City; through superb fire prevention, public education, and emergency management/mitigation completed by credentialed and trusted officials who receive first-rate training and high quality equipment.

The Fire Department's general fund budget request is \$11,687,521.82. This is an increase of \$1,691,285.82 or 16.92%. Primarily the increase is due to the replacement of aging equipment. Also, in accordance with a city-wide effort to increase transparency, the fire budget will reflect \$281,300 that was previously included in Public Works for facility maintenance/operations/repair of fire stations.

Category 1 – Personnel request is \$9,461,809.82 an increase of \$17,959.82 or 0.19%. Additionally, the fire union contract is currently being negotiated which will increase our request dependent on the agreement.

Line 111 – Salaries and Wages (Regular) – Decreases by -\$64,816.90 (-1.05%)

- Removal of second deputy chief position.

Line 122 – PERF – Increases by \$13,297.84 (101.3%)

- Fire Chief position moved from the Fire PERF.

Line 128 – Fire PERF – Decreases by -\$27,353.14 (2%)

- Fire Chief position moved to the PERF.
- Removal of second deputy chief position.

Category 2 – Supplies request is \$355,744 an increase of \$111,099 or 45.41%.

Line 211 – Office Supplies – Increases by \$5,652 (438.81%)

- \$1802 for portable projector and screen for fire prevention presentations
- \$3850 for new office chairs at all of the stations

Line 221 Institutional Supplies – Decreases by -\$10,858 (-26.12%)

- New equipment included with apparatus purchase reduced the need

Line 224 Fuel and Oil – Decreases by -\$34,706 (-40.76%)

- Aligned budget with actual planned usage, reduced inflation
- New vehicles will be more fuel efficient

Line 231 Building Materials and Supplies – Increases by \$10,500 (100%)

- Transition from facility to fire budget

Line 234 Other Repairs and Maintenance – Decreases by -\$2,525 (-19.12%)

- \$3,000 added due to transition from facility to fire budget
- \$6,000 removed due to equipment included in apparatus replacement

Line 242 Other Supplies – Increases by \$29,200 (37.1%)

- \$10,100 for new fire extinguisher trainer and mobile printers for prevention
- \$3,000 for CPR and rescue manikins
- \$15,500 added to provide NARCAN and EPI for EMS Services
- \$4,100 for gas detectors

Line 243 Uniforms and Tools – Increases by \$10,000 (49.98%)

- Increases new hire equipment to cover three additional FTE's due to planned retirements

Category 3 – Other Services & Charges request is \$624,164 an increase of \$316,423 or 102.82%.

Line 313 Medical – Increases by \$94,350 (99.15%)

- Firefighter Physicals will be given every year. Previously firefighter physicals were given every two years (half the department per year). National standards require annual physicals.

Line 314 Exterminator Services – Increases by \$1,000

- Transition from facility to fire budget

Line 316 Instruction – Increases by \$4,635 (16.09%)

- Added additional classes and conference opportunities

Line 322 Postage – Increases by \$700 (127.27%)

- Added S/H charges to send off equipment for calibration/inspection/service

Line 323 Travel – Increases by \$14,050 (460.65%)

- Expenses planned for additional classes and conference opportunities

Line 351 Electrical Services – Increases by \$40,000

- Transition from facility to fire budget

Line 353 Water and Sewer – Increases by \$15,000

- Transition from facility to fire budget

Line 354 Natural Gas – Increases by \$25,000

- Transition from facility to fire budget

Line 361 Building Repairs – Increases by \$25,800

- Transition from facility to fire budget

Line 363 Machinery and Equipment Repairs – Increases by \$17,000

- Transition from facility to fire budget

Line 364 Hardware and Software Maintenance – Increases by \$30,708

- \$7150 annual maintenance contract for FireHouse
- \$3,600 for three additional user licenses
- \$2,250 for three FireHouse Inspector Licenses
 - Paperless inspections
- \$8,600 for upgrade to FireHouse Enterprise Software
 - Needed for Inspection and CAD monitor upgrades
- \$1,500 for Fire Code update to FireHouse

Line 365 Other Repairs – Increases by \$43,325 (101.58%)

- \$35,500 Transition from facility to fire budget
- \$7,825 for annual testing/repair of equipment

Category 4 – Capital Outlays - request is \$1,348,000 which is heavily dependent on Public Safety Local Option Income Tax to meet the needs of the department and community.

Line 431 Improvements Other than Building - Increases by \$80,000

- Transition from facility to fire budget
 - Generator for Station 3

Line 442 Purchase of Equipment – Increases by \$1,223,000

- \$30,000 FireHouse CAD Monitor Upgrade
- \$143,000 to replace four (4) staff vehicles
- \$450,000 to replace a Fire Engine
- \$600,000 to replace Self Contained Breathing Apparatus

Line 451 Other Capital Outlays – Increases by \$42,000

- Transition from facility to fire budget
 - Repair/bring up to code - kitchen in HQ Station

Conclusion

The Fire Department has been serving and protecting the citizens/visitors of Bloomington and Indiana University for more than 116 years. We respond to approximately 4,000 calls a year and work closely with the community (nearly 6,300 community contacts per year) to reduce risk and increase safety. While we understand the need is great throughout the city, it would be irresponsible to avoid requesting the necessary funds to bring our department up to standards. The above mentioned requests will allow us to increase the safety of our personnel and the community we serve. Thank you for your consideration of the fire department budget request!

CITY OF BLOOMINGTON

2017 FIRE DEPARTMENT BUDGET GOALS

The City of Bloomington Fire Department's goal is to provide excellent public safety to everyone who lives in, works in, or visits the City; through superb fire prevention, public education, and emergency management/mitigation completed by credentialed and trusted officials who receive first-rate training and high quality equipment.

PROGRAM / SERVICE

Emergency Operations

Provides excellent around-the-clock emergency response services, consistent with national response and safety standards, to our community including: fire suppression, technical rescue, and emergency medical services (EMS); in order to save lives, protect property, and minimize impact on the environment.

Goals:

- Replace outdated and unreliable apparatus / equipment
 - 100% of Self Contained Breathing Apparatus
 - One (1) Fire Engine
 - Two (2) Chief Cars
 - Three (3) Prevention Vehicles
 - One (1) Aerial Apparatus
- Design and implement an apparatus replacement program
 - Seven (7) Years frontline
 - Additional seven (7) years reserve (14 years total)
- Conduct study to determine effectiveness and efficiency concerning asset deployment, resource management, station placement, staffing levels, and workload.
 - Use the study with community input to develop a five (5) year strategic plan that ensures the department meets national standards, state statutes, and community expectations.
 - Collect information and establish response time goals that are consistent with national standards while meeting community expectations.
- Test one (1) hybrid service delivery model to evaluate feasibility
 - Quick Response Vehicle to run EMS calls
- Increase firefighter safety by committing to OSHA and NFPA 1500 compliance process

PROGRAM / SERVICE

Fire Prevention

Educate the community about fire prevention and safety by conducting classes, seminars, and demonstrations for schools, business and industry, and performing inspections of all commercial buildings; in order to reduce the number of preventable accidents/fires.

Goals:

- Ensure the department makes community contact with every commercial occupancy under our jurisdiction at least once per year.
 - Alternating schedule of fire inspections and preplans in low risk occupancies
 - Fire Inspections annually/bi-annually/quarterly in high risk occupancies
- Increase the number of safety programs i.e.- Juvenile Firesetter, Community CPR, ect. by one (1) program per year for five years.
 - Program priority for implementation will be based on target hazard assessment.
 - Overall delivery goal is to increase current deliveries by 50 percent this year and five (5) percent every subsequent year for five years.
- Initiate and complete the studies necessary to develop a comprehensive community risk reduction plan within the next two years.
 - Plan will address reducing community safety issues, increasing public education, and solicit community support based upon expectations.
 - Overall goal is to reduce preventable emergencies by two (2) percent per year.

PROGRAM / SERVICE

Training / Education

Increase firefighter safety by providing a reoccurring training program for all members that is coordinated, consistent, and comprehensive; meeting or exceeding NFPA, OSHA, or other guiding entity standards; in order to improve service delivery methodology, reduce firefighter injuries, and ensure the safety of the community.

Goals:

- Provide annual refresher / compliance fire/rescue training that meets or exceeds NFPA, OSHA, and ISO standards.
 - 2017 will require members to increase their current training hours by 96 percent.
- Provide annual refresher / compliance EMS training that meets or exceeds National Registry, American Heart, and Indiana State Standards.
 - 2017 will require members to increase their current training hours by 38 percent.
 - Obtain Training Site status with American Heart Association to reduce the cost for providing CPR training to both internal and external customers.
- Working with public safety partners (internal and external), develop a comprehensive master plan for the public safety training site.
 - Plan will include the rehabilitation and maintenance of current facilities along with future needs to enhance public safety training delivery.
 - Add a ventilation prop in 2017 to increase firefighter safety while learning to open roof structures under varying conditions.

PROGRAM / SERVICE

Investigations

Increase firefighter and community safety by accurately and thoroughly investigating, with highly trained personnel, 100 percent of fires within our jurisdiction. Investigations will determine the cause and origin in order to develop proactive programs to reduce or eliminate subsequent losses.

Goals:

- Increase interagency coordination in relation to conducting fire investigations.
 - Leverage state resources to supplement or enhance our current methodologies
- Develop shift investigators to remove the "on-call" period for fire prevention personnel.
- Provide annual refresher / compliance investigation training that meets or exceeds NFPA, OSHA, and ISO standards.
 - 2017 will require members to increase their current training hours by 100 percent.
- Provide the proper equipment to investigation personnel to ensure safety and regulatory compliance.
 - Air monitoring equipment
 - SCBA and/or Respirators

City of Bloomington
Bloomington Fire Department

Board of Public Safety
Bill Vance
Susan Yoon
Kim Gray
Luis Fuentes-Rohrer
Marsha Bradford

Fire Chief
Jason Moore

Secretary
Berniece Snyder

Deputy Chief
Jayme Washel

Battalion Chief of Training
Tania Daffron

Fire Inspection Officer
Tim Clapp

Fire Prevention Officer
Scott Smith

Battalion Chief of Operations
Roger Kerr III

Battalion Chief of Operations
Jeff Kerr

Battalion Chief of Operations
Stephen Coover

Shift Training Instructors (6)

Fire Inspector
Joe Johnson

Captain (6)

Captain (6)

Captain (6)

Sergeant (6)

Sergeant (6)

Sergeant (6)

Firefighter (21)

Firefighter (21)

Firefighter (21)

CITY OF BLOOMINGTON
Budget Worksheet Report

		Account Number	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Council	+/- \$	+/- %
Fund: 101 - General Fund								
<u>Expenditures</u>								
Department: 08 - Fire								
Personnel Services								
	51110	Salaries and Wages - Regular		\$5,933,314	\$6,146,187	\$6,081,370	(\$64,817)	-1.05%
	51130	Salaries and Wages- Overtime		\$199,467	\$190,001	\$190,000	(\$1)	0.00%
	51210	FICA		\$86,711	\$97,606	\$99,997	\$2,391	2.45%
	51220	PERF		\$12,861	\$13,127	\$26,425	\$13,298	101.30%
	51230	Health and Life Insurance		\$1,360,320	\$1,460,030	\$1,555,866	\$95,836	6.56%
	51240	Unemployment Compensation		\$1,394	\$1,394	\$0	(\$1,394)	-100.00%
	51260	Clothing Allowance		\$170,147	\$173,400	\$173,400	(\$0)	0.00%
	51280	Fire PERF		\$1,321,813	\$1,362,105	\$1,334,752	(\$27,353)	-2.01%
Total: Personnel Services				\$9,086,028	\$9,443,850	\$9,461,810	\$17,960	0.19%
Supplies								
	52110	Office Supplies		\$1,018	\$1,283	\$6,235	\$4,952	385.97%
	52210	Institutional Supplies		\$21,671	\$41,558	\$30,700	(\$10,858)	-26.13%
	52230	Garage and Motor Supplies		\$4,704	\$4,770	\$7,610	\$2,840	59.54%
	52240	Fuel and Oil		\$37,543	\$85,134	\$50,428	(\$34,706)	-40.77%
	52310	Building Materials and Supplies		\$0	\$0	\$10,500	\$10,500	NA
	52340	Other Repairs and Maintenance		\$13,199	\$13,200	\$10,675	(\$2,525)	-19.13%
	52420	Other Supplies		\$91,803	\$78,700	\$110,400	\$31,700	40.28%
	52430	Uniforms and Tools		\$29,848	\$20,000	\$30,000	\$10,000	50.00%
Total: Supplies				\$199,786	\$244,645	\$256,548	\$11,903	4.87%
Other Services and Charges								
	53130	Medical		\$66,669	\$95,150	\$189,500	\$94,350	99.16%
	53140	Exterminator Services		\$0	\$0	\$1,000	\$1,000	N/A
	53150	Communications Contract		\$20,198	\$18,100	\$17,000	(\$1,100)	-6.08%
	53160	Instruction		\$22,686	\$28,790	\$33,425	\$4,635	16.10%
	53210	Telephone		\$13,674	\$13,620	\$13,800	\$180	1.32%
	53220	Postage		\$993	\$550	\$1,250	\$700	127.27%
	53230	Travel		\$315	\$3,050	\$17,100	\$14,050	460.66%
	53310	Printing		\$65	\$0	\$6,000	\$6,000	N/A
	53510	Electrical Services		\$0	\$0	\$40,000	\$40,000	N/A
	53530	Water and Sewer		\$0	\$0	\$15,000	\$15,000	N/A
	53540	Natural Gas		\$0	\$0	\$25,000	\$25,000	N/A
	53610	Building Repairs		\$0	\$0	\$25,800	\$25,800	N/A
	53620	Motor Repairs		\$105,256	\$105,256	\$105,256	\$0	0.00%
	53630	Machinery and Equipment Repairs		\$0	\$0	\$17,000	\$17,000	N/A
	53640	Hardware and Software Maintenance		\$0	\$0	\$30,708	\$30,708	N/A
	53650	Other Repairs		\$39,748	\$42,650	\$85,975	\$43,325	101.58%
	53910	Dues and Subscriptions		\$514	\$575	\$350	(\$225)	-39.13%
Total: Other Services and Charges				\$270,118	\$307,741	\$624,164	\$316,423	102.82%

**CITY OF BLOOMINGTON
Budget Worksheet Report**

	Account Number	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Council	+/- \$	+/- %
Capital Outlays							
	54310	Improvements Other Than Building	\$0	\$0	\$80,000	\$80,000	N/A
	54420	Purchase of Equipment	\$0	\$0	\$1,223,000	\$1,223,000	N/A
	54510	Other Capital Outlays	\$0	\$0	\$42,000	\$42,000	N/A
Total: Capital Outlays			\$0	\$0	\$1,345,000	\$1,345,000	
Expenditure Grand Totals:			\$9,555,932	\$9,996,236	\$11,687,522	\$1,691,286	16.92%

CITY OF BLOOMINGTON
Budget Worksheet Report

		Account Number	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Council	+/- \$	+/- %
Fund: 901 - Fire Pension								
<u>Expenditures</u>								
Department: 08 - Fire								
Personnel Services								
	51110	Salaries and Wages - Regular		0	3,700	3,700	0	0.01%
	51120	Salaries and Wages - Temporary		3,600	0	0	0	N/A
	51210	FICA		51	283	283	0	0.00%
Total: Personnel Services				3,651	3,983	3,983	0	0.01%
Supplies								
	52110	Office Supplies		141	350	1,850	1,500	428.57%
Total: Supplies				141	350	1,850	1,500	428.57%
Other Services and Charges								
	53220	Postage		147	600	600	0	0.00%
	53990	Other Services and Charges		1,886,548	2,075,985	2,075,985	0	0.00%
Total: Other Services and Charges				1,886,695	2,076,585	2,076,585	0	0.00%
Expenditure Grand Totals:				\$1,890,486	\$2,080,918	\$2,082,418	\$1,500	0.07%



Bloomington Public Transportation Corporation

130 West Grimes Lane, Bloomington, Indiana 47403

812.332.5688 Fax 812.332.3660



To: Members of the City of Bloomington Common Council

From: Lew May, General Manager

Date: August 15, 2016

This memo accompanies the proposed 2017 budget for the Bloomington Public Transportation Corporation.

Why We Exist

Bloomington Public Transportation Corporation's mission is to provide safe and quality transportation services to the Bloomington community. In essence, we at Bloomington Transit strive to connect more people with more places; to work cooperatively with Federal, State and Local government to expand and maintain funding for transit services; and to manage our public resources efficiently and effectively.

General Fund - Bloomington Transit's general fund request is \$10,216,693. This is a decrease of \$932,481 compared to the amended budget of 2016 and 8.36% less than the 2016 amended budget. The following is a summary of Categories 1 – 4 for the General Fund.

Category 1 – Personnel request is \$5,603,310, an increase of \$221,501 or 4.12%. This includes an across the board increase of 2% for typical bargaining unit personnel. In addition, bargaining unit personnel receive step increases as they achieve various steps of longevity in their seniority units. Also included is a 2 percent increase for non-bargaining unit personnel. We do have one (1) additional FTE included for a new financial management position which will provide additional support in the area of payroll, accounts payables/receivables, grant administration, and procurement.

Category 2 – Supplies request is \$1,301,639 a decrease of \$187,832 or 12.61%. Within this category 2, fuel/oil is budgeted at 28.84% less than the 2016 amended budget given the fuel prices have continued to decline over the past year.

Category 3 – Other Services & Charges request is \$1,333,455, an increase of \$85,215 or 6.83%. The major driver of this cost increase is IU shared expenses which will increase \$141,250. We expect to begin purchasing and

selling parts for/to IU Campus Bus as the first step in unifying the parts inventory of the two systems. We will charge IU a 5% administrative fee on all parts purchased for them to cover our administrative costs. Once IU's existing parts inventory is depleted, we will have a single unified parts inventory.

Category 4 – Capital Outlays - request is \$1,978,289 a decrease of \$1,051,365 or 34.70%. The primary reason for the decline is that we have budgeted for the purchase of four (4) 40-foot buses in 2017 compared to five (5) buses that are being purchased in 2016. In addition, we have no BT Access vehicles due for replacement in 2017 compared to two (2) which will be purchased in 2016. Other capital projects for 2017 include the purchase of additional passenger shelters at \$44,200; engine/transmission rebuilds and tires at \$182,000; and administration of the taxi voucher program for persons with disabilities at \$24,000 which is 80 percent federally funded and qualifies as a capital expense.

Rainy Day Fund - In addition to the General Fund, BT is proposing to use our Rainy Day Fund which was established in 2016 when the State of Indiana granted us allocated revenues in accordance with IC 6-3.6-9-17. This was a special one-time distribution to each county having a positive balance in the county's trust account as of December 31, 2014. Such funds were required to be deposited into a rainy day fund to be used for infrastructure expenses. BT proposes to use this full amount to partially match Federal grants for the purchase of the four (4) buses as part of the 2017 budget. The table below summarizes the use of the Rainy Day fund and General Fund revenues for purposes of the proposed 2017 budget.

Budget Category	General Fund	Rainy Day Fund	Total Budget
I – Personnel	\$5,603,310		\$5,603,310
II – Materials & Supplies	\$1,301,639		\$1,301,639
III – Services & Charges	\$1,333,455		\$1,333,455
IV – Capital	\$1,978,289	\$126,911	\$2,105,200
Total	\$10,216,693	\$126,911	\$10,343,604

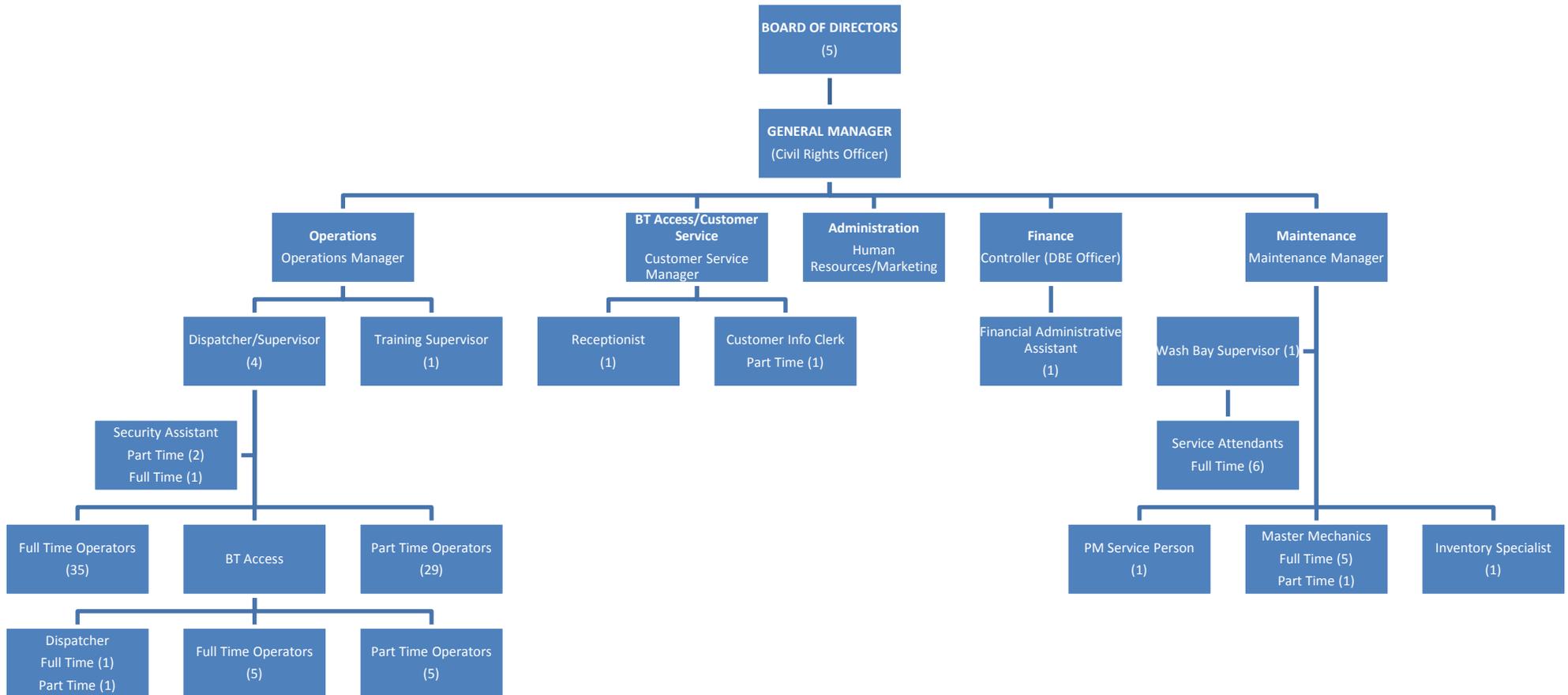
Conclusion

The table on the following page summarizes the total proposed 2017 budget by category as compared to the amended 2016 budget. This table combines the General Fund and Rainy Fund expenses.

Budget Category	Proposed 2017	Amended 2016	Percent Change
I – Personnel	\$5,603,310	\$5,381,809	4.12
II – Materials & Supplies	\$1,301,639	\$1,489,471	(12.61)
III – Services & Charges	\$1,333,455	\$1,248,240	6.83
IV – Capital	\$2,105,200	\$3,029,654	(30.51)
Total	\$10,343,604	\$11,149,174	(7.23)



Organizational Chart
August 2016



2017 Proposed Budget



Bloomington Transit



GENERAL FUND

OPERATING EXPENSES

Budget Class I	2017 <u>Proposed</u>	2016 <u>Approved</u>	Percent <u>Change</u>
Salaries (Operators) Fixed and BT Access full and part time salaries	\$ 2,672,137	\$ 2,612,121	2.30%
Salaries (Other Operating) Operations manager and supervisors; and BT Access F/T and P/T dispatcher	327,113	305,342	7.13%
Salaries (Maintenance) Maintenance manager, mechanics, service attendants, and parts specialist salaries	712,722	678,615	5.03%
Salaries (Other) Administrative staff	425,955	380,857	11.84%
FICA	316,551	304,236	4.05%
PERF	388,412	359,069	8.17%
Health/Dental/Disability/Life/Vision Insurance	716,348	698,836	2.51%
Unemployment	10,000	10,000	0.00%
Employee Uniforms	23,772	23,772	0.00%
Tool and CDL Allowance	<u>10,300</u>	<u>8,961</u>	14.94%
Subtotal Budget Class I	<u>\$ 5,603,310</u>	<u>\$ 5,381,809</u>	4.12%

Budget Class II

	2017 <u>Proposed</u>	2016 <u>Approved</u>	<u>Percent Change</u>
Office Supplies	\$ 14,378	\$ 13,959	3.00%
Garage Uniforms/Drug Testing	15,000	15,000	0.00%
Fuel/Oil	676,056	950,000	-28.84%
Parts	481,340	401,117	20.00%
Other Supplies	<u>114,865</u>	<u>109,395</u>	5.00%
Subtotal Budget Class II	<u><u>\$1,301,639</u></u>	<u><u>\$1,489,471</u></u>	-12.61%

Budget Class III

Professional Services	\$491,173	\$462,911	6.11%
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Expenses include contracted transit management services, contracted facility maintenance services, software support services, employee counseling services, legal services, information technology services, payroll processing, and auditing services.

Telephone	15,450	15,000	3.00%
Postage	3,708	3,600	3.00%

Budget Class III (continued)	<u>2017 Proposed</u>	<u>2016 Approved</u>	<u>Percent Change</u>
Travel	3,509	3,342	5.00%
Printing	21,630	21,000	3.00%
Advertising	36,750	36,750	0.00%
Insurance/Risk Management	275,000	361,099	-23.84%
Electricity	70,000	71,000	-1.41%
Water	14,500	12,000	20.83%
Gas	15,000	20,000	-25.00%
IU Shared Expenses	241,250	100,000	141.25%
Building Maintenance	10,000	10,000	0.00%
Repairs and Labor	96,496	93,685	3.00%
Training, Dues, and Subscriptions	<u>38,989</u>	<u>37,853</u>	3.00%
Subtotal Budget Class III	<u>\$1,333,455</u>	<u>\$1,248,240</u>	6.83%
Total Operating Expenses	<u>\$8,238,404</u>	<u>\$8,119,520</u>	1.46%

Budget Class IV - Capital	<u>2017 Proposed</u>	<u>2016 Approved</u>	<u>Percent Change</u>
Tires and Engine/Transmission Rebuilds	\$182,000	\$175,000	4.00%
Equipment Includes computer hardware and software, Area 10 Mobility voucher and capital granst, Shelters	123,200	485,000	-74.60%
Motor Equipment - 4- 40' bus	<u>1,673,089</u>	<u>2,369,654</u>	-29.40%
Subtotal Budget Class IV	<u>\$1,978,289</u>	<u>\$3,029,654</u>	-34.70%
TOTAL EXPENDITURES	<u>\$10,216,693</u>	<u>\$11,149,174</u>	-8.36%

Revenues

	2017 <u>Proposed</u>	2016 <u>Proposed</u>	<u>Percent Change</u>
Property Tax Levy	\$1,219,181	\$1,213,487	0.47%
Financial Institution Tax	12,019	10,300	16.69%
License Excise Tax	51,368	50,000	2.74%
Local Option Income Tax	412,653	395,000	4.47%
Commercial Vehicle Excise Tax	4,024	4,000	0.60%
Passenger Fares	620,000	600,000	3.33%
Advertising Sales	40,000	25,000	60.00%
State PMTF	2,462,469	2,462,469	0.00%
Federal	3,811,875	4,567,992	-16.55%
MPO Planning	48,000	50,000	-4.00%
Transfer from Operating Reserve	145,496	519,209	-71.98%
IU Contract Revenue	1,112,058	1,091,517	1.88%
Interest	4,100	2,200	86.36%
IU Reimbursements	241,250	100,000	141.25%
Miscellaneous	<u>32,200</u>	<u>58,000</u>	-44.48%
TOTAL REVENUE	<u>\$10,216,693</u>	<u>\$11,149,174</u>	-8.36%

RAINY DAY FUND

Budget Class IV - Capital	<u>2017 Proposed</u>	<u>2016 Approved</u>	<u>Percent Change</u>
Motor Equipment - 4- 40' bus	<u>126,911</u>	<u>0</u>	#DIV/0!
Subtotal Budget Class IV	<u>\$126,911</u>	<u>\$0</u>	#DIV/0!
TOTAL EXPENDITURES	<u>\$126,911</u>	<u>\$0</u>	#DIV/0!
Revenues	<u>2017 Proposed</u>	<u>2016 Proposed</u>	<u>Percent Change</u>
Transfer from Rainy Day	126,211	0	#DIV/0!
Interest	<u>700</u>	<u>0</u>	#DIV/0!
TOTAL REVENUE	<u>\$126,911</u>	<u>\$0</u>	#DIV/0!

CITY OF BLOOMINGTON UTILITIES
MEMORANDUM

TO: City of Bloomington Common Council
 FROM: Vic Kelson, Director, City of Bloomington Utilities
 Efrat Feferman, Assistant Director of Finance, City of Bloomington Utilities
 DATE: August 16, 2016
 RE: 2017 City of Bloomington Utilities Budget Proposal

The City of Bloomington Utilities is pleased to present its 2017 budget proposal, for the Water, Sewer and Stormwater funds. The Water fund request totals \$15,630,143.00, an increase of .5% from 2016; the Sewer fund request totals \$23,405,308.00, an increase of 19.8%; and the Stormwater fund request totals \$1,513,354.00, an increase of 2.5%. The total budget request of all funds is \$40,548,805.00, an increase of 10.9%, with expenses balanced to projected revenues including a 22.0% rate increase for the Sewer utility.

	2015 Actual	2016 Adopted	2017 Requested	% Change
Total Funds	\$37,007,589.75	\$36,560,293.56	\$40,548,805.00	10.9%

The 2017 budget reflects our mission and our goals for the upcoming year:

- Improve water quality by optimizing plant operations and distribution system management
- Increase transparency and communication with our customers, and our community by enhancing our board room facilities and utilizing various media and communication tools
- Continue to reduce energy usage throughout our facilities and focus on green infrastructure
- Reduce Sanitary Sewer Overflows which pollute our environment by addressing most chronic SSO site, as well as expand sewer lining efforts
- Regulate industrial and commercial discharges to our sewer system by bolstering our pretreatment program

- Focus on personnel and worksite safety by providing proper training and equipment, and communicating problems and needs
- Begin to plan for advanced metering initiative by pursuing pilot projects and partnership opportunities
- Continue to focus on customer service, promoting electronic solutions to doing business with the utilities, as well as enhance our assistance program to support customers in times of need.

Preparation of the 2017 budget involved:

- Employing a zero-based approach, with analysis of actual trends and conservative estimates
- Meetings with department heads and plant superintendents to review current expenditures and discuss future needs
- Coordination with CBU’s Energy & Conservation Coordinator, who prepared estimates for utilities (electric, gas, water) based on in-depth analysis and discussions with the providers
- Coordination with ITS, Fleet, and other departments which maintain certain assets.

Water Utility Funds Budget Request

	2015 Actual	2016 Adopted	2017 Requested	% Change
Personnel Services	\$4,256,256.31	\$4,353,630.06	\$4,521,038.00	3.9%
Supplies	\$1,963,498.83	\$1,741,306.00	\$1,697,922.00	(2.5%)
Other Services & Charges	\$2,900,577.02	\$2,852,270.00	\$2,731,645.00	(4.2%)
Capital Outlays	\$2,766,204.56	\$1,290,364.00	\$1,371,987.00	7.5%
Water Sinking Fund (P&I)*	\$2,174,197.06	\$5,311,032.00	\$5,307,551.00	(.1%)
Total	\$14,060,733.78	\$15,548,602.00	\$15,630,143.00	.5%

*Interest payments recorded as expenses; principal payments recorded as reduction in Long Term Liability; both budgeted here though.

Significant changes in the Water Utility include:

Revenue Categories

Growth for most customer classes is projected at 2%, with the exception of our Industrial class. This class has seen steady decreasing consumption, and includes the loss of one major customer in the upcoming year (GE). The net effect is a .5% increase for total revenue, with expenses balanced to increase .5%.

U46224 Fire Protection Public was previously under budgeted, and adjusted for actual revenue plus 2% growth.

*Category 1 Personnel – 3.9% overall increase**

We do not anticipate any new positions in 2017 in the Water Utility.

- U60200 OT Salary & Wages are being reduced 15%. With Monroe Water Plant fully staffed, we do not expect as high of usage of overtime hours as in 2014-15. Each departmental budget reflects a reduction in budgeted overtime, as well.

Category 2 Supplies – 2.5% decrease

- U61815 Chemicals Alum – 21% decrease (\$75,000)
With recent bidding process for chemicals, Monroe Water Treatment Plant secured a significant savings in Alum, and is also reducing the usage of this chemical with the changing point of chlorination.
- U62026 Materials & Supplies Pumps – 15% increase (\$3,000)
Accounts for increasing costs of supplies for pumps.
- U62040 Materials & Supplies Statements – 6% decrease (\$3,690)
Reflects goal of E-Bill program promotion, to reduce mailed statements to customers 5% (accounts for postage, print increases).
- U62001 Materials & Supplies General – 24% decrease (\$30,950) show a decrease, though most of the expenses are now reflected in two new account lines:
 - U62147 Materials & Supplies – Personal Protective Equipment with \$13,050

- U62148 Materials & Supplies – Worksite Safety Equipment with \$15,850

Category 3 Other Services & Charges – 4.2% decrease

- U61530 Purchased Power, U61531 Purchased Power Pumping, U61532 Purchased Power Treatment – 7.0-10.0% decreases (\$101,649)
Reflects reduction in energy usage at plant intake and throughout Service Center due to operational modifications at plant, and HVAC and lighting controls work at plant and service center.
- U61733 Telephone – 22% increase (\$10,500)
Under budgeted for current year. Working with ITS to consolidate AT&T plans to control costs in future.
- U62200 Training – 7% decrease (\$1,500)
Removed training allocated to the USB, which goes unutilized; increased incrementally in other departments.
- U63200 Contract Services Accounting – decrease 73% (\$22,600)
No major contractual needs as we had in 2016 with rate reviews. Request covers unanticipated services, such as assistance with IRS audit of bond issuances, which occur sporadically.
- U63202 Assistance Program – increase 14% (\$2,000)
Increase support to 25-30 additional households in 2017.
- U63532 Contract Services Testing – increase 55% (\$32,000)
Reflects change from quarterly to monthly DBP sampling. Assessing purchase of TTHM analyzer.
- U63702 Contract Services in Lieu of Taxes – increase 33% (\$72,000)
PILOT is based on net assets within city limits, and water utility recorded large additions to the distribution system in 2014-2015; under budgeted in 2016.
- U65000 Transportation (set fleet rate and fuel)– 10% decrease (\$7,911)
U65020 Transportation Lines (diesel) – 37% decrease (\$59,250)
Reflects improved fuel efficiency from 2013, 2015 vehicle replacement program; reduced set fleet rate in recent years.
- U67501 Misc Expense – 20% decrease (\$18,000)

Primarily a reduction of credit card processing fees, as contract was renegotiated in February 2016 to reflect nearly 24% reduction in transactional costs.

*Category 4 Capital Outlays – 7.5% increase**

- U42720 With savings in categories 2 and 3, we are able to increase the capital budget by \$81,623.00 for the water utility and target presented list of projects in 2017.

Sewer Utility Funds Budget Request

	2015 Actual	2016 Adopted	2017 Requested	% Change
Category 1	\$6,780,748.89	\$7,179,021.24	\$7,255,557.00	1.1%
Category 2	\$1,210,803.54	\$1,300,548.00	\$1,229,855.00	(5.4%)
Category 3	\$4,129,856.26	\$4,155,537.00	\$3,902,699.00	(6.1%)
Category 4	\$3,282,877.17	\$828,245.00	\$4,646,154.00	461.0%
Sewer Sinking Fund (P&I)*	\$1,392,786.04	\$6,072,432.00	\$6,371,043.00	4.9%
	\$16,797,071.90	\$19,535,783.24	\$23,405,308.00	19.8%

*Interest payments recorded as expenses; principal payments recorded as reduction in Long Term Liability; both budgeted here though.

Significant changes in the Sewer Utility include:

Revenue Categories

Growth for most customer classes is projected at 2%, with the exception of our Industrial class. This class has seen steady decreasing consumption, and includes the loss of one major customer in the upcoming year (GE). 22% rate increase is included in the revenue projections, with a net increase of revenue projected at 19.8%.

*Category 1 Personnel – 1.1% increase**

We are requesting an additional staff person in the Pretreatment Program, to be funded out of Sewer.

- U60200 OT Salary & Wages are being reduced 12%.

Category 2 Supplies – 5.4% decrease

- U61830 Chemicals Sodium Aluminate – 37% decrease (\$65,000)
With recent bidding process for chemicals, both sewer plants secured a significant savings in this particular chemical.
- U62040 Materials & Supplies Statements – 6% decrease (\$5,565)
Reflects goal of E-Bill program promotion, to reduce mailed statements to customers 5% (accounts for postage, print increases).
- U62001 Materials & Supplies General – 16% decrease (\$36,050) shows a decrease, though most of the expenses are now reflected in two new account lines:
 - U62147 Materials & Supplies – Personal Protective Equipment with \$16,450
 - U62148 Materials & Supplies – Worksite Safety Equipment with \$21,400

Category 3 Other Services & Charges – 6.1% decrease

- U61530 Purchased Power, U61531 Purchased Power Pumping, U61532 Purchased Power Treatment – 8.0-10.0% decreases (\$126,318)
Reflects reduction in energy usage at Monroe WTP and throughout Service Center due to operational modifications at plant and HVAC and lighting controls work at plant and service center.
- U61733 Telephone – 20% increase (\$5,600)
Under budgeted for current year. Working with ITS to consolidate AT&T plans to control costs in future.
- U62200 Training – 8% decrease (\$4,520)
Removed training allocated to the USB which goes unutilized; increased incrementally in other departments.
- U63202 Assistance Program – increase 14% (\$3,000)

Increase support to 25-30 additional households in 2017.

- U63100 Contract Services Engineering – 32% decrease (\$28,600)

Project engineering budgeted with projects in U42720.

- U63200 Contract Services Accounting – decrease 21% (\$5,000)

No major contractual needs as we had in 2016 with rate reviews. Request covers unanticipated services, such as assistance with IRS audit of bond issuances which occur sporadically. Also allows for preliminary assistance with sewer rate structuring.

- U63300 Contract Services Legal – 67% decrease (\$20,000)

No major needs anticipated in 2017.

- U63532 Contract Services Testing – decrease 12% (\$10,500)

Adjusting to reflect actual costs.

- U63702 Contract Services in Lieu of Taxes – increase 10% (\$34,270)

PILOT is based on net assets within city limits; under budgeted in 2016.

- U65000 Transportation (set fleet rate and fuel)– 10% decrease (\$20,139)

Reflects improved fuel efficiency from 2013, 2015 vehicle replacement program; reduced set fleet rate in recent years.

- U67501 Misc Expense – 21% decrease (\$31,200)

Primarily a reduction of credit card processing fees, as contract was renegotiated in February 2016 to reflect nearly 24% reduction in transactional costs.

Category 4 Capital Outlays – 460.0% increase

- U42720 – With the implementation of the 22% rate increase, this fund for capital projects will be fully funded to match depreciation expenses next year, and to complete the list of presented projects.

Sewer Sinking Fund – increase 4.9% (\$298,611)

U42717 Projects additional bond issue, with two interest-only payments in 2017.

Stormwater Utility Funds Budget Request

	2015 Actual	2016 Adopted	2017 Requested	% Change
Category 1	\$497,933.15	\$640,762.26	\$610,220.00	(4.8%)
Category 2	\$108,497.94	\$171,280.00	\$168,700.00	(1.5%)
Category 3	\$72,581.88	\$35,353.00	\$40,300.00	14.0%
Category 4	\$249,231.10	\$628,513.00	\$694,134.00	10.4%
Total	\$928,244.07	\$1,475,908.26	\$1,513,354.00	2.5%

Significant changes to the Stormwater Utility include:

Revenue Categories

Growth for most customer classes is projected at 2%, with an adjustment for the under budgeted public authority class (5% increase) to reflect actual revenue. Total revenue growth projected at 2.5%, with expenses budgeted to balance.

*Category 1 Personnel – 4.8% overall decrease**

No new positions requested in this fund.

- U60200 OT Salary & Wages are being reduced 33%.

Category 2 Supplies – 1.5% decrease

- U62142 Furniture & Fixtures Computer – 55% decrease (\$2,580)
Based on ITS replacement schedule.
- U62001 Materials & Supplies General – 14% decrease (\$7,000) shows a decrease, though most of the expenses are now reflected in two new account lines:
 - U62147 Materials & Supplies – Personal Protective Equipment with \$3,500
 - U62148 Materials & Supplies – Worksite Safety Equipment with \$3,500

Category 3 Other Services & Charges – 14% increase

- U62200 Training – 150% increase (\$1,500)
Increased training budget for stormwater crew and education specialist.
- U63200 Contract Services Accounting – decrease 100% (1,500)
No major contractual needs for stormwater utility in 2017.
- U65000 Transportation (set fleet rate and fuel)– 204% increase (\$4,700)
Removed 2 vehicles from water/sewer utility and charging to appropriate fund where they are solely utilized.

Category 4 Capital Outlays - 10.4% increase*

- U47420 – with reductions in category 2, funds are instead invested into the capital budget to accomplish the projects listed in the presentation.

Utilities: Program Narrative and Goals

Mission:

Deliver safe drinking water and water for fire protection

Provide facilities for collection, treatment, and disposal of municipal sewage

Provide and maintain infrastructure for effective and innovative stormwater management

Utilities Service Board

Program Description: The USB has broad oversight of CBU policies and activities and is governed by nine members, four appointed by the Mayor, three appointed by the Common Council and two serving in an ex-officio capacity representing the interests of the Council and the Mayor.

Staffing (FTE):

-

Total O&M Expenses:

\$ 2,307,406

Goals: IMPROVE SEWER COLLECTION AND TREATMENT BY:

Completing \$4.6m combined Capital Improvement Program

Completing design and engineering of southwest sewer interceptor project, to alleviate chronic Sanitary Sewer Overflow location

PROVIDE RELIABLE, HIGH-QUALITY WATER SUPPLY BY:

Participating in sharing of information and ideas on water quality issues with diverse groups of community experts

Overseeing \$1.4m Capital Improvement Program

Continuing to review and accept Utility Reimbursement Agreements with I-69 partners for relocation of services

Administration

Program Description: CBU Administration oversees the day to day operation of all CBU departments. The Director develops policy with the Utilities Service Board and the Mayor and is directly responsible for implementing that policy. Oversees regulatory and policy-based programs, including Water Quality, Pretreatment and Backflow Prevention, and Conservation and Energy Management.

Staffing (FTE):

11

Total O&M Expenses:

\$ 1,251,285

Goals: IMPROVE PERSONNEL SAFETY BY:

Gathering and analyzing internal data on safety measures

Implementing a monthly safety focus initiative

Prioritizing faulty equipment replacement in Extensions & Replacements contingency line items

Reviewing issues routinely at staff meetings and expand training opportunities

PROVIDE RELIABLE, HIGH-QUALITY WATER SUPPLY BY:

Further reducing DBP levels via process optimization at Monroe Plant, engaging cross-disciplinary team in effort

Completing a water system model and utilize it to develop flushing program

IMPROVE SEWER COLLECTION & TREATMENT BY:

Working collaboratively with businesses seeking to expand or relocate services in order to assure capacity for treatment (i.e., IU Health, West Side Economic Dev.)

Expanding Pretreatment Program with addition of one inspector to further develop regulatory program

ENHANCE PUBLIC COMMUNICATION BY:

Improving board room audio-visual equipment, which currently does not allow for seamless integration of visual materials, by adding digital projectors and screens

Issuing press releases in event of boil orders, sanitary sewer overflows, and other events which impact public health & safety

Maintaining quarterly meetings with wholesale customers

Accounting/Finance

Program Description: The Accounting Dept. has five primary responsibilities including income tracking, operation and maintenance, accounting, debt management, and capital financing. Accounting is responsible for the processing of all daily financial transactions of the Water, Wastewater and Stormwater Utilities, including the daily deposits and reconciliation of revenues; paying and reporting CBU payroll; and processing and paying for CBU expenditures.

Staffing (FTE):	9
Total O&M Expenses:	<u>\$ 700,404</u>

Goals: **ENHANCE PUBLIC COMMUNICATION BY:**

Routinely publishing timely data on B Clear website

Completing review of miscellaneous fees, with recommendations to the USB and

City Council

Continuing work towards water affordability strategies, with short-term and long-term objectives identified

Implementing sewer rate changes effective January 2017

Purchasing

Program Description: Purchasing and Materials Management provides all CBU departments with overall procurement services. This includes purchasing, inventory and facilities management, warehousing, records retention, public special events, mobile devices, fleet inventory, courier services, master key management, surplus, and equipment accountability. Purchasing strives to purchase the best quality of goods and services at the lowest price to meet CBU goals.

Staffing (FTE): 6
Total O&M Expenses: \$ 403,578

Goals: Implementing routine review of aged documents, and properly dispose of outdated one, in order to assure sufficient storage space in facilities

PERSONNEL SAFETY

Expanding training opportunities for maintenance staff, to maximize safety awareness and increase versatility in managing HVAC, lighting, and other systems

Participating in procuring safety equipment for worksite and personal use

Customer Relations

Program Description: The Customer Relations Dept. seeks to provide the best possible service to CBU customers. This includes assisting customers with starting and stopping water and wastewater service, making sure that paperwork is completed correctly, assisting customers on the phone and in person with billing questions or concerns, selling septage tickets to waste haulers for dumping at Dillman WWTP, assisting customers with paperwork for new service, and working closely with the engineering, T&D and meter services regarding new services.

Staffing (FTE): 5
Total O&M Expenses: \$ 311,378

Goals: Improving electronic forms and payment options, based on survey tool for customers, as well as internal review

Expanding Customer Assistance Program by 14%, accomodating an additional 25-30 more households

Distirbuting water conservation kits to customers, working with Energy & Conservation Coordinator to track their impact on accounts

Billings and Collections

Program Description: Involves the processing of all collections (collection of outstandir to CBU; establishing customer payment plans; billing, address changes and online payments through Aqua-Pay; and the processing of adjustments, lien letters and NSF items. These tasks are completed through data entry and the maintenance of electronic and paper files.

Staffing (FTE): 4
Total O&M Expenses: \$ 593,328

Goals: ENHANCE PUBLIC COMMUNICATION BY:

Utiltizing customer bill to communicate updates on rates, projects, etc.

Completing redesign of E-bill, to match paper bill redesign, and promote E-bill sign-ups, increasing them by 5%

Blucher Poole WWTP

Program Description: Blucher Poole wastewater treatment plant is responsible for treating wastewater generated in the northern part of the Bloomington collection system. Employees strive to maintain levels of discharges lower than those required by the state and produce a safe byproduct of operations for disposal (sludge). Blucher Poole employees work within CBU budget guidelines to maintain an above average level of performance.

Staffing (FTE): 12
Total O&M Expenses: \$ 1,482,207

Goals: IMPROVE SEWER COLLECTION SYSTEM BY:

Initiating \$1,058,000 in capital replacement projects which enhance energy efficiency, environmental stewardship, and personnel safety in plant operations.

IMPROVE PERSONNEL SAFETY BY:

Completing electrical transfer switch improvements, a critical safety measure

Expanding training opportunities in a variety of areas

Dillman Road WWTP

Program Description: Dillman Road is Bloomington's largest wastewater treatment plant processing an average of 9.5 million gallons per day. Both wastewater plants are monitored by the State of Indiana for compliance with their respective NPDES permits.

Staffing (FTE): 18
Total O&M Expenses: \$ 3,238,681

Goals: IMPROVE SEWER COLLECTION SYSTEM BY:

Initiating \$2,205,000 in capital replacement projects which enhance energy efficiency,

process optimization, and personnel and environmental safety in plant operations.

IMPROVE PERSONNEL SAFETY

Expanding training opportunities in a variety of areas

Engineering

Program Description: The Engineering Dept. is responsible for engineering oversight for design, construction and maintenance of all water, wastewater, and storm sewer pipelines that are owned, or will be owned, by CBU. Other functions include maintaining informational databases for CBU pipelines; computer mapping of all CBU pipelines; calculating appropriate service pipe sizes to be installed; issuing permission for service connections to CBU wastewater and water mains; keeping records on and securing needed easement rights and property ownership for all CBU projects; providing long-range planning vision and involvement in the budget process to ensure infrastructure improvements can be made; and interacting with and providing information to the general public, engineers, architects, designers, other City departments and governmental agencies.

Staffing (FTE): 18
Total O&M Expenses: \$ 1,502,666

Goals: **PROVIDE HIGH-QUALITY, RELIABLE WATER SUPPLY**

Completing repair work of pump drive at Monroe Plant

Completing partnered projects including improvements of distribution main at Gordon Pike/Rhorer Rd, in conjunction with monroe County's Fullerton Pike Phase 1; continue to work on reimbursable utility relocation projects with I-69 partners

Completing design work for water main replacement program, to be funded by new construction bonds approved in rate case

IMPROVE SEWER COLLECTION AND TREATMENT BY:

Completing engineering work on southwest relief sewer project to reduce chronic sanitary sewer overflows at site of future Switchyard Park

Working collaboratively with businesses seeking to expand or relocate services, in order to assure capacity for treatment, including IU Health Hospital relocation and businesses in the Westside Economic Developmetn Area

Completing work on \$4.6m in targeted repairs and rehabilitation projects at plants and throughout collection system

GIS staff undertaking system migration project

Progressing on effort to map documented utility easements, with 12 miles mapped and 2,500 previously unrecorded easements discovered and executed

Laboratory

Program Description: The Dillman Road Laboratory is a key component of the department's environmental compliance program. The laboratory either conducts or arranges testing for all water and wastewater programs. The Laboratory Director works closely with the Utilities Director and Deputy Director to resolve regulatory and environmental policy issues.

Staffing (FTE): 4
Total O&M Expenses: \$ 363,724

Goals: Completing analysis of lab fees to result in recommendations to board

Monroe

Program Description: The Monroe Water Plant is the primary source of drinking water for Monroe County. Nine rural water corporations rely on CBU for water. Monroe employees conduct laboratory analyses, operate, and maintain the system to ensure reliable delivery of high quality water.

Staffing (FTE): 12
Total O&M Expenses: \$ 2,926,952

Goals: PROVIDE RELIABLE, HIGH-QUALITY WATER SUPPLY BY:

Further reducing disinfectant byproducts levels via process optimization, including more rigorous in-house jar testing

Completing repair work of drive at low service pump #4 in order to assure capacity, as well as efficiency of operations

T & D

Program Description: The Transmission and Distribution Dept. is responsible for maintenance and installation of water and wastewater lines throughout the service area. T&D is responsible for locating all CBU infrastructure, installing and reading meters, initiating and terminating water service to customers and troubleshooting customer complaints. T&D manages the department's communications operators who respond to customer telephone calls. Typical activities in the Communications Dept. include scheduling after hours emergency work and responding to calls for services from other city departments (Street, Public Works, Animal Shelter).

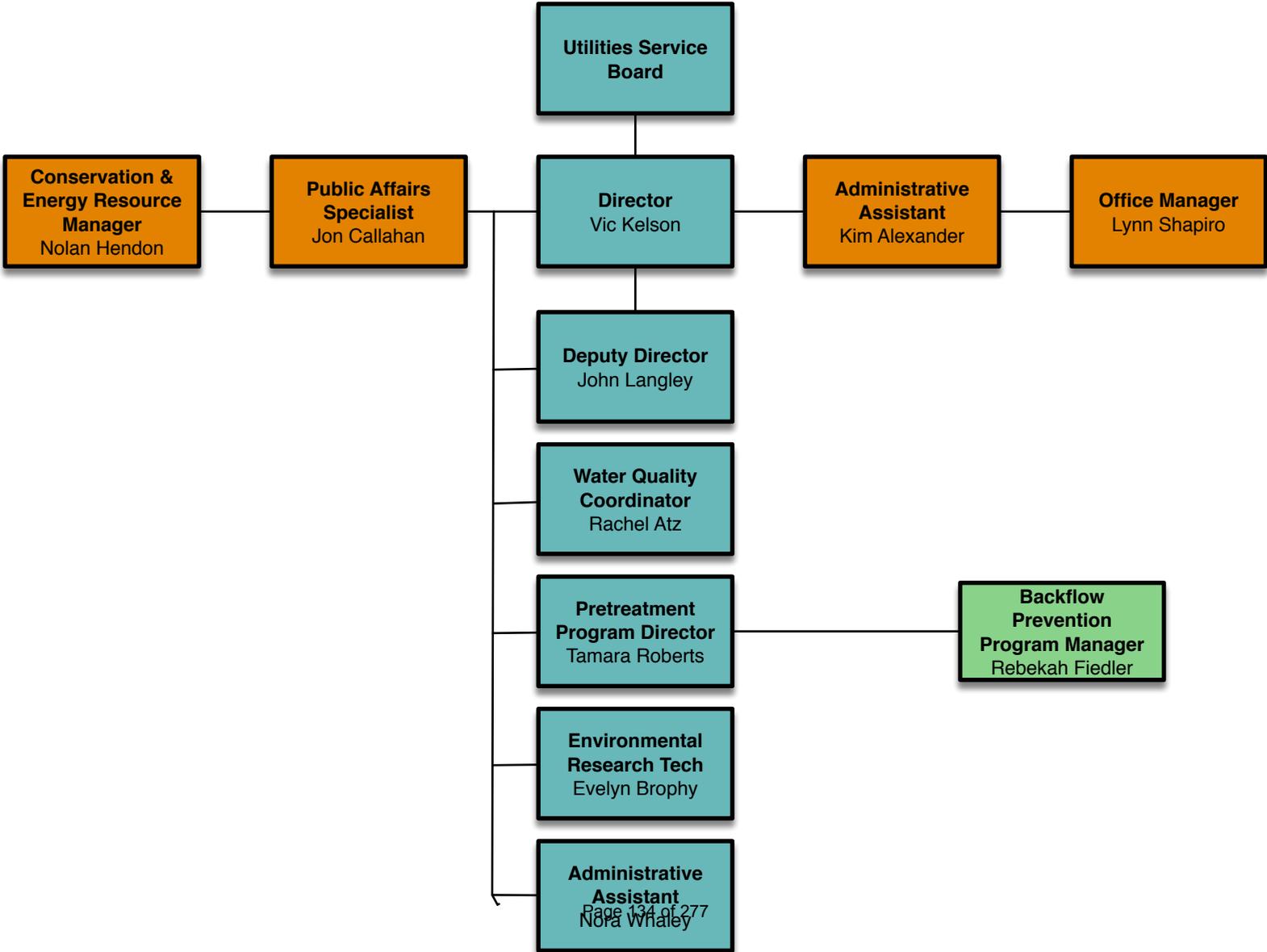
Staffing (FTE): 60
Total O&M Expenses: \$ 5,901,026

Goals: INITIATE ADVANCED METERING TRANSITION BY:

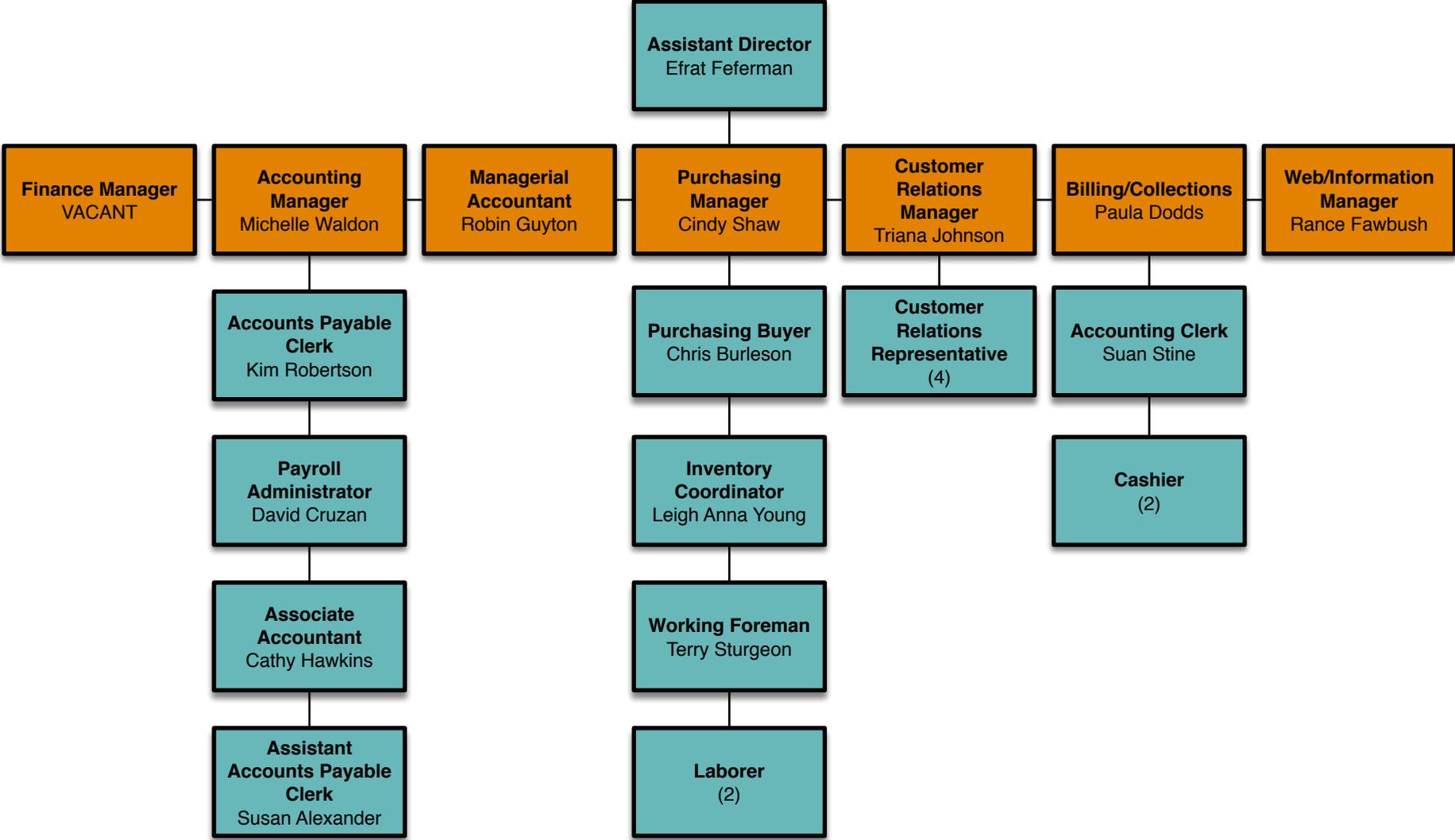
Identifying goals and objectives for both CBU and customers, assess options and developing plan for 2018-19, and implementing a test project

IMPROVE SEWER COLLECTION AND TREATMENT BY:

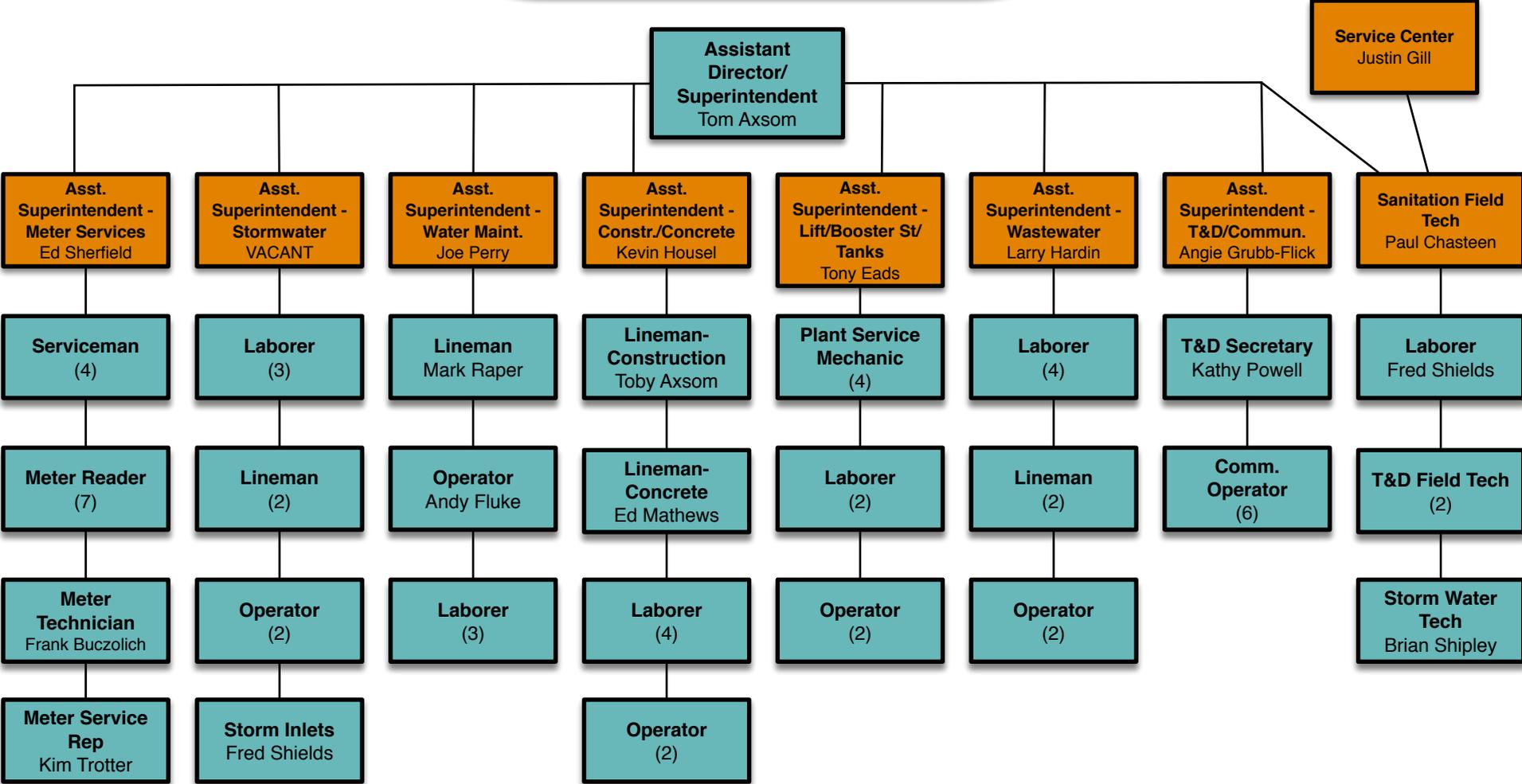
City of Bloomington
Utilities: Administration



City of Bloomington
Utilities: Finance



City of Bloomington
Utilities: Transmission and Distribution



**CITY OF BLOOMINGTON
Budget Worksheet Report**

		Account Number	Description	2015 Actual Amount	2016 Adopted Budget	2017 Council	+/- \$	+/- %
Fund: 009 - Water								
Department: 00 - Default								
Personnel Services								
		U40900	Taxes State Income	168,777.38	191,000.00	195,000.00	4,000.00	2.09
Personnel Services Totals				\$168,777.38	\$191,000.00	\$195,000.00	\$4,000.00	2.09%
Other Services and Charges								
		U26000	Interfund Transfer OUT	5,221,540.00	.00	.00	.00	.00
		U42705	Interest Expense Capital Lease	14,157.55	10,900.00	8,402.00	(2,498.00)	(22.91)
		U42709	Interest Expense Bond Issue 03	47,426.90	.00	47,427.00	47,427.00	.00
		U42720	Extensions & Replacements	.00	1,290,364.00	1,371,987.00	81,623.00	6.32
		U42801	Utility Amortization Expense	3,039.72	.00	.00	.00	.00
Other Services and Charges Totals				\$5,286,164.17	\$1,301,264.00	\$1,427,816.00	\$126,552.00	9.73%
Capital Outlays								
		U40300	Depreciation	2,766,204.56	.00	.00	.00	.00
Capital Outlays Totals				\$2,766,204.56	\$0.00	\$0.00	\$0.00	+++
Department 00 - Default Totals				\$8,221,146.11	\$1,492,264.00	\$1,622,816.00	\$130,552.00	8.75%
Department: 51 - Director								
Personnel Services								
		U40800	Taxes - FICA	15,982.56	16,612.08	17,416.00	803.92	4.83
		U60100	Salaries & Wages Employees	216,485.55	216,188.18	226,497.00	10,308.82	4.76
		U60200	OT Salary & Wages	3.00	1,000.22	500.00	(500.22)	(50.01)
		U60400	Employee Pensions & Benefits	27,183.46	75,541.18	84,978.00	9,436.82	12.49
Personnel Services Totals				\$259,654.57	\$309,341.66	\$329,391.00	\$20,049.34	6.48%
Supplies								
		U62001	Materials & Supplies General	2,707.71	1,800.00	1,200.00	(600.00)	(33.31)
		U62044	Materials & Supplies Office Supplies	9,085.13	8,000.00	8,000.00	.00	.00
		U62142	Furniture & Fixtures Computer	3,705.10	5,000.00	5,000.00	.00	.00
		U62143	Furniture & Fixtures Other Furniture	.00	500.00	500.00	.00	.00
		U62146	Furniture & Fixtures Maintenance	4,831.41	7,000.00	5,000.00	(2,000.00)	(28.57)
		U62147	Material & Supplies - Personal	.00	.00	300.00	300.00	.00
		U62148	Material & Supplies - Worksite	.00	.00	300.00	300.00	.00
			Safety Equipment					
Supplies Totals				\$20,329.35	\$22,300.00	\$20,300.00	(\$2,000.00)	(8.97%)
Other Services and Charges								
		U61732	Cell Phone Charges	1,183.25	1,100.00	1,100.00	.00	.00
		U61733	Telephone - Other Charges	.00	400.00	.00	(400.00)	(100.00)
		U62200	Training	4,015.07	3,000.00	3,000.00	.00	.00
		U63200	Contract Services Accounting	7,464.45	25,000.00	5,000.00	(20,000.00)	(80.00)
		U63202	Assistance Program	11,151.85	14,000.00	16,000.00	2,000.00	14.28
		U63300	Contract Services Legal	.00	10,000.00	10,000.00	.00	.00

U63532	Contract Services Testing	33,691.40	35,000.00	50,000.00	15,000.00	42.85
U64005	Bond Issuance Cost 05	17,446.22	17,446.00	17,446.00	.00	.00
U64011	Bond Issuance Cost 2011	.00	21,900.00	.00	(21,900.00)	(100.00)
U65000	Transportation	9,164.82	13,880.00	12,548.00	(1,332.00)	(9.59)
U66000	Advertising	8,346.70	3,500.00	3,500.00	.00	.00
U66700	Regulatory Commission	.00	.00	80,000.00	80,000.00	.00
U67501	Miscellaneous Expense	26.00	200.00	200.00	.00	.00
U67510	Miscellaneous Expense - Membership Dues/License	2,175.80	1,500.00	1,500.00	.00	.00
U67536	Miscellaneous Expense Shipping	678.72	600.00	600.00	.00	.00
U67547	Miscellaneous Expense Software	321.00	200.00	200.00	.00	.00
Other Services and Charges Totals		\$95,665.28	\$147,726.00	\$201,094.00	\$53,368.00	36.13%
Department 51 - Director Totals		\$375,649.20	\$479,367.66	\$550,785.00	\$71,417.34	14.90%

Department: 52 - USB

Personnel Services

U40800	Taxes - FICA	887.58	912.73	913.00	.27	.02
U60100	Salaries & Wages Employees	11,607.66	11,935.56	11,936.00	.44	.00
U60400	Employee Pensions & Benefits	864,484.00	.00	.00	.00	.00
Personnel Services Totals		\$876,979.24	\$12,848.29	\$12,849.00	\$0.71	0.01%

Supplies

U62001	Materials & Supplies General	24,198.50	32,000.00	25,000.00	(7,000.00)	(21.87)
U62044	Materials & Supplies Office Supplies	2,191.87	2,000.00	2,100.00	100.00	5.00
U62142	Furniture & Fixtures Computer	.00	1,312.00	1,312.00	.00	.00
U62143	Furniture & Fixtures Other Furniture	77.58	250.00	250.00	.00	.00
U62146	Furniture & Fixtures Maintenance	13,288.79	25,000.00	25,000.00	.00	.00
U62147	Material & Supplies - Personal Protective Equipment	.00	.00	1,000.00	1,000.00	.00
U62148	Material & Supplies - Worksite Safety Equipment	.00	.00	4,000.00	4,000.00	.00
Supplies Totals		\$39,756.74	\$60,562.00	\$58,662.00	(\$1,900.00)	(3.14%)

Other Services and Charges

U61530	Purchased Power	18,485.22	19,397.00	19,397.00	.00	.00
U61700	Utilities General	3,403.52	3,540.00	3,200.00	(340.00)	(9.60)
U61720	Natural Gas	6,145.16	3,952.00	3,952.00	.00	.00
U61730	Telephone - Land Line & Long Distance	1,491.71	500.00	1,000.00	500.00	100.00
U61733	Telephone - Other Charges	28,148.54	23,000.00	29,000.00	6,000.00	26.08
U62200	Training	1,970.00	2,000.00	200.00	(1,800.00)	(90.00)
U63600	Contracted Services - Other	18,952.80	20,000.00	20,000.00	.00	.00
U63701	Contract Services Interdepartmental	624,456.99	391,094.00	394,000.00	2,906.00	.74
U63702	Contract Services In Lieu of Taxes	354,652.75	221,000.00	293,000.00	72,000.00	32.57
U65000	Transportation	245.44	380.00	344.00	(36.00)	(9.47)
U65024	Transportation Structures	418.11	1,000.00	1,000.00	.00	.00
U65700	Liability Insurance	187,161.32	200,000.00	105,000.00	(95,000.00)	(47.50)
U65900	Insurance Other Deductibles	2,000.00	12,000.00	12,000.00	.00	.00
U66000	Advertising	620.35	200.00	200.00	.00	.00

	U67501	Miscellaneous Expense	5,949.90	7,000.00	7,000.00	.00	.00
	U67510	Miscellaneous Expense - Membership Dues/License	.00	1,500.00	1,500.00	.00	.00
	U67536	Miscellaneous Expense Shipping	.00	100.00	100.00	.00	.00
	U67547	Miscellaneous Expense Software	13,861.91	5,000.00	5,000.00	.00	.00
Other Services and Charges Totals			\$1,267,963.72	\$911,663.00	\$895,893.00	(\$15,770.00)	(1.73%)
Department 52 - USB Totals			\$2,184,699.70	\$985,073.29	\$967,404.00	(\$17,669.29)	(1.79%)
Department: 53 - Accounting							
Personnel Services							
	U40800	Taxes - FICA	12,703.38	13,578.31	13,992.93	414.62	3.05
	U60100	Salaries & Wages Employees	175,311.50	177,006.70	182,282.04	5,275.34	2.98
	U60200	OT Salary & Wages	59.12	499.98	250.00	(249.98)	(49.99)
	U60400	Employee Pensions & Benefits	24,540.14	72,988.76	76,602.82	3,614.06	4.95
Personnel Services Totals			\$212,614.14	\$264,073.75	\$273,127.79	\$9,054.04	3.43%
Supplies							
	U62043	Materials & Supplies Office Furniture	.00	250.00	250.00	.00	.00
	U62044	Materials & Supplies Office Supplies	669.91	1,000.00	1,000.00	.00	.00
	U62142	Furniture & Fixtures Computer	470.78	2,352.00	2,352.00	.00	.00
	U62146	Furniture & Fixtures Maintenance	5,890.45	500.00	600.00	100.00	20.00
Supplies Totals			\$7,031.14	\$4,102.00	\$4,202.00	\$100.00	2.44%
Other Services and Charges							
	U62200	Training	273.20	400.00	400.00	.00	.00
	U63200	Contract Services Accounting	48,000.00	6,100.00	3,500.00	(2,600.00)	(42.62)
	U67536	Miscellaneous Expense Shipping	397.13	500.00	500.00	.00	.00
	U67547	Miscellaneous Expense Software	.00	200.00	.00	(200.00)	(100.00)
Other Services and Charges Totals			\$48,670.33	\$7,200.00	\$4,400.00	(\$2,800.00)	(38.89%)
Department 53 - Accounting Totals			\$268,315.61	\$275,375.75	\$281,729.79	\$6,354.04	2.31%
Department: 54 - Billings & Collections							
Personnel Services							
	U40800	Taxes - FICA	4,013.45	4,464.84	4,692.18	227.34	5.09
	U60100	Salaries & Wages Employees	56,398.03	57,769.40	60,658.44	2,889.04	5.00
	U60200	OT Salary & Wages	.00	600.08	300.00	(300.08)	(50.00)
	U60400	Employee Pensions & Benefits	7,183.16	29,525.34	31,291.92	1,766.58	5.98
Personnel Services Totals			\$67,594.64	\$92,359.66	\$96,942.54	\$4,582.88	4.96%
Supplies							
	U62001	Materials & Supplies General	.00	50.00	.00	(50.00)	(100.00)
	U62040	Materials & Supplies Statements	60,454.05	65,090.00	62,000.00	(3,090.00)	(4.74)
	U62044	Materials & Supplies Office Supplies	4,830.98	8,000.00	8,000.00	.00	.00
	U62142	Furniture & Fixtures Computer	145.60	1,312.00	1,312.00	.00	.00
	U62146	Furniture & Fixtures Maintenance	267.00	1,000.00	300.00	(700.00)	(69.93)
Supplies Totals			\$65,697.63	\$75,452.00	\$71,612.00	(\$3,840.00)	(5.09%)
Other Services and Charges							
	U66000	Advertising	.00	50.00	50.00	.00	.00
	U66900	Cash Over Short	.61	.00	.00	.00	.00
	U67000	Bad Debt	11,486.54	7,000.00	7,000.00	.00	.00
	U67501	Miscellaneous Expense	79,512.75	80,000.00	62,000.00	(18,000.00)	(22.49)
	U67536	Miscellaneous Expense Shipping	5,258.68	5,000.00	5,000.00	.00	.00

Other Services and Charges Totals			\$96,258.58	\$92,050.00	\$74,050.00	(\$18,000.00)	(19.55%)
Department 54 - Billings & Collections Totals			\$229,550.85	\$259,861.66	\$242,604.54	(\$17,257.12)	(6.64%)
Department: 55 - Customer Relations							
Personnel Services							
	U40800	Taxes - FICA	4,969.26	5,563.24	5,845.65	282.41	5.07
	U60100	Salaries & Wages Employees	69,831.97	71,931.60	75,523.32	3,591.72	4.99
	U60200	OT Salary & Wages	.00	800.02	400.00	(400.02)	(50.00)
	U60400	Employee Pensions & Benefits	9,820.59	36,873.72	39,080.62	2,206.90	5.98
Personnel Services Totals			\$84,621.82	\$115,168.58	\$120,849.59	\$5,681.01	4.93%
Supplies							
	U62001	Materials & Supplies General	912.40	150.00	150.00	.00	.00
	U62040	Materials & Supplies Statements	.00	600.00	.00	(600.00)	(100.00)
	U62044	Materials & Supplies Office Supplies	580.84	1,500.00	1,500.00	.00	.00
	U62142	Furniture & Fixtures Computer	315.17	1,300.00	1,300.00	.00	.00
	U62143	Furniture & Fixtures Other Furniture	283.81	.00	.00	.00	.00
	U62146	Furniture & Fixtures Maintenance	4,243.14	200.00	200.00	.00	.00
Supplies Totals			\$6,335.36	\$3,750.00	\$3,150.00	(\$600.00)	(16.00%)
Other Services and Charges							
	U62200	Training	.00	.00	300.00	300.00	.00
	U66000	Advertising	79.06	100.00	100.00	.00	.00
	U67536	Miscellaneous Expense Shipping	103.12	250.00	250.00	.00	.00
Other Services and Charges Totals			\$182.18	\$350.00	\$650.00	\$300.00	85.71%
Department 55 - Customer Relations Totals			\$91,139.36	\$119,268.58	\$124,649.59	\$5,381.01	4.51%
Department: 56 - Purchasing							
Personnel Services							
	U40800	Taxes - FICA	7,224.00	7,428.05	7,785.43	357.38	4.81
	U60100	Salaries & Wages Employees	94,552.92	92,115.92	96,530.30	4,414.38	4.79
	U60200	OT Salary & Wages	3,183.47	5,000.06	3,500.00	(1,500.06)	(30.00)
	U60400	Employee Pensions & Benefits	14,094.79	45,645.86	48,280.26	2,634.40	5.77
Personnel Services Totals			\$119,055.18	\$150,189.89	\$156,095.99	\$5,906.10	3.93%
Supplies							
	U62001	Materials & Supplies General	913.30	900.00	900.00	.00	.00
	U62044	Materials & Supplies Office Supplies	477.82	500.00	500.00	.00	.00
	U62142	Furniture & Fixtures Computer	75.19	1,000.00	1,000.00	.00	.00
	U62143	Furniture & Fixtures Other Furniture	1.51	200.00	200.00	.00	.00
	U62146	Furniture & Fixtures Maintenance	349.12	200.00	200.00	.00	.00
	U62147	Material & Supplies - Personal Protective Equipment	.00	.00	100.00	100.00	.00
	U62148	Material & Supplies - Worksite Safety Equipment	.00	.00	100.00	100.00	.00
Supplies Totals			\$1,816.94	\$2,800.00	\$3,000.00	\$200.00	7.14%
Other Services and Charges							
	U61732	Cell Phone Charges	539.72	480.00	480.00	.00	.00
	U61734	Pager Expenses	28.24	50.00	50.00	.00	.00
	U62200	Training	125.00	300.00	300.00	.00	.00
	U65000	Transportation	1,826.63	3,150.00	2,847.00	(303.00)	(9.61)

	U66000	Advertising	354.62	100.00	100.00	.00	.00
	U67501	Miscellaneous Expense	16.00	40.00	40.00	.00	.00
	U67510	Miscellaneous Expense - Membership Dues/License	579.00	250.00	250.00	.00	.00
	U67536	Miscellaneous Expense Shipping	24.64	50.00	50.00	.00	.00
Other Services and Charges Totals			\$3,493.85	\$4,420.00	\$4,117.00	(\$303.00)	(6.86%)
Department 56 - Purchasing Totals			\$124,365.97	\$157,409.89	\$163,212.99	\$5,803.10	3.69%
Department: 58 - Communications							
Personnel Services							
	U40800	Taxes - FICA	4,137.95	6,136.92	6,795.00	658.08	10.72
	U60100	Salaries & Wages Employees	57,388.04	75,216.96	83,578.70	8,361.74	11.11
	U60200	OT Salary & Wages	2,036.80	5,000.06	3,000.00	(2,000.06)	(40.00)
	U60400	Employee Pensions & Benefits	7,211.85	34,353.54	30,788.56	(3,564.98)	(10.37)
Personnel Services Totals			\$70,774.64	\$120,707.48	\$124,162.26	\$3,454.78	2.86%
Supplies							
	U62044	Materials & Supplies Office Supplies	61.31	.00	150.00	150.00	.00
	U62142	Furniture & Fixtures Computer	70.00	.00	1,312.00	1,312.00	.00
	U62146	Furniture & Fixtures Maintenance	790.40	.00	.00	.00	.00
Supplies Totals			\$921.71	\$0.00	\$1,462.00	\$1,462.00	+++
Other Services and Charges							
	U61732	Cell Phone Charges	130.32	150.00	150.00	.00	.00
	U66000	Advertising	44.08	100.00	100.00	.00	.00
Other Services and Charges Totals			\$174.40	\$250.00	\$250.00	\$0.00	0.00%
Department 58 - Communications Totals			\$71,870.75	\$120,957.48	\$125,874.26	\$4,916.78	4.06%
Department: 61 - Monroe WTP							
Personnel Services							
	U40800	Taxes - FICA	45,671.83	50,655.50	55,232.02	4,576.52	9.03
	U60100	Salaries & Wages Employees	528,695.59	582,163.40	639,083.82	56,920.42	9.77
	U60200	OT Salary & Wages	111,497.70	80,000.18	75,000.00	(5,000.18)	(6.25)
	U60400	Employee Pensions & Benefits	80,582.51	245,703.64	260,101.58	14,397.94	5.85
Personnel Services Totals			\$766,447.63	\$958,522.72	\$1,029,417.42	\$70,894.70	7.40%
Supplies							
	U61000	Purchased Water	205,566.72	180,000.00	185,000.00	5,000.00	2.77
	U61814	Chemicals Miscellaneous	8,416.71	9,800.00	9,800.00	.00	.00
	U61815	Chemicals Alum	453,401.22	350,000.00	275,000.00	(75,000.00)	(21.42)
	U61816	Chemicals Fluoride HFS	39,255.30	30,000.00	30,000.00	.00	.00
	U61817	Chemicals Polymer	50,895.00	38,000.00	40,000.00	2,000.00	5.26
	U61820	Chemicals Sodium Bisulfite	1,811.00	1,000.00	1,200.00	200.00	20.00
	U61822	Chemicals Aqua Ammonia	29,967.38	22,000.00	25,000.00	3,000.00	13.63
	U61823	Chemicals Sodium Hypochlorite	140,431.68	130,000.00	132,000.00	2,000.00	1.53
	U61824	Chemicals Sodium Hydroxide	176,258.14	140,000.00	145,000.00	5,000.00	3.57
	U62001	Materials & Supplies General	18,544.47	18,000.00	12,000.00	(6,000.00)	(33.33)
	U62024	Materials & Supplies Structures	20,452.96	20,000.00	20,000.00	.00	.00
	U62026	Materials & Supplies Pumps	6,496.18	8,000.00	10,000.00	2,000.00	24.99
	U62032	Materials & Supplies Treatment	99,939.86	60,000.00	63,000.00	3,000.00	5.00
	U62044	Materials & Supplies Office Supplies	406.44	1,500.00	1,500.00	.00	.00
	U62142	Furniture & Fixtures Computer	91.38	3,280.00	3,280.00	.00	.00

	U62143	Furniture & Fixtures Other Furniture	5,459.72	.00	.00	.00	.00
	U62146	Furniture & Fixtures Maintenance	16,727.62	5,000.00	5,000.00	.00	.00
	U62147	Material & Supplies - Personal Protective Equipment	.00	.00	3,000.00	3,000.00	.00
	U62148	Material & Supplies - Worksite Safety Equipment	.00	.00	3,000.00	3,000.00	.00
Supplies Totals			\$1,274,121.78	\$1,016,580.00	\$963,780.00	(\$52,800.00)	(5.19%)
Other Services and Charges							
	U61531	Purchased Power Pumping	566,492.41	700,000.00	630,000.00	(70,000.00)	(10.00)
	U61532	Purchased Power Treatment	183,354.54	225,000.00	202,500.00	(22,500.00)	(10.00)
	U61700	Utilities General	60.00	100.00	100.00	.00	.00
	U61720	Natural Gas	15,457.24	16,286.00	16,000.00	(286.00)	(1.75)
	U61732	Cell Phone Charges	877.71	650.00	650.00	.00	.00
	U61733	Telephone - Other Charges	3,779.82	4,000.00	4,000.00	.00	.00
	U61734	Pager Expenses	23.52	.00	25.00	25.00	.00
	U62200	Training	1,011.93	10,000.00	10,000.00	.00	.00
	U63532	Contract Services Testing	13,150.00	10,000.00	22,000.00	12,000.00	120.00
	U65000	Transportation	19,981.01	45,000.00	40,680.00	(4,320.00)	(9.60)
	U65024	Transportation Structures	281.88	2,500.00	2,300.00	(200.00)	(8.00)
	U66000	Advertising	.00	300.00	300.00	.00	.00
	U67501	Miscellaneous Expense	2,022.73	1,500.00	1,500.00	.00	.00
	U67510	Miscellaneous Expense - Membership Dues/License	218.00	500.00	500.00	.00	.00
	U67536	Miscellaneous Expense Shipping	1,912.41	400.00	1,200.00	800.00	200.00
	U67547	Miscellaneous Expense Software	2,811.00	2,000.00	2,000.00	.00	.00
Other Services and Charges Totals			\$811,434.20	\$1,018,236.00	\$933,755.00	(\$84,481.00)	(8.30%)
Department 61 - Monroe WTP Totals			\$2,852,003.61	\$2,993,338.72	\$2,926,952.42	(\$66,386.30)	(2.22%)
Department: 62 - Griffy Lake							
Supplies							
	U62001	Materials & Supplies General	3,044.04	.00	.00	.00	.00
	U62024	Materials & Supplies Structures	4,327.44	.00	.00	.00	.00
Supplies Totals			\$7,371.48	\$0.00	\$0.00	\$0.00	+++
Other Services and Charges							
	U61532	Purchased Power Treatment	732.59	800.00	700.00	(100.00)	(12.50)
	U61733	Telephone - Other Charges	332.52	.00	.00	.00	.00
	U63100	Contract Services Engineering	10,975.00	.00	.00	.00	.00
Other Services and Charges Totals			\$12,040.11	\$800.00	\$700.00	(\$100.00)	(12.50%)
Department 62 - Griffy Lake Totals			\$19,411.59	\$800.00	\$700.00	(\$100.00)	(12.50%)
Department: 66 - Laboratory							
Personnel Services							
	U40800	Taxes - FICA	4,895.13	5,890.12	6,267.48	377.36	6.40
	U60100	Salaries & Wages Employees	68,662.53	68,995.68	72,539.36	3,543.68	5.13
	U60200	OT Salary & Wages	3,404.43	7,999.68	3,500.00	(4,499.68)	(56.24)
	U60400	Employee Pensions & Benefits	7,734.38	32,170.58	31,966.20	(204.38)	(.63)
Personnel Services Totals			\$84,696.47	\$115,056.06	\$114,273.04	(\$783.02)	(0.68%)
Supplies							
	U61814	Chemicals Miscellaneous	6,274.55	8,000.00	8,000.00	.00	.00
	U62001	Materials & Supplies General	20,533.81	22,000.00	19,000.00	(3,000.00)	(13.63)
	U62032	Materials & Supplies Treatment	8,556.61	8,000.00	7,000.00	(1,000.00)	(12.50)

	U62147	Material & Supplies - Personal Protective Equipment	.00	.00	1,500.00	1,500.00	.00
	U62148	Material & Supplies - Worksite Safety Equipment	.00	.00	1,500.00	1,500.00	.00
Supplies Totals			\$35,364.97	\$38,000.00	\$37,000.00	(\$1,000.00)	(2.63%)
Other Services and Charges							
	U62200	Training	.00	200.00	200.00	.00	.00
	U63532	Contract Services Testing	12,326.10	13,000.00	18,000.00	5,000.00	38.46
	U65000	Transportation	36.42	.00	.00	.00	.00
	U67536	Miscellaneous Expense Shipping	176.24	250.00	250.00	.00	.00
Other Services and Charges Totals			\$12,538.76	\$13,450.00	\$18,450.00	\$5,000.00	37.17%
Department 66 - Laboratory Totals			\$132,600.20	\$166,506.06	\$169,723.04	\$3,216.98	1.93%
Department: 71 - Transmission & Distribution							
Personnel Services							
	U40800	Taxes - FICA	51,787.00	58,271.01	59,218.66	947.65	1.62
	U60100	Salaries & Wages Employees	704,165.31	741,730.86	766,992.50	25,261.64	3.40
	U60200	OT Salary & Wages	17,407.06	20,003.62	18,000.00	(2,003.62)	(10.01)
	U60400	Employee Pensions & Benefits	101,537.91	336,460.80	352,097.36	15,636.56	4.64
Personnel Services Totals			\$874,897.28	\$1,156,466.29	\$1,196,308.52	\$39,842.23	3.45%
Supplies							
	U62001	Materials & Supplies General	32,019.61	40,000.00	30,000.00	(10,000.00)	(24.99)
	U62020	Materials & Supplies Lines	205,139.39	151,650.00	160,000.00	8,350.00	5.50
	U62021	Materials & Supplies Services	145,151.69	153,000.00	165,000.00	12,000.00	7.84
	U62023	Materials & Supplies Hydrants	62,083.51	50,000.00	50,000.00	.00	.00
	U62044	Materials & Supplies Office Supplies	1,060.94	1,500.00	1,100.00	(400.00)	(26.66)
	U62142	Furniture & Fixtures Computer	489.17	6,000.00	1,500.00	(4,500.00)	(75.00)
	U62143	Furniture & Fixtures Other Furniture	.00	300.00	300.00	.00	.00
	U62146	Furniture & Fixtures Maintenance	163.14	500.00	500.00	.00	.00
	U62147	Material & Supplies - Personal Protective Equipment	.00	.00	5,000.00	5,000.00	.00
	U62148	Material & Supplies - Worksite Safety Equipment	.00	.00	5,000.00	5,000.00	.00
Supplies Totals			\$446,107.45	\$402,950.00	\$418,400.00	\$15,450.00	3.83%
Other Services and Charges							
	U61732	Cell Phone Charges	2,090.04	1,500.00	1,500.00	.00	.00
	U61733	Telephone - Other Charges	.00	250.00	250.00	.00	.00
	U61734	Pager Expenses	266.61	400.00	400.00	.00	.00
	U62200	Training	.00	2,000.00	2,000.00	.00	.00
	U65020	Transportation Lines	90,512.35	159,250.00	100,000.00	(59,250.00)	(37.20)
	U65024	Transportation Structures	.00	300.00	300.00	.00	.00
	U66000	Advertising	139.31	200.00	200.00	.00	.00
	U67501	Miscellaneous Expense	841.20	1,700.00	1,700.00	.00	.00
	U67510	Miscellaneous Expense - Membership Dues/License	450.00	600.00	500.00	(100.00)	(16.66)
	U67536	Miscellaneous Expense Shipping	187.73	300.00	300.00	.00	.00
	U67545	Miscellaneous Expense Tanks	20,376.66	10,500.00	10,500.00	.00	.00
	U67547	Miscellaneous Expense Software	.00	350.00	350.00	.00	.00
Other Services and Charges Totals			\$114,863.90	\$177,350.00	\$118,000.00	(\$59,350.00)	(33.46%)

Department 71 - Transmission & Distribution Totals			\$1,435,868.63	\$1,736,766.29	\$1,732,708.52	(\$4,057.77)	(0.23%)
Department: 73 - Booster & Lift Stations							
Personnel Services							
	U60100	Salaries & Wages Employees	977.02	.00	.00	.00	.00
Personnel Services Totals			\$977.02	\$0.00	\$0.00	\$0.00	+++
Supplies							
	U62001	Materials & Supplies General	113.93	3,500.00	2,000.00	(1,500.00)	(42.85)
	U62024	Materials & Supplies Structures	343.08	10,000.00	10,000.00	.00	.00
	U62026	Materials & Supplies Pumps	19,069.65	12,000.00	13,000.00	1,000.00	8.33
	U62044	Materials & Supplies Office Supplies	.00	50.00	50.00	.00	.00
	U62046	Materials & Supplies Maintenance	.00	2,500.00	2,500.00	.00	.00
	U62146	Furniture & Fixtures Maintenance	1,150.96	500.00	500.00	.00	.00
	U62147	Material & Supplies - Personal Protective Equipment	.00	.00	750.00	750.00	.00
	U62148	Material & Supplies - Worksite Safety Equipment	.00	.00	750.00	750.00	.00
Supplies Totals			\$20,677.62	\$28,550.00	\$29,550.00	\$1,000.00	3.50%
Other Services and Charges							
	U61530	Purchased Power	332,916.34	380,000.00	346,282.00	(33,718.00)	(8.87)
	U61720	Natural Gas	879.12	1,000.00	320.00	(680.00)	(68.00)
	U61732	Cell Phone Charges	375.16	500.00	500.00	.00	.00
Other Services and Charges Totals			\$334,170.62	\$381,500.00	\$347,102.00	(\$34,398.00)	(9.02%)
Department 73 - Booster & Lift Stations Totals			\$355,825.26	\$410,050.00	\$376,652.00	(\$33,398.00)	(8.14%)
Department: 75 - Meters							
Personnel Services							
	U40800	Taxes - FICA	14,895.88	16,516.93	17,170.10	653.17	3.95
	U60100	Salaries & Wages Employees	199,565.11	208,910.52	216,963.96	8,053.44	3.85
	U60200	OT Salary & Wages	4,817.30	7,000.50	7,000.00	(.50)	.00
	U60400	Employee Pensions & Benefits	29,084.71	99,679.32	105,146.16	5,466.84	5.48
Personnel Services Totals			\$248,363.00	\$332,107.27	\$346,280.22	\$14,172.95	4.27%
Supplies							
	U62001	Materials & Supplies General	12,181.64	6,000.00	4,000.00	(2,000.00)	(33.33)
	U62022	Materials & Supplies Meters	17,092.02	70,000.00	70,000.00	.00	.00
	U62044	Materials & Supplies Office Supplies	2,435.40	1,000.00	1,000.00	.00	.00
	U62142	Furniture & Fixtures Computer	607.59	560.00	560.00	.00	.00
	U62147	Material & Supplies - Personal Protective Equipment	.00	.00	1,000.00	1,000.00	.00
	U62148	Material & Supplies - Worksite Safety Equipment	.00	.00	1,000.00	1,000.00	.00
Supplies Totals			\$32,316.65	\$77,560.00	\$77,560.00	\$0.00	0.00%
Other Services and Charges							
	U61732	Cell Phone Charges	107.94	100.00	100.00	.00	.00
	U61734	Pager Expenses	9.40	75.00	75.00	.00	.00
	U62200	Training	60.00	100.00	100.00	.00	.00
	U65022	Transportation Meter	15,129.51	29,600.00	25,000.00	(4,600.00)	(15.54)
	U66000	Advertising	45.88	150.00	150.00	.00	.00
	U67501	Miscellaneous Expense	.00	50.00	50.00	.00	.00

	U67510	Miscellaneous Expense - Membership Dues/License	.00	150.00	150.00	.00	.00
	U67536	Miscellaneous Expense Shipping	111.20	100.00	100.00	.00	.00
	U67547	Miscellaneous Expense Software	713.79	750.00	750.00	.00	.00
Other Services and Charges Totals			\$16,177.72	\$31,075.00	\$26,475.00	(\$4,600.00)	(14.80%)
Department 75 - Meters Totals			\$296,857.37	\$440,742.27	\$450,315.22	\$9,572.95	2.17%
Department: 92 - Engineering							
Personnel Services							
	U40800	Taxes - FICA	24,371.66	28,006.59	27,003.56	(1,003.03)	(3.58)
	U60100	Salaries & Wages Employees	346,620.28	361,135.58	347,623.68	(13,511.90)	(3.74)
	U60200	OT Salary & Wages	579.30	5,000.58	1,000.00	(4,000.58)	(80.00)
	U60400	Employee Pensions & Benefits	49,232.06	141,645.66	150,713.06	9,067.40	6.40
Personnel Services Totals			\$420,803.30	\$535,788.41	\$526,340.30	(\$9,448.11)	(1.76%)
Supplies							
	U62001	Materials & Supplies General	1,223.82	2,000.00	1,200.00	(800.00)	(40.00)
	U62025	Materials & Supplies Equipment	133.75	200.00	200.00	.00	.00
	U62044	Materials & Supplies Office Supplies	905.70	1,500.00	1,500.00	.00	.00
	U62142	Furniture & Fixtures Computer	1,334.35	3,000.00	3,744.00	744.00	24.80
	U62146	Furniture & Fixtures Maintenance	2,052.39	2,000.00	2,000.00	.00	.00
	U62147	Material & Supplies - Personal Protective Equipment	.00	.00	400.00	400.00	.00
	U62148	Material & Supplies - Worksite Safety Equipment	.00	.00	200.00	200.00	.00
Supplies Totals			\$5,650.01	\$8,700.00	\$9,244.00	\$544.00	6.25%
Other Services and Charges							
	U61732	Cell Phone Charges	2,605.49	2,400.00	2,500.00	100.00	4.16
	U61733	Telephone - Other Charges	.00	100.00	100.00	.00	.00
	U62200	Training	1,962.90	3,000.00	3,000.00	.00	.00
	U63100	Contract Services Engineering	.00	8,200.00	8,200.00	.00	.00
	U63600	Contracted Services - Other	.00	2,600.00	2,600.00	.00	.00
	U65000	Transportation	11,735.01	20,000.00	18,080.00	(1,920.00)	(9.60)
	U66000	Advertising	.00	100.00	.00	(100.00)	(100.00)
	U67501	Miscellaneous Expense	816.66	.00	.00	.00	.00
	U67510	Miscellaneous Expense - Membership Dues/License	546.00	3,500.00	1,000.00	(2,500.00)	(71.42)
	U67536	Miscellaneous Expense Shipping	217.54	400.00	400.00	.00	.00
	U67547	Miscellaneous Expense Software	4,435.60	15,000.00	15,000.00	.00	.00
Other Services and Charges Totals			\$22,319.20	\$55,300.00	\$50,880.00	(\$4,420.00)	(7.99%)
Department 92 - Engineering Totals			\$448,772.51	\$599,788.41	\$586,464.30	(\$13,324.11)	(2.22%)
Fund 009 - Water Totals			\$17,108,076.72	\$10,237,570.06	\$10,322,591.67	\$85,021.61	0.83%

CITY OF BLOOMINGTON
Budget Worksheet Report

	Account Number	Description	2015 Actual Amount	2016 Adopted Budget	2017 Council	+/- \$	+/- %
Fund: 010 - Wastewater							
Department: 00 - Default							
Other Services and Charges							
	U42705	Interest Expense Capital Lease	36,073.33	27,077.00	17,870.00	(9,207.00)	(34.00)
	U42709	Interest Expense Bond Issue 03	71,060.12	71,235.00	71,500.00	265.00	.37
	U42720	Extensions & Replacements	.00	828,245.00	4,646,154.00	3,817,909.00	460.96
Other Services and Charges Totals			\$107,133.45	\$926,557.00	\$4,735,524.00	\$3,808,967.00	411.09%
Capital Outlays							
	U40300	Depreciation	3,282,877.17	.00	.00	.00	.00
Capital Outlays Totals			\$3,282,877.17	\$0.00	\$0.00	\$0.00	+++
Department 00 - Default Totals			\$3,390,010.62	\$926,557.00	\$4,735,524.00	\$3,808,967.00	411.09%
Department: 51 - Director							
Personnel Services							
	U40800						
	U60100	Taxes - FICA	27,258.16	28,743.14	29,257.91	514.77	1.79
	U60200	Salaries & Wages Employees	374,117.74	374,690.16	381,433.34	6,743.18	1.79
	U60400	OT Salary & Wages	4.50	999.96	1,000.00	.04	.00
		Employee Pensions & Benefits	47,788.30	133,670.68	141,035.28	7,364.60	5.50
Personnel Services Totals			\$449,168.70	\$538,103.94	\$552,726.53	\$14,622.59	2.72%
Supplies							
	U62001	Materials & Supplies General	3,658.35	5,000.00	3,500.00	(1,500.00)	(30.00)
	U62044	Materials & Supplies Office Supplies	5,814.59	2,000.00	2,000.00	.00	.00
	U62142	Furniture & Fixtures Computer	3,312.61	2,808.00	2,808.00	.00	.00
	U62143	Furniture & Fixtures Other Furniture	.00	1,200.00	1,200.00	.00	.00
	U62146	Furniture & Fixtures Maintenance	7,022.14	5,000.00	5,000.00	.00	.00
	U62147	Material & Supplies - Personal Protective Equipment	.00	.00	750.00	750.00	.00
	U62148	Material & Supplies - Worksite Safety Equipment	.00	.00	750.00	750.00	.00
Supplies Totals			\$19,807.69	\$16,008.00	\$16,008.00	\$0.00	0.00%
Other Services and Charges							
	U61732	Cell Phone Charges	1,774.79	1,500.00	1,500.00	.00	.00
	U61733	Telephone - Other Charges	.00	200.00	200.00	.00	.00
	U62200	Training	7,609.98	14,000.00	14,000.00	.00	.00
	U63100	Contract Services Engineering	750.00	8,000.00	8,000.00	.00	.00
	U63200	Contract Services Accounting	12,236.18	15,000.00	10,000.00	(5,000.00)	(33.33)
	U63202	Assistance Program	16,485.04	21,000.00	24,000.00	3,000.00	14.28
	U63300	Contract Services Legal	2,134.00	25,000.00	5,000.00	(20,000.00)	(80.00)
	U63532	Contract Services Testing	24,462.00	13,000.00	15,000.00	2,000.00	15.38
	U64005	Bond Issuance Cost 05	30,865.66	30,865.00	30,865.00	.00	.00
	U65000	Transportation	13,924.72	18,000.00	16,200.00	(1,800.00)	(10.00)
	U66000	Advertising	6,770.30	1,000.00	1,000.00	.00	.00
	U67501	Miscellaneous Expense	39.00	300.00	300.00	.00	.00
	U67510	Miscellaneous Expense - Membership Dues/License	1,418.20	1,500.00	1,500.00	.00	.00

	U67536	Miscellaneous Expense Shipping	2,909.19	2,200.00	2,200.00	.00	.00
	U67547	Miscellaneous Expense Software	1,523.00	2,000.00	2,000.00	.00	.00
Other Services and Charges Totals			\$122,902.06	\$153,565.00	\$131,765.00	(\$21,800.00)	(14.20%)
Department 51 - Director Totals			\$591,878.45	\$707,676.94	\$700,499.53	(\$7,177.41)	(1.01%)

Department: 52 - USB
Personnel Services

	U40800	Taxes - FICA	1,332.33	1,369.97	1,370.00	.03	.00
	U60100	Salaries & Wages Employees	17,411.49	17,903.34	17,904.00	.66	.00
	U60400	Employee Pensions & Benefits	1,188,665.50	.00	.00	.00	.00
Personnel Services Totals			\$1,207,409.32	\$19,273.31	\$19,274.00	\$0.69	0.00%

Supplies							
	U62001	Materials & Supplies General	36,357.82	45,000.00	38,000.00	(7,000.00)	(15.55)
	U62044	Materials & Supplies Office Supplies	3,287.80	3,000.00	3,000.00	.00	.00
	U62142	Furniture & Fixtures Computer	.00	1,968.00	1,968.00	.00	.00
	U62143	Furniture & Fixtures Other Furniture	116.37	360.00	360.00	.00	.00
	U62146	Furniture & Fixtures Maintenance	16,319.67	37,500.00	37,500.00	.00	.00
	U62147	Material & Supplies - Personal Protective Equipment	.00	.00	1,000.00	1,000.00	.00
	U62148	Material & Supplies - Worksite Safety Equipment	.00	.00	6,000.00	6,000.00	.00
Supplies Totals			\$56,081.66	\$87,828.00	\$87,828.00	\$0.00	0.00%

Other Services and Charges							
	U61530	Purchased Power	27,727.84	25,000.00	22,500.00	(2,500.00)	(9.99)
	U61700	Utilities General	3,636.58	3,852.00	4,100.00	248.00	6.43
	U61720	Natural Gas	9,217.77	7,000.00	7,700.00	700.00	10.00
	U61730	Telephone - Land Line & Long Distance	2,310.42	1,200.00	1,500.00	300.00	25.00
	U61733	Telephone - Other Charges	42,222.81	31,000.00	42,000.00	11,000.00	35.48
	U62200	Training	2,955.00	6,000.00	600.00	(5,400.00)	(90.00)
	U63600	Contracted Services - Other	28,429.20	36,000.00	36,000.00	.00	.00
	U63701	Contract Services Interdepartmental	907,258.32	545,603.00	591,000.00	45,397.00	8.32
	U63702	Contract Services In Lieu of Taxes	679,474.09	340,730.00	375,000.00	34,270.00	10.05
	U65000	Transportation	368.17	600.00	600.00	.00	.00
	U65024	Transportation Structures	627.18	1,600.00	1,600.00	.00	.00
	U65700	Liability Insurance	224,906.58	235,000.00	120,000.00	(115,000.00)	(48.93)
	U65900	Insurance Other Deductibles	9,000.00	12,000.00	12,000.00	.00	.00
	U66000	Advertising	930.53	300.00	300.00	.00	.00
	U67501	Miscellaneous Expense	9,974.05	10,000.00	10,000.00	.00	.00
	U67510	Miscellaneous Expense - Membership Dues/License	.00	300.00	300.00	.00	.00
	U67536	Miscellaneous Expense Shipping	.00	200.00	200.00	.00	.00
	U67547	Miscellaneous Expense Software	20,792.87	7,500.00	7,500.00	.00	.00
Other Services and Charges Totals			\$1,969,831.41	\$1,263,885.00	\$1,232,900.00	(\$30,985.00)	(2.45%)

Department 52 - USB Totals			\$3,233,322.39	\$1,370,986.31	\$1,340,002.00	(\$30,984.31)	(2.26%)
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Department: 53 - Accounting
Personnel Services

	U40800	Taxes - FICA	19,055.37	20,388.99	20,396.78	7.79	.03
	U60100	Salaries & Wages Employees	262,967.40	265,509.92	265,611.06	101.14	.03

	U60200	OT Salary & Wages	88.68	1,000.22	1,000.00	(.22)	(.02)
	U60400	Employee Pensions & Benefits	36,810.45	109,518.24	114,938.84	5,420.60	4.94
Personnel Services Totals			\$318,921.90	\$396,417.37	\$401,946.68	\$5,529.31	1.39%
Supplies							
	U62044	Materials & Supplies Office Supplies	1,004.87	1,600.00	1,600.00	.00	.00
	U62142	Furniture & Fixtures Computer	706.15	3,528.00	3,528.00	.00	.00
	U62146	Furniture & Fixtures Maintenance	8,835.69	900.00	900.00	.00	.00
Supplies Totals			\$10,546.71	\$6,028.00	\$6,028.00	\$0.00	0.00%
Other Services and Charges							
	U62200	Training	409.80	600.00	600.00	.00	.00
	U63200	Contract Services Accounting	12,448.75	9,000.00	9,000.00	.00	.00
	U67536	Miscellaneous Expense Shipping	595.68	800.00	800.00	.00	.00
	U67547	Miscellaneous Expense Software	.00	300.00	300.00	.00	.00
Other Services and Charges Totals			\$13,454.23	\$10,700.00	\$10,700.00	\$0.00	0.00%
Department 53 - Accounting Totals			\$342,922.84	\$413,145.37	\$418,674.68	\$5,529.31	1.34%
Department: 54 - Billings & Collections							
Personnel Services							
	U40800	Taxes - FICA	6,020.53	6,660.06	6,792.87	132.81	1.99
	U60100	Salaries & Wages Employees	84,596.88	86,654.10	88,387.90	1,733.80	2.00
	U60200	OT Salary & Wages	.00	400.14	400.00	(.14)	(.03)
	U60400	Employee Pensions & Benefits	10,773.99	44,216.90	46,865.10	2,648.20	5.98
Personnel Services Totals			\$101,391.40	\$137,931.20	\$142,445.87	\$4,514.67	3.27%
Supplies							
	U62001	Materials & Supplies General	.00	50.00	50.00	.00	.00
	U62040	Materials & Supplies Statements	90,681.22	92,000.00	87,185.00	(4,815.00)	(5.23)
	U62044	Materials & Supplies Office Supplies	7,246.47	10,000.00	10,000.00	.00	.00
	U62142	Furniture & Fixtures Computer	218.38	1,968.00	1,968.00	.00	.00
	U62146	Furniture & Fixtures Maintenance	400.50	2,000.00	2,000.00	.00	.00
Supplies Totals			\$98,546.57	\$106,018.00	\$101,203.00	(\$4,815.00)	(4.54%)
Other Services and Charges							
	U66000	Advertising	.00	75.00	75.00	.00	.00
	U66900	Cash Over Short	.90	.00	.00	.00	.00
	U67000	Bad Debt	10,713.77	.00	.00	.00	.00
	U67501	Miscellaneous Expense	123,162.11	130,000.00	99,000.00	(31,000.00)	(23.84)
	U67536	Miscellaneous Expense Shipping	7,888.01	8,000.00	8,000.00	.00	.00
Other Services and Charges Totals			\$141,764.79	\$138,075.00	\$107,075.00	(\$31,000.00)	(22.45%)
Department 54 - Billings & Collections Totals			\$341,702.76	\$382,024.20	\$350,723.87	(\$31,300.33)	(8.19%)
Department: 55 - Customer Relations							
Personnel Services							
	U40800	Taxes - FICA	7,453.92	8,346.70	8,511.03	164.33	1.96
	U60100	Salaries & Wages Employees	104,748.00	107,897.40	110,047.74	2,150.34	1.99
	U60200	OT Salary & Wages	.00	1,200.16	1,201.00	.84	.06
	U60400	Employee Pensions & Benefits	14,730.81	55,311.10	58,619.02	3,307.92	5.98
Personnel Services Totals			\$126,932.73	\$172,755.36	\$178,378.79	\$5,623.43	3.26%
Supplies							
	U62001	Materials & Supplies General	1,368.60	200.00	200.00	.00	.00
	U62040	Materials & Supplies Statements	.00	750.00	750.00	.00	.00
	U62044	Materials & Supplies Office Supplies	1,371.25	4,500.00	4,500.00	.00	.00
	U62142	Furniture & Fixtures Computer	472.73	1,800.00	1,800.00	.00	.00

	U62143	Furniture & Fixtures Other Furniture	425.71	.00	.00	.00	.00
	U62146	Furniture & Fixtures Maintenance	6,364.70	300.00	300.00	.00	.00
Supplies Totals			\$10,002.99	\$7,550.00	\$7,550.00	\$0.00	0.00%
Other Services and Charges							
	U62200	Training	.00	.00	300.00	300.00	.00
	U66000	Advertising	99.60	150.00	150.00	.00	.00
	U67536	Miscellaneous Expense Shipping	154.69	350.00	350.00	.00	.00
Other Services and Charges Totals			\$254.29	\$500.00	\$800.00	\$300.00	60.00%
Department 55 - Customer Relations Totals			\$137,190.01	\$180,805.36	\$186,728.79	\$5,923.43	3.28%
Department: 56 - Purchasing							
Personnel Services							
	U40800	Taxes - FICA	10,835.66	11,183.70	11,370.30	186.60	1.66
	U60100	Salaries & Wages Employees	141,829.26	138,174.40	140,621.54	2,447.14	1.77
	U60200	OT Salary & Wages	4,775.27	8,000.46	5,500.00	(2,500.46)	(31.25)
	U60400	Employee Pensions & Benefits	21,141.89	68,539.12	72,490.78	3,951.66	5.76
Personnel Services Totals			\$178,582.08	\$225,897.68	\$229,982.62	\$4,084.94	1.81%
Supplies							
	U62001	Materials & Supplies General	1,249.75	1,200.00	750.00	(450.00)	(37.50)
	U62044	Materials & Supplies Office Supplies	716.78	1,154.00	1,154.00	.00	.00
	U62142	Furniture & Fixtures Computer	112.75	1,968.00	1,968.00	.00	.00
	U62143	Furniture & Fixtures Other Furniture	2.26	.00	.00	.00	.00
	U62146	Furniture & Fixtures Maintenance	523.67	300.00	300.00	.00	.00
	U62147	Material & Supplies - Personal Protective Equipment	.00	.00	250.00	250.00	.00
	U62148	Material & Supplies - Worksite Safety Equipment	.00	.00	200.00	200.00	.00
Supplies Totals			\$2,605.21	\$4,622.00	\$4,622.00	\$0.00	0.00%
Other Services and Charges							
	U61732	Cell Phone Charges	809.58	700.00	700.00	.00	.00
	U61733	Telephone - Other Charges	.00	450.00	450.00	.00	.00
	U61734	Pager Expenses	42.32	100.00	150.00	50.00	50.00
	U62200	Training	.00	120.00	300.00	180.00	150.00
	U65000	Transportation	2,478.80	4,250.00	3,825.00	(425.00)	(10.00)
	U66000	Advertising	531.99	.00	.00	.00	.00
	U67501	Miscellaneous Expense	24.00	60.00	60.00	.00	.00
	U67510	Miscellaneous Expense - Membership Dues/License	.00	200.00	200.00	.00	.00
	U67536	Miscellaneous Expense Shipping	36.96	75.00	75.00	.00	.00
Other Services and Charges Totals			\$3,923.65	\$5,955.00	\$5,760.00	(\$195.00)	(3.27%)
Department 56 - Purchasing Totals			\$185,110.94	\$236,474.68	\$240,364.62	\$3,889.94	1.64%
Department: 57 - Environmental Services							
Other Services and Charges							
	U61532	Purchased Power Treatment	231.59	200.00	180.00	(20.00)	(10.00)
	U63300	Contract Services Legal	594.50	5,000.00	5,000.00	.00	.00
	U63532	Contract Services Testing	5,855.00	25,500.00	10,000.00	(15,500.00)	(60.78)
	U67536	Miscellaneous Expense Shipping	130.90	.00	.00	.00	.00
Other Services and Charges Totals			\$6,811.99	\$30,700.00	\$15,180.00	(\$15,520.00)	(50.55%)
Department 57 - Environmental Services Totals			\$6,811.99	\$30,700.00	\$15,180.00	(\$15,520.00)	(50.55%)

Department: 58 - Communications

Personnel Services

U40800	Taxes - FICA	6,206.80	9,204.55	9,889.31	684.76	7.43
U60100	Salaries & Wages Employees	86,082.21	112,825.18	121,760.42	8,935.24	7.91
U60200	OT Salary & Wages	3,055.18	7,499.96	5,500.00	(1,999.96)	(26.66)
U60400	Employee Pensions & Benefits	10,817.46	51,530.44	46,182.34	(5,348.10)	(10.37)
Personnel Services Totals		\$106,161.65	\$181,060.13	\$183,332.07	\$2,271.94	1.25%

Supplies

U62044	Materials & Supplies Office Supplies	69.39	.00	150.00	150.00	.00
U62142	Furniture & Fixtures Computer	104.99	.00	500.00	500.00	.00
U62146	Furniture & Fixtures Maintenance	1,185.60	.00	500.00	500.00	.00
Supplies Totals		\$1,359.98	\$0.00	\$1,150.00	\$1,150.00	+++

Other Services and Charges

U61732	Cell Phone Charges	195.50	200.00	200.00	.00	.00
U66000	Advertising	66.13	200.00	200.00	.00	.00
U67501	Miscellaneous Expense	.00	350.00	150.00	(200.00)	(57.14)
Other Services and Charges Totals		\$261.63	\$750.00	\$550.00	(\$200.00)	(26.67%)

Department 58 - Communications Totals		\$107,783.26	\$181,810.13	\$185,032.07	\$3,221.94	1.77%
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Department: 64 - Blucher Poole WWTP

Personnel Services

U40800	Taxes - FICA	43,579.19	48,782.58	49,535.16	752.58	1.54
U60100	Salaries & Wages Employees	524,578.23	537,680.52	547,515.24	9,834.72	1.82
U60200	OT Salary & Wages	94,999.46	100,000.16	90,000.00	(10,000.16)	(10.00)
U60400	Employee Pensions & Benefits	86,926.62	249,826.72	263,235.38	13,408.66	5.36
Personnel Services Totals		\$750,083.50	\$936,289.98	\$950,285.78	\$13,995.80	1.49%

Supplies

U61804	Chemicals Chlorine	.00	500.00	.00	(500.00)	(100.00)
U61809	Chemicals Lime	.00	400.00	400.00	.00	.00
U61814	Chemicals Miscellaneous	.00	8,500.00	8,500.00	.00	.00
U61817	Chemicals Polymer	17,161.77	10,800.00	10,800.00	.00	.00
U62001	Materials & Supplies General	50,384.32	49,500.00	45,500.00	(4,000.00)	(8.08)
U62024	Materials & Supplies Structures	73,615.69	40,000.00	40,000.00	.00	.00
U62032	Materials & Supplies Treatment	125,345.78	66,960.00	70,000.00	3,040.00	4.53
U62044	Materials & Supplies Office Supplies	1,937.55	1,200.00	1,500.00	300.00	25.00
U62045	Materials & Supplies Tanks	.00	1,000.00	1,000.00	.00	.00
U62142	Furniture & Fixtures Computer	174.99	6,560.00	6,560.00	.00	.00
U62143	Furniture & Fixtures Other Furniture	723.43	1,000.00	1,000.00	.00	.00
U62146	Furniture & Fixtures Maintenance	5,072.58	2,500.00	3,200.00	700.00	28.00
U62147	Material & Supplies - Personal Protective Equipment	.00	.00	3,000.00	3,000.00	.00
U62148	Material & Supplies - Worksite Safety Equipment	.00	.00	3,000.00	3,000.00	.00
Supplies Totals		\$274,416.11	\$188,920.00	\$194,460.00	\$5,540.00	2.93%

Other Services and Charges

U61125	Transportation Sludge Removal	73,559.84	55,008.00	55,008.00	.00	.00
U61132	Sludge Treatment Removal	.00	4,000.00	4,000.00	.00	.00
U61146	Sludge Removal Maintenance	.00	1,000.00	1,000.00	.00	.00
U61531	Purchased Power Pumping	.00	15,000.00	.00	(15,000.00)	(100.00)
U61532	Purchased Power Treatment	.00	60,000.00	60,000.00	.00	.00

U61700	Utilities General	70,610.37	74,095.00	83,853.00	9,758.00	13.16
U61720	Natural Gas	26,767.73	24,624.00	26,500.00	1,876.00	7.61
U61732	Cell Phone Charges	432.21	600.00	600.00	.00	.00
U61733	Telephone - Other Charges	3,879.09	4,000.00	4,000.00	.00	.00
U61734	Pager Expenses	.00	50.00	50.00	.00	.00
U62200	Training	1,303.31	15,000.00	15,000.00	.00	.00
U63532	Contract Services Testing	9,311.00	15,000.00	18,000.00	3,000.00	19.99
U65000	Transportation	35,591.69	63,500.00	57,150.00	(6,350.00)	(10.00)
U65024	Transportation Structures	4,583.31	10,000.00	10,000.00	.00	.00
U67501	Miscellaneous Expense	1,885.94	2,000.00	2,000.00	.00	.00
U67536	Miscellaneous Expense Shipping	195.65	300.00	300.00	.00	.00
Other Services and Charges Totals		\$228,120.14	\$344,177.00	\$337,461.00	(\$6,716.00)	(1.95%)
Department 64 - Blucher Poole WWTP Totals		\$1,252,619.75	\$1,469,386.98	\$1,482,206.78	\$12,819.80	0.87%

Department: 65 - Dillman Road WWTP

Personnel Services

U40800	Taxes - FICA	64,268.90	70,869.81	71,594.91	725.10	1.02
U60100	Salaries & Wages Employees	804,704.70	818,996.62	825,871.94	6,875.32	.83
U60200	OT Salary & Wages	101,271.53	110,000.02	100,000.00	(10,000.02)	(9.09)
U60400	Employee Pensions & Benefits	127,024.19	370,830.98	389,826.42	18,995.44	5.12

Personnel Services Totals

\$1,097,269.32 \$1,370,697.43 \$1,387,293.27 \$16,595.84 1.21%

Supplies

U61804	Chemicals Chlorine	.00	50.00	50.00	.00	.00
U61809	Chemicals Lime	.00	500.00	500.00	.00	.00
U61814	Chemicals Miscellaneous	363.96	1,000.00	1,000.00	.00	.00
U61817	Chemicals Polymer	36,417.87	28,836.00	28,800.00	(36.00)	(.12)
U61820	Chemicals Sodium Bisulfite	9,578.43	16,000.00	18,000.00	2,000.00	12.50
U61823	Chemicals Sodium Hypochlorite	23,266.68	28,080.00	29,000.00	920.00	3.27
U61830	Chemicals - Sodium Aluminate	107,164.45	175,000.00	110,000.00	(65,000.00)	(37.14)
U62001	Materials & Supplies General	42,359.16	43,300.00	35,100.00	(8,200.00)	(18.93)
U62024	Materials & Supplies Structures	64,085.18	40,000.00	43,000.00	3,000.00	7.49
U62032	Materials & Supplies Treatment	145,806.11	141,000.00	147,000.00	6,000.00	4.25
U62044	Materials & Supplies Office Supplies	2,756.47	2,000.00	2,000.00	.00	.00
U62045	Materials & Supplies Tanks	551.20	21,600.00	20,000.00	(1,600.00)	(7.40)
U62142	Furniture & Fixtures Computer	4,226.92	6,560.00	6,560.00	.00	.00
U62143	Furniture & Fixtures Other Furniture	5,677.12	600.00	600.00	.00	.00
U62146	Furniture & Fixtures Maintenance	5,351.07	3,000.00	5,000.00	2,000.00	66.66
U62147	Material & Supplies - Personal	.00	.00	4,000.00	4,000.00	.00
	Protective Equipment					
U62148	Material & Supplies - Worksite Safety Equipment	.00	.00	4,000.00	4,000.00	.00

Supplies Totals

\$447,604.62 \$507,526.00 \$454,610.00 (\$52,916.00) (10.43%)

Other Services and Charges

U61125	Transportation Sludge Removal	246,721.77	275,000.00	280,500.00	5,500.00	2.00
U61132	Sludge Treatment Removal	14,062.30	7,000.00	9,000.00	2,000.00	28.56
U61146	Sludge Removal Maintenance	.00	650.00	650.00	.00	.00
U61531	Purchased Power Pumping	76,764.14	96,720.00	87,048.00	(9,672.00)	(10.00)
U61532	Purchased Power Treatment	690,877.08	897,000.00	810,000.00	(87,000.00)	(9.69)
U61700	Utilities General	17,662.66	18,012.00	18,600.00	588.00	3.26
U61720	Natural Gas	28,147.90	30,910.00	31,000.00	90.00	.29

	U61732	Cell Phone Charges	2,968.91	1,500.00	2,200.00	700.00	46.66
	U61733	Telephone - Other Charges	3,010.79	3,500.00	3,500.00	.00	.00
	U61734	Pager Expenses	23.52	200.00	200.00	.00	.00
	U62200	Training	3,018.39	15,000.00	15,000.00	.00	.00
	U63532	Contract Services Testing	32,565.46	35,000.00	35,000.00	.00	.00
	U65000	Transportation	64,148.95	90,000.00	81,180.00	(8,820.00)	(9.79)
	U65024	Transportation Structures	13,617.64	13,308.00	13,500.00	192.00	1.44
	U66000	Advertising	110.96	.00	100.00	100.00	.00
	U67501	Miscellaneous Expense	6,310.88	6,200.00	6,200.00	.00	.00
	U67510	Miscellaneous Expense - Membership Dues/License	50.00	100.00	100.00	.00	.00
	U67536	Miscellaneous Expense Shipping	563.86	1,800.00	1,800.00	.00	.00
	U67547	Miscellaneous Expense Software	1,324.00	1,200.00	1,200.00	.00	.00
Other Services and Charges Totals			\$1,201,949.21	\$1,493,100.00	\$1,396,778.00	(\$96,322.00)	(6.45%)
Department 65 - Dillman Road WWTP Totals			\$2,746,823.15	\$3,371,323.43	\$3,238,681.27	(\$132,642.16)	(3.93%)
Department: 66 - Laboratory							
Personnel Services							
	U40800	Taxes - FICA	7,342.68	8,376.29	8,542.94	166.65	1.98
	U60100	Salaries & Wages Employees	102,993.71	103,493.26	105,661.56	2,168.30	2.09
	U60200	OT Salary & Wages	5,106.70	6,000.54	5,000.00	(1,000.54)	(16.67)
	U60400	Employee Pensions & Benefits	11,601.15	47,402.94	47,097.32	(305.62)	(.64)
Personnel Services Totals			\$127,044.24	\$165,273.03	\$166,301.82	\$1,028.79	0.62%
Supplies							
	U61814	Chemicals Miscellaneous	3,315.84	7,000.00	6,000.00	(1,000.00)	(14.28)
	U62001	Materials & Supplies General	11,416.39	17,500.00	15,500.00	(2,000.00)	(11.42)
	U62032	Materials & Supplies Treatment	3,520.20	2,000.00	2,000.00	.00	.00
	U62147	Material & Supplies - Personal Protective Equipment	.00	.00	1,000.00	1,000.00	.00
	U62148	Material & Supplies - Worksite Safety Equipment	.00	.00	1,000.00	1,000.00	.00
Supplies Totals			\$18,252.43	\$26,500.00	\$25,500.00	(\$1,000.00)	(3.77%)
Other Services and Charges							
	U62200	Training	.00	300.00	.00	(300.00)	(100.00)
	U63532	Contract Services Testing	5,202.89	2,000.00	2,000.00	.00	.00
	U65000	Transportation	54.64	.00	.00	.00	.00
	U67536	Miscellaneous Expense Shipping	13.04	200.00	200.00	.00	.00
Other Services and Charges Totals			\$5,270.57	\$2,500.00	\$2,200.00	(\$300.00)	(12.00%)
Department 66 - Laboratory Totals			\$150,567.24	\$194,273.03	\$194,001.82	(\$271.21)	(0.14%)
Department: 71 - Transmission & Distribution							
Personnel Services							
	U40800	Taxes - FICA	77,682.28	87,792.56	86,513.11	(1,279.45)	(1.45)
	U60100	Salaries & Wages Employees	1,056,248.90	1,112,596.68	1,120,126.34	7,529.66	.67
	U60200	OT Salary & Wages	26,110.78	34,996.52	30,000.00	(4,996.52)	(14.27)
	U60400	Employee Pensions & Benefits	152,305.72	505,401.52	528,851.70	23,450.18	4.63
Personnel Services Totals			\$1,312,347.68	\$1,740,787.28	\$1,765,491.15	\$24,703.87	1.42%
Supplies							
	U62001	Materials & Supplies General	46,273.98	55,000.00	45,000.00	(10,000.00)	(18.18)
	U62020	Materials & Supplies Lines	124,193.29	90,000.00	90,000.00	.00	.00
	U62044	Materials & Supplies Office Supplies	1,648.00	2,000.00	2,000.00	.00	.00
	U62142	Furniture & Fixtures Computer	733.76	9,552.00	4,000.00	(5,552.00)	(58.12)

	U62146	Furniture & Fixtures Maintenance	244.70	1,000.00	1,000.00	.00	.00
	U62147	Material & Supplies - Personal Protective Equipment	.00	.00	5,000.00	5,000.00	.00
	U62148	Material & Supplies - Worksite Safety Equipment	.00	.00	5,000.00	5,000.00	.00
Supplies Totals			\$173,093.73	\$157,552.00	\$152,000.00	(\$5,552.00)	(3.52%)
Other Services and Charges							
	U61732	Cell Phone Charges	3,135.07	2,200.00	3,000.00	800.00	36.36
	U61733	Telephone - Other Charges	.00	400.00	400.00	.00	.00
	U61734	Pager Expenses	399.90	300.00	500.00	200.00	66.66
	U62200	Training	.00	2,000.00	2,000.00	.00	.00
	U65020	Transportation Lines	177,711.38	345,159.00	319,592.00	(25,567.00)	(7.40)
	U65024	Transportation Structures	.00	500.00	500.00	.00	.00
	U66000	Advertising	208.98	300.00	300.00	.00	.00
	U67501	Miscellaneous Expense	1,261.80	1,300.00	1,300.00	.00	.00
	U67536	Miscellaneous Expense Shipping	1,893.42	1,200.00	1,200.00	.00	.00
	U67547	Miscellaneous Expense Software	.00	800.00	800.00	.00	.00
Other Services and Charges Totals			\$184,610.55	\$354,159.00	\$329,592.00	(\$24,567.00)	(6.94%)
Department 71 - Transmission & Distribution Totals			\$1,670,051.96	\$2,252,498.28	\$2,247,083.15	(\$5,415.13)	(0.24%)
Department: 73 - Booster & Lift Stations							
Personnel Services							
	U60100	Salaries & Wages Employees	1,465.54	.00	.00	.00	.00
Personnel Services Totals			\$1,465.54	\$0.00	\$0.00	\$0.00	+++
Supplies							
	U62001	Materials & Supplies General	1,449.03	3,000.00	3,000.00	.00	.00
	U62024	Materials & Supplies Structures	7,867.82	30,000.00	25,000.00	(5,000.00)	(16.66)
	U62026	Materials & Supplies Pumps	33,561.49	62,000.00	58,000.00	(4,000.00)	(6.45)
	U62046	Materials & Supplies Maintenance	.00	3,500.00	3,500.00	.00	.00
Supplies Totals			\$42,878.34	\$98,500.00	\$89,500.00	(\$9,000.00)	(9.14%)
Other Services and Charges							
	U61531	Purchased Power Pumping	82,380.39	67,457.00	80,000.00	12,543.00	18.59
	U61700	Utilities General	245.72	300.00	300.00	.00	.00
	U61720	Natural Gas	601.59	740.00	750.00	10.00	1.35
	U61732	Cell Phone Charges	562.70	550.00	550.00	.00	.00
	U67536	Miscellaneous Expense Shipping	.00	100.00	100.00	.00	.00
Other Services and Charges Totals			\$83,790.40	\$69,147.00	\$81,700.00	\$12,553.00	18.15%
Department 73 - Booster & Lift Stations Totals			\$128,134.28	\$167,647.00	\$171,200.00	\$3,553.00	2.12%
Department: 75 - Meters							
Personnel Services							
	U40800	Taxes - FICA	22,343.98	24,584.75	24,796.64	211.89	.86
	U60100	Salaries & Wages Employees	299,348.01	313,366.04	316,128.92	2,762.88	.88
	U60200	OT Salary & Wages	7,225.95	7,999.68	8,000.00	.32	.00
	U60400	Employee Pensions & Benefits	43,626.22	149,163.30	157,365.02	8,201.72	5.49
Personnel Services Totals			\$372,544.16	\$495,113.77	\$506,290.58	\$11,176.81	2.26%
Supplies							
	U62001	Materials & Supplies General	2,139.67	6,480.00	4,480.00	(2,000.00)	(30.86)
	U62022	Materials & Supplies Meters	25,608.12	55,000.00	51,000.00	(4,000.00)	(7.27)
	U62044	Materials & Supplies Office Supplies	3,653.08	1,000.00	1,000.00	.00	.00
	U62142	Furniture & Fixtures Computer	911.38	840.00	840.00	.00	.00

	U62147	Material & Supplies - Personal Protective Equipment	.00	.00	1,000.00	1,000.00	.00
	U62148	Material & Supplies - Worksite Safety Equipment	.00	.00	1,000.00	1,000.00	.00
Supplies Totals			\$32,312.25	\$63,320.00	\$59,320.00	(\$4,000.00)	(6.32%)
Other Services and Charges							
	U61732	Cell Phone Charges	161.96	100.00	100.00	.00	.00
	U61734	Pager Expenses	14.12	50.00	50.00	.00	.00
	U62200	Training	.00	.00	500.00	500.00	.00
	U65022	Transportation Meter	22,694.28	44,500.00	44,500.00	.00	.00
	U66000	Advertising	68.83	.00	.00	.00	.00
	U67501	Miscellaneous Expense	.00	50.00	50.00	.00	.00
	U67536	Miscellaneous Expense Shipping	166.80	150.00	150.00	.00	.00
	U67547	Miscellaneous Expense Software	1,070.68	1,200.00	1,200.00	.00	.00
Other Services and Charges Totals			\$24,176.67	\$46,050.00	\$46,550.00	\$500.00	1.09%
Department 75 - Meters Totals			\$429,033.08	\$604,483.77	\$612,160.58	\$7,676.81	1.27%
Department: 92 - Engineering							
Personnel Services							
	U40800	Taxes - FICA	36,569.42	41,749.04	38,962.43	(2,786.61)	(6.67)
	U60100	Salaries & Wages Employees	520,141.74	541,702.46	505,273.08	(36,429.38)	(6.72)
	U60200	OT Salary & Wages	868.96	3,999.58	2,000.00	(1,999.58)	(49.99)
	U60400	Employee Pensions & Benefits	73,846.55	211,969.68	225,572.26	13,602.58	6.41
Personnel Services Totals			\$631,426.67	\$799,420.76	\$771,807.77	(\$27,612.99)	(3.45%)
Supplies							
	U62001	Materials & Supplies General	1,418.98	2,200.00	1,300.00	(900.00)	(40.90)
	U62025	Materials & Supplies Equipment	200.62	200.00	100.00	(100.00)	(50.00)
	U62044	Materials & Supplies Office Supplies	15,095.54	15,500.00	15,500.00	.00	.00
	U62142	Furniture & Fixtures Computer	2,001.50	4,776.00	4,776.00	.00	.00
	U62146	Furniture & Fixtures Maintenance	4,578.61	7,500.00	7,500.00	.00	.00
	U62147	Material & Supplies - Personal Protective Equipment	.00	.00	450.00	450.00	.00
	U62148	Material & Supplies - Worksite Safety Equipment	.00	.00	450.00	450.00	.00
Supplies Totals			\$23,295.25	\$30,176.00	\$30,076.00	(\$100.00)	(0.33%)
Other Services and Charges							
	U61732	Cell Phone Charges	3,908.27	3,200.00	3,500.00	300.00	9.37
	U61733	Telephone - Other Charges	3,976.14	8,000.00	7,500.00	(500.00)	(6.25)
	U62200	Training	2,263.86	2,000.00	2,200.00	200.00	10.00
	U63100	Contract Services Engineering	.00	76,800.00	50,000.00	(26,800.00)	(34.89)
	U65000	Transportation	17,602.56	28,000.00	25,256.00	(2,744.00)	(9.80)
	U66000	Advertising	.00	100.00	.00	(100.00)	(100.00)
	U67501	Miscellaneous Expense	816.67	100.00	100.00	.00	.00
	U67510	Miscellaneous Expense - Membership Dues/License	54.00	2,500.00	2,500.00	.00	.00
	U67536	Miscellaneous Expense Shipping	326.32	600.00	600.00	.00	.00
	U67547	Miscellaneous Expense Software	6,653.40	22,662.00	22,662.00	.00	.00
Other Services and Charges Totals			\$35,601.22	\$143,962.00	\$114,318.00	(\$29,644.00)	(20.59%)
Department 92 - Engineering Totals			\$690,323.14	\$973,558.76	\$916,201.77	(\$57,356.99)	(5.89%)
Fund 010 - Wastewater Totals			\$15,404,285.86	\$13,463,351.24	\$17,034,264.93	\$3,570,913.69	26.52%

CITY OF BLOOMINGTON
Budget Worksheet Report

	Account Number	Description	2015 Actual Amount	2016 Adopted Budget	2017 Council	+/- \$	+/- %
Fund: 011 - Stormwater							
Department: 81 - Stormwater							
Personnel Services							
	U40800	Taxes - FICA	22,338.32	31,895.30	32,352.14	456.84	1.43
	U60100	Salaries & Wages Employees	316,044.06	401,931.92	407,898.42	5,966.50	1.48
	U60200	OT Salary & Wages	6,484.59	15,000.18	10,000.00	(5,000.18)	(33.33)
	U60400	Employee Pensions & Benefits	153,066.18	191,934.86	159,969.46	(31,965.40)	(16.65)
Personnel Services Totals			\$497,933.15	\$640,762.26	\$610,220.02	(\$30,542.24)	(4.77%)
Supplies							
	U62001	Materials & Supplies General	29,317.01	51,000.00	44,000.00	(7,000.00)	(13.72)
	U62024	Materials & Supplies Structures	78,816.97	115,000.00	115,000.00	.00	.00
	U62044	Materials & Supplies Office Supplies	363.96	400.00	400.00	.00	.00
	U62142	Furniture & Fixtures Computer	.00	4,680.00	2,100.00	(2,580.00)	(55.12)
	U62143	Furniture & Fixtures Other Furniture	.00	200.00	200.00	.00	.00
	U62147	Material & Supplies - Personal Protective Equipment	.00	.00	3,500.00	3,500.00	.00
	U62148	Material & Supplies - Worksite Safety Equipment	.00	.00	3,500.00	3,500.00	.00
Supplies Totals			\$108,497.94	\$171,280.00	\$168,700.00	(\$2,580.00)	(1.51%)
Other Services and Charges							
	U42705	Interest Expense Capital Lease	3,495.20	2,503.00	2,650.00	147.00	5.87
	U42720	Extensions & Replacements	.00	628,513.00	694,134.00	65,621.00	10.44
	U62200	Training	687.00	1,000.00	2,500.00	1,500.00	149.85
	U63200	Contract Services Accounting	.00	1,500.00	.00	(1,500.00)	(100.00)
	U63202	Assistance Program	969.08	.00	.00	.00	.00
	U65000	Transportation	7,622.57	2,300.00	7,000.00	4,700.00	204.17
	U65700	Liability Insurance	53,627.04	25,000.00	25,000.00	.00	.00
	U66000	Advertising	3,548.34	750.00	750.00	.00	.00
	U67000	Bad Debt	1,815.98	1,500.00	1,600.00	100.00	6.66
	U67501	Miscellaneous Expense	816.67	500.00	500.00	.00	.00
	U67510	Miscellaneous Expense - Membership Dues/License	.00	100.00	100.00	.00	.00
	U67536	Miscellaneous Expense Shipping	.00	200.00	200.00	.00	.00
Other Services and Charges Totals			\$72,581.88	\$663,866.00	\$734,434.00	\$70,568.00	10.63%
Capital Outlays							
	U40300	Depreciation	249,231.10	.00	.00	.00	.00
Capital Outlays Totals			\$249,231.10	\$0.00	\$0.00	\$0.00	+++
Department 81 - Stormwater Totals			\$928,244.07	\$1,475,908.26	\$1,513,354.02	\$37,445.76	2.54%

CITY OF BLOOMINGTON
Budget Worksheet Report

	Account Number	Description	2015 Actual Amount	2016 Adopted Budget	2017 Council	+/- \$	+/- %
Fund: 020 - Wastewater Sinking							
Department: 00 - Default							
Other Services and Charges							
	U42600	Bond Fees	2,100.00	2,400.00	3,000.00	600.00	25.00
	U42706	Interest Expense State Revolving	383,014.33	1,081,011.00	1,156,300.00	75,289.00	6.96
	U42710	Interest Expense Bond Issue 06	282,064.70	500,137.00	572,848.00	72,711.00	14.53
	U42712	Interest Expense Bond Issue 2012	402,492.51	2,116,107.00	2,024,747.00	(91,360.00)	(4.31)
	U42713	Interest Expense Bond Issue 2013	323,114.50	2,372,777.00	2,315,537.00	(57,240.00)	(2.41)
	U42717	Interest Expense Bond Issue 2017	.00	.00	298,611.00	298,611.00	.00
Other Services and Charges Totals			\$1,392,786.04	\$6,072,432.00	\$6,371,043.00	\$298,611.00	4.92%
Department 00 - Default Totals			\$1,392,786.04	\$6,072,432.00	\$6,371,043.00	\$298,611.00	4.92%
Fund 020 - Wastewater Sinking Totals			\$1,392,786.04	\$6,072,432.00	\$6,371,043.00	\$298,611.00	4.92%

**CITY OF BLOOMINGTON
Budget Worksheet Report**

	Account Number	Description	2015 Actual Amount	2016 Adopted Budget	2017 Council	+/- \$	+/- %
Fund: 029 - Water Sinking							
Department: 00 - Default							
Other Services and Charges							
	U42600	Bond Fees	1,243.75	.00	.00	.00	.00
	U42706	Interest Expense State Revolving	592,486.91	2,404,755.00	2,408,374.00	3,619.00	.15
	U42709	Interest Expense Bond Issue 03	115,525.00	561,625.00	546,494.00	(15,131.00)	(2.69)
	U42710	Interest Expense Bond Issue 06	173,613.55	381,327.00	379,833.00	(1,494.00)	(.39)
	U42711	Interest Expense Bond Issue 2011	1,291,327.85	1,963,325.00	1,972,850.00	9,525.00	.48
Other Services and Charges Totals			\$2,174,197.06	\$5,311,032.00	\$5,307,551.00	(\$3,481.00)	(0.07%)
Department 00 - Default Totals			\$2,174,197.06	\$5,311,032.00	\$5,307,551.00	(\$3,481.00)	(0.07%)
Fund 029 - Water Sinking Totals			\$2,174,197.06	\$5,311,032.00	\$5,307,551.00	(\$3,481.00)	(0.07%)

City of Bloomington 2017 Budget

**Wednesday
August 24,
2016**



Housing and
Neighborhood
Development
Department
(HAND)

2017 Budget Proposal

Memorandum

To: Members of the City of Bloomington Common Council
From: Doris Sims, HAND Director
Date: August 15, 2016

This memo accompanies the proposed 2017 budget for the Housing and Neighborhood Development Department.

Why We Exist

The Housing and Neighborhood Development Department's mission is: "To enhance the quality of life for Bloomington residents by developing programs, services, and partnerships with public and private organizations to preserve community character, promote safe and affordable housing and protect neighborhood vitality.

The department accomplishes its mission by implementing programs and activities and providing funding for a variety of housing, social service and physical improvement projects and services.

The HAND Department is responsible for administering the CDBG and HOME federal grant programs for the City of Bloomington. The department anticipates receiving \$784,529 in CDBG and \$493,492 in HOME funding for its fiscal year which runs from June 1, 2016 – May 31, 2017. The activities that will receive funding are divided into 3 distinct categories: physical improvements - 65% of the grant funding, social service -15%, and administration - 20%. Each year the Citizen's Advisory Committee meets to decide and make recommendations to the Mayor and Common Council on the distribution of the CDBG funds. The department also receives a grant in the amount of \$22,737 from HUD to administer a comprehensive housing counseling program which includes both pre-purchase, default/delinquency, and reverse mortgage counseling and conducting classes on pre-homeownership and being a renter.

Through its general fund allocation, the HAND Department accomplishes its enforcement programs. Title 16 or the Residential Rental Unit and Lodging Establishment Inspection Program exists to protect rental occupants and the property they occupy. All rental units within the corporate limits of the city are required to be registered and inspected on a three, four, or five year cycle. The department has over 22,000 units within its rental database. Title 6 addresses health and sanitation issues including the overgrowth of grass and weeds, and sidewalk snow removal. HAND oversees compliance.

Empowering residents through its Neighborhood Services is another function of the HAND Department. The department offers a wide array of services and programs that help strengthen the organizational and productivity skills of neighborhood associations. Through a Neighborhood newsletter, neighborhoods are kept abreast of funding opportunities, neighborhood clean-ups, special events and training opportunities that the city provides exclusively to support Bloomington neighborhoods.

In conjunction with the City Council, a HAND staff member is responsible for administering the Council's Jack Hopkins Fund. The department also oversees historic preservation activities within the city including reviewing design issues within local historic districts, administration of the city's Demolition Delay ordinance, organizing informational workshops and lectures on historic preservation and providing staff support to the Historic Preservation Commission.

The HAND Department's general fund budget request is \$1,446,931.76. This is a decrease of \$72,935 or 4.8%.

Category 1 – Personnel request is \$1,027,990 a Decrease of \$8,663 or.84 %. As you are aware, the city is requesting a 2% salary increase for non-union staff.

Category 2 – Supplies request is \$12,477 an overall increase of \$116 or .94%.

Line 224 – Fuel and Oil - Decreases by \$809

- Amount set by Fleet Maintenance.

Line 241 – Books – Increases by \$25

- Allow to purchase and additional book in the area of historic preservation

Line 242 – Other Supplies – Increases by \$900

- Will be used to purchase logo shirts and badges for HAND Staff to wear when attending outside events as a representative of the city.

Category 3 – Other Services & Charges request is \$406,465 an overall decrease of \$64,388 or 13.67%.

Line 317 – Mgt. Fee, Consultants, and Workshops – increases by \$30,000

- Funds will be used to hire a consultant to resurvey and make recommendations for changes to the 2015 State Historic Architectural and Archaeological Research Database (SHAARD) report for Bloomington's historic structures.

Line 362 – Motor Repairs – increases by \$5,362

- This number is provided by fleet maintenance. The department has 7 fleet vehicles.

Line 391 – Dues and Subscriptions – increases by \$250

- Funds will be used for membership to the Indiana Landmarks for the Historic Preservation Program Manager.

Line 396 Grants – decreases by \$100,000

- The Police Department Outreach Grant has been transferred to the Police Department. However, the partnership with BPD and HAND to implement this program will continue.

Category 4 – Capital Outlays The department does not have any Category 4 expenses.

Conclusion

Thank you for your consideration of the HAND Department's budget request for 2017!

Housing & Neighborhood Development

Mission Statement: To enhance the quality of life for Bloomington residents by developing programs, services and partnerships with public and private organizations to preserve community character, promote safe and affordable housing and protect neighborhood vitality.

Community Service

Program Description: Provides funding assistance to social service agencies that provide food, shelter, health and self-sufficiency; housing counseling assistance for clients who are facing foreclosure, eviction or other circumstances impairing occupancy; reverse equity mortgage programs for elderly.

- Goals:*
- *Provide funding and monitor 5 agencies receiving CDBG funding for compliance with all federal regulations.
 - *Monitor agencies receiving Jack Hopkins grants for expenditures of funds within six months of signed funding agreement.
 - *Provide housing counseling services to 30 clients.
 - *Graduate 60 individuals from the Homebuyers Club and 10 individuals from R101 rental class.

Affordable Housing

Program Description: Provides affordable housing opportunities for low/moderate income households through down payment assistance; loans and grants to non-profit and for-profit entities for the construction or rehabilitation of affordable housing. Work with local housing advocate organizations in identifying affordable housing needs within the community and provide assistance to families on the Section 8 waiting list.

- Goals:*
- *Provide developer subsidy to develop 3 affordable owner-occupied units and 13 affordable rental units under the HOME Federal Housing Program.
 - *Provide renter assistance to 12 households on the Section 8 waiting list.

Neighborhood Enhancement

Program Description: Assist other city departments with construction of public infrastructure improvements to streets, sanitary sewers and storm drainage facilities in targeted neighborhoods. Also provides technical assistance, rehabilitation expertise and funding to non-profit and public entities located within targeted neighborhoods for CDBG eligible activities.

- Goals:*
- *Install 420 linear feet of sidewalk along the south side 17th Street from North Maple Street to connect to existing sidewalk near Tri-North Middle School, a continuous pedestrian pathway along the entire 17th Street corridor.
 - *Provide funding to reconstruct six blocks of sidewalks on South Adams (between Patterson and 5th); Jackson Street (between 15th and 17th); West 14th Street (between Madison and Woodburn).

Housing Rehabilitation

Program Description: Provides grants and loans for residential and public housing rehabilitation, home modification for the disabled and emergency home repair.

Goals:

- *Complete emergency home repairs for 4 residents.
- *Complete home modifications for accessibility for 3 residents.
- *Complete 3 housing rehabs.
- *Provide funds to renovate 4 public housing authority units.

Historic Preservation

Program Description: Provide funding to preserve Bloomington's Historic structures. Administers the City's Historic Preservation Ordinance to promote and protect Bloomington's historic structures and conduct Section 106 Historic Reviews on federally funded projects.

Goals:

- *Host one education/information seminars/workshops to interested parties.
- *Locate and coordinate incentives for adaptive reuse of 2 historic properties Downtown.
- *Provide technical assistance to property owners as it relates to their historic properties.
- *Administer Demolition Delay Ordinance.
- *Conduct a minimum of 10 Historic Reviews.
- *Provide funding to City's Parks & Recreation to restore a historic limestone retaining wall at Banneker Center.

Rental Inspection

Program Description: Ensure all residential rental units within the corporate limits of the city are in compliance with Title 16 of the Bloomington Municipal Code to assist with the elimination of blight, to promote property maintenance, and to protect the character and stability of residential neighborhoods.

Goals:

- *Help to ensure all rental housing is safe and habitable by inspecting all units prior to the expiration of their permit and inspect new rentals as they come on line.
- *Conduct 2000 rental unit inspections within the coming year.
- *Evaluate and make changes to current rental inspection process for efficiency and modernization of rental files.

Facility Improvements

Program Description: Provide funding to not-for-profit organizations to rehab, upgrade and modernize their facilities. Funds are allocated by the Citizen Advisory Committee through the CDBG grant allocation process.

Goals:

- *Provide funding to the Boys & Girls Club to restore and repair the west historical façade entrance to its South Lincoln Street Club and improve accessibility.
- *Assist New Hope to rehabilitate 2 homeless facilities.
- *Provide funding to Life Designs to correct a foundation problem and

- secure an existing porch at one of its group homes.
- *Provide funding to Middle Way House to rehab one of its housing facilities.

Neighborhood & Citizen Involvement

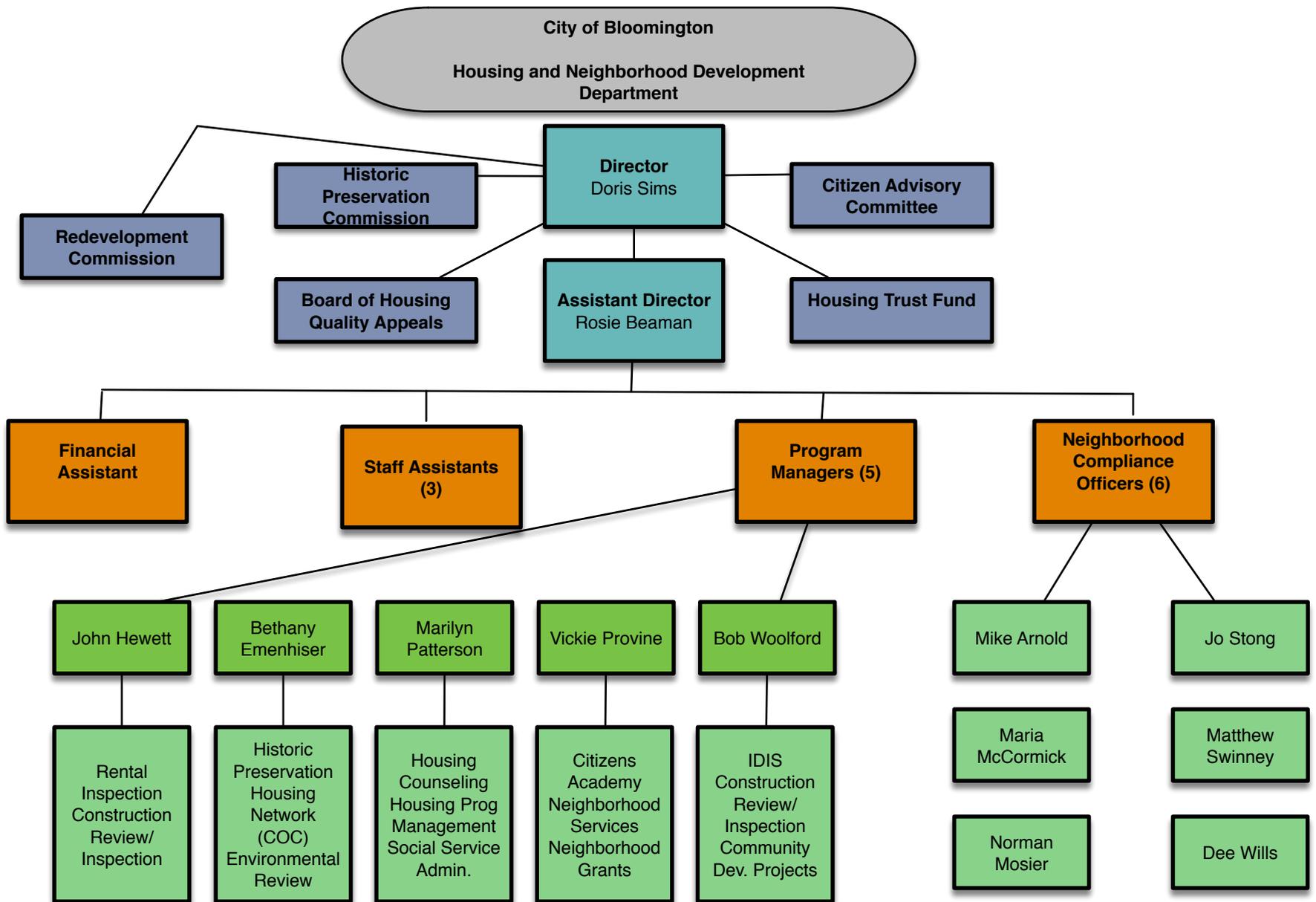
Program Description: Coordinates and sponsors activities to promote neighborhood development through cooperation with Bloomington's various neighborhood associations, residents, and neighborhoods. Activities include neighborhood cleanups, neighborhood improvement grants, neighborhood association workshops, and liaison to the Council of Neighborhood Associations and Neighborhood Association Group.

- Goals:*
- *Provide thirty Bloomington citizens the opportunity to learn about local government through the Citizen Academy class.
 - *Provide technical assistance to neighborhoods to implement grant opportunities.
 - *Complete 2 neighborhood Clean-ups per year.
 - * Conduct 3 rounds of funding for neighborhood associations to apply for neighborhood improvement funds- Small and Simple Grants of \$1,000 or less or major capital improvements not to exceed \$10,000.

Neighborhood Compliance

Program Description: The investigation and resolution of citizen complaints through the Citizen Action Order System while proactively working within neighborhoods to prevent complaints.

- Goals:*
- *Help preserve neighborhood character by resolving citizen complaints as they relate to weeds, trash, over-occupancy and other nuisances.
 - *Investigate complaints within 48 hours of receipt.
 - *Proactively enforce Title 6, Weed and Trash Ordinance daily while doing rental inspections.



CITY OF BLOOMINGTON
Budget Worksheet Report

		Account Number	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Council	+/- \$	+/- %
Fund: 101 - General Fund								
<u>Expenditures</u>								
Department: 15 - HAND								
Personnel Services								
	51110	Salaries and Wages - Regular		589,966	645,783	635,603	(10,181)	-1.58%
	51120	Salaries and Wages - Temporary		1,845	10,080	10,080	0	0.00%
	51210	FICA		42,503	50,174	49,394	(779)	-1.55%
	51220	PERF		83,546	91,701	90,255	(1,447)	-1.58%
	51230	Health and Life Insurance		212,161	238,914	242,658	3,744	1.57%
Total: Personnel Services				930,021	1,036,653	1,027,990	(8,663)	-0.84%
Supplies								
	52110	Office Supplies		1,993	3,345	3,345	0	0.00%
	52240	Fuel and Oil		4,116	7,791	6,982	(809)	-10.38%
	52410	Books		141	425	450	25	5.88%
	52420	Other Supplies		217	800	1,700	900	112.50%
Total: Supplies				6,467	12,361	12,477	116	0.94%
Other Services and Charges								
	53160	Instruction		2,596	5,740	5,740	0	0.00%
	53170	Mgt. Fee, Consultants, and Workshops		210	1,200	31,200	30,000	2500.00%
	53210	Telephone		0	300	300	0	0.00%
	53220	Postage		1,450	2,700	2,700	0	0.00%
	53230	Travel		753	1,650	1,650	0	0.00%
	53310	Printing		1,657	4,200	4,200	0	0.00%
	53320	Advertising		2,415	3,525	3,525	0	0.00%
	53620	Motor Repairs		3,080	3,080	8,442	5,362	174.09%
	53910	Dues and Subscriptions		1,582	1,258	1,508	250	19.87%
	53940	Temporary Contractual Employee		0	1,500	1,500	0	0.00%
	53960	Grants		307,543	442,700	342,700	(100,000)	-22.59%
	53990	Other Services and Charges		7,259	3,000	3,000	0	0.00%
Total: Other Services and Charges				328,544	470,853	406,465	(64,388)	-13.67%
Expenditure Grand Totals:				1,265,032	1,519,867	1,446,932	(72,935)	-4.80%



Memorandum

To: Members of the City of Bloomington Common Council
From: Linda Williamson, Interim Director Economic & Sustainable Development
Date: August 15, 2016

This memo accompanies the proposed 2017 budget for Economic & Sustainable Development.

Why We Exist

The mission of the Department of Economic & Sustainable Development is to foster a livable and economically resilient community through partnerships, collaboration and outreach, and through strategic initiatives which expand economic opportunities, preserve the health of our environment, provide for social equity to the citizenry, and advance the principles of sustainable development

2017 Budget Request

The Economic & Sustainable Department's general fund budget request is \$612,794. This is an increase of \$87,226.50 or 16.60 %.

Category 1 – Personnel request is \$426,683.47 an increase of \$59,701 or 16.27%. As you are aware, the city is requesting a 2% salary increase for non-union staff. A full time office manager was added to the department in mid 2016.

Category 2 – Supplies request is \$1500 – No Change

Category 3 – Other Services & Charges request is \$184,610 an increase of \$27,525.00 or 17.52%.

Line 316 – Instruction - \$5300 an increase of \$1,350 or 34.17% (added additional conferences for Asst. Director for the Arts)

Line 317 – Management Fee, Consultants & Workshops – request is \$29,000 an increase of \$25,000 or 625% Request (Funds are for the development of a plan for sustainable and environmental development as part of the new Comprehensive Master Plan).

Line 323 – Travel – request is \$3,000 an increase of \$925 or 44.57% (additional travel for arts conferences)

Line 397 – Mayors Promotion of Business – request is \$100,000 – no change

Line 399 – Other Services & Charges – request is \$1,000 – increase of \$250 or 33.33% (Increased meeting expenses for Dimension Mill project)

Category 4 – Capital Outlays - request is \$0

Conclusion

Thank you for your consideration of the Economic & Sustainable Development department budget request!

Economic and Sustainable Development

2017 Activity Descriptions and Goals

Why We Exist:

The mission of the Department is to foster a livable and economically resilient community through partnerships, collaboration and outreach, and through strategic initiatives which expand economic opportunities, preserve the health of our environment, provide for social equity to the citizenry, and advance the principles of sustainable development.

2017 Goals

Activity:

Business Relations and Development (Assistance and advocacy; incentives toward job creation, private capital investment and sustainable growth)

Goals:

- Provide assistance to 60 individuals and/or organizations seeking to start or grow a business.
- Oversee the administration of the City's business licensing programs.
- Serve as director/manager of the Bloomington Urban Enterprise Association.
- Develop communication plan for BUEA. Identify new programs and training opportunities for 40 Enterprise Zone residents and 10 Enterprise Zone businesses.
- Maintain records and complete all annual reporting for BUEA, Tax Abatement, Certified Technology Park and Community Revitalization Enhancement Districts.
- Assess and identify 4 new business opportunities for Certified Technology Park and other designated areas.

Activity:

Sustainable Development (Building networks, expertise and efficiency in the community as well as internally to City operations)

Goals:

- Develop and maintain a vision for internal and external sustainability in coordination with the City's economic development strategy and Comprehensive Master Plan.

- Develop a plan for sustainability as part of the City's Comprehensive Master Plan and in collaboration with Planning & Transportation and environmental program coordinator.
- Identify and recommend City Policy and organizational changes needed to advance 4 sustainability initiatives and develop/recommend incentives.
- Expand Team Green
- Identify/submit data for energy use
- Initiate bike share program.
- Identify 5 new alliances, partnerships and/or coalitions with both internal and external constituencies.
- Investigate the City and region's potential of new markets and economic development related to sustainable, green, and clean, industries.
- Conduct peer research, current trends and opportunities.
- Identify 5 clean industries to target for recruitment to Bloomington.

Activity:

Arts and Cultural Development (BEAD, public art, promotion of our uniquely Bloomington attractions and events)

Goals:

- Manage, organize and administer 4 public art projects.
- Prepare, disseminate and solicit RFQs, RFPs, to announce 4 public art project opportunities.
- Coordinate grant programs and serve as advisor to the Bloomington Arts Commission.
- Research and develop presentations and messages to convey the role of arts, entertainment and cultural activities in the local and regional economy.
- Plan 3 regional collaborative events. Develop 4 temporal art program/installations
- Initiate and complete 3 murals in downtown Bloomington
- Identify 4 opportunities to integrate the arts and culture activities more broadly in the City and region.

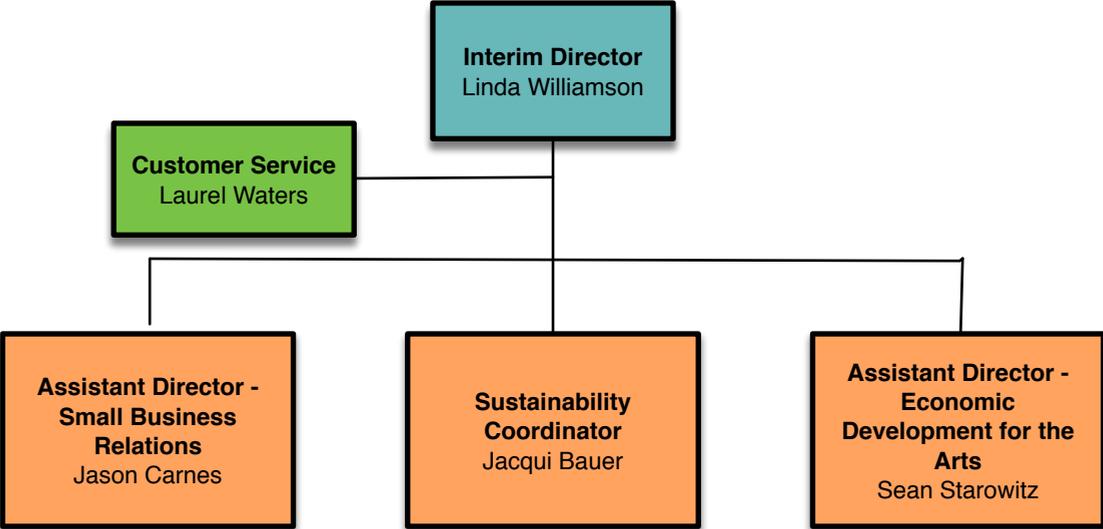
Activity:

Serve as the primary liaison between the City and the business community, other economic development organizations, other governmental units and related organizations, boards and commissions on matters involving economic development.

Goals:

- Develop and implement plan for Dimension Mill including construction and occupancy.
- Market, identify and locate at least 3 new technology businesses and 3 entrepreneurial service providers in the Dimension Mill.
- Serve as the lead for the development of the Trades District, including infrastructure, marketing, incentives and business development.
- Secure investment commitment from 3 companies in the Trades District.
- Provide leadership and assistance for the area plan developments around the current IU Health/Bloomington Hospital site, the downtown convention center site, and the area surrounding the Switchyard Park.
- Manage staff, programs, budgets, boards and commissions.

City of Bloomington
Department of Economic & Sustainable Development



CITY OF BLOOMINGTON
Budget Worksheet Report

		Account Number	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Council	+/- \$	+/- %
Fund: 101 - General Fund								
<u>Expenditures</u>								
Department: 04 - Economic & Sustainable Dev								
Personnel Services								
	51110	Salaries and Wages - Regular		244,044	254,070	288,063	33,994	13.38%
	51120	Salaries and Wages - Temporary		7,087	4,000	4,001	1	0.02%
	51210	FICA		18,647	19,742	22,343	2,601	13.17%
	51220	PERF		34,654	36,078	40,906	4,828	13.38%
	51230	Health and Life Insurance		49,920	53,092	71,370	18,278	34.43%
Total: Personnel Services				354,353	366,982	426,683	59,702	16.27%
Supplies								
	52110	Office Supplies		45	400	400	0	0.00%
	52420	Other Supplies		0	1,100	1,100	0	0.00%
Total: Supplies				45	1,500	1,500	0	0.00%
Other Services and Charges								
	53160	Instruction		455	3,950	5,300	1,350	34.18%
	53170	Mgt. Fee, Consultants, and Workshops		67,320	4,000	29,000	25,000	625.00%
	53220	Postage		13	200	200	0	0.00%
	53230	Travel		620	2,075	3,000	925	44.58%
	53310	Printing		155	2,375	2,375	0	0.00%
	53320	Advertising		2,583	6,000	6,000	0	0.00%
	53910	Dues and Subscriptions		7,302	11,615	11,615	0	0.00%
	53940	Temporary Contractual Employee		5,731	6,120	6,120	0	0.00%
	53960	Grants		19,914	20,000	20,000	0	0.00%
	53970	Mayor's Promotion of Business		93,438	100,000	100,000	0	0.00%
	53990	Other Services and Charges		431	750	1,000	250	33.33%
Total: Other Services and Charges				197,961	157,085	184,610	27,525	17.52%
Expenditure Grand Totals:				\$552,360	\$525,567	\$612,793	\$87,227	16.60%

**CITY OF BLOOMINGTON
Budget Worksheet Report**

		2015	2016	2017		
Account	Account Description	Actual	Adopted	Council	+/- \$	+/- %
Number		Amount	Budget			
Fund: 251 - Bloomington Investment Incentive						
<u>Expenditures</u>						
Department: 11 - Mayor's Office						
Other Services and Charges						
539010	Inter-Fund Transfers	503,383	63,244	13,458	-49,786	-78.72%
Total: Other Services and Charges		503,383	63,244	13,458	(49,786)	-78.72%
Expenditure Grand Totals:		\$503,383	\$63,244	\$13,458	(\$49,786)	-78.72%



Memorandum

To: Members of the City of Bloomington Common Council
From: Beverly Calender-Anderson, Director, Community and Family Resources Department
Date: August 15, 2016

This memo accompanies the proposed 2017 budget for the Community and Family Resources Department.

Why We Exist

The Community and Family Resources Department exists to help improve the quality of life in Bloomington through programs and services designed to strengthen community and family ties and increase overall community capacity to address social issues. From promoting volunteerism to enhancing community wellness to addressing diversity issues to coordinating public safety education initiatives, the Community and Family Resources Department staff works to promote an enhanced quality of life for all Bloomington residents and visitors and help build a strong and vital community.

The Community and Family Resources Department's general fund budget request is \$ 763,528. This is an increase of \$23,475 or 3.17%.

Category 1 – Personnel request is \$ 728,193, an increase of \$ 20,560 or 2.91%. As you are aware, the city is requesting a 2% salary increase for non-union staff.

Category 2 – Supplies request is \$ 6,500, a decrease of \$ 500 or 7.14%.

Line 211 – Office Supplies – Increases by \$ 500 (17%)

- Although there is an increase in the cost of toner related to a new printer in the department, this cost was absorbed by a reduction in "Miscellaneous Supplies" expenditures.

Category 3 – Other Services & Charges request is \$ 27,835, an increase of \$ 2,415 or 9.5%.

Line 3160 – Instruction – An increase of \$550 (73%)

- This increase reflects additional staff training expenses.

Line 3170 – Mgt. Fee, Consultants and Workshops – An increase of \$ 700 (17.5%)

- The increase of \$ 700 will help support the costs related to the Downtown Safety, Civility and Justice Initiative.

Line 53230 – Travel – Increases by \$1,000 (200%)

- The \$1,000 increase reflects travel related to staff training.

Line 3310 – Printing – A decrease of -\$1,400 (-47%)

- The \$1,400 decrease reflects the department's commitment to increase electronic publication of directories and newsletters where feasible.

Line 3640 – Hardware and Software Maintenance – An increase of \$1,130 (45%).

- The \$1,130 increase reflects an increase in the cost of the department's subscription to Hands On Connect, the software used by Bloomington Volunteer Network and the purchase of Adobe Creative Suite software.

Line 3910 – Dues and Subscriptions – An increase of \$1,685 (128%)

- The increase of \$1,685 increase reflects the cost of the joint membership in the International Town & Gown Association – a cost shared with the IU Dean of Students Office, support for the Non Profit Alliance of Monroe County and absorbing the full cost of membership for Sister Cities International.

Line 3940 – Temporary Contractual Employees – A decrease of -\$1,500 (-50%)

- This decrease is reflective of the department's reduction from 2 to 1 SPEA Corps Fellow.

Line 3960 – Grants – request is \$9,550, an increase of \$1,650 or (21%)

- The increase of \$1,650 reflects support to each of the six commissions and one council housed in and staffed by the Community and Family Resources Department.

Line 3990 – Other Services and Charges – request is \$1,850, a decrease of -\$400 or (-18%).

- The decrease of \$400 reflects a reduction in miscellaneous printing expenditures.

Conclusion

The 2017 Community and Family Resources Department budget request is submitted in keeping with the current budgetary climate and constraints. We feel this budget will be adequate to provide continued service to the community through our ongoing programs and projects while allowing for expansion in some targeted areas to meet community needs in the upcoming year. Thank you for your consideration of the 2017 Community and Family Resources Department budget request.

Community and Family Resources 2016-17 Budget Activity Descriptions

The Community and Family Resources Department exists to help improve the quality of life in Bloomington through programs and services designed to strengthen community and family ties and increase overall community capacity to address social issues. From promoting volunteerism to enhancing community wellness to addressing diversity issues to coordinating public safety education initiatives, the Community and Family Resources Department staff works to promote an enhanced quality of life for all Bloomington residents and visitors and help build a strong and vital community.

Program/Service

City of Bloomington Volunteer Network (CBVN)

Program Description: The CBVN cooperates with individuals, nonprofit agencies, and communities of faith, educational institutions and businesses, to create a network of volunteers to address community issues and build on community assets.

Activity: Increase opportunities for engagement for all residents including youth, families and business professionals.

- Coordinate Be More Awards to celebrate the contributions of community volunteers during Volunteer Appreciation Month. Increase number of applications to 80 and target event attendance of 350.
- Organize and promote a minimum of 5 all ages and 3 new youth/family/intergenerational volunteer opportunities for MLK Day of service.
- Make a minimum of 2 presentations to businesses and/or human resources professional groups to promote skill-based and pro bono volunteering through their companies.
- Work with 6 non-profits to leverage volunteers and their skills across all program/agency levels.
- Work with S&CCP director to coordinate Civic Engagement Workshop for young people for low-income and/or underrepresented communities.

Activity: Work with non-profit organizations to increase infrastructure, improving their service delivery.

- Assist Shalom Community Center in updating volunteer orientation/training program and materials.
- Work with Monroe County Youth Council to increase their service outcomes by vetting and publicizing community service projects.

Activity: Provide public safety educational opportunities and resources to promote crime prevention and general safety.

- Maintain readiness to react to a major local disaster through the deployment of citizen volunteers.

Community Health Outreach

Program Description: Assesses and addresses healthcare needs in the community and partners with community agencies and organizations to provide health education programs, screenings, health fairs and activities to promote healthy lifestyle choices.

Activity: Increase access to health care social service and City resources for residents focusing on those who are low income or from underserved populations.

- Coordinate 50 smoking cessation classes to approximately 80 participants at Volunteers in Medicine in partnership with IU Health Education. Develop evaluation tool to assess smoking recidivism rate and the impact of smoking cessation on overall health of class participants.
- Coordinate Public Health Week activities including a Community Health Fair, screenings and blood drive.
- Coordinate 4 American Red Cross bloods drives with a goal of 120 pints of blood.
- Represent City of Bloomington on the Monroe County Suicide Prevention Coalition
- Partner with community agencies to enroll residents into health care programs (HIP 2.0, ACA Marketplace, and Children’s Health Insurance Program).

Activity: Increases sense of well-being for community members with a focus on underserved or marginalized populations.

- Provide administrative and fund development support to Commission on the Status of Children and Youth resulting in \$500 support for S.W.A.G.G.E.R. Awards and other commission programs.

Activity: Provide public safety educational opportunities and resources to promote crime prevention and general safety.

- Coordinate training for CoB first responders, including all Bloomington police officers and firefighters, Indiana University police officers as well as local EMTs, on interaction and communication with persons on the autism spectrum and individuals with physical disabilities. This training will result in increased officer, first responder and citizen safety, enhanced communication and response skills as evidenced by pre and post testing.

Latino Outreach Program

Activity: Increase opportunities for engagement for all residents, including youth, families and business professionals.

- Produce weekly Spanish language radio program, Hola Bloomington in conjunction with WFHB Radio, which provides volunteer opportunities for area Spanish speaking residents and disseminating information to the Spanish speaking community. Will produce a minimum of 45 live shows per year, utilizing approximately 20 volunteers as hosts and sound engineers.

Activity: Increase the sense of welcome and well-being for community members with a focus on underserved and/or marginalized populations

- Provide quality translation and direct services to an average of 364 community members, other City staff and non-profit organizations (approximately 7 per week).
- Coordinate Fiesta del Otoño in conjunction with the Farmers Market to provide educational and inspirational activities for community members. This will educate the larger community about the many Latin cultures which exist in Bloomington and introduce Farmers Market to many Latino families who do not traditionally attend the Market. Because this is done in conjunction with Bloomington Farmers Market the estimated attendance of 300 will involve not only Fiesta goers but also traditional market attendees.
- Form team to provide Latino Cultural Competency Training module to all BPD officers resulting in a police force that is better equipped to communicate with and understand members of the Latino community. Additionally officers will be aware of services available to Spanish speaking community members in need.

Safe and Civil City Program

Program Description: The Safe and Civil City Program works to ensure Bloomington welcomes, values and respects all visitors and residents. Through collaborations with social service, community and law enforcement agencies and organizations, and educational institutions, the program implements a wide variety of projects that promote a welcoming environment.

Activity: Increase the sense of well-being for community members with a focus on underserved or marginalized populations.

- Plan, coordinate and provide support for annual cultural celebrations of African American History, Asian/Pacific Islander Heritage, and Hispanic Heritage. These celebrations will be informative and inspirational in nature, designed to educate and engage community member. Target increase in event attendance by 20% (Black History Month Kick-off -80; Black History Month Gala – 160; AsianFest – 90; Fiesta del Otoño-100).
- Provide administrative and fund development support to the Commission on the Status of Black Males, resulting in \$700 increase in commission funds to support Outstanding Black Males Leader of Tomorrow Awards and other commission programs.

Activity: Work with non-profit organizations to increase infrastructure, improving the service delivery.

- Restructure Bloomington Sister Cities to align more with Sister Cities International and CoB goals for Sister City relationships.
- Work with City's Human Resources and Facilities Management Departments to develop subsidized employment opportunities within the City structure resulting in a minimum of 2 Work One clients being placed with the City for 12 weeks at a time. Workers will gain job experience during their placements with Facilities (graffiti removal) and with the Animal Shelter.

Activity: Provide public safety educational opportunities and resources to promote crime prevention and general safety.

- Work with IU DEMA and IU Office of Student Affairs to orient students both on and off campus, about City ordinances, resources and services.
- Work with Community Justice and Mediation to develop plan for decreasing panhandling and other offensive behaviors and increasing civility in the downtown.
- Work with Monroe County Prosecutors Office to develop educational campaign entitled, "Keeping the Peace Together." This campaign will educate community members on rights and responsibilities, as well as procedures and options following an arrest. The focus audience for the campaign are African American, Latino and low-income males.

Commissions/Council

Activity: Increase opportunities for engagement for all residents, including youth, families and business professionals.

Activity: Increase the sense of welcome and well-being for community members with a focus on underserved and/or marginalized populations.

- The Commission on the Status of Black Males will present 2 Outstanding Black Male Leader of Tomorrow Awards in February to young men who have demonstrated outstanding leadership, scholarship and/or have been personally involved in making tangible, visible and meaningful contributions to the Bloomington community.
- The Commission on the Status of Women will coordinate and host the Women's Leadership Development Event, providing leadership education and skill development for women who wish to become more engaged in civic or non-profit organizations. A minimum of 10 agencies will have the opportunity to publicize board and committee vacancies during the event. Average annual attendance is 65. It is the commission's plan to increase attendance at this event by 20%.
- The Commission on the Status of Women will coordinate and host the Women's History Month Luncheon in March and present 3 annual awards - Woman of the Year, Lifetime Achievement and Emerging Leader Awards. The average attendance for the luncheon is 450.
- The Commission on the Status of Children and Youth will coordinate and present 4 S.W.A.G.G.E.R. Awards to area students who have exhibited leadership, overcome obstacles, improved the lives of others and/or shown personal improvement.

- The Council on Community Accessibility will survey new and existing public facilities for ADA compliance. Goal: Award 30 new decals to local businesses.
- The Council on Community Accessibility will provide training to restaurant owners/managers and paving contractors regarding ADA compliance guidelines. Goal 30 attendees who will be better informed of how their structures can be brought into compliance.
- Commission on Aging will coordinate celebration of Older Americans Month with a one-day symposium on creative aging. This will be an educational experience not only for older community members but also for caregivers. Based on past attendance at events of this type, the anticipated attendance is 100.

Activity: Increase access to healthcare, social service and City resources, especially to those who are low-income or from underserved populations

- The Commission on the Status of Black Males will partner with Health Projects Coordinator to focus on the Health of African-American men during Public Health Week in April. During the Community Health Fair, screenings specific to issues prevalent in African American males will be performed and information about prevention and treatment of conditions will be available, resulting in a better informed constituency about health issues. Pre and post questionnaires will determine the how much information was retained and how individuals will follow up.

Activity: Work with non-profit organizations to increase infrastructure, improving their service delivery.

- The MLK Commission will coordinate MLK Holiday activities including the Day of Service and Community Celebration. Goal: 400 in attendance at Community Celebration;
- The MLK Commission will secure funding and distribute \$39,500 to 40 non-profit agencies for MLK Day of Service projects.

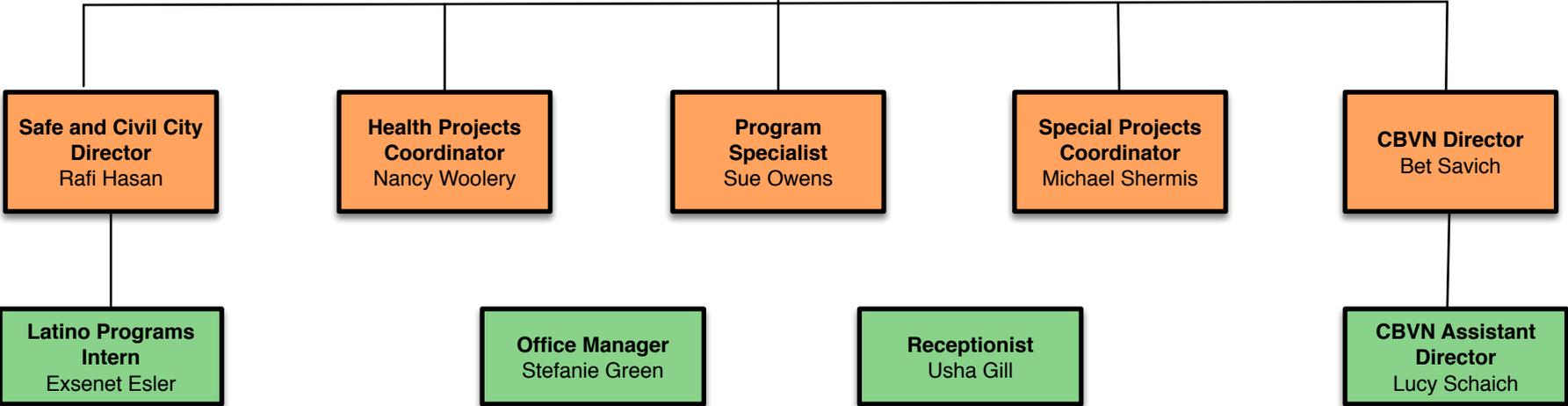
Administrative

Activity: Provides overall management, administration and customer service for the department.

- Provide leadership to the City's Downtown Safety, Civility and Justice Initiative which addresses nuisance behaviors such as aggressive panhandling and vagrancy in the downtown sector and work with Safety, Civility and Justice Task Force to make recommendations for addressing the underlying causes these behaviors such as homeless, poverty, under or untreated mental illness, etc.
- Research and respond to community concerns related to the CFRD related areas.
- Provide leadership and support to all CFRD programs, projects and initiatives.
- Provide exceptional customer service support to all staff and visitors to the department or using department programs or services.
- Respond to inquiries and connect patrons to resources in a timely manner.
- Process claims, update and maintain all budgetary and financial records.

City of Bloomington
Community and Family Resources Department

Director
Beverly Calender-Anderson



CITY OF BLOOMINGTON
Budget Worksheet Report

		Account Number	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Council	+/- \$	+/- %
Fund: 101 - General Fund								
<u>Expenditures</u>								
Department: 09 - CFRD								
Personnel Services								
	51110	Salaries and Wages - Regular		\$424,772	\$473,870	\$483,349	\$9,479	2.00%
	51120	Salaries and Wages - Temporary		\$24,110	\$10,001	\$10,001	\$0	0.00%
	51210	FICA		\$32,252	\$37,016	\$37,742	\$726	1.96%
	51220	PERF		\$60,317	\$67,290	\$68,636	\$1,346	2.00%
	51230	Health and Life Insurance		\$112,320	\$119,457	\$128,466	\$9,009	7.54%
Total: Personnel Services				653,771	707,633	728,193	20,560	2.91%
Supplies								
	52110	Office Supplies		\$2,705	\$3,000	\$3,500	\$500	16.67%
	52420	Other Supplies		\$2,269	\$4,000	\$3,000	(\$1,000)	-25.00%
Total: Supplies				4,974	7,000	6,500	(500)	-7.14%
Other Services and Charges								
	53160	Instruction		\$124	\$750	\$1,300	\$550	73.33%
	53170	Mgt. Fee, Consultants, and Workshops		\$0	\$4,000	\$4,700	\$700	17.50%
	53210	Telephone		\$0	\$200	\$200	\$0	0.00%
	53220	Postage		\$10	\$0	\$0	\$0	N/A
	53230	Travel		\$193	\$500	\$1,500	\$1,000	200.00%
	53310	Printing		\$2,057	\$3,000	\$1,600	(\$1,400)	-46.67%
	53640	Hardware and Software Maintenance		\$2,538	\$2,500	\$3,630	\$1,130	45.20%
	53910	Dues and Subscriptions		\$1,058	\$1,320	\$3,005	\$1,685	127.65%
	53940	Temporary Contractual Employee		\$4,343	\$3,000	\$1,500	(\$1,500)	-50.00%
	53960	Grants		\$10,095	\$7,900	\$9,550	\$1,650	20.89%
	53990	Other Services and Charges		\$1,677	\$2,250	\$1,850	(\$400)	-17.78%
Total: Other Services and Charges				22,095	25,420	28,835	3,415	13.43%
Expenditure Grand Totals:				\$680,841	\$740,053	\$763,528	\$23,475	3.17%



Memorandum

To: Members of the City of Bloomington Common Council
From: Paula McDevitt, Acting Director, Parks & Recreation Department
Date: August 15, 2016

This memo accompanies the proposed 2017 budget for the Parks and Recreation Department.

Why We Exist

The Parks and Recreation Department strives to provide the highest quality of parks, recreation services and greenspace to enhance the quality of life in our community.

The Parks and Recreation Department's general fund budget request is \$7,044,994. This is an increase of \$ 20,062 or .029%.

Category 1 – Personnel request is \$4,736,606 a decrease of \$53,018 or 1.11%. As you are aware, the city is requesting a 2% increase for non-union staff.

Line 111 - Department filled four full time positions due to staff resignations. The new hires incoming salaries are lower than the salaries of the longtime employees who resigned. One full time custodian position was not filled at the TLRC after a retirement in 2016. A health insurance expense was put in this line in the 2016 budget. It has been corrected in the 2017 budget.

Line 113 – Overtime was reduced by \$2,000

Line 124 - Unemployment compensation was taken out of the 2017 budget.

Through the reductions we are able to increase part time seasonal salaries by a total of \$53,073 or 5.47%. A Sports Facility Manager position and the Community Events Specialist Market Master were both reclassified at a higher position grade level with increase in salaries

Category 2 – Supplies request is \$595,958 a decrease of \$13,375 or 2%.

Line 211 – Office Supplies – Remains the same.

Line 221 – Institutional Supplies – Decreases by \$725 (1.74%)

Line 222 – Agricultural Supplies – Decreases by \$10,530 (6.03%)

Line 223 – Garage and Motor Supplies – Decreases by \$250 (1.39%)

Line 224 – Fuel and Oil – Increases by \$7,175 (7.25%)

- Increase is set by Fleet Department and based on units used by Park vehicle and truck fleet – total of 68 units.

Line 231 – Building Materials and Supplies – Decreases by \$565 (.96%)

Line 232 – Motor Vehicle Repair – Decreases by \$3,197 (46.23%)

Line 234 – Other Repairs and Maintenance – Decreases by \$6,000 (7.94)

Line 241 – Books – Increases by \$250 (217.39%)

- \$250 increase in Landscaping to purchase native planting materials.

Line 242 – Other Supplies – Decreases by \$120 (.10)

Line 243 – Uniforms – Increases by \$587 (5.44%)

- \$100 - New logo attire for new Community Relations staff member hired in 2016.
- \$200 – Banneker staff nametags and staff shirts for increase number of staff due to increase number of participants
- \$250 – Operations purchase of rain suits for seasonal staff in specific positions.

Category 3 – Other Services & Charges request is \$1,712,430 an increase of \$86,456 or 5%.

Line 311 – Engineering and Architectural – Decreases by \$2,500 (29.37%)

Line 313- Medical – Decreases by \$412 (9.32%)

Line 314 – Exterminator Services – Decreases by \$725 (21.28%)

Line 315 – Communications Contract - Remains the same.

Line 316 – Instruction – Increases by \$11,145 (228.85%)

- \$600 – Administration for Department Director to attend Indiana Parks and Recreation Association and the National Parks and Recreation Association annual conferences.
- \$9560 – Vermont Systems Rec Track department wide training, Volunteer Management software training and one staff member attendance at the Volunteering and Service conference.
- \$1050 for staff to attend the Indiana Parks and Recreation Association annual conference.
- \$300 – Red Cross Specialty training courses for Aquatic staff

- \$525 – City Landscaper to attend training for the development of urban native plantings.
- \$1300 – annual Indiana Arborist Conference and International Society of Arboriculture workshop.

Line 317 – Mgt. Fee, Consultants, and Workshops – Decreases by \$200 (15.94%)

Line 321 – Telephone – Decreases by \$1815 (4.93%)

Line 322- Postage – Increases by \$10,140 (25.69%)

- \$10,140 in Marketing reflects increase in number of program guides mailed and additional program specific mailings.

Line 323 – Travel – Increases by \$3,075 (43.85%)

- Increase is reflective of the increase in instruction expense line. Majority of travel is in state with a savings in holding the Vermont Systems training on site.

Line 324 – Freight/Other – Remains the same.

Line 331 – Printing – Increases by \$9,790 (13.85%)

- \$9,055 increase in the printing of 40,000 program guides three times per year. Parks Master Plan survey indicated that 74% of respondents learn about the Department's programs through the seasonal program guide.

Line 332 – Advertising – Decreases by \$9,790 (13.85%)

- This expense line is found in the Marketing budget. Examples of expenses include Herald Times display and online advertising, Area 10 Agency on Aging Director, radio advertising, College Mall kiosks, Herald Times Senior Resource Guide, and Yellow Page facility listings.

Line 341 – Liability/Casualty Premiums – Decreases by \$2,500 (3.57%)

Line 342 – Worker's Comp & Risk - remained the same \$0 increase/decrease

Line 351 – Electrical Services – Decreases by \$5,450 (2.75%)

Line 353 – Water and Sewer – Decreases by \$14,890 (7.08%)

- Decreases are primarily from the sports budgets including Bryan and Mills Pools, Cascades Golf Course, Winslow Sports Complex and Twin Lakes Sports Park. Note this area is subject to significant fluctuation based on weather. Actual expense in 2012 was \$214,450 after a very hot and dry summer. Actual expense was \$163,300 in 2013. Actual expense was \$157,997 in 2014 in a more normal to above normal wet year. Actual expense in 2015 was \$149,000. Request of \$195,310 is based on 4-year trends.

Line 354- Natural Gas – Increases by \$1,501 (3.18%)

- Requested increases based on Bryan and Mills Pool. The 2015 actuals at these facilities dictated this request.

Line 361 – Building Repairs – Increases by \$8,010 (34.75%)

- \$5,500 in Operations budget for unfunded expenses in 2016 budget related to overhead doors repairs, lock work, and HVAC repairs at Operations Center. Funding will also be used for BCT exterior minor repairs Department is responsible for through the partnership agreement with BCT Management.

Line 362 – Motor Repairs – Increases by \$63,397 (101.43)

- Increase is set by Fleet for Parks – total of 68 units.

Line 363 – Machinery and Equipment Repairs – Decreases by \$16,750 (35.11%)

Line 365 – Other Repairs – Decreases by \$3,750 (15.71%)

Line 373 – Machinery and Equipment Rental – Decreases by \$517 (5.88%)

Line 374 – Hydrant Rental – Decreases by \$150 (23.07%)

Line 375 – Rentals – Other – Remains the same.

Line 383 – Bank Charges – Increases by \$6,485 (24.82%)

- Increase in credit card fee used by customers.

Line 384 – Lease Payments – Decreases by \$8,836 (49.07%)

- Final lease payment for golf carts was paid in February 2016.

Line 390- Interfund Transfers – Increases by \$4,717 (1.42%)

- \$4717 increase for medical insurance and FICA for the transfer of bookkeeper position from Parks to Controller's office.

Line 391 – Dues and Subscriptions – Increases by \$2,433 (11.82%)

- \$345 for Indiana Parks and Recreation Association annual membership for staff and Board of Park Commissioners.
- \$1,800 for annual subscription fee for Cervis volunteer management software
- \$120 increases in American Camping Association dues for Kid City camp.
- Remaining increases are due to annual professional membership dues increases.

Line 392 – Laundry and Other Sanitation Services – Increases by \$1,186 (6.79%)

- Increase costs for laundry services (floor mats) and port-o-let services.

Line 394 – Temporary Contractual Employees – Increases by \$405 (13.88%)

- \$405 transfer of expense for seasonal bus driver position in Health/Wellness budget for GOAL program to contracted position.

Line 395 – Landfill – Increases by \$4,095 (16.31%)

- \$2500 increase in Operations for waste disposal services for new installation of 2yd dumpster at Ferguson Dog Park

- \$1200 dumpster service for yard waste only landscaping and cemeteries areas.
- Remaining increase reflects actual use in 2015.

Line 399 – Other Services and Charges – Increases by \$27,912 (14.46%)

- \$3000 in Marketing for video production and editing services for promotional marketing videos used in social media and presentations.
- \$2000 for contractual services for directional sign packages for Griffy Lake Nature Preserve and Leonard Springs Nature Park.
- \$5000 for invasive plant control at Griffy Lake.
- \$16,500 in Urban Forestry for EAB tree removals, conversion of urban wood waste to usable park mulch, annual testing of bucket truck and risk management claims brought on street tree damages.

Category 4 – Capital Outlays - request is \$0. We are working with Administration to Re-establish funding for reoccurring annual capital improvement, equipment, and vehicle replacement expense lines beginning in the 2018 budget.

Conclusion

The 2017 Parks Budget request addresses the goals of the Department, the Board of Park Commissioners, City Administration, the City Council and our residents and parks and recreation system users to respond to our mission: *“To provide essential services, facilities and products necessary for the positive development and well-being of the community through the provision of parks, greenways, trails and recreational facilities while working in cooperation with other service providers in the community in order to maximize all available resources.”* Together, we make Bloomington a better place to live, work and play. Thank you for your consideration of the Parks and Recreation 2017 budget request!

Bloomington Parks and Recreation 2017 Activity Descriptions and Goals

We strive to provide the highest quality parks, recreation services and greenspace to enhance the quality of life in our community.

Administration

Activity Description: Administration implements policy as set forth by the Board of Park Commissioners. Under the direction of the Department Director, Directors manage Recreation Services, Sports, and Operations and Development. The Office Manager and Customer Service staff provide financial and clerical support for all activities.

2017 Goals:

- Provide customer service and process 9000 transactions for program registrations, shelter rentals, and refunds through RecTrac 3.1 software update.
- Collect customer service satisfaction surveys 4 times a year using participants contact information in RecTrac.

Health and Wellness

Activity Description: The Health and Wellness area provides opportunities through programs, events and partnerships to encourage physical activity, to communicate the benefits of healthy choices and to promote department resources which support healthy lifestyles.

2017 Goals:

- Implement the Girls on the Run Program at two elementary schools in fall 2017 for 50 participants.
- Reduce the percentage of obesity for children and adults in Monroe County from 21% to 20% due to implementation of the Community Health Improvement Plan (nutrition and physical activity community partner interventions)
- Work in partnership with IU Health Bloomington, Monroe County YMCA, Riley Physicians Indiana University Health, IU School of Public Health, MCCSC and RBBC to facilitate the G.O.A.L. Program's (Get On Board Active Living) 3 cohorts with 15-20 youth participants and their families per cohort.

Community Relations

Activity Description:

Community Relations develops and implements an effective communication and marketing strategy for all Parks and Recreation programs. Community Relations is responsible for generating revenue to support Department programs through the sale of advertising space at department facilities, and the acquisition of sponsorships and donations for programs. This program unit also recruits, tracks, and assigns community volunteers, including individuals and groups, who contribute to the Department's mission by assisting in a variety of program areas across divisions.

2017 Goals:

- Produce and distribute 40,000 program guides three times per year.
- Generate a 15% increase in the Parks Partner advertising program to generate \$110,000 in sales.
- Improve the program registration process through the RecTrac software upgrade in order to gather and utilize user statistics to develop the best possible message for target audiences.
- Recruit, track, and train 1780 volunteers for 9370 hours of service that enhances the Department's ability to care for public resources and provide quality programming.

Aquatics

Activity Description:

The aquatics program area plans, coordinates, and facilitates recreational swimming, formal lessons, private rentals, special group use and advanced aquatic safety training for the community. It operates out of Bryan Pool and Mills Pool.

2017 Goals:

- Provide recreational swimming from Memorial Day to Labor Day for approximately 55,000 patrons at Bryan Pool and 21,000 at Mills Pool.
- Provide swimming lessons for approximately 550 participants during the season.
- Service at least 30 private pool rentals during the season.

Health and Safety

Activity Description:

This area is the training and certifications for our full-time and part-time staff that works for our department.

2017 Goals:

- Train 300 staff members in First Aid, CPR and AED's.
- Provide over 600 hours of aquatic training for our aquatic staff.

Frank Southern Center

Activity Description:

Frank Southern Center provides recreational and organized ice skating to ice enthusiasts from Bloomington and surrounding communities from October through mid-March.

2017 Goals:

- Provide group skating lessons to over 600 participants.
- Sell and provide ice time to organizations in excess of 500 hours during the ice season.
- Provide house hockey for over 135 children in the community.
- Make available public skating times for community members for at least 300 hours seasonally.

Golf Services

Activity Description:

Cascades Golf Course is a 27 hole golf facility including a driving range, practice greens and clubhouse that facilitates affordable golf play and programs.

2017 Goals:

- Increase the number of rounds from 23,000 to 24,500 while maintaining the most affordable green fees in the area.
- Increase sales of season pass holders from 321 to 340
- Increase the number of golf leagues from 8 to 10
- Provide a practice facility for over 3,500 golfers.

Natural Resources

Activity Description

The Natural Resources area enhances and protects natural areas managed by the Parks and Recreation department including Griffy Lake Nature Preserve, Wapehani Mountain Bike Park, and Leonard Springs Nature Park, while providing appropriate outdoor recreational and educational opportunities in these areas for all ages in the community.

2017 Goals:

- Facilitate environmental education programming for all MCCSC 4th and 6th grade students and for 500 local children during the summer.

- Provide boat rental opportunities for 5,000 boaters at Griffy Lake from April through October.
- Conduct monthly water sampling at Griffy Lake to provide water quality reports and provide data for IU SPEA as a part of their research into the impacts of the extended draw down of the lake for the 2013 dam repairs.
- Install 2000 native plantings at Miller-Showers to improve habitat and curb appeal.
- Establish pollinator habitat at Olcott Park in the mowing reduction areas

Allison Jukebox Community Center/Youth Services

Activity Description The Allison-Jukebox is a multi-purpose community center that facilitates the Kid City summer camp program and a variety of classes and programs throughout the year. The facility can be rented for private groups or Parks department partners.

2017 Goals:

- Manage four programs partnerships and 50 hours of facility rentals.
- Offer full day programming to 40 elementary age school children when the public schools are not in session during the school year
- Provide a summer camp to 85 participants per week for 10 weeks that allows children to explore their community, develop leadership skills and develop healthy active lifestyles.

Twin Lakes Recreation Center

Activity Description: Operate a 100,000 square foot indoor fitness and sporting facility offering all types of floor sports, artificial turf activities, leisure fitness, group fitness, and senior activities.

2017 Goals:

- Increase membership from 1,100 to 1780 members to remain competitive in the local fitness membership arena.
- Plan and implement a three session youth basketball league for 520 participants per session.
- Provide fitness classes for over 400 participants.
- Rent the artificial turf for 950 hours to maximize its use for all types of activities.
- Facilitate basketball tournaments for a \$655,600 economic impact in the community.

Community Events

Activity Description: The Community Events area provides an eclectic mix of cultural and outdoor activities and year-round events to provide enjoyment, education, and a sense of community for the diversity of people in the community.

2017 Goals Events:

- Reorganize the sponsorship program for the Performing Arts Series utilizing a tiered approach enabling sponsors increased benefits by increasing exposure from one to 14 concerts.
- Create and implement two new community wide events for 500 participants in the first quarter of 2017.

2017 Goals Farmers' Market:

- Increase participation at Tuesday Market from 2300 to 2645.
- Increase the Prepared Food Vendors at the Saturday Farmers Market from 10 to 13 by adding 3 food trucks.
- Increase the number of customers who use Market Bucks by 15%.
- Increase the number of events at Market by adding one new event.
- Increase overall vendor capacity per week from an average of 84 vendors to an average of 90 vendors.

2017 Goals Community Gardens:

- Sell out 170 garden plots at Willie Streeter Gardens leaving 10 spaces in remediation.
- Replace four raised beds at Streeter and add two to Butler.
- Continue to grow garden class participations from 221 participants to 254 (15% increase) through the addition of three innovative topics including integrated pest management, and topics directly related to community gardening.

Adult Sports Services

Activity Description: Plans, coordinates, and facilitates leagues and programs at Twin Lakes Sports Complex and Lower Cascades Ballfields.

2017 Goals:

- Provide adult softball leagues for over 3,500 participants.
- Provide girls fast pitch leagues for over 150 participants.
- Provide fields for 310 practices and 2785 games
- Host tournaments and competitions that have a \$2,000,000 economic impact in the community

Youth Sports Services

Activity Description: Plan, coordinates, and facilitates operations at Winslow Sports Complex, Olcott Park, and Bryan Park. These facilities host Bloomington Junior League Baseball, Senior Baseball, MCCSC, and other sporting leagues or groups.

2017 Goals:

- Serve over 2,200 youth in the community.
- Maximize the use of multi-use fields for as many groups as possible including Jackson Creek Middle School Football, soccer practices and camp, and middle school lacrosse practices. Increase users groups from 6 to 10.
- Facilitate the youth baseball for 725 participants.

Benjamin Banneker Community Center

Activity Description: Benjamin Banneker Community Center offers year-round programs and services for citizens of all ages. The facility is available for rental to private groups or Parks Department partners.

2017 Goals:

- Increase the number of campers in the summer food service program from 80 to 90 targeting underserved areas in the community
- Increase the maximum number of the after school program from 50 to a maximum of 75.
- Increase preschool/family programming including four new programs or 25% and additional opportunities for passive play.
- Increase the number teens to a consistent 30 teens in both after school and summers programs

Inclusive Recreation

Activity Description: Inclusive Recreation provides recreation services and programs for people with disabilities to facilitate participation in the most integrated setting, promoting interactions between individuals with and without disabilities in all Parks and Recreation programs.

2017 Goals:

- Provide and promote inclusive recreation to a minimum of 15 participants with disabilities through the provision of accessible and inclusive programs and services for individuals with and

without disabilities in cooperation with Parks and Recreation staff and community organizations

Operations Services

Activity Description: Operations provides high quality resource protection, development, grounds maintenance, facility maintenance, repair, renovation, construction, landscaping, event setups, public safety and sanitation services for the property, equipment and facilities contained within 34 public parks and related public facilities and trails.

2017 Goals:

- Provide essential operative services, preventive maintenance, preventive maintenance, grounds maintenance and repair to all parks, facilities, structures and equipment. The Master Plan Community Survey indicates that trails, large community parks, natural areas, small neighborhood parks, and playgrounds as the top 5 types of facilities used by residents. 78% of residents use the trail system and 72% use large community parks.
- Maintain 2,343.5 acres of Department property.
- Maintain 27 playgrounds.
- Maintain 7.5 miles of paved multi-use accessible trails, 9.25 miles of paved fitness/hiking/biking trails and 13.85 miles of unpaved fitness/hiking/biking trails.
- Represent the department on the newly formed Downtown Safety, Civility and Justice Task Force.

Landscaping

Activity Description; Landscaping services provide high quality landscape planting and maintenance services for publicly owned property, including parks, throughout the City of Bloomington in an ongoing effort to contribute to the appearance and beautification of the city.

2017 Goals:

- Update the Landscaping Inventory to provide critical "institutional" knowledge for the City Landscaper and allows for accurate maintenance and purchasing estimates.
- Remove 25% of invasive plant species and replace with native at all locations throughout the City (facilities, medians, trails, parks) approximately 90% of the existing landscaping is not native and 25% of this includes invasive plants.
- Build soil health in order to decrease fertilizer use and minimize pesticide usage. Base line soil health data will be measured economically by tracking maintenance costs and plant replacement costs. Biological measures will be tracked by testing nutrient

levels, pH, root structure, plant condition, organic matter and earthworms. .

- Minimize the usage of annuals by 25% annually in order to focus on planting more perennials and shrubs.

Cemeteries

Activity Description: Cemetery services administer and maintain the publicly owned Rose Hill and White Oak cemeteries which include, grave sites, mausoleums, monuments, statuary, and related structures on those properties

2017 Goals:

- Rehab 30 of the original headstones out of 15,000 at both cemeteries.
- Certify one (1) FT Staff member as a Certified Chemical Applicator Registered Technician.
- Convert all invasive plantings to native to improve habitat and site appearance.

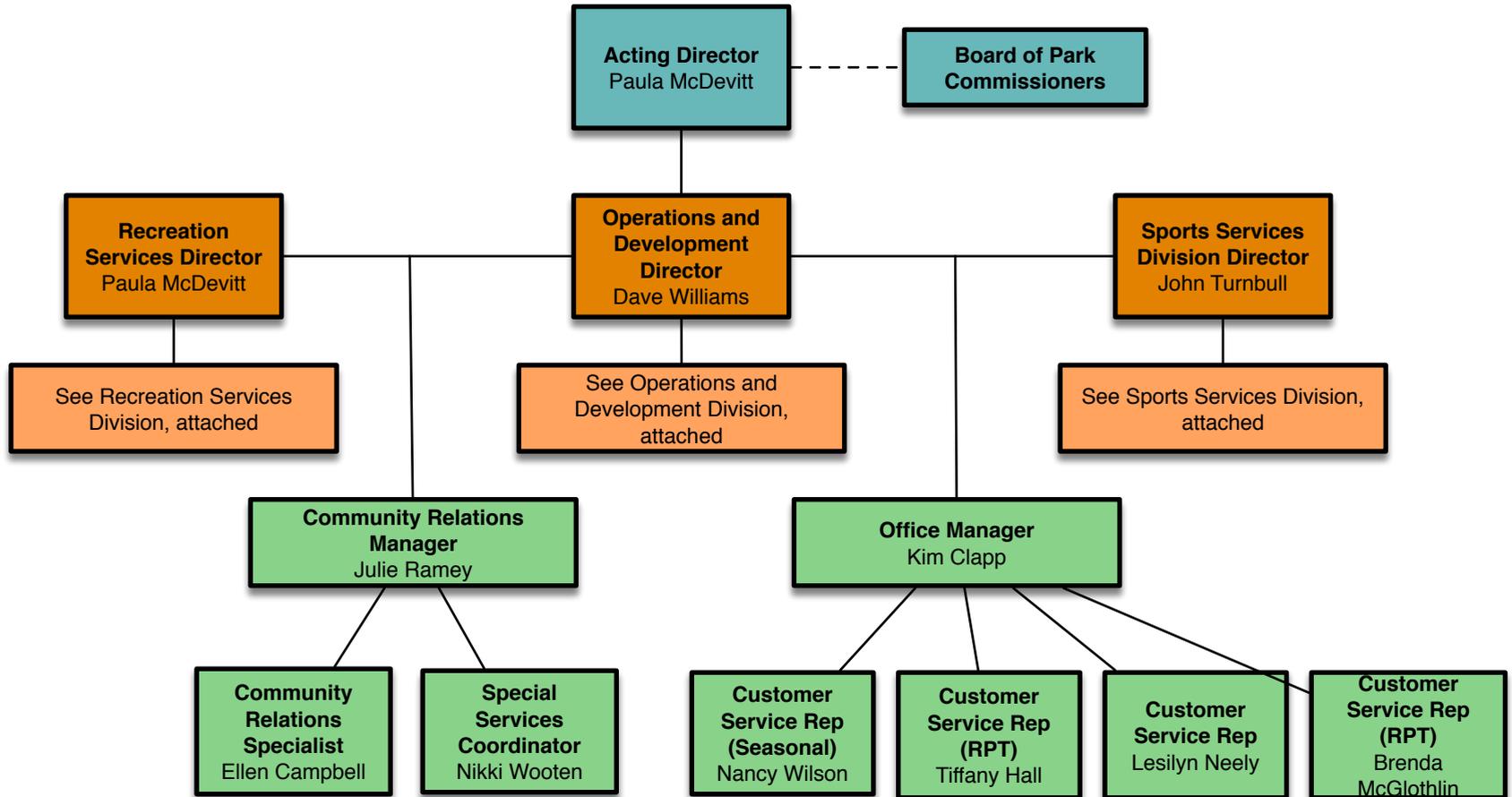
Urban Forestry

Activity Description: Urban Forestry provides high quality urban forestry for publicly owned property, including parks, throughout the City of Bloomington in an ongoing effort to protect and enhance the urban forest, and contributes to the appearance and beautification of the City of Bloomington.

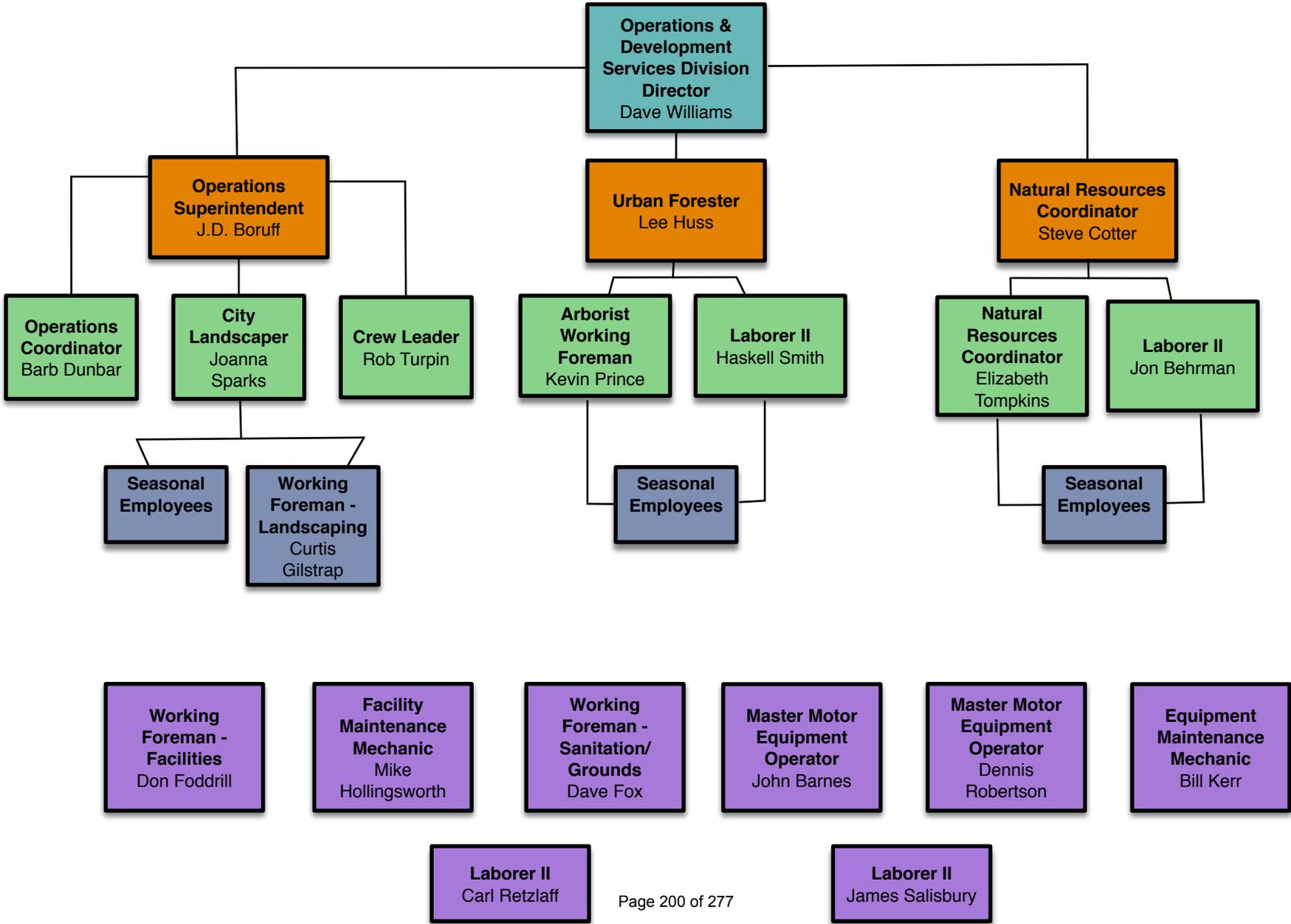
2017 Goals:

- Continue to maintain Tree City USA status for a 33rd year.
- Provide urban forestry services at publicly owned to include 625 plantings (Parks 95, Street 530), pruning on 450 trees (Parks 30, Street 420) and 500 removals (Parks 75, Street 425)
- Continue Emerald Ash Borer treatments for a fourth year on 65 trees.

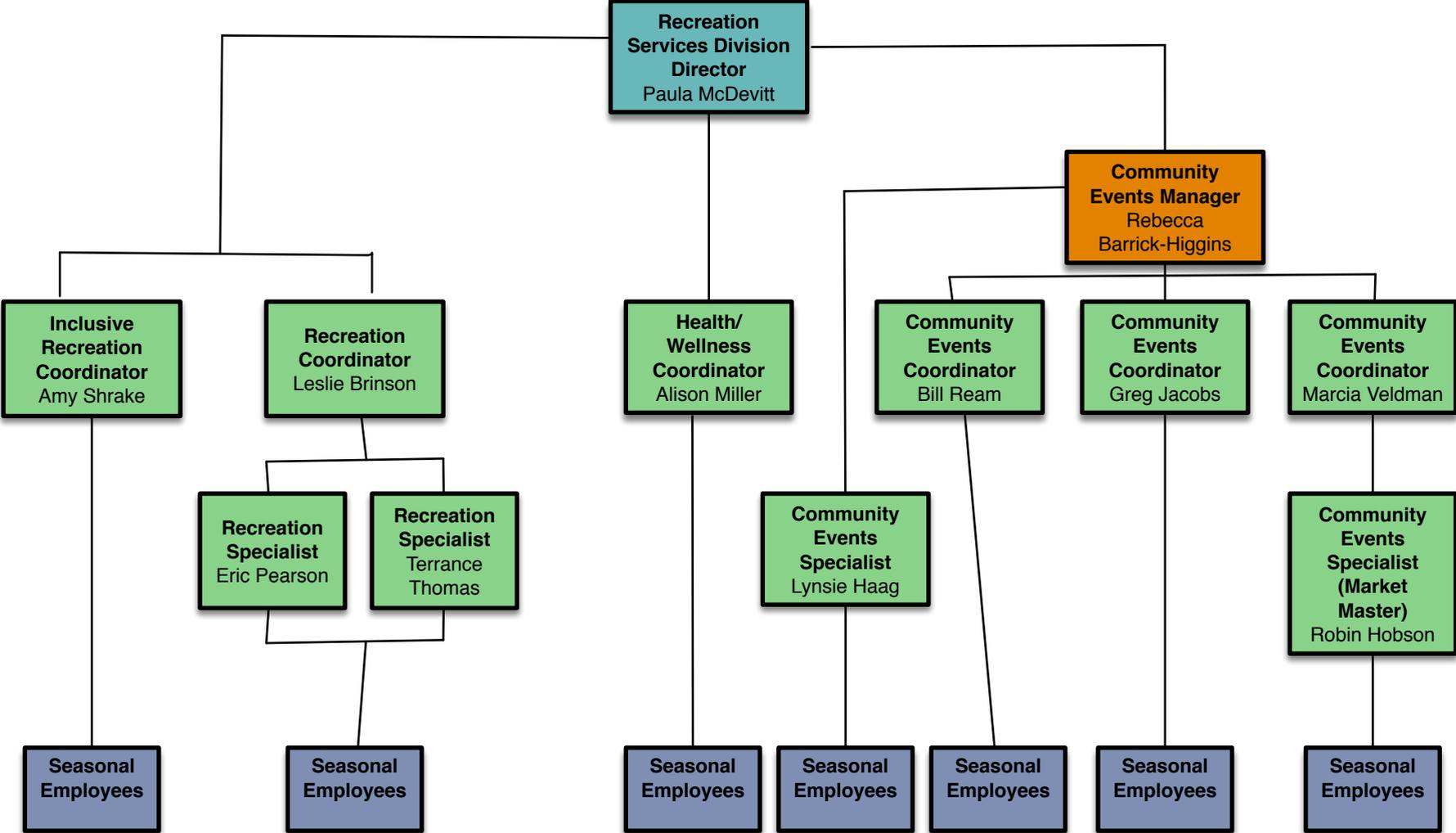
City of Bloomington
Parks and Recreation Department



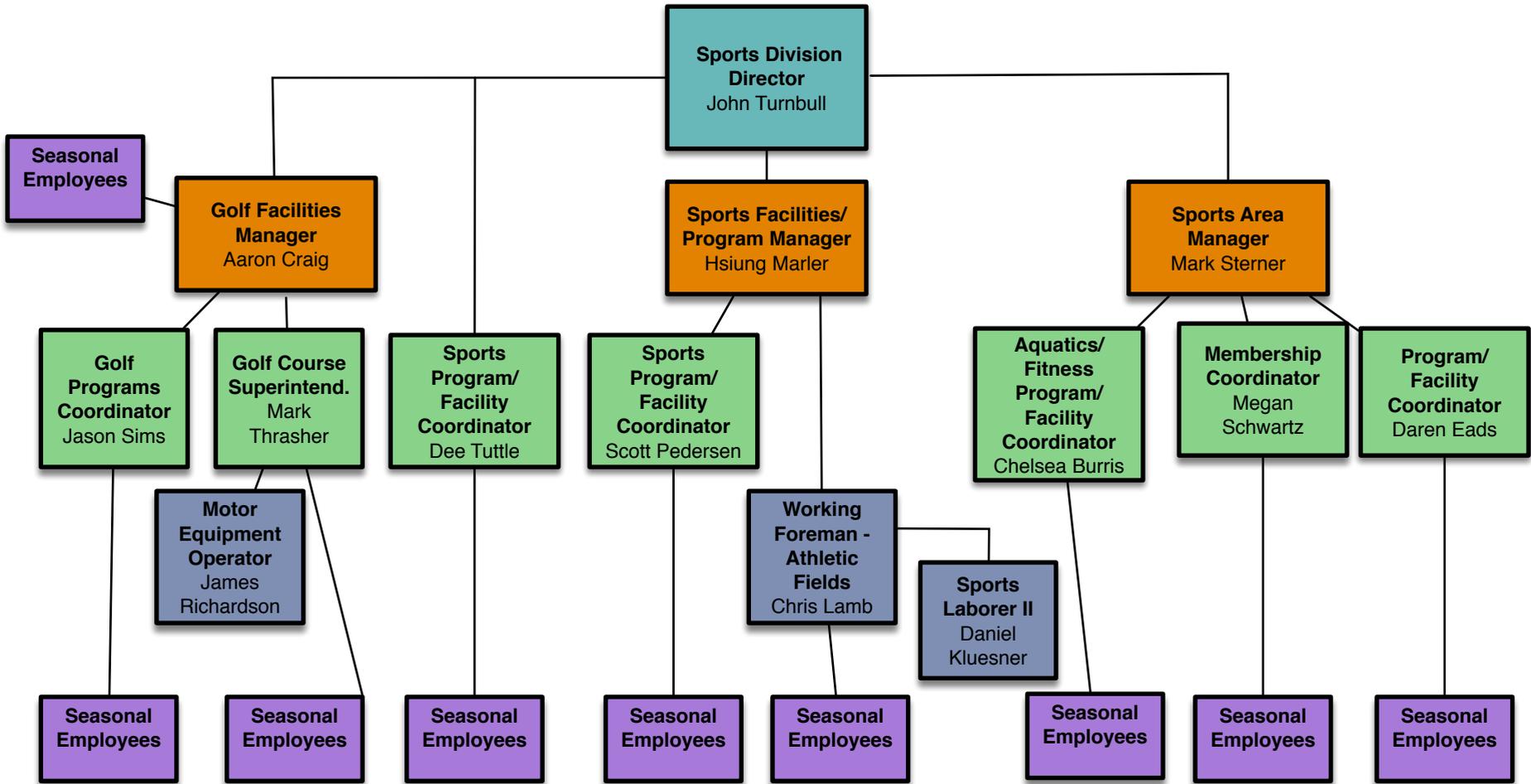
City of Bloomington
Parks and Recreation Department:
Operations & Development Division



City of Bloomington
Parks and Recreation Department:
Recreation Services Division



City of Bloomington
Parks and Recreation Department:
Operations & Development Division



CITY OF BLOOMINGTON
Budget Worksheet Report

	Account Number	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Council	+/- \$	+/- %
Fund: 200 - Parks and Recreation General							
<u>Expenditures</u>							
Department: 18 - Parks & Recreation							
Personnel Services							
	51110	Salaries and Wages - Regular	2,286,303	2,445,916	2,373,926	(71,990)	-2.94%
	51120	Salaries and Wages - Temporary	889,208	968,520	1,021,594	53,073	5.48%
	51130	Salaries and Wages- Overtime	4,308	2,501	500	(2,001)	-80.01%
	51210	FICA	233,381	259,563	259,803	240	0.09%
	51220	PERF	324,730	345,720	337,105	(8,614)	-2.49%
	51230	Health and Life Insurance	662,691	711,399	743,679	32,280	4.54%
	51240	Unemployment Compensation	56,006	56,006	0	(56,006)	-100.00%
Total: Personnel Services			4,456,628	4,789,625	4,736,606	(53,018)	-1.11%
Supplies							
	52110	Office Supplies	5,476	11,515	11,515	0	0.00%
	52210	Institutional Supplies	32,434	41,644	40,919	(725)	-1.74%
	52220	Agricultural Supplies	140,904	174,477	163,947	(10,530)	-6.04%
	52230	Garage and Motor Supplies	14,884	17,950	17,700	(250)	-1.39%
	52240	Fuel and Oil	60,867	98,947	106,122	7,175	7.25%
	52310	Building Materials and Supplies	67,609	58,840	58,275	(565)	-0.96%
	52320	Motor Vehicle Repair	0	6,900	3,703	(3,197)	-46.33%
	52330	Street , Alley, and Sewer Material	430	0	0	0	N/A
	52340	Other Repairs and Maintenance	47,134	75,480	69,480	(6,000)	-7.95%
	52410	Books	411	100	350	250	250.00%
	52420	Other Supplies	127,537	112,712	112,592	(120)	-0.11%
	52430	Uniforms and Tools	9,443	10,768	11,355	587	5.45%
Total: Supplies			507,130	609,333	595,958	(13,375)	-2.20%
Other Services and Charges							
	53110	Engineering and Architectural	8,318	8,500	6,000	(2,500)	-29.41%
	53130	Medical	3,304	4,416	4,004	(412)	-9.33%
	53140	Exterminator Services	2,271	3,400	2,675	(725)	-21.32%
	53150	Communications Contract	725	540	540	0	0.00%
	53160	Instruction	6,381	4,855	16,000	11,145	229.56%
	53170	Mgt. Fee, Consultants, and Workshops	120	1,240	1,040	(200)	-16.13%
	53210	Telephone	36,366	36,738	34,923	(1,815)	-4.94%
	53220	Postage	32,660	39,450	49,590	10,140	25.70%
	53230	Travel	3,826	7,000	10,075	3,075	43.93%
	53240	Freight / Other	662	1,000	1,000	0	0.00%
	53310	Printing	68,531	70,660	80,450	9,790	13.86%
	53320	Advertising	50,356	68,550	59,210	(9,340)	-13.63%
	53410	Liability / Casualty Premiums	67,479	69,979	67,479	(2,500)	-3.57%
	53420	Worker's Comp & Risk	53,031	53,031	53,031	0	0.00%
	53510	Electrical Services	180,476	198,075	192,625	(5,450)	-2.75%
	53530	Water and Sewer	149,024	210,200	195,310	(14,890)	-7.08%
	53540	Natural Gas	45,591	47,050	48,551	1,501	3.19%
	53610	Building Repairs	23,444	23,040	31,050	8,010	34.77%

CITY OF BLOOMINGTON
Budget Worksheet Report

	Account Number	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Council	+/- \$	+/- %
	53620	Motor Repairs	76,196	62,496	125,893	63,397	101.44%
	53630	Machinery and Equipment Repairs	28,117	47,700	30,950	(16,750)	-35.12%
	53650	Other Repairs	11,807	23,851	20,101	(3,750)	-15.72%
	53730	Machinery and Equipment Rental	7,664	8,778	8,261	(517)	-5.89%
	53740	Hydrant Rental	0	650	500	(150)	-23.08%
	53750	Rentals - Other	392	288	288	0	0.00%
	53830	Bank Charges	28,871	26,119	32,604	6,485	24.83%
	53840	Lease Payments	57,159	18,002	9,166	(8,836)	-49.08%
	539010	Inter-Fund Transfers	271,905	331,414	336,131	4,717	1.42%
	53910	Dues and Subscriptions	15,139	20,567	23,000	2,433	11.83%
	53920	Laundry and Other Sanitation Services	15,335	17,454	18,640	1,186	6.80%
	53940	Temporary Contractual Employee	1,342	2,900	3,305	405	13.97%
	53950	Landfill	21,568	25,095	29,190	4,095	16.32%
	53960	Grants	15,280	0	0	0	N/A
	53990	Other Services and Charges	137,774	192,936	220,848	27,912	14.47%
Total: Other Services and Charges			1,421,113	1,625,974	1,712,430	86,456	5.32%
Expenditure Grand Totals:			\$6,384,871	\$7,024,932	\$7,044,994	\$20,063	0.29%

City of Bloomington 2017 Budget

**Thursday
August 25,
2016**



Memorandum

To: Members of the City of Bloomington Common Council
From: Christy Langley, Director
Date: August 15, 2016

This memo accompanies the proposed 2017 budget for the Planning & Transportation Department.

Why We Exist

The Department of Planning & Transportation exists to help protect the health, safety and general welfare of the residents, visitors, and businesses within the City of Bloomington. It is responsible for the preparation and update of the comprehensive plan, the administration and maintenance of the local zoning and development regulation code, and the planning, design, and implementation of local multi-modal infrastructure projects.

Background

The 2017 Planning & Transportation General Fund budget request reflects ongoing changes in service provision and programming. Overall, the 2017 budget request reflects some proposed increases to address department needs and to respond to community and administrative priorities as outlined in our recent Comprehensive Master Plan draft effort.

The Comp Plan acts as an overall goal and policy document for the department—in conjunction with an up-to-date Thoroughfare Plan. A majority of the requested changes and increases that will follow below are a direct result of the programs and action steps from the Comp Plan update. Some of these budgetary requests are also part of the resettling process of combining the Engineering/Transportation and Planning sections within one department. As this section of the department continues to realign and prioritize new needs are identified.

The Planning & Transportation Department's general fund budget request is \$2,592,398.11. This is an increase of \$312,713.58 or 13.72%.

General Fund, Planning Main (\$2,571,624.11)

Category 1 – Personnel request is \$1,958,884.11, an increase of \$76,267.97 or 4.05%. This increase is a product of insurance changes and adjustments, a few pay grade changes requested earlier this calendar year, and an overall a salary increase for non-union staff.

Category 2 – Supplies request is \$25,174.00, a decrease of \$561 or -2.18%. This was a product of reorganizing certain purchase lines as well as programs/software switching from purchase/implementation to maintenance modes and contracts.

Category 3 – Other Services & Charges request is \$287,566.00, an increase of \$239,460.00 or 497.78%.

Line 323 – Travel – Increases by \$980 (19%)

- A majority of this increase is because the travel line did not change much at all when the department was expanded to include the Transportation section. We have thus far taken advantage of the special training fund established through HR but, even in a typical year and trying to take courses within driving distance, we are cutting it close with staff for 2016. This increase represents mainly engineering conferences for our technical staff to maintain their licenses and certificates.

Line 331 – Printing – Increases by \$500 (9%)

- This includes a \$500 request from DPW for No Parking Signs—both P&T and the Parks Department request several of these each year and Public Works is left to foot the bill.

Line 332 – Advertising – Increases by \$200 (8%)

- This includes the addition of our TIP (Transportation Improvement Plan) amendments throughout the year. These have always been taken out of this line but not specifically budgeted for.

Line 362 – Motor Repairs – Increases by \$12,856 (306%)

- This is a number given to us by fleet maintenance in order to accommodate for fleet repairs and needs.

Line 391 – Dues & Subscriptions – Increases by \$424 (5%)

- This change is primarily due to the American Planning Association (APA) National and State Chapter due structural changes.

Line 399 – Other Services and Charges – Increases by \$227,800 (28,475%)

- These expenditures are the primary result of the Comp Plan Update and its draft requisite action plan. Also, the City's Thoroughfare Plan is over seven years old and needs to be updated to incorporate the Greenways Plan in the overall document
 - \$20,000 – UDO Edits Consultant

- \$37,000 – Purchase and implementation of EnCode Code Publishing Software to make the UDO document more searchable and user-friendly. This is a one-time cost that will only require maintenance in the future.
- \$25,000 – Consultant for Environmental & Sustainability Plan. We are sharing the cost of this 50/50 with Economic & Sustainable Development and it will be a joint effort.
- \$20,000 – Consultant/analysis for current hospital site at 2nd & Rogers. IU Health will be footing the bill for a majority of this expenditure but the City wanted to be active participants both from a human and financial capital standpoint.
- \$125,000 – Consultant for a comprehensive Thoroughfare Plan Update.

Category 4 – Capital Outlays request is \$300,000 neither an increase nor a decrease but the same amount as requested in 2016.

General Fund, Planning Environmental (\$11,039.00)

Category 1 – Personnel request is \$9,689 neither an increase nor a decrease from 2016 totals.

Category 2 – Supplies request is \$1,300, an increase of \$100 or 8%. This is for grant fund matching for small Environmental Commission projects.

Category 3 – Other Services & Charges request is \$50 neither an increase nor a decrease from 2016 totals.

General Fund, MPO (\$9,735.00)

Category 2 – Supplies request is \$7,200, a decrease of \$2,304 or -32%. This is a reflection of the maintenance cost for the new traffic counting software whereas 2016 was a building/implementation year.

Category 3 – Other Services & Charges request is \$2,535 a decrease of \$250 or -10%. This reflects a rebalance between the Instruction and Travel lines to reflect current state MPO conference costs.

601 CUM CAP P&T Portion

Category 3 – Other Services request is \$810,000, an increase of \$200,000 or 32.79%.

Line 311 – Engineering and Architectural – Increases by \$200,000

- This increase represents programming for MPO and other planned projects that have been in development and may include:
 - Henderson Multi-use Path

- Winslow Multi-use Path
- E Rogers Multi-use Path
- Bloomfield/2nd Path & Signals
- Downtown Curb Ramps Phase II

Category 4 – Capital Outlays request is \$667,500, an increase of \$242,500 or 57.06%.

Line 411 – Land Purchase – Increases by \$240,000 (1,600%)

- This increase represents programming for MPO and other planned projects that have been in development and may include:
 - Ped Safety/Accessibility at Signalized Intersections
 - Bloomfield/2nd Path & Signals
 - 3rd & Woodcrest Traffic Signal

Line 431 – Improvements Other than Building – Decreases by \$122,500 (-29.87%)

- This increase represents programming for MPO and other planned projects that have been in development and may include:
 - Allen & Walnut Intersection
 - 4th & Rogers Intersection
 - Pedestrian Safety/Accessibility at Signalized Intersections
 - Traffic Calming Projects

Conclusion

In the future we are working towards a better inventory process for infrastructure prioritization. It is also important to note that the above is not a comprehensive list of the upcoming multi-modal projects, rather a snapshot of what comes out of the operational fund within the budget process.

Thank you for your consideration of the Planning & Transportation Department budget request and I would be happy to answer any questions you might have.

Planning & Transportation

2017 Goals: *Ensure accountable and responsive redevelopment and growth in order to add availability and choice to housing, transportation, education, employment, etc. in order to enhance the quality of life for our residents.*

Create a seamless and less obtrusive development application process for users large and small and enhance transparency and improve our public service response.

Zoning Code Enforcement

Program Description: The code enforcement process consists of responding to citizen complaints, performing inspections leading to Certificates of Occupancy, erosion control, removing signs in the right-of-way, issuing warnings and citations for violations, processing citations, and consulting with the Legal Department on difficult cases. Staff involvement in this program breaks down as follows:

Goals:

- Draft and submit for proposal various UDO policies suggested in the Comp Plan Update including but not limited to floodplain ordinance update, affordable housing initiatives, environmental design incentives, etc.
- Incorporate consistent (bi-annual) updates to the UDO based on Comp Plan direction, consistent variance requests, and errors located within the document.
- Investigate digital permit and process management software in coordination with ITS for permit tracking and citizen access portals for them to apply, pay for, and receive smaller permits online.
- Implement document management solutions with ITS to scan in all historic documents for better accessibility to both staff and the public.
- Issue permits within 5-7 business days
- Enhance the predictability of the development process by integrating City goals such as environmental protection and multi-modal inclusion into the development code

Development Review: Plan Commission, Plat Committee, Board of Zoning Appeals, Hearing Officer, DRC, Board of Public Works

Program Description: The development review process consists of reviewing permits, providing zoning information to property owners/developers/other citizens, taking development projects through the public hearing review process, processing permit

and filing fees, producing meeting minutes for boards and commissions, and coordinating projects with various City departments.

Goals:

- Complete the Comprehensive Master Plan Update
- Draft and submit for proposal various UDO policies suggested in the Comp Plan Update including but not limited to form-based zoning direction within the downtown districts, zoning changes and land use analysis for the special focus areas around the City, and creative higher density with less intensity implementations such as tiny houses and strategic accessory dwelling units.
- Incorporate consistent (bi-annual) updates to the UDO based on Comp Plan direction, consistent variance requests, and errors located within the document.
- Work with CBU and ITS to assist in GIS migration to ESRI
- Investigate digital permit and process management software in coordination with ITS for permit tracking and citizen access portals for them to apply, pay for, and receive smaller permits online.
- Implement document management solutions with ITS to scan in all historic documents for better accessibility to both staff and the public.
- Enhance the predictability of the development process by integrating City goals such as environmental protection and multi-modal inclusion into the development code

Transportation Planning

Program Description:

Full staff support for the Bloomington/Monroe County Metropolitan Planning Organization. This includes supporting three different MPO committees plus the creation of required documents and plans. Additionally, staff provides support to the Bicycle and Pedestrian Safety Commission as well as provides a leadership role in the City's quest to improve its status as a Bicycle Friendly Community.

Goals:

- Draft and submit for proposal various UDO policies suggested in the Comp Plan Update such as requirements for multi-modal incorporation into larger development projects, updated development regulations for the construction of future public infrastructure, and analysis of existing parking mechanisms and needs.
- Update Thoroughfare Plan and include Bicycle & Pedestrian Transportation & Greenways System Plan updated document
- Complete MPO Metropolitan Transportation Plan
- Work with DPW, OOTM, and Controller's Office to create a 5

year Capital Improvement Plan for large infrastructure improvements/investments

▪Further goals to obtain Platinum Bicycle Friendly Community status such as:

- Quarterly offering of adult bicycling skills classes
- 60% of primary and secondary schools offering bicycle education
- One bike program staff person per 20K permanent residents
- Bike plan is current and implemented

Engineering

Program Description: Construction management, capital improvement design and implementation, traffic engineering, installing side paths and sidewalks, and the management of permitting public improvements within the City right of way. These processes include initiation, design, implementation, inspection and final acceptance of a variety of public improvement projects.

Goals:

- Draft and submit for proposal various UDO policies suggested in the Comp Plan Update including but not limited to new infrastructure development requirements and specifications, initiatives and programs that are identified in the Thoroughfare Plan Update, and action steps to achieving Platinum Bicycle Friendly Community status.
- Update Thoroughfare Plan and include Bicycle & Pedestrian Transportation & Greenways System Plan updated document
- Work with DPW, OOTM, and Controller's Office to create a 5-year Capital Improvement Plan for large infrastructure improvements/investments with new priority scoring thresholds to determine funding allocations
- Refine coordination between Planning & Transportation and the Department of Public Works
- Determine the City's current levels of bicycle network integration as well as crash data to better assess where we are and where we need to go
- Further goals to obtain Platinum Bicycle Friendly Community status such as:
 - 45% bicycle network mileage to total road network mileage
 - 65% Arterial streets with bike lanes
 - Only 90 crashes per 10K daily commuters
 - Only .5 fatalities per 10K daily commuters
- Determine/establish acceptable Level of Service (LOS) for vehicular intersections

Long Range Planning

Program Description: Updating and implementing the City's Comprehensive Plan, creating and implementing special area plans (e.g. Downtown Plan, neighborhood plans, or corridor plans), updating the City's zoning and subdivision codes, and providing long range planning information such as demographic data.

- Goals:
- Complete the Comprehensive Master Plan Update
 - Draft and submit for proposal various UDO policies suggested in the Comp Plan Update including but not limited to refining and enhancing the design and permitting requirements for installations in the public right of way, refining the allowable modes of transportation within our right of ways and paths/sidewalks, updating zoning and land use analysis for the special focus areas identified within the Comp Plan update.
 - Update Thoroughfare Plan and include Bicycle & Pedestrian Transportation & Greenways System Plan updated document
 - Work with IU Health to incorporate Small Area Plan strategies for the current (soon former) hospital site
 - Incorporate regular (bi-annual) updates to the UDO based on Comp Plan direction, consistent variance requests, and errors located within the document.
 - Work with CBU and ITS to assist in GIS migration to ESRI
 - Determine the City's current levels of bicycle network integration as well as crash data to better assess where we are and where we need to go
 - Further goals to obtain Platinum Bicycle Friendly Community status such as:
 - 45% bicycle network mileage to total road network mileage
 - 65% Arterial streets with bike lanes
 - Only 90 crashes per 10K daily commuters
 - Only .5 fatalities per 10K daily commuters
 - Interact with a community group *at least* 2 times per month
 - Analyze and adopt Vision Zero strategies to mitigate traffic-related accidents within City limits

Environmental Planning

Program Description: This program is primarily tasked with supporting the City's Environmental Commission. The City's Environmental Planner coordinates the Commission's comments on land development proposals, assists with the Commission's educational initiatives, conducts inspections of properties with environmental concerns, and supervises interns who work for the Commission. Staff activity in this program is as follows:

Goals:

- Draft and propose for adoption an Environmental and Sustainability plan to direct policies for the next five years
- Draft and submit for proposal various UDO policies suggested in the Comp Plan Update such as codifying environmental preservation and protection strategies and working with CBU to find creative ways to incentivize low-impact design installations.

City of Bloomington
Planning and Transportation Department

Director
 Christy Langley,
 AICP

Deputy Director
 Joshua Desmond,
 AICP

Planning Assistant
 Emily Avers

MPO Staff

Office Manager
 Carmen Lillard

MPO Director

Planning Services Manager
 Scott Robinson,
 AICP

Development Services Manager
 James Roach,
 AICP

Transportation & Traffic Engineer
 Andrew Cibor,
 PE, PTOE

Senior Long Range Planner
 Nate Nickel

MPO Staff

Senior Transportation Planner
 VACANT

MPO Staff

Bicycle & Pedestrian Coordinator
 Beth Rosenbarger, AICP

MPO Staff

Zoning & Long Range Planner
 VACANT

MPO Staff

Planning Technician
 Paul Kehrberg

Senior Zoning Compliance Planner
 Lynne Darland, AICP

Senior Zoning Planner
 Jackie Scanlan, AICP

Senior Environmental Planner
 Linda Thompson

Public Improvements Manager
 Rick Alexander

Zoning Planner
 Eric Greulich

Zoning Compliance Planner
 Russell White

Project Engineer
 Neil Kopper, PE

Senior Project Manager
 Roy Aten

Project Manager
 Jeff Heerdink

Project Manager
 Matt Smethurst

Engineering Field Specialist
 Dan Backler, PE

Engineering Technician
 Sara Gomez

CITY OF BLOOMINGTON
Budget Worksheet Report

	Account Number	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Council	+/- \$	+/- %
Fund: 101 - General Fund							
<u>Expenditures</u>							
Department: 13 - Planning							
Personnel Services							
	51110	Salaries and Wages - Regular	\$1,149,043	\$1,283,599	\$1,326,473	\$42,875	3.34%
	51120	Salaries and Wages - Temporary	\$11,104	\$9,000	\$9,000	\$0	0.00%
	51210	FICA	\$83,042	\$98,884	\$102,164	\$3,281	3.32%
	51220	PERF	\$163,164	\$182,270	\$188,359	\$6,089	3.34%
	51230	Health and Life Insurance	\$299,520	\$318,552	\$342,576	\$24,024	7.54%
Total: Personnel Services			\$1,705,872	\$1,892,305	\$1,968,573	\$76,269	4.03%
Supplies							
	52110	Office Supplies	\$1,467	\$1,651	\$2,625	\$974	58.99%
	52240	Fuel and Oil	\$2,906	\$5,034	\$5,014	(\$20)	-0.40%
	52410	Books	\$1,030	\$1,050	\$1,050	\$0	0.00%
	52420	Other Supplies	\$20,421	\$28,704	\$24,985	(\$3,719)	-12.96%
Total: Supplies			\$25,824	\$36,439	\$33,674	(\$2,765)	-7.59%
Other Services and Charges							
	53160	Instruction	\$5,609	\$9,050	\$8,450	(\$600)	-6.63%
	53170	Mgt. Fee, Consultants, and Workshops	\$932	\$50	\$50	\$0	0.00%
	53210	Telephone	\$0	\$3,501	\$3,501	\$0	0.00%
	53220	Postage	\$0	\$248	\$248	\$0	0.00%
	53230	Travel	\$6,609	\$6,200	\$7,530	\$1,330	21.45%
	53240	Freight / Other	\$110	\$200	\$200	\$0	0.00%
	53310	Printing	\$4,034	\$5,800	\$6,300	\$500	8.62%
	53320	Advertising	\$2,378	\$2,594	\$2,794	\$200	7.71%
	53620	Motor Repairs	\$6,233	\$6,233	\$19,089	\$12,856	206.26%
	53630	Machinery and Equipment Repairs	\$0	\$2,500	\$0	(\$2,500)	-100.00%
	53640	Hardware and Software Maintenance	\$4,200	\$0	\$0	\$0	N/A
	53830	Bank Charges	\$852	\$900	\$900	\$0	0.00%
	53910	Dues and Subscriptions	\$9,999	\$8,565	\$8,989	\$424	4.95%
	53940	Temporary Contractual Employee	\$2,694	\$2,800	\$2,800	\$0	0.00%
	53960	Grants	\$3,022	\$1,500	\$1,500	\$0	0.00%
	53990	Other Services and Charges	\$327	\$800	\$227,800	\$227,000	28375.00%
Total: Other Services and Charges			\$46,999	\$50,941	\$290,151	\$239,210	469.58%

**CITY OF BLOOMINGTON
Budget Worksheet Report**

	Account Number	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Council	+/- \$	+/- %
	54310	Improvements Other Than Building	\$0	\$300,000	\$300,000	\$0	0.00%
Total: Capital Outlays			\$0	\$300,000	\$300,000	\$0	0.00%
Expenditure Grand Totals:			\$1,778,695	\$2,279,685	\$2,592,398	\$312,714	13.72%

**CITY OF BLOOMINGTON
Budget Worksheet Report**

		Account Number	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Council	+/- \$	+/- %
Fund: 601 - Cum Cap Development								
<u>Expenditures</u>								
Department: 02 - Public Works								
Supplies								
		52330	Street , Alley, and Sewer Material	280,698	813,463	813,463	0	0.00%
Total: Supplies				280,698	813,463	813,463	0	0.00%
Other Services and Charges								
		53110	Engineering and Architectural	213,173	0	200,000	200,000	N/A
		539010	Inter-Fund Transfers	500,000	500,000	500,000	0	0.00%
		53990	Other Services and Charges	163,420	110,000	110,000	0	0.00%
Total: Other Services and Charges				876,593	610,000	810,000	200,000	32.79%
Capital Outlays								
		54110	Land Purchase	16,919	15,000	255,000	240,000	1600.00%
		54310	Improvements Other Than Building	615,646	410,000	287,500	-122,500	-29.88%
		54510	Other Capital Outlays	0	0	125,000	125,000	N/A
Total: Capital Outlays				632,565	425,000	667,500	242,500	57.06%
Expenditure Grand Totals:				\$1,789,856	\$1,848,463	\$2,290,963	\$442,500	23.94%

CITY OF BLOOMINGTON
Budget Worksheet Report

		2015	2016	2017		
Account	Account Description	Actual	Adopted	Council	+/- \$	+/- %
Number		Amount	Budget			
Fund: 454 - Alternative Transportation						
<u>Expenditures</u>						
Department: 02 - Public Works						
Personnel Services						
51110	Salaries and Wages - Regular	71,236	74,770	76,265	1,495	2.00%
51210	FICA	5,130	5,720	5,834	114	2.00%
51220	PERF	10,116	10,617	10,830	212	2.00%
51230	Health and Life Insurance	24,960	26,546	28,548	2,002	7.54%
Total: Personnel Services		111,442	117,653	121,477	3,824	3.25%
Supplies						
52110	Office Supplies	547	1,000	1,000	0	0.00%
52240	Fuel and Oil	2,970	5,451	4,987	-464	-8.51%
52340	Other Repairs and Maintenance	122	2,500	2,500	0	0.00%
52420	Other Supplies	677	550	550	0	0.00%
52430	Uniforms and Tools	282	2,400	2,400	0	0.00%
Total: Supplies		4,596	11,901	11,437	(464)	-3.90%
Other Services and Charges						
53110	Engineering and Architectural	0	75,000	75,000	0	0.00%
53210	Telephone	1,272	1,320	1,320	0	0.00%
53310	Printing	9,860	12,600	12,600	0	0.00%
53620	Motor Repairs	6,129	6,902	14,999	8,097	117.31%
53640	Hardware and Software Maintenance	0	1,000	1,000	0	0.00%
53830	Bank Charges	0	18,000	18,000	0	0.00%
539010	Inter-Fund Transfers	0	58,062	60,767	2,705	4.66%
53990	Other Services and Charges	40	1,000	1,000	0	0.00%
Total: Other Services and Charges		17,301	173,884	184,686	10,802	6.21%
Capital Outlays						
54310	Improvements Other Than Building	241,663	500,000	560,000	60,000	12.00%
Total: Capital Outlays		241,663	500,000	560,000	60,000	12.00%
Expenditure Grand Totals:		\$375,003	\$803,438	\$877,600	\$74,162	9.23%



Memorandum

To: Members of the City of Bloomington Common Council
From: Adam Wason, Public Works Director
Date: August 15, 2016

This memo accompanies the proposed 2017 budget for Public Works Administration.

The Public Works Department directs the operations of all of its divisions that provide essential services and infrastructure to residents in a prompt, courteous, safe, efficient, and cost-effective manner.

The Public Works Administration Department's general fund budget request is \$1,305,474. This is an increase of \$81,223 or 7%.

Category 1 – Personnel request is \$236,942 an increase of \$45,073 or 24%

- This increase is due to the Customer Service III position moving to regular full time.

Category 2 – Supplies request is \$144,525 an increase of \$75 or .05%

Category 3 – Other Services & Charges request is \$721,507 an increase of \$36,075 or 5%.

Line 317-Mgt. Fee. Consultants/Workshops increase of \$25,000 or 1,667%

- Increase request is due to \$25,000 for consultant fees for Sanitation Delivery Model Services – to continue exploring most effective way to implement changes in service delivery.

Line 362-Motor Repair increase of \$1,075 or 38%

- Increase due to contractual amount to Fleet per vehicle per Fleet Maintenance.

Line 399-Other Services/Charges increase of \$10,000 or 33%

- Increase for liability payouts for claims against DPW that do not meet the insurance deductible threshold (\$10,000).

Category 4 – Inter-Fund Transfers request is \$202,500

Conclusion

Thank you for your consideration of the Public Works Administration Department budget request!

DPW Administration Program Budget

Program / Service

Adminstration Program

Activity: Develop and establish departmental policies and practices. Coordination and supervision of departmental policies and practices. Management and Supervision of the administrative office, Board of Public Works and six divisions: Animal Care & Control, Facilities, Fleet, Parking Garages, Sanitation.

Goals:

- * Begin review of American Public Works Association accreditation program.
- * If operational efficiencies can be gained by going through accreditation, determine appropriate timeline for application
- * Effectively manage the day to day operations of the department.

Board Program

Activity: The Board of Public Works is the chief administrative body of the City and has control over the day to day operation of the Department of Public Works, the Board also has the authority to approve claims. The Board holds 26 public work sessions and meetings a year.

Goals:

- * Efficient coordination with staff, public, and board in mandated approvals defined by State and City codes.

Infrastructure Assesst Management

Program Description: Manage and maintain departmental assests in a cost effective manner. Develop data collection practices, condition index parameters, inspection cycles, preventive, maintenance, and work orders.

Goals:

- *Have overall condition indexes (OCI) updated, or completed for those that currently don't exist, by 3rd quarter of 2017
- * This includes streets, sidewalks, facilities, street lights, traffic signals, vehicles . and equipment OCIs

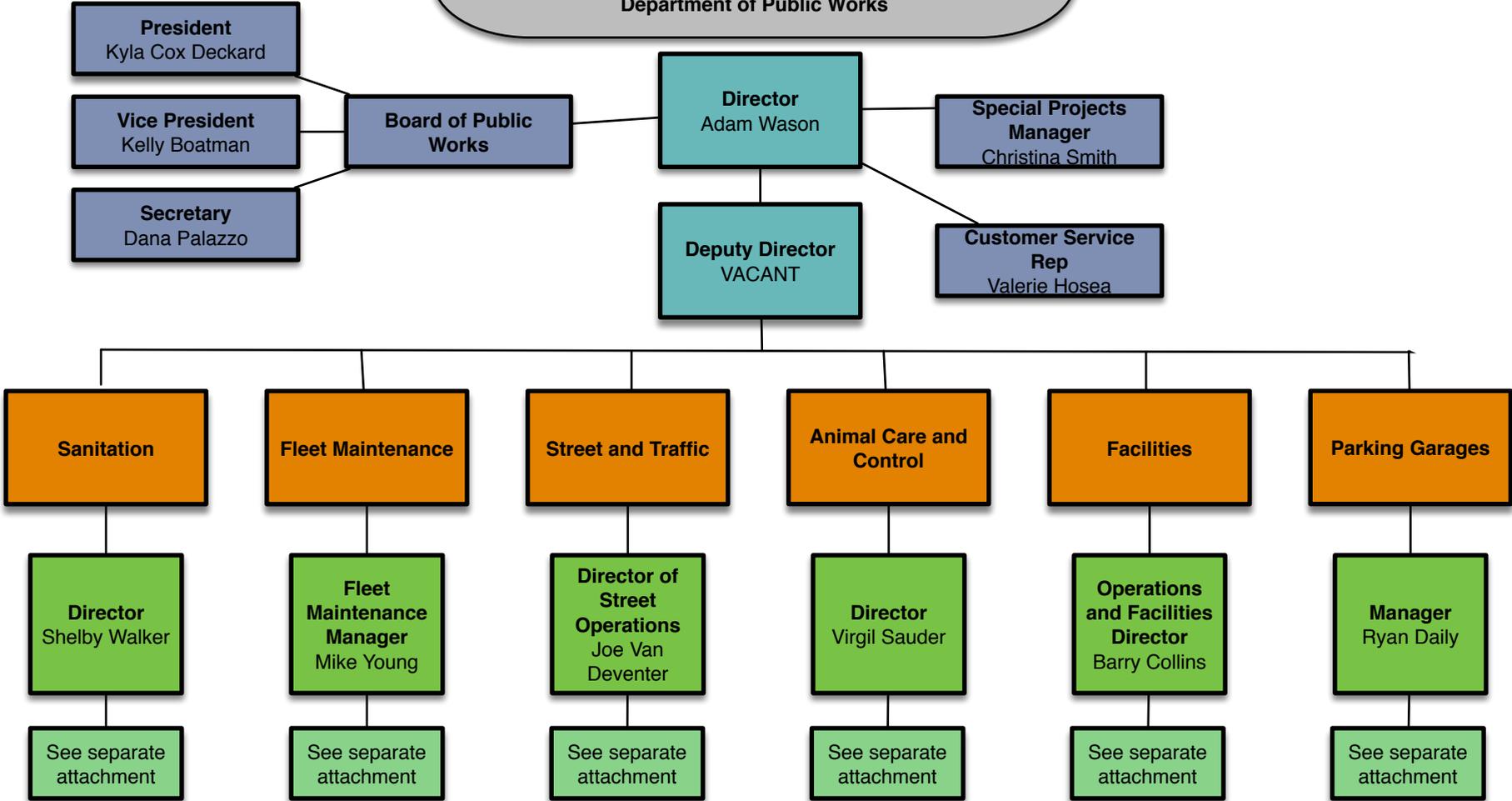
Constituent Services

Program Description: Provide highest levels of constituent services to the community for responsibility areas within Public Works.

Goals:

- *Respond to all inquires within 1 business day of submission even though issues may not be resolved within that timeframe.
- *Properly respond to and provide follow-up to all cases of uReport within defined standards

City of Bloomington
Department of Public Works



CITY OF BLOOMINGTON
Budget Worksheet Report

	Account Number	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Council	+/- \$	+/- %
Fund: 101 - General Fund							
<u>Expenditures</u>							
Department: 02 - Public Works							
Personnel Services							
	51110	Salaries and Wages - Regular	76,547	128,911	152,955	24,044	18.65%
	51120	Salaries and Wages - Temporary	26,912	12,001	12,001	0	0.00%
	51210	FICA	7,814	10,780	12,620	1,840	17.07%
	51220	PERF	9,993	17,415	20,827	3,412	19.59%
	51230	Health and Life Insurance	21,216	22,566	38,540	15,974	70.79%
	51240	Unemployment Compensation	196	196	0	(196)	-100.00%
Total: Personnel Services			142,678	191,869	236,942	45,073	23.49%
Supplies							
	52110	Office Supplies	1,633	3,000	2,200	(800)	-26.67%
	52240	Fuel and Oil	1,735	3,963	4,838	875	22.08%
	52330	Street , Alley, and Sewer Material	0	132,887	132,887	0	0.00%
	52420	Other Supplies	3,072	4,600	4,600	0	0.00%
Total: Supplies			6,439	144,450	144,525	75	0.05%
Other Services and Charges							
	53160	Instruction	74	3,325	3,325	0	0.00%
	53170	Mgt. Fee, Consultants, and Workshops	0	1,500	26,500	25,000	1666.67%
	53210	Telephone	4,997	3,940	3,940	0	0.00%
	53230	Travel	0	2,150	2,150	0	0.00%
	53310	Printing	2,389	20,000	20,000	0	0.00%
	53320	Advertising	1,961	1,500	1,500	0	0.00%
	53410	Liability / Casualty Premiums	96,776	223,948	223,948	0	0.00%
	53420	Worker's Comp & Risk	469,446	342,274	342,274	0	0.00%
	53620	Motor Repairs	11,828	2,795	3,870	1,075	38.46%
	53630	Machinery and Equipment Repairs	236	500	500	0	0.00%
	53650	Other Repairs	8,275	10,000	10,000	0	0.00%
	53710	Land Rental	0	1,500	1,500	0	0.00%
	53830	Bank Charges	0	36,000	36,000	0	0.00%
	53910	Dues and Subscriptions	1,679	2,900	2,900	0	0.00%
	53940	Temporary Contractual Employee	1,424	3,100	3,100	0	0.00%
	53990	Other Services and Charges	15,784	30,000	40,000	10,000	33.33%
Total: Other Services and Charges			614,870	685,432	721,507	36,075	5.26%
Capital Outlays							
	54510	Other Capital Outlays	12,884	0	0	0	N/A
	549010	Inter-Fund Transfers	202,500	202,500	202,500	0	0.00%
Total: Capital Outlays			215,384	202,500	202,500	0	0.00%
Expenditure Grand Totals:			\$979,371	\$1,224,251	\$1,305,474	\$81,223	6.63%

CITY OF BLOOMINGTON
Budget Worksheet Report

		Account Number	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Council	+/- \$	+/- %
Fund: 601 - Cum Cap Development								
<u>Expenditures</u>								
Department: 02 - Public Works								
Supplies								
		52330	Street , Alley, and Sewer Material	280,698	813,463	813,463	0	0.00%
Total: Supplies				280,698	813,463	813,463	0	0.00%
Other Services and Charges								
		53110	Engineering and Architectural	213,173	0	200,000	200,000	N/A
		539010	Inter-Fund Transfers	500,000	500,000	500,000	0	0.00%
		53990	Other Services and Charges	163,420	110,000	110,000	0	0.00%
Total: Other Services and Charges				876,593	610,000	810,000	200,000	32.79%
Capital Outlays								
		54110	Land Purchase	16,919	15,000	255,000	240,000	1600.00%
		54310	Improvements Other Than Building	615,646	410,000	287,500	-122,500	-29.88%
		54510	Other Capital Outlays	0	0	125,000	125,000	N/A
Total: Capital Outlays				632,565	425,000	667,500	242,500	57.06%
Expenditure Grand Totals:				\$1,789,856	\$1,848,463	\$2,290,963	\$442,500	23.94%

CITY OF BLOOMINGTON
Budget Worksheet Report

		Account Number	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Council	+/- \$	+/- %
Fund: 600 - Cum Cap Improvement (CIG)								
<u>Expenditures</u>								
Department: 02 - Public Works								
Supplies								
		52330	Street , Alley, and Sewer Material	110,000	278,500	170,000	-108,500	-38.96%
Total: Supplies				110,000	278,500	170,000	(108,500)	-38.96%
Other Services and Charges								
		539010	Inter-Fund Transfers	190,000	190,000	190,000	0	0.00%
Total: Other Services and Charges				190,000	190,000	190,000	0	0.00%
Expenditure Grand Totals:				\$300,000	\$468,500	\$360,000	(\$108,500)	-23.16%



Memorandum

To: Members of the City of Bloomington Common Council
From: Adam Wason, Director of Public Works
Virgil Sauder, Director of Animal Care and Control
Date: August 15, 2016

This memo accompanies the proposed 2017 budget for the Animal Care and Control Division of Public Works.

It is the Mission of the Department of Public Works Animal Care and Control Division to address and respond to all companion animal needs in the community through education, enforcement and support in order to build a community where people value animals and treat them with kindness and respect.

The Animal Care and Control's general fund budget request is \$1,469,719. This is an increase of \$134,189 or 9%.

Category 1 – Personnel request is \$1,144,316 an increase of \$34,985 or 3% and is the result of adding hours for our secretary and kennel work staff member.

Category 2 – Supplies request is \$137,566 an increase of \$23,912 or 21.04%.

Line 221 – Institutional Supplies – Increase of \$15,000 or 17%

- \$105,000 for supplies needed to clean the shelter, and treat the animals in our care. Medications and diagnostic tests for the animals come from this line as well, allowing us to reduce our overall expense by treating animals in-house.

Line 231 – Building Materials and Supplies – Increase of \$6,150

- Line previously in Facilities Budget

Line 234 – Other Repair and Maintenance – Increase of \$3,000 or 75%

- Increase due to moving funding from Facilities budget to purchase miscellaneous building supplies and equipment needed for shelter functions.

Category 3 – Other Services & Charges request is \$187,837 an increase of \$75,292 or 67%.

Line 314 – Exterminator Services – Increase of \$1,800

- Increase due to moving annual exterminator services from Facilities budget.

Line 351 – Electrical Services – Increase of \$13,000

- Increase due to moving electrical services from Facilities budget.

Line 353 – Water and Sewer – Increase of \$7,000

- Increase due to moving water and sewer services from Facilities budget.

Line 354– Natural Gas – Increase of \$18,000

- Increase due to moving natural gas services from Facilities budget.

Line 361 – Building Repairs – Increase of \$19,100

- Increase due to moving building repairs and maintenance contracts as well as service contracts for Security and Fire Monitoring Services from Facilities budget.

Line 362 - Motor Repairs – Increase of \$1492 or 25%

- Increase due to repairs of three ACO vans. Amount provided by Fleet.

Line 365 – Other Repairs – Increase of \$11,000

Line previously held by Facilities Budget

- Increase due to moving needed outbuildings and HVAC repairs from Facilities budget.

Line 53990 - Other Services and Charges – Increase of \$3,500 or 104% increase

- Increase due to moving miscellaneous services, such as hearing and rabies titer tests for staff, annual State and Federal Drug Licensing fees, and volunteer management software, snow removal and lawn care from Facilities budget.

Conclusion

The presented budget will assist the Animal Control Division in providing the best care possible to the animals in the shelter as well as improve our service to the residents of this community.

Thank you for your consideration of the Public Works department budget request!

Animal Care and Control

Program / Service

Animal Shelter Operations

Activity: The animal shelter is the base for both City and County animal control services. The shelter handled approximately 3,849 animals in 2015, providing shelter for strays and unwanted pets as well as offering adoption services. In 2017 the shelter plans a construction and renovation program to replace crumbling infrastructure and improve our quality of care. Monroe County offsets the cost through an annual interlocal agreement.

Goals: *Continue to improve the quality of care provided. We will measure through tracking the average hours provided by staff/volunteers to direct animal care.
* Implement Kennel Enrichment Programs to decrease stress and unwanted/ unsafe behaviors in animal population resulting in decreased length of stay in the shelter for animals. Our 2015 average length of stay was 17 days for dogs and 35 days for cats. our goal is to reduce our length of stay to 15 days for dogs and under 30 days for cats in 2017.
* Provide needed medical treatments to animals in-house and with veterinarians in the community. Between 7/1/15-6/30/16 we treated 15 cases of HTW, provided emergency care for 21 animals, sterilized 1453, and 88 other diagnostic and surgical procedures with the assistance of area veterinarians. The shelter treated 1200 animals for minor medical issues in house.

Activity: * Improve adoption retention

Goals: * Implement new surrender paperwork and evaluations for canines in order to gain more information on their needs to better place them in homes.
* In the first half of 2016 we saw 5% of our adoptions returned within 3 months. Though this is a nationally accepted figure we hope to reduce this to between 3-4% in 2017.
* Work with alternative funding sources and area trainers to offer reduced or free training costs for targeted canines to assist in the transition into a successful new home.

Activity: * Improve adoption program by making the process accessible to the public

Goals: * In 2015 the shelter adopted out 2258 animals allowing us to achieve a 78% live release rate and 16% euthanasia rate.
* In 2017 we hope to reduce the euthanasia rate to below 12% and achieve a live

release rate above 80%

* Track data on Barn Cat adoption program to place more animals outside of the shelter. In the last year we have euthanized at least 54 cats that would have benefited from this program. Since the programs launch we have had 6 successful adoptions.

* Implement the "Adoption Ambassador" program: training foster homes to market and adopt animals without adopters needed to enter the shelter and track the data

* Add 15 new foster homes, or a 150% increase, to the "Adoption Ambassador" program in 2017.

Animal Control / Field Operations

Activity: The Animal Control Officers are responsible for enforcement of ordinances in Title 7 of the Bloomington Municipal Code. They provide 24-hour emergency rescue for pets and respond to service calls and citizens' complaints annually. Monroe County pays the salaries and operating budget for their two full-time officers.

Goals:

- * Continue to educate the public about animal care requirements pursuant to ordinance and enforce when needed
- * Track number of allegations of cruelty, abuse, or neglect.
In 2015 officers inspected 169 cases of this nature.
- * Track number of service calls for year to year comparisons.
- * Track the time of complaint to resolution between calls.
- * Provide leashes and food to individuals as needed
- * Inspect and permit chicken flocks

Volunteer Coordination

Activity: Over 300 volunteers donate time and services for Bloomington Animal Care and Control. The Volunteer Program Director recruits, trains and schedules these volunteers to assist shelter staff with the direct care of the animals and provide clerical support. Besides our regularly scheduled volunteers, group projects such as kennel scrubbing and landscaping are done by service organizations. Program internships are available in coordination with Indiana University.

Goals:

- * Provide meaningful volunteer experiences and increase ability to properly care for the thousands of animals who enter our door annually
- * Recruit volunteers to serve as adoption counselors, dog walkers, cat care handlers for offsite adoption showcases, office assistants, enrichment providers, foster parents, photographers, adoption poster developers and routes. Volunteers served around 10,000 hours for Animal Care and Control in 2015. We hope to increase this number to 12,000 hrs. for 2017.
- * Continue participation in intern program with Indiana University with the goal of graduating 4 students from the program Indiana University.

- * Maintain and track number of active foster families with a total of over 100 families in the program

Humane Education / Public Relations

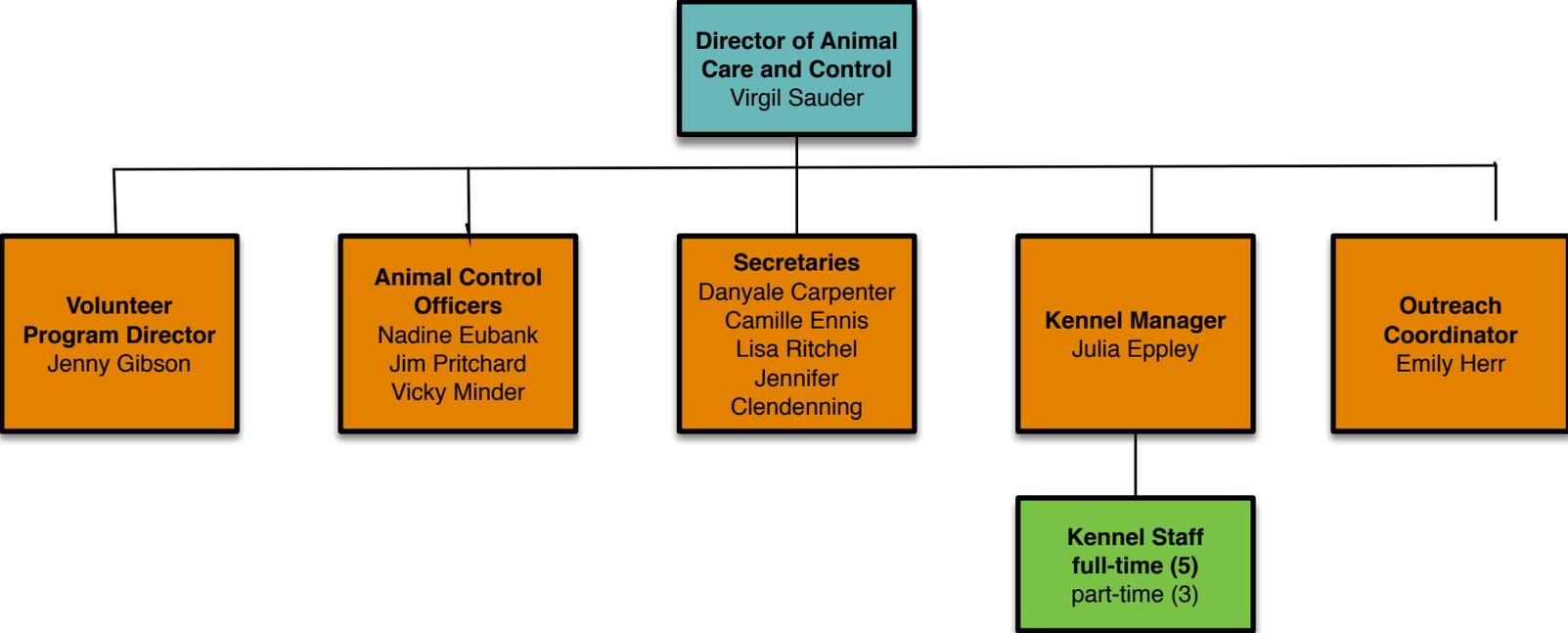
Activity: Educating the public about respect for living creatures is the key to a future population of responsible pet owners. This program: provides a weekly television show titled "Pets Without Partners, oversees the off-site adoption, provides tours of the facility, designs and writes adoption and education materials, and provides training and behavior advice to the public.

- Goals:
- * Provide assistance with understanding and working with undesirable behaviors to assist animals in staying in homes and not entering or re-entering the shelter
 - * Provided behavior counseling and adoption follow-up to over 1,000 inquiries
 - * Track the % of surrenders from the behavior counseling inquiries and adoption follow-up communications.
 - * Mail weekly adoption follow-up postcards or e-mails to new adopters to check-in and offer assistance during the critical transition period as animals adjust to their new homes.

Activity: * Increase knowledge of and promote shelter animals for adoption

- Goals:
- * Select and transport dogs to weekly, off-site adoption events tracking the number adoptions resulting from these events.
 - * Pets Without Partners airs 7 times per week with an additional 10 segments airing to showcase available companion animals.
 - * Promot adoptions via active Facebook presence and track veiwership.

City of Bloomington
Department of Public Works:
Animal Care and Control



CITY OF BLOOMINGTON
Budget Worksheet Report

	Account Number	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Council	+/- \$	+/- %
Fund: 101 - General Fund							
<u>Expenditures</u>							
Department: 01 - Animal Shelter							
Personnel Services							
	51110	Salaries and Wages - Regular	640,926	642,893	668,764	25,871	4.02%
	51120	Salaries and Wages - Temporary	15,387	15,542	15,542	0	0.00%
	51130	Salaries and Wages- Overtime	38,080	34,049	34,049	0	0.00%
	51210	FICA	49,564	52,975	54,954	1,979	3.74%
	51220	PERF	96,419	109,097	99,801	(9,296)	-8.52%
	51230	Health and Life Insurance	237,120	252,187	271,206	19,019	7.54%
	51240	Unemployment Compensation	2,588	2,588	0	(2,588)	-100.00%
Total: Personnel Services			1,080,083	1,109,331	1,144,316	34,985	3.15%
Supplies							
	52110	Office Supplies	1,667	2,000	2,000	0	0.00%
	52210	Institutional Supplies	80,934	90,000	105,000	15,000	16.67%
	52240	Fuel and Oil	7,885	13,504	13,266	(238)	-1.76%
	52310	Building Materials and Supplies	0	0	6,150	6,150	N/A
	52340	Other Repairs and Maintenance	3,248	4,000	7,000	3,000	75.00%
	52410	Books	0	300	300	0	0.00%
	52420	Other Supplies	656	1,850	1,850	0	0.00%
	52430	Uniforms and Tools	1,127	2,000	2,000	0	0.00%
Total: Supplies			95,517	113,654	137,566	23,912	21.04%
Other Services and Charges							
	53130	Medical	79,650	82,145	82,145	0	0.00%
	53140	Exterminator Services	0	0	1,800	1,800	N/A
	53160	Instruction	651	1,045	1,045	0	0.00%
	53210	Telephone	932	1,200	1,200	0	0.00%
	53220	Postage	689	1,033	1,033	0	0.00%
	53230	Travel	0	1,000	1,000	0	0.00%
	53310	Printing	1,081	2,000	2,000	0	0.00%
	53320	Advertising	1,754	4,000	4,000	0	0.00%
	53510	Electrical Services	0	0	13,000	13,000	N/A
	53530	Water and Sewer	0	0	7,000	7,000	N/A
	53540	Natural Gas	0	0	18,000	18,000	N/A
	53610	Building Repairs	0	0	19,100	19,100	N/A
	53620	Motor Repairs	6,082	6,082	7,574	1,492	24.53%
	53630	Machinery and Equipment Repairs	1,494	1,000	1,000	0	0.00%

CITY OF BLOOMINGTON
Budget Worksheet Report

	Account Number	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Council	+/- \$	+/- %
	53640	Hardware and Software Maintenance	2,775	2,775	2,775	0	0.00%
	53650	Other Repairs	0	0	11,000	11,000	N/A
	53830	Bank Charges	3,530	2,500	3,000	500	20.00%
	53910	Dues and Subscriptions	26	500	400	(100)	-20.00%
	53960	Grants	3,900	3,900	3,900	0	0.00%
	53990	Other Services and Charges	2,435	3,365	6,865	3,500	104.01%
Total: Other Services and Charges			104,998	112,545	187,837	75,292	66.90%
Expenditure Grand Totals:			\$1,280,598	\$1,335,530	\$1,469,719	\$134,189	10.05%



Memorandum

To: Members of the City of Bloomington Common Council
From: Adam Wason, Director of Public Works
Date: August 15, 2016

This memo accompanies the proposed 2017 budget for Fleet Maintenance.

The Department of Fleet Maintenance is responsible for the safe and efficient maintenance and repair, as well as the distribution of fuel for the City's fleet of vehicles and equipment. Our services ensure that City departments have the vehicles and equipment necessary to provide services to the citizens of Bloomington.

The Fleet Department fund budget request is \$2,527,965 a decrease of \$130,875 or 5%.

Category 1 – Personnel request is \$740,569 an increase of \$52,396 or 8%.

- This increase reflects a more accurate accounting of overtime needs for emergency call outs and call outs related to weather events as well as an allocation for a temporary position to help with general shop upkeep and parts pickup.

Category 2 – Supplies request is \$1,556,288 a decrease of \$250,330 or 14%.

Line 224 – Fuel – decreases of \$250,080 or 21%

- Fuel prices have declined in the past years, so based on a five year average for fuel cost and fuel usage, we have reduced this line. The five-year average cost for a gallon of fuel is \$3.22 and for a gallon of diesel is \$3.34. The five-year average of unleaded gallons consumed is 156,560 and the diesel gallons consumed is 118,025.
- The U.S. Department of Energy website for fuel projections and their projections through July of 2017 show unleaded prices holding steady and project a slight increase in the cost of diesel.
- The fuel market is unpredictable and any number of factors can drastically change the price of fuel.

Category 3 – Other Services & Charges increase of \$9,060 or 7%.

Line 321 - Telephone – decrease of \$3,190 or 90%

- Decrease reflects the actual charges for the one City cell phone for department.

Line 354 – Natural Gas – decrease of \$2,000 or 25%

- Reduction based upon current usage.

Line 361 – Building – increase of \$1,500 or 9%

- Increase based current usage.

Line 365 – Other Repairs increase of \$13,000 or 173%

- Increase due to escalation costs for facilities and fuel site repairs.

Category 4 – Capital Outlays increase of \$58,000 or 207%.

Line 431 – Improvements Other than Building – decrease of \$28,000 or 100%

- Decrease due to the completion of the fuel island repairs that are to be completed in 2016.

Line 442 – Purchase of Equipment – increase of \$22,000 or 100%

- Increase due to the purchase of a Hot Tank Parts Washer and the replacement of our current standard parts washer. The hot tank parts washer allows for the automated cleaning and degreasing of heavily soiled automotive parts, similar to a dishwasher cleaning dishes. Our standard parts washer is 25 years old and is in need of replacement. This is a cold solution cleaner that is manually operated for the cleaning of small parts.

Line 444 – Motor Equipment – increase of \$64,000 or 100%

- Increase due to the need to purchase of two pick-up trucks to replace units #405 and #406. Both of these vehicles qualify for replacements under the Vehicle Points Analysis Report. These are the trucks that the mechanics use for call outs, parts pick up, and general transportation. The estimated cost for these trucks includes: light bars, toolboxes, lift gates and other equipment for on-site repairs and safety purposes.

Conclusion

Fleet staff strives to maintain and service the City's fleet of vehicles and equipment, so that City departments can provide the best services to the citizens of Bloomington.

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

Fleet Maintenance Division

Program / Service

Preventative Maintenance

Activity: *Perform periodic preventative maintenance checks on all 500 of City vehicles

Goal: *Increase departmental awareness to the convenience and cost advantages of using our preventative maintenance program. Preventative maintenance can prolong the life of the vehicle and equipment. Helps to reduce downtime and breakdowns for the vehicles and equipment, as wearable items like brakes, hoses, tires, lights and charging systems are checked and repaired during preventative service. When vehicles are not brought in for preventative services, items like brake continue to wear down resulting in higher repairs costs as rotors and calipers will wear, brakes will fail and vehicles will have to be towed back to the shop. These items left unchecked can cause safety issues, major expenses for repair and increased down time to repair, preventing the department from using the vehicle or equipment for the services they provide.

Measurable: *Maintain vehicle points analysis that will transition to overall condition index through our asset management program. We have in excess of 500 numbered units: including ATV's, cars, trucks, dump trucks, trailers, fork lifts, heavy equipment, paving equipment, emergency response vehicles and other specialized equipment. Vehicle Points Analysis provides information on vehicles and equipment, that have a measurable life expectancy. The Vehicle Points analysis is a tool to help identify when a vehicle or piece of equipment has exceeded its life expectancy or has excessive costs to keep it operational. The current Vehicle Points Analysis Report shows that 35% of the City's fleet is in the "Poor - Requires Immediate Attention" category. With the purchases that will arrive in late 2016 or early 2017, this percentage improves to 25%.

Routine Maintenance

Activity: Provides routine in-shop maintenance of all City vehicles and equipment to keep our fleet running safely.

Goals: * Continue to provide high quality maintenance services in a timely fashion

through the processing of approximately 3000 work orders per year.. Repair times vary as smaller vehicles require less time than larger vehicles and equipment. While the City is purchasing some new vehicles and equipment, we still have a large number of older vehicles and equipment that are in need of more extensive repairs and require extra time to complete. Emergency response vehicles are given priority, but we strive to provide excellent service to all departments. Currently, 20% of the fleet has open work orders in the system, while some of these work orders are for minor items that are not taking the vehicle or equipment out of service they are repairs that need to be completed. Our goal is to reduce this by 5%.

Emergency Maintenance

Activity: *Administer emergency in-shop and on-site repairs of City vehicles and equipment 24 hours per day. Provide on call mechanical services during snow events to keep plows operational. Staff is called on a daily basis to perform emergency or quick fix repairs. They are also on call every weekend and holidays and in 2015 were call out after hours approximately 30 times.

Goals: * Continue to provide top-notch, 24-hour emergency service to enable City departments use of their vehicles and equipment, to ensure that services continue uninterrupted. Our master master mechanics average after hour response time is under an hour and many repairs can be made at that time, or a diagnosis of the issues and tow services called if necessary. During regular working hours, we are often called out to job sites for emergency repairs and mechanics average response time is under a half an hour for these services. While we cannot prevent every breakdown we strive to minize the inconvenience as much as possible.

Fuel Service

Activity: Provid below-retail-cost fueling system to City departments. City employees may choose either the South Henderson Street or the West Adams Street locations.

Measurable:

	2011	2012	2013	2014	2015
Unleaded gallons	158,446	157,158	156,558	153,583	145,450
Diesel gallons	118,025	114,607	103,897	122,060	114,165
Total gallons	276,471	271,765	260,455	275,643	259,615
Increase/ Decrease		-1.73%	-4.30%	5%	-6.10%

Goals: * Continue to provide convenient , economical fuel to City departments. Encourage departments to reduce idle time whenever possible, reduce usage when possible, and purchase more fuel efficient vehicles. We contact four vendors, that are on the City's approved list, for quotes on each load of fuel, thus ensuring that we are getting the best possible cost on our fuel. With the fuel monitoring software, we are able to provide departments with detailed fuel billings, which allows the departments to review their usage, so that they can look at making changes to reduce their fuel usage. While some changes can be made to reduce our fuel usage, weather plays a large part in increasing fuel consumption, including snow removal, weather related utility repairs and wind and storm damage. Fuel is a largely unpredictable commodity, price is traded on futures and effects everyone.

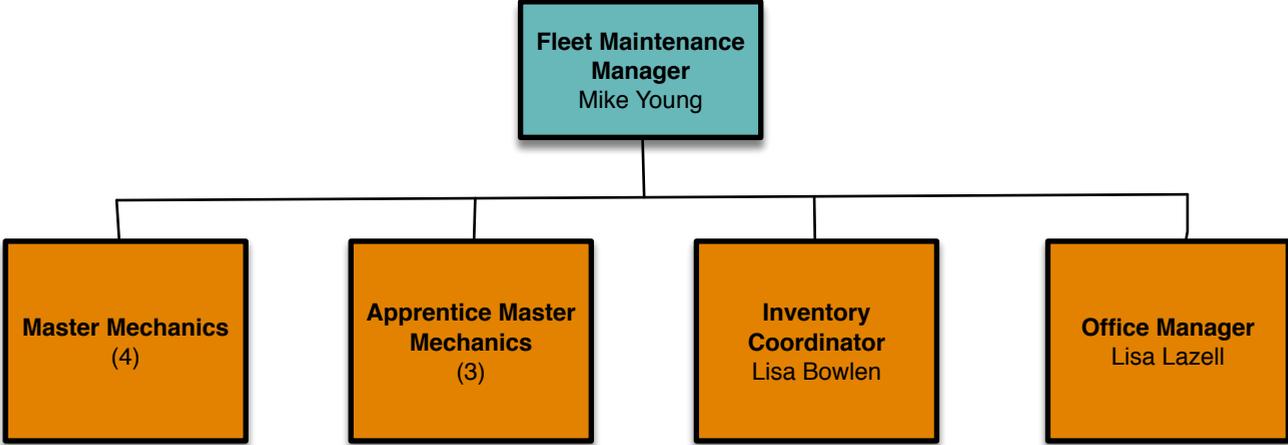
Parts Inventory

Activity: *Manage and maintain an accurate parts inventory and replacement part system for City vehicles and equipment.

Measurable: *Perform routine inventory counts for accuracy, work with vendors for best pricing and quality options, and to add or remove inventory so that obsolete parts, for vehicles that are no longer in service, are removed and parts necessary for newer vehicles are added to inventory. We keep in stock "fast moving" parts, like filters, wiper blades, tires, brakes, bulbs, oils and fluids and etc. We also have a large inventory of speciality parts, for fire trucks, snow equipment, sweepers, paving equipment and other speciality vehicles and equipment, that have to be shipped in to us and could cause delays in returning the vehicle or equipment to service. We have working relationships with several local parts vendors so that can most of the time, parts are delivered within 24 hours of ordering. We try to keep on hand parts necessary, so that we can complete repairs, as we have limited shop space and if we have a vehicle or equipment torn down and waiting on parts, it limits our ability to move onto another repair. We also have limited space for storing parts.

Goal: *Continue to maintain an accurate parts inventory and shop for the best prices and delivery options.

City of Bloomington
Department of Public Works:
Fleet Maintenance



CITY OF BLOOMINGTON
Budget Worksheet Report

		Account Number	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Council	+/- \$	+/- %
Fund: 802 - Fleet Maintenance								
<u>Expenditures</u>								
Department: 17 - Fleet Maintenance								
Personnel Services								
	51110	Salaries and Wages - Regular		421,322	436,582	443,541	6,959	1.59%
	51120	Salaries and Wages - Temporary		0	0	25,002	25,002	N/A
	51130	Salaries and Wages- Overtime		19,813	17,815	24,997	7,182	40.31%
	51210	FICA		31,448	34,762	37,756	2,994	8.61%
	51220	PERF		62,641	64,525	66,533	2,008	3.11%
	51230	Health and Life Insurance		124,800	132,730	142,740	10,010	7.54%
	51240	Unemployment Compensation		1,759	1,759	0	-1,759	-100.00%
Total: Personnel Services				661,783	688,173	740,569	52,396	7.61%
Supplies								
	52110	Office Supplies		643	500	500	0	0.00%
	52210	Institutional Supplies		141	500	500	0	0.00%
	52230	Garage and Motor Supplies		73,295	98,000	98,000	0	0.00%
	52240	Fuel and Oil		561,952	1,201,941	951,861	-250,080	-20.81%
	52310	Building Materials and Supplies		0	4,750	4,500	-250	-5.26%
	52320	Motor Vehicle Repair		348,400	450,000	450,000	0	0.00%
	52420	Other Supplies		37,192	43,927	43,927	0	0.00%
	52430	Uniforms and Tools		7,000	7,000	7,000	0	0.00%
Total: Supplies				1,028,624	1,806,618	1,556,288	(250,330)	-13.86%
Other Services and Charges								
	53130	Medical		497	715	715	0	0.00%
	53140	Exterminator Services		440	600	600	0	0.00%
	53160	Instruction		0	2,600	2,600	0	0.00%
	53210	Telephone		248	3,550	360	-3,190	-89.86%
	53220	Postage		41	45	45	0	0.00%
	53230	Travel		0	1,500	1,500	0	0.00%
	53240	Freight / Other		135	1,000	1,000	0	0.00%
	53250	Pagers		142	180	180	0	0.00%
	53410	Liability / Casualty Premiums		7,555	7,555	7,555	0	0.00%
	53420	Worker's Comp & Risk		16,583	16,583	16,583	0	0.00%
	53510	Electrical Services		8,350	10,000	10,000	0	0.00%
	53530	Water and Sewer		1,116	1,200	1,500	300	25.00%
	53540	Natural Gas		4,739	8,000	6,000	-2,000	-25.00%
	53610	Building Repairs		16,400	16,400	17,900	1,500	9.15%
	53620	Motor Repairs	Page 242 of 277	18,760	40,340	40,340	0	0.00%

CITY OF BLOOMINGTON
Budget Worksheet Report

	Account Number	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Council	+/- \$	+/- %
	53640	Hardware and Software Maintenance	2,350	5,000	4,450	-550	-11.00%
	53650	Other Repairs	13,027	7,500	20,500	13,000	173.33%
	53920	Laundry and Other Sanitation Services	3,587	4,430	4,430	0	0.00%
	53990	Other Services and Charges	4,018	8,850	8,850	0	0.00%
Total: Other Services and Charges			97,988	136,048	145,108	9,060	6.66%
Capital Outlays							
	54310	Improvements Other Than Building	0	28,000	0	-28,000	-100.00%
	54420	Purchase of Equipment	0	0	22,000	22,000	N/A
	54440	Motor Equipment	0	0	64,000	64,000	N/A
Total: Capital Outlays			0	28,000	86,000	58,000	207.14%
Expenditure Grand Totals:			\$1,788,396	\$2,658,839	\$2,527,965	(\$130,874)	-4.92%



Memorandum

To: Members of the City of Bloomington Common Council
From: Adam Wason, Director of Public Works
Date: August 15, 2016

This memo accompanies the proposed 2017 budget for Street Department's MVH, LRS, CCI & CCD Funds.

The Street Division, a division of the Department of Public Works, is committed to providing roadways that are safe and free of hazards.

The Street Department's MVH fund budget request is \$ 4,468,196. This is a decrease of \$ 33,902 or .75%.

Category 1 – Personnel request is \$ 2,884,381 an increase of \$ 76,606 or 2.73%

- AFSCME and non union employee pay increase.

Category 2 – Supplies request is \$ 544,414 a decrease of \$ 226,164 or 29.35%

Line 224 – Fuel and Oil – Decrease by \$ 49,154 or -23%

- Fuel prices have declined in past years. Requested figure is based on five year usage average.

Line 233 – Street, Alley and Sewer Materials decrease of \$ 154,710 or -38%

- Balance expenses with anticipated revenue.

Line 234 – Other Repairs and Maintenance decrease of \$ 5,000 or -6%

- Decrease due to smaller list of repairs for signals, guardrails, signs and wireless detection equipment.

Line 242 – Other Supplies decrease of \$ 18,300 or -36%

- Decrease due to small equipment purchased in 2016 (trailer/walk behind paint striper).

Category 3 – Other Services & Charges request is \$ 1,039,401 an increase of \$ 115,656 or 13%

Line 316 – Instruction increase of \$ 1,500 or 54%

- Increase training for asset management system Lucity used in PW.

Line 323 – Travel increase of \$ 1,000 or 71%

- Administration's prioritization of professional development for staff.

Line 354 – Natural Gas decrease of \$ 2,000 or -25%

- Facilities requesting decrease.

Line 361 – Building Repairs decrease of \$ 14,000 or -70%

- Facilities requesting decrease due projects that were completed in 2016.

Line 362 – Motor Repairs increase of \$ 33,996 or 7%

- Fleet Maintenance Set Rate.

Line 363 – Machinery & Equipment Repairs increase of \$ 10,000 or 312%

- Outside paver repairs using an contracted vendor

Line 365 – Other Repairs increase of \$ 5,500 or 20%

- Facilities increase due to projects not completed in 2016.

Line 395 – Landfill increase of \$ 22,027 or 212%

- Rising cost associated with disposal of sweeper dumps and paint material.

Line 399 – Other Services & Charges increase of \$ 53,750 or 120%

- Moving some sidewalk money to contracting to increase the overall amount of annual sidewalk repair/installation.

The Street Departments LRS fund budget request is \$ 645,564. This is an increase of \$ 15,259.

Category 3-Other Services & Charges-Request of \$645,564 an increase of \$15,259 or 2%.

Line 399-Other Services & Charges increase of \$15,259 or 2%

- \$50,000 for equipment, energy usage and maintenance costs for new street light installations requested departmental staff, citizens, neighborhood/homeowner associations, transit, local school corporations, and emergency services.
- \$66,500 for replacement of aging city owned and leased street lighting infrastructure.

The Street Department's CCI fund budget request is \$ 170,000. This is a decrease of \$ 108,500 or -39%.

Category 2 – Supplies - request is \$ 170,000 a decrease of \$ 108,500 or -39%.

Line 233 – Street, Alley and Sewer Materials decrease of \$ 108,500 or -39%.

- Balance expenses with anticipated revenue
- Revising sidewalk program decreased budget in supplies and moved to service line.

The Street Department's CCD fund budget request is \$ 1,048,463. This is an increase of \$ 10,000 or .08%.

Category 4 – Capital Outlays – request is \$ 125,000 an increase of \$ 10,000 or .08%

Line 451 – Other Capital Outlays increase of \$ 10,000 or .08%

- Rising cost of contracting pavement markings

Conclusion

Our goal is to enhance and ensure public safety and improve City infrastructure. In order for the division to ensure short and long term success, uncompromising customer service, forward thinking and a commitment to excellence, we feel that the before mentioned budget request is necessary.

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

STREET DIVISION

The Street Division, a division of the Department of Public Works, is committed to serving citizens of Bloomington by utilizing a variety of essential services to provide roadways that are safe and free of hazards, allowing travels as safe as possible. Our goal is to enhance and ensure public safety and improve the City infrastructure. In order for the division to ensure short and long-term success, uncompromising customer service, forward thinking and commitment to excellence, we feel that the budget requests are the key to success as not only a division, but as a community.

Program/Service

Paving/Patching

- Activity: Provide maintenance and repair of City's 234 miles of streets.
- Goals:
- *Pave 6% of street inventory each year based on Overall Condition Index rating
 - *Patch potholes within 48 hours after notification of a pothole problem
 - 290 Citizen complaints in 2015
 - 69% repaired within 48 hours
 - 31% repaired within 49 hours or more
 - *Goal to increase 95% of pothole complaints repaired within 48 hours

Leafing

- Activity: Provide annual curbside removal of leaves; keeping the leaves picked up from curbs and gutters helps with proper drainage flow and is a popular service with residents.
- Goals:
- *During fall and winter, our crews complete leaf collection in 6 weeks.
 - *Continue our curbside pickup on time.
 - *Increase efficiencies in leaf collection and shorten the overall time it takes to collect leaves by one week.
 - 2014 – 309 Loads of vacuumed leaves collected
 - 2015 – 311 Loads collected

Manage Urban Forest

- Activity: Provide care and maintenance of trees in the public right-of-way; safeguard against accidents and helps keep our city trees looking their best.
- Goals:
- *Working with the Urban Forester our tree maintenance program reduces the number of accidents caused by damaged or dying trees.
 - *Complete emergency tree/limb removal after major storms keeping roadways and walkways safe.
 - *Track response times during weather events to fallen tree/limbs reports. Response time goal is 1 hour from notification.
 - *Increase tree pruning and maintenance program to improve our tree inventory
 - 2014 – 108 trees removed
 - 2015 – 178 trees removed
 - 2016 – 79 trees removed to date (Goal is 160)
 - 2017 – Goal is 190 trees removed

Sidewalk Maintenance

Activity: Using Overall Condition Index for sidewalks, prioritize resource allocation to those sidewalk segments in most need of repair. Crews also build new sidewalks & construct ADA ramps before resurfacing streets in accordance with ADA.

Goals: *Continually improve the overall efficiency of our sidewalk repair program.
*Repair and construct sidewalks with annual improvement tracking through the OCI
2014 – 1,224 linear feet of curb/walk installed
2014 – 41 wheel chair ramps installed
2015 – 4,881 linear feet of curb/walk installed
2015 – 34 wheel chair ramps installed
2016 – 4,279 linear feet of curb/walk/gutter installed to date
2017 - 22 wheel chair ramps installed to date

Snow Removal

Activity: Provides snow and ice removal to ensure safe transportation for the community and safe access by emergency vehicles during inclement weather.

Goals: *Continue to be responsive and proactive during snow/ice conditions
2014 - 21 Snow events using 8779 tons of de-icing salt
2015 – 13 Snow events using 3645 tons of de-icing salt
*Goal to continue to make streets plowed, treated and passable.

Alley Repairs

Activity: Responsible for the maintenance of city's 889 segments of alley network

Goals: *Patch portions of alleys when necessary and resurface high traffic alleys as needed.
*Continue to improve our program of city maintained alleys
*Continue with 1 employee in the downtown area cleaning alleys on a daily basis
2014 – 114 alley maintenance repairs
2015 – 74 alley maintenance repairs
2016 – 28 alley maintenance repairs to date
2017 – 100 alley maintenance repairs (patch, grade, trim, stone)

Sweeping

Activity: Provides removal of silt, trash, and debris for all city streets through regular sweeping.

Goals: *Maintain clean and safe roadways for vehicular and bicycle traffic.
*Track tonnage of waste collected over time.
Downtown Area swept at least six times a year
Residential Area swept at least once a year (With new equipment looking to expand that number)
*Continue to work with Housing & Neighborhood Department to notify homeowner associations of sweeping schedule.

Traffic Signals

Activity: Controls the assignment of vehicular or pedestrian right-of-way at locations where potentially hazardous conflicts exist.

- Goals:
- *Continue monitoring and upgrading traffic signal coordination timing utilizing wireless radio interconnect system.
 - *Continue working on LED bulb replacement of all 83 city maintained signals
 - Completed 34 city maintained signals with LED bulb replacement to date
 - Goal is to be completed with all 83 city maintained signals in 2016
 - *Maintain 83 signalized intersections.
 - *Maintain 21 city owned flashing beacons in school/hospital zones & flasher feedback
 - *Maintain 2 HAWK system flashers

Traffic Signs

Activity: Control the assignment of vehicular or pedestrian right-of-way at locations where potentially hazardous conflicts exist, which is accomplished through the placement of signs.

- Goals:
- *Update 10% inadequate signs that do not meet minimum retro-reflectivity requirements.
 - *Maintain & update signage per MUTCD code.
 - 20% of sign repairs are due to vandalism/accidents
 - 25% of sign repairs are due to theft

Pavement Markings

Activity: Control of assignment of vehicular or pedestrian right of way at locations where potentially hazardous conflicts exist, which is accomplished through proper lane markings.

- Goals:
- *Increase the quantity (10%) of detailed markings with use of recently purchased thermo equipment
 - *Maintain existing pavement markings to meet existing MUTCD standards
 - *Track the overall linear feet of lane markings and bicycle lanes installed.
 - 760,000 linear feet pavement markings installed each year by contract

Line Locates

Activity: Provides locates of fiber optic/BDU traffic signal wiring, street light wiring.

- Goals:
- *Continue to provide locates of fiber optic/BDU traffic signal and street light wiring.

Street Lights/Traffic Signals (Installation, Energy Usage and Maintenance Services)

Activity: Local Road and Street Fund is solely designated for all of the equipment, energy usage and maintenance costs pertaining to street lights, traffic, pedestrian and school crossing signals.

- Goals:
- *Continue and expand our cost effective and energy efficient goals by utilizing fiscally responsible methods and installing only LED fixtures for all new street lighting and traffic signal systems within the public right of way.
 - *Achieved a 4% reduction in overall energy consumption from 2013-2015.
 - *Pay up-front equipment costs for new street lights leased through Duke Energy which will reduce the overall system costs by 50% over a 10-year period.
 - *Reduce energy consumption by installing: LED traffic signals at 2nd & College and 2nd & Woodcrest; and flashers at 4th & Rogers & Allen & Walnut.

- *Replace inefficient city owned and maintained street lights in front of Walnut Street Parking Garage with LED pedestrian scale street lights which will reduce energy consumption by 50%.
- *Reduce light pollution, energy consumption, and electrical usage costs by partnering with Duke Energy to design and implement a capital replacement lighting plan for full cut off LED Street lights along E. 3rd Street between S. Henderson Street and S. Jordan Ave.
- *Increase response time by investing in an inventory system for lighting fixtures and traffic signal equipment available on site to replace damaged equipment due to storm events or traffic accidents.

2016 Street Budget vs 2017 Street Budget
LRS

Budget Allocation	2016 Budget			2017 Budget			\$ Change
	General Fund	Other Funds	Total	General Fund	Other Funds	Total	
300 - Other Services		630,305	630,305		645,564	645,564	15,259
Total	0	630,305	630,305		645,564	645,564	15,259

2016 Street Budget vs 2017 Street Budget
MVH

Budget Allocation	2016 Budget			2017 Budget			\$ Change
	General Fund	Other Funds	Total	General Fund	Other Funds	Total	
100 - Personal Services		2,807,775	2,807,775		2,884,381	2,884,381	76,606
200 - Supplies		770,578	770,578		544,414	544,414	(226,164)
300 - Other Services		923,745	923,745		1,039,401	1,039,401	115,656
400 - Capital Outlays		0	0		0	0	0
Total	0	4,502,098	4,502,098	0	4,468,196	4,468,196	(33,902)

2016 Street Budget vs 2017 Street Budget

CCI

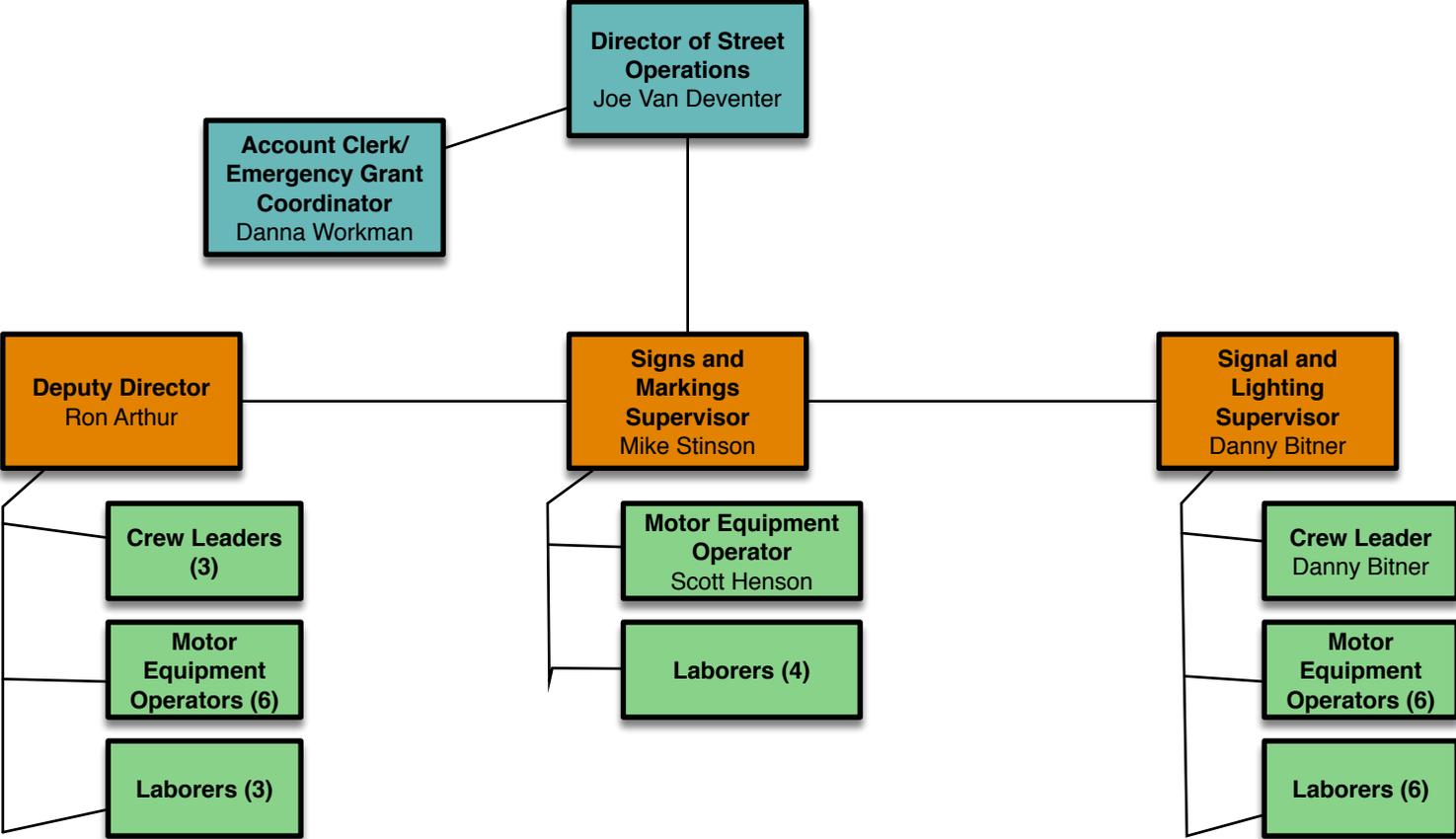
Budget Allocation	2016 Budget			2017 Budget			\$ Change
	General Fund	Other Funds	Total	General Fund	Other Funds	Total	
100 - Personal Services		0	0		0	0	0
200 - Supplies		278,500	278,500		170,000	170,000	(108,500)
300 - Other Services		0	0		0	0	0
400 - Capital Outlays		0	0		0	0	0
Total	0	278,500	278,500	0	170,000	170,000	(108,500)

2016 Street Budget vs 2017 Street Budget

CCD

Budget Allocation	2016 Budget			2017 Budget			\$ Change
	General Fund	Other Funds	Total	General Fund	Other Funds	Total	
100 - Personal Services		0	0		0	0	0
200 - Supplies		813,463	813,463		813,463	813,463	0
300 - Other Services		110,000	110,000		110,000	110,000	0
400 - Capital Outlays		115,000	115,000		125,000	125,000	10,000
Total	0	1,038,463	1,038,463	0	1,048,463	1,048,463	10,000

City of Bloomington
Department of Public Works:
Street and Traffic



**CITY OF BLOOMINGTON
Budget Worksheet Report**

		2015 Actual Amount	2016 Adopted Budget	2017 Council	+/- \$	+/- %
Account Number	Account Description					
Fund: 450 - Local Road and Street						
<u>Expenditures</u>						
Department: 20 - Street						
Other Services and Charges						
53520	Street Lights / Traffic Signals	547,141	630,305	645,564	15,259	2.42%
Total: Other Services and Charges		547,141	630,305	645,564	15,259	2.42%
Expenditure Grand Totals:		\$547,141	\$630,305	\$645,564	\$15,259	2.42%

CITY OF BLOOMINGTON
Budget Worksheet Report

		Account Number	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Council	+/- \$	+/- %
Fund: 451 - Motor Vehicle Highway								
<u>Expenditures</u>								
Department: 20 - Street								
Personnel Services								
	51110	Salaries and Wages - Regular		1,655,079	1,707,700	1,738,876	31,176	1.83%
	51120	Salaries and Wages - Temporary		67,225	48,268	48,268	0	0.00%
	51130	Salaries and Wages- Overtime		69,085	113,550	113,549	-1	0.00%
	51210	FICA		128,231	143,019	145,403	2,384	1.67%
	51220	PERF		244,832	258,619	263,042	4,423	1.71%
	51230	Health and Life Insurance		540,384	534,901	575,242	40,341	7.54%
	51240	Unemployment Compensation		1,718	1,718	0	-1,718	-100.00%
Total: Personnel Services				2,706,553	2,807,775	2,884,381	76,606	2.73%
Supplies								
	52110	Office Supplies		583	600	600	0	0.00%
	52210	Institutional Supplies		1,463	5,000	5,750	750	15.00%
	52240	Fuel and Oil		97,672	215,332	166,178	-49,154	-22.83%
	52310	Building Materials and Supplies		0	4,750	5,000	250	5.26%
	52330	Street , Alley, and Sewer Material		632,807	406,696	251,986	-154,710	-38.04%
	52340	Other Repairs and Maintenance		43,181	85,000	80,000	-5,000	-5.88%
	52420	Other Supplies		16,792	51,200	32,900	-18,300	-35.74%
	52430	Uniforms and Tools		2,053	2,000	2,000	0	0.00%
Total: Supplies				794,550	770,578	544,414	(226,164)	-29.35%
Other Services and Charges								
	53130	Medical		1,032	900	900	0	0.00%
	53140	Exterminator Services		630	1,000	1,000	0	0.00%
	53160	Instruction		0	2,795	4,295	1,500	53.67%
	53210	Telephone		3,183	4,000	4,000	0	0.00%
	53220	Postage		2,736	4,000	4,000	0	0.00%
	53230	Travel		0	1,400	2,400	1,000	71.43%
	53250	Pagers		1,053	1,200	1,200	0	0.00%
	53310	Printing		1,414	4,000	4,000	0	0.00%
	53320	Advertising		0	1,500	1,500	0	0.00%
	53410	Liability / Casualty Premiums		56,626	56,626	56,626	0	0.00%
	53420	Worker's Comp & Risk		50,121	50,121	50,121	0	0.00%
	53510	Electrical Services		5,338	6,500	6,500	0	0.00%
	53530	Water and Sewer		1,500	2,000	2,500	500	25.00%
	53540	Natural Gas		5,011	8,000	6,000	-2,000	-25.00%
	53610	Building Repairs		47,000	20,000	6,000	-14,000	-70.00%
	53620	Motor Repairs	Page 254 of 277	399,308	514,108	548,104	33,996	6.61%

**CITY OF BLOOMINGTON
Budget Worksheet Report**

	Account Number	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Council	+/- \$	+/- %
	53630	Machinery and Equipment Repairs	551	3,200	13,200	10,000	312.50%
	53640	Hardware and Software Maintenance	0	21,804	21,804	0	0.00%
	53650	Other Repairs	0	27,000	32,500	5,500	20.37%
	53730	Machinery and Equipment Rental	0	10,000	10,000	0	0.00%
	53830	Bank Charges	0	25	25	0	0.00%
	539010	Inter-Fund Transfers	0	122,983	126,366	3,383	2.75%
	53910	Dues and Subscriptions	340	2,420	2,420	0	0.00%
	53920	Laundry and Other Sanitation Services	2,302	2,820	2,820	0	0.00%
	53950	Landfill	7,175	10,398	32,425	22,027	211.84%
	53990	Other Services and Charges	119,834	44,945	98,695	53,750	119.59%
Total: Other Services and Charges			705,153	923,745	1,039,401	115,656	12.52%
Capital Outlays							
	54310	Improvements Other Than Building	132,542	0	0	0	N/A
	54420	Purchase of Equipment	0	0	0	0	N/A
Total: Capital Outlays			132,542	0	0	0	0.00%
Expenditure Grand Totals:			\$4,338,799	\$4,502,098	\$4,468,196	(\$33,902)	-0.75%



Memorandum

To: Members of the City of Bloomington Common Council
From: Adam Wason, Director of Public Works
Date: August 15, 2016

This memo accompanies the proposed 2017 budget for the Sanitation Department.

The Department of Sanitation provides the weekly collection and disposal of household solid waste and large items, such as furniture, from the residences located inside the corporate city limits, as well as biweekly recycling services. Sanitation also provides trash collection for City Hall, downtown containers, city parks, and city facilities. Through a variety of services such as appliance pickup, curbside recycling, and yard waste collections, Sanitation does its part to keep the City of Bloomington clean.

The 2017 budget request will not look drastically different than previous years. We are however asking for the Council's support in moving away from the current manually loaded service delivery model to a piloted automated system that uses mechanized tippers. Implementation of the new service delivery model will be staggered over several years.

The needed capital outlays and legislative changes to implement this large scale change in service delivery will be coming to the Council in the near future.

The Sanitation Department's general fund budget request is \$1,491,029.00. The total request is \$2,425,632 or an increase of \$35.822 1.50%

Category 1 – Personnel request is \$1,645,016.79 an increase of \$ 24,259 or 1% increase due to previously negotiated AFSCME contract.

Category 2 – Supplies request is \$132,369 a decrease of \$15,795.00 or 11%.

Line 224 - Fuel decrease of \$15,795 or 13%.

- There is a decrease of \$15,795 from this line over budget year 2016. Trucks with better fuel economy, implementing management practice to reduce needless idling, and a projected drop in fuel costs to Fleet are driving this decrease.

Line 242 - Other Supplies decrease of \$150 or .93%.

- A decrease of \$150 is being requested in this line. Oil Dry and Portland use for hydraulic spills has been moved to line 223 Garage and Motor Supplies. Downtown container maintenance, ice, fire extinguisher servicing, recycle bins, and toner will continue to be purchased from this line.

Category 3 – Other Services & Charges request is \$648,246 an increase of \$29,529 or 5%.

Line 354 - Natural Gas decrease of \$1,700 or -40%.

- Decrease due to better control over this utility is driving this decrease.

Line 362 - Motor Repairs increase of \$59,131 or 52%.

- This line increase is calculated by Fleet maintenance based on historical spending trends for repairs. This increase will be somewhat offset with the purchase of several new trucks as part of the transition to an automated system. However, even with these purchases an overall increase in repairs is expected due to the overall average age of the Sanitation fleet.

Line 365 - Other Repairs decrease of \$10,000.00 or -100%.

- Decrease of repairs per Facilities.

Line 395 - Landfill decrease of \$14 or a 4%

- Tipping fees for trash, yard waste, appliances and recycle are paid from this line. The automation plans will likely allow for a reduction in this line, but that will not be known until initial benchmarking is done upon implementation. For now the amount request remains the same.

Line 399 - Other Services and Charges decrease of \$1,000 or 5%.

- The amount requested will remain the same. Outside services as well as insurance deductibles are paid from this line.

Conclusion

The 2017 Sanitation budget proposal implements a pilot program that will move us towards a full and semi-automated collection system. This collection system

will reduce staff injuries, lower worker's compensation claims, improve service delivery, and begin to meet industry standards for vehicle replacement. Sanitation would like to move towards a sustainable future by utilizing the new and innovative means that are presented in this budget request..

Thank you for your consideration of the Sanitation department's budget request!

Sanitation

Program / Service

Solid Waste Collection

- Activity: The weekly collection and disposal of household trash from residents of single family homes within the City.
- Goals:
- * Improve solid waste reduction initiatives by increasing curbside recycling. increase in the participation rate. The information is based on cities of similar demographics, who reported a participation increase when they transitioned to single stream/weekly collection.
 - * Implement public education campaign with the goal of increasing compliance with approved rules and regulations.
 - * Pick up of collected roadside litter from new city-wide Adopt-A-Road Program.
 - * Transition to full/semi automated collection
 - * Continued research into alternatives for food waste
 - * Daily pickup statistics are tracked in order to verify efficiency of route collection. This includes tonnage of waste collected, route times and daily staffing levels. Benchmarking will be conducted as we transition to the automated system

Recycling Collection

- Activity: * Provide curbside collection of recyclable materials on an every other week basis
- Goals:
- * Maintain a recycling diversion rate of 42%. National average is 37%.
 - * Increase and track participation rates by transitioning to weekly single stream collection.

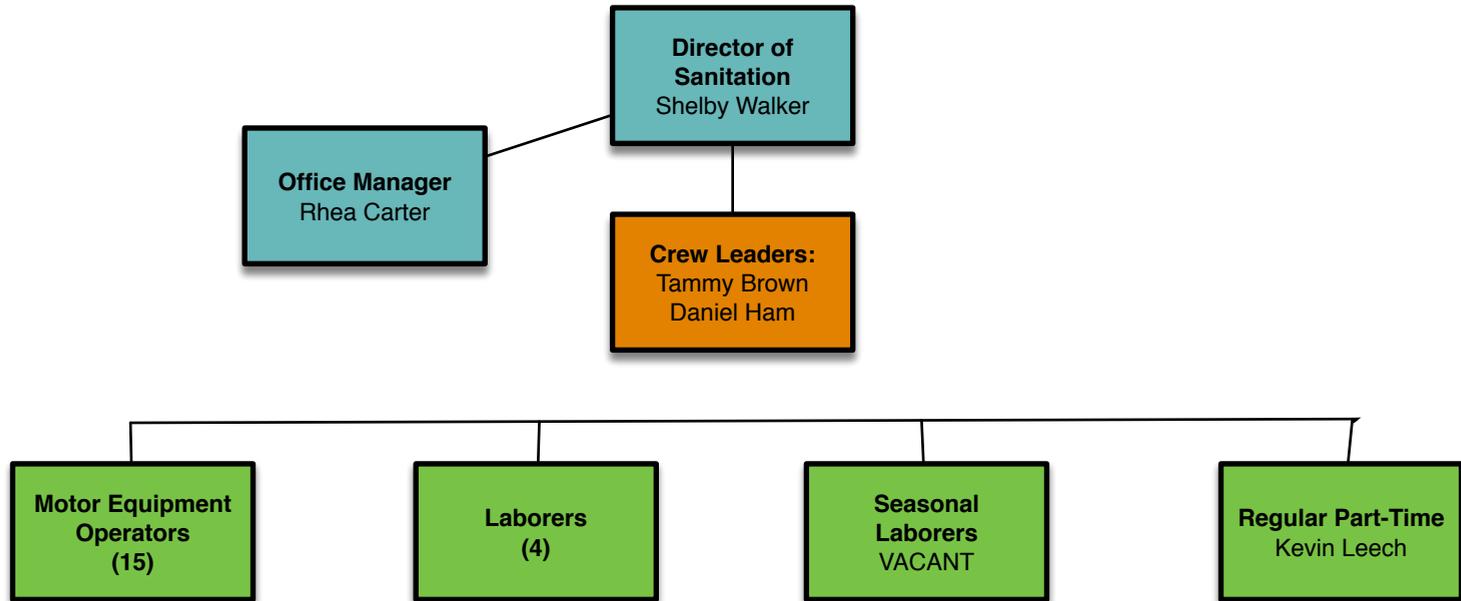
Yard Waste Collection

- Activity: Provides for the curbside collection of yard waste from single family homes within the City.
- Goals:
- * Annual averages of 61 loads of yard waste totalling 1,525 cubic yards which are diverted from waste stream.
 - * Decreased loads to disposal facility by utilizing one truck for all yard waste
 - * Provides annual Christmas Tree curbside collection.
 - * Continue to maximize weight of loads sent to composting facility as charges are based on per load drop off.

Downtown Clean-Up

- Activity: The removal of trash and litter from downtown containers, City Hall, City Facilities, and City Parks.
- Goals:
- * Collect trash from downtown cans and litter from streets and sidewalks.
 - * Provide for daily collection of trash from City Parks
 - * Provide collection of refuse and litter from all municipal parking lots.
 - * Provide recycling containers along with refuse containers for special events and festivals.

City of Bloomington
Department of Public Works:
Sanitation



CITY OF BLOOMINGTON
Budget Worksheet Report

		Account Number	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Council	+/- \$	+/- %
Fund: 730 - Solid Waste								
<u>Expenditures</u>								
Department: 16 - Sanitation								
Personnel Services								
	51110	Salaries and Wages - Regular		920,819	979,936	993,639	13,703	1.40%
	51120	Salaries and Wages - Temporary		12,128	30,002	30,000	-2	-0.01%
	51130	Salaries and Wages- Overtime		45,120	48,747	48,747	0	0.00%
	51210	FICA		68,937	80,991	82,037	1,046	1.29%
	51220	PERF		136,492	159,044	148,017	-11,027	-6.93%
	51230	Health and Life Insurance		299,520	318,553	342,576	24,023	7.54%
	51240	Unemployment Compensation		5,656	5,656	0	-5,656	-100.00%
Total: Personnel Services				1,488,671	1,622,929	1,645,017	22,088	1.36%
Supplies								
	52110	Office Supplies		234	300	300	0	0.00%
	52210	Institutional Supplies		59	540	540	0	0.00%
	52220	Agricultural Supplies		19	0	0	0	N/A
	52230	Garage and Motor Supplies		79	100	250	150	150.00%
	52240	Fuel and Oil		63,409	121,414	105,619	-15,795	-13.01%
	52310	Building Materials and Supplies		0	2,750	2,750	0	0.00%
	52420	Other Supplies		21,451	16,000	15,850	-150	-0.94%
	52430	Uniforms and Tools		785	7,060	7,060	0	0.00%
Total: Supplies				86,036	148,164	132,369	(15,795)	-10.66%
Other Services and Charges								
	53130	Medical		765	1,000	1,000	0	0.00%
	53140	Exterminator Services		605	1,500	1,500	0	0.00%
	53160	Instruction		280	350	350	0	0.00%
	53210	Telephone		932	1,080	1,080	0	0.00%
	53220	Postage		0	3,100	3,100	0	0.00%
	53230	Travel		0	200	200	0	0.00%
	53240	Freight / Other		924	3,000	3,000	0	0.00%
	53310	Printing		776	32,000	32,000	0	0.00%
	53410	Liability / Casualty Premiums		27,348	27,348	27,348	0	0.00%
	53420	Worker's Comp & Risk		49,651	49,651	49,651	0	0.00%
	53510	Electrical Services		4,538	5,500	5,000	-500	-9.09%
	53530	Water and Sewer		1,156	1,500	1,500	0	0.00%
	53540	Natural Gas		1,654	4,200	2,500	-1,700	-40.48%
	53610	Building Repairs		7,000	7,000	7,000	0	0.00%
	53620	Motor Repairs		127,691	113,420	172,551	59,131	52.13%
	53640	Hardware and Software Maintenance		0	1,800	0	-1,800	-100.00%

**CITY OF BLOOMINGTON
Budget Worksheet Report**

	Account Number	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Council	+/- \$	+/- %
	53650	Other Repairs	0	10,000	0	-10,000	-100.00%
	53910	Dues and Subscriptions	150	150	150	0	0.00%
	53920	Laundry and Other Sanitation Services	2,103	4,950	4,950	0	0.00%
	53950	Landfill	222,259	330,718	316,116	-14,602	-4.42%
	53990	Other Services and Charges	12,128	20,250	19,250	-1,000	-4.94%
Total: Other Services and Charges			459,957	618,717	648,246	29,529	4.77%
Expenditure Grand Totals:			\$2,034,664	\$2,389,810	\$2,425,632	\$35,822	1.50%

CITY OF BLOOMINGTON
Budget Worksheet Report

	Account Number	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Council	+/- \$	+/- %
Fund: 101 - General Fund							
<u>Expenditures</u>							
Department: 16 - Sanitation							
Other Services and Charges							
	539010	Inter-Fund Transfers	1,087,647	1,491,029	1,491,029	0	0.00%
Total: Other Services and Charges			1,087,647	1,491,029	1,491,029	0	0.00%
Expenditure Grand Totals:			\$1,087,647	\$1,491,029	\$1,491,029	\$0	0.00%



Memorandum

To: Members of the City of Bloomington Common Council
From: Adam Wason, Director of Public Works
Date: August 15, 2016

This memo accompanies the proposed 2017 budget for Parking Facilities.

The Parking Facilities Division provides monthly and transient parking services to an average of 1,200 monthly parkers and 143,000 transient parkers, annually.

The Parking Facilities general fund budget request is: \$1,919,864.24. This is an increase of \$272,402.24 or 14%.

Category 1 – Personnel request is \$383,961.24, an increase of \$38,257.24 or 10%. Additional hours have been budgeted to meet the needs of the garages due to the increase in overall usage. (See Revenues)

Category 2 – Supplies- \$109,300 request of an increase of \$36,550 or 50%.

Line 221 Institutional Supplies- \$5,000 request of a decrease of \$11,200 or - 69%.

- Decrease is due to ice melt supplies and trashcan replacements being moved to Line 231.

Line 231 Building Material & Supplies- \$50,050 request of an increase of \$35,700 or 249%

- Requesting \$10,000 for paint beautification projects. Beautification will come in three phases. The first stage will focus on the 4th street garage exterior with wall murals on the west and east sides of the facility.
- Requesting \$25,000 for lighting beautification projects. This will be done in two phases beginning with the Walnut Street Garage, then the Morton Street Garage.
- The budget items for electrical repair, damaged plumbing piping, and miscellaneous plumbing repairs, were placed in the Facilities Budget in 2016. We have shifted these expenses over to the Parking Facilities budget for 2017.
- Ice melt has been added to this category from the Institutional supplies.

Line 234 Other Repairs- \$27,000 request of an increase of \$10,000 or 59%

- This line has increased by \$10,000 for repair costs to the building and equipment reflecting historical spending needs.

Line 242 Other Supplies-\$22,000 request of an increase of \$1,500 or 7%

- Requesting \$4,000 for control cards. This is a necessary expense for monthly parking usage. Also requesting a small increase in this expense of \$1,500 to replenish parking card stock.

Category 3 – Other Services and Charges - \$1,346,603 request of an increase of \$117,595 or 9%

Line 353 Water & Sewer - \$1,000 request of a decrease of \$2,300 or -70%

- Requesting \$1,000 for water/sewer based on historical usage.

Line 361 Building Repairs-\$129,250.00 request of an increase of \$25,950 or 25%

- The Building Repair line item has increased by \$25,950. This increase is due to the shifting of cost from the Facilities budget to the Parking Facilities Budget.

Line 363 Machinery Repairs-\$8,300.00 request of a decrease of \$7,000 or -46%

- This category has been reduced by \$7,000. \$4,000 was budgeted for repairs of the Tennant Floor Scrubber. It has now been placed in the Motor Repairs category. Otis elevator weekend service has also been removed and moved to the Building Repairs category.

Line 364 Hardware and Software Maintenance-\$53,600.00 request of an increase of \$29,400 or 121%

- The service agreement with Evenstime, who provides maintenance service to our equipment and software tracking programs. The cost has increased substantially due to the warranty expiring on the 2014 parking equipment installation in the facility.

Line 365 Other Repairs-\$285,000 request of an increase of \$115,000 or 68%

- The increase in this category is mainly due to moving facility maintenance costs out of the Facilities Maintenance budget. Notable 2017 projects include garage striping, 4th Street Garage skywalk remodel, and window installation at Walnut Street.

Line 394 Temporary Contractual Employees (Snow Removal) \$7,000 request of a decrease of \$5,500 or -44%

- Requesting \$7,000 for contract snow removal based upon last year's usage.

Category 4 – Capital Outlays - Request is \$80,000.

Line 442 Purchase of Equipment –request is \$80,000

- Requesting a total of \$48,000 for installation of electric vehicle charging stations at both the Morton and Walnut Street garages. Both will be placed on the 3rd and 2nd levels of the garages and will allow for two vehicles per unit.

- Requesting \$32,000 for the replacement of the Tennant Scrubber. This will allow us to scrub the decks of the garages on a regular basis to assure the facilities decks remain clean of oil, debris, and dust buildup.

Revenue Lines

All revenue projections are based upon current parking trends.

Overall, we are projecting a 7% increase in revenues compared to the 2016 approved budget. We are expecting current parking trends to remain stable in 2017 in comparison with the actual revenue collected to date.

Line 4316 Monthly

- We are expecting a 13% increase in revenues collected compared to the 2016 approved budget. All data is based upon current monthly parking subscriptions projected into 2017. This reflects a total increase of \$99,884 in monthly revenues.

Line 4313 Transient

- We expect a small increase in parking revenues in the transient category of \$7,755 or 6%. Revenues are based upon current parking trends projected into 2017.

A breakdown of projected revenues for each location is as follows:

Morton

Monthly = \$284,244

Transient = \$50,100

HGI Parkers = \$88,440 **(also Line 43150)**

Validation Revenue = \$2,400 **(also Line 43150)**

Walnut

Monthly = \$185,898

Transient = \$72,200

4th Street

Monthly = \$185,040

Transient = \$9,320

TIF (Line 4901)

TIF transfer to the facilities for 2017 = \$669,936

Monthly Total = \$746,022

Transient Total = \$131,620

Total revenues pre-TIFF = \$877,642

Grand Total Revenues = \$1,562,578

Conclusion

Thank you for your consideration of the Parking Facilities department budget request!

Parking Facilities

Program / Service

Parking Facilities

Program Description: Provides structured parking services to visitors and local business

Parking Facilities (Revenues)

Accomplishments: *Provide parking for, on average 1,200 monthly parkers, per month
*Provide parking for, on average, 143,000 transient parkers, annually
*Collected \$138,000 in transient revenues in 2015
*Collected \$710,000 in monthly revenues in 2015

Revenues	Hourly Parking	\$	131,620.00
	Monthly Parking	\$	746,022.00

Goals: Successful management of parking facilities results in 80-85% occupancy during peak hours. All three City owned garages operate in this range

Parking Facilities Expenses/Supplies

Goals: *Beautification of the Walnut and Morton Street Garages (Wall murals and lighting)
*Replacement of signs in the Morton Street Garage

Parking Facilities Expenses/Other Services and Charges

Goals *Phase 3 of 4th Street Garage Repair 3rd Level
*Stripe garage lines in the facility
*Remodel the Skywalk from 4th Street to Fountain Square Mall
*Enclose the Walnut Street Stairwell
*Continue to maintain garage structure and equipment in excellent condition

Parking Facilities Expenses/Purchase of Equipment

Goals *Install Charging Stations in the Walnut and Morton Street Garages
*Purchase T20 Scrubber Sweeper to clean each facility

City of Bloomington
Department of Public Works:
Parking Garages

**Parking Garage
Manager**
Ryan Daily

**Customer Service
Representatives
(Full-time)**
Jessica Goodman
Zachary Sowders
George Sallade

**Customer Service
Representatives
(Part-time)**
Mike McPike
Dalton Umphress
Evan Burch

CITY OF BLOOMINGTON
Budget Worksheet Report

		Account Number	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Council	+/- \$	+/- %
Fund: 452 - Parking Facilities								
<u>Expenditures</u>								
Department: 26 - Parking								
Personnel Services								
	51110	Salaries and Wages - Regular		281,211	208,660	234,941	26,281	12.60%
	51130	Salaries and Wages- Overtime		1,260	0	0	0	N/A
	51210	FICA		19,840	15,963	17,973	2,010	12.59%
	51220	PERF		38,424	27,441	31,129	3,688	13.44%
	51230	Health and Life Insurance		99,840	92,911	99,918	7,007	7.54%
	51240	Unemployment Compensation		0	729	0	-729	-100.00%
Total: Personnel Services				440,575	345,704	383,961	38,257	11.07%
Supplies								
	52110	Office Supplies		3,079	1,200	1,000	-200	-16.67%
	52210	Institutional Supplies		1,071	16,200	5,000	-11,200	-69.14%
	52240	Fuel and Oil		0	1,500	1,500	0	0.00%
	52310	Building Materials and Supplies		2,894	14,350	50,050	35,700	248.78%
	52340	Other Repairs and Maintenance		4,028	17,000	27,000	10,000	58.82%
	52420	Other Supplies		16,819	20,500	22,000	1,500	7.32%
	52430	Uniforms and Tools		2,429	2,000	2,750	750	37.50%
Total: Supplies				30,320	72,750	109,300	36,550	50.24%
Other Services and Charges								
	53150	Communications Contract		4,520	5,000	5,000	0	0.00%
	53210	Telephone		758	3,780	3,780	0	0.00%
	53220	Postage		0	500	500	0	0.00%
	53310	Printing		805	500	500	0	0.00%
	53410	Liability / Casualty Premiums		8,103	8,103	8,103	0	0.00%
	53420	Worker's Comp & Risk		15,937	15,937	15,937	0	0.00%
	53510	Electrical Services		79,321	102,000	60,000	-42,000	-41.18%
	53530	Water and Sewer		883	3,300	1,000	-2,300	-69.70%
	53610	Building Repairs		46,855	103,300	129,250	25,950	25.12%
	53620	Motor Repairs		0	0	1,367	1,367	N/A
	53630	Machinery and Equipment Repairs		821	15,300	8,300	-7,000	-45.75%
	53640	Hardware and Software Maintenance		20,816	24,200	53,600	29,400	121.49%
	53650	Other Repairs		138,296	170,000	285,000	115,000	67.65%
	53830	Bank Charges		26,774	37,920	37,920	0	0.00%
	53840	Lease Payments		670,678	669,936	669,936	0	0.00%
	539010	Inter-Fund Transfers		0	56,732	59,410	2,678	4.72%
	53940	Temporary Contractual Employee		38,535	12,500	7,000	-5,500	-44.00%
	53990	Other Services and Charges		1,984	0	0	0	N/A

**CITY OF BLOOMINGTON
Budget Worksheet Report**

		Account Number	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Council	+/- \$	+/- %
Total: Other Services and Charges				1,055,085	1,229,008	1,346,603	117,595	9.57%
Capital Outlays								
	54420	Purchase of Equipment		0	0	80,000	80,000	N/A
Total: Capital Outlays				0	0	80,000	80,000	
Expenditure Grand Totals:				\$1,525,981	\$1,647,462	\$1,919,864	\$272,402	16.53%



Memorandum

To: Members of the City of Bloomington Common Council
From: Adam Wason, Director of Public Works
Date: August 15, 2016

This memo accompanies the proposed 2017 budget for the Facilities Maintenance Division of Public Works.

The mission of the Facilities Maintenance Division is to maintain the quality and functionality of the City of Bloomington's buildings and structures by identifying and implementing potential improvements that reduce costs and increase efficiency. We also aim to detect problems early so that corrective actions may be budgeted and planned.

The Facilities Maintenance Department's general fund budget request is \$1,084,197. This is a decrease of \$320,295 or -23%. The reason behind such a large decrease is that facility maintenance funds have been transferred into Departmental budgets to reflect where these funds are expended.

Category 1 – Personnel request is \$236,935. This is an increase of \$28,185.60 or 13%. This increase is due to the request of a new regular part time Security Monitor Position. This position would provide assistance during the non-business hours of City Hall.

Financial resources used to maintain Public Safety Buildings were accounted for under the Facilities department and are now being transferred to their respective departments. All of the categories below have decreased due to the removal of those resources from the Facilities Maintenance budget request.

Category 2 – Supplies request is \$57,420 a decrease of \$12,833 or -18%.

Category 3 – Other Services & Charges request is \$689,942 a decrease of \$164,598 -19%.

Line 351 – Electrical Services – Decrease of \$122,500 or -55%

- We are requesting \$100,000 for City Hall, this is a decrease of \$8,500 due to recent upgrades completed in City Hall, and \$104,000 has been moved to respective departments.

Line 353 – Water and Sewer – Decrease of \$27,500 or -73%

- We are requesting \$10,000 for City Hall. This is a decrease of \$2,000, due to recent upgrades. \$25,500 has been moved to respective departments.

Category 4 – Capital Outlays The request is \$100,000 a decrease of \$171,000 or 63%.

Conclusion

This request reflects the needs of the Facilities Maintenance Department to continue to provide quality service, maintenance, and repairs, for the City of Bloomington.

Thank you for your consideration of the Facilities Maintenance department budget request!

Facilities Maintenance

Program / Service

Facilities Maintenance Operations

Activity: The Facilities Maintenance department is responsible for the day-to-day operations, including: addressing 24-hour emergencies, ensuring operations of Public Works Facilities are as efficient as possible; and maintaining a clean, safe, and attractive workplace. Currently the department oversees and conducts maintenance repairs and custodial services to 20 Public Works Facilities, located throughout the city.

Goals:

- *Maintain quality of facilities
- *Purchase an additional maintenance vehicle and replace Bobcat.

- * Build new garage at the Police Department.
- *Build a new 50-foot by 100-foot storage/maintenance facility.
- *Seal and Stripe employee parking lots around City Hall and B.P.D.

- *Upgrade HVAC at Animal Care and Control.
- *Complete the conversion over to LED lighting in the Council Chambers.

- * Replace carpeting in the H.A.N.D., C.F.R.D., and Parks Departments.

- *Monitor and keep log/project books on all projects to monitor progress. We measure success b finsihing projects on time and on budget.

- *Review maintenance logs and report on findings.
- *Run reports on all Work Track and U-report assignments.

Graffiti Removal

Activity: Remove Graffiti from all Public Works owned property and assist the local residents/merchants with

Goals:

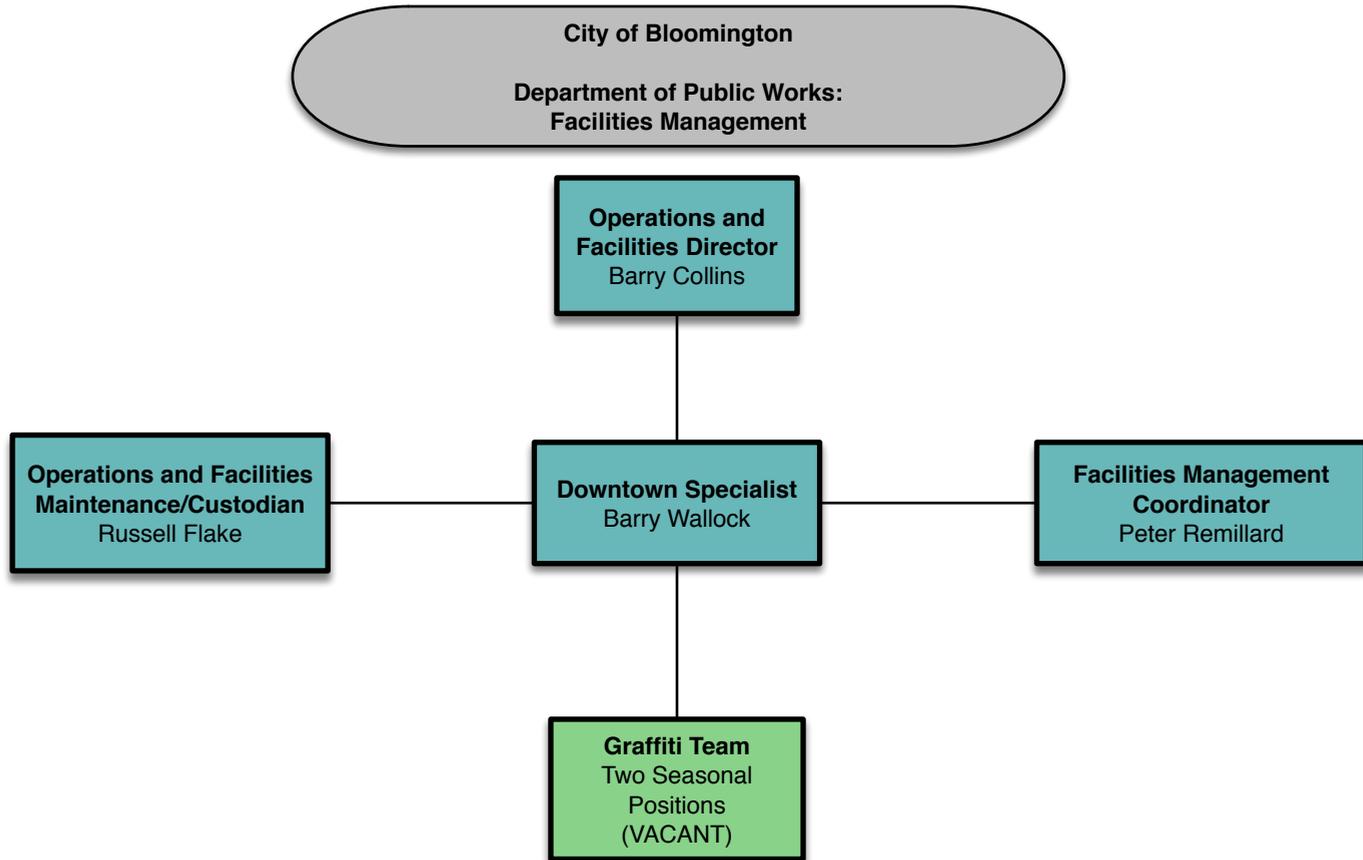
- *Purchase a portable water tank and pump that can be installed on the pressure washer trailer to service areas where no water source is available.

- *Educate repeat victims about preventative measures such as better outdoor lighting and surveillance.

*Monitor U-Report assignments to ensure assigned projects are completed in the time frames allowed.

*Supply reports as required to ensure compliance with all program requirements.

*Issue yearly reports at the end of the program year.



CITY OF BLOOMINGTON
Budget Worksheet Report

	Account Number	Account Description	2015 Actual Amount	2016 Adopted Budget	2017 Council	+/- \$	+/- %
Fund: 101 - General Fund							
<u>Expenditures</u>							
Department: 19 - Facilities Maintenance							
Personnel Services							
	51110	Salaries and Wages - Regular	111,936	115,321	117,420	2,099	1.82%
	51120	Salaries and Wages - Temporary	28,739	30,000	48,001	18,001	60.00%
	51130	Salaries and Wages- Overtime	5,628	2,177	5,252	3,075	141.25%
	51210	FICA	11,064	11,284	13,057	1,773	15.71%
	51220	PERF	16,694	16,685	17,421	736	4.41%
	51230	Health and Life Insurance	37,440	33,184	35,685	2,501	7.54%
Total: Personnel Services			211,501	208,650	236,836	28,186	13.51%
Supplies							
	52210	Institutional Supplies	10,734	11,000	11,000	0	0.00%
	52240	Fuel and Oil	1,905	3,803	3,520	(283)	-7.44%
	52310	Building Materials and Supplies	25,611	43,000	31,000	(12,000)	-27.91%
	52340	Other Repairs and Maintenance	722	7,000	4,500	(2,500)	-35.71%
	52420	Other Supplies	326	1,500	2,500	1,000	66.67%
	52430	Uniforms and Tools	3,525	4,000	4,900	900	22.50%
Total: Supplies			42,822	70,303	57,420	(12,883)	-18.33%
Other Services and Charges							
	53140	Exterminator Services	4,002	5,800	1,500	(4,300)	-74.14%
	53210	Telephone	0	3,240	3,240	0	0.00%
	53510	Electrical Services	216,595	222,500	100,000	(122,500)	-55.06%
	53530	Water and Sewer	30,380	37,500	10,000	(27,500)	-73.33%
	53540	Natural Gas	35,859	57,000	0	(57,000)	-100.00%
	53610	Building Repairs	269,266	330,000	217,160	(112,840)	-34.19%
	53620	Motor Repairs	1,202	1,000	6,042	5,042	504.20%
	53630	Machinery and Equipment Repairs	33,422	29,000	12,000	(17,000)	-58.62%
	53650	Other Repairs	48,740	156,000	325,000	169,000	108.33%
	53730	Machinery and Equipment Rental	544	1,000	1,000	0	0.00%
	53990	Other Services and Charges	2,711	11,500	14,000	2,500	21.74%
Total: Other Services and Charges			642,722	854,540	689,942	(164,598)	-19.26%
Capital Outlays							
	54510	Other Capital Outlays	33,056	271,000	100,000	(171,000)	-63.10%
Total: Capital Outlays			33,056	271,000	100,000	(171,000)	-63.10%
Expenditure Grand Totals:			\$930,101	\$1,404,493	\$1,084,198	(\$320,295)	-22.81%