



Memorandum

To: Members of the City of Bloomington Common Council

From: Lisa Abbott, Director, Housing and Neighborhood Development
Department

Date: August 26, 2010

The Housing and Neighborhood Development (HAND) Department's programs and services are designed to help maintain and encourage the unique character of Bloomington. HAND's total budget includes funding from the general fund, Community Development Block Grant, HOME Investment Partnership Program, and other outside programs and grants. HAND's federal grants have a different fiscal year and go through a separate approval process; however, much of the work funded by those grants is central to our mission and will be touched on in this budget presentation.

Sustainable Efforts:

The HAND Department is involved in many different sustainable endeavors. Those include:

- Commercial historic property adaptive reuse projects. The BUEA provides historic façade grants to commercial properties. Current projects include the former Bloomington Sandwich Shop and the Smith-Holden buildings.
- Assistance to social service agencies through the Jack Hopkins Council Social Service Grants and CDBG to help provide social equity to our residence.
- Neighborhood Clean-up Grants which provides extensive assistance in the removal old tires and hazardous materials which are appropriately disposed, metal which is recycled, yard waste which are chipped and used for mulch, and a reuse area so items can be taken or donated.
- Owner-Occupied Rehabilitation Program provides assistance to low-income households to renovation/rehabilitate their homes. HAND does pre and post testing for energy efficiency to make appropriate rehabilitation choices that will lower the energy usage and operating cost of the structure. See below for more information.
- Provide community education on energy efficiency through classes such as "This Whole House," seminars on adaptive reuse of historic buildings, etc. HAND is currently working with ESD on a possible energy audit program to be unveiled this fall.

- Community development projects funded by CDBG provide needed linkages in our alternative transportation plan. These efforts include the installation and repair of sidewalks and sidepaths in low-income neighborhoods.

Community Commerce:

HAND will continue its efforts to further community commerce through the Bloomington Urban Enterprise Association (BUEA). This entity provides assistance to businesses and individuals wanting to expand their business or professional opportunities. The BUEA has provided seed funding to provide many sustainable adaptive-reuse efforts including the recently completed Middle Way House's New Wings development and the on-going renovation of the Smith-Holden Building.

Community Collaboration:

Many of our collaborative efforts also improve the community condition and character of Bloomington. HAND will continue to collaborate with its partners to provide counseling to people experiencing or at-risk of homelessness at the Shalom Community Center, partner with neighborhood associations to help do extensive clean ups, provide educational programming to agencies such as the Bloomington Housing Authority and Martha's House, as well as the many other collaborative efforts to which we owe much for helping us achieve our mission.

Community Condition:

Much of HAND's work is in this area. Our efforts include:

General Fund:

- Jack Hopkins Council Social Service Grant program helps strengthen the safety net and help provide social equity to our residents.
- Rental Inspections (Title 16): HAND helps maintain our community neighborhoods by inspecting rental units for compliance with the Property Maintenance Code. Our goals for 2011 include maintaining the quality and capacity of our program while adjusting to the increasing number of rental units. We also plan to make changes to our rental database to be able to better provide information about buildings/units/bedrooms.
- Neighborhood Compliance: HAND will continue with our educational and enforcement efforts for Title 6 (weeds & refuse), Pick-It Up, Title 12 (sidewalk snow removal), Quiet Nights and Lower the Boom (Title 14).
- Neighborhood Grant Programs:
 - Neighborhood Improvement Grants provide neighborhoods the opportunity to apply for grant funds to make "bricks & sticks" enhancements to their neighborhoods. This program was started in 1998 and since that time has leveraged more than \$300,500 in funds and efforts by those neighborhoods.
 - Small & Simple grants provide small project and capacity building opportunities for neighborhoods. This program was started in 2002 and has leveraged over \$50,000 in funds and efforts by those neighborhoods.
 - Neighborhood Capital Improvement Program allows the city to implement projects that meet approved Neighborhood Plan goals. In 2010, NCIP is being used to help complete the sidepath installation along Country Club Drive. This will help provide a needed linkage in our alternative transportation

plan and sanitary sewer for houses previously served by septic, several of which had failed. In 2011, possible projects will include design elements for the South Rogers Streetscape and/or alternative transportation projects in Green Acres or Broadview.

- Neighborhood Clean-up Grants provide HAND the opportunity to help neighborhoods clean up their 'hoods.' We also host the annual Downtown Cleanup the week prior to IU graduation.
- Neighborhood Services, which includes programs such as our ever-popular Citizens Academy, help build the capacity of neighborhoods. In 2010, we launched the "Leadership Series" which focused in-depth on the Planning Department. This program has been very well attended. In 2011, we will build on our pilot year and will be focusing on the opportunities provided by HAND.

CDBG & HOME:

- HAND provides assistance to social service programs through the CDBG process. This includes both operating and physical improvements. The 2010-2011 allocations were approved by you in March, and we are kicking off the 2011-2012 grant process at the beginning of September. In the 2010-2011 allocations, HAND provided \$137,070 in operating funds to nine agencies and over \$200,000 to the Community Kitchen's new facility which will increase their capacity to provide meals to low-income residents.
- HAND uses its federal funding, primarily HOME funds, to improve the housing of low to moderate-income households. Our focus this year and continuing into 2011 will be to improve the energy efficiency of existing housing stock.
- HAND works to increase the number of affordable housing units by partnering with local housing providers to build both owner-occupied and rental units. Our recent partners include Middle Way House and Habitat for Humanity. We are currently working on possible projects with Habitat for Humanity and Bloomington Restorations, Inc.
- HAND provides assistance to households that have emergency or accessibility needs through its Emergency Home Repair Grant or Home Modification for Accessible Living programs. These programs provide minor repairs or modifications that can allow a person to comfortably remain in their home. Past projects include roofing, plumbing and electrical repairs, installation of handicapped accessible bathroom facilities, ramps, etc.
- HAND provides assistance to households in need through efforts that include Tenant Based Rental Assistance, damage deposits for successful graduates of R101 – Renting in Bloomington, down payment assistance to successful graduates of the Home Buyer's Club, and housing counseling. Our comprehensive housing counseling program provides default, home equity conversion mortgage (HECM), rental, pre-purchase and homeless counseling.

Community Character:

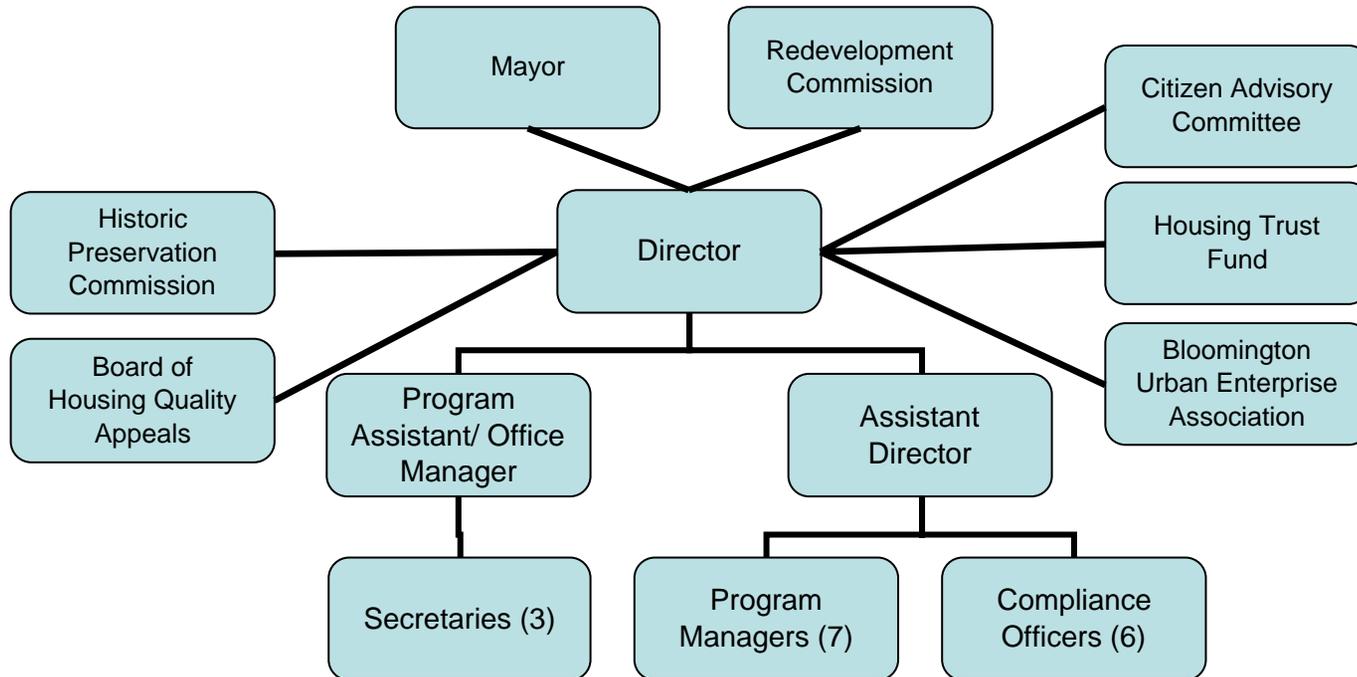
HAND helps maintain community character with our "bricks & sticks" programs outlined above in Community Condition. We also help build better neighborhoods through our various neighborhood services/programs and assistance to our community's safety net. We also maintain our city's history through our historic preservation efforts. In 2011, we will start

the state mandated process of updating our Survey of Historic Structures. This survey is used to determine which properties fall under Demolition Delay. We will also continue to locate and coordinate incentives for adaptive reuse of historic properties in the downtown, host educational seminars and workshops on historic preservation, work with neighborhoods investigating conservation or historic districts, and review projects for Demolition Delay or Certificate of Appropriateness.

2011 Goals:

- Provide additional assistance to social service agencies with an increase in the Jack Hopkins Council Social Service Grant program.
- Do the Survey of Historic Structures, which should be completed in 2012.
- Provide a more proactive approach to enforcement and education of Title 6 and Title 12.
- Partner with ESD to provide educational information on energy efficiency and do a more complete advertising campaign of our housing offerings to increase the number of (budget allowing) units we retrofit each year.
- Build on our pilot “Leadership Series” to provide capacity building to neighborhoods. In 2011, we will focus on HAND’s offerings.

HOUSING & NEIGHBORHOOD DEVELOPMENT



Department: H.A.N.D.	2009	2009	2010	2011	\$	%
Fund: GENERAL (101-15 TOTAL)	Budget *	Actual	Budget **	Request	Change	Change
* Budget amounts include all appropriations approved. ** Budget amounts include appropriations approved through June 30th.						
1 PERSONAL SERVICES			FTE: 13.275	13.275		
11 Salaries & Wages						
1110 Salaries & Wages - Regular	446,844	453,144	548,092	541,529	-6,563	(1.20%)
1120 Salaries & Wages - Temporary	5,400	6,548	5,400	5,400		
1130 Salaries & Wages - Overtime						
12 Employee Benefits						
1210 FICA	42,094	34,729	42,342	41,840	-502	(1.19%)
1220 PERF	58,571	52,778	60,290	60,922	632	1.05%
1230 Health Insurance	122,075	122,076	122,075	123,310	1,235	1.01%
1240 Unemployment Compensation						
1250 New Officer Medicare						
1260 Clothing Allowance						
1270 Police PERF						
1280 Fire PERF						
13 Other Personal Services						
1310 Other Personal Services	2,139	2,138	1,430	4,313	2,883	201.59%
TOTAL - CATEGORY 1:	677,122.00	671,413	779,629	777,314	-2,315	(0.30%)
2 SUPPLIES						
21 Office Supplies						
2110 Office Supplies	3,300	2,434	1,900	1,900		
22 Operating Supplies						
2210 Institutional & Medical						
2220 Agricultural Supplies						
2230 Garage & Motor Supplies						
2240 Fuel & Oil	8,700	4,320	5,500	5,500		
23 Repair & Maintenance Supplies						
2310 Building Materials & Supplies						
2320 Motor Vehicle Repair						
2330 Street, Alley & Sewer Materials						
2340 Other Repairs & Maintenance						
24 Other Supplies						
2410 Books	196	50	196	196		
2420 Other Supplies	1,687	1,792	1,687	1,687		
2430 Uniforms and Tools						
TOTAL - CATEGORY 2:	13,883	8,597	9,283	9,283		
3 OTHER SERVICES & CHARGES						
31 Professional Services						
3110 Engineering & Architectural						
3120 Special Legal Services						
3130 Medical						
3140 Exterminator Services						
3150 Communications Contract						
3160 Instruction	5,990	626	5,990	4,990	-1,000	(16.69%)
3170 Mgt. Fees, Consultants & Workshops	495		495	495		
32 Communication & Transportation						
3210 Telephone	1,188	727	1,188	1,188		
3220 Postage	990	67	990	990		
3230 Travel	1,000	400	1,000	1,000		
3240 Freight/Other						
3250 Pagers						
33 Printing & Advertising						
3310 Printing	3,235	2,454	2,564	2,564		
3320 Advertising	3,387	2,186	3,387	3,387		

Department: H.A.N.D.	2009	2009	2010	2011	\$	%
Fund: GENERAL (101-15 TOTAL)	Budget *	Actual	Budget **	Request	Change	Change
34 Insurance						
3410 Liability & Casualty Premiums						
3420 Worker's Comp. & Risk Admin.						
35 Utility Services						
3510 Electrical Services						
3520 Street Lights/Traffic Signals						
3530 Water & Sewer						
3540 Natural Gas						
36 Repairs & Maintenance						
3610 Building						
3620 Motor	9,000	9,000	8,200	8,200		
3630 Machinery & Equip. Repairs & Maint.						
3640 Hardware & Software Maintenance						
3650 Other Repairs & Maintenance						
37 Rentals						
3710 Land						
3720 Building						
3730 Machinery & Equipment	49		49	49		
3740 Hydrant Rental						
3750 Other						
38 Debt Service						
3810 Principal						
3820 Interest						
3830 Bank Charges						
3840 Lease Payments						
39 Other Services & Charges						
3910 Dues & Subscriptions	594	557	594	594		
3920 Laundry & Other Sanitation Serv.						
3940 Temporary Contractual Employment	1,250		1,250	1,400	150	12.00%
3950 Landfill Fees						
3960 Grants	252,000	197,789	269,500	289,500	20,000	7.42%
3970 Mayor's Promotion of Business						
3980 Community Access TV/Radio						
3990 Other Services and Charges	10,257	2,780	9,771	9,771		(0.00%)
3991 Crime Control						
TOTAL - CATEGORY 3:	289,435	216,587	304,978	324,128	19,150	6.28%
4 CAPITAL OUTLAYS						
41 Land						
4110 Land Purchase						
42 Buildings						
4210 Building Purchase	150,000	99,185				
43 Improvements Other Than Building						
4310 Improvements Other Than Bldg.	225,000	18,587	50,000	65,000	15,000	30.00%
44 Machinery & Equipment						
4410 Lease-purchase						
4420 Purchase of Equipment						
4430 Furniture & Fixtures						
4440 Motor Equipment						
4450 Equipment - ITS Capital Replacemen						
45 Other Capital Outlays						
4510 Other Capital Outlays						
TOTAL - CATEGORY 4:	375,000	117,772	50,000	65,000	15,000	30.00%
TOTAL - ALL CATEGORIES:	1,355,440	1,014,368	1,143,890	1,175,725	31,835	2.78%