

RESOLUTION 86- 36

A RESOLUTION ADOPTING A WRITTEN FISCAL
PLAN AND ESTABLISHING A POLICY FOR THE
PROVISION OF SERVICES TO AN ANNEXED
AREA

WHEREAS, the City of Bloomington desires to annex the area known as Tenth and the Bypass, more specifically described in Ordinance 85-62; and

WHEREAS, responsible planning and state law requires adoption of a written fiscal plan and a definite policy for the provision of services to annexed areas; and

WHEREAS, such a plan has been developed and presented to the Common Council, entitled "Fiscal Plan, Annexation of The Tenth and the Bypass",

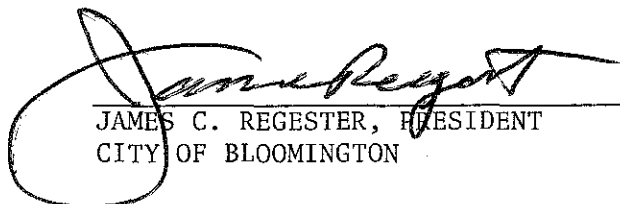
NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF BLOOMINGTON, MONROE COUNTY, INDIANA, THAT:

1. The Common Council of the City of Bloomington, Monroe County, Indiana, hereby approves and adopts the Fiscal Plan, Annexation of Tenth and the Bypass, which Plan is attached hereto and made a part hereof, and hereby approves and adopts the specific policies for implementation of the Plan as set out therein;

2. Any monies necessary for the provision of services as described and itemized in the attached Plan shall be budgeted and appropriated from the applicable fund, pursuant to state law and the City's budget procedure;

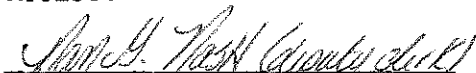
3. It is anticipated that this annexation will not result in the elimination of jobs for employees of other governmental entities, but in the event it does, then the Director of Personnel of the City of Bloomington is hereby directed to assist such employees in obtaining new employment, but nothing herein shall require the City to hire any such employees.

PASSED AND ADOPTED this 1st day of October, 1986, by the Common Council of the City of Bloomington, Monroe County, Indiana.



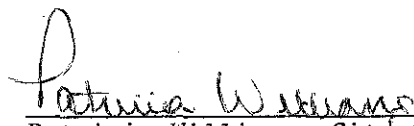
JAMES C. REGISTER, PRESIDENT
CITY OF BLOOMINGTON

ATTEST:



Patricia Williams, City Clerk

PRESENTED by me to the Mayor of the City of Bloomington, Indiana, this 2
day of October, 1986.



Patricia Williams, City Clerk
City of Bloomington

SIGNED AND APPROVED by me this 3 day of October, 1986.

Tomilea Allison

TOMILEA ALLISON, MAYOR
CITY OF BLOOMINGTON

SYNOPSIS

This Resolution adopts the Fiscal Plan, Annexation of The Tenth and the Bypass.

City of Bloomington
FISCAL PLAN
ANNEXATION OF TENTH AND THE BYPASS

Table of Contents

	Page
Introduction	2
1. Location	2
2. Topography	3
3. Patterns of Land Use	3
4. Population Density	3
5. Comparable Areas	3
6. General Relationship to City Services	5
7. Cost of Services Methodology	6
8. Provision of Services	6
8.01 Sanitary Sewer Services	6
8.02 Water Distribution	7
8.03 Fire Hydrants	8
8.04 Storm Drainage	8
8.05 Street & Road Construction, Maintenance & Services	10
8.06 Street Signs & Traffic Signals	11
8.07 Street Lights	12
8.08 Sidewalks	13
8.09 Engineering/Housing Code Inspection	14
8.10 Redevelopment	15
8.11 Police Protection	16
8.12 Fire Protection	19
8.13 Animal Shelter/Animal Control	21
8.14 Refuse Collection	23
8.15 Parks & Recreation	23
8.16 Human Resources	24
8.17 Planning & Zoning Services, Building Permits, Inspection & Building Code Enforcement	25
8.18 Administrative Services	26
8.19 Other City Services	27
9. Hiring Plan	28

FISCAL PLAN
ANNEXATION OF TENTH AND THE BYPASS

INTRODUCTION

The following Fiscal Plan, developed through the cooperative efforts of the City of Bloomington's Controller's Office, Planning Department, Engineering Department, Fire Department, Police Department, Street Department, Sanitation Department, Department of Public Works, Redevelopment Department, Utilities Department, Animal Shelter, Parks and Recreation Department, Human Resources Department, and Personnel Department, represents the City's policy and procedure for the annexation of the Tenth and the Bypass Annexation Area (hereinafter, "Annexation Area"). The cost estimates of the planned services to be furnished, methods of financing, and plan for the organization and extension of services to the Annexation Area are fully discussed. In addition, information is provided in order to compare the services proposed for the Annexation Area with other areas within the City's corporate boundaries with similar topography, patterns of land use and population density.

For the reasons to be elaborated below, this annexation meets the statutory requirements set forth in I.C. Section 36-4-3-13 in that the Annexation Area: is contiguous to the municipality; the territory is zoned for commercial, business or industrial uses; and there is a written fiscal Plan, herein provided, approved by Resolution of the City Council.

1. LOCATION

The Annexation Area is a planned commercial development located at the southeast corner of the intersection of the State Route 45/46 Bypass and Indiana Highway 45, and is contiguous to current corporate boundaries on the north, south and west. Attached and incorporated herein as Exhibit 1 are the map showing the location of the annexation area; the 1981 development site plan; the 1981 Planning Department staff report; the 1984 ordinance amending the plan; and the 1984 amended list of development uses of the Annexation Area. The Annexation Area is contiguous to the City along 47.7% of its boundary. A copy of the Annexation Area contiguity calculation is attached and incorporated herein as Exhibit 2. The Annexation Area is located in Section 34 of Bloomington Township. Certified copies of the City Ordinances documenting the City corporate

boundaries are attached herein as Exhibit 3.

There are 3.36 acres of land within the Annexation Area boundaries.

2. TOPOGRAPHY

The topography of the Annexation Area has slopes ranging from 2% to 12% over moderately sloping to level terrain. A more thorough analysis of the terrain and an analysis of soil types is attached and incorporated herein as Exhibit 4.

3. PATTERNS OF LAND USE

There is 1 property owner in the Annexation Area. The Annexation Area is a commercial property containing 1 business structure, a shopping center in which retail and office space is leased.

Pursuant to Title 20 of the Bloomington Municipal Code, the Annexation Area is zoned as follows:

ZONE	NUMBER OF ACRES	PERCENT OF TOTAL
BL/PCD & RH/PUD: Limited Business Planned Commercial Development & High Density Residential Planned Unit Development	3.36	100%

Title 20 of the Bloomington Municipal Code is incorporated herein, and a copy is attached as Exhibit 5. The area zoning is indicated on the Annexation Area map, incorporated herein as Exhibit 6.

4. POPULATION DENSITY

The Annexation Area is a commercial property; there is no population residing in the Annexation Area.

5. COMPARABLE AREAS

Several areas (hereinafter, "Comparable Areas"), within the City's corporate boundaries, were selected in order to compare the proposed provision of capital and noncapital services to the Annexation Area with those services already provided within the City limits. The locations of the Comparable Areas as well as of the Annexation Area are shown on the map that was previously incorporated

herein as Exhibit 1.

The purpose of this comparison is to ensure that noncapital services, such as police and fire protection and street and road maintenance, will be provided to the Annexation Area within one year after the effective date of the annexation, in a manner equivalent in standard and scope to those noncapital services provided in the Comparable Areas. In addition, the purpose of the comparison is to ensure that capital services, such as street construction, sewer facilities, water facilities, and storm water drainage facilities are provided to the Annexation Area in the same manner as those services are provided to the Comparable Areas within 3 years after the effective date of the annexation.

A thorough analysis of terrain and soil types of the Annexation Area and the Comparable Areas was previously incorporated herein as Exhibit 4. A more in depth discussion of the Annexation Area and the Comparable Areas follows:

The Annexation Area:

- a. Location: The Annexation Area abuts Indiana Highway 45 and State Route 45/46 Bypass near University School on 3.36 acres of land.
- b. Topography: The Annexation Area has slopes of 2% to 12%.
- c. Patterns of Land Use: The Annexation Area is composed of retail commercial businesses and professional offices and is zoned BL/PCD, Limited Business Planned Commercial Development, and RH/PUD, High Density Residential Planned Unit Development. It has 1 commercial structure and 14 businesses.
- d. Population Density: The Annexation Area has no population.

Comparable Area 1, Cascades Shopping Center (I. G. A. North):

- a. Location: With an address of 1711 North College Avenue, it is located in the north portion of the City near Miller Showers Park on 6.7 acres of land.
- b. Topography: Cascades Shopping Center has slopes of 2% to 12%.
- c. Patterns of land use: Cascades Shopping Center is composed of retail commercial businesses and is zoned BA, Arterial Business. It has 5 commercial structures and 5 businesses.
- d. Population Density: Cascades Shopping Center has no population.

Comparable Area 2, Century Village:

- a. Location: With addresses of 304-328 Knightridge Road, Century Village is in

the eastern portion of the City and abuts Indiana Highway 46 and Indiana Highway 446 (Knightridge Road) near Parkridge East, on 3.27 acres of land.

b. Topography: Century Village has slopes of 2% to 12%.

c. Patterns of land use: Century Village is composed of retail commercial and professional offices and is zoned BL/PCD, Limited Business/Planned Commercial Development. It has 14 businesses.

d. Population Density: Century Village has no population.

Comparable Area 3, Williamsburg Village:

a. Location: With an address of 223 Pete Ellis Drive, Williamsburg Village is in the eastern portion of the City and abuts Pete Ellis Drive near East Third Street, on 1.24 acres of land.

b. Topography: Williamsburg Village has slopes of 2% to 6%.

c. Patterns of land use: Williamsburg Village is composed of 21 businesses in 1 structure and is zoned BA, Arterial Business.

d. Population density: Williamsburg Village has no population.

6. GENERAL RELATIONSHIP TO CITY SERVICES

The Annexation Area is located east of the City center and is bounded by City area on the west, north and south. This relationship is shown on the map of the Annexation Area previously incorporated as Exhibit 1. Since City services are provided to the City areas that surround the Annexation Area in part on the west, north and south, services are already being provided to areas that are in close proximity to the area to be annexed.

The roads that border the Annexation Area on the west and north are shown on the City's Master Thoroughfare Plan map. The Master Thoroughfare Plan and map are incorporated herein as Exhibit 7. The State Route 45/46 Bypass which borders the Annexation Area on the west, is characterized as a Principal Arterial Urban Corridor. The Plan states that the purpose of a Principal Arterial Urban Corridor is to provide traffic mobility in urban developed areas. Indiana Highway 45 (East 10th Street) which borders the Annexation Area on the north is characterized in the Master Thoroughfare Plan as a Secondary Arterial, the purpose of which is to provide for intra-city mobility and linkage to principal arterials.

Many city services are currently being provided to the Annexation Area. City

parks are already easily accessible to the Annexation Area. In addition, the Area already receives City fire protection on request of the township by mutual aid agreement. As part of the City's 2 mile fringe, the Annexation Area already has access to the City's functions of planning, engineering services and social service programs. The City currently provides sewer and water to the only structure in the Annexation Area. For the reasons stated above and the reasons elaborated below, annexation of this Area is a logical extension of the City's corporate boundaries.

7. COST OF SERVICES METHODOLOGY

The capital services within the Annexation Area were evaluated to determine what, if any, new facilities are needed to provide services to the area in the same manner as those services are provided to other areas within the City's corporate boundaries with similar topography, patterns of land use, and population density. Each capital service was assessed and, where required, specific improvements have been programmed. The findings and proposed improvements for each capital service are detailed in the following report. Non-capital services, which are delivered to the area without the installation of capital facilities, were assessed in consultation with the administrator in charge of the service. Some services are already available to the Annexation Area; such findings are detailed below. Other services will have to be initiated in the Annexation Area. The requirements and cost of these new services were determined by a fiscal analyst in consultation with the administrator in charge of each service based upon factors explained below. In calculations, fractional or decimal results were rounded to the nearest whole number. In each case, it is shown in this report that service is being or will be provided to the area to be annexed in a manner equivalent in standard and scope to the services being provided to Comparable Areas.

8. PROVISION OF SERVICES

8.01 SANITARY SEWER SERVICE

City sewer service is presently provided to the Annexation Area's single structure. The map of the Annexation Area showing the sewer main lines is incorporated herein as Exhibit 8. Maps showing the sewer main lines in the Comparable Areas are attached and incorporated herein as Exhibit 9. Sewer service in the Annexation Area and Comparable Areas is described as follows:

Annexation Area: This property was bounded on the east by an 8" sanitary sewer prior to development. The structure is served with 6" sanitary sewer laterals from various segments of the building.

Comparable Area 1, Cascade Shopping Center is provided with sanitary sewer by a 10" main located in the Miller Showers Park.

Comparable Area 2, Century Village, is served by sewers that were extended by the developer from the Knightridge lift station.

Comparable Area 3, Williamsburg Village, is connected to a 10" sewer line that is located in Pete Ellis Drive.

Since sewer service is currently in place in the Annexation Area and in the Comparable Areas, service to the Annexation Area is equivalent in standard and scope to that provided in the Comparable Areas.

SUMMARY OF SANITARY SEWER SERVICES

COST ESTIMATE FOR PROVISION OF SERVICE: \$0

METHOD OF FINANCING: Inapplicable

PLAN FOR ORGANIZATION AND EXTENSION OF SERVICES:

Required sewer services are already in place to serve the Annexation Area in a manner equivalent in standard and scope to the Comparable Areas.

8.02 WATER DISTRIBUTION

The City Water Utility is currently serving the commercial property in the Annexation Area. The water lines and fire hydrants in place for the Annexation Area are shown on the map attached as Exhibit 10. There is a 20" water main on the west and a 12" water main on the north of the Annexation Area. The developer provided a 2" water line loop around the property from the 12" main.

All Comparable Areas receive water distribution service which was paid for by the property owners. The Water Utility Rules are incorporated herein as Exhibit 11. Maps showing the locations of the water lines and fire hydrants in the Comparable Areas were previously incorporated herein as part of Exhibit 10. Since water service is available to the Annexation Area structure, the

Annexation Area is being served to the same standard and scope as the Comparable Areas.

SUMMARY OF WATER FACILITIES

COST ESTIMATE OF PLANNED SERVICE: \$0

METHOD OF FINANCING: Inapplicable

PLAN FOR ORGANIZATION AND EXTENSION OF SERVICE:

Since water service is already provided to the Annexation Area's only structure, it is currently served to the same standard and scope as the Comparable Areas.

8.03 FIRE HYDRANTS

One fire hydrant is currently available and operating properly in the Annexation Area. A map showing the locations was previously incorporated as Exhibit 10. The spacing of the hydrant in the Annexation Area is consistent with the type and intensity of the development and the standards set by the Utilities Department, the Insurance Services Office, and the Ten States Standards, applicable portions of which are attached and incorporated herein as Exhibit 12. Generally, spacing varies between 350 and 600 feet, with closer spacing required for industrial, commercial, and densely populated areas. The Comparable Areas all have fire hydrants installed according to the same standards. The fire hydrant locations in the Comparable Areas are shown on the maps previously incorporated herein as Exhibit 10.

Fire hydrants are rented to the local government units by the Utility Department. Upon annexation, the City will assume responsibility for the payment of the hydrant rental charge at \$143.79 for the single fire hydrant.

SUMMARY OF FIRE HYDRANTS

COST ESTIMATE OF SERVICE: \$144

METHOD OF FINANCING: General Fund

PLAN FOR ORGANIZATION AND EXTENSION OF SERVICES:

The fire hydrant in the Annexation Area is to continue to be maintained by the Utility Department. The rental charge for the hydrant will be assumed by the City upon annexation.

8.04 STORM WATER DRAINAGE FACILITIES

An engineering hydraulic analysis of the storm drainage in the Annexation Area

and the Comparable Areas was performed in 1986 by Deputy City Engineer Scott Dompke. A copy of the analysis (hereinafter referred to as the Dompke Study) is incorporated herein and attached as Exhibit 13. The Dompke Study examines the existing public drainage structures and roadside ditches and their ability to pass storm water runoff of the type that is associated with storms of such severity that there is a 100% chance that a storm of that intensity will occur within a 10 year period, a 5 year period, and a 2 year period (hereinafter referred to as 10, 5, and 2 year flows).

The Dompke Study finds that the Annexation Area is located on the upper reach of the Jackson Creek drainage basin. There is little risk of flood damage on the upper reach of a drainage area. The Annexation Area lies within the City's 2 mile fringe and received development plan approval for drainage from the City Engineering Department. Detention or pooling of water in storms is provided in the parking lot to prevent an increase in the runoff rate as a result of the development during a 10 year storm.

There is only 1 inlet on site, the inlet of the detention basin which is a private structure. There are 2 more inlets in the highway right-of-way which are State structures. The on site structure is sized for a 2 year flow while the highway inlets are designed to pass a 10 year flow.

Comparable Area 1, Cascades Shopping Center, has no on site drainage structures. The water runs east across the parking lot to College Avenue, where there is a trench drain across the entrance, and an undersized inlet at the exit, neither of which can pass the 2 year flow. No detention is provided.

Comparable Area 2, Century Village, has drainage which is sheet flow across the parking lot. There is a yard inlet north of the building that serves as a junction box for an inlet from Third Street and a pipe that crosses under Third Street. There is also a curb inlet in the northeast corner of the parking lot. The outlet is to a 60" corrugated metal pipe under State Route 446. All of these structures are capable of passing a 10 year flow based on the design calculations submitted by the engineer of the site. Because the site discharged directly to large pipes designed to highway specifications and into a major drainage ravine, detention was not required on this site.

Comparable Area 3, Williamsburg Village, has no drainage structures on site. The runoff goes unchecked offsite. Most of the water enters an undersized inlet behind Waffle House where the 30" pipe is operating at the 2 year flow capacity.

In summary, the Dompke Study finds the storm drainage facilities in the Annexation Area to be comparable to the Comparable Areas.

In any drainage system, a system of swales and culverts will become clogged with debris and silt and require regrading and/or flushing. The on site structure in the Annexation Area is private, like the structure in Comparable Area 2, Century Village, and is therefore the responsibility of the property owner; the highway right-of-way structures are the responsibility of the State.

SUMMARY OF STORM WATER DRAINAGE FACILITIES

COST ESTIMATE FOR PROVISION OF SERVICES: \$0

METHOD OF FINANCING: Inapplicable

PLAN FOR ORGANIZATION AND EXTENSION OF SERVICES:

Storm water drainage facilities in the Annexation Area are adequate, and are being provided in the same manner that those services are provided to the Comparable Areas. Therefore, there are no plans for further construction of drainage facilities in the Annexation Area at this time.

8.05 STREET AND ROAD CONSTRUCTION, MAINTENANCE AND SERVICES

The Annexation Area is bordered on the north by State Route 45 and on the west by the State Route 45/46 Bypass. The map showing the locations of these routes in relation to the Annexation Area was previously incorporated herein as Exhibit 1. The Annexation Area parking lot has access to State Route 45.

There are no public streets or roads in the Annexation Area or in any of the Comparable Areas. Therefore, no provision is made for street and road construction, maintenance and services in this Plan.

SUMMARY OF STREET AND ROAD CONSTRUCTION, MAINTENANCE AND SERVICES

COST ESTIMATE OF SERVICE: \$0

METHOD OF FINANCING: Inapplicable

PLAN FOR ORGANIZATION AND EXTENSION OF SERVICES:

Since neither the Annexation Area nor any of the Comparable Areas contain

streets or roads, there is no provision for street and road construction, maintenance and services in this Plan.

8.06 STREET SIGNS AND TRAFFIC SIGNALS

Street signs and traffic signals in the City, including those in the Comparable Areas, were installed according to City policy regarding the location and installation of traffic control and street signs. The street signs and traffic signals in the Annexation Area and the Comparable Areas were surveyed by Engineering Assistant James Straka and recorded on maps that are attached and incorporated herein as Exhibit 14. The City policy on street signs is to fulfill the requirements contained in the "Indiana Manual on Uniform Traffic Control Devices," and in the Bloomington Municipal Code. Both of these volumes describe conditions under which each type of sign is to be installed; the City Engineer recommends sign placement to the Traffic Control Commission accordingly.

Traffic control signs and signals that are located on private property within the Annexation Area or the Comparable Areas are installed at the discretion of the property owners, and are not the responsibility of the City. Therefore, internal traffic control signs and signals are not described in this fiscal plan or shown on the exhibits.

Traffic control signs and signals located in the right-of-way of state routes bordering the Annexation Area and Comparable Areas are the responsibility of the state; while these signs and signals are described in the fiscal plan and shown on the exhibits, the City is not responsible for their placement or maintenance.

Traffic control signs and signals in the Annexation Area and Comparable Areas is as follows:

Annexation Area: The only signs found were located in the right-of-way of the 2 state routes bordering the Annexation Area (State Route 45 and State Route 45/46 Bypass); there were no signs located in the Annexation Area itself. There is 1 traffic signal at the intersection of the two state routes bordering the Annexation Area; there are no traffic signals within the Annexation Area. In the opinion of the City Engineer, signs and traffic signals are not needed in the Annexation Area.

Comparable Area 1, Cascades Shopping Center: no signs are located in the shopping center; the only signs found were located in the right-of-way of the state route bordering the shopping center; there are no traffic signals in or near the shopping center.

Comparable Area 2, Century Village: no signs are located within Century Village; the only signs found were located in the right-of-way of the state routes bordering the shopping center. There is one traffic signal at the intersection of State Route 46 and State Route 446; there are no traffic signals within the Comparable Area.

Comparable Area 3, Williamsburg Village: no traffic signs or traffic signals are located within or near Williamsburg Village.

The street sign and traffic signal review cited above indicates that the sign and traffic signals in the Annexation Area are of the same standard and scope as those provided in the Comparable Areas.

SUMMARY OF STREET SIGNS AND TRAFFIC SIGNALS

COST ESTIMATE OF PLANNED SERVICES: \$0

METHOD OF FINANCING: Inapplicable

PLAN FOR ORGANIZATION AND EXTENSION OF SERVICES:

The Annexation Area is served with street signs and traffic signals of the same scope and standard of service as the Comparable Areas. In the opinion of the City Engineer, additional street signs and traffic signals are not indicated.

8.07 STREET LIGHTS

The Board of Public Works of the City of Bloomington is responsible for the installation of street lights on public streets. Street lights are installed by petition consistent with the requirements set forth in I.C. Section 36-9-9-1, et seq.

Street lights that are located on private property within the Annexation Area or the Comparable Areas are installed at the discretion of the property owners, and are not the responsibility of the City. Therefore, private, internal lights are not described in this fiscal plan or shown on the exhibits.

Street lights located in the right-of-way of state routes bordering the Annexation Area and Comparable Areas are the responsibility of the state; while these lights are described in the fiscal plan and shown on the exhibits, the City is not responsible for their placement or maintenance.

Neither the Annexation Area nor the right-of-way of the streets bordering the Annexation Area have public street lights. There are no public street lights in Comparable Area 1, Cascades Shopping Center; there are public street lights in the right-of-way of North College Avenue which borders Comparable Area 1, the locations of which are shown on the map attached and incorporated herein as Exhibit 15. There are no public street lights within or in the road right-of-way bordering Comparable Areas 2 or 3.

The 2 streets bordering the Annexation Area are both state routes. Therefore, provision for public street lights in the Annexation Area is not included in this Plan.

SUMMARY OF STREET LIGHTS

COST ESTIMATE FOR PLANNED SERVICE: \$0

METHOD OF FINANCING: Inapplicable

PLAN FOR ORGANIZATION AND EXTENSION OF SERVICES:

Since the streets bordering the Annexation Area are state routes, and there are no street lights in the Comparable Areas, provision of street lights is not needed in order to serve the Annexation Area to the same standard and scope as the Comparable Areas.

8.08 SIDEWALKS

In general, the construction of sidewalks is the responsibility of the property owner.

Sidewalks and curbs are presently in place in the Annexation Area in front of the building; there are no sidewalks in place along the 2 bordering state routes. In the Comparable Areas, there are sidewalks currently in place along the bordering streets in Comparable Area 1 along College Avenue; and in Comparable Area 3 along Pete Ellis Drive.

It is generally a condition of City approval of planned commercial developments

for sidewalks to be placed along bordering public streets. According to the site plan approved by the City in 1981, the Annexation Area property owner is to build sidewalks along both State Route 45/46 Bypass and Indiana Highway 45 as shown on the plan, previously incorporated as Exhibit 1. Sidewalks have been built in Comparable Areas 1 and 3; and Comparable Area 2 obtained a variance in 1978 not to build a sidewalk.

Since sidewalks are being provided to the Annexation Area in the same manner as they are being provided in the Comparable Areas, further construction by the City of side walks in the Annexation Area is not proposed.

SUMMARY OF SIDEWALKS

COST ESTIMATE OF SERVICE: \$0

METHOD OF FINANCING: Inapplicable

PLAN FOR ORGANIZATION AND EXTENSION OF SERVICES:

Sidewalks are to be built by the property owner as a condition for planned commercial development approval. Since sidewalks are provided for the Annexation Area in the same manner as in the Comparable Areas, no sidewalk construction by the City is planned in the Annexation Area.

8.09 ENGINEERING/HOUSING CODE INSPECTION

Owners and agents of rental properties used for housing within the City's corporate limits are required to register their properties with the City's Housing Code Enforcement Office. These properties are then scheduled for housing code inspections on a 3 year cycle.

According to a survey conducted by the Housing Code Office, there are no rental properties used for housing in the Annexation Area. Therefore, no costs for housing code inspection will be incurred by this annexation.

SUMMARY OF HOUSING CODE INSPECTIONS

COST ESTIMATE OF SERVICE: \$0

METHOD OF FINANCING: Inapplicable

PLAN FOR ORGANIZATION AND EXTENSION OF SERVICES:

Since there are no rental properties used for housing in the Annexation Area, plans for housing code inspection are not included in this Plan.

8.10 REDEVELOPMENT DEPARTMENT SERVICES

The Department of Redevelopment administers programs for the implementation of Community Development Block Grants available to the City through the federal Department of Housing and Urban Development. The annual grant amount is determined by the Federal Government and may be disbursed at the City's discretion among various eligible activities.

All of the property in the Annexation Area is used for commercial purposes; there are no residents in the Annexation Area. At present, as part of the 2-mile fringe around Bloomington, the Annexation Area property owners are able to apply for the City of Bloomington industrial incentive loan program, which is administered by the Redevelopment Department. After annexation, the property owners will be able to apply for the tax abatement program for expansion, which is also administered by the Redevelopment Department.

During fiscal year 1987 (May 1986 through May 1987), the City received Community Development Block Grants totaling \$527,000 which were allocated to various projects including the rehabilitation of housing for low-moderate income families on a city-wide basis; small scale drainage projects and site improvements in targeted low-income areas; economic development activities, various public service programs; and a utility service program for low-moderate income families. A copy of the Final Statement of Community Development Objectives and Projected Use of Funds for the Community Development Block Grant Program, 1986-1987, is attached and incorporated in this report as Exhibit 16.

The City anticipates that approximately \$500,000 in Community Development Block Grants will be received in fiscal 1988. Funding and assistance to the Annexation Area residents will be provided in a manner equivalent in standard and scope as funding is provided to residents in Comparable Areas of the City. Priority will be given to applicants from the Annexation Area during the 1987-1988 program year to assure that eligible property owners have the opportunity to participate in the program.

The amount of funds allocated to each Community Development Block Grant program is fixed and is disbursed as eligible applicants utilize the funds. For this reason, annexation will not result in any additional costs to these programs.

SUMMARY OF REDEVELOPMENT DEPARTMENT SERVICES

COST ESTIMATE OF SERVICE: \$0

METHOD OF FINANCING: Inapplicable

PLAN FOR PROVISION OF SERVICES:

Immediately upon annexation, Annexation Area property owner will be able to apply for any of the Community Development Block Grant Program services for which he may be eligible under program rules.

8.11 POLICE PROTECTION

Immediately upon annexation, Police Department services will be extended to the Annexation Area in the same standard and scope as provided to other residential areas in the City, including the Comparable Areas.

The City is divided into four police quadrants or districts, each of which has officers assigned to answer calls for service within the district. Calls from the Annexation Area will be handled by the officers assigned to the North East District. If officers of that district are unavailable, then those of the South East District will respond.

Additional funds for officer overtime and vehicle costs are being budgeted to enable response to the additional calls anticipated from the Annexation Area. The uniformed police officer is assigned either to the Accident Unit which operates two shifts per day; or to the Patrol Unit which operates 3 shifts per day. Officers work 6 days and then are off duty 3 days. Additional days off are scheduled for holidays, and vacation; days off also occur because of illness. In 1985, 4 officers were assigned to the Accident unit, and the average number of officers on duty per 24 hours was 1.1. Also, in 1985, 38 officers were assigned to the Patrol Unit, and the average number on duty per 24 hours was 16.7. The average 8 hour day of the officers assigned to these units in 1985 was expended as follows:

ACCIDENT UNIT

Roll Call	6% (29 minutes)
Equipment Maintenance	3% (14 minutes)
Paperwork	9% (43 minutes)
Traffic Enforcement	25% (2 hours)
Accident Investigation	24% (1 hour 55 minutes)

Pro-active Patrol 33% (2 hours 38 minutes)

PATROL UNIT

Roll Call	6% (29 minutes)
Equipment Maintenance	3% (14 minutes)
Paperwork	12% (58 minutes)
Traffic Enforcement	14% (1 hour 7 minutes)
Accident Investigation	11% (53 minutes)
Criminal Investigation	13% (1 hour 2 minutes)
Pro-active Patrol	42% (3 hours 39 minutes)

Pro-active patrol serves several purposes. The primary purpose of patrol is to prevent crime. The function of detection and apprehension of offenders is closely related to the crime prevention function of patrol. Also, patrol promotes safe movement of vehicular and pedestrian traffic by enforcing traffic and parking laws. In addition, the general well-being of the community is enhanced by officers on patrol reporting traffic hazards such as traffic control devices out of service or icy road conditions; the location of water or power outages; reporting of fires; rendering of aid to the injured; and directing the services of other agencies to citizens in need of them such as the welfare department, ambulance, or other departments within the city.

In order to be effective, pro-active patrol must be random. To patrol on a set schedule would result in an officer's movements becoming predictable, destroying his effectiveness.

While engaged in pro-active patrol, officers are available for immediate dispatch to a call for service. Thus, they would then be able to respond to the additional calls anticipated by the Annexation Area. However, responding to additional calls will reduce the percentage of time spent in pro-active patrol, unless additional time is provided either through additional staff or through overtime.

It is a City priority not to decrease pro-active patrol time. Accordingly, in order that this annexation will not diminish time for proactive patrol by increasing the work load within the same number of work hours, additional funds for overtime are included in this Plan.

The service demands expected from the Annexation Area have been estimated by review of calls from the Comparable Areas on the following chart:

COMPARABLE AREAS POLICE CALL RESPONSE CHART

Area	1985 Calls	Businesses	Calls Per Business
1. Cascades Shopping Center	26	5	
2. Century Village	0	14	
3. Williamsburg Village	15	21	
Total	41	40	1.025

The Annexation Area has 14 businesses. The number of police calls this area will generate is estimated by assuming that the number of police calls per business will be similar to the average number per business in the Comparable Areas. Then the number of calls anticipated is calculated by multiplying the calls per business from the Comparable Areas by the annexation number of businesses.

Average number of calls per business from Comparable Areas = 1.025;

1.025 x 14 businesses in Annexation Area = 14.35 predicted calls

Thus the Annexation Area is expected to produce 14 calls per year, at a level of service of the same standard and scope provided to the Comparable Areas.

The Police Department estimates that each call uses approximately 35 minutes of an officer's time. The total additional time needed to respond to calls from the Annexation Area is calculated as follows:

14 increase in calls anticipated by the annexation multiplied by 35 minutes equals 8 hours 10 minutes additional time needed for calls.

The additional time needed for calls from the Annexation Area can be provided for in any one of 3 ways. The time could be subtracted from pro-active patrol. However, taking time from pro-active patrol reduces the percentage of the officer's day that is devoted to pro-active patrol. Since the City has as a priority that pro-active patrol time not be reduced, that option is not included in this Plan. The second option would be to hire an additional officer. This option is not warranted because the time needed is approximately equal to only 1 day of work, assuming an 8 hour day. This Plan does include the third

option, which is to provide funds for 8.2 hours of overtime:

8.2 hours of Police Officer overtime multiplied by \$12 hourly 1986 rate equals \$98.40 additional overtime funds needed for the Annexation Area. Additional funds of \$98 for officer overtime are included in this Plan.

The cost of materials that are needed for the annexation is estimated by using the 1986 budgeted amount of \$161,500 for operational expenses including gasoline & oil, repairs to motor equipment, other garage and motor supplies and other supplies. The operational expenses calculation is made as follows:

\$161,500 materials cost divided by 25,592 total 1985 calls
equals \$6.31 average materials cost per call;
\$6.31 multiplied by 14 calls anticipated from the Annexation Area
equals \$88.34, the anticipated additional materials cost.

SUMMARY OF POLICE PROTECTION

COST ESTIMATE OF PLANNED SERVICES TO BE FURNISHED:

Cost of Overtime: \$ 98
Cost of Materials: 88
Total: \$186

METHOD OF FINANCING: Inapplicable

PLAN FOR PROVISION OF SERVICES: Routine police service will be provided using personnel assigned to the North East and South East Districts immediately upon annexation. Response to calls, traffic-related activities, investigation, pro-active patrol and all other services will be provided to the same standard and scope provided to the Comparable Areas.

8.12 FIRE PROTECTION

Immediately upon annexation, the City Fire Department will commence first call response to the Annexation Area, providing service to the same standard and scope as provided to all Comparable Areas within the City. Manpower for the responses to the Annexation Area will be provided from 2 fire stations. Number 4 Station will send 1 pumper with 6 firefighters and will have a second pumper enroute from our Number 3 Station with 5 additional firefighters. If one of these stations is busy, our Headquarters Station will then respond with 6 firefighters.

Response time to the area is 2 minutes from Number 4 Station and 3 minutes from

Number 3 Station. Response times from the nearest fire station to each Comparable Area, number of 1985 calls and number of 1985 calls per business from the Comparable Areas are noted on the chart below:

COMPARABLE AREA FIRE CALL RESPONSE CHART

Area	Response	1985 Calls			#	Calls Per
	Minutes	Structural	Auto	Misc.	Bus.	Business
1. Cascades Shopping Center	3	0	0	2	5	
2. Century Village	3	0	0	0	14	
3. Williamsburg Village	2	0	0	4	21	
	Total	0	0	6	40	0.15

Service requirements for the Annexation Area have been analyzed by calculating the runs per business that were made to the Comparable Areas; the number of businesses in the Annexation Area was multiplied by the Comparable Areas runs per business to determine the number of calls to expect from the Annexation Area:

0.15 Comparable Areas average calls per business
 multiplied by Annexation Area number of businesses which is 14
 equals 2.1 predicted calls to Annexation Area.

In order to estimate the funds required to provide the 2 additional runs that would be required to provide fire protection to the Annexation Area by the City Fire Department, the operating cost per run budgeted for 1986 is calculated. The total 1986 budget for gasoline, oil, tires, repair parts and services is \$28,075. That amount divided by the total number of runs made in 1985 is:

\$28,075 budget divided by 1,072 runs equals \$26.19 cost per run;
 \$26.19 multiplied by 2 additional runs equals \$52.38 additional cost.

There is ample time for the Fire Department staff to respond to 2 additional runs per year. When 2 runs are added to the 1,072 runs in 1985, this is still less than one run per day for the primary responding station (and less than 1 additional run for the secondary responding station):

365 days multiplied by 4 stations equals 1,460 station response days
 1,072 runs in 1985 plus 2 runs anticipated from the Annexation = 1,074;
 1,074 runs divided by 1,460 days equals 0.7356 runs per day.

Number 3 Station. Response times from the nearest fire station to each Comparable Area, number of 1985 calls and number of 1985 calls per business from the Comparable Areas are noted on the chart below:

COMPARABLE AREA FIRE CALL RESPONSE CHART

Area	Response	1985 Calls			#	Calls Per
	Minutes	Structural	Auto	Misc.	Bus.	Business
1. Cascades Shopping Center	3	0	0	2	5	
2. Century Village	3	0	0	0	14	
3. Williamsburg Village	2	0	0	4	21	
	Total	0	0	6	40	0.15

Service requirements for the Annexation Area have been analyzed by calculating the runs per business that were made to the Comparable Areas; the number of businesses in the Annexation Area was multiplied by the Comparable Areas runs per business to determine the number of calls to expect from the Annexation Area:

0.15 Comparable Areas average calls per business
 multiplied by Annexation Area number of businesses which is 14
 equals 2.1 predicted calls to Annexation Area.

In order to estimate the funds required to provide the 2 additional runs that would be required to provide fire protection to the Annexation Area by the City Fire Department, the operating cost per run budgeted for 1986 is calculated. The total 1986 budget for gasoline, oil, tires, repair parts and services is \$28,075. That amount divided by the total number of runs made in 1985 is:

\$28,075 budget divided by 1,072 runs equals \$26.19 cost per run;
 \$26.19 multiplied by 2 additional runs equals \$52.38 additional cost.

There is ample time for the Fire Department staff to respond to 2 additional runs per year. When 2 runs are added to the 1,072 runs in 1985, this is still less than one run per day for the primary responding station (and less than 1 additional run for the secondary responding station):

365 days multiplied by 4 stations equals 1,460 station response days
 1,072 runs in 1985 plus 2 runs anticipated from the Annexation = 1,074;
 1,074 runs divided by 1,460 days equals 0.7356 runs per day.

Staff is already on payroll with time available to operate the 4 stations for 24 hours a day, 365 days per year. Thus, service will be provided using existing staff and equipment and with \$52 additional vehicle funds to make the 2 additional runs anticipated in serving the Annexation Area to the same standard and scope as the Comparable Areas are served.

SUMMARY OF FIRE PROTECTION

COST ESTIMATE OF SERVICE: \$52

METHOD OF FINANCING: General Fund

PLAN FOR ORGANIZATION AND EXTENSION OF SERVICE: Immediately upon annexation, full fire protection service on a first call basis will be provided to the Annexation Area from Number 4 Station and Number 3 Station. Backup response will be provided by Headquarters Station.

8.13 ANIMAL SHELTER/ANIMAL CONTROL

The City of Bloomington provides two types of services related to animals. The Animal Shelter function involves a facility to shelter, care for, and if necessary, destroy animals. The Animal Control function involves serving the community with regular patrol, investigation of complaints, education, and emergency services.

Services at the Animal Shelter facility are presently provided on a county-wide basis. Therefore, the Annexation Area will not create an additional service demand, so no additional costs will be incurred at the Animal Shelter facility.

Animal control services are provided only within the corporate City limits at the present time. Immediately upon annexation, the following animal control services will be provided to the Annexation Area:

- Three full time animal control officers will be available 8 AM to 11 PM Monday through Friday and from 8 AM to 5 PM on Saturday. These officers provide service contacts including pickup of stray, injured or dead animals; investigation of complaints; assistance with bite cases; and issuance of citations for violations of animal control ordinances.
- Twenty-four hour emergency service will be available at all other times for such emergencies as animal bite incidents, injured animals, and police assistance calls.
- The area will be patrolled on a regular basis at least twice weekly.

The above services are the same as those provided to the City as a whole, including the Comparable Areas. The 1985 experience in the Comparable Areas is listed below:

COMPARABLE AREAS SERVICE CONTACTS AND EMERGENCY CALL-OUTS, 1985

Area	# Bus.	Service Contacts	Contacts Per Business	Emergency Call-outs	Call-outs Per Business
1. Cascades Shopping Cntr.	5	2		0	
2. Century Village	14	0		0	
3. Williamsburg Village	21	0		0	
Total	40	2	0.05	0	0

Service requirements for the Annexation Area have been estimated by calculating the number of service contacts and emergency call-outs per business in the Comparable Areas; then the number of businesses in the Annexation Area was multiplied by the contacts and call-outs per business to determine the number to expect from the Annexation Area:

14 annexation businesses x .05 contacts per business
equals .7 predicted service contacts in the Annexation Area;

Thus, rounding up the numbers, 1 service contact is predicted in the Annexation Area annually. This Plan provides funds for this contact.

Operating expenses for the animal control program total \$16,250 in the 1986 budget. These expenses include office supplies, printing, gasoline, maintenance and repair parts and service, uniforms, postage and telephone. Additional funds for operating expenses needed to make the additional service contacts anticipated by the Annexation Area are calculated as follows:

\$16,250 operating expenses divided by 2,186 service contacts in 1985
equals \$7.43 operating cost per service contact;
\$7.43 per service contact multiplied by 1 predicted additional service
contact equals \$7.43 predicted additional operating cost.

The Annexation Area is not estimated to require additional staffing to respond to the additional service contact.

The total cost for provision of animal control services to the Annexation Area is:

Additional operating cost: \$ 7.43

Total: \$ 7.43

SUMMARY OF ANIMAL CONTROL

COST ESTIMATE OF SERVICE: \$7.43

METHOD OF FINANCING: General Fund

PLAN FOR ORGANIZATION AND EXTENSION OF SERVICES:

Immediately upon annexation, animal control services will be extended to the Annexation Area to a standard and scope equivalent to those provided to comparable areas of the City. Additional funds are budgeted to provide the additional operating and overtime costs anticipated.

8.14 REFUSE COLLECTION

The City is responsible for weekly refuse collection from all places of residence within the City limits according to Bloomington Municipal Code, Section 6.04.050(a) and (b). Since there are no residences within the Annexation Area, provisions for refuse collection are not included in this Plan.

SUMMARY OF REFUSE COLLECTION

COST ESTIMATE OF SERVICE: \$0

METHOD OF FINANCING: Inapplicable

PLAN FOR ORGANIZATION AND EXTENSION OF SERVICES:

The City is responsible for weekly refuse collection from residences. Since there are no residences in the Annexation Area, refuse collection is not included in this Plan.

8.15 PARKS AND RECREATION

The City's Parks and Recreation Department offers a wide variety of organized activities, including, but not limited to passive recreation, recreational sports, competitive sports, sports instruction, holiday and seasonal celebrations, special events, seasonal playground programs, community programs, fitness training, and Older American programs. Some activities are free; some involve a small fee.

Since there are no residents living in the Annexation Area, no plans for Parks and Recreation Services are included in this Plan.

SUMMARY OF PARKS AND RECREATION

COST ESTIMATE OF SERVICE: \$0

METHOD OF FINANCING: Inapplicable

PLAN FOR ORGANIZATION AND EXTENSION OF SERVICES:

Since there are no residents living in the Annexation Area, plans for Parks and Recreation services are not included in this Plan.

8.16 HUMAN RESOURCES

The City Human Resources Department administers a wide variety of programs for residents of the City and surrounding areas. Current programs and geographic restrictions for participation in these programs as follows:

Program	Geographic Restriction
1. Senior Citizens' Nutrition Project	Owen and Monroe Counties
2. Title XX Childcare Assistance Pgm.	No restrictions
3. Childcare Food Program	No restrictions
4. Volunteer Action Center	Monroe County and vicinity
5. Community Farmers' Market	Statewide
6. Community Gardens	No Restrictions
7. Bloomingfair	No restrictions
8. IRIS (Informantion, Referral and Identification Program)	Information and referral available to anyone; information covers Monroe County and vicinity

All Human Resources Department programs are already available to the Annexation Area on the same basis as they are available to other areas in the City, including the Comparable Areas. Certain programs require specific client qualifications having to do with income, age, family circumstances, etc. Access to these programs for the Annexation Area residents is determined on the same basis as access for residents of other areas, including the Comparable Areas.

Because the Annexation Area is already served to standard and scope equivalent to the service offered to Comparable Areas and because eligible Annexation Area residents are already permitted to participate in these programs, no new service is proposed.

SUMMARY OF HUMAN RESOURCES SERVICES

COST ESTIMATE OF SERVICE: \$0

METHOD OF FINANCING: Inapplicable

PLAN FOR ORGANIZATION AND EXTENSION OF SERVICES:

All services are organized and in place for the Annexation Area residents, to the same standard and scope offered to residents of the Comparable Areas. No extension of service is required or proposed.

8.17 PLANNING & ZONING SERVICES, BUILDING PERMITS, INSPECTION & BUILDING CODE ENFORCEMENT

All the Planning Department services, and building plan reviews, permit issuance, inspections, and code enforcement performed by the Engineering Department are currently being provided to all residents of the City of Bloomington and the City's 2-mile fringe planning and zoning jurisdiction. The Annexation Area is presently included within the 2-mile fringe area. A map showing the area to which these services are being provided is attached and incorporated as Exhibit 17.

The Planning Department reviews and approves site plans of proposed new construction to ensure compliance with applicable regulations. Specific proposals such as variance requests, special exceptions, conditional use, rezoning requests, and public right-of-way vacations are reviewed and recommendations are forwarded to the Plan Commission, Board of Zoning Appeals and Common Council for their consideration. Additionally, the Planning Department conducts comprehensive planning and transportation studies.

The Engineering Department issues permits for building construction, plumbing and electrical installation, sign erection, and occupancy. Prior to issuing an occupancy permit, the Engineering Department conducts on-site inspections to insure conformance with previously approved plans. The Engineering Department oversees zoning and building code violation abatement. This involves an on-site inspection of the violation, consultation with citizens and possible referral to the Legal Department.

These services are already provided to the entire City and its 2-mile fringe as shown on the map previously incorporated as Exhibit 17. As a portion of the unincorporated area within the municipal planning jurisdiction, the Annexation Area presently receives these services to the same standard and scope provided

to all other areas of the City, including the Comparable Areas.

The Annexation Area is currently receiving site plan review, Plan Commission consideration, permit issuance, and on-site inspections from the Planning and Engineering Departments. The Annexation Area will not result in increased costs to these departments.

SUMMARY OF PLANNING & ZONING SERVICES, BUILDING PERMITS, INSPECTION AND BUILDING
CODE ENFORCEMENT

COST ESTIMATE OF PLANNED SERVICE: \$0

METHOD OF FINANCING: Inapplicable

PLAN FOR ORGANIZATION AND EXTENSION OF SERVICES:

Since the Annexation Area is presently within the 2-mile fringe for Planning and Zoning jurisdiction, it currently receives Planning and Zoning services, building permits, inspections, and building code enforcement services to the same standard and scope provided to all other areas of the City including the Comparable Areas.

8.18 ADMINISTRATIVE SERVICES

City Administration and operations include departments which are not directly involved in the provision of the capital and noncapital services discussed previously. The City of Bloomington departments which provide administrative services to the City at large are the Mayor's Office, City Council Office, Controller's Office, Legal Department and Personnel Department.

The Mayor's Office provides an ombudsman function for the residents of Bloomington in addition to its main function as chief executive. The office also dispenses information and provides a referral service to other City departments, government agencies or private organizations.

The City Council Office is responsible for organizing City Council meetings and official record-keeping and provides a forum for City legislation. The Annexation Area will become part of City Council District 3 upon annexation.

The Controller's Office oversees the municipal budgetary system. The office also issues bicycle licenses, City parking permits and itinerate merchants' licenses.

The Legal Department initiates punitive action for ordinance violations, responds to requests for legal opinions from other departments, represents the City of Bloomington in legal matters and addresses human rights and affirmative action compliance matters. In addition, the Legal Department investigates complaints filed pursuant to the Human Rights Ordinance, and represents complainants upon a finding of probable cause.

The Personnel Department is responsible for City job listings and board and commission vacancies.

The Mayor's Office, Council Office, Controller's Office, Legal Department and Personnel Department are staffed by salaried personnel; thus they will not require additional staff resources to serve any increase in demand for service through the annexation of the Annexation Area. These departments will provide whatever services are requested to the same standard and scope as these are provided to comparable areas, including the Comparable Areas, with their existing resources.

SUMMARY OF ADMINISTRATIVE SERVICES

COST ESTIMATE OF PLANNED SERVICE: \$0

METHOD OF FINANCING: Inapplicable

PLAN FOR ORGANIZATION AND EXTENSION OF SERVICES:

Immediately upon annexation, the City's administrative services provided by the Mayor's Office, City Council Office, Controller's Office, Legal Department and Personnel Department will be provided to the Annexation Area and its residents in the same manner and scope that these services are provided to the Comparable Areas.

8.19 OTHER CITY FUNCTIONS

This Plan outlines all City services that will be impacted by the inclusion of the Annexation Area within the City's corporate boundaries.

Because the Annexation Area has no resident population, it will have minimal impact upon services not previously mentioned, such as Municipal Building maintenance or tree limb reclamation.

Any services not specifically addressed in this report have not been omitted for lack of consideration. Rather, their absence indicates that provision of these services to the Annexation Area and/or its residents will be provided in the same manner that such services are provided to the Comparable Areas without the expenditure of additional funds.

In conclusion, therefore, it must be noted that any services currently available to the Comparable Areas and/or their residents, that are not previously discussed in this Plan, will be made available in the same manner to the Annexation Area and/or its residents immediately upon annexation.

OTHER CITY FUNCTIONS SUMMARY

COST ESTIMATE FOR PROVISION OF SERVICES: \$0

METHOD OF FINANCING: Inapplicable

PLAN FOR ORGANIZATION AND EXTENSION OF SERVICES:

Immediately upon annexation, any municipal services not previously discussed in this plan, will be made available in the same manner to the Annexation Area and/or its residents as it is currently available to comparable areas of the City, including the Comparable Areas.

9. HIRING PLAN

It is anticipated that this annexation will not result in the elimination of jobs for employees of other governmental entities, but in the event it does, then the Director of Personnel is directed to assist these employees in the obtaining of new employment. However, the City will not be required to hire any of these employees.

In the event of unforeseen elimination of jobs, the Personnel Director will take the application of any such employee and maintain a special file of these applications. Each application will be forwarded to major employers in the area, and to any City department having a job opportunity for which the individual is qualified. Each individual will also be referred to the Indiana State Employment Security Division.