



**CITY OF BLOOMINGTON
parks and recreation**

AGENDA

City of Bloomington Board of Park Commissioners
Regular Meeting: Tuesday, July 24, 2018 4:00pm – 5:30pm

Council Chambers
401 North Morton

CALL TO ORDER - ROLL CALL

A. CONSENT CALENDAR

- A-1. Approval of Minutes of June 26, 2018
- A-2. Approval of Claims Submitted June 26, 2018 – July 23, 2018
- A-3. Approval of Non-Reverting Budget Amendments
- A-4. Review of Business Report
- A-5. Approval of Surplus

B. PUBLIC HEARINGS/APPEARANCES

- B-1. Public Comment Period -
- B-2. Bravo Award -
- B-3. Parks Partner Award -
- B-4. Staff Introductions -

C. OTHER BUSINESS

- | | | |
|------|---|----------------------|
| C-1. | Review/Approval of partnership agreement with Mad 4 My Dog | (Bill Ream) |
| C-2. | Review/Approval of partnership addendum with Summer Star Foundation | (Elizabeth Tompkins) |
| C-3. | Review/Approval of alcohol permit for Garlic Fest | (Crystal Ritter) |
| C-4. | Review/Approval of contract addendum with Centerstone Planning and Design | (Dave Williams) |

D. REPORTS

- | | | | |
|------|-------------------------|---|---|
| D-1. | Recreation Division | - | |
| D-2. | Operations Division | - | |
| D-3. | Sports Division | - | |
| D-4. | Administration Division | - | 2017 Strategic Action Plan – Final
Social Media Update |
- | |
|------------------|
| (Paula McDevitt) |
| (Hannah Buddin) |

ADJOURNMENT



A-1
07-24-2018

Board of Park Commissioners
Regular Meeting
Minutes

Tuesday, June 27, 2018
4:00 p.m. – 5:30 p.m.

Council Chambers
401 N. Morton St.

CALL TO ORDER

The meeting was called to order by Mr. Joseph Hoffman at 4:04 p.m.

Board Present: Mr. Les Coyne, Ms. Darcie Fawcett, and Mr. Joseph Hoffmann

Staff Present: Ms. Paula McDevitt, Mr. John Turnbull, Ms. Becky Higgins, Ms. Julie Ramey, Ms. Kim Clapp, Ms. Leslie Brinson, Mr. Lee Huss, Ms. Hannah Buddin, Ms. Marcia Veldman, Ms. Joanna Sparks, Mr. Bill Ream, Mr. Hsiung Marler, Ms. Sarah Owen, Ms. Crystal Ritter and Ms. Sarah Mullin.

A. PUBLIC HEARINGS/APPEARANCES

A. CONSENT CALENDAR

- A-1. Approval of Minutes of May 22, 2018 and June 11, 2018 Meetings
- A-2. Approval of Claims Submitted May 22, 2018 through June 26, 2018
- A-3. Approval of Non-Reverting Budget Amendments
- A-4. Review of Business Report
- A-5. Approval of Surplus

Mr. Les Coyne made a motion to approve the Consent Calendar. Ms. Darcy Fawcett seconded the motion. Motion unanimously carried.

B. PUBLIC HEARINGS/APPEARANCES

B-1. Public Comment Period – None

B-2. Bravo Award – Ms. Penny and Mr. Bob Austin

Ms. Sarah Owen, Community Relations Coordinator the Department would like to recognize Ms. Penny and Mr. Bob Austin for their time and commitment to our annual 50+ Expo event. Due to the size of the event, the Department relies heavily on volunteers to ensure the event runs smoothly. The Austin's help is so essential in setting up the Expo, where they provide direction and instruction to dozens of exhibitors. Since retiring, their volunteer efforts demonstrate their continued love and commitment to the Bloomington Community. On behalf of the Bloomington Parks and Recreation Department, we are proud to recognize Penny and Bob Austin as our June BRAVO Award recipients.

B-3. Parks Partner Award – Ms. Lisa J. Baker, DDS

Ms. Sarah Owen, Community Relations Coordinator and Ms. Crystal Ritter, Community Events Coordinator the Department would like to recognize Lisa J. Baker, DDS as the recipient of the second quarter Park Partner Award. Dr. Baker has been an exceptional supporter of Bloomington Parks and Recreation programming for over 15 years. Dr. Baker is a regular sponsor of the Performing Arts Series, Movie Series, Trick or Treat Trail event, and the Bloomington Youth Basketball program. She truly views our relationship as a partnership, by sharing Department events on Facebook, recruited colleagues and other businesses, Dr. Baker is truly an asset. The Department is incredibly grateful for Dr. Baker's patronage. On behalf of Bloomington Parks and Recreation, it is with great pleasure that we

present Dr. Baker with the Park Partner Award.

B-4. Staff Introduction-

Ms. Sarah Mullin has recently accepted the position of Market Master/Community Garden Specialist. Ms. Mullin is a graduate of Indiana University and completed the Purdue Extension Urban Agriculture Certificate program in 2017. Ms. Mullin has coordinated education and outreach projects for various organizations and has worked as an advocate in the local food community in Indianapolis. Ms. Mullin has worked on the Indy Winter Farmers Market management team, managing SNAP incentive programs and piloting the Fresh Bucks program as well as serving on multiple boards. Ms. Mullins looks forward to supporting vendors' small businesses, broadening interest in and access to healthy, nutritious local foods, and tapping into community excitement around growing their own food.

C. OTHER BUSINESS

C-1. Review/Approval of Partnership Agreement with Indiana University Department of Recreation, Parks and Tourism Studies/School of Public Health

Ms. Paula McDevitt, Director the Department wishes to renew the Partnership Agreement with Indiana University Department of Recreation, Parks and Tourism Studies/School of Public Health. This Agreement provides a variety of services to RPTS faculty, staff and students. In return, Parks and Recreation Department's staff is provided with opportunities with the end results benefitting the community. Staff is pleased to continue this long standing relationship.

Mr. Les Coyne made a motion to approve the Partnership Agreement with Indiana University Department of Recreation, Parks and Tourism Studies/School Public Health. Ms. Darcy Fawcett seconded the motion. Motion unanimously carried.

C 2. Review/Approval of Addendum to Partnership Agreement with Centerstone

Ms. Paula McDevitt, Director the Department and Centerstone entered into a Cooperation Service Agreement Program Partnership on March 24, 2018 to provide an opportunity for CS clients to work in BPRD parks. The original agreement was for park maintenance, both parties wish to extend the scope of work to include a landscaping crew. Centerstone was awarded additional funding from the Bloomington Health Foundation to meet the additional wages. The program will be evaluated following the conclusion of the landscaping season. Staff recommends the Addendum to this Partnership.

Mr. Les Coyne made a motion to approve the Addendum to Partnership Agreement with Centerstone. Ms. Darcy Fawcett seconded the motion. Motion unanimously carried.

C-3 Review/Approval of Contract with Bledsoe Riggert Cooper James for Boundary Survey

Ms. Joanna Sparks, City Landscaper the Department wishes to have the boundaries surveyed at 1730 S. Walnut Street property and Bryan Park off of Woodlawn Ave. The survey on South Walnut street property is being performed to delineate the extent of contaminated soil removal from the former "Wee Willies" and Current "Night Moves" properties. The survey in Bryan Park will be performed to verify the park property boundary on east Woodlawn Ave, and assist with the removal of invasive species. Staff recommends the approval of this contract with Bledsoe Riggert Cooper James in the amount of \$2000. Funding source is Parks General Fund/Operations Division budget.

Mr. Les Coyne made a motion to approve the Contract with Bledsoe Riggert Cooper James for Boundary Survey. Ms. Darcy Fawcett seconded the motion. Motion unanimously carried.

C-4 Review/Approval of Contract with Bruce Wilds Security for the Fourth of July Fireworks

Ms. Becky Higgins, Recreation Director the Department wishes to hold a fireworks display for the 4th of July holiday. The Department requires the services of a professional consultant in order to perform security services at the fireworks display. Staff recommends the approval of this contract with Bruce Wilds Security in an amount not to exceed \$3,776. This contract will be funded by the General Fund-Bicentennial budget.

Mr. Les Coyne made a motion to approve the Contract with Bruce Wilds Security for the Fourth of July Fireworks. Ms. Darcy Fawcett seconded the motion. Motion unanimously carried.

Board requested review of the firework schedule.

Ms. Higgins responded the fireworks will be held on July 3rd beginning at dusk. The fireworks will be launched from the corner of Rogers and 11th Street, and are sponsored by CFS in partnership with the City of Bloomington. There will be a 300 foot security section roped off. Viewing will be from downtown. The fireworks will not be held at the fairgrounds this year, due to the county fair going on in the same time frame.

C-5 Review/Approval of Contract with New Life United Pentecostal Church

Mr. Bill Ream, Community Events Coordinator, the Department wishes to hold a fireworks display for the 4th of July holiday. The Department requires the services of a professional consultant in order to perform cleanup services around the fireworks location and along the parade route, prior to parade kickoff. Staff recommends the approval of this contract with New Life United Pentecostal Church in an amount not to exceed \$200. This contract will be funded by the General Fund-Bicentennial budget.

Mr. Les Coyne made a motion to approve the Contract with New Life United Pentecostal Church. Ms. Darcy Fawcett seconded the motion. Motion unanimously carried.

C-6 Review/Approval of Contract with Schmidt Associates, Inc.

Mr. John Turnbull, Division Director Sports the Department wishes to have architectural, mechanical, and electrical improvements made at Mills and Bryan Pools. The Department requires the services of a professional architect in order to perform the design services, the services shall include design construction document, including plans and specification for bidding. Staff recommends the approval of the contract with Schmidt Associates, Inc. in an amount not to exceed \$30,000. Funding is through the Parks General Obligation Bond.

Mr. Les Coyne made a motion to approve the Contract with Schmidt Associates, Inc. Ms. Darcy Fawcett seconded the motion. Motion unanimously carried.

C-7 Review/Approval of Contract with Neidigh Construction Corporation

Mr. John Turnbull, Division Director Sports the Department wishes to build a new Cascades Golf Course Clubhouse. The Department requires the services of a professional consultant to provide demolition of two apartment buildings at 108 W. Clubhouse Drive, demolition of the old clubhouse and banquet room at Cascades Golf Course, and construction of a new clubhouse and banquet room, per specification by Tabor Bruce Architecture on construction documents dated April 2018. Four bids were received, with Neidigh Construction being the most responsive and responsible bidder. Staff recommends the approval of this contract with Neidigh Construction in the amount of \$1,155,000. Funding source is the Parks General Obligation Bond.

Mr. Les Coyne made a motion to approve the Contract with Neidigh Construction Corporation. Ms. Darcy Fawcett seconded the motion. Motion unanimously carried.

C-8 Review/Approval of Contract with Freije RCS Engineered Solutions for Control Panel and Auto Dialer for Ammonia Leak and Compressor Malfunction Warning

Mr. Hsiung Marler, Sports Facility Manager to assist in providing a safe environment, the Department wishes to have an ammonia detection and compressor failure call out warning system installed at Frank Southern Ice Arena. The Department requires the services of a professional consultant to perform installation of two ammonia sensors, one control panel, one auto dialer, and to provide and install low voltage wiring as needed for these devices. Staff recommends the approval of this contract with Freije RCS Engineer Solutions in the amount of \$7,392.53. Funding source is the Parks General Obligation Bond.

Mr. Les Coyne made a motion to approve the Contract with Freije RCS Engineered Solution for Control Panel and Auto Dialer for Ammonia Leak and Compressor Malfunction Warning. Ms. Darcy Fawcett seconded the motion. Motion unanimously carried.

The Board inquired if there was a way to check if the detectors are working correctly.

Mr. Marler responded the facility has a chemical sniffer that is checked routinely.

C-9 Review/Approval of Contract with Bartlett Tree Experts for Public Street Tree Injections of Ash Trees to Treat for Emerald Ash Borer

Mr. Lee Huss, Urban Forester to continue to suppress the Emerald Ash Borer, the Department wishes to provide Tree-age treatment to 1,300 diameter inches of Ash trees. The Department requires the services of a professional consultant in order to perform the systematic root flare injection treatment at various locations. Staff recommends the approval of this contract with Bartlett Tree Experts in the amount of \$8,034. Funding source is the Parks General Fund/Urban Forestry Budget.

Mr. Les Coyne made a motion to approve the contract with Bartlett Tree Experts for public street tree injections of Ash trees to treat for Emerald Ash Borer. Ms. Darcy Fawcett seconded the motion. Motion unanimously carried.

C-10 Review/Approval of Contract with Bluestone Tree for Public Tree Removal

Mr. Lee Huss, Urban Forester to assist in providing a safe environment, the Department wishes to remove several hazardous and dead trees along city public streets. The Department requires the services of a professional consultant to perform the removal of one Maple tree between 917 & 919 West Kirkwood Ave, four Ash trees 3900 block of N. Kinser Pike, one Spruce tree near 3200 block of East Moorse Pike, and two Sugar Maple trees at 916 South Sheridan Dr. Staff recommends the approval of this contract with Bluestone Tree in the amount of \$10,900. Funding source is the Parks General Fund/Urban Forestry budget.

Mr. Les Coyne made a motion to approve the contract with Bluestone Tree for public tree removal. Ms. Darcy Fawcett seconded the motion. Motion unanimously carried.

C-11 Review/Approval of Contract with Trees PLE Inc. for Public Tree Plant Health Care

Mr. Lee Huss, Urban Forester the Department wishes to provide healthy trees for the community to enjoy. The Department requires the services of a professional consultant to provide tree plant health care services to public trees at selected sites. Services are to include treatment of trees for insect control when needed, and tree fertilization to correct chlorotic condition. Staff recommends the approval of this contract with Trees PLE Inc. in the amount of \$6,000. Funding source is the Parks General Fund/Urban Forestry budget.

Mr. Les Coyne made a motion to approve the contract with Trees PLE Inc. for public tree plant health care. Ms. Darcy Fawcett seconded the motion. Motion unanimously carried.

D REPORTS

D-1. Recreations Division – None

D-2 Operations Division - None

D-3. Sports Division – None

D-4 Administrative Division – Gold Medal

Ms. Julie Ramey Community Relations Manager approached the podium.

The National Recreation and Park Association (NRPA) announced May 9 that the Bloomington Parks and Recreation Department is a finalist for the 2018 National Gold Medal Award for Excellence in Park and Recreation Management.

Bloomington Parks and Recreation is a finalist in the Class III category. The department, one of only 166 agencies in the U.S. accredited by the Commission for Accreditation of Park and Recreation Agencies, won the Gold Medal in 2007.

Significant additions to the city's parks and programming since then -- including the completion of Phase 2 of the B-Line Trail and the start of construction on Switchyard Park -- prompted the department to renew its candidacy for this prestigious award.

Agencies are judged on their ability to address the needs of those they serve through the collective energies of community members, staff, and elected officials. Bloomington Parks and Recreation joins three other finalists in Class III: City of Evanston (Illinois) Parks, Recreation and Community Services; Greeley (Colorado) Culture, Parks and Recreation; and Lawrence (Kansas) Parks and Recreation.

A panel of five park and recreation professionals reviews and judges all application materials. The final part of the application submission is an online video that highlights how Bloomington Parks and Recreation's programs, facilities, properties, and events positively impact the community.

Gold Medal Award winners will be announced at the NRPA Annual Conference in Indianapolis on Sept. 25.

Ms. Ramey presented the finalist Gold Medal video the Department submitted to NRPA.

ADJOURNMENT

Meeting adjourned at 5:01 p.m.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Kim Clapp".

Kim Clapp, Secretary Board of Park Commissioners



Journal Edit Listing

Sort By Entry

Department	Number	Journal Type	Sub Ledger	G/L Date	Description	Source	Reference	Reclassification	Journal Type
Parks - Parks & Recreation	2018-00010031	BA	GL	06/27/2018	Budget Amendment				
G/L Date	G/L Account Number	Account Description		Description		Source	Increase Amount		Decrease Amount
06/27/2018	201-18-186500-51220	PERF		Budget Amendment				24.18	.00
06/27/2018	201-18-186504-53830	Bank Charges		Budget Amendment				144.71	.00
Number of Entries: 2								<u>168.89</u>	<u>.00</u>

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Journal Edit Listing

Sort By Entry

Department	Number	Journal Type	Sub Ledger	G/L Date	Description	Source	Reference	Reclassification	Journal Type
Parks - Parks & Recreation	2018-00010029	BA	GL	06/27/2018	Budget Amendment				
<i>G/L Date</i>	<i>G/L Account Number</i>	<i>Account Description</i>	<i>Description</i>		<i>Source</i>	<i>Increase Amount</i>		<i>Decrease Amount</i>	
06/27/2018	201-18-G18004-53990	Other Services and Charges	Budget Amendment				20,000.00		.00
Number of Entries: 1							\$20,000.00		\$.00

REVENUES AND EXPENSES: COMPARISON REPORT								
Expenses	2017	2017	2017	2017	2018	2018	2018	
Jun-18	Total	Actual	Expenses	% of Expenses	Total	Expenses	% of Expenses	
	Expense	Expenses	as of	Spent	Expense	as of	Spent	%
	Budget	for Year	June	to date	Budget	June	to date	change
General Fund								
Administration	750,594	739,993	520,997	70.41%	621,831	397,447	63.92%	-23.71%
Health & Wellness	105,197	97,753	50,270	51.43%	105,923	52,862	47.46%	5.16%
Community Relations	423,303	378,011	206,630	54.66%	416,453	217,410	49.62%	5.22%
Aquatics	330,688	297,537	134,023	45.04%	328,839	118,724	36.10%	-11.42%
Frank Southern Center	341,117	338,165	196,706	58.17%	359,800	191,513	53.23%	-2.64%
Golf Services	885,638	864,187	509,715	58.98%	935,271	583,052	62.34%	14.39%
Natural Resources	370,961	320,835	155,715	48.53%	392,366	163,950	41.78%	5.29%
Youth Programs	59,844	55,165	26,557	48.14%	60,195	32,295	53.65%	21.61%
TLRC	282,216	280,198	140,136	50.01%	284,750	141,431	49.67%	0.92%
Community Events	384,284	347,783	161,856	46.54%	414,238	174,516	42.13%	7.82%
Adult Sports	288,431	266,304	116,939	43.91%	323,760	133,284	41.17%	13.98%
Youth Sports	267,398	267,488	117,047	43.76%	271,744	142,439	52.42%	21.69%
BBCC	304,977	275,756	133,542	48.43%	289,803	147,370	50.85%	10.36%
Inclusive Recreation	72,632	73,771	33,499	45.41%	78,403	32,082	40.92%	-4.23%
Operations	1,546,438	1,434,103	650,305	45.35%	1,890,127	748,893	39.62%	15.16%
Landscaping	283,362	227,841	108,916	47.80%	311,041	125,351	40.30%	15.09%
Cemeteries	173,285	162,628	80,755	49.66%	182,605	76,261	41.76%	-5.56%
Urban Forestry	400,381	386,720	207,042	53.54%	585,324	205,671	35.14%	-0.66%
General Fund total:	7,270,746	6,814,238	3,550,650	52.11%	7,852,474	3,684,549	46.92%	3.77%
Non-Reverting Fund								
Administration	27,640	3,328	2,458	73.84%	14,650	6,050	41.30%	146.18%
Health & Wellness	1,914	1,172	283	24.14%	1,240	121	9.76%	-57.20%
Community Relations	4,650	1,465	465	31.74%	4,650	1,250	26.88%	0.00%
Aquatics	64,433	38,939	22,027	56.57%	69,543	38,021	54.67%	72.61%
Frank Southern Center	94,423	77,769	32,417	41.68%	97,498	42,074	43.15%	29.79%
Golf Services	126,105	98,300	62,154	63.23%	133,709	57,864	43.28%	-6.90%
Natural Resources	50,992	23,820	11,741	49.29%	53,485	47,363	88.55%	0.00%
Youth Programs	178,521	198,464	66,788	33.65%	209,805	71,871	34.26%	7.61%
*TLRC - day to day	970,663	835,622	344,044	41.17%	470,943	254,725	54.09%	-25.96%
Community Events	190,881	166,067	80,316	48.36%	181,069	59,492	32.86%	-25.93%
Adult Sports	230,225	164,008	92,049	56.12%	199,830	49,796	24.92%	-45.90%
Youth Sports	26,845	19,068	6,938	36.39%	18,754	4,810	25.65%	-30.68%
BBCC	25,403	44,054	16,464	37.37%	15,892	5,409	34.04%	-67.14%
Inclusive Recreation	0	0	0	0.00%	0	1,180	0.00%	0.00%
Operations	19,195	56,104	55,629	99.15%	52,861	42,429	80.27%	-23.73%
Dog Park	0	0	0	0.00%	0	0	0.00%	0.00%
Switchyard	14,800	32,436	24,763	76.34%	12,877	11,169	86.74%	0.00%
Landscaping (CCC Prop.)	0	0	0	0.00%	0	0	0.00%	0.00%
Cemeteries	0	0	0	0.00%	0	0	0.00%	0.00%
Urban Forestry	0	0	1,148	0.00%	4,750	5,191	109.28%	0.00%
N-R Fund subtotal:	2,026,690	1,760,617	819,683	46.56%	1,541,556	698,817	45.33%	-14.75%
TLRC - bond	539,104	539,104	429,574	79.68%	671,946	430,026	64.00%	0.00%
N-R Fund total:	2,565,794	2,299,721	1,249,257	54.32%	2,213,502	1,128,843	51.00%	-9.64%
Other Misc Funds								
MCCSC 21st Com Learn Cnt G	29,950	41,391	23,198		884	22,772		
G14004 Tree Planting			0					
G14006 Out-of School Prg.			0					
G15008 Summer Food Prg.	11,115	17,606	0		11,115	0		
G15009 Nature Days S/Star		4,318	979			109		
Griffy Lake Nature Day		5,137	3,236	62.99%		2,753	0.00%	0.00%
Wapehani I-69 Mitigation		201,075	0	0.00%		0	0.00%	0.00%
Leonard Springs Nature		3,841	3,538	92.13%		3,262	0.00%	0.00%
Banneker Nature Day		0	0			966		
DNR Grant		0		0.00%		0	0.00%	0.00%
Kaboom Play			0		451	451		
Youth & Adolescent Phy Act						5,726		
Goat Farm		1,777				0		
Giffy LARE		17,286				13,006		
Other Misc Funds total:	41,065	273,367	30,952	11.32%	12,450	49,046	393.95%	0.00%
TOTAL ALL FUNDS	9,877,604	9,387,327	4,830,859	51.46%	10,078,425	4,862,438	48.25%	0.65%

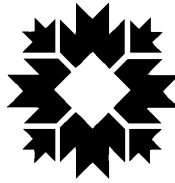
REVENUES AND EXPENSES: COMPARISON REPORT								
Revenues June 2018								
	2017	2017	2017	2017	2018	2018	2018	
	Projected	Actual	Revenue	% of Revenue	Projected	Revenue	% of Revenue	
	Revenue	Revenue	as of	Collected	Revenue	as of	Collected	%
	<u>Budget</u>	<u>for year</u>	<u>June</u>	<u>to date</u>	<u>for year</u>	<u>June</u>	<u>to date</u>	<u>change</u>
General Fund								
Taxes/Misc Revenue	6,030,050	6,065,105	6,030,050	99.42%	6,258,520	6,258,520	100.00%	3.79%
Administration	500	1,966	561	28.54%	500	743	148.60%	32.44%
Community Relations	0	0	0	0.00%	0	0	0.00%	0.00%
Aquatics	153,500	194,506	121,557	62.50%	168,000	108,674	64.69%	-10.60%
Frank Southern	219,900	184,531	112,090	60.74%	224,900	126,842	56.40%	13.16%
Golf Services	568,500	542,711	281,803	51.93%	526,700	287,931	54.67%	2.17%
Natural Resources	0	0	0	0.00%	0	0	0.00%	0.00%
Youth Services	0	0	0	0.00%	0	0	0.00%	0.00%
Community Events	10,700	12,340	10,605	85.94%	10,700	11,210	104.77%	5.70%
Adult Sports	78,000	63,772	35,270	55.31%	71,000	30,260	42.62%	-14.21%
Youth Sports	33,900	28,995	7,065	24.37%	32,000	1,834	5.73%	-74.04%
BBCC	12,000	12,223	5,531	45.25%	11,000	7,048	64.07%	27.41%
Operations	0	25	25	100.00%	0	0	0.00%	0.00%
Landscaping	0	0	0	0.00%	0	0	0.00%	0.00%
Cemeteries	39,700	26,833	15,958	59.47%	31,050	16,350	52.66%	2.46%
Urban Forestry		0	0	0.00%		30	0.00%	0.00%
G17011 Urban Forestry		12,000	0			0	0.00%	
Subtotal Program Rev	1,116,700	1,067,902	590,464	55.29%	1,075,850	590,922	54.93%	0.08%
General Fund Total	7,146,750	7,133,007	6,620,514	92.82%	7,334,370	6,849,442	93.39%	3.46%
Non-Reverting Fund								
Administration	40,650	36,327	20,101	55.33%	40,600	18,487	45.53%	-8.03%
Health & Wellness	3,550	3,124	1,005	32.16%	2,739	956	34.90%	-4.84%
Community Relations	4,650	3,000	2,000	66.67%	4,650	1,733	37.26%	-13.38%
Aquatics	126,373	113,789	71,573	62.90%	122,700	55,397	45.15%	-22.60%
Frank Southern	153,400	126,988	32,053	25.24%	151,900	29,249	19.26%	-8.75%
Golf Services	151,300	163,579	73,501	44.93%	158,500	69,533	43.87%	-5.40%
Natural Resources	58,525	70,821	37,662	53.18%	60,890	36,081	59.26%	-4.20%
Youth Programs	189,866	218,910	145,581	66.50%	215,060	165,931	77.16%	13.98%
*TLRC -Operational	782,329	750,934	397,155	52.89%	763,029	400,003	52.42%	0.72%
Community Events	191,760	214,892	122,394	56.96%	193,752	124,332	64.17%	1.58%
Adult Sports	216,500	147,655	79,712	53.99%	207,000	61,096	29.52%	-23.35%
Youth Sports	25,000	25,624	15,875	61.96%	19,500	3,100	15.90%	-80.47%
BBCC	29,420	59,280	21,087	35.57%	5,150	15,072	292.67%	-28.52%
Operations	51,640	57,121	34,350	60.14%	56,440	63,176	111.93%	83.92%
Dog Park	400	0	0	0.00%	400	0	0.00%	0.00%
Switchyard (CCC Propt)	82,800	73,736	45,474	61.67%	0	0	0.00%	-100.00%
Landscaping	0	0	0	0.00%	0	0	0.00%	0.00%
Cemeteries	0	0	0	0.00%	0	0	0.00%	0.00%
Urban Forestry	9,300	17,911	1,329	7.42%	9,300	14,205	152.74%	968.54%
N-R Fund subtotal:	2,117,463	2,083,690	1,100,852	52.83%	2,011,610	1,058,350	52.61%	-3.86%
Other Misc Funds								
G14006 Out-of-School Prg		20	0			0		
G14007 MCCSC 21st Com	60,000	21,410	15,899		60,000	8,211		
G14009 Summer Food Grant	13,744	19,059	1,689		27,864	3,194		
G14004 Tree Planting						0		
Kaboom Play Everywhere						0		
Urban Forestry EAB		2,000	0			0		
Wapehani Mitigation I69		233,543	32,468			0		
Griffy LAE Veg. Mgt		14,453	3,120			10,965		
G15008 Leonard Spring		0	-50			0		
G15009 Griffy Nature Days		4,988	0			0		
(902) Rose Hill Trust		445	168			318		
G17007 - Goat Farm		0	0			0		
Banneker Nature Days		0	0			0		
Yth & Adolescent Phy Act						3,999		
Nature Days Star		4,340	0			0		
Other Misc Funds total:	0	300,258	53,295		87,864	26,686		
TOTAL ALL FUNDS	9,264,213	9,516,954	7,774,662	81.69%	9,433,844	7,934,477	84.11%	2.06%

	Non-Reverting Cash Balances	1	2	3	4	5	6	7
		Beginning	Revenue	Other	Expenses	Expenses	Current Year ONLY	Accumulated
		Balance	as of	Misc.	as of	from	Revenue	Balance
		1/1/2018	7/16/2018	revenue	7/16/2018	RESERVE *	Expense	
							Over/Under	
						see explanation below*	(does not include expenses taken from RESERVE)	THIS IS THE TOTAL ACCUMULATED AMOUNT
181000	Administration	200,804.78	19,298.27		6,051.89	0.00	13,246.38	214,051.16
181001	Health & Wellness	7,379.62	1,094.00		121.06	0.00	972.94	8,352.56
181100	Community Relations	34,889.04	1,732.50		1,250.00	0.00	482.50	35,371.54
182001	Aquatics	389,566.90	64,974.30		45,138.83	0.00	19,835.47	409,402.37
182500	Frank Southern Center	175,036.20	29,248.51		44,230.09	0.00	(14,981.58)	160,054.62
183500	Golf Course	208,121.70	76,965.58		66,199.85	0.00	10,765.73	218,887.43
184000	Natural Resources	248,977.29	41,883.09		48,354.12	0.00	(6,471.03)	242,506.26
184500	Allison Jukebox	170,562.07	175,418.05		98,983.54	0.00	76,434.51	246,996.58
*185000	TLRC	(878,837.80)	377,049.38		694,245.00	0.00	(317,195.62)	(1,196,033.42)
185009	TLRC Reserve	569,299.15	44,062.50		0.00	0.00	44,062.50	613,361.65
186500	Community Events	471,824.72	127,136.30		69,898.39	0.00	57,237.91	529,062.63
187001	Adult Sports	74,000.53	65,398.64		59,413.80	0.00	5,984.84	79,985.37
187202	Youth Sports	104,401.59	6,550.48		5,433.09	0.00	1,117.39	105,518.98
187209	Skate Park	543.88	0.00		0.00	0.00	0.00	543.88
187500	Benjamin Banneker Comm Center	56,647.65	15,072.28		5,625.49	0.00	9,446.79	66,094.44
189000	Operations	137,207.83	65,634.67		44,517.22	0.00	21,117.45	158,325.28
189005	Dog Park	5,993.79	0.00		0.00	0.00	0.00	5,993.79
**189006	Switchyard Property	230,940.52	0.00		11,169.32	0.00	(11,169.32)	219,771.20
189500	Landscaping	12,704.36	0.00		0.00	0.00	0.00	12,704.36
189501	Cemeteries	1,497.00	0.00		0.00	0.00	0.00	1,497.00
189503	Urban Forestry	7,093.63	14,305.18		5,190.75	0.00	9,114.43	16,208.06
10002.01	Change Fund	0.00	0.00		0.00	0.00	0.00	0.00
201-24105	Deposits	0.00	0.00		0.00	0.00	0.00	0.00
	TOTALS	2,228,654.45	1,125,823.73	0.00	1,205,822.44	0.00	(79,998.71)	2,148,655.74
* In 2017 \$298,280.63 of TLRC Expense is for Bloomington Park District Refunding Bonds								(79,998.71)
** Switchyard Park expenses are paid from 2014 through 2017 Switchyard revenue.								INCREASE/DECREASE FOR THE CURRENT

Bloomington Parks and Recreation Surplus Declaration Form

Jul-18

[illegible]



CITY OF BLOOMINGTON
parks and recreation

STAFF REPORT

Agenda Item: C-1
Date: 7/17/2018

Administrator
Review\Approval
PM

TO: Board of Park Commissioners
FROM: Bill Ream, Community Events Coordinator
DATE: July 24, 2018
SUBJECT: PARTNERSHIP AGREEMENT WITH MAD 4 MY DOG FOR DROOL IN THE POOL

Recommendation

Staff recommends the approval of the 2018 Partnership Agreement for Drool in the Pool between Bloomington Parks and Recreation and Mad 4 My Dog.

Background

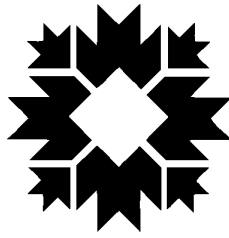
Drool in the Pool is in its 14th year. This is the third year for this partnership but Mad 4 My Dog has been part of the event since it started. We are excited to have them as our event partner again this year. Last year Drool in the Pool was a successful two day event, held at Mills Pool, with 170 dogs and over 320 humans participating from the Bloomington community and surrounding areas over the two days.

Highlights include:

- The event will be two days and will be held on Wednesday and Thursday, August 8th and 9th from 5-8p.m. at Mills Pool. The first day will be for swimming and a dog jumping contest. The second day of the event will include swimming, and more contests. Dog vendors will also be present to hand out samples and information, interact with the public and promote their dog specialty. A quick-draw caricature artist will be at the event both nights.
- Dogs will be allowed to swim in the pool's zero entry area and splash pad, and in the main pool up to five feet. Dog guards will be on duty to oversee all pool activity.

RESPECTFULLY SUBMITTED,

Bill Ream, Community Events Coordinator



**CITY OF BLOOMINGTON
parks and recreation**

**COOPERATION SERVICE AGREEMENT
PROGRAM PARTNERSHIP**

Partner(s):

This Agreement is made and entered into this _____ day of _____, 2018, by and between the Bloomington Parks and Recreation Department (BPRD), and Mad 4 My Dog.

WHEREAS, there is a need for a summer dog event in Bloomington: and

WHEREAS, the BPRD and Mad 4 My Dog desire to cooperate in the provision of a community event called Drool in the Pool for dogs and owners; and

WHEREAS, Mad 4 My Dog is qualified to perform such services; and

WHEREAS, the BPRD is authorized to plan and develop partnerships and contractual arrangements with other community organizations to ensure delivery of services; and

WHEREAS, services provided by each partner will reflect on the other in the Partnership Agreement requiring clear communication and outline of expectations.

NOW THEREFORE, the partners do mutually agree as follows:

1. Purpose of Agreement:

The goal of this project is to outline a program partnership which will provide a fun summer event for dogs and their owners of the Bloomington community by combining available resources from each partner to the Agreement.

2. Duration of Agreement:

This Agreement commences on July 24, 2018 and expires on August 31, 2018 unless terminated earlier as provided under Article 7.

3. Bloomington Parks & Recreation

The goals of BPRD are to partner with other community agency(s) and provide an opportunity for the Bloomington community, specifically dogs and their owners, to participate in an affordable and fun summer event called Drool in the Pool. The event, to be held at Mills Pool, on Wednesday and Thursday, August 8 and 9, from 5:00-8:00 pm is designed to create social, safe, and fun opportunities for dogs and their owners.

BPRD agrees to:

- 3.1. Create and assist with the distribution of promotional materials to include flyers, registration information, posters, and newsletters.
- 3.2. Communicate to the public and participants regarding concerns or questions about cooperative programs and activities.
- 3.3. Mail out sponsorship/vendor information to past participants by July 29th.
- 3.4. Promote Drool in the Pool at other major family-friendly BPRD events prior to the event.
- 3.5. Share all marketing/promotional material with Mad 4 My Dog prior to advertising.
- 3.6. Provide program publicity by publishing information provided by Mad 4 My Dog in the Department's seasonal program brochure.
- 3.7. Provide the Community Events Coordinator and additional full-time/part-time staff necessary for the event.
- 3.8. Assist with providing volunteers.
- 3.9. Contact and schedule Animal Control officers to be onsite during event to check dog vaccination records.
- 3.10. Provide maintenance staff who shall be assigned to maintain and prepare the facility on the day of the event. Additional maintenance support staff needed to perform other repairs, tasks and services shall also be provided.
- 3.11. Facilitate the pool area during the event.
- 3.12. Provide staff and volunteers to serve as "dog guards" for the event.
- 3.13. Provide the services of the Community Events Coordinator as a liaison, consultant and contact person between Mad 4 My Dog and BPRD.
- 3.14. Be responsible for on-site registration and check-in.
- 3.15. Take any citizen concerns, reports or problems regarding the facility, improvements to the facility, services provided by staff or other issues by referral to BPRD on the designated form within 24 hours of observation.
- 3.16. Provide Mills Pool as the facility to house the community event.
- 3.17. Work with the Aquatics Coordinator to open and close the facility and assist with facility-related matters.

- 3.18. Provide tables and chairs necessary for all activities for the event.
- 3.19. Provide temporary fencing for the event.
- 3.20. Provide sufficient access and set-up time the day before the event.
- 3.21. Provide regular checking, stocking and maintenance of locker rooms.
- 3.22. Develop all sponsorship materials for distribution.
- 3.23. Design and order the event t-shirts.
- 3.24. Provide a sound system and a 10x10 pop-up tent.
- 3.25. Provide an emcee and contest judges for the event.

4. Mad 4 My Dog

The goals of Mad 4 My Dog are to partner with another community agency and provide an opportunity for the Bloomington community, specifically dogs and their owners, to participate in an affordable and fun summer event called Drool in the Pool. The event, to be held at Mills Pool, on Wednesday and Thursday, August 8 and 9, from 5:00-8:00 pm is designed to create social, safe, and fun opportunities for dogs and their owners.

Mad 4 My Dog agrees to:

- 4.1. Maintain close contact with Bill Ream, Community Events Coordinator, and address any related issues to his attention.
- 4.2. Assist with the distribution of promotional materials to include flyers, registration information, posters, and newsletters.
- 4.3. Facilitate contests and organize judges during the event.
- 4.4. Provide a grand prize to be given away at the event.
- 4.5. Secure all prizes for contests.
- 4.6. Assist in providing volunteers necessary for the event.
- 4.7. Refer any citizen concerns, reports or problems to BPRD within 24 hours of observation.
- 4.8. Assist with set-up and tear-down of event.
- 4.9. Provide a minimum of two staff for each night of the event.

5. Terms Mutually Agreed to By All Partners:

The intent of this Agreement is to document a mutually beneficial partnership between Mad 4 My

Dog and BPRD for Drool in the Pool.

BPRD and Mad 4 My Dog agree to:

- 5.1. Share all marketing/promotional material between both partners involved **prior to** any advertising.
- 5.2. Coordinate safety management and regulate visitor flow of Drool in the Pool.
- 5.3. Coordinate acknowledgement and thank yous for sponsors.
- 5.4. Ensure that staff and personnel involved in this Agreement will at all times represent all partners to this Agreement in a professional manner, and reflect the commitment of all partners to quality services and customer satisfaction.
- 5.5. Honor the commitment of personnel, facilities, supplies/materials and payments according to the timetable agreed upon by all partners.
- 5.6. The possession of alcoholic beverages, drugs and other illegal controlled substances is strictly prohibited in any park or park facility. In addition, pursuant to Bloomington Municipal Code 14.20.020, the discharge of a firearm is strictly prohibited within the City's jurisdiction.

6. Notice and Agreement Representatives:

- 6.1. Notice regarding any significant concerns and/or breaches of the Agreement shall be given to those contacts as follows:

Bloomington Parks and Recreation
Becky Higgins
P.O. Box 848,
Bloomington, IN 47402
(812) 349-3713

Mad 4 My Dog
Madalyn Moorman, Owner
702 E. Temperance St.
Ellettsville, IN 47429
(812) 876-8134

- 6.2. Agreement representatives for the day to day operations and implementation of this Agreement shall be:

Bloomington Parks and Recreation
Bill Ream, Community Events Coordinator
(812) 349-3748

Mad 4 My Dog
Madalyn Moorman, Owner
(812) 876-8134

7. Termination:

This Agreement may only be terminated by mutual written agreement of all partners.

8. E-Verify:

Mad 4 My Dog is required to enroll in and verify the work eligibility status of all newly-hired employees through the E-Verify program. (This is not required if the E-Verify program no longer exists). Mad 4 My Dog shall sign an affidavit, attached as Exhibit A, affirming that Mad

4 My Dog does not knowingly employ an unauthorized alien. Mad 4 My Dog shall require any subcontractors performing work under this contract to certify to Mad 4 My Dog that, at the time of certification, the subcontractor does not knowingly employ or contract with an unauthorized alien and the subcontractor has enrolled in and is participating in the E-Verify program. Mad 4 My Dog shall maintain on file all subcontractors' certifications throughout the term of the contract with the BPRD.

IN WITNESS WHEREOF, the parties have signed this agreement on the date first set forth.

City of Bloomington

Mad 4 My Dog

Phillipa M. Guthrie, Corporation Counsel

Madalyn Moorman, Owner

City of Bloomington Parks and Recreation

Paula McDevitt, Director

Kathleen Mills, President, Board of Park Commissioners

STATE OF INDIANA)
)SS:
COUNTY OF _____)

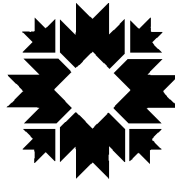
STATE OF INDIANA)
)SS:
COUNTY OF _____)

Before me, a Notary Public in and for said County and State, personally appeared _____ and acknowledged the execution of the foregoing this ____ day of _____, 2018.

Notary Public's Signature

My Commission Expires: _____

6



CITY OF BLOOMINGTON
parks and recreation

STAFF REPORT

Agenda Item: C-2
Date: 7/18/2018

Administrator
Review\Approval
PM

TO: Board of Park Commissioners
FROM: Elizabeth Tompkins, Natural Resources Coordinator
DATE: July 24, 2018
SUBJECT: REVIEW/APPROVAL GRIFFY LAKE NATURE DAY AGREEMENT
ADDENDUM

Recommendation

Staff recommends approval of the addendum to the agreement with the Summer Star Foundation to fund the Griffy Lake Nature Day program.

Background

The Summer Star Foundation has funded the Griffy Lake Nature Day program for the past ten years. The program engages Monroe County Community School Corporation fourth grade students in a day-long, experiential, outdoor education program at Griffy Lake Nature Preserve. We currently have an agreement with the Summer Star Foundation to fund the 2018/2019 school year (approved May 2018). The current agreement refers to the program as the "Nature Day Project" and the addendum adds specificity by stating instead, "Griffy Lake Nature Day Project".

RESPECTFULLY SUBMITTED,

Elizabeth Tompkins, Natural Resources Coordinator

Addendum to Agreement Between Summer Star Foundation for Nature Art and Humanity, Inc.
and the City of Bloomington Parks and Recreation Department
Relating to the Griffy Lake Nature Day Project

WHEREAS, on May 22, 2018, the City of Bloomington Parks and Recreation Department (hereinafter, “BPRD”) and Summer Star Foundation for Nature, Art and Humanity, Inc. (hereinafter, “Summer Star Foundation”) entered into an Agreement hereinafter referred to as the “Agreement”; and

WHEREAS, pursuant to paragraph 5 of the Agreement, the Fourth Grade Environmental Education Nature Day Project is to be known as the “Nature Day Project” for the 2018/2019 school year; and

WHEREAS, BPRD and Summer Star Foundation wish to change the reference of the “Nature Day Project” in the Agreement to the “Griffy Lake Nature Day Project.”

NOW THEREFORE, it is hereby agreed as follows:

1. The reference in paragraph 1 of the Agreement to the “Nature Day Project” shall be deleted.
2. The first sentence of paragraph 5 of the Agreement shall be deleted and the following first sentence shall be inserted in place thereof.

“5. Summer Star Foundation agrees to contribute up to a maximum of \$5,000 to BPRD’s costs relating to the Fourth Grade Environmental Education Griffy Lake Nature Day Project (the “Griffy Lake Nature Day Project”) for the 2018/2019 school year.”
3. All remaining references throughout the Agreement to the “Nature Day Project” shall instead refer to the “Griffy Lake Nature Day Project”, provided, however, that the reference to the “Monroe County Community School Corporation Leonard Springs Nature Day Project” in paragraph 5 shall remain unchanged.
4. All terms, conditions and provisions of the Agreement are hereby ratified and confirmed except to the extent they may be inconsistent herewith. In the event of a conflict between the terms of this Addendum and the terms of the Agreement, this Addendum shall prevail.
5. Any other modification to the Agreement shall be in writing.
6. This Addendum may be executed in any number of counterparts, each of which shall be considered an original, but all of which together shall constitute a single instrument. A facsimile or electronic copy of this Addendum and any signatures hereon shall be considered for all purposes as an original.

(The remainder of this page is intentionally left blank)

IN WITNESS WHEREOF, and intending to be legally bound hereby, the parties hereto have caused this Addendum to be duly executed under seal as of _____, 2018.

**Summer Star Foundation for Nature, Art,
and Humanity, Inc.**

By:

Shalin Liu, President

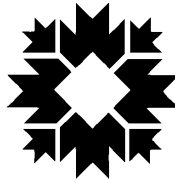
**City of Bloomington Parks and
Recreation Department**

By:

Paula McDevitt, Director

Kathleen Mills, Park Board President,
Board of Park Commissioners

Philippa Guthrie, Corporation Counsel



CITY OF BLOOMINGTON
parks and recreation

STAFF REPORT

Agenda Item: C-3
Date: 7/18/2018

Administrator
Review\Approval

TO: Board of Park Commissioners
FROM: Crystal Ritter, community Events Coordinator
DATE: July 24, 2018
SUBJECT: REVIEW/APPROVAL OF ALCOHOL PERMIT REQUEST FOR 2018
GARLICFEST AND COMMUNITY ART FAIR

Recommendation

Staff recommends approval of the permit application to sell beer and wine at the 2018 GarlicFest and Community Art Fair event to be held on September 1st and 2nd at the Waldron, Hill, and Buskirk Park.

Background

The GarlicFest and Community Art Fair have been approved for an event permit for the festival held over the Labor Day weekend in Waldron, Hill, and Buskirk Park. This is the seventh year for the event. In 2013, this event included the sale of beer/wine for the first time. David Cox (event coordinator) remains in good standing with the Parks and Recreation Department. We feel this event is appropriate to include the sale of beer/wine.

Event organizers are prepared to adhere to all local and state laws along with any rules and regulations from Bloomington Parks and Recreation. MSI Security Services (Marshall Security) will provide the appropriate security for the event and the sale of alcohol. Once approved, organizers will apply for the temporary beer/wine permit from the State of Indiana, Alcohol & Tobacco Commission. Organizers will provide us a copy of the state permit prior to their event. In addition, they will be assessed an alcohol permit fee of \$200 or ten percent of gross, whichever is greater.

RESPECTFULLY SUBMITTED,

Crystal Ritter, Community Events Coordinator



CITY OF BLOOMINGTON
parks and recreation

Third Street Park

331 S Washington Street

Legend

Parking

Playground

Restrooms

Shelter

Trail

◀ S Washington St

S Lincoln St ▶

Bloomington
Police Department

Fountain

Stage

Allison-
Jukebox

P

Artists

Art
demos

Poke-lets

Sales

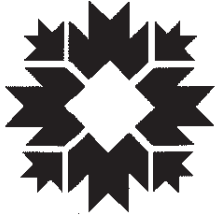
Beer
Garden

Gate

Info
tent

Kids
Area





CITY OF BLOOMINGTON
parks and recreation

Third Street Park

331 S Washington Street

Legend

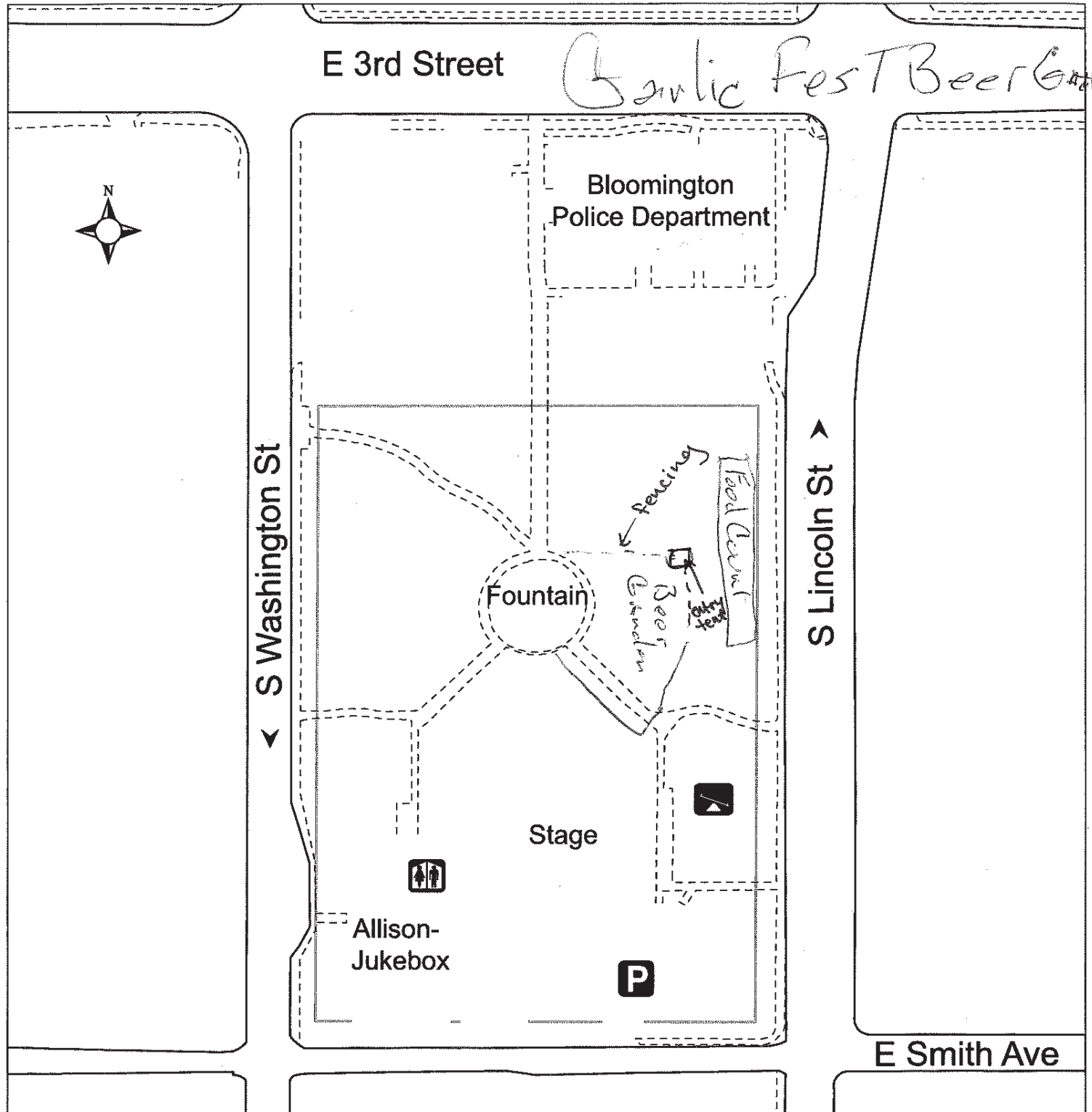
Parking

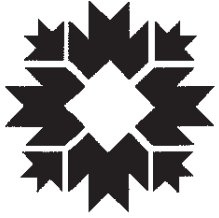
Playground

Restrooms

Shelter

Trail





CITY OF BLOOMINGTON
parks and recreation

Third Street Park

331 S Washington Street

Legend

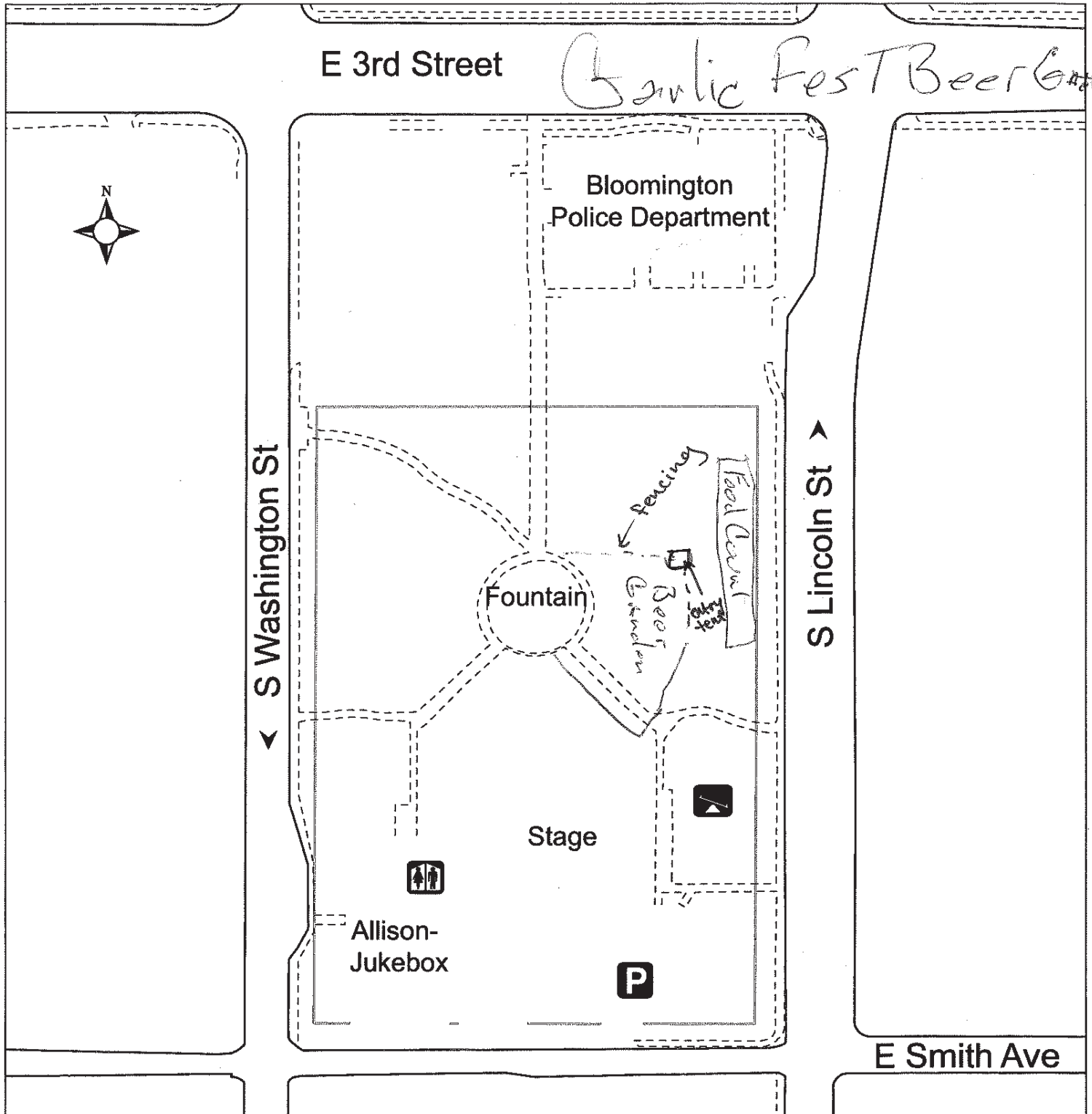
Parking

Playground

Restrooms

Shelter

Trail





CITY OF BLOOMINGTON
parks and recreation

STAFF REPORT

Agenda Item: C-4
Date: 7/24/2018

Administrator
Review\Approval
PM

TO: Board of Park Commissioners
FROM: Dave Williams, Operations Director
DATE: July 9, 2018
SUBJECT: REVIEW/APPROVAL OF CONSULTANT CONTRACT ADDENDUM WITH CORNERSTONE PDS.

Recommendation

It is recommended the Board approve a Park Bond funded consultant contract addendum with Cornerstone for the additional amount of \$7,950 for expanded services in Waldron, Hill, Buskirk Park. The funding is through the General Obligation Parks Bond.

Background

In January we entered into an agreement with Cornerstone PDS for the development of site plan and construction documents for the playground area at Crestmont Park, as well as design and construction documents for renovations to the lawn area at Waldron, Hill, Buskirk Park. We would like to expand those services to include design for an accessible sidewalk entrance for Allison-Jukebox Community Center Building, a new delivery ramp to the south employee only entrance at the building, and replacing existing west walk with accessible sidewalk to the stage.

RESPECTFULLY SUBMITTED,

ADDENDUM I
TO
AGREEMENT FOR CONSULTANT SERVICES
(Entered in this _____ day of _____, 2018)

WHEREAS, on January 23, 2018, the City of Bloomington Department of Parks and Recreation (the "Department") entered into an Agreement ("Agreement") with Cornerstone PDS ("Consultant") to develop site plan and construction documents for playground area at Crestmont Park, and design and construction documents for renovations to lawn area between band pavilion and fountain at Waldron, Hill, Buskirk Park; and

WHEREAS, the Department wishes to expand scope of work for this project; and

WHEREAS, as a result of modification to the original Scope of Services the compensation amount will be increased by Seven Thousand Nine Hundred Fifty Dollars and zero cents (\$7,950.00); and

WHEREAS, the Consultant is in agreement with said changes and the compensation; and

WHEREAS, pursuant to Article 26 of said Agreement, Agreement may be modified only by a written amendment signed by both parties.

NOW, THEREFORE, the parties hereto mutually agree as follows:

Article 1. Term: To amend the Agreement to reflect changes in design area and services shown in the Consultant Scope of Work, Exhibit A. Exhibit A is attached to and incorporated into this Addendum I to the Agreement. Original agreement is attached as Exhibit B.

Article 2. Compensation: The Department shall pay Consultant for the Services, for all fees and expenses in an amount not to exceed Fifty Two Thousand Five Hundred Sixty Five Dollars and zero cents (\$52,565.00).

Article 4. Modification: Any other modification to said Agreement shall be in writing per Article 26 of the Agreement.

IN WITNESS WHEREOF, the parties execute this Amendment to the Agreement on the date first set forth.

CITY OF BLOOMINGTON

CORNERSTONE PDS

Paula McDevitt, Director
Parks and Recreation Department

Debra L. Schmucker

Kathleen Mills, Park Board President
Board of Park Commissioners

Title of Contractor Representative

Philippa M. Guthrie, Corporation Counsel

EXHIBIT "A"



July 3, 2018

Mr. David Williams
Bloomington Parks & Recreation Department
401 N. Morton Street, #205
Bloomington, IN 47402

RE: Addendum to Contract - Waldron Hill Buskirk Park

Dear Dave,

As requested, we have prepared an addendum for our contract at Waldron Hill Buskirk Park to include the additional sidewalk areas. It is our understanding that additional construction funding will be provided for these improvements beyond the original construction budget. These additional design areas include the following:

Allison-Jukebox Community Center

1. Accessible sidewalk at west entrance. Sidewalk to run parallel to building to north. Existing drop-off lane to remain.
2. New delivery ramp to south employee only entrance (not accessible)

Bandstand

3. Replace existing west walk with accessible sidewalk to stage

Services to be provided by Cornerstone for the additional areas include:

- Topographic survey
- Site Design with Technical Specifications/Construction Documents
- Construction Bidding & Administration

Our additional fees for this work are:

Topographic Survey	\$ 1,200.00
Design, Construction Bidding & Administration	<u>\$ 6,750.00</u>
TOTAL	\$ 7,950.00

If you have any questions, please do not hesitate to contact me.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Debra L. Schmucker'.

Debra L. Schmucker, RLA, ASLA, LEED AP
President

CORNERSTONE P.D.S.

12175 Visionary Way, #410 • Fishers, IN 46038 • Phone: 317.849.0600
LANDSCAPE ARCHITECTURE & URBAN DESIGN SERVICES
"Connecting People, Creating Places"

EXHIBIT "B"
ORIGINAL CONTRACT

**AGREEMENT
BETWEEN
CITY OF BLOOMINGTON
PARKS AND RECREATION DEPARTMENT
AND
CORNERSTONE PDS
FOR
WALDRON, HILL, BUSKIRK PARK AND CRESTMONT PARK
DESIGN/CONSULTING SERVICES**

This Agreement, entered into on this 23 day of January 2018, by and between the City of Bloomington Department of Parks and Recreation (the "Department"), and Cornerstone PDS ("Consultant"),

WITNESSETH:

WHEREAS, the Department wishes to acquire site design and construction documents for improvements in both Crestmont and Waldron, Hill, Buskirk Parks; and

WHEREAS, the Department requires the services of a professional consultant in order to perform these design services (the "Services" as further defined below); and

WHEREAS, it is in the public interest that such Services be undertaken and performed; and

WHEREAS, Consultant is willing and able to provide such Services to the Department.

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the parties hereto agree as follows:

Article 1. Scope of Services

Consultant shall provide the Services as specified in Exhibit A, "Scope of Work", attached hereto and incorporated into this Agreement. Consultant shall diligently provide the Services under this Agreement and shall complete the Services described in this Agreement in a timely manner consistent with the Standard of Care identified in Article 2.

Consultant shall complete the Services required under this Agreement on or before May 31, 2019, unless the parties mutually agree to a later completion date. Completion shall mean completion of all work related to the Services.

In the performance of Consultant's work, Consultant agrees to maintain such coordination with the Department as may be requested and desirable, including primary coordination with Dave Williams as the Department's Project Manager. Consultant agrees that any information or documents, including digital GIS information, supplied by the Department pursuant To Article 3, below, shall be used by Consultant for this project only, and shall not be reused or reassigned for any other purpose without the written permission of the Department.

Article 2. Standard of Care

Consultant shall be responsible for completion of the Services in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances ("Standard of Care"). The Department shall be the sole judge of the adequacy of Consultant's work in meeting the Standard of Care; however, the Department shall not unreasonably withhold its approval as to the adequacy of Consultant's performance. Upon notice to Consultant and by mutual agreement between the parties, Consultant will, without additional compensation, correct or replace any and all Services not meeting the Standard of Care.

Article 3. Responsibilities of the Department

The Department shall provide all necessary information regarding requirements for the Services. The Department shall furnish such information as expeditiously as is necessary for the orderly progress of the work, and Consultant shall be entitled to rely upon the accuracy and completeness of such information. The Department's Project Manager shall act on its behalf with respect to this Agreement.

Article 4. Compensation

The Department shall pay Consultant for all fees and expenses in an amount not to exceed Forty Four Thousand Six Hundred Fifteen Dollars and Zero Cents (\$44,615.00). Invoices may be sent via first class mail postage prepaid or via email. Payment will be remitted to Consultant within forty-five (45) days of receipt of invoice. Consultant shall submit an invoice to the Department upon the completion of the Services described in Article 1. The invoice shall be sent to:

Dave Williams
City of Bloomington
401 N. Morton, Suite 250
Bloomington, Indiana 47404

Additional services not set forth in Article 1, or changes in the Services must be authorized in writing by the Department or its designated project coordinator prior to such work being performed, or expenses incurred. The Department shall not make payment for any unauthorized work or expenses.

Article 5. Appropriation of Funds

Notwithstanding any other provision of this Agreement, if funds for the continued fulfillment of this Agreement by the Department are at any time not forthcoming or are insufficient, through failure of any entity, including the Department itself, to appropriate funds or otherwise, then the Department shall have the right to terminate this Agreement without penalty.

Article 6. Schedule

Consultant shall perform the Services according to the schedule set forth in Exhibit B, Project Schedule, attached hereto and incorporated herein by reference. The time limits established by this schedule shall not be exceeded, except for reasonable cause as mutually agreed by the parties.

Article 7. Termination

In the event of a party's substantial failure to perform in accordance with the terms of this Agreement, the other party shall have the right to terminate the Agreement upon written notice. The nonperforming party shall have fourteen (14) calendar days from the receipt of the termination notice to cure or to submit a plan for cure acceptable to the other party.

The Department may terminate or suspend performance of this Agreement at the Department's prerogative at any time upon written notice to Consultant. Consultant shall terminate or suspend performance of the Services on a schedule acceptable to the Department and the Department shall pay the Consultant for all the Services performed up to the date that written notice is received, plus reasonable termination or suspension expenses. Upon restart, an equitable adjustment shall be made to Consultant's compensation and the schedule of services. Upon termination or suspension of this Agreement, all finished or unfinished reports, drawings, collections of data and other documents generated by Consultant in connection with this Agreement shall become the property of the Department, as set forth in Article 10 herein.

Article 8. Identity of the Consultant

Consultant acknowledges that one of the primary reasons for its selection by the Department to perform the Services is the qualifications and experience of Consultant. Consultant thus agrees that the Services to be performed pursuant to this Agreement shall be performed by Consultant. Consultant shall not subcontract any part of the Services without the prior written permission of the Department. The Department reserves the right to reject any of the Consultant's personnel or proposed outside professional sub-consultants, and the Department reserves the right to request that acceptable replacement personnel be assigned to the project.

Article 9. Opinions of Probable Cost

All opinions of probable construction cost to be provided by Consultant shall represent the best judgment of Consultant based upon the information currently available and upon Consultant's background and experience with respect to projects of this nature. It is recognized, however, that neither Consultant nor the Department has control over the cost of labor, materials or equipment, over contractors' method of determining costs for services, or over competitive bidding, market or negotiating conditions. Accordingly, Department cannot and does not warrant or represent that the proposals or construction bids received will not vary from the cost estimates provided pursuant to this Agreement.

Article 10. Reuse of Instruments of Service

All documents, including but not limited to, drawings, specifications and computer software prepared by Consultant pursuant to this Agreement are instruments of service in respect to this project. They are not intended or represented to be suitable for reuse by the Department or others on modifications or extensions of this project or on any other project. The Department may elect to reuse such documents; however any reuse or modification without prior written authorization of Consultant will be at the Department's sole risk and without liability or legal exposure to Consultant. The Department shall indemnify, defend, and hold harmless the Consultant against all judgments, losses, claims, damages, injuries and expenses arising out of or resulting from such unauthorized reuse or modification.

Article 11. Ownership of Documents and Intellectual Property

All documents, drawings and specifications, including digital format files, prepared by Consultant and furnished to the Department as part of the Services shall become the property of the Department. Consultant shall retain its ownership rights in its design, drawing details, specifications, databases, computer software and other proprietary property. Intellectual property developed, utilized or modified in the performance of the Services shall remain the property of Consultant.

Article 12. Independent Contractor Status

During the entire term of this Agreement, Consultant shall be an independent contractor, and in no event shall any of its personnel, agents or sub-contractors be construed to be, or represent themselves to be, employees of the Department. Consultant shall be solely responsible for the payment and reporting of all employee and employer taxes, including social security, unemployment, and any other federal, state, or local taxes required to be withheld from employees or payable on behalf of employees.

Article 13. Indemnification

Consultant shall defend, indemnify, and hold harmless the City of Bloomington, the Department, and the officers, agents and employees of the City and the Department from any and all claims, demands, damages, costs, expenses or other liability arising out of the Agreement or occasioned by the reckless or negligent performance of any provision thereof, including, but not limited to, any reckless or negligent act or failure to act or any misconduct on the part of the Consultant or its agents or employees, or any independent contractors directly responsible to it (collectively "Claims").

Article 14. Insurance

During the performance of any and all Services under this Agreement, Consultant shall maintain the following insurance in full force and effect:

- a. General Liability Insurance, with a minimum combined single limit of \$1,000,000 for each occurrence and \$2,000,000 in the aggregate.
- b. Automobile Liability Insurance, with a minimum combined single limit of \$1,000,000 for each person and \$1,000,000 for each accident.
- c. Professional Liability Insurance ("Errors and Omissions Insurance") with a minimum limit of \$1,000,000 annual aggregate.
- d. Workers' Compensation Insurance in accordance with the statutory requirements of Title 22 of the Indiana Code.

All insurance policies shall be issued by an insurance company authorized to issue such insurance in the State of Indiana. The City of Bloomington, the Department, and the officers, employees and agents of each shall be named as insureds under the General Liability, Automobile, and Worker's Compensation policies, and such policies shall stipulate that the insurance will operate as primary insurance and that no other insurance of the City's will be called upon to contribute to a loss hereunder.

Consultant shall provide evidence of each insurance policy to the Department prior to the commencement of work under this Agreement. Approval of the insurance by the Department shall not relieve or decrease the extent to which Consultant may be held responsible for payment of damages resulting from Consultant's provision of the Services or its operations under this Agreement. If Consultant fails or refuses to procure or maintain the insurance required by these provisions, or fails or refuses to furnish the Department's required proof that the insurance has been procured and is in force and paid for, the Department shall have the right at its election to terminate the Agreement.

Article 15. Conflict of Interest

Consultant declares that it has no present interest, nor shall it acquire any interest, direct or indirect, which would conflict with the performance of Services under this Agreement. Consultant agrees that no person having any such interest shall be employed in the performance of this Agreement.

Article 16. Waiver

No failure of either party to enforce a term of this Agreement against the other shall be construed as a waiver of that term, nor shall it in any way affect the party's right to enforce that term. No waiver by any party of any term of this Agreement shall be considered to be a waiver of any other term or breach thereof.

Article 17. Severability

The invalidity, illegality or unenforceability of any provision of this Agreement or the occurrence of any event rendering any portion or provision of this Agreement void shall in no way affect the validity or enforceability of any other portion or provision of this Agreement. Any void provision shall be deemed severed from this Agreement, and the balance of the Agreement shall be construed and enforced as if it did not contain the particular provision to be held void. The parties further agree to amend this Agreement to replace any stricken provision with a valid provision that comes as close as possible to the intent of the stricken provision. The provisions of this Article shall not prevent this entire Agreement from being void should a provision which is of the essence of this Agreement be determined void.

Article 18. Assignment

Neither the Department nor the Consultant shall assign any rights or duties under this Agreement without the prior written consent of the other party. Unless otherwise stated in the written consent to an assignment, no assignment will release or discharge the assignor from any obligation under this Agreement.

Article 19. Third Party Rights

Nothing in this Agreement shall be construed to give any rights or benefits to anyone other than the Department and Consultant.

Article 20. Governing Law and Venue

This Agreement shall be governed by the laws of the State of Indiana. Venue of any disputes arising under this Agreement shall be in the Monroe Circuit Court, Monroe County, Indiana.

Article 21. Non-Discrimination

Consultant shall comply with City of Bloomington Ordinance 2.21.020 and all other federal, state and local laws and regulations governing non-discrimination in all regards, including, but not limited to, employment.

Article 22. Compliance with Laws

In performing the Services under this Agreement, Consultant shall comply with any and all applicable federal, state and local statutes, ordinances, plans and regulations, including any and all regulations for protection of the environment. Where such statutes, ordinances, plans or regulations of any public authority having any jurisdiction over the project are in conflict, Consultant shall proceed using its best judgment only after attempting to resolve any such conflict between such governmental agencies, and shall notify the Department in a timely manner of the conflict, attempts of resolution, and planned course of action.

Article 23. E-Verify

Consultant is required to enroll in and verify the work eligibility status of all newly-hired employees through the E-Verify program. (This is not required if the E-Verify program no longer exists). Consultant shall sign an affidavit, attached as Exhibit C, affirming that Consultant does not knowingly employ an unauthorized alien. "Unauthorized alien" is defined at 8 U.S. Code 1324a(h)(3) as a person who is not a U.S. citizen or U.S. national and is not lawfully admitted for permanent residence or authorized to work in the U.S. under 8 U.S. Code chapter 12 or by the U.S. Attorney General.

Consultant and any subcontractors may not knowingly employ or contract with an unauthorized alien, or retain an employee or contract with a person that the Consultant or subcontractor subsequently learns is an unauthorized alien. If the City obtains information that the Consultant or subcontractor employs or retains an employee who is an unauthorized alien, the City shall notify the Consultant or subcontractor of the contract violation and require that the violation be remedied within 30 days of the date of notice. If the Consultant or subcontractor verified the work eligibility status of the employee in question through the E-Verify program, there is a rebuttable presumption that the Consultant or subcontractor did not knowingly employ an unauthorized alien. If the Consultant or subcontractor fails to remedy the violation within the 30 day period, the City shall terminate the contract, unless the City Commission or department that entered into the contract determines that terminating the contract would be detrimental to the public interest or public property, in which case the City may allow the contract to remain in effect until the City procures a new Consultant. If the City terminates the contract, the Consultant or subcontractor is liable to the City for actual damages.

Consultant shall require any subcontractors performing work under this contract to certify to the Consultant that, at the time of certification, the subcontractor does not knowingly employ or contract with an unauthorized alien and the subcontractor has enrolled in and is participating in the E-Verify program. Consultant shall maintain on file all subcontractors' certifications throughout the term of the contract with the City.

Article 24. Notices

Any notice required by this Agreement shall be made in writing to the individuals/addresses specified below:

Department:**Consultant:**

City of Bloomington	Cornerstone PDS
Attn: Dave Williams	Debra Schmucker
401 N. Morton, Suite 250	12175 Visionary Way #410
Bloomington, Indiana 47402	Fishers, IN 46038

Nothing contained in this Article shall be construed to restrict the transmission of routine communications between representatives of the Department and Consultant.

Article 25. Intent to be Bound

The Department and Consultant each binds itself and its successors, executors, administrators, permitted assigns, legal representatives and, in the case of a partnership, its partners to the other party to this Agreement, and to the successors, executors, administrators, permitted assigns, legal representatives and partners of such other party in respect to all provisions of this Agreement.

Article 26. Integration and Modification

This Agreement, including all Exhibits incorporated by reference, represents the entire and integrated agreement between the Department and the Consultant. It supersedes all prior and contemporaneous communications, representations and agreements, whether oral or written, relating to the subject matter of this Agreement. This Agreement may be modified only by a written amendment signed by both parties hereto.

Article 27. Non-Collusion

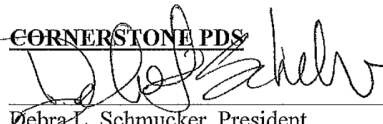
Consultant is required to certify that it has not, nor has any other member, representative, or agent of Consultant, entered into any combination, collusion, or agreement with any person relative to the price to be offered by any person nor prevented any person from making an offer nor induced anyone to refrain from making an offer and that this offer is made without reference to any other offer. Consultant shall sign an affidavit, attached hereto as Exhibit D, affirming that Consultant has not engaged in any collusive conduct. Exhibit D is attached hereto and incorporated by reference as though fully set forth.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed the day and year first written above.

CITY OF BLOOMINGTON

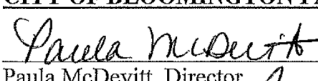

Philippa M. Guthrie, Corporation Counsel

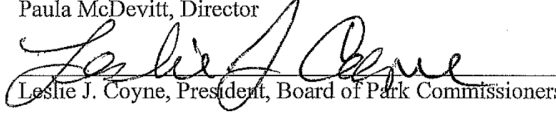
CORNERSTONE PDS


Debra L. Schmucker, President

2/16/18

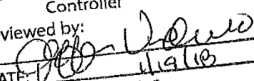
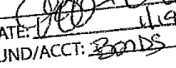
CITY OF BLOOMINGTON PARKS AND RECREATION


Paula McDevitt, Director


Leslie J. Coyne, President, Board of Park Commissioners

CITY OF BLOOMINGTON
Controller

Reviewed by:

DATE: 
FUND/ACCT: 

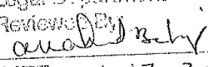
CITY OF BLOOMINGTON
Legal Department
Reviewed By: 
DATE: 01-17-2018

EXHIBIT A

“Scope of Work”

The Services shall include the following:

I. THIRD STREET PARK SITE IMPROVEMENTS

Project Assumptions and Understanding:

The site for the proposed renovation work is the lawn area directly south of the fountain south to the band pavilion. It is anticipated that this work shall include the removal of the existing concrete steps on the south side of the fountain on both sides; new accessible walks to the existing east and west sidewalk connections to the street; expansion of concrete paving area on top of berm for additional benches; drainage improvements to the lawn area in front of the band pavilion. Additional lighting shall also be included of four, 12' high aluminum poles with LED lights.

It is our understanding that Bloomington Public Works will allow a 10"-12" ADS drainage pipe and inlets to be connected to the west directly into an existing curb inlet/18" storm sewer running south in Washington Street without detention. This is critical given that the lawn is over a former pool which was demolished and buried under the lawn. Disturbing this area could create other unforeseen issues within the project area.

The project is funded through Bloomington Parks General Obligation Bond for approximately \$292,000.

Please note:

- Irrigation design and installation is not included in this project.
- We shall utilize the provided topographic survey as a base for our proposed design.
- No soil borings or geotechnical studies are required at this time for the proposed site improvements.

Cornerstone's scope of work shall include the following:

A. DESIGN

1. Cornerstone shall coordinate with Owner to determine the technical requirements for the topographic survey to be provided under a separate contract for the project.

2. Cornerstone shall provide a preliminary site design for your review of the new improvements.

After review, we shall update the proposed design and provide a revised plan for your review and approval before we begin construction documents.

3. Detailed site construction documents and technical specifications shall be prepared for proposed improvements including: geometric layout; grading and drainage; critical construction details; site lighting plan, technical specifications for the proposed site improvements including: concrete pavement, drainage, erosion control, seeding, landscape plant material, site furniture and site lighting.

4. Cornerstone shall assemble front end documents provided by the City for inclusion in the construction documents.

B. PERMITS/APPROVALS/SUBMITTALS

It is our understanding from the City that no permits will be required at this time. If a grading permit is required, the Owner will handle this permit. NDPES Rule 5 permit is not required since the disturbed project area is less than one acre.

C. CONSTRUCTION ADMINISTRATION

Services shall include the following:

1. Answer any related bidder questions during bidding process and prepare addenda
2. Lead a pre-bid meeting and prepare meeting minutes.
3. Review and evaluate bids.
4. Bid documents will be administered through City's electronic bid room.
5. Attending pre-construction meeting.
6. Answering requests for information.
7. Review of shop drawings.

8. Three (3) field observation visits during construction with notes.
9. Substantial completion punch list.

D. MILEAGE

Cornerstone has included mileage for identified meetings for the above scope of work in our fee.

E. THIRD STREET PARK SITE IMPROVEMENTS FEE SCHEDULE

We shall perform our site design services on a lump-sum basis with a fee as follows:

Electrical Lighting Design \$ 1,800.00

Final Design Plans and Construction Plans \$ 23,850.00

\$ 25,650.00

Any meetings or services beyond this scope of work shall be billed at an hourly rate of \$ 115.00 plus expenses and are in addition to the lump sum fee.

Additional Services which can be provided but are not included in this contract are as follows:

- Construction inspection services
- Construction site testing or laboratory testing
- Contractor as-built drawings
- Printing of construction documents and specifications

F. PROJECT SCHEDULE

It is anticipated that this project will be designed in Spring/Summer 2018 and bidding and construction schedule will be determined by Owner in coordination with scheduled activities within the park in 2018.

II. CRESTMONT NEIGHBORHOOD PARK PLAY AREA

PROJECT UNDERSTANDING:

The proposed project site is the existing Crestmont Neighborhood Park Playground area located at the intersection of Illinois Court and Illinois Street. The project is funded through Bloomington Parks General Obligation Bond \$182,000 and a federal Community Development Block Grant (CDBG) of \$110,000 for a total of \$292,000. The project shall consist of two separate project bids due to the funding sources and their respective requirements. One package shall consist of overall site development and play structure improvements. The second package for the CDBG funding shall consist of play area surfacing and shade sail structure. Projects shall be bid through the City of Bloomington Plan Room. All bidding services and bid preparation shall be handled by the Owner.

A. TOPOGRAPHIC SURVEY

Cornerstone shall coordinate with Bledsoe Riggert Cooper & James Surveying to provide a topographic survey for the development of construction plans.

B. DESIGN DEVELOPMENT AND FINAL DESIGN PLANS AND SPECIFICATIONS

1. We shall proceed with the development of a site plan for the playground that may include the following park components:

- Pedestrian circulation: sidewalk to encircle new play area and connect to east parking area.
- Site furniture – including benches and table/seat arrangements
- Shade sail structure (if room).
- Play equipment designed for ages 5-12:

- o Climbing net
- o Play structure
- o Rubberized surface under play structure
- o Existing swings to be painted and remain in existing location

Upon written approval of an approved site plan, Cornerstone shall commence with the development of construction documents.

Development of final construction plans shall consist of the following functions:

- Site Layout Design
- Grading and Drainage Design
- Final engineering construction plans will be prepared to provide construction and bidding documents for site construction in two separate bid packages.

1. Site demolition plans will be prepared for the new site improvements and will indicate existing site features to be removed and relocated.
2. Geometric plans shall be prepared to show horizontal control on the proposed site improvements.
3. Grading and drainage plans will be prepared for the new design improvements based on information provided in the topographic survey.
4. Details for critical design and construction areas will be prepared. Construction details for: concrete pavement, sidewalks, and site furnishings will be shown.

C. PERMITS/APPROVALS/SUBMITTALS

It is our understanding from the City that no permits will be required at this time. If a grading permit is required, the Owner will handle this permit. NDPES Rule 5 permit is not required due to project development area is less than one acre.

D. MEETINGS

Cornerstone shall attend five meetings which shall include the following:

1. Field Site visit to review existing conditions after topographic survey is completed.
2. Preliminary Plan Owner review meeting.
3. Owner review meeting at 95% completion of site drawings.
4. Two field visits during construction for review of proposed improvements or handling construction issues

E. BIDDING & CONSTRUCTION ADMINISTRATION

We shall provide limited services to assist the Owner in the following:

1. Answer bidding questions forwarded to Cornerstone by Owner during bidding period.
2. Prepare addenda information from bidding questions to Owner for his use in bidding.
3. Answer Request for Information during actual project construction.
- One project site visits to review construction progress and answer questions.
- Final punch list site visit at end of project.

F. MILEAGE

Cornerstone has included mileage for five meetings as identified in the scope of work in our fee.

G. CRESTMONT PLAY AREA FEE SCHEDULE

We shall perform our site design services on a lump-sum basis with a fee as follows:

Topographic Survey \$ 1,500.00

Final Design Plans and Construction Plans \$ 17,465.00

\$ 18,965.00

Any meetings or services beyond this scope of work shall be billed at an hourly rate of \$ 115.00/hr and are in addition to the lump sum fee.

Additional Services which can be provided but are not included in this contract are as follows:

- ☐ Construction inspection services
- ☐ Construction site testing or laboratory testing
- ☐ Printing of any documents or drawings

H. PROJECT SCHEDULE

It is anticipated that this project will be design in Spring/Summer 2018 and commence construction in Fall 2018.

EXHIBIT B

“Project Schedule”

All services to be completed no later than May 31, 2019.

EXHIBIT C
E-VERIFY AFFIDAVIT

STATE OF INDIANA)
)SS:
COUNTY OF HAMILTON)

AFFIDAVIT

The undersigned, being duly sworn, hereby affirms and says that:

1. The undersigned is the PRESIDENT of CORNERSTONE TDS
(job title) (company name)
2. The company named herein that employs the undersigned:
 - i. has contracted with or seeking to contract with the City of Bloomington to provide services; **OR**
 - ii. is a subcontractor on a contract to provide services to the City of Bloomington.
3. The undersigned hereby states that, to the best of his/her knowledge and belief, the company named herein does not knowingly employ an "unauthorized alien," as defined at 8 United States Code 1324a(h)(3).
4. The undersigned hereby states that, to the best of his/her belief, the company named herein is enrolled in and participates in the E-verify program.

[Signature]
Signature
DEBRA SCHMUCKER
Printed Name

STATE OF INDIANA)
)SS:
COUNTY OF HAMILTON)

Before me, a Notary Public in and for said County and State, personally appeared Debra Schmucker and acknowledged the execution of the foregoing this 6 day of February, 2018.

[Signature] My Commission Expires: 03/06/20
Notary Public's Signature

Carrie Gibson County of Residence: Madison
Printed Name of Notary Public



EXHIBIT D

STATE OF Indiana)
) SS:
COUNTY OF HAMILTON)

NON-COLLUSION AFFIDAVIT

The undersigned offeror or agent, being duly sworn on oath, says that he has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him, entered into any combination, collusion or agreement with any person relative to the price to be offered by any person nor to prevent any person from making an offer nor to induce anyone to refrain from making an offer and that this offer is made without reference to any other offer.

OATH AND AFFIRMATION

I affirm under the penalties of perjury that the foregoing facts and information are true and correct to the best of my knowledge and belief.

Dated this 6 day of FEBRUARY, 2018.

Cornerstone HDS

By: Debra Schucker, President

STATE OF INDIANA)
) SS:
COUNTY OF HAMILTON)

Before me, a Notary Public in and for said County and State, personally appeared Debra Schucker and acknowledged the execution of the foregoing this 6 day of February, 2018.

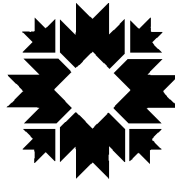
Carrie Gibson
Notary Public's Signature

My Commission Expires: 03/06/20

Carrie Gibson
Printed Name of Notary Public

County of Residence: Madison





CITY OF BLOOMINGTON
parks and recreation

STAFF REPORT

Agenda Item: D-4
Date: 7/17/2018

Administrator
Review\Approval
PM

TO: Board of Park Commissioners
FROM: Paula McDevitt, Administrator
DATE: July 24, 2018
SUBJECT: 2017 FINAL STRATEGIC ACTION PLAN

Background

It is recommended the Board of Park Commissioners review the final 2017 Strategic Action Plan.

The department's 2016-2020 Master Plan recommends the development of an annual strategic action plan in tandem with the budget request to the city. As part of the budget planning process each program area establishes goals and tasks to achieve goals. This information become the Strategic Action Plan. Staff update the goals on a quarterly basis.

In addition, the CAPRA Accreditation Standard 1.2 requires that adopted plans, policies and procedures be reviewed and updated at various intervals. The Strategic Action Plan is one such document.

We are pleased to report that at the end of 2017, staff completed 53 of 75 goals and 124 of 149 goal tasks. (see the attached summary report at the end of the Strategic Action Plan).

The final 2018 Strategic Action Plan will be presented at the January 2019 board meeting.

RESPECTFULLY SUBMITTED,

Paula McDevitt, Administrator

Parks and Recreation 2017 Strategic Action Plan

Color Code Key:

Achieved (100% Completed)

Goal In Progress (50% or More Completed)

Goal Incomplete (Less than 50% Completed or No Tasks Completed)

• *Task Completed/Achieved (100% Completed)*

• *Task In Progress (50% or more Completed)*

• *Task Incomplete (Less than 50% Completed)*

Division:	Goal:	Checklist:
Administration	Provide customer service and process 9000 transactions for program registrations, shelter rentals, and refunds through RecTrac 3.1 software update.	<ul style="list-style-type: none"> • Core group established and prepared migration plan. • Migrated RecTrac Database Test Upgrade • Test Upgrade installed on server. • Received three hour Navigational Training via WebEx session • Trained week of August 14, 2017 • Upgrade completed in September 2017
	Collect customer service satisfaction surveys 4 times a year using participant contact information in RecTrac	<ul style="list-style-type: none"> • Surveys were sent three times, two quarters were sent together.
Community Relations	Produce and distribute 40,000 program guides three times a year	<ul style="list-style-type: none"> • Printed 38,000 program guides for January-April 2017 program season. • Mailed 32,000 guides and distributed an additional 6,000 guides at 15 different public buildings and business locations throughout the city. • Printed 35,000 program guides for May-August 2017 program season. • Mailed 32,000 guides and distributed an additional 3,000 guides at 17 different public buildings and business locations throughout the city. • Printed 35,000 guides for October-December 2017 program season. • Mailed 33,000 guides and distributed an additional 2,000 guides at 19 different public buildings and business locations throughout the city; also made guide available online through the Herald-Times e-reader edition and Parks website.

Parks and Recreation 2017 Strategic Action Plan

Community Relations	<p>Generate a 15% increase in the Parks Partner advertising program to generate \$110,000 in sales.</p>	<ul style="list-style-type: none">• Obtained 7 new Park Partners in the first quarter of 2017. These new participants in the Park Partner program contributed a total of \$4,350 to the Department.• Renewed an additional 20 different sponsors and advertisers during the first quarter for a total of \$15,000• Continued to address challenges of losing several major partners at the TLRC in 2016 and 2017, including Smithville, Stephens Honda, Jellystone Park at Lake Monroe, and a significant reduction in advertising by IU Health.• Second quarter sales efforts were focused on acquiring sponsors for the Performing Arts Series and the 50+ Expo. Nearly \$8,000 in advertising sales were collected in the second quarter, with three new businesses on board as advertisers. Three businesses renewed their advertising contracts. Total program sponsor and ad sales income in the second quarter was \$44,000.• July-September sponsorships and advertising sales targeted renewals of existing contracts. \$16,218 was collected in sponsorships and advertising revenue during the third quarter, including a new \$1,000 Bloomington Youth Basketball league sponsor, STR-SEG.• October-December Parks Partner activity included contract management and collections, and beginning asks for renewals for Summer 2018 Performing Arts Series sponsorships. \$20,100 in sponsorships and advertising revenue was collected in the fourth quarter.• Total Parks Partner advertising and sponsorship revenue in 2017 was \$119,441.
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Parks and Recreation 2017 Strategic Action Plan

Community Relations	Improve the program registration process through the RecTrac software upgrade	<ul style="list-style-type: none"> • RecTrac upgrade completed in fall of 2017. • The City's ITS Department launched the new City Web site on June 14. The new site features customer-friendly categories and a robust search feature. The new site utilizes PROMT to populate the Web site and to drive registration traffic through WebTrac and GolfTrac. Vermont Systems is scheduled to upgrade the RecTrac registration system in August. • RecTrac system was upgraded as scheduled in August 2017. The Community Relations area will seek additional training in the use of RecTrac to capture marketing and demographic information for future program seasons. • More than 60% of website views were made from mobile devices, including smartphones and tablets (City IT Dept.-Source). The mobile-optimized website is more user-friendly, and its new interface with PROMT resulted in significant time savings in manually entering program information for the Parks and Recreation website.
	Recruit, track, and train 1780 volunteers for around 9370 hours of service	<ul style="list-style-type: none"> • The third quarter of 2017 had 247 community volunteers, who contributed a total of 624 hours to the Department, July-September. • Total number of 1,435 community volunteers contributed a total of 9,011 hours to the Department. • The Community Relations program area initiated a new volunteer management software, CERVIS. This software has streamlined communication and reporting functions that will allow better tracking of volunteer hours, and improved recruitment and retention with automated program reminders and real-time numbers.
Health and Wellness	Implement the Girls on the Run Program at two elementary schools in the fall for 50 participants	<ul style="list-style-type: none"> • Partnership was not executed due to South-Central Indiana GOTR desired to run program independently in 3 MCCSC schools.

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Health and Wellness	Reduce the percentage of obesity for children and adults in Monroe County from 21% to 20% due to the implementation of the Community Health Improvement Plan (nutrition and physical activity community partner intervention)	<ul style="list-style-type: none"> • The Chronic Disease task force, for the Community Health Improvement Plan, put together goals and objectives to learn more about comorbidities surrounding obesity. • The Chronic Disease Task Force (part of the overall Community Health Improvement Plan) developed an evaluation for preschools and daycares to complete in order to determine their health and wellness needs and researching grant which would assist in community efforts to address the reduction of obesity.
	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 with Active Listening) 3 cohorts with 15-20 youth participants and their families per cohort	<ul style="list-style-type: none"> • The 20th cohort of GOAL held January 2017-April 2017 had 10 youth participants complete the program along with their families. • The 21st cohort of GOAL held April 2017-July 2017 had 9 youth participants attending the program along with their families • The 22nd cohort of GOAL held August-November 2017 had a total of seven participants and five families.
Aquatics	Provide recreational swimming from Memorial Day to Labor Day for approximately 55,000 patrons at Bryan Pool and 21,000 at Mills Pool	<ul style="list-style-type: none"> • 51,198 for 2017 Bryan Pool and 14,904 for Mills in 2017.
	Provide swimming lessons for approximately 550 participants during the season	<ul style="list-style-type: none"> • Total of 312 registrations.
	Service at least 30 private pool rentals during the season	<ul style="list-style-type: none"> • Total of 25 groups rented the pool.
Health and Safety	Train 300 staff members in First Aid, CPR and AED's	<ul style="list-style-type: none"> • 165 total for the year.
	Provide over 600 hours of aquatic training for our aquatic staff	<ul style="list-style-type: none"> • 1,077 hours of training completed with aquatic staff.
Frank Southern Center	Provide group skating lessons to over 600 participants	<ul style="list-style-type: none"> • 573 participants for the season
	Sell and provide ice time to organizations in excess of 500 hours during the ice season	<ul style="list-style-type: none"> • 560 hours for the season
	Provide house hockey for over 135 children in the community	<ul style="list-style-type: none"> • 128 participants for the season
	Make available public skating times for community members for at least 300 hours seasonally	<ul style="list-style-type: none"> • Total of 385 hours for the season
Golf Services	Increase the number of rounds from 23,000 to 24,500 while maintaining the most affordable green fees in the area	<ul style="list-style-type: none"> • Total of 22,033 rounds.
	Increase sales of season pass holders from 321 to 340	<ul style="list-style-type: none"> • Total of 280 season pass holders.
	Increase the number of golf leagues from 8 to 10	<ul style="list-style-type: none"> • 7 leagues played

Parks and Recreation 2017 Strategic Action Plan

Golf Services	Increase use of practice facility by selling of over 3,500 buckets of balls. Sold 3,292 buckets in 2016	<ul style="list-style-type: none"> • Total of 5,105 buckets of balls purchased for practice range.
Natural Resources	Facilitate environmental education programming for all MCCSC 4th and 6th grade students and for 500 local children during the summer	<ul style="list-style-type: none"> • 428 4th grade students and 360 6th grade students attended during spring semester • Summer programming has been provided for 581 children • 467 4th grade students and 401 6th grade students attended during fall semester.
	Provide boat rental opportunities for 5,000 boaters at Griffy Lake from April through October	<ul style="list-style-type: none"> • 106 personal boat permits, 829 personal boat launches, and 6,126 boat rentals.
	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	<ul style="list-style-type: none"> • Data and samples were collected seven times.
	Install 2000 native plantings at Miller-Showers to improve habitat and curb appeal.	<ul style="list-style-type: none"> • 402 plants (294 plugs and 108 4" pots) planted at Miller Showers
	Establish pollinator habitat at [Olcott Park] in the mowing reduction areas. (Location moved to Goat Farm.)	<ul style="list-style-type: none"> • The 5-acre Goat Farm Prairie planting occurred over winter (early 2018) to improve the likelihood of successful establishment.
Allison Jukebox Community Center/Youth Services	Manage four programs partnerships and 50 hours of facility rentals	<ul style="list-style-type: none"> • Jazzercise met 38 times. Rentals were limited to Jazzercise while the building has been under construction • Three partnerships received park board approval and were implemented. • The AJB has had 55 hours of rentals
	Offer full day programming to 40 elementary school age children when the public schools are not in session during the school year	<ul style="list-style-type: none"> • January Break Days served an average of 41 campers, Spring Break Days served an average of 46, May Break Day served 38, and October Break Days served and average of 46.
	Provide 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	<ul style="list-style-type: none"> • Served an average of 67 Kid City campers/week. • Served 13 campers per Ivy Tech College for Kids and Ivy Arts for Kids partnership
Twin Lakes Recreation Center	Increase membership from 1,100 to 1,780 members to remain competitive in the local fitness membership arena	<ul style="list-style-type: none"> • 824 active members
	Plan and implement a three session youth basketball league for total of 800 participants	<ul style="list-style-type: none"> • Session One: 123 participants. • Session Two: 370 participants. • Session Three: 387 participants
	Provide fitness classes for 400 participants	<ul style="list-style-type: none"> • Total of 384 participants

Parks and Recreation 2017 Strategic Action Plan

Twin Lakes Recreation Center	Rent the artificial turf for over 950 hours to maximize its use for all types of activities	<ul style="list-style-type: none"> • 1075 hours for the year
	Facilitate basketball tournaments for a \$655,600 economic impact in the community	<ul style="list-style-type: none"> • End of year total estimate: close to 1 Million dollars
Community Events: Events	Reorganize the sponsorship program for the Performing Arts Series utilizing a tier approach enabling sponsors increased benefits by increasing exposure from one to 14 concerts	<ul style="list-style-type: none"> • Created three tiers with escalating benefits.
	Create and implement two new community wide events for 500 participants in the first quarter of 2017	<ul style="list-style-type: none"> • Created and implemented two new community wide events for 500 participants in the first quarter of 2017 • Spring Fling created and held in March. The event had 154 attendees.
Community Events: Farmers' Market	Increase participation at Tuesday Market from 2300 to 2645	<ul style="list-style-type: none"> • A total of 2976 participations in 2017
	Increase prepared food vendors at the Saturday market from 10 to 13 by adding three food trucks	<ul style="list-style-type: none"> • Three new food truck/push carts were added.
	Increase number of customers who use Market Bucks by 15%. 2016 - \$33,615	<ul style="list-style-type: none"> • 2017 \$34,089 for a 1% increase.
	Increase the number of events at the Market by adding one new event	<ul style="list-style-type: none"> • A new event was added by Utilities on September 2.
	Increase overall vendor capacity per week from an average of 84 vendors to an average of 90 vendors	<ul style="list-style-type: none"> • Averaged 93 vendors per week for the season.
Community Events: Community Gardens	Sell out 170 garden plots at Willie Streeter Gardens leaving 10 spaced in remediation	<ul style="list-style-type: none"> • Sold 139 plots. Implemented include ½ price fees for remained of season.
	Replace four raised beds at Streeter and add two to Butler	<ul style="list-style-type: none"> • Three raised garden beds were added to Butler and seven completed at Willie Streeter with three more installed in 2018.
	Continue to grow garden class participation 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	<ul style="list-style-type: none"> • Three new garden classes were added to the Fall/Winter guide. • Total 104 participants
Adult Sports Services	Provide adult softball leagues for over 3,500 participants.	<ul style="list-style-type: none"> • Total of 2,970 adult softball participants
	Plans, coordinates, and facilitates leagues and programs at Twin Lakes Sports Complex and Lower Cascades Ballfields.	<ul style="list-style-type: none"> • 2500 programs to date.
	Provide girls fast pitch leagues for over 150 participants	<ul style="list-style-type: none"> • League had a total of 123 participants
	Provide fields for 310 practices	<ul style="list-style-type: none"> • 750 practices for the season

Parks and Recreation 2017 Strategic Action Plan

Adult Sports Services	Host tournaments and competitions that have a \$2,000,000 economic impact on the community	<ul style="list-style-type: none"> • 10 tournaments scheduled • 12 one day competitions scheduled • Total of 26 days of rentals.
Youth Sports Services	Serve over 2,200 youth in the community	<ul style="list-style-type: none"> • Winslow: 21,063 participations, BJLBA: 450 registrations; MCSLBA: 130 registrations; Olcott Park: 4,082 participations; Bryan Park: 3,744 participations
	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 user groups from 6 to 10.	<ul style="list-style-type: none"> • Winslow (Bloomington Junior League Baseball Association. Monroe County Senior League Baseball Association, Bloomington High School Softball, Bloomington High School South Baseball • Olcott (Jackson Creek Middle School Football, Ultimate Frisbee, Kickball League, Lacrosse) • Bryan (Bloomington Junior League Baseball Association)
	Facilitate the youth basketball for 725 participants	<ul style="list-style-type: none"> • Program had 520 participants
Benjamin Banneker Community Center	Increase the number of campers in the summer food service program from 80 to 90 targeting underserved areas in the community	<ul style="list-style-type: none"> • Banneker Camp summer program averaged 86 participants per day. Number is up by 10 participants when compared to the 2016 summer program.
	Increase maximum number of after school program from 50 to maximum of 75	<ul style="list-style-type: none"> • Winter/Spring semester had 55 participants • Staffed for 60 participants in the fall semester
	Increase preschool/family programming including four new programs or 25% and additional opportunities for passive play	<ul style="list-style-type: none"> • Goal achieved with monthly family events held in January, February, and March and April 7th. • Family Resource Center had 2,160 visitors.
	Increase the number teens to a consistent 30 teens in both after school and summers program.	<ul style="list-style-type: none"> • The spring semester had two additional events increasing average attendance for the monthly programs to 54 participants. • 25 participants in the summer program
Inclusive Recreation	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 an without disabilities in cooperation with Parks and Recreation staff and community organizations	<ul style="list-style-type: none"> • Served 16 individuals with disabilities.

Parks and Recreation 2017 Strategic Action Plan

Operations Services	Provide essential operative services, preventative maintenance, grounds maintenance and repair to all parks, facilities, structures and equipment.	<ul style="list-style-type: none"> • Implemented partnership agreement with Centerstone for contracted park maintenance crew, Operations Center back parking lot improvements, Repairs to split rail fencing at Schmalz, RCA & Upper Cascades Park • Camera installed in Peoples Park. March 2017. • Building Trades Park Restroom Renovation: 2015 TIF Capital Imp. Project \$68,261. Completed June 2017. • Memorial Bench purchase for Jackson Creek Trail. Installation completed March 2017. • Downtown Tree Campaign-Completed installation of last (8) downtown trees & grates • Participated in Broadview Park Taking It To The Streets • Replace umbrellas at Mills Pool: 2017-2020 Park Bond.
	Represent the department on the newly formed Downtown Safety, Civility and Justice Task Force.	<ul style="list-style-type: none"> • Completed
	Maintain 2,343.5 acres of Department Property.	<ul style="list-style-type: none"> • Cleared out culvert for drainage at Sherwood Oaks • Wood deck/foot bridge repairs made at Butler, Lower Cascades playground, and Building & Trades park. • Made repairs to B-Line shade sail, shade benches at Skate Park and Sherwood Oaks Park. • Lower Cascades-cleaned out ditch line & made drainage improvements • Ferguson Dog Park-filled in holes in dog runs dropped (3) loads ¼-minus in dog runs • Peoples Park-Removed (6) mural panels from Bicycle Garage W wall • Goat Farm-Fabricated & installed steel door for silo • City Hall-Aerated & over seeded • Replaced drinking fountain at Bryan Park East by tennis courts • Installed little free library at Peoples Park • Pressure washed stage at 3rd Street Park for Lotus Fest • Replaced Roof at Olcott Park concession maintenance building • Cleaned up homeless camp on Morton Street by IU printing press

Parks and Recreation 2017 Strategic Action Plan

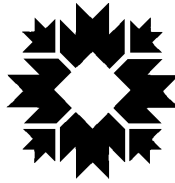
Operations Services	Maintain 27 playgrounds.	<ul style="list-style-type: none"> • Playground repairs made at Building Trades, Olcott, Lower Cascades and Butler parks. • Refurbished playground surfacing at Lower Cascades, Park Ridge Park & Olcott arch swing • Made repairs to lights at Lower Cascades Playground • Lower Cascade's Playground: Removed existing playhouse & sandbox and installed new playhouse & play table • Completed 15 Playground inspections • Completed 10 playground repairs/replacements • Replaced chin-up bar at Bryan Park fitness station
	Maintain 7.5 miles of paved mute-use accessible trails, 9.25 miles of paved fitness/hiking/biking trails and 13.85 miles of unpaved fitness/hiking/biking trails.	<ul style="list-style-type: none"> • B-line extension north to Fullerton Pike – communicated with County (ongoing). • Completed brush removal for improved sight line on Clear Creek and Rail Trail. • Clear Creek Trail-power washed bridge
	Switchyard Park Property	<ul style="list-style-type: none"> • Completed 100% of Design Development phase. • Completed 75% of Construction Documents phase by November 2017.
Landscaping	Update the Landscaping Inventory to provide critical 'institutional' knowledge for the City Landscaper and allow for accurate maintenance and purchasing estimates.	<ul style="list-style-type: none"> • Hired Landscape Specialist in May to gather data and compile information. 100% of the information has been gathered.
	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.	<ul style="list-style-type: none"> • Invasive removal occurred at multiple locations. Native/pollinator gardens have been installed at the Showers Plaza, Monroe County Government Center, Bloomington Banquet sculpture, Parks and Recreation Operations Center, Courthouse Square, Kirkwood Avenue, Rose Hill Cemetery Soldier's Monument and Office, WHB Park and numerous planters on the B Line and downtown (ongoing into 2018)
	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 conditions, organic matter and earthworms.	<ul style="list-style-type: none"> • Mulched with composted leaves (from Street Department 2016 leaf collection) at: People's Park, Olcott Park, Rose Hill Cemetery Office, Parks and Recreation Operations Center, and numerous planters downtown (ongoing into 2018).

Parks and Recreation 2017 Strategic Action Plan

Landscaping	Minimize the usage of annuals by 25% annually in order to focus on planting more perennials and shrubs.	<ul style="list-style-type: none">• May 2017- Decreased spending by 78%. This was accomplished by removing sixteen planters and including native perennials and shrubs in addition to annuals in the remaining planter.
Cemeteries	Rehab 30 of the original headstones out of 15,000 at both cemeteries	<ul style="list-style-type: none">• Pursell Monuments completed Rose Hill and White Oak restorations in May and October. Sixty headstones and two family pens were repaired.
	Certify one FT staff member as a certified Chemical Applicator Registered Technician	<ul style="list-style-type: none">• Completed March 2017- Landscaping & Cemeteries Working Foreman
	Convert all invasive plantings to native to improve habitat and site appearance	<ul style="list-style-type: none">• Converted Soldier's Monument bed to native installation in June 2017.• Installed butterfly garden at Rose Hill office in October 2017.• Removed diseased Colorado Blue Spruces near Section F.
	Rose Hill Mausoleum Repairs	<ul style="list-style-type: none">• Replaced mausoleum roof• Repaired damaged limestone façade
Urban Forestry	Continue to maintain Tree City USA status for 33rd year	<ul style="list-style-type: none">• Obtained Tree City USA status for 33rd year.
	Continue Emerald Ash Borer treatments for a fourth year on 65 trees	<ul style="list-style-type: none">• Treated 93 public Ash trees for Emerald Ash Borer.
	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)	<ul style="list-style-type: none">• Pruned 393 public trees (202 park, 193 street).• Posted 392 public trees for removal.• Planted 279 public trees.

Overall Goal Count	Goal Met	
	Achieved (100% Completed)	55
	In Progress (50% or more achieved)	15
	Inactive (Less than 50% Completed or No Tasks Completed)	5
PARKS	Grand Total	75

Task Count	Task Met	
	Achieved (100% Completed)	125
	In Progress (50% or more achieved)	17
	Inactive (Less than 50% Completed or No Tasks Completed)	5
PARKS	Grand Total	147



CITY OF BLOOMINGTON
parks and recreation

STAFF REPORT

Agenda Item:
Date: 7/24/2018

Administrator
Review\Approval
PM

TO: Board of Park Commissioners
FROM: Julie Ramey, Community Relations Manager
DATE: July 24, 2018
SUBJECT: BLOOMINGTON PARKS & RECREATION'S SOCIAL MEDIA TEAM AND FACEBOOK MONTHLY DIGEST VIDEOS

Recommendation

No action by the Board of Park Commissioners is recommended at this time. This report is informational.

Background

Facebook and Instagram are important parts of the Parks and Recreation Department's digital marketing strategy. The Department manages six Facebook pages: Bloomington Parks and Recreation, Bloomington Community Farmers' Market, Twin Lakes Recreation Center, Cascades Golf Course, Bryan Park Pool and Mills Swimming Pool. Through these pages, the Department promotes events like concerts and community events, shares information with the community about park improvement projects, and answers questions posed by residents.

The Department's Instagram pages are [btownparks](#) and [kidcitybloomington](#). These pages use photos to illustrate the scope of Department programs and events, and to let Bloomington know what is happening in their Parks and Recreation Department.

The Department's social media presence is managed by the nine members of the Department's Social Media Team, headed by Hannah Buddin. Team members are Jess Klein, Hsiung Marler, Erik Pearson, Chelsea Price, Julie Ramey, Crystal Ritter, Amy Shrake, and Elizabeth Tompkins. Each member of the team is responsible for posting relevant social media content pertinent to their respective program area one day per week, and to assist in monitoring customer questions and feedback one evenings and weekends.

The Department began creating monthly digest videos to showcase each month's activities. The digest videos are created from photos taken at events, and shared on Facebook and Instagram. The June video, posted at the beginning of July, garnered more than 500 views.

RESPECTFULLY SUBMITTED,

Julie Ramey, Community Relations Manager