



City of Bloomington Common Council

Legislative Packet

Containing legislation and materials related to:

Wednesday, 14 June 2023

Regular Session at 6:30pm



CITY OF BLOOMINGTON COMMON COUNCIL

AGENDA AND NOTICE:
REGULAR SESSION
WEDNESDAY | 6:30 PM
14 JUNE 2023

*Council Chambers (#115), Showers Building, 401 N. Morton Street
The meeting may also be accessed at the following link:*

<https://bloomington.zoom.us/j/83386135128?pwd=Z1JOTkFrY1RFT3ZCU05NMGNWSDNmQT09>

- I. ROLL CALL
- II. AGENDA SUMMATION
- III. APPROVAL OF MINUTES: (None)
- IV. REPORTS *(A maximum of twenty minutes is set aside for each part of this section.)*
 - A. Councilmembers
 - B. The Mayor and City Offices
 - i. Annual Tax Abatement and Economic Development Commission Report
 - C. Council Committees
 - D. Public*
- V. APPOINTMENTS TO BOARDS AND COMMISSIONS
- VI. LEGISLATION FOR SECOND READINGS AND RESOLUTIONS
 - A. Resolution 23-08 – Authorizing the Allocations of the Jack Hopkins Social Services Program Funds for the Year 2023 and Related Matters
 - B. Ordinance 23-12 – An Ordinance To Amend Ordinance 22-26, Previously Amended By Ordinance 22-40, Which Fixed the Salaries of Appointed Officers, Non-Union, and A.F.S.C.M.E. Employees for All the Departments of the City of Bloomington, Monroe County, Indiana for the Year 2023 – Re: To Reflect Updates Needing Implementation in 2023
 - C. Ordinance 23-13 – An Ordinance to Amend Ordinance 22-25, Which Fixed the Salaries of Officers of the Police and Fire Departments for the City of Bloomington, Indiana for the Year 2023 - Re: To Reflect Increases in Compensation to Certain Firefighters

(over)

*Members of the public may speak on matters of community concern not listed on the agenda at one of the two public comment opportunities. Individuals may speak at one of these periods, but not both. Speakers are allowed five minutes; this time allotment may be reduced by the presiding officer if numerous people wish to speak.

To request an accommodation or for inquiries about accessibility, please call (812) 349-3409 or e-mail council@bloomington.in.gov.

Posted: 09 June 2023

- D. Ordinance 23-11 – To Amend Title 6 of the Bloomington Municipal Code Entitled "Health And Sanitation"- Re: Updating And Increasing Fees For Service And Harmonizing Chapters 4 And 5 Of Title 6 Of The Bloomington Municipal Code

Committee recommendation (06/07/2023): N/A

VII. LEGISLATION FOR FIRST READINGS

VIII. ADDITIONAL PUBLIC COMMENT *

(A maximum of twenty-five minutes is set aside for this section.)

IX. COUNCIL SCHEDULE

X. ADJOURNMENT

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To request an accommodation or for inquiries about accessibility, please call (812) 349-3409 or e-mail council@bloomington.in.gov.

Posted: 09 June 2023



MEMO FROM COUNCIL OFFICE ON:

Resolution 23-08 - Authorizing the Allocation of the Jack Hopkins Social Services Program Funds for the Year 2023 and Related Matters

Synopsis

This resolution brings forward the recommendations of the 2023 Jack Hopkins Social Services Funding Program Committee. The principal task of the Committee is to recommend funding for local social services agency proposals that best meet Program criteria and best meet the needs of the community. This resolution allocates a total of \$323,000 to 32 different agency programs. The resolution also: approves the funding agreements with these agencies, accepts the report of the Committee, and authorizes the Chair of the Committee to resolve any questions regarding the interpretation of the agreements.

Relevant Materials

- Resolution 23-08
- 2023 Report from the Jack Hopkins Social Services Funding Committee
 - 2023 Solicitation Letter, Application, and Funding Agreement Template
 - Elaboration of Criteria
 - Table of Committee Recommended Allocations

Summary

This is the 31st year of the Jack Hopkins Social Services Funding Program, named after former Councilmember, Jack Hopkins. The Jack Hopkins Social Services Funding Program Committee is a standing committee of the Common Council pursuant to Bloomington Municipal Code [2.04.210](#) with the principal task of making funding recommendations to the Common Council regarding the use of discretionary grant funding for social service agencies.

Each year, the demand for funds exceeds supply, and each year, the Committee works hard to develop a fair and responsive process, one sensitive to local need, and one intended to foster responsible fiscal stewardship. This year, the Committee had \$323,000 in budgeted funds to distribute.

Resolution 23-08 implements the recommendations of the 2023 Jack Hopkins Social Services Committee. Specifically, the legislation:

- Allocates \$323,000 in grant funds to 32 agency programs;
- Approves the Funding Agreements with these agencies and delegates to the Committee Chair the task of resolving any questions regarding their implementation; and
- Approves the Report of the Jack Hopkins Social Services Committee.

Contact

Susan Sandberg, sandbers@bloomington.in.gov, (812) 349-3409

Office of the Common Council, council@bloomington.in.gov, (812) 349-3409

RESOLUTION 23-08

AUTHORIZING THE ALLOCATION OF THE JACK HOPKINS SOCIAL SERVICES PROGRAM FUNDS FOR THE YEAR 2023 AND RELATED MATTERS

- WHEREAS, the Common Council established the Social Services Funding Committee (Committee) in 1993 to make recommendations to the entire Common Council and Mayor regarding the allocation of discretionary social services funds and, in 2002, named the program in the honor of Jack Hopkins, who was instrumental as a Council member in the establishment of this funding program; and
- WHEREAS, pursuant to Resolution 02-16, as amended by Resolution 13-07, Resolution 16-06, Resolution 20-09, and Resolution 21-01, the Committee serves as a standing committee of the Council with four members from the Council assigned by the President of the Council and with three City residents (appointed by the Committee Chair) with experience in social services; and
- WHEREAS, this year the Committee includes Council members Susan Sandberg (Chair), Kate Rosenbarger, Jim Sims, and Ron Smith along with City residents Mark Fraley, Tim Mayer, and Jami Scholl; and
- WHEREAS, this year, the Committee has \$323,000 in budgeted funds to distribute; and
- WHEREAS, the Committee held an Organizational Meeting on February 28, 2023 to establish the program procedures for the year; and
- WHEREAS, at that time, the Committee affirmed its policies that set forth and elaborated upon the following criteria for making recommendations:
1. The program should address a previously identified priority for social services funds (as indicated in the *Service Community Assessment of Needs* (SCAN), the City of Bloomington Housing and Neighborhood Development Department's *Consolidated Plan*, or any other community-wide survey of social service needs); and
 2. The funds should provide a one-time investment that, through matching funds or other fiscal leveraging, makes a significant contribution to the program; and
 3. This investment in the program should lead to broad and long lasting benefits to the community; and
- WHEREAS, this affirmation included a 2012 change that allowed agencies to submit a second application as part of a collaborative project with one or more other agencies and also included an opportunity made available since 2016 for agencies to submit requests for operational funding; and
- WHEREAS, by the application deadline at 4:00 p.m. on March 31, 2023, the Committee received 48 applications seeking approximately \$964,877.13 in funding; and
- WHEREAS, on April 18, 2023 the Committee met to discuss the applications, decided to hear from 35 applicants, and raised questions to be addressed by the applicants at the presentation hearing, which was held on April 27, 2023; and
- WHEREAS, after receiving agency responses to the Committee's questions and hearing the presentations, the members of the Committee evaluated proposals and assigned each proposal a recommended allocation; and
- WHEREAS, on May 11, 2023, the Committee met for a pre-allocation meeting and adopted a preliminary recommendation to fund 32 applications and these recommendations were adopted by the Committee at its Allocation Hearing on May 16, 2023; and
- WHEREAS, all the foregoing meetings were open to the public to attend, observe and record what transpired, and a period of public comment was offered before a vote on the recommendations was taken; and
- WHEREAS, funding agreements have or will be executed by the 32 agencies recommended to receive funds, and those agencies understand and agree to abide by the terms of those agreements; and
- WHEREAS, the staff of the HAND department will arrange for the disbursement of the grant funds pursuant to the funding agreements, which will be interpreted by the Chair of the Committee; and

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

SECTION 1. The Common Council now allocates Three Hundred Twenty-Three Thousand, Dollars (\$323,000.00) set aside for the Jack Hopkins Social Services Funding program to the following agencies for the following amounts and in accordance with the funding agreements approved in Section 2.

SECTION 2. The Council approves the funding agreements for these allocations, copies of which are kept in the Council Office and HAND department files, and directs the Office of the Controller to issue checks in the ordinary course of business to the agency once the staff of the Housing and Neighborhood Development Department submit a copy of the signed agreement and the appropriate purchase orders.

	<u>Agency</u>	<u>Grant</u>	<u>Purpose</u>
1.	All Options	\$6,900.00	To fund the Hoosier Diaper Program - to pay for diapers, wipes, training underpants, and potty training starter kits
2.	Amethyst House	\$12,857.00	To pay for maintenance and remodeling at Women's House at 322 W. 2nd Street
3.	Beacon (Shalom Center)	\$12,446.00	To pay for equipment and goods (picnic tables, trash cans, smoker's poles, commercial kitchen work tables, plates, bowls, drain cleaning snake auger) to improve services through kitchen and day center
4.	Bloomington Cooperative Living	\$8,400.00	To fund repair of the porch roof membrane at 404 W Kirkwood Ave, Bloomington IN 47404
5.	Bloomington Meals on Wheels	\$2,942.00	To fund the Groceries to Go Outreach Project - to pay for staff hours, mileage, and supplies (utility carts, food drive bins, flyers) for mobile food pantry program
6.	Bloomington Refugee Network	\$4,571.00	To provide Newly-Arriving Asylum Seeker Family Transition Support - to pay for rental assistance, utility assistance, medical visits, forehead infrared thermometers, transportation, food assistance
7.	Bloomington St. Vincent de Paul	\$14,285.00	Housing Stability Program - to pay for rent or rent deposits
8.	Bloomington Winter Farmers Market	\$2,714.00	To support the Woolery Farmers' Market SNAP Matching Program - Matching dollars for Supplemental Nutrition Assistance Program dollars at the farmer's market
9.	Boys and Girls Club of Bloomington	\$12,000.00	To be used toward salary of additional professional program director(s) (either Ferguson Crestmont or Lincoln Street)
10.	Cancer Support Community Indiana	\$5,000.00	Cancer Patient Assistance - to purchase essential items to meet needs of patients including groceries (food gift cards), transportation (gas or LYFT/Uber/Buss Pass gift cards), wigs and hats, wig application and fittings, program materials
11.	Catholic Charities	\$12,500.00	Telehealth infrastructure support initiative - to fund any combination of telehealth needs, including medical records software, Zoom, AME IT support, DocuSign, digital phone service, internet
12.	Community Justice and Mediation Center	\$21,283.00	To pay for Eviction Prevention Project expenses as described in the Agency's application, including staffing, equipment/technology, supplies, and eviction sealing pilot-related expenses (supplies and attorney stipends)
13.	Community Kitchen of Monroe County, Inc.	\$4,079.00	To pay for replacement of dish sprayer and to purchase Rhino lining for Agency's vans

	<u>Agency</u>	<u>Grant</u>	<u>Purpose</u>
14.	Courage to Change Sober Living	\$1,979.00	To fund the Courage to Challenge program for the men's residences (a substance misuse recovery pilot project for the men's program), to pay for tickets to events, staff hours, and food related to the program
15.	Dental Care Action, Inc. (Dental Care Center)	\$9,388.00	To pay for dental care outreach expenses for low-income and no-income residents (may include initial dental exam/x-rays at shelter locations, self-care dental health products given during exams, dental cleaning/treatments for patients from shelter sites, dental cleaning/treatments for additional referred patients, patient transportation from shelter to Dental Care Center for care
16.	El Centro Comunal Latino	\$7,000.00	To support the Health & Housing Assistance Project for Community Integration - to pay for housing and healthcare assistance
17.	Farm to Family Fund, Inc.	\$4,000.00	Supporting the Farm to Family Program - to pay for food from Bloomington farmer's market vendors to donate to local agencies serving low-income individuals and families
18.	Habitat for Humanity of Monroe County, Inc.	\$3,650.00	To pay for the purchase of a platform hoist
19.	Healing Hands Outreach Center, Inc.	\$6,000.00	To support increasing the capacity of care by developing and growing a volunteer program as described in the Agency's application - to pay for increased staff hours
20.	Hoosier Hills Food Bank	\$27,341.00	To purchase food
21.	Hotels for Hope (Hotels for Homeless)	\$14,400.00	To fund the Emergency and Transitional Shelter Program - to pay for emergency stays
22.	Indiana Recovery Alliance	\$15,000.00	To pay for items related to the office and program expansion as described in the Agency's application - to pay for rent, repairs to outreach van, office furniture, low threshold employment, desktop computers
23.	Monroe County CASA	\$17,517.00	To update technology and software - to pay for laptops, docking stations, monitors, keyboards/mice, software purchasing, and installation labor costs
24.	Monroe County United Ministries	\$8,430.00	Building Synergy to End Generational Poverty - to pay for office administration, including printer, equipment maintenance, and computer server
25.	Mother Hubbard's Cupboard	\$17,555.00	Operational support as described in the Agency's application - to pay for operations manager salary, utilities (electric, gas, telephone/internet, trash, water), technology/software (Bloomerang, Adobe, Clearent, Zoom, Canva, Wix), building repair/maintenance (pest control, fire safety, HVAC servicing, rug & mop cleaning
26.	New Hope Family Shelter (dba New Hope for Families)	\$21,711.00	Encouraging Healthy Outdoor Activity for At-Risk Children - to pay for outdoor playground and/or outdoor classroom equipment
27.	New Leaf, New Life	\$7,017.00	Reducing Recidivism Reentry Case Management and Direct Service Supplies - to pay for staff support, bus tickets, backpacks, and stamps
28.	Planned Parenthood Great Northwest, Hawai'i, Alaska, Indiana Kentucky	\$7,500.00	Safety-Net Family Planning Services - to pay for contraceptives as described in the Agency's application

	<u>Agency</u>	<u>Grant</u>	<u>Purpose</u>
30.	Stone Belt Arc, Inc. and LIFEDesigns, Inc.	\$5,785.00	Funding for Job-A-Palooza - a job recruitment event for people of all ages and disabilities during Disability Employment Awareness Month - to pay for any of the event-related costs listed in Agency's application
31.	New Leaf, New Life and New Hope Family Shelter	\$13,600.00	Collaborative Housing Grant - to pay for transitional housing rental assistance, case management, emergency shelter assistance, post-transitional housing rental assistance
32.	Pantry 279	\$9,750.00	Delivery Program Expansion - to fund part-time employee dispatcher position

SECTION 3. The Council authorizes the Chair of the Jack Hopkins Social Services Funding Committee to resolve any questions regarding the implementation of the 2023 funding agreements.

SECTION 4. The Council also approves the *2023 Report* of this Standing Committee of the Common Council.

PASSED by the Common Council of the City of Bloomington, Monroe County, Indiana, upon this _____ day of _____, 2023.

SUE SGAMBELLURI, President
Bloomington Common Council

ATTEST:

NICOLE BOLDEN, Clerk
City of Bloomington

PRESENTED by me to the Mayor of the City of Bloomington, Monroe County, Indiana, upon this _____ day of _____, 2023.

NICOLE BOLDEN, Clerk
City of Bloomington

SIGNED and APPROVED by me upon this _____ day of _____, 2023.

JOHN HAMILTON, Mayor
City of Bloomington

SYNOPSIS

This resolution brings forward the recommendations of the 2023 Jack Hopkins Social Services Committee. The principal task of the Committee is to recommend funding for local social services agency proposals that best meet Program criteria and best meet the needs of the community. This resolution allocates a total of \$323,000 to 32 different agency programs. The resolution also: approves the funding agreements with these agencies; accepts the report of the Committee; and authorizes the Chair of the Committee to resolve any questions regarding the interpretation of the agreements.

City of Bloomington Common Council Jack Hopkins Social Services Committee

REPORT AND RECOMMENDATION ON:

RESOLUTION 23-08 - Authorizing the Allocation of the Jack Hopkins Social Services Program Funds for the Year 2023 and Related Matters

Prologue: *The following description of the 2023 Jack Hopkins Social Services Program, along with the supporting documentation attached hereto, constitutes the Report of the 2023 Jack Hopkins Social Services Committee pursuant to Bloomington Municipal Code 2.04.230. The Report of the Committee is advisory in nature.*

This is the 31st year of the Jack Hopkins Social Services Funding Program, named after former Councilmember Jack Hopkins. Since its inception in 1993 through 2022, the City has expended approximately \$5.8 million under this program to serve the needs of our community's most vulnerable residents. Indeed, since the inception of this program, annual funding has increased dramatically: from \$90,000 in 1993 to \$323,000 available in 2023. Each year the demand for funds exceeds supply, and each year the Committee works hard to develop a fair and responsive process, one sensitive to local need and one intended to foster responsible fiscal stewardship.

Res 23-08 implements the recommendations of the 2023 Jack Hopkins Committee. The legislation:

- Allocates \$323,000 in grant funds to 32 agency programs;
- Approves the *Funding Agreements* with these agencies;
- Delegates questions regarding the interpretation of the *Funding Agreements* to the Chair of the Committee (Councilmember Sandberg);
- Approves the *Report* of the Jack Hopkins Committee (which includes this summary and the attached supporting documentation).

Committee Members

The Committee is a Standing Committee of the Council, pursuant to BMC 2.04.210. The 2023 Committee included four Council members and three members of the public with experience in social services. The non-Council members are appointed by the Committee Chair:

- Susan Sandberg (Chair)
- Kate Rosenbarger
- Jim Sims
- Ron Smith
- Tim Mayer
- Mark Fraley
- Jami Scholl

Housing and Neighborhood Development Department Staff

While Council staff coordinates the program prior to Council action, John Zody and Cody Toothman of HAND provide critical insight and assistance throughout the process. Once Council approves the recommended allocations, Mr. Toothman executes reimbursement of funds to agencies, monitors the grants, and otherwise advises agencies post-award.

The 2023 Hopkins Process

The following is a brief summary of the 2023 Hopkins process:

- **Organizational Meeting – 28 February 2023**

The Committee met to establish policies and procedures for the 2023 program. At this meeting the Committee:

- Received a status report of last year's grants from the HAND department;
- Reviewed the elaboration of criteria for evaluating and awarding grants;
- Approved solicitation materials; and
- Established a schedule for 2023.

- **Request for Applications Issued – 03 March 2023**

The Council Office sent a solicitation letter directly to social services agencies, posted the letter and grant application on the Committee's website, and issued a press release announcing the availability of the application.

- **Technical Assistance Meeting – 21 March 2023**

A voluntary Technical Assistance meeting was held on 21 March in order to explain the program to, and answer questions from, agency representatives. Approximately 15 individuals attended the meeting. Agencies were encouraged to contact the Council office with remaining questions.

- **Deadline for Applications – 31 March 2023, 4:00pm**

A total of 48 applications were submitted to the Council Office by the deadline requesting a total of \$964,877.13

- **Distribution of Packet of Applications – 14 April 2023**

The Council Office distributed summaries and application materials to committee members and staff.

- **Initial Review of Applications by the Committee – 18 April 2023**

The Committee met for an initial review of the applications. The Committee first announced any conflicts of interests before reviewing the applications. During its initial review, the Committee removed thirteen applications from further consideration and developed questions to be answered by remaining agencies, which were shared with the agencies via email.

- **Agency Presentations – 27 April 2023**

Agency Presentations were held in a hybrid meeting format. A total of 35 agencies presented, with each agency having an opportunity to speak for up to five minutes. Agencies were then able to answer any remaining questions posed by committee members

- **Individual Committee Member Recommendations – 05 May 2023**

Committee members submitted individual recommended allocations and comments to the Council Office. The Council Office averaged allocations and returned those averages, along with compiled comments, to the Committee in interest of its next meeting.

- **Pre-Allocation Meeting – 11 May 2023**

The Committee made preliminary recommendations for funding amounts to be considered at its Allocation hearing.

- **Allocation Hearing – 16 May 2023**

The Committee recommended funding for 32 agency applications for a total of \$323,000. The Committee offered an opportunity for public comment before voting on its recommendations at this meeting.

- **De-Briefing Meeting – 25 May 2023**

The Committee met to review the 2023 program – what worked well and what warrants change in 2024. The Committee discussed whether to continue accepting requests for operational expenses from agencies or whether such requests should be limited to requests for bridge funding (where an agency has lost a revenue source and is requesting Jack Hopkins funding to bridge the gap in operational expenses). Discussion also included suggestions to look at ways to increase the amount of grant money available for the program. This year’s Committee did not forward any formal recommendations to the 2024 Committee.

- **Council Action – 14 June 2023**

The Common Council will consider the *Resolution* approving recommendations and taking related actions regarding the program.

- **Technical Assistance Meeting for Grantees - Tuesday, 20 June 2023, 9:00 am**

The HAND department has scheduled a Technical Assistance meeting to inform funded agencies how to obtain reimbursements under the grant.

Criteria and Other Program Policies

Former Council member Jack Hopkins established three criteria for this program in 1993. The Committee has elaborated upon the criteria over the years by providing a policy statement, which was sent out with the funding solicitation as well as placed on the Jack Hopkins web page. Those criteria are briefly stated below:

- 1) The program should address a previously-identified priority for social services funding (as indicated in the [Service Community Assessment of Needs \[SCAN\]](#), the City of Bloomington Housing and Neighborhood Development Department’s [Consolidated Plan](#) or any other community-wide survey of social service needs);
- 2) The funds should provide a one-time investment that, through matching funds or other fiscal leveraging, makes a significant contribution to the program or operational funds; and
- 3) This investment in the program should lead to broad and long-lasting benefits to the community.

On Criteria: Continued Allowance for Operational Funds

As originally envisioned, Hopkins funds were intended to be a “one-time investment.” This one-time funding rule was intended to encourage innovation, address changing community needs, and to discourage dependency of an agency on Hopkins funding for its on-going operational needs. Over time, the Committee has established exceptions to the “one time funding” rule. Those exceptions allowed for requests for operating funds for a pilot project, to bridge the gap left by a loss of another funding source, and for collaborative projects.

For the last several years, the Committee has received increasing feedback from agencies calling for a broader allowance for operational requests. Agencies have opined that in the current economic climate, operational funds are the hardest to come by and that such funds are critical for non-profits' continued provision of essential services. In response, in 2016 the Committee voted to accept applications for operational funds that do not fit one of the aforementioned exceptions on a trial basis, which was continued each year since. In 2022, the Committee agreed to amend its criteria indefinitely to allow requests for operational funding and included the following proviso in its solicitation material:

Operational Expenses

Agencies seeking funding for operational expenses should be aware that future funding may be unavailable or inadequate to cover their needs and therefore they should not rely solely on Jack Hopkins Social Services Funding for their operational expenses. Any request for operational funding should be accompanied by a well-developed plan for future funding.

Enhanced Reporting on Efficacy of Operational Funds

Over time, the Committee has worked to build in more meaningful reporting requirements for grantees, such that it might be better positioned to assess the efficacy of a program or agency in future years. This is especially true for operational funds. For that reason, this year's Committee continued the enhanced reporting requirement requiring those who receive operational funds to report back to the Committee at two points: once when the agency submits its final claim on December 8, 2023 (a requirement made of all grantees); and again by March 15, 2024 to provide an update on the project's outcome indicators. Operational costs are those that are recurring and include outlays for personnel, rent, utilities, maintenance, supplies, client services, and other like ongoing budget items.

The 2023 Report of the Jack Hopkins Social Services Funding Committee is signed by the following majority of its membership:

Council Members

Date

/s/ Susan Sandberg

06 June 2023

Susan Sandberg (Chair)
Council Member, At-Large

/s/ Ron Smith

07 June 2023

Ron Smith
Council Member, District III

/s/ Kate Rosenbarger

07 June 2023

Kate Rosenbarger
Council Member, District I

/s/ Jims Sims

06 June 2023

Jim Sims
Council Member, At-Large

Residents With Experience in Social Services

Date

/s/ Tim Mayer

06 June 2023

Tim Mayer

/s/ Mark Fraley

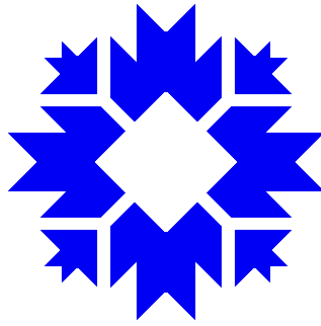
06 June 2023

Mark Fraley

/s/ Jami Scholl

08 June 2023

Jami Scholl



City of Bloomington Common Council

Jack Hopkins Social Services Funding Committee

March 3, 2023

Dear Social Services Agency:

The City of Bloomington Common Council's Jack Hopkins Social Services Committee invites social services agencies serving the needs of City of Bloomington residents to apply for 2023 grant funding. This year, the Committee has \$323,000 (plus possible reverted funds) to distribute. Each year, the Mayor and City Council have allocated funding for the Jack Hopkins initiative. In fact, since 1993, the Jack Hopkins Committee has granted approximately \$5.8 million to social service agencies who serve our community's most vulnerable residents.

As funding for the Jack Hopkins program has increased over the years, so too has our responsibility to be good stewards of this fund – a fund enabled by City of Bloomington taxpayer dollars. As stewards of these dollars, we strive to fund projects that have the potential for lasting change -- projects that will improve the human condition of Bloomington residents in the long run. Please be advised that, depending on the strength of the applicant pool, the Committee may not distribute all of its available funding.

Changes in 2023

The Jack Hopkins Committee has implemented a few notable changes for 2023. [changes below were made in 2022 but are listed here for reference]

1) Operational Funding Requests

In recognition of the growing need for operational funds, the Jack Hopkins Committee has elected to begin accepting requests for operational funding. Any request for operational funds should be accompanied by a well-developed plan for future funding.

2) Limitation Added for Use of Funds

Jack Hopkins Social Services Funds that are awarded for personnel expenses can no longer be used toward paid time off and bonuses.

3) New Budget Worksheet

Agencies will be required to submit a budget for their funding request on the budget template, which is included with the Application materials.

4) Limitation added to Claims Submission Dates

Claims will only be considered for expenses incurred after the date that the Common Council allocates the Jack Hopkins funds (in mid-June).

Proposal Must Meet the Following Criteria:

1) Address a Previously-Identified Priority for Social Services Funding.

The need should be documented in the [Service Community Assessment of Needs \(SCAN\)](#), City of Bloomington, Housing and Neighborhood Development Department's [Consolidated Plan](#) or any other community-wide survey of social service needs. High funding priorities include emergency services (food, shelter or healthcare) or other support services to City residents who are: low-moderate income, under 18-years old, elderly, affected with a disability, or are otherwise disadvantaged.

2) Scope of Funding

- a. One-Time Investment - One Time Investment – Applications requesting funds for projects that address changing circumstances in the community are encouraged. Requests should provide a one-time investment that, through matching funds or other fiscal leveraging, make a significant contribution to the project.
- b. Operational Expenses - Applications requesting operational expenses will also be considered. These expenses are recurring rather than non-recurring and examples typically include outlays for personnel, rent, utilities, maintenance, supplies, client services, and other ongoing budget items. It is worth noting that paid time off and bonuses are not eligible for Jack Hopkins Social Services Funding.

3) Leverage Matching Funds or Other Fiscal Mechanisms.

Other fiscal mechanisms might include things like number of volunteers or volunteer hours devoted to the proposed project, working in partnership with another agency, and/or other in-kind donations.

4) Make a Broad and Long-Lasting Contribution To Our Community.

As articulated by Jack Hopkins, the co-founder of this program: “[P]riority should be given to projects or programs where investments now will have a positive, long-term spillover effect (such as reduced susceptibility to...diseases, decreased absences from school, reducing lost time from work, [alleviating the effects of poverty]...etc.)” Historically, this criterion has excluded funding for events or celebrations.

5) Expenses Incurred Prior to the Allocation of Jack Hopkins Funds.

Expenses incurred prior the allocation of Jack Hopkins Funds (mid-June) will not be considered.

Collaborative Projects – Two Applications Allowed

The Committee continues to accept applications for collaborative projects that address community-wide social problems and more efficiently meet the needs of social service agencies and agency clients. Note that if you are submitting a collaborative application, you may submit two applications – an individual application on behalf of your agency and another as part of your collaborative proposal. If submitting an application for a collaborative project, applicants must include a Memorandum of Understanding (MOU).

Elaboration of Criteria

Over time, the Committee has refined each criterion. A detailed explanation of criteria is provided in the Committee's *Elaboration of Criteria*, posted on the Committee's webpage [here](#). Agencies are strongly encouraged to review this document.

Other Requirements

In addition to satisfying the Jack Hopkins criteria, to be eligible for funding an application must meet the following requirements:

- Hopkins funds are intended to be put to work in the community as soon as possible. For that reason, agencies must submit final claims no later than December 8, 2023.
- The program for which funding is sought **must primarily benefit City residents**.
- The application must request a minimum of \$1,000.
- The applicant must be a 501(c)(3), or be sponsored by one. In the event the applicant is sponsored by a 501(c)(3), the sponsoring agency must provide a letter acknowledging its fiscal relationship to the applicant. All new applicants are required to submit 501(c)(3) documentation.
- One application per agency, unless participating in a collaborative project.
- Any agency receiving Jack Hopkins funds must participate in the federal [E-Verify](#) program.

Living Wage Requirements

Some not-for-profit agencies receiving Jack Hopkins Funds are subject to the City's Living Wage Ordinance, *Bloomington Municipal Code* §2.28. For 2023, the Living Wage is \$15.29 an hour, of which \$2.29 may be in form of health insurance to the covered employee.

An agency is subject to the Living Wage Ordinance, **only if all three** of the following are true:

1. The agency has at least 15 employees; and
2. The agency receives \$25,000 or more in assistance from the City in the same calendar year;
and
3. At least \$25,000 of the funds received are for the operation of a social services program, not for physical improvements.

An agency who meets all three criteria is not obligated to pay the full amount of the living wage in the first two years they received assistance from the City; instead they are subject to a phase-in requirement. Please visit the [City's Living Wage Ordinance page](#) to learn more.

How to Apply

To be eligible for consideration, your agency **must** submit the following. Applications that are missing any of the required information will be eliminated from further consideration.

- ✓ **COMPLETED APPLICATION FORM.** Electronic forms are available [here](#). (Return as a PDF)
- ✓ **PROJECT BUDGET DETAILING THE USE OF HOPKINS FUNDS** A budget template is available [here](#). (Please Note: this is a detailed accounting of how Jack Hopkins dollars would be spent on the project proposed in the application, not the budget for the organization)
- ✓ **APPLICATION SUMMARY** available [here](#). (Return as a Word Document)
- ✓ **A YEAR-END FINANCIAL STATEMENT** including fund balances, total revenue and expenditures
- ✓ **SIGNED, WRITTEN ESTIMATES** if seeking funding for equipment or capital improvements
- ✓ **A MEMORANDUM OF UNDERSTANDING** signed by all agencies participating in an application for a Collaborative Project
- ✓ **501(c)(3) DOCUMENTATION FOR ANY FIRST-TIME HOPKINS APPLICANT**
Agencies who have previously applied from Jack Hopkins funding do not need to provide this documentation.

2023 Jack Hopkins Social Services Funding Schedule

Technical Assistant Meeting for Applicants	Tuesday, 21 March 2023 at 4:00 pm
APPLICATION DEADLINE	FRIDAY, 31 MARCH 2023 BY 4:00 PM
Agency Presentations	Thursday, 27 April 2023 at 5:30 pm
Committee Recommends Allocation of Funds	Tuesday, 16 May 2023 at 6:00 pm
Agencies Sign Funding Agreements	Early June 2023
Common Council Acts on Committee Recommendations	Wednesday, 14 June 2023 at 6:30 pm
HAND Technical Assistance Meeting for Grantees on Claims & Reimbursements	Tuesday, 20 June 2023 at 9:00 am

Helpful Hints

- Consult the Application Checklist
- Attend the Technical Assistance Meeting for Applicants
While attendance at the Technical Assistance Meeting is not required, it is strongly encouraged for new applicants and for those agencies whose applications have not been successful in the past. Bring your questions.
- Read the [Elaboration of Criteria](#) as Posted on the [Committee's webpage](#).
This document provides further explanation of the Committee's funding criteria. Agencies whose proposals are not successful sometimes fail because the proposal runs afoul of a rule in this document.
- Keep your Application Clear and Concise.
Remember, in some years, Committee members have had as many as 50 applications to review.
- Applications Should Be Self-Explanatory and Self-Contained
(i.e., no need for staff follow up; **no** addenda accepted after the deadline)
- Review an Example of a [Well-Written Application](#)
as posted on the Committee's webpage.
- Peruse Other Successful Applications
as posted on the [Committee's webpage](#).

About the Jack Hopkins Committee

The Committee is composed of four members of the Bloomington Common Council and three City residents with experience in social services. Councilmembers serving are: Susan Sandberg (Chair), Jim Sims, Kate Rosenbarger, and Ron Smith. The citizen appointments are: Tim Mayer, Mark Fraley, and Jami Scholl.

Help with Applications

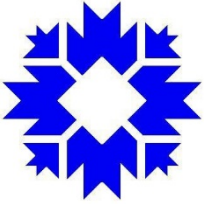
The application process is designed to be simple. However, if you have any questions, please don't hesitate to give us a call. You can email the Council Office at council@bloomington.in.gov or Cody Toothman in the Housing and Neighborhood Development Department at cody.toothman@bloomington.in.gov.

Thank you for all you do to make our community a better place!

Sincerely,

[/s/ Susan Sandberg](#)

Susan Sandberg, Chair
2023 Jack Hopkins Social Services Committee
City of Bloomington Common Council



**CITY OF BLOOMINGTON, COMMON COUNCIL
JACK HOPKINS SOCIAL SERVICES FUNDING COMMITTEE
2023 GRANT APPLICATION**

APPLICATION CHECKLIST

All applicants for 2023 Jack Hopkins funding must submit the following:

- ✓ **COMPLETED APPLICATION FORM** (return as a PDF)
- ✓ **COMPLETED APPLICATION SUMMARY** (return as a Word Document)
- ✓ **PROJECT BUDGET DETAILING THE USE OF JACK HOPKINS FUND** (Please Note: this is a detailed accounting of how Jack Hopkins dollars would be spent on the project proposed in the application, not an organization budget)
- ✓ **A YEAR-END FINANCIAL STATEMENT** fund balances, total revenue, expenditures
- ✓ **SIGNED, WRITTEN ESTIMATES** if seeking funding for capital improvements
- ✓ **501(c)(3) DOCUMENTATION** for any first-time applicants
- ✓ **A MEMORANDUM OF UNDERSTANDING** signed by all agencies participating in an application for a Collaborative Project

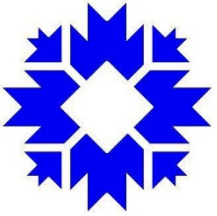
ALL APPLICATIONS MUST BE RECEIVED BY:

FRIDAY, 31 MARCH 2023 at 4:00 PM.

Send to: council@bloomington.in.gov

with subject line “[agency name] - 2023 JHSSF App”

Incomplete or late applications will not be accepted.



**CITY OF BLOOMINGTON, COMMON COUNCIL
JACK HOPKINS SOCIAL SERVICES FUNDING COMMITTEE
2023 GRANT APPLICATION**

CONTACT INFORMATION

Lead Agency Name: _____

Address:

Phone: _____

E-Mail: _____

Website: _____

President of Board of Directors: _____

Name of Executive Director: _____

Phone: _____

E-Mail: _____

Name of Grant Writer: _____

Phone: _____

E-Mail: _____

AGENCY INFORMATION

Is the Lead Agency a 501(c)(3)?

Yes

No

Number of Employees:

Full-Time	Part-Time	Volunteers

MISSION STATEMENT *(150 words or less)*

Note to faith-based applicants: If your organization is a faith-based agency, please provide the mission statement of your proposed project, not your agency. Please further note: 1) Hopkins funds may never be used for inherently religious activity; 2) Any religious activity must be separate in time or place from Hopkins-funded activity; 3) Religious instruction cannot be a condition for the receipt of services; and 4) Any Hopkins program must be open to all without a faith test.

PROJECT INFORMATION

Name of the project to be funded:

Total cost of project: _____

Requested amount of Jack Hopkins funding: _____

Number of City residents to be served by this project in 2023: _____

Number of clients to be served by this project in 2023: _____

PROJECT SYNOPSIS *(200 words or less)*

Describe the project to be funded. Begin your synopsis with the amount you are requesting and a concrete description of your proposed project. *Example - "We are requesting \$7,000 for an energy-efficient freezer to expand our emergency food service program."*

COLLABORATIVE PROJECTS

Is this a collaborative project?

Yes

No

If yes, list the name(s) of agency partner(s)

How do your missions, operations and services complement each other?

What is the existing relationship between agencies?

How will communication and coordination change as a result of the project?

Explain any challenges and steps you plan to take to address those challenges.

For collaborative projects, please attach a signed Memorandum of Understanding to this application.

PROJECT LOCATION

Address where the project will be housed (if different than agency address):

Do you own or have site control of the property at which the project is to take place?

Yes No N/A

If you are seeking funds for capital improvements to real estate and if you do not own the property at which the project will take place, please explain your long-term interest in the property. For example, how long has the project been housed at the site? Do you have a contract/option to purchase? If you rent, how long have you rented this property and what is the length of the lease? Be prepared to provide a copy of your deed, purchase agreement, or lease agreement upon the Committee's request.

Is the property zoned for your intended use? Yes No N/A

If "no," please explain:

If permits, variances, or other forms of approval are required for your project, please indicate whether the approval has been received. If it has not been received, please indicate the entity from which the permitting or approval is sought and the length of time it takes to secure the permit or approval. *Note: Funds will not be disbursed until all requisite variances or approvals are obtained.*

PROJECT COSTS

Is this request for operational funds? *(e.g., salaries, rent, vouchers, etc),*

Yes No

If “yes,” indicate the nature of the operational request:

Pilot Bridge Collaborative

None of the above – General request for operational funds

Other Expected Project Funds: *(Indicate source, amount, and whether confirmed or pending):*

Describe when you plan to submit your claims for reimbursement and what steps precede a complete draw down of funds:

If completion of your project depends on other anticipated funding, please describe when those funds are expected to be received:

FISCAL LEVERAGING *(100 words or less)*

Describe how your project will leverage other resources (e.g., other funds, in-kind contributions, or volunteers.)

FUNDING PRIORITIES – RANKED

If the Committee is unable to meet your full request, will you be able to proceed with partial funding? (Due to limited funds, the Committee may recommend partial funding for a program)

Yes No

If “yes”, provide an itemized list of program elements, ranked by priority:

	Item	Cost
Priority #1		
Priority #2		
Priority #3		
Priority #4		
Priority #5		
Priority #6		
Priority #7		
Total Requested		

JACK HOPKINS FUNDING CRITERIA

NEED *(200 words or less)*

Explain how your project addresses a previously-identified priority for social services funding as documented in the [Service Community Assessment of Needs](#), the City of Bloomington, Housing and Neighborhood Development Department's [2020-2024 Consolidated Plan](#), or any other community-wide survey of social service needs.

ONE-TIME INVESTMENT *(100 words or less)*

Jack Hopkins Funds are intended to be a one-time investment. Explain how your project fits this criterion. If you are requesting operational funds (e.g., salaries, rent, vouchers, etc), please explain how your project satisfies an exception to the one-time funding rule (pilot, bridge, or collaborative). If you are requesting operational funds that do not satisfy one of the aforementioned exceptions, but your request is being made pursuant to the 2023 allowance for operational funds, please make that clear. If you are requesting operational funding, you must detail your plan for future funding.

LONG-TERM BENEFITS (200 words or less)

How will your project have broad and long-lasting benefits for our community?

OUTCOME INDICATORS (100 words or less)

Describe the outcome indicators to be used to measure the success of your project.

The ultimate outcome of a project (e.g., reduced hunger, homelessness or addiction rates) are often not readily observable within the Jack Hopkins funding period. For that reason, we are asking agencies to provide us with outcome indicators. In contrast to program activities (what you bought or did with grant funds) and the long-term impacts of a program (the lasting social change effected by your initiative), the data we seek are the short-term, preferably quantitative indicators used to measure the change your program has created during the period of your funding agreement. *Example: an agency providing a service might cite to the number of persons with new or improved access to a service.*

OTHER COMMENTS *(500 words or less)*

Use this space to provide other information you think the Committee would find useful. Any additional comments should supplement, not restate, information provided in the foregoing.

FUNDING AGREEMENT
CITY OF BLOOMINGTON - JACK HOPKINS
SOCIAL SERVICES PROGRAM

«Organization»

This Agreement entered into in June 2023 by and between the City of Bloomington, Indiana hereinafter referred to as the "City," and «Organization», hereinafter referred to as the "Agency," provides for the following:

Whereas, the Jack Hopkins Social Services Committee (Committee) reviewed Agency applications, heard their presentations, considered additional information provided by agencies in response to Committee questions, and made funding recommendations to the Common Council;

Whereas, the Common Council adopted Resolution 23-xx, which provided funding to this Agency in the amount and for the purposes set forth in Sections I and III of this Agreement;

Whereas, the resolution also delegated the duty of interpreting the Funding Agreement for the City to the Chair of the Committee; and

Whereas, in interpreting the Agreement, the Chair may consider the purposes of the program, the application and comments by Agency representatives, and statements made by decision-makers during deliberations.

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

I. USE OF FUNDS

These funds are intended to serve vulnerable City residents. Agency agrees to use Agreement funds as follows:

«Project_Description__»

II. TIME OF PERFORMANCE

The last claim for expenses under this Agreement must be submitted to the City of Bloomington Housing and Neighborhood Development (HAND) no later than December 08, 2023. Requests for extensions must be submitted in writing to HAND's Director no later than November 17, 2023. If an extension is approved, the Director will provide a confirmation letter granting the extension for claim submission. The Director may extend the deadline no later than March 15, 2024.

III. PAYMENT PROCEDURES

It is expressly agreed and understood that the total amount to be paid by the City under this Agreement shall not exceed

\$«Received__»

Claims for the payment of eligible expenses shall be made against the items specified in Section I, Use of Funds.

The Agency will submit to the City a claim voucher pursuant to City's claim procedures and deadlines for the expenditures corresponding to the agreed upon use of funds outlined above. Along with the claim voucher, the Agency will submit documentation satisfactory to the City, at the City's sole discretion, showing the Agency's expenditures.

IV. ADMINISTRATIVE REQUIREMENTS

A. Accounting Procedures

The Agency agrees to use generally accepted accounting procedures and to provide for:

- (1) Accurate, current, and complete disclosure of the financial component of its activities;
- (2) Records which identify adequately the source and application of funds for City supported activities;
- (3) Effective control over and accountability for all funds, property, and other assets;
- (4) Adequate safeguarding of all such assets and assurance that they are used solely for authorized purposes;
- (5) The City to conduct monitoring activities as it deems reasonably necessary to insure compliance with this Agreement; and
- (6) Return of the funds received under this Agreement that the City determines were not expended in compliance with its terms.

B. Access to Records

The Agency agrees that it will give the City, through any authorized representative, access to, and the right to examine, all records, books, papers or documents related to the funding provided by this Agreement, for the purpose of making surveys, audits, examinations, excerpts, and transcripts.

C. Retention of Records

The Agency agrees that it will retain financial records, supporting documents, statistical records, and all other records pertinent to the funding provided to the Agency for a period of three years from the termination of this Agreement pursuant to Section VII or VIII.

D. Reporting Requirement

The Agency agrees to provide a report to HAND with the Agency's last claim submission describing the use of Jack Hopkins Social Services funds. The report should be submitted in Word format and not exceed 500 words. The report should include, but not be limited to:

1. Amount of the agency's grant award
2. General description of the project
3. Results of the project as measured by the project's outcome indicators
4. Population served by the program
5. Community benefits of the project
6. Digital photograph(s) depicting the Jack Hopkins-funded project (if applicable)
7. Copies of any written material for the project giving the Jack Hopkins Social Services Funding Committee credit as required by V(G) below.

Agencies are asked to report the results of their projects clearly, concisely and honestly and to include both successes and challenges. The report shall be submitted no later than December 8, 2023 unless the Agency was granted an extension by the HAND Director, pursuant to Section II of this agreement.

Agencies who receive **operational funding** under this Agreement shall submit an additional report providing an update on the project's outcome indicators, as outlined in the agency's application for funding, due March 15, 2024. Operational expenses are those that are recurring and include outlays for personnel, rent, utilities, maintenance, supplies, client services, and other like ongoing budget items.

VI. GENERAL CONDITIONS

A. General Compliance

Agency agrees to comply with all applicable federal, State, and local laws, regulations, and policies governing the funds provided under this contract.

B. Independent Contractor

Nothing contained in this Agreement is intended to, or shall be construed in any manner, as creating or establishing the relationship of employer/employee between the parties. The Agency shall at all times remain an "independent contractor" with respect to the services to be performed under this Agreement. None of the benefits provided by an employer to an employee, including but not limited to minimum wage and overtime compensation, workers' compensation insurance and unemployment insurance, shall be available from or through the City to the Agency.

C. Hold Harmless

The Agency shall hold harmless, defend and indemnify the City from any and all claims, actions, suits, charges and judgments whatsoever that arise out of a subrecipient's performance or nonperformance of the services or subject matter called for in this Agreement.

D. Nondiscrimination (for agencies receiving grants in excess of \$10,000)

Agencies receiving grants in excess of Ten Thousand Dollars (\$10,000) shall be subject to Section 2.21.000 et seq. of the Bloomington Municipal Code. Unless specific exemptions apply, the Agency will not discriminate against any employee or applicant for employment because of race, color, religion, ancestry, national origin, sex, disability, sexual orientation or gender identity. The Agency will take affirmative action to insure that all employment practices are free from such discrimination. Such employment practices include but are not limited to the following: hiring, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff, termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. The Agency agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the City setting forth the provisions of this nondiscrimination clause.

E. Living Wage Requirements

(1) This agreement is subject to the City of Bloomington Living Wage Ordinance, Chapter 2.28 of the Bloomington Municipal Code and any implementing regulations. The Living Wage Ordinance requires among other things, that unless specific exemptions apply, all beneficiaries of City subsidies, as defined, shall provide payment of a minimum level of compensation to employees which may include the cost of health benefits. Such rate shall be adjusted annually pursuant to the terms of the Bloomington Living Wage Ordinance.

(2) Under the provisions of the Bloomington Living Wage Ordinance, the City shall have the authority, under appropriate circumstances, to terminate this contract and to seek other remedies as set forth therein, for violations of the Ordinance.

F. Compliance with IC 22-5-1.7 – E-Verify Program

Agency shall sign a sworn affidavit, attached as Exhibit A, affirming that the Agency has enrolled and is participating in the E-Verify Program and affirming that the Agency does not knowingly employ an unauthorized alien. Agency must provide documentation to the City that Agency has enrolled and is participating in the E-Verify program.

G. Jack Hopkins Social Services Committee Recognition

The Agency agrees to provide a credit line for the City of Bloomington Common Council Jack Hopkins Social Services Committee in all written materials about the program and program activities funded pursuant to this Agreement.

VII. NOTICES

Communication and details concerning this Agreement shall be directed to the following representatives:

City: Cody Toothman, Program Manager Housing and Neighborhood Development City of Bloomington P.O. Box 100 Bloomington, IN 47402 Tel: (812) 349-3512 Fax: (812) 349-3582 E-mail: cody.toothman@bloomington.in.gov	Agency: «Director_of_Agency__» «Organization» «Mailing_Address» «City_State_Zip_Code» Tel: «Home_Phone» E-mail: «Agency_Email»
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VIII. TERMINATION OF AGREEMENT

The Agency agrees that this Agreement is subject to the availability of funds and that if funds become unavailable for the performance of this Agreement, the City may terminate the Agreement. If funds become unavailable, the City shall promptly notify the Agency in writing of the termination and the effective date thereof.

It is further agreed that the City may terminate this Agreement in whole or in part if it determines that the Agency has failed to comply with the Agreement or with other conditions imposed by applicable laws, rules and regulations. The City shall promptly notify the Agency in writing of the determination and the reasons for the determination, together with the effective date. The Agency agrees that if the City terminates the Agreement for cause it will refund to the City that portion of the funds that the City determines was not expended in compliance with the Agreement. The Agency shall be responsible for paying any costs incurred by the City to collect the refund, including court costs and reasonable attorneys' fees.

If any provision of this Agreement is held invalid, the remainder of the Agreement shall not be affected thereby, and all other parts of this Agreement shall nevertheless be in full force and effect.

IX. TERM OF AGREEMENT

Unless terminated as provided in Section VII herein, this Agreement shall terminate upon the City's determination that the provisions of this Agreement regarding use of the Agreement funds have been met by the Agency.

CITY OF BLOOMINGTON, INDIANA

«Organization»

By: _____
Susan Sandberg
President, Common Council

By: _____
«Pres_BoD»
President, Board of Directors

Date

Date

By: _____
John Zody, Director
Housing and Neighborhood Development

By: _____
«Director_of_Agency__»
Executive Director

Date

Date

By: _____
John Hamilton, Mayor

Date



Jack Hopkins Social Services Funding Program

Elaboration of Criteria for Evaluating and Awarding Grants

In 1993 Jack Hopkins wrote a letter outlining a set of criteria for the use of these social services funds. Those criteria have since served as the basis for allocating the funds. The following is an elaboration of those criteria. These interpretations have been approved by the Jack Hopkins Social Services Committee.

Program Focus

The program should address a previously-identified priority for social services funds (as indicated in the [Service Community Assessment of Needs \(SCAN\)](#), the City of Bloomington Housing and Neighborhood Development Department's [2020-2024 Consolidated Plan](#), or any other community-wide survey of social service needs.)

This investment in the program should lead to broad and long lasting benefits to the community. Again, in the words of Jack Hopkins, "priority should be given to projects or programs where investments now will have a positive, long-term spillover effect (such as reduced susceptibility to ...diseases, decreased absences from school, reducing lost time (from work) .., etc.)

Priorities

The Common Council prioritizes programs that provide food, housing, healthcare, or other services to city residents who are of low or moderate income, under 18-years of age, elderly, affected with a disability, or otherwise disadvantaged.

- I. City Residency - Programs must primarily serve City residents. Individual programs have occasionally been located outside of the City but, in that case, funds have never been used for capital projects (e.g. construction, renovation, or improvement of buildings).
- II. Low Income - Programs primarily serving low-income populations are given a high priority.
- III. Emergency Services – Programs primarily providing emergency services (e.g. food, housing, and medical services) are given a high priority.

Scope of Funding

The Jack Hopkins Social Services Funding Program seeks to encourage innovation and address changing community needs. Further, the Jack Hopkins Social Services Funding Program recognizes that in the current economic climate, operational funding essential to a non-profit's continued provision of services is difficult to come by. The Jack Hopkins Social Services Funding Program will consider requests for both one-time investments and operational expenses.

One-Time Investment

Applications requesting funds for projects that address changing circumstances in the community are encouraged. Requests should provide a one-time investment that, through matching funds or other fiscal leveraging, make a significant contribution to the project. EXAMPLES – capital improvement etc.

Operational Expenses

Applications requesting operational expenses will also be considered. These expenses are recurring rather than non-recurring and examples typically include outlays for personnel, rent, utilities, maintenance, supplies, client services, and other ongoing budget items.

Paid Time Off and Bonuses

Paid time off and bonuses shall not be considered eligible for Jack Hopkins Social Services Funding.

Agencies seeking funding for operational expenses should be aware that future funding may be unavailable or inadequate to cover their needs and therefore they should not rely solely on Jack Hopkins Social Services Funding for their operational expenses. Any request for operational funding should be accompanied by a well-developed plan for future funding.

Fiscal Leveraging

In the words of Jack Hopkins, who originally proposed these criteria, investments “should be leveraged wherever possible by matching funds from other sources.” Agencies may demonstrate such leveraging by using matching funds, working in partnership with other agencies, or through other means.

Applications from City Agencies and Other Property Tax Based Entities

Over the years the Council has not funded applications submitted by city departments. This is based on the theory that the departments have other, more appropriate avenues for requesting funds and should not compete against other agencies, which do not have the benefit of city resources at their disposal. Except on rare occasions, the Council has not directly or indirectly funded agencies that have the power to levy property taxes or whose primary revenues derive from property taxes.

Expenses Incurred Prior to the Allocation of Jack Hopkins Funds

Expenses incurred prior to the allocation of Jack Hopkins Funds (mid-June) will not be considered.

Collaborative Projects

The Committee encourages social service agencies to collaborate in order to solve common problems and better address local social service needs. To serve these ends, the Committee will allow agencies to submit an application for funding as a Collaborative Project in addition to submitting a standard application.

Collaborative Project Applicants

Applicants pursuing such funding should:

- I. Declare that they are seeking funds as a Collaborative Project and describe the project
- II. Describe each agency's mission, operations, and services, and how they do or will complement one another
- III. Describe the existing relationships between the agencies and how the level of communication and coordination will change as a result of the project
- IV. Identify challenges to the collaboration and set forth steps that address the greatest challenges to its success
- V. Address the following standard criteria and explain how the collaborative project will:
 - Serve a previously-recognized community need
 - Achieve fiscal leveraging or efficiencies
 - Provide a broad and long lasting benefits to the community
- VI. Complete a Memorandum of Understanding signed by authorized representatives of collaborating agencies and detailing the allocation of duties between them

Other Policies

Agency Acting as Fiscal Agent Must have 501(c) (3) Status

The agency that acts as the fiscal agent for the grant must be incorporated as a 501(c)(3) corporation. This policy is intended to assure that grant funds go to organizations:

- I. With boards who are legally accountable for implementing the funding agreements
- II. With the capability of raising matching funds which is an indicator of the long-term viability of the agency.

Given its mission, the presence of a board, and its general viability, an exception has historically been made for the Bloomington Housing Authority.

Funding of Events and Celebrations Discouraged

Historically the Council has not funded applications that promote or implement events or celebrations. This policy is based upon the conclusion that these occasions do not engender the broad and long-lasting effects required above.

One Application per Agency – Exception for Collaborative Projects

Except as noted below, each agency is limited to one application. This policy is intended to:

- I. Spread funds among more agencies
- II. Assure the suitability and quality of applications by having the agency focus and risk their efforts on one application at a time
- III. Lower the administrative burden by reducing the number of applications of marginal value.

As noted above, an exception to this rule applies to agencies that submit an application as a Collaborative Project. Those agencies may also submit one other application that addresses the standard criteria.

Improvements to Real Property not Owned by the Applicant Agency is Discouraged

Applicants are advised that the Committee typically does not grant funds to agencies for capital improvements to real property not owned by the agency. Applications for construction, renovation, or improvements to a building not owned by the applicant agency will be given a low priority.

\$1,000 Minimum Dollar Amount for Request

This is a competitive funding program involving many hours on the part of staff and the committee members deliberating upon and monitoring proposals. The \$1,000 minimum amount was chosen as a good balance between the work expended and the benefits gained from awarding these small grants.

Funding Agreement – Reimbursement of Funds

Agencies that are granted funds will be expected to enter into a funding agreement with the City of Bloomington. The Housing and Neighborhood Development (HAND) Department has been monitoring funding agreements since 2001. In order to be consistent with the practices it employs in monitoring CDBG and other funding programs, the funding agreements provide for a reimbursement of funds. Rather than receiving the funds before performing the work, agencies either perform the work and seek reimbursement, or enter into the obligation and submit a request for the city to pay for it.

Expenditure Before the End of the Year

In order to avoid having the City unnecessarily encumber funds, agencies should plan to expend and verify these grants before December of the year the grant is awarded, unless specifically approved in the funding agreement or granted an extension by the Director of HAND. Please note that funds encumbered from one calendar year to the next cannot be reimbursed by use of the City's credit cards.

Proportionality of Funding Request Relative to Clients Served

In making funding decisions, the Committee may consider the amount of funding requested relative to the number of clients that would be served by a given project.

**2023 JACK HOPKINS SOCIAL SERVICES COMMITTEE
RECOMMENDED ALLOCATIONS**

AGENCY	ALLOCATION
All-Options - Hoosier Diaper Program to fund diapers and wipes for 150 families, and training underpants and potty training starter kits for 30 families	\$ 6,900.00
Amethyst House, Inc. - Maintenance and remodeling resident bedrooms at Women's House	\$ 12,857.00
Beacon, Inc. - Smorgasbord for Shalom to fund equipment and goods to improve kitchen and day center services	\$ 12,446.00
Bloomington Cooperative Living - Middle Earth Repairs to fund repair of Porch Roof Membrane	\$ 8,400.00
Bloomington Meals on Wheels, Inc. - Groceries to Go Outreach Project for mobile food pantry program to fund any combination of staff hours, mileage, utility carts, food drive bins, and flyers	\$ 2,942.00
Bloomington Refugee Support Network - Newly arriving Asylum Seeker Family Transition Support to fund any combination of assistance with housing, utilities, medical support, transportation support, and food assistance	\$ 4,571.00
Bloomington St. Vincent de Paul - Housing Stability Program to fund rent and deposit assistance	\$ 14,285.00
Bloomington Winter Farmer's Market - Woolery Farmers' Market SNAP Matching to fund around 10 markets at \$266 per market	\$ 2,714.00
Boys and Girls Club of Bloomington - Professionalize and Expand Youth Development Staff to fund one professional program staff position	\$ 12,000.00
Cancer Support Community Indiana - Cancer Patient Assistance to purchase essential items to meet patient needs, including any combination of: groceries, transportation, wigs & hats, wig fittings & application processing, and promotional materials	\$ 5,000.00
Catholic Charities Bloomington - Telehealth infrastructure support initiative, to fund any combination of telehealth needs	\$ 12,500.00
Community Justice and Mediation Center - Eviction Prevention Project staffing, equipment/technology, supplies, eviction sealing pilot	\$ 21,283.00
Community Kitchen of Monroe County, Inc. - Equipment retrofit replacing dish sprayer and rhino-line beds in cargo vans	\$ 4,079.00
Courage to Change Sober Living - Substance misuse recovery pilot for men's program to fund any combination of tickets to events, staff hours, and food	\$ 1,979.00
Dental Care Action Inc. (Dental Care Center) - Dental Care and Education for Health and Well-being outreach to low-income and no-income residents to fund any combination of: initial exams, self-care products, cleaning/treatments, and patient transportation	\$ 9,388.00
El Centro Comunal Latino - Health & Housing Assistance Project for Community Integration to fund housing and healthcare assistance	\$ 7,000.00
Farm to Family Fund, Inc. - Farm to Family Program purchasing food from Bloomington farmer's market vendors to donate to local agencies	\$ 4,000.00
Habitat for Humanity of Monroe County, Inc. - Enhancing Safety and Efficiency purchasing lifting equipment for construction and ReStore programs, to fund purchase of platform hoist	\$ 3,650.00
Healing Hands Outreach Center, Inc. - Increasing capacity of care developing volunteer program, to fund staff hours	\$ 6,000.00
Hoosier Hills Food Bank - To fund food purchasing	\$ 27,341.00
Hotels for Hope (Hotels for Homeless) - Emergency and Transitional Shelter to fund emergency stays	\$ 14,400.00
Indiana Recovery Alliance - Office Expansion Bridge to New Building to fund any combination of: rent, repairs to outreach van, office furniture, low threshold, desktop computers	\$ 15,000.00
Monroe County CASA, Inc. - Update technology and software to pay for equipment upgrade, to include any combination of: laptops, docking stations, monitors, keyboards/mice, software purchasing, and installation labor costs	\$ 17,517.00

Monroe County United Ministries - Building Synergy to End Generational Poverty to fund office administration, including printer, equipment maintenance, and computer server	\$	8,430.00
Mother Hubbard's Cupboard - Operational support to fund any combination of: utilities, software, building repair/maintenance, operations manager salary	\$	17,555.00
New Hope Family Shelter (dba New Hope for Families) - Encouraging Health Outdoor Activity for At Risk Children to fund replacement of outdoor playground and/or classroom equipment	\$	21,711.00
New Leaf, New Life - Reducing Recidivism Reentry Case Management and Direct Service Supplies to fund any combination of staff support, bus tickets, backpacks, and stamps	\$	7,017.00
Planned Parenthood Great Northwest, Hawai'i, Alaska, Indiana, Kentucky - Safety-Net Family Planning Services to purchase various contraceptives	\$	7,500.00
Purdue University - Purdue Extension Nutrition Education Program - Monroe County Food as Medicine to fund meal kits & starter kits	\$	5,400.00
Collaborative - LIFE Designs, Inc. - Job-A-Palooza funding for job recruitment event for people with disabilities during Disability Employment Awareness Month, to fund any combination of event-related costs	\$	5,785.00
Collaborative - New Leaf, New Life - Collaborative Housing Grant to fund various types of housing assistance and case management	\$	13,600.00
Collaborative - Pantry 279 - To fund part-time employee dispatcher position	\$	9,750.00
TOTAL	\$	323,000.00



MEMO FROM COUNCIL OFFICE ON:

Ordinance 23-12 – An Ordinance To Amend Ordinance 22-26, Previously Amended By Ordinance 22-40, Which Fixed the Salaries of Appointed Officers, Non-Union, and A.F.S.C.M.E. Employees for All the Departments of the City of Bloomington, Monroe County, Indiana for the Year 2023 – Re: To Reflect Updates Needing Implementation in 2023

Synopsis

This ordinance amends Ordinance 22-40, which set the maximum 2023 salary for all appointed officers, non-union, and A.F.S.C.M.E. employees for all the departments of the City of Bloomington, Indiana. The amendment reflects changes to job titles, a change to a job grade, and additional FTEs.

Relevant Materials

- Ordinance 23-12
- Staff Memo from Emily Fields, Interim Human Resources Director

Summary

Ordinance 23-12 proposes to amend Ordinance 22-40, itself an amendment to Ordinance 22-26, which set pay grades and salary ranges for Appointed Officers, Non-Union, and AFSCME Employees for the year 2023. This ordinance is often referred to as the Civil City salary ordinance, which is originally adopted as part of the budget process for the upcoming year. Under Indiana Code 36-4-7-3, the city executive is authorized, subject to the approval of the legislative body, to fix the compensation of each appointive officer, deputy, and other employee of the city. In order to consolidate the changes proposed by Ordinance 23-12 with the changes previously made by Ordinance 22-40, this legislation replaces the entire text of the original Civil City salary ordinance.

The staff memo provided in this packet describes the proposed updates to the salary ordinance and their expected fiscal impact, which include:

- four new positions (one in the Engineering Department and three in the Fire Department)
- updates to job titles in the Legal Department,
- an increased job grade for one position in the Utilities Department, and
- the addition of clarifying text to Section 2 I of the ordinance to better reflect the A.F.S.C.M.E. union's ability to propose pay for additional certifications under the current bargaining agreement and the addition of one such certification.

Contact

Emily Fields, Interim Human Resources Director, piersone@bloomington.in.gov, 812-349-3541

ORDINANCE 23-12

AN ORDINANCE TO AMEND ORDINANCE 22-26, PREVIOUSLY AMENDED BY ORDINANCE 22-40, WHICH FIXED THE SALARIES OF APPOINTED OFFICERS, NON-UNION, AND A.F.S.C.M.E. EMPLOYEES FOR ALL THE DEPARTMENTS OF THE CITY OF BLOOMINGTON, MONROE COUNTY, INDIANA FOR THE YEAR 2023 – Re: To Reflect Updates Needing Implementation in 2023

WHEREAS, Indiana Code § 36-4-7-3 authorizes the Mayor, subject to the approval of the Council, to fix the annual compensation of appointed officers, non-union, and A.F.S.C.M.E. employees; and

WHEREAS, salaries for appointed officers, non-union, and A.F.S.C.M.E. employees for all departments of the city were fixed by Ordinance 22-26, which was adopted on October 12, 2022; and

WHEREAS, execution of a Collective Bargaining Agreement between the City of Bloomington and LOCAL 2487 CBME, A.F.S.C.M.E. was reflected in Ordinance 22-40, which amended Ordinance 22-26; and

WHEREAS, changes in pay grades, titles, and additional FTEs are reflected in this Ordinance 23-12; and

WHEREAS, in the interest of including all relevant salaries in one document, these changes are incorporated into Ordinance 22-26 by deleting and replacing the text of the entire ordinance, but such deletion and replacement is not intended to change the status of unaffected job titles or provisions;

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

Ordinance 22-40, which amended and replaced Ordinance 22-26 and which fixed salaries for appointed officers, non-union, and A.F.S.C.M.E. employees for all departments of the city, is hereby deleted in its entirety and replaced as follows:

SECTION 1: From and after the first day of January 2023, the salary and pay schedule for the following appointed officers and employees of the City of Bloomington, be fixed as follows:

SALARY SCHEDULE AS PRESENTED BY MAYOR JOHN HAMILTON TO THE COMMON COUNCIL OF THE CITY OF BLOOMINGTON:

I, John Hamilton, Mayor of the City of Bloomington, Indiana, as required by Indiana Code § 36-4-7-3, hereby fix the salaries and pay schedule for the following appointed officers and employees of the City of Bloomington, Indiana, beginning January 1, 2023, and continuing thereafter until duly changed, and request that such salary rates be approved by the Common Council of said city.

In addition to the salaries of appointed officers and employees of the Civil City, this ordinance also contains the salaries of the appointed officers and employees of the City Utilities Department, which have been approved by the Utility Services Board pursuant to Indiana Code § 36-4-7-3.

For employees not covered by a collective bargaining agreement (non-union), the maximum rates listed below reflect the maximum annual salary for each job grade for a regular full-time employee. These ranges are based on full-time hours worked and will be prorated for part-time employees.

For Labor, Trades and Crafts employees, the maximum rates listed below reflect the maximum longevity-based hourly rate for each job grade in accordance with the Step Charts continued in the Work Agreement between City of Bloomington and Local 2487 CBME, A.F.S.C.M.E.

Where more than one position share the same job title in the department indicated, the number of positions that share the job title is given in parentheses after the job title.

<u>Department/Job Title</u>	<u>Grade</u>
<u>Board of Public Safety</u>	
Board Members	
<u>Clerk</u>	
Chief Deputy Clerk	6
Deputy Clerk (2)	5
<u>Common Council</u>	
Council/Administrator Attorney	12
Deputy Administrator/Deputy Attorney	9
Assistant Administrator/Legal Research Assistant (.80)	5
<u>Community and Family Resources Department</u>	
Director	12
Director – Safe & Civil City	7
CBVN Coordinator	7
Special Projects Coordinator	7
After Hours Ambassador	7
Latino Outreach Coordinator	6
Special Projects Coordinator (3)	6
Office Manager/Program Assistant	3
<u>Controller’s Department</u>	
Controller	12
Deputy Controller	10
Director of Auditing and Financial Systems	10
Accounting and Procurement Manager	8
Data Analyst and Manager	8
Purchasing Manager	8
Grant Research and Sourcing Manager	6
Payroll Systems Manager	6
Senior Accounts Payable/Revenue Clerk	5
Accounts Payable/ Revenue Clerk (3)	4

Department of Economic and Sustainable Development

Director	12
Assistant Director of Sustainability	8
Assistant Director for Small Business Development	8
Assistant Director for the Arts	8
Special Projects Manager	8
Transportation Demand Manager	7
Sustainability Program Coordinator	6
Administrative Assistant	4

Engineering Department

City Engineer	12
Senior Project Engineer	10
Project Engineer	9
Senior Project Manager	8
Project Manager (3)	7
Public Improvements Manager	7
Engineering Field Specialist (2)	6
Engineering Technician	4
Transportation Technician	4
Administrative Assistant (0.5)	4

Fire Department

Fire Marshal	7
Community EMT / Community Paramedic (7)	6
Administrative Assistant (1.5)	3

HAND Department

Director	12
Assistant Director	10
Program Manager (6)	7
Neighborhood Compliance Officer (6)	5
Financial Specialist	5
Rental Specialist 1	3
Rental Specialist 2 (2)	3

Human Resources Department

Director	12
Assistant Director	10
Director of Compensation and Benefits	10
Benefits Manager	8
Talent Manager	8
Human Resources Generalist	7
Talent Acquisition Specialist	6
Payroll Coordinator	3
Talent Coordinator	3

Information and Technology Services Department

Director	12
Assistant Director of Operations	10
Assistant Director for Enterprise Applications	10
GIS Manager	10
Technology Support Manager	10
Applications Infrastructure Analyst	8
Network and Security Administrator	8
Systems Administrator	8
Applications Analyst (3)	7
Accounts and Training Specialist	5
Digital Equity Specialist (.5)	5
GIS Specialist (2)	5
Technology Support Specialist (5)	5
Office Manager	5

Legal Department

Legal

Corporation Counsel	12
City Attorney	11
Assistant City Attorney (6)	10
Paralegal/Administrative Assistant	5
Administrative Assistant	4

Risk Management

Risk Manager	9
Director of Safety and Training	6
Risk Administrative Assistant	4

Office of the Mayor

Deputy Mayor	12
Communications Director	9
Director of Innovation	9
Director of Community Engagement	9
Chief of Staff	7
Digital Brand Manager	8
Administrative Coordinator	4

Parks Department

Administrator	12
Operations and Development Director	10
Recreation Services Director	9
Sports Services Director	9
Operations Superintendent	8
General Manager, Twin Lakes Recreation Center	8
General Manager, Switchyard Park	8
Community Relations Manager	8
Community Events Manager	7
Golf Facilities Manager	7
Coordinator-AJB	7
Natural Resources Manager	7
Sports Facility/Program Manager	7
Urban Forester	7
Urban Greenspaces Manager	7
Membership Coordinator	6
Program/Facility Coordinator (5)	6
Golf Programs Coordinator	6
Health/Wellness Coordinator	6
Natural Resources Coordinator	6
Community Relations Coordinator	6
Sports/Facility Coordinator	6

Golf Course Superintendent	6
Market Master Specialist	5
Program Specialist (2)	4
Community Relations Specialist	4
Office Manager	4
Operations Office Coordinator	4
Sports Specialist	4
Administrative Assistant	3
Customer Relations Representative (3)	3
Crew Leader	110
Equipment Maintenance Mechanic	108
Equipment Maintenance Mechanic (Facilities)	108
Working Foreperson (9)	108
Apprentice MEO/Master MEO (3)	104/108
Laborer (8)	104
Custodian	101

Planning and Transportation Department

Planning and Transportation Administration

Director	12
Assistant Director	10
Office Manager	5
Administrative Assistant	3

Planning Services Division

Planning Services Manager	9
Senior Transportation Planner	8
MPO Transportation Planner	7
Long Range Planner	6
Bicycle and Pedestrian Coordinator	6

Development Services Division

Development Services Manager	9
Senior Zoning Compliance Planner	7
Senior Zoning Planner	7
Senior Environmental Planner	7
Zoning Planner (.5)	6

Zoning Planner and GIS Analyst	6
Zoning and Long Range Planner	5
Zoning Compliance Planner	5

Police Department

Administration

Director of Civilian Operations	10
Crime Scene Technician and Property Manager (2)	8
Social Worker (3)	8
Community Affairs and Accreditation Specialist	7
Executive Assistant	6
CAD/RMS Administrator	6
Data Analyst (2)	6
Community Service Specialist (11)	5
Office Manager	4
Evidence Room Clerk	2
Custodian	1

CEDC

Telecommunications Manager	9
Social Worker	8
Telecommunications Assistant Manager	8
Telecommunications Supervisor (6)	7
Telecommunicators (32)	6

Records

Records Supervisor	8
Records Assistant Supervisor	6
Special Investigations Clerk	5
Records Clerk (11)	5
Front Desk Clerk I	4

Public Works Department

Public Works Administration

Director	12
Data Analyst and Manager	8
Special Projects and Operations Manager	8
Special Projects Coordinator	6
Office Manager	4
Customer Relations Representative	3
Board Members	

Animal Care and Control

Director	9
Outreach Coordinator	6
Shelter Manager	7
Volunteer Program Director	6
Administrative Assistant (4)	2
Animal Control Officer (3)	107
Animal Care Technician (9)	106

Operations and Facilities

Director	9
Downtown Specialist	4
Maintenance/Custodian (2)	107

Fleet

Fleet Maintenance Manager	8
Administrative Assistant	3
Inventory Coordinator	3
Apprentice Master Technician/Master Technician (8)	109/112
Shop Foreperson	113

Parking Services Division

Director	9
Enforcement Supervisor	8
Garage Manager	8
Garage Assistant Manager	5
Garage Shift Supervisor	4

Team Leader	4
Meter Technician (3)	3
Enforcement Officers (7)	3
Customer Service/Security Specialist (10)	3
Customer Relations Representative (2)	3

Sanitation

Director	9
Office Manager	3
Crew Leader (2)	110
Apprentice MEO/Master MEO (17)	104/108
Laborer (3)	104

Street Operations

Director of Street Operations	10
Deputy Director	8
Traffic Manager	7
Street Maintenance Supervisor	7
Asset Clerk/Emergency Grants Coordinator	4
Asset Clerk	3
Crew Leader (5)	110
Apprentice MEO/Master MEO (16)	104/108
Laborer (12)	104

Utilities

Accounting and Finance

Utilities Assistant Director – Finance	11
Finance Manager	8
Accounting Manager	7
Accounts Receivable Manager	6
Associate Accountant	5
Web/Information Manager	5
Account Collections Specialist	5
Accounting Clerk	4
Accounts Payable Clerk	4
Office Manager	3
Customer Service Representative (2)	3
Assistant Accounts Payable Clerk	2

Administration

Director	12
Assistant Director of Operations	10
Communications Manager	8
Conservation and Energy Resource Manager	8
Data Analyst	7
Administrative Assistant	4
Administrative Assistant	3
Communications Operator (7)	2
Board Members	

Environmental

Assistant Director of Environmental Programs	9
Water Quality Coordinator	8
Pretreatment Program Coordinator	8
MS4 Coordinator	8
Hazardous Materials Coordinator	7
Pretreatment Program Inspector	6
Water Specialist (.75)	5
Education Specialist	4
Specialized Crew Leader	U-119
Utilities Specialist I/II/III (1.75)	U-111/113/115

Blucher Poole

Superintendent	9
Assistant Superintendent	7
Maintenance Coordinator	7
Wastewater Plant Operator (9)	U-106
Apprentice/Master MEO	U-104/108
Utilities Specialist I/II/III	U-111/113/115

Customer Relations

Customer Relations Manager	6
Customer Relations Representative (4)	3

Dillman

Superintendent	9
Assistant Superintendent	7
Maintenance Coordinator	7
Solids Handling Supervisor	7
Administrative Assistant	2
Plant Maintenance Mechanic Apprentice/Mechanic (4)	U-113/118
Wastewater Plant Operator (10)	U-106
Apprentice MEO/Master MEO	U-104/108

Engineering

Utilities Assistant Director – Engineering	11
Utilities Engineer (3)	10
Capital Projects Manager	9
Capital Projects Coordinator	8
Environmental Program Coordinator	7
GIS Coordinator	7
Senior Project Coordinator (2)	7
Assistant GIS Coordinator	6
Project Coordinator (2)	6
Utilities Inspector (3)	6
Utilities Technician (3)	5
Administrative and Project Coordinator	4

Laboratory

Chemist	8
Lab Technician I (3)	U-109

Meter Services

Assistant Superintendent	7
Meter Services Representative/Management Technician	5
Meter Technician II	U-107
Meter Serviceperson (6)	U-105
Meter Service Laborer (4)	U-103

Monroe Plant

Superintendent	9
Assistant Superintendent	7
Maintenance Coordinator	7
Plant Maintenance Mechanic Apprentice/Mechanic (2)	U-113/118
Water Plant Operator (10)	U-106

Purchasing

Purchasing Manager	7
Inventory Coordinator	4
Purchasing Buyer	4
Working Foreperson	U-108
Laborer (2)	U-104

Transmission and Distribution

Utilities Assistant Director – T&D	11
Assistant Superintendent (5)	7
Engineering Field Technician (5)	5
T&D/Meter Operations Coordinator	4
Administrative Assistant	3
Specialized Crew Leader (8)	U-119
Lift Station Mechanic Apprentice/Lift Station Mechanic (4)	U-113/118
Heavy Equipment Operator I/II (11)	U-116/118
Laborer/Utilities Specialist I/II/III (16)	U-104/111/113/115

SECTION 2 A. Non-Union Positions. The minimum and maximum rates listed below reflect the salary ranges for each job grade for a regular full-time employee. These ranges are based on full time hours worked and will be prorated for part-time employees. Employees whose 2023 salary is higher than the maximum of the salary range due to past merit/market increases or attraction/retention, shall nonetheless continue to receive their total salary.

NON-UNION

<u>Grade</u>	<u>Minimum</u>	<u>Maximum</u>
1	\$35,721.22	\$46,437.58
2	\$36,792.85	\$47,830.94
3	\$37,896.54	\$49,265.51
4	\$39,033.44	\$62,453.75
5	\$40,204.69	\$64,326.81

6	\$42,215.15	\$67,544.01
7	\$44,325.23	\$70,920.36
8	\$47,427.92	\$75,885.83
9	\$52,171.30	\$93,907.87
10	\$57,388.65	\$103,298.43
11	\$65,996.09	\$118,793.65
12	\$79,855.24	\$143,740.12

Pension Secretaries	\$4,000
Board of Public Works Member	\$2,100
Board of Public Safety Members	\$635
Utility Services Board Members	\$4,279

SECTION 2 B: Police Shift Differential. Employees working in the Police Department as dispatchers and clerks shall receive a twenty-six cents (\$0.26) per hour premium shift differential for working the evening shift.

SECTION 2 C: Labor, Trades, and Crafts Positions. Any employee who transfers laterally or is promoted to another position in the Pay Plan shall be paid at the wage for the new position in accordance with the relevant longevity step as determined by the Step Charts contained in the Work Agreement and Memorandum of Understanding between City of Bloomington and Local 2487 CBME, A.F.S.C.M.E. Provided, however, no current employee shall receive a pay reduction upon lateral transfer or promotion, but will not receive an additional increase due to promotion or longevity until so merited with the step pay system for the job classification. An employee who is demoted for disciplinary reasons or in lieu of layoff shall receive the wage for the relevant step within the job classification to which the employee is demoted. Also, the employee's longevity of service is "carried" to the new position. Internal promotions shall be paid at ninety-five percent (95%) of the salary of the relevant grade and step for the first thirty (30) days after promotion. Employees who transfer to a pay grade below their current pay grade shall be paid at the relevant grade and step for the new position.

Employees whose present rate of pay is higher than indicated by the Step Charts, based on the employee's pay grade and longevity, will not receive a pay cut, but will not receive any increase due to longevity until the step chart for the year in question shows an amount greater than the employee's current wage rate plus any across-the-board increase for the year in question.

The rates shown below for the pay grades and job classification for Labor, Trades, and Crafts positions are the minimum and maximum rates:

LABOR, TRADES, AND CRAFTS

Animal Shelter	Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
Animal Care Technician	106	20.24	20.8	21.38	21.94	22.5	22.91	23.3	23.69	24.09	24.49	24.89
Animal Control Officer	107	20.38	20.95	21.52	22.08	22.65	23.03	23.44	23.84	24.23	24.66	25.06
Facilities	Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
Maintenance/Custodian	107	20.38	20.95	21.52	22.08	22.65	23.03	23.44	23.84	24.23	24.66	25.06
Fleet Maintenance	Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
Apprentice Master Technician	109	20.66	21.23	21.8	22.37	22.93	23.33	23.72	24.12	24.52	24.94	25.34
Master Technician	112	22.44	23	23.57	24.13	24.7	25.09	25.5	25.9	26.28	26.68	27.08
Shop Foreperson	113	23.44	24.01	24.56	25.14	25.7	26.11	26.5	26.89	27.29	27.7	28.1

Parks & Recreation	Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
Custodian	101	19.54	20.1	20.66	21.23	21.8	22.21	22.59	22.99	23.38	23.79	24.19
Laborer	104	19.96	20.53	21.09	21.65	22.23	22.62	23.01	23.41	23.8	24.23	24.63
Motor Equipment Operator Apprentice	104	19.96	20.53	21.09	21.65	22.23	22.62	23.01	23.41	23.8	24.23	24.63
Equipment Maintenance Mechanic	108	20.53	21.09	21.65	22.23	22.79	23.18	23.59	23.98	24.38	24.77	25.17
Working Foreperson	108	20.53	21.09	21.65	22.23	22.79	23.18	23.59	23.98	24.38	24.77	25.17
Master Motor Equipment Operator	108	20.53	21.09	21.65	22.23	22.79	23.18	23.59	23.98	24.38	24.77	25.17
Crew Leader	110	20.8	21.38	21.94	22.5	23.08	23.46	23.86	24.26	24.66	25.07	25.47
Sanitation	Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
Laborer	104	19.96	20.53	21.09	21.65	22.23	22.62	23.01	23.41	23.8	24.23	24.63
Motor Equipment Operator Apprentice	104	19.96	20.53	21.09	21.65	22.23	22.62	23.01	23.41	23.8	24.23	24.63
Master Motor Equipment Operator	108	20.53	21.09	21.65	22.23	22.79	23.18	23.59	23.98	24.38	24.77	25.17
Crew Leader	110	20.8	21.38	21.94	22.5	23.08	23.46	23.86	24.26	24.66	25.07	25.47
Street	Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
Laborer	104	19.96	20.53	21.09	21.65	22.23	22.62	23.01	23.41	23.8	24.23	24.63
Motor Equipment Operator Apprentice	104	19.96	20.53	21.09	21.65	22.23	22.62	23.01	23.41	23.8	24.23	24.63
Master Motor Equipment Operator	108	20.53	21.09	21.65	22.23	22.79	23.18	23.59	23.98	24.38	24.77	25.17
Crew Leader	110	20.8	21.38	21.94	22.5	23.08	23.46	23.86	24.26	24.66	25.07	25.47
Utilities - Laboratory & Environmental Services	Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
Laboratory Technician I	U-109	20.66	21.23	21.8	22.37	22.93	23.33	23.72	24.12	24.52	24.94	25.34
Laboratory Technician II	U-110	20.8	21.38	21.94	22.5	23.08	23.46	23.86	24.26	24.66	25.07	25.47
Utilities Specialist I	U-111	21.12	21.66	22.2	22.74	23.28	23.66	24.04	24.42	24.8	25.18	25.56
Utilities Specialist II	U-113	21.9	22.44	22.98	23.52	24.06	24.44	24.82	25.2	25.58	25.96	26.34
Utilities Specialist III	U-115	22.94	23.48	24.02	24.56	25.1	25.48	25.86	26.24	26.62	27	27.38
Specialized Crew Leader	U-119	24.5	25.04	25.58	26.12	26.66	27.04	27.42	27.8	28.18	28.56	28.94
Utilities - Plants	Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
Motor Equipment Operator Apprentice	U-104	19.96	20.53	21.09	21.65	22.23	22.62	23.01	23.41	23.8	24.23	24.63
Wastewater Plant Operator	U-106	20.24	20.8	21.38	21.94	22.5	22.91	23.3	23.69	24.09	24.49	24.89
Water Plant Operator	U-106	20.24	20.8	21.38	21.94	22.5	22.91	23.3	23.69	24.09	24.49	24.89
Utilities Specialist I	U-111	21.12	21.66	22.2	22.74	23.28	23.66	24.04	24.42	24.8	25.18	25.56

Master Motor Equipment Operator	U-108	20.53	21.09	21.65	22.23	22.79	23.18	23.59	23.98	24.38	24.77	25.17
Plant Maintenance Mechanic Apprentice	U-113	21.9	22.44	22.98	23.52	24.06	24.44	24.82	25.2	25.58	25.96	26.34
Utilities Specialist II	U-113	21.9	22.44	22.98	23.52	24.06	24.44	24.82	25.2	25.58	25.96	26.34
Utilities Specialist III	U-115	22.94	23.48	24.02	24.56	25.1	25.48	25.86	26.24	26.62	27	27.38
Plant Maintenance Mechanic	U-118	23.98	24.52	25.06	25.6	26.14	26.52	26.9	27.28	27.66	28.04	28.42
Utilities - T&D and Purchasing	Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
Meter Service Laborer	U-103	19.82	20.38	20.95	21.52	22.08	22.48	22.87	23.26	23.67	24.08	24.48
Laborer	U-104	19.96	20.53	21.09	21.65	22.23	22.62	23.01	23.41	23.8	24.23	24.63
Meter Serviceperson	U-105	20.1	20.66	21.23	21.8	22.37	22.76	23.16	23.55	23.95	24.35	24.74
Meter Technician II	U-107	20.38	20.95	21.52	22.08	22.65	23.03	23.44	23.84	24.23	24.66	25.06
Working Foreperson	U-108	20.53	21.09	21.65	22.23	22.79	23.18	23.59	23.98	24.38	24.77	25.17
Utilities Specialist I	U-111	21.12	21.66	22.2	22.74	23.28	23.66	24.04	24.42	24.8	25.18	25.56
Lift Station Mechanic Apprentice	U-113	21.9	22.44	22.98	23.52	24.06	24.44	24.82	25.2	25.58	25.96	26.34
Utilities Specialist II	U-113	21.9	22.44	22.98	23.52	24.06	24.44	24.82	25.2	25.58	25.96	26.34
Utilities Specialist III	U-115	22.94	23.48	24.02	24.56	25.1	25.48	25.86	26.24	26.62	27	27.38
Heavy Equipment Operator I	U-116	23.07	23.61	24.15	24.69	25.23	25.61	25.99	26.37	26.75	27.13	27.51
Heavy Equipment Operator II	U-118	23.98	24.52	25.06	25.6	26.14	26.52	26.9	27.28	27.66	28.04	28.42
Lift Station Mechanic	U-118	23.98	24.52	25.06	25.6	26.14	26.52	26.9	27.28	27.66	28.04	28.42
Specialized Crew Leader	U-119	24.5	25.04	25.58	26.12	26.66	27.04	27.42	27.8	28.18	28.56	28.94

SECTION 2 D: Gainsharing. This section applies to Labor, Trades, and Crafts (LTC) positions. Management and employees of the City of Bloomington may design and implement a gainsharing program whereby the City can provide, and the employees can be rewarded for, the highest quality and most cost-effective public service possible for the citizens of Bloomington. In the event that a gainsharing program is implemented, the terms of application of such program shall be approved by Ordinance of the Bloomington Common Council.

SECTION 2 E: Emergency Call Out. This section applies to Labor, Trades, and Crafts (LTC) positions. Whenever it becomes necessary for a Department to call out an employee for emergency work at times other than such employee's regular shift period, such employee shall receive not less than three (3) hours. This provision shall prevail for each time an employee is called out by a Department at periods other than his/her regular shift. The rate of pay for emergency call out shall be one and one-half (1 ½) times the regular hourly rate except on Sundays and holidays, when the rate of pay for emergency call out shall be two (2) times the regular hourly rate. Any such payment for emergency call out shall be in addition to the employee's daily wages, if any, and in addition to any on call pay to which the employee is entitled.

SECTION 2 F: On Call Status. Any employee with a Labor, Trades, and Crafts (LTC) position, who is required to be on call shall be paid forty-seven dollars (\$47.00) per 24-hour period. Fire Inspectors receive \$100 per week when in an on-call status.

SECTION 2 G: Temporary Reassignment. This section applies to Labor, Trades, and Crafts (LTC) positions. An employee who is temporarily assigned to perform the duties of a job classification in a pay grade above the employee's normal pay grade shall be compensated at the rate in effect for the higher pay grade as follows:

- 1) If the assignment exceeds two (2) consecutively scheduled work days, the employee shall be paid the higher rate for all consecutive days worked in the higher classification, including the first two (2) consecutive days; or
- 2) If the assignment exceeds thirty-two (32) hours in a payroll period, the employee shall be paid the higher rate for all hours worked in the higher classification during the payroll period.

SECTION 2 H: Tool Allowance and Automotive Service Excellence Testing Reimbursement. This section applies to Labor, Trades, and Crafts (LTC) positions. Employees classified as mechanics in Fleet Maintenance shall be reimbursed up to one thousand dollars (\$1000.00) in any calendar year for either (1) the purchase of tools or (2) the cost of Automotive Service Excellence (ASE) testing, provided that the technician passes the test.

SECTION 2 I: Licenses and Certifications. This section applies to Labor, Trades, and Crafts (LTC) positions. Wastewater Plant Operators shall receive two dollars (\$2.00) per hour for obtaining a Class I certification. Wastewater Plant Operators who receive a Class II certification shall receive three dollars (\$3.00) per hour. Wastewater Plant Operators who receive a Class III certification shall receive four dollars (\$4.00) per hour. Wastewater Plant Operators who receive a Class IV certification shall receive five dollars (\$5.00) per hour.

Specialized Crew Leaders who obtain (DSL) certifications, issued by the State of Indiana, Department of Environmental Management, shall receive an additional one dollar (\$1.00) per hour.

Lift Station Mechanics and Apprentice Lift Station Mechanics who obtain Collection System Class II Certification, issued by the Indiana Water Pollution Control Association, shall receive an additional one dollar (\$1.00) per hour. Plant Maintenance Mechanics who obtain a Class II Collection Systems Certification shall receive an additional one dollar (\$1.00) per hour.

Water Plant Operators who qualify as a grade operator in training (O.I.T.) as defined by 327 IAC 8-12-3.2 will receive an additional two dollars (\$2.00) per hour. After one year of service as an O.I.T., Water Plant Operators shall receive an additional one-dollar (\$1.00), for a total of three dollars (\$3.00) per hour. Water Plant Operators who obtain a grade WT-5 certification will receive additional pay in the amount of two dollars (\$2.00) per hour for a maximum of five dollars (\$5.00) per hour.

Specialized Crew Leaders, Heavy Equipment Operators (both Class I and II), Lift Station Mechanics, and Utilities Specialists (Classes I, II, and III) who are not required to hold a DSL or a Class II collection systems certification may nonetheless obtain such license or certification and will receive an additional fifty cents (\$0.50) per hour for each such non-required certification. Additionally, up to two additional fifty cent (\$0.50) incentive premiums may be awarded to water plant operators and wastewater plant operators for obtaining the following licenses, provided that the below-listed license is not a required license:

- (1) Water Treatment 5 (WT5);
- (2) Wastewater Class I, Class II, Class III, or Class IV (only one Class at a time is payable);
- (3) Distribution Systems License;
- (4) Collection Systems License.

Where an employee is required to obtain a Class B CDL, he/she will receive eighty cents (\$0.80) per hour additional compensation. Where an employee is required by Employer to obtain a Class A CDL, he/she will receive one dollar (\$1.00) per hour additional compensation. Employees classified as mechanics in Fleet Maintenance that obtain the certification of (ASE) Automotive Service Excellence (ASE) will receive an additional forty cents (\$0.40) per hour for each test passed. A maximum of eight (8) certificates or three dollars twenty cents (\$3.20) shall apply.

Employees who possess the following certifications shall receive twenty-five cents (\$0.25) per hour additional compensation provided said certifications remain current and are considered an essential requirement or function of an employee's job:

- 1) International Municipal Signal Association—Traffic Signal Technician, Level 1;
- 2) International Municipal Signal Association—Sign and Pavement Marking Technician Level 1;
- 3) American Concrete Institute—Flatwork Finisher and Technician;
- 4) Certified Arborist;
- 5) Certified Pool Operator;
- 6) Euthanasia Certificate;
- 7) Registered Pesticide Technician;
- 8) Certified Pesticide Applicator;
- 9) Tree Risk Assessment Certification;
- 10) Certified Playground Inspector;
- 11) Certified Bucket Truck Operator.*

*Bucket truck operator certifications shall be limited by department as follows:

Parks Department: Two (2) employees who are primarily assigned to the Department’s tree crew.

Street Department: Eighteen (18) employees. Those employees who are primarily assigned to the tree crew or the traffic signal crew must be bucket truck certified. Necessary backup employees who are not primarily assigned to the tree crew or traffic signal crew may also receive pay for bucket truck certification. However, in no case shall the total number of Street Department employees receiving bucket truck certification pay exceed eighteen (18) employees. Eligibility for bucket truck certification pay for Street Department employees who are not primarily assigned to the tree crew or traffic signal crew shall be offered to backup employees based upon seniority.

The Union may propose that new certifications and licenses be considered for additional pay. Addition of new certifications and corresponding additional pay is subject to approval by the City of Bloomington. The City of Bloomington has approved an additional fifty cents (\$0.50) per hour premium for Master Equipment Operators assigned to the Dillman Road Wastewater Plant who hold a landfill/solids certification.

At no time shall any employee receive compensation for more than three (3) certifications or specialty pay bonuses, unless otherwise provided for in this Agreement.

SECTION 2 J: Night and Swing Shifts. This section applies to Labor, Trades, and Crafts (LTC) positions. In accordance with Article 4 of the Work Agreement and Memorandum of Understanding between the City of Bloomington and Local 2487 CBME, A.F.S.C.M.E., employees working on the evening or night shift shall receive seventy-five cents (\$0.75) per hour premium. Employees working on a swing shift shall receive an eighty cents (\$0.80) per hour premium.

SECTION 2 K: Holiday Pay. This section applies to Labor, Trades, and Crafts (LTC) positions. For all paid legal holidays worked, the employee will receive a holiday allowance of two times regular pay, plus regular pay over a 24-hour period, and employees not working will receive regular pay.

Section 2 L: Common Law Positions. All positions that are filled on an ad hoc basis and are of temporary or seasonal nature are considered “Common Law Positions”, which are listed below. The rate ranges in the table are hourly rates, except as otherwise listed.

COMMON LAW POSITIONS

<u>Job Title</u>	<u>Minimum</u>	<u>Maximum</u>
Administrative Assistant	\$15.29	\$15.29
Attendant	\$15.29	\$15.29
Crossing Guard	\$15.29	\$15.29
Intern	\$15.29	\$15.29
Laborer	\$15.29	\$15.29

Law Clerk	\$15.29	\$15.29
Leader	\$15.39	\$15.59
Lifeguard	\$15.44	\$15.64
Motor Equipment Operator	\$15.29	\$15.29
Specialist	\$15.29	\$50.00
Staff Assistant	\$17.03	\$17.23
Supervisor	\$15.49	\$15.69
Meter Reader	\$15.29	\$15.29

Section 2 M. Longevity Recognition Pay. Any employee with the City of Bloomington who has completed upon their anniversary date said years of service as outlined below, shall receive the below compensation. This compensation is in addition to their regular pay as outlined in this ordinance.

Five (5) years	\$25.00
Ten (10) years	\$50.00
Fifteen (15) years	\$75.00
Twenty (20) years	\$100.00
Twenty-five (25) years	\$150.00
Thirty (30) years	\$200.00
Thirty-five (35) years	\$250.00
Forty (40) years	\$300.00
Forty-five (45) years	\$350.00
Fifty (50) years	\$400.00

SECTION 2 N: Dispatch Trainer Incentive Pay. Dispatchers may earn a maximum of \$525 per year for training other, less experienced dispatchers.

SECTION 2 O: CDL Physicals. Employees required to hold a CDL will be reimbursed up to one-hundred dollars (\$100) for the medical physical examination required to maintain a CDL.

SECTION 2 P. \$1,000 Payment. Regular employees will receive \$1,000 which will be distributed in two, \$500 payments. Those who are current employees at the time of payment are eligible to receive the payment.

SECTION 3: The rates shown as wages and salaries for the positions listed above are maximum rates.

SECTION 4: This ordinance shall be in full force and effect from and after its passage by the Common Council and approval by the Mayor.

PASSED by the Common Council of the City of Bloomington, Monroe County, Indiana upon this _____ day of _____, 2023.

SUE SGAMBELLURI, President
Bloomington Common Council

ATTEST:

NICOLE BOLDEN, Clerk
City of Bloomington

Presented by me to the Mayor of the City of Bloomington, Monroe County, Indiana, upon this _____ day of _____, 2023.

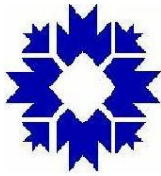
NICOLE BOLDEN, Clerk
City of Bloomington

SIGNED and APPROVED by me upon this _____ day of _____, 2023.

JOHN HAMILTON, Mayor
City of Bloomington

SYNOPSIS

This ordinance amends Ordinance 22-40, which set the maximum 2023 salary for all appointed officers, non-union, and A.F.S.C.M.E. employees for all the departments of the City of Bloomington, Indiana. The amendment reflects changes to job titles, a change to a job grade, and additional FTEs.



City of Bloomington
Human Resources Department

MEMORANDUM

To: City Council members

From: Emily Fields, Interim Human Resources Director

CC: Mayor John Hamilton, Deputy Mayor Mary Catherine Carmichael, Controller Jeff Underwood, and Council Administrator Stephen Lucas

Date: May 29, 2023

Re: 2023 Salary Ordinance 23-12 for Appointed Officers, Non-Union, and AFSCME Employees

Ordinance 23-12 amends and replaces Ordinance 22-26, which set 2023 pay grades and salary ranges for Appointed Officers, Non-Union, and AFSCME Employees.

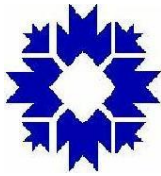
Requested position and grade changes from the current salary ordinance are explained below. You will also find justification for new positions. Consistent with past practice, grade classifications were determined and re-evaluated by a job evaluation committee¹, and the estimated fiscal impact is included. The midpoint of the pay grade was used to determine the fiscal impact.

Engineering requests adding a third **Project Manager** (Grade 7) to assist in overseeing the construction of City-led capital projects. The fiscal impact is approximately \$84,488 per year which is less than the approximately \$138,000 per year the City currently pays in consultant fees for the same work.

Fire seeks to add three (3) Community Paramedics/Community EMTs. Additional FTEs will address medical related calls, allowing firefighters to focus on other essential duties. The fiscal impact is approximately \$243,432.

Legal requests updates to two position titles due to Human Rights responsibilities shifting to the Community and Family Resources Department. Human Rights Director/Attorney will become Assistant City Attorney, and the Human Rights Administrative Assistant will

¹ The job evaluation committee evaluates a job using seven criteria. Points are assessed in each category, and a grade is assigned based on the cumulative score.



City of Bloomington
Human Resources Department

become Administrative Assistant. These are title changes only, and there is no fiscal impact.

Utilities-Environmental's Program Specialist (Grade 6) position was revisited, and it was determined that it should receive a pay grade increase to Grade 7, in addition to a title change to Hazardous Materials Coordinator to better reflect the duties of the position. The fiscal impact is \$5,877.26.

Finally, text was changed in the second to last paragraph of Section 2I. The collective bargaining agreement between AFSCME and the City outlines a process for AFSCME to propose pay for additional certifications, not only at \$.25 per hour, which the previous text indicated, but at higher amounts. In accordance with this provision, the amended ordinance adds a landfill/solids certification at \$.50 per hour for the Master Motor Equipment Operator in Utilities-Dillman.

Thank you for your thoughtful consideration of Ordinance 23-12. I would be happy to answer any questions you have about these changes from the previous Salary Ordinance. My direct line is 349-3541.



MEMO FROM COUNCIL OFFICE ON:

Ordinance 23-13 – An Ordinance to Amend Ordinance 22-25, Which Fixed the Salaries of Officers of the Police and Fire Departments for the City of Bloomington, Indiana for the Year 2023 - Re: To Reflect Increases in Compensation to Certain Firefighters

Synopsis

This ordinance amends and replaces Ordinance 22-25, which set the minimum and maximum salary rates for all sworn fire and police personnel for the year 2023 in accordance with Council-approved collective bargaining agreements, by adding an Assistant Chief of Operations position and amending one other job title within the Fire Department and by adding Sections I F (Retention Pay), I G (Kelly Day Vacation Buyback), and I H (Premium Payments for Battalion Chiefs) to the ordinance.

Relevant Materials

- Ordinance 23-13
- Staff Memo from Emily Fields, Interim Human Resources Director

Summary

Ordinance 23-13 proposes to amend Ordinance 22-25, which fixed the salaries of officers of the police and fire departments for the City of Bloomington for 2023. Indiana Code 36-8-3-3 provides that the annual compensation of police and fire department members and other appointees shall be fixed by ordinance of the legislative body. Ordinance 22-25 was adopted in October 2022 as part of the 2023 budget process.

The staff memo provided in this packet describes the proposed updates to the salary ordinance and their expected fiscal impact, which include one new position and one job title revision in the Fire Department and the addition of Sections I F (Retention Pay), I G (Kelly Day Vacation Buyback), and I H (Premium Payments for Battalion Chiefs) to the ordinance.

The new sections reflect efforts to improve retention of Fire Department employees by:

- providing additional premium pay to qualifying Firefighters 1st Class, Chauffeurs, and Captains who performed essential work during the COVID-19 public health emergency;
- providing an opportunity for the city to “buy back” paid, scheduled days off (Kelly Days) when firefighters request and get approval to work on those days, and
- by providing \$100 premium payments to Battalion Chiefs who work a non-scheduled 24-hour shift.

Contact

Emily Fields, Interim Human Resources Director, piersone@bloomington.in.gov, 812-349-3541

ORDINANCE 23-13

**AN ORDINANCE TO AMEND ORDINANCE 22-25, WHICH FIXED THE SALARIES OF OFFICERS OF THE POLICE AND FIRE DEPARTMENTS FOR THE CITY OF BLOOMINGTON, INDIANA FOR THE YEAR 2023 -
Re: To Reflect Increases in Compensation to Certain Firefighters**

- WHEREAS, Indiana Code § 36-8-3-3(d) authorizes the Council to fix by ordinance the annual compensation of members of the Police and Fire Departments; and
- WHEREAS, salaries for Police and Fire officers for all were fixed by Ordinance 22-25, which was adopted on October 12, 2022; and
- WHEREAS, the Mayor seeks to add a new position in the Fire Department, to increase the compensation of certain firefighters, to allow the City to buy-back Kelly Days, and to compensate Battalion Chiefs for working extra shifts; and
- WHEREAS, in the interest of including all relevant salaries in one document, these changes are incorporated into Ordinance 23-13 by deleting and replacing the text of the entire ordinance, but such deletion and replacement is not intended to change the status of unaffected job titles or provisions;

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

Ordinance 22-25, which fixed salaries for officers of the Police and Fire departments, is hereby deleted in its entirety and replaced as follows:

SECTION I A. From and after January 1, 2023, pursuant to Indiana Code § 36-8-3-3 (d), the salary and pay schedule for the officers of the Fire Department of the City of Bloomington, Indiana, shall be fixed as follows, to wit:

FIRE DEPARTMENT EMPLOYEES

<u>Job Title</u>	<u>Grade</u>
Chief	12
Deputy Chief	10
Assistant Chief of Administration and Planning	9
Assistant Chief of Operations	9
Battalion Chief of Operations (3)	9
Battalion Chief of Training	9
Community Engagement Officer	7
Deputy Fire Marshal (2)	7
Fire Logistics Officer	7
Probationary Officer	5

CONTRACTUAL SALARIES

Captain	\$63,596
Chauffeur	\$59,078
Firefighter 1 st Class	\$56,832

In addition to the salary and pay schedule listed above, the City also shall contribute four percent (4.0%) of the salary of a fully paid Firefighter 1st Class with twenty years of longevity (equal to an additional \$12,500) to the Public Employees Retirement Fund on behalf of each firefighter under the authority of I.C. §§ 36-8-7-8 and 36-8-8-8.

SECTION I B. Additional pay for all job positions except Fire Department Administration.

Effective January 1, 2023, increases to the base salary described above on the basis of longevity, professional assignment, certification, and education shall be paid as reflected below.

Longevity:

Additional pay for longevity shall be credited on the firefighter’s anniversary date of hire after the completion of years of service as reflected in the chart below.

<u>Years of Service</u>	<u>Amount</u>	<u>Years of Service</u>	<u>Amount</u>	<u>Years of Service</u>	<u>Amount</u>	<u>Years of Service</u>	<u>Amount</u>
1	\$0	6	\$800	11	\$1,300	16	\$1,800
2	\$400	7	\$900	12	\$1,400	17	\$1,900
3	\$500	8	\$1,000	13	\$1,500	18	\$2,000
4	\$600	9	\$1,100	14	\$1,600	19	\$2,100
5	\$700	10	\$1,200	15	\$1,700	20+	\$3,750/ \$12,500*

*Longevity is capped at \$3,750; however, pension contributions are made at the full 20+ longevity rate of \$12,500.

Certification:

Firefighters who have achieved one or more of the 51 qualifying certifications listed in the Department’s Professional Standards and Promotion Guide shall be eligible for additional compensation in accordance with the table set forth below:

<u>Number of Certifications</u>	<u>Amount per Certification</u>
1	\$100
2	\$200
3	\$300
4	\$400
5	\$500
6	\$600
7	\$700
8	\$800
9	\$900
10	\$1,000
11	\$1,100
12	\$1,200
13	\$1,300
14	\$1,400
15	\$1,500

Maximum of fifteen (15) certificates or one thousand, five hundred dollars (\$1,500.00) shall apply. Any and all certifications must be current and on file at Headquarters to receive certification pay.

Professional & Command Classifications:

Additional pay for professional and command appointments shall be as follows:

Squad Officer	\$	1,800
Headquarters Captain	\$	1,000
Station Captain	\$	1,000
Squad Driver	\$	900
Engineer	\$	900
Shift Training Instructor	\$	800
Sergeant	\$	500
Shift Logistics Technician	\$	500
Rescue Technician	\$	200
Headquarters Station Differential	\$	100

Education:

Education Pay shall be paid to firefighters with advanced degrees from accredited institutions at two levels:

Level 1	Associate 2-year degree	\$	500
Level 2	Bachelor 4-year or higher level degree	\$	1,200

Other:

Unscheduled Duty Pay*	Paid at employee’s regular hourly rate. Minimum 2 hours. No maximum.
Holdover Pay	Paid at employee’s regular hourly rate. Minimum .5 hours. No maximum.
Mandatory Training Pay	Paid at employee’s regular hourly rate. Minimum 2 hours and maximum 8 hours.
Holiday Pay**	\$100 per day
Clothing Allotment	\$500
Reassignment Pay	\$10 per tour of duty
On-Call Pay***	\$100 per week spent on on-call status.
Acting Pay	Base salary increased to the base salary of the higher rank if time spent in acting capacity exceeds 30 consecutive calendar days.

* Unscheduled Duty Pay shall also be paid to Probationary Officers.
 ** Holiday Pay shall also be paid to Battalion Chiefs of Operations and Probationary Officers.
 ***On-Call Pay shall be paid only to Fire Prevention Officers and Fire Inspection Officers.

SECTION I C. Increases for salaries not set by the contract

Effective January 1, 2023, subject to the maximum salaries set by this ordinance, an increase may be included in those salaries not set by a collective bargaining agreement, and this increase is based on the compensation plan for non-union employees.

SECTION I D. \$1,000 Payment

Fire personnel will receive \$1,000 which will be distributed in two, \$500 payments. Those who are current employees at the time of payment are eligible to receive the payment.

SECTION I E. Longevity Recognition Pay

Any sworn fire personnel with the City of Bloomington who have completed upon their anniversary date said years of service as outlined below, shall receive the below compensation. This compensation is in addition to their regular pay as outlined in this ordinance.

Five (5) years	\$25.00
Ten (10) years	\$50.00
Fifteen (15) years	\$75.00
Twenty (20) years	\$100.00
Twenty-five (25) years	\$150.00
Thirty (30) years	\$200.00
Thirty-five (35) years	\$250.00
Forty (40) years	\$300.00
Forty-five (45) years	\$350.00
Fifty (50) years	\$400.00

SECTION I F. Retention Pay

Active Firefighters 1st Class, Chauffeurs, and Captains who performed at least one-hundred fifty (150) hours in-person work for the City during the COVID-19 public health emergency are deemed to have performed essential work as essential workers and shall receive an additional premium payment up to the equivalent of three percent (3%) the 2022 base salary of their position as of July 1, 2023. In order to be eligible for premium pay, officers must be active qualifying Firefighters 1st Class, Chauffeurs, and Captains during the pay period when the premium pay is issued. Said premium shall be calculated as one-hundred fifty (150) hours paid at an hourly rate indicated in the table below.

Position	Premium Rate
Firefighter First Class	\$11.14
Chauffeur	\$11.58
Captain	\$12.47

SECTION I G. Kelly Day Vacation Buyback

Firefighters must provide notice of their intent and must receive approval to work on any of their scheduled Kelly Days. Firefighters who work on a scheduled Kelly Day will receive (1) compensation for hours worked on the Kelly Day at their normal hourly rate of pay, plus any overtime required pursuant to the Fair Labor Standards Act; and (2) a year-end buyback payment for each Kelly Day worked. The year-end buyback payment will equal the number of Kelly Days worked multiplied by five hundred dollars (\$500). In order to be eligible for the year-end buyback, a firefighter must remain employed by the Department through December 15, 2023. The year-end buyback for Kelly Days shall be issued on the City's final 2023 pay date.

SECTION I H. Premium Payments for Battalion Chiefs

In addition to their regular compensation, Battalion Chiefs who work a non-scheduled, 24-hour shift will receive \$100 for each such non-scheduled 24-hour shift.

SECTION II A. From and after January 1, 2023, pursuant to I.C. § 36-8-3-3 (d), the salary and pay schedule for the officers of the Police Department of the City of Bloomington, Indiana, shall be fixed as follows, to wit:

<u>POLICE DEPARTMENT</u>	
<u>Job Title</u>	<u>Grade or Max Base Salary</u>
Chief	12
Deputy Chief	10
Captain	10
Lieutenant	9
Supervisory Sergeant	\$78,750
Probationary Officer First Class	5
<u>CONTRACTUAL SALARIES</u>	
Senior Police Officer	\$69,263
Officer First Class	\$66,327

In addition to the salary and pay schedule listed above, the City shall also contribute four percent (4%) of the salary of a fully paid Officer First Class plus \$5,000 (equal to \$71,327) to the Public Employees Retirement Fund on behalf of each police officer under the authority of I.C. §§ 36-8-6-4 and 36-8-8-8.

SECTION II B. Additional pay for Supervisory Sergeants, Senior Police Officers, Officers First Class, and Probationary Officers, if eligible.

Effective January 1, 2023, additional pay shall be added to the base salary described above on the basis of longevity, specialty pay, training, and education as reflected below. The maximum additional annual pay total except for longevity and other pay, under Section II B. is \$4,800.00.

Longevity:

Longevity pay shall be credited on a member's anniversary date of hire after the completion of years of service as reflected in the table below.

Years of Service	Longevity Pay		Years of Service	Longevity Pay
1	\$200		11	\$2,200
2	\$400		12	\$2,400
3	\$600		13	\$2,600
4	\$800		14	\$2,800
5	\$1,000		15	\$3,000
6	\$1,200		16	\$3,200
7	\$1,400		17	\$3,400
8	\$1,600		18	\$3,600
9	\$1,800		19	\$3,800
10	\$2,000		20 or more	\$5,000

Training:

For every 20 hours per year in training = \$100

Training must be completed during the year for credit on next year’s pay. Credit for training is not cumulative.

Specialty Pay

Specialty pay is divided into three levels:

Category 1 = School Liaison Officer, Training Instructor, Breath Analyzer, Canine Officer, Bike Patrol, Motorcycle Patrol, Civil Disturbance Unit, Accident Reconstructionist, Honor Guard, Downtown Resources Officer, and Drug Recognition Expert

Category 2 = CIRT Officer, Hostage Negotiator, Dive Team

Category 3 = Field Training Officer and/or Detective

Category 1 = \$500 in pay

Category 2 = \$1,000 in pay

Category 3 = \$1,600

Employee must maintain and/or hold classification to keep associated pay.

Education:

Education pay divided into three levels:

2 year degree = \$600 in pay

4 year degree = \$1200 in pay

Masters, Law or Doctorate degree = \$1600 in pay

Other:

Off-Duty pay is received at a minimum of 2 hours.

<u>Shift Pay Differential:</u>	
Afternoon Shift	\$16/week
Night Shift and High Intensity Patrol	\$20/week
Afternoon Shift*	\$50/week*

*The \$50 per week shift differential shall only apply to (1) senior police officers who (2) successfully bid for afternoon shift as their first or second choice in accordance with Section VIII of the Collective Bargaining Agreement between the City of Bloomington and the Fraternal Order of Police, Don Owens Memorial Lodge 88. For non-senior police officers or senior police officers who do not bid for afternoon shift as their first or second choice, the standard \$16 per week afternoon shift differential shall apply.

SECTION II C. Clothing Allotment

All sworn officers will receive a clothing allotment of \$500.

SECTION II D. Increases for salaries not set in the contract

Effective January 1, 2023, subject to the maximum salaries set by this ordinance, an increase may be included in those salaries not set by a collective bargaining agreement. Supervisory Sergeants will receive the same percentage increase as Senior Police Officers, and other staff will receive an increase based on the compensation plan for non-union employees.

SECTION II E. \$1,000 Payment

The Chief, Deputy Chief, Captains, Lieutenants, and Probationary Officers will receive \$1,000 which will be distributed in two, \$500 payments. Those who are current employees at the time of payment are eligible to receive the payment.

SECTION II F. Longevity Recognition Pay

Any sworn police personnel with the City of Bloomington who have completed upon their anniversary date said years of service as outlined below, shall receive the below compensation. This compensation is in addition to their regular pay as outlined in this ordinance.

Five (5) years	\$25.00
Ten (10) years	\$50.00
Fifteen (15) years	\$75.00
Twenty (20) years	\$100.00
Twenty-five (25) years	\$150.00
Thirty (30) years	\$200.00
Thirty-five (35) years	\$250.00
Forty (40) years	\$300.00
Forty-five (45) years	\$350.00
Fifty (50) years	\$400.00

SECTION II G. Recruitment Incentives

Eligible officers who refer a candidate who is hired as a police officer will receive \$1,000 in accordance with the procedures and requirements outlined in the Employee Referral Program. Newly hired certified police officers will receive \$5,000 within the first year of employment. Those newly hired officers who are not certified police officers will receive \$3,000 within the first year of employment. Those who have previously been employed by the City must have a year gap in full time employment with the City to be eligible for this incentive.

SECTION III. Pay Grades and Salary Ranges

The minimum and maximum rates listed below reflect the salary ranges for each job grade for a full-time officer of the Police and Fire departments. These ranges are based on full time hours worked and will be prorated for part-time employees.

<u>Grade</u>	<u>Minimum</u>	<u>Maximum</u>
1	\$35,721.22	\$46,437.58
2	\$36,792.85	\$47,830.94
3	\$37,896.54	\$49,265.51
4	\$39,033.44	\$62,453.75
5	\$40,204.69	\$64,326.81
6	\$42,215.15	\$67,544.01
7	\$44,325.23	\$70,920.36
8	\$47,427.92	\$75,885.83
9	\$52,171.30	\$93,907.87
10	\$57,388.65	\$103,298.43
11	\$65,996.09	\$118,793.65
12	\$79,855.24	\$143,740.12

SECTION IV. This ordinance shall be in full force and effect from and after its passage by the Common Council and approval by the Mayor.

PASSED AND ADOPTED by the Common Council of the City of Bloomington, Monroe County, Indiana, upon this _____ day of _____, 2023.

SUE SGAMBELLURI, President
Bloomington Common Council

ATTEST:

NICOLE BOLDEN, Clerk
City of Bloomington

PRESENTED by me to the Mayor of the City of Bloomington, Monroe County, Indiana, upon this _____ day of _____, 2023.

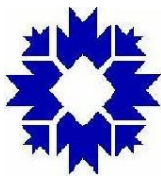
NICOLE BOLDEN, Clerk
City of Bloomington

SIGNED and APPROVED by me upon this _____ day of _____, 2023.

JOHN HAMILTON, Mayor
City of Bloomington

SYNOPSIS

This ordinance amends and replaces Ordinance 22-25, which set the minimum and maximum salary rates for all sworn fire and police personnel for the year 2023 in accordance with Council-approved collective bargaining agreements, by adding an Assistant Chief of Operations position and amending one other job title within the Fire Department and by adding Sections I F (Retention Pay), I G (Kelly Day Vacation Buyback), and I H (Premium Payments for Battalion Chiefs) to the ordinance.



City of Bloomington
Human Resources Department

MEMORANDUM

To: City Council members

From: Emily Fields, Interim Human Resources Director

CC: Mayor John Hamilton, Deputy Mayor Mary Catherine Carmichael, Controller Jeff Underwood, and Council Administrator Stephen Lucas

Date: May 29, 2023

Re: Amendment to Ordinance 22-25 which fixed the 2023 salaries for police officers and firefighters

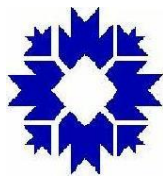
Attached for your review and approval is Ordinance 23-13. This ordinance amends and replaces Ordinance 22-25 which outlines the 2023 compensation for officers of the Police and Fire Departments.

Fire seeks to implement strategies to address staffing shortages, which are included in Sections IF, IG, and IH of Ordinance 23-13 and explained below. The fiscal impact of these strategies is approximately \$159,000.

Firefighters First Class, Chauffeurs, and Captains will receive two payments, so that they effectively receive an additional 3% of their position's 2022 base salary. Firefighter First Class, Chauffeur, and Captain base salaries increased by 2% from 2022 to 2023, and non-union, Civil City salaries increased by 5%. The additional 3% puts the firefighters' increase in line with other City staff increases.

Firefighters First Class, Chauffeurs, and Captains have paid, scheduled days off built into their work rotation, and these days are called Kelly Days. Because of staffing shortages, Fire calls out others to fill in for those taking a Kelly Day. The City wishes to buy-back these Kelly days at the firefighters' request, allowing them to work on their previously scheduled day(s) off, in addition to being paid for the hours that they work. This provides scheduling predictability for the firefighters.

Fire would like to compensate its three Battalion Chiefs with \$100 when they work non-scheduled shifts. Battalion Chiefs are exempt, grade 9 employees and do not earn overtime. Therefore, the city would like to give them \$100 for each non-scheduled shift that they take.



City of Bloomington
Human Resources Department

In addition to these strategies, the department seeks to add an Assistant Chief of Operations (Grade 9). This position will assess safety risks to firefighters during structural fires in addition to administering the department's health and safety program, which includes tasks related to firefighter injuries, OSHA requirements, and firefighters who return to work from medical leave. The annual fiscal impact of adding this position is approximately \$118,000. To differentiate this position from the current Assistant Chief position, the current Assistant Chief's title will change to Assistant Chief of Administration and Planning.

Your approval of Ordinance 23-13 is requested. Please feel free to contact me if you have any questions at 349-3541.



MEMO FROM COUNCIL OFFICE ON:

Ordinance 23-11 – To Amend Title 6 of the Bloomington Municipal Code Entitled "Health and Sanitation" – Re: Updating and increasing fees for service and harmonizing Chapters 4 and 5 of Title 6 of the Bloomington Municipal Code

Synopsis

This ordinance makes several changes to Title 6 of the BMC to bring the Title in line with changed local practice, to adjust service fees, to clarify references, and to harmonize current practices with the City Code.

Relevant Materials

- [Ordinance 23-11](#)
- Staff Memo from Adam Wason, Director of Public Works
- Strikethrough document showing proposed amendments to Title 6
- Sanitation Division 2023 Budget Memo provided in August 2022
- Presentation slides from June 7, 2023 Regular Session

Update after June 7, 2023 Committee of the Whole meeting

This item was considered by the Committee of the Whole on June 7, 2023. At that meeting, Adam Wason, Public Works Director, presented the proposal and shared slides (included herein) that detailed sanitation services costs and possible fee structures beyond what is proposed in the ordinance. Councilmembers asked questions, heard public comment, and provided their own comments on the ordinance. The Committee did not make any recommendation on the adoption of the ordinance.

Summary

[Ordinance 23-11](#) amends [Title 6](#) ("Health and Sanitation") of the Bloomington Municipal Code (BMC) to make several updates to [Chapter 6.04](#) of that title related to trash, recycling, and yard waste collection services, including the adjustment of fees for trash service. One change to [Chapter 6.05](#) is also included related to the hours during which commercial refuse collection should occur.

There are ten sections of the ordinance that make text changes to Title 6. The changes made by the ordinance, in brief, are listed below.

Section 1 clarifies that solid waste must be bagged and that trash cart lids must be completely closed for collection to occur.



Section 2 clarifies that recyclable items must be placed loosely (not bagged) in the cart and that recycling cart lids must be completely closed for collection to occur. The section also adds language to state that recyclable items should not be mixed with solid waste items, which can lead to a fine under [BMC 6.04.100](#). Finally, this section addresses the list of recyclable items prepared by the Public Works Department and approved by the Board of Public Works by removing styrofoam and referring to plastic containers rather than plastic bottles.

Section 3 removes a provision that references fall [leaf collection services](#), which the Public Works Department has announced will be discontinued in the fall of 2023.

Section 4 clarifies that large items may be set out for collection for an additional cost and makes updates to how and when customers should request that service.

Section 5 states that items infested with vermin will not be collected, that items with waste must be “completely” rather than “adequately” sealed before being placed in a refuse cart, and that collection shall only occur between 5:00 a.m. and 9:00 p.m. (currently 10:00 p.m.).

Section 6 includes adjustments to the service fees for disposal of solid waste. The current ranges for rates are based on cart size as follows:

- (i) Thirty-five gallon solid waste cart fee range: \$4.82—\$6.51.
- (ii) Sixty-four gallon solid waste cart fee range: \$8.60—\$11.61.
- (iii) Ninety-six gallon solid waste cart fee range: \$13.72—\$18.52.

The ordinance proposes to increase the rates to the following amounts:

- (i) Thirty-five gallon solid waste cart fee range: \$10.31—\$12.37.
- (ii) Sixty-four gallon solid waste cart fee range: \$20.42—\$24.50.
- (iii) Ninety-six gallon solid waste cart fee range: \$36.19—\$43.43.

Section 6 also includes adjustments to the service fees for additional pickup requests. Currently, the rates for large items and appliances are \$10.00 per item. The ordinance proposes to increase the rates to \$25.00 per large item pickup and \$35.00 per appliance pickup. This section additionally clarifies that residents are still responsible for the full rate of the pickup costs should they fail to place the items at curbside prior to collection time.

The increase in service fees would help cover increased expenses the City has seen to provide trash service (described in more detail in the included staff memo). It would also reduce the amount of support out of the City’s General Fund needed to provide trash service, which was mentioned as a goal for the Sanitation Division during the 2023 budget hearings conducted in August, 2022. The Sanitation Division’s 2023 budget memo from last August is included in this packet for reference. This includes an organizational chart, a narrative memo with activity descriptions and goals, and expenditure sheets for both the



Solid Waste Fund and General Fund showing actual expenditures (2019-2021) and budgeted expenditures (2022-2023). The administration may provide more recent information during discussion of [Ordinance 23-11](#).

Please note that state law ([IC 36-1-3-8](#)) requires that the City not impose a service charge or user fee greater than that reasonably related to reasonable and just rates and charges for services.

Section 7 adds language to specify the form a notice of violation (NOV) may take related to violations of BMC 6.04 – either a notice from a neighborhood compliance officer or a notice of non-collection left on the cart. It also expands on the NOV appeals process and relevant deadlines.

Section 8 clarifies that when carts and containers are removed from the street or sidewalk, they should be removed in a manner that ensures the public right-of-way is passable.

Section 9 includes a revision to specify that the capital items to be funded out of the non-reverting capital replacement fund are items of the sanitation division.

Section 10 updates the hours during which commercial refuse collection should occur so that collection ends at 9:00 p.m. instead of 10:00 p.m.

Note: Both state law and the Council's [electronic meeting policy](#) provide that councilmembers may not participate in a meeting electronically if the Council is attempting to take final action to establish or increase a fee or penalty. When this ordinance appears on a meeting agenda for possible adoption, members should plan to attend the meeting in person.

Contact

Adam Wason, Public Works Director, wasona@bloomington.in.gov, 812-349-3410

Aleksandrina Pratt, Assistant City Attorney, aleksandrina.pratt@bloomington.in.gov, 812-349-3426

ORDINANCE 23-11

TO AMEND TITLE 6 OF THE BLOOMINGTON MUNICIPAL CODE ENTITLED "HEALTH AND SANITATION"- Re: Updating and increasing fees for service and harmonizing Chapters 4 and 5 of Title 6 of the Bloomington Municipal Code

WHEREAS, a review of Title 6 of the Bloomington Municipal Code (BMC), Chapter 6.04, entitled "Solid Waste, Recycling and Yard Waste Collection by the City" and Chapter 6.05, entitled "Commercial Refuse Hauling and Collection," indicates that there are several sections that require maintenance, and a review of such has determined that multiple sections should be updated and amended; and

WHEREAS, changes to local practice warrant an update to Title 6 to reflect current and best practices; and

WHEREAS, increased operational costs warrant an adjustment to service fees and fines;

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

SECTION 1. Section 6.04.030, entitled "Solid waste collection" shall be amended as follows:

Subsection (e) shall be amended by adding the words "be bagged and" in the first sentence and "In order for a cart to be considered closed, its lid must be completely flush with the container so that there is no gap between the lid and the container. A cart that is over-filled with solid waste such that its lid does not rest flush with the container is not considered closed" as a third and fourth sentence" so that the subsection reads as follows:

(e) All solid waste, before being placed in said carts, shall be bagged and have drained from it all liquids. Solid waste must be free of vermin and pests, and said cart must be closed and facing the street for collection. In order for a cart to be considered closed, its lid must be completely flush with the container so that there is no gap between the lid and the container. A cart that is over-filled with solid waste such that its lid does not rest flush with the container is not considered closed. Carts not placed appropriately at the curb or without lids closed will not be collected.

SECTION 2. Section 6.04.040, entitled "Recycling collection," shall be amended as follows:

Subsection (a) shall be amended such that the first and second sentences will be the new subsection (a), the third sentence will be the new subsection (b), and the fourth and subsequent sentences will be the new subsection (c). The original subsection (b) will become the new subsection (d).

The new subsection (b) shall be amended by adding the words "loosely, and not bagged" in the first sentence and "Solid waste items should never be placed in recycling carts. Failure to comply with these provisions will result in non-collection of the recycling container and the owner or occupant of the premises will be subjected to fines in accordance with Section 6.04.100" as the second and third sentences so that the new subsection reads as follows:

(b) Recyclable items must be placed loosely, and not bagged, into the recycling cart provided by the City of Bloomington. Solid waste items should never be placed in recycling carts. Failure to comply with these provisions will result in non-collection of the recycling container and the owner or occupant of the premises will be subjected to fines in accordance with Section 6.04.100.

The new subsection (c) shall be amended by inserting "In order for a cart to be considered closed, its lid must be completely flush with the container so that there is no gap between the lid and the container. A cart that is over-filled with recycling such that its lid does not rest flush with the container is not considered closed" as third and fourth sentences so that the new subsection reads as follows:

(c) Residents shall choose a cart they deem appropriate for their needs from the following sizes: sixty-four gallon, or ninety-six gallon. The lid must be closed with the cart facing the street for collection to occur. In order for a cart to be considered closed, its lid must be completely flush with the container so that there is no gap between the lid and the container. A cart that is over-filled with recycling such that its lid does not rest flush with the container is not considered closed. Carts not placed appropriately at the curb or without the lids closed will not be collected.

The new subsection (d) shall be amended by deleting the word “Styrofoam” and replacing the word “bottles” with the word “containers” in the first sentence.

SECTION 3. Section 6.04.050, entitled “Yard waste collection,” shall be amended to delete subsection (c) in its entirety.

SECTION 4. Section 6.04.060, entitled “Large item collection,” shall be amended to add the words “for an additional cost, as stated in Section 6.04.090” at the end of the first sentence, to replace the word “call” with the word “contact” and the words “by 8:00 p.m. on the” with the words “during operating hours Monday through Thursday at least one business” in the third sentence, and delete the last sentence in its entirety so that the section reads as follows:

Large items, other than appliances, may be placed on the curb on the customer’s assigned collection day for an additional cost as stated in Section 6.04.090. The department of public works, upon approval by the board of public works, shall prepare and promulgate annually a list of what types of items are considered large items. For the purposes of route optimization, customers are required to contact the sanitation division during operating hours Monday through Thursday at least one business day prior to their assigned collection day to request large item collection.

SECTION 5. Section 6.04.080, entitled “General collection practices and guidelines,” shall be amended as follows:

Subsection (c)(1) shall be amended by adding the words “the” and “option” to the last sentence of the subsection so that the sentence reads as follows: “Any resident requesting to be an assisted stop shall contact the sanitation division to receive the necessary paperwork and instructions in order to be approved to receive the assisted service option.”

Subsection (c)(2) shall be amended by replacing the word “cars” with the word “vehicles” in the last sentence.

Insert a new subsection (e) to read as follows: “Items that are infested with vermin, including but not limited to bedbugs, cockroaches, or rodents, will not be collected.”

Subsection (e) is renamed subsection (f), subsection (f) is renamed subsection (g), subsection (g) is renamed subsection (h), subsection (h) is renamed subsection (i), subsection (i) is renamed subsection (j), and subsection (j) is renamed subsection (k).

The new subsection (h), entitled “Disposal of Diapers, Animal Feces, and Cat Litter” shall be amended by replacing the word “adequately” with the word “completely.”

The new subsection (j) shall be amended by replacing the time of “10:00 p.m.” with “9:00 p.m.”

SECTION 6. Section 6.04.090, entitled “Fees and billing,” shall be amended as follows:

Subsection (1) shall be amended by deleting the words “beginning the month following the commencement of automated collection services by the city sanitation division” at the end of the sentence.

Subsection (1)(A)(i) shall be amended by replacing “\$4.82-\$6.51” with “\$10.31 - \$12.37”

Subsection (1)(A)(ii) shall be amended by replacing “\$8.60-\$11.61” with “\$20.42 - \$24.50”

Subsection (1)(A)(iii) shall be amended by replacing “\$13.72-\$18.52” with “\$36.19 – \$43.43”

Subsection (2)(C) shall be amended by replacing “\$10.00” with “\$25.00.”

Subsection (2)(D) shall be amended by replacing “\$10.00” with “\$35.00.”

Subsection (2)(E) shall be amended by inserting “(4.30)” in the first sentence and adding “In the event a resident schedules an additional pick-up and fails to place the cart at the curbside prior to the collection time, said resident will still be charged the full rate for the additional pick up” as a second sentence so that the subsection reads as follows:

Additional pick up requests: one hundred twenty-five (125) percent of regular weekly solid waste charges based on four and three-tenths (4.30) weeks on average per month, per year. In the event a resident schedules an additional pick-up and fails to place the cart at the curbside prior to the collection time, said resident will still be charged the full rate for the additional pick up.

Subsection (3) shall be amended by inserting the word “the” in the first sentence so that it reads as follows: “The fees for solid waste collection and disposal services provided to single-family residential dwellings shall be billed directly to the customer of record with CBU.” The final sentence of subsection (3) shall remain in place and unaltered.

SECTION 7. Section 6.04.100, entitled “Enforcement procedures,” shall be amended as follows:

Subsection (a) shall be amended by adding “The NOV may be in the form of a citation from the neighborhood compliance officer or a notice of non-collection that is left on the cart by sanitation division staff” as the second sentence so that the subsection reads as follows:

(a) If the director of public works, sanitation division director, director of the housing and neighborhood development department, the assistant director, any neighborhood compliance officer, or any other designee of the directors (collectively referred to as “staff”) determines that there exists a violation of this chapter, that person shall issue a notice of violation (NOV) to the responsible party. The NOV may be in the form of a citation from the neighborhood compliance officer or a notice of non-collection that is left on the cart by sanitation division staff. For purposes of issuing an NOV, the following persons shall be considered responsible parties, with liability for fines and responsibility for remedy of the violation: persons with any possessory interest in the property; property owner(s); and/or any persons who have caused the violation.

Subsection (b)(7) shall be amended by adding “appealed to the board of public works within seven days of the date of the NOV” and deleting “contested in the county circuit courts” so that the subsection reads as follows: “That the fine may be appealed to the board of public works within seven days of the date of the NOV.”

Subsection (c), entitled “Schedule of Fines” shall be amended by replacing “\$15.00” with “25.00” in the first sentence.

Subsection (d) shall be deleted in its entirety and replaced with “Any person issued a written NOV of this chapter shall pay the total amount of the penalty to the City of Bloomington within seven days of such notice, unless such notice is appealed in conformity with this chapter.”

A new subsection (e) shall be added and shall read as follows: “All appeals shall be filed to the board of public works within seven days of the day of the NOV.”

A new subsection (f) shall be added and shall read as follows: “All appeals from the written findings of the board of public works shall be made to courts of competent jurisdiction within sixty (60) days.”

A new subsection (g) shall be added and shall read as follows: “Upon failure to appeal an adverse finding or failure to comply with a written order or assessed penalty, the city legal department shall be empowered to take all appropriate action necessary to enforce the written findings of the enforcement officer or of the board of public works.”

SECTION 8. Section 6.04.110, entitled “Removal of solid waste and recycling carts and yard waste containers,” shall be amended by adding “to ensure the public right-of-way is passable” to the end of the second sentence.

SECTION 9. Section 6.04.130, entitled “Capital recovery fund,” shall be amended by inserting the words “items of the sanitation division” in the second sentence so that the sentence reads as follows: “This fund shall be established for the purpose of paying for the costs of capital equipment purchases necessary to replace capital items of the sanitation division on schedules outlined by industry standards.”

SECTION 10. Section 6.05.020, entitled “Collection practices,” shall be amended by replacing the words “five” and “ten” with the numbers “5:00” and “9:00” respectively, so that the section reads as follows: “Collection shall be made only during the hours of 5:00 a.m. and 9:00 p.m.”

SECTION 11. If any section, sentence or provision of this ordinance, or application thereof to any person or circumstances shall be declared invalid, such invalidity shall not affect any of the other sections, sentences, provisions or application of this ordinance which can be given effect without the invalid provision or application, and to this end the provisions of this ordinance are declared to be severable.

SECTION 12. This ordinance shall be in effect after its passage by the Common Council and approval of the Mayor, any required publication, and, as necessary, other promulgation in accordance with the law. The changes in this ordinance shall take effect on September 1, 2023.

PASSED by the Common Council of the City of Bloomington, Monroe County, Indiana, upon this _____ day of _____, 2023.

SUE SGAMBELLURI, President
Bloomington Common Council

ATTEST:

NICOLE BOLDEN, Clerk
City of Bloomington

PRESENTED by me to the Mayor of the City of Bloomington, Monroe County, Indiana, upon this _____ day of _____, 2023.

NICOLE BOLDEN, Clerk,
City of Bloomington

SIGNED and APPROVED by me upon this _____ day of _____, 2023.

JOHN HAMILTON, Mayor
City of Bloomington

SYNOPSIS

This ordinance makes several changes to Title 6 of the BMC to bring the Title in line with changed local practice, to adjust service fees, to clarify references, and to harmonize current practices with the City Code.

Note: This ordinance was revised after distribution in the Legislative Packet but before introduction at the May 17, 2022 Regular Session. The revision added “and increasing fees for service” to the title to more clearly reflect the nature of the ordinance subject matter.



**DEPARTMENT OF
PUBLIC WORKS •
SANITATION DIVISION**

**PROPOSAL TO
ADJUST SERVICE
FEES**

Memorandum

TO: Members of the City of Bloomington Common Council

FROM: Adam Wason, Director of Public Works
Michael Large, Special Projects and Operations Manager
Rhea Carter, Sanitation Director

Date: May, 12, 2023

Re: City of Bloomington - Department of Public Works
Sanitation Division Ordinance 23-11 Updating Title 6 To Adjust
Service Fees

Background

The Board of Public Works was designated by Common Council through the approval of the revisions to Chapter 6.04 of the Bloomington Municipal Code (BMC), to determine the final rate structure for the modernized sanitation collection system in 2017. This rate structure was limited in the municipal code not to exceed a predetermined range per cart size set by the Common Council. The goals of the financial model were established to maintain an incentive for residents to be conscious of the volume of solid waste they are producing and to provide a stable revenue model that offered predictably for the Public Works Department - Sanitation Division operations.

Since the inception of the new modernized program, the cost of sanitation services continues to rise due to a multitude of factors such as: increased tonnages for both solid waste and recyclable materials; the ongoing volatility of the world recycling market leading to unforeseen

processing fees for single stream recycling; annual increased disposal costs for solid waste; as well as an increased costs across all categories including fuel, vehicle parts, and general supplies.

Rate Proposal

As discussed in the 2023 budget process, some council members stated that they were interested in considering a rate structure that reduces, and possibly eliminates the amount of general fund support to the annual operating budget of the Sanitation Division. While staff remains neutral on this aspect of the rate discussion, rates will need to be adjusted to cover the increased costs that have been experienced over the last several years. However, knowing that the Common Council would need an ordinance to consider with rates included, the rate structure with a proposed 50% percent reduction of general fund support serves as staff's recommendation as a starting point for discussion.

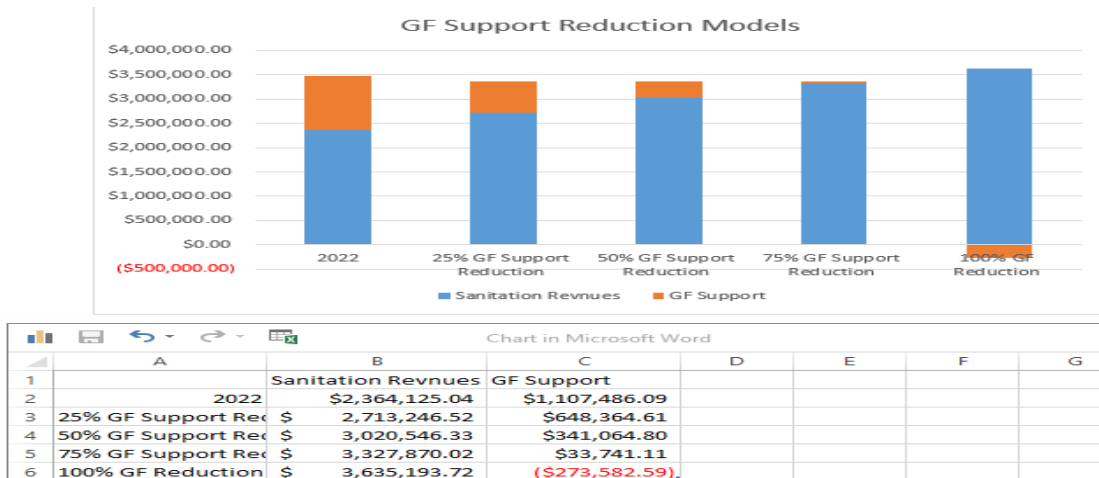
The below table outlines five rate models: first, a continuation of general fund support at current levels and adjusting rates due to increased costs; second, a twenty-five percent (25%) reduction of general fund support; third, a fifty percent (50%) reduction in general fund support; fourth, a seventy-five percent reduction of general fund support; and fifth, a one hundred percent (100%) reduction in general fund support. These models are shown in the following table:

	35 Gallon	% ↑	64 Gallon	% ↑	96 Gallon	% ↑
Current Rates	\$6.51		\$11.61		\$18.52	
No GF Support Reduction	\$8.15	25%	\$16.06	38%	\$28.79	55%
25% GF Support Reduction	\$9.23	42%	\$18.24	57%	\$32.48	75%
50% GF Support Reduction	\$10.31	58%	\$20.42	76%	\$36.19	95%
75% GF Support Reduction	\$11.39	75%	\$22.59	95%	\$39.90	115%
100% GF Support Reduction	\$12.47	92%	\$24.77	113%	\$43.61	135%

Regardless of what rate model is selected, staff requests a baseline rate per cart size that would go into effect as of 9/1/23 based on the above models. As proposed in the original 2017 Sanitation Modernization Rate Structure, staff is requesting the Council's approval of a rate model with a 20% rate range per cart size where the Board of Public Works would have the authority to establish rates within those ranges if increased costs continue in the future, and rate adjustments are required. These ranges are listed below based on the five models being presented.

No GF Support Reduction Ranges	
Thirty-five gallon solid waste cart fee range:	\$8.15 - \$9.78
Sixty-four gallon solid waste cart fee range:	\$16.06 - \$19.72
Ninety-six gallon solid waste cart fee range:	\$28.79 - \$34.55
25% GF Support Reduction Ranges	
Thirty-five gallon solid waste cart fee range:	\$9.23 - \$11.08
Sixty-four gallon solid waste cart fee range:	\$18.24 - \$21.89
Ninety-six gallon solid waste cart fee range:	\$32.48 - \$38.98
50% GF Support Reduction Ranges	
Thirty-five gallon solid waste cart fee range:	\$10.31 - \$12.37
Sixty-four gallon solid waste cart fee range:	\$20.42 - \$24.50
Ninety-six gallon solid waste cart fee range:	\$36.19 - \$43.43
75% GF Support Reduction Ranges	
Thirty-five gallon solid waste cart fee range:	\$11.39 - \$13.67
Sixty-four gallon solid waste cart fee range:	\$22.59 - \$27.11
Ninety-six gallon solid waste cart fee range:	\$39.90 - \$47.88
100% GF Support Reduction Ranges	
Thirty-five gallon solid waste cart fee range:	\$12.47 - \$14.96
Sixty-four gallon solid waste cart fee range:	\$24.77 - \$29.72
Ninety-six gallon solid waste cart fee range:	\$43.61 - \$52.33

Overall, this ordinance revision is seeking to raise rates and therefore revenues for the operations of the Sanitation Division. Below are the revenue projections for each model.



Other changes to the fee schedule for large items, and appliance collections are in the below table:

	Large Items	Appliances
Current Rate	\$10	\$10
Proposed	\$25	\$35

Additional Weekly Pickups	35 Gallon	64 Gallon	96 Gallon
Current	\$1.89	\$3.38	\$5.38
Proposed	\$3.78	\$6.76	\$10.76

In addition we ask that we are given the ability to charge the proposed additional pickup fee in situations where a collection is scheduled but not placed at the curbside to cover the costs associated with fuel, time, and labor of collection.

Amendments to Sections of Bloomington Municipal Code Title 6 (“Health and Sanitation”)
proposed by Ordinance 23-11 shown in context
(proposed additions are shown in **bold**, proposed deletions are show in ~~strikeout~~)

Section 1 of Ordinance 23-11

6.04.030 Solid waste collection.

- (a) Solid waste carts shall be provided by the City of Bloomington. Said carts shall be maintained in good and sanitary condition, with no ragged or sharp edges or any other defect that could hamper or injure the person collecting the contents thereof.
- (b) Solid waste will only be collected from the cart provided by the city on the customer's assigned collection day unless the owner or occupant arranges for an additional pickup on another day with the sanitation division in accordance with board of public works policies. Items outside of the cart will not be collected. Residents shall choose a cart they deem appropriate for their needs from the following sizes: thirty-five gallon, sixty-four gallon, or ninety-six gallon.
- (c) It will be the responsibility of the resident to notify the sanitation division should a cart become damaged and unusable. The cost of replacing a damaged cart not due to normal wear and tear may be the responsibility of the resident, subject to the discretion of the sanitation division director. The replacement cost will be set forth in the rate structure set by the board of public works.
- (d) Solid waste scattered by animals or weather shall be removed promptly by the owner or occupant of the premises or be subject to fines in Section 6.04.100.
- (e) All solid waste, before being placed in said carts, shall **be bagged and** have drained from it all liquids. Solid waste must be free of vermin and pests, and said cart lid must be closed and facing the street for collection. **In order for a cart to be considered closed, its lid must be completely flush with the container so that there is no gap between the lid and the container. A cart that is over-filled with solid waste such that its lid does not rest flush with the container is not considered closed.** Carts not placed appropriately at the curb or without the lids closed will not be collected.

Section 2 of Ordinance 23-11

6.04.040 Recycling collection.

- (a) Recycling collection is provided to recipients of solid waste collection. Collection occurs every week on the customer's assigned collection day.
- (b) Recyclable items must be placed **loosely, and not bagged**, into the recycling cart provided by the City of Bloomington. **Solid waste items should never be placed in recycling carts. Failure to comply with these provisions will result in non-collection of the recycling container and the owner or occupant of the premises will be subjected to fines in accordance with Section 6.04.100.**

- (c) Residents shall choose a cart they deem appropriate for their needs from the following sizes: sixty-four gallon, or ninety-six gallon. The lid must be closed with the cart facing the street for collection to occur. **In order for a cart to be considered closed, its lid must be completely flush with the container so that there is no gap between the lid and the container. A cart that is over-filled with recycling such that its lid does not rest flush with the container is not considered closed.** Carts not placed appropriately at the curb or without the lids closed will not be collected.
- (d)(b) The department of public works, upon approval by the board of public works, shall prepare and promulgate annually a list of what types of paper products, metal cans, glass containers, Styrofoam and plastic containers bottles are recyclable. The list may change from time to time as the recycling market adjusts to shifting demands and technologies. All paper products must be clean and dry. All metal cans, glass containers and plastic containers must be clean, rinsed out and with the lids removed.

Section 3 of Ordinance 23-11

6.04.050 Yard waste collection.

- (a) All grass, weeds, leaves and other similar yard and garden materials shall be placed in appropriate watertight thirty-five gallon or less container or two-ply biodegradable wet strength paper bag with each weighing less than forty pounds separate from solid waste and recycling and shall not be mixed with any other substances. Said container shall be maintained in good and sanitary condition, with no ragged or sharp edges or any other defect that could hamper or injure the person collecting the contents thereof. Yard waste will be collected weekly on the customer's assigned collection day.
- (b) Brush, tree trimmings, hedge clippings and similar materials shall be cut to a length not to exceed four feet and securely tied in bundles not more than two feet thick before being deposited for collection.
- ~~(c) During the free leaf collection period in the fall of each year, residents may obtain biodegradable two ply wet strength paper bags from their choice of local retail establishments. Those bags may be filled with leaves only and placed out for collection on the customer's assigned collection day. The bags may not contain trash or other refuse. Yard waste in plastic bags will not be collected.~~

Section 4 of Ordinance 23-11

6.04.060 Large item collection.

Large items, other than appliances, may be placed at the curb on the customer's assigned collection day **for an additional cost as stated in Section 6.04.090**. The department of public works, upon approval by the board of public works, shall prepare and promulgate annually a list of what types of items are considered large items. For the purposes of route optimization, customers are required to **contact** ~~call~~ the sanitation division **during operating hours Monday through Thursday at least one business** ~~by 8:00 p.m. on the day prior to their assigned collection day to request large item collection.~~ ~~Items such as clothesline poles and swing sets must be broken down before being placed at the curb.~~

Section 5 of Ordinance 23-11

6.04.080 General collection practices and guidelines.

- (a) Collection of solid waste, recycling, yard waste, large items and appliances shall be made at least once each week or more often as may be ordered by the board of public works. Collection schedules shall be established and published by the board.
- (b) Collection shall be made from all places of residence within the city limits except for the following:
 - (1) Buildings containing more than four residential units;
 - (2) Residences located above or in the same structure as a business or businesses;
 - (3) Residential units located on private streets.

However, collection may be provided to the above listed residences if specifically authorized in writing by the director of public works. Before authorizing such collection, the director of public works may require terms and conditions to protect the city and residents. The director of public works may revoke such authorization in writing at his or her discretion.

- (c) Collection shall be made from curbs or, where there are no curbs, the property line immediately adjacent to the public thoroughfare. In order to be collected, all carts, yard waste, and other items must be placed adjacent to the curbs, facing the street and suitable for automated collection.
 - (1) All residents except those approved for special assistance for a person with a disability, illness or infirmity shall place their solid waste and recycling carts and yard waste containers at curbside or at the edge of the street no later than 5:00 a.m. on the day of collection. Any resident requesting to be an assisted stop shall contact the sanitation division to receive the necessary paperwork and instructions in order to be approved to receive **the** assisted service **option**.

- (2) The cart or container shall be placed in such a manner as not to interfere with overhead power lines or tree branches, parked cars, vehicular traffic, or in any other way that would constitute a public hazard or nuisance. Carts and containers are to be at least four feet from any tree, pole, mailbox, fire hydrant, etc., and at least ten feet away from any ~~vehicles~~ ~~cars~~ parked in the street.
- (3) The cart is not to be painted, abused, mutilated, altered or modified in any manner.
- (d) Paints, stains and similar materials still in their liquid form shall not be placed in refuse carts or dumpsters and shall not be collected by the department of public works as a part of regular collection.
- (e) **Items that are infested with vermin, including but not limited to bedbugs, cockroaches, or rodents, will not be collected.**
- (f) ~~(e)~~ No person shall remove or attempt to remove materials from any refuse cart or dumpster belonging to another person or business. All materials placed in a refuse cart or dumpster shall be the property of the city.
- (g) ~~(f)~~ Highly flammable, combustible, explosive or hazardous materials shall not be placed in refuse carts or dumpsters and shall not be collected by the department of public works as a part of regular collection. Such materials shall be disposed of as prescribed by state and local laws.
- (h) ~~(g)~~ Disposal of Diapers, Animal Feces, and Cat Litter. All diapers, animal feces, cat litter and similar wastes shall be placed in durable plastic bags **completely** ~~adequately~~ sealed before being placed in a refuse cart.
- (i) ~~(h)~~ Collection shall not be made from alleyways.
- (j) ~~(i)~~ Collection shall be made only between the hours of 5:00 a.m. and **9:00 p.m.** ~~10:00 p.m.~~
- (k) ~~(j)~~ It shall be a violation of this chapter for any unauthorized commercial enterprise to collect, obtain, possess, pick up or cause to be collected, obtained, possessed or picked up any refuse, solid waste, garbage or yard waste from places of residence on routes within the city limits that are served by the city sanitation division. Occasional removal of bulk trash associated with construction, moving, or seasonal cleaning does not require authorization other than for approval of placement of dumpsters within the right-of-way. The board of public works shall determine such authorization. Any and each such violation hereof from one or more locations shall constitute a separate and distinct violation of this chapter.

Section 6 of Ordinance 23-11

6.04.090 Fees and billing.

Service fees for the disposal of solid waste shall be prepared, billed and collected by the City of Bloomington Utilities Department (CBU) as agreed to by the utilities service board and the board of public works.

- (1) The service fees for all users shall be prepared and billed monthly in accordance with the established billing procedures of CBU ~~beginning the month following the commencement of automated collection services by the city sanitation division.~~

- (A) The following fee schedule ranges will apply based on the solid waste cart size chosen by customers. The board of public works shall determine the final fee for each of the three solid waste cart sizes. At no time shall the individual cart size fees exceed the highest amount of the following ranges, without amendment of this chapter by the common council.
- (i) Thirty-five gallon solid waste cart fee range: ~~\$10.31—\$12.37~~ ~~\$4.82—\$6.51~~.
 - (ii) Sixty-four gallon solid waste cart fee range: ~~\$20.42—\$24.50~~ ~~\$8.60—\$11.61~~.
 - (iii) Ninety-six gallon solid waste cart fee range: ~~\$36.19—\$43.43~~ ~~\$13.72—\$18.52~~.
- (2) The monthly bill will also include service fees for the disposal of additionally requested solid waste carts, yard waste, large items, appliances, and additional pickup requests (including pickups requested due to not having carts properly placed for pickup by 5:00 a.m.). Additional fees will not be charged if the sanitation division changes the collection day due to inclement weather or holidays. The following fees will apply:
- (A) Additional carts will cost the full amount of the solid waste cart fee set forth in the fee schedule approved by the board of public works.
 - (B) Yard waste: \$1.00 per approved container, bag or bundle.
 - (C) Large items: ~~\$25.00~~ ~~\$10.00~~ per approved large item.
 - (D) Appliances: ~~\$35.00~~ ~~\$10.00~~ per approved appliance.
 - (E) Additional pickup requests: one hundred twenty-five (125) percent of regular weekly solid waste charges based on four and three-tenths (~~4.30~~) weeks on average per month, per year. **In the event a resident schedules an additional pick-up and fails to place the cart at the curbside prior to the collection time, said resident will still be charged the full rate for the additional pick up.**
- (3) The fees for solid waste collection and disposal services provided to single-family residential dwellings shall be billed directly to **the** customer of record with CBU. In the event that the single-family residential dwelling of four units or fewer is not a current customer of CBU, or receives billings through a master meter, the customer shall receive a monthly bill for solid waste disposal services only.
- (4) Bills shall be paid in accordance with the policies and procedures set forth by CBU and the board of public works.
- (5) Late fees of three percent of the unpaid balance will be assessed to any account holder that fails to pay the amount due within twenty days of billing. This is modeled from the late fee procedures used by CBU. Partial payments shall be allocated in accordance with the interdepartmental agreement between the City of Bloomington and CBU.
- (6) In the event a customer of the CBU requests to shut down the water meter to his/her residential premises, CBU shall also contemporaneously discontinue the billing of service fees for the collection performed at the residential premises in accordance with this chapter. In the event that service is discontinued, it is the responsibility of the account holder to notify the sanitation division for removal of the solid waste and

recycling carts. If the account holder fails to do so, a replacement fee in accordance with the fee schedule approved by the board of public works will be applied to the account holder's final CBU bill.

Section 7 of Ordinance 23-11

6.04.100 Enforcement procedures.

- (a) If the director of public works, sanitation division director, director of the housing and neighborhood development department, the assistant director, any neighborhood compliance officer, or any other designee of the directors (collectively referred to as "staff") determines that there exists a violation of this chapter, that person shall issue a notice of violation (NOV) to the responsible party. **The NOV may be in the form of a citation from the neighborhood compliance officer or a notice of non-collection that is left on the cart by sanitation division staff.** For purposes of issuing an NOV, the following persons shall be considered responsible parties, with liability for fines and responsibility for remedy of the violation: persons with any possessory interest in the property; property owner(s); and/or any persons who have caused the violation.

Liability for fines shall not attach to nonpossessory property owner(s) for a period of seven days following issuance of the NOV, provided that the violation is remedied, or that the nonpossessory property owner(s) presents to HAND, within seven days after issuance of the NOV, a true and exact copy of any and all leases in effect during the time period covered by the NOV.

- (b) The NOV shall be in writing and shall be served on one or more of the responsible parties in one or more of the following manners: delivery in person; by first class mail; and/or by placement in a conspicuous place on the property where a violation occurs. The notice shall state:
- (1) The location of the violation;
 - (2) The nature of the violation;
 - (3) The period of correction (if any);
 - (4) The fine assessed for the violation;
 - (5) Additional remedies the city may seek for violation;
 - (6) That the fine is to be paid at the city controller's office;
 - (7) That the fine may be **appealed to the board of public works within seven days of the date of the NOV** ~~contested in the county circuit courts.~~
- (c) Schedule of Fines. The fine for any violation of Section 6.04.110 shall be **\$25.00** ~~\$15.00~~. The fine for all other violations of this chapter shall be \$50.00. Nonpossessory property owners shall not be subject to fines for the seven-day period after issuance of the NOV, provided that the provisions outlined in subsection (a) of this section are met. Each day that a violation continues shall constitute a separate violation.

- (d) **Any person issued a written NOV of this chapter shall pay the total amount of the penalty to the City of Bloomington within seven days of such notice, unless such notice is appealed in conformity with this chapter.**

~~If the responsible party fails to remedy the violation cited in the NOV, the city legal department may bring suit in a court of competent jurisdiction to collect the accumulated fines, any other costs associated with remedy of the violation as are allowed by law, and obtain any other legal remedy available at law.~~

- (e) **All appeals shall be filed to the board of public works within seven days of the day of the NOV.**
- (f) **All appeals from the written findings of the board of public works shall be made to courts of competent jurisdiction within sixty (60) days.**
- (g) **Upon failure to appeal an adverse finding or failure to comply with a written order or assessed penalty, the city legal department shall be empowered to take all appropriate action necessary to enforce the written findings of the enforcement officer or of the board of public works.**

Section 8 of Ordinance 23-11

6.04.110 Removal of solid waste and recycling carts and yard waste containers.

Carts, containers and other articles to be picked up shall not be placed upon the street or sidewalk so as to be visible from the street more than twenty-four hours prior to the time when such solid waste, recycling or yard waste is to be collected. Carts and containers shall be removed from the street or sidewalk on the same day as the collection is made **to ensure the public right-of-way is passable.**

Section 9 of Ordinance 23-11

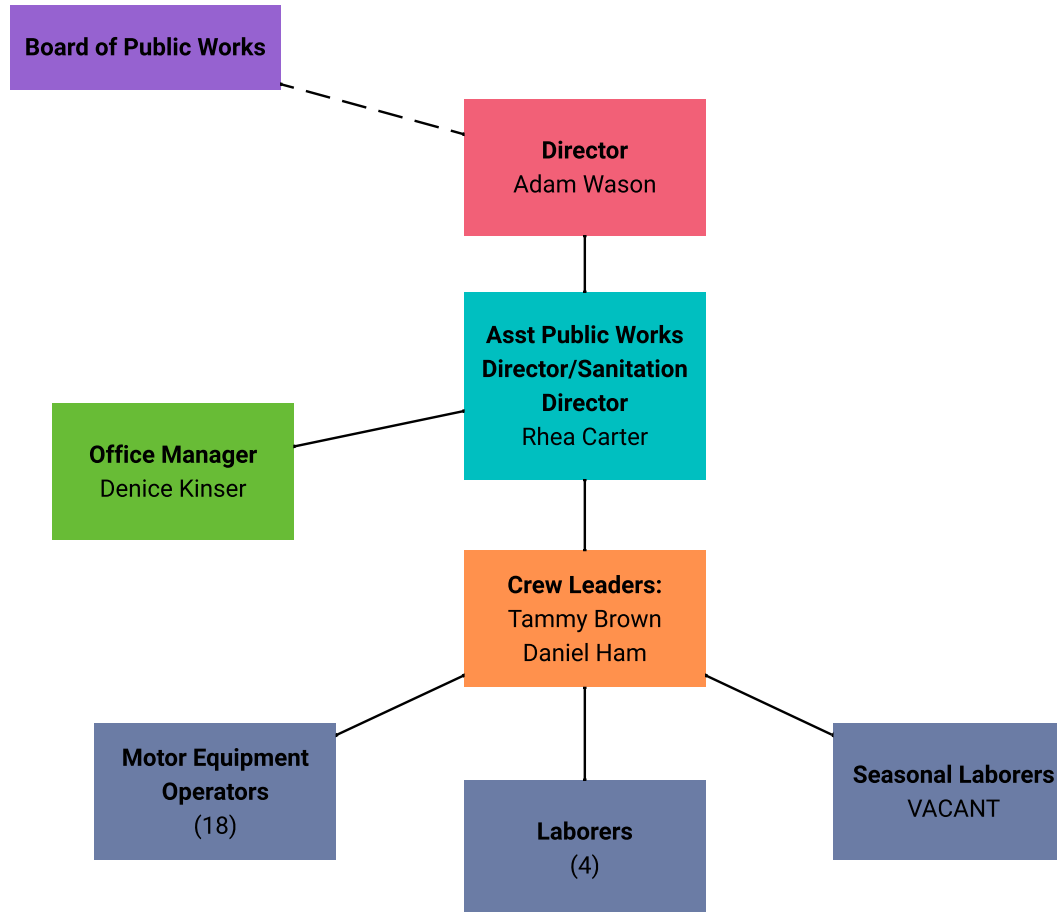
6.04.130 Capital recovery fund.

The revenue deposited into the non-reverting enterprise fund, which is intended for capital re-placement of vehicles, equipment and other capital related expenses, shall be transferred by the controller into a non-reverting capital replacement fund. This fund shall be established for the purpose of paying for the costs of capital equipment purchases necessary to replace capital **items of the sanitation division** on schedules outlined by industry standards.

Section 10 of Ordinance 23-11

6.05.020 Collection practices.

Collection shall be made only during the hours of **5:00** five a.m. and **9:00** ten p.m.



Memorandum

TO: Members of the City of Bloomington Common Council

FROM: Rhea Carter, Assistant Public Works Director/Sanitation Director
Adam Wason, Director of Public Works

Date: August 25, 2022

Why We Exist

Sanitation is a division of the Department of Public Works responsible for providing weekly collection and disposal of household solid waste. It also promotes community sustainability through weekly curbside recycling pick-up and seasonal biweekly yard waste from residences inside the corporate City limits.

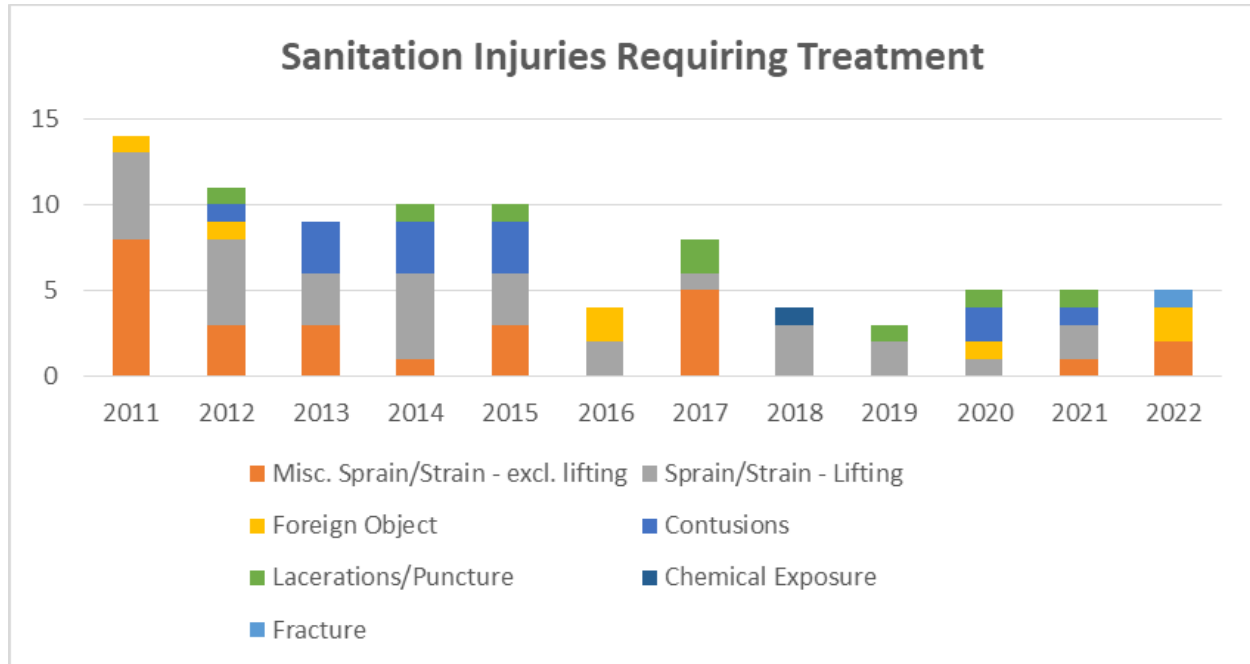
Sanitation also collects large items, such as furniture and appliances, from residences on a request basis. Additionally, Sanitation provides trash collection for City Hall, downtown containers, City parks, various City facilities and numerous special events in the community.

Background

The Sanitation Division has 24 full-time employees and 19 fleet vehicles. It serves an approximate population of 37,000 people in single-family homes, mobile homes and multi-family residential structures containing between 1 to 4 units, plus thousands more via containers that are located in City parks and throughout the downtown area.

Since the City modernized trash and recycling services in 2017, the Sanitation Division has experienced noticeable declines in employee injuries while on the job and related workers' compensation costs. Sanitation Division workers' compensation claims have dropped from over

\$125,000 in 2017 to approximately \$10,600 last year, and are at around \$10,100 so far in 2022. Additionally, the improved efficiencies of the modernized program continue to allow the Sanitation Division to keep an open FTE position unfilled for yet again in 2023, which helps to further reduce costs.



As an essential public health municipal function, Sanitation personnel have delivered critical trash, recycling and yard waste collection services throughout the entire COVID-19 pandemic. One major impact continued to be felt by Sanitation is the much higher than usual volume of both trash and recycling collection tonnages, as well as the associated landfill and materials collection costs, due to the large number of Bloomington residents still working from home either on a permanent or semi-regular basis.

2023 Budget Highlights

The Sanitation Division will continue to provide essential municipal services in 2023 through several new initiatives to increase efficiency, better utilize current resources and lower environmental impacts. Several areas to emphasize include the following initiatives:

- Begin a phased elimination of the City’s General Fund subsidy for sanitation services, which will come forward in a legislative package of rate changes to the council over the next few months
- Crews performing weekly preventative maintenance checks on all sanitation vehicles.
- Stressing the importance of “clean recycling” to the community.
- Providing targeted recycling information to the public via the ReCollect software system to prevent compromised recycling items from being sent to the landfill.

- Selling additional new yard waste containers using surplus containers as a means to further divert yard waste from entering the waste stream.
- Continuing educational outreach and information sharing efforts with community groups regarding City sanitation services.

Department of Public Works-Sanitation 2023 Budget Summary

Summary Budget Allocation	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2023 Budget	Change (\$)	Change (%)
100 - Personnel Services	1,639,504	1,683,484	1,677,768	1,865,368	1,915,269	49,900	2.7%
200 - Supplies	134,227	105,667	138,642	172,049	284,072	112,023	65.1%
300 - Other Services	812,655	896,258	942,877	2,577,865	2,605,577	27,712	1.1%
400 - Capital Outlays	-	-	-	-	-	-	0.0%
Total	2,586,386	2,685,409	2,759,286	4,615,282	4,804,918	189,635	4.1%

2023 Activity Descriptions and Goals

Solid Waste Collection

Activity Description: Provide weekly collection and disposal of household trash. Collect large items and appliances from residences on a request basis.

Goals:

- Completely eliminate the City’s General Fund subsidy for sanitation services over the next 3 years.
- Utilize on-board vehicle software functionality in 2023 to document all noncompliance with sanitation collection requirements (overflowing carts, lids not being closed, trash not bagged, carts not placed at curb, etc.) and use this data to educate 100 residents to increase overall collection.
- Participate in at least 2 neighborhood large item and excess trash clean-up events sponsored through the Housing and Neighborhood Development Department by the end of Q3.
- Attend a minimum of 3 local homeowner and/or neighborhood association meetings in 2023.

City of Bloomington Solid Waste Collection Totals (tons)					
2017	2018	2019	2020	2021	YTD 2022
5,683.14	6,771	7,195	8,061	8,261	4,139

City of Bloomington Number of Appliances & Large Items Collected *** <i>(No Data Available for 2017)</i>					
Type	2018	2019	2020	2021	YTD 2022
Appliances	307	309	441	319	189
Large Items	2,020	3,786	4,584	3,254	1,555

Solid Waste Collection Budget Allocation	2022 Budget \$	2023 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	782,506	777,599	10.15	37,000 single-family homes, mobile homes and multi-family housing (1-4 units).
200 - Supplies	68,820	113,629		
300 - Other Services	476,424	533,894		
400 - Capital Outlays	0	0		
Total	1,327,749	1,425,122		

Fund: General, Other

Recycling Collection

Activity Description: Provide weekly curbside collection of recyclable materials.

Goals:

- Maintain the City's current 35% recycling diversion rate through the end of 2023 to exceed the Environmental Protection Agency's (EPA) recorded national diversion rate (EPA rate is set at 32%).
- Partner with at least one Indiana University class to research and promote clean recycling practices to college students in 2023.

City of Bloomington Recycling Collection Totals (tons)					
2017	2018	2019	2020	2021	YTD 2022
2,939	3,415	3,155	3,882	3,630	1,279

Recycling Collection Budget Allocation	2022 Budget \$	2023 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	719,273	746,955	9.75	37,000 single-family homes, mobile homes and multi-family housing (1-4 units).
200 - Supplies	68,820	113,629		
300 - Other Services	370,552	415,251		
400 - Capital Outlays	0	0		
Total	1,158,645	1,275,834		

Fund: General, Other

Yard Waste Collection

Activity Description: Provide biweekly curbside collection of yard waste. This collection keeps yard waste from entering the landfill and promotes sustainable and eco-friendly disposal practices in the community.

Goals:

- Complete yard waste collection service by December 31, 2023, with 800 tons or more of collected materials.
- Explore a partnership in 2023 with the Monroe County Solid Waste District to jointly purchase compost bins for sale to the community in order to reduce yard waste collection totals.
- Sell 100 additional yard waste carts to residents during 2023.

City of Bloomington Yard Waste Collection Totals (Truckload/Tonnage)					
2017	2018	2019	2020	2021	YTD 2022*
950	830	650	640	700	230

* Starting in 2022, yard waste collection totals changed from truckloads to tonnage in order to better reflect existing trash and recycling collection metrics.

Yard Waste Collection Budget Allocation	2022 Budget \$	2023 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	158,082	168,544	2.20	37,000 single-family homes, mobile homes and multi-family housing (1-4 units).
200 - Supplies	25,807	42,611		
300 - Other Services	158,808	177,965		
400 - Capital Outlays	0	0		
Total	342,697	389,119		

Fund: General, Other

Municipal Collection

Activity Description: Remove trash from approximately 225 total containers from downtown sidewalks, City Hall, police and fire stations, the Utilities Service Center, the Public Safety Training Center, City buildings and downtown municipal-owned parking lots, and at City parks and trailheads.

Goals:

- Annually replace 50% of can liners in downtown trash containers.

Municipal Collection Budget Allocation	2022 Budget \$	2023 Budget \$	Staffing (FTE)	Population Served
100 - Personnel Services	205,507	222,171	2.90	85,000 people.
200 - Supplies	8,602	14,204		
300 - Other Services	52,936	59,322		
400 - Capital Outlays	0	0		
Total	267,045	295,696		

Fund: General, Other

Total Departmental Budget by Fund

Category	General Fund	Solid Waste	Total
1	0	1,915,269	1,915,269
2		284,072	284,072
3	1,419,146	1,186,431	2,605,577
4		0	0
Total	1,419,146	3,385,772	4,804,918

2023 Budget Request Highlights

The Sanitation Division's general fund budget request is \$4,804,918, which is an increase of \$189,635.

Category 1 – Personnel request is \$1,915,269, which is an increase of \$49,900.

Category 2 – Supplies request is \$284,072, which is an increase of \$112,023. This increase is due to higher fuel and oil costs.

Category 3 – Other Services & Charges request is \$2,605,577, which is an increase of \$27,712. This increase is the result of rising annual landfill collection and recycling processing fees and a slight increase to the South Central Community Action Program's qualified household assistance program in 2023.

Category 4 – Capital Outlays request is \$0, no change from 2022.

Conclusion

As a division of the Department of Public Works, Sanitation will continue to provide curbside collection of trash, large items/appliances, recycling, and yard waste to all single-family residences that are within the City limits, plus continue to provide trash removal from parks, downtown containers, City Hall, a number of City facilities, and numerous special events in the community.

CITY OF BLOOMINGTON

	Account Number	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Actual Amount	2022 Adopted Budget	2023 Council	\$ +/-	% +/-
Fund: 730 - Solid Waste (S6401)									
<u>Expenditures</u>									
Department: 16 - Sanitation									
Personnel Services									
	51110	Salaries and Wages - Regular	990,019	1,021,566	1,011,933	1,141,499	1,182,452	40,953	3.59%
	51120	Salaries and Wages - Temporary	4,142	21,478	29,836	30,000	30,000	-	0.00%
	51130	Salaries and Wages- Overtime	63,808	51,819	49,205	70,011	70,011	-	0.00%
	51210	FICA	75,771	78,691	79,262	94,975	98,108	3,133	3.30%
	51220	PERF	148,914	153,081	150,682	172,034	177,848	5,814	3.38%
	51230	Health and Life Insurance	356,850	356,850	356,850	356,850	337,350	(19,500)	-5.46%
	51320	Other Personal Services -DC Match	-	-	-	-	19,500	19,500	N/A
Total: Personnel Services			1,639,504	1,683,484	1,677,768	1,865,368	1,915,269	49,900	2.68%
Supplies									
	52110	Office Supplies	272	-	158	400	400	-	0.00%
	52210	Institutional Supplies	203	-	-	540	540	-	0.00%
	52230	Garage and Motor Supplies	100	-	154	350	350	-	0.00%
	52240	Fuel and Oil	118,390	96,793	119,255	139,349	251,372	112,023	80.39%
	52310	Building Materials and Supplies	1,371	-	-	2,500	2,500	-	0.00%
	52420	Other Supplies	13,027	8,874	17,425	21,850	21,850	-	0.00%
	52430	Uniforms and Tools	863	-	1,650	7,060	7,060	-	0.00%
Total: Supplies			134,227	105,667	138,642	172,049	284,072	112,023	65.11%
Other Services and Charges									
	53130	Medical	355	323	470	1,000	1,000	-	0.00%
	53140	Exterminator Services	370	1,845	1,625	2,000	2,000	-	0.00%
	53150	Communications Contract	12,518	6,828	7,478	13,150	13,150	-	0.00%
	53160	Instruction	350	-	-	500	500	-	0.00%
	53210	Telephone	6,040	5,616	5,995	17,600	17,600	-	0.00%
	53220	Postage	607	3,771	-	3,600	4,100	500	13.89%
	53230	Travel	181	-	-	300	300	-	0.00%
	53240	Freight / Other	271	535	1,734	3,000	3,000	-	0.00%
	53310	Printing	12,576	11,580	2,178	17,000	17,000	-	0.00%
	53410	Liability / Casualty Premiums	24,674	38,045	43,294	51,456	51,456	-	0.00%
	53420	Worker's Comp & Risk	49,952	49,651	49,651	49,651	49,651	-	0.00%
	53510	Electrical Services	2,170	2,654	3,446	5,350	5,350	-	0.00%
	53530	Water and Sewer	1,796	2,058	1,988	1,500	2,000	500	33.33%
	53540	Natural Gas	1,848	2,510	2,878	2,500	3,000	500	20.00%
	53610	Building Repairs	6,919	1,738	10,822	7,000	97,500	90,500	1292.86%
	53620	Motor Repairs	260,170	299,196	350,687	359,640	375,324	15,684	4.36%
	53640	Hardware and Software Maintenance	10,000	-	359	5,000	5,000	-	0.00%
	53650	Other Repairs	8,391	-	-	10,500	10,500	-	0.00%
	53910	Dues and Subscriptions	150	-	-	200	200	-	0.00%
	53920	Laundry and Other Sanitation Services	2,097	1,931	1,549	4,950	4,950	-	0.00%
	53950	Landfill	401,933	460,780	455,815	480,972	500,000	19,028	3.96%
	53990	Other Services and Charges	9,286	7,198	2,908	21,850	22,850	1,000	4.58%
Total: Other Services and Charges			812,655	896,258	942,877	1,058,719	1,186,431	127,712	12.06%
Expenditures Grand Total:			\$ 2,586,386	\$ 2,685,409	\$ 2,759,286	\$ 3,096,136	\$ 3,385,772	\$ 289,635	9.35%

CITY OF BLOOMINGTON

	Account Number	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Actual Amount	2022 Adopted Budget	2023 Council	\$ +/-	% +/-
Fund: 101 - General Fund (S0101)									
<u>Expenditures</u>									
Department: 16 - Sanitation									
Other Services and Charges									
	539010	Inter-Fund Transfers	985,625	1,009,620	978,492	1,519,146	1,419,146	(100,000)	-6.58%
Total: Other Services and Charges			985,625	1,009,620	978,492	1,519,146	1,419,146	(100,000)	-6.58%
Expenditures Grand Total:			\$ 985,625	\$ 1,009,620	\$ 978,492	\$ 1,519,146	\$ 1,419,146	\$ (100,000)	-6.58%

PROPOSAL TO ADJUST SERVICE FEES

Adam Wason
Director, Department of Public Works

June 7 , 2022

Increased Solid Waste Disposal and Recycling Processing Costs

- Increased fees for recycling processing, and solid waste disposal, combined with increased tonnages have resulted in increased disposal and processing costs from 2017 through 2022

Solid Waste and Recycling Tonnages

	2018	2019	2020	2021	2022
Solid Waste	6,771.20	7,194.86	8,060.86	8,260.53	7,917.53
Recycling	3,414.68	3,154.71	3,881.76	3,629.73	2,593.81

Solid Waste Disposal and Recycling Processing Costs

	2018	2019	2020	2021	2022
Solid Waste (\$43.87/ton)	\$282,167	\$225,903	\$342,722	\$360,471	\$281,024
Recycling (\$27.19/ton)	N/A	\$54,960	\$97,281	\$93,603	\$56,121

Areas of Increased Operational Costs

- Increased operational costs associated with general supply cost increases, fuel cost increases, vehicle maintenance cost increases, and utility cost increases have been ongoing and absorbed on an annual basis.

Increased Operational Costs

Cost per Category	2017	2022
Fuel	\$68,473.89	\$195,053.83
Motor Repair	\$172,551.00	\$359,640.00
Utilities/Operational Expenses	\$18,715.26	\$44,809.10
	\$259,740.15	\$599,502.93

Impacts of Increased Costs

- Not keeping up with needed investment on capital asset replacement for trucks.
 - Instead of one truck purchased for replacement each year, we have only been able to purchase one every other year
- Given the heavy duty use, Sanitation trucks should be on a 7 year replacement cycle and we're currently at a 10-12 year cycle, which will only exacerbate maintenance costs over time.

Successes from Sanitation Modernization

- Resident satisfaction with garbage collection has increased as shown in the results of the community from 2017 to 2021
 - 2017 - 78% overall satisfaction
 - 2019 - 84% overall satisfaction
 - 2021 - 83% overall satisfaction
- Diversion rates have increased over this time period as well
 - 2017 - 32%
 - 2022 - 35%

Successes from Sanitation Modernization

- Worker's compensation and serious injury rates have been significantly reduced.
- From an annual high point of nearly \$170,000 of total workers compensation costs in 2016 to a low point of \$10,655 in annual costs in 2021, the new system is proving to reduce injuries.

Proposal to Adjust Service Fees

- Given the rising costs of operations, rates need to be adjusted simply to meet operational costs, and to properly invest in capital replacement
- After the 2023 budget hearings, the administration heard from several council members that were interested in exploring a reduction of the amount of general fund support to Sanitation.

Annual Amounts of General Fund Support for Sanitation Division

	2018	2019	2020	2021	2022
General Fund Support Amount	\$919,786.41	\$985,625.08	\$1,009,620.10	\$978,492.12	\$1,107,486.09

Proposal to Adjust Service Fees - Models

	35 Gallon % ↑	64 Gallon % ↑	96 Gallon % ↑
Current Rates	\$6.51	\$11.61	\$18.52
No GF Support Reduction	\$8.15-\$9.78 25%	\$16.06 - \$19.72 38%	\$28.79 - \$34.55 55%
25% GF Support Reduction	\$9.23 - \$11.08 42%	\$18.24 - \$21.89 57%	\$32.48 - \$38.98 75%
50% GF Support Reduction	\$10.31 - \$12.37 58%	\$20.42 - \$24.50 76%	\$36.19 - \$43.43 95%
75% GF Support Reduction	\$11.39 - \$13.67 75%	\$22.59 - \$27.11 95%	\$39.90 - \$47.88 115%
100% GF Support Reduction	\$12.47 - \$14.96 92%	\$24.77 - \$29.72 113%	\$43.61 - \$52.33 135%

Proposal to Adjust Other Service Fees

Additional Weekly Pickups	35 Gallon	64 Gallon	96 Gallon
Current	\$1.89	\$3.38	\$5.38
Proposed	\$3.78	\$6.76	\$10.76

Item Collected	Large Items	Appliances
Current Rate	\$10	\$10
Proposed	\$25	\$35

THANK YOU.

Questions?