

**AGENDA**  
**BOARD OF PUBLIC SAFETY REGULAR SESSION**  
**TUESDAY, OCTOBER 17, 2023**  
**AT 6:00 P.M.**  
**MCCLOSKEY CONFERENCE ROOM, ROOM 135**  
**BLOOMINGTON CITY HALL**  
**401 N MORTON STREET**  
**BLOOMINGTON, IN 47404**

1. CALL TO ORDER
2. CERTIFICATION OF EXECUTIVE SESSION
3. APPROVAL OF MINUTES
  - a. September 19, 2023 – Regular Session
4. VERBAL CERTIFICATION OF PAYROLL – 9/22 & 10/6
5. POLICE DEPARTMENT BUSINESS
  - a. Report on Monthly Statistics and Training
  - b. General Business
  - c. Purchases: Expenditures/Procurements
  - d. Personnel Issues
    - i. Conditional offer of employment
  - e. CIRT/ARV Deployment Report
6. FIRE DEPARTMENT BUSINESS
  - a. Report on Monthly Statistics and Training,
  - b. Letters of Appreciation and Commendation
  - c. General Business
  - d. Purchases: Expenditures/Procurements
  - e. Personnel Issues
7. OLD BUSINESS
8. NEW BUSINESS
9. PETITIONS AND COMMUNICATIONS (limited to 3 minutes per person)
10. ADJOURNMENT

## **BLOOMINGTON BOARD OF PUBLIC SAFETY**

The Bloomington Board of Public Safety held a Regular Session on **Tuesday, September 19, 2023, at 6:00 p.m.**, in the McCloskey Room, Room 135, City of Bloomington located at 401 N. Morton Street, Bloomington, Indiana.

### **CALL TO ORDER**

Board President Kim Gray called the meeting to order at 6:00 p.m. Board Members Rachel Guglielmo and Natalia Galvan were present.

Also in attendance were Interim Fire Deputy Chief Max Litwin, Fire Chief Jason Moore, Police Deputy Chief Scott Oldham, Assistant City Attorney Christopher Wheeler, and Board Secretary Ashley Sparks. See sign-in sheet for full list of attendees.

### **APPROVAL OF PREVIOUS MEETING MINUTES**

Board Member Natalia Galvan moved to approve the meeting minutes from the August 15, 2023, regular session. Board Member Rachel Guglielmo seconded the motion. The motion passed unanimously, 3-0.

### **VERBAL CERTIFICATION OF PAYROLL**

Police Deputy Chief Scott Oldham and Fire Chief Jason Moore both affirmed the payroll claims for August 11, August 25, and September 6, all in the year of 2023.

### **POLICE DEPARTMENT BUSINESS**

#### **Report on Monthly Statistics, Training and Incident Reports:**

Police Deputy Chief Scott Oldham presented the monthly statistics and training.

Board Member Natalia Galvan asked if the rise in service calls was projected. Police Deputy Chief Oldham answered.

Board Member Rachel Guglielmo asked if other police departments in Indiana are experiencing similar increases in service call volume. Police Deputy Chief Scott Oldham answered.

Board Member Natalia Galvan asked if the Monroe County Sheriff and Indiana State Police help with service calls. Police Deputy Chief Scott Oldham answered.

Board President Kim Gray asked if there was a hypothesis regarding the reason(s) for the rise in service call volume. Police Deputy Chief Scott Oldham answered.

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Board President Kim Gray asked if the police department tracks calls between Bloomington residents and tourists. Police Deputy Chief Scott Oldham answered.

Board Member Natalia Galvan asked if there was an increase after IU classes commenced. Police Deputy Chief Scott Oldham answered.

Board President Kim Gray asked if the increase in call volume fed into the budget requests for 2024. Police Deputy Chief Scott Oldham answered.

Board Member Rachel Guglielmo asked if the call volume has had a practical impact on the Department's ability to answer or respond to calls. Police Deputy Chief Scott Oldham answered.

Board Member Natalia Galvan asked if noise complaints always get addressed. Police Deputy Chief Scott Oldham answered.

Board Member Natalia Galvan commented on the likeliness of officers being tired. Police Deputy Chief Scott Oldham responded.

Board President Kim Gray asked if citizens were worried about homeless or other people holding signs on sidewalks. Police Deputy Chief Scott Oldham responded.

Board President Kim Gray asked if some of the calls could be used as educational opportunities with the public regarding the Constitutional rights of people. Police Deputy Chief Scott Oldham answered.

Board President Kim Gray commented that some of the crime statistic categories are down and yet the totals are at a 40% increase. Police Deputy Chief Scott Oldham responded.

Board President Kim Gray commented on her interest to see month to month statistics for each year to track. Police Deputy Chief Scott Oldham responded.

Board Member Natalia Galvan asked if the rape/forcible sex offenses were people on dates or strangers. Police Deputy Chief Scott Oldham answered.

Board Member Natalia Galvan asked if a lot of the statistics were IU adjacent. Police Deputy Chief Scott Oldham answered.

Board Member Natalia Galvan informed the Board of public safety funds available for educational opportunities. Police Deputy Chief Scott Oldham responded.

Board President Kim Gray asked what organization was providing public safety funds. Board Member Natalia Galvan responded.

Board Member Rachel Guglielmo asked if traffic stops were part of the reason call volume had increased. Police Deputy Chief Scott Oldham answered.

Board President Kim Gray commented that the violent crime statistics being shown were not reflecting the full year yet. Police Deputy Chief Scott Oldham answered.

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Board President Kim Gray asked if there have been a lot of public intoxication arrests. Police Deputy Chief Scott Oldham answered.

Board President Kim Gray asked what Moyer is. Police Deputy Chief Scott Oldham answered.

Board President Kim Gray asked how long the Department has been utilizing Moyer. Police Deputy Chief Scott Oldham answered.

Board Member Natalia Galvan asked if Zoom meetings count for community engagement hours or opportunities for officers. Police Deputy Chief Scott Oldham answered.

Board Member Natalia Galvan commented that counting Zoom meetings for community engagement hours might help with grants.

Board President Kim Gray asked if the Citizens Police Academy is to take place at headquarters. Police Deputy Chief Scott Oldham answered.

Board President Kim Gray asked if Project Lifesaver was a free resource. Police Deputy Chief Scott Oldham answered.

Letters of Appreciation/Commendation:

None.

General Business:

None.

Purchases: Expenditures/Procurements:

Police Deputy Chief Scott Oldham stated that there are still vehicle purchases coming through and a Taser purchase order will be coming soon.

Board President Kim Gray asked if vehicle purchases were being done by patch work. Police Deputy Chief Scott Oldham answered.

Board Member Natalia Galvan asked if officers have take-home cars. Police Deputy Chief Scott Oldham answered.

Board Member Natalia Galvan commented that there is a big difference between a pool car and a take-home car. Police Deputy Chief Scott Oldham responded.

Board Member Natalia Galvan asked if the new vehicle usage system is working well for officers. Police Deputy Chief Scott Oldham answered.

Board Member Natalia Galvan asked what could be done to help get the staffing issue under control. Police Deputy Chief Scott Oldham answered.

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Board Member Natalia Galvan asked how the Police Academy was doing. Police Deputy Chief Scott Oldham answered.

Board Member Natalia Galvan asked if there were not as many people pursuing a career in law enforcement. Police Deputy Chief Scott Oldham answered.

Board Member Natalia Galvan asked if the infrastructure was good with the current car policy. Police Deputy Chief Scott Oldham answered.

Board Member Natalia Galvan asked when Tasers would be operational. Police Deputy Chief Scott Oldham answered.

Board Member Natalia Galvan asked if Tasers have already been ordered. Police Deputy Chief Scott Oldham answered.

Personnel:

Police Deputy Chief Scott Oldham stated that there are currently 21 vacancies, 4 officers on sick leave, 2 in the Academy, and 4 on FTO, leaving 74 officers actively working.

Board Member Rachel Guglielmo asked if there was only 1 officer involved in the open hiring process. Police Deputy Chief Scott Oldham answered.

**CIRT/ARV REPORT**

None.

**FIRE DEPARTMENT BUSINESS**

Report on Monthly Statistics, Training and Incident Reports:

Fire Chief Jason Moore presented the monthly statistics.

Board Member Natalia Galvan asked for examples of MIH referrals. Fire Chief Jason Moore answered.

Board Member Natalia Galvan asked for information on referring people of concern. Fire Chief Jason Moore answered.

General Business:

Fire Chief Jason Moore indicated that the Showers West project is in the conceptual design phase.

Fire Chief Jason Moore indicated that the bid documents for Station 1 will be out soon.

Board Member Natalia Galvan asked for clarification on the location of Station 1. Fire Chief Jason Moore responded.

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Board President Kim Gray asked for information on the changes in design for Station 1. Fire Chief Jason Moore responded.

Board Member Natalia Galvan asked for an expected completion timeline for Station 1. Fire Chief Jason Moore responded.

Board Member Natalia Galvan asked if Station 1 would house the same number of crew members as it did prior to the flood damage. Fire Chief Jason Moore answered.

Board Member Natalia Galvan asked if Station 1 will look like the fire station on the west side of town. Fire Chief Jason Moore answered.

Fire Chief Jason Moore indicated that Station 3 has completed the conceptual design stage.

Board Member Natalia Galvan asked for clarification on the location of Station 3. Fire Chief Jason Moore responded.

Board President Kim Gray asked about IU's involvement in the land ownership of Station 3. Fire Chief Jason Moore responded.

Board President Kim Gray asked if site surveys and environmental reports were for a location near the solid waste management. Fire Chief Jason Moore answered.

Fire Chief Jason Moore indicated that there will be upcoming public engagement opportunities.

Board President Kim Gray asked if the Department gets feedback from the neighboring residents for all stations. Fire Chief Jason Moore answered.

Fire Chief Jason Moore indicated that Interim Fire Deputy Chief Max Litwin is fully online with his responsibilities and is ready to move forward with projects temporarily halted.

Purchases: Expenditures/Procurements:

Interim Fire Deputy Chief Max Litwin indicated that there are no large purchases in August.

Fire Chief Jason Moore indicated that there would be several purchases in the near future, including the payment to engineers for Station 1.

Board President Kim Gray asked if the Department was utilizing local engineers for Station 1. Fire Chief Jason Moore answered.

Personnel:

Fire Chief Jason Moore indicated that there are 10 firefighters in training and 1 recent resignation, leaving the Department down 5 employees.

Fire Chief Jason Moore discussed known departures from the Department in the near future, prompting another hiring process in the first or second quarter of 2024.

Board Member Rachel Guglielmo asked if the upcoming hiring process was to help recover from expected retirements. Fire Chief Jason Moore answered.

Board President Kim Gray asked for an update on the firefighter who had not passed the test and was trying again. Fire Chief Jason Moore responded.

Fire Chief Jason Moore indicated that there are 2 employees out on paid family leave.

Board President Kim Gray asked if paid family leave was a new process. Fire Chief Jason Moore answered.

Board President Kim Gray asked if Interim Fire Deputy Chief Max Litwin is currently holding 2 positions. Interim Fire Deputy Chief Max Litwin and Fire Chief Jason Moore both responded.

**OLD BUSINESS**

There was no old business presented.

**NEW BUSINESS**

There was no new business presented.

**PUBLIC COMMENT**

There was no public comment.

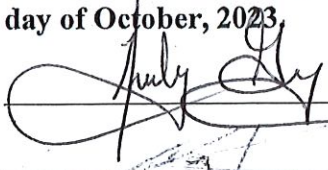
**ADJOURNMENT**


Meeting adjourned at 6:40 p.m.

Respectfully submitted,

Ashley Sparks, Recording Secretary  
Board of Public Safety

The minutes of the September 19, 2023 Board of Public Safety Meeting were approved this 17<sup>th</sup> day of October, 2023.

  
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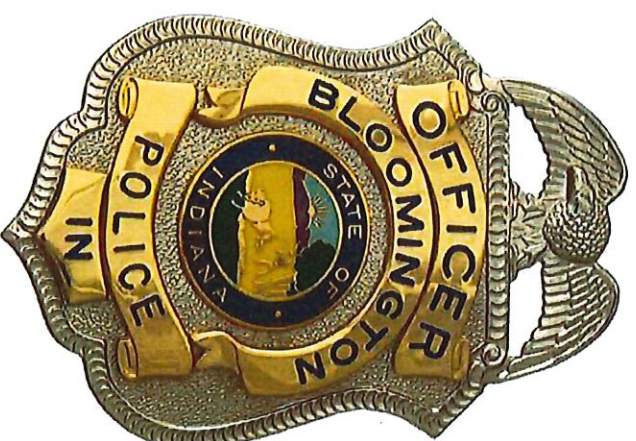
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**Bloomington Police Department**

**Board Of Safety**

**Statistical Report**

**September 2023**

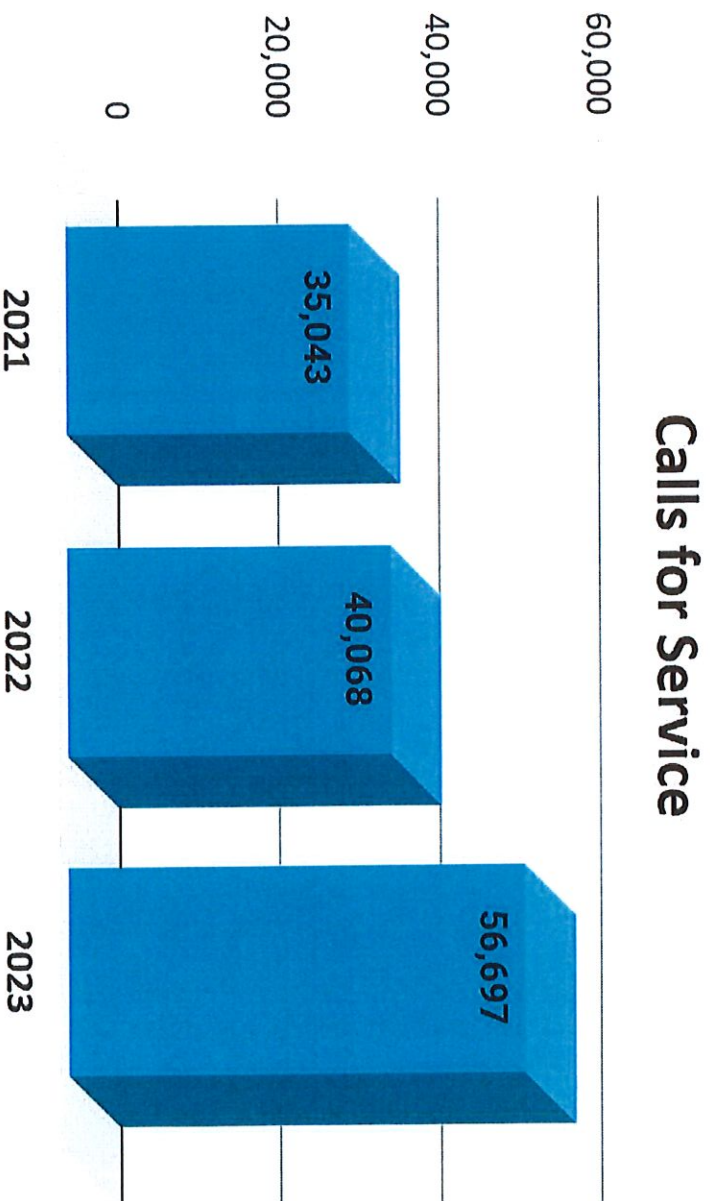




# CALLS FOR SERVICE

The Department has responded to 56,697 calls for service through September in 2023. That is an increase of 16,629 calls from the same period in 2022.

This figure represents a 41.5% increase in 2023.

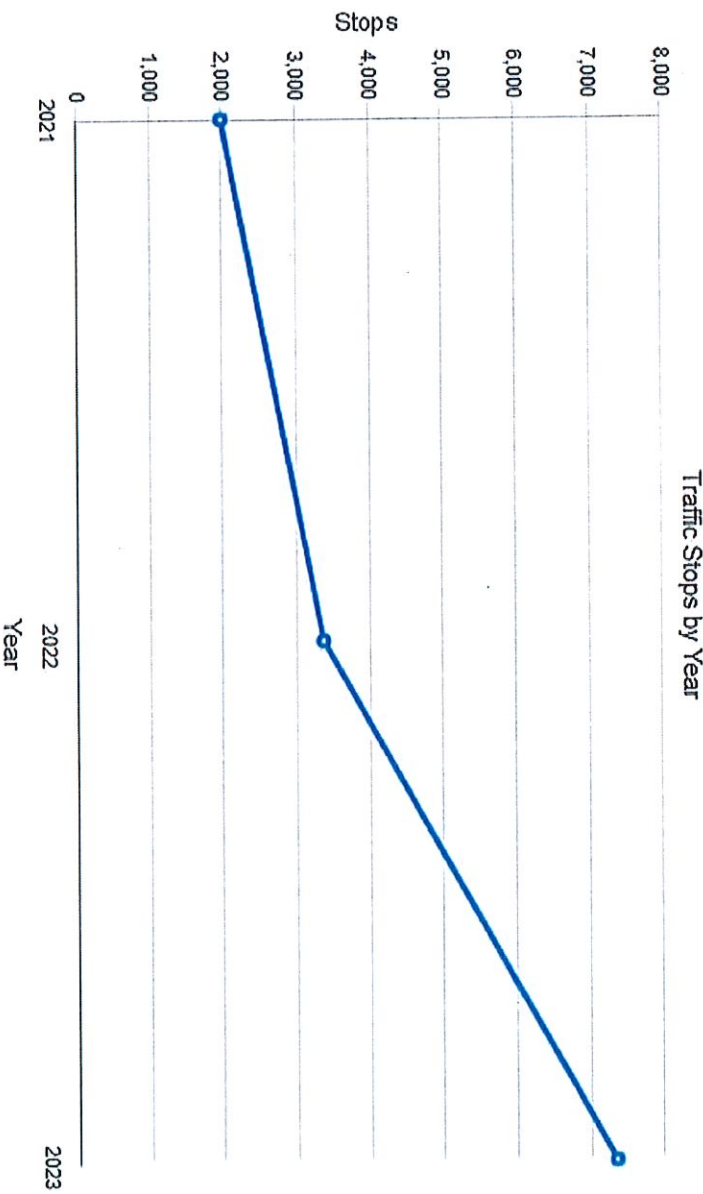


# COMPARISON 2021-2023 CRIME TOTALS

CRIME	2021	2022	2023	Percentage Change (2022-2023)
Murder	2	5	0	-100%
Rape/Forcible Sex Offense	80	85	71	-18.6
Robbery	57	48	30	-48.8%
Assault	739	756	759	1.2%
Domestic Battery	327	340	281	-16.2%
Child Abuse	32	27	25	-12.5%
Neglect	27	29	18	-28.0%
Burglary	219	205	156	-21.9%
Larceny	1198	1193	1301	5.3%
Vehicle Theft	110	114	129	12.2%
Operating While Intoxicated	61	90	82	-13.9
Public Intoxicated	82	63	94	62.7%
Vandalism	814	716	611	-14.5%
Graffiti	48	29	26	-22.2%

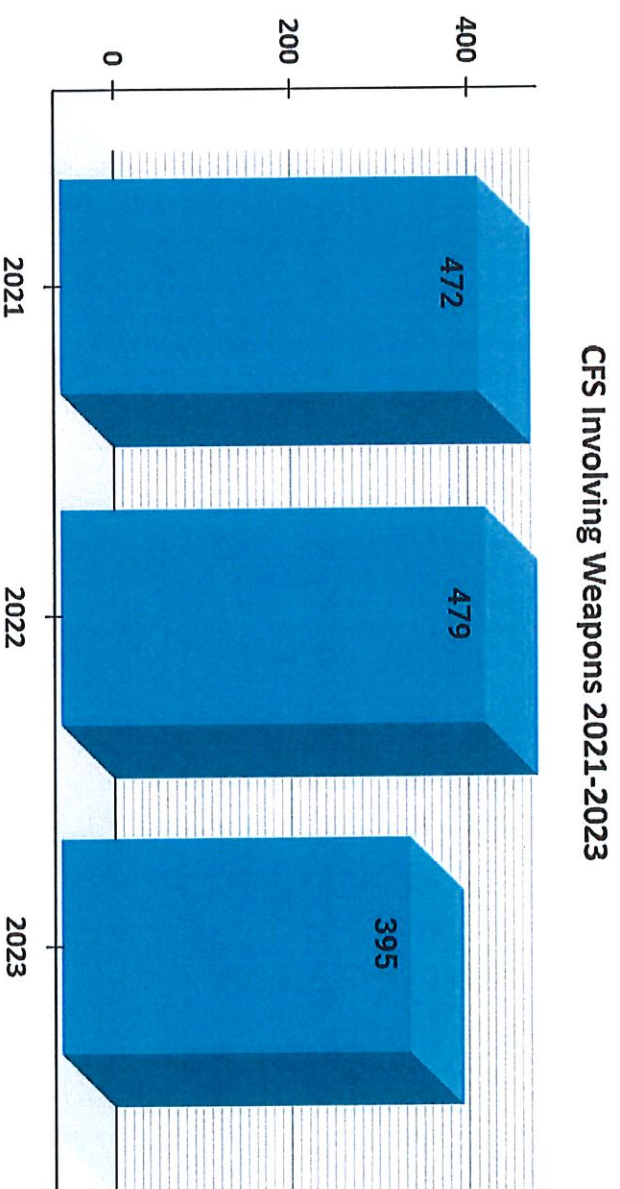
# TRAFFIC STOP COMPARISON

Year	Traffic Stops
2021	7993
2022	3366
2023	7349

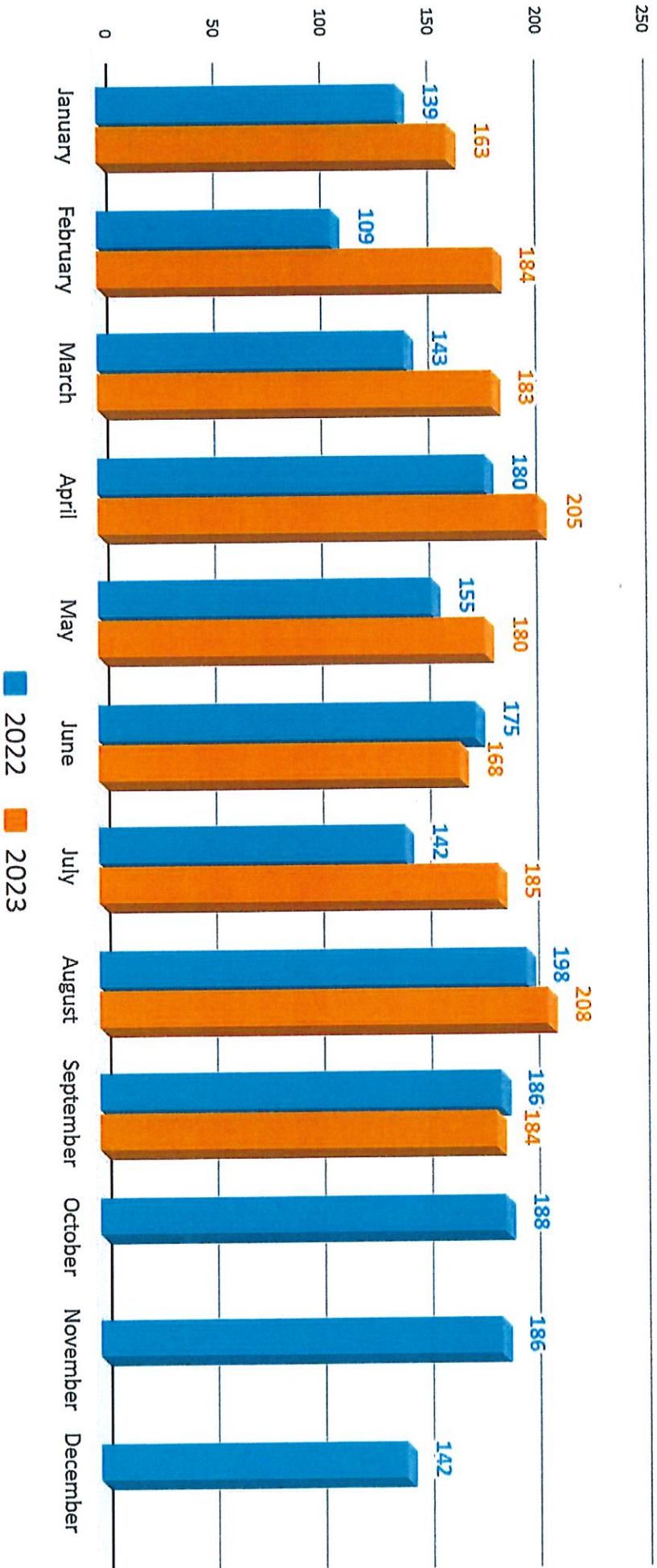


# VIOLENT CRIME INVOLVING WEAPONS

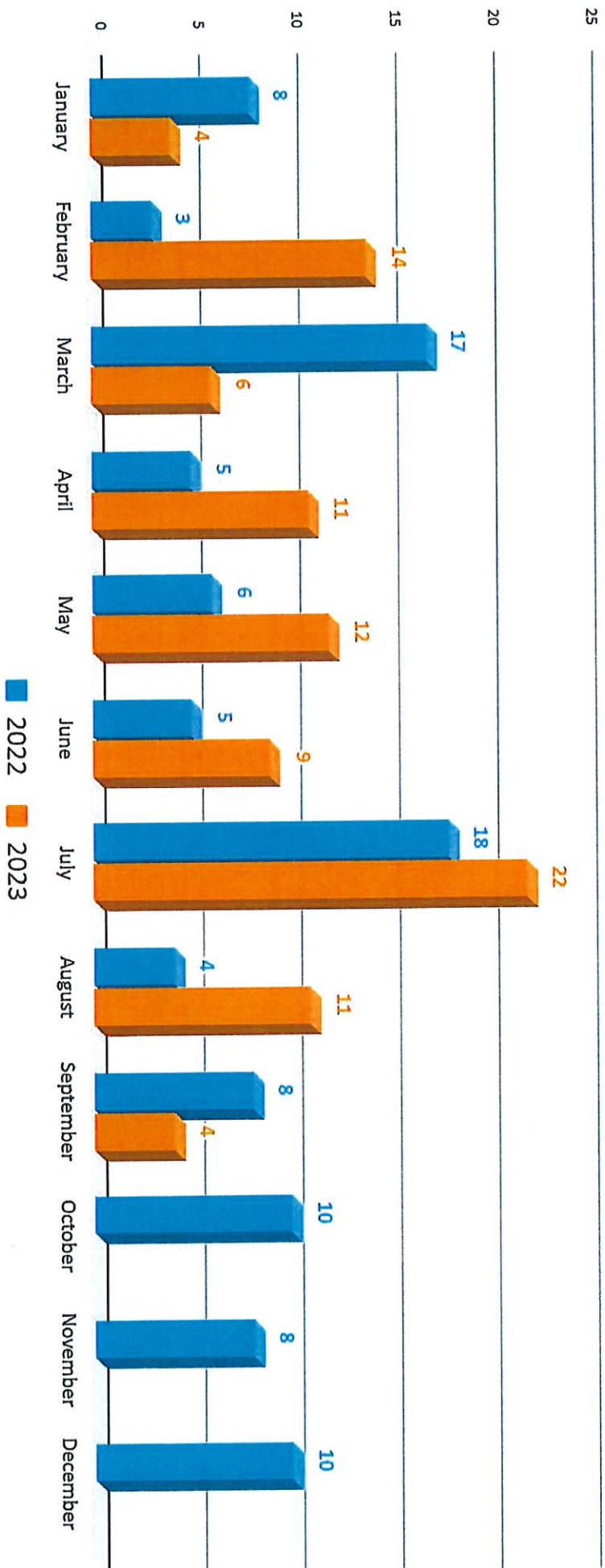
- So far in 2023, there have been 395 incidents where weapons were reportedly involved.
- A firearm has been seen in 107 incidents in 2023 and firearms were fired at a person in 33 of those incidents.



# 2022-2023 Adult Arrests

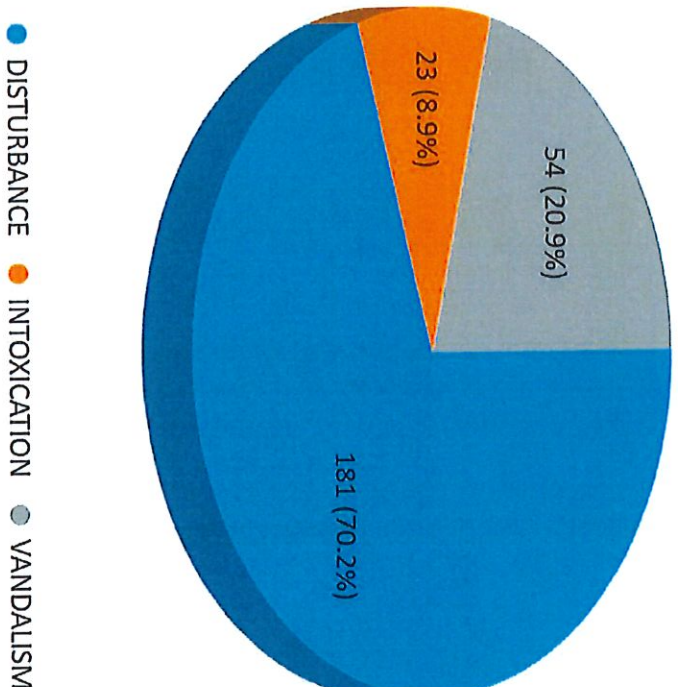


### 2022-2023 Juvenile Referrals



UCR/IND. HATE CRIMES		2022	2023
Jan-Mar	1	1	
Apr-June	0	1	
July - Sept	1	0	
Oct - Dec	0		
TOTALS:	2	2	

## September 2023 Nuisance Calls for Service



**Total = 258**



## **TRAINING**

**Training Hours: 1025 (1009 in 2022)**

### **Training Highlights:**

- **Two officers attended *All Things K9* course**
- **Six officers completed the Moyer 2023 mandatory police training**
- **Two officers attended Honor Guard Training Camp**
- **One supervisor attended the Police Executive Leadership Academy**
- **Four officers attended a combat shield course**
- **K9 training (97.5 hours), CIRT training (12 officers/42 hours each)**

## **COMMUNITY ENGAGEMENT**

**Community Engagement Events: 13 (17 in 2022)**

**Community Engagement Hours: 56.17 (40.06 in 2022)**

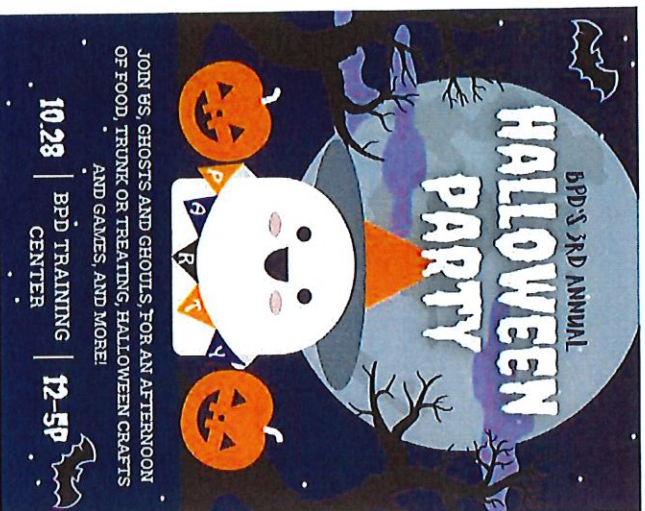
**BPD Personnel Involved: 15 (22 in 2022)**

### **Community Engagement Events-Prior:**

- Officer on a Train with Indiana Railroad (train crossing safety)
- International family welcome orientation
- Heroes breakfast at Redbud Hills
- Criminal Justice career networking night at IU
- Citizens Police Academy weeks 1-4
- DRO meetings with service providers

# Community Engagement Events-Upcoming:

- Citizens Police Academy weeks 5-9
- Wonder Women 2023 with the Bloomington Housing Authority
- Boo to Drugs anti-drug trick-or-treating event 10/25 from 5p-7:30p
- DEA Drug Take Back Day, Kroger west, 10/28 from 10a-2p



## Bloomington Police Department CITIZENS POLICE ACADEMY



*A firsthand, in-depth understanding of law enforcement in Bloomington.*



Monday Evenings | 6:00 - 8:30 pm  
Sept 5<sup>th</sup> - Nov 6 2023 \*Note that week 1 meets on Tuesday, Sept. 5, as Sept. 4 is Labor Day



Join us for candid, open conversations about the law enforcement topics that matter to you during this 10 week free course. Each Monday evening, you'll meet a BPD specialist and gain an insider's view of law enforcement in Bloomington. All citizens 18+ are welcome to apply.

Firearms • Pursuits & Emergency Driving • Evidence  
K9 Detection & Apprehension • Special Investigations • Social Work  
Critical Incident Response Team • Defensive Tactics & Use of Force  
Hostage Negotiation & De-escalation • Crash Investigations & OWI •  
Traffic Stop Procedures

Space is limited | Apply by August 25  
<http://bloomington.in.gov/police/citizens-police-academy>

## Police Social Worker

Total Number of Referrals: 23 (26 in 2022)

Total Number of PSW Contacts: 296 (383 in 2022)

### **Summary:**

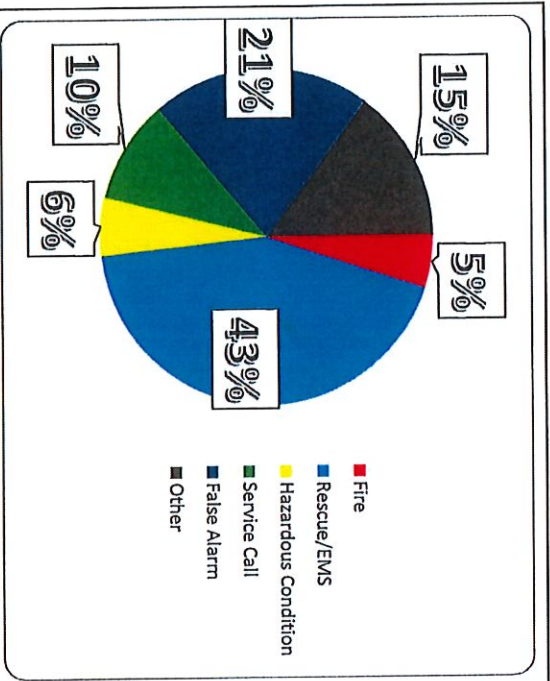
- PSW and intern obtained and delivered pet food as well as human food from community partners to assist a struggling client
- PSW worked with a client to sign up for Section 8 housing and assisted with food resources
- PSW connected a client with community resources/opportunities to decrease loneliness and promote engagement outside of their house

# City of Bloomington Fire Department Board of Public Safety Report

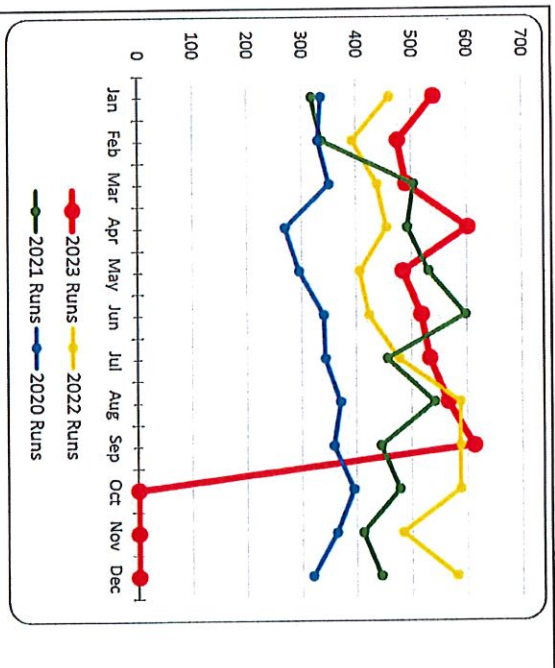


September 2023

# Operational Statistics



YTD Percentage of Incident Types



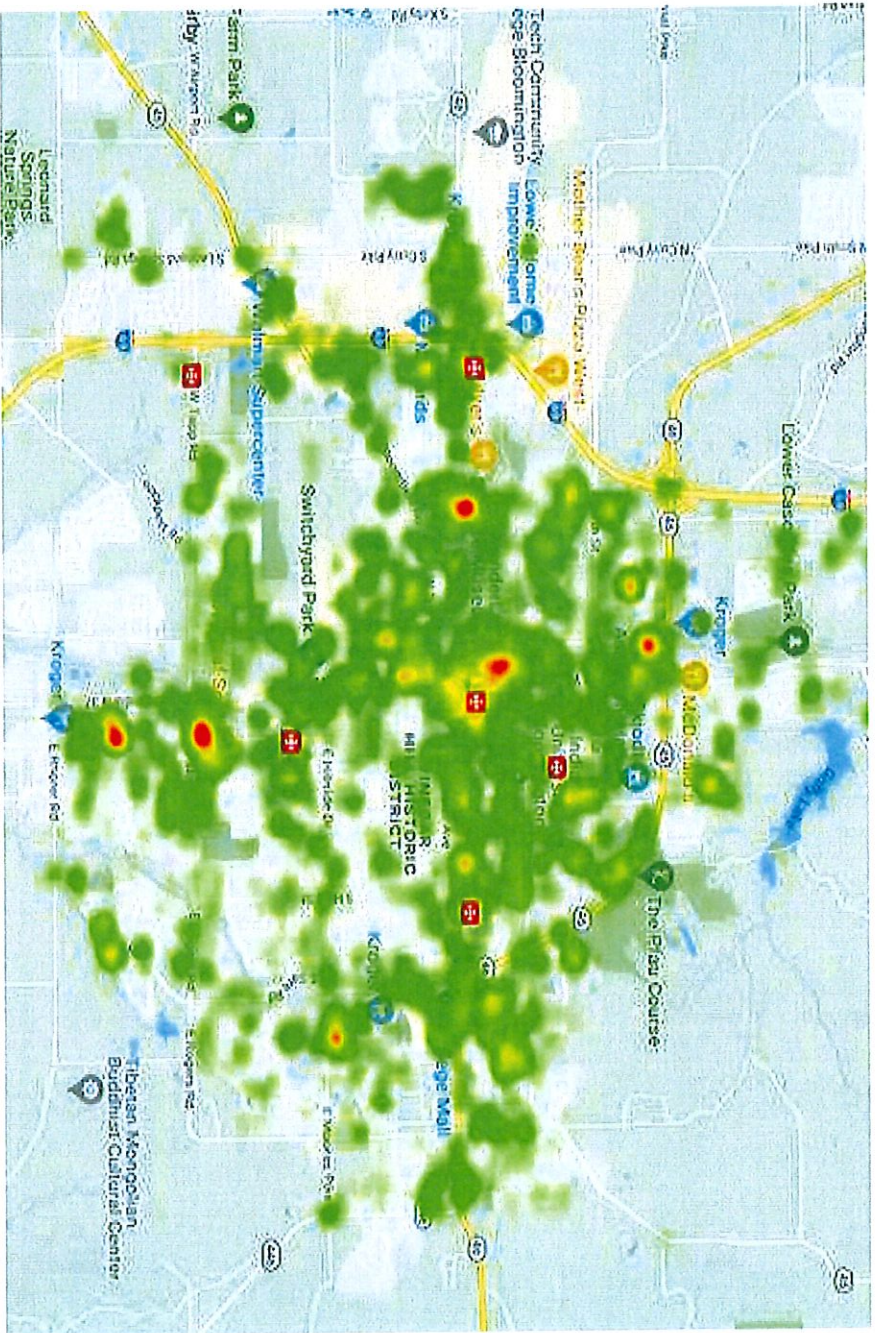
Year to Year Trend of Total Incidents



YTD Location of Incident



# Response Heat Map for Calls





# Response Times / Goals (EMS Turnout)

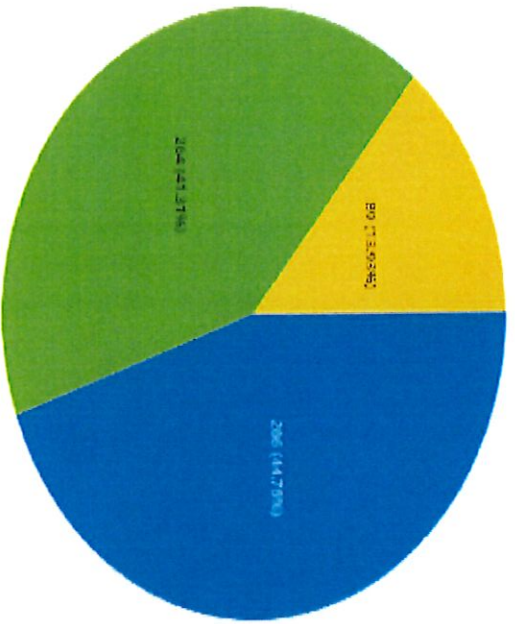
EMS Dispatch Types  
Based on All Unit Turnout Times per Incident



< 60 Seconds    60 - 120 Seconds    > 120 Seconds

# Response Times / Goals (Fire & Special Ops)

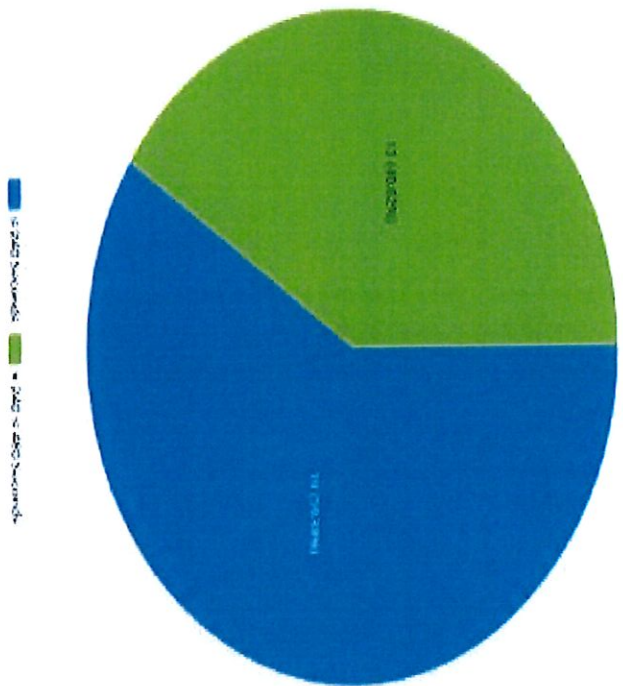
Fire & Special Ops Dispatch Types  
Based on All Unit Turnout Times per Incident



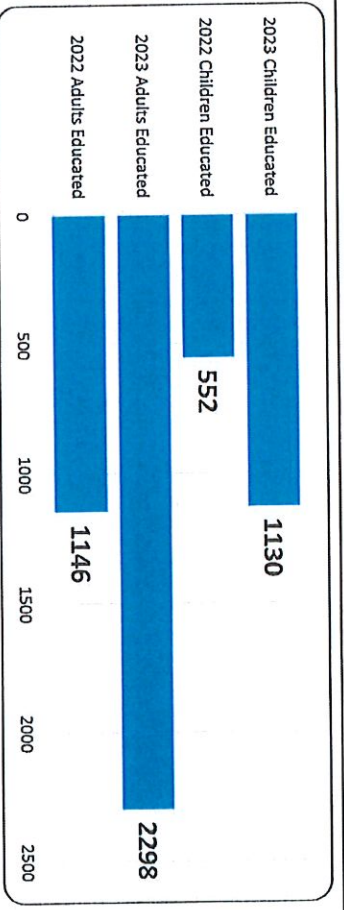
■ ≤ 80 Seconds   ■ 80 - 120 Seconds   ■ > 120 Seconds

# Response Times / Goals (1st arriving)

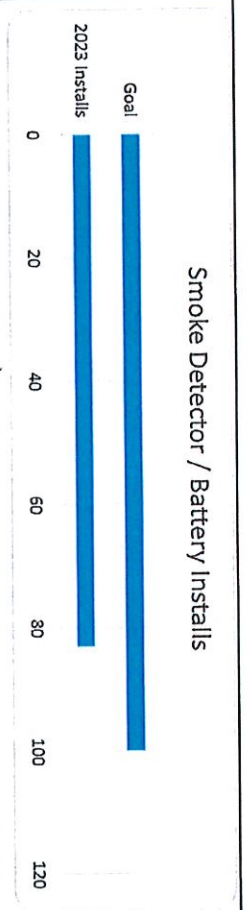
Total: (32)



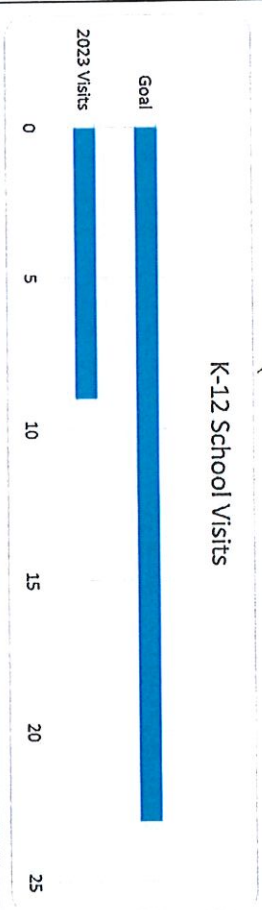
# Prevention and Public Engagement Statistics



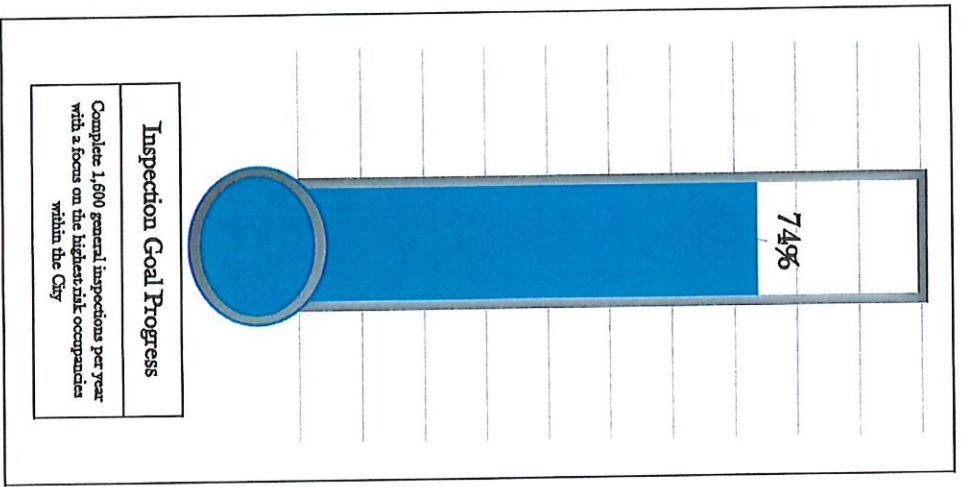
Public Education Contacts



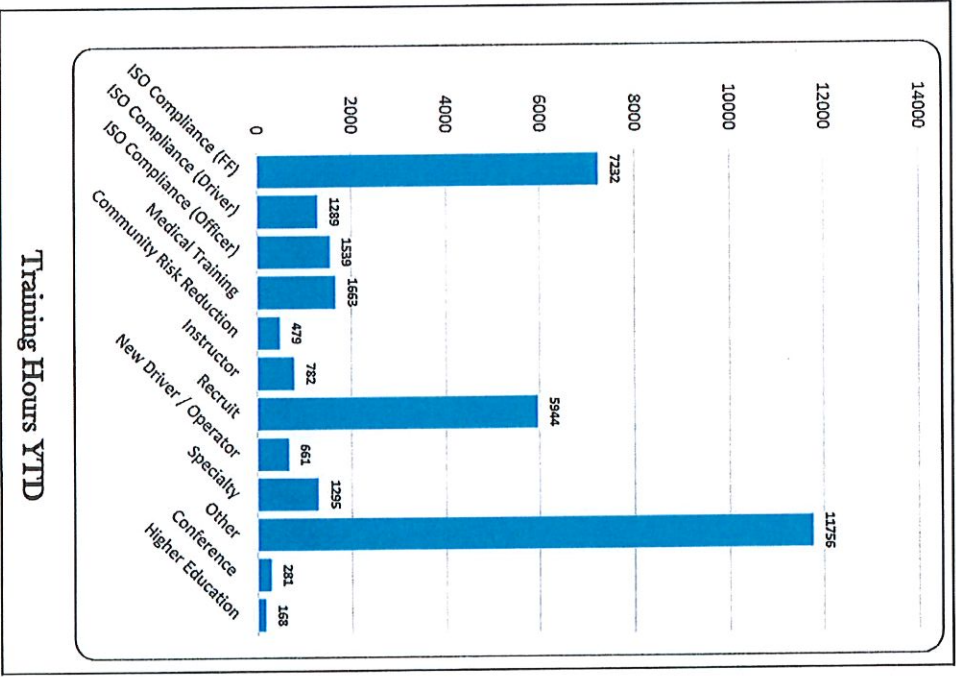
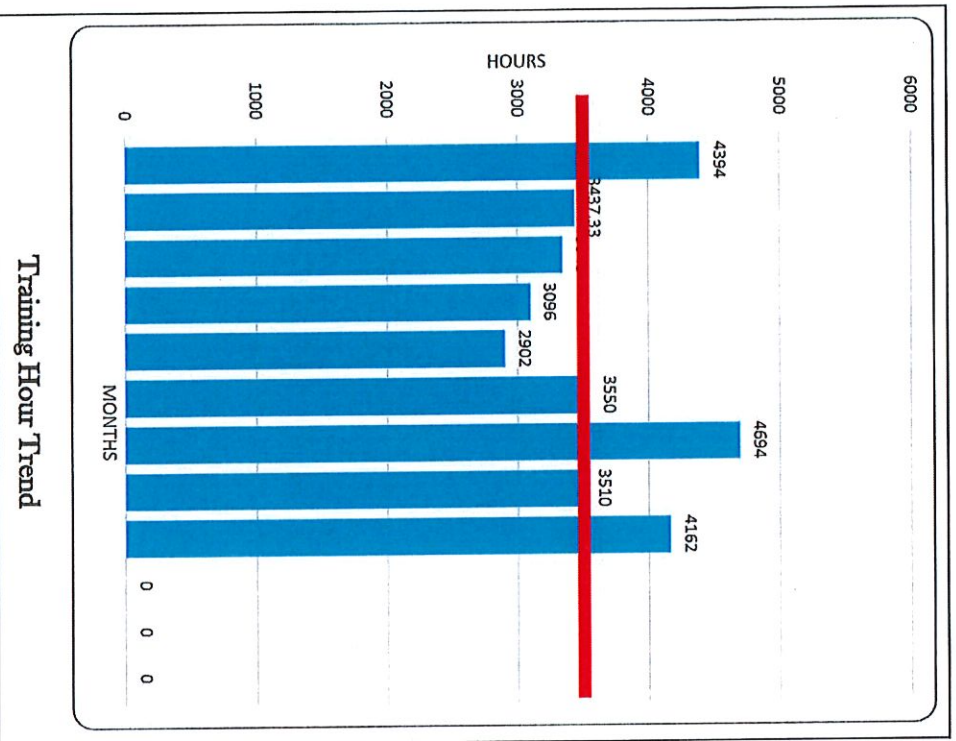
Smoke Detector / Battery Installs



K-12 School Visits



# Training and Education



## Mobile Integrated Healthcare

Tracking Metric	YTD	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
# of Active Clients	268	11	14	21	26	27	33	40	43	53	0	0	0
Avg Visit Per Client	5.109	3	4.5	5	4.27	5.37	6.8	6.03	5.56	5.45	0	0	0
Services Engaged	165	19	9	19	14	20	29	17	16	22	0	0	0
Agencies Engaged	129	9	9	18	11	10	21	13	19	19	0	0	0
Estimated 911 Calls Diverted	116	52	0	0	0	0	2	32	15	15	0	0	0
<b>Total # of Referrals</b>	<b>94</b>	<b>6</b>	<b>5</b>	<b>6</b>	<b>12</b>	<b>7</b>	<b>16</b>	<b>13</b>	<b>16</b>	<b>13</b>	<b>0</b>	<b>0</b>	<b>0</b>



### MIH "WINS"

A referral was made to the program after seeing the team featured in Bloom Magazine. Two agencies now involved.

MIH was able to facilitate continuity of care by communicating with two patients' primary care physicians directly.

The fire inspector recognized the need for a referral during a routine check. MIH responded and quickly recognized the mental health issues present. MIH worked with Stride's Mobile Crisis Team to assist. This patient has been prescribed medication, is now in a program assisting him, and is compliant!

The MIH program recognized a need for assistance in getting fire extinguishers into homes without them or the ability to purchase one. The program received its first official donation and was able to purchase 3 fire extinguishers.

**CERTIFICATION OF EXECUTIVE SESSION**  
**BY THE**  
**BLOOMINGTON BOARD OF PUBLIC SAFETY**

An Executive Session of the City of Bloomington Board of Public Safety was held on the 17th day of October, 2023, at 5:45 p.m. in the McCloskey Conference Room of City Hall, 401 N. Morton St., Bloomington, IN 47404.

The purpose of the Executive Session was to receive information about a prospective employee as authorized by IC 5-14-1.5-6.1(b)(5).

The following Board Member(s) attended the meeting in person: Kim Gray and Natalia Galvan.

Also in attendance at the meeting were: Police Captain Myrick Williams, Police Deputy Chief Scott Oldham, Assistant City Attorney Christopher J. Wheeler and Recording Secretary Ashley Sparks.

No final decisions were made or subject matter discussed in the Executive Session other than the subject matter specified herein and in the posted notice of the actual session.

So certified and signed this 18<sup>th</sup> of October 2023.

DocuSigned by:



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Kimberly Gray, Board President

Attest:

  
Ashley Sparks, Recording Secretary  
Board of Public Safety

**Certificate Of Completion**

Envelope Id: AA2B4E07178242CA9EBE99048ABF0976	Status: Completed
Subject: Complete with DocuSign: 20231017 Certification of Executive Session.pdf	
Source Envelope:	
Document Pages: 1	Signatures: 1
Certificate Pages: 4	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Colleen Newbill
Time Zone: (UTC-05:00) Indiana (East)	PO Box 100
	Attn: ITS
	Bloomington, IN 47402
	colleen.newbill@bloomington.in.gov
	IP Address: 166.199.97.140

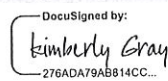
**Record Tracking**

Status: Original	Holder: Colleen Newbill	Location: DocuSign
10/18/2023 1:49:50 PM	colleen.newbill@bloomington.in.gov	

**Signer Events**

Kimberly Gray  
 kgray0998@gmail.com  
 Security Level: Email, Account Authentication (None)

**Signature**



Signature Adoption: Pre-selected Style  
 Using IP Address: 166.205.124.56  
 Signed using mobile

**Timestamp**

Sent: 10/18/2023 1:51:45 PM  
 Viewed: 10/18/2023 2:55:17 PM  
 Signed: 10/18/2023 2:55:56 PM

Electronic Record and Signature Disclosure:  
 Accepted: 10/18/2023 2:55:17 PM  
 ID: a0d898a9-bdaa-435a-ace8-2d095e055a6e

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	10/18/2023 1:51:45 PM
Certified Delivered	Security Checked	10/18/2023 2:55:17 PM
Signing Complete	Security Checked	10/18/2023 2:55:56 PM
Completed	Security Checked	10/18/2023 2:55:56 PM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		



## **ELECTRONIC RECORD AND SIGNATURE DISCLOSURE**

From time to time, City of Bloomington (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

### **Getting paper copies**

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

### **Withdrawing your consent**

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### **Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

### **All notices and disclosures will be sent to you electronically**

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

### **How to contact City of Bloomington:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: [jane.kupersmith@bloomington.in.gov](mailto:jane.kupersmith@bloomington.in.gov)

### **To advise City of Bloomington of your new email address**

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at [jane.kupersmith@bloomington.in.gov](mailto:jane.kupersmith@bloomington.in.gov) and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

### **To request paper copies from City of Bloomington**

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to [jane.kupersmith@bloomington.in.gov](mailto:jane.kupersmith@bloomington.in.gov) and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

### **To withdraw your consent with City of Bloomington**

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;

ii. send us an email to [jane.kupersmith@bloomington.in.gov](mailto:jane.kupersmith@bloomington.in.gov) and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

### **Required hardware and software**

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

### **Acknowledging your access and consent to receive and sign documents electronically**

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify City of Bloomington as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by City of Bloomington during the course of your relationship with City of Bloomington.

PLEASE CLEARLY PRINT YOUR NAME

Ashley Sparks

Kamryn Sparks

JASON MOORE (BFD)

Mick Williams (BPD)

Scott OGDHAM BPD

Chris Wheeler