



# CITY OF BLOOMINGTON COMMON COUNCIL

AGENDA AND NOTICE:  
SPECIAL COMMITTEE ON COUNCIL PROCESSES  
TUESDAY | 6:00 PM  
13 February 2024

*Hooker Conference Room (#245), Showers Building, 401 N. Morton Street  
The public may also access the meeting at the following link:*

<https://bloomington.zoom.us/j/85181757445?pwd=SeIWtuSC7b9RDAs5dWopPeYhkoM3.1>

**Chair: Isabel Piedmont-Smith**

- I. Agenda summation
- II. Work areas for the Special Committee – Possible assignment of committee members as point people
  - a. Board and commission reforms
    - Creation of coordinator position (Clerk Bolden, with input from CM Piedmont-Smith)
    - Training and onboarding (preliminary work by City Legal)
    - Improved outreach
    - Requirement of annual reports (preliminary work done by the Committee in 2023)
    - Review of purpose/mission of each – Title 2 revisions (CM Piedmont-Smith?)
    - Removal for cause (CM Rollo?)
  - b. Council meeting procedures and format (CM Asare?)
    - Consider discussion of legislation at first reading
    - Gatherings other than regular sessions
    - Locations other than city hall
  - c. Formal integration of equity into the legislative process (CM Flaherty?)
    - Discussion with mayor's administration – possible Chief Equity Officer
    - Possible review rubric and/or additional CM training
  - d. Other?
- III. Discussion of priorities and timeline
- IV. Public comment (if any): Minimum 10 minutes allocated
- V. Scheduling next meeting(s)
- VI. Other business
- VII. Adjournment

# Pre-Meeting Guidance and Checklist for Board and Commission Liaisons

## *Purpose of this document*

This guidance and checklist is designed to help staff liaisons for City boards, commissions, councils and committees (all of which we refer to here as “boards” for convenience), take all necessary actions prior to and during a meeting of their board.

By following this guidance and checklist, liaisons will help ensure that members of the public know what boards are doing and are able to attend board meetings and provide input if they wish.

Following this guidance and checklist also will help ensure that board meetings comply with Indiana’s Open Door Law (“ODL”) and certain related City policies and best practices. The ODL applies to any “public agency,” and defines “public agency” to include any board, commission, or other body regardless of what it is called (council, committee, advisory commission, etc.), as long as it meets certain criteria listed in the ODL. You should assume that the board you are assisting is covered by the ODL and follow the guidance and checklist provided here for each meeting on your board.

This document is available on the Legal Department’s website and is a living document that will be updated to reflect changes in law or policy and to add further guidance as questions arise. If you have questions about anything in here or as you prepare for and support board meetings, please let us know.

**THANK YOU!!** for all that you do to support your board(s) and public participation in City affairs.

## *Major items to address for each board meeting*

The major items that you must address for each board meeting are:

- **Notice** of the meeting – how to create and distribute an appropriate meeting notice
- **Meeting agenda** – how to create an agenda, what it should contain, and when and where to post it
- **Board member attendance and participation** – when board members must attend and participate in person, and when they may attend and participate remotely; how to track each board member’s virtual participation to make sure it does not go beyond what the ODL allows
- **Meeting memorandum** – how to ensure that certain key information about a board meeting is recorded during the meeting, as required by the ODL, and how to provide that information to the public after the meeting

- **Meeting minutes** – how to convert the meeting memorandum to minutes submitted to the board for approval and how to post the minutes after approval
- **Calendaring board meetings and posting the board “packet”** – how to do these things correctly and, for packet materials, in a way that maximizes accessibility of the documents
- **Handling material that comes in from staff or the public after the packet is posted**

We provide guidance on each of these items below.

## ***Notice of Board Meetings***

The reason for notifying the public of a board meeting is to let the public know the board is conducting public business and let members of the public listen to the meeting and provide comment as permitted. To serve these purposes, the Open Door Law requires that a notice give the public certain information about the meeting and that it be given at a place and time that reasonably lets the public learn of the meeting and decide whether to attend.

Specifically, to comply with the Open Door Law a notice of a board meeting (including rescheduled meetings) must do all of the following:

**Give the name of the board and the date, time, and location of the meeting.**

**Be posted at least 48 business hours before the meeting takes place.** Business hours do not include (1) weekends or (2) legal holidays, so be sure to exclude them when calculating the required notice date and time.

*Example 1: For a meeting on Monday at 4:00 PM, the notice must be in place by 4:00 PM on the preceding Thursday, as Saturday and Sunday are not included in the 48-hour computation.*

*Example 2: For a meeting on Wednesday at 4:00 PM when the preceding Monday is a legal holiday, notice must be in place by 4:00 PM on the preceding Friday, as Saturday, Sunday, and Monday (as a legal holiday) are not included in the 48-hour computation.*

**Be posted at City Hall.** If a board meeting is properly calendared on a board’s electronic meeting calendar per Section V below, the kiosk display in the Atrium at City Hall will automatically display a lawful meeting notice that meets this requirement.

After electronically calendaring a meeting per Section V below, you should verify that the notice will appear correctly on the kiosk by visiting [the City’s public meetings webpage](https://bloomington.in.gov/public-meetings/).<sup>1</sup> Because the

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<sup>1</sup> <https://bloomington.in.gov/public-meetings/>

kiosk display serves as the legally required meeting notice, it is vital that staff properly calendar each meeting on the board’s electronic meeting calendar and verify that the kiosk display is correct.

In the rare event the Atrium kiosk cannot or will not display the notice for technical or other reasons, you must draft a paper notice, print that paper notice out, and post that paper notice either (1) in the City Hall atrium or (2) in the principal office of the Department responsible for the meeting (e.g. at the Utilities Department’s headquarters for a Utilities Service Board meeting).

**Give the Zoom link and passcode if the meeting is a hybrid meeting.** For the kiosk to identify the Zoom link associated with a hybrid meeting, the link and Zoom passcode must be placed in the “description” field included on the board’s electronic meeting calendar.

Properly entered meetings will result in a kiosk display like the one below:

Wednesday, September 27		
10:00 a.m.	Metropolitan Planning Organization Technical Advisory Committee	City Hall Showers 401 N Morton ST Council Chambers Room 115 <a href="#">Join Zoom</a>
4:30 p.m.	Redevelopment Commission Special Meeting	City Hall Showers 401 N Morton ST Hooker Conference Room 245 <a href="#">Join Zoom</a>
4:30 p.m.	Traffic Commission	City Hall Showers 401 N Morton ST Council Chambers Room 115 <a href="#">Join Zoom</a>
5:00 p.m.	Dr. Martin Luther King Jr. Birthday Celebration Commission	City Hall Showers 401 N Morton ST McCloskey Conference Room 135 <a href="#">Join Zoom</a>
5:30 p.m.	Commission on Hispanic and Latino Affairs	City Hall Showers 401 N Morton ST Hooker Conference Room 245 <a href="#">Join Zoom</a>
6:30 p.m.	Common Council Special Session followed by Committee of the Whole	City Hall Showers 401 N Morton ST Council Chambers Room 115 <a href="#">Join Zoom</a>
6:30 p.m.	Metropolitan Planning Organization Citizens Advisory Committee	City Hall Showers 401 N Morton ST McCloskey Conference Room 135 <a href="#">Join Zoom</a>

**Please note:**

- The time, date, and location (including Zoom links and passcodes, if used) of a meeting may not be changed unless the meeting is still at least 48 business hours from taking place.
- In some cases state law imposes heightened notice requirements based on what is happening at the meeting – for example, requiring publication in a local newspaper at least 10 days before a meeting that state law treats as a “public hearing.” Please consult with the Legal Department if you have questions about whether your meeting qualifies as a public hearing or otherwise carries heightened notice requirements.

## ***Agendas and board signs/placards***

An agenda is a list of items a board plans to address during the course of a public meeting. While the ODL does not require a board to use an agenda, doing so is common and recommended since an agenda tells the public and the board members what the board expects to do at the meeting.

The agenda should include any items on which a vote or significant board discussion is anticipated. Some boards have adopted rules establishing a set of standard agenda items. Such items may include things like a call to order, roll call of members, reports, approval of prior meeting minutes and consent agenda items (i.e. routine items that do not require substantial discussion and may be approved as a group), old business, new business, public comment, and adjournment.

The board may at any time alter, reorder, delete, or add to the business items listed on an agenda, even during the meeting itself.

The agenda must be posted directly outside the room where the board is meeting (per the ODL, “at the entrance to the location of the meeting”), before the meeting begins. The agenda may be taped to the wall next to the door leading into the meeting room, or on the door itself, just before the meeting is called to order. If a document holder is mounted on the wall or door, the agenda may be placed inside it. Please print out the agenda with the name of the board in large font and all content in easily readable font.

If your board uses a physical placard to identify that it is meeting, please slide it into the placard holder before the meeting begins.

## ***Board Member Attendance and Participation***

Now that the COVID-19 pandemic is over, boards may no longer hold fully remote or virtual meetings, i.e. meetings in which everyone participates virtually by Zoom, phone, or some similar remote method (we use the terms “remote” and “virtual” participation interchangeably in this memo).

To emphasize: fully remote meetings are no longer lawful under the ODL.

Instead, all board meetings must be held either:

1. exclusively in-person, meaning all board members attend in person, or
2. as a “hybrid meeting” with at least a majority of the total number of members of the board attending in person.

Note that it is a majority of the total members of the board – not a majority of the members participating in that particular meeting – who must be there in person. If a majority of the total

board members cannot participate in person, the meeting lacks a “quorum” and must be rescheduled. “Quorum” means the minimum number of members needed for the board proceedings at the meeting to be valid.

The ODL further limits virtual participation by board members in the following ways:

1. Board members may not participate remotely in more than two consecutive meetings, or participate remotely in more than 50% of the board’s meetings during a calendar year, except in very limited circumstances involving military service, illness, a relative’s death, or an emergency. If you believe such an exception may apply to a given board member who wants to participate remotely in more than two consecutive meetings or more than half the board’s meetings for the year, please consult with the Legal Department.
2. If any of the following items appear on the board’s agenda and will be voted upon during the meeting, all board members must be physically present for the entire meeting and no member may participate in *any part* of the meeting remotely, even parts having nothing to do with the following items:
  - a. A vote to adopt a budget
  - b. A vote to make a reduction in personnel
  - c. A vote to initiate a referendum
  - d. A vote to establish or increase a fee
  - e. A vote to establish or increase a penalty
  - f. A vote to use the governing body’s eminent domain authority

If the board wishes to accommodate having one or more members participate remotely in the board’s business that does not involve any of the items in 2(a)-(f), it may schedule two back-to-back meetings and split off the item(s) in 2(a)-(f) from the rest of the board’s business. The vote on those items would occur in a meeting with only physically present board members (remember that you will need a quorum of physically present members). The rest of the board’s business would be handled in a meeting immediately before or after, with a majority of the board’s members physically present and one or more members participating virtually. Proper notice must be given and calendared for both meetings.

3. Any member participating electronically must be seen and heard by the other participants in the meeting. Practically, this means members must keep their cameras on and must have a functional microphone at all times. Participating solely via phone or audio is not allowed.
4. All votes taken at hybrid meetings must be taken by roll call, where each member’s name is called individually before the member orally states their vote.

## ***Meeting memoranda***

Staff liaisons must record the following information (what the ODL refers to as “meeting memoranda”) during each meeting, either by hand or in an electronic document:

1. The date, time, and location of the meeting.
2. The board members who are present or absent, and whether the members are participating in-person or remotely.
3. If any members are participating remotely, the platform used for remote participation (e.g. “Zoom”).
4. The general substance of matters proposed, discussed, or decided, and a record of all votes taken. The staff liaison should record each motion proposed, the identity of the member who proposed it, the identity of the member who seconded the motion, the outcome of each vote, and for roll call votes, how each member voted.

The following template may be used for recording these items and modified for each board as needed or desired:

<https://docs.google.com/document/d/1VzC8Z49zi4pYE7PiN67FljQ5KFiDipLs78X9gGM3VEE/edit>

The ODL requires these items to be made available to the public “within a reasonable period of time after meeting,” to let the public know what happened at the meeting. As noted below, we recommend that within 1-2 days after the meeting, you review the document that you used to record the meeting memoranda, edit as appropriate to fix typos, correct errors, remove repetition and needless detail, etc., and upload the document to OnBoard.

This same document may be submitted to the board as meeting minutes for approval at the next meeting. Once approved, it may be uploaded to OnBoard as the approved meeting minutes.

## ***Calendaring meetings and posting packets to City of Bloomington Website***

For each board meeting, the staff liaison must (1) calendar the meeting using the board’s account on Google Calendar, and (2) upload certain materials to OnBoard. The specific steps for each of these are described below.

### **Calendaring the meeting on Google Calendar**

1. Make sure you are calendaring the meeting on the **board’s** Google calendar and not your personal calendar.
2. Use the name of the board in the title of each meeting. Do not use acronyms, abbreviations, or unnecessary additional words in the title – i.e., “Board of Public Works” instead of “BPW” or “The City of Bloomington Board of Public Works.”
3. Indicate in the title whether the meeting is a Work Session, Regular Meeting, or some other kind of meeting (e.g., Special Session, Public Hearing).
4. Include the location of the meeting. When selecting a room, do not type text into the location field, but instead select the link to the room. Properly selecting the link to the room is necessary for the atrium kiosk to display the meeting’s location.

5. Within the “Description” field in Google Calendar include:
  - a. for hybrid meetings, the link through which the public may connect electronically to the meeting as well as the passcode, if the meeting is passcode protected. The link should be “live” so that the public may connect directly to the meeting by clicking on the link.
  - b. for all meetings, a link to OnBoard, where the agenda and packet for the meeting are located.
6. If a previously planned board meeting is canceled:
  - a. remove the room reservation in Google Calendar, and
  - b. add the word “CANCELED -” in all capitals in front of the meeting title in Google Calendar (e.g. “CANCELED - Plan Commission Work Session”).

The following is an example of what proper calendaring of a board meeting should look like.

Example:

**Board of Public Works Work Session**

**When** Mon, February 13, 12 pm – 1 pm  
**Where** City Hall Council Chambers (RM #115) (236) ([map](#))  
 401 N Morton St, Bloomington

**Description**

Meeting will be conducted in-person and virtually via Zoom

Meeting Agenda and Packet can be found here:

[https://bloomington.in.gov/onboard/committees/info?committee\\_id=27](https://bloomington.in.gov/onboard/committees/info?committee_id=27)

Topic: BPW Work Session & Opening of Sealed Bids/Quotes

Time: Feb 13, 2023 12:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://bloomington.zoom.us/j/85193273466?pwd=TFZCQmRrd2NIMlhSTDh1OUg5MEdaZz09>

Passcode: 123456789

If you have questions or need assistance with any of these steps, please contact the ITS Helpdesk ([helpdesk@bloomington.in.gov](mailto:helpdesk@bloomington.in.gov), 812.349.3454) for assistance.

**Posting Meeting Materials to OnBoard**

1. Upload the packet and agenda for the meeting to OnBoard at the same time you distribute them to board members.
  - a. If additional material is submitted to the board liaison for the board’s consideration and you get it in time to amend or supplement the packet or agenda, upload the supplemented or amended versions of those documents when you circulate them to the board members.
  - b. If additional material is submitted to the board liaison too close in time to the start of the meeting, provide to the board members (or advise the submitter to do so) at



the meeting and upload the material to OnBoard when you upload the Meeting Memorandum.

2. As noted above under Meeting Memoranda, within 72 hours after the meeting, upload to OnBoard the memorandum containing the items the ODL requires be recorded as the meeting progresses.
3. After the minutes for a meeting have been adopted, upload the minutes to OnBoard. As noted above, the meeting memorandum (with any further desired edits) can and should serve as the meeting minutes and be provided to the board for approval. Best practice is to have the board approve the minutes at its next meeting, if possible.
4. Evaluate and test all documents uploaded to the website, added to OnBoard, linked to Calendar events, or otherwise shared electronically, for accessibility per the City's [guidance on digital accessibility](#).<sup>2</sup>

If you have questions or need assistance with any of these steps, please contact the ITS Helpdesk ([helpdesk@bloomington.in.gov](mailto:helpdesk@bloomington.in.gov), 812.349.3454) for assistance.

## ***Additional Questions***

If you have questions about the Open Door Law and how it relates to a given board meeting or to your work as staff liaison to the board, or if a situation arises that you think might raise a question under the Open Door Law, please:

1. If the question is time sensitive, call or email the Legal Department for guidance. Start with Ashley Sparks, Administrative Assistant, at 812-349-3426 or [legal@bloomington.in.gov](mailto:legal@bloomington.in.gov), or the attorney who staffs your Department or board. Legal has access to all board calendars to help deal with emergencies.
2. Otherwise, start by reviewing the ODL training materials prepared by the Legal Department, available at [\[need to insert link to training videos and powerpoint slides\]](#)
3. Also review the [Handbook on Indiana's Public Access Laws](#), which discusses the ODL in detail.<sup>3</sup>

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<sup>2</sup> <https://apps.bloomington.in.gov/kb/display/ITSKB/Accessibility>

<sup>3</sup> <https://www.in.gov/pac/files/pac-handbook-update-draft-3-1-2022.pdf>

## **Appendix A - Meeting Checklist**

### *For All Meetings*

- The City Hall Atrium kiosk, also viewable [here](#)<sup>4</sup>, accurately displays (a) the name of the board, (b) the meeting date, time, and location, and (c) the Zoom link (if any)
- The notice appeared correctly on the Atrium kiosk at least 48 business hours prior to the meeting
- The packet and agenda were uploaded to OnBoard
- The meeting was accurately calendared on Google Calendar using the board's account
- Live links (1) to the packet and agenda on OnBoard and (2) to electronically connect to the meeting (if applicable), were included in the "Description" field in the meeting scheduled on the board's account in Google Calendar
- All documents uploaded to the website, added to OnBoard, linked to Calendar events, or otherwise shared electronically have been evaluated and tested for accessibility
- The agenda was physically posted outside the entrance of the meeting room before the meeting
- If the board uses a physical placard and is meeting in a room equipped with a placard holder, the placard is in place outside the room while the meeting is in session
- If the board does not use a physical placard or the meeting is taking place in a room that is not equipped with a placard holder, a paper copy of the name of the board has been posted outside the meeting room alongside the agenda
- A memorandum was kept during the meeting and recorded the following information:
  - The date, time, and location of the meeting
  - The names of the members present and the names of the members absent
  - Which members are attending in person and which are attending remotely, if any
  - The platform through which remote members are participating (e.g. "Zoom")
  - Each motion proposed and the name of the member proposing the motion
  - The name of the member seconding any motion
  - For roll call votes, how each member voted
  - For all votes, the outcome of any vote
  - The meeting memorandum was reviewed, edited as appropriate, and uploaded to OnBoard within 72 hours after the meeting
  - The meeting minutes were uploaded to OnBoard following approval by the board

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<sup>4</sup> [bloomington.in.gov/public-meetings](http://bloomington.in.gov/public-meetings)

*For Hybrid Meetings*

- The agenda does not include a planned vote on any of the following items:
  - (1) adopting a budget, (2) making a reduction in personnel, (3) initiating a referendum, (4) establishing or increasing a fee, (5) establishing or increasing a penalty, or (6) using eminent domain authority
- The Atrium kiosk shows the green **Join Zoom** button which provides a direct Zoom link to the meeting
- A majority of the total number of members of the board are participating in person
- No board member is participating remotely in their third consecutive meeting, unless they have been confirmed to meet the limited exceptions in the ODL allowing this
- No board member's remote participation makes it likely that the board member will have participated remotely in more than 50% of the board's total meetings for the year, unless they have been confirmed to meet the limited exceptions in the ODL allowing this
- All votes during the meeting were taken by roll call



# Boards and Commissions Annual Report Form

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**Date:**

**Board/Commission Name:**

**Chair:**

**Chair Phone and E-Mail:**

**Current Members:**

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**Staff Liaison and Title:**

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**Purpose Statement:**

*What is the overarching mission of this Board/Commission? (75 words or less)*

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**Major Activities:**

*Please summarize major projects/efforts/actions undertaken during the previous 12 months. (500 words or less)*

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**Future Plans:**

*Please summarize major projects/efforts planned for the next 12 months. (500 words or less)*

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**Optional - Additional Comments:**

*Please summarize any particular successes, challenges, or opportunities encountered by the Board/Commission in its work. (500 words or less)*



**City of Bloomington  
Office of the Common Council**

**Memorandum**

To: Committee on Council Processes  
From: Stephen Lucas, Council Administrator/Attorney  
Date: 12 February 2024  
Re: Feedback on purview, purposes, duties, and powers from boards/commissions

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On September 21, 2023, at the direction of the committee, the Council Office sent a request to 16 boards and commissions within the city asking for feedback from those boards/commissions on whether the purposes, duties, goals, etc. currently in local code accurately reflect and capture the activities of each board/commission. Boards/commissions were invited to share any suggested revisions to their respective local code provisions.

Six commissions have responded with feedback, and those responses are included herein. Seven commissions have indicated they still hope to consider the committee's request and respond with any relevant feedback. Three commissions have yet to provide any response, but council staff will continue to follow up with those commissions/staff liaisons and provide updates to the committee.

## **BLOOMINGTON ARTS COMMISSION**

### **Current**

#### **BMC 2.12.020(a)**

Public Policy and Purpose. The city of Bloomington recognizes that the arts are an important part of the culture and economy of the community, and that the city has a responsibility to foster an environment conducive to the community's participation in the arts. The conservation and development of the city's artistic resources are essential to the social, educational, and economic growth of the city. Artists, works of art, and artistic institutions contribute to the quality of life and the general welfare of the citizens of Bloomington.

#### **BMC 2.12.020(f)**

Powers and Duties. The commission's powers and duties include, but are not limited to, the following:

- 1) Develop and present to the city a public art plan, which is a list of potential public art projects to be coordinated by the commission and produced as a collaborative effort by the city and/or other civic entities;
- (2) Develop and administer programs to achieve the commission's purpose;
- (3) Inform the common council, city administration, and city boards and commissions on current arts issues, and offer policy recommendations and advice; and,
- (4) Adopt administrative rules and regulations, adopt procedures, conduct activities and form committees, necessary to conduct the commission's business.

### **Response/Suggestions from Commission**

No feedback provided.

## **COMMISSION ON AGING**

### **Current**

BMC 2.23.090(e)

Purpose and Duties. The commission may do the following:

- (1) Develop study committees addressing concerns of seniors in health and wellness, housing, transportation, employment, social services and recreation; and
- (2) Encourage the development of programs of particular benefit to senior citizens; and
- (3) Apply for grants as may contribute to the strengthening and refining of a coordinated program to benefit senior citizens, upon approval of such grant applications by the appropriate city official (s); and
- (4) Serve as a catalyst to promote positive public and private remedies to the multi-faceted challenges confronting seniors in our community and the resulting effects on the entire community; and
- (5) Network with like-minded groups such as the AARP, Active Aging Coalition, Area 10 Council on Aging, RSVP, and other relevant local agencies, sharing ideas, information, data and future plans; and
- (6) Celebrate the contributions seniors make to the Bloomington community; and
- (7) In the pursuit of these purposes, the commission may appoint additional volunteers and commission associates.

### **Response/Suggestions from Commission**

Commission still hopes to review and provide relevant feedback.



## **COMMISSION ON HISPANIC AND LATINO AFFAIRS**

### **Current**

BMC 2.23.080(5)

Purpose and Duties. The commission shall do the following:

- (a) Develop action committees addressing the challenges of members of the Hispanic and Latino population in the areas of education, health, employment and public safety; and
- (b) Serve as a catalyst to promote positive public and private remedies to the multi-faceted issues confronting Latinos and Hispanics in our community and the resulting effects on the entire community; and
- (c) Network with like-minded groups such as the Indiana Commission on Hispanic/Latino affairs, Su Casa Columbus, Indiana University Latino Cultural Center (La Casa) and local organizations to share ideas and information and to collaborate on projects where appropriate; and
- (d) Celebrate Latino and Hispanic history and contributions to the Bloomington community and in the United States.

### **Response/Suggestions from Commission**

BMC 2.23.080(5)

Purpose and Duties. The commission shall do the following:

- (a) Develop action committees addressing the challenges of members of the Hispanic and Latino population in the areas of education, health, employment and public safety; and

Feedback: The Commission is changing its membership due to 3 members having resigned, after having appointed the new members new action committees will be established in the areas of education, health, employment, and public safety.

- (b) Serve as a catalyst to promote positive public and private remedies to the multi-faceted issues confronting Latinos and Hispanics in our community and the resulting effects on the entire community; and

Feedback: The Commission has served as a liaison to promote more and better opportunities for Latinos and Hispanics with other Community partners. A partnership started with Boston Scientific Corporation, which represents one of the largest employers for Hispanic and Latino families living in Bloomington.

- (c) Network with like-minded groups such as the Indiana Commission on Hispanic/Latino affairs, Su Casa Columbus, Indiana University Latino Cultural Center (La Casa) and local organizations to share ideas and information and to collaborate on projects where appropriate; and

Feedback: The Commission has worked closely with some of these groups and served as a liaison to promote more and better opportunities for Latinos and Hispanics, by sharing information and providing advice to Latino students at

Indiana University Latino Cultural Center (La Casa), by collaborating on informational and assistance programs with El Centro Comunal Latino, by assisting HoosierHills Food Bank every 3rd Monday of the month in the Heatherwood food pantry for Latino and Hispanic families, by meeting with St Paul's Catholic Center Latino and Hispanic community.

(d) Celebrate Latino and Hispanic history and contributions to the Bloomington community and in the United States.

Feedback: The Commission has celebrated Latino and Hispanic history and contributions to the Bloomington community and the United States by hosting a table in La Fiesta del Otoño and by introducing a Parks and Recreation event that recognizes the Latino culture within the National Hispanic Heritage Month, by participating in the Black y Brown Arts Festival, by writing informative and cultural articles in Boletín Comunitario, by interviewing inspiring and successful Hispanic and Latino community members in the Spanish WFHB Community radio show Hola Bloomington.

Does this accurately reflect and capture the activities of the Commission? Would the Commission suggest any revisions to this language and, if so, what are those revisions?

Feedback: Yes, this reflects the main activities and purpose of the Commission on Hispanic and Latino Affairs. No need to change the language, except to remove "the Indiana Commission on Hispanic/Latino Affairs and Su Casa Columbus Network" from the list mentioned in BMC 2.23.080(5)(c).

## **COMMISSION ON THE STATUS OF BLACK MALES**

### **Current**

BMC 2.23.070(5)

Purpose and Duties. The commission shall do the following:

- (a) Develop action committees addressing problems of black males in education, health, criminal justice and employment; and
- (b) Serve as a catalyst to promote positive public and private remedies to the multi-faceted problems confronting black males in our community and the resulting effects on the entire community; and
- (c) Organize and convene community forums and neighborhood-based focus groups to discuss the status of black males; and
- (d) Network with like-minded groups such as the Indiana Commission on the Social Status of Black Males, the African American Male National Council and local commissions throughout the state, sharing ideas, information, data and plans.

### **Response/Suggestions from Commission**

Commission still hopes to review and provide relevant feedback.

## **COMMISSION ON THE STATUS OF CHILDREN & YOUTH**

### **Current**

#### BMC 2.23.050(1)

##### Aims and Goals.

- (a) Identify and assess needs, resources and services relating to children and youth;
- (b) Encourage collaboration between local agencies, schools, businesses and individuals;
- (c) Monitor legislative developments relating to children and youth;
- (d) Encourage local, state and federal legislation that will improve the lives of children and youth;
- (e) Empower children and youth to have a stronger voice in our community;
- (f) Empower children and youth to reach their full potential;
- (g) Report assessments and make recommendations; and
- (h) Celebrate successes.

#### BMC 2.23.050(5)

##### Powers and Duties.

- (a) The commission shall make two appointments to the city's citizen advisory committee (CAC) for community development block grants. One of the commission appointments shall serve on the CAC social service subcommittee and one shall serve on the CAC physical improvement subcommittee;
- (b) To gather and distribute information and to issue such publications and educational information as in its judgment will further the purposes and intent of this section;
- (c) To apply for any appropriate grants, appropriations or gifts upon approval of the community and family resources department director in order to carry out the purposes of this section;
- (d) To cooperate with any department, division, board, bureau, commission or other agency of the government to carry out the purposes of this section.
- (e) To refer people to appropriate governmental units or private organizations as necessary, and
- (f) To report in writing on its activities to the common council and the mayor annually.

### **Response/Suggestions from Commission**

Commission still hopes to review and provide relevant feedback.

## **COMMISSION ON THE STATUS OF WOMEN**

### **Current**

#### **BMC 2.23.060(1)**

Aims and Goals. It shall be the aim and goal of the commission:

- (a) To identify the needs of women in the city, available resources and services meeting the needs of women in the city, and gaps in existing services;
- (b) To monitor and review federal, state and local policy for its impact on city women and to make recommendations regarding those policies to the community and family resources department for appropriate action to assure women's equity;
- (c) To stimulate and encourage legislation for the development of social services of particular benefit to women in the city and the state;
- (d) To issue publications, educational materials and results of research, legislative review and investigations in order to educate the entire community as to the aims and goals of this commission;
- (e) To establish and maintain a close working relationship with, and to support the efforts of, the Bloomington human rights commission and the Bloomington league of women voters;
- (f) To maintain close liaison with other women's commissions throughout the state; state women's advocacy groups; and other local, state or federal programs that relate to the needs, problems and opportunities of women;
- (g) To maintain close liaison with federal efforts in programs affecting women to insure appropriate city participation in such programs and to consolidate those federal programs for maximum efficient uses of federal efforts at the local level;
- (h) To enter into contracts and accept grants for the administration of research projects, as may contribute to the strengthening and refinement of a coordinated program, upon approval of such contracts by the mayor and, when appropriate, the common council;
- (i) To assure a coordinated city-wide effort in achieving a comprehensive women's program to improve opportunities for women of the community.

#### **BMC 2.23.060(5)**

Powers and Authority. The commission shall have the power and authority to carry out the aims and goals as defined in this chapter, including but not limited to the following:

- (a) To advise the mayor, and where appropriate, the common council, on the hiring of personnel necessary to the implementation of this section; all such personnel shall be employees of the community and family resources department and shall be subject to supervision and direction by the director of community and family resources;
- (b) To hold hearings and undertake any other activities which may be necessary, desirable, or proper to carry out the purposes of this section;
- (c) To gather and distribute information and to issue such publications and educational information and the results of such investigations and research as in its judgment will further the purposes and intent of this section;
- (d) To report in writing on its activities to the common council and the mayor quarterly;

- (e) To apply for any federal, state, local or private grants, appropriations or gifts upon approval of the community and family resources department director in order to carry out the purposes of this section;
- (f) To cooperate with, and secure the cooperation of, any department, division, board, bureau, commission or other agency of the state, federal and local government to facilitate properly the execution of the powers and duties of this commission;
- (g) To enter into a working relationship with the city human rights commission to perpetuate the mutual objectives set forth in this section and the Bloomington human rights commission section;
- (h) To propose other ordinances in order to carry out this section and to propose additions or amendments to this section as deemed necessary and appropriate to insure the effectiveness of this section; and
- (i) To refer persons to the appropriate governmental unit or private organizations which can adequately deal with their problem.

### **Response/Suggestions from Commission**

Commission still hopes to review and provide any relevant feedback.

## **MARTIN LUTHER KING, JR. BIRTHDAY COMMISSION**

### **Current**

BMC 2.12.090(3)

Powers and Duties. To promote and celebrate Martin Luther King, Jr.'s birthday and the acceptance of diversity in our community. In the pursuit of these purposes the commission may appoint additional volunteers and commission associates.

### **Response/Suggestions from Commission**

No feedback provided.

## **COMMISSION ON SUSTAINABILITY**

### **Current**

BMC 2.12.100(1)

Public Policy and Purpose. A sustainable community seeks to enhance the socio-environmental-economic well-being of the community while taking precautions not to compromise the quality of life of future generations. Toward that end, it reduces its use of nonrenewable natural resources and its production of wastes, while at the same time improving livability. The mission of the Bloomington Commission on Sustainability is to promote sustainable socio-environmental-economic well-being of Bloomington and all its inhabitants.

### **Response/Suggestions from Commission**

I [Emma Ferguson (Chair, BCOS)] am emailing you on behalf of the Bloomington Commission on Sustainability. We appreciate your reception of our feedback on our goals, purpose and current code. At our November [2023] regular meeting, our Commission members collaborated on current goals and changes that could be made to the current city code.

We, as a Commission, agree that the efforts and activities of the Commission on Sustainability and Environmental Commission, should remain separate and independent from each other. We acknowledge that there are a couple overlapping areas of concern, however, we believe the Commission on Sustainability's purpose and duties have a broader reaching list of areas to address within our community.

Additionally, these are the revisions we would recommend to the current city code:

- Incorporating the United Nation's 17 Sustainable Development Goals (SDGs), which BCOS adopted in 2022
- Adding a more specific definition of sustainability; one that would acknowledge the broadened specifics included in the SDGs, i.e.:
  - Responsible consumption and production
  - Affordable and clean energy
  - Quality education
- Remove terms such as "socio-environmental-economic", which creates more confusion than clarity
- Recognizing the more concerted efforts of our Commissioners, including outreach, research, education and hands-on projects



## **ENVIRONMENTAL COMMISSION** (Environmental Quality and Conservation Commission)

### **Current**

#### BMC 2.12.050(1)

Purpose. It is declared to be the public policy of the City of Bloomington and the purpose of this section to achieve and maintain such levels of environmental quality as will protect human health and safety, and to the greatest degree practicable, prevent injury to plant and animal life and property, foster the comfort and conveniences of the people, promote the economic and social development of Bloomington and facilitate the enjoyment of the natural attractions of the City of Bloomington.

#### BMC 2.12.050(6)

Powers and Duties. The Commission shall have the following powers and duties:

- (a) To adopt administrative rules and regulations for the conduct of its business.
- (b) To hold hearings relating to any aspect of or matter in the administration of this section and in cases of non-compliance request the city legal department to take legal action.
- (c) To retain, employ, provide for, and compensate, within appropriations available thereof, such consultants, assistants, deputies, clerks, technical and other employees, on a full or part-time basis as may be necessary to carry out the provisions of this section and prescribe the times at which they shall be appointed, the duration of their appointments and their powers and duties.
- (d) To secure necessary scientific, technical, administrative and operational services including laboratory facilities, by contract or otherwise with any educational institution, experiment station, or any board, department, or other agency of any subdivision of state or the federal government.
- (e) To determine by means of field studies and sampling the degree of pollution in Bloomington.
- (f) To encourage and conduct studies, investigations, and research relating to pollution and its causes, effects, prevention, abatement and control in Bloomington, and make recommendations to the appropriate public and private bodies with respect thereto.
- (g) To classify contaminant sources, which in the commission's judgment may cause or contribute to pollution.
- (h) To prepare and develop a comprehensive plan or plans for the prevention, abatement and control of pollution in Bloomington.
- (i) To encourage voluntary cooperation by persons and affected groups to achieve the purposes of this section.
- (j) To collect and disseminate information and conduct educational and training programs relating to pollution and environmental quality and conservation.
- (k) To advise, consult, contract and cooperate with other agencies of the State and the City of Bloomington, other local governments, industries, other states, interstate or interlocal agencies, and the federal government, and with interested persons or groups.
- (l) To apply for, accept, receive and administer grants or other funds or gifts from public or private agencies including the state and federal governments for the purpose of carrying out any of the provisions or purposes of this section. Such funds received by the

commission pursuant to this subdivision shall be deposited in accordance with the administrative regulations of the commission. The commission is authorized to promulgate such rules and regulations or enter into contracts as it may deem necessary for carrying out the provisions of this subdivision.

(m) To make appropriate inquiry into and give constructive consideration to the operations and policies of all departments and governmental branches of the City of Bloomington concerning their adherence to a commitment for environmental quality and the conservation of natural resources.

(n) To prepare reports and recommendations to the mayor, common council, board of public works, and the planning commission as needed.

### **Response/Suggestions from Commission**

The members of the Environmental Commission (EC) read and understand the suggestions of the Novak Report. At our November 2023 meeting we held a vote, and we were unanimously opposed to merging with the Commission on Sustainability.

We appreciate the idea of performing periodic reviews of each commission's scopes, and we would like to suggest updates to the 'Purpose' and 'Powers and Duties' sections of the municipal code following further discussions with the EC and staff liaison.

We are looking forward to future conversations with the Common Council's Special Committee on Council Processes on this subject.

Many thanks,  
Carrie Albright, Chair, Bloomington Environmental Commission

## **BOARD OF HOUSING QUALITY APPEALS**

### **Current**

#### **BMC 2.19.040(1)**

Purpose. The purpose of this board is to hear the appeal of any person who is the subject of, or directly impacted by, a ruling or decision of the enforcing officer or any administration official, in any matter relative to the interpretation or enforcement of any of the provisions of Title 16 of the Bloomington Municipal Code, hereinafter referred to as the "property maintenance code" of the city. The board is authorized to make investigations relative to the appeal and may overrule the decisions of any administrative officer including the neighborhood development division.

#### **BMC 2.19.040(5)**

Powers and Duties. The powers and duties of the board of housing quality appeals shall be to:

- (A) Hear and determine appeals from any order, requirement, decision or determination made by an administrative official charged with the enforcement of any regulation or restrictions set forth in the property maintenance code;
- (B) Permit and authorize variances in particular situations specified in the property maintenance code;
- (C) Hear and authorize variances to the terms of the property maintenance code upon which the board is required to act under this section;
- (D) In exercising its powers, the board of housing quality appeals may reverse or affirm, wholly or partly, or may modify the order, requirement, decision or determination appealed from as in its opinion ought to be done in the premises, and to that end shall have all the powers of the officer from which the appeal is taken.

### **Response/Suggestions from Commission**

No feedback provided.

## **TREE COMMISSION**

### **Current**

BMC 2.20.150(1)

Purpose—Duties. The tree commission shall serve in an advisory capacity regarding the care of trees within the city of Bloomington ("City"). It shall be the responsibility of the tree commission to:

- (a) Advise the Bloomington board of park commissioners in formulating policies and practices of urban forestry as set forth in the Bloomington Municipal Code Chapter 12.24 entitled "Trees and Flora";
- (b) Promote public education on the proper selection, planting, and care of trees by assisting the city with the publication of the city of Bloomington Tree Work Manual;
- (c) Assist the city in its efforts to fund urban forestry projects through donations and grants;
- (d) Advise the plan commission on tree-related matters as necessary;
- (e) Provide information and advice to the Bloomington board of park commissioners on cases before it regarding trees; and
- (f) Assist the city's urban forester in the compilation and maintenance of an inventory of all trees and tree spaces within the public streets. This inventory should record the location, species, size, condition, and planting and maintenance history of these trees.

### **Response/Suggestions from Commission**

Commission has discussed matter in previous meetings – hoping to continue discussion of possible edits and finalize feedback later in February.

## **ANIMAL CONTROL COMMISSION**

### **Current**

BMC 2.12.010(4)

Powers and Duties. The commission's powers and duties include, but are not limited to the following:

- (a) Formulate, adopt, and implement policies, principles, and standards for humane treatment and control of all animals in the city;
- (b) Review the decisions and actions of the director of animal care and control department and any animal care and control officer in any matter related to the enforcement of this chapter, if a written request for a hearing is received from the complaining animal owner within ten days after that action is taken; and
- (c) Make recommendations to the mayor of the city as to necessary ordinances concerning the care, treatment and control of animals.

### **Response/Suggestions from Commission**

Commission still hopes to review and provide any relevant feedback.

## **BICYCLE AND PEDESTRIAN SAFETY COMMISSION**

### **Current**

#### **BMC 2.12.080(1)**

Purpose. The purpose of this commission is to promote and encourage bicycling, walking and running in a safe and efficient manner in the City of Bloomington for the purpose of health, recreation and transportation.

#### **BMC 2.12.080(6)**

Duties. The duties of this commission shall be as follows:

- (A) To serve as a citizens forum for discussion and recommendation of improvement to existing facilities and planning of new projects concerning safe access for cyclists, pedestrians and runners;
- (B) To prepare reports and recommendations to the mayor, common council, plan commission and planning and transportation department as needed, concerning the needs of cyclists, pedestrians and runners within the city;
- (C) To foster and develop safety programs for cyclists, pedestrians and runners; and,
- (D) To encourage the hosting of cycling, walking and running events conducted in a safe manner which will attract visitors from outside of the City.

### **Response/Suggestions from Commission**

#### **Letter from Commission:**

Dear Special Committee on Council Processes,

In response to your inquiry regarding the purpose, duties, and potential revisions to the Bicycle and Pedestrian Safety Commission's activities, we would like to offer our thoughts and feedback.

1. The current language of the Bicycle and Pedestrian Safety Commission (BPSC) does not adequately encompass the evolving landscape of micro-mobility, including mobility devices, scooter, skateboards, and more. We recommend incorporating broader language to include terms such as "vulnerable street users," addressing all forms of non-vehicular transportation.
2. Providing reports is essential, but with a lack of guidance within the purpose and duties of the BPSC, there is often confusion on what a report should entail. We propose developing a standardized outline or template to ensure consistency and clarity in reporting, which would facilitate a more streamlined and informative reporting process.
3. The focus of the BPSC should be on safety and convenience rather than hosting events to attract visitors outside the city. Clarifying the scope of the Commission's duties will help maintain a clear and purposeful direction.
4. Sustainability is central to the BPSC's mission, and we recommend incorporating language that reflects our commitment to reducing the carbon footprint in the community.

In response to the Special Committee on Council Processes and the Novak Report's potential proposal to streamline and consolidate the various commissions involved in traffic and transportation-related matters, we would like to offer our thoughts and feedback.

1. There should be a balance between redundancy and efficiency. Occasional redundancy can be beneficial. Allowing multiple boards and commissions to examine the same issue can contribute to a more comprehensive and well-rounded approach to problem-solving.
2. Micro-mobility should have a distinct voice within the community. Ensuring a separate focus on micro-mobility is crucial to address the unique challenges and opportunities associated with these modes of transportation. Often, motor vehicles dominate the topic of conversation within transportation, and without a separate commission focused solely on micro-mobility, it is likely that this will become the case in Bloomington.
3. We acknowledge that accessibility advocates are essential to the micro-mobility discussion, and it makes sense to partner with the Commission for Community Accessibility (CCA). Collaborating with the CCA could enhance our ability to address a broader range of issues related to transportation and safety.

In conclusion, we would like to maintain independence of the Bicycle and Pedestrian Safety Commission.

Sincerely,  
Ann Edmonds  
Bicycle and Pedestrian Safety Commission Chairperson

**Individual member comments:**

- Mitch Rice: Here are my quick edits/comments. My memory may be a bit faulty, so staff should correct me if needed.

Purpose: I would re-order the priorities, safe, low-carbon transportation should be our first concern, with the added benefits of better health and the fun of urban biking and hiking.

BMC 2.12.080(1)

Purpose. The purpose of this commission is to promote and encourage walking, bicycling and running in a safe and efficient manner in the City of Bloomington for the purposes of transportation, health, and recreation.

This is a bit more complex, I did not set out to be this verbose, but...

BMC 2.12.080(6)

Duties. The duties of this commission shall be as follows:

- (A) To serve as a citizens forum for discussion and recommendation of improvement to existing facilities and planning of new projects concerning safe access for cyclists, pedestrians and runners;

- (B) To prepare reports and recommendations to the mayor, common council, plan commission and planning and transportation department as needed, concerning the needs of cyclists, pedestrians and runners within the city;

I don't remember writing any reports or recommendations as a group, unless staff led, or of immediate import. But I think it would be great if we could brainstorm and create multiple scenarios for our future. It seems we have been in reactive mode, not pro-active. We vote on stuff already in the pipeline. When suggestions or recommendations for large or small projects are brought out in a meeting, we are told to submit a u-report as an individual. Is it possible for the Commission to submit a report so that it would get some more attention? Is this what is meant by reports and recommendations? Is there a template or form that we can use, or should everything come through staff? Do we have a common repository of documents we have submitted so that we could review and look to the future by understanding the past?

- (C) To foster and develop safety programs for cyclists, pedestrians and runners; and,

This has been staff led in most cases. If we had a budget, or input into the budget to do any of this, I would be happy to work on it. We gave away some lights a couple of times, and offered suggestion for the original bike maps.

- (D) To encourage the hosting of cycling, walking and running events conducted in a safe manner which will attract visitors from outside of the City.

I don't see why the commission is responsible for tourism attraction, and in my memory, this has not happened. The Criterion, the Hilly Hundred, all that stuff has not come by our commission AFAIK.

I think we should focus on the safety and convenience of pedestrians, bicyclists, skaters, scooterists, one-wheelers, all those whose transportation choices help reduce the carbon load we are releasing daily. We don't need events, classes, seminars, videos, whatever, as much as we need safe infrastructure. We don't need to convince people to use alternative transportation modes, we just need to make it safe and enjoyable to do so. We need fair transportation budgeting. More people walk than drive, but each year for the past 40 I have been here there is a political fight as to who gets the minor piece of the transportation budget for sidewalks. This is changing, I know, but it does illustrate how little we approach transportation budgeting, cars always get the lion's share.

Could someone give me in round numbers how much is spent on road improvements vs. sidewalk and bike infrastructure? I may be wrong in my assumptions from what I see, and certainly more has been spent on alt transportation recently, now that we are implementing Greenways, but how much? Percentages would be fine, but it would be good to know in dollars as well, citizens seem particularly interested in this.



As to the merge, I am ok with it as bike-ped stuff would then be seen as transportation, not just recreation. What would be the balance in seating? I seem to remember 2 seats? How many members in total?

In the past, the community has seen biking as the realm of racers and long haul athletes with fancy clothes (Little 500, Hoosier Hills, etc) We need to recognize that biking (and walking/bussing) are the most efficient modes of urban travel, that the continued use of single occupancy gas powered vehicles is hazardous to our society and our world. To quote Greta: THE HOUSE IS ON FIRE!

- Ann Edmonds: Thanks, Mitch, for sharing your response. I am ok with Mitch's suggestion that there needs to be greater emphasis on reducing our carbon footprint. I would also expand the purpose to include safe travel for all forms of micro-mobility transportation.
- Mitch Rice: Duties: The only report that I can remember is the one that Mark Stosberg did with some feedback from BPSC that led to changing the criteria for allocating sidewalk funds and made funding for sidewalks more equitable and less political pork.

We did tweak and refine the criteria for choosing resident led traffic calming over several years. We have never addressed the criteria for setting priorities for staff-led projects. I remember Beth reading us the list of projects that appear in the 2019 TP, but I was new to BPSC at the time and didn't question what I was seeing. I do know that some projects are designated as Phase 2 while others are Phase 1, but some Phase 2 projects (e.g. the 17th St MUP) have been done while some Phase 1 projects have not. There may be good reasons for the change in priority (e.g. significant development in the area), but BPSC has never involved in reordering priorities.

Again, the language needs to be expanded to include all micro-mobility users of transportation, not just cyclists.

- Mitch Rice: Ann, Well said, I like your wording better than mine!
- Paul Ash: There was a reason why the BPSC was formed years ago. That is still valid.
- Kori Renn: I don't have the history but transportation leans heavy toward cars busses etc. the voice of walkers bikers and micro transportation needs its own voice. For all the reasons Mitch and Ann and others have shared. It's very easy for a consultant to say this is all serving "transportation" but without an independent voice of non carbon/low carbon modes, cars get the votes.
- Pauly Tarricone: I would certainly echo everyone's sentiments so far. The need for low/no carbon transportation is highly urgent, and I feel it would be de-prioritized if

lumped in with a "Transportation Commission." The goals of sustainability seem to be central to the operations of the BPSC, and I think that should be reflected in the language of its mission.

Additionally, and I'm not sure the extent to which this informs the approach of other commissioners, but the cost-saving for both individual and city is significant for pedestrian and bike infrastructure when compared to auto infrastructure. The overall maintenance costs for bike/ped infrastructure are a fraction of that for cars, even when considering each on a per capita basis rather than raw dollars. Dynamic, safe, and comprehensive bike/pedestrian networks are critical to the long-term financial resilience of the city.

If this isn't seen to be a predominant function of the BPSC as a whole, I'm okay with it not being included.

## **PARKING COMMISSION**

### **Current**

#### **BMC 2.12.110(a)**

Purpose. It shall be the primary purpose of the parking commission (commission), in coordination with decision-makers and other entities as is necessary or prudent:

- (1) To develop, implement, maintain, and promote a comprehensive policy on parking that takes into account the entirety of, and furthers the objectives of, the city's comprehensive plan; and
- (2) To coordinate parking activities, to carry on educational activities in parking matters, to supervise the preparation and publication of parking reports, to receive comments and concerns having to do with parking matters, and to recommend to the common council and to appropriate city officials ways and means for achieving the city's comprehensive plan objectives through the administration of parking policies and the enforcement of parking regulations.

#### **BMC 2.12.110(e)**

Powers and Duties. The commission shall meet at least one time each month, unless it votes to cancel the meeting. Its powers and duties shall include, but are not limited to:

- (1) Accessing all data regarding the city's parking inventory, including usage, capital and operating costs, so long as the data is released in a manner consistent with exemptions from disclosure of public records set forth in Indiana Code § 5-14-3-4;
- (2) Reviewing the performance of all meters, lots, garages, and neighborhood zones in the city's parking inventory, and reviewing the performance of all divisions of city departments devoted specifically to parking management;
- (3) Making recommendations on parking policy, including but not limited to: pricing, hours of operation, addition or removal of parking spaces, and changes when necessary to city code, enforcement procedures, or any other aspect of parking management policy;
- (4) Submitting an annual report of its activities and programs to the mayor and council by October of each year;
- (5) Adopting rules and regulations for the conduct of its business; and
- (6) Applying for appropriations through the mayor, or researching and applying for grants, gifts, or other funds from public or private agencies, for the purpose of carrying out any of the provisions of this section.

### **Response/Suggestions from Commission**

Dear Special Committee on Council Processes,

The Parking Commission appreciates the opportunity to respond to your inquiry regarding our purpose, duties, and potential revisions to our activities. During our recent meeting, we engaged in a valuable discussion about critical aspects of our roles and responsibilities as outlined in the local code. We would like to highlight two specific points that emerged during our deliberations.

**Funding and Grants:**

A key topic of discussion centered on number 6 of the Parking Commission's Powers and Duties. The Parking Commission has not engaged in the pursuit of national or local funding opportunities. Several members have expressed the view that this specific responsibility may no longer be essential for the Parking Commission and should be subject to a review to assess its alignment with the City's goals for the Commission.

**Annual Report Submission:**

Another important matter highlighted is our requirement to submit an annual report. While the Parking Commission has made significant progress in successfully authoring the annual parking report since its inception, we have faced challenges in meeting the deadlines. The Commission is currently working on streamlining the report to make it more concise and ensure timelier submissions. We consider producing these reports in a timelier manner one of the Commission's most vital duties and are committed to achieving this in the future. Additionally, there was a broader discussion about the idea of establishing universal standards for all commissions. With the aim to ensure alignment and consistency in the functions of various commissions, including ours.

Sincerely

Ben Dalton

Parking Commission Chairperson

On behalf of the Parking Commission

## **TRAFFIC COMMISSION**

### **Current**

BMC 2.12.070(1)

Purpose—Duties. It shall be the duty of the commission, and to this end it shall have the authority within the limits of the funds at its disposal, to coordinate traffic activities, to carry on educational activities in traffic matters, to supervise the preparation and publication of traffic reports, to receive complaints having to do with traffic matters, and to recommend to the common council and to appropriate city officials ways and means for improving traffic conditions and the administration and enforcement of traffic regulations.

### **Response/Suggestions from Commission**

Dear Special Committee on Council Processes,

In response to your inquiry regarding the purpose, duties, and potential revisions to the Traffic Commission's activities, we would like to offer our thoughts and feedback. The Traffic Commission has encountered challenges in its goal of educating the community about traffic matters. We firmly believe that educating people about the city's expectations for behavior, road safety, and the proper use of transportation infrastructure is crucial. It is evident to the Traffic Commission that there is a lack of adequate education, and we acknowledge that this is an area where significant improvements could be made to the Traffic Commission itself.

In response to the Special Committee on Council Processes and the Novak report's potential proposal to streamline and consolidate the various commissions involved in traffic and transportation-related matters. As members of the Traffic Commission, the idea of forming a single transportation commission is of particular interest to us, as we see numerous potential benefits.

We acknowledge that there are potentially challenges that each of the individual commissions face. For example, the Bike and Pedestrian Safety Commission has taken on extra responsibilities related to traffic calming. Additionally, the Parking Commission has faced difficulties in fulfilling its obligation to produce annual reports, which have been exacerbated by frequent vacancies. In light of these challenges, we would be open to considering the recommendations in the Novak report to enhance the efficiency of traffic-related efforts.

We also have a strong desire to prioritize the safety of our community. Safety concerns, especially with regard to traffic calming, should be treated as a top priority. We consider this a fundamental responsibility of both the Traffic Commission and the City, and we firmly believe that safety measures should be reviewed and if determined to increase traffic safety, should be implemented.

Additionally, we concur that efficiency is crucial, both in terms of staff time and addressing various transportation issues. The idea of merging the existing commissions into a single, integrated board or commission appears to be the most efficient approach. Traffic, parking, and biking are interconnected components of a larger transportation puzzle. Through this consolidation, we believe that we can achieve a more holistic and better-integrated approach to transportation planning.

In conclusion, our main objective is to ensure that, regardless of the decision to consolidate commissions, the recommendations and solutions discussed at the commission level are acted upon by the Common Council. We want to ensure that our collective efforts result in meaningful change and improvements in our community.

Sincerely,  
Ryne Shadday  
Traffic Commission Chairperson  
On behalf of the Traffic Commission

## **COMMUNITY ADVISORY ON PUBLIC SAFETY COMMISSION**

### **Current**

#### **BMC 2.12.120(a)**

Establishment and Purpose. There shall be established a community advisory on public safety commission ("commission"), which shall:

- (1) Perform research and gather data on the perceptions and preferences about public safety from community members, with specific focus on perceptions and preference data gathered from minority community members, individuals who are disabled, and other often marginalized community members; and
- (2) Research evidence-based alternatives to traditional policing; and
- (3) Identify best practices in public safety globally and evaluate the efficacy of such practices for implementation in Bloomington.
- (4) Make recommendations to the common council, the board of public safety, and/or the mayor or the mayor's designee on policies and programs that enhance public safety for all community members.

#### **BMC 2.12.120(i)**

Powers and Duties.

- (1) In its actions, the commission shall seek to promote transparency, accountability, a collaborative spirit, long-term and strategic thinking, and effective risk management.
- (2) The commission shall:
  - (A) Gather data about perceptions and preferences regarding public safety, specifically from: racial minority; economically disadvantaged; and marginalized residents of Bloomington.
  - (B) Research evidence-based approaches to public safety focusing on those approaches outside the scope of traditional policing, including, but not limited to:
    - (i) The establishment of an alternate crisis response phone number;
    - (ii) Investments in mental health care, addiction treatment, community centers, and/or job training to mitigate the causes of crime; and
    - (iii) All other innovative approaches.
  - (C) Explore best practices in socially and racially just public safety measures in cities across the U.S. and worldwide, and to examine which ideas may best be implemented in Bloomington;
  - (D) Make recommendations to the Bloomington Common Council, the board of public safety, and the mayor's administration on policies and programs that enhance public safety for all community members;
  - (E) Promote a broader view of public safety through education and outreach programs;
  - (F) Provide an annual report of its activities to the common council, mayor and the public.

### **Response/Suggestions from Commission**

Commission still hopes to review and provide any relevant feedback.