



Packet Related Material

**Memo
Agenda
Calendar**

Notices and Agendas:

Schedule for Council Meetings in March

Legislation for Final Action at Regular Session on Wednesday, March 3rd:

Res 04-02 To Confirm Resolution 04-01 which Designated an Economic Revitalization Area (ERA), Approved a Statement of Benefits, and Authorized a 10-Year Period of Abatement - Re: The Woolery Stone Mill Parcel at 2200 West Tapp Road (Woolery Ventures LLC, Petitioner)

- Statement of Benefits; *(Please see the January 30th packet for the previous legislation, background material and a more thorough explanation of this proposal)*

Contact: Ron Walker at 349-3435 or walkerr@bloomington.in.gov

Res 04-03 To Designate an Economic Revitalization Area, Approve a Statement of Benefits, and Authorize a Period of Tax Abatement - Re: 1116 S. Walnut (Bloomington Paint and Wallpaper, Inc., Petitioner)

(Please see the February 12th packet for legislation, summary, and background materials)

Contact: Ron Walker at 349-3435 or walkerr@bloomington.in.gov

Ord 04-06 To Designate an Economic Development Target Area (EDTA) - Re: Bloomington Paint and Wallpaper, Inc., Located at 1116 South Walnut Street

(Please see the February 12th packet for legislation, summary, and background materials)

Contact: Ron Walker at 349-3435 or walkerr@bloomington.in.gov

Legislation and Background Material for First Reading at the Regular Session and/or Discussion at Special Committee of the Whole on Wednesday, March 3, 2004 (in the Order These Items Appear on the Committee Agenda):

Res 04-05 To Approve Recommendations of the Mayor for Distribution of Community Development Block Grant (CDBG) Funds for 2004

- Redevelopment Commission Res 04-05; Summary of Recommendations for Social Service Allocations; Summary of Recommendations for Physical Improvement Allocations; Memo from Susie Johnson; List of Eligible Projects; **Social Services Funding**: Schedule; Funding Criteria and Rankings; Funding Worksheet; Summary of Social Services CAC Meetings; **Physical Improvements**: Calendar; Funding Criteria; Rating and Funding Sheet; Summary of CAC Meetings; Membership of Committees

Contact: Susie Johnson at 349-3420 or johnsons@bloomington.in.gov
Lisa Abbott at 349-3576 or abbottl@bloomington.in.gov

App Ord 04-03 To Specially Appropriate from the Telecommunications Non-Reverting Fund (Infrastructure) Expenditures Not Otherwise Appropriated (Appropriating Funds for Maintenance and Repair of the City's Fiber Infrastructure, Installing Fiber Optic Cable, Purchasing Line-Locating Equipment for the Bloomington Digital Underground, and Installing Telecommunications Wiring for the Animal Shelter Expansion)

- Memo from Susan Clark, Acting Interim Controller; Memo from Greg Volan, Chief Information Officer; Balance Sheet for Telecom Fund

Contact: Susan Clark 349-3416 or clarks@bloomington.in.gov
Greg Volan at 349-3485 or volang@bloomington.in.gov

Ord 04-07 To Amend Ordinances which Fixed the Salaries of Appointed Officers and Employees of the Civil City (Ordinance 03-20) and Utilities (Ordinance 03-21) for the Year 2004 - Re: Positions in the Mayor's Office, Information Services, Parking Enforcement, Traffic, Engineering, and Utilities Administration

- Memo from Daniel Grundmann, Director of Employee Services

Contact: Daniel Grundmann at 349-3578 or grundmad@bloomington.in.gov

App Ord 04-02 To Specially Appropriate from the General Fund Expenditures Not Otherwise Appropriated (Appropriating Funds from the General Fund for New Positions in Engineering and the Mayor's Office and Transferring Funds within the General Fund to Accompany a Transfer in Position)

- Memo from Susan Clark, Acting Interim City Controller

Contact: Susan Clark at 349-3416 or clarks@bloomington.in.gov

Minutes from Regular Session:

None

Memo

Chair of Meeting: Councilmember Ruff

March Schedule (Spring Break)

The Council will change its schedule in March in order to handle the expected legislation and allow for a week off during Spring Break. According to this schedule, the Council will hold the following meetings on the following Wednesdays in March:

March 3rd

Regular Session Immediately Followed by a Committee of the Whole

March 10th

Special Session (to take final action on items discussed the previous week)

March 17th

No Meeting (Note: The Regular Session for this evening will be held the following Wednesday)

March 24th

A Rescheduled Regular Session immediately followed by a Committee of the Whole

March 31st

No Meeting (Note: The Council does not ordinarily meet on the occasional fifth Wednesday of the month)

**Two Meetings on Wednesday, March 3rd, 2004
Three Items Ready for Final Action and Three Ordinances Ready to be
Introduced
at Regular Session and
One Resolution Joins the Three New Ordinances for Discussion
at Committee of the Whole**

As mentioned in the previous explanation of our March schedule, there will be two meetings on Wednesday, March 3rd. The first one will be a Regular Session where a new resolution will be ready for final action along with the two items that come forward from your Committee of the Whole on February 28th and where two appropriation ordinances and one salary ordinance will be given first reading. The

second meeting will be a Committee of the Whole where one resolution and the three new ordinances will be discussed. These items are briefly noted below:

Items for March 3rd Meetings

Regular Session– Items Ready for Final Action

- Res 04-02** Confirming Res 04-01 which designated an ERA, approved a Statement of Benefits, and authorized a 10-year period of abatement – Re: Woolery Stone Mill Parcel at 2200 West Tapp Road (Woolery Ventures, LLC, Petitioner)
- Res 04-03** Designating an ERA, approving a Statement of Benefits, and authorizing a 5-year period of abatement – Re: 1116 South Walnut (Bloomington Paint and Wallpaper, Inc., Petitioner)
- Ord 04-06** Designating an EDTA – Re: 1116 South Walnut

Committee of the Whole – Items for Discussion (After the Ordinances Have Been Introduced at the Regular Session)

- Res 04-05** Approving the Mayor’s Recommendations for Allocating Community Development Block Grant (CDBG) Funds for 2004
- App Ord 04-03** Appropriating \$37,000 from the Infrastructure account within the Telecommunications Fund for the Bloomington Digital Underground and the Animal Shelter
- Ord 04-07** Amending the 2004 Salary Ordinances for the Civil City and Utilities (Adding, dropping, transferring, or up-grading positions in the Mayor’s Office, Information Services, Parking Enforcement, Traffic, Engineering, and Utilities Administration)
- App Ord 04-02** Transferring and Appropriating General Fund Monies to Accompany Transfer of one Position and the Addition of Three New Positions (Two Half-Time)

New Items Ready for Final Action at Regular Session on March 3rd

Res 04-02 Confirming Res 04-01 which Designated the Woolery Stone Mill Parcel as an ERA, Approved a Statement of Benefits, and Authorized a 10-Year Tax Abatement

Res 04-02 confirms **Res 04-01** which designated the Woolery Stone Mill parcel at 2200 West Tapp Road as an Economic Revitalization Area, approved a Statement of Benefits, and authorized a 10-year tax abatement for the historic renovation of the mill and its conversion into numerous uses including condominiums, a hotel and conference center, restaurant/brew pub, and climbing facility.

On February 18th the Council adopted **Res 04-01** as well as **Ord 04-05**, which designated this same parcel as an Economic Development Target Area (EDTA). This latter designation allows the retail uses and market-rate residential uses on this site to receive a tax abatement when they would not otherwise be eligible for them. *Please see the January 30th packet for the preliminary resolution, background material, and a more thorough explanation of this proposal.*

Statute requires the Council to adopt **Res 04-02** before the petitioner can receive the tax abatement. And prior to adopting the resolution, statute also requires the Council to hold a legally advertised public hearing in order to hear all comments regarding this legislation. That hearing will take place during the public comment on this item at the March 3rd Regular Session.

Items for Discussion at Committee of the Whole on March 3rd (in the Order They Appear on the Agenda)

Item One – Res 04-05 - CDBG Allocations for 2004

Amount of Funds and HUD Regulations

Res 04-05 approves the Mayor's recommendations for allocating the Community Development Block Grant (CDBG) funds for 2004. The CDBG funds come from the Housing and Urban Development (HUD) Department and, as an "entitlement" city, the amount we receive is largely determined by our size. This year we expect to receive \$1,014,000, which is about \$33,000 less than we received last year. Please note that an additional \$7,500 from program income and \$219,100 from last year's physical improvement funds will be allocated as well.

It's possible that HUD will send us less than the expected amount. In the event we receive a reduction of less than 10%, the resolution directs this reduction to be spread evenly over all the allocations. In the event, however, that the reduction is greater than 10%, then the resolution requires that the committees (see below) reconvene and revisit the allocations.

HUD administers these monies and regulates their use. These regulations require that we use the bulk of these funds (at least 70%) for the benefit of persons with low and moderate income. The remaining funds may then be used to prevent or eliminate blighted areas or to address community development needs arising from serious and immediate threats to the health or welfare of the community. Please note that currently all our funds are used for the first of these purposes.

The HUD regulations apportion the funds to certain kinds of activities according to the following formula:

- no more than 15% of the funds may be spent for social service programs. As the City has done in the past, the full 15% (or \$152,100) will go for that purpose, along with the \$7,500 of anticipated program income noted above, yielding a total of \$159,600;
- no more than 20% may be used for administrative costs and, as has been the case for the past term, the legal maximum (amounting to \$202,800) will be used for that purpose; and
- the remaining 65% (or \$659,100) must be used for physical improvements and will be supplemented by \$219,000 of unspent funds from 2003 for a total of \$878,100.

CACs, Agencies, and Their Schedules

For many years the City has used two Citizen Advisory Committees (CAC's) to make recommendations regarding the allocation of these funds. These CAC's are composed of members of the Community and Family Resources Commission and other persons who provide or are familiar with social services in the community. One committee reviews applications for social services funds (with Chris Gaal as the Council representative) and the other reviews applications for physical improvement funds (with Timothy Mayer as the Council representative).

The two committees typically work from September through January to make these recommendations. In the fall they hold an organizational meeting, can make site visits to the agencies, and review the ranking system and funding formulae. In

January they hold public hearings to consider and make recommendations regarding the applications that were filed with the Housing and Neighborhood Development (HAND) Department in November. In February the Redevelopment Commission reviews the recommendations and forwards its decision to the Mayor, who then forwards them to the Council. This year the recommendations came forward unchanged.

The agencies are on a schedule that begins in July, when the applications are available for them to pick up. In September they have an opportunity to attend a general information meeting, and by early October they must submit their letter of intent. They then must attend a training session later that month and must submit their finished application by mid-November.

\$159,600 Funding for Social Services

The disparity between the amount of funds available and the amount funds requested is always most evident with social services programs. Seventeen programs sought approximately \$361,000 or about 2.25 times the available funds. This year, as in the past, the committee ranked all 17 applications on a 50-point rating system and made its initial decision based upon their score and without knowing the names of the agencies. As a result of this process about two-thirds of the funds went to emergency services. The ranking system was tied to how well the applicants:

- documented the need for the program in this community (15);
- demonstrated that it primarily serves low-income individuals and residents of the city (10);
- demonstrated its ability to evaluate and document the effectiveness of the program (15);
- detailed the use of the funds and demonstrates that at least 50% of the funding comes from other sources (5); and
- were valued by the evaluator of the program (5).

Funded Programs

<u>Agency</u>	<u>Points (out of 50)</u>	<u>Award (Request)</u>
Hoosier Hills Food Bank	44.7	\$20,794 (\$25,000)

Community Kitchen	43.3	\$20,123 (\$25,000)
Middle Way House – Emergency Services	40.7	\$18,790 (\$25,000)
Martha’s House	39.6	\$18,234 (\$25,000)
Mother Hubbard’s Cupboard	39.4	\$15,778 (\$20,000)
MCUM – Child Care	36.8	\$16,845 (\$25,000)
Big Brothers/Big Sisters	36.8	\$16,845 (\$25,000)
Boys & Girls Club – Crestmont	35.4	\$16,179 (\$25,000)
MCUM – Emergency Services	35.1	\$16,012 (\$25,000)
		Total \$159,600 (\$220,000)

Unfunded Programs

<u>Agency</u>	<u>Points (out of 50)</u>	<u>Award (Request)</u>
Middle Way House – Self Sufficiency	34.6	\$0 (\$6,000)
Amethyst House – Men’s Program	33.7	\$0 (\$10,000)
Stone Belt – parent Aid	33.6	\$0 (\$25,000)
Rhino's Youth Center	31.2	\$0 (\$10,000)
SCCAP – Ready Start	31.0	\$0 (\$23,100)
El Centro Comunal Latino	28.4	\$0 (\$22,000)
Options for Better Living – Hire Potential	28.2	\$0 (\$25,000)
Boys and Girls Club – Fitness Authority	22.9	\$0 (\$20,065)
		Total \$0 (\$141,165)

\$878,200 in Funding for Physical Improvements

The Citizens' Advisory Committee for Physical Improvements used another set of rating criteria and points to make recommendations for funding projects. Those rating criteria added up to 60 points and centered upon how well agency proposals:

- addressed planning and environmental concerns (5);
- showed the capacity of the agency to carry out the project on time and within the budget (10);
- demonstrated their readiness to do the project in the near future, their stake in underlying property, whether they have the means to cover ongoing expenses, and their history with past projects (15);
- served either a large geographic area or was a direct benefit to low and moderate income populations (10);
- leveraged funds (15); and,
- garnered support from the committee members (5).

Of this \$878,200 the Committee recommended providing \$355,000 for housing, \$120,000 for improving agency facilities, and \$403,200 for City agency projects. Approximately \$640,200 will go to city departments and agencies (e.g. Housing Authority), \$198,000 will go to non-profit agencies, and \$40,000 will go for a collaboration between the City and one agency. The major role of the city and city agencies is largely explained by the broad effect of those programs over programs run by agencies. The particular projects are set forth below:

City and Non-Profit Agency Projects - Housing Assistance

AGENCY

AWARD (REQUEST)

Abilities Unlimited and HAND Department – Home Modification for Accessible Living - to modify properties for persons with disabilities in order to improve their access to and within their homes.

\$40,000 (\$75,000)

Center for Behavioral Health – Accessibility and Integration Project – to renovate space at 809 West 1st Street so that it can be used for 2 beds as well as crisis and walk-in services.

\$78,000 (\$78,000)

Bloomington Housing Authority - to install air conditioning for 52 of the remaining 192 units at the Crestmont, Rev. E. D. Butler, and Walnut Woods complexes without air conditioning. \$126,000 (\$440,000)

HAND – Down Payment and Closing Costs – to assist income eligible home buyers who complete an approved class. \$36,000 (\$36,000)

HAND – Emergency Home Repair - to provide emergency home repair for income-eligible persons. \$25,000 (\$25,000)

HAND – Owner Occupied Rehabilitation – to rehabilitate homes of income-eligible persons through loans (but with a few grants for improvements to the exterior of homes which have historic value or will have wide benefits for the neighborhood). \$50,000 (\$50,000)

TOTAL \$355,000 (\$704,000)

Non-Profit Agency Projects - Facility Improvements

AGENCY

AWARD (REQUEST)

Stone Belt – move primary client entrance to the north side of building (improving driveway and constructing a turn around, courtyard and entrance). \$120,000 (\$150,000)

TOTAL \$120,000 (\$150,000)

Other City Department or City Agency Projects

AGENCY

AWARD (REQUEST)

Parks and Recreation Department – CSX/McDoel Trail Corridor – to acquire land for trail head at the north end of McDoel project near Adams Street \$68,700 (\$137,400)

HAND – Engineering Services – to cover design and engineering services for eligible departmentally sponsored projects. \$30,000 (\$30,000)

HAND - for curb and sidewalk projects for income-eligible projects and areas by contributing costs for materials and requesting other departments to provide labor and equipment. In some cases, however, these projects will be contracted out to contractors. \$40,000 (\$40,000)

Kirkwood Avenue Streetscape – to replace water and sewer lines, add new storm water system, and install other street improvements along West Kirkwood from Rogers Street to Oak Street (north of Rosehill Cemetery). \$264,500 (\$600,000)

TOTAL \$403,200 (\$ 807,400)

Item Two - App Ord 04-03 – Appropriating \$37,000 from the Telecom Fund for the BDU and Animal Shelter

App Ord 04-03 appropriates \$37,000 from the Infrastructure portion of the Telecom Fund for five expenditures. Greg Volan, CIO, has provided a memo which explains the purpose of the Telecom Fund and these five expenditures. As he covers in the memo, the City created the Telecom Fund in 1996 with revenues it receives from cable franchise fees (Ord 96-31). Sixty percent of these revenues were set aside for telecommunications services, which fund the cable casting of our meetings and improvements to the audio-visual equipment in the Council Chambers. The other forty percent of the cable revenues and a certain amount of the money generated by the telecommunications infrastructure (Ord 00-45) was set aside for planning, design, development and construction of telecommunications infrastructure. In the years since the Fund was created, the City began installing conduit and fiber optic cable in various loops that now connect some city facilities (known as the BDU). This new infrastructure will need occasional maintenance and repair, and an ordinance last year (Ord 03-29) allowed monies in the telecommunications infrastructure account to be used for that purpose. According to the memo from Susan Clark, Acting Interim City Controller, and a balance sheet, the Infrastructure account within the Telecom Fund had a balance of \$239,062 as of this week.

The first four proposed expenditures relate to the BDU and the last expenditure relates to the wiring of the new Animal Shelter building. These include:

- \$6,000 to secure a maintenance contract for emergency repair of City's fiber infrastructure

Late last year the City entered into an emergency maintenance contract with JDH Contracting for \$500 per month to respond to cuts in the BDU within two hours of the failure. This service is essential in order to assure a reliable fiber service to ourselves and any other user. As an example of the need for this service, please note that JDH was under contract with the City when the CBU Center caught fire and restored service in a timely manner. This expenditure would cover these services for 2004.

- \$10,000 to go into a reserve fund to pay for cost of repair in the event of a fiber cut

Last year, when the City appropriated funds for the emergency maintenance contract, it also set aside \$10,000 to cover the cost of these emergency repairs after JDH appears on the scene of the cut. The insurance carrier was able to cover the costs associated with the fire at the CBU center last November, and this appropriation would set aside the same amount of money in the event there is a break in the cable this year.

- \$7,500 for the installation of fiber in newly-installed conduit through the CSX switchyard

The City partnered with Kiva Telecom (now Ion Communications) when installing the conduit for the southern loop of the BDU. One piece of the loop running through the CSX switchyard has only recently been completed (after CSX offered a more reasonable fee for the right-of-way). This appropriation would allow the City to run fiber through the newly completed loop. Please note that by laying the fiber in a loop we are assured that any one break would not disable the system because the traffic has another path to follow.

- \$1,500 to purchase line locating equipment for City's fiber infrastructure.

The City must mark the location of the BDU for persons who have notified the Indiana Plant Protection Service (IUPPS – otherwise known as “Holey Moley”) of their intent to dig in the area. Once the City's

Traffic Division has marked the location of the BDU, then those digging around it must do so by hand and are not liable if they cut a line which has not been adequately identified. This appropriation would purchase the equipment necessary to accurately locate the fiber over the proper distances.

- \$12,000 for the installation of fiber and wiring at new Animal Shelter.

The costs for installing telecommunications wiring within the shelter were overlooked when preparing the budget for the expansion of this facility. This appropriation would cover that cost. Please note that the City is still exploring ways to provide high-speed access to the building.

Item 3 – Ord 04-07 – Amending the Civil City and Utilities Salary Ordinances for 2004 (Adding, Dropping, Transferring, or Up-Grading Positions in the Mayor’s Office, Information Services, Parking Enforcement, Traffic, Engineering, and Utilities Administration)

Ord 04-07 amends the salary ordinances for the Civil City (Ord 03-20) and Utilities (Ord 03-21) for the year 2004. Please refer to the extensive memo from Daniel Grundmann, Director of Employee Services, for a thorough explanation of these changes, the reasons for them, and their fiscal impact upon the City.

As Daniel explains in his memo, the salary ordinance for the Civil City covers all the positions in the City except elected officials, police and fire personnel, and utilities personnel. Here is a very brief overview of the changes:

In the Mayor’s Office – the ordinance:

Transfers the Communications Director position to the Mayor’s Office from Information and Technology Services Department

Rationale: This position began in 1996 to help develop the City’s web page as well as promote city events, services, and accomplishments through the media. Over the years this position has primarily worked with the news media and public under direction of the Mayor.

Fiscal Impact: App Ord 04-02 transfers \$67,513 from the Information and Technology Services Department to the Mayor's Office for this position and also appropriates an additional \$3,500 for printing services.

Adds a half-time Business Advocate position (Grade 7) - \$22,497

Rationale: Mayor promised to provide better services to small businesses during the recent election and this position will help him meet that promise. It would serve as a "business ombudsman" and would advocate for the private sector (particularly small and local businesses) within city government. In that regard, it would evaluate the effect of city policies on business and make recommendations to the Director of Economic Development for changes in our processes. It would also educate businesses on city programs and incentives, and otherwise promote a "positive business environment."

Fiscal Impact: *See comment under the next position.*

Adds a half-time Council Liaison/Special Projects Manager (Grade 7) - \$22,497

Rationale: This position will augment the work of the Citizen Services Coordinator by handling complaints and inquiries that come into the Mayor's Office or are raised by council members. It will also help prepare, research, and track legislation coming before the Council and the Indiana General Assembly. And, it will also help follow progress of ongoing city projects.

Fiscal Impact: App Ord 04-02 appropriates \$44,994 for both these positions and the memo indicates that the Administration will be "actively reviewing budgeted expenditures ... in order to offset outlays for these positions."

In the Engineering Services Department – the ordinance:

Adds half-time City Engineer (Grade 11) – range \$42,350 - \$82,208

Rationale: After years of quick turnover of engineers in the Engineering Department, the City began contracting for Professional Engineer (PE) services about four years ago and paid one of the Utility engineers to serve on the Plan Commission (as required by statute). The Utility Engineer who sat on the Plan Commission (Jonathan Heald) resigned late last year which gave the Administration an opportunity to reconsider the need for a part-time PE in the

City Engineering Department. This position would bring additional expertise into the City and relate well with PE's who represent developers. For a number of reasons including the unlikelihood of attracting a part-time engineer, the need for an engineer in Utilities, and the value of coordinating projects between these two departments, this person would work in the Utilities department as well. The memo acknowledges that many "organizational issues" need to be resolved - including the skills, duties, allocation of time between departments, line of authority associated with this position - and asks for input from the Council while the Administration works through them.

Fiscal Impact: The Utilities Department would pay for the position out of its budget and be reimbursed by the Civil City through the annual interlocal agreement between the two. While the cost of the new position will be higher than what we currently contract for these services, it is too early to know the exact amount or whether there will be a need for an additional appropriation late in the year.

Adds second Engineering Field Specialist (Grade 4) - \$36,112

Rationale: The new position would augment the City's erosion control program as discussed by council members during last year's budget hearings. It would also inspect public improvements made by private developers in order to assure compliance with applicable regulations and would keep the public abreast of city projects.

Fiscal Impact: The specialist position will cost about \$36,112 and be largely offset by the recent increase in erosion control and inspection fees.

In the Parking Enforcement Division – the ordinance:

Converts a Temporary into a Regular Full-Time Account Clerk II position (Grade 2) - \$26,500

Rationale: The duties of this "seasonal" position have grown, due in part to the increase in parking facilities as well as the number of permits sold and citations issued.

Fiscal Impact: The cost of this position will be covered by a transfer of \$9,000 from the temporary employment line and the use of monies available due to vacancies in other positions.

In the Traffic Division – the ordinance:

Raises 3 Laborer positions (Grade 104 - \$12.38 - \$15.10 per hour) to Apprentice/Master MEO (Grade 104/108 - \$12.38 - \$15.50 per hour)

Rationale: The Employee Services Department reviewed these positions at the request of the Traffic Division and concluded the duties primarily involved operating motor equipment and, therefore, deserved the new title and higher grade.

Fiscal Impact: The Traffic Division will post these positions and expects that it will cost between \$1,500 and \$2,400 to pay for the higher grade.

Utilities Department

Amendments to the Utilities Salary ordinance for 2004 would:

Drop the Environmental Projects Coordinator (Grade 10) – about \$55,000

Rationale: This position had been devoted to overseeing PCB remediation and, due to progress in this area, has remained unfilled for two years.

Fiscal Impact: The funds saved here will off-set most of the funds needed for the next position.

Add Deputy Director (Grade 11) – range \$42,350 - \$82,208

Rationale: The Utilities Department has its first new director in many decades. The new position of Deputy Director will provide a “clear second-in-command” over the four major divisions – Finance/Accounting, Environmental Management, Transmission/Distribution, and Engineering.

Fiscal Impact: The memo from Daniel Grundmann indicates that the elimination of the Environmental Projects Coordinator will “nearly completely offset the (new) salary.”

Add Part-Time City Engineer (Grade 11) - range \$42,350 - \$82,208

Rationale: This part-time position would be shared with the Engineering Department in the Public Works Department. It would join one existing Professional Engineer at Utilities.

Fiscal Impact: *Please see the discussion of this position under the City Engineering (above).*

**Item 4 – App Ord 04-02 – Transferring and Appropriating
General Fund Monies to Accompany Transfer of one Position and the Addition
of Three Positions (Two Half-Time)**

App Ord 04-02 appropriates money from and transfers money within the General Fund to cover the costs of some of the changes proposed by the previous ordinance. As Susan Clark mentions in her memo, this ordinance:

- Appropriates \$35,503 from the General Fund to the Engineering Department for the additional Engineering Specialist. This position will help enforce the City's erosion control requirements and the costs should be offset in part with the increase in fees approved last year (by Ord 03-25).
- Transfers \$67,513 from the Information and Technology Services Department to the Mayor's Office. This amount corresponds with the budget for the Communications Director as this position/program moves from one office to the other. The budget breaks down as follows:
 - Personnel (Category 100) – \$37,488
 - Supplies (Category 200) - \$500
 - Other Services and Charges (Category 300) - \$29,525
- Appropriates \$116,007 for the Mayor's Office to cover the costs of the Communications Director (including the transfer of the above \$67,513), the half-time Business Advocate position, and the half-time Council Liaison/Special Projects Manager. After accounting for the above transfer, the appropriation includes the following additional costs:
 - Personnel (Category 100) – \$44,994 (for the two new positions)
 - Other Services and Charges (Category 300) - \$3,500 (for additional printing)

Happy Birthday Rachel Atz!

NOTICE AND AGENDA
BLOOMINGTON COMMON COUNCIL REGULAR SESSION
7:30 P.M., WEDNESDAY, MARCH 3, 2004
COUNCIL CHAMBERS
SHOWERS BUILDING, 401 N. MORTON

I. ROLL CALL

II. AGENDA SUMMATION

III. APPROVAL OF MINUTES FOR: None

IV. REPORTS FROM:

- 1. Councilmembers**
- 2. The Mayor and City Offices**
- 3. Council Committees**
- 4. Public**

V. APPOINTMENTS TO BOARDS AND COMMISSIONS

VI. LEGISLATION FOR SECOND READING AND RESOLUTIONS

1. Resolution 04-02 To Confirm Resolution 04-01 Which Designated an Economic Revitalization Area (ERA), Approved a Statement of Benefits, and Authorized a 10-Year Period of Abatement – Re: The Woolery Stone Mill Parcel at 2200 West Tapp Road (Woolery Ventures LLC, Petitioner)

Committee Recommendation: None

2. Resolution 04-03 To Designate an Economic Revitalization Area, Approve a Statement of Benefits, and Authorize a Period of Tax Abatement – Re: 1116 S. Walnut (Bloomington Paint and Wallpaper, Inc., Petitioner)

Committee Recommendation: Do Pass 9 – 0

3. Ordinance 04-06 To Designate an Economic Development Target Area (EDTA) – Re: Bloomington Paint and Wallpaper, Inc., Located at 1116 South Walnut Street

Committee Recommendation: Do Pass 9 – 0

VII. LEGISLATION FOR FIRST READING

1. Appropriation Ordinance 04-02 To Specially Appropriate from the General Fund Expenditures Not Otherwise Appropriated (Appropriating Funds from the General Fund for New Positions in Engineering and the Mayor’s Office and Transferring Funds within the General Fund To Accompany a Transfer in Position)

2. Appropriation Ordinance 04-03 To Specially Appropriate from the Telecommunications Non-Reverting Fund (infrastructure) Expenditures Not Otherwise Appropriated (Appropriating Funds for Maintenance and Repair of the City’s Fiber Infrastructure, Installing Fiber Optic Cable, Purchasing Line-Locating Equipment for the Bloomington Digital Underground, and Installing Telecommunications Wiring for the Animal Shelter Expansion)

3. Ordinance 04-07 To Amend Ordinances Which Fixed the Salaries of Appointed Officers and Employees of the Civil City (Ordinance 03-20) and Utilities (Ordinance 03-21) for the Year 2004 – Re: Positions in the Mayor’s Office, Information Services, Parking Enforcement, Traffic, Engineering, and Utilities Administration

VIII. PRIVILEGE OF THE FLOOR (This section of the agenda will be limited to 25 minutes maximum, with each speaker limited to 5 minutes)

IX. ADJOURN (and immediately reconvene for the following meeting)

(over)

COMMITTEE OF THE WHOLE

CHAIR: Andy Ruff

1. Resolution 04-05 To Approve Recommendations of the Mayor for Distribution of Community Development Block Grant (CDBG) Funds for 2004

Asked to Attend: Lisa Abbott, Assistant Director of HAND

2. Appropriation Ordinance 04-03 To Specially Appropriate from the Telecommunications Non-Reverting Fund (infrastructure) Expenditures Not Otherwise Appropriated (Appropriating Funds for Maintenance and Repair of the City's Fiber Infrastructure, Installing Fiber Optic Cable, Purchasing Line-Locating Equipment for the Bloomington Digital Underground, and Installing Telecommunications Wiring for the Animal Shelter Expansion)

Asked to Attend: Susan Clark, Interim Controller
Gregory Volan, Chief Information Officer

3. Ordinance 04-07 To Amend Ordinances Which Fixed the Salaries of Appointed Officers and Employees of the Civil City (Ordinance 03-20) and Utilities (Ordinance 03-21) for the Year 2004 – Re: Positions in the Mayor's Office, Information Services, Parking Enforcement, Traffic, Engineering, and Utilities Administration

Asked to Attend: Daniel Grundmann, Director of Employee Services
James McNamara, Deputy Mayor
Patrick Murphy, Director of Utilities

4. Appropriation Ordinance 04-02 To Specially Appropriate from the General Fund Expenditures Not Otherwise Appropriated (Appropriating Funds from the General Fund for New Positions in Engineering and the Mayor's Office and Transferring Funds within the General Fund To Accompany a Transfer in Position)

Asked to Attend: Susan Clark, Interim Controller

City of
Bloomington
Indiana

City Hall
401 N. Morton St.
Post Office Box 100
Bloomington, Indiana 47402



Office of the Common Council
(812) 349-3409
Fax: (812) 349-3570
e-mail: council@bloomington.in.gov

To: Council Members
From: Council Office
Re: Calendar for the Week of
March 1, 2004 – March 5, 2004
Date: February 27, 2004

Monday, March 1, 2004

5:00 pm Redevelopment Commission, McCloskey
5:30 pm Bicycle and Pedestrian Safety Commission – Work Session, Hooker Room

Tuesday, March 2, 2004

5:30 pm Public Transportation Corporation Board, Transit Center – 130 W. Grimes Ln.
7:30 pm Telecommunications Council, Council Chambers

Wednesday, March 3, 2004

12:00 pm Bloomington Urban Enterprise Association, McCloskey
2:00 pm Hearing Officer, Kelly
7:30 pm Common Council – Regular Session, Chambers
immediately followed by
Committee of the Whole, Chambers

Thursday, March 4, 2004

4:00 pm Bloomington Digital Underground Advisory Group, McCloskey
5:30 pm Commission on the Status of Women, McCloskey

Friday, March 5, 2004

There are no meetings scheduled for today.



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

MEETING NOTICE

THE COMMON COUNCIL WILL CHANGE ITS SCHEDULE IN MARCH IN ORDER TO HANDLE THE EXPECTED LEGISLATION AND ALLOW FOR A WEEK OFF DURING SPRING BREAK. ACCORDING TO THIS SCHEDULE, THE COUNCIL WILL HOLD THE FOLLOWING MEETINGS:

MARCH 3 – Regular Session immediately followed by a Committee of the Whole

MARCH 10 – Special Session (to take final action on items discussed the previous week)

MARCH 17 – No Meeting (Note: The Regular Session for this evening will be held the following Wednesday.)

MARCH 24 – Rescheduled Regular Session immediately followed by a Committee of the Whole

MARCH 31 – No Meeting (Note: The Council does not ordinarily meet on the occasional fifth Wednesday of the month.)

ALL MEETINGS WILL BE HELD AT 7:30 P.M. IN THE COUNCIL CHAMBERS, LOCATED AT 401 N. MORTON ST.

RESOLUTION 04-02

**TO CONFIRM RESOLUTION 04-01
WHICH DESIGNATED AN ECONOMIC REVITALIZATION AREA (ERA),
APPROVED A STATEMENT OF BENEFITS, AND
AUTHORIZED A 10-YEAR PERIOD OF ABATEMENT
Re: The Woolery Stone Mill Parcel at 2200 West Tapp Road
(Woolery Ventures LLC, Petitioner)**

- WHEREAS, Petitioner has filed an application for designation of the 6.68 acre Woolery Stone Mill building and parcel located at 2200 West Tapp Road as an "Economic Revitalization Area"; and
- WHEREAS, the application has been reviewed by the Planning Department, and the Economic Development Commission has passed a resolution recommending to the Common Council designate the parcel as "Economic Revitalization Area" (ERA), approve the Statement of Benefits, and authorize a 10-year period of abatement; and
- WHEREAS, Petitioner intends to restore the exterior of the historic Woolery Stone Mill building and convert the interior into condominiums, a hotel and convention center, a restaurant, a climbing gym, and parking spaces, and wishes to obtain tax abatement for improvements, which shall be referred to as the Project; and
- WHEREAS, pursuant to state law, petitioners seeking designation for their property as an Economic Revitalization Area must complete a Statement of Benefits and must provide information in a timely fashion each year to the County Auditor and the Common Council showing the extent to which there has been compliance with the Statement of Benefits; and
- WHEREAS, the Common Council has investigated the area and reviewed the Application and Statement of Benefits, which are attached and made a part of Resolution 04-01, and found the following:
- A. the estimate of the value of the redevelopment or rehabilitation is reasonable;
 - B. the estimate of the number of individuals who will be employed or whose employment will be retained can be reasonably expected to result from the proposed described redevelopment or rehabilitation;
 - C. the estimate of the annual salaries of these individuals who will be employed or whose employment will be retained can be reasonably expected to result from the proposed described redevelopment or rehabilitation;
 - D. the redevelopment or rehabilitation has received approval from the Planning Department, is consistent with the Growth Policies Plan, is expected to be developed and used in a manner that complies with local code, and provides housing in the downtown area; and
 - E. the totality of benefits is sufficient to justify the deduction; and
- WHEREAS, the property described above has experienced a cessation of growth;
- WHEREAS, the Common Council adopted Resolution 04-01 on February 18, 2004, which designated the above property as an "Economic Revitalization Area," approved the Statement of Benefits, and authorized a 10-year period of abatement; and
- WHEREAS, the City Clerk has published a notice of the passage of that resolution, which requested that persons having objections or remonstrance to the designation appear before the Common Council at its Regular Session on March 3, 2004 and
- WHEREAS, the Common Council has reviewed and heard all such objections and remonstrance to such designation;

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

1. Pursuant to Indiana Code 6-1.1-12.1-1 et seq., the Common Council hereby affirms its determination made in Resolution 04-01 that the area described above is an "Economic Revitalization Area," and further finds and determines that the totality of benefits of the Project entitle the owner of the property to a deduction from the assessed value of the related improvements for a period of ten (10) years.

2. In granting this designation and deduction the Common Council incorporates I.C. 6-1.1-12.1-12 and also expressly exercises the power set forth in I.C. 6-1.1-12.1-2(I)(5) to impose additional, reasonable conditions on the rehabilitation or redevelopment beyond those listed in the Statement of Benefits. In particular, failure of the property owner to make reasonable efforts to comply with the following conditions are additional reasons for the Council to rescind this designation and deduction:

- a. the improvements described in the application shall be commenced (defined as obtaining a building permit and actual start of construction) within twelve months of the date of this designation; and
- b. the land and improvements will be developed and used in a manner that complies with local code.

PASSED AND ADOPTED by the Common Council of the City of Bloomington, Monroe County, Indiana, upon this _____ day of _____, 2004.

MICHAEL DIEKHOF, President
Bloomington Common Council

ATTEST:

REGINA MOORE, Clerk
City of Bloomington

PRESENTED by me to the Mayor of the City of Bloomington, Monroe County, Indiana, upon this _____ day of _____, 2004.

REGINA MOORE, Clerk
City of Bloomington

SIGNED and APPROVED by me upon this _____ day of _____, 2004.

MARK KRUZAN, Mayor
City of Bloomington

SYNOPSIS

This resolution affirms the determination of the Common Council expressed in Resolution 04-01 to designate the Woolery Stone Mill parcel on the property located at 2200 West Tapp Road as an "Economic Revitalization Area," approve a Statement of Benefits, and grant a deduction in assessed valuation of improvements within that parcel for a period of ten (10) years. Before it may adopt the resolution, state law requires that the Common Council hold a legally advertised public hearing for the purpose of receiving public comment on this legislation.



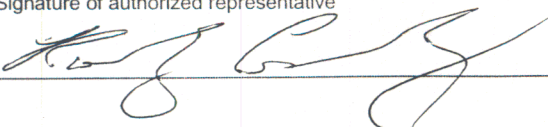
STATEMENT OF BENEFITS

State Form 27167 (R7 / 12-01)
Prescribed by the Department of Local Government Finance

**FORM
SB - 1**

INSTRUCTIONS:

1. This statement must be submitted to the body designating the economic revitalization area prior to the public hearing if the designating body requires information from the applicant in making its decision about whether to designate an Economic Revitalization Area. Otherwise this statement must be submitted to the designating body **BEFORE** a person installs the new manufacturing equipment and / or research and development equipment, or **BEFORE** the redevelopment or rehabilitation of real property for which the person wishes to claim a deduction. "Projects" planned or committed to after July 1, 1987 and areas designated after July 1, 1987 require a STATEMENT OF BENEFITS. (IC 6-1.1-12.1)
2. Approval of the designating body (City Council, Town Board, County Council, etc.) must be obtained prior to initiation of the redevelopment or rehabilitation, or prior to installation of the new manufacturing equipment and / or research and development equipment, **BEFORE** a deduction may be approved.
3. To obtain a deduction, Form 322 ERA, Real Estate Improvements and / or Form 322 ERA / PPME and / or 322 ERA / PPR & DE, must be filed with the county auditor. With respect to real property, Form 322 ERA must be filed by the later of: (1) May 10; or (2) thirty (30) days after a notice of increase in real property assessment is received from the township assessor. Form 322 ERA / PPME and / or 322 ERA PPR & DE must be filed between March 1 and May 15 of the assessment year in which new manufacturing equipment and / or research and development equipment becomes assessable, unless a filing extension has been obtained. A person who obtains a filing extension must file the form between March 1 and the extended due date of that year.
4. Property owners whose Statement of Benefits was approved after June 30, 1991 must submit Form CF - 1 annually to show compliance with the Statement of Benefits. (IC 6-1.1-12.1-5.6)
5. The schedules established under IC 6-1.1-12.1-4(d) and IC 6-1.1-12.1-4.5 (e) effective July 1, 2000 apply to any statement of benefits filed on or after July 1, 2000.
The schedules effective prior to July 1, 2000 shall continue to apply to those statement of benefits filed before July 1, 2000.

SECTION 1		TAXPAYER INFORMATION							
Name of taxpayer Woolery Ventures LLC									
Address of taxpayer (street and number, city, state and ZIP code) P.O.BOX 122 Ellettsville Indiana 47429									
Name of contact person Randy Cassidy				Telephone number (812) 876-1121					
SECTION 2		LOCATION AND DESCRIPTION OF PROPOSED PROJECT							
Name of designating body Bloomington City Council				Resolution number					
Location of property 2200 Tapp Road		County Monroe		Taxing district Perry Township					
Description of real property improvements and / or new manufacturing equipment and / or research and development equipment (use additional sheets if necessary)				ESTIMATED					
				Start Date		Completion Date			
				Real Estate		Nov.03		June 05	
				New Mfg Equipment					
R & DE									
SECTION 3		ESTIMATE OF EMPLOYEES AND SALARIES AS RESULT OF PROPOSED PROJECT							
Current number	Salaries	Number retained	Salaries	Number additional	Salaries				
				45	762,000				
SECTION 4		ESTIMATED TOTAL COST AND VALUE OF PROPOSED PROJECT							
NOTE: Pursuant to IC 6-1.1-12.1-5.1 (d) (2) the COST of the property is confidential.		Real Estate Improvements		Machinery		Research and Development Equipment			
		Cost	Assessed Value	Cost	Assessed Value	Cost	Assessed Value		
Current values		350,000	244,430						
Plus estimated values of proposed project		6,000,000	4,200,000						
Less values of any property being replaced									
Net estimated values upon completion of project		6,350,000	4,444,430						
SECTION 5		WASTE CONVERTED AND OTHER BENEFITS PROMISED BY THE TAXPAYER							
Estimated solid waste converted (pounds) _____		Estimated hazardous waste converted (pounds) _____							
Other benefits: Renovation of an abandoned limestone mill into a mixed use facility rehabilitated to the historic standards of the secretary of the interior.									
SECTION 6		TAXPAYER CERTIFICATION							
I hereby certify that the representations in this statement are true.									
Signature of authorized representative 			Title Member		Date signed (month, day, year) 10/15/03				

FOR USE OF THE DESIGNATING BODY

We have reviewed our prior actions relating to the designation of this economic revitalization area and find that the applicant meets the general standards adopted in the resolution previously approved by this body. Said resolution, passed under IC 6-1.1-12.1-2.5, provides for the following limitations as authorized under IC 6-1.1-12.1-2.

- A. The designated area has been limited to a period of time not to exceed _____ calendar years * (see below). The date this designation expires is _____.
- B. The type of deduction that is allowed in the designated area is limited to:
- 1. Redevelopment or rehabilitation of real estate improvements; Yes No
 - 2. Installation of new manufacturing equipment; Yes No
 - 3. Installation of new research and development equipment; Yes No
 - 4. Residentially distressed areas Yes No
- C. The amount of deduction applicable for redevelopment or rehabilitation is limited to \$ _____ cost with an assessed value of \$ _____.
- D. The amount of deduction applicable to new manufacturing equipment is limited to \$ _____ cost with an assessed value of \$ _____.
- E. The amount of deduction applicable to new research and development equipment is limited to \$ _____ cost with an assessed value of \$ _____.
- F. Other limitations or conditions (specify) AS NOTED IN RES 04-01 AND RES 04-02

Also we have reviewed the information contained in the statement of benefits and find that the estimates and expectations are reasonable and have determined that the totality of benefits is sufficient to justify the deduction described above.

Approved: (signature and title of authorized member)	Telephone number ()	Date signed (month, day, year)
Attested by:	Designated body	

* If the designating body limits the time period during which an area is an economic revitalization area, it does not limit the length of time a taxpayer is entitled to receive a deduction to a number of years designated under IC 6-1.1-12.1-4 or 4.5

RESOLUTION 04-05

TO APPROVE RECOMMENDATIONS OF THE MAYOR FOR DISTRIBUTION OF COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDS FOR 2004

WHEREAS, the City of Bloomington, Indiana, is eligible for Community Development Block Grant (CDBG) funds in the amount of \$1,014,000 for Fiscal Year 2004 and has \$219,000 in physical improvement funding from funding year 2003 and \$7,500 in program income, pursuant to the Housing and Community Development Act of 1974 as amended; and

WHEREAS, the national objectives of the Community Development Program are:

1. first and foremost, the development of viable urban communities, including decent housing and a suitable living environment and expanding economic opportunities principally for person of low and moderate income; and
2. the elimination of slums and blight, and the prevention of blighting influences and the deterioration of property and neighborhood and community facilities of importance to the welfare of the community, principally for persons of low and moderate income; and
3. the elimination of conditions which are detrimental to health, safety, and public welfare, through code enforcement, demolition, interim rehabilitation assistance, and related activities; and
4. the conservation and expansion of the nation’s housing stock in order to provide a decent home and suitable living environment for all persons, but principally those of low and moderate income; and
5. the expansion and improvement of the quantity and quality of community services, principally for persons of low and moderate income, which are essential for sound community development and for development of viable urban communities; and
6. the integration of income groups throughout the community by spreading persons of lower income into more prosperous neighborhoods and drawing persons of higher income to declining or deteriorated neighborhoods; and
7. the alleviation of physical and economic distress through the stimulation of private investment and community revitalization; and

WHEREAS, a proposed statement of community development objectives and projected use of the funds has been advertised; and

WHEREAS, said statement and projected use of funds reflects programs recommended by the Mayor with input from the Citizen’s Advisory Committees and the Redevelopment Commission and are consistent with local and national objectives of the Housing and Community Development Act of 1974, as amended;

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

SECTION I: The following programs be approved as follows:

**COMMUNITY DEVELOPMENT PROGRAMS FISCAL YEAR 2004
SOCIAL SERVICE PROGRAMS FUNDING**

<u>EMERGENCY NEEDS</u>	<u>ALLOCATIONS</u>
Hoosier Hills Food Bank Hoosier Hills Food Bank, Inc	\$20,794
Emergency Free Meals Program Community Kitchen	\$20,123
Domestic Violence Shelter Middle Way House, Inc.	\$18,790
Food Pantry Mother Hubbard’s Cupboard	\$10,000
Emergency Shelter Martha’s House	\$15,778
Emergency Services Monroe County United Ministries	\$16,012

<i>Emergency Needs Subtotal</i>	<i>\$109,731</i>
NON-EMERGENCY NEEDS	
Monroe County United Ministries Childcare Program Monroe County United Ministries (MCUM)	\$16,845
One-to-One Program Big Brothers Big Sister of Monroe County	\$16,845
Crestmont Unit of the Boys & Girls Club Boys and Girls Club	<u>\$16,179</u>
<i>Non-Emergency Subtotal</i>	<i>\$49,869</i>
SOCIAL SERVICE SUBTOTAL	\$159,600

**COMMUNITY DEVELOPMENT PROGRAMS FISCAL YEAR 2004
PHYSICAL IMPROVEMENT PROGRAMS FUNDING**

HOUSING ASSISTANCE	ALLOCATIONS
Crestmont Air Condition Bloomington Housing Authority	\$126,000
Mental Health Accessibility & Integration Project Center for Behavioral Health	\$78,000
Owner-Occupied Rehabilitation Housing and Neighborhood Development	\$50,000
Home Modification for Accessible Living Abilities Unlimited/Housing and Neighborhood Development	\$40,000
Down Payment and Closing Costs Housing and Neighborhood Development	\$36,000
HAND Emergency Home Repair (E.H.R.) Program Department of Housing and Neighborhood Development	<u>\$50,050</u>
Housing Assistance Subtotal	<i>\$355,000</i>
FACILITY IMPROVEMENTS	
Stone Belt Arc/Space Utilization Project Stone Belt Arc, Inc.	<u>\$100,000</u>
<i>Facility Improvements Subtotal</i>	<i>\$100,000</i>
CITY OF BLOOMINGTON AGENCIES	
Kirkwood Streetscape Housing and Neighborhood Development	\$264,500
CSX/McDoel Trail Head Development Parks and Recreation	\$ 68,700
Curb and Sidewalk Program Housing and Neighborhood Development	\$40,000
Engineering Services Housing and Neighborhood Development	<u>\$30,000</u>
<i>City Agencies Subtotal</i>	<i>\$403,200</i>
<i>Physical Improvements Subtotal</i>	<i>\$878,200</i>
ADMINISTRATION	
Administration of Housing and Neighborhood Development Department	\$202,800
<i>Administration Subtotal</i>	<i>\$202,800</i>
CDBG GRANT AMOUNT	\$1,014,000
PROGRAM INCOME	\$ 7,500
UNALLOCATED FUNDS	\$ 219,100
TOTAL ALLOCATION	\$1,240,600

SECTION II. In the event the City of Bloomington receives 10% or less of the anticipated funding that amount shall be distributed equally and proportionately among the recipients. Should the amount be greater than 10% the allocation committees shall be reconvened to reconsider their recommendations.

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

PASSED AND ADOPTED by the Common Council of the City of Bloomington, Monroe County, Indiana, upon this _____ day of _____, 2004.

MICHAEL DIEKHOF, President
Bloomington Common Council

ATTEST:

REGINA MOORE, Clerk
City of Bloomington

PRESENTED by me to the Mayor of the City of Bloomington, Monroe County, Indiana, upon this _____ day of _____, 2004.

REGINA MOORE, Clerk
City of Bloomington

SIGNED and APPROVED by me upon this _____ day of _____, 2004.

MARK KRUZAN, Mayor
City of Bloomington

SYNOPSIS

The City of Bloomington is eligible for a Community Development Block Grant of \$1,014,000 from the Department of Housing and Urban Development for fiscal year 2004. This resolution allocates funding in the amount of \$1,014,000 along with program income of \$7,500, and \$219,100 of unprogramed funds. It outlines program recommendations by the Mayor with input from the Citizen's Advisory Committee and the Redevelopment Commission. General program areas include: Social Service Programs, Physical Improvements, Housing Programs, Neighborhood Improvements, Engineering, and Administrative Services.

**04-05
RESOLUTION
OF THE
REDEVELOPMENT COMMISSION
OF THE
CITY OF BLOOMINGTON, INDIANA**

WHEREAS, the City of Bloomington, Indiana, is eligible for Community Development Block Grant (CDBG) funds in the amount of \$1,014,000 for Fiscal Year 2004 and has \$219,100 of unprogrammed funds for physical improvement and \$7,500 in program income for social services, the following allocations are recommended:

65% plus \$219,100 = \$878,200 for Physical Improvements
15% plus \$7,500 = \$159,600 for Social Services
20% = \$202,800 for the Administration of the program; and

WHEREAS, the advice and input of the community as to the allocation of the Community Development Block Grant funds has been solicited and received through the efforts of the Citizens' Advisory Committee and the Human Resources Commission; and

WHEREAS, the Redevelopment Commission has reviewed the recommendations of the Citizens' Advisory Committee and the Human Resources Commission for allocation of funds to be received;

NOW, THEREFORE, BE IT RESOLVED BY THE BLOOMINGTON REDEVELOPMENT COMMISSION THAT:

The Redevelopment Commission hereby approves its recommendations of the programs (attached hereto and made a part herein as Exhibit A and Exhibit B) that will best serve the local and national objectives of the program.

BLOOMINGTON REDEVELOPMENT COMMISSION

David Walter, President

ATTEST:

Jerry Hays, Vice President

Date

Physical Improvement Recommendations

	<u>2004Request</u>	<u>CAC</u> <u>Recommendations</u>
<u>HOUSING ASSISTANCE</u>		
Abilities Unlimited/HAND – Home Modification for Accessible Living	\$ 75,000.00	\$ 40,000.00
CBH – Mental Health Accessibility & Integration Project	\$ 78,000.00	\$ 78,000.00
BHA – Crestmont Air Condition	\$440,000.00	\$126,000.00
HAND – Down Payment & Closing Cost	\$ 36,000.00	\$ 36,000.00
HAND – Emergency Home Repair	\$ 25,000.00	\$ 25,000.00
HAND – Owner-Occupied Rehabilitation	\$ 50,000.00	\$ 50,000.00
<i>TOTAL</i>	\$704,000.00	\$355,000.00
<u>FACILITY IMPROVMENTS</u>		
Stone Belt – Facility Improvement	\$150,000.00	\$120,000.00
<i>TOTAL</i>	\$150,000.00	\$120,000.00
<u>CITY OF BLOOMINGTON AGENCIES</u>		
Bloomington Parks & Recreation – CSX/McDoel Trail Corridor	\$137,400.00	\$ 68,700.00
HAND – Engineering Services	\$ 30,000.00	\$ 30,000.00
HAND – Curb and Sidewalk	\$ 40,000.00	\$ 40,000.00
Kirkwood Avenue Streetscape	\$600,000.00	\$264,500.00
<i>TOTAL</i>	\$807,400.00	\$403,200.00
TOTAL REQUESTED:	\$1,661,400.00	
TOTAL AMOUNT OF FUNDS AVAILABLE:	\$878,200.00	

Social Service Recommendations

	<u>2004Request</u>	<u>CAC</u> <u>Recommendations</u>
<u>EMERGENCY NEEDS</u>		
Hoosier Hills Food Bank	\$25,000.00	\$20,794.00
Community Kitchen	\$25,000.00	\$20,123.00
Middle Way House – Emergency Services	\$25,000.00	\$18,790.00
Martha’s House	\$25,000.00	\$18,234.00
Mother Hubbard’s Cupboard	\$20,000.00	\$15,778.00
MCUM – Emergency Services	\$25,000.00	\$16,012.00
<i>TOTAL</i>	\$145,000.00	\$109,731.00
<u>NON-EMERGENCY NEEDS</u>		
MCUM – Child Care	\$25,000.00	\$16,845.00
Big Brothers/Big Sisters of Monroe County – One-to-One	\$25,000.00	\$16,845.00
Boys & Girls Club – Crestmont	\$25,000.00	\$16,179.00
<i>TOTAL</i>	\$75,000.00	\$49,869.00
TOTAL REQUESTED:	\$361,165.00	
TOTAL AMOUNT OF FUNDS AVAILABLE:	\$159,600.00	

2004 CAC RECOMMENDATIONS

Social Service Funding

PROGRAM FUNDING

RECOMMENDED

- | | | |
|-----|--|-------------------------|
| 1. | Hoosier Hills Food Bank | \$20,794 |
| | Hoosier Hills Food Bank collects, stores, and distributes donated food to 112 area non-profit organizations that feed the needy. | |
| 2. | Community Kitchen Free Meals Program | \$20,123 |
| | The Community Kitchen provides free hot meals, including carry-out meals, to needy Bloomington residents from both their Rogers Street and West 11 th Street locations. | |
| 3. | Middle Way House Emergency Shelter | \$18,790 |
| | Middle Way provides crisis intervention, advocacy, supportive services, and emergency shelter to abused women and their dependent children. | |
| 5. | Martha's House | \$18,234 |
| | Martha's House provides emergency shelter to homeless adult men and women. | |
| 6. | Mother Hubbard's Cupboard | \$15,778 |
| | Redistribute food to persons in need five days/week; provide information and educational opportunities for clients on various food topics in ways that respect and honor clients. | |
| 7. | MCUM Child Care Program | \$16,845 |
| | Funds will be used to supplement the cost of child care for low to moderate income families. | |
| 8. | Big Brothers/Big Sisters One-to-One Program | \$16,845 |
| | This program matches an adult volunteer one on one with a child from a single parent home as a mentor. | |
| 9. | Boys and Girls Club Satellites, Crestmont | \$16,179 |
| | A satellite program of activities for boys and girls club members who live in the Crestmont Housing Authority is provided with this funding. | |
| 10. | MCUM Emergency Services | \$16,012 |
| | MCUM provides emergency shelter, rent, utilities, and food for low to moderate persons in need. | |
| | <u>SOCIAL SERVICE SUB-TOTAL</u> | <u>\$159,600</u> |

Physical Improvement Projects

<u>PROJECT</u>	<u>RECOMMENDED FUNDING</u>
1. Center for Behavioral Health – Facility Repair at 809 W. 1st St.	\$78,000
Funds will be used to convert currently unused space to useable space. This space will be used to add 2 beds for persons with dual diagnosis of serious mental illness and developmental disability; 24/7 Face-to-Face Nursing Assessment for crisis intervention/stabilization; Walk-In Medication Clinic staffed by nurses to assist with medication management and an Evening Drop-In Center from 5-9, 7 days a week.	
2. Stone Belt – Facility Remodeling	\$120,000
Funds will be used to redefine and direct client entrance and exit to the north side doors of the building and to address Stone Belt’s vehicle and pedestrian safety and traffic flow patterns. This project will widen and straighten out an existing driveway, construct a client drop off area under a roof connected to a newly constructed turn around and redesign a courtyard leading to the new main client entrance into the facility.	
3. Bloomington Housing Authority – PHA Central Air Conditioning	\$126,000
Funds will be used to purchase and install air conditioning units in the Bloomington Housing Authority’s Crestmont, Rev. E. D. Butler and Walnut Woods complexes. This will fund approximately 52 of the remaining of the 192 units without air conditioning.	
4. Abilities Unlimited – Home Modifications for Accessible Living	\$ 40,000
Funds will be used to provide eligible recipients with disabilities, modifications to an existing structure or additions to improve access. Improvements may include curb cuts, ramps, or home modifications.	
5. Bloomington Parks and Recreation – CSX/McDoel Corridor	\$ 68,700
Funds will be used to acquire land or fund improvements to a proposed trailhead at the northwest end of the CSX/Railroad corridor along Adams Street.	
6. Kirkwood Avenue Streetscape – Infrastructure Improvements	\$264,500
Funds will be used to replace existing water lines and sanitary sewers, install a new storm water drainage system, new curbs and sidewalks, new pavement, add street trees and add bump-outs to offer protection for parked cars and shorten pedestrian crossing distances.	
7. HAND – Down Payment and Closing Costs	\$ 36,000
Funds will be used to provide down payment and closing costs assistance to income eligible home buyers that have successfully completed an approved home buyer education class.	

- 8. **HAND – Emergency Home Repair** **\$ 25,000**
 Funds will be used to assist income eligible city residents to correct deficiencies in their home that are a health or safety concern or with deficiencies, which if not addressed, would significantly shorten the life of the structure.

- 9. **HAND – Owner Occupied Rehabilitation** **\$ 50,000**
 Funds will be used to rehabilitate the primary residences of income eligible city residents. The goal is to provide decent, safe and affordable housing and to continue to eliminate slum and blight by improving the housing stock for low income households. Most of these rehabs are loans with some grant funds available for exterior improvements that have a historic or neighborhood curb appeal component.

- 10. **HAND – Curb and Sidewalk Program** **\$ 40,000**
 Funds will be used to replace existing or construct new curb and sidewalks in Redevelopment Target Areas, areas where at least 51% of the residents are low/moderate income households, department eligible activities (e.g. affordable housing projects) that serve income eligible households with curb and sidewalk related issues and income eligible households who are required to repair adjacent curbs and sidewalks. HAND will use funds to pay for material costs while partnering with other departments to provide labor and equipment. HAND may on occasion bid out some projects to a private contractor.

- 11. **HAND – Engineering Services** **\$ 30,000**
 Funds will be used for design work for upcoming department sponsored projects. Projects include but are not limited to infrastructure projects, plats and subdivisions and architectural designs for residential structures.

PHYSICAL IMPROVEMENTS SUBTOTAL **\$878,200**

Administration

- 1. **City of Bloomington (HAND)-Administration** **\$202,800**
 Provide administrative oversight in the administration of the Community Development Block Grant program. Funds include staff salaries and benefits, materials, and supplies, capital outlays, and professional services and charges.

ADMINISTRATION SUB-TOTAL **\$202,800**

Program Year 2004 CDBG Funds	\$1,014,000
Unallocated Funds	<u>226,600</u>
Total Recommended Allocations of CDBG Funds	\$1,240,600

Memo

To: Common Council
From: Susie Johnson
Date: February 27, 2004
Re: 2004 Community Development Block Grant Allocations

The Department of Housing and Urban Development (HUD) defines an entitlement community as one that is a metropolitan city with a population of at least 50,000. Bloomington meets that threshold and is therefore eligible for Community Development Block Grant (CDBG) funding. The annual funding is formula based and is dependant on several objective measures of community need. These needs include poverty in the community, housing overcrowding, age of housing stock and population growth. This year the City of Bloomington anticipates receiving \$1,014,000 in CDBG funds. This year we also have \$219,100 in un-programmed funds to allocate. This money has become available through projects that had savings and form projects that did not come to fruition. Additionally we have program income totaling \$7,500. **The total amount of funding allocated in this resolution is \$1,240,600.**

HUD requires each entitlement community to develop a citizen participation plan. This plan sets out procedures for public input into the allocation process. The City of Bloomington has an extremely open process for public input. Prior to the Common Council meeting in which these allocations will be considered, 3 other public meetings have been held in which public input was welcome. I have attached the Citizen Advisory Committee (CAC) schedule for your review. In addition to the CAC hearings, the Bloomington Redevelopment Commission also held a public hearing where these recommendations were considered. Throughout this entire public process we have received no negative remonstrance.

CDBG funds must be used to benefit low and moderate income persons, prevent or eliminate slum and blight and/or to alleviate conditions that pose immediate and serious threat to the health or welfare of the community. I have included in this packet excerpts from the CDBG regulations on eligible and ineligible activities.

The activities that will receive funding are divided into 3 distinct categories: physical improvements, social services and administration. By law, no more than 15% of the total grant may be used for social services and no more that 20% may be used for administration. The other 65% is used for physical improvements.

I have included in this packet, a brief description of each program for your review. I have also included the scoring criteria and the scoring results from the CAC as well as a membership list of CAC members. You will also find Resolution 04-05 in which the Redevelopment Commission unanimously forwarded on the CAC recommendation to Mayor Kruzan.

The attached resolution will confirm the recommendations of the CAC, the Redevelopment Commission and the Mayor.

CDBG ELIGIBLE AND INELIGIBLE PROJECTS

(Excerpts from the CDBG regulations)

570.201 – Basic Eligible Activities

- (a) Acquisition of real property.
- (b) Disposition of real property.
- (c) Public facilities and improvements. Acquisition, construction, reconstruction, rehabilitation or installation of public facilities and improvements.
- (d) Clearance activities.
- (e) Public services: Provision of public services (including labor, supplies, and materials) which are directed toward improving the community's public services and facilities; including, but not limited to those concerned with employment, crime prevention, child care, health, drug abuse, education, fair housing counseling, energy conservation, welfare, or recreational needs.
- (f) Interim assistance. Activities undertaken on an interim basis in areas exhibiting objectively determinable signs of physical deterioration. And activities to alleviate emergency conditions threatening the public health and safety.
- (n) Homeownership assistance. Acquisition, down payment and closing cost assistance to low- or moderate-income homebuyers.
- (o) Microenterprise Assistance.

570.202 – Eligible Rehabilitation and Preservation Activities

- (a) CDBG funds may be used to finance the rehabilitation of :
 - (1) Privately owned buildings and improvements for residential purposes;
 - (2) Low-income public housing and other publicly owned residential buildings and improvements; and
 - (3) Publicly or privately owned commercial or industrial buildings, except that the rehabilitation of such buildings owned by a private for-profit business is limited to improvements to the exterior of the building and the correction of code violations.
 - (4) Nonprofit-owned nonresidential building and improvements not eligible under 570.201 (c).
- (b) Types of assistance. To assist various types of rehabilitation activities, and related cost for buildings and improvements described in paragraph (a) of this section.

- (c) Code enforcement.
- (d) Historic Preservation: CDBG funds may be used for the rehabilitation, preservation or restoration of historic properties, whether publicly or privately owned.
- (f) Lead-based paint hazard evaluation and reduction.

570.203 – Eligible Special Economic Development Activities

- (a) The acquisition, construction, reconstruction, rehabilitation or installation of commercial or industrial buildings, structures, and other real property equipment and improvements.

570.204 – Special Activities by Community-Based Development Organizations (CDBOs)

- (a) Eligible activities.
 - (1) Neighborhood revitalization projects.
 - (2) Community economic development projects.
 - (3) Energy conservation projects.

570.205 – Eligible Planning, Urban Environmental Design and Policy-Planning-Management-Capacity Building Activities

- (a) Costs of data-gathering, studies, analysis, and preparation of plans and identification of actions that will implement such plans.
- (b) Policy-planning-management-capacity building activities.

570.206 – Program Administration Costs

570.207 – Ineligible Activities

- (a) The following activities may not be assisted with CDBG funds:
 - (1) Buildings or portions thereof, used for the general conduct of government;
 - (2) General government expenses; and
 - (3) Political activities.
- (b) The following activities are generally ineligible for CDBG funds:
 - (1) Purchase of equipment;
 - (2) Operating and maintenance expenses; and
 - (3) Construction of new permanent residential structures.

**Social Service
Citizen Advisory Committee
WORKING CALENDAR
For
CDBG Funding – Fiscal Year 2004-2005**

AGENCY SCHEDULE

September 10	Application and submission information available to be picked up in HAND.
September 18	CDBG Informational Meeting at 8:00 a.m. in the McCloskey Room
October 10 (Friday)	<i>Letter of Intent</i> due in HAND by 4:00 p.m. Agency Mandatory Training (2 sessions – plan to attend one)
October 13	From 8:00 a.m. to 9:00 a.m. (McCloskey Room)
October 21	From 4:00 p.m. to 5:00 p.m. (McCloskey Room)
November 14 (Friday)	<i>Completed Applications Due in HAND by 4:00 p.m.</i>

SOCIAL SERVICE SUBCOMMITTEE SCHEDULE

October 27	CAC Organizational Meeting (McCloskey Room @ 5:30 p.m.)
December 2	Social Service Subcommittee Mandatory Meeting to review ranking system and pick up packets (Hooker Room @ 5:30 p.m.)
January 6	Pre Public Hearing Meeting (McCloskey Room @ 5:30 p.m.)
January 8	PUBLIC HEARING for Social Service Applications (Council Chambers @ 5:30 p.m.)
January 13	Rankings due to Lisa Abbott in HAND (Fax # 349-3582)
January 15	Social Service Subcommittee meeting (McCloskey Room @ 5:30 p.m.)

CDBG FUNDING APPLICATION SCHEDULE
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February 2	PUBLIC HEARING – CAC recommendations presented to Redevelopment Commission (Council Chambers @ 5 p.m.)
February 4	PUBLIC HEARING – City Council Discussion Meeting (date tentative)
February 18	PUBLIC HEARING – City Council Final Action Meeting (date tentative)
June, 2004	FUNDING AVAILABLE

Social Service CDBG Application Scoring Criteria

Total number of points available is 50.

- A. Question 3 – Program Need – 15 points total
 - Organization has documented need for program in the community.
 - Organization has described how the program fits within the need of the community.

- B. Question 4 – Evaluation Methodology/Outcome Measurement – 15 points total
 - Agency describes how it evaluates its program or has a measurement tool in place to evaluate program effectiveness.
 - Agency provides documentation of program effectiveness within the community using its evaluation or outcome measurement tool.

- C. Question 5 – Client Data – 10 points total
 - Agency serves a large number of low income individuals (refer to Part I Question 1(b) and 2(b)).
 - A large percentage of their clients are city residents (check Part II, question 1 vs. Part II, question 1(a))

- D. Question 6 – Budget Information – 5 points total
 - All requested budget information was provided.
 - Budget information clearly shows how requested funds will be utilized for this program.
 - Budget shows that this program does not rely heavily on CDBG funds for the project (50% or more of funding comes from other sources).

- E. Discretionary Points – 5 points total
Each committee member will be able to assign up to 5 additional points to each application to cover discretionary information on the agency that is relevant, but does not fit into any of the other point categories.

**SOCIAL SERVICES
2004-2005**

Agency #	Agency	Total out of 50 pts.	% of 50 pts.	Amount of Request	Allocation
1	Hoosier Hills Food Bank	44.7	89%	\$ 25,000.00	\$ 20,794
2	Community Kitchen	43.3	87%	\$ 25,000.00	\$ 20,123
3	Middle Way House -- Emerg. Serv.	40.7	81%	\$ 25,000.00	\$ 18,790
4	Martha's House	39.6	79%	\$ 25,000.00	\$ 18,234
5	Mother Hubbard's Cupboard	39.4	79%	\$ 20,000.00	\$ 15,778
6	MCUM -- Child Care	36.8	74%	\$ 25,000.00	\$ 16,845
7	Big Brothers/Big Sisters	36.8	74%	\$ 25,000.00	\$ 16,845
8	Boys & Girls Club - Crestmont	35.4	71%	\$ 25,000.00	\$ 16,179
9	MCUM - Emergency Services	35.1	70%	\$ 25,000.00	\$ 16,012
10	Middle Way House -- Self-Sufficiency	34.6	69%	\$ 6,000.00	\$ -
11	Amethyst House -- Men's Program	33.7	67%	\$ 10,000.00	\$ -
12	Stone Belt - Parent Aid	33.6	67%	\$ 25,000.00	\$ -
13	Rhino's Youth Center	31.2	62%	\$ 10,000.00	\$ -
14	SCCAP - Ready Start	31.0	62%	\$ 23,100.00	\$ -
15	El Centro Comunal Latino	28.4	57%	\$ 22,000.00	\$ -
16	Options for Better Living - Hire Potential	28.2	56%	\$ 25,000.00	\$ -
17	Boys & Girls Club - Fitness Authority	22.9	46%	\$ 20,065.00	\$ -

\$ 361,165.00 \$ 159,600.00

CAC
SOCIAL SERVICE SUMMARY
JANUARY 15, 2004

Committee Members Present: Chairperson Mike Gentile, Kathleen Wissing, Rebecca Beckfield, Carol Bentley, Jonna Marie Risher, David St. John, Laurie Eynon,

Staff Present: Susie Johnson, Lisa Abbott, Bob Woolford, Janet Roberts

Chairperson Mike Gentile called the meeting to order.

Lisa Abbott gave the Committee members spreadsheets compiled from the score sheets each of the Committee members sent to her. The spreadsheets contained the average score of each agency. The agencies were listed from highest to lowest points, however the agencies were each given a number and the Committee did not know the names of the agencies.

Abbott explained that in the past the Committee determined what the cutoff for funding should be; typically the agencies below the cutoff do not receive funding. Gentile said in the past anything below 70% was not funded. Abbott said all the emergency services scored above 70%, so they would not be cut. She told the Committee the amount to allocate is \$159,600. Abbott told the Committee that the agencies that scored 70% or better are asking for a total of \$220,000 so they will still need to make cuts.

It was moved and seconded to make the cutoff score 70% or better. There was discussion regarding the advisability of the 70% cut off. The motion was unanimously approved to make the cutoff 70% and not to fund any agencies that scored less.

Gentile said the Committee decided that 50% of the funding should go to emergency services and asked if that should be addressed first. Abbott said that was not going to be a problem. Gentile suggested running the calculations using each agency's percentage of 50 points.

Abbott ran the calculation, however, those amounts still totaled over the available funding. The Committee then worked several different calculations before coming to the following recommendations:

Hoosier Hills Food Bank	20,794
Community Kitchen	20,123
Middle Way House – Emergency Services	18,790
Martha's House	18,234
Mother Hubbard's Cupboard	15,778
MCUM – Child Care	16,845
Big Brothers/Big Sisters	16,845
Boys/Girls Club – Crestmont	16,179
MCUM – Emergency Services	16,012

It was moved and seconded to approve the above recommendation. The motion to approve the recommendations was unanimously approved.

The Committee decided to hold a “wrap up” meeting in the near future to discuss any concerns and/or any changes they might have.

Carol Bentley moved to evenly decrease funding if the final allotment is less than 10%. If the allocation is decreased more than 10%, the Committee will reconvene. Kathleen Wissing seconded the motion. The motion was unanimously approved.

The meeting was adjourned.

**Physical Improvement
Citizen Advisory Committee
WORKING CALENDAR
for
CDBG Funding - Fiscal Year 2004-2005**

AGENCY SCHEDULE

September 10 (Wednesday)	Applications and Submission information available to be picked up by Applicants in HAND
September 18 (Thursday)	Physical Improvement Agency Informational Meeting (McCLOSKEY ROOM @ 8:00 A.M.)
October 10 (Friday)	<i>Letter of Intent</i> due in HAND by 4:00 P.M.
October 15-31	CAC members make site visits to proposed projects. Meet at City Hall @ 2:30 P.M.
October 13 or October 21	Agency Mandatory Training (agencies must attend one of these two meetings) <i>Monday, October 13 @ 9:00 A.M. in the McCLOSKEY ROOM</i> <i>Tuesday, October 21 @ 5:00 P.M. in the McCLOSKEY ROOM</i>
November 14 (Friday)	Completed Applications Due from Agencies to HAND by 4:00 P.M.

PHYSICAL IMPROVEMENT SUBCOMMITTEE SCHEDULE

October 27 (Monday)	Physical Improvement Sub-Committee Organizational Meeting (McCLOSKEY RM @ 5:30)
October 28- Nov. 14	CAC members make site visits to proposed projects. Meet at City Hall @ 2:30 P.M.
December 2 (Tuesday)	Physical Improvement Sub-Committee Mandatory Meeting to review ranking system and pick up Packets (McCLOSKEY ROOM @ 5:30 P.M.)
January 6, 2004 (Tuesday)	PUBLIC HEARINGS for Physical Improvement Applications (COUNCIL CHAMBERS @ 5:30)
January 9, 2004 (Friday)	Applicant Ranking System due to Bob Woolford in HAND Department (FAX 349-3582)
January 13, 2004 (Tuesday)	Physical Improvement Sub-Committee Meeting for allocations (McCLOSKEY ROOM @ 5:30 P.M.)

CDBG FUNDING APPLICATION SCHEDULE
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February 2, 2004 (Tentative date)	PUBLIC HEARING - CAC recommendations presented to the Redevelopment Commission (COUNCIL CHAMBERS @ 5:00 P.M.)
February 4, 2004 (Tentative date)	PUBLIC HEARING - City Council Committee Discussion Meeting
February 18, 2004 (Tentative date)	PUBLIC HEARING - City Council Final Action Meeting
June 2004 (Tentative date)	FUNDING AVAILABLE

Physical Improvement CDBG Application Scoring Criteria

The scoring guidelines below will be used as a tool in evaluating applications. The total number of points available under the scoring tool is 60 points. In addition, consideration should be given to information gathered during the site visits, the public hearings, and the CAC's sense of current community priorities.

Planning; up to 5 points. (*Planning and Implementation Section; Questions A, B, C, D, E, F and J*) Verify who owns the property; is there an option to buy or a long-term lease? Is the property currently occupied and if so, will persons be displacement? If displacement is an issue, is there a plan? Verify if project is zoned for proposed use and already served by public utilities. If rezoning, variances, or public approvals are required prior to the project commencing, applicant should provide details as to the status of the approvals. Also noted should be the public body who is required to grant the approval. If the property is not served by public utilities, it should be explained how the applicant plans to get service to the site and what services are needed, i.e. water, sewer, gas, etc. If any environmental problems exist on the site, applicant should explain what they are and the steps to be taken to abate them. Consideration should be given to projects, which are not hindered by environmental problems, public approval, displacement/relocation and lack of utilities that may slow the development.

Capacity of Applicant; up to 10 points. (*Planning and Implementation Section; Questions E, F, G, H and K*) Consider the capacity of the applicant to carry out the project in a timely and efficient manner. Weigh the overall feasibility of the project. Consider the applicant's experience in the administration of federal contracts or the involvement of the Housing and Neighborhood Development Department or some other agency with experience in the administration of federal contracts. Consider any Davis/Bacon concerns, historic reviews, lead based paint requirements, as well as any design concerns, any environmental concerns or variances required which may hinder project implementation. Consider how well past projects have been implemented.

Implementation; up to 15 points. (*Planning and Implementation Section; Questions E, F, G, H, I and J*) Project should be evaluated on whether it is ready to proceed once funding is granted. If project is not ready to begin, applicant should note the status of the project, i.e. under design, out to bid, etc. Attention should be given to anticipated start and completion dates. Are they reasonable in relation to the scope and size of the project? Consideration should be given to projects that will be started and completed within the grant year of June 2004 to May 2005. In relation to the property, the application should be evaluated as to whether the applicant owns or leases the project site, the terms of any lease, if the applicant has the owner's permission to make improvements to the property, if the applicant plans to purchase the property and the terms of the purchase. Funding requests should also be evaluated as to whether additional funds are needed to maintain or operate the project once CDBG funds are expended. If project needs to be maintained, has applicant addressed what funds will be used and whether funding is in place or still being obtained. Attention should be given to whether the agency has received funding in the past for this project or other physical improvement projects from CDBG funds and whether those projects were carried out in a timely manner.

Project Eligibility and Benefit; up to 10 points. (*National Objectives, Project Eligibility and Benefit Section; Questions A, B, C, D and E*) The application should cite the eligibility for the project in accordance with the Physical Improvement Eligibility Projects list. The application should describe whether or not the project is an area benefit or a direct benefit. Projects which serve large neighborhood blocks if an area

benefit, or a large number of low to moderate-income individuals if a direct benefit, should be given priority consideration. If area benefit, the number of persons who will benefit from the project should be considered.

Financial; up to 15 points. (Financial Section; Questions A, B, C, D and E. And Planning and Implementation Section: Question J) The application should clearly describe all other funding sources being sought and those already secured for the project. Look at percentage of funds requested to total cost of project. Highest consideration should be given to applicants who use the CDBG funding to leverage other funds. If city-generated application, consideration should be given to any monetary or in-kind participation in this project by city departments other than the applicant department. Attention to whether the project can be completed with partial funding should be noted. If the project leads to the applicant receiving program income, how is this income to be allocated?

Discretionary Points; up to 5 points. Each committee member will be able to assign up to 5 additional points to each application to cover discretionary information on the agency and/or project that is relevant, but does not fit into any of the other point categories.

**PHYSICAL IMPROVEMENTS
2004-2005**

Agency #	Agency	Total out of 60 pts.	% of 60 Points	Amount of request	Allocation
1	Abilities Unlimited/HAND--HMAL	52.7	88%	\$75,000.00	\$40,000.00
2	CBH--Mental Health Accessibility & Integration Project	55.4	92%	\$78,000.00	\$78,000.00
3	BHA--Crestmont Air Conditioning	45.9	77%	\$440,000.00	\$126,000.00
4	HAND--Down Payment and Closing Costs	53.1	89%	\$36,000.00	\$36,000.00
5	HAND--EHR	48.8	81%	\$25,000.00	\$25,000.00
6	HAND--Owner Occupied Rehabilitation	53.0	88%	\$50,000.00	\$50,000.00
	Housing Assistance Subtotal:			\$704,000.00	\$355,000.00
	FACILITY IMPROVEMENTS				
7	Stone Belt--Facility Remodeling	51.2	85%	\$150,000.00	\$120,000.00
	Facility Improvements Subtotal:			\$150,000.00	\$120,000.00
	CITY OF BLOOMINGTON AGENCIES				
8	Bloomington Parks and Rec--CSX/McDoel Trail Corridor	41.8	70%	\$137,400.00	\$68,700.00
9	HAND--Engineering Services	52.9	88%	\$30,000.00	\$30,000.00
10	HAND--Curb and Sidewalk	53.3	89%	\$40,000.00	\$40,000.00
11	Kirkwood Avenue Streetscape	40.4	67%	\$600,000.00	\$264,500.00
	City Agencies Subtotal:			\$807,400.00	\$403,200.00
	TOTALS			\$1,661,400.00	\$878,200.00

CAC
PHYSICAL IMPROVEMENTS SUMMARY
JANUARY 13, 2004

Committee Members Present: Chairperson Jamie Stewart, Rick Coppock, Fran Moore, Charlie Thompson, Tom Micuda, Kris Floyd, Tim Mayer, Manasi Watts, Don Griffin, Jr., Maren McGrane

Staff Present: Susie Johnson, Bob Woolford, Bruce Jennings, Janet Roberts, Lisa Abbott

Jamie Stewart, Chair, called the meeting to order. He said staff prepared a spreadsheet calculating the averages for each proposal from the scores submitted by the Committee. Tom Micuda said typically at this point the committee works their way through the projects according to the scores and gives first impressions, picks out the trouble spots and goes from there.

The Committee then proceeded through the list of proposals.

Abilities Unlimited/Hand Requested \$75,000 Average - \$69,306.

The question was asked if the last year's funding has been spent. Staff indicated there was still funding left, but a portion is committed. Woolford explained that they have some roll over funding, but the Committee should remember that this funding has to last until August 2005 because the funding is not released typically until August. Johnson said she believes the program can run with a 2004 allocation of \$40,000.

CBH- Mental Health Accessibility and Integration Requested \$78,000 Average - \$74,667.

Jamie Stewart said he would not discuss this activity because of his affiliation with CBH. There was support for full funding for this proposal because of the concern for people being returned to the community due the decrease in funding for mental health facilities and clients.

BHA Crestmont Air Conditioning Requested - \$440,000 Average - \$247,278

Because someone on the Committee had asked whether or not BHA has available reserves for projects such as this, Johnson she explained that BHA has \$900,000 reserves that can be spent on Section 8 projects, tenant initiatives – things that benefit BHA. Of that \$900,000 they should hold some in reserve to cover any shortfalls if HUD is not prompt with their funds. Those receipts total \$500,000. She said they have \$400,000 in reserves that can be spent. Johnson's understanding is that these funds can be used for physical improvement activities.

There was discussion about BHA's capital fund and the fact that they have used it for funding project or supplementing the CDBG funds for previous physical improvement projects. BHA may decide they will do as many units as possible with this grant and do the rest of the units in phases. Staff said BHA certainly has the capacity to deal with a project of this type. However, the committee did indicate concerns because BHA is currently in flux since there is not a permanent director. The department has worked with the BHA on large projects, phasing them in over two or three years. It was suggested to award two phases of the project at \$70,056 each and a quarter of the larger project. The committee decided to fund the project for \$220,000, but to revisit it before a final vote if needed.

HAND Down Payment and Closing Costs Requested - \$36,000 Average - \$35,156

Johnson informed the committee that the department has been notified it may receive \$57,000 in closing costs assistance in HOME funds. If that happens, she would like the flexibility to distribute the DP/CC allocation back into the other projects.

HAND E.H.R. Requested - \$25,000 Average - \$24,306

HAND OOR Requested - \$50,000 Average - \$45,833

There was discussion regarding fully funding the three HAND activities. Johnson indicated the staff is currently doing an advertising blitz to reach the targeted population to utilize these programs. Committee decided at this point to fully fund DP/CC, E.H.R. and OOR activities, but to revisit if necessary before a final vote.

Stone Belt – Facility Remodeling Requested - \$150,000 Average - \$120,278

There was discussion about 1) the fact that IU is not participating in the project; 2) whether or not IU requires landscaping as one of their requirements; and 3) the \$20,000 expense for administering the project. The Committee also discussed the fact that Stonebelt has proven that they have the ability to seek additional funding to supplement what they receive from CDBG. The Committee discussed the safety issues for the Stonebelt clients and the fact that the landscaping will contribute to traffic safety.

The Committee decided to fund the project for \$120,000.

Bloomington Parks & Rec – CSX/McDoel Trail Corridor Requested - \$137,400 Average - \$61,223

There was some concern about tying up money for a project that does not seem ready to proceed. There was discussion regarding whether or not P & R they could do a trailhead if they could only purchase one piece of property and whether or not the project could be done if they don't receive funding. Johnson said she did not think they would be able to do the project without this funding. Parks wants a trailhead in this area to serve the Crestmont/W. Cottage Grove community. Woolford said this is a pedestrian area with plenty of accesses to draw the commercial area. He also reminded the Committee that Williams said if the property to the south is given to them, they will use these funds for construction. After further discussion, it was decided to give this project half the request to use for trail development at Adams Street.

HAND – Engineering Services Requested - \$30,000 Average - \$28,800

HAND – Curb and Sidewalk Requested – \$40,000 Average - \$38,444

The Committee decided to fully fund Engineering Services and Curb and Sidewalk since the average was so close to the requested amounts.

Kirkwood Avenue Streetscape Requested - \$600,000 Average - \$130,914

There was concern about utility work being needed after completion of the streetscape project. The Committee discussed the fact that the utilities are not failing and the timeframe for replacing them is unknown. Johnson said she believes the storm water component will need to be done in conjunction with the streetscape to prevent ponding. She said they would not be able to do the full streetscape unless the storm water is addressed. There was discussion about doing the project a block at a time, but Johnson indicated that is a very expensive proposition.

Johnson said the project will be phased in. The design will go to Oak, but the first phase will stop at Maple which is logical because of the break in elevation. Staff was asked why Kirkwood should not be four laned into the City. Woolford explained that the Council and the Planning Commission made the decision not to four lane the Kirkwood corridor.

Stewart said that since \$170,000 remains to be allocated he asked how the sewer and storm water portion of the project can be addressed. There was discussion regarding whether or not HAND has previously done projects this large. Woolford said the Department has done several projects of this size in the past. There was also concern about CBU's ability to complete their portion of this project in a timely fashion. Johnson said this is a City application and if it gets funded, the City will make sure resources are available to complete the job.

There was discussion about what portion of the project funding should come from CDBG and where utilities will come up with the money. There was continued discussion regarding the importance of improving the streetscape in order to bring economic revitalization to the area. Johnson said she thinks they need about 50% of the request in order to proceed with this project.

After much discussion it was proposed to fund two phases of the BHA project at \$126,000 leaving \$264,500 for the Kirkwood project.

The Committee voted on three final proposals.

The final proposal approved by the Committee is as follows:

Abilities Unlimited/HAND—Home Modification for Accessible Living	\$40,000
CBH- Mental Health Accessibility and Integration	\$78,000
BHA Crestmont Air Conditioning	\$126,000
HAND Down Payment and Closing Costs	\$36,000
HAND E.H.R.	\$25,000
HAND OOR	\$50,000
Stone Belt – Facility Remodeling	\$120,000
Bloomington Parks & Rec – CSX/McDoel Trail Corridor	\$68,700
HAND – Engineering Services	\$30,000
HAND – Curb and Sidewalk	\$40,000
Kirkwood Avenue Streetscape	\$264,500

Tim Mayer moved to approve the final recommendations. Rick Coppock seconded the motion. The motion was unanimously approved.

Woolford asked that representatives of this committee meet later to discuss any changes they would like to see in this process. Jamie Stewart, Tim Mayer, Tom Micuda, and Rick Coppock volunteered to meet with staff at a later date.

Woolford also asked the Committee to make a recommendation of how to distribute the funds if the final HUD allocation comes in at less than 10% of the proposed allocation of \$1,014,000. The Committee decided to lock in funding for the following: Abilities Unlimited/HAND-HMAL, CBH- Mental Health Accessibility and Integration, BHA Crestmont Air Conditioning, HAND E.H.R, Stone Belt – Facility Remodeling, and Bloomington Parks and Rec – CSX/McDoel Trail Corridor. In the event of a less than 10% reduction in the allocation the Department may distribute the reduction at its discretion except for the projects that have had their funding locked in. If the

allocation is decreased more than 10%, the CAC will reconvene to distribute the additional allocation. Tim Mayer moved to approve the proposal. Rick Coppock seconded the motion. The motion was unanimously approved by the Committee.

The meeting was adjourned.

2003-2004
 Citizen Advisory Committee
 Updated 11/20/03

<u>Name</u>	<u>Subcommittee</u>	<u>Term Expires</u>
Charles Thompson 801 N. Lincoln St. Bloomington, IN 47408 339-0285(H) 336-2265 (W)	Physical Imp. (Mayor)	August 31, 2005
Jerry Hays 3512 Tudor Bloomington, IN 47401 332-4795 (h) 800-825-9630 ext 350 (w)	Physical Imp. (Mayor)	August 31, 2005
Fran Moore 3421 Latimer Road Bloomington, IN 47401	Physical Imp. <i>CAFR Brd. Member</i>	August 31, 2004
Tim Mayer 206 S. Bryan Bloomington, IN 47408 (also Council office)	Physical Imp. <i>Council Appointment</i>	
Maren McGrane 3520 E. Covenant Drive Bloomington, IN 47401 339-1918 (H)	Physical Imp. (Mayor)	August 31, 2005
Don Griffin 205 N. College Suite 130 Bloomington, IN 47401 (cell) 369-0505 (w) 334-2686, (fax) 334-3479	Physical Imp. RDV Comm.	August 31, 2004
Rick Coppock 3800 S. Bainbridge Drive Bloomington, IN 47401 334-2119 (h) 332-8030 (w)	Physical Imp. (Mayor)	August 31, 2005
Tom Micuda Planning Department 333-7008 (h) 349-3423 (w)	Physical Imp. (Mayor)	August 31, 2005
Kris Floyd 503 S. Jordan Avenue Bloomington, IN 47401 323-2060 (h) 339-1235 (w) Kgfloyd@bluemarble.net	Physical Imp. (Mayor)	October 31, 2005
James Stewart 3801 Gallery Court Bloomington, IN 47408 (h) 330-0047 (w) 337-2305	CAFR Brd Member Physical Improvement.	August 21, 2004

<u>Name</u>	<u>Subcommittee</u>	<u>Term Expires</u>
Manasi Bhargava Watts 1069 Colchester Court Bloomington, IN 47401	Physical Improvement (Mayor)	October 31, 2005
Rebecca Beckfield 2713 Rock Creek Court Bloomington, IN 47401 331-7873 (h)	Social Service (Mayor)	August 21, 2005
Carol Bentley 411 E. 7 th Street Bloomington, IN 47401	Social Service (Mayor)	August 31, 2005
Dottie Saltzman 2733 Brig's Bend Bloomington, IN 47401 332-3411 (H)	Social Serv. (Mayor)	August 31, 2005
Anthony Pizzo 2665 S. Sare Road Bloomington, IN 47401 349-3409 (w)	Social Serv. (<i>mayor</i>)	August 31, 2005
Mike Gentile 4100 E. Morningside Drive Bloomington, IN 47408 (w) 336-7576 (h) (f) 336-7735 email: mgentile@tsc.com	Social Service (Rdv Comm)	August 31, 2004
David St. John 2411 N. Fritz Drive Bloomington, IN 47408 339-5081 (h)	Social Service (Mayor)	October 31, 2005
Jonna Risher 3935 Kennedy Bloomington, IN 47403 Email: jrisher@bloomhealth.org	Social Ser. CAFR Brd Member	
Laurie Eynon 1300 S. Grant Street Bloomington, IN 47401 # 336-1219 Email: leynon@bloomhealth.org	Social Service (Mayor) CAFR Brd Member	August 31
Kathleen Wissing (w) 307 Fountain Square (03) (h) 3540 Fullerton Pike (03) Bloomington, In	Social Service (Mayor)	August 31, 2005
Chris Gaal Council Office P.O. Box 100 (02) Email: gaalc@bloomington.in.gov	Social Service (Council Representative)	

APPROPRIATION ORDINANCE 04-03

**TO SPECIALLY APPROPRIATE FROM THE TELECOMMUNICATIONS
NON-REVERTING FUND (INFRASTRUCTURE) EXPENDITURES NOT
OTHERWISE APPROPRIATED
(Appropriating Funds for Maintenance and Repair of the City’s Fiber Infrastructure,
Installing Fiber Optic Cable, Purchasing Line-Locating Equipment for the
Bloomington Digital Underground, and Installing Telecommunications Wiring for the
Animal Shelter Expansion)**

WHEREAS, Ordinance 96-31, as amended by Ordinance 00-45, set aside forty percent (40%) of the cable franchise fees and a certain amount of the revenues from the sale, lease, operation, or other use of the telecommunications infrastructure into the Telecommunications Infrastructure account; and

WHEREAS, Ordinance 96-31, as amended by Ordinance 03-29, provides for monies in the Telecommunications Infrastructure account to be used for the planning, design, development, construction, maintenance and repair of the City’s telecommunications infrastructure; and

WHEREAS, the City needs to have a maintenance contract with a qualified entity that can provide emergency response when the City’s fiber infrastructure is cut or damaged; and

WHEREAS, the City needs to have funds dedicated for repairing fiber infrastructure if it is cut or damaged; and

WHEREAS, the City desires to hire a contractor to install fiber optic cable in newly installed conduit in order to complete the City’s fiber ring; and

WHEREAS, the City desires to purchase equipment to locate and mark the location of the City’s fiber optic cable in areas scheduled for excavation work; and

WHEREAS, the City desires to hire a contractor to install telecommunications wiring in the Animal Shelter expansion;

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

SECTION I. For the expenses of said municipal corporation, the following additional sums of money are hereby appropriated and ordered set apart from the funds herein named and for the purposes herein specified, subject to the laws governing the same:

	AMOUNT REQUESTED
Telecommunications Non-Reverting Fund (Infrastructure)	
Line 52420 – Other Supplies	\$ 1,500
Line 53650 – Other Repairs	16,000
Line 54310 – Improvements other than Building	<u>19,500</u>
Total	\$ 37,000

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

PASSED AND ADOPTED by the Common Council of the City of Bloomington, Monroe County, Indiana, upon this _____ day of _____, 2004.

MICHAEL DIEKHOF, President
Bloomington Common Council

ATTEST:

REGINA MOORE, Clerk
City of Bloomington

PRESENTED by me to the Mayor of the City of Bloomington, Monroe County, Indiana, upon this _____ day of _____, 2004.

REGINA MOORE, Clerk
City of Bloomington

SIGNED and APPROVED by me upon this _____ day of _____, 2004.

MARK KRUZAN, Mayor
City of Bloomington

SYNOPSIS

This ordinance appropriates funds from the Infrastructure portion of the Telecommunications Fund for maintenance and repair of the city's fiber infrastructure, installing fiber optic cable, purchasing line-locating equipment for the Bloomington Digital Underground, and installing telecommunications wiring for the animal shelter expansion.



**City of Bloomington
Office of the Controller**

Memorandum

To: Council Members
From: Susan Clark, Interim Controller
Date: February 23, 2004
Re: Appropriation Ordinance 04-03

In Appropriation Ordinance 04-03, we are requesting authorization for expenditures from the Non-Reverting Telecommunications Fund (Infrastructure) as follows:

Purchase of line locating equipment for City's fiber infrastructure	\$ 1,500
Maintenance contract for emergency repair of City's fiber infrastructure	6,000
Reserve fund to pay for cost of repair in the event of a fiber cut	10,000
Installation of fiber in newly-installed conduit through the CSX switchyard	7,500
Installation of wiring for the Animal Shelter expansion	12,000
<hr/> Total appropriation	<hr/> \$ 37,000

Please refer to the attached Fund Analysis showing the amounts allocated to and available for infrastructure. As of December 31, 2003 the available balance in the Infrastructure Account of the Telecom Fund was \$239,062.66.

Please see the attached memo from Greg Volan, Chief Information Officer, for additional information. Feel free to call me at 349-3416 or contact Greg at 349-3485 if you have any questions or concerns.

MEMORANDUM

To: Members of the Common Council

From: Gregory Volan, Chief Information Officer

Date: February 23, 2004

Re: Appropriation Ordinance 04-03

The proposed ordinance appropriates \$37,000 from the Telecommunications Non-Reverting Fund (“Telecom Fund”) for the following five purposes:

1. Maintenance contract for emergency repair of City’s fiber infrastructure (\$6,000);
2. Reserve fund to pay for cost of repair in the event of a fiber cut (\$10,000);
3. Installation of fiber in newly-installed conduit through the CSX switchyard (\$7,500);
4. Purchase of line locating equipment for City’s fiber infrastructure; (\$1,500); and
5. Installation of wiring at new Animal Shelter (\$12,000).

This City Council created the Telecom Fund in 1996 to hold the entire amount of the City’s cable franchise fee revenues and restrict those funds for specific purposes. The use of these funds is governed by Ordinance 96-31, as amended by this Council last October in Ordinance 03-29. These ordinances provide that:

Sixty percent (60%) of cable franchise fees shall be dedicated for public, education, and government access/telecommunications services (herein after known as Telecommunications Services) and forty percent (40%) of cable franchise fees shall be dedicated for the planning, design, development, construction, maintenance, and repair of the City’s telecommunications infrastructure (herein after known as Telecommunications Infrastructure).

The allowable uses of funds in the Telecom Funds were not affected by Ordinance 00-45, which modified other provisions of Ordinance 96-31.

I. Maintenance Contract (\$6,000)

The appropriation ordinance before you appropriates \$6,000 to allow the City to continue its maintenance contract for repair of the City’s fiber infrastructure.

Last October, upon passage of Appropriation Ordinance 03-10, this City Council appropriated funds to allow the City to enter into a maintenance contract with a qualified company that would provide emergency response when the City’s fiber infrastructure is cut or damaged. The maintenance contract ensures that the company remains on standby and, once notified of a fiber cut, will arrive at the site of the damage with the necessary repair equipment within two hours. This Council recognized that it is important that we have such a maintenance contract in place, both for ourselves, since the City currently uses its fiber for a high-speed data network between the four main City buildings, and for other entities that may lease our fiber infrastructure in the future.

The City subsequently entered into an Emergency Restoration Agreement with JDH Contracting, effective November 1, 2003. It is worth noting that, not even one month into this contract, the Utilities

Service Center caught on fire, melting the fiber connection into that building. Upon receiving notice from the City, JDH responded in a timely manner and restored fiber connectivity to that facility. The City was fortunate to have the Emergency Restoration Agreement in place during that crisis.

The City has an obligation to pay \$500 per month, or \$6,000 per year, for the services received under the maintenance contract. The appropriation in last October covered the City's payments for the remaining two months of last year. Since the appropriation occurred after the passage of the 2004 budget, funds have not been appropriated to cover the City's payments for 2004.

The appropriation ordinance before you appropriates \$6,000 to allow the City to continue its Emergency Restoration Agreement through the end of 2004. This appropriation does not establish new policy, but rather continues a decision already made by this Council.

II. Emergency Fund for Fiber Repair (\$10,000)

Appropriation Ordinance 03-10 also set aside approximately \$10,000 in funds that were kept in reserve to pay for the cost of repairing a future fiber cut. This Council recognized that fiber cuts can and have occurred, and that it is necessary to have funds set aside to pay for the cost of repair.

The funds appropriated last year for repair of a future fiber cut remain in the Telecom Fund. Although we needed JDH to repair the fiber connection to the Utilities Service Center after the fire last November, the City's insurance carrier absorbed the cost of that repair. The appropriated funds are needed only when there is no other entity that the City can hold liable for the repair costs.

The current appropriation ordinance reappropriates \$10,000 to be set aside to pay for the cost of a future fiber cut, should one occur. We take reasonable steps to avoid having a fiber cut, and we hope that these funds will not be spent. This appropriation does not establish new policy, but rather continues a decision already made by this Council.

III. Installation of Fiber in the CSX Switchyard (\$7,500)

The current appropriation ordinance appropriates \$7,500 to pay for the installation of fiber in newly-installed conduit through the CSX switchyard.

The construction of the City's fiber ring – the centerpiece of our Bloomington Digital Underground program – was done in two phases. Phase I, which involved the installation of conduit in approximately one half of the planned route, took advantage of a unique opportunity to work with Kiva Telecom, who was planning on construction its own conduit along roughly the same route. The City and Kiva agreed to do the work together, reducing costs for both parties. As part of our agreement, Kiva was supposed to install conduit across the CSX switchyard between the Herald Times building and the Indiana Enterprise Center (the old Thomson plant). Kiva, however, was unable to complete this portion of the route because it was unable to obtain a right-of-way through the switchyard from CSX at a reasonable price. CSX wanted to charge more than \$30,000 for the right-of-way, which Kiva maintained was far in excess of the industry standard.

Phase II involved the installation of conduit in the remainder of the planned route, followed by the installation of fiber optic cable in one conduit of the entire ring. Reliant Services won the construction bid and completed construction in the fall of 2002. Reliant, however, was unable to install fiber cable in conduit through the switchyard because the conduit had not yet been installed. Both the City and the Monroe County Community School Corporation have been using the City's fiber for more than one year without the completion of the fiber ring.

Recently, Kiva Telecom (now Ion Communications) obtained a right-of-way through the CSX switchyard and completed the conduit loop. However, we still need to install the fiber cable in the conduit and splice it in with the rest of our fiber. This work will complete our fiber ring, giving our data network redundancy that will protect it in the event of a fiber cut. The advantage of using fiber rings is that if there is a cut in the fiber (usually due to a backhoe during construction), traffic can reroute in the other direction. Essentially, the City has been using a fiber ring with a semi-permanent “cut” at the CSX switchyard. The installation of fiber in the newly-installed conduit through the CSX switchyard will finally give the City a complete fiber ring for its data network.

The appropriated funds will be used to hire a contractor for the fiber installation and splicing. Funds are not needed to purchase the fiber optic cable itself because the City has a sufficient amount of cable in storage.

IV. Purchase of Line-Locating Equipment (\$1,500)

The current appropriation ordinance appropriates \$1,500 to purchase equipment used to identify and mark the location of our fiber optic infrastructure.

State law requires that anyone planning to do any sort of digging, whether on private land or in the public right-of-way, must give at least two days notice to the Indiana Underground Plant Protection Service (IUPPS), often nicknamed “Holey Moley.” IUPPS distributes that notice to participating members, including the City of Bloomington, who are then required to identify the location of any underground facilities that they own in the area to be excavated. Contractors are required to dig only by hand near a marked line. If a contractor hits and damages an underground facility that has not been marked by the owner, the contractor is not liable to repair the damage.

The City, therefore, has an obligation to mark the location of its underground fiber optic infrastructure whenever it receives notice that a contractor is digging in the nearby area. Someone from the Traffic Division, which handles this responsibility for the City, will go to the nearest manhole and attach a device that sends a tone through a signal wire in the conduit. The locator then uses a hand-operated machine to detect the signal tone and to mark the path with paint.

The City’s current line-locating equipment is not sufficient for the distances required by its fiber optic infrastructure. The appropriated funds will be used to purchase new line-locating equipment to be used by the Traffic Division to respond to locating requests.

V. Wiring for Animal Shelter Expansion (\$12,000)

The current appropriation ordinance appropriates \$12,000 to pay for the installation of telecommunications wiring in the new addition of the animal shelter.

When preparing the budget for the animal shelter expansion, expenses for installation of telecommunications wiring were not included. This appropriation will correct that and ensure that we have wiring installed before interior construction of the facility is completed. Telecommunications wiring is essential for any business facility, and investing in good wiring infrastructure at the time of construction will only help to avoid more costly installation charges later. One of the strengths of the City's telecommunications infrastructure is that, by and large, we have excellent wiring within our City buildings. This appropriation will ensure that the animal shelter is built to the same high standard.

**Telecommunications Non-Reverting Fund
Fund Analysis - As of 12/31/03**

	<u>1997</u>	<u>1998</u>	<u>1999</u>	<u>2000</u>	<u>2001</u>	<u>2002</u>	<u>2003</u>	<u>2004</u>
<u>Total Fund</u>								
Beginning Cash	-	85,809.26	244,814.40	507,426.93	766,877.84	864,158.22	550,888.01	670,569.24
Revenues:								
Miscellaneous & Interest Income		9,295.64	16,601.80	36,233.85	40,059.68	20,446.40	9,574.29	
Franchise Fees	89,509.26	316,868.07	387,049.63	446,673.60	474,029.40	538,178.82	551,365.85	
Total Revenue	89,509.26	326,163.71	403,651.43	482,907.45	514,089.08	558,625.22	560,940.14	-
Expenses:								
Telecommunication Services	3,700.00	167,158.57	141,038.90	223,456.54	231,808.70	268,126.18	277,671.30	
Telecommunication Infrastructure	-	-	-	-	156,337.82	600,000.00	96,532.61	
Encumbered Expenses	-	-	-	-	28,662.18	3,769.25	67,055.00	
Total Expenses	3,700.00	167,158.57	141,038.90	223,456.54	416,808.70	871,895.43	441,258.91	-
Available Cash	85,809.26	244,814.40	507,426.93	766,877.84	864,158.22	550,888.01	670,569.24	670,569.24
<u>Services Account (60%)</u>								
Beginning Cash	-	50,005.56	78,545.21	179,697.17	245,985.10	322,629.85	389,678.80	431,506.58
Revenues:								
Miscellaneous & Interest Income	-	5,577.38	9,961.08	21,740.31	24,035.81	12,267.84	5,744.57	-
Franchise Fees	53,705.56	190,120.84	232,229.78	268,004.16	284,417.64	322,907.29	330,819.51	-
Total Revenue	53,705.56	195,698.23	242,190.86	289,744.47	308,453.45	335,175.13	336,564.08	-
Expenses:								
Telecommunication Services	3,700.00	167,158.57	141,038.90	223,456.54	231,808.70	268,126.18	277,671.30	-
Encumbered Expenses	-	-	-	-	-	-	17,065.00	-
Total Expenses	3,700.00	167,158.57	141,038.90	223,456.54	231,808.70	268,126.18	294,736.30	-
Available Cash	50,005.56	78,545.21	179,697.17	245,985.10	322,629.85	389,678.80	431,506.58	431,506.58
<u>Infrastructure Account (40%)</u>								
Beginning Cash	-	35,803.70	166,269.19	327,729.76	520,892.74	541,528.37	161,209.21	239,062.66
Revenues:								
Miscellaneous & Interest Income	-	3,718.26	6,640.72	14,493.54	16,023.87	8,178.56	3,829.72	-
Franchise Fees	35,803.70	126,747.23	154,819.85	178,669.44	189,611.76	215,271.53	220,546.34	-
Total Revenue	35,803.70	130,465.48	161,460.57	193,162.98	205,635.63	223,450.09	224,376.06	-
Expenses:								
Telecommunication Infrastructure	-	-	-	-	156,337.82	600,000.00	96,532.61	-
Encumbered Exp. for Infrastructure	-	-	-	-	28,662.18	3,769.25	49,990.00	-
Total Expenses	-	-	-	-	185,000.00	603,769.25	146,522.61	-
Available Cash	35,803.70	166,269.19	327,729.76	520,892.74	541,528.37	161,209.21	239,062.66	239,062.66

ORDINANCE 04-07

TO AMEND ORDINANCES WHICH FIXED THE SALARIES OF APPOINTED OFFICERS AND EMPLOYEES OF THE CIVIL CITY (ORDINANCE 03-20) AND UTILITIES (ORDINANCE 03-21) FOR THE YEAR 2004

Re: Positions in the Mayor’s Office, Information Services, Parking Enforcement, Traffic, Engineering, and Utilities Administration

- WHEREAS, the Traffic Division would like to upgrade three laborer positions to Motor Equipment Operator, and
- WHEREAS, Parking Enforcement would like to transfer duties currently performed by full-time seasonal labor to a regular full-time position, and
- WHEREAS, the Mayor’s Office, ITS and Employee Services would like to move the position of Communications Director from Information Technology Services to the Mayor’s, and
- WHEREAS, the Mayor’s Office would like to add the positions Business Advocate and Council Liaison/Special Projects Manager, both half-time, and
- WHEREAS, the Engineering Division would like add an Engineering Field Specialist, and
- WHEREAS, the Public Works and Utilities Departments, would like add a Professional Engineer position to be shared among the two departments, and
- WHEREAS, the Utilities Department would like add a Deputy Director position;

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

SECTION I. Section 1 of Ordinance 03-20 (Civil City) shall be amended by deleting the following lines regarding job title, grade, and pay minimum and maximum as indicated below:

Department	Job Title	Grade	Minimum	Maximum
Information Services	Communications Director	7	\$31,021	\$52,819
Engineering	Engineering Field Specialist	4	\$23,877	\$37,346
Traffic	Laborer (3)	104	\$12.38	\$15.10

SECTION II. Section 1 of Ordinance 03-20 (Civil City) shall be amended by adding the following line regarding job titles, grades, and pay minimums and maximums as indicated below:

Department	Job Title	Grade	Minimum	Maximum
Mayor	Council Liaison/Special Projects Manager	7	\$31,021	\$52,819
Mayor	Business Advocate	7	\$31,021	\$52,819
Mayor	Communications Director	7	\$31,021	\$52,819
Engineering	Engineering Field Specialist (2)	4	\$23,877	\$37,346
Engineering	City Engineer	11	\$42,350	\$82,208
Traffic	Apprentice MEO/Master MEO (3)	104/108	\$12.38/12.78	\$15.10/15.50
Parking Enforcement	Account Clerk II	2	\$20,804	\$31,205

SECTION III. Section 1 of Ordinance 03-21 (Utilities) shall be amended by deleting the following lines regarding job title, grade, and pay minimum and maximum as indicated below:

Department	Job Title	Grade	Minimum	Maximum
Environmental Management	Environmental Projects Coordinator	10	\$35,615	\$69,135

SECTION IV. Section 1 of Ordinance 03-21 (Utilities) shall be amended by adding the following lines regarding job title, grade, and pay minimum and maximum as indicated below:

Department	Job Title	Grade	Minimum	Maximum
Administration	Deputy Director	11	\$42,350	\$82,208
Engineering	Utilities Engineer	11	\$42,350	\$82,208

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

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

PASSED AND ADOPTED by the Common Council of the City of Bloomington, Monroe County, Indiana, upon this _____ day of _____, 2004.

MICHAEL DIEKHOFF, President
Bloomington Common Council

ATTEST:

REGINA MOORE, Clerk
City of Bloomington

PRESENTED by me to the Mayor of the City of Bloomington, Monroe County, Indiana, upon this _____ day of _____, 2004.

REGINA MOORE, Clerk
City of Bloomington

SIGNED and APPROVED by me upon this _____ day of _____, 2004.

MARK KRUZAN, Mayor
City of Bloomington

SYNOPSIS

This ordinance amends the City of Bloomington Civil City Salary Ordinance for the year 2004 (Ordinance 03-20) and the Utilities Salary Ordinance for the year 2004 (Ordinance 03-21). It amends the Civil City Salary Ordinance by changing three positions in Traffic from Laborer to MEO, moving the Communications Director position from Information Services to the Mayor's Office, adding the half-time positions of Business Advocate and Council Liaison/Special Projects Manager in the Mayor's Office, adding an Engineering Field Specialist and a City Engineer in the Engineering Division, and converting a temporary position into a regular full-time Account Clerk II in the Parking Enforcement Department. It amends the Utilities Salary Ordinance by adding Deputy Director and Utilities Engineer and deleting the position of Environmental Projects Manager.

Memorandum

To: City Council members

From: Daniel Grundmann, ES Director

CC: Dan Sherman, Council Attorney

Mayor Kruzan, James McNamara, Julio Alonso, Justin Wykoff, Jack Davis, Don Porter, Patrick Murphy, Mike Bengston, John Langley, Greg Volan, Penni Sims, Ron Walker, Susan Clark

Date: 2/27/2004

Re: Proposed Salary Ordinance Amendment (Ordinance 04-07)

Ordinance 04-07 makes significant, and I think exciting, changes to City of Bloomington organization. It comes to you with a companion ordinance, Appropriation Ordinance 04-02 to fund implementation of some of these changes. Other changes do not require additional appropriation.

As you know, salary ordinances determine which positions may be funded by the City and in which departments. In accordance with state statute, they must specify the maximum salary that may be paid for each position. It has been my policy to specify the City job grade (1 through 12) for each position listed and the salary range (minimum and maximum) for that grade/position in salary ordinances and amendments to them.

To clarify some terminology, there are four actual salary ordinances that cover all the positions in the City of Bloomington: Elected Officials, Police and Fire, Utilities and Civil City. "Civil City" is a statutory term that, in this context, refers to the non-Utilities portion of the City. In this context it has nothing to do with Marsha Bradford. The Police and Fire Departments are part of the Civil City, but state statute requires that sworn officers in those departments be included in a separate salary ordinance. The other municipal entity — besides Utilities and the Civil City — whose budget the Council approves is the Bloomington Public Transit Corporation. The BPTC and its employees, like the Utilities Department, are also *not* part of the "Civil City."

The four salary ordinances are set each year as part of the annual budgeting process. Thus the 2004 salary ordinances were approved in September 2003. Modifications to those original salary ordinances, such as this Ordinance 04-07, are legally referred to as *amendments* to those salary ordinances. Thus Ordinance 04-07 is not itself a salary ordinance, but an amendment "the" salary ordinances.

Ordinance 04-7 actually amends two 2004 salary ordinances; that for the Utilities Department and that for the Civil City. I describe each of the proposed changes below.

Engineering Division – City Engineer

The City would like add the position of City Engineer back to the salary ordinance. The City has been without the position for about four years when it went to a different organizational model for engineering services. This entailed contracting with a private engineering firm for those services requiring a Professional Engineer (or PE – a state-licensed certification) and contracting with a PE in the Utilities Department to serve as City Engineer on the City’s Plan Commission.

The resignation of Jonathan Heald from City Utilities last December — the most recent PE to fill that role on the Plan Commission — created the timing of this request to bring back the City Engineer position. Heald’s departure created a vacancy in the state-mandated City Engineer position on the City’s Plan Commission. It was in looking at how best to fill that vacancy that this current proposal was developed.

The City would benefit from having a PE back on City staff. The most obvious benefit is to eliminate the need to contract with a private engineering firm for those services that only a PE can provide, including final approval of designs. Having a PE on City staff would also be beneficial for some City interactions with segments of the community’s business sector involved in both large and small development projects. Developers almost always use a PE to represent, or help represent, their interests in dealings with the City, and there would be value in having a staff person with the corresponding certification for *some* of those interactions.

At this time the need for the services of a PE in Public Works, which includes the Engineering Services Division, does not justify the creation of a full-time PE position only for Civil City responsibilities. The Engineering Division, as currently configured and staffed, has excellent and profoundly industrious leadership and does a great job meeting virtually all the Civil City’s engineering-related needs, even without a PE on staff, and especially given their allocated resources. (See Field Specialist discussion below.)

But it is highly unlikely that the City would be able to find a qualified, licensed PE to serve in a part-time position. Prior to Heald’s departure, the Utilities Department had been operating with one less Professional Engineer than it had for many years prior, even as the Utility’s service area population and developed acreage has continued to grow. (Some councilmembers will recall that not very long ago Scott Dompke, Doug Jones and Jonathan Heald — all Professional Engineers — were all on Utilities staff.) The proposal before you amends both the Civil City and Utilities salary ordinances so that one Professional Engineer could share responsibilities with both the Utilities and Public Works Departments. In addition to providing needed services to each of the two individual departments, we believe a shared Engineer would provide a very valuable integration of the two departments, especially with regard to capital projects planning and implementation. We believe that general communications between the Civil City and Utilities will also be enhanced.

Some organizational issues regarding such a shared position are yet to be finalized. These details include the specific split in assigned responsibilities and payroll (e.g. 50/50 versus some other ratio,) the exact skill set required (e.g. specializations within the engineering profession,) the precise responsibilities assigned to each component of the joint position, what the supervisory responsibilities there will be if any, and what the exact reporting lines will be. Discussions of these points with Public

Works, Utilities, the Mayor's Office and Employee Services will continue quickly if the position is approved. And while we will move rapidly to finalize these details upon ordinance approval, councilmembers are encouraged to share their perspectives on these matters with me or the mayor if you have any input you would like to give.

It is planned that the Utilities Department would pay the full salary for the position throughout the year and then be reimbursed once each year by the Civil City through the regular annual interlocal agreement between the two units (Utilities and Civil City.) Administratively this will be the most efficient approach. The Utilities Department has adequate funds appropriated to "front" the Public Works share.

The fiscal impact on the General Fund for the City Engineer is subject to the terms of the interlocal agreement between the Civil City and Utilities and those terms will be ultimately driven by the relative share of the positions for which each entity will be responsible. The exact salary for this position has not been established pending final determination of the skill set required and responsibilities to be assigned. Historically, Professional Engineers have been among the higher paid positions in the City organization and the grade level is 11 (out of 12.) The expense will be moderately offset by no longer needing to contract outside the organization for PE services, and by making assignment to the Plan Commission a job duty and thus not requiring an additional stipend as has been done over the last several years for a Utilities engineer.

Engineering Division – Field Specialist

The general purpose of adding a second Engineering Field Specialist is to keep up with increased demand for numerous essential duties of the position, and relieving supervisory staff from assuming those tasks. The *primary* responsibility of the new position will be soil erosion control inspection, enforcement and education. The need for additional staff resources to be allocated to this area were discussed by Council with the previous administration during last summer's budget hearings, and were a motivation for the increase in grading permit fees that were approved by City Council last September. It was estimated at that time that the fee increase might generate approximately \$20,000 in incremental revenue which can be used to offset a significant portion of the cost of this new position. Fine revenues from cited erosion control violations might also offset costs to some degree, but the goal of the creating the new position is *compliance* with erosion control regulations, not income generation, and fine revenue is not part of the calculus in adding the position.

The Field Specialist would have additional responsibilities beyond erosion control, especially during the "off-season." However, the Engineering Division has noted that in recent years construction activity in the community has become less seasonal and more year-around which has contributed to the need for the position. If this ordinance is approved, among the position's additional responsibilities will be inspections of public improvements in private developments such as streets, curbs and sidewalks. These inspections are necessary to ensure compliance with developer commitments as well as state, local and ADA requirements. In addition to a proactive inspection regimen, the position would assist in responding to citizen requests for information inquiring whether particular projects have complied with these commitments and requirements. Existing Engineering staff members are very involved now in these public improvement inspections, but additional staff resources should enhance compliance in this area as well.

The estimated 2004 fiscal impact for the Engineering Field Specialist position is \$35,503, including all 100 Category expenses. This is based on an estimated annual salary of \$36,112. Again, it is believed that enhanced permit revenues will offset a major portion of these costs.

ITS → Mayor's Office

Five years ago, the vision and job description for the Communications Director position required that a significant amount of position resources be dedicated to web development and maintenance. Increasingly over time, the primary focus of the position has moved to external communications and public notification of services, programs, events, and other information originating from all City departments. Consequently, the Communications Director reports directly to the Mayor's office for daily assignment, determination of priorities, and direction. While the Communications Director has some non-technical responsibilities with regard to the web site, the Mayor's Office and the Information Technology Services department (ITS,) along with Employee Services, would like the salary ordinance to more accurately reflect the City's organizational structure by moving the position to the Mayor's Office from ITS.

As the incumbent's salary will not be affected by the change, there is no fiscal impact on the general fund budget. The accompanying appropriation ordinance transfers already appropriated funds from ITS to the Mayor's Office. The total transfer is \$67,513, of which \$30,025 is for supplies and other budgeted expenses associated with the position not related to compensation.

Mayor's Office

The Mayor's Office requests the addition of two half-time positions totaling one full time equivalent (FTE). If this ordinance is approved by Council, the title of one of these positions would be Council Liaison/Special Projects Manager. The goal of creating this position is to increase the responsiveness and efficiency of the Mayor's Office with regard to requests for action and information from citizens, councilmembers and councilmembers' constituents. This person would augment, rather than replace, some of the responsibilities of the Citizen Services Coordinator (in the Public Works Department) with the emphasis here being on those requests that come via councilmembers and those that come directly into the Mayor's Office. In addition, as Special Projects Manager this person would assist the deputy mayor in preparing, researching and tracking legislation coming before City Council and the Indiana General Assembly as well as tracking and monitoring the progress of ongoing city projects across all City departments.

The Business Advocate position is a business ombudsman, serving as a spokesperson and advocate within City government for private sector issues with an emphasis on small and local businesses. This employee would be active in outreach within the local business community and work with councilmembers to assist with their business constituent needs involving City departments. The Advocate will develop, and conduct ongoing reviews of, a Business Impact Report that will analyze the impact of City policies, projects, and processes on the business community, and make recommendations to the Director of Economic Development for process improvements. Other responsibilities will include marketing and promoting City business incentives, educating the business community about business development and contracting opportunities, and developing processes to

orient small businesses to City policies and procedures relevant to their enterprises. The Business Advocate will also be charged with developing marketing communications, based on current policies and practices, to foster the reputation of Bloomington's positive business environment.

Both the positions for the Mayor's Office received preliminary evaluation from Employee Services and were assessed as grade 7 jobs. The total fiscal impact of both positions for 2004 is \$48,494, based on annual salaries of \$21,500 for 0.5 FTE in each position. This money is appropriated from the General Fund in the accompanying appropriation ordinance. The Mayor's Office is actively reviewing budgeted expenditures, in that Office and City-wide, with the goal of identifying areas to reduce costs in order to offset the outlays for these positions.

Parking Enforcement

For the past eight years Parking Enforcement has employed a temporary but full time individual to work in the peak clerical season from April to December. The duties required have expanded and the "seasonal" nature of the position has diminished. Some of the factors driving this change are:

- Addition of two new parking facilities including an additional 938 parking spaces (total of more than 2500 parking spaces in the downtown area).
- Increase in reserved parking permit sales, telephone transactions, and walk-in traffic.
- An increase in the number of students residing in Bloomington and a corresponding increase in neighborhood permit sales.
- Increase in number of citations issued (nearly 59,000 in '03) and unpaid ticket notices mailed
- Additionally, a proposed expansion of the downtown ticketing area (e.g. two-hour on-street parking limits) this spring due to residential housing will greatly impact the department.
- The computer software associated with a new gated system for regulating timed parking and access to reserved parking in the Register Garage (and potentially another garage later this year) will require additional clerical time.

We would like to add an additional Account Clerk position with the title of *Account Clerk II* (grade 2). The total cost to the City for the remainder of 2004 is approximately \$27,000, based on an annual salary of \$26,500. This includes all Category One expenses (PERF, FICA, Health Care, and other personal services). No additional appropriation is required due to resulting savings in line 112, temporary employment, (approximately \$9,000) supplemented by funds available from a current position vacancy.

Traffic Division

The Traffic Division would like to replace the three Laborer positions in the salary ordinance with three Motor Equipment Operator (MEO) positions. The essential duties of each of the positions are predominately motor equipment operation, therefore the positions are better suited for the job classification of MEO.

Fiscal impact for 2004 is between \$1,500 and \$2,400, depending upon hire dates of a currently vacant position. No additional budget appropriation for 2004 is required due to savings from current vacancy.

Utilities Department

This proposed amendment to the Utilities Salary Ordinance adds the position of Utilities Engineer. This is the position in Utilities that would correspond to the City Engineer position in Public Works. Please refer to that discussion above under Engineering.

The Utilities Department is also requesting the addition of a Deputy Director (grade 11) to assist the Director with the management and coordination of the four major Utilities Divisions including Finance and Accounting, Environmental Management, Transmission and Distribution, and Engineering. Each of these divisions currently has an Assistant Director and we believe that having a clear “second-in-command” will improve managerial effectiveness and organizational responsiveness.

As part of this same ordinance, we intend to delete the position of Environmental Projects Coordinator (grade 10). This position has remained unfilled for almost two years. In the years that the position was filled, the incumbent spent a significant portion of his time with coordination and oversight of PCB remediation. Because many of the essential duties of the position are no longer an organizational need, it remained unfilled. The fiscal impact of the Deputy Director position will be negligible as the budgeted salary for the eliminated position will nearly completely offset the Deputy’s salary.

Finally

I appreciate your patience in dealing with such a lengthy memo. I believe this to be a very important piece of legislation that, if passed and implemented, will be of tremendous benefit to the organization and the customers that it serves. Thus I have gone to perhaps greater than usual lengths to describe it and its motivations in some detail. Please contact me if you have any questions about any aspect of the ordinance and its ramifications. If I don’t know the answer myself I will get right back to you with the information from someone who does. Mayor Kruzan and I would greatly appreciate your support.

APPROPRIATION ORDINANCE 04-02

**TO SPECIALLY APPROPRIATE FROM THE GENERAL FUND EXPENDITURES
NOT OTHERWISE APPROPRIATED
(Appropriating Funds from the General Fund for New Positions in Engineering and the
Mayor’s Office and Transferring Funds within the General Fund
To Accompany a Transfer in Position)**

WHEREAS, the City desires to appropriate funds to cover the personnel costs for new positions in Engineering and the Mayor’s Office within the General Fund; and

WHEREAS, the City desires to transfer the funding for the Communications Director from the Information Technology Services Department to the Mayor’s Office within the General Fund;

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

SECTION I. For the expenses of said municipal corporation, the following additional sums of money are hereby appropriated and ordered set apart from the funds herein named and for the purposes herein specified, subject to the laws governing the same:

	AMOUNT REQUESTED
General Fund – Engineering Department	
Line 51110 – Salaries and Wages – Regular	\$ 27,672
Line 51210 – FICA	2,117
Line 51220 – PERF	2,353
Line 51230 – Health Insurance	3,164
Line 51310 – Other Personal Services	197
Subtotal – Engineering Dept	<u>35,503</u>
General Fund – Information Technology Services Dept.	
Line 51110 – Salaries and Wages – Regular	(32,275)
Line 51210 – FICA	(2,469)
Line 51220 – PERF	(2,744)
Line 52110 – Office Supplies	(500)
Line 53210 – Telephone	(500)
Line 53220 – Postage	(2,000)
Line 53230 – Travel	(3,000)
Line 53310 – Printing	(15,000)
Line 53320 – Advertising	(8,000)
Line 53910 – Dues and Subscriptions	(400)
Line 53940 – Temporary Contractual Employment	(625)
Subtotal – ITS Dept	<u>(67,513)</u>
General Fund – Office of the Mayor	
Line 51110 – Salaries and Wages – Regular	65,225
Line 51210 – FICA	4,990
Line 51220 – PERF	5,545
Line 51230 – Health Insurance	6,328
Line 51310 – Other Personal Services	394
Line 52110 – Office Supplies	500
Line 53210 – Telephone	500
Line 53220 – Postage	2,000
Line 53230 – Travel	3,000
Line 53310 – Printing	18,500
Line 53320 – Advertising	8,000
Line 53910 – Dues and Subscriptions	400
Line 53940 – Temporary Contractual Employment	625
Subtotal – Office of the Mayor	<u>116,007</u>
Total General Fund	\$ <u>83,997</u>

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

PASSED AND ADOPTED by the Common Council of the City of Bloomington, Monroe County, Indiana, upon this _____ day of _____, 2004.

MICHAEL DIEKHOF, President
Bloomington Common Council

ATTEST:

REGINA MOORE, Clerk
City of Bloomington

PRESENTED by me to the Mayor of the City of Bloomington, Monroe County, Indiana, upon this _____ day of _____, 2004.

REGINA MOORE, Clerk
City of Bloomington

SIGNED and APPROVED by me upon this _____ day of _____, 2004.

MARK KRUZAN, Mayor
City of Bloomington

SYNOPSIS

This ordinance transfers \$67,513 of General Fund monies from the Information Technology Services Department to the Office of the Mayor. This transfer and an additional appropriation of \$3,500 (for printing) accompany the transfer of the position of Communications Director from one office to the other. The ordinance also appropriates \$44,994 in General Fund monies to cover personnel costs for new positions in the Office of the Mayor and the Engineering Department.



**City of Bloomington
Office of the Controller**

Memorandum

To: Council Members
From: Susan Clark, Interim Controller
Date: February 24, 2004
Re: Appropriation Ordinance 04-02

In Appropriation Ordinance 04-02, we are requesting authorization for expenditures and transfers involving three departments within the General Fund.

- 1.) **General Fund – Engineering Department:** The Engineering Department is seeking funding for an additional Engineering Field Specialist. This specialist will focus on erosion control inspections. The costs for this new position, including fringe benefits are estimated \$35,503, through the end of 2004. These personnel costs will be partially offset by the increase in engineering fees established by Ordinance 03-25. Please refer to the memo from Daniel Grundmann regarding the amendment to the salary ordinance for additional information about the position.
- 2.) **General Fund – Information Technology Services Department:** We are seeking approval to transfer the funding for the Communications Director from the ITS Department to the Office of the Mayor. The reductions in the ITS budget, which total \$67,513, include personnel costs along with supplies and other charges associated with this position. Please refer to the memo from Daniel Grundmann regarding the amendment to the salary ordinance for additional information about this transfer.
- 3.) **General Fund – Office of the Mayor:** As indicated in the section above, we are seeking approval to transfer the funding for the Communications Director from the ITS Department to the Office of the Mayor. In addition to the transfer, the Mayor is requesting approval of funding for two new positions: Business Advocate and Council Liaison/Special Projects Manager. The costs for these new positions, including fringe benefits, are estimated at \$44,994, through the end of 2004. The total appropriation for the Office of the Mayor is \$116,007. Please refer to the memo from Daniel Grundmann regarding the amendment to the salary ordinance for additional information.