

City of Bloomington Common Council

Legislative Packet

Wednesday, 17 February 2016

Regular Session

All materials contained herein.

Office of the Common Council
P.O. Box 100
401 North Morton Street
Bloomington, Indiana 47402
812.349.3409

council@bloomington.in.gov
<http://www.bloomington.in.gov/council>



Packet Related Material

**Memo
Agenda
Calendar**

Notices and Agendas:

- Notice of State of the City Address at the Buskirk-Chumley Theater on Tuesday, February 16th at 7:00 pm
- Notice of Rescheduling Council Sidewalk Committee meeting from Thursday, February 18th to Thursday, February 25th at noon in the Council Library

Legislation for Second Reading:

- **Res 16-01** To Approve Recommendations of the Mayor for Distribution of Community Development Block Grant (CDBG) Funds for 2016
 - Memo to the Council from Doris Sims, Director of HAND;
 - Excerpt from CDBG Regulations;
 - Redevelopment Commission Res 16-03 and Exhibits A and B;
 - Summary of Recommendations for Social Services Programs and Physical Improvement Projects to be Funded this Year;
 - **Social Services:** Calendar; Funding Criteria and Ranking System; and, Allocation Work Sheet; Membership
 - **Physical Improvements:** Calendar; Citations to Consolidated Plan; Allocation Work Sheet; Membership

Contact: Doris Sims or simsd@bloomington.in.gov

Legislation and Background Material for First Reading:

- **App Ord 16-01** To Specially Appropriate from the General Fund, Parks General Fund, Motor Vehicle Highway Fund, Parking Meter Fund, Fleet Maintenance Fund, and the Risk Management Fund Expenditures Not Otherwise Appropriated (Appropriating a Portion of the Amount of Funds Reverted to Various City Funds at the End of 2015 for Unmet Needs in 2016)

- Memo from Jeff Underwood, Controller

Contact: Jeff Underwood at 812-349-3412 or underwoj@bloomington.in.gov

Minutes from Regular Session:

- February 3, 2016

Memo

Reminder of Meetings Next Week: State of the City on Tuesday, Regular Session on Wednesday, and Council-Staff Internal Work Session on Friday

One Resolution Ready for Second Reading and One Ordinance Ready for First Reading at the Regular Session on Wednesday, February 17th

There is one resolution ready for Second Reading and one ordinance ready for First Reading at the Regular Session next Wednesday. Both pieces of legislation and related material are included in this packet and summarized herein.

Second Readings

Memo

Res 16-01 - CDBG Allocations for 2016

Res 16-01 approves the Mayor's recommendations for allocating Community Development Block Grant (CDBG) funds for 2016. The City receives CDBG funds from the U.S. Housing and Urban Development Department (HUD). As an "entitlement" city,¹ our portion is largely determined by several objective measures of community need including: level of poverty, age of housing stock, over-crowded housing and population growth. Funds may be used for social services, physical improvements, and administration.

2016 CDBG Funds

The City expects to receive \$718,000 in CDBG funding this year – a figure which is approximately \$79,468 (or 10%) less than what the City received last year. This decrease, in part, is a function of the federal government's shift away from relying on the decennial census to inform its funding formula to a reliance on the American Community Survey (ACS). The ACS continually gathers demographic, economic and housing data. While this data is intended to reflect change taking place in communities more quickly and accurately than the decennial census,

¹ An entitlement city is a metropolitan city with a population in excess of 50,000.

reliance on the ACS also tends to make it more difficult for communities to predict anticipated CDBG allocations.

In addition to annual federal CDBG allocations, federal law provides that any program income generated from the use of CDBG funds may be used for social services and physical improvements. HAND Director, Doris Sims, points out that the City generated sufficient program income through its Owner-Occupied Rehabilitation loan re-payment program, to dedicate \$2,298 to 2016 CDBG projects (which is down from the \$16,493 made available last year).

With both the federal allocation and program income combined, \$720,298 in CDBG funding is available for allocation in Fiscal Year 2016.

Citizen Advisory Committees

HUD administers CDBG funds and regulates their use. HUD guidelines require the City to develop a “Citizen Participation Plan.” For decades, the City has used two Citizen Advisory Committees (CACs) to make recommendations regarding the allocation of these funds – one committee is dedicated to the review of applications for social services funding, the other is dedicated to reviewing applications for physical improvements.

Fifteen community members participated in this year’s process. Six served on the Physical Improvements CAC and nine served on the Social Services CAC. The former has four mayoral appointments, one appointment from the Redevelopment Commission, and one appointment from the Council. The latter has five mayoral appointments and one appointment from each of the following: the Council, Redevelopment Commission, Commission on the Status of Children and Youth, and the local office 9th Congressional District. This year, Tim Mayer served as the Council appointment to the Physical Improvements CAC, while Susan Sandberg served as the Council appointment to the Social Services CAC.

Both CACs typically work from November through January. In the fall, they hold an organizational meeting, may make site visits, and then review the ranking system and funding criteria. In January, they hold public hearings (carried on CATS) to consider and make recommendations regarding the applications. In February, the Redevelopment Commission reviews the recommendations and forwards its decision to the Mayor, who then forwards them to the Council. The recommendations this year, as in past years, have come forward without change.

Agencies interested in applying for funds are on a schedule that begins in September, when the application and submission information become available. At that time, they have an opportunity to attend a general information meeting to ask questions about CDBG. Mandatory meetings follow in September and then, in October, agencies must submit a letter of intent outlining their proposal. Completed applications are due in early December.

Eligibility and Allocation

HUD regulations require that we use at least 70% of these funds for the benefit of low to moderate income persons. The remaining funds may 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 leveraged to address low- and moderate-income populations. Please also note that these funds may not be used for general governmental expenses or political activities. Nor may funds be used to purchase equipment, maintain property, or construct new permanent residential structures.

HUD regulations require that CDBG funds be allocated among three categories according to the following formula: no more than 15% may be allocated for social service programs; no more than 20% may be used for administrative costs; and, at least 65% must be used for physical improvements.

This year, the CDBG CAC allocated the maximum allowable in each category:

- Social Services \$109,998 (~15%)
- Physical Improvements \$466,700 (~65%)
- Administration \$143,600 (~20%)

Social Services Funding

Under local rules, agencies may apply for a maximum of \$25,000 per social services program. This year five agencies sought \$194,993, yet \$109,998 was available for allocation. The CAC's recommended allocations are as follows²:

<u>Agency</u>	<u>Award (Request)</u>
Emergency Needs	
• Community Kitchen – Free Meals Service	\$24,999 (\$24,999)
• Hoosier Hills Food Bank – Food Distribution	\$24,999 (\$24,999)
• Middle Way House, Inc. – Emergency Services	\$19,000 (\$24,999)
• Mother Hubbard's Cupboard – Food Pantry Program	\$19,000 (\$24,999)
• Shalom Center	\$0 (\$24,999)
<i>Subtotal:</i>	<i>\$87,998 (\$124,995)</i>
Non-Emergency Programs	
• Boys and Girls Club - Crestmont Club - After-School Programs	\$22,000 (\$24,999)
• SCCAP – Growing Opportunities	\$0 (\$24,999)
• Big Brothers and Big Sisters	\$0 (\$20,000)
<i>Subtotal</i>	<i>\$22,000 (\$69,998)</i>
TOTAL	\$109,998 (\$194,993)

² In a change made in 2013, the Social Services CAC ranked projects on a 100-point rather than a 50-point rating system. Key changes to the rating system at that time also included giving more weight to program need and eliminating a 5-point factor based upon the evaluator's subjective judgment. In brief, the rating system was tied to how well the applicant:

- documented the need for the program in this community (35 points);
- demonstrated its ability to evaluate and document the effectiveness of the program (30 points);
- demonstrated that it primarily serves low-income individuals and residents of the City (20 points); and
- detailed the use of the funds and demonstrated that at least 50% of the funding came from other sources (15 points).

As in the past, the final decision was based solely on the ratings and without knowing the name of the agencies.

Physical Improvements

HUD requires that funding for all projects and programs be tied to HAND's Consolidated Plan (linked). This year, \$466,700 was available for physical improvements. Five agencies and three City departments sought funding for a total of \$755,753. The CAC allocated a total of \$172,253 for housing assistance; \$143,000 for facility improvements, and \$151,447 for community-wide infrastructure programs administered by Planning and Transportation, Parks and Recreation, and HAND departments. Note that the significant role of City departments is due, in large part, to the wide-reaching effect of these programs compared to the programs run by non-City agencies. Please also note that most cities allocate *all* of the physical improvement funds to municipal agencies. The particular projects and allocations are set forth below:

Agency

Award (Request)

Housing Assistance

- | | |
|--|------------------------------|
| • Bloomington Housing Authority – Crestmont --
<i>Interior Renovations (to four units in one building)</i> | \$120,0000 (\$150,000) |
| • New Hope – <i>Facility improvements on West
Second Street (involving structure, electrical, air-
conditioning and some exterior work).</i> | \$29,753 (\$29,753) |
| • COB: HAND – <i>Home Modification for Accessible
Living (available to both private residences and
residences owned by non-profits).</i> | <u>\$22,500 (\$75,000)</u> |
| <i>Subtotal</i> | <i>\$172,253 (\$254,753)</i> |

Facility Improvements

- | | |
|---|-----------------------------|
| • Boys and Girls Club – <i>Facility improvements at S.
Lincoln Street (to the front façade and entrance
based upon historic documentation).</i> | \$90,000 (\$125,000) |
| • LifeDesigns – <i>Facility Improvements on N. Dunn
Street (to the foundation, limestone façade, and
soffit and fascia).</i> | \$34,000 (\$34,000) |
| • Middle Way House – <i>Facility Improvements on S.
Washington (to second-story patio and roof-top
garden area).</i> | <u>\$19,000 (\$19,000)</u> |
| <i>Subtotal</i> | <i>\$143,000 (\$178,00)</i> |

Community-Wide Infrastructure Improvements	
• COB: Planning and Transportation – <i>W. 17th Street Sidewalks (involving four parcels west of Maple).</i>	\$55,000 (\$55,000)
• COB: Parks and Recreation – <i>Banneker Center Limestone Wall (restoring wall and installing drainage systems on the north side).</i>	\$68,000 (\$68,000)
• COB: HAND – <i>Curbs and Sidewalks (in Redevelopment Target Areas where 51% of residents are low-moderate income, for department eligible projects and for income-eligible households who are required to repair adjacent curbs and sidewalks).</i>	\$28,447 (\$200,000)
<i>Subtotal</i>	\$151,477 (\$323,000)
Administration	
• Administration of the HAND Department	\$143,600 (\$143,600)
<i>Subtotal</i>	\$143,600 (\$143,000)
GRAND TOTAL	\$466,700 (\$755,753)

In the event of a Funding Differential

It is possible that HUD may send the City more or less than the expected amount of funds. For that reason, the resolution directs the surplus or shortfall to be allocated in the following manner as recommended by the two Citizen Advisory Committees (CACs):

Physical Improvements: Any increase will go in a proportionate amount to all agencies which were not funded at their requested amount until the surplus is exhausted or until the requested amount is reached.

Social Services: If funds are greater or less than the \$109,998 expected for social services agencies, then the surplus or deficit will be proportionately shared by three agencies (up to, in the case of a surplus, the requested amount). The proportions are as follows:

- Boys and Girls Club (36%);

- Mother Hubbard’s Cupboard (32%); and
- Middle Way House (32%).

First Readings

Item One - App Ord 16-01 – Appropriating from the General Fund, Parks General Fund, Motor Vehicle Highway Fund, Parking Meter Fund, Fleet Maintenance Fund, and the Risk Management Fund – Using a Portion of Reversions in 2015 to Address Unmet Needs in 2016

The one item to be introduced for First Reading next Wednesday is **App Ord 16-01**. This ordinance appropriates an additional \$2,795,000 out of six funds³ for training & education (\$190,000), capital outlay (\$2,555,000), and to restore a Mayor’s Grant Fund, which was not included in this year’s budget (\$50,000). According to the Memo from Jeff Underwood, Controller, this will leave about \$1,362,653 of the \$4,162,653 that departments reverted at the end of 2015 in nine funds⁴ and a balance in the General Fund and Rainy Day Fund after this appropriation of \$11.9 million which “represent(s) approximately four months of budgeted expenditures,” an amount that well-exceeds balances recommended by the Government Finance Officers Association (GFOA).

Training and Education

This ordinance would appropriate an additional \$190,000 to the already budgeted \$206,600 for training and education, bringing the total for this purpose to \$396,600. According to the Controller’s Memo, this amounts to about 0.5% of the Category 1 (Personnel) budget for the City,⁵ which benefits the organization by:

- Increasing productivity;
- Reducing employee turnover;
- Facilitating deployment of new technologies;
- Improving safety practices and decreasing employee work-related injuries;
- Providing better credentialed, certified, and qualified employees;
- Preparing employees for new responsibilities;
- Increasing employee job satisfaction, morale, and motivation; and

³ General Fund, Parks General Fund, Motor Vehicle Highway Fund, Parking Meter, Risk Management, and Fleet Maintenance.

⁴ General Fund, Parks General Fund, Motor Vehicle Highway Fund, Parking Facilities, Alternative Transportation, Parking Meter, Sanitation, Risk Management, and Fleet Maintenance.

⁵ Please note that the Memo draws upon a survey in a training periodical about investments by organizations in training to put this request in a useful context.

- Better preparing employees for promotions and their next role in the organization.

Training and Education (Category 3 – Services and Charges)

General Fund (#101)

Human Resources Department	\$158,000
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Risk Management (#800)

Risk Management – Department	\$10,000
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Parks General Fund (#200)

Parks and Recreation Department	\$22,000
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Total:	\$190,000
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Capital Replacement

The bulk of the additional appropriation amounts to \$2,555,000 for capital replacement of vehicles, but may include some equipment and pressing capital repairs. The Memo puts this request in the context of the need to maintain and, when necessary, replace all of the City’s \$600+ million in capital assets⁶ in order to “provid(e) a vast array of services to our citizens as well ensur(e) the safety of both our employees and citizens who employ these assets on a continual basis.” It then mentions that “funds budgeted to replace (those assets) has declined significantly ... (which) that has led to a large backlog of capital replacement needs that exceed \$100 million.” While staff is “working to address maintenance and replacement for both the short and long term,” this ordinance proposes this infusion of funds to “replace those (crucial) assets that either are in constant repair or are out of service.”

Vehicle Replacement Point System. As mentioned in the budget presentation for this year and provided by the Administration in answer to Council questions, City staff use a “point system to assess each vehicle’s state and determining its priority for replacement.” Based upon that point system, the Administration proposes replacing those vehicles with in excess of 22 points. That system assigns points and grades as follows:

⁶ This refers to assets the City owns, maintains, and insures.

<u>Vehicle Replacement Point System</u>	
<u>Factor</u>	<u>Points</u>
Age	1 point per year of service
Miles/Hours	1 point per 10,000 miles/330 hours of service
Type of Services	1, 3 or 5 points for extent of duty (i.e. light to severe duty)
Reliability (Frequency of Repairs)	1 point for repairs once every 3-4 months; 3 points for one repair per month; and 5 points for two repairs per month.
Cost of Maintenance and Repair (compared to Purchase Price)	1 point when cost is $\leq 20\%$ purchase price; 3 points when cost is $\leq 75\%$ of purchase price; and 5 points when cost is $\geq 75\%$ of purchase price.
Condition	0 – 5 points based upon vehicle appearance, body damage, rust, and anticipated repairs.
<u>Grade</u>	
Excellent	< 12 points
Good	13 – 16 points
Fair (Qualifies for Replacement)	17 – 21 points
Poor (Needs immediate Attention)	≥ 22 points

To get a sense of the state of the City's vehicle inventory at the end of 2014, please see the Vehicle Point Sheet submitted in response to questions raised by the Council in the course of budget deliberations last September. That document starts on page 244 of the file found at:

<http://bloomington.in.gov/media/media/application/pdf/24756.pdf>

Vehicle Replacement, Equipment & Pressing Capital Repairs
(Category 4 – Capital Outlays)

General Fund (#101)

Controller \$1,487,000

Parks General Fund (#200)

Parks and Recreation Department \$287,000

Parking Meter Fund (#455)

Police Department \$87,000

Motor Vehicle and Highway Fund (#451)

Public Works Department \$194,000

Fleet Maintenance Fund (#802)

Public Works Department \$500,000

Total: \$2,555,000

Mayor's Grant Fund

Lastly, the ordinance appropriates \$50,000 from the General Fund to the Controller's Office for the Mayor's Grant Fund which, while budgeted in previous years (at \$55,000), was not included in the 2016 budget. In the past, this allocation has provided sponsorships for various non-profits over the course of the year.

Total Appropriation and Effect on Fund Balances

As noted in the opening paragraph, this ordinance would appropriate \$2.795 million from six funds and, given last year's reversions of ~\$4.162 million back to nine funds, will leave a total of \$1.362 million in reversions from last year. The Memo indicates that the City "strives to maintain appropriate reserve levels in each of its funds" and to do so "conduct(s) a risk-based analysis for each of our funds ... (which) looks at a number of factors such as the potential for revenue shortfalls, unanticipated expenditures, creditworthiness and liquidity."

As a gauge of suitable reserves, the Memo cites the recommendation of Government Finance Officers Association (GFOA) that “general purpose governments ... maintain unrestricted budgetary fund balance in the general fund of no less than two months of regular general fund operating revenues or regular general fund operating expenditures.” After this appropriation, there will be \$11.9 million in the General Fund and Rainy Day Fund which, with a budgeted expenditures of \$38.3 million in 2016, comprises about a four-month cushion.

Here are the above appropriations by fund and balances in those funds at the end of 2015:

<u>Appropriations by Fund</u> <u>Fund</u>	<u>Appropriation</u>	<u>Balance at End</u> <u>of 2015</u>
General Fund (#101)	\$1,695,000	\$9,197,843
Risk Management Fund (#800)	\$10,000	\$555,534
Parks General Fund (#200) Parks and Recreation Department	\$309,000	\$643,201
Parking Meter Fund (#455) Police Department	\$87,000	\$969,527
Motor Vehicle and Highway Fund (#451) Public Works Department	\$194,000	\$644,575
Fleet Maintenance Fund (#802) Public Works Department	\$500,000	\$897,238
Total:	\$2,795,000	\$12,907,918

**NOTICE AND AGENDA
BLOOMINGTON COMMON COUNCIL REGULAR SESSION
7:30 P.M., WEDNESDAY, FEBRUARY 17, 2016
COUNCIL CHAMBERS
SHOWERS BUILDING, 401 N. MORTON ST.**

I. ROLL CALL

II. AGENDA SUMMATION

III. APPROVAL OF MINUTES FOR: February 03, 2016 (Regular Session)

IV. REPORTS (A maximum of twenty minutes is set aside for each part of this section.)

- 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 16-01 – To Approve Recommendations of the Mayor for Distribution of Community Development Block Grant (CDBG) Funds for 2016

Committee Recommendation: *None*

VII. LEGISLATION FOR FIRST READING

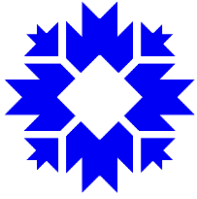
1. Appropriation Ordinance 16-01 – To Specially Appropriate from the General Fund, Parks General Fund, Motor Vehicle Highway Fund, Parking Meter Fund, Fleet Maintenance Fund, and the Risk Management Fund Expenditures Not Otherwise Appropriated (Appropriating a Portion of the Amount of Funds Reverted to Various City Funds at the End of 2015 for Unmet Needs in 2016).

VIII. ADDITIONAL PUBLIC COMMENT* (A maximum of twenty-five minutes is set aside for this section.)

IX. COUNCIL SCHEDULE

X. ADJOURNMENT

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



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

To Council Members
From Council Office
Re Weekly Calendar – 15 – 19 February 2016

Monday, 15 February

12:00 pm Bloomington Entertainment Arts District Advisory Committee, McCloskey
5:00 pm Redevelopment Commission, Kelly
6:00 pm Clean Power Plan Forum, Chambers

Tuesday, 16 February

11:30 am Plan Commission – Work Session, Kelly
4:00 pm Board of Park Commissioners, Chambers
4:00 pm Board of Public Safety, McCloskey
5:30 pm Animal Care Commission, Kelly
5:30 pm Board of Public Works, Chambers
5:30 pm Commission on the Status of Children & Youth, Hooker Room
7:00 pm State of the City, Buskirk – Chumley Theater, 114 E Kirkwood

Wednesday, 17 February

9:30 am Emergency Management Advisory Council, Chambers
9:30 am Tree Commission, Rosehill Cemetery Office, 930 W. 4th St.
2:30 pm Affordable Care Act Committee, McCloskey
4:00 pm Board of Housing Quality Appeals, McCloskey
6:00 pm Council of Neighborhood Associations, Hooker Room
7:30 pm Common Council – Regular Session, Chambers

Thursday, 18 February

8:00 am Bloomington Housing Authority, Bloomington Housing Authority,
1007 N. Summit Street, Community Room
5:15 pm Monroe County Solid Waste Management District – Citizens Advisory Council,
McCloskey
7:00 pm Environmental Commission, McCloskey

Friday, 19 February

12:00 pm Council Staff – Work Session, Council Library
12:00 pm Domestic Violence Taskforce, McCloskey



City of Bloomington
Office of the Common Council

MEETING NOTICE

Mayor Hamilton's *State of the City Address*

Members of the Bloomington Common Council have been
invited to attend

Mayor Hamilton's *State of the City Address* on

Tuesday, February 16, 2016 at 7:00 pm

at the Buskirk-Chumley Theater,

114 E Kirkwood Ave.

A quorum of the Council are expected to be present. Therefore, this gathering will constitute a meeting of the Common Council under Indiana Open Door Law. For that reason, this statement provides notice that this meeting will occur and is open for the public to attend, observe, and record what transpires.

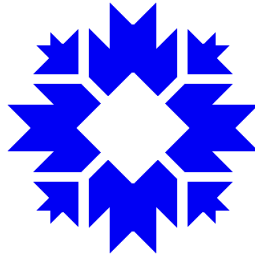
Dated and Posted: Friday, 12 February 2016

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

NOTICE OF RESCHEDULING

The Common Council Sidewalk Committee meeting
scheduled for Thursday, 18 February has been rescheduled to
Thursday, 25 February 2016

Noon

**Council Library (Suite 110)
City Hall, 401 North Morton**

RESOLUTION 16-01

**TO APPROVE RECOMMENDATIONS OF THE MAYOR FOR DISTRIBUTION OF
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDS FOR 2016**

- WHEREAS, the City of Bloomington, Indiana, is eligible for Community Development Block Grant (CDBG) funds in the estimated amount of \$718,000 for Fiscal Year 2016 pursuant to the Housing and Community Development Act of 1974 as amended; and
- WHEREAS, the City of Bloomington, Indiana, is anticipating \$2,298 in program income this fiscal year; 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 conversion 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, federal guidelines set forth a formula for funding where no more than 15% of the total grant may be allocated for social services programs, no more than 20% of the total grant may be allocated for administering these funds, and at least 65% of the total grant must be allocated for physical improvements; and
- WHEREAS, the allocation for administering the grant may be used for a broad range of direct and indirect costs which includes but is not limited to salaries, rent, and fuel; 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 1. The following programs be approved as follows:

**COMMUNITY DEVELOPMENT PROGRAMS FISCAL YEAR 2016 ALLOCATION
SOCIAL SERVICE PROGRAMS FUNDING**

Boys and Girls Club – Crestmont Unit	\$22,000
Hoosier Hills Food Bank	\$24,999
Middle Way House – Emergency Services	\$19,000
Mother Hubbard’s Cupboard	\$19,000
Community Kitchen	\$24,999
Total	\$109,998

**COMMUNITY DEVELOPMENT PROGRAMS FISCAL YEAR 2016
PHYSICAL IMPROVEMENT PROGRAMS FUNDING**

Bloomington Housing Authority	Crestmont Interior Renovations	\$120,000
Boys and Girls Club	S. Lincoln Street Facility Rehab	\$90,000
New Hope	Facility Improvements on West 2 nd Street	\$29,753
LifeDesigns	Facility Improvements on N. Dunn Street	\$34,000
Middle Way House	Facility Improvements on S. Washington Street	\$19,000
Parks and Rec.	Banneker Center retaining walls	\$68,000
Planning and Transportation	West 17 th Street Sidewalks	\$55,000
HAND	Curbs and Sidewalks	\$28,447
HAND	Home Modification for Accessible Living	\$22,500
Total		\$466,700

ADMINISTRATION

Administration of Housing and Neighborhood Development Department	\$143,600
Total	\$143,600

TOTAL ALLOCATION

CDBG from Housing and Urban Development	\$718,000
CDBG Program Income	\$2,298
TOTAL	\$720,298

SECTION 2. In the event the City of Bloomington receives more or less of the anticipated funding, that amount shall be distributed in the following manner:

Physical Improvements: If funding is greater than \$466,700, then all agencies that were not funded at their requested amount will receive a proportional increase until all surplus funds are appropriated or until the agency reaches its application request. If 2016 funding is less than \$466,700 then all agency allocations will be reduced proportionally across all agencies:

1. For example, if the City receives \$500,000 in 2016 CDBG for Physical Improvements then the four activities that were NOT fully funded would receive an additional \$8,325. No agency will receive more than their original requested amount.
2. For example if the City receives \$396,695 for Physical Improvement activities then each activity would receive 85% of their recommendations.

Social Services: If funding is greater than \$109,998, then the overage would be proportionally distributed among the Boys and Girls Club, Mother Hubbard’s Cupboard and Middle Way House. Boys and Girls Club’s proportion would be 35% of the overage,

Mother Hubbard's Cupboard and Middle Way House would each receive 32% of the overage. No agency shall receive more than its requested amount. If the funding is less than \$109,998, then the amounts awarded to the Boys and Girls Club, Mother Hubbard's Cupboard, and Middle Way House would be reduced proportionately, with the total reduction equal to the amount of the shortfall. The proportions are as follows: Boys and Girls Club (36%), Mother Hubbard's Cupboard (32%) and Middle Way House (32%).

SECTION 3. This resolution shall be in full force and effect from and after its passage by the Common Council and approval by the Mayor.

PASSED by the Common Council of the City of Bloomington, Monroe County, Indiana, upon this _____ day of _____, 2016.

ANDY RUFF, President
Bloomington Common Council

ATTEST:

NICOLE BOLDEN, Clerk
City of Bloomington

PRESENTED by me to the Mayor of the City of Bloomington, Monroe County, Indiana, upon this _____ day of _____, 2016.

REGINA MOORE, Clerk
City of Bloomington

SIGNED and APPROVED by me upon this _____ day of _____, 2016.

JOHN HAMILTON, Mayor
City of Bloomington

SYNOPSIS

The City of Bloomington is eligible for a Community Development Block Grant (CDBG) from the U.S. Department of Housing and Urban Development estimated to be \$718,000. To that figure, the City wishes to add \$2,298 in CDBG program income to the total Fiscal Year 2016 CDBG allocations. This resolution outlines program recommendations by the Mayor with input from the Citizen's Advisory Committees and the Redevelopment Commission. Pursuant to federal regulations, CDBG allocations are made across the following general program areas: Social Service Programs, Physical Improvements, and Administrative Services.

Memo

To: Common Council
From: Doris Sims, Housing and Neighborhood Development Director
Date: February 9, 2016
Re: 2016-2017 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 based on several objective measures of community need; 1) poverty in the community, 2) housing overcrowding, 3) age of housing stock, and 4) population growth. These funds must be used to meet a National Objective. Those objectives are: 1) Benefit to low- and moderate-income persons; 2) Aid in the prevention or elimination of slums or blight; and 3) meet a need having a particular urgency (referred to as Urgent Need). Seventy percent (70%) of the funds MUST be used to benefit low- and moderate-income persons. Included in this packet are excerpts from the CDBG regulations on eligible and ineligible activities:

HUD requires each entitlement community to develop a citizen participation plan as part of its Consolidated 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. The allocation recommendations are made by the Citizen Advisory Council (CAC) which is made up of citizens from various councils and commissions, as well as interested parties who apply for appointments. A membership list is included in this packet. The CAC is divided into two sub-committees, one to review physical improvement applications and one to review social service applications. Attached please find copies of the schedules. In addition to each sub-committee's public hearing, the Redevelopment Commission meeting is also open to public comment.

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 plus any program income may be used for social services and no more than 20% may be used for administration. The other 65% is used for physical improvements. Additionally, the city can allocate any program income received. Program income is defined as gross income received by the grantee and its subrecipients directly generated from the use of CDBG funds. We have enough program income to allocate a little more than the expected amount of the grant into physical improvements. Therefore, for fiscal year 2016-2017, the estimated allocations are as follows:

Expected Allocation	\$718,000
Program Income	\$ 2,298

Physical Improvements	\$466,700
Social Services	\$109,998
Administration	<u>\$143,600</u>
Total	\$720,298

I have included in this packet, a brief description of each program and recommended allocation amount. Also attached is Redevelopment Commission Resolution 16-03 in which they unanimously forwarded on the CAC recommendations to Mayor Hamilton. Please note that at the time of the CAC recommendations and the passing of Resolution 16-03 the CDBG annual allocation amount is an estimation. Both the Redevelopment Commission and Common Council resolutions outline how funds should be allocated if more or less of the estimated amount is received. Common Council Resolution 16-0X 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.

16-03
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 approximate amount of \$718,000 of grant funds for Fiscal Year 2016 and \$2,298 of reallocated funds from Fiscal Year 2015, the following allocations are recommended:

\$466,700 for Physical Improvements
\$109,998 for Social Services
\$143,600 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

WHEREAS, the Citizens' Advisory Committee has also made recommendations on how to distribute any funds received that are over or less than the estimated amount; and

WHEREAS, current information indicates the possibility of a reduction in funding beyond what could be anticipated at the time of the estimate; and

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

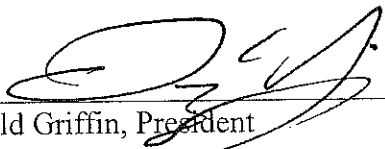
NOW, THEREFORE, BE IT RESOLVED BY THE BLOOMINGTON REDEVELOPMENT COMMISSION THAT:

The Bloomington Redevelopment Commission hereby approves:

- 1) The Citizens' Advisory Committee's 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;

- 2) If the received allocation is more or less than expected, the adjustment will be made to all of the approved social service programs and the approved physical improvement programs in accordance with the recommendations of the Citizens' Advisory Committees as outlined in Exhibit A and Exhibit B.

BLOOMINGTON REDEVELOPMENT COMMISSION



Donald Griffin, President

ATTEST:



Sue Sgambelluri, Secretary

2-1-16

Date

PHYSICAL IMPROVEMENT RECOMMENDATIONS

	<u>2016 Request</u>	<u>CAC Recommendation</u>
<u>HOUSING ASSISTANCE</u>		
BHA – Interior Renovations	\$150,000.00	\$120,000.00
New Hope – Facility Improvements on W. Second Street	\$29,753.00	\$29,753.00
HAND – Home Modification for Accessible Living	\$75,000.00	\$22,500.00
<i>SUBTOTAL</i>	\$254,753.00	\$172,253.00
<u>FACILITY IMPROVMENTS</u>		
Boys and Girls Clubs – Facility Rehabilitation at S. Lincoln Street	\$125,000.00	\$90,000.00
LifeDesigns – Facility Improvements on N. Dunn Street	\$34,000.00	\$34,000.00
Middle Way House – Facility Improvements on S. Washington Street	\$19,000.00	\$19,000.00
<i>SUBTOTAL</i>	\$178,000.00	\$143,000.00
<u>COMMUNITY-WIDE INFRASTRUCTURE PROGRAMS</u>		
COB: Planning-Transportation Department – W 17 th Sidewalks	\$55,000.00	\$55,000.00
COB: Parks and Recreation Dept. – Banneker Center Limestone Wall	\$68,000.00	\$68,000.00
COB: Housing & Neighborhood Development – Curbs and Sidewalks	\$200,000.00	\$28,447.00
<i>SUBTOTAL</i>	\$ 323,000.00	\$151,447.00
TOTAL REQUESTED ALL FUNDED PROJECTS:	\$755,753.00	\$466,700.00
TOTAL AMOUNT ALLOCATED		\$466,700.00

If the funding is greater than \$466,700 then all agencies that were NOT funded at their requested amount will receive a proportional increase until all surplus funds are appropriated or until the agency reaches its application request. If 2016 funding is less than \$466,700 then all agency allocations will be reduced proportionally across all agencies.

1. For example, if the City receives \$500,000 in 2016 CDBG for Physical Improvements then the four activities that were NOT fully funded would receive an additional \$8,325. No agency will receive more than their original requested amount.
2. For example if the City receives \$396,695 for Physical Improvement activities then each activity would receive 85% of their recommendations.

SOCIAL SERVICE RECOMMENDATIONS

	<u>2016 Request</u>	<u>CAC</u> <u>Recommendations</u>
<u>EMERGENCY NEEDS</u>		
Community Kitchen	\$24,999.00	\$24,999.00
Hoosier Hills Food Bank	\$24,999.00	\$24,999.00
Middle Way House Emergency Services	\$24,999.00	\$19,000.00
Mother Hubbard's Cupboard	\$24,999.00	\$19,000.00
Shalom Center	\$24,999.00	\$0.00
<i>SUBTOTAL</i>	\$124,995.00	\$87,998.00
<u>NON-EMERGENCY NEEDS</u>		
Big Brothers and Big Sisters	\$20,000.00	\$0.00
South Central Community Action Program	\$24,999.00	\$0.00
Boys & Girls Club – Crestmont Club	\$24,999.00	\$22,000.00
<i>SUBTOTAL</i>	\$69,998.00	\$22,000.00
TOTAL REQUESTED ALL FUNDED AGENCIES	\$194,993.00	\$109,998.00
TOTAL AMOUNT OF FUNDS AVAILABLE		\$109,998.00
TOTAL AMOUNT ALLOCATED		\$109,998.00

If 2016 funding is greater than \$109,998 then the overage would be proportionally distributed among the Boys and Girls Club, Mother Hubbard's Cupboard and Middle Way House. Boys and Girls Club's proportion would be 36% of the overage, Mother Hubbard's Cupboard and Middle Way House would each receive 32% of the overage. No agency shall receive more than its requested amount.

If 2016 funding is less than \$109,998 then the amounts awarded to the Boys and Girls Club, Mother Hubbard's Cupboard, and Middle Way House would be reduced proportionately, with the total reduction equal to the amount of the shortfall. The proportions are as follows: Boys and Girls Club (36%), Mother Hubbard's Cupboard (32%) and Middle Way House (32%).

1. 2016 CAC Recommendations

Social Service Funding

Program	Recommended Funding
1. Boys and Girls Club of Bloomington Boys & Girls Club will provide after school programs at its Crestmont Club to assist participants in three areas: academic success, healthy lifestyles, and character & leadership.	\$22,000
2. Hoosier Hills Food Bank Hoosier Hills Food Bank collects stores and distributes donated food to non-profit organizations with feeding programs who serve needy people.	\$24,999
3. Middle Way House Middle Way provides crisis intervention, advocacy, supportive services, and emergency shelter to abused women and their dependent children.	\$19,000
4. Mother Hubbard's Cupboard MHC is a community food pantry that provides wholesome, healthful food to people in need, as well as nutrition and gardening education.	\$19,000
5. Community Kitchen of Monroe County The Community Kitchen provides free hot meals, including carry-out meals, to needy Bloomington residents from their Rogers Street and West 11 th Street locations.	\$24,999
Total	\$109,998

Physical Improvements

Project	Recommended Funding
1. Bloomington Housing Authority – Crestmont Interior Building Renovations Funds will be used to renovate four, two or three bedroom units in one building in the Crestmont complex.	\$120,000
2. New Hope – Facility Improvements of two structures on West Second Street Funds will be used to correct structural and flooring issues, upgrade electrical systems, upgrade central heating and cooling to improve efficiency, create additional storage space, remove and install new fencing and install gutter guards.	\$29,753
3. HAND – Home Modifications for Accessible Living Funds will be used to modify existing housing units to accommodate persons living with disabilities. Funds may also be used to modify buildings owned by not-for-profits to accommodate their clients living with disabilities according to program guidelines.	\$22,500
4. Boys and Girls Club – Lincoln Street Renovation Funds will be used to renovate limestone retaining wall along South Lincoln, remove and replace the front entrance concrete steps, replace the existing concrete patio at the front entrance, replace the existing non-historic aluminum entrance with a new entrance based on historic documentation and tuck-point the west elevation of the building.	\$90,000
5. LifeDesigns – Facility Improvements on N. Dunn Street Funds will be used to stabilize the foundation of the front porch, repair any cracks in the limestone facade and wrap the soffit and fascia in aluminum at LifeDesigns’ group home on North Dunn Street.	\$34,000
6. Middle Way House — New Wings Funds will be used to replace the exterior deck flooring on the second story patio at 338 South Washington and to purchase and install 2’x2’ rubber paver tiles to the 2 nd floor Rooftop Garden outdoor area.	\$19,000
7. Planning and Transportation Department – West 17th West Second Street Funds will be used to construct new sidewalks along the south side of W. 17 th St between the completed project of the W.	\$55,000

17 th St round-about and Maple Street.	
8. Parks and Rec. – Banneker Center’s Retaining Wall Reconstruction	\$68,000
Funds will be used to restore the existing north limestone retaining wall and install drainage systems and grading as required.	
9. HAND – Curbs and Sidewalks	\$28,447
Funds will be used to replace existing or construct new curb and sidewalks in Redevelopment Target Areas, areas where 51% of the residents are low/moderate income households, for department eligible projects, and for income eligible households who are required to repair adjacent curbs and sidewalks. HAND will use funds to pay for material costs and partner with other departments to provide labor and equipment. HAND may on occasion bid out some projects to a private contractor.	
Total	\$466,700
<i>CDBG Administration</i>	\$143,600
ESTIMATED 2016 TOTAL ALLOCATION with reallocated funds of \$2,298	\$720,298

CDBG
Social Services Citizen Advisory
Committee

Supplemental Material

Membership

Calendar

Application Scoring Criteria

Allocation Work Sheet

Social Service
 Citizen Advisory Committee
WORKING CALENDAR
 For
 CDBG Funding – Fiscal Year 2016

AGENCY SCHEDULE

September 3 (Thursday)	CDBG Informational Meeting at 9:00 a.m. in the McCLOSKEY ROOM Application and submission information available to be picked up in HAND.
October 9 (Friday)	<i>Letter of Intent</i> due in HAND by 4:00 p.m. Agency Mandatory Training (Agencies <i>must</i> attend one of these two meetings)
October 15 (Thursday) or October 19 (Monday)	9:00 A.M. (McCLOSKEY ROOM) 5:00 P.M. (McCLOSKEY ROOM)
December 4 (Friday)	<i>Completed Applications Due in HAND by 4:00 p.m.</i>
January 12, 2016 (Tuesday)	PUBLIC HEARING for Social Service Applications (COUNCIL CHAMBERS @ 5:30 p.m.) Mandatory Attendance

SOCIAL SERVICE CAC SUBCOMMITTEE SCHEDULE

November 16 (Monday)	CAC Organizational & Con Plan Meeting (McCLOSKEY ROOM @ 5:30 p.m.)
December 17 (Thursday)	Social Service Subcommittee Mandatory Meeting to review ranking system and pick up packets (HOOKER ROOM @ 5:30 p.m.)
January 5, 2016 (Tuesday)	Pre Public Hearing Meeting (McCLOSKEY ROOM @ 5:30 p.m.)
January 12, 2016 (Tuesday)	PUBLIC HEARING for Social Service Applications (COUNCIL CHAMBERS @ 5:30 p.m.) Mandatory Attendance
January 15, 2016 (Friday)	Rankings due to Dan Niederman in HAND by 4:00 p.m. (Fax # 349-3582)
January 19, 2016 (Tuesday)	Social Service Subcommittee meeting (McCLOSKEY ROOM @ 5:30 p.m.)

CDBG FUNDING APPLICATION SCHEDULE

February 1, 2016 (Monday) (Tentative)	PUBLIC HEARING – CAC recommendations presented to Bloomington Redevelopment Commission (McCLOSKEY ROOM @ 5 p.m.)
February 10, 2016 (Wednesday) (Tentative)	PUBLIC HEARING – City Council Discussion Meeting (date tentative)
February 17, 2016 (Wednesday) (Tentative)	PUBLIC HEARING – City Council Final Action Meeting (date tentative)
June, 2016 (Tentative)	FUNDING AVAILABLE

Application Forms and Instructions available at:
<http://bloomington.in.gov/cdbgapp>

Social Service CDBG Application Scoring Criteria

Total number of points available is **100**.

- A. Question 3 – Program Need – **35** 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 – **30** 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 – **20** points total
 - Agency serves large number/**percentage** 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 – **15** 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).

EXHIBIT B
PUBLIC SERVICE
FUNDING RECOMMENDATIONS FOR
COMMUNITY DEVELOPMENT BLOCK GRANT
PY - 2016

AGENCY	2016 REQUEST	CAC RECOMMENDATION
Hoosier Hills Food Bank - Food Bank	24,999	\$ 24,999.00
Community Kitchen -- Free Meals program	24,999	\$ 24,999.00
Boys & Girls Club - Crestmont Club	24,999	\$ 22,000.00
Mother Hubbards Cupboard	24,999	\$ 19,000.00
Middle Way House - Domestic Violence	24,999	\$ 19,000.00
Big Brother Big Sister	20,000	\$ -
Shalom	24,999	\$ -
SCCAP	24,999	\$ -
TOTAL REQUESTED	194,993	
TOTAL PUBLIC SERVICE ALLOCATION	109,998	\$ 109,998.00

If 2016 funding is greater than \$110,000 then the overage would be proportionally distributed among the Boys and Girls Club, Mother Hubbard's Cupboard, and Middle Way House. Boys and Girls Club's proportion would be 36% of the overage, Mother Hubbard's Cupboard and Middle Way House would each receive 32% of the overage. No agency shall receive more than its requested amount.

If 2016 funding is less than \$110,000 then the amounts awarded to the Boys and Girls Club, Mother Hubbard's Cupboard, and Middle Way House would be reduced proportionately, with the total reduction equal to the amount of the shortfall. The proportions are as follows: Boys and Girls Club (36%), Mother Hubbard's Cupboard (32%), Middle Way House (32%).

**Community Development Block Grant Citizen Advisory Committee
Program Year 2016**

Name	Subcommittee	Term Expires
Chris Hazel United Way 441 S. College Avenue Bloomington, IN 47403 W:812-334-8370 x12 chris@monroeunitedway.org	Social Services (Mayor)	August 31, 2017
Susie Hamilton 1101 E. Winslow Bloomington, IN 47401 Home812-332-3992 Email: abshamil@indiana.edu	Social Services (Mayor)	August 31, 2017
Sue Sgambelluri Redevelopment Commission 3909 N Whitewood Way Bloomington, IN 47404 C: 345-3215 ssgambel@indiana.edu	Social Services RDV Commission	Annual Appointment
Susan Sandberg Council Office C: 320-8552 sandbers@bloomington.in.gov	Social Services Council Appointment	Annual Appointment
Susan Bollman 800 S. Eastside Dr Bloomington, IN 47401 C:812-361-4225 sbollman@indiana.edu	Social Services (Mayor)	August 31, 2017
Hal Turner 2220 E. Wimbleton Ln, Bloomington, IN 47401 C: 812-606-9593 haltturner12@gmail.com	Social Services works in Congressional 9th District Office	Annual Appointment
Amanda Barge 2017 E Viva Dr 812-606-6540 amandabarge@gmail.com	Social Services (Mayor)	August 31, 2017
Patricia Cole 4312 E Chadwick Ct Bloomington, IN 47401 812-360-4285 Pat.cole1@comcast.net	Social Services Status of Children & Youth Commission	August 31, 2017
Brittany Hartzer 1297 W Cobblefield Ct Bloomington, IN 47401 503-459-3963 iubritt@yahoo.com	Social Services (Mayor)	August 31, 2017

CDBG
Physical Improvements
Citizen Advisory Committee

Supplemental Material

Membership

Calendar

Citations to the Consolidated Plan used for
Scoring Criteria

Allocation Work Sheet

WORKING CALENDAR
for
**Community Development Block Grant Physical Improvement Funding
Program Year 2016**

AGENCY SCHEDULE

- September 3**
(Thursday) CDBG Informational Meeting(**McCLOSKEY ROOM @ 9:00 A.M.**) Applications and submission information available to be picked up by Applicants in HAND
- October 9**
(Friday) **Letter of Intent** due in HAND by 4:00 P.M.
- October 15 or**
October 19 **Agency Mandatory Training** (agencies must attend one of these two meetings)
Thursday, October 15 @ 9:00 A.M. in the **McCLOSKEY ROOM**
Monday, October 19 @ 5:00 P.M. in the **McCLOSKEY ROOM**
- December 4**
(Friday) **Completed Applications Due from Agencies to HAND by 4:00 P.M.**
- December 14-**
December 18 CAC members make site visits to proposed projects.
- January 7, 2015**
(Thursday) **PUBLIC HEARING** for Physical Improvement Applications(**COUNCIL CHAMBERS @ 5:30**) **ATTENDENCE IS MANDATORY**

PHYSICAL IMPROVEMENT SUBCOMMITTEE SCHEDULE

- November 16**
(Monday) CAC Organizational and Con Plan Meeting (**McCLOSKEY ROOM @ 5:30**)
- December 14**
(Monday) Physical Improvement Sub-Committee Mandatory Meeting to review ranking system and pickup Packets (**KELLY ROOM @ 6:00 P.M.**)
- December 18** CAC members make site visits to proposed projects. Meet at **City Hall's Atrium @ 10:00.**
- January 7, 2016**
(Thursday) **PUBLIC HEARING** for Physical Improvement Applications(**COUNCIL CHAMBERS @ 5:30**)
- January 11, 2016**
(Monday) **Applicant Ranking due to Bob Woolford in HAND Department by 4:00 (FAX 349-3582)**
- January 14, 2016**
(Thursday) Physical Improvement Sub-Committee Meeting for allocations(**McCLOSKEY ROOM @ 5:30 P.M.**)

CDBG FUNDING APPLICATION SCHEDULE

- February 1, 2016
(Tentative date) **PUBLIC HEARING - CAC recommendations presented to the Redevelopment Commission (McCLOSKEY ROOM @ 5:00 P.M.)**
- February 10, 2016
(Tentative date) **PUBLIC HEARING - City Council Committee Discussion Meeting**
- February 17, 2016
(Tentative date) **PUBLIC HEARING - City Council Final Action Meeting**
- June 2016
(Tentative date) **FUNDING AVAILABLE**

CONSOLIDATED PLAN REFERENCES
FOR
CDBG PHYSICAL IMPROVEMENT APPLICATIONS

CAC members should review the following sections of the Consolidated Plan for scoring the Physical Improvement applications.

- Antipoverty Strategy—pg. 55+
- Community Development Objectives—pg. 54 +
- Homeless Strategy —pg.68+
- Housing Market Analysis—pg. 30+
- Barriers to Affordable Housing (inc. infrastructure) —pg. 42+
- Lead Base Paint—pg. 39+
- Public Housing Strategy —pg. 36+
- Priority Housing Needs—pg. 25+
- Housing Needs —pg. 23+
- Specific Special Needs Objectives—pg. 80+

**EXHIBIT A
PHYSICAL IMPROVEMENT
FUNDING RECOMMENDATIONS FOR
COMMUNITY DEVELOPMENT BLOCK GRANT
PY - 2016**

PROJECT	2016 Request	CAC RECOMMENDATIONS
HOUSING ASSISTANCE		
BHA -- Crestmont Interior Rehabilitation--Rehab 4 units in 2 buildings	150,000	120,000
LifeDesigns -- Facility Rehabilitation	34,000	34,000
New Hope -- Facility Improvements at 303 W. 2nd and 409 W. 2nd	29,753	29,753
HAND -- Home Modifications for Accessible Living	75,000	22,500
Housing Assistance Subtotal:	288,753	206,253
FACILITY IMPROVEMENTS		
Boys and Girls Club -- Facility Rehabilitation at Lincoln St Club	125,000	90,000
Middle Way House -- Above-ground Outdoor Recreation Area	19,000	19,000
Facility Improvements Subtotal:	144,000	109,000
COMMUNITY-WIDE INFRASTRUCTURE PROGRAMS		
City of Bloomington: Planning and Transportation W. 17th sidewalk installation.	55,000	55,000
City of Bloomington: Parks and Recreation -- Baneker Center's Retaining Wall (west side)	68,000	68,000
City of Bloomington: HAND -- Curb and Sidewalks	200,000	28,447
Community-wide infrastructure projects Subtotal:	323,000	151,447
TOTAL REQUESTED	755,753	
TOTAL PHYSICAL IMPROVEMENT ALLOCATIONS FOR 2016		466,700
<p>If 2016 funding is greater than \$466,700 then all agencies that were NOT funded at their requested amount will receive a proportional increase until all surplus funds are appropriated or until the agency reaches its application request. If 2016 funding is less than \$466,700 then all agency allocations will be reduced proportionally across all agencies.</p>		
<p>1. For example, if the City receives \$500,000 in 2016 CDBG for Physical Improvements then the four activities that were NOT fully funded would receive an additional \$8,325. No agency will receive more than their original requested amount.</p> <p>2. For example if the City receives \$396,695 for Physical Improvement activities then each activity would receive 85% of their recommendation.</p>		

**Community Development Block Grant
Citizen Advisory Committee
for Physical Improvements
Program Year 2016
Updated August 12, 2015**

Name	Subcommittee	Term Expires
Rick Coppock 3800 S. Bainbridge Drive Bloomington, IN 47401 H: 334-2119 W: 332-8030 rcoppock@bynumfanyo.com	Physical Improvements (Mayor)	August 31, 2017
Scott Robinson P.O. Box 100 Bloomington, IN 47402 W: 349-3423 robinsos@bloomington.in.gov	Physical Improvements (Mayor)	Annual Appointment
Marcus Whited Community Foundation of Bloomington and Monroe County 101 W. Kirkwood Ave Bloomington, IN 47404 W: 812-333-9016 marcus@cfbmc.org	Physical Improvements (Mayor)	August 31, 2017
Matthew Hanauer 151 E. 17 th St Bloomington, IN 47408 260-409-5700 mhanauer@umail.in.edu	Physical Improvements (Mayor)	
John West jwest@tuckerobr.com	Physical Improvements RDV Commission	Annual Appointment
Tim Mayer City Council P.O. Box 100 Bloomington, IN 47408 W: 349-3409 mayert@bloomington.in.gov	Physical Improvements Council Appointment	Annual Appointment

APPROPRIATION ORDINANCE 16-01

**TO SPECIALLY APPROPRIATE FROM THE GENERAL FUND, PARKS GENERAL FUND,
MOTOR VEHICLE HIGHWAY FUND, PARKING METER FUND, FLEET MAINTENANCE
FUND, AND THE RISK MANAGEMENT FUND
EXPENDITURES NOT OTHERWISE APPROPRIATED
(Appropriating a Portion of the Amount of Funds Reverted to Various City Funds
at the End of 2015 for Unmet Needs in 2016)**

- WHEREAS, the Human Resources Department desires to increase its budget Classification 3 – Services and Charges in order to provide additional education and training for City employees; and
- WHEREAS, the Controller’s Department desires to increase its budget in Classification 3 – Services and Charges to restore funding to the Mayor’s Grant line; and
- WHEREAS, the Controller’s Department desires to increase its budget in Classification 4 – Capital Outlays in order to provide for the replacement of vehicles and equipment; and
- WHEREAS, the Parks Department desires to increase its budget for the Parks General Fund Classification 3 – Services and Charges in order to provide additional education and training for City employees; and
- WHEREAS, the Parks Department desires to increase its budget for the Parks General Fund Classification 4 – Capital Outlays in order to provide for the replacement of vehicles and equipment; and
- WHEREAS, the Public Works Department desires to increase its budget for the Motor Vehicle Highway Fund - Classifications 4 – Capital Outlays in order to provide for the replacement of vehicles and equipment; and
- WHEREAS, the Police Department desires to increase its budget for the Parking Meter Fund - Classifications 4 – Capital Outlays in order to provide for the replacement of vehicles and equipment; and
- WHEREAS, the Public Works Department desires to increase its budget for the Fleet Maintenance Fund - Classifications 4 – Capital Outlays in order to provide for the replacement of vehicles and equipment; and
- WHEREAS, the Risk Management Department desires to increase its budget in Classification 3 – Services and Charges in order to pay for additional safety and training for City Employees;

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 – Human Resources	
Classification 3 – Services and Charges	\$ <u>158,000.00</u>
Total General Fund – Human Resources	<u>158,000.00</u>
 General Fund – Controller	
Classification 3 – Services and Charges	\$ 50,000.00
Classification 4 – Capital Outlays	\$ <u>1,487,000.00</u>
Total General Fund – Controller	<u>1,537,000.00</u>
 Grand Total General Fund (Fund # 101)	 \$ <u>1,695,000.00</u>

Risk Management Fund – Legal	
Classification 3 – Services and Charges	\$ <u>10,000.00</u>
Total Risk Management Fund – Legal	<u>10,000.00</u>
Grand Total Risk Management Fund (Fund #800)	\$ <u>10,000.00</u>
Parks General Fund - Parks	
Classification 3 – Services and Charges	\$ 22,000.00
Classification 4 – Capital Outlays	\$ <u>287,000.00</u>
Total Parks General Fund - Parks	<u>309,000.00</u>
Grand Total Parks General Fund (Fund # 200)	\$ <u>309,000.00</u>
Parking Meter Fund - Police	
Classification 4 – Capital Outlays	\$ <u>87,000.00</u>
Total Parking Meter Fund - Police	<u>87,000.00</u>
Grand Total Parking Meter Fund (Fund #455)	\$ <u>87,000.00</u>
Motor Vehicle Highway Fund – Public Works	
Classification 4 – Capital Outlays	\$ <u>194,000.00</u>
Total Motor Vehicle Highway Fund – Public Works	<u>194,000.00</u>
Grand Total Motor Vehicle Highway Fund (Fund #451)	\$ <u>194,000.00</u>
Fleet Maintenance Fund – Public Works	
Classification 4 – Capital Outlays	\$ <u>500,000.00</u>
Total Fleet Maintenance Fund – Public Works	<u>500,000.00</u>
Grand Total Fleet Fund (Fund #802)	\$ <u>500,000.00</u>
Grand Total All Funds	\$ <u>2,795,000.00</u>

PASSED AND ADOPTED by the Common Council of the City of Bloomington, Monroe County, Indiana, upon this _____ day of _____, 2016.

ANDY RUFF, President
Bloomington Common Council

ATTEST:

NICOLE BOLDEN, Clerk
City of Bloomington

PRESENTED by me to the Mayor of the City of Bloomington, Monroe County, Indiana, upon this _____ day of _____, 2016.

NICOLE BOLDEN, Clerk
City of Bloomington

SIGNED and APPROVED by me upon this _____ day of _____, 2015.

JOHN HAMILTON, Mayor
City of Bloomington

SYNOPSIS

This ordinance appropriates an additional \$2,795,000 of funds from the General Fund, Parks General Fund, Motor Vehicle Highway Fund, Parking Meter Fund, Fleet Maintenance Fund and the Risk Management Fund. This amount is a portion of the \$4,162,653 reverted to various City funds at the end of last year and will be used for training and education (\$190,000) and capital replacement (\$2,555,000), and to restore the Mayor's Grant Fund line which was not included in last year's budget (\$50,000).



JOHN HAMILTON
MAYOR

CITY OF BLOOMINGTON
401 N Morton St

Post Office Box 100
Bloomington IN 47402

JEFFREY H. UNDERWOOD
CONTROLLER

CONTROLLER'S OFFICE
p 812.349.3416

f 812.349.3456
controller@bloomington.in.gov

Memorandum

To: Council Members
From: John Hamilton, Mayor & Jeffrey Underwood, Controller
Date: February 8, 2016
Re: Appropriation Ordinance 16-01

Appropriation Ordinance 16-01 is our request to appropriate a portion of the 2015 budget reversions year-end appropriation.

By the end of 2015, departments reverted a total of \$4,162,653 in nine (9) funds (General Fund, Parks General Fund, Motor Vehicle Highway, Parking Facilities, Alternative Transportation, Parking Meter, Sanitation, Risk Management, & Fleet Maintenance).

Training & Education:

Investing in training for employees and staff results in:

- Increased productivity
- Reduction in employee turnover
- Increased ability to employ new technologies
- Improved safety practices, decreasing work-related injury/illness
- Better credentialed/certified/qualified employees
- Employees better prepared for new responsibilities when they arise
- Increased job satisfaction, morale and motivation among employees
- Employees who are better prepared for promotion/next role in organization

Training Magazine has conducted a survey for the past 34 years collecting data in regards to the amounts companies spend on training and education for their employees. Data collected includes, the amount spent per employee, breakdowns of who in their organizations is trained, training methods utilized, size of training departments, as well as other data. Their 2015 survey showed that on average, companies annually spent \$702 per employee for training. In regards to small companies (100-999 employees), the amount was \$1,105 per employee. In addition, the annual average amount spent by small companies for training was \$350,301.

The City has \$206,600 budgeted for training or slightly less than .5% of the 2016 Category 1 budget. It is our recommendation that we increase this to \$396,600 or approximately one percent (1%) of the 2016 Category 1 budget. This amounts to an additional appropriation of \$158,000 from the General Fund, \$22,000 from the Parks General Fund and \$10,000 from the Risk Management fund for a total of appropriation of \$190,000.

Capital Replacement:

The City of Bloomington owns, maintains and insures over \$600M in capital assets. The timely maintenance and replacement of those assets is essential to providing a vast array of services to our citizens as well as ensuring the safety of both our employees and citizens who employ these assets on a continuous basis.

While City staff has done their best to maintain these assets, funds budgeted to replace them has declined significantly. This has led to a large backlog of capital replacement needs that exceed \$100M. We are working to

address maintenance and replacement both for the short and long term. There exists an immediate need to replace those assets that either are in constant repair or are out of service. These assets are crucial to the delivery of services to our citizens, and the safety of our employees.

The Fleet Maintenance department utilizes a point system to assess each vehicle's state and determining its priority for replacement as seen below.

Factor	Points
Age	One point for each year of Vehicle is in Service
Miles/Hours	One point of each 10,000 miles/330 hours of Service
Type of Services	1, 3, or 5 points Based on type of Service, 1 for Light duty, 5 for Severe Duty
Reliability	1 point for repairs once every 3 to 4 month, 3 points for one repair per month, and 5 points for 2 or more repairs per month
Maintenance & Repair Cost	1 point for cost =< 20% of purchase price, 3 points for cost =< 75% of purchase price, and 5 points for cost => 75% of purchase price
Condition	Base on vehicle appearance, body damage, rust, and anticipated repairs. With 5 being in very poor condition
Point Range	
Under 12 Points	Condition - Excellent
13 to 16 Points	Condition - Good
17 to 21 Points	Condition - Fair, Qualifies for Replacement
22 Points and Over	Condition - Poor, Needs Immediate Attention

We propose replacing many of the assets that are in excess of 22 points. These vehicles are in dire need of retirement as they are extremely expensive to maintain and in some cases could be considered dangerous. In order to accomplish this goal we are recommending an additional appropriation of \$1,487,000 from the General Fund, \$287,000 from the Parks General Fund, \$194,000 from the MVH (Motor Vehicle Highway Fund – Street Department), \$87,000 from the Parking Meter Fund and \$500,000 from the Fleet Maintenance Fund for a total of \$2,555,000.

Mayor's Grant Fund:

Finally, we recommend funding that was eliminated in the 2016 budget for the Mayor's Grant Fund. In previous years, these funds were included in the Controller's Office budget. We are requesting \$50,000 be appropriated from the General Fund. This request represents a decrease of \$5,000 from previously budgeted amounts.

Conclusion:

The total amount of these requests is \$2,795,000 from a total reversion in these funds of \$4,162,653. This leaves reversions of \$1,362,653.

The City strives to maintain appropriate reserve levels in each of its funds. We are currently conducting a risk-based analysis of each of our funds that will serve as a guide to the appropriate levels of reserves. This analysis looks at a number of factors such as the potential for revenue shortfalls, unanticipated expenditures, creditworthiness and liquidity.

The Government Finance Officers Association (GFOA) recommends, at a minimum, that general-purpose governments, regardless of size, maintain unrestricted budgetary fund balance in their general fund of no less than two months of regular general fund operating revenues or regular general fund operating expenditures.

In relating this to the City's General Fund, the 2016 budgeted expenditures are \$38.3M. Two months of those expenditures would be \$6.4M. The 2016 beginning balance of the General Fund and Rainy Day Funds was \$9.2M and \$4.6M respectively or a total balance of \$13.6M. This request will reduce those balances by \$1.7M leaving a balance of \$11.9M. The remaining reserves would represent approximately four months of budgeted expenditures.

In the Council Chambers of the Showers City Hall on Wednesday, February 3, 2016 at 7:30 pm with Council President Andy Ruff presiding over a Regular Session of the Common Council.

COMMON COUNCIL
REGULAR SESSION
February 3, 2016

Roll Call: Mayer, Sandberg, Ruff, Volan, Piedmont-Smith, Chopra, Granger
Absent: Rollo, Sturbaum

ROLL CALL

Council President Ruff gave the Agenda Summation.

AGENDA SUMMATION

The minutes for the Regular Session and Organizational Meeting of January 20, 2016 were approved by voice vote after a minor correction was noted by the Deputy Clerk Martha Hilderbrand.

APPROVAL OF MINUTES

Allison Chopra wished a happy birthday to Deputy Clerk Hilderbrand. Chopra said that she planned on having constituent meetings at Shortstop Café at 10 am on the first Saturday of each month, beginning in March, and thanked Councilmember Piedmont-Smith for the idea.

REPORTS

- COUNCIL MEMBERS

Isabel Piedmont-Smith spoke about the sign ordinance and due to a ruling of the Supreme Court, municipalities may not regulate signs. There would need to be a revision to the sign ordinance, which could lead to an abolishment of signs in the public right of way. Piedmont-Smith also noted partial demolition requests for historic properties had increased as more properties met the historic definition (50+ years), which would need to be addressed by the Historic Preservation Committee. Finally, Piedmont-Smith spoke about the petition to develop a new Mother Bear's Pizza location on W 3rd St., and reminded the public of the meeting for the Plan Commission Monday at 5:30.

Steve Volan said he had a question for Piedmont -Smith on historic properties, but decided to hold off questions until Council Committee reports.

Dorothy Granger reminded the public that February was Black History Month.

Tim Mayer reminded citizens that the kick-off for Black History Month would start February 4, 2016 at 6:00pm at City Hall with a reception and a program to follow.

Susan Sandberg thanked the Chamber of Commerce for their support of LGBT rights after the Indiana General Assembly blocked SB334, a bill to grant LGBT protective rights.

Council Attorney Dan Sherman offered a proxy statement from David Rollo disclosing informing to the Council that Rollo was a co-owner in a farm involved in the Bloomington Farmer's Market. A motion to accept the report was made and unanimously accepted.

Mary Catherine Carmichael, Interim Communications Director, introduced herself to the Council and stated that she was a lifelong Hoosier, 25 year resident of Bloomington, and IU alumnus. She said she worked at WFIU "Noon Addition" and "Ask the Mayor" radio programs. Carmichael was also a member of several nonprofit organizations, a ten year member on the Parks Commission, and thanked Mayor John Hamilton.

- The MAYOR AND CITY OFFICES

Byron Bangert spoke on behalf of the Human Rights Commission (HRC). He said the purpose of the HRC was to promote equality. The HRC wanted to recognize the Downtown Resource Officer (DRO) program also known as the "White Shirts". The nomination was submitted to the HRC by Lisa Abbott, former Director of the Housing and Neighborhood Department. It was a collaborative program that brought police, social workers, churches, and businesses together to help with the complicated issue of homelessness. The award was presented to Police Chief Mike Diekhoff who thanked the HRC. Chief Diekhoff said the work helped to change the circumstances of those dealing with homelessness.

Ruff asked for the officers in the DRO program to be named and recognized.

Mayer thanked the officers and promised continued support for the program.

Sandberg thanked the officers and noted it was the Jack Hopkins Social Services Fund that was used to start the program and recognized Social Worker Vivian Hall.

Volan asked why they chose to volunteer for the project. Officers responded that they saw value to the work and had seen results because of it. Volan continued saying that as a member of the downtown community, he had seen a noticeable difference since the program began.

President Ruff opened the floor for anyone connected to the program to speak.

Vivian Hall spoke and said it had been an amazing relationship. She spoke on how persons who experienced homelessness had a difficult time accomplishing tasks, and she said the DROs helped with even small tasks.

Forrest Gilmore spoke on the collaborative nature of the program and how it broke down barriers.

Ruff thanked everyone on behalf of the Council.

Volan asked Piedmont-Smith to clarify the definition of "historic building". She said she was unsure, but at the state level certain buildings were added. An additional qualification was if the age of the structure was older than 50 years. They went on to discuss the process for dealing with historic buildings and amendments made to them.

President Ruff called for public comment.

Daniel McMullen showed a video on the history of health care insurance in America and voiced concern over the Affordable Care Act.

There were no appointments to Boards or Commissions at this meeting.

There was no legislation for second reading or final consideration.

There was no legislation to be introduced at this meeting.

There were no comments in this segment of the meeting.

• COUNCIL COMMITTEES

• PUBLIC

APPOINTMENTS TO BOARDS AND COMMISSIONS

LEGISLATION FOR SECOND READING AND RESOLUTIONS

LEGISLATION FOR FIRST READING

ADDITIONAL PUBLIC COMMENT

COUNCIL SCHEDULE

It was moved and seconded to cancel the Committee of the Whole meeting for February 10, 2016. The motion was approved by a voice vote.

Cancellation of the Committee of the Whole meeting for February 10, 2016.

Council Attorney Dan Sherman asked if council members would be available for the Internal Work Session for February 19, 2016. The majority said they would be.

Internal Work Session February 19, 2016.

The meeting was adjourned at 8:25 pm.

ADJOURNMENT

APPROVE:

ATTEST:

Andy Ruff, PRESIDENT
Bloomington Common Council

Nicole Bolden, CLERK
City of Bloomington

FOR APPROVAL